



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

## AGENDA

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

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TUESDAY, JANUARY 9, 2024

THE 5:00 P.M. PORTION OF THE CITY COUNCIL MEETING WILL BE  
RECESSED BY THE CITY CLERK TO 5:30 P.M.  
CITY COUNCIL MEETING – 6:00 PM

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: 202 090 977#

OR listen in and participate by calling Teams: 1-323-488-2227 - Meeting ID: 202 090 977#  
The meetings are being recorded.

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

CALL TO ORDER  
ROLL CALL

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

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. NPUA/Council: Conference with legal counsel – anticipated litigation pursuant to Government Code Section 54956.9(d) 2, 3 and/or 4 (regarding potential litigation with Medical Investor Holdings LLC, NCA Management, 3247 AM LLC and 2103 D, LLC related to Cannabis taxes).

EXECUTIVE SESSION REPORT - by City Attorney

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

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

ADJOURN THE JOINT NPUA/COUNCIL MEETING & RECONVENE THE CITY COUNCIL MEETING  
CALL TO ORDER (Roll Call Previously Taken)

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

### **PRESENTATIONS**

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

1. Presentation to Linda Kidd for her service on the Planning Commission and the City of Needles
2. Presentation by Michael Fink, CPA with Fechter & Company Accept and File the City fiscal year ended June 30, 2022 audit report completed by Fechter & Company. **(ACT)**

### **PUBLIC HEARING**

3. Public Hearing noticed to receive public input on a proposed fare increase for ridership on the Senior/Disabled Dial-a-Ride (DAR) transportation service effective as of February 1, 2024
  - Staff Report
  - Council Questions of Staff
  - Mayor to open the public hearing
  - Public Comment
  - Mayor to close the public hearing
  - Council Discussion / Deliberation
  - Resolution No. 2024-1 approving a fare increase for ridership on the Senior/Disabled Dial-a-Ride (DAR) transportation service effective as of February 1, 2024 **(ACT)**

### **PUBLIC COMMENTS PERTAINING TO THE COUNCIL ITEMS**

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

**COUNCIL CONSENT CALENDAR** All matters listed on the Consent Calendar are considered to be routine and will be enacted by one motion in the form listed. The Mayor or any member of the City Council may pull an item from the Consent Calendar for discussion. Prior to Council action, a member of the public may address the City Council on matters scheduled on the Consent Calendar. A three-minute time limit per person applies. **RECOMMENDED ACTION:** Approve Items 4 through 10 on the Consent Calendar by affirmative roll call vote. **(ACT)**

4. Approve the Warrants Registers of December 26, 2023 and January 9, 2024
5. Approve the Special & Regular Meetings Minutes of December 12, 2023
6. Approve the release of the Temporary Certificate of Occupancy Agreement with H-Street Patient Care for the building located at 101 W. Spikes Road, Also known as APN# 0650-431-10-0000
7. Ratify the City Managers signature dated December 19, 2023, accept the Regents of the University of California grant for the City of Needles Animal Shelter award and authorize an FY 24 budget adjustment in the amount of \$112,000
8. Hearing on Appeal of City's Notice of Revocation of Cannabis Business License/Permit for the following Cannabis Businesses:  
3247 Needles Highway, Suite E, Needles, CA (2103 D, LLC);  
3247 Needles Highway, Suite A, Needles CA (3247 AM, LLC)  
3241 Needles Highway, Needles, CA (NCA Management Co., LLC)  
3253 Needles Highway, Needles CA (Medical Investor Holdings, LLC)  
**HEARING CONTINUED TO JANUARY 23, 2024** **(INF)**

9. Accept Minagar and Associates, Inc. Proposal to Provide Engineering Services for the Design and Project Management of the Active Transportation Plan Cycle 6 - City of Needles Schools and Seniors Sidewalk Project for a not to exceed amount of \$215,940 and authorize staff to execute the Professional Services Agreement and issue a Notice to Proceed.
10. Waive the reading and adopt Resolution 2024-02, Authorizing City Manager to Execute Program Supplement No. 00000A384 to Administering Agency-State Agreement for State Funded Projects No. 08-5220S21 with the State of California Department of Transportation (Caltrans) for the administration of State funds for the Schools and Seniors Sidewalk Project.

## **END OF COUNCIL CONSENT CALENDAR**

### **CITY ATTORNEY REPORT**

### **CITY MANAGER REPORT**

#### 11. MANAGERS REPORT

### **COUNCIL REQUESTS**

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

## **ADJOURNMENT**

**INTERNET ACCESS TO CITY COUNCIL AGENDAS AND STAFF REPORT MATERIAL IS  
AVAILABLE PRIOR TO CITY COUNCIL MEETINGS AT: [HTTP://WWW.CITYOFNEEDLES.COM](http://www.cityofneedles.com)**

**Posted: January 5, 2024**

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

*In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (760) 326-2113 ext 145. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-104 ADA Title II).*

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

*Dated this 5th day of January 2024*

*/s/ Dale Jones, CMC, City Clerk*



City of Needles, California  
Request for City Council Action

Item 2.

☒ CITY COUNCIL ☐ NPUA ☐ SARDA ☒ Regular ☐ Special

**Meeting Date:** January 9, 2024

**Title:** Presentation by Michael Fink, CPA with Fechter & Company of the City audit report for the fiscal year ended June 30, 2022

**Background:** The fiscal year 2021/22 City audit report has been completed by Fechter & Company. The audit report will be presented via teleconference by Michael Fink, CPA.

Attached are the 2022 Audit Results Presentation materials, and audit report for the fiscal year ended June 30, 2022.

**Fiscal Impact:** None.

**Recommendation:** Accept and file the City fiscal year ended June 30, 2022 audit report completed by Fechter & Company.

**Submitted By:** Barbara DiLeo, Finance Department

**City Management Review:**

*Ralph J. May*

**Date:** 1/4/2023

Approved: ☐


Not Approved: ☐

Tabled: ☐

Other: ☐


Agenda Item: 2





**City of Needles  
California**

Presentation of the June 30, 2022 Audit  
to City Council  
January 9, 2024




**FECHTER  
& COMPANY**  
Certified Public Accountants

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**Fechter & Company  
Certified Public Accountants**


- Firm is located in Sacramento
- Founded in 2005
- Engagement Staffing:
  - Michael Fink, CPA – Engagement Partner
  - Sandy Sup, CPA – In-charge Accountant, Audit Manager
  - Scott German, CPA – Quality Control Partner



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**Audit Engagement**


- Fifth year of auditing the City
- Scope of Audit
  - We audited all funds EXCEPT
    - Needles Public Utility Authority (NPUA)
    - Measure I Fund
    - Transit Fund
- Financial Statement Audit defined:
  - A Financial Statement audit is defined as an independent examination of the organization's financial statements and disclosures by independent auditors with the goal of providing a materially true and fair view of the organization's financial performance.



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**Required Communications  
City Management's responsibilities**

- Qualitative Aspects of Accounting
  - City Management's responsibilities
    - Accurate preparation of financial statements
    - Establishing internal controls - the systems and policies necessary to achieve accurate financial reporting.
    - Selection of significant accounting policies are summarized in Note 1 to the Financial Statements.
  - Maintaining Supporting Records and Documents
    - Selection of estimates which are integral to the financial statements
    - Depreciation
    - Pension
    - OPEB
    - Compensated Absences



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## Required Communications Fechter & Company Responsibilities

- Express an opinion as to whether your financial statements are fairly presented in all material respects in conformity with Generally Accepted Accounting Principles (GAAP).
- Conducted in Accordance with Generally Accepted Auditing Standards (GAAS)
  - Evaluate and test estimates used by the City
  - Evaluate appropriateness of accounting policies used by the City
  - Evaluate overall presentation of the financial statements
- Our engagement as auditors and the performance of the audit does not relieve management or those charged with governance of their responsibilities.

*An audit provides reasonable assurance, NOT absolute assurance on the accuracy of the financial statements.*



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## Required Communications Difficulties Encountered

- There were some difficulties encountered during the audit, other than the typical delay in receiving the audited statements for the NPUA Audit:
  - There was a change in management and our primary contact for the audit.
  - Certain procedures had to be reperfomed or changed during the course of the audit, based on availability of documentation and results of other procedures performed.
  - There were material transactions in funds that were originally held to be under the scope of the NPUA component unit audit.
  - There was a change in the status of the City's requirement for a Single Audit, and significant changes to audit planning and engagement procedures were needed.



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## Required Communications Corrected/Uncorrected Misstatements

- 24 Audit Adjustments Recorded:
- An increase in the number of adjustments from last year. Some of these adjustments were the function of new accounting pronouncements (GAASB 87, leases).
  - 3 of these adjustments, with a net income effect of approximately \$183k, were to incorporate the audited financial statements of the NPUA and the Transit Funds into the City's financial statements.
  - The most significant adjustment was to record the reclassification of a reported \$1,205,000 capital outlay expense to a prepaid contract expense in relation to the Arizona Bridge Project that had not yet begun during FY22.



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## Required Communications Other Items

- Disagreements with Management
  - None
- Consultations with Other Accountants
  - None that we are aware of.
- Management Representation Letter
  - Letter was signed by the City Manager and the Acting Director of Finance.
- Other Findings or Issues
  - We were able to issue a clean opinion on the financial statements after the posting of substantial audit adjustments and removal of the Single Audit component. The Single Audit component was not a significant finding or issue. It will be imperative that controls and policies are in place that will ultimately result in an accurate Schedule of Expenditures of Federal Awards at the outset of that audit engagement.
- Other Matters
  - None



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## Summary of Audit Results

- Independent Auditor's Report on Financial Statements
- Report on Internal Control Over Financial Reporting and Compliance
- Schedule of Findings and Questioned Costs

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## Summary of Audit Results Independent Auditor's Report on Financial Statements

- Unmodified (or clean) Opinion on the financial statements
- Limited procedures and no opinion on:
  - Management's Discussion and Analysis
  - Supplemental Information
  - Budget vs Actual
  - OPEB – Required Supplemental Disclosures
  - Pension – Required Supplemental Disclosures

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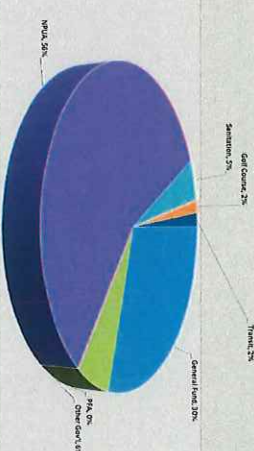
## Financial Statement Overview

- Three statements presented:
  - Government-wide
  - ALL activity for all fund types reported on a full accrual basis.
- Governmental Funds
  - Activities supported primarily by tax and assessments revenue.
- Enterprise or Proprietary Funds
  - Business-type activities primarily supported by user fees.

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## Revenue Highlights

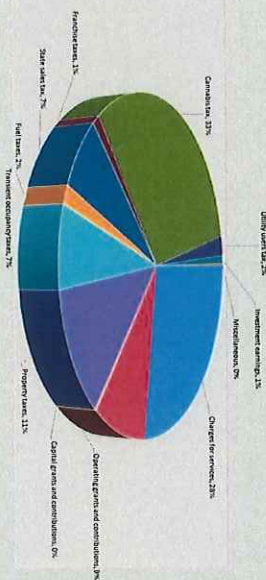
2022 Revenues by Fund



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## Revenue Highlights

2022 Revenues excluding NPFA



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## Statement of Net Position Highlights: Cash and Investments

Unrestricted cash and investments are as follows:

	2022	2021
Governmental	\$ 5,510,154	\$ 8,417,821
Business activities	\$ 16,115,756	\$ 13,514,861
Total unrestricted	\$ 21,625,910	\$ 21,932,682

In 2022, total unrestricted cash and investments decreased by 2% or \$306,772

These assets represented 29% of all City assets in 2022.

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## Statement of Net Position Highlights: Other significant asset categories

	2022	2021
Net Capital Assets	\$ 37,290,196	\$ 37,510,328
Accounts Receivable	\$ 3,908,207	\$ 2,759,166
Prepaid Items	\$ 5,471,147	\$ 3,715,200

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## Statement of Net Position Highlights: Net Pension Liability

	2022	2021
Governmental	\$ 1,288,346	\$ 3,045,936
Business activities	\$ 1,044,347	\$ 1,648,064
Total City Liability	\$ 2,332,693	\$ 4,694,000

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Statement of Net Position Highlights: Other Post-Employment Benefits Liability			
	2022	2021	
Governmental	\$ 771,235	\$ 758,722	
Business activities	\$ 625,171	\$ 410,522	
Total City Liability	\$ 1,396,406	\$ 1,169,244	

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Thank you

We appreciated the opportunity to be of service to the City of Needles

Fechter & Company  
Certified Public Accountants  
3445 American River Drive, Suite A  
Sacramento, California 95864  
(916) 333-5360  
mfink@FechterCPA.com



**FECHTER & COMPANY**  
Certified Public Accountants

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**CITY OF NEEDLES, CALIFORNIA**

Annual Financial Report and  
Required Supplemental Information  
With  
Independent Auditor's Report Thereon

June 30, 2022



**CITY OF NEEDLES, CALIFORNIA**

Annual Financial Report

June 30, 2022

Item 2.

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## FINANCIAL SECTION

**INDEPENDENT AUDITOR'S REPORT**

To the City Council  
City of Needles, California

**Report on the Financial Statements*****Opinion***

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Needles, California (the City), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City Needles, California's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Needles, California, as of June 30, 2022, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City of Needles, California and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Needles, California's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City of Needles, California's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Needles, California's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

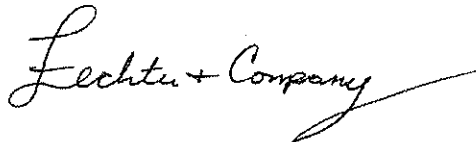
### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, the schedule of the City's proportionate share of net pension liability, and the schedule of the City's contributions for the miscellaneous and safety plan, as listed under the Table of Contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated November 30, 2023, on our consideration of the City of Needles, California's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City of Needles, California's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City of Needles, California's internal control over financial reporting and compliance.

Fechter & Company  
Certified Public Accountants



Sacramento, California  
November 30, 2023

## MANAGEMENT'S DISCUSSION AND ANALYSIS



**CITY OF NEEDLES, CALIFORNIA**  
**Management's Discussion & Analysis**  
**June 30, 2022**

Item 2.

Within this section of the annual financial report, the City of Needles, California's management presents this discussion and analysis of the City's financial performance for the fiscal year ended June 30, 2022. The financial statements and footnotes follow this section, and should be read in conjunction with this discussion and analysis.

The discussion below includes the City's governmental funds (the general fund, the public financing authority, the Interstate Commerce I-40/J Street Project fund, and other nonmajor governmental funds), as well as the City's proprietary funds (the NPUA, Sanitation, Golf Course, Transit fund, and internal service funds).

### **Financial Highlights**

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- The City's net position (excess of assets and deferred outflows of resources over liabilities and deferred inflows of resources) increased from \$46.0 million to \$51.3 million for the fiscal year. General governmental operations experienced an increase of \$379,351, including transfers to business-type activities of \$2.1 million. The change in net position resulting from business-type activities for the fiscal year was an increase of \$4.9 million.
- Total net position comprises the following:
  - (1) Capital assets, net of related debt, of \$28.8 million include property and equipment, net of accumulated depreciation, reduced by outstanding debt related to the purchase or construction of such capital assets.
  - (2) Net position of \$1.8 million that is restricted as to their use by outside factors such as debt covenants, grantors, laws, or regulations.
  - (3) Net position of \$20.6 million that is not restricted as to its use and is available to fund the City's operations.
- The City's governmental funds reflect fund balances totaling \$19.4 million at June 30, 2022. This represents a decrease of \$723,350 for the fiscal year.
- The City's total liabilities decreased from \$25.2 million to \$21.5 million. This increase is due primarily to decreases of \$0.9 million in accounts payable, \$1.2 million in long-term debt, and \$2.4 million in net pension liability.

**CITY OF NEEDLES, CALIFORNIA**  
**Management's Discussion & Analysis**  
**June 30, 2022**

Item 2.

## Overview of the Financial Statements

---

*Management's Discussion and Analysis* serves as an introduction to the City's basic financial statements. The basic financial statements include government-wide financial statements, fund financial statements, and notes to the financial statements. In addition, there is certain supplemental information included with the financial statements and notes thereto.

### ***Government-wide Financial Statements***

The City's government-wide financial statements include: (1) a *Statement of Net Position*, and (2) a *Statement of Activities*.

These financial statements present the City's current and long-term financial information. At the government-wide level, the financial statements are similar to normal operating financial statements, using the full accrual basis of accounting and eliminating or reclassifying internal activities.

The *Statement of Net Position* presents all of the City's assets and liabilities, with the difference presented as *net position*. The evaluation of whether the City's financial status is improving or not can be measured by changes in net position over time. Increases in net position generally represent improvement in financial position.

The *Statement of Activities* reflects the change in the City's net position during the current fiscal year. This statement includes all revenues and expenses for the year, regardless of when the cash is received or paid. The statement shows the costs of the City's functions and activities, then shows how much of those costs are funded by program revenues or grants, with the remaining amount dependent on the City's general revenues.

Both of the above statements report governmental activities of the City that are funded by taxes and intergovernmental grants, and business-type activities that are funded primarily by charges to users. Governmental activities include general government administration, public safety, parks and recreation, and public services. Business-type activities include power and water, wastewater, refuse collection, public transportation, and a municipal golf course. Financial statements for fiduciary activities (such as a pension plan) are not included in the government-wide financial statements, as the assets of those activities are not available to fund the City's programs and activities.

The financial reporting entity includes the City's funds and organizations for which the City is accountable. The City itself is considered the primary government, and the organizations for which the City is accountable are considered component units. The component units are legally separate from the City, but are governed by the same individuals who govern the City. There are three such component units: (1) the Needles Public Utility Authority, (2) the Needles Redevelopment Agency, and (3) the Needles Public Financing Authority. All three of these component units are blended into the City's financial statements. More comprehensive information about the City's component units can be found in the notes to the financial statements following this discussion and analysis.

**CITY OF NEEDLES, CALIFORNIA**  
**Management's Discussion & Analysis**  
**June 30, 2022**

Item 2.

***Fund Financial Statements***

Fund level financial statements are intended to present the financial position and activities of individual funds within the City. A fund is a self-balancing set of accounts used to ensure that resources intended to fund specific activities or objectives are in fact properly utilized. Fund level financial statements focus on significant funds, with major funds reported separately, and non-major funds aggregated into a single presentation.

There are three primary types of funds, as follows:

*Governmental funds* are reported in fund level financial statements, and include the governmental types of activities previously mentioned.

The City's major governmental funds include the general fund and the Needles Public Financing Authority.

The fund level statements differ significantly from the government-wide financial statements, as the fund level statements focus on current resources, uses of those resources, and resources remaining at the end of the fiscal year.

The government-wide financial statements include the current resources and use of those resources, as well as the long-term financial information for the City. A reconciliation of the fund level balance sheet and statement of revenues, expenditures, and changes in fund balance to the government-wide statements follows the fund level financial statements.

The basic financial statements include budgetary information for the general fund and the Needles Public Financing Authority. This supplemental information is included to reflect the City's compliance with the approved budget.

*Proprietary funds* are also reported in fund level financial statements, and include those activities for which the costs incurred are intended to be recovered through charges to the users of the services provided. Proprietary funds include *enterprise* funds and *internal service* funds. The functions of enterprise funds are basically the same as the business-type activities reported in the government-wide financial statements. Enterprise funds recover costs primarily through charges to external customers. The City's enterprise funds include the electric, water and wastewater utility, sanitation, public transportation, and the golf course.

Internal service funds provide services to other departments within the City, and charge these departments for such service. Internal service funds include water, wastewater, electricity, and fleet services. Because the public utility dominates the City's financial position, the internal service funds are included within the business-type activities in the government-wide financial statements.

**CITY OF NEEDLES, CALIFORNIA**  
**Management's Discussion & Analysis**  
**June 30, 2022**

Item 2.

