



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

## AGENDA

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

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TUESDAY, JULY 8, 2025  
COUNCIL EXECUTIVE SESSION – 5:00 PM  
CITY COUNCIL MEETING – 6:00 PM

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

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

If asked, enter the following: Meeting ID: 173 679 390#  
OR listen in and participate by calling Teams: 1-323-488-2227 - Meeting ID: 173 679 390#  
The meetings are being recorded.

CALL TO ORDER  
ROLL CALL

### PUBLIC COMMENTS PERTAINING TO THE EXECUTIVE SESSION ITEMS

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

### RECESS TO EXECUTIVE SESSION

### EXECUTIVE SESSION

- a. Conference with legal counsel regarding significant exposure to litigation pursuant to Government Code §54956.9(b) (1 potential case).

CALL TO ORDER  
ROLL CALL

### EXECUTIVE SESSION REPORT - by City Attorney

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

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

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

## PRESENTATION

1. Update on the Chamber of Commerce / Visitor Center (INF)

## PUBLIC HEARING

2. Adopt Resolution No. 2025-30 A Resolution Of The City Council Of The City Of Needles, California, Establishing A Revised Schedule Of Certain Fees And Charges For City Services.
  - Staff Report
  - Council questions of staff
  - Mayor to open the public hearing
  - Public Comment
  - Mayor to close the public hearing
  - Council Discussion / Deliberation
  - Adopt Resolution No. 2025-30 A Resolution Of The City Council Of The City Of Needles, California, Establishing A Revised Schedule Of Certain Fees And Charges For City Services. (ACT)

## NPUA / COUNCIL CONSENT CALENDAR

All matters listed on the Consent Calendar are considered to be routine and will be enacted by one motion in the form listed. The Mayor or any member of the NPUA / City Council may pull an item from the Consent Calendar for discussion. Prior to NPUA / Council action, a member of the public may address the NPUA / City Council on matters scheduled on the Consent Calendar. A three-minute time limit per person applies. **RECOMMENDED ACTION:** Approve Items 3 through 4 on the Consent Calendar by affirmative roll call vote **(ACT)**

3. Accept the 2025 Reservoir Inspection Report(s) for the East and West Tanks located on San Clemente at Clary Drive and the High Tank located on Parkway.
4. Adopt the State Water Resources Control Board Cross-Connection Control (CCC) Plan.

## END OF NPUA CONSENT CALENDAR

**COUNCIL CONSENT CALENDAR** All matters listed on the Consent Calendar are considered to be routine and will be enacted by one motion in the form listed. The Mayor or any member of the City Council may pull an item from the Consent Calendar for discussion. Prior to Council action, a member of the public may address the City Council on matters scheduled on the Consent Calendar. A three-minute time limit per person applies. **RECOMMENDED ACTION:** Approve Items 5 through 9 on the Consent Calendar by affirmative roll call vote. **(ACT)**

5. Approve the Warrants Register through July 8, 2025.
6. Approve the Minutes of June 24, 2025.
7. Approve the Annual Depository Statement for fiscal year 2025-2026 for bond debt service, contract services, purchase payments, and reimbursement of non-utility sanitation revenues deposited with the Authority.
8. Adopt Resolution No. 2025-31, A Resolution Of The City Council Of The City Of Needles, California Adopting The City of Needles Annual Statement Of Investment Policy And Rescinding Resolution 1-25-00-01.
9. Accept the May 2025 Treasurer's Report.

## END OF COUNCIL CONSENT CALENDAR

## REGULAR COUNCIL ITEMS

10. Approve the position reclassification of the current Human Resources Specialist to a Human Resources Analyst, effective July 1, 2025. (ACT)
11. Waive full reading and Adopt Ordinance 675-AC adding Chapter 11A, Camping, to the Needles Municipal Code, establishing regulations prohibiting camping on public property. (First Read Introduction) (ACT)



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

City Manager's Reports for the weeks of June 20 and June 27, 2025.

**COUNCIL REQUESTS**

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

**ADJOURNMENT**

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

**Posted: July 3, 2025**

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

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

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

*Dated this 3rd day of July 2025*

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



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

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

**Meeting Date:** July 8, 2025

**Title:** Proposed Adjustments to the City's Fees and Service Charges

**Background:** Per Chapter 8 of the Needles City Code, fees and service charges are to be reviewed and adjusted annually to recover the actual costs of providing services to the public. The City's fiscal policy, also codified in Chapter 8, requires recovery of costs at designated target percentages. The cost of providing city services has risen since fee increases were last adopted by Council in Fiscal Year 2023.

Resolution No. 2025-30 proposes approximately a 6% increase to most fees, reflecting recent staff salary adjustments, with rounding to the nearest dollar resulting in slight deviations from the exact percentage. Fees charged on an actual cost basis or those requiring deposits have not been increased. Additionally, recreation program fees remain unchanged, as summer programming is already underway. Certain animal control fees have been increased by more than 6 percent to reflect higher vaccine and euthanasia costs driven by rising medicine prices. In addition to the 6 percent increase to all cemetery fees, the Endowment Care Fund allocation from burial lot purchases is proposed to be increased by \$100 to address the fund's significant underfunding. Lastly, outdated Police-related fees are being deleted as those services are now provided under contract by the San Bernardino County Sheriff's Department.

A Cost of Services Fee Study is the tool to determine the true costs of providing services and to align fees with the City's cost recovery targets, ensuring that fees do not exceed the reasonable estimated cost of providing services. The last Cost of Services Fee Study was completed in 2022, so staff intends to conduct a new study before the end of the current fiscal year to ensure that fees continue to recover costs at levels set in City Code Chapter 8. Additionally, staff will continue to bring fee changes to Council annually, using modest inflation-based adjustments to minimize public impact while maintaining pace with rising costs.

Exhibit A of Resolution No. 2025-30 details the current and proposed fees and charges.

**Fiscal Impact:** Varying impact on departmental revenues. No additional revenue appropriation is requested at this time.

**Recommended Action:** Adopt Resolution No. 2025-30 A Resolution Of The City Council Of The City Of Needles, California, Establishing A Revised Schedule Of Certain Fees And Charges For City Services

**Submitted By:** Jill Taura, Interim Finance Director

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

**Date:** 7/2/2025

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

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

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

**RESOLUTION 2025-30**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEEDLES, CALIFORNIA,**  
**ESTABLISHING A REVISED SCHEDULE OF CERTAIN FEES AND CHARGES FOR**  
**CITY SERVICES AND RESCINDING RESOLUTION NO. 2022-76**

**WHEREAS**, Resolution No. 11-26-02 requires an annual update of fees and charges; and

**WHEREAS**, Resolution 2022-76 revised the schedule of fees and charges for the 2022 - 2023 fiscal year; and

**WHEREAS**, the fees and charges for city services included in "Exhibit A" have been adjusted by CPI to maintain the service cost recovery percentages in Ordinance No. 657-AC and Ordinance 657-AC; and

**WHEREAS**, notice of public hearing on the fees changes has been provided per Government Section 6062a; and

**WHEREAS**, the required public hearing was held on the 8<sup>th</sup> of July 2025 at which time all interested persons were given the opportunity to be heard.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Needles, California, does hereby resolve, determine, and orders as follows:

**SECTION 1.** Administrative Necessity. For the sake of administrative necessity, the City Manager may adjust fees in the schedule if the general public is substantially benefited.

**SECTION 2.** Listing of Fees. The following fees shall be charged and collected for the following enumerated services. See "Exhibit A", attached hereto and incorporated herein and by this reference made a part hereof.

**SECTION 3.** Fully Burdened Hourly Rates. The new fully burdened hourly rates generated by the 2022 Cost of Services Fee Study and increased by the 6% cost of living adjustment are listed in "Exhibit B", attached hereto and incorporated herein and by this reference made a part hereof.

**SECTION 4.** Effective Date. This resolution shall go into full force and effect after adoption, but shall be subject to the terms and conditions of Ordinance No. 464-AC and Ordinance No. 657-AC.

**PASSED, APPROVED, AND ADOPTED** at a regular meeting of the City Council on the 8<sup>th</sup> day of July, 2025, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Candace Clark, City Clerk

\_\_\_\_\_  
Lena Wade, Deputy City Attorney

**EXHIBIT A - RESOLUTION NO. 2025-30**

**CITY OF NEEDLES**  
**Revised Schedule of Certain Fees and Charges for City Services**

REF #	SERVICE TITLE DESCRIPTION	CURRENT FEES & CHARGES	PROPOSED	INCREASE
S000	Letter of Necessity	\$97	\$103	\$6
S001	Site Plan Development Review	\$1,248 Per Application + any outside contractor's charges + any additional staff time at fully burdened hourly rate.	\$1,323 Per Application + any outside contractor's charges + any additional staff time at fully burdened hourly rate.	\$75
S001A	Site Plan Development Review Existing Bldg.	\$836 Per Application + any additional staff time at fully burdened hourly rate.	\$886 Per Application + any additional staff time at fully burdened hourly rate.	\$50
S001B	Zoning Permit	\$146 Per Application	\$155 Per Application	\$9
S002	Conditional Use Permit (CUP)			
	Non-Cannabis Projects	\$2,694 Per Application + any additional staff time at fully burdened hourly rate.	\$2,856 Per Application + any additional staff time at fully burdened hourly rate.	\$162
	Cannabis Projects	\$25,000 Deposit for infill development, \$35,000 Deposit for undeveloped land, to cover staff time billed at fully burdened hourly rate + outside agency costs + other expenses.	\$25,000 Deposit for infill development, \$35,000 Deposit for undeveloped land, to cover staff time billed at fully burdened hourly rate + outside agency costs + other expenses.	No Change
S002A	Conditional Use Permit (CUP) Amendment	\$146 Per Application	\$155 Per Application	\$9
S003	Variance Processing	\$1,506 Per Application	\$1,596 Per Application	\$90
S004	Zone Change	\$2,466 Per Application + any outside agency costs	\$2,614 Per Application + any outside agency costs	\$148
S005	Development Agreement	\$2,800 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside agency costs.	\$2,800 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside agency costs.	No Change
S006	General Plan Amendment	\$3,500 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside contractor's charges	\$3,500 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside contractor's charges	No Change
S007	Planned Unit Development	\$14,700 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside contractor's charges	\$14,700 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside contractor's charges	No Change
S008	Tentative Parcel Map Review	\$2,134 Per Application + \$6,000 deposit for any outside contractor's charges + any additional staff time at fully burdened hourly rate.	\$2,262 Per Application + \$6,000 deposit for any outside contractor's charges + any additional staff time at fully burdened hourly rate.	\$128
S008A	Tentative Parcel Map Extension	\$377 Per Application	\$400 Per Application	\$23
S009	Tentative Tract Map Review	\$3,924 Per Application + \$100 per lot for each lot over 10 + \$5,000 deposit for any outside agency charges + any ADD'L staff time at fully burdened hourly rate.	\$4,158 Per Application + \$106 per lot for each lot over 10 + \$5,000 deposit for any outside agency charges + any ADD'L staff time at fully burdened hourly rate.	\$240
S009A	Tentative Tract Map Extension	\$377 Per Application	\$400 Per Application	\$23
S010	Environmental Assessment	\$240 Per Application + any outside agency costs	\$254 Per Application + any outside agency costs	\$14
S011	Environmental Initial Study	\$377 Per Application + \$6,500 deposit for add'l employee's time at fully burdened hrly rate + any outside agency costs	\$400 Per Application + \$6,500 deposit for add'l employee's time at fully burdened hrly rate + any outside agency costs	\$23
S012	Environmental Negative Declaration	\$1,142 Per Application + \$6,500 deposit for add'l employee's time at fully burdened hrly rate + any outside agency costs	\$1,211 Per Application + \$6,500 deposit for add'l employee's time at fully burdened hrly rate + any outside agency costs	\$69
S013	EIR/EIS Review	\$6,000 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside agency charges	\$6,000 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside agency charges	No Change
S014	Annexation Review	\$2,500 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside contractor's charges	\$2,500 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside contractor's charges	No Change
S015	Hotel Conversion Review	\$5,415 Per Application + \$4,000 deposit for any outside agency costs + any additional staff time at fully burdened hourly rate.	\$5,740 Per Application + \$4,000 deposit for any outside agency costs + any additional staff time at fully burdened hourly rate.	\$325
S017	Temporary Occupancy Review	\$465 Per Application	\$493 Per Application	\$28
	Temp Occupancy Review (Single Family)	\$117 Per Application	\$124 Per Application	\$7
S018	Special Use Permit	\$1,161 Per Application + \$2,000 Deposit for any outside agency costs + any additional staff time at fully burdened hourly rate.	\$1,231 Per Application + \$2,000 Deposit for any outside agency costs + any additional staff time at fully burdened hourly rate.	\$70
S019	Appeal to Planning Commission	\$377 Per Appeal	\$400 Per Appeal	\$23
S020	Appeal to City Council	\$312 Per Appeal	\$331 Per Appeal	\$19
S020A	Appeal Directly to City Council	\$377 Per Appeal	\$400 Per Appeal	\$23

**EXHIBIT A - RESOLUTION NO. 2025-30**

REF #	SERVICE TITLE DESCRIPTION	CURRENT FEES & CHARGES	PROPOSED	INCREASE
S021	Building Plan Check	65% of Building Permit Fee	65% of Building Permit Fee	No Change
S021-EXT	Building Plan Check Extension	\$157 Per Applicant	\$166 Per Applicant	\$9
S021A	Building Permits/Inspection	Based on Value \$.0162 x Value Valuation to be determined by current California Building Code building valuation data table	Based on Value \$.0162 x Value Valuation to be determined by current California Building Code building valuation data table	No Change
S021A-EXT	Building Permit Extension	\$157 Per Applicant	\$166 Per Applicant	\$9
S021B	Other Inspections/Fees	\$240 Per Hr. Inspections outside of normal bus. hrs. - Minimum 2 hr charge Inspections for which no fee is specifically indicated - Minimum 1/2 hr charge Additional plan review req. by changes, additions or rev. - Minimum 1/2 hr charge Use of outside consultants for inspections - Actual Costs	\$254 Per Hr. Inspections outside of normal bus. hrs. - Minimum 2 hr charge Inspections for which no fee is specifically indicated - Minimum 1/2 hr charge Additional plan review req. by changes, additions or rev. - Minimum 1/2 hr charge Use of outside consultants for inspections - Actual Costs	\$14
S021C	Septic Tank Permit/Inspection	\$2,000 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside agency/contractor's charges.	\$2,000 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside agency/contractor's charges.	No Change
S021D	Electric Permit	\$194 Per Permit	\$194 Per Permit	No Change
S021E	Plumbing Permit	\$194 Per Permit	\$194 Per Permit	No Change
S022	Extra Plan Check-Beyond 3	Residential - \$1,000 Deposit; Commercial-\$2,000 Deposit - Actual amount for employee's time at fully burdened hourly rate + any outside agency costs.	Residential - \$1,000 Deposit; Commercial-\$2,000 Deposit - Actual amount for employee's time at fully burdened hourly rate + any outside agency costs.	No Change
S023	Grease Interceptor Plan Check/Inspection	\$314 Per Inspection	\$314 Per Inspection	No Change
S024	Grading & Drainage Permit/Inspection	\$2,000 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside agency costs.	\$2,000 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside agency costs.	No Change
S025	Right of Way Plan Check	3% of construction costs/\$277 minimum	3% of construction costs/\$277 minimum	No Change
S026	Right of Way Inspection	3% of improvement costs/\$60 minimum	3% of improvement costs/\$60 minimum	No Change
S027	Retaining Wall Plan Check/Insp.	\$2,000 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside agency costs.	\$2,000 Deposit; Actual amount for employee's time at fully burdened hrly rate + any outside agency costs.	No Change
S028	Final Parcel Map Review	\$484 Per map + \$2,000 deposit for any outside contractor's chgs or any additional charges + any additional staff time at fully burdened hourly rate.	\$513 Per map + \$2,000 deposit for any outside contractor's chgs or any additional charges + any additional staff time at fully burdened hourly rate.	\$29
S029	Final Tract Map Review	\$844 Per Map + \$60 per lot over 10 lots + \$5,000 deposit for any outside contractor's charges or any additional charges + any additional staff time at fully burdened hourly rate.	\$895 Per Map + \$63 per lot over 10 lots + \$5,000 deposit for any outside contractor's charges or any additional charges + any additional staff time at fully burdened hourly rate.	\$54
S030	Final Map Amendment Review	\$474 Per Map + \$2,000 deposit for any outside contractor's charges or any additional charges + any additional staff time at fully burdened hourly rate.	\$502 Per Map + \$2,000 deposit for any outside contractor's charges or any additional charges + any additional staff time at fully burdened hourly rate.	\$28
S031	Lot Line Adjustment	\$617 Per Application + \$2,000 deposit for any outside contractor's charges or any additional charges	\$654 Per Application + \$2,000 deposit for any outside contractor's charges or any additional charges	\$37
S032	Street/R-O-W Abandonment Process	\$2,500 Deposit; Actual amount for employee's time at fully burdened hrly rates + any outside contractor's charges.	\$2,500 Deposit; Actual amount for employee's time at fully burdened hrly rates + any outside contractor's charges.	No Change
S034	Standard Encroachment Permit	\$277 Per Permit	\$294 Per Permit	\$17
S035	Major Encroachment Permit	\$517 Per Permit	\$548 Per Permit	\$31
S036A	Map Reproduction/CAD Plotting			
	Plotter, Size 24 x 36, Color	\$21.40 per copy	\$22.70 per copy	\$1.30
	Large Format Copies, Size 24 x 36, Bond paper, B&W	\$8.40 per copy	\$8.90 per copy	\$0.50
S037	Code Enforcement	Actual amount for employee's time at fully burdened hrly rates + any outside contractor's fee or any additional charges	Actual amount for employee's time at fully burdened hrly rates + any outside contractor's fee or any additional charges	No Change

**EXHIBIT A - RESOLUTION NO. 2025-30**

REF #	SERVICE TITLE DESCRIPTION	CURRENT FEES & CHARGES	PROPOSED	INCREASE
S038	Animal Control			
	Dog License - Altered	\$18	\$19.25	\$1.25
	Dog License - Unaltered	\$27	\$28.75	\$1.75
	Boarding Fees - per day	\$13.50	\$14.50	\$1
	Adoption Fees:			
	Dogs	\$32 Adoption fee + \$33 Spay/Neuter + \$18 License fee	\$34 Adoption fee + \$35 Spay/Neuter + \$19.25 License fee	\$5.25
	Cats	\$32 Adoption fee + \$33 Spay/Neuter	\$34 Adoption fee + \$35 Spay/Neuter	\$4
	Impound Fees:			
	1st offense - Licensed animal	\$18	\$19	\$1
	1st offense - Unlicensed animal	\$33	\$35	\$2
	2nd offense	\$52.50	\$56	\$3
	3rd offense	\$87	\$92	\$5
	Brought in	\$10 First time + \$2.75 for add'l	\$11 First time + \$3 for add'l	\$1.25
	Picked up	\$18 for first + \$2.75 for add'l	\$19 for first + \$3 for add'l	\$1.25
	Euthanasia Fee - 50 lbs and under	\$36.50	\$40	\$3.50
	Euthanasia Fee - Over 50 lbs.	\$69.75	\$80	\$10.25
	Dead Animal Fee, including Disposal Fee	\$26	\$28	\$2
	Dead Animal Fee	\$16	\$17	\$1
	Vaccine - fee for each vaccine administered	\$16	\$20	\$4
	Spay/Neuter	Actual costs + employees time at fully burdened hrly rate	Actual costs + employees time at fully burdened hrly rate	No Change
S039	Noise Disturbance Response	First Response: \$0 2nd Response: \$79 Per Response	** DELETE **	
S040	Police False Alarm Response	\$100 per response after three false responses in the calendar year. Charge only those due to owner negligence.	** DELETE **	
S041	DUI Accident Response Investigation		** DELETE **	
	Billing per hr for City Clerk Billing & Tracking	\$45 Per Hr	** DELETE **	
	Billing per hr for Fire Dept.	\$240 Per Hr	** DELETE **	
	Billing per hr for one officer response (Incl. Clerk &	\$75 Per Hr	** DELETE **	
	Billing per hr each additional officer	\$52 Per Hr	** DELETE **	
	Billing per hr for major injury or major accident	\$1,000 Per Hr	** DELETE **	
S042	Impounded/Stored Vehicle Release	\$62 Per Vehicle	** DELETE **	
S043	Vehicle Equip. Correction Inspection	\$13 Per Inspection	** DELETE **	
S044	Police Report Copy	\$0.30 Per Page set by State Law	** DELETE **	
S046	Youth Sports			
	Basketball	\$45 per player Resident / \$50 per player Non Resident. (+ \$150 per team)	\$45 per player Resident / \$50 per player Non Resident. (+ \$150 per team)	No Change
	Volleyball	\$45 per player Resident / \$50 per player Non Resident (+ \$150 per team)	\$45 per player Resident / \$50 per player Non Resident (+ \$150 per team)	No Change
	Flag Football	\$45 per player Resident / \$50 per player Non Resident (+ \$150 per team)	\$45 per player Resident / \$50 per player Non Resident (+ \$150 per team)	No Change
	PeeWee Basketball	\$35 per player Resident / \$40 per player Non Resident (+ \$150 per team)	\$35 per player Resident / \$40 per player Non Resident (+ \$150 per team)	No Change
	PeeWee Soccer	\$35 per player Resident / \$40 per player Non Resident (+ \$150 per team)	\$35 per player Resident / \$40 per player Non Resident (+ \$150 per team)	No Change
	Basketball Tournament	\$175 per team	\$175 per team	No Change
	Little Girl's Tea Party	\$25 per participant	\$25 per participant	No Change
	PeeWee Derby	\$20 per participant	\$20 per participant	No Change
	Santa's Workshop	\$25 per participant	\$25 per participant	No Change



**EXHIBIT A - RESOLUTION NO. 2025-30**

REF #	SERVICE TITLE DESCRIPTION	CURRENT FEES & CHARGES	PROPOSED	INCREASE
S047	Aquatics			No Change
	Daily Admission	\$3.00 Per Person	\$3.00 Per Person	No Change
	Nightly Admission - Adult	\$2.25 Per Person	\$2.25 Per Person	No Change
	Nightly Admission - Child	\$1.75 Per Person	\$1.75 Per Person	No Change
	Group Swim Lessons	\$30 Per Person for 8 1/2 Hr Sessions	\$30 Per Person for 8 1/2 Hr Sessions	No Change
	Private Swim Lessons	\$11 Per 1/2 Hr Session	\$11 Per 1/2 Hr Session	No Change
	Pool Party Package	\$90 Per Party	\$90 Per Party	No Change
	Private Rental of Aquatics Center	\$80 Per Hr	\$80 Per Hr	No Change
	Open Swim Passes			
	10 Passes	\$20	\$20	No Change
	30 Passes	\$50	\$50	No Change
	Season Pass	\$80	\$80	No Change
	Family Pass	\$125 + \$15 for each add'l family member above 4	\$125 + \$15 for each add'l family member above 4	No Change
	Exercise & Lap Swim Passes			
	Daily Pass	\$2	\$2	No Change
	10 Passes	\$15	\$15	No Change
	30 Passes	\$40	\$40	No Change
	Season Pass	\$60	\$60	No Change
S048	Summer Day Camp	\$4 per day per participant	\$4 per day per participant	No Change
S049	After School Program	None. Cannot charge admission as long as the School District provides snack.	None. Cannot charge admission as long as the School District provides snack.	No Change
S050	Recreation Facility Usage/Rental			
	Rooms (Smaller Groups)	\$20 Per Hr	\$21 Per Hr	\$1
	Gym	\$30 Per Hr + Cost of Insurance	\$32 Per Hr + Cost of Insurance	\$2
	Entire Rec Facility	\$50 Per Hr + Cost of Insurance	\$53 Per Hr + Cost of Insurance	\$3
S050A	Concession Contracts	Aquatics: 12% of gross sales + Cost of Insurance Recreation: 12% of gross sales + Cost of Insurance	Aquatics: 12% of gross sales + Cost of Insurance Recreation: 12% of gross sales + Cost of Insurance	No Change
	Contract Instructor Classes	1-24 students: 12% of gross income 25-50 students: 15% of gross income 51-75 students: 18% of gross income 76+ students: 20% of gross income	1-24 students: 12% of gross income 25-50 students: 15% of gross income 51-75 students: 18% of gross income 76+ students: 20% of gross income	No Change
S051	El Garces Rental			
	Small Room	\$75	\$80	\$5
	Big Room	\$350	\$371	\$21
	Big Room - Nonprofits	\$175	\$186	\$11
S052	Ballfield Rental	\$10 Per Hr Per Field	\$11 Per Hr Per Field	\$1
S053	Park Facility Rental	\$20 Per Hour Per Park	\$21 Per Hr Per Park	\$1
S053A	Jack Smith Park Launch Fees			
	Per Day	\$20	\$21	\$1
	Season Pass	\$180	\$191	\$11
	Non-Boat Parking	\$5	\$5.50	\$1
S054	Water Meter Installation 3/4 - 1" meter	\$94 (Employee's time at fully burdened hrly rate) + meter & materials + Capacity Fees (SO54A) as required. Install meter only.	\$100 (Employee's time at fully burdened hrly rate) + meter & materials + Capacity Fees (SO54A) as required. Install meter only.	\$6
	Water Meter Installation 2" meter	\$281 (Employee's time at fully burdened hrly rate) + meter & materials + Capacity Fees (SO54A) as required. Install meter only.	\$298 (Employee's time at fully burdened hrly rate) + meter & materials + Capacity Fees (SO54A) as required. Install meter only.	\$17
	Water Meter Installation 3-6" meter	\$1,126 (Employee's time at fully burdened hrly rate) + meter & materials + Capacity Fees (SO54A) as required. Install meter only.	\$1,194 (Employee's time at fully burdened hrly rate) + meter & materials + Capacity Fees (SO54A) as required. Install meter only.	\$68

**EXHIBIT A - RESOLUTION NO. 2025-30**

REF #	SERVICE TITLE DESCRIPTION	CURRENT FEES & CHARGES	PROPOSED	INCREASE
S054A	Water System Capacity Fee			
	Residential	\$1,270	\$1,346	\$76
	Commercial	\$1,700	\$1,802	\$102
	Industrial	\$2,550	\$2,703	\$153
S055	Water Meter & Serv Installation 1-2" Up to 25'	\$2,203 (Employee's time at fully burdened hrly rate) + meter & materials + Capacity Fees (S054A). Provides service to property & meter install.	\$2,335 (Employee's time at fully burdened hrly rate) + meter & materials + Capacity Fees (S054A). Provides service to property & meter install.	\$132
	Water Meter & Serv Installation 1-2" Over 25'	\$2,203 (Employee's time at fully burdened hrly rate) + meter & materials + Capacity Fees (A054A) + \$87 per ft over 25'. Provides service to property & meter install.	\$2,335 (Employee's time at fully burdened hrly rate) + meter & materials + Capacity Fees (A054A) + \$92 per ft over 25'. Provides service to property & meter install.	\$137
	Water Meter & Serv Installation 3-6" Up to 25'	\$2,938 (Employee's time at fully burdened hrly rate) + meter & materials + Capacity Fees (S054A). Provides service to property & meter install.	\$3,114 (Employee's time at fully burdened hrly rate) + meter & materials + Capacity Fees (S054A). Provides service to property & meter install.	\$176
	Water Meter & Serv Installation 3-6" Over 25'	\$2,938 (Employee's time at fully burdened hrly rate) + meter & materials + Capacity Fees (S054A) + \$116 per ft over 25'. Provides service to property & meter install.	\$3,114 (Employee's time at fully burdened hrly rate) + meter & materials + Capacity Fees (S054A) + \$123 per ft over 25'. Provides service to property & meter install.	\$183
	Water Meter & Serv Installation 8-12" Up to 25'	\$4,407 (Employee's time at fully burdened hrly rate, meter & materials) + Capacity Fees (S054A). Provides service to property & meter install.	\$4,671 (Employee's time at fully burdened hrly rate, meter & materials) + Capacity Fees (S054A). Provides service to property & meter install.	\$264
	Water Meter & Serv Installation 8-12" Over 25'	\$4,407 (Employee's time at fully burdened hrly rate, meter & materials) + Capacity Fees(S054A) + \$175 per ft over 25'. Provides service to property & meter install.	\$4,671 (Employee's time at fully burdened hrly rate, meter & materials) + Capacity Fees(S054A) + \$186 per ft over 25'. Provides service to property & meter install.	\$275
S056	Pulling & Testing Water Meter 3/4 - 2"	\$65, refunded if meter runs fast	\$69, refunded if meter runs fast	\$4
	Pulling & Testing Water Meter 3+"	\$129 + any outside contractor's charges or add'l charges. Refunded if meter runs fast.	\$137 + any outside contractor's charges or add'l charges. Refunded if meter runs fast.	\$8
S057	Temporary Hydrant Meter Rental	\$500 Deposit; Actual amt \$85 + water consumption charges	\$500 Deposit; Actual amt \$85 + water consumption charges	No Change
S059	Sewer Lateral Installation Residential	City Crew does not perform installation. Contractors install sewer lateral.	City Crew does not perform installation. Contractors install sewer lateral.	No Change
	Sewer Lateral Installation Other	City Crew does not perform installation. Contractors install sewer lateral.	City Crew does not perform installation. Contractors install sewer lateral.	No Change
S059A	Wastewater System Capacity Fee	\$1,570 + lateral and materials costs	\$1,664 + lateral and materials costs	\$94
S060	Sewage Blockage Check for Private Lines	\$238 per request	\$252 per request	\$14
S061	Sewer Dye Test	\$159 per request	\$169 per request	\$10
S062	Emergency Spill Response	Actual amt for employee's time at fully burdened hrly rates.	Actual amt for employee's time at fully burdened hrly rates.	No Change
S064	Electric Service Installation	Actual amount for employee's time at fully burdened hrly rates + material & equip. charges	Actual amount for employee's time at fully burdened hrly rates + material & equip. charges	No Change
S064A	Electric System Capacity Fee	\$100,000/megawatt (for all customers based on load calculations)	\$106,000/megawatt (for all customers based on load calculations)	\$6,000
S065	Temp Electric Svcs Existing Bldg	\$448	\$475	\$27
	Temp Electric Svcs New	Actual amount for employee's time at fully burdened hrly rates + material charges	Actual amount for employee's time at fully burdened hrly rates + material charges	No Change
S066	Banner Installation for Commercial			
	Commercial Banners	\$448 per banner	\$475 per banner	\$27
	Community Service Banners	\$0	\$0	No Change
S070	Burial			
	Adult - Weekday	\$845 + Fully Alloc Hrly Rate if Over 4 hrs.	\$896 + Fully Alloc Hrly Rate if Over 4 hrs.	\$51
	Adult - Saturday/After Hours	\$1,205 + Fully Alloc Hrly Rate if Over 4 hrs.	\$1,277 + Fully Alloc Hrly Rate if Over 4 hrs.	\$72
	Infant - Weekday	\$565 + Fully Alloc Hrly Rate if Over 3 hrs.	\$599 + Fully Alloc Hrly Rate if Over 3 hrs.	\$34
	Infant - Saturday/After Hours	\$925 + Fully Alloc Hrly Rate if Over 3 hrs.	\$981 + Fully Alloc Hrly Rate if Over 3 hrs.	\$56
	Burial Ash			
	Adult/Infant - Weekday	\$315 + Fully Alloc Hrly Rate if Over 2 hrs.	\$334 + Fully Alloc Hrly Rate if Over 2 hrs.	\$19
	Adult/Infant - Saturday/After Hours	\$505 + Fully Alloc Hrly Rate if Over 2 hrs.	\$535 + Fully Alloc Hrly Rate if Over 2 hrs.	\$30
	Burial Canopy	\$100	\$106	\$6

**EXHIBIT A - RESOLUTION NO. 2025-30**

REF #	SERVICE TITLE DESCRIPTION	CURRENT FEES & CHARGES	PROPOSED	INCREASE
S071	Disinternments			
	Adult	\$1,175 + Fully Alloc Hrly Rate if Over 4 hrs.	\$1,246 + Fully Alloc Hrly Rate if Over 4 hrs.	\$71
	Infant	\$965 + Fully Alloc Hrly Rate if Over 3 hrs.	\$1,023 + Fully Alloc Hrly Rate if Over 3 hrs.	\$58
S072	Install marker			
	Without border, single marker	\$210	\$223	\$13
	Without border, double marker	\$230	\$244	\$14
	Without border, single upright marker	\$710	\$753	\$43
	Without border, double upright marker	\$730	\$774	\$44
S072A	Marker Cleaning	\$50	\$53	\$3
S072B	Install Vase Without Border	\$140	\$148	\$8
S072C	Install Plaque Without Border	\$145	\$154	\$9
S073	Transfer of Burial Rights	\$120 Per Request	\$127 Per Request	\$7
S074	Lot Purchase (Burial & Maintenance)			
	Adult	\$2,610 (Incl. \$200 to Endowment Care Fund)	\$2,867 (Incl. \$300 to Endowment Care Fund)	\$257
	Infant	\$1,650 (Incl. \$200 to Endowment Care Fund)	\$1,849 (Incl. \$300 to Endowment Care Fund)	\$199
	Lot Purchase (Ash & Maintenance)			
	Adult/Infant	\$1,668 (Incl. \$200 to Endowment Care Fund)	\$1,768 (Incl. \$200 to Endowment Care Fund)	\$100
S075	Street Sweeping	None. Costs to be recovered as part of Prop 218 Assessment Dist. Or as part of the Refuse bill.	None. Costs to be recovered as part of Prop 218 Assessment Dist. Or as part of the Refuse bill.	No Change
S076	Damage to City Property Repair	Actual amount for employee's time at fully burdened hrly rates + cost of materials	Actual amount for employee's time at fully burdened hrly rates + cost of materials	No Change
S077	Review & process new business license apps	\$43 processing fee + CA fee + license fee per Chapter 12 of City code	\$46 processing fee + CA fee + license fee per Chapter 12 of City code	\$3
S078	Renewal of business licenses	\$29 processing fee + CA fee + license fee per Chapter 12 of City code	\$31 processing fee + CA fee + license fee per Chapter 12 of City code	\$2
S079	New Utility Establishment fee	\$85 for all 3 utilities: Electric \$35, Water \$25, Wastewater \$25	\$90 for all 3 utilities: Electric \$38, Water \$26, Wastewater \$26	\$5
S080	Delinquent Utility Turn Off/On:			
	Collection fee for each utility	\$15	\$16	\$1
	Re-establish Service fee for each utility	\$25	\$27	\$2
S081	Temporary Utility Turn Off/On			
	Electric	\$15 for 1st request + \$10 per add'l request	\$16 for 1st request + \$11 per add'l request	\$1
	Sewer	\$10 per request	\$11 per request	\$1
	Water	\$10 per request	\$11 per request	\$1
S082	Returned check fees	1st Time: \$25 fee set by State Law 2nd Time and thereafter: \$35 fee set by State Law	1st Time: \$25 fee set by State Law 2nd Time and thereafter: \$35 fee set by State Law	No Change
S083	Make copies of City docs, maps, pubs	\$0.13 first page \$0.07 each additional page	\$0.13 first page \$0.07 each additional page	No Change
S084	Certify authenticity of City documents	\$18.00 Per Document	\$18.00 Per Document	No Change
S085	Electronic Meeting Copies	\$28	\$28	No Change
S086	Process & Filing of Candidate Nomination Papers	\$25 Fee set by State Law	\$25 Fee set by State Law	No Change
S087	After Hours Utility Call Out	\$260 minimum per call out, excluding a one time temp turn off per cust/location as defined in the terms and conditions. Billed at employee's time at fully burdened hrly rate + material	\$276 minimum per call out, excluding a one time temp turn off per cust/location as defined in the terms and conditions. Billed at employee's time at fully burdened hrly rate + material	\$16
S088	Meter Tampering/Theft of Utility	Charge is based on total annual consumption divided by 12 months x 2 months (average 2 months consumption) + \$500 deposit + Employee's time at fully burdened hrly rate, meter & materials	Charge is based on total annual consumption divided by 12 months x 2 months (average 2 months consumption) + \$500 deposit + Employee's time at fully burdened hrly rate, meter & materials	No Change

EXHIBIT A - RESOLUTION NO. 2025-30

REF #	SERVICE TITLE DESCRIPTION	CURRENT FEES & CHARGES	PROPOSED	INCREASE
S090	Regulatory Permit Setup			
	<10K Facility	\$320	\$339	\$19
	>10K Facility	\$396	\$420	\$24
S091	Regulatory Permit Renewal			
	<10K Facility	\$7,074	\$7,498	\$424
	>10K Facility	\$8,895	\$9,429	\$534
S094	Short Term Rental Permit Fee	\$536	\$568	\$32

**Exhibit B Resolution No. 2025-30**  
**CITY OF NEEDLES**  
**FULLY BURDENED HOURLY RATES**

<b>POSITION TITLE</b>	<b><u>CURRENT</u> Fully Burdened Hourly Rate</b>	<b><u>PROPOSED</u> Fully Burdened Hourly Rate</b>
ADMIN SUPPORT CLERK	\$64.76	\$68.65
ANIMAL CONTROL ASSISTANT	\$47.84	\$50.71
ANIMAL CONTROL OFFICER	\$23.96	\$25.40
ASSISTANT CITY MGR/DEV SERV	\$173.66	\$184.08
ASSISTANT UTILITIES MANAGER	\$139.73	\$148.11
ASSOCIATE PLANNER	\$95.78	\$101.53
ASSOCIATE WATER OPERATOR	\$85.86	\$91.01
BUILDING OFFICIAL	\$239.90	\$254.29
BUILDING PERMIT TECHNICIAN	\$74.21	\$78.66
BUSINESS OFFICE/MIS MANAGER	\$72.82	\$77.19
CHIEF WATER PLANT OPERATOR	\$125.37	\$132.89
CITY CLERK	\$98.54	\$104.45
CITY ENGINEER	\$240.11	\$254.52
CITY MANAGER	\$288.99	\$306.33
CODE CLERK (TEMP)	\$53.46	\$56.67
CODE ENFORCEMENT OFFICER	\$75.84	\$80.39
COMMUNITY SERVICES MANAGER	\$105.84	\$112.19
CUSTOMER SERVICE REP. I	\$45.40	\$48.12
CUSTOMER SERVICE REP. 11	\$55.87	\$59.22
DIRECTOR OF FINANCE	\$172.94	\$183.32
ENGINEERING TECH II	\$75.84	\$80.39
EQUIPMENT OPERATOR I	\$74.89	\$79.38
EQUIPMENT OPERATOR IV	\$91.31	\$96.79
FILE CLERK (TEMP)	\$32.41	\$34.35
FINANCE ASSISTANT	\$87.89	\$93.16
HUMAN RESOURCE SPECIALIST	\$77.43	\$82.08
J SMITH PK ATTENDANT	\$21.28	\$22.56
LIFE GUARD I	\$24.83	\$26.32
LIFEGUARD II	\$25.07	\$26.57
LIFEGUARD SHIFT LEADER	\$25.30	\$26.82
LINE CREW SUPERVISOR	\$161.65	\$171.35
MAINT CONSTR. WORKER I	\$52.84	\$56.01
MAINT CONSTR. WORKER III	\$45.51	\$48.24
MATERIALS COORDINATOR/SVC	\$70.07	\$74.27
MECHANIC	\$81.22	\$86.09
METER TECH I	\$50.54	\$53.57
PARK SUPERINTENDENT (Grounds Supervisor)	\$107.29	\$113.73
POOL TECHNICIAN	\$28.93	\$30.67
POWERLINE APPRENTICE	\$87.37	\$92.61
POWERLINE TECH	\$136.72	\$144.92
PROJECT FINANCE CLERK	\$25.11	\$26.62
PUBLIC WORKS DIRECTOR	\$135.97	\$144.13
RECREATION AIDE	\$34.51	\$36.58
RECREATION LEADER	\$37.82	\$40.09
RECREATION SERVICE MANAGER	\$129.04	\$136.78
SENIOR ACCOUNT CLERK	\$91.46	\$96.95
SR CODE ENFORCMENT OFCR	\$99.44	\$105.41
SR. ANIMAL CONTROL OFFICER	\$71.64	\$75.94
SR. CENTER AIDE	\$26.60	\$28.20
TECH IWWTP	\$79.37	\$84.13
WATER FOREPERSON	\$109.69	\$116.27

The fully burdened hourly rate for new positions will be determined at the average hourly rate plus the overhead rate for that department, as calculated in the most recent Cost of Services Study.



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

☒ CITY COUNCIL ☒ NPUA

☒ Regular ☐ Special

**Meeting Date:** July 8, 2025

**Title:** Accept the 2025 Reservoir Inspection Report(s) for the East and West Tanks located on San Clemente at Clary Drive and the High Tank located on Parkway

**Background:** The City of Needles Water Department, in partnership with Liquivision Technology, completed a routine cleaning and inspection of the City's three (3) 1.5-million-gallon reservoirs, which is typically conducted every five to six years. On May 14, 2025, the cleaning and inspection were completed. Compared to the previous inspections completed on December 4, 2017, the reservoirs remain in good condition with minor corrosion from 0.01% to 0.3% surface rust.

Surface rust grades have minimally increased since 2017, from primarily grade 8 to grade 9, which is less than .03% of the surface rusted.

During the inspection, two repairs were noted that need to be completed. The repairs noted are that all three (3) reservoirs need new entry hatch seals, and the Parkway Reservoir needs a new level target cable. Staff are in the process of quoting the repairs needed.

The Board of Public Utilities approved the recommended action on July 1, 2025.

**Fiscal Impact:** Liquivision Technology fees to complete this inspection were \$12,107.72 and were charged to the adopted FY24/25 fiscal year budget. The requested hatch seals and level target cable repairs are estimated to cost \$2,500 and will be funded by the adopted FY25/26 fiscal year budget.