***Fund Financial Statements, continued***

Proprietary funds present their financial position and their activities similar to private companies. Accordingly, the fund level financial statements utilize the same focus as that used for the government-wide financial statements. The major difference is that individual proprietary funds are only presented at the fund level. The City's major proprietary funds include the Needles Public Utility Authority, the sanitation fund, and the golf course. The remaining non-major proprietary funds are aggregated into a single presentation at the fund level.

*Fiduciary funds* such as trust and agency funds are reported in fiduciary fund financial statements. Such statements are excluded from the government-wide financial statements. Fiduciary fund financial statements report resources that are unavailable to finance City programs. The focus of fiduciary fund financial statements is similar to that for proprietary funds.

***Notes to the Financial Statements***

Following the government-wide and fund level financial statements are various notes to such statements. These notes are critical to a reader's understanding of the City and its financial position and performance.

**Financial Analysis for the City as a Whole**

The accumulation of consistently presented financial information allows a reader to understand the City's financial position and determine whether there is improvement or deterioration.

One measure of continued improvement is the change in net position. The City's net position increased by about \$5.3 million, primarily because of continued positive results from the NPUA and cannabis tax revenue, though a decrease from the prior year's approximate \$6.8 million change in net position.

The following table shows summarized information regarding the City's assets, liabilities, net position, and the changes therein for the fiscal year ended June 30, 2022:

	Governmental Activities		Business-Type Activities		Totals		Amount Change	Percent Change
	2022	2021	2022	2021	2022	2021		
Current and other assets	\$ 21,377,414	\$ 22,653,001	\$ 12,449,779	\$ 7,772,155	\$ 33,827,193	\$ 30,425,156	\$ 3,402,037	11.2%
Non-current assets	17,126,027	16,375,513	23,325,280	23,592,213	40,451,307	39,967,726	483,581	1.2%
Total assets	38,503,441	39,028,514	35,775,059	31,364,368	74,278,500	70,392,882	3,885,618	5.5%
Deferred outflows of resources	678,185	827,709	549,743	447,848	1,227,928	1,275,557	(47,629)	-3.7%
Long-term liabilities	150,000	290,000	11,128,554	12,151,516	11,278,554	12,441,516	(1,162,962)	-9.3%
Other liabilities	4,197,642	6,421,738	6,002,127	6,293,589	10,199,769	12,715,327	(2,515,558)	-19.8%
Total liabilities	4,347,642	6,711,738	17,130,681	18,445,105	21,478,323	25,156,843	(3,678,520)	-14.6%
Deferred inflows of resources	1,700,165	365,694	1,036,638	137,228	2,736,803	502,922	2,233,881	444.2%
Net Position:								
Invested in capital assets, net of related debt	16,770,481	16,375,513	12,106,236	11,719,630	28,876,717	28,095,143	781,574	2.8%
Restricted	1,793,519	1,354,643	-	-	1,793,519	1,354,643	438,876	32.4%
Unrestricted	14,569,819	15,048,635	6,051,247	1,510,253	20,621,066	16,558,888	4,062,178	24.5%
Total net position	\$ 33,133,819	\$ 32,778,791	\$ 18,157,483	\$ 13,229,883	\$ 51,291,302	\$ 46,008,674	\$ 5,282,628	11.5%

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**Financial Analysis for the City as a Whole, continued**

Net position was positive for both governmental activities and business-type activities in 2022 and 2021. Overall, net position increased by about \$5.3 million due to the current year change in operations. The increase in net position from business-type activity operations was about \$4.9 million. There were transfers to business-type funds of \$2.1 million so the actual operating results of the business-type activities, excluding the transfers, was a positive \$2.8 million. Governmental activities expenses increased by about \$300 thousand.

Governmental activities revenues increased by about \$900 thousand. Property taxes and transient occupancy taxes continued to play a significant role in the City's results, totaling about \$2.6 million in revenues for fiscal year 2022. This represents an increase of \$0.1 million from the previous fiscal year. However, the most significant governmental activity revenue was cannabis taxes, reaching \$4.8 million.

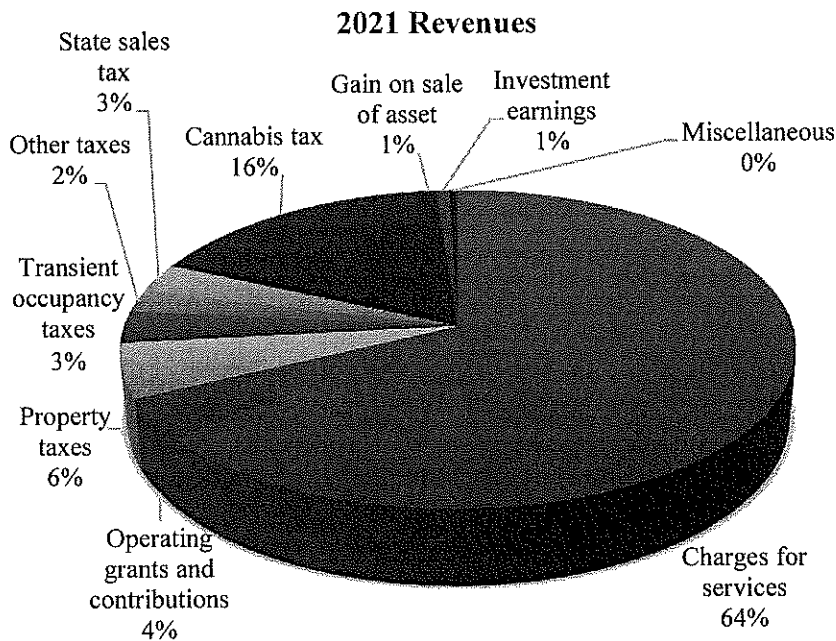
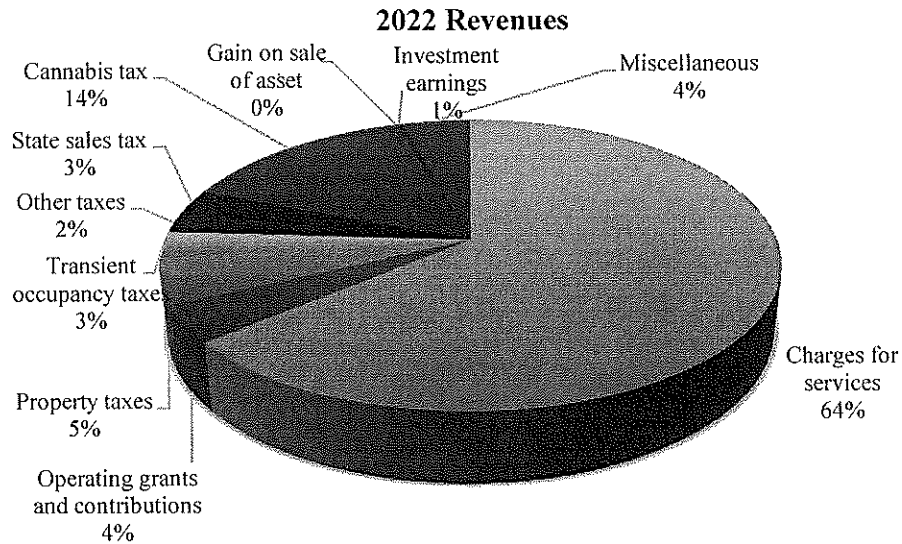
To assist in analyzing the City's operating results, comparative data is accumulated and presented. The following table summarizes the City's changes in net position for the year ended June 30, 2022:

	Governmental Activities		Business-Type Activities		Totals		Amount Change	Percent Change
	2022	2021	2022	2021	2022	2021		
<b>Revenues</b>								
Program revenues								
Charges for services	\$ 1,976,091	\$ 1,859,894	\$ 19,492,224	\$ 16,241,031	\$ 21,468,315	\$ 18,100,925	\$ 3,367,390	18.6%
Operating grants and contributions	869,064	714,708	496,274	468,178	1,365,338	1,182,886	182,452	15.4%
Capital grants and contributions	-	-	1,368,659	94,682	1,368,659	94,682	1,273,977	1345.5%
General revenues								
Property taxes	1,668,459	1,548,925	-	-	1,668,459	1,548,925	119,534	7.7%
Transient occupancy taxes	983,675	937,710	-	-	983,675	937,710	45,965	4.9%
Fuel taxes	237,833	217,245	-	-	237,833	217,245	20,588	9.5%
State sales tax	975,304	813,617	-	-	975,304	813,617	161,687	19.9%
Franchise taxes	157,725	166,900	-	-	157,725	166,900	(9,175)	-5.5%
Cannabis tax	4,821,894	4,573,688	-	-	4,821,894	4,573,688	248,206	5.4%
Utility users tax	319,322	253,396	-	-	319,322	253,396	65,926	26.0%
Gain on sale of asset	(3,000)	-	3,950	248,052	950	248,052	(247,102)	-99.6%
Investment earnings	100,574	159,096	31,519	44,791	132,093	203,887	(71,794)	-35.2%
Miscellaneous	29,968	30,086	-	-	29,968	30,086	(118)	-0.4%
Total revenues	12,136,909	11,275,265	21,392,626	17,096,734	33,529,535	28,371,999	5,157,536	18.2%
<b>Expenses</b>								
General government	1,093,193	1,328,114	-	-	1,093,193	1,328,114	(234,921)	-17.7%
Public safety	4,475,791	3,998,857	-	-	4,475,791	3,998,857	476,934	11.9%
Public works	2,093,095	2,050,020	-	-	2,093,095	2,050,020	43,075	2.1%
Parks and recreation	1,361,679	1,326,773	-	-	1,361,679	1,326,773	34,906	2.6%
Community development	624,417	638,170	-	-	624,417	638,170	(13,753)	-2.2%
Interest on long-term debt	16,500	26,625	-	-	16,500	26,625	(10,125)	-38.0%
Public Utility Authority	-	-	15,881,492	9,576,053	15,881,492	9,576,053	6,305,439	65.8%
Sanitation	-	-	1,272,614	1,186,491	1,272,614	1,186,491	86,123	7.3%
Golf Course	-	-	853,683	896,911	853,683	896,911	(43,228)	-4.8%
Other	-	-	574,443	539,631	574,443	539,631	34,812	6.5%
Total expenses	9,664,675	9,368,559	18,582,232	12,199,086	28,246,907	21,567,645	6,679,262	31.0%
Increase (decrease) in net position before transfers	2,472,234	1,906,706	2,810,394	4,897,648	5,282,628	6,804,354	(1,521,726)	-22.4%
Transfers	(2,117,206)	835,702	2,117,206	(835,702)	-	-	-	0.0%
Change in net position	355,028	2,742,408	4,927,600	4,061,946	5,282,628	6,804,354	(1,521,726)	-22.4%
Beginning net position	32,778,791	30,036,383	13,229,883	9,167,937	46,008,674	39,204,320	6,804,354	17.4%
Ending net position	\$ 33,133,819	\$ 32,778,791	\$ 18,157,483	\$ 13,229,883	\$ 51,291,302	\$ 46,008,674	\$ 5,282,628	11.5%

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The following charts show graphic representations of the City's revenues for the fiscal years ended June 30, 2022 and 2021:



As displayed in the charts above, the revenues from charges for services comprises 64% of the City's revenues for 2022 and 2021. The majority of the charges for services is attributed to the public utility authority, which makes up approximately 52% of all revenues in 2022 and 51% of all revenues in 2021.

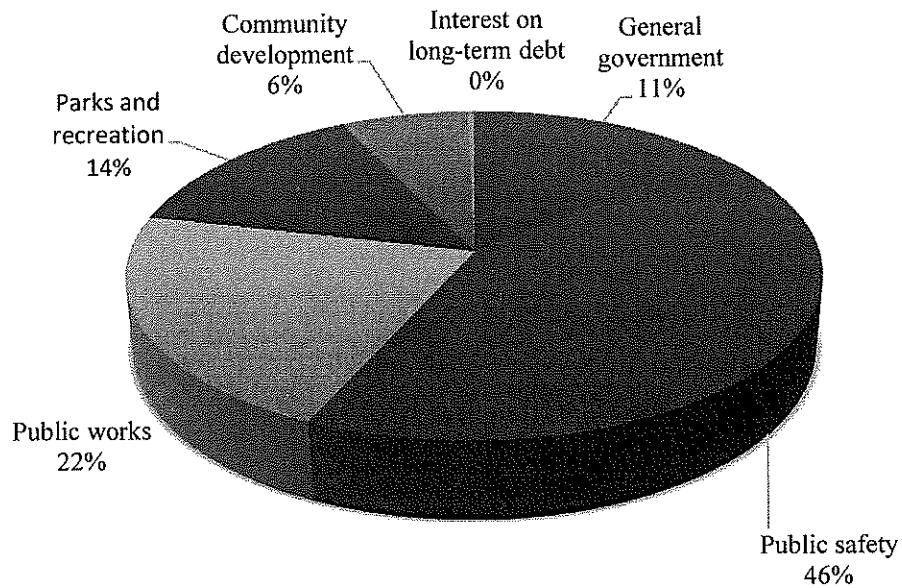


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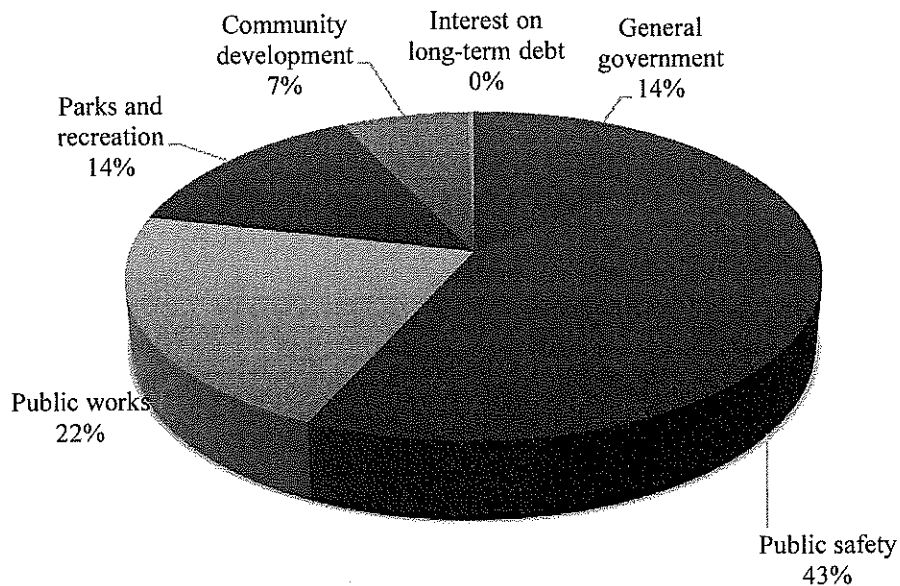
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The following charts show graphic representations of the City's governmental functional expenses for the fiscal years ended June 30, 2022 and 2021:

**2022 Governmental Expenses**



**2021 Governmental Expenses**

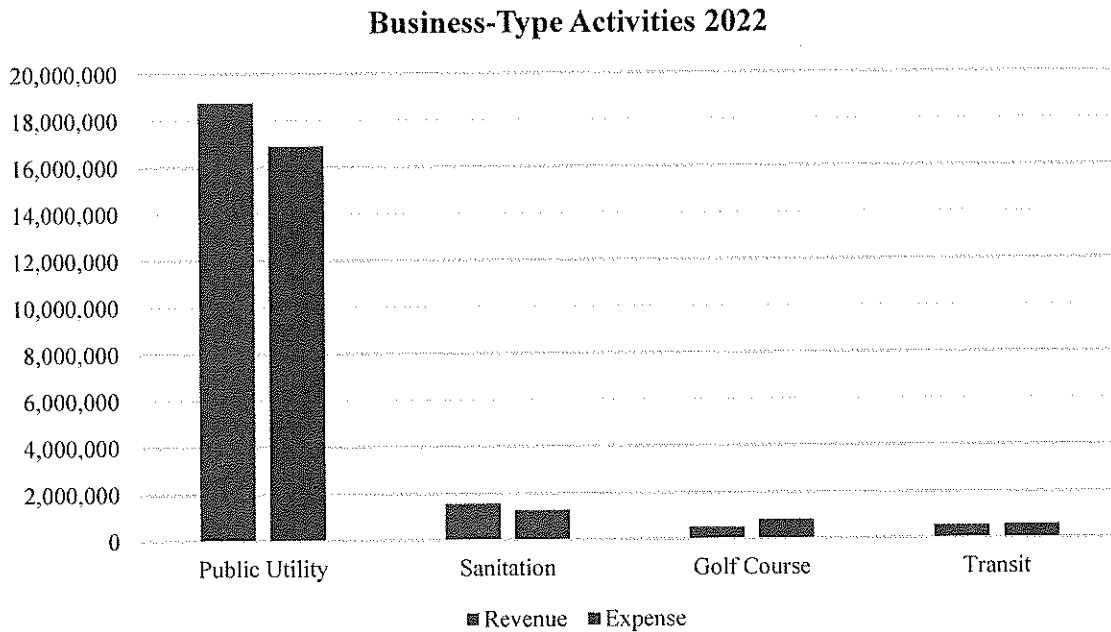


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The City contracts with the County of San Bernardino for public safety services. These expenses are funded primarily through general revenues. Parks and recreation expenses are significant for the City, as it is the City's responsibility to maintain the marinas, public swimming pool, skate park, and cemetery.

The following chart depicts the operating revenues (including grants) and expenses of the City's business-type activities for the year ended June 30, 2022:



The public utility authority contributes the majority of the City's revenues, and produced operating income of about \$1.8 million. Interest expense of \$0.4 million on the revenue refinancing bonds and net transfers out of about \$0.5 million figured into the public utility's increase in net position of about \$1.4 million for the fiscal year.

The City's business-type activities also include refuse collection, a golf course, and public transportation. All business-type activities are designed to be self-supporting, and costs are expected to be fully recovered by user fees and other revenues. Refuse collection activities are contracted out to a private company. The sanitation fund increased its net position by \$156,952. The golf course fund, which normally reflects an operating deficit, also reflected an increase in total net position of \$3.3 million as a result of transfers-in of \$3.6 million. The transit fund reflected a decrease in net position of \$34,776 for the fiscal year ended June 30, 2022.

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## **Financial Analysis of the City's Funds**

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### ***Governmental funds***

Governmental funds focus on the availability of resources on a short-term basis, showing inflows and outflows and resulting in an ending balance of spendable resources.

City officials compare these available resources to the upcoming financial obligations. The ending fund balance for governmental funds at June 30, 2022, was \$19.5 million. Of this total, \$6.3 million was unassigned and is available to fund any City requirements. Nonspendable fund balances of \$11.0 million represent assets that cannot be converted to cash, such as inventory, prepaid expenses, advances to other funds, and land held for resale.

There are restricted fund balances totaling \$0.7 million, committed fund balances of \$0.9 million, and assigned fund balances of \$0.5 million.

Governmental fund balances decreased by \$0.7 million from the previous year. Revenues exceeded expenditures by about \$1.3 million, but there was a net transfers-out by approximately \$2.1 million.

### ***Major Governmental Funds***

The City's General Fund is the primary governmental fund in use, and accounts for about 83% of governmental revenues and about 83% of governmental expenses. The General Fund's fund balance decreased by \$2.5 million from the previous year. General Fund revenues increased by \$0.5 million and expenses decreased by about \$1.5 million. Net transfers decreased by approximately \$4.6 million.

The Public Financing Authority (PFA) exists to service various long-term obligations. The PFA collects interest income, and makes principal and interest payments. The PFA's fund balance increased by \$24 during the fiscal year, ending at \$161,777.

### ***Other Governmental Funds***

All other governmental funds are considered non-major. Such funds include special revenue funds, debt service funds, and capital projects funds. Together, these funds experienced an increase in fund balances of about \$1.8 million. Total ending fund balances for these funds was \$2,630,045.

### ***Proprietary funds***

Proprietary fund financial statements are similar to those prepared for private companies, with both short-term and long-term information included in the statements. Also, proprietary funds have the same focus as the government-wide financial statements.

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*Major Proprietary Funds*

The Needles Public Utility Authority (NPUA) is by far the most significant fund for the City, comprising 83% of total assets and about 89% of total revenues. NPUA provides power, water, and wastewater to the City's businesses and residents. All fixed assets of the utility are carried on NPUA's books, as well as the revenue bonds issued to finance the acquisition of the utility.

**General Fund Budgetary Highlights**

The original budget adopted for the General Fund totaled \$10,803,409 in revenues and \$10,730,317 in expenditures. The budget was amended once during the fiscal year primarily to reflect increases in revenues of \$222,300 and increases in expenditures as follows: general government expenditures of \$55,701, public safety expenditures of \$465,464, public works of \$969,390, parks and recreation expenditures of \$89,894, and transfers to other funds of \$2,680,741.

**Capital Assets and Debt Administration**

*Capital Assets*

At June 30, 2022, the City had approximately \$37.3 million invested in capital assets, \$16.7 million of which was in governmental activities and \$20.6 million of which was in business-type activities.

The notes to the financial statements include more detail about changes in capital assets, accumulated depreciation, ongoing construction, and commitments outstanding at the end of the fiscal year.

Capital Assets, Net of Accumulated Depreciation are as follows:

	Governmental Activities		Business-Type Activities		Totals		Amount Change	Percent Change
	2022	2021	2022	2021	2022	2021		
<b>Non-Depreciable Assets</b>								
Land	\$ 346,403	\$ 349,403	\$ 3,209,553	\$ 3,209,553	\$ 3,555,956	\$ 3,558,956	\$ (3,000)	-0.1%
Construction in progress	212,318	183,251	755,887	167,403	968,205	350,654	617,551	176.1%
Total non-depreciable assets	558,721	532,654	3,965,440	3,376,956	4,524,161	3,909,610	614,551	15.7%
<b>Depreciable Assets</b>								
Structures and improvements	15,884,389	15,739,082	15,181,319	16,443,804	31,065,708	32,182,886	(1,117,178)	-3.5%
Equipment and vehicles	327,371	103,777	1,372,956	1,314,055	1,700,327	1,417,832	282,495	19.9%
Total depreciable assets	16,211,760	15,842,859	16,554,275	17,757,859	32,766,035	33,600,718	(834,683)	-2.5%
Total	\$16,770,481	\$16,375,513	\$20,519,715	\$21,134,815	\$37,290,196	\$37,510,328	\$ (220,132)	-0.6%

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***Long-term debt***

At the end of the fiscal year, the City's total long-term debt obligations were \$11.3 million. Of this total, \$150,000 is in the governmental activities and remaining balance is in the business-type activities.

There is a balance of \$150,000 in tax allocation bonds issued by the PFA, the proceeds of which were lent to RDA. Repayment is being made from the loan payments paid by the Redevelopment Agency to the PFA. Finally, the governmental activities debt also includes certificates of participation, the proceeds of which were used to construct a wastewater treatment plant.

The business-type activities debt consists of revenue bonds issued by the public utility authority. These bonds are being repaid from the utility's operating revenues. There is also a note payable in the sanitation fund resulting from an agreement with San Bernardino County related to a municipal landfill.

The following table depicts the City's outstanding long-term debt obligations at June 30, 2022 and 2021:

	Governmental Activities		Business-Type Activities		Totals		Amount Change	Percent Change
	2022	2021	2022	2021	2022	2021		
Tax allocation bonds	\$150,000	\$290,000	\$ -	\$ -	\$ 150,000	\$ 290,000	\$ (140,000)	-48.3%
Revenue refunding bonds	-	-	10,878,983	11,872,583	10,878,983	11,872,583	(993,600)	-8.4%
Sanitation note payable	-	-	249,571	278,933	249,571	278,933	(29,362)	-10.5%
Total	<u>\$150,000</u>	<u>\$290,000</u>	<u>\$11,128,554</u>	<u>\$12,151,516</u>	<u>\$11,278,554</u>	<u>\$12,441,516</u>	<u>\$(1,162,962)</u>	-9.3%

**Economic Conditions and Budgeting**

New businesses within the City of Needles continue to grow bringing with them job opportunities. The City of Needles continues to work closely with various cannabis companies both established and in the process of starting a business. To-date there is 271,106 square feet of new industrial space built to house the cannabis-related businesses involved in cultivation, manufacturing, distribution, retail, and laboratory testing. These businesses now generate over 510 direct jobs in the community. This growth in business has continued the increase in demand for utilities due to the industrial and commercial uses. It has also positively affected the property assessment roll which has increased from the 2017 roll of \$124 million, to be valued at \$535.8 million in 2023.

In Fiscal Year 2022, the City completed Year 3, of the Street Pavement Project. This is part of a 15-year pavement management plan.

The City's rehabilitated historic El Garces Intermodal Transportation Facility continues to attract tourists to the downtown area. The Chamber of Commerce opened a Visitor Center in Fiscal Year 2023 to assist the City's goal in attracting tourism downtown. A few small retail businesses have opened in the downtown area including a coffee shop and a sandwich shop.

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A brand new 3-story, 46,000 square foot, 80-room Hampton by Hilton Hotel at 1803 Needles Highway, the former site of the El Rancho Motel on a 2-acre property, completed construction and is now open to the public which has brought 30-50 new jobs to the City.

**Contacting the City's Financial Management**

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This financial report is designed to provide the citizens, taxpayers, customers, investors, and creditors of the City of Needles, California with a general overview of the City's finances, comply with finance-related laws and regulations, and demonstrate the City's commitment to public accountability. If you have questions about this report or would like to request additional information, contact the City's Finance Department at 817 Third Street, Needles, California 92363.

You may also contact the City's Finance Department for the separately issued financial statements of the Needles Public Utility Authority, the Needles Public Financing Authority, and the Needles Transit System.



## **BASIC FINANCIAL STATEMENTS**

## **GOVERNMENT-WIDE FINANCIAL STATEMENTS**

**CITY OF NEEDLES, CALIFORNIA**  
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	Governmental Activities	Business-Type Activities	Totals
<b>ASSETS</b>			
Cash and investments	\$ 5,510,154	\$ 16,115,756	\$ 21,625,910
Restricted cash	1,311,444	-	1,311,444
Accounts receivable, net	435,730	3,472,477	3,908,207
Due from other governments	396,146	163,136	559,282
Internal balances	12,305,471	(12,305,471)	-
Inventory	-	769,050	769,050
Prepaid items	1,236,316	4,234,831	5,471,147
Land held for resale	182,153	-	182,153
Intangible assets	-	2,439,190	2,439,190
Operating lease receivables	283,116	-	283,116
Right of use assets, net	72,430	366,375	438,805
Capital assets, net	16,770,481	20,519,715	37,290,196
<b>TOTAL ASSETS</b>	<b>38,503,441</b>	<b>35,775,059</b>	<b>74,278,500</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred outflows of resources related to pensions	627,568	508,712	1,136,280
Deferred outflows of resources related to OPEB	50,617	41,031	91,648
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>678,185</b>	<b>549,743</b>	<b>1,227,928</b>
<b>LIABILITIES</b>			
Accounts payable	562,595	905,603	1,468,198
Due to other governments	239,247	-	239,247
Accrued liabilities	297,144	90,630	387,774
Deposits payable	681,854	2,447,928	3,129,782
Compensated absences	184,177	274,039	458,216
Accrued interest	-	174,970	174,970
Other liabilities	-	70,596	70,596
Estimated claims liability	100,000	-	100,000
Net pension liability	1,288,346	1,044,347	2,332,693
Other post-employment benefits liability	771,235	625,171	1,396,406
Long-term liabilities:			
Lease liability	73,044	368,843	441,887
Due within one year	150,000	1,063,496	1,213,496
Due in more than one year	-	10,065,058	10,065,058
<b>TOTAL LIABILITIES</b>	<b>4,347,642</b>	<b>17,130,681</b>	<b>21,478,323</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred inflows of resources related to pensions	1,278,837	1,036,638	2,315,475
Revenues not available to fund current obligations	421,328	-	421,328
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>1,700,165</b>	<b>1,036,638</b>	<b>2,736,803</b>
<b>NET POSITION</b>			
Net investment in capital assets, net of related debt	16,770,481	12,106,236	28,876,717
Restricted for:			
Capital projects	119,431	-	119,431
Debt service	161,777	-	161,777
Community development projects	1,512,311	-	1,512,311
Unrestricted	14,569,819	6,051,247	20,621,066
<b>TOTAL NET POSITION</b>	<b>\$ 33,133,819</b>	<b>\$ 18,157,483</b>	<b>\$ 51,291,302</b>

The accompanying notes are an integral part of these financial statements.

**CITY OF NEEDLES, CALIFORNIA  
STATEMENT OF ACTIVITIES  
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Functions/Programs	Program Revenues				Net (Expense) Revenue and Changes in Net Position		
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business- Type Activities	Total
<b>PRIMARY GOVERNMENT:</b>							
Governmental activities:							
General government	\$ 1,093,193	\$ 1,005,189	\$ 124,080	\$ -	\$ 36,076	\$ -	\$ 36,076
Public safety	4,475,791	-	203,738	-	(4,272,053)	-	(4,272,053)
Public works	2,093,095	908,139	440,319	-	(744,637)	-	(744,637)
Parks and recreation	1,361,679	36,205	-	-	(1,325,474)	-	(1,325,474)
Community development	624,417	26,558	100,927	-	(496,932)	-	(496,932)
Interest on long-term debt	16,500	-	-	-	(16,500)	-	(16,500)
Total governmental activities	9,664,675	1,976,091	869,064	-	(6,819,520)	-	(6,819,520)
Business-type activities:							
Public utility authority	15,881,492	17,402,128	-	1,345,100	-	2,865,736	2,865,736
Sanitation	1,272,614	1,549,566	-	-	-	276,952	276,952
Golf course	853,683	499,535	-	-	-	(354,148)	(354,148)
Transit	574,443	40,995	496,274	23,559	-	(13,615)	(13,615)
Total business-type activities	18,582,232	19,492,224	496,274	1,368,659	-	2,774,925	2,774,925
Total primary government	\$ 28,246,907	\$ 21,468,315	\$ 1,365,338	\$ 1,368,659	(6,819,520)	2,774,925	(4,044,595)
General revenues:							
Taxes:							
Property taxes					1,668,459	-	1,668,459
Transient occupancy taxes					983,675	-	983,675
Fuel taxes					237,833	-	237,833
State sales tax					975,304	-	975,304
Franchise taxes					157,725	-	157,725
Cannabis tax					4,821,894	-	4,821,894
Utility users tax					319,322	-	319,322
Gain/(loss) on sale of asset					(3,000)	3,950	950
Interest revenue					100,574	31,519	132,093
Miscellaneous					29,968	-	29,968
Transfers					(2,117,206)	2,117,206	-
Total general revenues, special items, and transfers					7,174,548	2,152,675	9,327,223
Change in net position					355,028	4,927,600	5,282,628
Net position - beginning					32,778,791	13,229,883	46,008,674
Net position - ending					\$ 33,133,819	\$ 18,157,483	\$ 51,291,302

The accompanying notes are an integral part of these financial statements.

## **FUND FINANCIAL STATEMENTS**

**CITY OF NEEDLES, CALIFORNIA**  
**BALANCE SHEET - GOVERNMENTAL FUNDS**  
**JUNE 30, 2022**

Item 2.

	General	Public Financing Authority	Other Governmental Funds	Total Governmental Funds
<b>ASSETS</b>				
Cash and investments	\$ 3,917,915	\$ 161,777	\$ 1,430,462	\$ 5,510,154
Restricted cash	1,020,371	-	291,073	1,311,444
Accounts receivable, net	435,730	-	-	435,730
Due from other funds	2,872,798	-	-	2,872,798
Due from other governments	194,424	-	201,722	396,146
Inventory	-	-	-	-
Prepaid items	28,721	-	1,207,595	1,236,316
Land held for resale	-	-	182,153	182,153
Advances to other funds	9,582,749	-	-	9,582,749
<b>TOTAL ASSETS</b>	<b>\$ 18,052,708</b>	<b>\$ 161,777</b>	<b>\$ 3,313,005</b>	<b>\$ 21,527,490</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>				
<b>Liabilities:</b>				
Accounts payable	\$ 432,899	\$ -	\$ 129,696	\$ 562,595
Accrued liabilities	250,092	-	47,052	297,144
Deposits	681,854	-	-	681,854
Due to other funds	-	-	150,076	150,076
Due to other governments	-	-	239,247	239,247
Advances from other funds	-	-	-	-
<b>Total liabilities</b>	<b>1,364,845</b>	<b>-</b>	<b>566,071</b>	<b>1,930,916</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Revenues not available to fund current obligations	-	-	138,212	138,212
<b>FUND BALANCES</b>				
Fund balances - nonspendable	9,611,470	-	1,389,748	11,001,218
Fund balances - restricted	-	161,777	491,877	653,654
Fund balances - committed	350,000	-	554,160	904,160
Fund balances - assigned	-	-	569,146	569,146
Fund balances - unassigned	6,726,393	-	(396,209)	6,330,184
<b>Total fund balances</b>	<b>16,687,863</b>	<b>161,777</b>	<b>2,608,722</b>	<b>19,458,362</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>	<b>\$ 18,052,708</b>	<b>\$ 161,777</b>	<b>\$ 3,313,005</b>	<b>\$ 21,527,490</b>

The accompanying notes are an integral part of these financial statements.

**CITY OF NEEDLES, CALIFORNIA**  
**RECONCILIATION OF THE GOVERNMENTAL FUNDS**  
**BALANCE SHEET TO THE STATEMENT OF NET POSITION**  
**JUNE 30, 2022**

Item 2.

<b>Fund balances - total governmental funds</b>		<b>\$ 19,458,362</b>
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets and lease assets used in governmental activities are not current financial resources and therefore are not reported in the funds:		
Governmental capital assets	30,976,917	
Less: Accumulated depreciation	(14,206,436)	
Governmental right-to-use lease assets	84,754	
Less: Accumulated amortization	<u>(12,324)</u>	
		16,842,911
Long-term liabilities, including bonds and notes payable, are not due and payable in the current period and therefore are not reported in the funds:		
Net pension liability	(1,288,346)	
Deferred outflows of resources related to pensions	627,568	
Deferred outflows of resources related to OPEB	50,617	
Deferred inflows of resources	(1,278,837)	
Compensated absences	(184,177)	
Bonds payable, net	(150,000)	
Lease liability	(73,044)	
Estimated claims liability	(100,000)	
Net OPEB liability	<u>(771,235)</u>	
		<u>(3,167,454)</u>
<b>Net position of governmental activities</b>		<b><u>\$ 33,133,819</u></b>

The accompanying notes are an integral part of these financial statements.

**CITY OF NEEDLES, CALIFORNIA**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED**  
**JUNE 30, 2022**

Item 2.

	General	Public Financing Authority	Other Governmental Funds	Total Governmental Funds
<b>REVENUES:</b>				
Taxes	\$ 8,681,718	\$ -	\$ 86,936	\$ 8,768,654
Licenses, permits, and fees	456,932	-	-	456,932
Intergovernmental	124,080	-	1,890,956	2,015,036
Charges for services	433,994	-	62,763	496,757
Fines and forfeitures	271,988	-	-	271,988
Use of money and property	100,084	32	458	100,574
Other revenues	28,343	-	1,625	29,968
Total revenues	10,097,139	32	2,042,738	12,139,909
<b>EXPENDITURES:</b>				
Current:				
General government	1,328,893	-	-	1,328,893
Public safety	4,439,739	-	189,223	4,628,962
Public works	711,414	-	1,013,204	1,724,618
Parks and recreation	1,102,219	-	153,779	1,255,998
Community development	93,902	-	134,698	228,600
Capital outlay	1,267,255	-	176,550	1,443,805
Debt service:				
Principal retirement	-	140,000	-	140,000
Interest and fiscal charges	-	16,500	-	16,500
Total expenditures	8,943,422	156,500	1,667,454	10,767,376
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	1,153,717	(156,468)	375,284	1,372,533
Other Financing Sources (Uses):				
Transfers in	1,650,656	156,492	1,694,931	3,502,079
Transfers out	(5,327,026)	-	(292,259)	(5,619,285)
Total other financing sources (uses)	(3,676,370)	156,492	1,402,672	(2,117,206)
Excess (Deficiency) of Revenues and Other Financing Sources Over (under) Expenditures and Other Financing Uses	(2,522,653)	24	1,777,956	(744,673)
Fund balances - beginning	19,210,516	161,753	830,766	20,203,035
Fund balances - ending	\$ 16,687,863	\$ 161,777	\$ 2,608,722	\$ 19,458,362

The accompanying notes are an integral part of these financial statements.



**CITY OF NEEDLES, CALIFORNIA**  
**RECONCILIATION OF THE STATEMENT OF**  
**REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED**  
**JUNE 30, 2022**

Net change in fund balances - total governmental funds \$ (744,673)

Amounts reported for governmental activities in the statement of activities  
are different because:

Governmental funds report capital outlays as expenditures. However, in  
the statement of activities the cost of those assets is allocated over  
their estimated useful lives and reported as depreciation expense.

Expenditures for general capital assets, infrastructure, and other related capital asset adjustments	1,410,345	
Less: current year depreciation	<u>(1,012,377)</u>	
		397,968

Expenditures in the statement of activities that do not require the use of  
current financial resources are not reported as expenditures in the funds:

Change in the liability for compensated absences	(21,579)	
Change in net pension liability	(617,906)	
Change in OPEB liability	(158,769)	

Repayment of bond or note principal is an expenditure in the governmental  
funds, but the repayment reduces long-term liabilities in the statement of  
net position.

	<u>140,000</u>	
Change in net position of governmental activities		<u><u>\$ (1,004,959)</u></u>

The accompanying notes are an integral part of these financial statements.

**CITY OF NEEDLES, CALIFORNIA**  
**STATEMENT OF NET POSITION**  
**PROPRIETARY FUNDS**  
**JUNE 30, 2022**

Item 2.

	Public Utility Authority	Sanitation	Golf Course	Transit	Total Enterprise Funds	Internal Service Funds
<b>ASSETS</b>						
Current assets:						
Cash and investments	\$ 12,823,256	\$ 1,782,014	\$ 296,727	\$ 179,328	\$ 15,081,325	\$ 1,034,431
Accounts receivable, net	3,215,298	255,077	-	-	3,470,375	2,102
Due from other funds	792,655	-	-	-	792,655	9,877
Due from other governments	47,670	-	-	115,466	163,136	-
Inventory	763,723	-	5,327	-	769,050	-
Prepaid items	871,110	-	1,685	-	872,795	3,362,036
Total current assets	18,513,712	2,037,091	303,739	294,794	21,149,336	4,408,446
Non-current assets:						
Intangible assets	2,439,190	-	-	-	2,439,190	-
Right of use assets, net	125,125	-	213,787	-	338,912	27,463
Capital assets, net	19,040,919	-	543,399	410,693	19,995,011	524,704
Total non-current assets	21,605,234	-	757,186	410,693	22,773,113	552,167
<b>TOTAL ASSETS</b>	<b>40,118,946</b>	<b>2,037,091</b>	<b>1,060,925</b>	<b>705,487</b>	<b>43,922,449</b>	<b>4,960,613</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>						
Deferred outflows of resources related to pensions	472,351	-	36,361	-	508,712	-
Deferred outflows of resources related to OPEB	38,098	-	2,933	-	41,031	-
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>510,449</b>	<b>-</b>	<b>39,294</b>	<b>-</b>	<b>549,743</b>	<b>-</b>
<b>LIABILITIES</b>						
Current liabilities:						
Accounts payable	318,856	192,032	56,685	48,187	615,760	289,843
Accrued payroll	-	-	-	-	-	90,630
Compensated absences	268,713	-	-	-	268,713	5,326
Deposits	2,447,428	500	-	-	2,447,928	-
Due to other funds	28,745	2,853,930	-	-	2,882,675	642,579
Deferred revenue	-	-	-	60,937	60,937	-
Accrued interest	174,970	-	-	-	174,970	-
Advance payable - current	41,914	-	-	-	41,914	-
Bonds/note payable - current	1,032,323	31,173	-	-	1,063,496	-
Other liabilities	-	-	4,794	-	4,794	4,865
Total current liabilities	4,312,949	3,077,635	61,479	109,124	7,561,187	1,033,243
Non-current liabilities:						
Net pension liability	969,701	-	74,646	-	1,044,347	-
Other post-employment benefits liability	580,486	-	44,685	-	625,171	-
Advance payable - non-current	9,540,835	-	-	-	9,540,835	-
Lease liability	126,274	-	214,747	-	341,021	27,822
Bonds/note payable - non-current	9,846,660	218,398	-	-	10,065,058	-
Total non-current liabilities	21,063,956	218,398	334,078	-	21,616,432	27,822
<b>TOTAL LIABILITIES</b>	<b>25,376,905</b>	<b>3,296,033</b>	<b>395,557</b>	<b>109,124</b>	<b>29,177,619</b>	<b>1,061,065</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>						
Deferred inflows of resources related to pensions	962,543	-	74,095	-	1,036,638	-
<b>NET POSITION</b>						
Net investment in capital assets	10,599,977	-	543,399	410,693	11,554,069	552,167
Restricted for debt service	-	-	-	-	-	-
Unrestricted (deficit)	3,689,970	(1,258,942)	87,168	185,670	2,703,866	3,347,381
<b>TOTAL NET POSITION</b>	<b>\$ 14,289,947</b>	<b>\$ (1,258,942)</b>	<b>\$ 630,567</b>	<b>\$ 596,363</b>	<b>\$ 14,257,935</b>	<b>\$ 3,899,548</b>

The accompanying notes are an integral part of these financial statements.