**Environmental Impact:** N/A

**Recommended Action:** Accept the 2025 Reservoir Inspection Report(s) for the East and West Tanks and the High Tank located on Parkway

**Submitted By:** Rainie Torrance, Utility Manager  
Bryan Hickstein, Chief Plant Operator

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

**Date:** 7/2/2025

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

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

Approved: ☐

Not Approved: ☐

Tabled: ☐

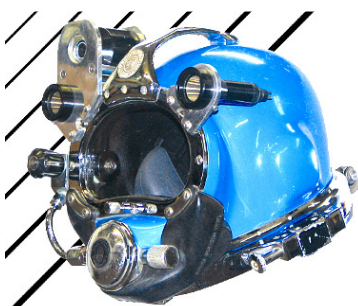
Other: ☐





**High Tank  
Needles Water Department  
Report of Findings  
From the  
Diving Operations  
Conducted on  
May 16, 2025**

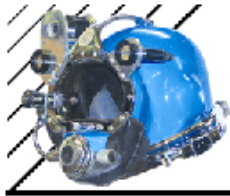
by



**LiquiVision  
Technology**  
**DIVING SERVICES**

711 Market Street, Klamath Falls, OR 97601, (800) 229-6959 [www.divingservices.com](http://www.divingservices.com)

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**LiquiVision**  
D I V I N G

Office/Mailing Address  
711 Market Street  
Klamath Falls, OR 97601  
www.divinoservices.com

**TECHNOLOGY**  
S E R V I C E S

Western Operations  
835 Market Street  
Klamath Falls, OR 97601  
liquivision@divinoservices.com

Toll Free: (800) 229-8959  
Phone: (541) 883-8473  
Fax: (541) 883-1381

## Underwater Inspection of High Tank

May 16, 2025

Bryan Hickstein  
Needles Water Department  
817 3rd Street  
Needles, CA 92363

Following is the report of findings during the underwater work conducted on your reservoir.

It will focus on issues of concern or areas that need attention. In order to see a complete and detailed inspection, please view each video.

Color images of all plumbing fixtures, components and areas of concern were taken via underwater digital camera. The images should give you a clear view of the conditions described. The video may give you another view and a clearer understanding of any area that you may wish to look at more closely.

### **METHODOLOGY:**

*Disinfection of All Equipment With 200ppm+ Chlorine Solution Immediately Prior to Entering System:* This process prevents contamination of the water supply. All LVT equipment was properly disinfected prior to entering the potable water system.

*Full-Time Voice Communication between surface and Diver:* The system allowed for constant communication between the diver, and all surface personnel. In addition, customers were able to communicate with the diver at any time. For purposes of a more efficient inspection, cleaning, and repair program, that enabled the diver to immediately discuss any observations he made inside the reservoir.

*Full-Time Live High Resolution Color Video:* Allowed for constant viewing of the diver's work and observations. This also enabled the district personnel to view what the diver in the reservoir was witnessing.

# High Tank

## **TERMINOLOGY:**

When describing the features or areas of interest inside the reservoir, an image number is placed next to the description that corresponds with the inspection findings. The diagram is shown in a view looking from the top down. The entry hatch is referred to as the 12:00 o'clock position.

Following the diagram are pictures of the pertinent areas of the reservoir and the locations where the pictures were taken. Each picture is described and numbered.

The standards used to evaluate the condition of the reservoir include: Standard Method of Evaluating Degree of Rusting on Painted Steel Surfaces – SSPC-Vis 2-82 & ASTM D 610-85  
NACE Standard RP0196-96 & RP0388-2001 or Condition of Concrete In-service – ACI 201.1R-92.

# High Tank

## OVERVIEW OF RESERVOIR INSPECTED:

<b>Customer Name:</b>	Needles Water Department	<b>Reservoir Name:</b>	High Tank
Manager:	Bryan Hickstein	Construction:	OG Welded
Job Number:	CA38024R3T1	Capacity (gal.):	1,539,128
Date of Inspection:	May 16, 2025	Diameter or L x W:	79'
Report Writer:	Chris Holton	Height:	42'
Diver:	Jonny Gordon	Floor Square FT:	4,898.6
Tender:	Kirino Itilmwai	Date Built:	1990

**N/A** –not applicable **Excellent** (Ex.) –like new condition, no repairs needed. **Good** – Cosmetic only problems, repairs if wanted. **Fair**-Minor problems, repairs needed, not immediate. **Poor** –Major problems, structural or like, immediate repairs needed.

### 1. Rust Grades

Grades	% of Surface Rusted	Description
10	0% - 0.01%	No rusting or less than 0.01% of surface rusted
9	0.01% - 0.03%	Minute rusting, less than 0.03% of surface rusted
8	0.03% - 0.1%	Few isolated rust spots, less than 0.1% of surface rusted
7	0.1%- 0.3%	Less than 0.3% of surface rusted
6	0.3% - 1%	Extensive rust spots, but less than 1% of surface rusted
5	1% - 3%	Rusting to the extent of 3% of surface rusted
4	3% - 10%	Rusting to the extent of 10% of surface rusted
3	10% - 16%	Approximately one sixth of the surface rusted (16%)
2	16% - 33%	Approximately one third of the surface rusted (33%)
1	33% - 50%	Approximately one half of the surface rusted (50%)
0	50% - 100%	Approximately 100% of the surface rusted

### 2. Concrete Deformities

Unable to Evaluate	Good Condition	Cracks	Blistering	Chalking	De-Lamination	Pitting	Popouts	Scaling	Spalling	Warping
UE	GC	CK	BL	CH	DL	PT	PO	SC	SP	WA

## High Tank

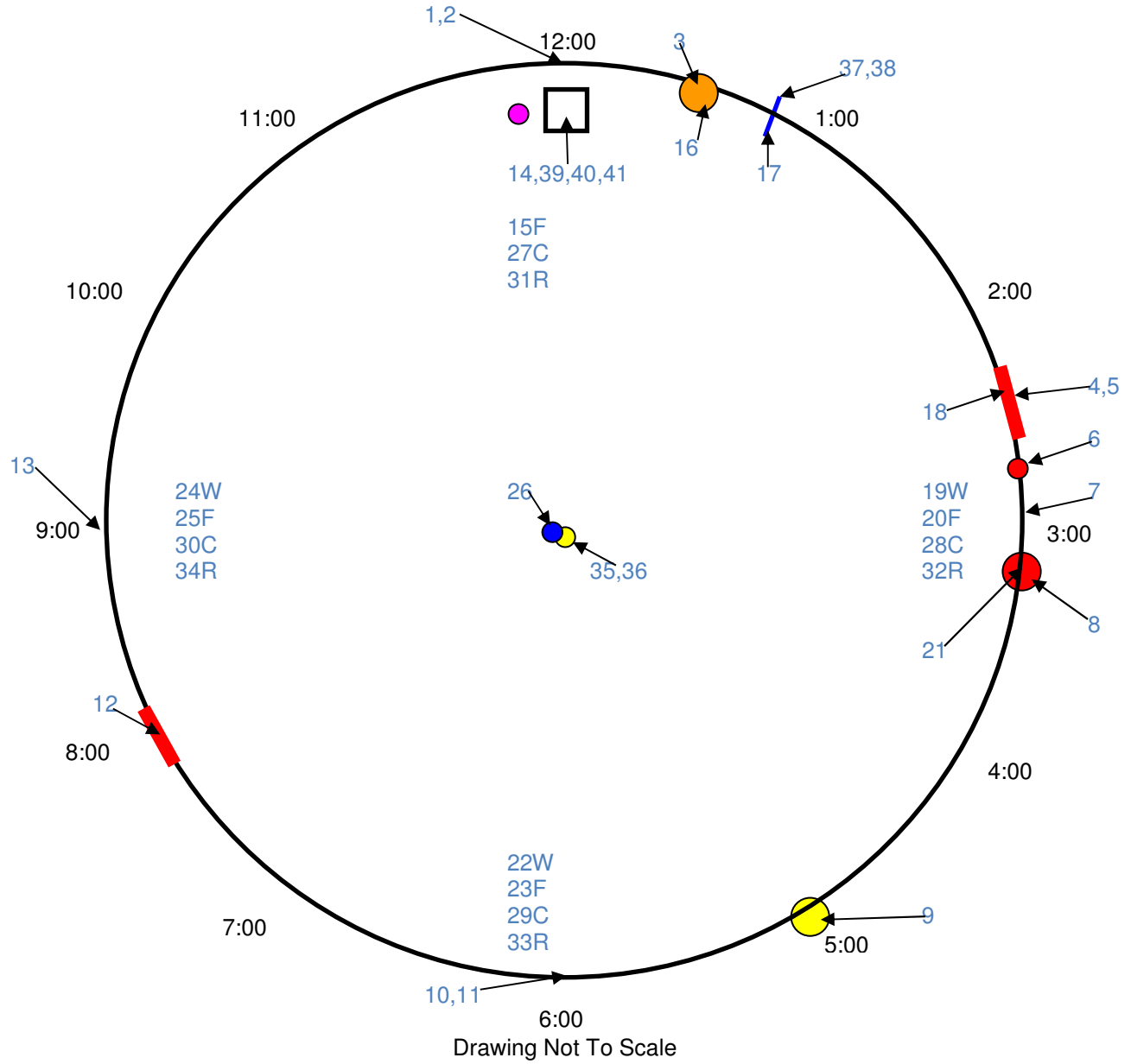
### RECOMMENDATIONS:












Recommendation	Estimated Time - Hrs.
Install weather stripping on entry hatch to limit the risk of bugs and other matter from entering the reservoir.	.50
Repair liquid level indicator by replacing the cable that attaches the float and tag. Consider replacing the indicator on the outside with a more legible one. If the liquid level indicator is not needed then you may want to consider removing it instead.  Replace liquid level indicator float with a more durable stainless steel type float.  Repair liquid level indicator by reattaching the cables that guide the float to the floor of the reservoir.	1.00
Perform a regular cleaning, inspection and repair cycle every 2-3 years in order to ensure superior water quality and proper maintenance of coating condition and appurtenances is performed.	Please contact our sales office for an estimate.
<b>Total Estimated Hours</b>	<b>1.50</b>



# High Tank

Reservoir Diagram



	Entry Hatch		Overflow		Support Column
	Inlet/Outlet		Man Entry		Water Tap
	Capped-Off Penetration		Liquid Level Indicator		Air Vent
	Telemetry		Cathodic Protection Anode		

# High Tank

Image #1

*Exterior Wall 12:00*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Exterior Wall appeared to be in good condition with a minor amount of corrosion.

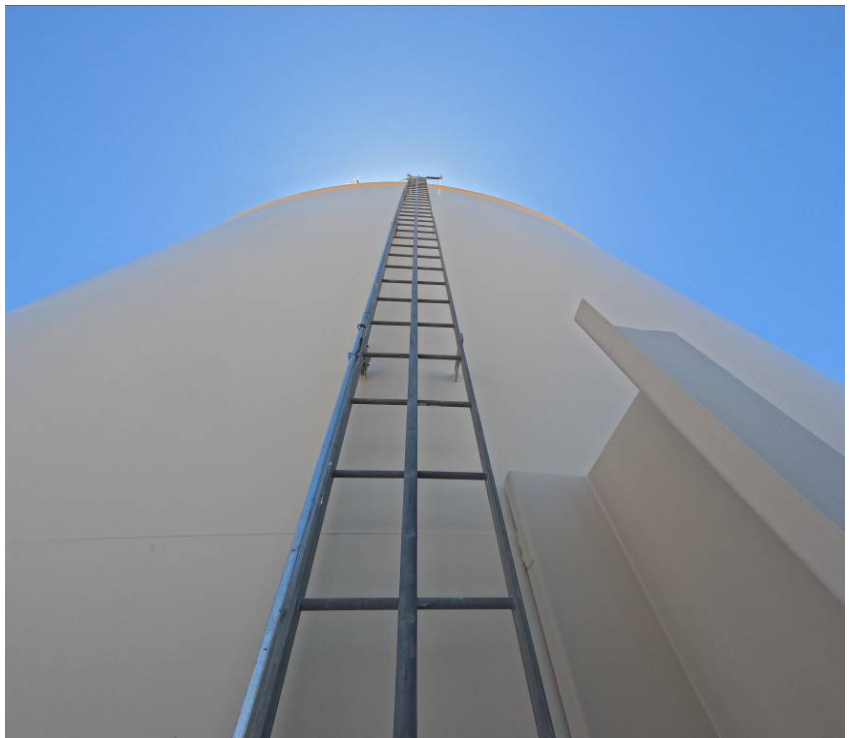


Image #2

*Exterior Ladder 12:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Exterior Ladder appeared to be in good condition with a minor amount of corrosion.



## High Tank

Image #3

*Inlet / Outlet 12:30*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Inlet / Outlet appeared to be in good condition with a minor amount of corrosion.



Image #4

*Man Way 2:30*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Man Way appeared to be in good condition with a minor amount of corrosion.



# High Tank

Image #5

*Nomenclature Plate 2:30*

**Description:**

Nomenclature Plate appeared to be in good condition and readable.

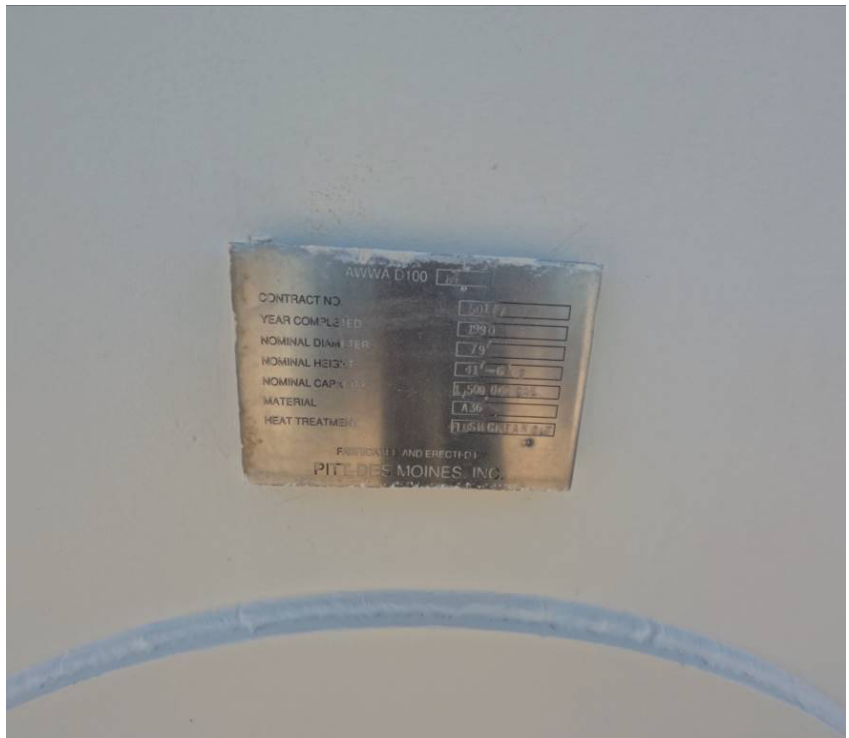


Image #6

*Water Tap 2:45*

**Condition:**

Rust Grade<sup>1</sup> 8.

**Description:**

Water Tap appeared to be in good condition with a minor amount of corrosion.





# High Tank

Image #7

*Exterior Wall 3:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Exterior Wall appeared to be in good condition with a minor amount of corrosion.



Image #8

*Capped-Off Penetration 3:15*

**Condition:**  
Rust Grade<sup>1</sup> 7.

**Description:**  
Capped-Off Penetration appeared to be in good condition with a minor amount of corrosion.



# High Tank

Image #9

Overflow 5:00

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Overflow appeared to be in good condition with a minor amount of corrosion.

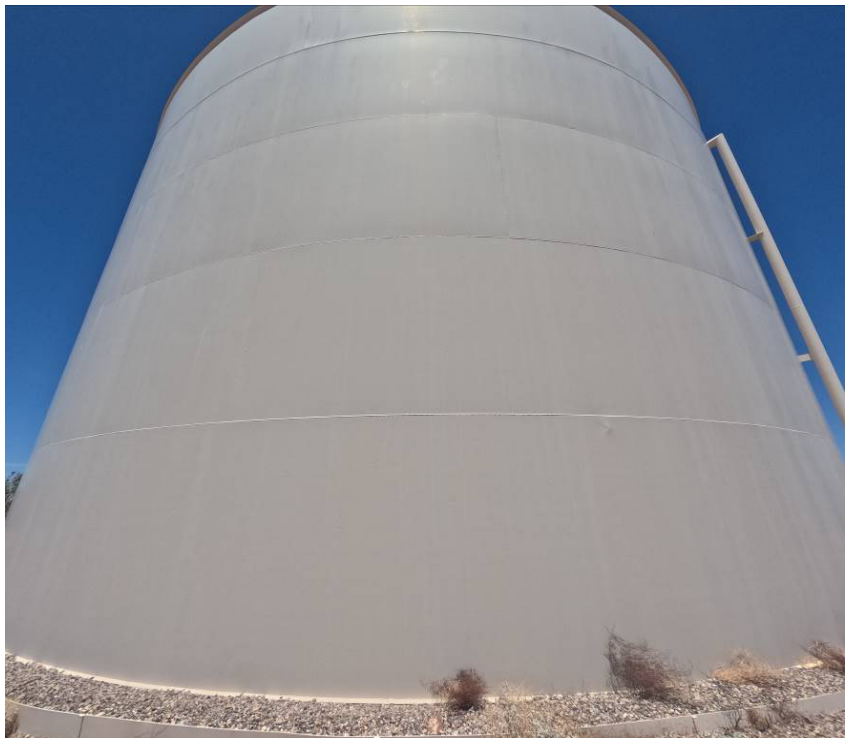


Image #10

Exterior Wall 6:00

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Exterior Wall appeared to be in good condition with a minor amount of corrosion.





## High Tank

Image #11

*Exterior Base 6:00*

**Description:**

Unable to evaluate Exterior Base due to gravel covering it.



Image #12

*Man Way 8:00*

**Condition:**  
Rust Grade' 8.

**Description:**

Man Way appeared to be in good condition with a minor amount of corrosion.



# High Tank

Image #13

*Exterior Wall 9:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Exterior Wall appeared to be in good condition with a minor amount of corrosion.



Image #14

*Interior Ladder 12:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Interior Ladder appeared to be in good condition with a minor amount of corrosion.



# High Tank

Image #15

Floor 12:00

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Floor appeared to be in good condition with a minor amount of corrosion.



Image #16

Inlet / Outlet 12:30

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Inlet / Outlet appeared to be in good condition with a minor amount of corrosion.



# High Tank

Image #17

*Liquid Level Indicator Base 12:45*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Liquid Level Indicator Base appeared to be in good condition with a minor amount of corrosion. A cable appeared to be broken.



Image #18

*Man Way 2:30*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Man Way appeared to be in good condition with a minor amount of corrosion.





## High Tank

Image #19

Wall 3:00

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Wall appeared to be in good condition with a minor amount of corrosion.



Image #20

Floor 3:00

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Floor appeared to be in good condition with a minor amount of corrosion.



# High Tank

Image #21

*Capped-Off Penetration 3:15*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Capped-Off Penetration appeared to be in good condition with a minor amount of corrosion.

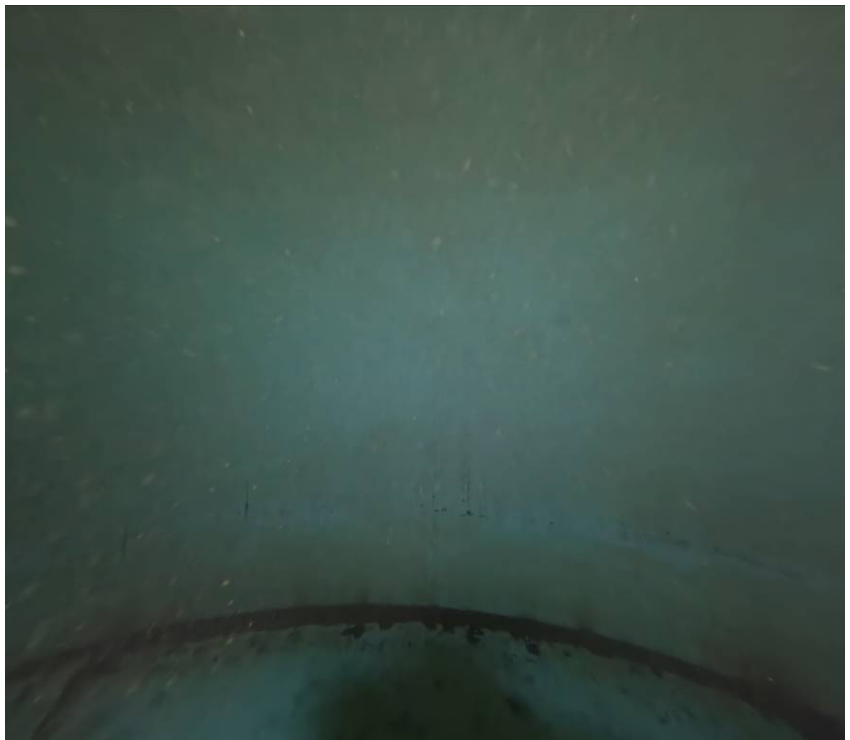


Image #22

*Wall 6:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Wall appeared to be in good condition with a minor amount of corrosion.



## High Tank

Image #23

*Floor 6:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Floor appeared to be in good condition with a minor amount of corrosion.

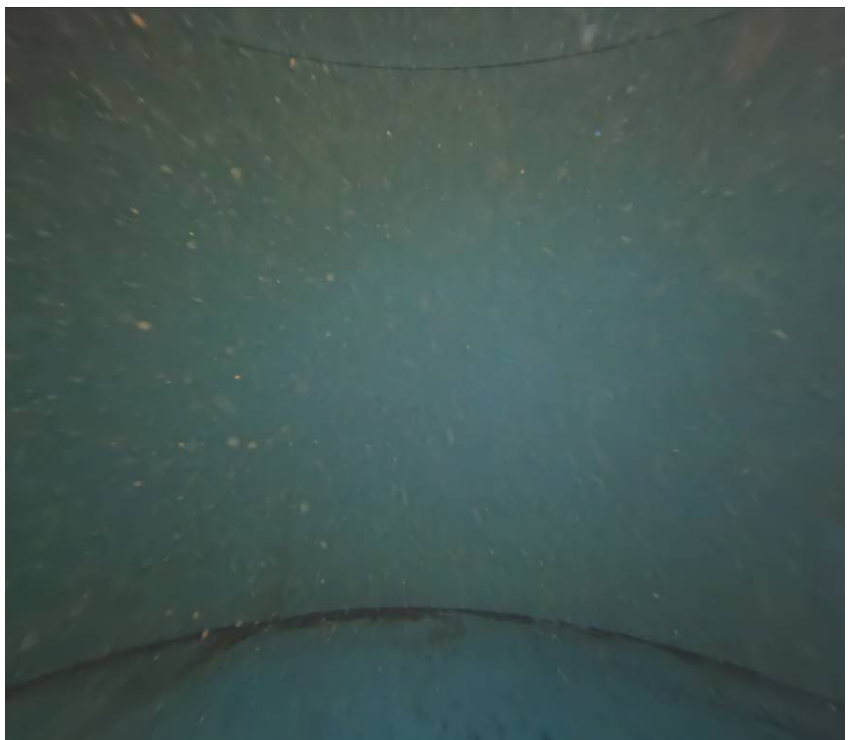


Image #24

*Wall 9:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Wall appeared to be in good condition with a minor amount of corrosion.



# High Tank

Image #25

Floor 9:00

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Floor appeared to be in good condition with a minor amount of corrosion.

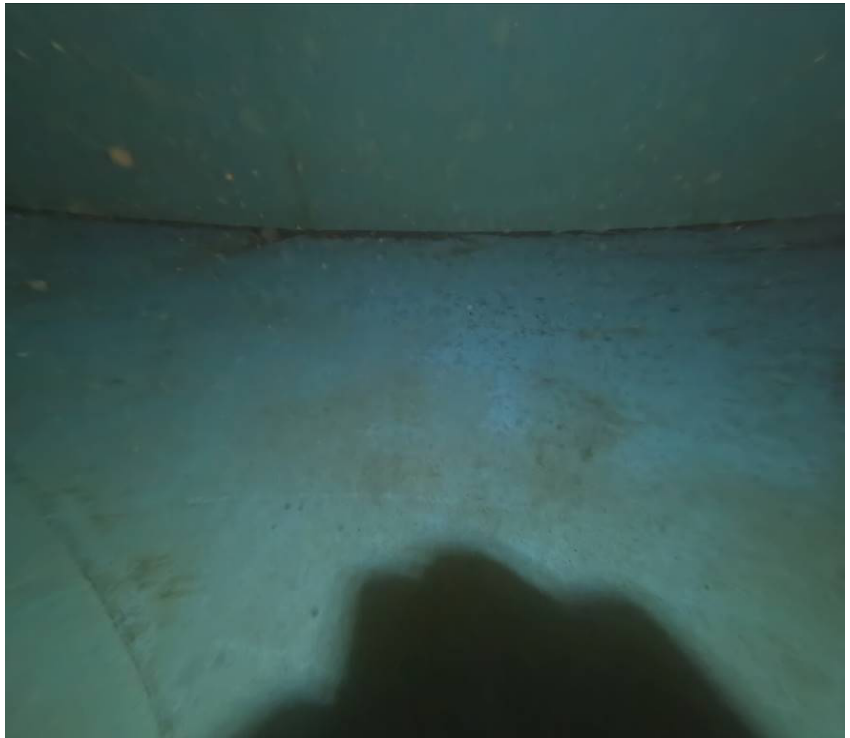


Image #26

Column Center

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Column appeared to be in good condition with a minor amount of corrosion.





# High Tank

Image #27

*Ceiling 12:00*

**Condition:**  
Rust Grade<sup>1</sup> 7.

**Description:**  
Ceiling appeared to be in good condition with a minor amount of corrosion.



Image #28

*Ceiling 3:00*

**Condition:**  
Rust Grade<sup>1</sup> 7.

**Description:**  
Ceiling appeared to be in good condition with a minor amount of corrosion.



# High Tank

Image #29

*Ceiling 6:00*

**Condition:**  
Rust Grade<sup>1</sup> 7.

**Description:**  
Ceiling appeared to be in good condition with a minor amount of corrosion.

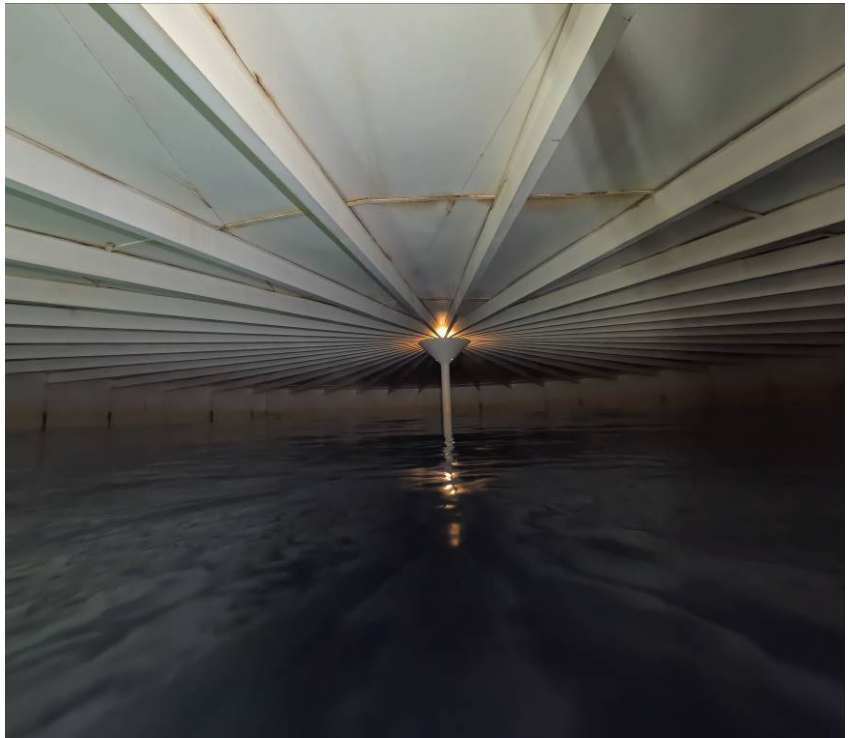


Image #30

*Ceiling 9:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Ceiling appeared to be in good condition with a minor amount of corrosion.



# High Tank

Image #31

Roof 12:00

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Roof appeared to be in good condition with a minor amount of corrosion.



Image #32

Roof 3:00

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Roof appeared to be in good condition with a minor amount of corrosion.



# High Tank

Image #33

*Roof 6:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Roof appeared to be in good condition with a minor amount of corrosion.



Image #34

*Roof 9:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Roof appeared to be in good condition with a minor amount of corrosion.





# High Tank

Image #35

*Vent Center*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Vent appeared to be in good condition with a minor amount of corrosion.

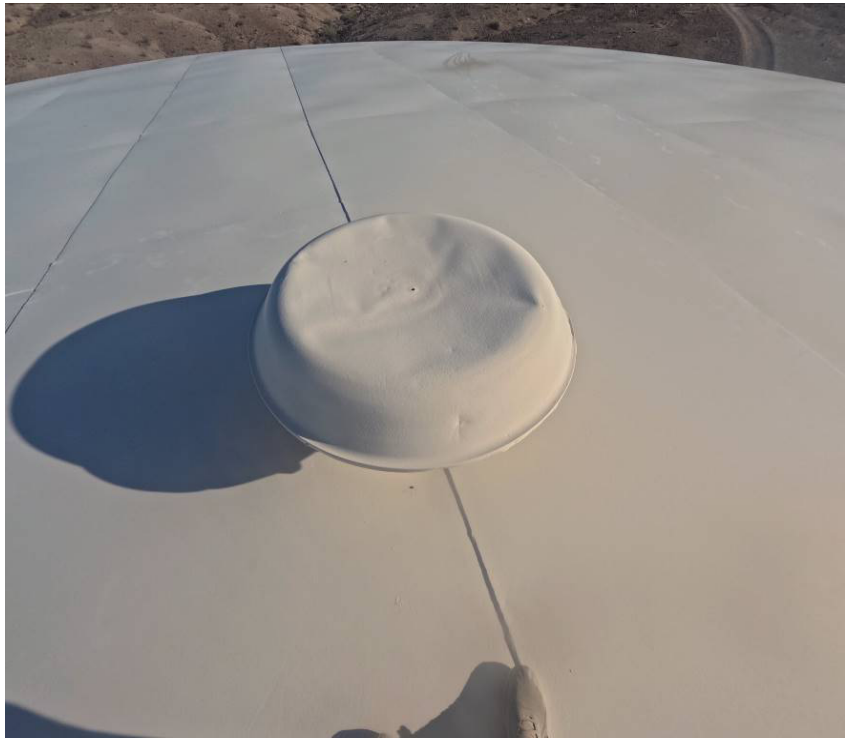
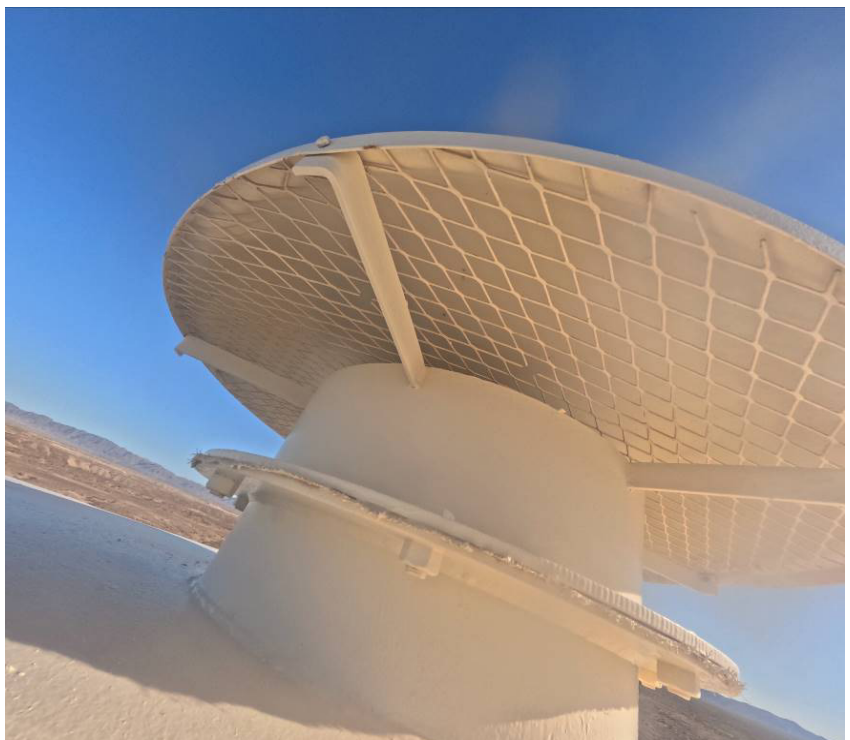


Image #36

*Vent Screen Center*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Vent Screen appeared to be in good condition with a minor amount of corrosion.



# High Tank

Image #37

*Liquid Level Indicator Reader Board*  
12:45

**Condition:**  
Rust Grade! 6.

**Description:**  
Liquid Level Indicator Reader Board appeared to be in poor condition with a moderate amount of corrosion. An interior cable appeared to be broken.

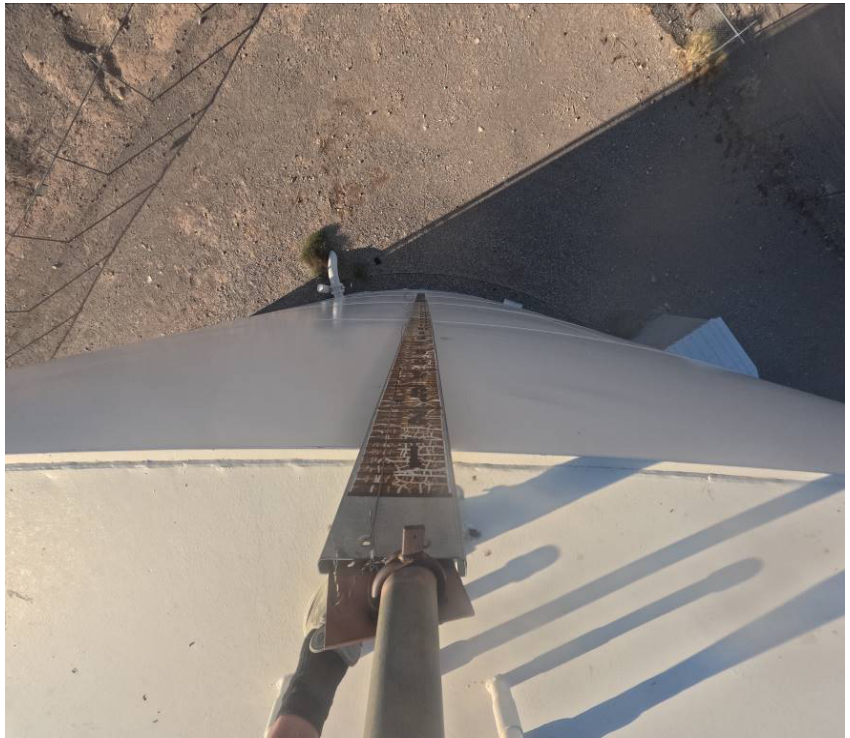


Image #38

*Liquid Level Indicator Penetration*  
12:45

**Condition:**  
Rust Grade! 7.

**Description:**  
Liquid Level Indicator Penetration appeared to be in poor condition with a minor amount of corrosion. An interior cable appeared to be broken.



## High Tank

Image #39

Entry Hatch 12:00

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Entry Hatch appeared to be in good condition with a minor amount of corrosion.



Image #40

Entry Hatch 12:00

**Condition:**  
Rust Grade<sup>1</sup> 7.

**Description:**  
Entry Hatch appeared to be in good condition with a minor amount of corrosion. Weather stripping did not appear to be present.



## High Tank

Image #41

*Interior Ladder 12:00*

**Condition:**  
Rust Grade<sup>1</sup> 7.

**Description:**  
Interior Ladder appeared to be in good condition with a minor amount of corrosion.






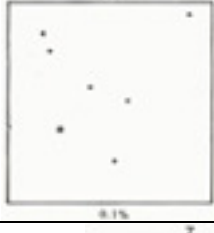
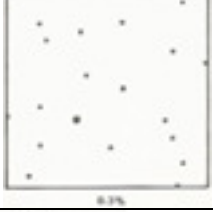

# High Tank

## REFERENCES:

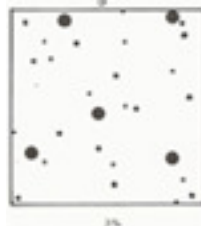
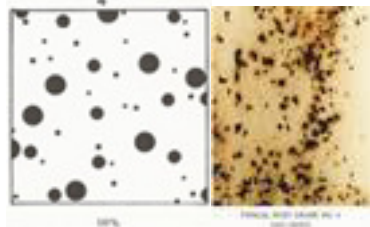


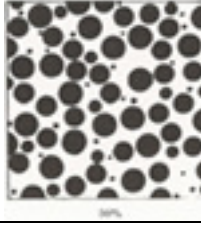
### Standard Method of Evaluating Degree of Rusting on Painted Steel Surfaces – SSPC-Vis 2-82 & ASTM D 610-85 (1989)

The graphical representations show examples of area percentages, which may be helpful in rust grading. The use of photographic reference standards requires the following precautions:

1. Some finishes are stained by rust. This staining must not be confused with the actual rusting involved.
2. Accumulated dirt or other material may make accurate determination of the degree of rusting difficult.
3. Certain types of deposited dirt that contain iron or iron compounds may cause surface discoloration that should not be mistaken for corrosion.
4. It must be realized that failure may vary over a given area and discretion must therefore be used in applying these reference standards.
5. In evaluating surfaces, consideration shall be given to the color of the finish coating, since failures will be more apparent on a finish that shows color contrast with rust, such as white, than on a similar color, such as iron oxide finish.
6. The photographic reference standards are not required for use of the rust-grade scale since the scale is based upon the percent of the area rusted and any method of assessing area rusted may be used to determine the rust grade.

Rust Grades	Description	Graphical Representation
10	No rusting or less than 0.01% of surface rusted	Unnecessary
9	Minute rusting, less than 0.03% of surface rusted	
8	Few isolated rust spots, less than 0.1% of surface rusted	
7	Less than 0.3% of surface rusted	
6	Extensive rust spots, but less than 1% of surface rusted	

# High Tank

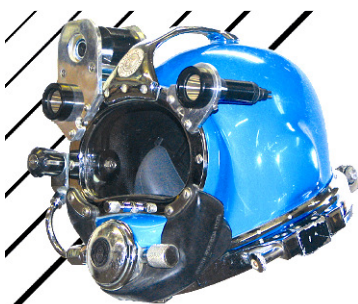
5	Rusting to the extent of 3% of surface rusted	
4	Rusting to the extent of 10% of surface rusted	
3	Approximately one sixth of the surface rusted (16%)	
2	Approximately one third of the surface rusted (33%)	
1	Approximately one half of the surface rusted (50%)	
0	Approximately 100% of the surface rusted	Unnecessary



**West Tank**  
**Needles Water Department**  
Report of Findings  
From the  
Diving Operations  
Conducted on

**May 14, 2025**

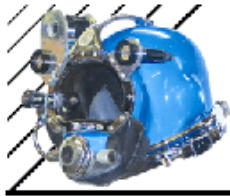
by



**LiquiVision**  
**Technology**  
**DIVING SERVICES**

711 Market Street, Klamath Falls, OR 97601, (800) 229-6959 [www.divingservices.com](http://www.divingservices.com)

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D I V I N G

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**TECHNOLOGY**  
S E R V I C E S

Western Operations  
835 Market Street  
Klamath Falls, OR 97601  
liquivision@divinoservices.com

Toll Free: (800) 229-8959  
Phone: (541) 883-8473  
Fax: (541) 883-1381

## Underwater Inspection of West Reservoir

May 14, 2025

Bryan Hickstein  
Needles Water Department  
817 3rd Street  
Needles, CA 92363

Following is the report of findings during the underwater work conducted on your reservoir.

It will focus on issues of concern or areas that need attention. In order to see a complete and detailed inspection, please view each video.

Color images of all plumbing fixtures, components and areas of concern were taken via underwater digital camera. The images should give you a clear view of the conditions described. The video may give you another view and a clearer understanding of any area that you may wish to look at more closely.

### **METHODOLOGY:**

*Disinfection of All Equipment With 200ppm+ Chlorine Solution Immediately Prior to Entering System:* This process prevents contamination of the water supply. All LVT equipment was properly disinfected prior to entering the potable water system.

*Full-Time Voice Communication between surface and Diver:* The system allowed for constant communication between the diver, and all surface personnel. In addition, customers were able to communicate with the diver at any time. For purposes of a more efficient inspection, cleaning, and repair program, that enabled the diver to immediately discuss any observations he made inside the reservoir.

*Full-Time Live High Resolution Color Video:* Allowed for constant viewing of the diver's work and observations. This also enabled the district personnel to view what the diver in the reservoir was witnessing.

# West Reservoir

## **TERMINOLOGY:**

When describing the features or areas of interest inside the reservoir, an image number is placed next to the description that corresponds with the inspection findings. The diagram is shown in a view looking from the top down. The entry hatch is referred to as the 12:00 o'clock position.

Following the diagram are pictures of the pertinent areas of the reservoir and the locations where the pictures were taken. Each picture is described and numbered.

The standards used to evaluate the condition of the reservoir include: Standard Method of Evaluating Degree of Rusting on Painted Steel Surfaces – SSPC-Vis 2-82 & ASTM D 610-85  
NACE Standard RP0196-96 & RP0388-2001 or Condition of Concrete In-service – ACI 201.1R-92.

# West Reservoir

## OVERVIEW OF RESERVOIR INSPECTED:

<b>Customer Name:</b>	Needles Water Department	<b>Reservoir Name:</b>	West Reservoir
Manager:	Bryan Hickstein	Construction:	OG Welded
Job Number:	CA38024R3T1	Capacity (gal.):	1,634,322
Date of Inspection:	May 14, 2025	Diameter or L x W:	94'
Report Writer:	Jonny Gordon	Height:	32'
Diver:	Kirino Itilmwai	Floor Square FT:	6,935No.8
Tender:	Chris Holton	Date Built:	1988

**N/A** –not applicable **Excellent** (Ex.) –like new condition, no repairs needed. **Good** – Cosmetic only problems, repairs if wanted. **Fair**-Minor problems, repairs needed, not immediate. **Poor** –Major problems, structural or like, immediate repairs needed.

### 1. Rust Grades

Grades	% of Surface Rusted	Description
10	0% - 0.01%	No rusting or less than 0.01% of surface rusted
9	0.01% - 0.03%	Minute rusting, less than 0.03% of surface rusted
8	0.03% - 0.1%	Few isolated rust spots, less than 0.1% of surface rusted
7	0.1%- 0.3%	Less than 0.3% of surface rusted
6	0.3% - 1%	Extensive rust spots, but less than 1% of surface rusted
5	1% - 3%	Rusting to the extent of 3% of surface rusted
4	3% - 10%	Rusting to the extent of 10% of surface rusted
3	10% - 16%	Approximately one sixth of the surface rusted (16%)
2	16% - 33%	Approximately one third of the surface rusted (33%)
1	33% - 50%	Approximately one half of the surface rusted (50%)
0	50% - 100%	Approximately 100% of the surface rusted

### 2. Concrete Deformities

Unable to Evaluate	Good Condition	Cracks	Blistering	Chalking	De-Lamination	Pitting	Popouts	Scaling	Spalling	Warping
UE	GC	CK	BL	CH	DL	PT	PO	SC	SP	WA

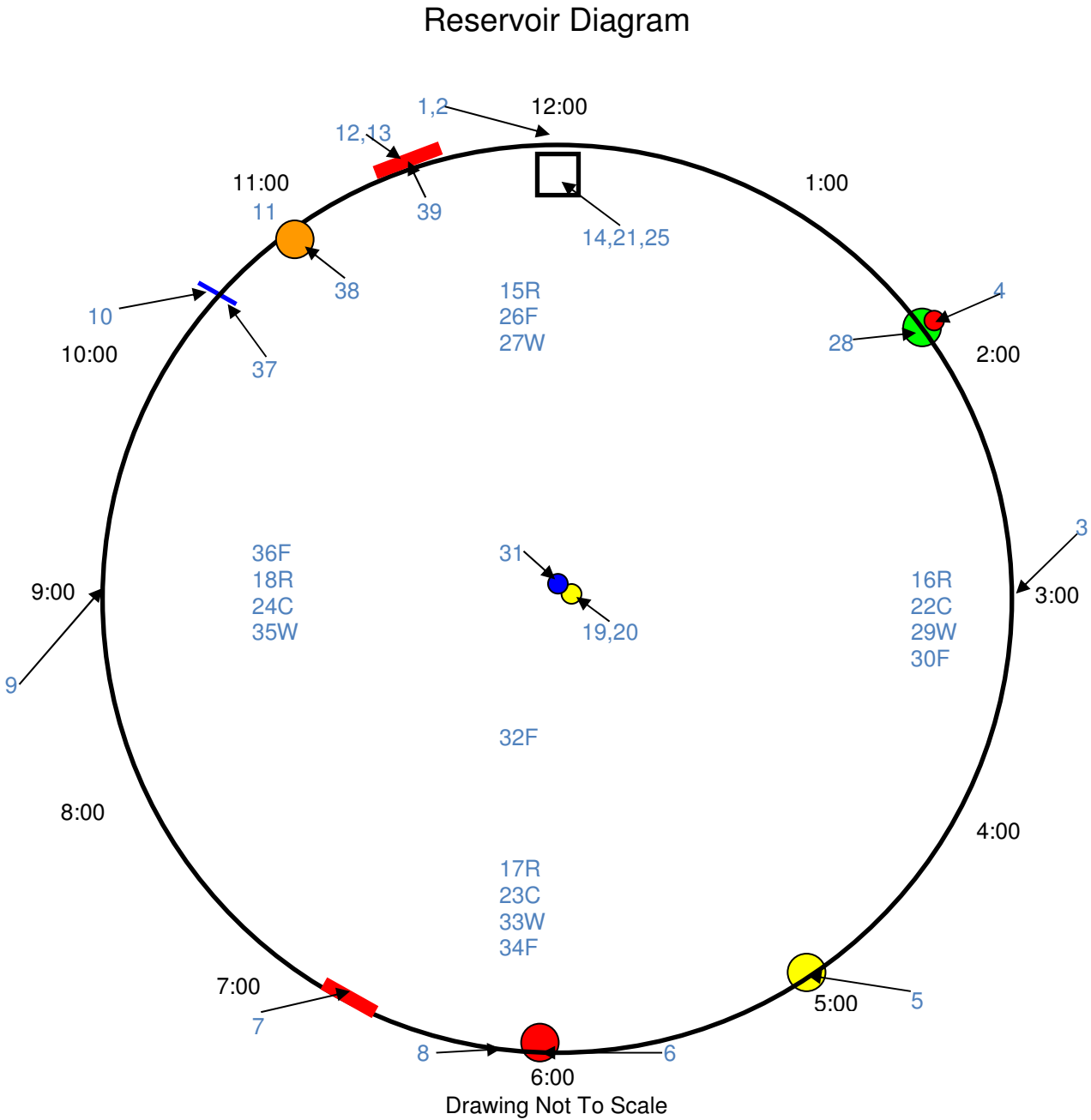
## West Reservoir











### RECOMMENDATIONS:

Recommendation	Estimated Time - Hrs.
Install weather stripping on entry hatch to limit the risk of bugs and other matter from entering the reservoir.	.50
Perform a regular cleaning, inspection and repair cycle every 2-3 years in order to ensure superior water quality and proper maintenance of coating condition and appurtenances is performed.	Please contact our sales office for an estimate.
<b>Total Estimated Hours</b>	.50



# West Reservoir



	Entry Hatch		Overflow		Support Column
	Capped-Off Penetration		Man Entry		Water Tap
	Common Inlet/Outlet		Liquid Level Indicator		Air Vent
	Drain/Scour				

# West Reservoir

Image #1

*Exterior Wall 12:00*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Exterior Wall appeared to be in good condition with a minor amount of corrosion.



Image #2

*Exterior Ladder 12:00*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Exterior Ladder appeared to be in good condition with a minor amount of corrosion.



# West Reservoir

Image #3

*Exterior Wall 3:00*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Exterior Wall appeared to be in good condition with a minor amount of corrosion.



Image #4

*Capped Off Penetration 1:45*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Capped Off Penetration appeared to be in good condition with a minor amount of corrosion.



## West Reservoir

Image #5

*Overflow 5:00*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Overflow appeared to be in good condition with a minor amount of corrosion.



Image #6

*Drain 6:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Drain appeared to be in good condition with a minor amount of corrosion.





## West Reservoir

Image #7

*Man Way 6:45*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Man Way appeared to be in good condition with a minor amount of corrosion.



Image #8

*Exterior Wall 6:00*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Exterior Wall appeared to be in good condition with a minor amount of corrosion.



## West Reservoir

Image #9

*Exterior Wall 9:00*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Exterior Wall appeared to be in good condition with a minor amount of corrosion.



Image #10

*Liquid Level Indicator Reader Board 10:30*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Liquid Level Indicator Reader Board appeared to be in good condition with a minor amount of corrosion.



## West Reservoir

Image #11

*Inlet / Outlet 11:00*

**Condition:**  
Rust Grade' 9.

**Description:**  
Inlet / Outlet appeared to be in good condition with a minor amount of corrosion.



Image #12

*Man Way 11:30*

**Condition:**  
Rust Grade' 9.

**Description:**  
Man Way appeared to be in good condition with a minor amount of corrosion.





## West Reservoir

Image #13

*Nomenclature Plate 11:30*

**Description:**

Nomenclature Plate appeared to be in good condition with minor amount of corrosion and was readable.



Image #14

*Entry Hatch 12:00*

**Condition:**  
Rust Grade' 8.

**Description:**

Entry Hatch appeared to be in good condition with a minor amount of corrosion. No weather stripping appeared to be present.



## West Reservoir

Image #15

*Roof 12:00*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Roof appeared to be in good condition with a minor amount of corrosion.



Image #16

*Roof 3:00*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Roof appeared to be in good condition with a minor amount of corrosion.



## West Reservoir

Image #17

*Roof 6:00*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Roof appeared to be in good condition with a minor amount of corrosion.



Image #18

*Roof 9:00*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Roof appeared to be in good condition with a minor amount of corrosion.



## West Reservoir

Image #19

*Vent Center*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Vent appeared to be in good condition with a minor amount of corrosion.



Image #20

*Vent Screen Center*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Vent Screen appeared to be in good condition with a minor amount of corrosion.





## West Reservoir

Image #21

*Entry Hatch 12:00*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Entry Hatch appeared to be in good condition with a minor amount of corrosion.



Image #22

*Ceiling 3:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Ceiling appeared to be in good condition with a minor amount of corrosion.



## West Reservoir

Image #23

*Ceiling 6:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Ceiling appeared to be in good condition with a minor amount of corrosion.

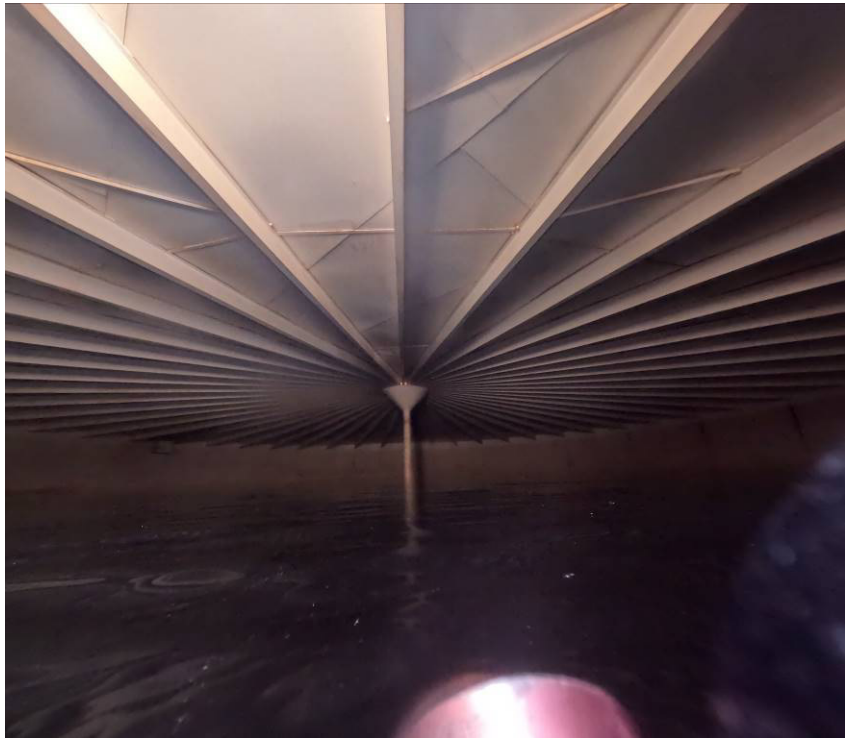


Image #24

*Ceiling 9:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Ceiling appeared to be in good condition with a minor amount of corrosion.





## West Reservoir

Image #25

*Entry Ladder 12:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Entry Ladder appeared to be in good condition with a minor amount of corrosion.



Image #26

*Floor 12:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Floor appeared to be in good condition with a minor amount of corrosion.



## West Reservoir

Image #27

Wall 12:00

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Wall appeared to be in good condition with a minor amount of corrosion.

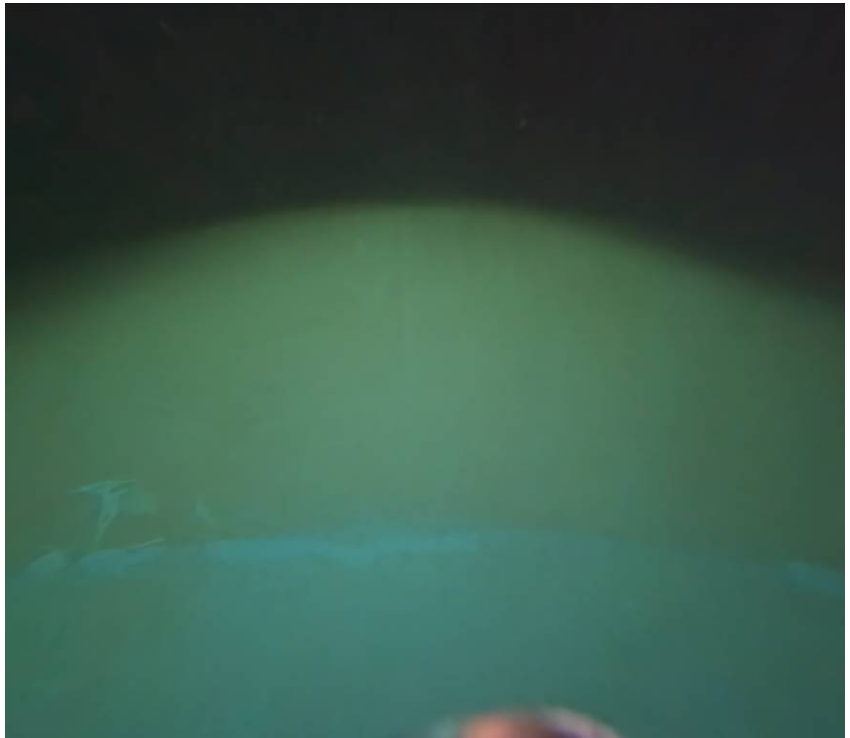


Image #28

Capped-Off Penetration 1:45

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Man Way appeared to be in good condition with a minor amount of corrosion.



## West Reservoir

Image #29

*Wall 3:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Wall appeared to be in good condition with a minor amount of corrosion.



Image #30

*Floor 3:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Floor appeared to be in good condition with a minor amount of corrosion.



## West Reservoir

Image #31

*Column Center*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Column appeared to be in good condition with a minor amount of corrosion.



Image #32

*Floor Center*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Floor appeared to be in good condition with a minor amount of corrosion.



## West Reservoir

Image #33

*Wall 6:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Wall appeared to be in good condition with a minor amount of corrosion.



Image #34

*Floor 6:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Floor appeared to be in good condition with a minor amount of corrosion.



## West Reservoir

Image #35

Wall 9:00

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Wall appeared to be in good condition with a minor amount of corrosion.

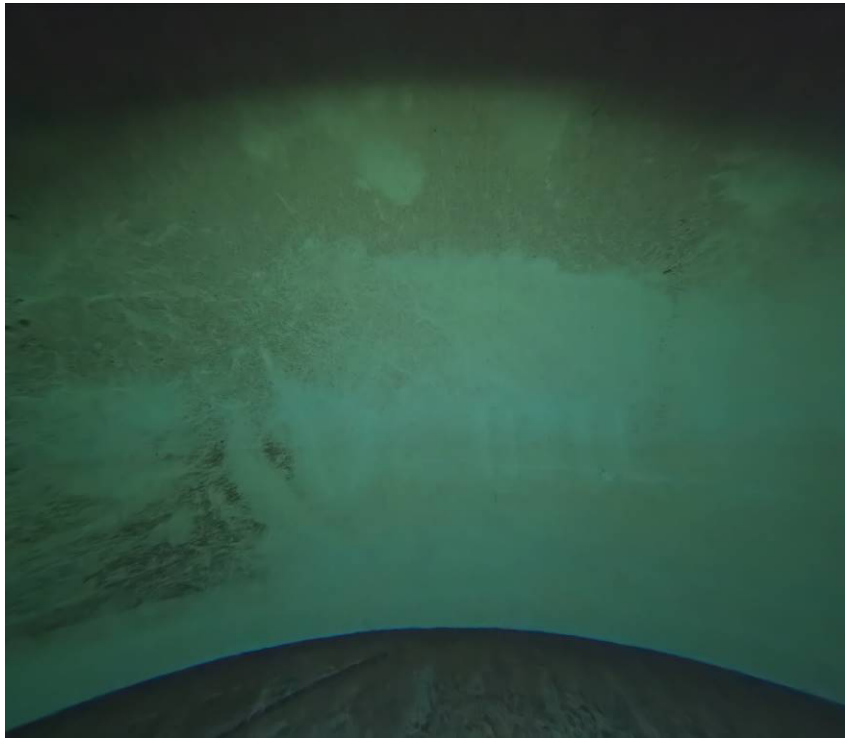


Image #36

Floor 9:00

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Floor appeared to be in good condition with a minor amount of corrosion.





## West Reservoir

Image #37

*Liquid Level Indicator Base 10:30*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Liquid Level Indicator Base appeared to be in good condition with a minor amount of corrosion.



Image #38

*Inlet / Outlet 11:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Inlet / Outlet appeared to be in good condition with a minor amount of corrosion.



## West Reservoir

Image #39

*Man Way 11:30*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Man Way appeared to be in good condition with a minor amount of corrosion.




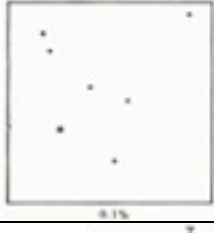
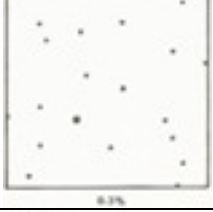

# West Reservoir

## REFERENCES:




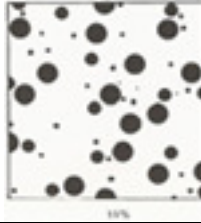

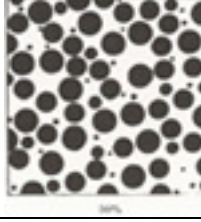
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The graphical representations show examples of area percentages, which may be helpful in rust grading. The use of photographic reference standards requires the following precautions:

1. Some finishes are stained by rust. This staining must not be confused with the actual rusting involved.
2. Accumulated dirt or other material may make accurate determination of the degree of rusting difficult.
3. Certain types of deposited dirt that contain iron or iron compounds may cause surface discoloration that should not be mistaken for corrosion.
4. It must be realized that failure may vary over a given area and discretion must therefore be used in applying these reference standards.
5. In evaluating surfaces, consideration shall be given to the color of the finish coating, since failures will be more apparent on a finish that shows color contrast with rust, such as white, than on a similar color, such as iron oxide finish.
6. The photographic reference standards are not required for use of the rust-grade scale since the scale is based upon the percent of the area rusted and any method of assessing area rusted may be used to determine the rust grade.

Rust Grades	Description	Graphical Representation
10	No rusting or less than 0.01% of surface rusted	Unnecessary
9	Minute rusting, less than 0.03% of surface rusted	
8	Few isolated rust spots, less than 0.1% of surface rusted	
7	Less than 0.3% of surface rusted	
6	Extensive rust spots, but less than 1% of surface rusted	

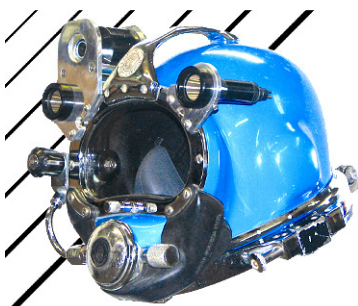
# West Reservoir

5	Rusting to the extent of 3% of surface rusted	
4	Rusting to the extent of 10% of surface rusted	 
3	Approximately one sixth of the surface rusted (16%)	
2	Approximately one third of the surface rusted (33%)	
1	Approximately one half of the surface rusted (50%)	
0	Approximately 100% of the surface rusted	Unnecessary



**East Tank**  
**Needles Water Department**  
**Report of Findings**  
**From the**  
**Diving Operations**  
**Conducted on**  
**May 16, 2025**

by

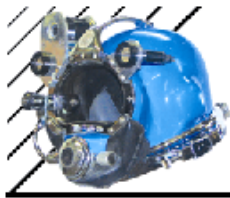


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Klamath Falls, OR 97601  
liquivision@divinoservices.com

Toll Free: (800) 229-8959  
Phone: (541) 883-8473  
Fax: (541) 883-1381

## Underwater Inspection of East Reservoir

May 16, 2025

Bryan Hickstein  
Needles Water Department  
817 3rd Street  
Needles, CA 92363

Following is the report of findings during the underwater work conducted on your reservoir.

It will focus on issues of concern or areas that need attention. In order to see a complete and detailed inspection, please view each video.

Color images of all plumbing fixtures, components and areas of concern were taken via underwater digital camera. The images should give you a clear view of the conditions described. The video may give you another view and a clearer understanding of any area that you may wish to look at more closely.

### **METHODOLOGY:**

*Disinfection of All Equipment With 200ppm+ Chlorine Solution Immediately Prior to Entering System:* This process prevents contamination of the water supply. All LVT equipment was properly disinfected prior to entering the potable water system.

*Full-Time Voice Communication between surface and Diver:* The system allowed for constant communication between the diver, and all surface personnel. In addition, customers were able to communicate with the diver at any time. For purposes of a more efficient inspection, cleaning, and repair program, that enabled the diver to immediately discuss any observations he made inside the reservoir.

*Full-Time Live High Resolution Color Video:* Allowed for constant viewing of the diver's work and observations. This also enabled the district personnel to view what the diver in the reservoir was witnessing.

# East Tank

## **TERMINOLOGY:**

When describing the features or areas of interest inside the reservoir, an image number is placed next to the description that corresponds with the inspection findings. The diagram is shown in a view looking from the top down. The entry hatch is referred to as the 12:00 o'clock position.

Following the diagram are pictures of the pertinent areas of the reservoir and the locations where the pictures were taken. Each picture is described and numbered.

The standards used to evaluate the condition of the reservoir include: Standard Method of Evaluating Degree of Rusting on Painted Steel Surfaces – SSPC-Vis 2-82 & ASTM D 610-85  
NACE Standard RP0196-96 & RP0388-2001 or Condition of Concrete In-service – ACI 201.1R-92.

# East Tank

## OVERVIEW OF RESERVOIR INSPECTED:

<b>Customer Name:</b>	Needles Water Department	<b>Reservoir Name:</b>	East Tank
Manager:	Bryan Hickstein	Construction:	OG Welded
Job Number:	CA38024R3T1	Capacity (gal.):	1,634,322
Date of Inspection:	May 16, 2025	Diameter or L x W:	94'
Report Writer:	Kirino Itilmwai	Height:	32'
Diver:	Chris Holton	Floor Square FT:	6,935.6
Tender:	Jonny Gordon	Date Built:	1967

**N/A** –not applicable **Excellent** (Ex.) –like new condition, no repairs needed. **Good** – Cosmetic only problems, repairs if wanted. **Fair**-Minor problems, repairs needed, not immediate. **Poor** –Major problems, structural or like, immediate repairs needed.

### 1. Rust Grades

Grades	% of Surface Rusted	Description
10	0% - 0.01%	No rusting or less than 0.01% of surface rusted
9	0.01% - 0.03%	Minute rusting, less than 0.03% of surface rusted
8	0.03% - 0.1%	Few isolated rust spots, less than 0.1% of surface rusted
7	0.1%- 0.3%	Less than 0.3% of surface rusted
6	0.3% - 1%	Extensive rust spots, but less than 1% of surface rusted
5	1% - 3%	Rusting to the extent of 3% of surface rusted
4	3% - 10%	Rusting to the extent of 10% of surface rusted
3	10% - 16%	Approximately one sixth of the surface rusted (16%)
2	16% - 33%	Approximately one third of the surface rusted (33%)
1	33% - 50%	Approximately one half of the surface rusted (50%)
0	50% - 100%	Approximately 100% of the surface rusted

### 2. Concrete Deformities

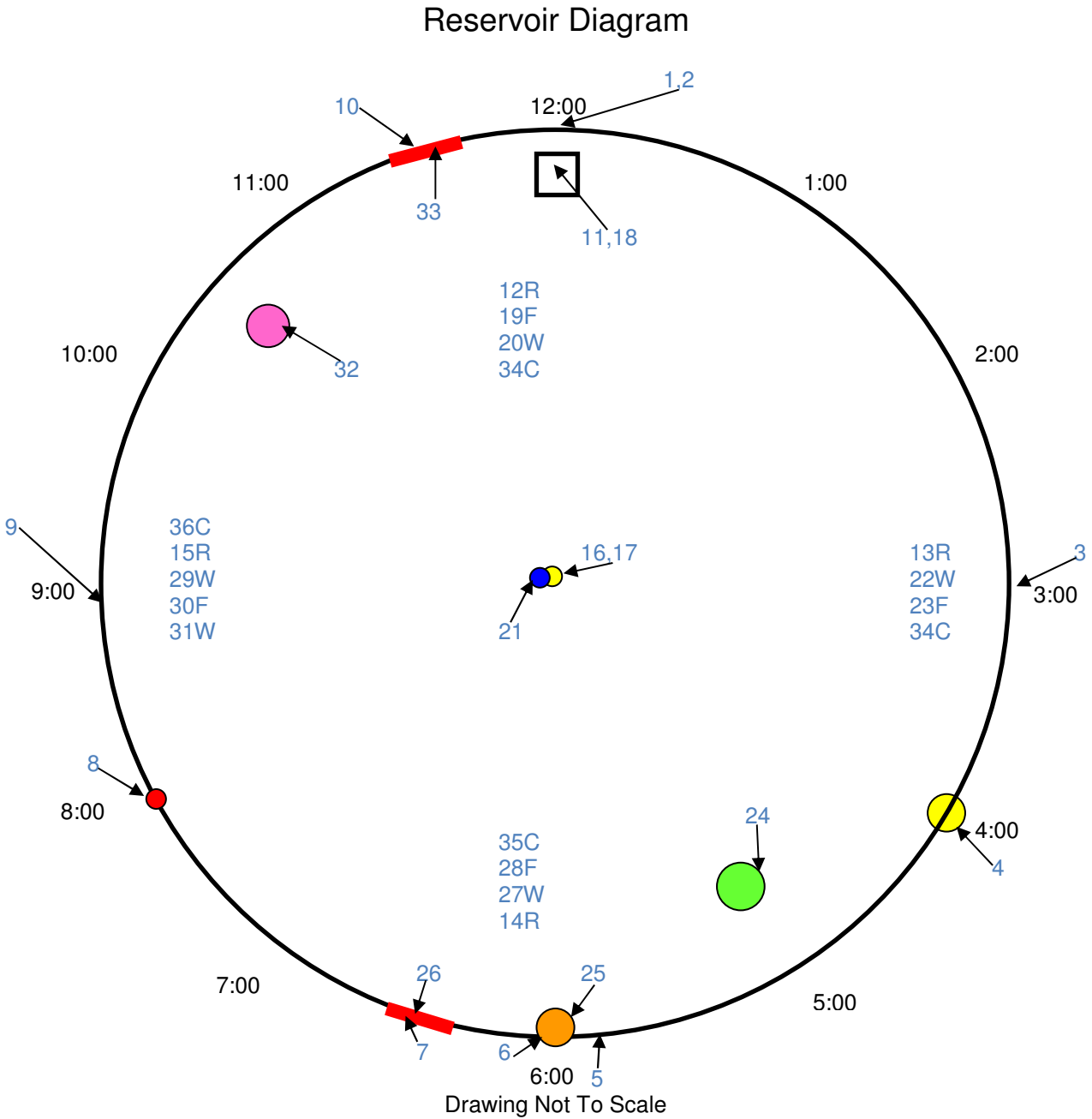
Unable to Evaluate	Good Condition	Cracks	Blistering	Chalking	De-Lamination	Pitting	Popouts	Scaling	Spalling	Warping
UE	GC	CK	BL	CH	DL	PT	PO	SC	SP	WA











## East Tank

### RECOMMENDATIONS:

Recommendation	Estimated Time - Hrs.
Install weather stripping on entry hatch to limit the risk of bugs and other matter from entering the reservoir.	.50
Perform a regular cleaning, inspection and repair cycle every 2-3 years in order to ensure superior water quality and proper maintenance of coating condition and appurtenances is performed.	Please contact our sales office for an estimate.
<b>Total Estimated Hours</b>	.50

# East Tank



	Entry Hatch		Overflow		Support Column
	Inlet/Outlet		Man Entry		Drain
	Air Vent		Liquid Level Indicator		Capped-Off Penetration
	Outlet				

## East Tank

Image #1

*Exterior Wall 12:00*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Exterior Wall appeared to be in good condition with a minor amount of corrosion.



Image #2

*Exterior Ladder 12:00*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Exterior Ladder appeared to be in good condition with a minor amount of corrosion.





## East Tank

Image #3

*Exterior Wall 3:00*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Exterior Wall appeared to be in good condition with a minor amount of corrosion.



Image #4

*Overflow 4:00*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Overflow appeared to be in good condition with a minor amount of corrosion.



## East Tank

Image #5

*Exterior Wall 6:00*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Exterior Wall appeared to be in good condition with a minor amount of corrosion.



Image #6

*Inlet / Outlet 6:00*

**Condition:**  
Rust Grade<sup>1</sup> 2.

**Description:**  
Inlet / Outlet appeared to be in good condition with a minor amount of corrosion.



## East Tank

Image #7

*Man Way 6:30*

**Condition:**  
Rust Grade<sup>1</sup> 7.

**Description:**  
Man Way appeared to be in good condition with a minor amount of corrosion. Staining was observed.

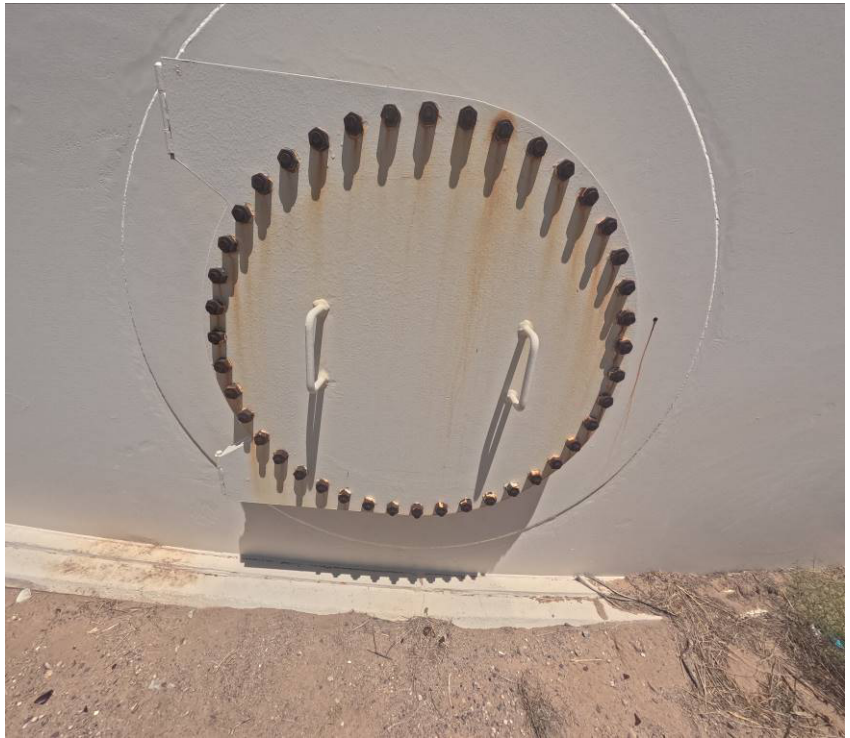


Image #8

*Capped Off Penetration 8:00*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Capped Off Penetration appeared to be in good condition with a minor amount of corrosion.





## East Tank

Image #9

*Exterior Wall 9:00*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Exterior Wall appeared to be in good condition with a minor amount of corrosion.



Image #10

*Man Way 11:30*

**Condition:**  
Rust Grade<sup>1</sup> 9.

**Description:**  
Man Way appeared to be in good condition with a minor amount of corrosion.



## East Tank

Image #11

*Entry Hatch 12:00*

**Condition:**  
Rust Grade<sup>1</sup> 7.

**Description:**  
Entry Hatch appeared to be in good condition with a minor amount of corrosion. Weather strip did not appear to be present.

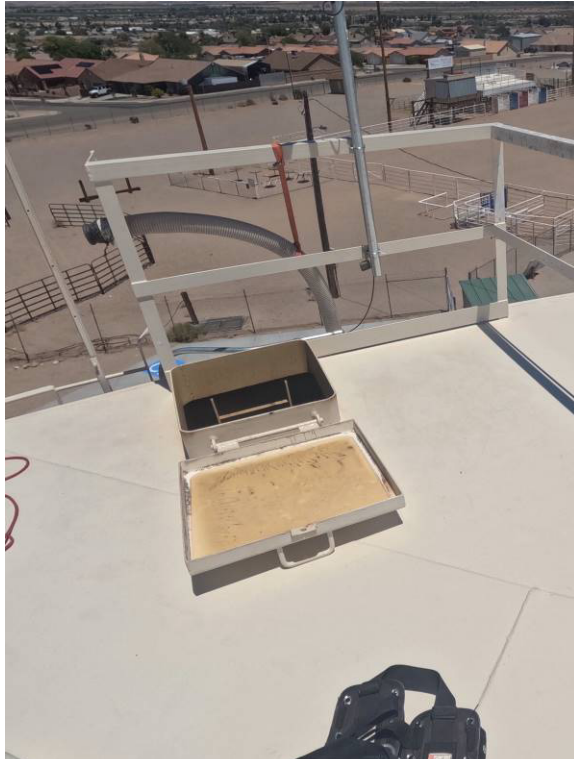


Image #12

*Roof 12:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Roof appeared to be in good condition with a minor amount of corrosion.



## East Tank

Image #13

*Roof 3:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Roof appeared to be in good condition with a minor amount of corrosion.



Image #14

*Roof 6:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Roof appeared to be in good condition with a minor amount of corrosion.





## East Tank

Image #15

*Roof 9:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Roof appeared to be in good condition with a minor amount of corrosion.



Image #16

*Vent Center*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Vent appeared to be in good condition with a minor amount of corrosion.



## East Tank

Image #17

*Vent Screen Center*

**Condition:**  
Rust Grade<sup>1</sup> 7.

**Description:**  
Vent Screen appeared to be in good condition with a minor amount of corrosion.

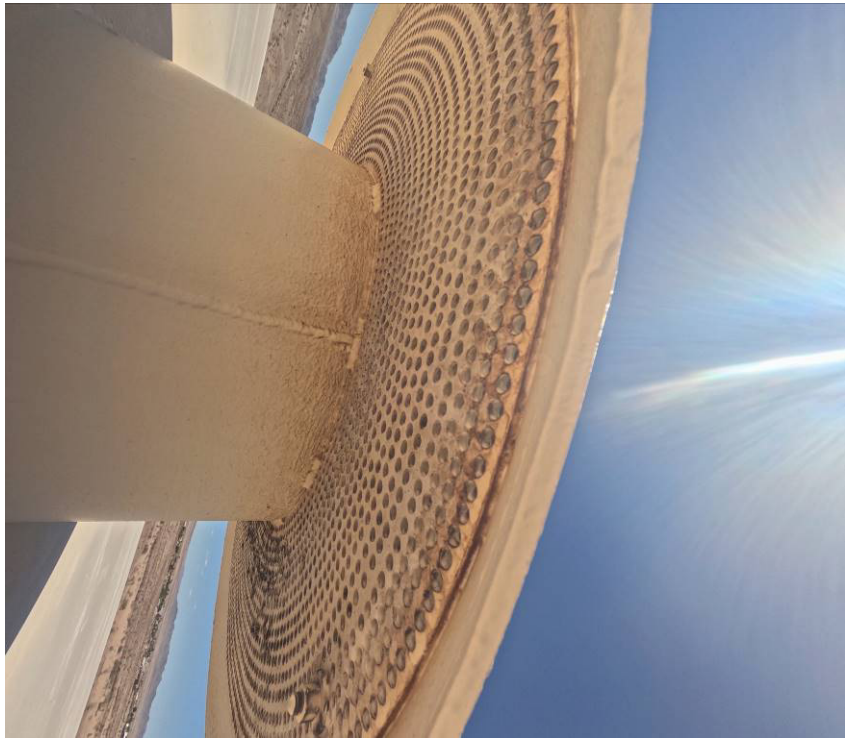


Image #18

*Interior Ladder 12:00*

**Condition:**  
Rust Grade<sup>1</sup> 7.

**Description:**  
Interior Ladder appeared to be in good condition with a minor amount of corrosion.



## East Tank

Image #19

Floor 12:00

**Condition:**  
Rust Grade<sup>1</sup> Z.

**Description:**  
Floor appeared to be in good condition with a minor amount of corrosion.



Image #20

Wall 12:00

**Condition:**  
Rust Grade<sup>1</sup> Z.

**Description:**  
Wall appeared to be in good condition with a minor amount of corrosion.



## East Tank

Image #21

*Column Center*

**Condition:**  
Rust Grade<sup>1</sup> 7.

**Description:**  
Column appeared to be in good condition with a minor amount of corrosion.

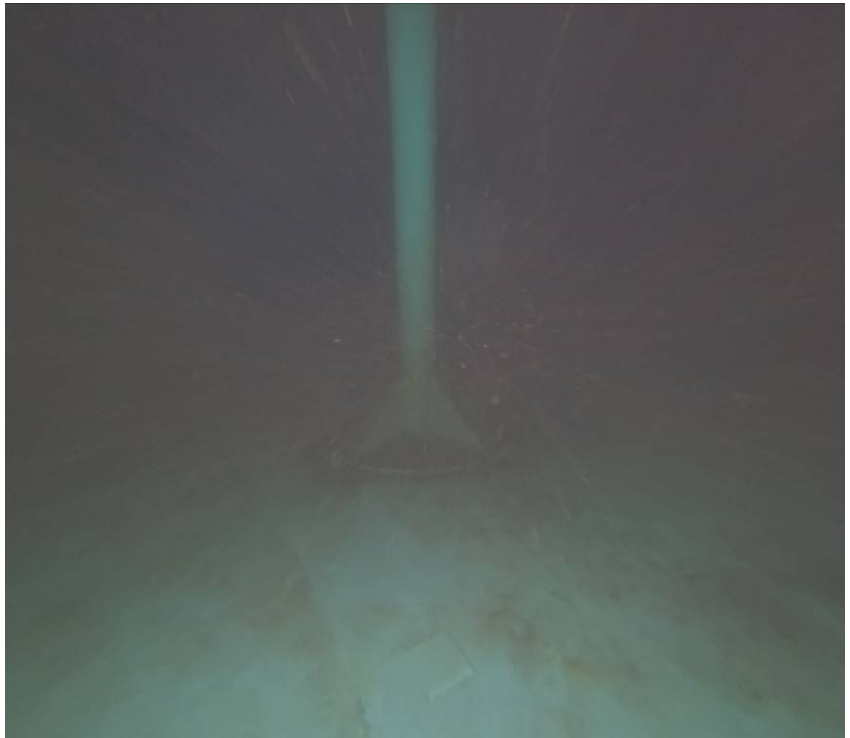


Image #22

*Wall 3:00*

**Condition:**  
Rust Grade<sup>1</sup> 7.

**Description:**  
Wall appeared to be in good condition with a minor amount of corrosion.





## East Tank

Image #23

Floor 3:00

**Condition:**  
Rust Grade<sup>1</sup> Z.

**Description:**  
Floor appeared to be in good condition with a minor amount of corrosion.



Image #24

Drain 5:00

**Condition:**  
Rust Grade<sup>1</sup> Z.

**Description:**  
Drain appeared to be in good condition with a minor amount of corrosion.



## East Tank

Image #25

*Inlet / Outlet 6:00*

**Condition:**  
Rust Grade<sup>1</sup> Z.

**Description:**  
Inlet / Outlet appeared to be in good condition with a minor amount of corrosion.



Image #26

*Man Way 6:30*

**Condition:**  
Rust Grade<sup>1</sup> Z.

**Description:**  
Man Way appeared to be in good condition with a minor amount of corrosion.





## East Tank

Image #27

Wall 6:00

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Wall appeared to be in good condition with a minor amount of corrosion.



Image #28

Floor 6:00

**Condition:**  
Rust Grade<sup>1</sup> 7.

**Description:**  
Floor appeared to be in good condition with a minor amount of corrosion.



## East Tank

Image #29

Wall 9:00

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Wall appeared to be in good condition with a minor amount of corrosion.



Image #30

Floor 9:00

**Condition:**  
Rust Grade<sup>1</sup> 7.

**Description:**  
Floor appeared to be in good condition with a minor amount of corrosion.



## East Tank

Image #31

Wall 9:00

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Wall appeared to be in good condition with a minor amount of corrosion.