**CITY OF NEEDLES, CALIFORNIA**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**  
**PROPRIETARY FUNDS**  
**FOR THE YEAR ENDED**  
**JUNE 30, 2022**

Item 2.

	Public Utility Authority	Sanitation	Golf Course	Transit	Total Enterprise Funds	Internal Service Funds
<b>OPERATING REVENUES</b>						
Charges for services-Public Utility Authority	\$ 16,320,432	\$ -	\$ -	\$ -	\$ 16,320,432	\$ -
Charges for services-Other enterprise funds	-	1,549,566	459,375	40,995	2,049,936	14,322,946
Other fees and sales	-	-	40,206	-	40,206	-
Other revenues	1,081,696	-	(46)	-	1,081,650	3,556
Total operating revenues	17,402,128	1,549,566	499,535	40,995	19,492,224	14,326,502
<b>OPERATING EXPENSES</b>						
Personnel costs	-	-	(21,673)	-	(21,673)	2,720,078
Contractual services	-	1,120,993	388,189	-	1,509,182	550,679
Power and utilities	-	-	162,295	-	162,295	6,770,754
Maintenance and operations	15,070,057	120,000	202,232	498,234	15,890,523	2,544,362
Administrative and management	-	15,713	53,513	17,287	86,513	475,812
Insurance	-	(31)	2,944	587	3,500	109,553
Depreciation and amortization	1,351,882	-	48,858	58,335	1,459,075	139,454
Total operating expenses	16,421,939	1,256,675	836,358	574,443	19,089,415	13,310,692
Operating income (loss)	980,189	292,891	(336,823)	(533,448)	402,809	1,015,810
<b>NON-OPERATING REVENUES (EXPENSES)</b>						
Interest revenue	11,049	-	-	81	11,130	20,389
Government grants	1,345,100	-	-	496,274	1,841,374	-
Gain on sale of asset	-	-	3,950	-	3,950	-
Interest expense and fiscal charges	(466,029)	(15,939)	(17,325)	-	(499,293)	(9,334)
Total non-operating revenues (expenses)	890,120	(15,939)	(13,375)	496,355	1,357,161	11,055
Income (loss) before capital contributions and transfers	1,870,309	276,952	(350,198)	(37,093)	1,759,970	1,026,865
Capital contributions - AB 2766	-	-	-	15,000	15,000	-
Capital contributions - State of good repair	-	-	-	8,559	8,559	-
Transfers in	1,328,236	-	3,632,095	12	4,960,343	5,695
Transfers out	(1,778,927)	(120,000)	-	(21,254)	(1,920,181)	(928,651)
Net capital contributions and transfers	(450,691)	(120,000)	3,632,095	2,317	3,063,721	(922,956)
Change in net position	1,419,618	156,952	3,281,897	(34,776)	4,823,691	103,909
Net position - beginning	12,870,329	(1,415,894)	(2,651,330)	631,139	9,434,244	3,795,639
Prior year adjustments	-	-	-	-	-	-
Net position - beginning, as restated	12,870,329	(1,415,894)	(2,651,330)	631,139	9,434,244	3,795,639
Net position - ending	\$ 14,289,947	\$ (1,258,942)	\$ 630,567	\$ 596,363	\$ 14,257,935	\$ 3,899,548

The accompanying notes are an integral part of these financial statements.

**CITY OF NEEDLES, CALIFORNIA**  
**STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS**  
**FOR THE YEAR ENDED**  
**JUNE 30, 2022**

Item 2.

	Public Utility Authority	Sanitation	Golf Course	Transit	Total Enterprise Funds	Internal Service Funds
<b>Cash Flows from Operating Activities:</b>						
Cash collected from customers	\$ 15,941,655	\$ 1,479,475	\$ 499,535	\$ 87,686	\$ 18,008,351	\$ 14,332,692
Cash payments to suppliers for goods and services	(14,869,980)	(1,243,798)	(744,691)	(544,481)	(17,402,950)	(13,324,129)
Cash payments to employees for services	-	-	(47,985)	-	(47,985)	(2,720,269)
<b>Net cash provided (used) by operating activities</b>	<b>1,071,675</b>	<b>235,677</b>	<b>(293,141)</b>	<b>(456,795)</b>	<b>557,416</b>	<b>(1,711,706)</b>
<b>Cash Flows From Noncapital Financing Activities:</b>						
Operating grants received	-	-	-	496,274	496,274	-
Decrease (increase) in due from other funds	(269,004)	-	-	-	(269,004)	(9,877)
Increase (decrease) in due to other funds/advances	(29,400)	240,000	-	-	210,600	513,921
Operating transfers in	1,328,236	-	3,632,095	12	4,960,343	5,695
Operating transfers out	(1,778,927)	(120,000)	-	(21,254)	(1,920,181)	(928,651)
<b>Net cash (used) provided by noncapital financing activities</b>	<b>(749,095)</b>	<b>120,000</b>	<b>3,632,095</b>	<b>475,032</b>	<b>3,478,032</b>	<b>(418,912)</b>
<b>Cash Flows from Capital and Financing Activities:</b>						
Acquisition and construction of capital assets	(940,690)	-	(127,657)	-	(1,068,347)	(209,790)
Principal paid on bonds/note payable	(993,600)	(29,362)	-	-	(1,022,962)	-
Proceeds from sale of asset	-	-	3,950	-	3,950	-
Capital grants received	1,345,100	-	-	23,558	1,368,658	-
Interest paid	(482,010)	(15,939)	-	-	(497,949)	-
<b>Net cash (used) provided by capital and related financing activities</b>	<b>(1,071,200)</b>	<b>(45,301)</b>	<b>(123,707)</b>	<b>23,558</b>	<b>(1,216,650)</b>	<b>(209,790)</b>
<b>Cash Flows from Investing Activities:</b>						
Interest on investments	11,049	-	-	82	11,131	20,389
<b>Net cash provided by investing activities</b>	<b>11,049</b>	<b>-</b>	<b>-</b>	<b>82</b>	<b>11,131</b>	<b>20,389</b>
<b>Net increase (decrease) in cash and cash equivalents</b>	<b>(737,571)</b>	<b>310,376</b>	<b>3,215,247</b>	<b>41,877</b>	<b>2,829,929</b>	<b>(2,320,019)</b>
Cash and cash equivalents, beginning of year	13,560,827	1,471,638	(2,918,520)	137,451	12,251,396	1,263,465
Cash and cash equivalents, end of year	<u>\$ 12,823,256</u>	<u>\$ 1,782,014</u>	<u>\$ 296,727</u>	<u>\$ 179,328</u>	<u>\$ 15,081,325</u>	<u>\$ (1,056,554)</u>
<b>Reconciliation of operating income (loss) to net cash provided (used) by operating activities</b>						
Operating income (loss)	\$ 980,189	\$ 292,891	\$ (336,823)	\$ (533,448)	\$ 402,809	\$ 1,015,810
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:						
Depreciation and amortization	1,351,882	-	48,858	58,335	1,459,075	139,454
Adjustment of beginning balances	-	-	-	-	-	-
Changes in assets and liabilities:						
Decrease (increase) in accounts receivable	(1,280,418)	(70,091)	-	-	(1,350,509)	6,190
Decrease in due from other governments	(47,670)	-	-	(9,273)	(56,943)	-
(Increase) decrease in inventory	(59,882)	-	(4,032)	-	(63,914)	-
Decrease (increase) in prepaid expenses	(221,109)	3,775	41,530	876	(174,928)	(3,080,404)
Increase in deferred outflows	(140,920)	-	39,025	-	(101,895)	-
Increase (decrease) in accounts payable	(93,992)	9,102	26,984	(29,249)	(87,155)	143,947
Decrease in accrued liabilities	-	-	(3,972)	-	(3,972)	63,488
Increase (decrease) in deposits payable	(132,385)	-	-	-	(132,385)	-
Increase (decrease) in deferred revenue	-	-	-	55,964	55,964	-
Increase (decrease) in net pension liability	(390,151)	-	(213,566)	-	(603,717)	-
Increase (decrease) in OPEB liability	241,756	-	(27,107)	-	214,649	-
Decrease in deferred inflows	849,313	-	151,488	-	1,000,801	-
Increase in compensated absences payable	15,062	-	(15,526)	-	(464)	(191)
<b>Net cash provided (used) by operating activities</b>	<b>\$ 1,071,675</b>	<b>\$ 235,677</b>	<b>\$ (293,141)</b>	<b>\$ (456,795)</b>	<b>\$ 557,416</b>	<b>\$ (1,711,706)</b>

The accompanying notes are an integral part of these financial statements.

## NOTES TO THE FINANCIAL STATEMENTS

**CITY OF NEEDLES, CALIFORNIA**  
**Notes to the Financial Statements**  
**June 30, 2022**

Item 2.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. INTRODUCTION**

The accounting and reporting framework and the more significant accounting principles and practices of the City of Needles, California (City) are discussed in subsequent sections of this Note. The remaining Notes are organized to provide explanations, including required disclosures, of the City's financial activities for the fiscal year ended June 30, 2022.

**B. FINANCIAL REPORTING ENTITY – BASIS OF PRESENTATION**

**Description of the Reporting Entity**

The City was incorporated on October 30, 1913, as a General Law City. The City became a Charter City on January 28, 1959, and operates under a Council-Manager form of government. The City Council consists of seven members elected by the citizens of the City. The City provides the following services to its citizens: public safety (police and fire), highways and streets, electric, water, wastewater, sanitation, public transportation, health and social services, cemetery, culture-recreation, public improvements, community development (planning, building, zoning), and general administrative services.

The accompanying financial statements present the City's primary government and component units over which the City exercises significant influence. Significant influence or accountability is based primarily on operational or financial relationships with the City, as distinct from legal relationships. Blended component units, although legally separate entities, are in substance part of the City's operations and so data from these units are combined with data of the primary government.

Each blended component unit has a June 30, 2022 fiscal year-end, and issues separate audited financial statements. The City has no discretely presented component units.

Management has determined that the following component units should be blended: Needles Transit Authority, Needles Public Financing Authority, and the Needles Public Utility Authority. Additional detailed financial information for each of these entities can be obtained from the City of Needles Finance Department at 817 Third Street, Needles, California, 92363.

**Needles Redevelopment Agency**

The City established the Needles Redevelopment Agency (Agency) on August 16, 1984, as a separate legal entity in accordance with state law. The City Council declared by Ordinance that the City Council would serve as the Board of Directors of the Agency.

The primary purpose of the Agency is to eliminate blighted areas by encouraging development of residential, commercial, industrial, recreational, and public facilities. The City Council members designate management and have financial accountability for the Agency.

**CITY OF NEEDLES, CALIFORNIA**  
**Notes to the Financial Statements**  
**June 30, 2022**

Item 2.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

**B. FINANCIAL REPORTING ENTITY – BASIS OF PRESENTATION, continued**

Needles Redevelopment Agency, continued

Pursuant to the provisions of ABX126, the Redevelopment Agency of the City of Needles was dissolved effective February 1, 2012. The County of San Bernardino currently serves as the successor agency to the former redevelopment agency, and is responsible for revenue collection, maintaining the bond reserves, disposing of any excess property, and fulfilling the remaining obligations of the dissolved Agency through the maturity of the bond debt in August 2022.

Needles Public Financing Authority

The Needles Public Financing Authority (NPFA) was formed on March 7, 1992 for the sole purpose of providing financing for various City capital projects. The Financing Authority is governed by a seven-member board, which consists of members of the City Council.

Needles Public Utility Authority

The Needles Public Utility Authority (NPUA) was formed on January 6, 1997, for the purpose of owning, operating, and maintaining the Utility Enterprise. The Utility Enterprise consists of the Water, Sewer, and Electric Enterprise Funds serving the City and the surrounding area. A seven member Board that consists of members of the City Council governs the Utility Authority.

Other Governmental Agencies

Other governmental agencies providing various levels of service to the City include the State of California, County of San Bernardino, as well as various special districts and school districts.

Each of the above agencies has an independent elected governing board or is dependent on an independently elected governing board other than the City Council. Accordingly, financial data and transactions of these agencies are not included within the scope of this financial report.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

**B. FINANCIAL REPORTING ENTITY – BASIS OF PRESENTATION, continued**

**Government Wide and Fund Financial Statements**

**Government-Wide Statements**

The government-wide financial statements include the statement of net position and the statement of activities. These statements report financial information for the City as a whole excluding fiduciary activities such as employee pension plans. Individual funds are not displayed but the statements distinguish governmental activities, which are generally supported by taxes and City general revenues, from business-type activities, generally financed in whole or in part by fees charged to external customers.

The statement of activities reports the expenses of a given function, offset by program revenues directly connected with the functional program. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a distinct functional activity.

Program revenues include: (1) charges for services which report fees, fines and forfeitures, and other charges to users of the City's services; (2) operating grants and contributions which finance annual operating activities including restricted investment income; and (3) capital grants and contributions which fund the acquisition, construction, or rehabilitation of capital assets and include fees to developers. These revenues are subject to externally imposed restrictions to the specified program purposes. Taxes and other revenue sources not properly included with program revenues are reported as general revenues.

**Fund Financial Statements**

Fund financial statements are provided for governmental, proprietary, and fiduciary funds. Major individual governmental and enterprise funds are reported in separate columns with composite columns for non-major funds.

**C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION**

The government-wide statements report using the economic resources measurement focus and the accrual basis of accounting, generally including the reclassification or elimination of internal activity (between or within funds). However, internal eliminations do not include utility services provided to City departments. Proprietary and fiduciary fund financial statements and financial statements of City component units also report using this same focus and basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property tax revenues are recognized in the year for which they are levied while grants are recognized when grantor eligibility requirements are met.



**CITY OF NEEDLES, CALIFORNIA**  
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Item 2.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

**C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION, continued**

Governmental fund financial statements report using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to pay current liabilities. The City considers revenues to be available if they are collected within 60 days after the end of the fiscal year.

Expenditures are recorded when the related fund liability is incurred, except for general obligation bond principal and interest which are reported as expenditures in the year due.

Major revenue sources subject to accrual include: property taxes, sales tax, transient occupancy tax, franchise taxes (fees), intergovernmental revenues, and investment income.

Operating income reported in proprietary fund financial statements includes revenues and expenses related to the primary continuing operations of the fund. Principal operating revenues for proprietary funds are charges to customers for sales or services. Principal operating expenses are the costs of providing goods or services and include administrative expenses and depreciation of capital assets. Other revenues and expenses are classified as non-operating in the financial statements.

When both restricted and unrestricted resources are available for use, the City's policy is to use restricted resources first, then unrestricted resources as necessary. Restricted assets and liabilities payable from restricted assets that are considered current in nature are reported as current assets and liabilities in the financial statements.

Assets that are restricted for acquisition or construction of non-current assets, or are restricted for liquidation of long-term debt, are considered non-current.

**D. FUND TYPES AND MAJOR FUNDS**

*Governmental Funds*

The City reports the following major governmental funds:

General Fund – The General Fund is the general operating fund of the City. It is used to account for all financial resources not reported in other funds.

Needles Public Financing Authority – This fund accounts for the accumulation of financial resources for the payment of principal and interest on the City's general obligation debt. Revenues come from interest on invested funds.

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

**D. FUND TYPES AND MAJOR FUNDS, continued**

*Proprietary Funds*

The City reports the following major enterprise funds:

Needles Public Utility Authority – This fund accounts for the operating activities of the City's public utility operations.

Sanitation Fund – This fund accounts for the operating activities of the City's refuse collection service, which is contracted to a third-party service provider.

River's Edge Golf Course – This fund accounts for the operating activities of the City's municipal golf course.

Transit Funds – These three funds (Needles Area Transit, Dial-A-Ride, and Dial-A-Ride Medical Transport) account for the operating activities of the City's public transportation system.

*Other Fund Types*

The City also reports the following fund types:

Internal Service Funds – These funds are used to account for the financing of goods or services provided by one department to other departments within the City on a cost-reimbursement basis. These include vehicle maintenance (fleet management), business office, and information technology. These are proprietary funds reported with business-type activities in the government-wide statements, as the majority of the activities are charged to other proprietary funds.

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

**E. ASSETS, LIABILITIES, AND FUND BALANCES/NET POSITION**

**CASH AND INVESTMENTS**

The City maintains and controls one major cash and investment pool. Each fund's portion of the pool is displayed on its respective balance sheet as "cash and equivalents".

In addition, non-pooled cash and investments are separately held and reflected in respective funds or component units as "cash with fiscal agents" or "restricted cash".

For purposes of the accompanying statement of cash flows, the City considers highly liquid investments (including restricted assets) with an original maturity of three months or less when purchased to be cash equivalents.

Investments are reported at fair value, which is determined using selected bases. Short-term investments are reported at cost, which approximates fair value.

Securities traded on a national or international exchange are reported at the last reported sales price based on current exchange rates. Cash deposits are reported at carrying amount which reasonably approximates fair value.

**INVENTORY OF SUPPLIES**

Inventories in governmental funds consist of expendable supplies held for consumption stated on an average cost basis. They are reported at cost, which is recorded as an expenditure at the time the inventory items are used. Proprietary fund inventories and similar component unit inventories are recorded at the lower of cost or market value on an average cost basis. Inventories are reported similarly in the fund financial statements and the government-wide financial statements.

**PREPAID EXPENSES**

Prepaid items represent payments made to vendors that benefit future reporting periods, and are reported on the consumption basis. Prepaid items are reported similarly in the fund financial statements and the government-wide financial statements.

**LAND HELD FOR RESALE**

Land held for resale is valued at the lower of cost or market.

**CAPITAL ASSETS, DEPRECIATION, AND AMORTIZATION**

The City's property, plant, equipment, and infrastructure with useful lives of more than one year are stated at historical cost and reported in the government-wide financial statements.

**CITY OF NEEDLES, CALIFORNIA**  
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Item 2.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

**E. ASSETS, LIABILITIES, AND FUND BALANCES/NET POSITION, continued**

**CAPITAL ASSETS, DEPRECIATION, AND AMORTIZATION, continued**

Proprietary and component unit capital assets are also reported in their respective funds and component unit financial statements. Donated assets are stated at fair value on the date donated. The City generally capitalizes assets with a cost of \$5,000 or more. The cost of normal maintenance and repairs that do not add to the asset value or materially extend useful lives are not capitalized. Capital assets, including those of component units, are depreciated using the straight-line method.

When capital assets are disposed, the cost and applicable accumulated depreciation are removed from the respective accounts, and the resulting gain or loss is recorded in operations.

Estimated useful lives for depreciable assets are as follows:

Buildings	20 – 30 years
Improvements, other than buildings	5 – 15 years
Mobile equipment	5 – 7 years
Furniture, machinery, and equipment	5 – 7 years

**LONG-TERM DEBT, DEFERRED DEBT EXPENSE, AND BOND DISCOUNTS/PREMIUMS**

In the government-wide, proprietary, and component unit financial statements, outstanding debt is reported as a liability. Bond issuance costs, bond discounts and premiums, and the difference between the reacquisition price and the net carrying value of refunded debt are capitalized and amortized over the terms of the respective bonds using a method that approximates the effective interest method.