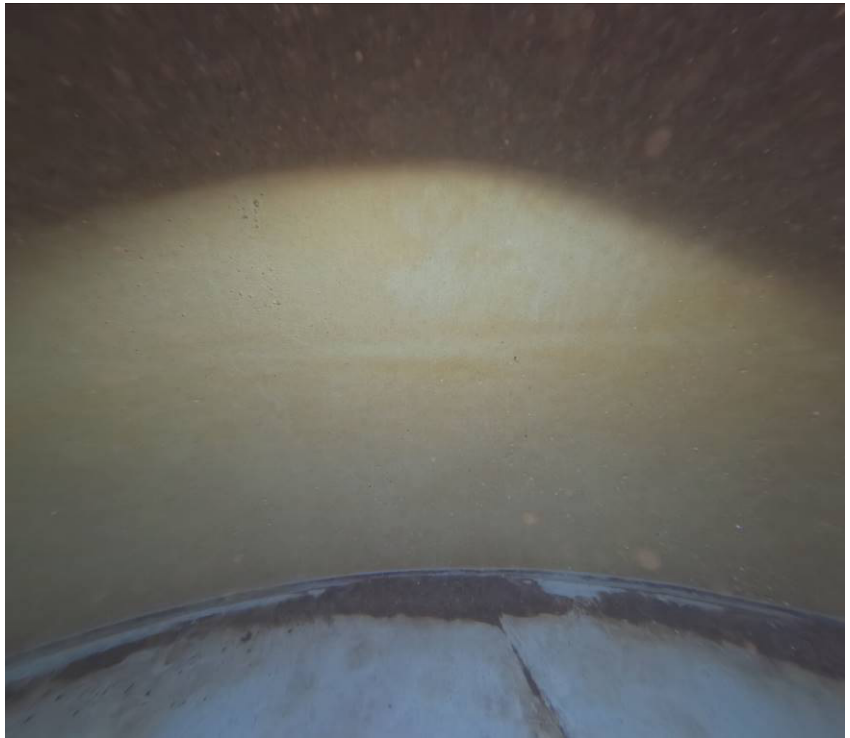
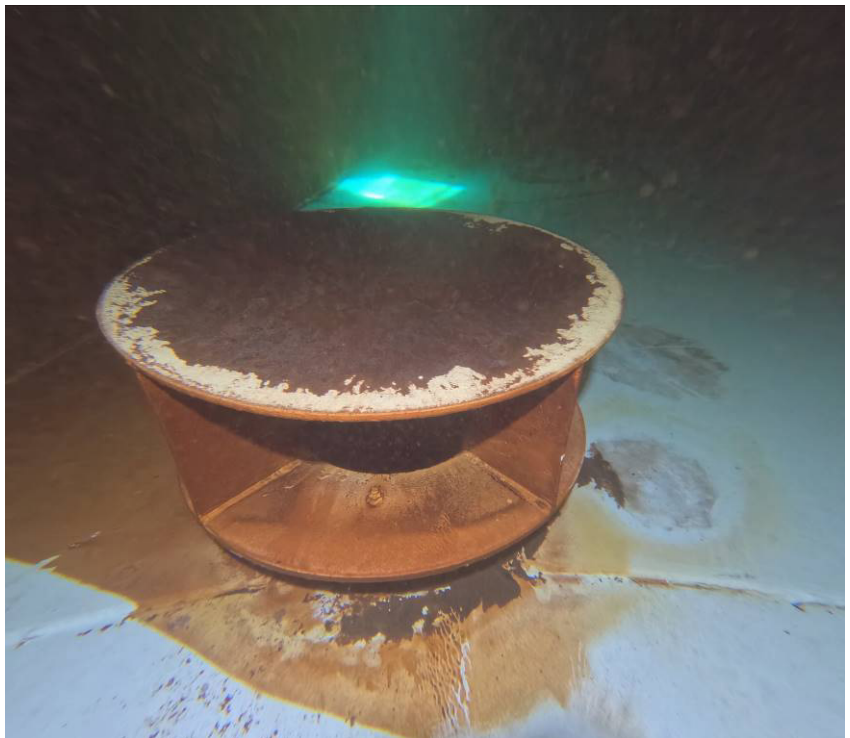


Image #32

Outlet 10:30

**Condition:**  
Rust Grade<sup>1</sup> 6.

**Description:**  
Outlet appeared to be in good condition with a minor amount of corrosion.



## East Tank

Image #33

*Man Way 11:30*

**Condition:**  
Rust Grade<sup>1</sup> Z.

**Description:**  
Man Way appeared to be in good condition with a minor amount of corrosion.



Image #34

*Ceiling 3:00*

**Condition:**  
Rust Grade<sup>1</sup> Z.

**Description:**  
Ceiling appeared to be in good condition with a minor amount of corrosion.



## East Tank

Image #35

*Ceiling 6:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Ceiling appeared to be in good condition with a minor amount of corrosion.



Image #36

*Ceiling 9:00*

**Condition:**  
Rust Grade<sup>1</sup> 8.

**Description:**  
Ceiling appeared to be in good condition with a minor amount of corrosion.






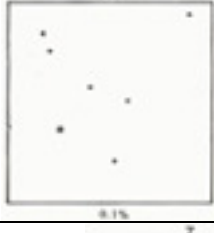
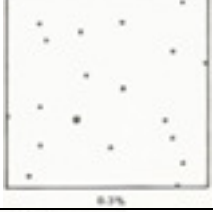

# East Tank

## REFERENCES:

### Standard Method of Evaluating Degree of Rusting on Painted Steel Surfaces – SSPC-Vis 2-82 & ASTM D 610-85 (1989)

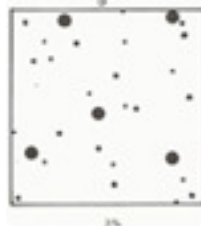
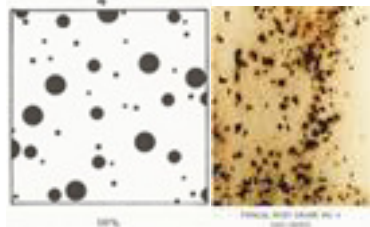


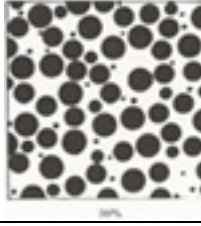
The graphical representations show examples of area percentages, which may be helpful in rust grading. The use of photographic reference standards requires the following precautions:

1. Some finishes are stained by rust. This staining must not be confused with the actual rusting involved.
2. Accumulated dirt or other material may make accurate determination of the degree of rusting difficult.
3. Certain types of deposited dirt that contain iron or iron compounds may cause surface discoloration that should not be mistaken for corrosion.
4. It must be realized that failure may vary over a given area and discretion must therefore be used in applying these reference standards.
5. In evaluating surfaces, consideration shall be given to the color of the finish coating, since failures will be more apparent on a finish that shows color contrast with rust, such as white, than on a similar color, such as iron oxide finish.
6. The photographic reference standards are not required for use of the rust-grade scale since the scale is based upon the percent of the area rusted and any method of assessing area rusted may be used to determine the rust grade.

Rust Grades	Description	Graphical Representation
10	No rusting or less than 0.01% of surface rusted	Unnecessary
9	Minute rusting, less than 0.03% of surface rusted	
8	Few isolated rust spots, less than 0.1% of surface rusted	
7	Less than 0.3% of surface rusted	
6	Extensive rust spots, but less than 1% of surface rusted	



# East Tank

5	Rusting to the extent of 3% of surface rusted	
4	Rusting to the extent of 10% of surface rusted	
3	Approximately one sixth of the surface rusted (16%)	
2	Approximately one third of the surface rusted (33%)	
1	Approximately one half of the surface rusted (50%)	
0	Approximately 100% of the surface rusted	Unnecessary



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

☒ CITY COUNCIL ☒ NPUA

☒ Regular ☐ Special

**Meeting Date:** July 8, 2025

**Title:** Adopt the State Water Resources Control Board Cross-Connection Control (CCC) Plan

**Background:** On December 19, 2023, the State Water Resources Control Board adopted the Cross-Connection Control Policy Handbook (CCCPH), which took effect on July 1, 2024, and replaces the cross-connection control regulations found in California Code of Regulations (CCR) Title 17.

All California public water systems (PWS) are required to comply with the requirements in the CCCPH. The primary objective of the CCCPH is the protection of public health through the establishment of standards intended to ensure drinking water supplies are protected from hazards associated with the backflow of unknown substances into the distribution system.

All PWS must adopt a Cross-Connection Control (CCC) Plan by July 1, 2025. "Cross-Connection Control Plan" refers to a plan that public water systems are required to implement to protect their water supply from contamination due to cross-connections. City staff have met the deadline above by submitting the enclosed CCC plan and requested an extension to provide the City Council adoption documents.

The CCC Plan must include a description of how compliance will be maintained, a hazard assessment process to identify backflow risks, and additional backflow inspection and testing processes. New requirements include a record tracking system, designation of site user supervisors for potentially hazardous sites, and descriptions of corrective actions. To ensure full compliance with new requirements, the city utilized a third party to complete the CCC Plan.

The adopted CCC Plan must be submitted to the State Water Resources Control Board (SWRCB) for review and comments. The submitted plan may be changed at the request of the SWRCB. The next steps are to complete an on-site survey of every backflow connected to the water system.

The Board of Public Utilities approved the recommended action on July 1, 2025

**Fiscal Impact:** Third-party on-site survey costs are estimated to be \$1,700 to \$3,400 to be funded by the adopted FY26 annual budget for the water department.

**Environmental Impact:** The need to prevent cross-connections with auxiliary water supplies or contaminant sources was identified over 100 years ago in California, and the ability for unprotected cross-connections to cause illness and disease has been well-established. However, the risk posed by backflow can be mitigated through preventive and corrective measures, primarily through the installation of backflow prevention devices and assemblies. Cross-Connection Control programs seek out and correct cross-connections within the distribution system and individual service connections. Corrective measures after a detected incident include activities such as flushing and cleaning the distribution system. These measures may help mitigate adverse health effects from any contaminants that may remain in the distribution system.

**Recommended Action:** Adopt the State Water Resources Control Board Cross-Connection Control (CCC) Plan

**Submitted By:** Rainie Torrance, Utility Manager  
Bryan Hickstein, Chief Plant Operator

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

**Date:** 7/2/2025

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

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

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Cross Connection Control Program Proposal Plan for City Of Needles Ca  
Contact Trey Tsosie Water Dept

This Plan is to comply with section 3.1.4 of the Cross Connection Control Policy Handbook(CCCPH), each public water system must submit a written Cross Connection Control Plan to the state water board for review. This is a plan proposal that will need approval from the state and the state may approve or request changes to this plan.

## Introduction

Cross connection control program proposal for The City of Needles California. The city water system has a total of, 22 city owned connections 322 commercial connections 1725 residential connections 3 operating Wells. The city of Needles will adopt The cross connection policy handbook. The city currently has a backflow prevention program already in place and a survey will be done for all water meters and sites within the city water system boundaries. To ensure the safety of the potable water supply in Needles, California, it is critical to implement a Cross Connection Control Program (CCCP). This proposal outlines a comprehensive strategy to enhance existing measures, including the adoption of a Cross Connection Policy Handbook. The current Backflow Prevention Program will stay in place and be mortified if needed after the cross connection survey is complete.

## Current Configuration

- City-Owned Connections: 22
- Commercial Connections: 322
- Residential Connections: 1725
- Operating Wells: 3
- Recycled Water systems 0
- wastewater/ sewer treatment faculties 1

## Objectives

1. Protect Public Health: Safeguard the drinking water supply from contamination and pollution due to cross connections.
2. Enhance Regulatory Compliance: Ensure adherence to state and federal regulations regarding cross connection control.
3. Conduct Comprehensive Surveys: Survey all water meters and sites within city boundaries to identify potential cross connection or backflow risks.
4. Strengthen Public Awareness: Educate the community about the importance of cross connection control and backflow prevention.



## Proposed Program Components

### 1. Adoption of Cross Connection Policy Handbook

- The city will adopt the comprehensive Cross Connection Policy Handbook that outlines procedures, responsibilities, and regulatory requirements for managing cross connections.
- The handbook will serve as a reference for city staff, property owners, and contractors involved in water supply management. The City will adopt the current Cross Connection Policy Handbook and make changes to the program as the handbook makes updates.

### 2. The Cross Connection Policy Handbook will serve as the cornerstone of the program. It will include:

- Definitions of cross connections and backflow.
- Requirements for identifying and eliminating cross connections.
- Guidelines for installing, testing, and maintaining backflow prevention devices.
- Roles and responsibilities of city staff, property owners, and contractors.
- Procedures for reporting and addressing violations.

### 3. Comprehensive Survey of Water Meters and Sites

- Conduct a detailed survey of all water meters and sites within the city water system boundaries to identify potential cross connections.
- Assess the risk levels of each connection type (city, commercial, residential) and document findings.
- Use survey results to prioritize installations, inspections and interventions.

### 4. Inspection Installation and Testing Schedule

- Establish a routine inspection and testing schedule for backflow prevention devices:

- All Backflow devices : Annually
- All Commercial properties will have a initial hazard assessment
- All Commercial properties will have a hazard assessment at the time any change of occupancy
- All properties that boarder any river, lake or pond will have a site inspection to ensure nothing has been added to the system Example any water used from the river, lake, or pond  
annually or as the water purveyor sees needed.
- All Commercial properties and all required properties per the Cross connection policy handbook will be required to install a proper backflow device at the proper connection location.

### 5. Training and Education

- Provide ongoing training for city staff, commercial property owners, and contractors on cross connection control and backflow prevention best practices.
- Develop educational materials and outreach programs to inform residents about the importance of preventing cross connections and maintaining backflow prevention devices.

### 6. Compliance and Enforcement

- Implement compliance measures to ensure adherence to the Cross Connection Policy

## Handbook:

- Regular audits of commercial properties.
- Penalties for non-compliance and incentives for proactive measures.

### 7. Monitoring and Reporting

- Establish a monitoring system to track the effectiveness of the CCCP, including records of inspections, testing results, and compliance status.
- Prepare annual reports to assess progress and identify areas for improvement.

### 8. Backflow Prevention Program

The City of Needles already has a Backflow Prevention Program in place, which will be enhanced as part of the CCCP. Key components of the program include:

- Risk Assessments: Classify connections based on risk levels (e.g., low, medium, high) and require appropriate backflow prevention devices.
- Device Installation: Mandate the installation of backflow prevention devices at all required connections (e.g., commercial properties, any connection located on or at a river, pond, lake and industrial facilities).
- Annual Testing: Require annual testing of backflow prevention devices by certified ANSI approved testers having a current AWWA testers cert.
- Record Keeping: Maintain records of all backflow prevention devices, including test results and maintenance logs.

### 9. Comprehensive Citywide Survey of Water Meters and Sites

To identify potential cross connections, the City of Needles will conduct a comprehensive survey of all water meters and sites within city water service boundaries. The survey will:

- Map all water meters, connections, and water sources (e.g., wells, reservoirs).
- Identify potential cross connections and backflow risks.
- Prioritize high-risk locations for immediate action.
- The survey results will be used to develop a targeted inspection and enforcement plan.

### 10. Inspection and Enforcement

- The City of Needles will establish a routine inspection schedule to ensure compliance with the Cross Connection Policy Handbook and Backflow Prevention Program. Key activities include:
  - Routine Inspections: Conduct regular inspections of all connections, focusing on high-risk locations.
  - Compliance Monitoring: Track compliance with backflow prevention device testing and maintenance requirements.
  - Enforcement Measures: Issue citations or fines for non-compliance and provide incentives for prompt corrective action.



#### 11. Public Education and Outreach

- Public awareness is critical to the success of the CCCP. The City of Needles will:
- Develop educational materials (e.g., brochures, fact sheets) explaining the risks of cross connections and the importance of backflow prevention.
  - Host workshops and informational sessions for property owners, businesses, and residents as needed.
  - Use social media, newsletters, and public announcements to promote the program.

#### 12. Budget and Implementation Plan

The implementation of the CCCP will require a budget to cover the following costs:

- Survey Costs: Equipment, personnel, and data analysis for the citywide survey.
- Training Costs: Training for city staff as needed
- Enforcement Costs: Personnel to conduct inspections and enforce compliance.
- Public Outreach Costs: Development and distribution of educational materials.
- Initial Costs: Investment in survey equipment, educational materials, and training programs.
- Ongoing Costs: Routine inspections, maintenance of records, and public outreach efforts.

The handbook will be available to all stakeholders, including city employees, commercial property owners, and residents.

The program will be phased in over a two-year period, with the survey and policy adoption completed within the first year.

#### Conclusion

The proposed Cross Connection Control Program for the City of Needles, California, aims to strengthen the protection of the potable water supply through comprehensive policies, proactive surveys, and community engagement. By adopting the Cross Connection Policy Handbook and enhancing the Backflow Prevention Program, the city can effectively manage cross connection risks and ensure the health and safety of its residents.

Overall, this proposal should be a roadmap for the city to follow, ensuring that their water supply remains safe and free from contaminants. It should be detailed enough to guide the implementation but flexible enough to adapt to any changes or challenges that arise during the process.

The City of Needles, California, recognizes the importance of protecting its potable water supply from contamination caused by cross connections. Cross connections occur when a non-potable water source is connected to the potable water system, creating a potential pathway for backflow or back siphonage of contaminants. To safeguard public health, the City of Needles will adopt a comprehensive Cross Connection Control Program (CCCP) that aligns with state and federal regulations. This proposal



outlines the steps to implement the program, including the adoption of a Cross Connection Policy Handbook, the enhancement of an existing Backflow Prevention Program, and the conduct of a citywide survey of water meters and sites.

Prepared By John Bush Bush's backflow  
Cross connection Control Specialist AWWA cert # 03803  
724 Olive Lake Blvd  
Blythe Ca 92225  
760-574-9601



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

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

**Meeting Date:** JULY 08, 2025

**Title:** Warrants

**Background:** n/a

**Fiscal Impact:** See attached Warrant Registers

**Environmental Impact:** n/a

**Recommended Action:** Approve the Warrant Registers through JULY 08, 2025.

**Submitted By:** Jill Taura, Interim Director of Finance

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

**Date:** 7/2/2025

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

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

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

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

FUND 101	GENERAL FUND	7/8/2025	FUND AMT.	8-Jul	25-26
101.1015.412	CITY ATTORNEY	\$ 1,549.20		\$ -	\$ 80,000.00
101.1020.413	CITY MANAGER	\$ 6,031.17		\$ -	\$ 239,758.00
101.1025.415	FINANCE DEPT.	\$ 856.94		\$ 500.00	\$ 1,194,656.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ 7,150.23		\$ -	\$ 262,348.00
101.1035.416	PLANNING /ZONING	\$ 1,629.48		\$ 7,250.00	\$ 264,816.00
101.1040.417	ENGINEERING	\$ 14,788.20		\$ -	\$ 292,201.00
101.1060.410	COMMUNITY PROMOTIONS	\$ 3,019.97		\$ 2,000.00	\$ 106,875.00
101.1070.410	SENIOR CENTER	\$ 3,351.25		\$ -	\$ 85,440.00
101.2010.421	SHERIFF	\$ -		\$ -	\$ 4,149,969.00
101.2020.423	ANIMAL SHELTER/CONTROL	\$ 300,398.79		\$ -	\$ 344,967.00
101.2025.424	BULDING & SAFETY	\$ 1,003.72		\$ 2,250.00	\$ 458,902.00
101.2030.423	CODE ENFORCEMENT	\$ 3,574.78		\$ 2,250.00	\$ 619,611.00
101.3010.431	PUBLIC WORKS	\$ 3,882.61		\$ -	\$ 772,393.00
101.4730.472	SANITATION	\$ 5,808.82		\$ -	\$ 175,673.00
101.5770.452	AQUATICS	\$ -		\$ -	\$ 322,940.00
101.5772.452	PARKS	\$ 4,452.32		\$ -	\$ 946,980.00
101.5773.452	JACK SMITH PARK MARINA	\$ 20,432.08		\$ -	\$ 164,115.00
101.5774.452	RECREATION	\$ 147.95		\$ -	\$ 454,046.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS	\$ 2,289.38	\$ 380,366.89	\$ -	\$ 10,935,690.00
FUND 102	GEN. FUND CAPITAL PROJECT		\$ -	\$ -	\$ 1,000,000.00
FUND 205	CDBG		\$ -	\$ -	\$ 7,900.00
FUND 206	CEMETERY		\$ 7,248.35	\$ -	\$ 266,055.00
FUND 208	CALTRANS GRANTS		\$ 7,165.00	\$ -	\$ -
FUND 210	SPECIAL GAS TAX		\$ -	\$ -	\$ 643,684.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		\$ -	\$ -	\$ -
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ -	\$ 800,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ 8,952.75	\$ -	\$ 283,450.00
FUND 227	HAZARD MITIGATION		\$ -	\$ -	\$ 15,000.00
FUND 233	JACK SMITH PARK MARINA		\$ -	\$ -	\$ -
FUND 238	STATE RECREATION GRANTS		\$ -	\$ -	\$ -
FUND 239	CA.CONSERV RECYCLING GRANT		\$ -	\$ -	\$ 18,227.00
FUND 243	ACTIVE TRANSPORT PROGRAM		\$ 15,957.50	\$ -	\$ 1,858,995.00
FUND 270	REDEVELOPMENT AGENCY		\$ -	\$ -	\$ -
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ -	\$ -	\$ 56,726.00
FUND 501	NPUA		\$ 1,528.65	\$ -	\$ 2,550,503.00
FUND 502	WATER DEPARTMENT		\$ 43,558.33	\$ -	\$ 2,376,734.00
FUND 503	WASTEWATER DEPARTMENT		\$ 10,474.35	\$ -	\$ 1,396,598.00
FUND 505	SANITATION		\$ 3,775.09	\$ 3,775.09	\$ 1,827,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		\$ -	\$ -	\$ 1,246,800.00
FUND 507	GOLF FUND	\$ -		\$ -	\$ -
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ 14,303.38		\$ -	\$ 665,673.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ 3,056.56		\$ 549.00	\$ 458,231.00
FUND 507	GOLF FUND TOTAL		\$ 17,359.94		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		\$ 643.49	\$ -	\$ 495,827.00
FUND 509	MIS		\$ 13,542.86	\$ -	\$ 358,200.00
FUND 510	ADMIN. FACILITY		\$ 9,483.01	\$ -	\$ 364,253.00
FUND 511	FLEET MANAGEMENT		\$ 14,762.00	\$ -	\$ 306,904.00
FUND 512	VEHICLE REPLACEMENT		\$ -	\$ -	\$ -
FUND 520	SR DIAL A RIDE		\$ -	\$ -	\$ 629,992.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ -	\$ -	\$ 55,211.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ 16,838.00	\$ 16,838.00	\$ 16,838.00
FUND 575	HOUSING		\$ 1,964.97	\$ -	\$ 1,107,428.00
FUND 580	ELECTRIC		\$ 53,471.18	\$ 13,856.38	\$ 12,909,933.00
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ -	\$ 573,000.00
FUND 582	NPUA CAPITAL WATER		\$ -	\$ -	\$ 1,850,000.00
FUND 583	NPUA CAPITAL WASTEWATER		\$ -	\$ -	\$ -
FUND 650	IMPACT FEES NORTH NEEDLES		\$ -	\$ -	\$ -
FUND 651	IMPACT FEES SOUTH AREAS		\$ -	\$ -	\$ -
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 607,092.36	\$ 49,268.47	\$ 45,074,867.00

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

*Patrick J. Martinez* 7/2/2025  
Patrick Martinez, City Manager Date  
*Virginia Tasker* 7-1-25  
Virginia Tasker, City Treasurer Date

*Jim Lane* 6/27/25  
Finance Department Date



CHECK NO	VENDOR	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
24466	2345 A-B COMMUNICATIONS			07/08/2025	199.44		04	OUTSTANDING	
24467	3750 AUTO ZONE			07/08/2025	335.38		04	OUTSTANDING	
24468	2629 BARON PEST SOLUTIONS			07/08/2025	76.00		04	OUTSTANDING	
24469	7 BORDER STATES INDUSTRIES, INC.			07/08/2025	116.05		04	OUTSTANDING	
24470	3276 BRODY CHEMICAL COMP. INC.			07/08/2025	356.43		04	OUTSTANDING	
24471	3392 BUG EMERGENCY INC.			07/08/2025	459.00		04	OUTSTANDING	
24472	2786 CACEO			07/08/2025	210.00		04	OUTSTANDING	
24473	3511 CALED			07/08/2025	620.00		04	OUTSTANDING	
24474	709 CALLAWAY			07/08/2025	190.68		04	OUTSTANDING	
24475	3035 CENTURY LINK CORP.			07/08/2025	17.79		04	OUTSTANDING	
24476	3136 CITY OF NEEDLES			07/08/2025	37,081.00		04	OUTSTANDING	
24477	4138 CLUB CADDIE			07/08/2025	549.00		04	OUTSTANDING	
24478	2320 COUNTY OF SAN BERNARDINO			07/08/2025	3,775.09		04	OUTSTANDING	
24479	4243 CRAFTCO, INC			07/08/2025	4,235.81		04	OUTSTANDING	
24480	455 CULLIGAN WATER COND.			07/08/2025	48.16		04	OUTSTANDING	
24481	1 CURIEL, FELIPE			07/08/2025	428.22		04	OUTSTANDING	
24482	1 D.R. & G SERVICES			07/08/2025	924.49		04	OUTSTANDING	
24483	3809 DATA TICKET INC.			07/08/2025	864.00		04	OUTSTANDING	
24484	440 DECO FOODSERVICE INCORP.			07/08/2025	501.76		04	OUTSTANDING	
24485	3580 DIAMOND PURE WATER			07/08/2025	75.00		04	OUTSTANDING	
24486	3561 DIVISION OF THE STATE ARCHITEC			07/08/2025	9.20		04	OUTSTANDING	
24487	1 GENE O'CALL			07/08/2025	328.46		04	OUTSTANDING	
24488	4239 GLOBAL TRACKING COMMUNICATIONS			07/08/2025	673.65		04	OUTSTANDING	
24489	324 GRAINGER			07/08/2025	932.21		04	OUTSTANDING	
24490	3451 GREENS ELECTRIC, LLC			07/08/2025	5,187.82		04	OUTSTANDING	
24491	2612 HARDWARE EXPRESS			07/08/2025	1,071.71		04	OUTSTANDING	
24492	2612 HARDWARE EXPRESS			07/08/2025	516.24		04	OUTSTANDING	
24493	4182 HD SUPPLY-FORMERLY HOME DEPOT			07/08/2025	162.30		04	OUTSTANDING	
24494	3712 HENDERSON CHEVROLET COMPANY			07/08/2025	199.75		04	OUTSTANDING	
24495	4056 HICKS COOLING & HEATING			07/08/2025	600.00		04	OUTSTANDING	
24496	3593 HINDERLITER DE LLAMAS & ASSOCI			07/08/2025	613.90		04	OUTSTANDING	
24497	4264 INLAND EMPIRE ARCHITECTURAL SP			07/08/2025	640.00		04	OUTSTANDING	
24498	1956 ITRON INCORP.			07/08/2025	4,132.38		04	OUTSTANDING	
24499	3800 IWORO			07/08/2025	6,750.00		04	OUTSTANDING	
24500	1 KEVIN AND PAMELA OSTBY			07/08/2025	1,540.00		04	OUTSTANDING	
24501	4254 KIMLEY-HORN AND ASSOCIATES, INC			07/08/2025	15,957.50		04	OUTSTANDING	
24502	4270 LAPAZ COUNTY LANDFILL			07/08/2025	1,216.44		04	OUTSTANDING	
24503	1 LONDO, PATRICIA			07/08/2025	175.94		04	OUTSTANDING	
24504	4032 MINAGAR & ASSOCIATES			07/08/2025	17,165.00		04	OUTSTANDING	
24505	139 MOHAVE VALLEY LANDFILL-4522			07/08/2025	13.80		04	OUTSTANDING	
24506	3638 MY ALARMTEK			07/08/2025	85.00		04	OUTSTANDING	
24507	178 NAPA PARTS, TIRES & SERVICE			07/08/2025	1,965.60		04	OUTSTANDING	
24508	194 NEEDLES CHAMBER OF COMMERCE			07/08/2025	2,000.00		04	OUTSTANDING	
24509	218 NEWS WEST PUBLISHING CO.			07/08/2025	225.98		04	OUTSTANDING	
24510	1786 NPUA			07/08/2025	.00	06/25/2025	04	VOID	.00
24511	1786 NPUA			07/08/2025	.00	06/25/2025	04	VOID	.00
24512	1786 NPUA			07/08/2025	61,347.25		04	OUTSTANDING	
24513	3767 PATRICK MARTINEZ			07/08/2025	856.94		04	OUTSTANDING	
24514	239 PHILLIPS EXCAVATING INC.			07/08/2025	4,520.00		04	OUTSTANDING	
24515	15 QUILL LLC			07/08/2025	4,195.78		04	OUTSTANDING	
24516	818 R & R PRODUCTS INC.			07/08/2025	978.69		04	OUTSTANDING	



ALL CHECKS REGISTER  
SELECTED BY CHECK DATE  
FROM: 07/08/2025 TO: 07/08/2025

CITY GENERAL CHECKING

CHECK	VENDOR	VENDOR
NO	NO	NAME

NO. OF CHECKS: 79  
OUTSTANDING CHECKS: 75  
607,092.36

TOTAL CHECKS	
RECONCILED CHECKS:	.00

614,314.78 \*\*\* 4  
VOID CHECKS: .00

CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS
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ORIGINAL  
AMOUNT

7,222.42



CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	VOUCHER AMOUNT	REMITTANCE AMOUNT	CHECK TOTAL
0024466	0002345	A-B COMMUNICATIONS	009765		7/08/2025	199.44	199.44	199.44
0024467	0003750	AUTO ZONE	009583		7/08/2025	37.70		
			009584		7/08/2025	28.77		
			009585		7/08/2025	13.31		
			009935		7/08/2025	56.56		
			009938		7/08/2025	28.50		
			009939		7/08/2025	64.09		
			009940		7/08/2025	106.45		
0024468	0002629	BARON PEST SOLUTIONS	009588		7/08/2025	38.00	335.38	335.38
			009589		7/08/2025	38.00	76.00	76.00
0024469	0000007	BORDER STATES INDUSTRIES.	009587		7/08/2025	116.05	116.05	116.05
0024470	0003276	BRODY CHEMICAL COMP. INC.	009586		7/08/2025	94.42		
			009941		7/08/2025	262.01	356.43	356.43
0024471	0003392	BUG EMERGENCY INC.	009766		7/08/2025	72.00		
			009807		7/08/2025	52.00		
			009936		7/08/2025	250.00		
			009937		7/08/2025	85.00		
0024472	0002786	CACEO	009590		7/08/2025	210.00	459.00	459.00
0024473	0003511	CALED	000011		7/08/2025	30.00	210.00	210.00
			000012		7/08/2025	30.00		
			000013		7/08/2025	30.00		
			000014		7/08/2025	30.00		
			000015		7/08/2025	500.00		
0024474	0000709	CALLAWAY	009591		7/08/2025	190.68	620.00	620.00
0024475	0003035	CENTURY LINK CORP.	009592		7/08/2025	17.79	190.68	190.68
0024476	0003136	CITY OF NEEDLES	009593		7/08/2025	36,564.00	17.79	17.79
			009656		7/08/2025	517.00		
			000005		7/08/2025	549.00	37,081.00	37,081.00
0024477	0004138	CLUB CADDIE	000010		7/08/2025	3,775.09	549.00	549.00
0024478	0002320	COUNTY OF SAN BERNARDINO	FI0324	025089	7/08/2025	4,235.81	3,775.09	3,775.09
0024479	0004243	CRAFCO, INC	009628		7/08/2025	48.16	4,235.81	4,235.81
0024480	0000455	CULLIGAN WATER COND.	UT		7/08/2025	428.22	48.16	48.16
0024481	0000001	CURIEL, FELIPE	UT		7/08/2025	461.60	428.22	428.22
0024482	0000001	D.R. & G SERVICES	UT		7/08/2025	924.49		
0024483	0003809	DATA TICKET INC.	009675		7/08/2025	364.00	924.49	924.49
			009733		7/08/2025	350.00		
			009734		7/08/2025	150.00	864.00	864.00
0024484	0000440	DECO FOODSERVICE INCORP.	009630		7/08/2025	33.28		
			009631		7/08/2025	234.24		
0024485	0003580	DIAMOND PURE WATER	009632		7/08/2025	234.24	501.76	501.76
			009629		7/08/2025	17.00		
			009653		7/08/2025	17.00		
			009676		7/08/2025	11.00		
			000003		7/08/2025	30.00	75.00	75.00
0024486	0003561	DIVISION OF THE STATE ARCO	000030		7/08/2025	9.20	9.20	9.20
0024487	0000001	GENE O'GULL	009735		7/08/2025	328.46		
0024488	0004239	GLOBAL TRACKING COMMUNICA	009767		7/08/2025	99.07	328.46	328.46
			009768		7/08/2025	118.88		
			009769		7/08/2025	118.88		
			009770		7/08/2025	99.07		
			009771		7/08/2025	19.81		
			009772		7/08/2025	39.63		
			009773		7/08/2025	19.80		

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	VOUCHER AMOUNT	REMITTANCE AMOUNT	CHECK TOTAL
0024488	0004239	GLOBAL TRACKING COMMUNICA	009774		7/08/2025	19.81		
			009775		7/08/2025	99.07		
			009776		7/08/2025	39.63	673.65	673.65
0024489	0000324	GRAINGER	009633		7/08/2025	860.76		
			009677		7/08/2025	64.00		
			009678		7/08/2025	67.45	992.21	992.21
0024490	0003451	GREENS ELECTRIC, LLC	009819		7/08/2025	47.02		
			009821		7/08/2025	4,830.48		
			009820		7/08/2025	310.32	5,187.82	5,187.82
0024491	0002612	HARDWARE EXPRESS	009594		7/08/2025	22.29		
			009645		7/08/2025	90.06		
			009646		7/08/2025	45.76		
			009647		7/08/2025	53.34		
			009648		7/08/2025	1.83		
			009649		7/08/2025	29.99		
			009650		7/08/2025	43.09		
			009651		7/08/2025	5.06		
			009652		7/08/2025	272.39		
			009777		7/08/2025	344.28		
			009942		7/08/2025	8.18		
			009943		7/08/2025	3.86		
			009944		7/08/2025	18.31		
			009945		7/08/2025	40.91		
			009946		7/08/2025	3.87		
			009947		7/08/2025	6.41		
			009948		7/08/2025	29.86		
			009949		7/08/2025	37.67		
			000006		7/08/2025	14.55	1,071.71	1,071.71
0024492	0002612	HARDWARE EXPRESS, GRP-1	009736		7/08/2025	32.91		
			009737		7/08/2025	103.41		
			009738		7/08/2025	48.80		
			009739		7/08/2025	56.63		
			009740		7/08/2025	244.03		
			009741		7/08/2025	20.79		
			009742		7/08/2025	9.67	516.24	516.24
0024493	0004182	HD SUPPLY-FORMERLY HOME D	009644		7/08/2025	162.30	162.30	162.30
0024494	0003712	HENDERSON CHEVROLET COMP	009950		7/08/2025	48.13		
			009951		7/08/2025	151.62	199.75	199.75
0024495	0004056	HICKS COOLING & HEATING	000034		7/08/2025	600.00	600.00	600.00
0024496	0003593	HINDERLITER DE LLAMAS & A	009679		7/08/2025	613.90	613.90	613.90
0024497	0004264	INLAND EMPIRE ARCHITECTUR	PI0326	025107	7/08/2025	640.00	640.00	640.00
0024498	0001956	ITRON INCORP.	009654		7/08/2025	4,132.38	4,132.38	4,132.38
0024499	0003800	IWORQ	000006		7/08/2025	2,250.00		
			000007		7/08/2025	2,250.00		
			000008		7/08/2025	2,250.00		
0024500	0000001	KEVIN AND PAMELA OSTBY	009743		7/08/2025	1,540.00	6,750.00	6,750.00
0024501	0004254	KIMLEY-HORN AND ASSOCIATE	PI0319	025103	7/08/2025	15,957.50	1,540.00	1,540.00
0024502	0004270	LAPAZ COUNTY LANDFILL	009868		7/08/2025	1,216.44	15,957.50	15,957.50
0024503	0000001	LONDO, PATRICIA	UT		7/08/2025	175.94	1,216.44	1,216.44
0024504	0004032	MINAGAR & ASSOCIATES	PI0320	025005	7/08/2025	7,165.00	175.94	175.94
			PI0321	025039	7/08/2025	7,250.00		
			PI0322	025039	7/08/2025	2,750.00	17,165.00	17,165.00
4505	0000139	MOHAVE VALLEY LANDFILL-45009658	PI0322		7/08/2025	13.80	13.80	13.80

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	VOUCHER AMOUNT	REMITTANCE AMOUNT	CHECK TOTAL
0024506	0003638	MY ALARMTEK	009582		7/08/2025	85.00	85.00	85.00
0024507	0000178	NAPA PARTS, TIRES & SERVICE	009655		7/08/2025	6.75		
			009952		7/08/2025	1,239.13		
			009953		7/08/2025	86.94		
			009954		7/08/2025	54.78		
			009955		7/08/2025	80.37		
			009956		7/08/2025	46.21		
			009957		7/08/2025	297.20		
			009958		7/08/2025	263.78		
0024508	0000194	NEEDLES CHAMBER OF COMMERCE	000003		7/08/2025	2,000.00	1,965.60	1,965.60
0024509	0000218	NEWS WEST PUBLISHING CO.	009745		7/08/2025	117.76	2,000.00	2,000.00
			009746		7/08/2025	108.22		
			009595		7/08/2025	64.38	225.98	225.98
0024512	0001786	NPUA	009596		7/08/2025	61.32		
			009597		7/08/2025	426.72		
			009598		7/08/2025	6,563.10		
			009599		7/08/2025	348.74		
			009600		7/08/2025	283.89		
			009601		7/08/2025	58.84		
			009602		7/08/2025	36.22		
			009603		7/08/2025	227.29		
			009665		7/08/2025	66.25		
			009666		7/08/2025	486.74		
			009667		7/08/2025	2,617.04		
			009668		7/08/2025	58.45		
			009669		7/08/2025	46.51		
			009670		7/08/2025	7,114.64		
			009671		7/08/2025	87.20		
			009672		7/08/2025	1,453.52		
			009673		7/08/2025	243.50		
			009674		7/08/2025	174.40		
			009684		7/08/2025	125.28		
			009685		7/08/2025	52.11		
			009686		7/08/2025	53.10		
			009689		7/08/2025	390.47		
			009691		7/08/2025	225.36		
			009692		7/08/2025	39.36		
			009694		7/08/2025	1,640.92		
			009695		7/08/2025	87.20		
			009697		7/08/2025	1,396.58		
			009698		7/08/2025	16.49		
			009700		7/08/2025	51.96		
			009703		7/08/2025	516.80		
			009705		7/08/2025	110.44		
			009706		7/08/2025	436.00		
			009708		7/08/2025	147.93		
			009709		7/08/2025	241.99		
			009710		7/08/2025	2,286.45		
			009711		7/08/2025	1,330.96		
			009712		7/08/2025	87.20		
			009713		7/08/2025	233.13		
			009714		7/08/2025	87.20		
			009715		7/08/2025	203.33		

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	VOUCHER AMOUNT	REMITTANCE AMOUNT	CHECK TOTAL
0024512	0001786	NPUA	009716		7/08/2025	129.71		
			009717		7/08/2025	36.22		
			009718		7/08/2025	1,135.27		
			009719		7/08/2025	48.86		
			009720		7/08/2025	53.65		
			009721		7/08/2025	48.86		
			009722		7/08/2025	73.19		
			009723		7/08/2025	53.66		
			009724		7/08/2025	128.31		
			009725		7/08/2025	34.59		
			009726		7/08/2025	36.22		
			009727		7/08/2025	281.67		
			009728		7/08/2025	79.22		
			009729		7/08/2025	174.40		
			009730		7/08/2025	1,181.00		
			009731		7/08/2025	250.32		
			009732		7/08/2025	2,528.80		
			009786		7/08/2025	56.92		
			009787		7/08/2025	48.86		
			009788		7/08/2025	46.06		
			009789		7/08/2025	48.86		
			009790		7/08/2025	60.95		
			009791		7/08/2025	55.71		
			009792		7/08/2025	37.75		
			009793		7/08/2025	184.16		
			009794		7/08/2025	12,333.48		
			009795		7/08/2025	260.69		
			009796		7/08/2025	1,257.04		
			009797		7/08/2025	183.36		
			009798		7/08/2025	261.60		
			009799		7/08/2025	84.04		
			009800		7/08/2025	51.62		
			009801		7/08/2025	51.68		
			009802		7/08/2025	165.12		
			009803		7/08/2025	38.84		
			009823		7/08/2025	38.84		
			009824		7/08/2025	34.59		
			009825		7/08/2025	38.33		
			009826		7/08/2025	61.25		
			009959		7/08/2025	37.97		
			009960		7/08/2025	875.13		
			009961		7/08/2025	73.19		
			009962		7/08/2025	4,283.49		
			009963		7/08/2025	324.49		
			009964		7/08/2025	46.28		
			009965		7/08/2025	313.81		
			009966		7/08/2025	48.40		
			009967		7/08/2025	238.99		
			009968		7/08/2025	39.51		
			009969		7/08/2025	785.17		
			009970		7/08/2025	49.43		
			009971		7/08/2025	1,226.06		
			009972		7/08/2025	1,152.62		
							61,347.25	61,347.25

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	VOUCHER AMOUNT	REMITTANCE AMOUNT	CHECK TOTAL
0024513	0003767	PATRICK MARTINEZ	009744		7/08/2025	856.94	856.94	856.94
0024514	0000239	PHILLIPS EXCAVATING INC.	009747		7/08/2025	4,520.00	4,520.00	4,520.00
0024515	0000015	QUILL LLC	009657		7/08/2025	518.34		
			009748		7/08/2025	1,356.75		
			009749		7/08/2025	71.32		
			009750		7/08/2025	25.63		
			009751		7/08/2025	107.98		
			009752		7/08/2025	279.06		
			009753		7/08/2025	830.05		
			009754		7/08/2025	567.07		
			009755		7/08/2025	439.58		
0024516	0000818	R & R PRODUCTS INC.	009805		7/08/2025	707.85	4,195.78	4,195.78
			009806		7/08/2025	270.84		
0024517	0002861	REINKE A/C CORP.	009762		7/08/2025	502.84	978.69	978.69
			009763		7/08/2025	149.05		
0024518	0002468	RON'S TIRE & AUTO BHC	009976		7/08/2025	1,065.66	651.89	651.89
			009977		7/08/2025	1,069.96		
			009978		7/08/2025	793.18		
0024519	0003796	ROUTE 66 BROADBAND LLC	009804		7/08/2025	270.00	2,928.80	2,928.80
			009835		7/08/2025	5.00		
			009838		7/08/2025	335.00		
			009839		7/08/2025	245.33		
			009841		7/08/2025	170.00		
			009873		7/08/2025	200.00		
			009973		7/08/2025	165.00		
			009974		7/08/2025	165.00		
			009975		7/08/2025	208.13		
			009979		7/08/2025	263.13		
			000005		7/08/2025	165.00	2,191.59	2,191.59
0024520	0003361	S.B. COUNTY SHERIFF'S DEPT	009659		7/08/2025	300,228.25		
			009660		7/08/2025	8,952.75	309,181.00	309,181.00
0024521	0004058	S-NET COMMUNICATIONS INC.	009785		7/08/2025	1,694.66	1,694.66	1,694.66
0024522	0003280	SAFELITE AUTO GLASS	009980		7/08/2025	213.99	213.99	213.99
0024523	0003344	SLOVAK BARON & EMPEY LLP	009687		7/08/2025	3,866.67		
			009688		7/08/2025	1,933.33		
			009690		7/08/2025	67.80		
			009693		7/08/2025	2,237.40		
			009696		7/08/2025	113.00		
			009699		7/08/2025	271.20		
			009701		7/08/2025	6,031.17		
			009702		7/08/2025	164.27		
			009704		7/08/2025	164.27		
			009707		7/08/2025	994.40		
0024524	0003631	STOTZ EQUIPMENT	009683		7/08/2025	260.88	15,843.51	15,843.51
0024525	0004044	TEREX USA, LLC	PI0325		7/08/2025	8,298.89	260.88	260.88
0024526	0000779	THATCHER COMPANY OF NEVAD	009411	025120	7/08/2025	4,630.19	8,298.89	8,298.89
			009661		7/08/2025	1,763.87		
			009661		7/08/2025	1,763.87		
			009411		7/08/2025	4,630.19	.00	.00
0024527	0004008	THE PRINTER GUYS LLC	009411		7/08/2025	114.18		
			009604		7/08/2025	114.18		
			009605		7/08/2025	114.18		
			009606		7/08/2025	114.18		
			009607		7/08/2025	114.18		



CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	VOUCHER AMOUNT	REMITTANCE AMOUNT	CHECK TOTAL
0024527	0004008	THE PRINTER GUYS LLC	009608		7/08/2025	114.17		
			009756		7/08/2025	125.79		
			009757		7/08/2025	35.80		
			009758		7/08/2025	35.80		
			009759		7/08/2025	35.80		
			009760		7/08/2025	35.80		
			000007		7/08/2025	1,127.78		
			000008		7/08/2025	417.00		
			000009		7/08/2025	185.00		
0024528	0002874	TRANSTRACK SYSTEMS INC.	000004		7/08/2025	16,838.00	2,569.66	2,569.66
0024529	0003014	TRI STATE FIRE & SECURITY	009615		7/08/2025	311.50	16,838.00	16,838.00
			009981		7/08/2025	311.50		
0024530	0000772	TRI-STATE ACE HARDWARE	009613		7/08/2025	262.31	623.00	623.00
0024531	0002819	TRI-STATE HOSE & FITTINGS	009614		7/08/2025	414.18	262.31	262.31
			009982		7/08/2025	414.18		
			009614		7/08/2025	414.18		
			009982		7/08/2025	414.18	.00	.00
0024532	0004207	TRIPLE SMITH AND ASSOCIATES	009778	025054	7/08/2025	851.25		
			009778		7/08/2025	63.75	915.00	915.00
0024533	0002798	U.S. DEPARTMENT OF ENERGY	009624		7/08/2025	24,100.00		
			000009		7/08/2025	13,856.38		
			009779		7/08/2025	313.73	37,956.38	37,956.38
0024534	0003272	ULINE	009869		7/08/2025	74.76		
			009870		7/08/2025	75.36		
			009871		7/08/2025	75.36		
			009872		7/08/2025	109.83		
			009616		7/08/2025	26.25		
			009617		7/08/2025	24.30		
			009618		7/08/2025	158.33		
			009619		7/08/2025	154.39		
			009620		7/08/2025	11.04		
			009621		7/08/2025	42.15		
			009622		7/08/2025	184.90		
			009623		7/08/2025	27.68		
			009662		7/08/2025	24.30		
			009680		7/08/2025	27.68		
			009761		7/08/2025	10.84		
			009764		7/08/2025	16.60		
			009780		7/08/2025	42.15		
			009845		7/08/2025	184.90		
			009846		7/08/2025	184.90		
			009983		7/08/2025	24.30		
			009984		7/08/2025	154.39		
			000010		7/08/2025	26.25		
			000031		7/08/2025	27.68		
			000032		7/08/2025	10.84		
			000033		7/08/2025	42.15		
0024536	0004272	URBAN LAND INSTITUTE	000011		7/08/2025	5,000.00	1,406.02	1,406.02
0024537	0000761	USABLUBOOK	009842		7/08/2025	268.70	5,000.00	5,000.00
0024538	0003818	VIA ACTUARIAL SOLUTIONS	009681		7/08/2025	1,500.00	268.70	268.70
4539	0001917	VIRGINIA TASKER	000002		7/08/2025	500.00	1,500.00	1,500.00
4540	0003528	WESTERN ENVIRONMENTAL	009625		7/08/2025	335.72	500.00	500.00
4541	0003952	WHITE LIGHT COMPUTING, INC	000004		7/08/2025	250.00	335.72	335.72
					7/08/2025	250.00	250.00	250.00

ACCOUNTS PAYABLE CHECK REGISTER

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	VOUCHER AMOUNT	REMITTANCE AMOUNT	CHECK TOTAL
0024542	0003967	WILLDAN ENGINEERING	PI0307	025041	7/08/2025	1,125.00	1,125.00	1,125.00
0024543	0001293	ZUBRICK T-SHIRTS	009626		7/08/2025	339.50		
			009627		7/08/2025	89.50		
			009781		7/08/2025	136.00		
			009782		7/08/2025	210.00		
			009783		7/08/2025	264.00		
			009784		7/08/2025	264.00		
0024544	0003828	3D-NETWORKS LLC	009609		7/08/2025	450.00	1,303.00	1,303.00
			009610		7/08/2025	1,901.48		
			009611		7/08/2025	1,975.00		
			009612		7/08/2025	200.00		
			009827		7/08/2025	1,775.00		
			009828		7/08/2025	1,839.00		
			009829		7/08/2025	1,000.00		
						TOTAL CHECKS	9,140.48	9,140.48
							77	607,092.36

**CITY OF NEEDLES CITY COUNCIL  
WARRANT SUMMARY TOTALS FOR JUNE 24, 2025**

		6/24/2025	FUND AMT.	24-Jun	24-25
FUND 101	GENERAL FUND	\$ 16,010.79			
101.1015.412	CITY ATTORNEY	\$ -		\$ 67,683.40	\$ 90,000.00
101.1020.413	CITY MANAGER	\$ 1,719.92		\$ 208,756.03	\$ 236,155.00
101.1025.415	FINANCE DEPT.	\$ 3,243.85		\$ 736,343.17	\$ 1,436,125.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ 1,551.32		\$ 272,352.38	\$ 314,628.00
101.1035.416	PLANNING /ZONING	\$ -		\$ 179,871.74	\$ 341,106.00
101.1040.417	ENGINEERING	\$ 4,171.41		\$ 290,562.44	\$ 422,838.00
101.1060.410	COMMUNITY PROMOTIONS	\$ -		\$ 64,365.49	\$ 106,665.00
101.1070.410	SENIOR CENTER	\$ -		\$ 76,948.87	\$ 180,551.00
101.2010.421	SHERIFF	\$ -		\$ 3,813,617.11	\$ 3,862,529.00
101.2020.423	ANIMAL SHELTER/CONTROL	\$ -		\$ 279,226.39	\$ 315,527.00
101.2025.424	BUILDING & SAFETY	\$ 1,377.09		\$ 276,600.29	\$ 407,500.00
101.2030.423	CODE ENFORCEMENT	\$ (4,147.49)		\$ 535,860.36	\$ 699,183.00
101.3010.431	PUBLIC WORKS	\$ 5,875.18		\$ 854,196.02	\$ 977,495.00
101.4730.472	SANITATION	\$ 320.40		\$ 132,645.38	\$ 143,822.00
101.5770.452	AQUATICS	\$ -		\$ 199,984.99	\$ 277,082.00
101.5772.452	PARKS	\$ 7,095.17		\$ 743,195.71	\$ 858,116.00
101.5773.452	JACK SMITH PARK MARINA	\$ 720.02		\$ 86,291.80	\$ 129,076.00
101.5774.452	RECREATION	\$ 713.15		\$ 358,863.84	\$ 445,694.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		\$ 38,650.81		\$ 11,244,092.00
FUND 102	GEN. FUND CAPITAL PROJECT		\$ -	\$ 3,225,213.39	\$ 3,611,336.00
FUND 205	CDBG		\$ -	\$ 182,881.00	\$ 182,885.00
FUND 206	CEMETERY		\$ 2,862.45	\$ 237,803.53	\$ 272,724.00
FUND 208	CALTRANS GRANTS		\$ -	\$ 1,025,678.79	\$ 1,027,753.00
FUND 210	SPECIAL GAS TAX		\$ -	\$ 138,360.00	\$ 256,392.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		\$ 82,500.00	\$ 447,410.00	\$ 19,500.00
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ -	\$ -
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ -	\$ 232,420.88	\$ 314,354.00
FUND 227	HAZARD MITIGATION		\$ -	\$ 45,725.00	\$ 70,000.00
FUND 233	JACK SMITH PARK MARINA		\$ -	\$ -	\$ -
FUND 238	STATE RECREATION GRANTS		\$ -	\$ 1,341,800.51	\$ 1,382,047.00
FUND 239	CA.CONSERV RECYLING GRANT		\$ -	\$ 15,117.45	\$ 15,118.00
FUND 243	ACTIVE TRANSPORT PROGRAM		\$ -	\$ 6,602.24	\$ 150,000.00
FUND 270	REDEVELOPMENT AGENCY		\$ -	\$ 370.00	\$ 20,000.00
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ -	\$ 56,476.00	\$ 56,685.00
FUND 501	NPUA		\$ -	\$ 2,525,583.55	\$ 2,673,939.00
FUND 502	WATER DEPARTMENT		\$ 14,182.72	\$ 1,729,401.26	\$ 2,321,697.00
FUND 503	WASTEWATER DEPARTMENT		\$ 3,272.67	\$ 1,128,420.14	\$ 1,317,850.00
FUND 505	SANITATION		\$ -	\$ 1,478,613.66	\$ 1,563,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		\$ 143.74	\$ 1,107,866.25	\$ 1,151,800.00
FUND 507	GOLF FUND	\$ -		\$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ -		\$ 1,076,587.46	\$ 1,376,182.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ 1,110.34		\$ 446,353.28	\$ 426,928.00
FUND 507	GOLF FUND TOTAL		\$ 1,110.34		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		\$ 3,626.51	\$ 393,507.99	\$ 477,260.00
FUND 509	MIS		\$ -	\$ 262,782.14	\$ 283,500.00
FUND 510	ADMIN. FACILITY		\$ -	\$ 180,368.39	\$ 254,550.00
FUND 511	FLEET MANAGEMENT		\$ 2,012.09	\$ 240,999.22	\$ 292,771.00
FUND 512	VEHICLE REPLACEMENT		\$ -	\$ 126,198.32	\$ 128,926.00
FUND 520	SR DIAL A RIDE		\$ -	\$ 82,118.99	\$ 632,386.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ -	\$ 22,272.17	\$ 50,948.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ -	\$ 432,494.70	\$ 477,395.00
FUND 575	HOUSING		\$ 9,254.63	\$ 956,788.21	\$ 1,247,967.00
FUND 580	ELECTRIC		\$ 21,804.56	\$ 10,090,338.02	\$ 12,603,485.00
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ 164,641.65	\$ 673,552.00
FUND 582	NPUA CAPITAL WATER		\$ -	\$ 1,794,791.40	\$ 2,590,533.00
FUND 583	NPUA CAPITAL WASTEWATER		\$ -	\$ 32,112.29	\$ 121,421.00
FUND 650	IMPACT FEES NORTH NEEDLES		\$ -	\$ 9,021.65	\$ 9,024.00
FUND 651	IMPACT FEES SOUTH AREAS		\$ -	\$ 21,438.56	\$ 44,418.00
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 179,420.52	\$ 40,435,923.50	\$ 49,167,570.00

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

*Patrick J. Martinez*  
Patrick Martinez, City Manager  
*Virginia Tasker*  
Virginia Tasker, City Treasurer

7/2/2025

Date

*Jim Lane*  
Finance Department

Date

6/24/25

7-1-25

Date

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
24419	3897	00	BENEBLOC, LLC	06/24/2025	266.58	.00
24420	3275	00	CALIFORNIA STATE DISB.UNIT	06/24/2025	57.69	.00
24421	4234	00	CLEARINGHOUSE,AZCARES #005004341000	06/24/2025	462.05	.00
24422	3000	00	DON MCCONE	06/24/2025	1,920.00	.00
24423	1305	00	GREAT WEST LIFE	06/24/2025	6,316.00	.00
24424	3634	00	GREAT WEST LIFE & ANNUITY	06/24/2025	1,410.10	.00
24425	1199	00	SBPEA TEAMSTERS LOCAL 1932	06/24/2025	1,114.06	.00
24426	1199	00	SBPEA TEAMSTERS LOCAL 1932	06/24/2025	460.84	.00
24427	3242	00	SDRMA	06/24/2025	84,913.20	.00
24428	4245	00	1707 NEEDLES HWY LLC	06/24/2025	82,500.00	.00
NUMBER OF CHECKS				10	GRAND TOTAL	179,420.52

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
24419	3897	BENEBLOC LLC	009906 009907 009908		06/24/2025 06/24/2025 06/24/2025	101-0000-209.03-01 502-0000-209.03-01 580-0000-209.03-01	213.78 38.80 14.00 266.58 *	266.58
24420	3275	CALIFORNIA STATE DISB.UNI	009904		06/24/2025	575-0000-209.03-01	57.69 57.69 *	57.69
24421	4234	CLEARINGHOUSE, AZCARES	009905		06/24/2025	101-0000-209.03-01	462.05 462.05 *	462.05
24422	3000	DON MCCONE	009299 009298		06/24/2025 06/24/2025	575-5555-485.69-51 575-5555-485.69-51	1,100.00 820.00 1,920.00 *	1,920.00
24423	1305	GREAT WEST LIFE & ANNUITY	009920 009921 009922		06/24/2025 06/24/2025 06/24/2025	101-0000-209.03-01 502-0000-209.03-01 580-0000-209.03-01	3,592.00 435.00 2,289.00 6,316.00 *	6,316.00
24424	3634	GREAT-WEST LIFE & ANNUITY	009923 009924 009925 009926 009927 009928 009929 009930 009931 009932 009933		06/24/2025 06/24/2025 06/24/2025 06/24/2025 06/24/2025 06/24/2025 06/24/2025 06/24/2025 06/24/2025 06/24/2025 06/24/2025	101-0000-209.03-01 101-0000-209.03-01 101-0000-209.03-01 101-0000-209.03-01 101-0000-209.03-01 101-0000-209.03-01 101-0000-209.03-01 502-0000-209.03-01 580-0000-209.03-01 580-0000-209.03-01 101-0000-209.03-01	236.88 90.00 161.01 14.40 161.79 15.27 120.47 94.89 174.52 127.83 213.04 1,410.10 *	1,410.10
24425	1199	SBPEA TEAMSTERS LOCAL 193	009909 009910 009911 009912 009913 009914 009915		06/24/2025 06/24/2025 06/24/2025 06/24/2025 06/24/2025 06/24/2025 06/24/2025	101-0000-209.03-01 502-0000-209.03-01 503-0000-209.03-01 508-0000-209.03-01 511-0000-209.03-01 580-0000-209.03-01 575-0000-209.03-01	541.42 97.69 36.69 118.33 39.33 203.75 76.85 1,114.06 *	1,114.06
24426	1199	SBPEA TEAMSTERS LOCAL 193	009916 009917 009918 009919		06/24/2025 06/24/2025 06/24/2025 06/24/2025	101-0000-209.03-01 502-0000-209.03-01 575-0000-209.03-01 580-0000-209.03-01	256.26 95.35 40.56 68.67 460.84 *	460.84
4427	3242	SPECIAL DISTRICT RISK	009874 009875		06/24/2025 06/24/2025	101-1020-413.24-10 101-1025-415.24-10	1,719.92 3,243.85	



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
24427	3242	SPECIAL DISTRICT RISK	009876		06/24/2025	101-1030-414.24-10	1,551.32	
			009877		06/24/2025	101-1040-417.24-10	4,171.41	
			009878		06/24/2025	101-2025-424.24-10	1,377.09	
			009879		06/24/2025	101-2030-423.24-10	4,147.49	
			009880		06/24/2025	101-3010-431.24-10	5,875.18	
			009881		06/24/2025	101-4730-472.24-10	320.40	
			009882		06/24/2025	101-5772-452.24-10	7,095.17	
			009883		06/24/2025	101-5773-452.24-10	720.02	
			009884		06/24/2025	101-5774-452.24-10	713.15	
			009885		06/24/2025	101-0000-209.03-01	9,932.42	
			009886		06/24/2025	206-5771-452.24-10	2,076.89	
			009887		06/24/2025	206-0000-209.03-01	785.56	
			009888		06/24/2025	502-4710-471.24-10	10,321.49	
			009889		06/24/2025	502-0000-209.03-01	3,099.50	
			009890		06/24/2025	503-4720-475.24-10	2,403.68	
			009891		06/24/2025	503-0000-209.03-01	832.30	
			009892		06/24/2025	506-4713-477.24-10	104.88	
			009893		06/24/2025	506-0000-209.03-01	38.86	
			009894		06/24/2025	507-5762-454.24-10	1,110.34	
			009895		06/24/2025	508-4810-478.24-10	2,094.98	
			009896		06/24/2025	508-0000-209.03-01	1,413.20	
			009897		06/24/2025	511-3020-432.24-10	1,421.62	
			009898		06/24/2025	511-0000-209.03-01	551.14	
			009899		06/24/2025	575-5555-485.24-10	3,278.42	
			009900		06/24/2025	575-5555-485.24-15	1,973.35	
			009901		06/24/2025	575-0000-209.03-01	1,907.76	
			009902		06/24/2025	580-4750-473.24-10	13,146.31	
			009903		06/24/2025	580-0000-209.03-01	5,780.48	
							84,913.20 *	84,913.20
24428	4245	1707 NEEDLES HWY LLC	009934		06/24/2025	213-1035-416.31-90	82,500.00	
							82,500.00 *	82,500.00
BANK/CHECK TOTAL							179,420.52	179,420.52
ALL BANKS/CHECKS TOTAL							179,420.52	179,420.52

**CITY OF NEEDLES CITY COUNCIL  
WARRANT SUMMARY TOTALS FOR JUNE 18, 2025**

		6/18/2025	FUND AMT.	24-Jun	24-25
FUND 101	GENERAL FUND	\$ -		\$ 61,652.23	\$ 90,000.00
101.1015.412	CITY ATTORNEY	\$ -		\$ 206,179.17	\$ 236,155.00
101.1020.413	CITY MANAGER	\$ -		\$ 727,576.87	\$ 1,436,125.00
101.1025.415	FINANCE DEPT.	\$ 819.20		\$ 269,290.75	\$ 314,628.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ -		\$ 173,733.72	\$ 341,106.00
101.1035.416	PLANNING /ZONING	\$ -		\$ 283,515.24	\$ 422,838.00
101.1040.417	ENGINEERING	\$ -		\$ 63,514.24	\$ 106,665.00
101.1060.410	COMMUNITY PROMOTIONS	\$ -		\$ 76,948.87	\$ 180,551.00
101.1070.410	SENIOR CENTER	\$ -		\$ 3,813,617.11	\$ 3,862,529.00
101.2010.421	SHERIFF	\$ -		\$ 279,186.76	\$ 315,527.00
101.2020.423	ANIMAL SHELTER/CONTROL	\$ 56.71		\$ 275,169.60	\$ 407,500.00
101.2025.424	BULDING & SAFETY	\$ 157.50		\$ 538,729.42	\$ 699,183.00
101.2030.423	CODE ENFORCEMENT	\$ 214.74		\$ 843,702.15	\$ 977,495.00
101.3010.431	PUBLIC WORKS	\$ 2,787.38		\$ 132,324.98	\$ 143,822.00
101.4730.472	SANITATION	\$ 459.01		\$ 199,984.99	\$ 277,082.00
101.5770.452	AQUATICS	\$ -		\$ 735,423.74	\$ 858,116.00
101.5772.452	PARKS	\$ 336.48		\$ 85,571.78	\$ 129,076.00
101.5773.452	JACK SMITH PARK MARINA	\$ -		\$ 358,150.69	\$ 445,694.00
101.5774.452	RECREATION	\$ -			
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		\$ 4,831.02		\$ 11,244,092.00
FUND 102	GEN. FUND CAPITAL PROJECT		\$ 1,033,688.77	\$ 3,225,213.39	\$ 3,611,336.00
FUND 205	CDBG		\$ -	\$ 182,881.00	\$ 182,885.00
FUND 206	CEMETERY		\$ 156.34	\$ 235,726.64	\$ 272,724.00
FUND 208	CALTRANS GRANTS		\$ -	\$ 1,018,513.79	\$ 1,027,753.00
FUND 210	SPECIAL GAS TAX		\$ -	\$ 138,360.00	\$ 256,392.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		\$ 170,000.00	\$ 394,910.00	\$ 19,500.00
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ -	\$ -
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ -	\$ 232,420.88	\$ 314,354.00
FUND 227	HAZARD MITIGATION		\$ 3,265.00	\$ 45,725.00	\$ 70,000.00
FUND 233	JACK SMITH PARK MARINA		\$ -	\$ -	\$ -
FUND 238	STATE RECREATION GRANTS		\$ -	\$ 1,341,800.51	\$ 1,382,047.00
FUND 239	CA.CONSERV RECYLING GRANT		\$ -	\$ 15,117.45	\$ 15,118.00
FUND 243	ACTIVE TRANSPORT PROGRAM		\$ 6,512.50	\$ 6,602.24	\$ 150,000.00
FUND 270	REDEVELOPMENT AGENCY		\$ -	\$ 370.00	\$ 20,000.00
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ -	\$ 56,476.00	\$ 56,685.00
FUND 501	NPUA		\$ -	\$ 2,439,876.04	\$ 2,673,939.00
FUND 502	WATER DEPARTMENT		\$ 6,303.61	\$ 1,714,703.65	\$ 2,321,697.00
FUND 503	WASTEWATER DEPARTMENT		\$ 4,492.23	\$ 1,125,358.56	\$ 1,317,850.00
FUND 505	SANITATION		\$ -	\$ 1,478,613.66	\$ 1,563,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		\$ -	\$ 1,107,761.37	\$ 1,151,800.00
FUND 507	GOLF FUND	\$ -		\$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ 949.91		\$ 1,062,327.53	\$ 1,376,182.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ -		\$ 443,208.25	\$ 426,928.00
FUND 507	GOLF FUND TOTAL		\$ 949.91		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		\$ 254.60	\$ 391,382.36	\$ 477,260.00
FUND 509	MIS		\$ -	\$ 262,512.14	\$ 283,500.00
FUND 510	ADMIN. FACILITY		\$ -	\$ 176,153.60	\$ 254,550.00
FUND 511	FLEET MANAGEMENT		\$ -	\$ 231,278.71	\$ 292,771.00
FUND 512	VEHICLE REPLACEMENT		\$ -	\$ 126,198.32	\$ 128,926.00
FUND 520	SR DIAL A RIDE		\$ -	\$ 82,118.99	\$ 632,386.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ -	\$ 22,272.17	\$ 50,948.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ -	\$ 432,494.70	\$ 477,395.00
FUND 575	HOUSING		\$ 770.49	\$ 950,331.90	\$ 1,247,967.00
FUND 580	ELECTRIC		\$ 5,170.53	\$ 10,069,762.36	\$ 12,603,485.00
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ 164,641.65	\$ 673,552.00
FUND 582	NPUA CAPITAL WATER		\$ -	\$ 1,794,791.40	\$ 2,590,533.00
FUND 583	NPUA CAPITAL WASTEWATER		\$ -	\$ 32,112.29	\$ 121,421.00
FUND 650	IMPACT FEES NORTH NEEDLES		\$ -	\$ 9,021.65	\$ 9,024.00
FUND 651	IMPACT FEES SOUTH AREAS		\$ -	\$ 21,438.56	\$ 44,418.00
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 1,236,395.00		\$ 49,167,570.00

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

Patrick J. Martinez 7/2/2025 Date  
Patrick Martinez, City Manager  
Virginia Tasker 7-1-25 Date  
Virginia Tasker, City Treasurer

Jim Sauer 6/18/25 Date  
Finance Department

PROGRAM: GM348U

CITY OF NEEDLES

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/ RETAINAGE TAKEN
24407	4168	00	ATLAS PLANNING SOLUTIONS	06/18/2025	3,265.00	.00
24408	3916	00	BARBARA DILEO	06/18/2025	819.20	.00
24409	4254	00	KIMLEY-HORN AND ASSOCIATES, INC	06/18/2025	6,512.50	.00
24410	4269	00	MOHAVE COUNTY HOUSING AUTHORITY	06/18/2025	733.51	.00
24411	653	00	PHILLIPS EXCAVATING INC.	06/18/2025	3,500.00	.00
24412	239	00	RAFTELIS FINANCIAL CONSULTANTS, INC	06/18/2025	8,225.00	.00
24413	4248	00	S.CHRISTENSEN ENGINEERING, INC	06/18/2025	568,659.98	.00
24414	4248	01	S.CHRISTENSEN ENGINEERING, INC	06/18/2025	94,548.00	.00
24415	4248	02	S.CHRISTENSEN ENGINEERING, INC	06/18/2025	336,453.94	.00
24416	4248	03	S.CHRISTENSEN ENGINEERING, INC	06/18/2025	34,026.85	.00
24417	2589	00	SAN BERNARDINO COUNTY	06/18/2025	9,651.02	.00
24418	4245	00	1707 NEEDLES HWY LLC	06/18/2025	170,000.00	.00
NUMBER OF CHECKS				12	GRAND TOTAL	1,236,395.00

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
24407	4168	ATLAS PLANNING SOLUTIONS	PI0315	025010	06/18/2025	227-4730-472.31-90	3,265.00 3,265.00 *	3,265.00
24408	3916	BARBARA DILEO	009636		06/18/2025	101-1025-415.55-00	819.20 819.20 *	819.20
24409	4254	KIMLEY-HORN AND ASSOCIATE	PI0318	025103	06/18/2025	243-3010-431.31-16	6,512.50 6,512.50 *	6,512.50
24410	4269	MOHAVE COUNTY HOUSING AUT	009637 009638		06/18/2025 06/18/2025	575-0000-332.25-01 575-0000-332.25-02	648.00 85.51 733.51 *	733.51
24411	239	PHILLIPS EXCAVATING INC.	009663		06/18/2025	580-4750-473.43-09	3,500.00 3,500.00 *	3,500.00
24412	653	RAFTELIS FINANCIAL CONSUL	PI0316 PI0317	025066 025066	06/18/2025 06/18/2025	502-4710-471.31-90 503-4720-475.31-90	4,375.00 3,850.00 8,225.00 *	8,225.00
24413	4248	S. CHRISTENSEN ENGINEERING	009642		06/18/2025	102-3010-431.71-22	568,659.98 568,659.98 *	568,659.98
24414	4248	S. CHRISTENSEN ENGINEERING	009639		06/18/2025	102-3010-431.71-22	94,548.00 94,548.00 *	94,548.00
24415	4248	S. CHRISTENSEN ENGINEERING	009640		06/18/2025	102-3010-431.71-22	336,453.94 336,453.94 *	336,453.94
24416	4248	S. CHRISTENSEN ENGINEERING	009641		06/18/2025	102-3010-431.71-22	34,026.85 34,026.85 *	34,026.85
24417	2589	SAN BERNARDINO COUNTY	009569 009570 009571 009572 009573 009574 009575 009576 009577 009578 009579 009580 009581		06/18/2025 06/18/2025 06/18/2025 06/18/2025 06/18/2025 06/18/2025 06/18/2025 06/18/2025 06/18/2025 06/18/2025 06/18/2025 06/18/2025 06/18/2025	101-2020-423.62-00 101-2025-424.62-00 101-2030-423.62-00 101-3010-431.62-00 101-4730-472.62-00 101-5772-452.62-00 575-5555-485.62-00 206-5771-452.62-00 502-4710-471.62-00 503-4720-475.62-00 507-5761-453.62-00 508-4810-478.62-00 580-4750-473.62-00	56.71 157.50 214.74 2,787.38 459.01 336.48 36.98 156.34 1,928.61 642.23 949.91 254.60 1,670.53 9,651.02 *	9,651.02
24418	4245	1707 NEEDLES HWY LLC	009664		06/18/2025	213-1035-416.31-90	170,000.00 170,000.00 *	170,000.00

BANK/CHECK TOTAL 1,236,395.00





**CITY OF NEEDLES CITY COUNCIL  
WARRANT SUMMARY TOTALS FOR JUNE 27, 2025**

		6/27/2025	FUND AMT.	27-Jun	24-25
FUND 101	GENERAL FUND	\$ 874.25			
101.1015.412	CITY ATTORNEY	\$ -		\$ 67,683.40	\$ 90,000.00
101.1020.413	CITY MANAGER	\$ 272.15		\$ 209,028.18	\$ 236,155.00
101.1025.415	FINANCE DEPT.	\$ 310.96		\$ 738,504.48	\$ 1,436,125.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ 6,367.37		\$ 278,724.75	\$ 314,628.00
101.1035.416	PLANNING /ZONING	\$ 180.00		\$ 180,051.74	\$ 341,108.00
101.1040.417	ENGINEERING	\$ 180.00		\$ 290,742.44	\$ 422,838.00
101.1060.410	COMMUNITY PROMOTIONS	\$ -		\$ 64,365.49	\$ 106,665.00
101.1070.410	SENIOR CENTER	\$ -		\$ 76,948.87	\$ 180,551.00
101.2010.421	SHERIFF	\$ 86.06		\$ 3,813,873.71	\$ 3,862,529.00
101.2020.423	ANIMAL SHELTER/CONTROL	\$ 1,867.46		\$ 281,093.85	\$ 315,527.00
101.2025.424	BUILDING & SAFETY	\$ 50.00		\$ 277,380.33	\$ 407,500.00
101.2030.423	CODE ENFORCEMENT	\$ 50.00		\$ 535,910.36	\$ 699,183.00
101.3010.431	PUBLIC WORKS	\$ 615.80		\$ 854,931.96	\$ 977,495.00
101.4730.472	SANITATION	\$ -		\$ 132,645.38	\$ 143,822.00
101.5770.452	AQUATICS	\$ 3,409.26		\$ 203,394.25	\$ 277,082.00
101.5772.452	PARKS	\$ 691.81		\$ 755,007.32	\$ 858,116.00
101.5773.452	JACK SMITH PARK MARINA	\$ -		\$ 87,097.87	\$ 129,076.00
101.5774.452	RECREATION	\$ 738.76		\$ 359,602.60	\$ 445,694.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		\$ 15,693.88		\$ 11,244,092.00
FUND 102	GEN. FUND CAPITAL PROJECT		\$ -	\$ 3,225,213.39	\$ 3,611,336.00
FUND 205	CDBG		\$ -	\$ 182,881.00	\$ 182,885.00
FUND 206	CEMETERY		\$ 387.89	\$ 238,191.42	\$ 272,724.00
FUND 208	CALTRANS GRANTS		\$ -	\$ 1,025,678.79	\$ 1,027,753.00
FUND 210	SPECIAL GAS TAX		\$ -	\$ 138,360.00	\$ 256,392.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		\$ -	\$ 447,410.00	\$ 19,500.00
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ -	\$ -
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ -	\$ 232,420.88	\$ 314,354.00
FUND 227	HAZARD MITIGATION		\$ -	\$ 45,725.00	\$ 70,000.00
FUND 233	JACK SMITH PARK MARINA		\$ -	\$ -	\$ -
FUND 238	STATE RECREATION GRANTS		\$ -	\$ 1,341,800.51	\$ 1,382,047.00
FUND 239	CA CONSERV RECYCLING GRANT		\$ -	\$ 15,117.45	\$ 15,118.00
FUND 243	ACTIVE TRANSPORT PROGRAM		\$ -	\$ 22,559.74	\$ 150,000.00
FUND 270	REDEVELOPMENT AGENCY		\$ -	\$ 370.00	\$ 20,000.00
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ -	\$ 56,476.00	\$ 56,685.00
FUND 501	NPUA		\$ -	\$ 2,525,593.56	\$ 2,673,939.00
FUND 502	WATER DEPARTMENT		\$ 995.90	\$ 1,731,195.47	\$ 2,321,697.00
FUND 503	WASTEWATER DEPARTMENT		\$ 1,248.80	\$ 1,130,367.80	\$ 1,317,850.00
FUND 505	SANITATION		\$ -	\$ 1,478,613.66	\$ 1,563,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		\$ -	\$ 1,107,866.25	\$ 1,151,800.00
FUND 507	GOLF FUND	\$ -		\$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ 128.65		\$ 1,076,716.11	\$ 1,376,182.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ -		\$ 447,773.67	\$ 426,928.00
FUND 507	GOLF FUND TOTAL		\$ 128.65		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		\$ 50.00	\$ 393,557.99	\$ 477,260.00
FUND 509	MIS		\$ -	\$ 267,396.14	\$ 283,500.00
FUND 510	ADMIN. FACILITY		\$ 1,507.60	\$ 181,950.75	\$ 254,550.00
FUND 511	FLEET MANAGEMENT		\$ -	\$ 247,246.60	\$ 292,771.00
FUND 512	VEHICLE REPLACEMENT		\$ -	\$ 126,198.32	\$ 128,926.00
FUND 520	SR DIAL A RIDE		\$ -	\$ 82,118.99	\$ 632,386.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ -	\$ 22,272.17	\$ 50,948.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ -	\$ 432,494.70	\$ 477,395.00
FUND 575	HOUSING		\$ 1,053.08	\$ 958,609.41	\$ 1,247,967.00
FUND 580	ELECTRIC		\$ 1,882.95	\$ 10,099,067.72	\$ 12,603,485.00
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ 164,641.65	\$ 673,552.00
FUND 582	NPUA CAPITAL WATER		\$ -	\$ 1,794,791.40	\$ 2,590,533.00
FUND 583	NPUA CAPITAL WASTEWATER		\$ -	\$ 32,112.29	\$ 121,421.00
FUND 650	IMPACT FEES NORTH NEEDLES		\$ -	\$ 9,021.65	\$ 9,024.00
FUND 651	IMPACT FEES SOUTH AREAS		\$ -	\$ 21,438.56	\$ 44,418.00
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 22,948.75	\$ 40,510,236.02	\$ 49,167,570.00

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

*Patrick J. Martinez* 7-2-2025  
Patrick Martinez, City Manager Date

*Virginia Tasker* 7-1-25  
Virginia Tasker, City Treasurer Date

*Jim Lane* 6/25/25  
Finance Department Date

## ACCOUNTS PAYABLE PRELIMINARY CHECK REGISTER

PREPARED 6/25/2025, 9:48:11

PROGRAM: GM348U

CITY OF NEEDLES

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

CHECK NUMBER	VENDOR NUMBER	VENDOR SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
24429	3688	00	ALBERT PONCE	06/27/2025	50.00	00
24430	4084	00	ANTHONY GIERSCH	06/27/2025	50.00	00
24431	3808	00	HATZ, BERNARD	06/27/2025	50.00	00
24432	3870	00	BRYAN HICKSTEIN	06/27/2025	50.00	00
24433	4126	00	CASE BRUFFETT	06/27/2025	50.00	00
24434	4217	00	COLIN TSOSIE	06/27/2025	50.00	00
24435	4088	00	DYLAN HETRICK	06/27/2025	50.00	00
24436	1296	00	FRONTIER	06/27/2025	3,441.90	00
24437	2879	00	JENNIFER VALENZUELA	06/27/2025	194.02	00
24438	638	00	JESSE FRAGOSO	06/27/2025	50.00	00
24439	325	00	JIM WILLIS	06/27/2025	50.00	00
24440	2222	00	JUSTIN SCOTT	06/27/2025	50.00	00
24441	4070	00	KATHY RAASCH	06/27/2025	50.00	00
24442	3512	00	KIMBERLY KRASINSKI	06/27/2025	50.00	00
24443	4140	00	LORENCE DELEON	06/27/2025	50.00	00
24444	3889	00	MICHAEL WILLIS	06/27/2025	50.00	00
24445	3767	00	PATRICK MARTINEZ	06/27/2025	50.00	00
24446	3654	00	RAINIE TORRANCE	06/27/2025	50.00	00
24447	3953	00	RONNY SOMMERS	06/27/2025	50.00	00
24448	3851	00	SY FOLEY	06/27/2025	50.00	00
24449	3622	00	TAYLOR MILLER	06/27/2025	50.00	00
24450	2744	00	THOMAS DELEON	06/27/2025	50.00	00
24451	2817	00	TONY RUBALCABA	06/27/2025	50.00	00
24452	3695	00	VINCE GARZA	06/27/2025	50.00	00
24453	4133	00	WELLS FARGO (ACCT # 1013)	06/27/2025	2,733.97	00
24454	4130	00	WELLS FARGO (ACCT # 1203)	06/27/2025	3,046.14	00
24455	4149	00	WELLS FARGO (ACCT # 3439)	06/27/2025	39.99	00
24456	4134	00	WELLS FARGO (ACCT # 5148)	06/27/2025	1,069.36	00
24457	4128	00	WELLS FARGO (ACCT # 5585)	06/27/2025	380.16	00
24458	4132	00	WELLS FARGO (ACCT # 5775)	06/27/2025	19.99	00
24459	4127	00	WELLS FARGO (ACCT # 6046)	06/27/2025	721.37	00
24460	4131	00	WELLS FARGO (ACCT # 6047)	06/27/2025	2,561.39	00
24461	4116	00	WELLS FARGO (ACCT# 0806)	06/27/2025	509.73	00
24462	4115	00	WELLS FARGO (ACCT# 3866)	06/27/2025	403.36	00
24463	4225	00	WELLS FARGO (ACCT# 5154)	06/27/2025	6,367.37	00
24464	4226	00	WELLS FARGO (ACCT# 5741)	06/27/2025	310.00	00
24465	4187	00	WILLIAM GUZMAN JR.	06/27/2025	50.00	00

22,948.75

GRAND TOTAL

37

NUMBER OF CHECKS

PREPARED 06/25/2025, 10:03:13

PROGRAM: GM346L

CITY OF NEEDLES

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

PAGE 1  
ACCOUNTING PERIOD 2025/12  
REPORT NUMBER 127

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
24429	3688	ALBERT PONCE	003593		06/27/2025	502-4710-471.52-10	50.00 *	50.00
24430	4084	ANTHONY GEIRSCH	003611 003612		06/27/2025 06/27/2025	580-4750-473.52-10 502-4710-471.52-10	25.00 25.00 *	50.00
24431	3808	BERNARD J. HATZ	003613		06/27/2025	101-2030-423.52-10	50.00 *	50.00
24432	3870	BRYAN HICKSTEIN	003590		06/27/2025	502-4710-471.52-10	50.00 *	50.00
24433	4126	CASE BRUFFETT	003594		06/27/2025	575-5555-485.52-10	50.00 *	50.00
24434	4217	COLIN TSOSIE	004356		06/27/2025	502-4710-471.52-10	50.00 *	50.00
24435	4088	DYLAN HETRICK	003614		06/27/2025	580-4750-473.52-10	50.00 *	50.00
24436	1296	FRONTIER	009809 009810 009811 009812 009813 009814 009815 009816 009817 009818		06/27/2025 06/27/2025 06/27/2025 06/27/2025 06/27/2025 06/27/2025 06/27/2025 06/27/2025 06/27/2025 06/27/2025	502-4710-471.52-10 503-4720-475.52-10 503-4720-475.52-10 507-5761-453.52-10 510-4410-405.52-10 510-4410-405.52-10 510-4410-405.52-10 510-4410-405.52-10 580-4750-473.52-10 580-4750-473.52-10	346.99 480.29 383.72 128.65 127.36 262.89 323.99 793.36 400.96 193.69 3,441.90 *	3,441.90
24437	2879	JENNIFER VALENZUELA	003595 000025 000026		06/27/2025 06/27/2025 06/27/2025	101-5774-452.52-10 101-5770-452.60-24 101-5774-452.60-24	50.00 124.11 19.91 194.02 *	194.02
24438	638	JESSE FRAGOSO	003588		06/27/2025	101-3010-431.52-10	50.00 *	50.00
24439	325	JIM WILLIS	003598		06/27/2025	580-4750-473.52-10	50.00 *	50.00
24440	2222	JUSTIN SCOTT	003592		06/27/2025	580-4750-473.52-10	50.00 *	50.00
24441	4070	KATHY RAASCH	003609		06/27/2025	101-1040-417.52-10	50.00 *	50.00

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

ACCOUNTING PERIOD 2025/12  
 REPORT NUMBER 127

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
24442	3512	KIMBERLY KRASINSKI	003610		06/27/2025	508-4810-478.52-10	50.00 *	50.00
24443	4140	LORENCE DELEON	003615		06/27/2025	575-5555-485.52-10	50.00 *	50.00
24444	3889	MICHAEL WILLIS	003601		06/27/2025	580-4750-473.52-10	50.00 *	50.00
24445	3767	PATRICK MARTINEZ	003602		06/27/2025	580-4750-473.52-10	16.50	20.00
			003603		06/27/2025	101-1020-413.52-10	9.50	4.00
			003604		06/27/2025	502-4710-471.52-10	50.00 *	50.00
			003605		06/27/2025	503-4720-475.52-10	16.67	16.67
24446	3654	RAINIE TORRANCE	003606		06/27/2025	502-4710-471.52-10	50.00 *	50.00
			003607		06/27/2025	503-4720-475.52-10	50.00 *	50.00
			003608		06/27/2025	580-4750-473.52-10	50.00 *	50.00
24447	3953	RONNY SOMMERS	003596		06/27/2025	502-4710-471.52-10	50.00 *	50.00
24448	3851	SY FOLEY	003587		06/27/2025	503-4720-475.52-10	50.00 *	50.00
24449	3622	TAYLOR MILLER	003591		06/27/2025	502-4710-471.52-10	50.00 *	50.00
24450	2744	THOMAS DELEON	003586		06/27/2025	580-4750-473.52-10	50.00 *	50.00
24451	2817	TONY RUBALCABA	003600		06/27/2025	101-2020-423.52-10	50.00 *	50.00
24452	3695	VINCE GARZA	003589		06/27/2025	580-4750-473.52-10	50.00 *	50.00
24453	4133	WELLS FARGO (ACCT # 1013)	009991		06/27/2025	101-5770-452.31-40	810.00	304.13
			009992		06/27/2025	580-4750-473.61-21	147.00	529.42
			009993		06/27/2025	101-3010-431.61-33	162.39	307.08
			009994		06/27/2025	101-5772-452.60-40	86.06	387.89
			009995		06/27/2025	101-5772-452.61-33	2,733.97	130.32
			009996		06/27/2025	101-3010-431.60-28		741.17
			009997		06/27/2025	101-2010-421.43-03		
			009998		06/27/2025	206-5771-452.43-57		
4454	4130	WELLS FARGO (ACCT # 1203)	000016		06/27/2025	101-0000-204.10-00		
			000017		06/27/2025	101-5770-452.43-04		