Governmental fund financial statements recognize debt proceeds and premiums as other financing sources of the current fiscal period. Issuance costs are reported as expenditures of the current fiscal period.

**UNAVAILABLE REVENUE**

Under the modified accrual basis of accounting, it is not enough that revenue has been earned if it is to be recognized in the current period. Revenue must also be available to finance expenditures of the current period. Governmental funds report revenues in connection with receivables for revenues not considered available to liquidate as deferred inflows of resources in the current period. Unavailable revenues in the current year represent the pre-need deposits for burial at the City Cemetery.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

**E. ASSETS, LIABILITIES, AND FUND BALANCES/NET POSITION, continued**

**COMPENSATED ABSENCES**

Full-time, permanent employees are granted vacation benefits in varying amounts to specified maximums depending on tenure with the City. Sick leave accrues to full-time, permanent employees to specified maximums. The estimated liabilities include required salary-related payments. Compensated absences are reported as accrued in the government-wide, proprietary, fiduciary, and component unit financial statements. Governmental funds report only matured compensated absences payable to currently terminating employees.

**FUND BALANCES**

In accordance with Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, governmental fund types report fund equity in one of five categories, as follows:

Nonspendable – Fund balances that cannot be spent because they are either:

- Not in Spendable Form—generally, amounts that are not expected to be converted to cash, such as inventories or prepaid amounts. This classification also includes some long-term amounts such as property acquired for resale or the long-term portion of loans receivable.
- Legally or Contractually Required to be Maintained Intact—amounts that are required to be maintained intact, such as the principal of a permanent fund.

Restricted – This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

Committed – This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the City Council. These amounts cannot be used for any other purpose unless the City Council removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.

Assigned – This classification includes amounts that are constrained by the City's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the City Council or through the City Council delegating this responsibility to the City manager through the budgetary process. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund.

Unassigned – This is the residual classification for the general fund (i.e., everything that is not in another classification or in another fund).

**CITY OF NEEDLES, CALIFORNIA**  
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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

**E. ASSETS, LIABILITIES, AND FUND BALANCES/NET POSITION, continued**

FUND BALANCES, continued

When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the City considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the City Council has provided otherwise in its commitment or assignment actions.

Prior to the issuance of GASB Statement 54, the governmental fund financial statements reported reserved fund balance for amounts not available for appropriation or legally restricted for specified purposes. The General Fund reserve for restricted purposes included fund balances/net position restricted for related assets, including advances to other funds and interest receivable. The Capital Projects Fund reserve for restricted purposes included fund balances/net position restricted for waterway construction, low-to-moderate income housing, street improvement, and wastewater resources projects.

**F. REVENUES, EXPENDITURES, AND EXPENSES**

UTILITY BILLINGS

The NPUA bills individuals and businesses for electric, water, and sewer services on a monthly basis. The billings are considered delinquent when they are not paid by the due date indicated on the billing, which is generally 20 days after the billing date. The City reserves an amount as uncollectible based on historical collection rates. The amount of the estimated uncollectible billings at June 30, 2022 was \$395,125.

USE OF ESTIMATES

The financial statements and related disclosures are prepared in conformity with accounting principles generally accepted in the United States. Management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and revenue and expenses during the period reported. These estimates include assessing the collectability of accounts receivable, the use and recoverability of inventory, and the useful lives and impairment of tangible and intangible assets, among others. Estimates and assumptions are reviewed periodically and the effects of revisions are reflected in the financial statements in the period they are determined to be necessary. Actual results could differ from the estimates.

**CITY OF NEEDLES, CALIFORNIA**  
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Item 2.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued**

**F. REVENUES, EXPENDITURES, AND EXPENSES, continued**

**PROPERTY TAX REVENUES**

All property taxes are collected and allocated by the County of San Bernardino to the various taxing entities. Property taxes are determined annually as of March 1 and attach as an enforceable lien on real property as of July 1. Taxes are due November 30 and February 1 and are delinquent if not paid by December 10 and April 10, respectively. The County of San Bernardino bills and collects the property taxes and remits them to the City in installments during the year. City property tax revenues are recognized when available and measurable. The City considers property tax as available if it is received within 60 days after the year-end.

**PENSIONS**

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions and pension expense, information about the fiduciary net position of the California Public Employees' Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**G. NEW ACCOUNTING PRONOUNCEMENTS**

**GASB 87**

Governmental Accounting Standards Board issued Statement No. 87 (GASB 87) in June 2017, which became effective for the City of Needles July 1, 2021. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities for obligations exceeding 12 months.

**NOTE 2 – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

The County is permitted by State Law (Proposition 13) to levy taxes at 1% of full market value (at time of purchase) and can increase the market value no more than 2% per year. The City receives a share of this basic levy proportionate to what it received in the 1976 and 1978 period. Property tax rates for bond debt service are determined by the City, with collections and allocations made by the County.

**CITY OF NEEDLES, CALIFORNIA**  
**Notes to the Financial Statements**  
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**NOTE 2 – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY, continued**

**Deficit Fund Balance/Net Position – Primary Government**

Deficit fund balances/net position as of June 30, 2022, not visible in the basic financial statements because they are grouped with other funds, are as follows:

Community Development Block Grant	\$ 2,962
Housing and Community Development Grant	104,719
State Recreation Grants	65,849
Safe Routes to School	2,479
Redevelopment Agency	72,493

**Budgets and Budgetary Accounting**

The City prepared and adopted annual operating budgets for the General fund, all Special Revenue funds, and all Capital Projects funds. The City follows these procedures in establishing the budgetary data reflected in the financial statements:

1. The City Manager submits to the City Council a proposed budget for the fiscal year commencing the following July 1. The budget includes proposed expenditures and the means of financing them.
2. The City Council reviews the proposed budget at a specially scheduled session, which is open to the public. The Council also conducts a public hearing on the proposed budget to obtain comments from interested persons.
3. The budget is legally adopted through passage of a resolution.
4. The City Manager is authorized to transfer funds within departmental budgets between major object classifications and between capital projects in the same fund. The City Council must authorize transfers between funds, between departments, and from the fund balances reserved for specific purposes.
5. Annual budgets presented are legally adopted and amended as required for the General, Special Revenue, and Capital Projects funds. All budgets presented are prepared on a basis consistent with GAAP.
6. Budgeted amounts are reflected after all applicable amendments and revisions.
7. For each legally adopted operating budget, expenditures may not exceed budgeted appropriations at the department level. The legal level of budgetary control is at the level called “department”. A “department” for legal appropriation purposes may be a single organization (i.e., City Attorney), or an entire department having multiple organizations (i.e., Parks and Recreation), or an entire fund (i.e., Special Fund for Capital Outlay). All departments and funds should complete the year within legally authorized expenditures.



**CITY OF NEEDLES, CALIFORNIA**  
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**NOTE 3 – DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS**

**Deposits with Financial Institutions**

Custodial credit risk for deposits with financial institutions is the risk that, in the event of a failure of the financial institution, the City's deposits will not be returned or the City will not be able to obtain collateral securities pledged by the financial institutions.

Custodial credit risk is not covered by bond indentures, although the indentures usually require the issuer to maintain reserve accounts with the trustee bank named in the indenture.

The City's policy, in accordance with the State of California Government Code, is to require financial institutions to collateralize the City's deposits at 110% of the deposit amount with U.S. government securities in the City's name.

California law allows financial institutions to secure City deposits by pledging first trust deed mortgage notes having a value of 150% of the City's total deposit. The City, at management's discretion, may waive the 110% collateral requirements for deposits which are federally insured up to \$100,000. Federal insurance provides up to \$250,000 of coverage for each depositor.

At June 30, 2022, the book balance of the City's deposits was \$22.9 million and the bank balance was \$23.6 million. Of the bank balance, \$500,000 was insured and \$23.1 million was collateralized.

**Investments**

Credit risk is the risk that an issuer of a security or a counterparty to the investment will not be able to fulfill its obligations with respect to the investment. The City does not have a formal policy with respect to credit risk.

Instead, the City follows State of California law, which authorizes the City to invest in obligations of U.S. Government agencies and U.S. Government securities, certificates of deposit, municipal securities, and the Local Agency Investment Fund (LAIF) of the State of California.

Interest rate risk is the risk that a change in interest rates will have an adverse effect on the fair value of an investment. Concentration of credit risk is the risk of loss attributable to a concentration of funds in a single issue or issuer. The City's investments include only certificates of deposit or investments in LAIF. Accordingly, the City does not have a formal policy with respect to interest rate risk, the matching of investment maturities with anticipated future cash flows or concentration of credit risk.

The City's investments are stated at cost, which approximates fair value. The City's investment in the LAIF is \$4,436,248. The total amount invested by all public agencies in LAIF is \$231,867 million. The LAIF is managed by the State Treasurer. Of that amount, one hundred percent (100%) is invested in non-derivative financial products, and zero percent in derivative financial products.

**CITY OF NEEDLES, CALIFORNIA**  
**Notes to the Financial Statements**  
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Item 2.

**NOTE 3 – DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS, continued**

**Investments, continued**

Investments by all public agencies at June 30, 2022 include \$2,350 million in structured notes and \$2,052 million in asset-backed securities.

Structured notes are debt securities (other than asset-backed securities) whose cash flow characteristics (coupon rate, redemption amount, or stated maturity) depend upon one or more indices and/or that have embedded forwards or options. They are issued by corporations and by government-sponsored enterprises such as the Federal National Mortgage Association and the Federal Home Loan Bank System or an international agency such as the World Bank.

Asset-backed securities entitle the purchaser to receive a share of the cash flows from a pool of assets such as principal and interest repayments from a pool of mortgages (such as CMOs), small business loans, or credit card receivables (such as ABCP).

The City's cash and investments, which includes all funds including the NPUA, at June 30, 2022 were as follows:

	Carrying Amount	Fair Value
California LAIF	\$ 4,436,248	\$ 4,436,248
Petty cash and cash drawers	4,798	4,798
Cash in banks	18,496,308	18,496,308
Total Cash and Investments	<u>\$ 22,937,354</u>	<u>\$ 22,937,354</u>

**Reserve Requirements**

The Tax Allocation Revenue Bonds 1992 Series A agreement requires a minimum balance of \$164,500 in the reserve fund. At June 30, 2022, the reserve fund totaled \$161,777. The cash for the deposit was provided by the bond proceeds and is to be used for future debt service.

**CITY OF NEEDLES, CALIFORNIA**  
**Notes to the Financial Statements**  
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Item 2.

**NOTE 3 – DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS, continued**

**Investments at Fair Value**

GASB Statement No. 72 requires all investments to be categorized under a fair value hierarchy. The City determines the fair value of its investments based upon both observable and unobservable inputs. The City categorizes its fair value measurements within the fair value hierarchy in accordance with Generally Accepted Accounting Principles. The levels within the hierarchy are as follows:

- Level 1 – quoted prices (unadjusted) for identical assets or liabilities in active markets that a government can access at the measurement date.
- Level 2 – inputs (other than quoted prices included within Level 1) that are observable for an asset or liability, either directly or indirectly. These inputs can include quoted prices for similar assets or liabilities in active or inactive markets, or market-corroborated inputs.
- Level 3 – unobservable inputs for an asset or liability, which generally results in a government using the best information available and may include the government's own data.

The remaining investments not categorized under the fair value hierarchy are shown at Net Asset Value (NAV). These are investments in non-governmental entities for which a readily determinable fair value is not available, such as member units or an ownership interest in partners' capital to which a proportionate share of net assets is attributed. Investments at NAV are commonly calculated by subtracting the fair value of liabilities from the fair value of assets.

The City considers its investment in the California LAIF to be a level 2 investment.

**CITY OF NEEDLES, CALIFORNIA**  
**Notes to the Financial Statements**  
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**NOTE 4 – CAPITAL ASSETS**

A summary of the changes in capital assets follows:

	Balance July 1, 2021	Additions	Deletions	Transfers/ Reclassifications	Balance June 30, 2022
<b><i>Governmental Activities</i></b>					
Capital assets, not being depreciated:					
Land	\$ 349,403	\$ -	\$ (3,000)	\$ -	\$ 346,403
Construction in progress	183,251	29,066	-	-	212,317
Total capital assets, not being depreciated	532,654	29,066	(3,000)	-	558,720
Capital assets being depreciated:					
Structures and improvements	28,290,961	1,107,894	-	-	29,398,855
Equipment	761,084	273,384	(15,127)	-	1,019,341
Total capital assets being depreciated	29,052,045	1,381,278	(15,127)	-	30,418,196
Less accumulated depreciation for:					
Structures and improvements	(12,551,879)	(962,586)	-	-	(13,514,465)
Equipment	(657,307)	(49,790)	15,127	-	(691,970)
Total accumulated depreciation	(13,209,186)	(1,012,376)	15,127	-	(14,206,435)
Total capital assets being depreciated, net	15,842,859	368,902	-	-	16,211,761
Capital assets, net	\$ 16,375,513	\$ 397,968	\$ (3,000)	\$ -	\$ 16,770,481
<b><i>Business-Type Activities</i></b>					
Capital assets not being depreciated:					
Land	\$ 3,209,553	\$ -	\$ -	\$ -	\$ 3,209,553
Construction in progress	167,403	588,484	-	-	755,887
Total capital assets, not being depreciated	3,376,956	588,484	-	-	3,965,440
Capital assets being depreciated:					
Structures and improvements	42,903,292	282,035	-	-	43,185,327
Equipment	1,947,617	9,900	-	21,902	1,979,419
Total capital assets being depreciated	44,850,909	291,935	-	21,902	45,164,746
Less accumulated depreciation for:					
Structures and improvements	(26,559,439)	(1,422,667)	-	(21,902)	(28,004,008)
Equipment	(533,610)	(72,853)	-	-	(606,463)
Total accumulated depreciation	(27,093,049)	(1,495,520)	-	(21,902)	(28,610,471)
Total capital assets being depreciated, net	17,757,860	(1,203,585)	-	-	16,554,275
Capital assets, net	\$ 21,134,816	\$ (615,101)	\$ -	\$ -	\$ 20,519,715

**CITY OF NEEDLES, CALIFORNIA**  
**Notes to the Financial Statements**  
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Item 2.

**NOTE 4 – CAPITAL ASSETS, continued**

***Depreciation Expense***

Depreciation expense was charged to functions of the primary government as follows:

<b><i>Governmental Activities</i></b>		<b><i>Business-Type Activities</i></b>	
Public safety	\$ 3,303	Public Utility Authority	\$ 1,248,873
Public works	398,947	Golf course	48,858
Parks and recreation	209,356	Transit	58,335
Community development	400,770	Internal service funds	139,454
	<u>\$1,012,376</u>		<u>\$ 1,495,520</u>

**NOTE 5 – INTANGIBLE ASSETS**

Changes in the intangible assets for the year ended June 30, 2022 were as follows:

	Balance July 1, 2021	Additions	Balance June 30, 2022
Cost:			
Water rights	\$ 2,662,807	\$ -	\$ 2,662,807
Canal construction cost sharing	728,366	-	728,366
Total cost	<u>3,391,173</u>	<u>-</u>	<u>3,391,173</u>
Less accumulated amortization:			
Water rights	(490,687)	-	(490,687)
Canal construction cost sharing	(443,086)	(18,210)	(461,296)
Total accumulated amortization	<u>(933,773)</u>	<u>(18,210)</u>	<u>(951,983)</u>
Intangible assets, net	<u>\$ 2,457,400</u>	<u>\$ (18,210)</u>	<u>\$ 2,439,190</u>

**CITY OF NEEDLES, CALIFORNIA**  
**Notes to the Financial Statements**  
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**NOTE 6 – LONG-TERM OBLIGATIONS**

The City has the following long-term obligations at June 30, 2022:

**Bonds Payable and Certificates of Participation**

**1992 Series A Tax Allocation Bonds**

The bonds were issued to provide monies to enable the Financing Authority to fund a loan to the Redevelopment Agency. The bonds are payable solely from the loan payments to be made to the Financing Authority by the Redevelopment Agency and from the reserve account created under the Loan Agreement and investment earnings thereon. Tax revenues of the Agency from its redevelopment project secure repayment of the loan.

Principal payments are due annually until 2023, with interest payments at rates ranging from 5.40% to 7.50% made payable semi-annually.

\$ 150,000

**Bonds Payable – Enterprise Funds**

**2016 Revenue Refunding Bonds**

In December 2016 the Utility Authority issued \$15,488,000 in revenue bonds bearing interest at 3.86%. Principal payments in various amounts are due annually through February 2031.

\$ 10,878,983

**Long-Term Debt – Schedule of Maturities**

Debt service requirements for long-term debt for governmental activities are as follows:

<u>Year Ending June 30:</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	<u>\$ 150,000</u>	<u>\$ 5,625</u>	<u>\$ 155,625</u>

Future interest expense is considerably lower than past years because there is only a partial year's activity until the final payment will be made.

**CITY OF NEEDLES, CALIFORNIA**  
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**NOTE 6 – LONG-TERM OBLIGATIONS, continued**

Debt service requirements for 2016 Revenue Refunding Bonds are as follows:

Years Ending June 30:	Principal	Interest	Total
2023	\$ 1,032,323	\$ 410,062	\$ 1,442,385
2024	1,072,556	369,830	1,442,386
2025	1,114,355	328,030	1,442,385
2026	1,157,784	284,600	1,442,384
2027-2031	6,501,965	709,962	7,211,927
	<u>\$ 10,878,983</u>	<u>\$ 2,102,484</u>	<u>\$ 12,981,467</u>

*Changes in Long-Term Debt*

The following is a summary of changes in long-term debt for the year ended June 30, 2022:

Description and Purpose	Balance July 1, 2021	Increase/ Issued	Decrease/ Refund	Balance June 30, 2022	Due Within One Year
<b>Primary Government</b>					
<i>Governmental Activities:</i>					
Tax allocation 1992 bonds	\$ 290,000	\$ -	\$ (140,000)	\$ 150,000	\$ 150,000
<i>Business-Type Activities:</i>					
Revenue Bonds:					
NPUA 2016 bonds	11,872,583	-	(993,600)	10,878,983	1,032,323
Notes Payable:					
Sanitation fund	278,933	-	(29,362)	249,571	31,173
Total Business-Type Activities	<u>12,151,516</u>	<u>-</u>	<u>(1,022,962)</u>	<u>11,128,554</u>	<u>1,063,496</u>
Total Primary Government	<u>\$12,441,516</u>	<u>\$ -</u>	<u>\$(1,162,962)</u>	<u>\$11,278,554</u>	<u>\$ 1,213,496</u>



**CITY OF NEEDLES, CALIFORNIA**  
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**NOTE 7 – OBLIGATION UNDER AGREEMENT WITH COUNTY OF SAN BERNARDINO**

The note payable in the Sanitation Enterprise Fund resulted from an agreement the City made with the County of San Bernardino (County) on January 30, 1996. The County agreed to accept the landfill into the County landfill system and to serve as lead agency for the cleanup, closure, and post-closure activities for the landfill.

The City agreed to reimburse the County \$665,195 for its share of the cleanup, closure, and post-closure costs, to provide in-kind services for post-closure activities, to assist the County in obtaining approval from regulatory agencies for a “monolithic soil cover”, and in seeking recovery from other parties who may be responsible for the costs of cleanup, closure, and post-closure.

Per the agreement, interest shall accrue on the unpaid balance at 6% per annum compounded annually commencing on January 1 of the year following the year in which the landfill is deemed closed.

The landfill ceased accepting waste in 1994, and was closed in 2002. The Closure Agreement calls for annual principal payments of \$50,000 over a 15 year period.

The City settled this obligation with the County by agreeing to pay a principal amount of \$447,361 beginning on July 1, 2014. Payments are \$3,775 per month for 180 months ending on June 1, 2029. This debt bears interest at 6% per annum.

Future payments under this debt are as follows:

Years Ending June 30:	Principal	Interest	Total
2023	\$ 31,173	\$ 14,128	\$ 45,301
2024	33,062	12,239	45,301
2025	35,135	10,166	45,301
2026	37,302	7,999	45,301
2027-2029	112,899	9,707	122,606
	<u>\$ 249,571</u>	<u>\$ 54,239</u>	<u>\$ 303,810</u>

**CITY OF NEEDLES, CALIFORNIA**  
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**NOTE 8 – UTILITY ENTERPRISE**

As disclosed in Note 1, the Needles Public Utility Authority (NPUA) was formed on January 6, 1997, for the purpose of owning, operating, and maintaining the Utility Enterprise. On March 6, 1997, NPUA purchased the Utility Enterprise (consisting of the Water, Sewer, and Electric Funds) from the City for \$65,000,000.

To fund the acquisition, NPUA issued 1997 revenue bonds totaling \$21,145,000, of which \$17,941,092 was used as an initial down payment for the acquisition. These bonds were fully paid during the year ended June 30, 2017, with the proceeds of 2016 revenue refunding bonds issued by the NPUA. The 2016 Revenue Refunding bonds were issued in the face amount of \$15,488,000 and are more fully described in Note 6 above.

The balance of \$47,058,908 was financed by the City and evidenced by an advance from the City to the NPUA. This is being repaid with an annual purchase payment of \$685,300 through the year 2065. As a component unit, the NPUA is included as part of the City's reporting entity (see Note 1). Accordingly, the Utility Enterprise assets and liabilities acquired by NPUA are included in the financial statements at net book value rather than fair market value (acquisition price) and the note, which approximates the step-up to the fair market value, is shown as an interfund advance from the general fund to the NPUA (see Note 12).

The City and NPUA entered into a separate agreement wherein the City has agreed to continue to manage and administer the utility operations. As a result, the City performs the customer billing and collection function and pays the expenses related to the utility operations. NPUA reimburses the City on a monthly basis for expenses incurred.

**NOTE 9 –LEASE OBLIGATIONS AND RECEIVABLES**

The City maintains several equipment operating leases which commenced during or before the fiscal year ended June 30, 2022. The City leases 9 vehicles serving the Code Enforcement, Public Works, Utility Office, Water, Wastewater, and Electric departments which commenced in 2021 and expire during the fiscal year ended June 30, 2027. Upon expiration, there is a \$400 processing fee for each vehicle, which has been included in the total lease obligation being amortized. There is also an ongoing lease for 60 golf carts utilized by the Golf Course which began in August 2021 and will expire August 2026. The City leased a copy machine July 2021 for the administrative offices which expires July 2026. None of the lease agreements carry any residual value guarantees or include any variable payments.

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**NOTE 9 –LEASE OBLIGATIONS AND RECEIVABLES, continued**

The following is a schedule of the intangible right-to-use assets for governmental activities and business-type activities, along with their related accumulated amortization as of June 30, 2022:

	<u>Balance</u>
<b><i>Governmental Activities</i></b>	
Equipment	\$ 84,754
Less: Accumulated amortization	<u>(12,324)</u>
Total right-to-use assets, net of amortization	<u><u>\$ 72,430</u></u>
 <b><i>Business-Type Activities</i></b>	
Equipment	\$ 414,520
Less: Accumulated amortization	<u>(48,145)</u>
Total right-to-use assets, net of amortization	<u><u>\$ 366,375</u></u>

The operating lease liability activity for the capitalized right-to-use assets is as follows:

	<u>Balance</u> <u>July 1, 2021</u>	<u>Additions</u>	<u>Payments</u>	<u>Balance</u> <u>June 30, 2022</u>	<u>Current</u> <u>Portion</u>
<b><i>Governmental Activities</i></b>					
Equipment Leases:					
Vehicles	<u>\$ -</u>	<u>\$ 84,754</u>	<u>\$ (11,710)</u>	<u>\$ 73,044</u>	<u>\$ 17,416</u>
 <b><i>Business-Type Activities</i></b>					
Equipment Leases:					
Vehicles	\$ -	\$ 172,680	\$ (29,151)	\$ 143,529	\$ 37,400
Golf Carts	-	229,058	(14,311)	214,747	43,729
Copy Machine	<u>-</u>	<u>12,782</u>	<u>(2,215)</u>	<u>10,567</u>	<u>2,479</u>
Total Right-to-Use Assets:	<u><u>\$ -</u></u>	<u><u>\$ 414,520</u></u>	<u><u>\$ (45,677)</u></u>	<u><u>\$ 368,843</u></u>	<u><u>\$ 83,608</u></u>

**CITY OF NEEDLES, CALIFORNIA**  
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**NOTE 9 –LEASE OBLIGATIONS AND RECEIVABLES, continued**

The following is a schedule of future equipment lease payments as of June 30, 2022:

<i>Governmental Activities</i>			
Fiscal Year Ended	Liability		Total
June 30,	Reduction	Interest	Payments
2023	\$ 17,416	\$ 2,735	\$ 20,151
2024	18,093	2,068	20,161
2025	18,801	1,350	20,151
2026	11,932	671	12,603
2027	6,802	204	7,006
Total	<u>\$ 73,044</u>	<u>\$ 7,027</u>	<u>\$ 80,071</u>

<i>Business-Type Activities</i>			
Fiscal Year Ended	Liability		Total
June 30,	Reduction	Interest	Payments
2023	\$ 83,608	\$ 10,067	\$ 93,674
2024	85,980	7,528	93,508
2025	88,141	4,965	93,106
2026	69,093	2,498	71,592
2027	42,021	610	42,631
Total	<u>\$ 368,843</u>	<u>\$ 25,668</u>	<u>\$ 394,511</u>

Additionally, the City leases its property to other agencies in the course of making services available to the community. The material leases that fall under the scope of GASB 87 include the City subleasing BLM land to the County of San Bernardino to operate the Marina, RV park, and other recreational services. It also leases the Needles Chamber of Commerce building to the Needles Area Chamber of Commerce nonprofit corporation for operating the Chamber of Commerce and Visitor's Center. The lease with the County first commenced in 1960, and has since been amended to extend through June 2048, while the lease with the Needles Area Chamber of Commerce expires April 2026.

Implicit interest rates were calculated for each operating lease agreement based on value, payments, and term for each lease asset and liability which ranged from 2.75% to 5.94%. The City recognized \$64,482 in total operating lease expense in the fiscal year ended June 30, 2022. A total of \$91,464 in both short-term and long-term rental income was recognized during the fiscal year ended June 30, 2022.

**NOTE 10 – RESTRICTED FUND BALANCES AND NET POSITION**

Certain proprietary fund and similar component unit assets are restricted for construction funded through long-term debt or Federal grant revenues. Net position restricted for debt service include the excess of assets over certain liabilities restricted for the debt service on revenue bonds. Cash is restricted for deposits in bank accounts legally restricted for specified uses such as the payment of currently maturing debt service and annual fiscal fees on long-term debt. These are reported with current assets.

**CITY OF NEEDLES, CALIFORNIA**  
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**NOTE 10 – RESTRICTED FUND BALANCES AND NET POSITION, continued**

The fund balances of the governmental funds have been classified into the five categories of fund balance specified in GASB Statement No. 54. The City's fund balances at June 30, 2022 are as follows:

	General Fund	Public Financing Authority	Other Governmental Funds	Total
<b>Fund Balances:</b>				
<b>Nonspendable:</b>				
Prepaid items	\$ 28,721	\$ -	\$ 1,207,595	\$ 1,236,316
Land held for resale	-	-	182,153	182,153
Advances receivable	9,582,749	-	-	9,582,749
Subtotal	<u>9,611,470</u>	<u>-</u>	<u>1,389,748</u>	<u>11,001,218</u>
<b>Restricted:</b>				
Debt service	-	161,777	-	161,777
Public works	-	-	330,050	330,050
Cemetery	-	-	183,150	183,150
Subtotal	<u>-</u>	<u>161,777</u>	<u>513,200</u>	<u>674,977</u>
<b>Committed:</b>				
General government	350,000	-	-	350,000
Public safety	-	-	172,547	172,547
Public works	-	-	381,613	381,613
Subtotal	<u>350,000</u>	<u>-</u>	<u>554,160</u>	<u>904,160</u>
<b>Assigned:</b>				
Public works	-	-	145,152	145,152
Community development	-	-	423,994	423,994
Subtotal	<u>-</u>	<u>-</u>	<u>569,146</u>	<u>569,146</u>
<b>Unassigned</b>	<u>6,726,393</u>	<u>-</u>	<u>(396,209)</u>	<u>6,330,184</u>
<b>Total</b>	<u><u>\$ 16,687,863</u></u>	<u><u>\$ 161,777</u></u>	<u><u>\$ 2,630,045</u></u>	<u><u>\$ 19,479,685</u></u>

There was a significant increase in prepaid expense due to the City's prepayment to the Arizona Department of Transportation in advance of beginning construction for the Arizona bridge project.

**NOTE 11 – LIABILITY, WORKERS’ COMPENSATION, AND PURCHASED INSURANCE**

**A. Description of Self-Insurance Pool Pursuant to Joint Powers Agreement**

The City is a member of the California Joint Powers Insurance Authority (Authority). The Authority is composed of 123 California public entities and is organized under a joint powers agreement pursuant to California Government Code §6500 et seq. The purpose of the Authority is to arrange and administer programs for the pooling of self-insured losses, to purchase excess insurance or reinsurance, and to arrange for group purchased insurance for property and other lines of coverage. The California JPIA began covering claims of its members in 1978. Each member government has an elected official as its representative on the Board of Directors. The Board operates through a nine-member Executive Committee.

**B. Primary Self-Insurance Programs of the Authority**

Each member pays an annual contribution at the beginning of the coverage period. A retrospective adjustment is then conducted annually thereafter, for coverage years 2012-13 and prior. Coverage years 2013-14 and forward are not subject to routine annual retrospective adjustment. The total funding requirement for self-insurance programs is based on an actuarial analysis. Costs are allocated to individual agencies based on payroll and claims history, relative to other members of the risk-sharing pool.

Primary Liability Program

Claims are pooled separately between police and general government exposures. (1) The payroll of each member is evaluated relative to the payroll of other members. A variable credibility factor is determined for each member, which establishes the weight applied to payroll and the weight applied to losses within the formula. (2) The first layer of losses includes incurred costs up to \$100,000 for each occurrence and is evaluated as a percentage of the pool’s total incurred costs within the first layer. (3) The second layer of losses includes incurred costs from \$100,000 to \$500,000 for each occurrence and is evaluated as a percentage of the pool’s total incurred costs within the second layer. (4) Incurred costs from \$500,000 to \$50 million, are distributed based on the outcome of cost allocation within the first and second loss layers.

The overall coverage limit for each member, including all layers of coverage, is \$50 million per occurrence. Subsidence losses also have a \$50 million per occurrence limit. The coverage structure is composed of a combination of pooled self-insurance, reinsurance, and excess insurance. Additional information concerning the coverage structure is available on the Authority’s website: <https://cjpia.org/coverage/risk-sharing-pools/>.

**CITY OF NEEDLES, CALIFORNIA**  
**Notes to the Financial Statements**  
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**NOTE 11 – LIABILITY, WORKERS’ COMPENSATION, AND PURCHASED INSURANCE,**  
**continued**

**B. Primary Self-Insurance Programs of the Authority, continued**

Workers’ Compensation Program

Claims are pooled separately between public safety (police and fire) and general government exposures. (1) The payroll of each member is evaluated relative to the payroll of other members. A variable credibility factor is determined for each member, which establishes the weight applied to payroll and the weight applied to losses within the formula. (2) The first layer of losses includes incurred costs up to \$75,000 for each occurrence and is evaluated as a percentage of the pool’s total incurred costs within the first layer. (3) The second layer of losses includes incurred costs from \$75,000 to \$200,000 for each occurrence and is evaluated as a percentage of the pool’s total incurred costs within the second layer. (4) Incurred costs from \$200,000 to statutory limits are distributed based on the outcome of cost allocation within the first and second loss layers.

For Fiscal Year 2021-22, the Authority’s pooled retention is \$1 million per occurrence, with reinsurance to statutory limits under California Workers’ Compensation Law. Employer’s Liability losses are pooled among members to \$1 million. Coverage from \$1 million to \$5 million is purchased through reinsurance policies, and Employer’s Liability losses from \$5 million to \$10 million are pooled among members.

**C. Purchased Insurance**

Pollution Legal Liability Insurance

The City participates in the pollution legal liability insurance program which is available through the Authority. The policy covers sudden and gradual pollution of scheduled property, streets, and storm drains owned by the City. Coverage is on a claims-made basis. There is a \$250,000 deductible. The Authority has an aggregate limit of \$20 million.

Property Insurance

The City of Needles participates in the all-risk property protection program of the Authority. This insurance protection is underwritten by several insurance companies. City of Needles property is currently insured according to a schedule of covered property submitted by the City of Needles to the Authority. City of Needles property currently has all-risk property insurance protection in the amount of \$35,202,504. There is a \$10,000 deductible per occurrence except for non-emergency vehicle insurance which has a \$2,500 deductible.

**CITY OF NEEDLES, CALIFORNIA**  
**Notes to the Financial Statements**  
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**NOTE 11 – LIABILITY, WORKERS' COMPENSATION, AND PURCHASED INSURANCE,**  
**continued**

**C. Purchased Insurance, continued**

Earthquake and Flood Insurance

The City purchases earthquake and flood insurance on a portion of its property. The earthquake insurance is part of the property protection insurance program of the Authority. City property currently has earthquake protection in the amount of \$20,165,283. There is a deductible of 5% per unit of value with a minimum deductible of \$100,000.

Crime Insurance

The City purchases crime insurance coverage in the amount of \$1,000,000 with a \$2,500 deductible. The fidelity coverage is provided through the Authority.

Special Event Tenant User Liability Insurance

The City further protects against liability damages by requiring tenant users of certain property to purchase low-cost tenant user liability insurance for certain activities on city property. The insurance premium is paid by the tenant user and is paid to the City according to a schedule. The City then pays for the insurance. The insurance is facilitated by the Authority.

**D. Adequacy of Protection**

During the past three fiscal years, none of the above programs of protection experienced settlements or judgments that exceeded pooled or insured coverage. There were also no significant reductions in pooled or insured liability coverage in 2021-22.

**NOTE 12 – BALANCES AND TRANSFERS/PAYMENTS WITHIN THE REPORTING ENTITY**

In general, outstanding balances between funds are presented in the financial statements as either "Due to/from other funds" (i.e., the current portion of interfund loans) or "Advances to/from other funds" (i.e., the non-current portion of interfund loans).

These balances include outstanding charges by one fund to another fund for goods or services or for other miscellaneous receivables/payables between funds. Balances between governmental funds and business-type funds are reflected in the government-wide financial statements as "internal balances".



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**NOTE 12 – BALANCES AND TRANSFERS/PAYMENTS WITHIN THE REPORTING ENTITY, continued**

**DUE TO/FROM OTHER FUNDS**

The composition of due to/from other funds as of June 30, 2022 are as follows:

**Governmental Activities**

Receivable Fund	Payable Fund	Amount	Purpose
General Fund	I40/J Street Project	\$ -	Reimbursement of expenses
	NPUA	18,868	
	Sanitation	2,853,930	Temporary cash borrowing
Total Governmental Funds		<u>\$ 2,872,798</u>	

**Business-Type Activities**

Receivable Fund	Payable Fund	Amount	Purpose
NPUA	Internal Service Funds	\$ 642,579	Reimbursement of expenses
	All American Canal	150,076	
Electric		9,877	
Total Proprietary Funds		<u>\$ 802,532</u>	

**ADVANCES TO/FROM OTHER FUNDS**

The City entered into a Purchase Obligation with the NPUA in which the NPUA agreed to pay the City \$685,300 each February 1st, including interest imputed at 6.714% through February 2012. Starting February 2013, the annual payment was reduced to \$673,036 as a result of the \$400,000 prepayments made in 2012. The annual payment was further reduced to \$666,983 in fiscal year 2016 as a result of the additional prepayment made in 2013 amounting to \$350,000. The balance of the obligation at June 30, 2022 was \$9,582,749.

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**NOTE 12 – BALANCES AND TRANSFERS/PAYMENTS WITHIN THE REPORTING ENTITY, continued**

**ADVANCES TO/FROM OTHER FUNDS, continued**

Annual maturities of the Purchase Obligation are presented below:

Years Ending June 30:	Principal	Interest	Total
2023	\$ 41,914	\$ 643,386	\$ 685,300
2024	44,728	640,572	685,300
2025	47,731	637,569	685,300
2026	50,936	634,364	685,300
2027-2031	310,808	3,115,692	3,426,500
2032-2036	430,130	2,996,370	3,426,500
2037-2041	595,259	2,831,241	3,426,500
2042-2046	823,784	2,602,716	3,426,500
2047-2051	1,140,041	2,286,459	3,426,500
2052-2056	1,577,710	1,848,790	3,426,500
2067-2061	2,183,405	1,243,095	3,426,500
2062-2065	2,336,303	404,871	2,741,174
	<u>\$ 9,582,749</u>	<u>\$19,885,125</u>	<u>\$ 29,467,874</u>

**TRANSFERS**

Transfers and payments within the reporting entity are primarily for the purpose of providing cash to meet operating and debt service needs or to fund the construction or purchase of capital assets.

The government-wide statement of activities eliminates transfers reported within the segregated governmental and business-type activities columns. Only transfers *between* the two columns appear in this statement.

**CITY OF NEEDLES, CALIFORNIA**  
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**NOTE 12 – BALANCES AND TRANSFERS/PAYMENTS WITHIN THE REPORTING ENTITY, continued**

**TRANSFERS, continued**

The following schedule reports transfers and payments within the reporting entity:

Transfer To	Transfer From	Amount	Purpose
General Fund (GF)	Sanitation Fund	\$ 120,000	Fund operations
	Other Governmental Funds	135,756	Gas tax
	Transit Fund	21,252	Fund operations
	NPUA	646,023	Utility purchase
	Internal Service Funds	727,625	Fair share allocation
Total General Fund		<u>1,650,656</u>	
Public Financing Authority	Other Governmental Funds	156,492	Transfer of RDA debt payment
Other Governmental Funds	General Fund	<u>183,096</u>	Cemetery Fund from General Fund
Total Governmental Funds		<u>\$ 1,990,244</u>	
NPUA	Internal Service Funds	\$ 1,328,236	Transfer of capital assets
Golf Course Fund	General Fund	3,632,095	Fund operations
Transit	Other Governmental Funds	<u>12</u>	Fund operations
Total Proprietary Funds		<u>\$ 4,960,343</u>	

**NOTE 13 – DEFINED BENEFIT PENSION PLAN**

**Plan Description** – All qualified permanent and probationary employees are eligible to participate in the City's Employee Pension Plan, a cost sharing multiple-employer defined benefit pension plan administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plan are established by State statute and City resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions, and membership information that can be found on the CalPERS website. The plans in existence for employees hired before January 1, 2013, ("Classic" plans) are closed to new entrants.

**Benefits Provided** – CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

**CITY OF NEEDLES, CALIFORNIA**  
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**NOTE 13 – DEFINED BENEFIT PENSION PLAN, continued**

The Plans' provisions and benefits in effect at June 30, 2022, are summarized as follows:

	Miscellaneous Plan	
	Prior to January 1, 2013	On or After January 1, 2013
Hire date		
Benefit formula	2% @ 55	2% @ 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	monthly for life	monthly for life
Retirement age	55	62
Benefits as a % of annual salary	2.000%	2.000%
Required employee contribution rates	7.000%	6.750%
Required employer contribution rates	10.484%	7.732%

	Safety Plan
	Prior to January 1, 2013
Hire date	
Benefit formula	3% @ 50
Benefit vesting schedule	5 years of service
Benefit payments	monthly for life
Retirement age	50
Benefits as a % of annual salary	3.000%
Required employee contribution rates	0.000%
Required employer contribution rates	0.000%

**Contributions** – Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for both Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The City is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. For the year ended June 30, 2022, the contributions recognized as part of pension expense for each Plan were \$690,883.

***Net Pension Liability***

As of June 30, 2022, the City reported a net pension liability of \$2,311,158 for its proportionate share of the net pension liability of the Miscellaneous Plan and \$21,535 for its proportionate share of the net pension liability of the Safety Plan.