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

CHECK NO	CHECK NO	VENDOR NAME	VENDOR NAME	ACCT #	ACCT #	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
24454	4130	WELLS FARGO	WELLS FARGO	(ACCT # 1203)	(ACCT # 1203)	000018		06/27/2025	101-5774-452.60-24	240.18	
						000019		06/27/2025	101-5774-452.61-06	198.96	
						000020		06/27/2025	101-5770-452.61-04	826.92	
						000021		06/27/2025	101-5770-452.60-24	261.19	
						000022		06/27/2025	101-5774-452.65-10	190.46	
						000023		06/27/2025	101-5770-452.60-30	417.69	
						000024		06/27/2025	101-5774-452.62-00	39.25	
										3,046.14 *	3,046.14
24455	4149	WELLS FARGO	WELLS FARGO	(ACCT # 3439)	(ACCT # 3439)	009836		06/27/2025	575-5555-485.61-29	20.00	
						009837		06/27/2025	575-5555-485.61-09	19.99	
										39.99 *	39.99
24456	4134	WELLS FARGO	WELLS FARGO	(ACCT # 5148)	(ACCT # 5148)	009985		06/27/2025	101-1025-415.55-00	310.96	
						009986		06/27/2025	101-1020-413.61-02	83.40	
						009987		06/27/2025	101-1020-413.31-40	168.75	
						009988		06/27/2025	502-4710-471.31-40	168.75	
						009989		06/27/2025	503-4720-475.31-40	168.75	
						009990		06/27/2025	580-4750-473.31-40	168.75	
										1,069.36 *	1,069.36
24457	4128	WELLS FARGO	WELLS FARGO	(ACCT # 5585)	(ACCT # 5585)	009864		06/27/2025	580-4750-473.43-57	172.06	
						009865		06/27/2025	101-3010-431.31-40	62.72	
						009866		06/27/2025	503-4720-475.43-14	10.10	
						009867		06/27/2025	503-4720-475.43-02	135.28	
										380.16 *	380.16
24458	4132	WELLS FARGO	WELLS FARGO	(ACCT # 5775)	(ACCT # 5775)	009840		06/27/2025	502-4710-471.31-90	19.99	
										19.99 *	19.99
24459	4127	WELLS FARGO	WELLS FARGO	(ACCT # 6046)	(ACCT # 6046)	009859		06/27/2025	101-5770-452.31-40	228.18	
						009860		06/27/2025	580-4750-473.61-21	67.96	
						009861		06/27/2025	580-4750-473.31-40	217.23	
						009862		06/27/2025	101-3010-431.31-40	49.00	
						009863		06/27/2025	502-4710-471.31-40	159.00	
										721.37 *	721.37
24460	4131	WELLS FARGO	WELLS FARGO	(ACCT # 6047)	(ACCT # 6047)	009847		06/27/2025	101-2020-423.43-42	180.78	
						009848		06/27/2025	101-0000-204.06-00	699.76	
						009849		06/27/2025	101-0000-210.00-00	44.17	
						009850		06/27/2025	101-2020-423.61-01	520.87	
						009851		06/27/2025	101-2020-423.60-28	107.73	
						009852		06/27/2025	101-2020-423.61-21	242.52	
						009853		06/27/2025	101-2020-423.61-04	417.95	
						009854		06/27/2025	101-2020-423.60-75	347.61	
										2,561.39 *	2,561.39
24461	4116	WELLS FARGO	WELLS FARGO	(ACCT# 0806)	(ACCT# 0806)	009822		06/27/2025	575-5555-485.43-02	95.00	
						009999		06/27/2025	575-5555-485.61-29	46.87	
						000000		06/27/2025	575-5555-485.61-04	232.26	



CHECK NO	CHECK	VENDOR NO	VENDOR NAME	ACCT#	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
24461	4116	WELLS FARGO	(ACCT# 0806)	000001	000002		06/27/2025	575-5555-485.31-40	100.06	
							06/27/2025	575-5555-485.60-55	35.54	
									509.73	509.73
24462	4115	WELLS FARGO	(ACCT# 3866)	009855			06/27/2025	575-5555-485.61-29	28.05	
				009856			06/27/2025	575-5555-485.43-02	87.32	
				009857			06/27/2025	575-5555-485.61-09	19.99	
				009858			06/27/2025	575-5555-485.31-40	268.00	
									403.36	403.36
24463	4225	WELLS FARGO	(ACCT# 5154)	009830			06/27/2025	101-1030-414.61-01	70.76	
				009831			06/27/2025	101-1030-414.61-31	238.38	
				009832			06/27/2025	101-1030-414.31-40	5,332.00	
				009833			06/27/2025	101-1030-414.53-00	476.23	
				009834			06/27/2025	101-1030-414.56-00	250.00	
									6,367.37	6,367.37
24464	4226	WELLS FARGO	(ACCT# 5741)	009843			06/27/2025	101-1035-416.55-00	180.00	
				009844			06/27/2025	101-1040-417.31-40	130.00	
									310.00	310.00
24465	4187	WILLIAM GUZMAN JR.		007760			06/27/2025	101-2025-424.52-10	50.00	
									50.00	50.00
BANK/CHECK TOTAL									22,948.75	22,948.75
ALL BANKS/CHECKS TOTAL									22,948.75	22,948.75



## MINUTES

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

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**TUESDAY, JUNE 24, 2025 - COUNCIL EXECUTIVE SESSION – 5:00 PM - CITY COUNCIL MEETING – 6:00 PM**

**CALL TO ORDER** - Mayor Jernigan called the meeting to order at 5:04 pm

### ROLL CALL

#### PRESENT

Council Member McCorkle  
Vice Mayor Ellen Campbell  
Mayor Janet Jernigan  
Council Member JoAnne Pogue  
Council Member Tona Belt – arrived at 5:20 pm  
Council Member Henry Longbrake

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

**PUBLIC COMMENTS PERTAINING TO THE EXECUTIVE SESSION** - None

**RECESSED TO EXECUTIVE SESSION** - 5:05 PM

### EXECUTIVE SESSION

- a. Conference with Labor Negotiator pursuant to California Government Code §54957.6 - Personnel - Agency Representatives City Manager Patrick Martinez and Pamela Osteen - Employee Organization: Teamsters Local 1932-Unclassified

No reportable action

- b. Conference with Labor Negotiator pursuant to California Government Code §54957.6 - Personnel - Agency Representatives City Manager Patrick Martinez and Pamela Osteen - Employee Organization: Teamsters Local 1932-Classified

No reportable action

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

No reportable action

- d. Conference with Labor Negotiators pursuant to Government Code section 54957.6. Agency designated representative: Patrick Martinez, City Manager  
Unrepresented employee(s): Human Resources Analyst and Human Resources Specialist.

No reportable action

- e. Conference with Real Property Negotiators Pursuant to California Government Code §54956.8 Real Property: APN #0185-341-11 and 0185-341-10. Agency Negotiator: City Manager Patrick Martinez or his designee. Negotiating Parties: City of Needles as potential seller and Robert Owen as potential buyer. Under Negotiation: Price and Terms of Payment.

No reportable action

**CALL TO ORDER** - Mayor Jernigan called the meeting to order at 6:13 pm

**ROLL CALL** (previously taken)

**EXECUTIVE SESSION REPORT** – Deputy City Attorney Lena Wade gave report as noted above.

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

**INVOCATION** - led by Vice Mayor Campbell

**APPROVAL OF AGENDA**

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

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

Noes: None

Absent: None

Abstain: None

**CONFLICT OF INTEREST** – None

**CORRESPONDENCE** – Council was provided with an email in support of one of the candidates for City Council.

**INTRODUCTIONS** - Mayor Jernigan acknowledged former Council Members Tim Terral and Shawn Gudmundson in attendance.

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

**PUBLIC APPEARANCE** - None

**PRESENTATION**

1. Mayor Jernigan presented Certificates of Appreciation to the Needles Varsity Girls Softball Team in recognition for their outstanding performance.
2. Measure I Education Outreach Presentation given by SBCTA representative Luis Vidaure.

**INTERVIEWS**

3. Interview and appoint to fill the vacancy on City Council, with a term to expire December 12, 2028, and administer the Oath of Office and seat the newly appointed member.

City Manager Patrick Martinez gave staff report.

City Council interviewed applicants Wayne Colburn, Larry Ford, and Jeff Williams (Jeff participated via Teams).

Each applicant introduced themselves and spoke briefly about their interest in serving on City Council. Council asked questions and minimal discussion ensued.

Council Member McCorkle made a motion, second by Council Member Belt, to appoint Larry Ford to City Council.

Motion carried by the following roll call vote:

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

Noes: None

Absent: None

Abstain: None

**OATH OF OFFICE** – City Clerk Candace Clark administered the Oath of Office to newly appointed Council Member Larry Ford, and Council Member Ford was seated.

## **NPUA / COUNCIL CONSENT CALENDAR**

Member/Council Member McCorkle made a motion, second by Member /Vice Mayor Campbell, to approve items 4 through 6 on the NPUA/Council Consent Calendar.

Motion carried by the following roll call vote:

Ayes: Members/Council Members Ford, McCorkle, Member/Vice Mayor Campbell, Member/Mayor Jernigan, Members/Council Members Pogue, Belt, Longbrake

Noes: None

Absent: None

Abstain: None

4. Approved Tasks No. 7, 8, 9 under the Electric Circuit Reliability Program to complete Electric System Improvements by Petrelli Electric with total work not to exceed \$507,197 utilizing the Electric System Improvement Fund
5. Authorized the purchase of a CAT 265 Compact Track Loader from Empire Cat, not to exceed \$107,829.94, utilizing Asset Replacement Funds.
6. Adopted the 2025 Needles Public Utility Authority Wildfire Mitigation Plan Version 6.0

## **END OF NPUA CONSENT CALENDAR**

## **COUNCIL CONSENT CALENDAR**

Council Member McCorkle made a motion, second by Vice Mayor Campbell, to approve items 7 through 9 on the Council Consent Calendar.

Motion carried by the following roll call vote:

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

Noes: None

Absent: None

Abstain: None

Approve Items 7 through 9 on the Consent Calendar by affirmative roll call vote.

7. Approved the Warrants Register through June 24, 2025
8. Approved the Minutes of June 10, 2025.
9. Approved Resolution No. 2025-28 establishing the appropriations subject to limit for Fiscal Year 2025-2026.

## **END OF COUNCIL CONSENT CALENDAR**

## **REGULAR COUNCIL ITEMS**

10. Authorize those interested to attend the ICSC Western Event at the Palm Springs Convention Center on September 28-30, 2025

City Manager Patrick Martinez gave staff report.

Vice Mayor Campbell and Council Member McCorkle expressed an interest in attending.

Council Member Pogue made a motion, second by Council Member Belt, to authorize Vice Mayor Campbell and Council Member McCorkle to attend the ICSC Western Event at the Palm Springs Convention Center on September 28-30, 2025.

Motion carried by the following roll call vote:

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

Noes: None

Absent: None

Abstain: None

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

**CITY CLERK REPORT** – given by City Clerk Candace Clark

**CITY MANAGER REPORT** – for the weeks of June 6 and June 13, 2025, given by City Manager Patrick Martinez

## **COUNCIL REQUESTS**

### **Council Member McCorkle**

- *Grass in front of Frontier building needs cleaned up – weed mitigation*
- *Trees on River Road by Golf Course are in power lines – need trimmed*
- *Responded to council comment about Dutch Bros. at a previous ICSC Conference and shared the benefits of ICSC*

### **Vice Mayor Campbell**

- *Spoke about the Council Appointments and acknowledged it was a tough decision.*
- *ICSC attendance is an honor and a privilege*
- *Urged citizens to promote Needles to businesses*
- *Alley between Cibola and Desnok washes out during rain and collects garbage – needs to be cleaned*
- *Promoted Junior Golf and Swim Team and lessons*

### **Council Member Pogue**

- *Congratulated Larry Ford on being appointed to City Council*
- *Asked staff to refill the soap in the ladies' restrooms at El Garces*

### **Council Member Belt**

- *Excited about the tractor that was approved so we can clean up the beaches*

### **Council Member Longbrake**

- *Requested swimming pool be open longer – extend the season*
- *Stated that Santa Fe Park is an abandoned park and needs picnic tables, a playground, and bathrooms.*
- *Stated Chamber of Commerce closes at 2pm and requested that they be open later to accommodate tourists*
- *Stated that he brought a couple leads from ICSC to the City Manager, and there was no follow up.*
- *Stated that council and staff should focus on local businesses and encourage them to open more businesses instead of focusing on bringing in businesses from out of town.*
- *Stated the numbers on the Retail Market Opportunities flyer are inflated.*

### **Mayor Jernigan**

- *Reported on the Inland Empire Tourism Summit she attended with Vice Mayor Campbell*
- *Reported that Visit California promoted the Route 66 Celebration at the tourism and marketing event in Chicago, highlighting Needles, and promoting 1-3 day trips on Route 66.*
- *Recent Taiwan bus tours were successful*

**ADJOURNMENT** – Mayor Jernigan adjourned the meeting at 7:24 pm

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Mayor Janet Jernigan

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City Clerk Candace Clark





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

☒ CITY COUNCIL ☒ NPUA

☒ Regular ☐ Special

**Meeting Date:** July 8, 2025

**Title:** Approve the Annual Depository Statement for fiscal year 2025–2026 for bond debt service, contract services, purchase payments, and reimbursement of non-utility sanitation revenues deposited with the Authority.

**Background:** The Authority has established a Utility Fund with Wells Fargo Bank, into which all Electric, Water, Wastewater, and Sanitation revenues are deposited. Monthly transfers (see attached schedule) between the Utility Fund and the City account are necessary in order to reimburse for the payments made by the City on behalf of the NPUA according to the annual budget.

The Annual Depository Statement was presented to the Board of Public Utilities on July 1, 2025 and recommended for NPUA approval.

**Fiscal Impact:** The monthly transfers are in accordance with the approved budget for the 2025-2026 fiscal year adjusting for over/under reimbursements from prior years and adjusting for the advance purchases of power.

**Environmental Impact:** None.

**Recommended Action:** Approve the Annual Depository Statement and authorize and direct Finance staff to make monthly transfers from NPUA to City accounts to reimburse for the fiscal year 2025-2026 payments for bond debt service, contract services, purchase payments, and reimbursement of non-utility sanitation revenues deposited with the Authority, according to the approved budget.

**Submitted By:** Jill Taura, Interim Finance Director

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

**Date:** 7/2/2025

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

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

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

**ANNUAL DEPOSITORY STATEMENT**  
FOR FISCAL YEAR  
2025 - 2026

**DEBT SERVICE**

**PAYMENT DATE**                      **July 15, 2025**

1.        \$    721,200   Bi-Annual Debt Service on the Bonds due 08/01/25

**PAYMENT DATE**                      **January 15, 2026**

2.        \$    721,200   Bi-Annual Debt Service on the Bonds due 02/01/26

**OPERATIONS & MAINTENANCE**

**PAYMENT DATE**                      **July 31, 2025**

- |  |    |           |                |                   |  |
|--|----|-----------|----------------|-------------------|--|
| 1.   | \$ | 1,609,388 | for the period | July 1 - 31, 2025 | for Utility Operations and Maintenance (See Note 2); |
| 2.   | \$ | 44,618    | for the period | July 1 - 31, 2025 | for Purchase Payments;                               |
| 3.   | \$ | 182,702   | for the period | July 1 - 31, 2025 | for reimbursement of non-utility                     |
| Sanitation Revenues deposited within the Authority (See Note 1.) |    |           |                |                   |  |

**PAYMENT DATE**                      **August 31, 2025**

- |  |    |           |                |                     |  |
|--|----|-----------|----------------|---------------------|--|
| 1.   | \$ | 1,448,449 | for the period | August 1 - 31, 2025 | for Utility Operations and Maintenance (See Note 2); |
| 2.   | \$ | 44,618    | for the period | August 1 - 31, 2025 | for Purchase Payments;                               |
| 3.   | \$ | 164,431   | for the period | August 1 - 31, 2025 | for reimbursement of non-utility                     |
| Sanitation Revenues deposited within the Authority (See Note 1.) |    |           |                |                     |  |

**PAYMENT DATE**                      **September 30, 2025**

- |  |    |           |                |                        |  |
|--|----|-----------|----------------|------------------------|--|
| 1.   | \$ | 1,609,388 | for the period | September 1 - 30, 2025 | for Utility Operations and Maintenance (See Note 2); |
| 2.   | \$ | 44,618    | for the period | September 1 - 30, 2025 | for Purchase Payments;                               |
| 3.   | \$ | 182,702   | for the period | September 1 - 30, 2025 | for reimbursement of non-utility                     |
| Sanitation Revenues deposited within the Authority (See Note 1.) |    |           |                |                        |  |

**PAYMENT DATE**                      **October 31, 2025**

- |  |    |           |                |                      |  |
|--|----|-----------|----------------|----------------------|--|
| 1.   | \$ | 1,609,388 | for the period | October 1 - 31, 2025 | for Utility Operations and Maintenance (See Note 2); |
| 2.   | \$ | 44,618    | for the period | October 1 - 31, 2025 | for Purchase Payments;                               |
| 3.   | \$ | 182,702   | for the period | October 1 - 31, 2025 | for reimbursement of non-utility                     |
| Sanitation Revenues deposited within the Authority (See Note 1.) |    |           |                |                      |  |

**PAYMENT DATE**                      **November 30, 2025**

- |  |              |                |                       |  |
|--|--------------|----------------|-----------------------|--|
| 1.   | \$ 1,287,510 | for the period | November 1 - 30, 2025 | for Utility Operations and Maintenance (See Note 2); |
| 2.   | \$ 44,618    | for the period | November 1 - 30, 2025 | for Purchase Payments;                               |
| 3.   | \$ 146,161   | for the period | November 1 - 30, 2025 | for reimbursement of non-utility                     |
| Sanitation Revenues deposited within the Authority (See Note 1.) |              |                |                       |  |

**PAYMENT DATE**                      **December 31, 2025**

- |  |              |                |                       |  |
|--|--------------|----------------|-----------------------|--|
| 1.   | \$ 1,448,449 | for the period | December 1 - 31, 2025 | for Utility Operations and Maintenance (See Note 2); |
| 2.   | \$ 44,618    | for the period | December 1 - 31, 2025 | for Purchase Payments;                               |
| 3.   | \$ 164,431   | for the period | December 1 - 31, 2025 | for reimbursement of non-utility                     |
| Sanitation Revenues deposited within the Authority (See Note 1.) |              |                |                       |  |

**PAYMENT DATE**                      **January 31, 2026**

- |  |              |                |                      |  |
|--|--------------|----------------|----------------------|--|
| 1.   | \$ 1,126,572 | for the period | January 1 - 31, 2026 | for Utility Operations and Maintenance (See Note 2); |
| 2.   | \$ 44,618    | for the period | January 1 - 31, 2026 | for Purchase Payments;                               |
| 3.   | \$ 127,891   | for the period | January 1 - 31, 2026 | for reimbursement of non-utility                     |
| Sanitation Revenues deposited within the Authority (See Note 1.) |              |                |                      |  |

**PAYMENT DATE**                      **February 28, 2026**

- |  |            |                |                       |  |
|--|------------|----------------|-----------------------|--|
| 1.   | \$ 965,634 | for the period | February 1 - 28, 2026 | for Utility Operations and Maintenance (See Note 2); |
| 2.   | \$ 44,618  | for the period | February 1 - 28, 2026 | for Purchase Payments;                               |
| 3.   | \$ 109,620 | for the period | February 1 - 28, 2026 | for reimbursement of non-utility                     |
| Sanitation Revenues deposited within the Authority (See Note 1.) |            |                |                       |  |

**PAYMENT DATE**                      **March 31, 2026**

- |  |              |                |                    |  |
|--|--------------|----------------|--------------------|--|
| 1.   | \$ 1,126,572 | for the period | March 1 - 31, 2026 | for Utility Operations and Maintenance (See Note 2); |
| 2.   | \$ 44,618    | for the period | March 1 - 31, 2026 | for Purchase Payments;                               |
| 3.   | \$ 127,891   | for the period | March 1 - 31, 2026 | for reimbursement of non-utility                     |
| Sanitation Revenues deposited within the Authority (See Note 1.) |              |                |                    |  |

**PAYMENT DATE**                      **April 30, 2026**

- |  |              |                |                    |  |
|--|--------------|----------------|--------------------|--|
| 1.   | \$ 1,126,572 | for the period | April 1 - 30, 2026 | for Utility Operations and Maintenance (See Note 2); |
| 2.   | \$ 44,618    | for the period | April 1 - 30, 2026 | for Purchase Payments;                               |
| 3.   | \$ 127,891   | for the period | April 1 - 30, 2026 | for reimbursement of non-utility                     |
| Sanitation Revenues deposited within the Authority (See Note 1.) |              |                |                    |  |

**PAYMENT DATE** **May 31, 2026**

- |  |              |                |                  |  |
|--|--------------|----------------|------------------|--|
| 1.   | \$ 1,126,572 | for the period | May 1 - 31, 2026 | for Utility Operations and Maintenance (See Note 2); |
| 2.   | \$ 44,618    | for the period | May 1 - 31, 2026 | for Purchase Payments;                               |
| 3.   | \$ 127,891   | for the period | May 1 - 31, 2026 | for reimbursement of non-utility                     |
| Sanitation Revenues deposited within the Authority (See Note 1.) |              |                |                  |  |

**PAYMENT DATE** **June 30, 2026**

- |  |              |                |                   |  |
|--|--------------|----------------|-------------------|--|
| 1.   | \$ 1,609,388 | for the period | June 1 - 30, 2026 | for Utility Operations and Maintenance (See Note 2); |
| 2.   | \$ 44,618    | for the period | June 1 - 30, 2026 | for Purchase Payments;                               |
| 3.   | \$ 182,702   | for the period | June 1 - 30, 2026 | for reimbursement of non-utility                     |
| Sanitation Revenues deposited within the Authority (See Note 1.) |              |                |                   |  |

Note 1 Sanitation charges are included in the customer's bills for utility, and therefore, the non-utility Sanitation revenues are included in the utility revenue deposits made to the Depository, on behalf of the Authority. This payment transfers Sanitation revenues back to the City.

Note 2 The Utility Operations and Maintenance figures are based on history of fiscal year expenses, as reflected in the current year budget.

NEEDLES PUBLIC UTILITY AUTHORITY

\_\_\_\_\_  
President

CITY OF NEEDLES, CALIFORNIA

\_\_\_\_\_  
Mayor



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

☒ CITY COUNCIL ☐ NPUA ☐ HACN

☒ Regular ☐ Special

**Meeting Date:** July 8, 2025

**Title:** Annual Statement of Investment Policy and Delegation of Investment Authority to the City Treasurer

**Background:** California State law requires that the City Council adopt an annual Statement of Investment Policy when the investment authority for the city's cash and investments is delegated to the City Treasurer.

Attached is the Fiscal Year 2025-2026 Annual Statement of Investment Policy for Council's adoption that outlines all of Council's policies with respect to safekeeping the city's funds. The previous Statement of Investment Policy has been comprehensively updated and is fully compliant with State law. This ensures that city funds are protected and safeguarded each year.

**Fiscal Impact:** None.

**Environmental Impact:** None.

**Recommended Actions:** Adopt Resolution No. 2025-31, A Resolution Of The City Council Of The City Of Needles, California Adopting The City of Needles Annual Statement Of Investment Policy And Rescinding Resolution 1-25-00-01

**Submitted By:** Jill Taura, Interim Finance Director

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

**Date:** 7/2/2025

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

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

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

**RESOLUTION 2025-31**  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEEDLES  
ADOPTING THE ANNUAL STATEMENT OF INVESTMENT POLICY  
AND RESCINDING RESOLUTION 1-25-00-01

**WHEREAS**, California Government Code Section requires the Statement of Investment Policy to be adopted annually by local agencies;

**WHEREAS**, California Government Code Section 53607 requires the governing bodies of local agencies delegate investment authority to the City Treasurer annually;

**WHEREAS**, Resolution No. 1-25-00-01 establishing a policy for the investment of City funds and delegating investment authority to the City Treasurer; and,

**WHEREAS**, the City of Needles has consistently maintained a policy of due diligence in minimizing the risk of the investment surplus funds.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Needles do hereby resolve, determine, and order as follows:

**SECTION 1.** The attached Exhibit, The City of Needles Annual Statement of Investment Policy, is hereby adopted and made part of this resolution.

**SECTION 2.** Resolution 1-25-00-01 is hereby rescinded.

**SECTION 3.** Effective Date. This resolution shall go into full force and effect after adoption.

**PASSED, APPROVED AND ADOPTED** this 8th day of July 2025 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

ATTEST:

APPROVED AS TO FORM:

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

\_\_\_\_\_  
Candace Clark, City Clerk

\_\_\_\_\_  
Lena Wade, Deputy City Attorney





**CITY OF NEEDLES**  
**ANNUAL STATEMENT OF INVESTMENT POLICY**  
**Fiscal Year 2025-2026**

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## Policy

The City of Needles, including its component units Needles Public Utility Authority (NPUA) and Housing Authority of the City of Needles (HACN), shall invest public funds in such a manner as to comply with state and local laws; ensure prudent money management; provide for daily cash flow requirements; and meet the objectives of this Policy, in priority order of Safety, Liquidity and Return on investment.

## Scope

This investment policy applies to all investment activities and financial assets of the City of Needles. The funds covered by this policy are accounted for and incorporated in the City of Needles Annual Comprehensive Financial Report (ACFR) and include General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Enterprise Funds, and Internal Service Funds.

## Standard of Prudence

Pursuant to California Governmental Code Section 53600.3, the standard of prudence to be used by the City Treasurer shall be the “prudent investor” standard and shall be applied in the context of managing the overall portfolio. Persons authorized to make investment decisions on behalf of local agencies investing public funds are trustees and therefore fiduciaries subject to the prudent investor standard which states, “When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency”.

For local agency funds invested in the county treasury, California Government Code Section 27000.3, the County Treasurer serves as a fiduciary and is subject to the prudent investor standard.

## Investment Objectives

Pursuant to California Government Code Section 53600.5, the primary objectives of the City’s investment activities, in priority order, shall be:

1. **SAFETY:** Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City will diversify its investments by investing funds among a variety of securities with independent returns.

The City shall minimize Credit Risk, the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the safest types of securities.
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business.
- Diversifying the investment portfolio to minimize the impact any single industry/investment class can have on the portfolio.

To minimize Interest Rate Risk, the negative impact of material changes in the market value of securities in the portfolio, the City shall:

- Structure the investment portfolio so that securities mature concurrent with cash needs to meet anticipated demands, thereby avoiding the need to sell securities on the open market prior to maturity.
  - Invest operating funds primarily in shorter-term securities and the State of California Local Agency Investment Fund (LAIF).
2. **LIQUIDITY:** The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated without requiring a sale of securities.
  3. **YIELD:** The City's investment portfolio shall have the objective of attaining a comparative performance measurement or an acceptable rate of return throughout budgetary and economic cycles. These measurements should be commensurate with the City's investment risk constraints identified in the investment policy and the cash flow characteristics of the portfolio. The core of investments is limited to relatively low risk securities in anticipation of earning a fair rate of return relative to the risk being assumed.

## Authorized Dealers and Institutions

Pursuant to California Government Code Section 53601.5, the City Treasurer will maintain a list of approved financial institutions authorized to provide investment services to the public agency in the State of California to purchase, hold and sell securities allowable under this investment policy. These may include "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). The City's practices shall include the following:

1. A determination that all approved broker/dealer firms, and individuals covering the public agency, are reputable and trustworthy.
2. The broker/dealer firms should have the ability to meet all their financial obligations in dealing with public agency.
3. The firms, and individuals covering the agency, should be knowledgeable and experienced in Public Agency investing and the investment products involved.
4. No public deposit shall be made except in a qualified public depository as established by the established State laws.
5. All financial institutions and broker/dealers who desire to conduct investment transactions with the public agency may supply the City Treasurer with audited financial statements, proof of FINRA certification, trading resolution, proof of State of California registration, a

completed broker/dealer questionnaire, certification of having read the Public Agency's investment policy and depository contracts.

An annual review of the financial condition and registrations of qualified bidders may be conducted by the City Treasurer and a current audited financial statement requested for each financial institution and broker/dealer in which the City invests.

## Authorized and Suitable Investments

From the governing body perspective, special care must be taken to ensure that the list of instruments includes only those allowed by law, under the relevant California Government Code Sections pertaining to local government investments. Local investment managers are required to be trained and competent to handle.

This investment policy authorizes the investment instruments for the City shown in the following table. The City is empowered by California statute to invest in each of these investment instruments.

Any security type or structure not specifically listed in the following table, even though it may be allowable under California statute, is prohibited under this policy.

### AUTHORIZED AND SUITABLE INVESTMENTS

INVESTMENT TYPE	MAXIMUM REMAINING MATURITY	MAXIMUM SPECIFIED % OF PORTFOLIO	MINIMUM QUALITY REQUIREMENTS	AUTHORIZED UNDER CALIF. GOVT CODE
State of California Local Agency Investment Fund (LAIF)  (Limited under State law to \$75 million per agency account)	N/A	None	None	16429.1
U.S. Treasury Obligations	5 years	None	None	53601(b)
U.S. Agency Obligations	5 years	None	None	53601(f)
State Obligations: California & Others	5 years	None	None	53601(c) 53601(d)
Local Agency (Municipal) Bonds	5 years	None	None	53601(a)
California Local Agency Obligations	5 years	None	None	53601(e)
Negotiable Certificates of Deposit	5 years	30%	None	53601(i)
Non-negotiable Certificates of Deposit (Traditional CDs)	5 years	None	None	53630 et seq.

## Collateralization

Pursuant to California Government Code Section 53601, collateralization is required on certificates of deposit. To anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of the market value for Certificate of Deposits for all invested funds above the \$250,000 FDIC insurance limit.

The City chooses to limit collateral to U.S. Treasury securities, Federal agency securities and state local agency investment pools. Collateral will always be held by an independent third party with whom the entity has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the entity and retained. The right of collateral substitution is granted.

## Safekeeping and Custody

Pursuant to California Government Code Section 53608, all security transactions, including collateral for certificates of deposit, entered into by the City should be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third-party custodian designated by the City Treasurer and evidenced by safekeeping receipts.

California Government Code Section 53635.2 states that all local agency money may be invested in investments set forth in 53601 or deposited for safekeeping in state or national banks, public banks, savings associations, federal associations, credit unions, or federally insured industrial loan companies in this state. It also specifies certain requirements that such financial institutions must satisfy to hold local agency money.

The minimum legal requirement for an institution to receive local agency money, including deposits for the purchase of Non-negotiable Certificates of Deposits, is that the financial institution must receive an overall rating of not less than “satisfactory” from the appropriate federal supervisory agency for meeting the criteria specified in Section 2906 of Title 12 of the U.S. Code (Community Reinvestment Act of 1977). The Community Reinvestment Act of 1977 (Act) requires financial institutions to demonstrate their commitment to meeting the credit needs of local communities in which they are chartered to do business. For purposes of the Act, the appropriate federal supervisory agency includes:

- The Comptroller of the Currency with respect to national banks.
- The Board of Governors of the Federal Reserve System with respect to state-chartered banks that are members of the Federal Reserve system and bank holding companies.
- The Federal Deposit Insurance Corporation (FDIC) with respect to state-chartered banks, public banks, and savings banks that are not members of the Federal Reserve system and the deposits of which are insured by the FDIC.
- The Director of Office of Thrift Supervision with respect to savings associations (the deposits of which are insured by the FDIC) and savings holding companies.
- The National Credit Union Administration (NCUA) through the National Credit Union Share Insurance Fund (NCUSIF).

## **Diversification**

The City will diversify investments by security type and institution. Except for LAIF and U.S. Treasury securities, no more than twenty percent (30%) of the City's total investment portfolio will be invested in a single security type or with a single institution.

## **Maximum Maturities**

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than 5 years from the date of settlement, unless the City Council, NPUA Board, and HACN Board have granted express authority to make that investment. Additionally, reserve funds may be invested in securities exceeding 5 years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds. Forward settlement on new issues may not exceed 45 days from time of investment.

## **Performance Standards**

The City's investment goal is to maintain maximum investment of all funds not required to meet immediate cash flow needs, using a passive investment strategy whereby securities are generally held to maturity. The investment portfolio shall be designed with the objective of obtaining a reasonable rate of return throughout budgetary and economic cycles and under current market conditions, commensurate with the investment risk constraints and the City's cash flow needs.

Securities shall not be sold prior to maturity with the following exceptions:

- A security with declining credit sold early to minimize loss of principal.
- A security swap that would improve the quality, yield, or target duration of the portfolio.
- Unforeseen liquidity needs of the portfolio require that the security be sold.

Given this strategy, the basis used by the City to determine whether market yields are being achieved shall be to identify the quarter-to-date LAIF quarterly apportionment rate, the 90-day U.S. Treasury Bill and the two-year U.S. Treasury Note shall be considered useful benchmarks of the investment portfolio performance. Benchmarks may change over time based on changes in market conditions or cash flow requirements.

## **Delegation of Authority**

The City Council, NPUA Board and HACN Board, as permitted under California Government Code Section 53607, delegates responsibility to invest or reinvest the funds of the City or to sell or exchange securities so purchased, to the City Treasurer for a period of one year.

The City Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of appointed subordinate officials or deputies, pursuant to California Government Code Section 41006, and their procedures in the absence of the City Treasurer.



## Investment Procedures

The City Treasurer shall establish written investment procedures for the operation of the investment program consistent with State law and this policy. The procedures should include reference to safekeeping, master repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. *Such procedures shall include explicit delegation of authority to the persons responsible for investment transactions.* No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the City Treasurer.

## Internal Controls

The City is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, fraud, or misuse. Internal controls shall address:

1. Control of collusion
2. Separation of transaction authority from accounting and recordkeeping
3. Custodial safekeeping
4. Deliver versus payment (DVP)
5. Clear delegation of authority to subordinate staff members
6. Written confirmations of transactions for investments and wire transfers
7. Wire transfer agreements

Accordingly, the City shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

## Ethics and Conflicts of Interest

Investment officials shall refrain from personal business activity that could conflict with proper execution and management of this policy and the investment program, or which could impair their ability to make impartial decisions. Investment officials must provide a public disclosure document by February 1 of each year or when material interest in financial institutions or personal investment positions require it. Furthermore, Investment officials must refrain from undertaking personal investment transactions with the same individual(s) employed by the financial institution with whom business is conducted on behalf of the City.

## Review of Investment Portfolio

The securities held by the City must be in compliance with the stated Authorized and Suitable Investments at the time of purchase. Because some securities may not comply with the Authorized and Suitable Investments after the date of purchase, the City Treasurer shall review the portfolio monthly to identify any securities that do not comply. The City Treasurer shall report monthly to the City Council, NPUA Board and HACN Board any major and critical incidences of noncompliance identified through the monthly review of the portfolio.

## Reporting

Pursuant to California Government Code Section 53607, the authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated for a one-year period by the legislative body to the City Treasurer of the local agency, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires. The City Treasurer shall make a monthly report of those transactions to the legislative body. Subject to review, the legislative body may renew the delegation of authority pursuant to this section each year.

Further, the City elects under California Government Code Section 53646(b) that the City Treasurer is required to submit the report to the City Council, NPUA Board and HACN Board on a monthly basis, instead of quarterly. The monthly report shall be submitted within 45 days after month end pursuant to California Government Code Section 53646. Also under Section 53646, the monthly report shall contain the following:

- Type of Investment
- Issuer Name
- Date of Maturity
- Stated Yield
- Yield at 365
- Par Value
- Cost (or Book Value, if available) of all securities, investments and monies held
- Current market value of all investments held by the local agency and under management of any outside party that is not also a local agency or LAIF and the source of the valuation.
- Portfolio's compliance with the requirements of the investment policy or an explanation for non-compliance.
- A statement demonstrating that the City's expenditure requirements can be met during the next six months or an explanation of why sufficient money will not be available if that is the case.

Local agency funds that have been placed in LAIF, a FDIC insured bank deposits, National Credit Union Shared Insurance Fund-insured accounts in a credit union, accounts insured or guaranteed pursuant to California Financial Code Section 14858, or some combination of the above, may substitute the most recent account statement received from those entities in lieu of the information recommended above.

## Investment Policy Adoption

Pursuant to California Government Code Section 53646 and, specifically with regard to the annual delegation of investment authority, California Government Code Section 53607, the City's investment policy shall be adopted by July 31 of each fiscal year by resolution of the City Council. The policy shall be reviewed annually by the City Treasurer and any modifications made thereto must be approved by the City Council, NPUA Board, and HACN Board.

## Glossary

**ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR):** The official annual report of the public agency. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

**AGENCIES:** Federal agency securities and/or Government Sponsored Enterprises (GSE) which include Federal Home Loan Bank (FHLB), Federal National Mortgage Association (FNMA), Federal Home Loan Mortgage Corporation (FHLMC), Federal Farm Credit Bank (FFCB), and Federal Agricultural Mortgage Association (Farmer Mac).

**ASK:** The price at which securities are offered for sale; also known as offering price.

**BENCHMARK:** A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

**BID:** The price offered by a buyer of securities. When selling a security, a bid is asked.

**BOOK VALUE:** The value at which a debt security is shown on the holder's balance sheet. Book value is often acquisition cost plus or minus amortization and accretion, which may differ significantly from the security's current market value.

**BROKER:** A broker brings buyers and sellers together for a commission.

**CERTIFICATE OF DEPOSIT (CD):** A time deposit with a specific maturity evidenced by a Certificate. Large- denomination CDs are typically negotiable.

**COLLATERAL:** Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**COUPON:** (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

**CREDIT QUALITY:** The measurement of the financial strength of a bond issuer. The measurement helps an investor understand an issuer's ability to make timely interest payments and repay the loan principal upon maturity. Generally, the higher the credit quality of a bond issuer, the lower the interest rate paid by the issuer because the risk of default is lower. Credit quality ratings are provided by a Nationally Recognized Statistical Rating Organization (NRSRO).

**CREDIT RISK:** The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

**CUSTODIAN:** A bank or other financial institution that keeps custody of stock certificates and other

assets.

**CURRENT YIELD (CURRENT RETURN):** A yield calculation determined by dividing the annual interest received on a security by the current market price of that security.

**DEALER:** A dealer, as opposed to a broker, acts as the principal in all transactions, buying and selling for his own account.

**DEBENTURE:** A bond secured only by the general credit of the issuer.

**DELIVERY VERSUS PAYMENT:** There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

**DIVERSIFICATION:** Dividing investment funds among a variety of securities by sector, maturity and quality ratings offering independent returns.

**DURATION:** A measure of the sensitivity of the price (the value of principal) of a fixed-income investment to a change in interest rates. Duration is expressed as a number of years. Rising interest rates mean falling bond prices, while declining interest rates mean rising bond prices.

**FACE (PAR) VALUE:** The amount of principal that must be paid at maturity. Also referred to as the face amount of a bond, normally quoted in \$1,000 increments per bond.

**FEDERAL CREDIT AGENCIES:** Agencies of the Federal Government set up to supply credit to various classes of institutions and individuals, e.g., savings and loan associations, small-business firms, students, farmers, farm co-operatives, and exporters.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC):** The federal agency that insures bank deposits up to \$250, 000 per deposit at participating banking institutions. To increase consumer confidence in the banking system, the previous \$100,000 insurance limit was temporarily increased to \$250,000 in 2008, extended to 2013, and then permanently increased on July 21, 2010, with the passage of the Wall Street Reform and Consumer Protection Act.

**FEDERAL FARM CREDIT BANKS FUNDING CORPORATION (FFCB):** A government-sponsored enterprise (GSE) created by Congress in 1916 as the funding arm of the Farm Credit System. FFCB provides credit and liquidity to the agricultural industry. It issues discount notes and coupon securities that are used to provide loans and credit to farmers, ranchers, and rural communities. Although not backed by the full faith and credit of the federal government, these U.S. Agency securities are considered very safe from default risk.

**FEDERAL AGRICULTURAL MORTGAGE CORPORATION (FAMC):** A government-sponsored enterprise (GSE) that operates as a secondary market for agricultural loans and rural infrastructure, created by Congress under the Agricultural Credit Act of 1987 in response to the national farm crisis of the 1980's. Also known as Farmer Mac, it is organized under the Farm Credit Administration. FAMC

issues discount notes, coupon securities, and mortgage-backed securities. Although not backed by the full faith and credit of the federal government, these U.S. Agency securities are considered very safe from default risk.

**FEDERAL HOME LOAN BANKS (FHLB):** A government-sponsored wholesale banks (currently eleven regional banks) that lend funds in the housing market and provide correspondent banks services to member commercial banks, thrift institutions, credit unions and insurance companies. FHLB issues discount notes, coupon securities, and mortgage-backed securities. Although not backed by the full faith and credit of the federal government, these U.S. Agency securities are considered very safe from default risk.

**FEDERAL HOME LOAN MORTGAGE CORPORATION (FHLMC):** FHLMC, a government-sponsored enterprise (GSE) like FHLB, was established to provide credit and liquidity in the housing market. Commonly known as Freddie Mac, FHLMC issues discount notes, coupon securities, and mortgage-backed securities. Although not backed by the full faith and credit of the federal government, these U.S. Agency securities are considered very safe from default risk.

**FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA):** FNMA, government-sponsored enterprise (GSE) like FHLB and FHLMC, was established to provide credit and liquidity in the housing market. FNMA was created in 1938 during the Great Depression and is the largest single provider of residential mortgage funds in the United States. Commonly known as Fannie Mae, it operates under the auspices of the Department of Housing and Urban Development (HDD). FNMA issues discount notes, coupon securities, and mortgage-backed securities. Although not backed by the full faith and credit of the federal government, these U.S. Agency securities are considered very safe from default risk.

**FEDERAL OPEN MARKET COMMITTEE (FOMC):** Consists of seven members of the Federal Reserve Board and five of the 12 Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

**FINANCIAL INDUSTRY REGULATORY AUTHORITY (FINRA):** A private corporation that acts as a self-regulatory organization (SRO) of all stock market operations in the United States, including brokerage firms and exchange markets. Its regulatory mandate includes authority over firms that distribute mutual fund shares as well as other securities.

**GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA):** GNMA, known as Ginnie Mae, is a government-owned corporation. GNMA is a key player in the housing finance system and supports affordable housing initiatives. GNMA issues securities backed by pools of mortgages that are insured or guaranteed by federal agencies, including the Federal Housing Administration (FHA) and Department of Veterans Affairs (VA). Payment of principal and interest on securities issued by GNMA are guaranteed directly by the full faith and credit of the U.S. Government. This level of backing makes them comparable to U.S. Treasuries in terms of safety.

**GOVERNMENT SECURITIES:** An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See “Treasury Bills, Treasury Notes, and Treasury Bonds.”

**INTEREST RATE RISK:** The risk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value.

**INTERNAL CONTROLS:** An internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Internal controls should address the following points:

- Control of collusion - Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
- Separation of transaction authority from accounting and record keeping - By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
- Custodial safekeeping - Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.
- Avoidance of physical delivery securities - Book-entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
- Clear delegation of authority to subordinate staff members - Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
- Written confirmation of transactions for investments and wire transfers - Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.
- Development of a wire transfer agreement with the lead bank and third-party custodian - The designated official should ensure that an agreement will be entered into and will address the following points: controls, security provisions, and responsibilities of each party



making and receiving wire transfers.

**LIQUIDITY:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

**LOCAL AGENCY INVESTMENT FUND (LAIF):** Chapter 730, Statutes of 1976 of the State of California, established the Local Agency Investment Fund. This fund enables local governmental agencies to remit money not required for immediate needs to the State Treasurer for the purpose of investment. To derive the maximum rate of return possible, the State Treasurer has elected to invest these monies with State monies as a part of the Pooled Money Investment Account. Each local governmental unit has the exclusive determination of the length of time its money will be on deposit with the State Treasurer. At the end of each calendar quarter, all earnings derived from investments are distributed by the State Controller to the participating government agencies in proportion to each agency's respective amounts deposited in the Fund and the length of time such amounts remained therein. Prior to the distribution, the State's costs of administering the program are deducted from the earnings.

**MARKET VALUE:** The price at which a security is trading and could presumably be purchased or sold.

**MATURITY (OR MATURITY DATE):** The date upon which the principal or stated value of an investment becomes due and payable.

**NATIONALLY RECOGNIZED STATISTICAL-RATING ORGANIZATION (NRSRO):** Standard and Poor's, Moody's, and Fitch Financial Services are examples of such organizations.

**OFFER:** An indicated price at which market participants are willing to sell a security or commodity. Also referred to as the "Ask" or "Ask Price".

**PAR VALUE:** The amount of principal that must be paid at maturity. Also referred to as the face amount of a bond, normally quoted in \$1,000 increments per bond.

**PORTFOLIO:** Collection of securities held by an investor.

**PRIMARY DEALER:** A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

**PRINCIPAL:** (1) The face amount or par value of a debt instrument. (2) One who acts as a dealer buying and selling for his own account.

**PRUDENT PERSON RULE:** An investment standard. In some states, the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state — the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and

preservation of capital.

**PUBLIC BANK:** A corporation, organized as either a nonprofit mutual benefit corporation or a nonprofit public benefit corporation for the purpose of engaging in the commercial banking business or industrial banking business that is wholly owned by a local agency, as specified, local agencies, or a joint powers authority.

**RATE OF RETURN:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

**REINVESTMENT RISK:** The risk that a fixed-income investor will be unable to reinvest income proceeds from a security holding at the same rate of return currently generated by that holding.

**RISK:** Degree of uncertainty of return on an asset.

**SAFEKEEPING:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

**SECONDARY MARKET:** A market made for the purchase and sale of outstanding issues following the initial distribution.

**SECURITIES & EXCHANGE COMMISSION:** Agency created by Congress to protect investors in securities transactions by administering securities legislation.

**SEC RULE 15C3-1:** See Uniform Net Capital Rule.

**SECONDARY MARKET:** A market is made for the purchase and sale of outstanding issues following the initial distribution.

**SWAP:** Trading one asset for another.

**TREASURY BILLS:** Short-term U. S. government non-interest-bearing discounted debt securities with maturities of no longer than 1 year and issued in minimum denominations of \$10, 000. Auctions of 3-and 6-month bills are weekly, while auctions of 1 -year bills are monthly. The yields on these bills are monitored closely in the money markets for signs of interest rate trends. Treasury Bills are backed by the full faith and credit of the federal government.

**TREASURY BONDS:** Long-term coupon-bearing U.S. Treasury securities issued as a direct obligation of the U.S. Government and having an initial maturity of more than 10 years and issued in minimum denominations of \$1,000. Treasury Bills are backed by the full faith and credit of the federal government.

**TREASURY NOTES:** Medium-term coupon-bearing U.S. Treasury securities issued as a direct obligation of the U.S. Government and having an initial maturity of from 1 to 10 years and issued in denominations ranging from \$1,000 to \$1 million or more. Treasury Bills are backed by the full faith and credit of the federal government.

**UNIFORM NET CAPITAL RULE:** Securities and Exchange Commission (SEC) Rule 15C3-1 outlining requirements that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

**VOLATILITY:** A degree of fluctuation in the price and valuation of securities.

**YIELD:** The rate of annual income return on an investment, expressed as a percentage. (a) INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security. (b) NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.



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

☒ CITY COUNCIL ☐ NPUA ☐ HACN

☒ Regular ☐ Special

**Meeting Date:** July 8, 2025

**Title:** May 2025 Treasurer's Report

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

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

There were no investments purchased or sold during the month of May 2025.

The investment portfolio conforms to the City's Investment Policy, except for one investment held by the Housing Authority of the City of Needles (HACN). On February 14, 2023, the city's independent Housing Authority was assumed by the City of Needles. At that time, the former Housing Authority's investment portfolio was not reviewed. This investment account holds shares of an Invesco mutual fund, which is not allowable under the City's Investment Policy. The value of mutual fund shares fluctuates with market conditions and, therefore, presents a level of risk to the principal, which is prohibited. The Housing Authority Chairperson and the Interim Finance Director have begun the process to fully redeem the shares. Once the Housing Authority receives the funds from Invesco, staff will reinvest it in HACN's new State of California Local Agency Investment Fund (LAIF) account, currently paying an interest rate of 4.48%. The value of HACN's mutual fund shares was \$97,251 on May 31, 2025, as shown on the attached report.

The City Treasurer certifies that the city has sufficient funds to meet its expenditure obligations during the next six months.

**Fiscal Impact:** None.

**Environmental Impact:** None.

**Recommended Action:** Accept the May 2025 Treasurer's Report.

**Submitted By:** Jill Taura, Interim Finance Director

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

**Date:** 7/2/2025

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

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

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

**CITY OF NEEDLES**  
**CITY TREASURER'S REPORT**

**SCHEDULE OF CASH AND INVESTMENTS**

As of May 31, 2025

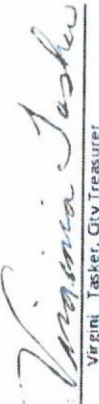
INVESTMENT TYPE	ISSUER	MATURITY	STATED YIELD	YIELD AT 365	FACE VALUE (PAR)	BOOK VALUE (or COST)	MARKET VALUE
<b>CITY OF NEEDLES</b>							
Local Agency Investment Fund	LAIF - State of California	-	4.480%	4.480%	1,603,255	1,603,255	1,603,255
Cash	Wells Fargo Bank Checking (...1955)	-	0.000%	0.000%	20,573,163	20,573,163	20,573,163
Cash	Wells Fargo Bank Checking (...1948)	-	0.000%	0.000%	47,725	47,725	47,725
Cash	Arrowhead Credit Union Checking (...4002)	-	0.000%	0.000%	22,856	22,856	22,856
Cash	Arrowhead Credit Union Money Market (...6002-20)	-	0.300%	0.300%	114,719	114,719	114,719
Cash	Arrowhead Credit Union Savings (...6002-01)	-	0.000%	0.000%	50	50	50
<b>NPUA</b>							
Local Agency Investment Fund	LAIF - State of California	-	4.480%	4.480%	3,246,839	3,246,839	3,246,839
Certificate of Deposit	Arrowhead Credit Union (...3003-40)	01/28/26	0.350%	0.350%	206,749	206,749	206,749
Certificate of Deposit	Arrowhead Credit Union (...3003-41)	07/07/25	0.350%	0.350%	204,577	204,577	204,577
Cash	Arrowhead Credit Union (...3003-42)	06/29/25	0.350%	0.350%	204,387	204,387	204,387
Cash	Wells Fargo Bank Checking (...2938)	-	0.000%	0.000%	531,930	531,930	531,930
Cash	Wells Fargo Bank Savings (...5984)	-	0.010%	0.010%	6,573,787	6,573,787	6,573,787
Cash	Arrowhead Credit Union Checking (...3003-07)	-	0.000%	0.000%	45,200	45,200	45,200
<b>HACN</b>							
Cash	Wells Fargo Bank Checking (...9997)	-	0.000%	0.000%	86,310	86,310	86,310
Cash	Wells Fargo Bank Checking (...6279)	-	0.680%	0.680%	597,352	597,352	597,352
Mutual Fund	Invesco Quality Income Fund (VKMGX)	-	0.000%	0.000%	97,251	97,251	97,251

**TOTAL CASH AND INVESTMENTS**

<b>34,156,150</b>	<b>34,156,150</b>	<b>34,156,150</b>
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NOTE: Bond funds held by third party trustees are available and reported on a quarterly basis.

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

SIGNATURE   
Virginia Tasker, City Treasurer



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

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

**Meeting Date:** July 8, 2025

**Title:** Proposed Position Reclassification for Human Resources

**Background:** Currently, there is only one position responsible for managing all human resources functions for the City. This role oversees a wide range of duties, including compliance with state and federal labor laws; recruitment, separations, and disciplinary processes; employee relations; workers' compensation and unemployment; and full administration of payroll and benefits administration. Additionally, the position supports the City Manager with labor negotiations and other special projects, and performs accounting tasks, reconciliations, and financial analysis for the Finance Department.

The position is currently authorized as a Human Resources Specialist. However, due to the level of knowledge, responsibility, and independent judgment required, staff recommends the role be reclassified to a Human Resources Analyst, a professional-level and confidential classification. This change more accurately reflects the complexity and scope of work assigned and required of the position.

As outlined in the job description, the Human Resources Analyst classification requires a nationally recognized HR certification—PHR (Professional in Human Resources), SPHR (Senior Professional in Human Resources), or SHRM (Society for Human Resource Management). Requiring this credential ensures the position is filled by a qualified professional with demonstrated expertise, consistent with Council's priority to uphold high standards for technical positions across the organization.

**Fiscal Impact:** The salary range for the Human Resources Analyst is recommended at Range 125, an increase from Range 110, reflecting a 15% increase in the salary range (+\$11,967). This level of pay is consistent with the City's organizational structure and maintains internal equity with other city positions and similar positions at comparable cities.

**Environmental Impact:** None.

**Recommended Action:** Approve the reclassification of the current Human Resources Specialist to a Human Resources Analyst, effective July 1, 2025.

**Submitted By:** Jill Taura, Interim Finance Director

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

**Date:** 7/2/2025

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

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

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



CITY OF NEEDLES, CA.

JOB DESCRIPTION

**HUMAN RESOURCES ANALYST**

**EMPLOYMENT CLASSIFICATION**

X  Unclassified.   Classified.   FLSA Exemption.   Confidential.

**DEPARTMENT:** Finance

**REPORTS TO:** Finance Director

**JOB SUMMARY:** Performs the duties of a professional level position with expertise in all areas of Human Resources administration, including recruitment, onboarding, benefits administration, various leaves, and workers' compensation management. Employee Relations duties include interpretation of and compliance with collective bargaining agreements, necessitating resolution of disciplinary and grievance processes. Processes biweekly payroll and performs basic accounting work in the preparation and maintenance of the payroll system, employee benefit programs, and other financial and statistical records and reports. Makes routine decisions consistent with the City's policies and procedures of the function assigned.

**LEVEL OF SUPERVISION REQUIRED:** Under the direct supervision of the Finance Director.

**SUPERVISORY RESPONSIBILITIES:** None

**WAGE RANGE:** Range 125 / Hourly Rate \$32.41 to \$41.36

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Depending upon the assignment, duties may include, but are not limited to, the following as essential components of the job:

- Performs all general HR administration duties and assists employees by answering questions related to HR policies and procedures, benefits, retirement, FMLA, COBRA and other leaves.
- Manages the City's benefits program and related plans and policies; completes benefit changes; performs billing and data transmittal for benefits payments; leads benefits renewals and employee education, implementation, and benefits open enrollment; monitors benefits vendor performance; benefit plan utilization; and communications with employees.
- Responsible for all employee relations; conducts thorough and unbiased investigations; manages and/or conducts required citywide employee trainings,

such as the annual discrimination and harassment training; reviews and interprets policies and procedures, employment laws and Memoranda of Understanding.

- Processes personnel actions to reflect personnel changes, i.e., new hires, resignations, terminations, retirements, pay changes and other related personnel actions.
- Provides direct support to employees in the area of workers' compensation and allowable leave absences.
- Effectively interprets and communicates FMLA laws as applicable to the City and its employees. Develops documents/letters, meets deadlines, creates files and effectively manages workers' compensation cases. Processes requests for protection under FMLA and reviews medical data in determining eligibility. Monitors and tracks FMLA leave usage, notifies employees of their FMLA status on a regular basis, and requests medical certifications and recertification as needed. Closes files in a timely manner.
- Schedules recruitment interviews; develops interview materials; arranges interview panels; prepares and maintains applicant lists; conducts reference checks and credential verifications; notifies candidates not selected in a timely manner. Responsible for ensuring that all interviews are uniformly and legally conducted. Maintains statistical reports to support recruitment and selection procedures and other regulatory reports.
- Ensure that post-selection guidelines are followed, such as confirmation letters; appropriate medical screenings are complete; and personnel and payroll paperwork is accurately processed in a timely manner.
- Conducts classification studies and analysis; prepares recommendations to pay grade; reviews changes and documents employee pay changes related to step increases, promotions, reclassifications and new positions; ensures compliance and recommends modifications to classifications and compensation, policies, and procedures; ensures compliance with federal, state and local fair labor laws, and the Memoranda of Understanding for the city's various bargaining units.
- Processes bi-weekly payroll timely and accurately; and reviews time records submitted by all departments to ensure conformance with appropriate administrative policies, regulations, and the Fair Labor Standards Act.
- Prepares warrant requests for payments related to payroll such as withholding taxes, deferred compensation, retirement, and other payroll deductions. Prepares and balances journal entries for recording payroll in the general ledger accounting system.
- Reconciles insurance billings, collects and processes additions and deletions to insurance and retirement programs.
- Monitors conformance with federal, state, and local personnel policies such as Child Labor, Immigration and Naturalization, FLSA, and EEOC, and prepares

required documents and reports. Responsible for processing workers' compensation reports and claims and working closely with the workers' compensation insurance carrier.

- Distributes "of-interest" flyers and brochures to City employees
- Ensures that all Federal and State notices are posted in work areas, as required.
- Provides the Finance Director with employee and payroll-related data for preparation of the annual budget.
- Completes the annual GCC Report, CJPIA Underwriting Report, CJPIA APER Report, GASB Reports, California EDD monthly and quarterly labor reports.
- Responds immediately to all Unemployment claims. Provides materials as necessary, and facts related to an employee's unemployment claim. Prepares an accounting voucher, based on the proper liable department, to pay unemployment invoices.
- Maintains absolute confidentiality of all work-related matters of a sensitive nature.

#### **MINIMUM QUALIFICATIONS:**

Knowledge of:

- Federal, state and local laws, rules and regulations related to labor relations, payroll, and benefits administration.
- The principles and practices of personnel, including recruitment, selection, classification, compensation, labor relations, benefits administration, research and analysis; workers' compensation claims and leaves of absence; equal employment opportunity; and labor relations in a collective bargaining environment.

Ability to:

- Perform required duties and responsibilities, maintaining the confidential and privileged status of information and data.
- Follow oral and written instructions.
- Perform responsible accounting analytical work requiring the use of independent judgment and initiative.
- Read, interpret and explain laws, rules, regulations and Memoranda of Understanding with respect to salary and employee benefit matters
- Prepare accurate financial and statistical reports, policy research, numeric formulas

- Skilled in composing effective written correspondence and summary reports
- Work periodic overtime

#### **ESSENTIAL POSITION REQUIREMENTS:**

- 5 years of Human Resources experience, preferably in municipal, other public or professional services industries
- Strong knowledge of employment laws, HR best practices, and regulatory compliance
- Experience with HRIS systems and recruiting platforms
- Excellent communication, listening, problem solving, and leadership skills
- PHR, SPHR, or SHRM certification is REQUIRED.

#### **MARGINAL POSITION REQUIREMENTS:**

Valid Class C Driver's License.

Ability to pass pre-employment physical and drug tests.

#### **ESSENTIAL PHYSICAL REQUIREMENTS:**

Ability to: Reach, turn, bend or stoop, move from one location to another.

Frequently: Speak clearly and correctly.  
 Sit for long periods, hear, handle, and climb.  
 Visual acuity near, less than 20 inches  
 Perform one or more of the following functions simultaneously:

#### **ENVIRONMENTAL EXPOSURES:**

Moderate: Noise intensity levels, chemicals (office supplies), and lighting.



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

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

**Meeting Date:** July 8, 2025

**Title:** Ordinance 675-AC adding Chapter 11A, Camping, to the Needles Municipal Code, establishing regulations prohibiting camping on public property.

**Background:** On March 25, 2025, the City Council directed staff to address unauthorized camping at the El Garces. This action follows recent legal and executive developments that have reshaped how municipalities can manage public spaces impacted by homeless encampments.

Notably, the U.S. Supreme Court ruling in *Grants Pass v. Johnson* (2024) affirmed that cities may enforce camping ordinances, provided basic shelter options are available. In response, Governor Gavin Newsom issued an executive order on July 25, 2024, mandating that local governments adopt and enforce policies to address the increasing public health and safety concerns related to encampments across California.

Since then, numerous cities have adopted updated anti-camping ordinances—some restricting camping in all public areas. The City of Needles currently has a camping ordinance on the books, but it is outdated and does not reflect the authority or expectations set forth in the Governor's order or recent case law.

In recent months, City staff have coordinated with the San Bernardino County Sheriff's Department to respond to several incidents requiring intervention. These efforts have highlighted the need for a clear, enforceable ordinance that both protects public spaces and connects unsheltered individuals with available resources.

On April 8, 2025, at a regularly scheduled City Council meeting, City Council directed staff to develop an Anti-Camping Ordinance.

**Fiscal Impact:** Minimal cost for signage.

**Recommended Action:** Adopt Ordinance 675-AC adding Chapter 11A, Camping, to the Needles Municipal Code, establishing regulations prohibiting camping on public property.

**Submitted By:** Bernard Hatz II, Senior Code Enforcement Officer

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

**Date:** 7/3/2025

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

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

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

## ORDINANCE NUMBER 675-AC

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NEEDLES, CALIFORNIA, ADDING CHAPTER 11A, CAMPING, TO THE NEEDLES MUNICIPAL CODE

**WHEREAS**, on June 28, 2024, the United States Supreme Court issued its ruling in *Grants Pass v. Johnson*, which among other things, held that the Eighth Amendment does not prohibit cities from enforcing laws regulating camping on public property; and

**WHEREAS**, following the Grants Pass decision, Governor Newsom issued an executive order directing state agencies and departments to adopt clear policies that urgently address encampments, and encouraging local agencies to take proactive steps to remove the same; and

**WHEREAS**, the City Council has determined that it is necessary to address encampments, which subject individuals living in them to unsanitary conditions, extreme weather, predatory and criminal activity, and widespread substance use, among other things, harming their health, safety, and well-being, and which also threaten the safety and viability of nearby businesses and neighborhoods and undermines the cleanliness and usability of parks and other public facilities; and

**WHEREAS**, this Ordinance is enacted to preserve the public peace, health, safety, and welfare.

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

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

**SECTION 2. CEQA.** Pursuant to section 15060(c)(2) of the California CEQA Guidelines, adoption of the subject Ordinance will not result in a direct or reasonably foreseeable indirect physical change in the environment and therefore is not subject to CEQA. Additionally, pursuant to section 15060(c)(3) the activity is not a “project” as defined in section 15378 because it has no potential for resulting in physical change to the environment, directly or indirectly.

**SECTION 3. Findings.** The City Council HEREBY FINDS AND DETERMINES that facts do exist to approve an amendment to the Needles Municipal Code (“Needles Code”).

**SECTION 4. Approval.** The City Council HEREBY APPROVES Ordinance 675-AC amending the Needles Municipal Code by adding Chapter 11A “Camping” as set forth on Exhibit A, which Exhibit is attached hereto and incorporated herein by this reference.

**SECTION 5. Effective Date.** This action shall become final and effective thirty (30) days after the adoption of this Ordinance by the City Council as provided by the Needles Code.

**SECTION 6. Severability.** If any section or provision of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, or contravened by reason of any preemptive legislation, the remaining sections and/or provisions of this Ordinance shall remain valid. The City Council hereby declares that it would have adopted this Ordinance, and each section or provision thereof, regardless of the fact that any one or more section(s) or provision(s) may be declared invalid or unconstitutional or contravened via legislation.

**SECTION 7. Certification.** The City Clerk shall certify the introduction and adoption of this Ordinance.



**INTRODUCED AND READ** for the first time and ordered posted at a regular meeting of the City Council of the City of Needles, California, held on the 8<sup>th</sup> day of July 2025, by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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

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

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council of the City of Needles, California, held on the 12<sup>th</sup> day of August 2025.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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

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

Approved as to form:

\_\_\_\_\_  
Lena Wade, Deputy City Attorney

## Exhibit A

### Chapter 11A "CAMPING"

#### 11A.1 - Purpose

The streets and public areas within the City should be readily accessible and available to residents and the public at large. Using these areas for camping purposes or storage of personal property interferes with the rights of others to use the areas for which they were intended. Such activity can constitute a public health and safety hazard that adversely impacts neighborhoods and commercial areas, as well as poses a danger to the individuals living in them. Furthermore, Camping on private property without the consent of the owner, proper sanitary measures, and for other than a minimal duration, adversely affects private property rights as well as the public health, safety, and welfare of the City.

The purpose of this chapter is to maintain streets, parks, and other public and private areas within the City in a clean, sanitary, and accessible condition and to adequately protect the health, safety, and public welfare of the community and its residents. Nothing in this chapter is intended to interfere with otherwise lawful and ordinary uses of public or private property.

#### 11A.2 - Definitions

**"Camp"** means to place, pitch, erect, or occupy camp facilities, or to use camp paraphernalia for the purpose of, or in a way that facilitates outdoor sheltering for living accommodation purposes or for remaining outdoors overnight; or to live temporarily in a camp facility or outdoors.

**"Camp facilities"** include one or more temporary, makeshift, or hand-built structures or shelters not intended for long-term or continuous occupancy, and include, but are not limited to, tents, huts, vehicles, vehicle camping outfits or other temporary shelter.

**"Camp paraphernalia"** means personal property used to facilitate occupancy of an area, and includes, but is not limited to, bedrolls, bedding, tarpaulins, cots, beds, sleeping bags, hammocks, cooking facilities, camp stoves, buckets and similar equipment, mattresses, couches, dressers or other furniture.

**"City Manager"** means the City Manager or designee.

**"Establish"** means setting up or moving equipment, supplies, or materials onto public or private property to Camp or operate Camp facilities.

**"Maintain"** means keeping or permitting equipment, supplies or materials to remain on public or private property in order to Camp or operate Camp facilities.

## Chapter 11A "CAMPING"

**"Operate"** means participating in or assisting in establishing or maintaining a Camp or Camp facility.

**"Store"** means to put aside or accumulate for use when needed, to put aside for safekeeping, to place or leave in a location.

**"Stored personal property"** means any tangible property a person may deposit in a location with an intent to recover at a later time. Tangible property includes, but is not limited to, goods, materials, merchandise, tents, tarpaulins, bedding, sleeping bags, hammocks, and personal items such as luggage, backpacks, clothing, documents, medication, and household items. Stored personal property excludes intentionally discarded refuse, trash, and/or tangible property.

### 11A.3 - Unlawful Camping.

A. Except as provided in this Code, it is unlawful and a public nuisance for any person to Camp; to occupy, establish, maintain, or operate any Camp facilities, or use Camp paraphernalia for the purpose of establishing or maintaining a temporary shelter in the following areas:

1. Any public property; or
2. Any private property.

a. This chapter does not intend to prohibit overnight camping on private residential property by friends or family of the property owner, so long as the owner consents and the overnight camping is limited to not more than one consecutive night. In addition, this chapter is not intended to prohibit overnight camping on public property as required by State or Federal law.

b. Nothing in this chapter is intended to prohibit or make unlawful activities of an owner of private property or other lawful user of private property that are normally associated with and incidental to the lawful and authorized use of private property for residential or other purposes; and provided further, nothing in this chapter is intended to prohibit or make unlawful, activities of a property owner or other lawful user if such activities are expressly authorized by the Needles Municipal Code or other laws, ordinances, and regulations.

B. Notwithstanding the above, the City Manager, as provided in Section 12-35 and Chapter 15A of this Code, may issue a temporary permit to allow camping on public or private property in connection with an Outdoor Festival, Recreational Use, or as otherwise permitted by this Code.

## **Chapter 11A “CAMPING”**

C. This Section shall not apply to any event involving camping that is approved or sponsored by the City, or to any person Camping, occupying Camp facilities, or using Camp paraphernalia on public property specifically designated for such purposes.

### **11A.4 - Unlawful Storage of Personal Property on Public and Private Property.**

It shall be unlawful and a public nuisance for any person to leave stored personal property on public property or private property without the consent of the property owner or except as otherwise approved by the City Manager, Police Chief, or any of their designees.

Stored personal property left on public or private property in violation of this section may be impounded pursuant to the provisions of this chapter.

### **11A.5 - Impounding Stored Personal Property**

A. The Police Chief, or designee, is authorized to impound stored personal property located on public property or private property without the consent of the property owner pursuant to the provisions of this chapter. The Police Chief is authorized to adopt written policies and procedures to implement the provisions of this chapter. Nothing in this chapter shall be construed to limit or otherwise interfere with State law regarding the impounding of evidence related to a crime.

B. Stored personal property may be impounded and disposed of without notice if there is cause to reasonably believe that the stored personal property is:

1. Perishable.
2. Contaminated with feces, urine, or bodily fluid.
3. Infested with insects.
4. Contaminated with mold or mildew.
5. Intentionally discarded.
6. An immediate threat to public health or safety.

C. Stored personal property may be impounded without notice if there is cause to reasonably believe that the stored personal property is:

1. Evidence of a crime; or
2. Evidence in a criminal investigation; or
3. Unlawful to possess.

## **Chapter 11A “CAMPING”**

D. Except as provided above, stored personal property located on public property or private property without the consent of the property owner may be impounded after providing 24 hours actual or posted notice as provided in this section.

E. Actual notice shall be deemed provided by placing on or near the stored personal property with a writing containing the following information:

1. A general description of the stored personal property.
2. The location of the stored personal property.
3. The date and time the notice was placed; and

4. A statement that the stored personal property has been deposited in violation of Chapter 11A.4 and will be impounded by the City if the stored personal property is not removed within 24 hours of issuance of actual notice.

F. Posted notice shall be deemed provided by erecting at least one sign in a conspicuous place stating that any stored personal property found in a described area may be removed and impounded if not claimed and removed within 24 hours after being discovered. The sign shall provide a phone number and address where a person may receive information to recover his or her personal property.

G. After the notice period has expired, the stored personal property shall be deemed abandoned and may be impounded. Prior to impounding stored personal property, the City will provide notice in a conspicuous place at or near where the stored personal property was located with the following information:

1. A general description of the stored personal property.
2. The location of the stored personal property.
3. The date and time the notice was placed; and

4. A statement that the stored personal property has been impounded by the City and the process to re-claim the stored personal property.

### **11A.6 - Impounding Personal Property after Closure**

Notwithstanding Section 11A.5, any stored personal property located in any area that is posted with conspicuous signs indicating the area is closed to the public may be immediately impounded without notice. The posted signs must contain language indicating that all stored personal property found during the hours the area is closed will be impounded. The sign shall describe where the stored personal property will be stored,

## **Chapter 11A “CAMPING”**

including a telephone number and the address where a person may receive information regarding how to recover the stored personal property.

### **11A.7 - Storage and Disposal of Impounded Personal Property**

A. Stored personal property that is impounded pursuant to this chapter shall be stored by the City for a period of 90 days. If the owner of the stored personal property is reasonably ascertainable, the Police Chief, or designee, shall promptly notify the owner of the procedure to claim his or her personal property.

B. The Police Chief, or designee, shall return the stored personal property to its owner upon presentation of satisfactory evidence of ownership.

C. In the event the stored personal property is not claimed within 90 days, it may be subject to disposition as determined by the Police Department and in accordance with applicable State and Federal statutes.

### **11A.8 – Violation - Penalty**

In the discretion of the Enforcement Officer, any person violating the provisions of this Chapter shall be subject to penalties as provided in the City of Needles Charter Section 520, Needles Municipal Code Chapter 1.7, and/or issued an administrative citation pursuant to Needles Municipal Code Chapter 2A. In either case, the amount of the fine shall be the appropriate amount set forth in this Code. Each such violation shall be deemed a separate offense as specified in Section 1.7 and 2A.03, respectively.

### **11A.9 - Severability.**

If any provision of this chapter is rendered illegal, invalid, or unenforceable, all other parts of this chapter shall remain in full force and effect.





# City of Needles

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

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

City Manager Patrick J. Martinez

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## MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: June 20, 2025

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### 1. New City of Needles Website Launch

I'm excited to share that the **City of Needles' redesigned [website](http://www.cityofneedles.com) is now live**, representing a key milestone in advancing our Council-adopted Economic Investment Plan. Developed in collaboration with Tripepi Smith, the new site features a modern, user-friendly design that enhances accessibility to city services, economic development resources, and community information for residents, businesses, and potential investors. This platform will serve as the city's digital front door—supporting outreach, engagement, and future marketing efforts. If there are any issues accessing the site or if you notice anything that needs correction, please contact **Kathy Raasch, Development Services Director**, at [kraasch@cityofneedles.com](mailto:kraasch@cityofneedles.com).

### 2. Weekly Mobile Medical Clinic Launches in Needles

Building on the strong community response to May's Mobile Dental Clinic, the **San Bernardino County Department of Public Health** will begin offering **weekly Mobile Medical Clinic services in Needles starting Thursday, June 26**. Clinics will be held every Thursday from **8:00 AM to 4:00 PM** in the **Transitional Assistance Department parking lot at 1090 E. Broadway**, located in the Needles Town Center Shopping Center. As part of the County's **On-The-Go Health initiative**, the mobile clinic provides **no-cost primary and urgent care services**—including chronic disease management, pregnancy testing, minor wound care, health screenings, and assistance with Medi-Cal enrollment. **No insurance is required**, and services are open to all California residents. Appointments are strongly recommended by calling **(800) 722-4777 (Press 5)**. Please refer to the attached flyer for full service details. A message will be sent through **Needles Connect**, and we encourage you to help spread the word through community channels.

### 3. Needles Area Transit (NAT) Service Update – Effective July 1, 2025

Beginning July 1, NAT will launch a new shuttle service connecting Needles to Fort Mohave and Bullhead City, replacing the current Medical Transport and

Shopper Shuttle pilot programs. The new service will operate Tuesdays and Thursdays with two round trips per day, departing from the El Garces West Parking Lot at 8:15 AM and 11:30 AM, with return trips from Arizona at 10:15 AM and 1:15 PM. Zone 1 (Fort Mohave) includes stops at Safeway, Smith's, and CVS; Zone 2 (Bullhead City) extends to Silver Creek Road. Roundtrip fares are \$9.00 for Zone 1 and \$12.00 for Zone 2. **Reservations must be made by 11:00 AM the day before travel.** This service enhances mobility access for shopping, medical, and essential services, and aligns with the City Council's transportation and sustainability goals. For full details and the schedule, refer to the attached announcement or visit [needlestransit.com](http://needlestransit.com) or call **760-326-2113 ext. 115**.

4. **Upcoming Summer Golf Clinic Celebrates Women's Golf Month**

In celebration of **Women's Golf Month**, Rivers Edge Golf Course will host a **Summer Golf Clinic** on **Saturday, June 28th at 8:00 AM**. This one-hour, co-ed session is open to all guests, including seniors and beginners, and is designed to teach the fundamentals of the game in a welcoming and empowering setting. Led by an experienced instructor, the clinic provides a chance to build confidence, improve technique, and connect with others who share an interest in the sport. The cost is **\$20 per person**, with priority given to the **first 12 registrants**. Monthly clinics like this one support the City's broader goals of promoting health, recreation, and youth engagement—potentially inspiring the next Needles High School golf champion. To register, contact **JJ DeLeon** at [jjdeleon@golfneedlesca.com](mailto:jjdeleon@golfneedlesca.com) or call **(760) 326-3931**. Early sign-up is encouraged due to limited space.

5. **Reminder: Summer Day Camp & Swim Lessons**

As a reminder, the City's **free Summer Day Camp** is in full swing at the Needles Recreation Center and continues through **July 31**, operating **Monday through Thursday, 1:00 PM to 5:00 PM** for children ages 5–12. With support from The Legacy Foundation and SBCSD's River Daze, the camp features games, pool time, arts and crafts, and themed weeks. Space is limited—families can call **(760) 326-3866** to reserve a spot. In addition, **swim lessons at the Needles Aquatic Center** are well underway. **Session 2** runs **June 23 to July 3**, with upcoming sessions scheduled for **July 7–17 (Session 3)** and **July 21–31 (Session 4)**. Group classes are offered at **10:00 AM, 11:00 AM, and 6:30 PM**, Monday through Thursday. The cost is **\$30 for eight 30-minute group lessons**, or **\$11 per private half-hour session** (minimum of four lessons). The program is a great way for youth to stay active and gain essential water safety skills. For more details or to register, please contact the Recreation Center at **(760) 326-3866**.

6. **Advancing Regional Partnerships**

As part of the City Council's ongoing efforts to promote strategic regional collaboration, City Manager Patrick Martinez recently participated in a meeting with fellow city managers from Bullhead City, Lake Havasu, and Kingman. Mohave County Administrator Sam Elters also joined the discussion as a special guest, reinforcing the importance of multi-jurisdictional cooperation across the Colorado River region. The group focused on shared challenges such as

economic development, infrastructure investment, and environmental sustainability. These discussions are part of a sustained effort to develop joint strategies, exchange best practices, and align regional resources in ways that support smart, sustainable growth. The City of Needles remains committed to advancing these partnerships in pursuit of Council goals and improved quality of life for all area residents.

**7. City of Needles Participates in Rural Health Collaborative**

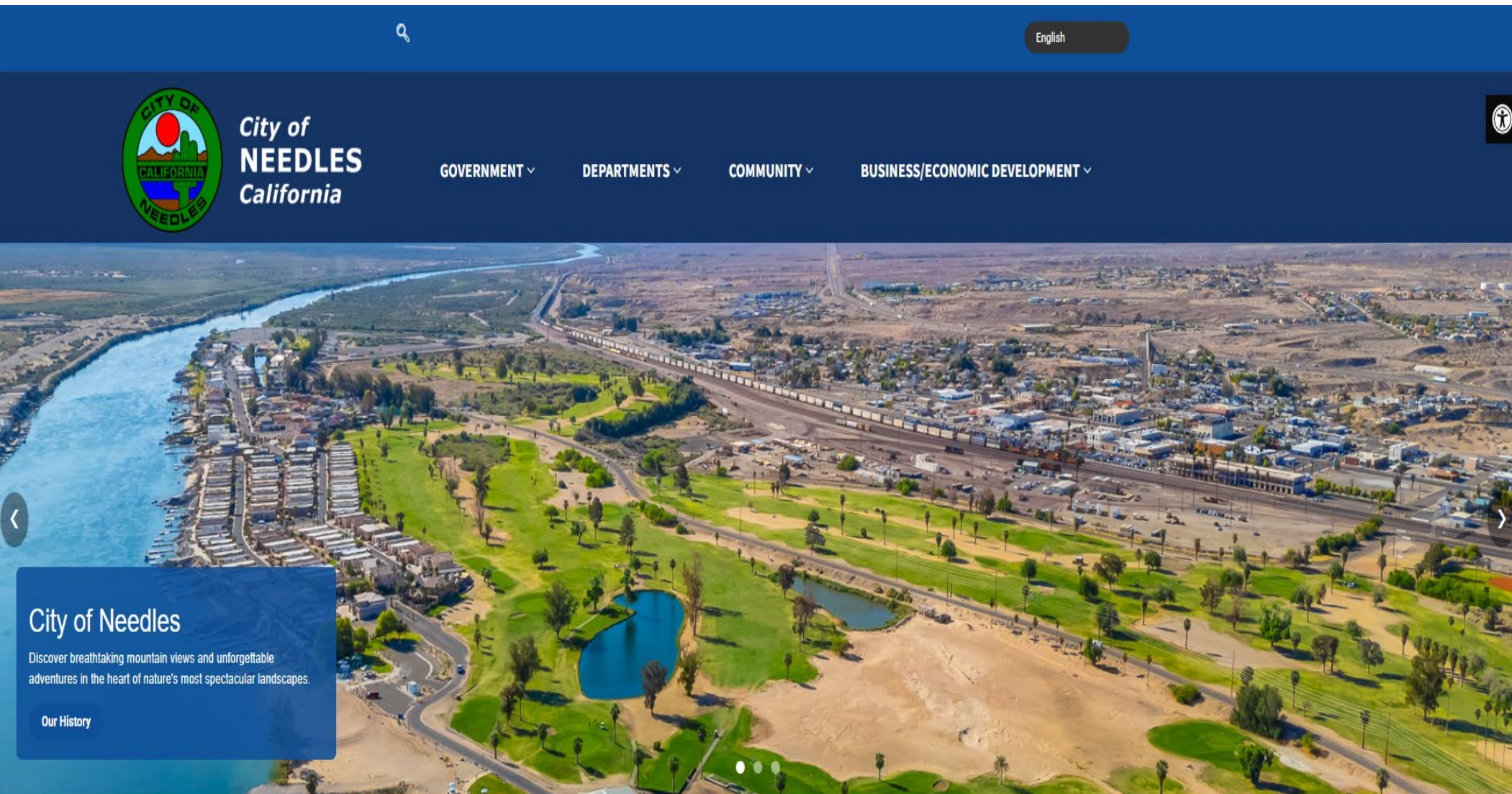
City Manager Patrick Martinez participated in the Inland Empire Health Plan's (IEHP) Rural Area Support Collaborative (RASC) held in Needles on June 16, 2025. The collaborative convened healthcare providers, county representatives, and community partners to discuss key issues impacting rural health access, wellness, and local support systems. Topics included expanding the provider network, strengthening telehealth and in-home care services, improving transportation options for medical access, and exploring new community partnership opportunities. The session also included updates on IEHP membership trends and utilization data for the Colorado River Medical Center. City Manager Martinez's participation reflects the City Council's commitment to advancing public health equity, regional coordination, and community-driven solutions. For further details, please refer to the attached PowerPoint presentation provided by IEHP.

**8. New Community Events Calendar Now Live on City Website**

As part of the City's newly launched website, we're excited to introduce a **comprehensive Community Events Calendar** designed to keep residents informed about the many activities and happenings across Needles. We invite **local organizations and event organizers** to collaborate with the **City Clerk's Office** to add or update events—helping ensure the calendar remains vibrant, inclusive, and reflective of our community's diverse offerings. To contribute or request modifications, please contact **Candace Clark** at [cclark@cityofneedles.com](mailto:cclark@cityofneedles.com). Your participation helps strengthen community spirit and enrich the local experience for residents and visitors alike.



# 1. CITY WEBSITE REDESIGN



BILL PAY



HIRING NOW



AGENDAS & MINUTES



OPEN BIDS/RFPs



MUNICIPAL CODE



THINGS TO DO



SHORT TERM RENTALS

## Current News

What's happening

## Upcoming Events

Mark your calendars



## 2. On-The-Go Health



### On-The-Go Health

Mobile Medical Clinic in Needles

**No insurance? We can help!**



Offering convenient  
healthcare for  
California residents!  
**Appointments  
highly recommended.**

### Who can benefit?

Open to Medi-Cal patients and those who have applied for Medi-Cal.

### Primary care services

- Annual adult health screening physicals
- Point of Care screenings/testing: Hypertension, hemoglobin, and diabetes (HgbA1c, glucose)
- Pregnancy testing
- Chronic disease management medication refills (e.g. hypertension, diabetes, arthritis, thyroid)

### Urgent care services

- Urine tests/Urinary Tract Infections (UTI)
- Sexually Transmitted Infections (STI):
  - Gonorrhea, chlamydia, syphilis, HIV
- Rash
- Fever/cold/flu
- Hepatitis C screening
- Minor wound care

Weekly visits every  
Thursday,  
starting from  
8 a.m. to 4 p.m.

**Parking lot of the  
Transitional  
Assistance  
Department**

1090 E. Broadway St.  
Needles, CA

**To apply for Medi-Cal,  
scan the QR code  
or visit the link below:**

[bit.ly/SBCMedi-Cal](https://bit.ly/SBCMedi-Cal)



Public Health



**1 (800) 722-4777**

Press 5 for Mobile Clinic Appointments

**dph.sbcounty.gov**

# 3. NAT FORT MOHAVE/BULLHEAD SHUTTLE

## Who can use the Ft. Mohave/Bullhead Shuttle

The shuttle is for everyone and can be used for any type of trip – shopping, medical appointments or to connect with other transportation.

Space is limited and reservations are accepted on a first come/first served basis.