**CITY OF NEEDLES, CALIFORNIA**  
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**NOTE 13 – DEFINED BENEFIT PENSION PLAN, continued**

***Net Pension Liability, continued***

The City's net pension liability for the Miscellaneous Plan and the Safety Plan (the Plans) is measured as the proportionate share of the net pension liability. The net pension liability of the Plans is measured as of June 30, 2021, and the total pension liability for the Plans used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2020, rolled forward to June 30, 2021, using standard update procedures. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The City's proportionate share of the net pension liability for the Plans as of June 30, 2021 and 2022 was as follows:

	Miscellaenous Plan	Safety Plan	Total
Proportion June 30, 2021	0.10716%	0.00261%	0.04314%
Proportion June 30, 2022	0.12172%	0.00061%	0.04313%
Change	0.01456%	-0.00200%	-0.00001%

***Actuarial Assumptions*** – The total pension liabilities in the June 30, 2020 actuarial valuations were determine using the following actuarial assumptions:

	Miscellaenous Plan	Safety Plan
Valuation date	June 30, 2020	June 30, 2020
Measurement date	June 30, 2021	June 30, 2021
Actuarial cost method	Entry-Age Normal Cost Method	
Actuarial Assumptions:		
Discount rate	7.15%	7.15%
Inflation	2.50%	2.50%
Payroll growth	2.75%	2.75%
Projected salary increase	3.3% - 14.2% <sup>1</sup>	3.3% - 14.2% <sup>1</sup>
Investment rate of return	7.15% <sup>2</sup>	7.15% <sup>2</sup>
Mortality	Society of Actuaries Scale BB <sup>3</sup>	

<sup>1</sup> Depending on age, service, and type of employment

<sup>2</sup> Net of pension plan investment expenses, including inflation

<sup>3</sup> The mortality table used was developed based on CalPERS' specific data

In 2018, demographic assumptions and inflation rate were changed in accordance with the CalPERS Experience Study and Review of Actuarial Assumptions December 2017. Further details of the Experience Study can be found on the CalPERS website.

**CITY OF NEEDLES, CALIFORNIA**  
**Notes to the Financial Statements**  
**June 30, 2022**

Item 2.

**NOTE 13 – DEFINED BENEFIT PENSION PLAN, continued**

***Net Pension Liability, continued***

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund.

The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

Asset Class	New Strategic Allocation	Real Return Years 1-10 <sup>(1)</sup>	Real Return Years 11+ <sup>(2)</sup>
Global equity	50.0%	4.80%	5.98%
Fixed income	28.0%	1.00%	2.62%
Inflation assets	0.0%	0.77%	1.81%
Private equity	8.0%	6.30%	7.23%
Real assets	13.0%	3.75%	4.93%
Liquidity	1.0%	0.00%	-0.92%
	<u>100.00%</u>		

<sup>(1)</sup> An expected inflation of 2.00% used for this period.

<sup>(2)</sup> An expected inflation of 2.92% used for this period.

**CITY OF NEEDLES, CALIFORNIA**  
**Notes to the Financial Statements**  
**June 30, 2022**

Item 2.

**NOTE 13 – DEFINED BENEFIT PENSION PLAN, continued**

***Net Pension Liability, continued***

***Discount Rate*** – The discount rate used to measure the total pension liability was 7.15% for each plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS performed stress tests on plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.15% discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long-term expected discount rate of 7.15% will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension investment expense and inflation) are developed for each major asset class.

The long-term expected rate of return includes both short-term and long-term market return expectations as well as the expected pension fund cash flows. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

**CITY OF NEEDLES, CALIFORNIA**  
**Notes to the Financial Statements**  
**June 30, 2022**

Item 2.

**NOTE 13 – DEFINED BENEFIT PENSION PLAN, continued**

***Changes in the Net Pension Liability***

The changes in the Net Pension Liability for each Plan measured as of June 30, 2021 is as follows:

	Total Pension Liability	Fiduciary Net Position	Pension Liability/ (Asset)
<u>Miscellaneous Plan</u>			
<b>Balance at June 30, 2020</b>	\$ 19,945,925	\$ 15,425,717	\$ 4,520,208
Changes in the Year:			
Service cost	465,002	-	465,002
Interest on the total pension liability	1,402,218	-	1,402,218
Changes in benefit terms	1,019	-	1,019
Changes in assumptions	-	-	-
Difference between expected and actual experience	175,860	-	175,860
Change in proportion	(264,886)	(405,784)	140,898
Net plan to plan resource movement	-	51,426	(51,426)
Contributions - employer	-	725,904	(725,904)
Contributions - employee	-	201,875	(201,875)
Net investment income	-	3,413,154	(3,413,154)
Benefits payments, including refunds of employee contributions	(957,966)	(940,837)	(17,129)
Administrative expense	-	(15,442)	15,442
Other miscellaneous income	-	-	-
Net Changes	<u>821,247</u>	<u>3,030,296</u>	<u>(2,209,049)</u>
<b>Balance at June 30, 2021</b>	<u><u>\$ 20,767,172</u></u>	<u><u>\$ 18,456,013</u></u>	<u><u>\$ 2,311,159</u></u>



**CITY OF NEEDLES, CALIFORNIA**  
**Notes to the Financial Statements**  
**June 30, 2022**

Item 2.

**NOTE 13 – DEFINED BENEFIT PENSION PLAN, continued**

***Changes in the Net Pension Liability, continued***

	Total Pension Liability	Fiduciary Net Position	Pension Liability/ (Asset)
<u>Safety Plan</u>			
<b>Balance at June 30, 2020</b>	\$ 1,172,212	\$ 998,420	\$ 173,792
Changes in the Year:			
Service cost	22,164	-	22,164
Interest on the total pension liability	78,655	-	78,655
Changes in benefit terms	18	-	18
Changes in assumptions	-	-	-
Difference between expected and actual experience	19,790	-	19,790
Change in proportion	(74,348)	(36,150)	(38,198)
Net plan to plan resource movement	-	15,107	(15,107)
Contributions - employer	-	18,186	(18,186)
Contributions - employee	-	-	-
Net investment income	-	209,970	(209,970)
Benefits payments, including refunds of employee contributions	(57,373)	(65,014)	7,641
Administrative expense	-	(935)	935
Other miscellaneous income	-	-	-
Net Changes	<u>(11,094)</u>	<u>141,164</u>	<u>(152,258)</u>
<b>Balance at June 30, 2021</b>	<u>\$ 1,161,118</u>	<u>\$ 1,139,584</u>	<u>\$ 21,534</u>

***Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate –***

The following presents the City's proportionate share of the net pension liability for the Miscellaneous and Safety Plans, calculated using the discount rate for the Plans, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	Discount Rate Minus 1%	Current Discount Rate	Discount Rate Plus 1%
<u>Employer's Net Pension Liability/(Asset)</u>			
Miscellaneous Plan	\$ 5,053,066	\$ 2,311,158	\$ 44,462
Safety Plan	<u>177,832</u>	<u>21,535</u>	<u>(106,843)</u>
Total	<u>\$ 5,230,898</u>	<u>\$ 2,332,693</u>	<u>\$ (62,381)</u>

**CITY OF NEEDLES, CALIFORNIA**  
**Notes to the Financial Statements**  
**June 30, 2022**

Item 2.

**NOTE 13 – DEFINED BENEFIT PENSION PLAN, continued**

**Pension Plan Fiduciary Net Position** – Detailed information about each pension plan’s fiduciary net position is available in the separately issued CalPERS financial reports.

**Pension Expense and Deferred Outflows/Inflows of Resources Related to Pensions**

**Annual Pension Cost** – For 2022, the City recognized net pension expense of \$315,597. At June 30, 2022, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in assumptions	\$ -	\$ -
Differences between expected and actual experience	262,851	-
Differences between projected and actual earnings on plan investments	-	2,030,336
Differences between the employer's contributions and the employer's proportionate share of contributions	-	285,139
Change in employer's proportion	182,546	-
Pension contributions subsequent to the measurement date	690,883	-
Total	<u>\$ 1,136,280</u>	<u>\$ 2,315,475</u>

The \$690,883 deferred outflow of resources related to pension contributions made subsequent to the measurement date will be recognized as a reduction of net pension liability in the year ending June 30, 2022. Other amounts reported as deferred outflows and deferred inflows will be recognized as pension expense as follows:

Years Ending June 30:	Miscellaneous	Safety	Total
2023	\$ (391,900)	\$ (29,385)	\$ (421,285)
2024	(408,501)	(20,285)	(428,786)
2025	(450,004)	(8,937)	(458,941)
2026	(557,538)	(3,527)	(561,065)
	<u>\$ (1,807,943)</u>	<u>\$ (62,134)</u>	<u>\$ (1,870,077)</u>

**CITY OF NEEDLES, CALIFORNIA**  
**Notes to the Financial Statements**  
**June 30, 2022**

Item 2.

**NOTE 14 – OTHER POST-EMPLOYMENT BENEFITS (OPEB) LIABILITY**

Generally accepted accounting principles require that the reported results must pertain to liability and asset information within certain defined timeframes. The City has elected to use the GASB 75 “lookback” method where assets and liabilities are measured as of the prior fiscal year-end, but applied to the current fiscal year. For this report, the following timeframes are used:

Valuation Date	June 30, 2021
Measurement Date	June 30, 2021

**Plan Description** – In addition to providing pension benefits, the City provides certain health care benefits for retired employees. Classified employees retiring after 20 or more years of service and after having reached age 58 or older are provided medical insurance coverage until the retiree becomes eligible for Medicare. Unclassified employees retiring at age 55 or later with 20 or more years of service are paid \$300 per month for medical insurance coverage until the retiree becomes eligible for Medicare. Five retirees received post-retirement health care benefits during the fiscal year ended June 30, 2022.

**Contributions** – The contribution requirements of the City are established and may be amended by the City council. While GASB Statement 75 requires that the liability for all post-employment benefits be measured, it does not require that an agency “pre-fund” the accrued liability. The City will pay for the post-employment healthcare cost on a “pay-as-you-go” basis. The provisions of GASB Statement 75 determine the amount that must be presented as an annual expense and accrued liability on the City’s financial statements. The contributions made on behalf of the plan members for the year ended June 30, 2022 were \$91,648.

**Significant Assumptions** – Significant assumptions are as follows:

Discount rate	1.92%
Expected return on plan assets	N/A
Inflation rate	2.25%
Mortality	Mortality rates were based on assumptions for Public Agency Miscellaneous members published in the December 2017 CalPERS Experience Study. These tables include 15 years of static mortality improvement using 90% of scale MP-2016.
Health care cost trend rate	6.70% for fiscal year 2022, gradually decreasing over several decades to an ultimate rate of 3.70% in fiscal year 2075 and later years.

**CITY OF NEEDLES, CALIFORNIA**  
**Notes to the Financial Statements**  
**June 30, 2022**

Item 2.

**NOTE 14 – OTHER POST-EMPLOYMENT BENEFITS (OPEB) LIABILITY, continued**

Participants eligible for OPEB were as follows:

	Valuation Date 6/30/2021
Active employees electing coverage	45
Active employees waiving coverage	4
Retirees electing coverage	4
Total	<u>53</u>

**Changes in the Net OPEB Liability**

The table below shows the changes in the total OPEB liability, the Plan Fiduciary Net Position, and the net OPEB liability during the measurement period ending on June 30, 2021, for the City's reporting date of June 30, 2022:

	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (Asset) (c) = (a) - (b)
Balance at June 30, 2021	\$ 1,169,244	\$ -	\$ 1,169,244
Changes recognized for the measurement period:			
Service cost	60,909	-	60,909
Interest	29,150	-	29,150
Differences between expected and actual experience	196,696	-	196,696
Change of assumptions	21,133	-	21,133
Employer contributions	-	80,726	(80,726)
Benefit payments	(80,726)	(80,726)	-
Net changes	<u>227,162</u>	<u>-</u>	<u>227,162</u>
Balance at June 30, 2022	<u>\$ 1,396,406</u>	<u>\$ -</u>	<u>\$ 1,396,406</u>

**Sensitivity of the City's Net OPEB Liability to Changes in the Discount Rate**

The following presents the net OPEB liability, as well as what the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current discount rate:

	1% Decrease 0.92%	Discount Rate 1.92%	1% Increase 2.92%
Net OPEB liability	\$ 1,507,596	\$ 1,396,406	\$ 1,291,733

**CITY OF NEEDLES, CALIFORNIA**  
**Notes to the Financial Statements**  
**June 30, 2022**

Item 2.

**NOTE 14 – OTHER POST-EMPLOYMENT BENEFITS (OPEB) LIABILITY, continued**

**Sensitivity of the City's Net OPEB Liability to Changes in the Healthcare Cost Trend Rates**

The following presents the net OPEB liability, as well as what the net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage point lower or 1-percentage point higher than the current healthcare cost trend rates:

	<u>1% Decrease</u>	<u>Current Trend Rate</u>	<u>1% Increase</u>
Net OPEB liability	\$ 1,243,486	\$ 1,396,406	\$ 1,579,224

**Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

At June 30, 2022, the City's deferred outflows of resources and deferred inflows of resources related to were OPEB from the following sources:

	<u>Deferred Outflows of Resources<sup>(1)</sup></u>	<u>Deferred Inflows of Resources</u>
Contributions between measurement date and reporting date	\$ 91,648	\$ -

<sup>(1)</sup> Includes estimated implicit rate subsidy of \$40,162.

Deferred outflows from contributions between measurement date and reporting date will be recognized as OPEB expense in the year ended June 30, 2022.

**Net OPEB Expense**

For the year ended June 30, 2022, the City's OPEB expense/(income) was \$111,192. Detail of the expense is shown below:

Service cost	\$ 60,909
Interest cost	29,150
Changes of assumptions	<u>21,133</u>
Net OPEB Expense (Income)	<u><u>\$ 111,192</u></u>

**CITY OF NEEDLES, CALIFORNIA**  
**Notes to the Financial Statements**  
**June 30, 2022**

Item 2.

**NOTE 15 – RELATED PARTY TRANSACTIONS**

The City acts as the manager and operator of the Authority's Enterprises under a Management Agreement. The City receives a management fee equal to its actual costs and direct overhead incurred in connection with the management and operation of the Enterprises. Such costs include, but are not limited to, salaries, insurance, and retirement benefits of City employees providing services to the Enterprises. Each July 1, the Management Agreement is extended for one year, unless either party notifies the other that it does not intend to extend the term of the Agreement. Total payments made to the City for operating the Enterprises for the year ended June 30, 2022 amounted to \$14,128,998. This amount includes payment of Fair Share Allocation (FSA) and purchase of electric power and capital assets.

In exchange for the City providing rights of way and rights of access to all real property owned by the City and necessary for the Authority to operate the Enterprises, the City collected an annual franchise fee from the Authority. The amount of the franchise fee was determined by the City, the payment of which is subordinate to the Authority's annual debt service. In August 2010, the Authority's Board approved the increase in franchise fee from 5% of gross revenues to 7.5% of gross revenues for two years, and then 5% thereafter. In November 2012, the voters of the City of Needles approved Measure T eliminating 2.5% of the franchise fee that the City of Needles charges the Authority and established a utility user tax of up to 2.5% to be applied to electric, water, and sewer charges. In fiscal year 2017, the City underwent a study to determine the utilities' actual usage of rights of way and rights of access to all real property owned by the City. After the study, the City eliminated the franchise fee and created the Fair Share Allocation (FSA). The FSA and utility user tax amounted to \$727,625 for the year ended June 30, 2022.

**NOTE 16 – COVID-19**

In January 2020, the virus SARS-CoV-2 was detected in the United States of America. This virus, responsible for the Coronavirus disease COVID-19, has proven to be extremely virulent. The early months of COVID affected the City's Sales tax and Transient Occupancy Taxes (TOT) revenue. However, the subsequent months showed recovery as the City remained busy with visitors nesting in their second homes in Needles during and following the quarantine. As a result, overall, the virus has not had a significant financial impact on the City. While the State of Emergency expired on February 28, 2023, the long-term impact in the State of California continues to be uncertain.

**NOTE 17 – EVALUATION OF SUBSEQUENT EVENTS – MANAGEMENT REVIEW**

Management has evaluated subsequent events through November 30, 2023, the date which the financial statements were available to be issued. Based upon this evaluation, it was determined that no subsequent events occurred that require recognition or additional disclosure in the financial statements.

**REQUIRED SUPPLEMENTARY INFORMATION**

**CITY OF NEEDLES, CALIFORNIA  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
FOR THE YEAR ENDED  
JUNE 30, 2022**

Item 2.

	Budgeted Amounts		Actual Amounts Budgetary Basis	Variance with Final Budget
	Original	Final		
Budgetary fund balance July 1, 2021	\$ 19,210,516	\$ 19,210,516	\$ 19,210,516	\$ -
Resources (inflows):				
Taxes	8,247,431	8,395,731	8,681,718	285,987
Licenses, permits, and fees	363,000	414,000	456,932	42,932
Intergovernmental	11,900	11,900	124,080	112,180
Charges for services	120,000	120,000	433,994	313,994
Fines and forfeitures	213,500	236,500	271,988	35,488
Use of money and property	106,938	106,938	100,084	(6,854)
Transfers from other funds	1,733,290	1,733,290	1,650,656	(82,634)
Other revenues	7,350	7,350	28,343	20,993
Amounts available for appropriation	30,013,925	30,236,225	30,958,311	722,086
Charges to appropriations (outflows):				
General government:				
City attorney	80,000	80,000	224,382	(144,382)
City manager	204,293	205,293	168,097	37,196
Finance and administration	528,654	528,654	492,619	36,035
City clerk	201,933	201,933	169,820	32,113
Planning and zoning	299,577	304,327	29,149	275,178
Engineer	247,804	269,415	116,046	153,369
Community development	45,270	73,610	89,751	(16,141)
Senior center	55,404	55,404	39,029	16,375
Parks and recreation:				
Aquatics	180,845	180,845	327,455	(146,610)
Parks	466,589	546,633	406,758	139,875
Jack Smith Park Marina	135,838	139,888	133,654	6,234
Recreation	347,431	353,231	234,352	118,879
Public safety:				
Police	2,944,931	3,216,842	3,481,517	(264,675)
Animal control	234,591	236,591	185,276	51,315
Building and safety	379,635	513,288	317,698	195,590
Code enforcement	571,775	629,675	455,248	174,427
Public works:				
Streets	3,650,127	4,318,920	1,942,149	2,376,771
Sanitation	155,620	456,217	130,422	325,795
Nondepartmental:				
Transfers to other funds	1,132,211	3,812,952	5,327,026	(1,514,074)
Total charges to appropriations	11,862,528	16,123,718	14,270,448	1,853,270
Budgetary fund balance June 30, 2022	\$ 18,151,397	\$ 14,112,507	\$ 16,687,863	\$ 2,575,356



**CITY OF NEEDLES, CALIFORNIA**  
**RECONCILIATION BETWEEN BUDGETARY AMOUNTS AND GAAP**  
**GENERAL FUND**  
**FOR THE YEAR ENDED**  
**JUNE 30, 2022**

Item 2.

Explanation of Difference between Budgetary Inflows and Outflows and GAAP Revenues and Expenditures:

**Sources/inflows of resources**

Actual amounts (budgetary basis) "available for appropriation" from the budgetary comparison schedule	\$ 30,958,311
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Difference - budget to GAAP:

The fund balances at the beginning of the year are budgetary resources but are not current-year revenues for financial reporting purposes	(19,210,516)
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Transfers in are budgetary resources but are reported as an "Other financing source" and not as a current-year revenue	<u>(1,650,656)</u>
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Total revenues as reported on the statement of revenues, expenditures, and changes in fund balance - governmental funds	<u>\$ 10,097,139</u>
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**Charges to appropriations**

Actual amounts (budgetary basis) from the budgetary comparison schedule	\$ 14,270,448
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Transfers out are a budgetary charge to appropriations but are reported as an "Other financing use" and not as a current-year expense	<u>(5,327,026)</u>
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Total expenditures as reported on the statement of revenues, expenditures, and changes in fund balance - governmental funds	<u>\$ 8,943,422</u>
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**CITY OF NEEDLES, CALIFORNIA  
BUDGETARY COMPARISON SCHEDULE  
PUBLIC FINANCING AUTHORITY  
FOR THE YEAR ENDED  
JUNE 30, 2022**

Item 2.