## Where can you go on the Shuttle

The shuttle serves shopping, medical and other destinations within a limited area of Fort Mohave and Bullhead City. You can be dropped off and picked up within the area shown on the map inside this brochure. All destinations must be within 1 mile of Hwy 95 and no further north than Silver Creek Road. Popular destinations include:

- **Ft. Mohave** – Walmart, Safeway, Smith's, CVS and Valley View Medical Center
- **Bullhead City** – Target, Walmart, Smart & Final and numerous medical facilities

When making a reservation, be prepared to provide your desired destination.

## Other Transit Services in Needles



### Needles Dial-a-Ride Specialized Transportation Service

The Needles Dial-a-Ride provides curb-to-curb service within the Needles city limits for seniors (60+) and persons with disabilities. It operates Monday through Friday from 9:00 AM to 1:15 PM. The fare is \$1.25 per one-way trip and exact cash is required. Riders going to the Senior Center for lunch pay a discounted fare of only \$1.25 per round trip.

To register for Dial-a-Ride or request a ride, call 760-326-4789. Rides are requested on the day you wish to travel.



### Needles Area Transit

NAT provides deviated fixed-route bus service hourly, Monday through Saturday. You can catch the bus at a bus stop or request a deviation to pick you up at your curb (available as time allows). Regular fare is \$1.35 from a bus stop, \$2.00 with a deviation. Seniors (60+) and persons with disabilities ride for \$1.25 or \$1.90 with a deviation (requires City issued photo ID). Call 1-866-669-6309 for deviation services.

Complete information about DAR and NAT transportation services can be found at [www.needlestransit.com](http://www.needlestransit.com) or their respective Riders Guide.



760-326-4789  
[www.needlestransit.com](http://www.needlestransit.com)



## Shuttle Service Between Needles, Ft. Mohave and Bullhead City

Every Tuesday and Thursday  
Effective July 1, 2025



A City of Needles project operated by  
Transportation Concepts

760-326-4789  
[www.needlestransit.com](http://www.needlestransit.com)

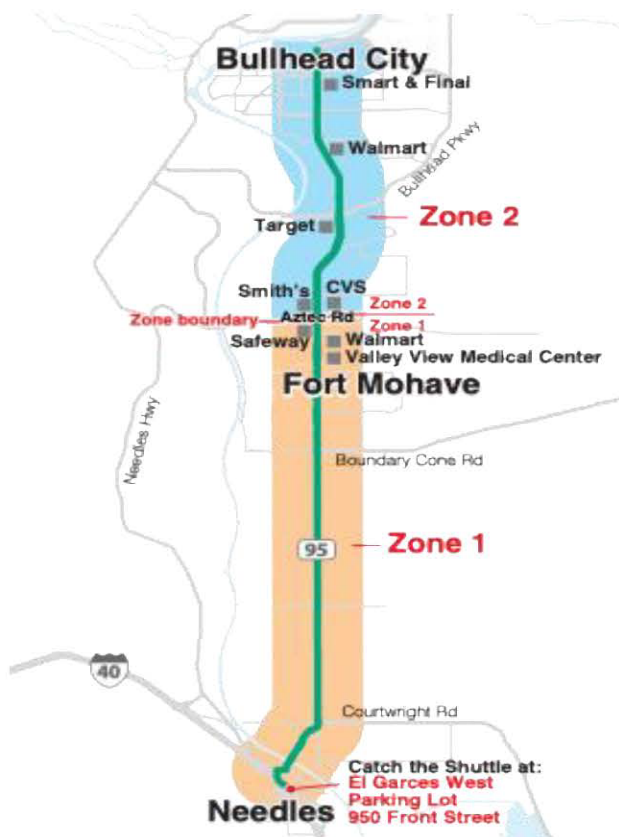


[www.cityofneedles.com](http://www.cityofneedles.com)  
760-326-2113, ext 115  
817 Third Street  
Needles, CA 92363



# 3. NAT FORT MOHAVE/BULLHEAD SHUTTLE

## Route and Service Area



## How to Make a Reservation for the Shuttle

**Prepaid advance reservation is required no later than 11 AM the day prior to taking a trip.**

Reservations can be made for any trip during the current month or for the next month during the last week of the current month. The service operates on a first-come, first-served basis and seating is limited. Call the Needles Senior Center at **760-326-4789** for information or to schedule a trip.

**Reservations can be made Monday through Friday from 9:00 AM to 1:00 PM.** Be prepared to tell us your Arizona destination and return time.

If you are unable to keep your reservation, please call to cancel, otherwise, you will be charged for the trip.

## Fort Mohave/Bullhead Shuttle

### Shuttle Service Between Needles, Fort Mohave and Bullhead City

Every Tuesday and Thursday,  
2 round trips per day

Available to everyone, by prepaid advance reservation

#### Serving:

- Grocery Stores
- Drugstores
- Walmart
- Medical Centers and Offices

## Shuttle Schedule

Precise pickup and drop off times in Fort Mohave and Bullhead City will depend on the number of riders and their destinations. The time ranges shown in the schedule below provide a window for use in scheduling appointments. Be sure to schedule your appointments after the drop-off window for your location.

### Needles to Fort Mohave and Bullhead City

Leave Needles	Drop Off in Fort Mohave	Drop off in Bullhead City
8:15 AM	8:35-8:55 AM	9:05-9:20 AM
11:30 AM	11:50 AM - 12:10 PM	12:20-12:35 PM

### Bullhead City and Fort Mohave to Needles

Pickup in Bullhead City	Pickup in Fort Mohave	Drop off in Needles
10:15-10:30 AM	10:35-10:55 AM	11:15 AM
1:15-1:30 PM	1:40-2:00 PM	2:20 PM

## Roundtrip Fare from Needles

(exact cash is required)

**Destinations in Fort Mohave (Zone 1) \$9.00**

**Destinations in Bullhead City (Zone 2) \$12.00**

## Where to Catch the Shuttle

You will catch the shuttle at El Garces West Parking Lot, 950 Front Street in Needles.

## Guidelines for Riding the Shuttle

### Holidays

The Shuttle operates Tuesdays and Thursdays except official holidays. These include New Year's Day, President's Day, Memorial Day, Juneteenth, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

### Rules of the Road

We try to serve as many people as possible, on a space-available basis. Please help us by following these guidelines.

- If you are unable to keep your reservation, please call to cancel, otherwise, you will be charged for the trip.
- The driver is unable to assist with boarding and debarking so if you need assistance, please plan to have someone accompany you (fare applies).
- No more than two grocery bags and one case per passenger will be allowed. The driver cannot help loading or unloading them from the vehicle.
- There is no smoking, eating or drinking on the vehicle.
- No loud talking, loud radios and/or use of profanity. This infringes on others' rights.
- Talk to the driver only when necessary. The driver must concentrate on driving and be 100% focused at all times for the safety of all concerned.
- The City of Needles and its contract operator, Transportation Concepts, reserve the right to refuse service to any person that it feels it cannot transport safely or who may jeopardize the safe transport of others.

## 4. RIVERS EDGE GOLF CLINIC



**SATURDAY, JUNE 28<sup>TH</sup> 2025**

# SUMMER GOLF CLINIC

Join us in celebrating Women's Golf Month! Whether you're a beginner or looking to refine your skills, our experienced instructor will guide you through the fundamentals of the game while you connect with like-minded golfers. Elevate your game and expand your network in a relaxed and empowering setting!

**FIRST 12**

**\$20 Per Person**

**8:00 AM – 9:00 AM**

Contact:  
JJ DELEON

(760) 326-3931

[jjdeleon@golfneedlesca.com](mailto:jjdeleon@golfneedlesca.com)





# 5. RECREATION CENTER

## NEEDLES MUNICIPAL AQUATICS CENTER

Opening Day - Saturday, June 7, 2025

1661 J Street Needles, California 760 326-3866 (FUNN)

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:30- 8:00 am	LAP SWIM						
8:00- 9:15 am	MORNING EXERCISE						
9:00-10:00 am	STAFF INSERVICE						
10:00-10:30 am	SWIM LESSONS						
10:30-11:00 am	PRIVATE LESSONS						
11:00-11:30 am	SWIM LESSONS						
11:30-12:00 pm	PRIVATE LESSONS						
12:00-4:00 pm	OPEN SWIM		Sat/Sun Open Swim is 2pm-6pm for the month of June				
4:00-6:30 pm	NEEDLES SANDSHARKS SWIM TEAM PRACTICE						
6:30-7:00 pm	SWIM LESSONS						
7:00-9:00 pm	OPEN SWIM						
9:00- 10:00 pm	LAP SWIM						

*Aquatic Center is available for Private Rentals Fri - Sun after 6pm*

### ADMISSION PRICES

DAYTIME: \$3.00 (3 & Under is free)  
NIGHT: Child \$1.75 Adult \$2.25

### PASS SALES

Adult/Child/Senior - Open Swim		*Family of Four \$125.00	Exercise & Lap Swim	
10 Visit Pass	\$20.00 (Save 25%)	*Plus \$15.00 for each additional	10 Visit Pass	\$15.00
30 Visit Pass	\$50.00 (Save 33%)		30 Visit Pass	\$40.00
Season	\$80.00 (Save 50%)		Season	\$60.00
		Life Jacket & Mat Rentals: \$1.00 per day	(Daily rate without a pass: \$2.00)	
			Exercise & Lap Swim runs thru end of September	

### SWIM LESSONS

Session 1	June 9 - June 19	Group Rates: \$30.00 for eight 1/2 hour sessions
Session 2	June 23 - July 3	Monday through Thursday for 2 weeks
Session 3	July 7 - July 17	
Session 4	July 21- July 31	Private Rates: \$11.00 for each 1/2 hour session
* Evening Lessons are taught during Session 1 - 3		Minimum of 4 lessons. Dates & times to be arranged with instructor
** Parent-Tot Lessons are taught during Session 2		

### Pool Parties \$90.00

Up to 4 hours of swim fun for  
14 children and 2 adults:  
~PLUS~

2 Large Pizzas  
24 Cupcakes  
2 Gallons Lemonade  
Cups, plates, forks & napkins

### Private Rental Rates

\$80.00 per Hour

Groups renting the facility must  
provide proof of insurance, or  
purchase insurance from the City  
of Needles for an additional  
minimal charge of \$207.05

### July 4th

### Celebrate Freedom

Join us for great family fun.  
Lots of games and prizes! We have once  
again partnered with the Needles Elks  
Lodge to make this event  
**FREE ADMISSION FOR ALL AGES!!**  
We will also crown:  
**Miss Freedom & Mr. Firecracker**  
(4-5 yr olds eligible)

## NEEDLES AQUATIC CENTER

1161 J STREET, NEEDLES CA

# LEARN TO SWIM THIS SUMMER

SESSION 1: JUNE 9 ~ JUNE 19  
SESSION 2: JUNE 23 ~ JULY 3  
SESSION 3: JULY 7 ~ JULY 17  
SESSION 4: JULY 21 ~ JULY 31

\*\*10 AM / 11 AM / 6:30 PM\*\*

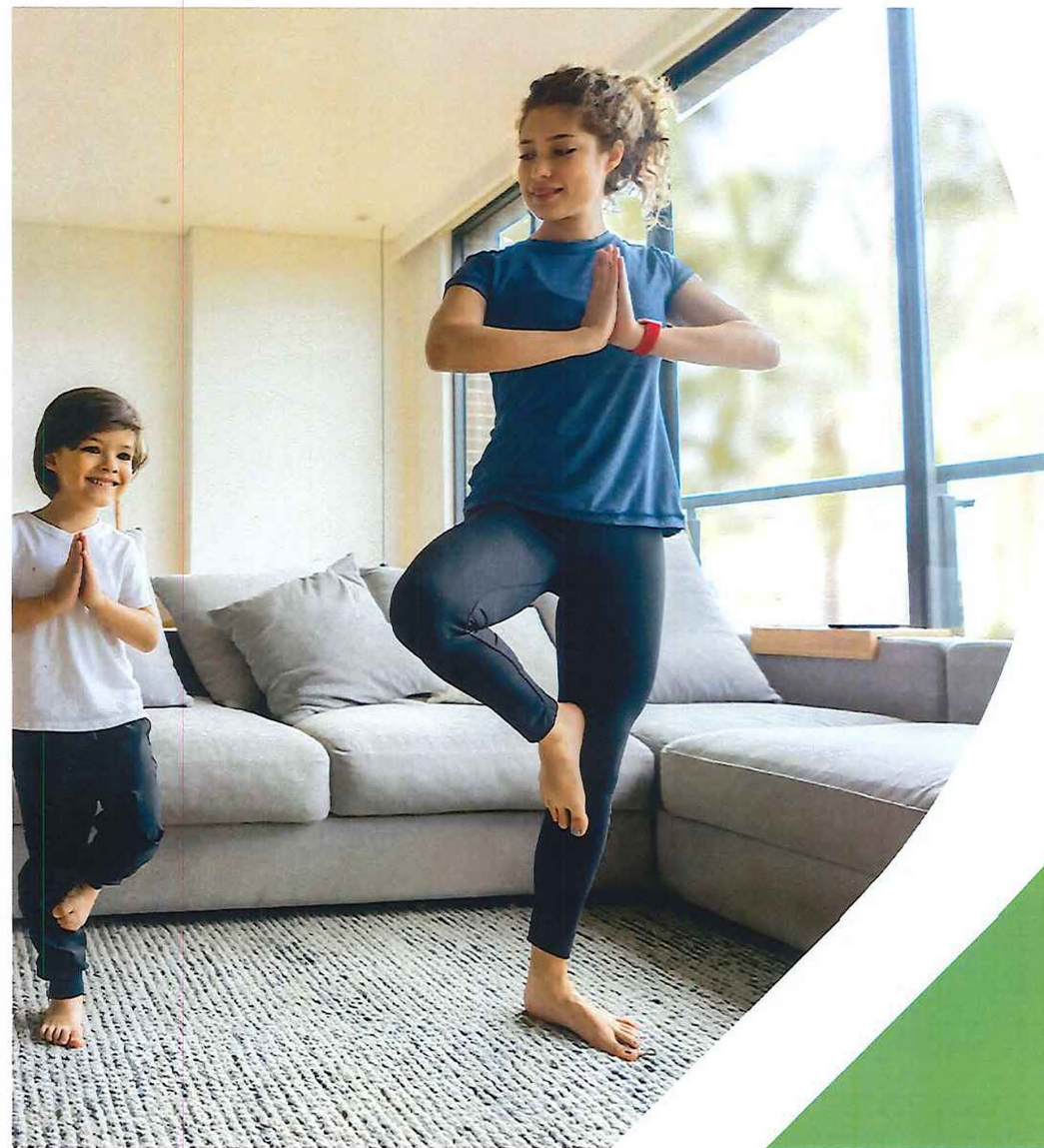
GROUP RATE: \$30 FOR (8) 1/2 HOUR  
(MON-THURS)

PRIVATE RATES: \$11 FOR EACH 1/2 HOUR  
(MIN 4 LESSONS)



CALL (760) 326- 3866 (326-2814 BEFORE JUNE 7TH)  
FOR MORE INFORMATION

## 7. RURAL HEALTH COLLABORATIVE



### NEEDLES Rural Area Support Collaborative (RASC)

June 16, 2025





# PURPOSE OF THE RASC

The purpose of the Rural Area Support Collaborative is to positively impact our providers, members, and the community at large in the areas of Health, Wellness, and Community **as requested by the community.**

We will accomplish this by taking lead in partnering with our key provider, county, and community partners to focus available resources and activities where most needed **as identified by the community.**

# HEALTH ACCESS NEEDS DISCUSSION TOPICS

- Provider Network – Biggest Needs to Improve Local Access?
  - Presentation by (SBC Department of Health Clinic)
  - Discussions with Tri-State to expand services in contract
  - Oxygen Vendors status
- Telehealth and Mobile / In-Home Services?
  - Kiosk of Telehealth services discussion
- Transportation?
  - IEHP continues to seek examples of Call the Car cancellations – GreenMed is preferred



# WELLNESS NEEDS DISCUSSION TOPICS

- Physician Wellness / Peer Support?
- Social Determinants of Health – Member Support?
- Other Member-focused Needs?
- Mobile Unit Discussion
- Food Distribution video (share)

# COMMUNITY NEEDS DISCUSSION TOPICS

- CRMC Community Needs Assessment Activity Support?
- IEHP Health Equity Team Support?
  - Community Wellness Programs
  - Community Advisory Committee Membership
- Other Community Partnership Opportunities?
  - Titanium Health (ECM Provider) – Marc Writz
  - Discussion around CHW
  - Community Sponsorships

# IEHP NEEDLES AREA “VITAL STATISTICS”

- IEHP Membership Trend Report – Needles / Mojave Valley Region
- IEHP / Colorado River Medical Center – Q2 2024 Key Stats



# Membership Report – Mohave Valley Region

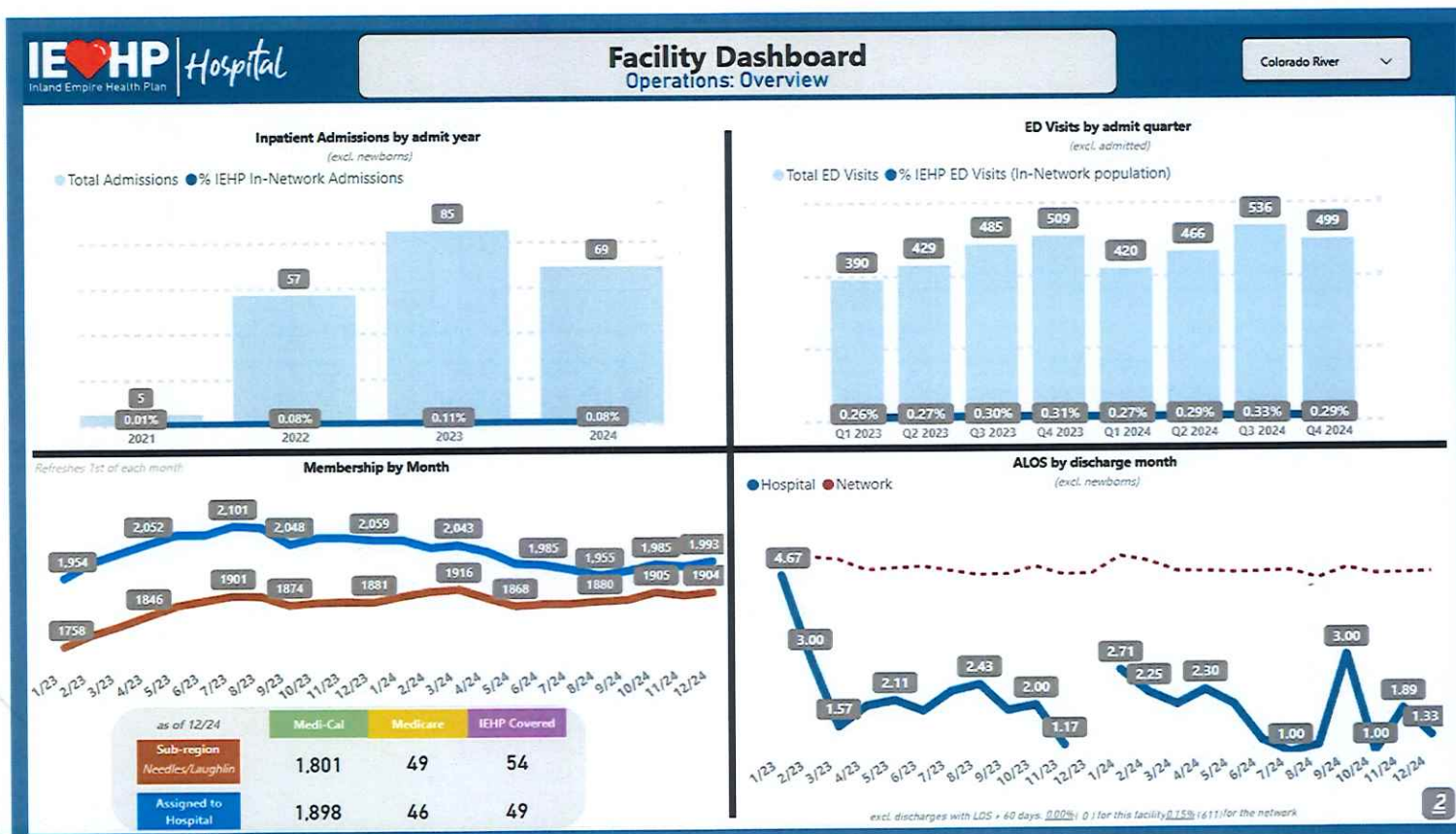
## Membership Profile – April 2024 thru June 2025

MCL Members	6/05/25	2/11/2025	1/7/2025	10/1/2024	7/31/2024	7/1/2024	6/4/2024	4/29/2024
Mohave Valley								
Bullhead City	0	0	0	1	2	2	0	0
Big River	222	236	232	225	227	229	239	244
Parker Dam	9	13	13	13	11	11	11	11
Cima	2	2	2	2	2	1	1	1
Essex	8	7	8	14	15	15	15	19
Needles	1,755	1775	1756	1760	1746	1748	1761	1807
Nipton	12	14	12	10	9	9	9	10
Mountain Pass	1	1	1	1	1	1	1	1
Total	<b>2,009</b>	2048	2024	2025	2011	2014	2037	2093
Net Change	-39	24	-1	14	-3	-23	-56	-119



# Overview – COLORADO RIVER MEDICAL CENTER

## Utilization 3<sup>rd</sup> and 4<sup>th</sup> Quarter 2024





# City of Needles

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

[www.cityofneedles.com](http://www.cityofneedles.com)

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

City Manager Patrick J. Martinez

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## MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL  
FROM: PATRICK J. MARTINEZ, CITY MANAGER  
SUBJECT: WEEKLY MEMORANDUM  
DATE: June 27, 2025

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### 1. Arrowhead Credit Union Community Investment

This week, the City Manager met with Arrowhead Credit Union leadership, including CEO Darin Woinarowicz, to discuss their continued commitment to the City of Needles. A valued partner for nearly a decade, Arrowhead has supported numerous community initiatives including toy drives, food distributions, and senior lunches. Most recently, Arrowhead invested **nearly \$100,000** in upgrades to their **Needles branch**, including new signage and the addition of an **on-site ATM**. They are also **donating monument signs** for **Bob Belt Beach Park** and **Manny Morris Park**. As part of their investment in local youth, Arrowhead is hosting **“On The Money,”** a hands-on financial literacy event for ages 12–18 on **Friday, July 12**, from **10:00 AM to 12:00 PM** at the **Needles Recreation Center**. The program aligns with the **City Council’s goals to support youth development and financial education**. We thank Arrowhead Credit Union for their continued leadership and meaningful contributions to our community. **Register by next week July 7:** [Registration Link](#)

### 2. City Council Appointment Update

The **City of Needles is proud to welcome a new member to the City Council**, filling the vacancy left by the resignation of Councilmember Zachery Longacre. The appointee brings **over 50 years of service to the community**, including time on the **Housing Commission, Cemetery Advisory Commission**, a prior term on the **City Council**, and **18 years as Commander of the San Bernardino County Sheriff’s Search and Rescue**. He will serve through the remainder of the term, which expires on **December 12, 2028**. As a **Charter City**, Needles is governed by its own local rules. The **Mayor** is elected to a two-year term, and the **six Councilmembers** serve four-year terms. Together, they guide city policy and make key decisions to improve the community. A **Vice Mayor** is selected by the Council after each election. We look forward to this Councilmember’s continued contributions to the City of Needles.



3. **Jr. Lifeguard Training Program Begins June 30**

The **City of Needles Aquatic Center** is launching its **Jr. Lifeguard Training Program** starting **Monday, June 30 at 9:00 AM**. Open to youth **ages 11 and up**, this **volunteer-based program** gives participants the opportunity to **shadow certified lifeguards** and take part in **daily in-service training**. Designed to teach responsibility, teamwork, and safety skills, the program offers a firsthand look at what it takes to become a lifeguard. **Jr. Lifeguard shirts will be provided**, and a **release form is required** for participation. This initiative supports the **City Council's commitment to youth development and public safety education**. For details, contact the Aquatic Center at **760-326-FUNN**. A flyer is attached for reference. Come be a part of this amazing program!

4. **Affordable Housing Units Coming Online at 1707 Needles Highway**

The City of Needles is proud to share that the affordable housing project at **1707 Needles Highway** is moving forward, with **29 micro-apartment units** set to come online, along with an **onsite manager unit**, **laundry facilities**, **perimeter fencing**, and a **recreation area** for residents. This project is a key part of the City's broader efforts to expand housing access and eliminate local blight. Supported by a **\$445,000 grant** from the **California Department of Housing and Community Development (HCD)** under the **Prohousing Incentive Pilot (PIP) Program**, the City issued a **forgivable loan of \$410,000** to repurpose the former motel into long-term affordable housing. All units will serve residents earning **80% or less of the area median income**, with **affordability restrictions in place for 55 years**. A **ribbon-cutting is anticipated this fall**, and the City looks forward to celebrating the addition of these vital units with the community. See the attached images for an update.

5. **4th of July "Celebrate Freedom" Community Event**

The City of Needles, in partnership with the **Needles Elks Lodge**, will host the annual **4th of July "Celebrate Freedom" Pool Party** on **Friday, July 4, from 12:00 PM to 4:00 PM** at the **Needles Aquatics Center**. This free, family-friendly event will include **open swim for all ages**, games, prizes, and a variety of festive activities. As part of the celebration, we will also crown **Miss Freedom and Mr. Firecracker**, open to children ages 4–5. This event highlights the **City Council's ongoing commitment to community engagement and recreational programming** that brings families together in celebration of our nation's independence.

6. **Selected for Rural Capacity Building Program to Support Housing Goals**

The City of Needles is excited to announce that we have been accepted into the **Rural Capacity Building for Community Development and Affordable Housing Program (RCB)**, a multi-year technical assistance initiative funded by the U.S. Department of Housing and Urban Development (HUD). Administered by the **Housing Assistance Council (HAC)**, the RCB Program is designed to strengthen the capacity of rural communities to plan and implement affordable housing and community development projects. Participation in this initiative directly aligns with the **City Council's goal to attract and expand affordable housing**. Through this program, Needles will receive expert support and

technical assistance to help advance our housing development strategies and long-term planning efforts. This selection is a major step forward in building the tools and partnerships needed to meet our community's housing needs.

7. **Summer Meal Program Expands Citywide Access**

Needles Unified School District's **free Summer Meal Program** will run from **June 26 through August 7, 2025**, ensuring local youth have access to healthy meals throughout the summer. The program has expanded to serve **10 neighborhood locations across the city**, with meals delivered every **Thursday** by refrigerated van. Each child will receive a **grab bag with five days' worth of breakfast and lunch**—no registration required. Meals will be available outside City Hall (**817 Third St**) from **9:00 AM to 9:15 AM**. This initiative supports the **City Council's priorities around youth health, wellness, and food access**. For full details and location times, please refer to the **attached flyer**.

8. **Featured as One of California's Most Affordable and Charming Towns**

We're excited to share that Needles was recently featured in a travel article highlighting [California's most affordable and charming towns](#). The piece celebrates Needles for its **historic character, scenic location along the Colorado River, and welcoming small-town feel**—qualities we know and love about our community. While the article comes from a family travel blog, it reflects growing interest in Needles as a **family-friendly, recreation-oriented destination**. This kind of recognition helps build positive visibility and supports the **City Council's ongoing efforts to promote tourism, economic development, and community pride**. We're happy to see Needles getting attention and will continue to share these spotlights as they help tell our story to a wider audience.

9. **Enhanced Transit Access: Fort Mohave–Bullhead City Shuttle Starts July 1**

Beginning **Tuesday, July 1**, Needles residents can take advantage of a **new public shuttle service** connecting to **Fort Mohave and Bullhead City**. Operating every **Tuesday and Thursday**, the shuttle provides **two round trips per day**, departing from the **El Garces West Parking Lot (950 Front Street)** at **8:15 AM** and **11:30 AM**, with return trips at **10:15 AM** and **1:15 PM**. **Zone 1** service up to Fort Mohave includes stops at **Safeway, Smith's, and CVS** for a **\$9.00 roundtrip** fare, while **Zone 2** service to Bullhead City extends up to **Silver Creek Road** for **\$12.00 roundtrip**. **Reservations must be made by 11:00 AM the day before travel** by calling the **Needles Senior Center** at **760-326-4789**. This new service supports the **City Council's goal** to expand **mobility options** and improve **transportation access**, especially for **seniors and residents without personal vehicles**. It enhances **regional connectivity** and provides reliable transportation to **essential destinations** such as **grocery stores** and **medical facilities**. For full route and schedule details, please refer to the **attached flyer**—and help spread the word!

10. **Set Free Church Fireworks Fundraiser – June 27 to July 6, 2025**  
Set Free Church, in partnership with TNT Fireworks, will be holding their annual fundraiser by operating a **safe and sane fireworks stand** at **207 Needles Highway**. Sales will run from **noon on Friday, June 27 through Sunday, July 6, 2025**. This community fundraiser helps support the ongoing programs and outreach efforts of Set Free Church. For additional information, residents may contact the church directly at **760-326-2941**.
11. **Recognition of Needles High School Student Athletes**  
The **City of Needles City Council** recently recognized the outstanding achievements of the **Needles High School Girls' Softball and Boys' Baseball teams** during its June meetings. The **Girls' Team earned the 2025 NIAA Class 2A State Championship**, while the **Boys' Team finished as State Runners-up**. The Council commended the athletes, coaches, school staff, and families for their dedication, teamwork, and leadership. These accomplishments reflect the strength of our local youth and align with the **City Council's commitment to investing in youth, families, recreation, and community pride**.
12. **Ribbon Cutting to Celebrate Continued Investment in Local Business**  
**Save the Date: Friday, August 15, 2025 | 10:30 AM – 11:30 AM**  
The City will join the **Needles Chamber of Commerce** in hosting a **ribbon cutting ceremony** for **Needles Smash Burgers**, located at **2205 Needles Highway**. While the restaurant celebrated its grand opening in October, **new ownership** assumed operations in January and has worked to further solidify the business as a Route 66 destination. The owners, who also operate **Kush 66 Dispensary and Lounge**, are being recognized for their **ongoing investment in the Needles community**. The event will run from **10:30 AM to 11:30 AM**, with **lunch service beginning at 11:00 AM**. Attendees will receive **20% off their order** as part of the celebration.
13. **City Hall Closure – Independence Day, Friday, July 4, 2025**  
City Hall will be **closed on Friday, July 4, 2025**, in observance of **Independence Day**, a federally recognized holiday celebrating the birth of our nation. **Regular business hours will resume on Monday, July 7, 2025, at 8:30 AM**. For urgent matters during the closure, residents may call **760-326-5700**, where our after-hours answering service will route calls to the appropriate City personnel. A public notice has been posted at the entrance of City Hall.
14. **Community Events Calendar Now Live on City Website**  
As part of the City's newly launched website, we're excited to introduce a [\*\*comprehensive Community Events Calendar\*\*](#) designed to keep residents informed about the many activities and happenings across Needles. We invite **local organizations and event organizers** to collaborate with the **City Clerk's Office** to add or update events—helping ensure the calendar remains vibrant, inclusive, and reflective of our community's diverse offerings. To contribute or request modifications, please contact **Candace Clark** at [\*\*cclark@cityofneedles.com\*\*](mailto:cclark@cityofneedles.com). Your participation helps strengthen community spirit and enrich the local experience for residents and visitors alike.

# 1. ARROWHEAD CREDIT UNION





# 1. ARROWHEAD CREDIT UNION



## PLAY & LEARN

On The Money is a financial game that guides students through real-world financial decisions.

- Manage on-time bill payments
- Pay taxes from each paycheck
- Cash paychecks
- Make purchase decisions
- Choose to live alone or with roommates
- Handle unexpected expenses, like a flat tire
- Raise credit scores
- Balance wants vs. needs

### STUDENTS ARE INVITED!

Date

Saturday, July 12

Time

10am – 12pm

Location

Needles Recreation Center  
1705 J St  
Needles, CA 92363

Student Age

12 to 18 years old

Register by  
July 7



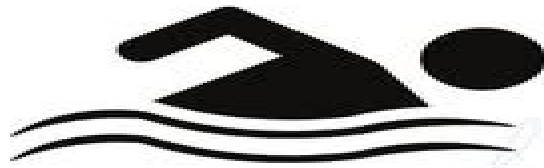
**Arrowhead**  
credit union

## 2. CITY COUNCIL APPOINTMENT





### 3. JR LIFEGUARD TRAINING



CITY OF NEEDLES

## NEEDLES AQUATIC CENTER



**Ages 11 yrs. and up**

**Volunteer Basis Only**

You will participate in daily Lifeguard In-Service training and will shadow the Lifeguards while they are on duty.

**Jr. Lifeguard Shirts will be provided**

- COME LEARN WHAT IT TAKES TO BE A LIFEGUARD



 760~326~FUNN

A release form will be required for participation in the program

## 4. RIVER VALLEY INN HOUSING 29-UNITS





## 4. RIVER VALLEY INN HOUSING 29-UNITS



## 5. POOL PARTY JULY 4<sup>TH</sup> CELEBRATION





## 7. NUSD FREE MEALS



NEEDLES UNIFIED  
SCHOOL DISTRICT

**FREE  
SUMMER  
MEALS**

**FOR KIDS & TEENS!**

**JUNE 26 – JULY 10**

**NO REGISTRATION  
REQUIRED**



**FREE  
SUMMER  
MEALS**

**JUNE 26TH-  
JULY 10TH**

Pick up on Thursdays

**Delivery Sites in Needles**

- Colorado River Market, 2100 Needles Hwy. 9am-9:15am
- Needles Utility Office, 817 Third St. 9:20am-9:35am
- Katie Hohstadt, 600 Cibola St. 9:40am-9:55am
- River Garden Apartments, 1970 Clary Dr. 10am-10:15am
- Terrace View Apartments, 1501 Lillyhill Dr. 10:20am-10:35am
- Mormon Church, 2001 E El Monte St. 10:40am-10:55am
- Buy Rite, 1932 J St. 11am-11:15am



Questions: (760) 326-3891



# 9. DAR FORT MOHAVE/BULLHEAD SHUTTLE

## Who can use the Ft. Mohave/Bullhead Shuttle

The shuttle is for everyone and can be used for any type of trip – shopping, medical appointments or to connect with other transportation.

Space is limited and reservations are accepted on a first come/first served basis.



## Where can you go on the Shuttle

The shuttle serves shopping, medical and other destinations within a limited area of Fort Mohave and Bullhead City. You can be dropped off and picked up within the area shown on the map inside this brochure. All destinations must be within 1 mile of Hwy 95 and no further north than Silver Creek Road. Popular destinations include:

- **Ft. Mohave** – Walmart, Safeway, Smith's, CVS and Valley View Medical Center
- **Bullhead City** – Target, Walmart, Smart & Final and numerous medical facilities

When making a reservation, be prepared to provide your desired destination.

## Other Transit Services in Needles



### Needles Dial-a-Ride Specialized Transportation Service

The Needles Dial-a-Ride provides curb-to-curb service within the Needles city limits for seniors (60+) and persons with disabilities. It operates Monday through Friday from 9:00 AM to 1:15 PM. The fare is \$1.25 per one-way trip and exact cash is required. Riders going to the Senior Center for lunch pay a discounted fare of only \$1.25 per round trip.

To register for Dial-a-Ride or request a ride, call 760-326-4789. Rides are requested on the day you wish to travel.



### Needles Area Transit

NAT provides deviated fixed-route bus service hourly, Monday through Saturday. You can catch the bus at a bus stop or request a deviation to pick you up at your curb (available as time allows). Regular fare is \$1.35 from a bus stop, \$2.00 with a deviation. Seniors (60+) and persons with disabilities ride for \$1.25 or \$1.90 with a deviation (requires City issued photo ID). Call 1-866-669-6309 for deviation services.

Complete information about DAR and NAT transportation services can be found at [www.needlestransit.com](http://www.needlestransit.com) or their respective Riders Guide.



760-326-4789  
[www.needlestransit.com](http://www.needlestransit.com)



## Shuttle Service Between Needles, Ft. Mohave and Bullhead City

Every Tuesday and Thursday

Effective July 1, 2025



A City of Needles project operated by  
Transportation Concepts

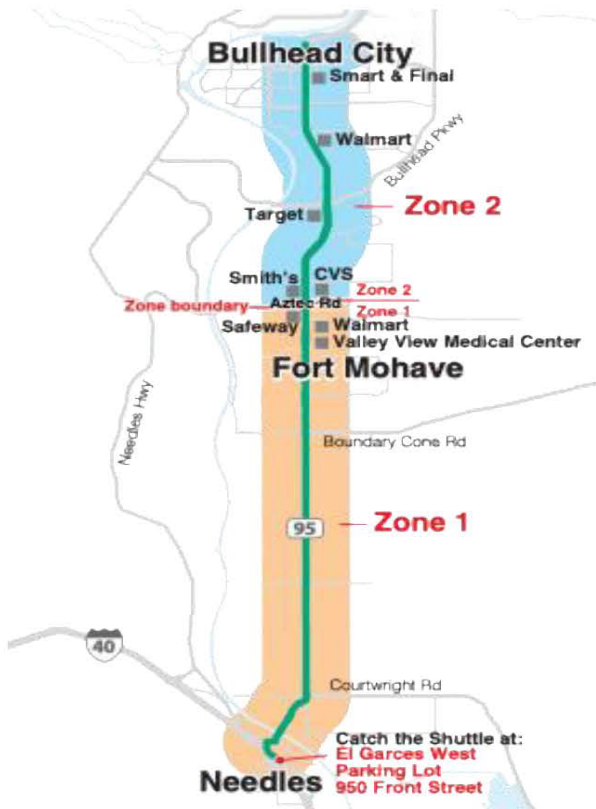
760-326-4789  
[www.needlestransit.com](http://www.needlestransit.com)



[www.cityofneedles.com](http://www.cityofneedles.com)  
760-326-2113, ext 115  
817 Third Street  
Needles, CA 92363

# 9. DAR FORT MOHAVE/BULLHEAD SHUTTLE

## Route and Service Area



## How to Make a Reservation for the Shuttle

**Prepaid advance reservation is required no later than 11 AM the day prior to taking a trip.**

Reservations can be made for any trip during the current month or for the next month during the last week of the current month. The service operates on a first-come, first-served basis and seating is limited. Call the Needles Senior Center at **760-326-4789** for information or to schedule a trip.

**Reservations can be made Monday through Friday from 9:00 AM to 1:00PM.** Be prepared to tell us your Arizona destination and return time.

If you are unable to keep your reservation, please call to cancel, otherwise, you will be charged for the trip.

## Fort Mohave/Bullhead Shuttle

### Shuttle Service Between Needles, Fort Mohave and Bullhead City

Every Tuesday and Thursday,  
2 round trips per day

Available to everyone, by prepaid advance reservation

#### Serving:

- Grocery Stores
- Drugstores
- Walmart
- Medical Centers and Offices

## Shuttle Schedule

Precise pickup and drop off times in Fort Mohave and Bullhead City will depend on the number of riders and their destinations. The time ranges shown in the schedule below provide a window for use in scheduling appointments. Be sure to schedule your appointments after the drop-off window for your location.

Needles to Fort Mohave and Bullhead City		
Leave Needles	Drop Off in Fort Mohave	Drop off in Bullhead City
8:15 AM	8:35-8:55 AM	9:05-9:20 AM
11:30 AM	11:50 AM - 12:10 PM	12:20-12:35 PM

Bullhead City and Fort Mohave to Needles		
Pickup in Bullhead City	Pickup in Fort Mohave	Drop off in Needles
10:15-10:30 AM	10:35-10:55 AM	11:15 AM
1:15-1:30 PM	1:40-2:00 PM	2:20 PM

## Roundtrip Fare from Needles

(exact cash is required)

**Destinations in Fort Mohave (Zone 1) \$9.00**

**Destinations in Bullhead City (Zone 2) \$12.00**

## Where to Catch the Shuttle

You will catch the shuttle at El Garces West Parking Lot, 950 Front Street in Needles.

## Guidelines for Riding the Shuttle

### Holidays

The Shuttle operates Tuesdays and Thursdays except official holidays. These include New Year's Day, President's Day, Memorial Day, Juneteenth, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

### Rules of the Road

We try to serve as many people as possible, on a space-available basis. Please help us by following these guidelines.

- If you are unable to keep your reservation, please call to cancel, otherwise, you will be charged for the trip.
- The driver is unable to assist with boarding and deboarding so if you need assistance, please plan to have someone accompany you (fare applies).
- No more than two grocery bags and one case per passenger will be allowed. The driver cannot help loading or unloading them from the vehicle.
- There is no smoking, eating or drinking on the vehicle.
- No loud talking, loud radios and/or use of profanity. This infringes on others' rights.
- Talk to the driver only when necessary. The driver must concentrate on driving and be 100% focused at all times for the safety of all concerned.
- The City of Needles and its contract operator, Transportation Concepts, reserve the right to refuse service to any person that it feels it cannot transport safely or who may jeopardize the safe transport of others.



## 11. BASEBALL AND SOFTBALL CITY COUNCIL





## 12. SAVE THE DATE RIBBON CUTTING



GET  
**20%**  
OFF YOUR  
ORDER!

# Ribbon Cutting

 **FRIDAY**  
15 August, 2025

 **START AT**  
10:30 am - 11:30am

 **NEEDLES SMASH BURGERS**  
2205 Needles Hwy, Needles, CA

**YOU'RE INVITED TO THE RIBBON CUTTING CEREMONY FOR NEEDLES SMASH BURGERS!**  
We're flipping the switch (and the patties) on something special — come help us celebrate our official partnership of Needles Smash Burgers with the Needles Chamber of Commerce with a classic ribbon cutting event! Lunch service will begin at 11am. Guests will receive 20% off their order!



(760) 983-7865



[www.needlessmashburgers.com](http://www.needlessmashburgers.com)

## **13. CITY HALL CLOSED**



**THIS OFFICE WILL BE CLOSED  
FRIDAY JULY 4, 2025,  
WE WILL REOPEN ON  
MONDAY JULY 7, 2025, AT 8:30 A.M.**