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Final	Budgetary Basis	Final Budget
Budgetary fund balance July 1, 2021	\$ 161,753	\$ 161,753	\$ 161,753	\$ -
Resources (inflows):				
Use of money and property	-	-	32	32
Amounts available for appropriation	161,753	161,753	161,785	32
Charges to appropriations (outflows):				
Principal retirement	-	-	140,000	(140,000)
Interest and fiscal charges	-	-	16,500	(16,500)
Total charges to appropriations	-	-	156,500	(156,500)
Budgetary fund balance June 30, 2022	<u>\$ 161,753</u>	<u>\$ 161,753</u>	<u>\$ 5,285</u>	<u>\$ (156,468)</u>

Explanation of Difference between Budgetary Inflows and Outflows and GAAP Revenues:

**Sources/inflows of resources**

Actual amounts (budgetary basis) "available for appropriation"  
from the budgetary comparison schedule \$ 161,785

Difference - budget to GAAP:

The fund balances at the beginning of the year are budgetary resources but  
are not current-year revenues for financial reporting purposes (161,753)

Total revenues as reported on the statement of revenues,  
expenditures, and changes in fund balance - governmental funds \$ 32

**CITY OF NEEDLES, CALIFORNIA**  
**Required Supplementary Information**  
**Pensions - Miscellaneous Plan**  
**June 30, 2022**

Item 2.

**Schedule of the City's proportionate share of the Net Pension Liability:**

Last 10 Fiscal years\*

Measurement Date	June 30, 2014	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018
City's proportion of the net pension liability	0.03302%	0.08325%	0.09839%	0.10014%	0.10036%
City's proportionate share of the net pension liability	\$ 2,054,707	\$ 2,283,923	\$ 3,417,806	\$ 3,947,484	\$ 3,782,261
City's covered payroll	\$ 2,347,411	\$ 2,129,947	\$ 2,150,169	\$ 2,183,340	\$ 2,366,448
City's proportionate share of the net pension liability as a percentage of its covered payroll	87.53%	107.23%	158.96%	180.80%	159.83%
Plan Fiduciary net position as a percentage of the total pension liability	87.06%	85.73%	79.32%	78.17%	79.63%

Measurement Date	June 30, 2019	June 30, 2020	June 30, 2021
City's proportion of the net pension liability	0.10034%	0.10716%	0.10216%
City's proportionate share of the net pension liability	\$ 4,139,617	\$ 4,520,208	\$ 2,311,158
City's covered payroll	\$ 2,366,583	\$ 2,566,584	\$ 2,921,443
City's proportionate share of the net pension liability as a percentage of its covered payroll	174.92%	176.12%	79.11%
Plan Fiduciary net position as a percentage of the total pension liability	78.47%	77.34%	77.34%

**CALPERS - Schedule of City's contributions:**

Last 10 Fiscal Years\*

Measurement Date	<u>June 30, 2014</u>	<u>June 30, 2015</u>	<u>June 30, 2016</u>	<u>June 30, 2017</u>	<u>June 30, 2018</u>
Actuarially determined contribution	\$ 174,760	\$ 357,824	\$ 363,108	\$ 386,723	\$ 448,179
Contributions in relation to the actuarially determined contribution	<u>174,760</u>	<u>357,824</u>	<u>363,108</u>	<u>386,723</u>	<u>448,179</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
City's covered payroll	\$ 2,347,411	\$ 2,129,947	\$ 2,150,169	\$ 2,183,340	\$ 2,366,448
Contributions as a percentage of covered payroll	7.44%	16.80%	16.89%	17.71%	18.94%

Measurement Date	<u>June 30, 2019</u>	<u>June 30, 2020</u>	<u>June 30, 2021</u>
Actuarially determined contribution	\$ 500,300	\$ 583,707	\$ 665,567
Contributions in relation to the actuarially determined contribution	<u>500,300</u>	<u>583,707</u>	<u>665,567</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
City's covered payroll	\$ 2,366,583	\$ 2,566,584	\$ 2,921,443
Contributions as a percentage of covered payroll	21.14%	22.74%	22.78%

\* Fiscal year ended June 30, 2015 was the first year of implementation.  
Additional years will be presented as they become available.

**CITY OF NEEDLES, CALIFORNIA**  
**Required Supplementary Information**  
**Pensions - Safety Plan**  
**June 30, 2022**

Item 2.

**Schedule of the City's proportionate share of the  
Net Pension Liability:**

Last 10 Fiscal years\*

Measurement Date	June 30, 2014	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018
City's proportion of the net pension liability	0.00000%	0.00026%	0.00191%	0.00218%	0.00225%
City's proportionate share of the net pension liability	\$ -	\$10,757	\$99,001	\$130,042	\$131,962
City's covered payroll	-	-	-	-	-
City's proportionate share of the net pension liability as a percentage of its covered payroll	N/A	N/A	N/A	N/A	N/A
Plan Fiduciary net position as a percentage of the total pension liability	N/A	99.23%	92.89%	91.21%	90.91%

Measurement Date	June 30, 2019	June 30, 2020	June 30, 2021
City's proportion of the net pension liability	0.00246%	0.00261%	0.00443%
City's proportionate share of the net pension liability	\$153,418	\$173,792	\$21,535
City's covered payroll	-	-	-
City's proportionate share of the net pension liability as a percentage of its covered payroll	N/A	N/A	N/A
Plan Fiduciary net position as a percentage of the total pension liability	86.96%	85.17%	85.17%

**CALPERS - Schedule of City's contributions:**

Last 10 Fiscal Years\*

Measurement Date	June 30, 2014	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018
Actuarially determined contribution	\$ -	\$ 4,120	\$ -	\$ 4,758	\$ 33,776
Contributions in relation to the actuarially determined contribution	-	4,120	-	4,758	33,776
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -
City's covered payroll	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions as a percentage of covered payroll	N/A	N/A	N/A	N/A	N/A

Measurement Date	June 30, 2019	June 30, 2020	June 30, 2021
Actuarially determined contribution	\$ -	\$ 22,750	\$ 25,316
Contributions in relation to the actuarially determined contribution	-	22,750	25,316
Contribution deficiency (excess)	\$ -	\$ -	\$ -
City's covered payroll	\$ -	\$ -	\$ -
Contributions as a percentage of covered payroll	N/A	N/A	N/A

\* Fiscal year ended June 30, 2015 was the first year of implementation.  
Additional years will be presented as they become available.

**CITY OF NEEDLES, CALIFORNIA**  
**Required Supplementary Information**  
**Schedule of Changes in Net OPEB Liability**  
**June 30, 2022**

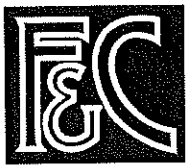
Item 2.

Last 10 Fiscal years\*

	2018	2019	2020	2021	2022
Net OPEB liability					
Service cost	\$ 45,161	\$ 42,518	\$ 44,458	\$ 50,497	\$ 60,909
Interest	37,348	44,070	45,273	35,320	29,150
Differences between expected and actual experience	-	-	127,243	-	196,696
Change in assumptions	(59,030)	(5,315)	(266,725)	54,488	21,133
Benefit payments	(53,510)	(70,393)	(70,629)	(92,073)	(80,726)
Net change in Net OPEB liability	(30,031)	10,880	(120,380)	48,232	227,162
Net OPEB liability - beginning	1,260,633	1,230,602	1,241,482	1,121,102	1,169,334
Net OPEB liability - ending	<u>\$ 1,230,602</u>	<u>\$ 1,241,482</u>	<u>\$ 1,121,102</u>	<u>\$ 1,169,334</u>	<u>\$ 1,396,496</u>
Covered payroll	\$ 2,433,924	\$ 2,767,083	\$ 2,713,144	\$ 2,767,083	\$ 2,921,443
Net OPEB liability (asset) as a percentage of covered payroll	50.6%	44.9%	41.3%	42.3%	47.8%
Plan fiduciary net position as a % of the total OPEB liability	0.00%	0.00%	0.00%	0.00%	0.00%

\* Fiscal year ended June 30, 2018 was the first year of implementation.  
Additional years will be presented as they become available.

**OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS**



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN  
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

To the City Council  
City of Needles, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Needles, California (the City), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated November 30, 2023.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of internal control of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items 2022-01.

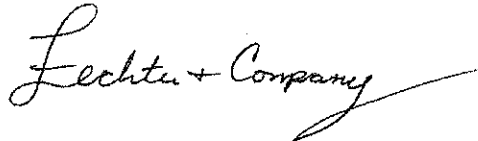
### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standard*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Fechter & Company  
Certified Public Accountants

A handwritten signature in cursive script that reads "Fechter & Company". The signature is written in dark ink and is positioned below the printed name of the firm.

Sacramento, California  
November 30, 2023



**CITY OF NEEDLES, CALIFORNIA**  
**Schedule of Findings and Questioned Costs**  
**For the Year Ended June 30, 2022**

Item 2.

**SECTION I – SUMMARY OF AUDITOR’S RESULTS**

Financial Statements

Type of auditor’s report issued:	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	No
Significant deficiencies identified not considered to be material weaknesses?	Yes
Noncompliance material to financial statements noted?	No

**SECTION II – FINANCIAL STATEMENT FINDINGS**

Finding 2022-01

**Significant Audit Adjustment over Construction Expenditures**

Criteria

Management’s assertions at the outset of the audit indicated the City is subject to a Single Audit due to expending greater than \$750,000 in federal funds. A significant audit adjustment was needed which postponed the need for a Single Audit until fiscal year ended June 30, 2023.

Condition

There were significant amounts of missing documentation relating to the Arizona Bridge Project at the commencement of the engagement. Through extended procedures during the course of audit fieldwork, we were able to determine that the City’s payments to the Arizona Department of Transportation during fiscal year 2021-22 fell outside the scope of the agreement with the California Department of Transportation, only serving as a prepayment for an upcoming project that had not yet commenced. No approved expenditure of federal awards had been issued and no actual work had been completed until the fiscal year ended June 30, 2023 and beyond. An audit adjustment was necessary to reclassify the \$1.2 million of expenditures to prepaid expense in order to account for the disbursement in accordance with Generally Accepted Accounting Principles (GAAP).

Context

The City regularly participates in various grant programs that reimburse certain project expenditures. This requires the City to remit amounts to contractors and/or subcontractors in advance, and obtain approval before recuperating certain costs of a project. This can create a timing difference between the revenue and expense recognition as it relates to some multi-year grant programs. Cash flows for ongoing construction projects funded by grant awards may be independent of the restrictions, obligations, and availability of the underlying financial resources, and must be accounted for in accordance with GAAP.

**CITY OF NEEDLES, CALIFORNIA**  
**Schedule of Findings and Questioned Costs**  
**For the Year Ended June 30, 2022**

Item 2.

**SECTION II – FINANCIAL STATEMENT FINDINGS, CONTINUED**

Cause

Management does not have strong processes and controls in place to monitor the performance of contract obligations. Grant awards that include timing or purpose restrictions are generally being handled on a cash basis. Additionally, the California Department of Transportation does not facilitate effective lines of communication to disseminate the necessary information to comply with grant and reporting requirements, and there are significant delays in their responses to inquiries from City management or outside accountants.

Effect of condition

The delays and inconsistencies in obtaining sufficient audit evidence over grant awards and expenditures resulted in changes to our audit approach and required additional work beyond the scope of the planned audit. There were significant adjustments needed to reclassify the reported Arizona Bridge Project expenditures from capital outlay to prepaid expense in accordance with GAAP. We removed the single audit reporting sections from the Annual Financial Report based on updated information provided by management and California Department of Transportation.

Recommendation

We recommend the City maintain a schedule of primary contacts for each grant program. We also recommend that administrative and accounting personnel collaborate in maintaining a schedule of open and ongoing grants or other contracts that carry performance obligations to ensure compliance and accounting in accordance with GAAP.

Views of responsible officials and planned corrective actions

The City of Needles found itself in a unique position beginning in FY 22. We were awarded grants for multiple large projects. At the time, we did not have sufficient staff for all the additional planning and paperwork involved. We realized quickly that we needed a Project Manager and hired one in early FY 23. We also added a position in Finance that can help track project expenses and reimbursements received.

Our Project Manager has been able to plan and organize all of our grant and other large projects. She sends reimbursement requests timely and has been successful at receiving the grant funds we are due.

The Project Manager, with the help of Department heads, will maintain a comprehensive list of open and ongoing grants that include the primary contacts and any performance obligations required.

**SECTION III - STATUS OF PRIOR YEAR FINDINGS**

None noted.



# City of Needles, California

## Request for City Council Action

Item 3.

☒ CITY COUNCIL ☐ NPUA

☒ Regular ☐ Special

**Meeting Date:** January 9, 2024

**Title:** 1) Public Hearing to receive public input on a proposed fare increase for ridership on the Senior/Disabled Dial-a-Ride (DAR) transportation service effective as of February 1, 2024

2) Resolution No. 2024-1 approving a fare increase for ridership on the Senior/Disabled Dial-a-Ride (DAR) transportation service effective as of February 1, 2024

**Background:** As of October 1, 2019, the City has contracted with Transportation Concepts (contract operator of the deviated fixed route service NAT) to provide daily operation of the Dial-a-Ride (DAR) transportation service. The last DAR fare increase was July 1, 2018 but with the Covid pandemic hitting in 2020 and the effect on ridership, the San Bernardino County Transportation Authority (SBCTA) discouraged any fare increases in public transportation. With operating expenses continuing to rise and DAR ridership returning, this fare increase will help offset the farebox recovery and will bring the DAR fare in line with NAT's senior/disabled fare of \$1.25 per boarding. This increase has been discussed with SBCTA staff who agree that the increase is reasonable and prudent at this time.

\*\* Current fare of \$1.10 per boarding for trips in and around Needles

\*\* Proposed fare of \$1.25 per boarding

\*\* Current fare of \$1.10 roundtrip to the senior noon meal program at the Needles Senior Citizens Center

\*\* Proposed fare of \$1.25 roundtrip to the senior center

**Fiscal Impact:** Additional farebox revenues to the Dial-a-Ride program

**Environmental Impact:** N/A

**Recommended Action:** Waive the reading and adopt Resolution No. 2024-1 approving a fare increase for ridership on the Senior/Disabled Dial-a-Ride (DAR) transportation service effective as of February 1, 2024.

**Submitted By:** Cheryl Sallis, Community Services Manager

**City Management Review:** *Pat Jones*

**Date:** 12-20-23

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: \_\_\_\_\_

## RESOLUTION NO. 2024-1

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF NEEDLES, CALIFORNIA, APPROVING A FARE  
INCREASE FOR RIDERSHIP ON THE SENIOR/DISABLED  
DIAL-A-RIDE (DAR) TRANSPORTATION SERVICE  
EFFECTIVE AS OF FEBRUARY 1, 2024

WHEREAS, the Senior/Disabled Dial-a-Ride (DAR) transportation service began operation in 1984 when the City and Needles Senior Citizens Club entered into an agreement for the Club to provide specialized transportation services to the elderly and disabled; and

WHEREAS, as of October 1, 2019, the City has contracted with Transportation Concepts (contract operator of the deviated fixed route service) to provide daily operation of the DAR; and

WHEREAS, the last DAR fare increase was July 1, 2018 and since that time, costs of providing service have continued to increase; and

WHEREAS, DAR is required to maintain a minimum 10% farebox recovery and due to the increased costs, fares have been insufficient to meet that requirement and eligible Local Funds are being used with the farebox revenues to satisfy the 10% fare ratio; and

WHEREAS, this increase will bring the DAR fare in line with the senior/disabled fare currently charged on the Needles Area Transit (NAT) which is standard in the transit industry; and

WHEREAS, a Notice of Public Hearing was published in the Needles Desert Star on December 6, 2023 in addition to being posted in the DAR vehicles, and said public hearing was held on January 9, 2024 at which time all persons were provided an opportunity to speak for or against the proposed increase in fares.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Needles, California, hereby approves a fare increase, effective as of February 1, 2024, for ridership on the Senior/Disabled Dial-a-Ride (DAR) transportation service as follows:

Senior/Disabled Dial-a-Ride (DAR):

- 1) \$1.25 each boarding for trips in and around Needles
- 2) \$1.25 roundtrip to the senior noon meal program at the Needles Senior Citizens Center

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Needles, California, held on the 9th day of January, 2024, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RESOLUTION NO. 2024-1  
(Page Two)

\_\_\_\_\_  
Mayor

(SEAL)

ATTEST: \_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

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



# CITY OF NEEDLES

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

Mayor Janet J. Item 3.  
Vice Mayor Kirsten  
Councilmember Tom Ben  
Councilmember Ellen Campbell  
Councilmember Jamie McCorkle  
Councilmember JoAnne Pogue  
Councilmember Henry Longbrake  
City Manager Patrick Martinez

## NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing will be held before the City Council of the City of Needles on Tuesday, January 9, 2024, at 6:00 p.m., or as soon thereafter as the matter may be heard, in the Needles City Council Chambers located at 1111 Bailey Avenue, Needles, California. The purpose of said hearing is to receive public input on a proposed fare increase for ridership on the Needles Senior/Disabled Dial-a-Ride (DAR) effective as of February 1, 2024. Current DAR fare is \$1.10 per boarding and \$1.10 roundtrip to the senior noon meal program at the Needles Senior Citizens Center. The proposed new fare will be \$1.25 per boarding bringing the DAR fare in line with the senior/disabled fare currently charged on the Needles Area Transit (NAT) and \$1.25 roundtrip to the senior noon meal program at the Needles Senior Citizens Center.

Any person interested may appear at this hearing and provide oral comments before the City Council or written comments may be mailed to the Needles City Council, c/o City Clerk, 817 Third Street, Needles, California, 92363 or by emailing [djones@cityofneedles.com](mailto:djones@cityofneedles.com) prior to noon on the day of the hearing. The public may also attend via Teams. To join the live Teams meeting, log into the City of Needles website at [www.cityofneedles.com/city-meetings/city-council](http://www.cityofneedles.com/city-meetings/city-council), access the agenda and click on the link "Click here to join the meeting" or listen in and participate by calling Microsoft Teams: 1-323-488-2227 - Meeting ID: 202 090 977#. If a decision is made at this hearing and you later disagree with the decision, only issues raised at the public hearing or in written form at or before the public hearing can be considered.

Questions regarding the proposed fare are to be directed to Cheryl Sallis, Community Services Manager, at (760)326-2113 ext 115.

/s/ Cheryl Sallis  
Community Services Manager

Dated: November 29, 2023  
Posted: November 30, 2023

Publish: December 6, 2023



# City of Needles, California Request for City Council Action

Item 4.

☒ CITY COUNCIL ☐ NPUA ☐ SARDA ☒ Regular ☐ Special

**Meeting Date:** DECEMBER 26, 2023

**Title:** Warrants

**Background:** n/a

**Fiscal Impact:** n/a

**Recommended Action:** **APPROVE**, the Warrants Register through DECEMBER 26, 2023.

**Submitted By:** Barbara DiLeo, Sr. Accountant

**City Management Review:** Pate J May

**Date:** 1/4/27

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 4




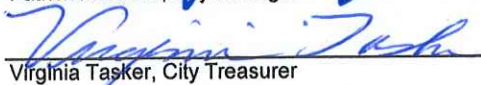
**CITY OF NEEDLES CITY COUNCIL  
WARRANT SUMMARY TOTALS FOR DECEMBER 22, 2023**

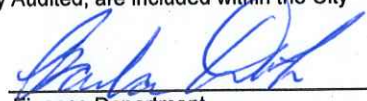
Item 4.

		12/22/2002	FUND AMT.	22-Dec	23-24 BUDGET
FUND 101	GENERAL FUND	\$ 1,905.55			
101.1015.412	CITY ATTORNEY	\$ 7,130.20		\$ 35,234.40	\$ 80,000.00
101.1020.413	CITY MANAGER	\$ 39.31		\$ 78,556.37	\$ 230,592.00
101.1025.415	FINANCE DEPT.	\$ 55,978.85		\$ 477,113.24	\$ 987,957.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ 12,649.37		\$ 116,323.21	\$ 329,339.00
101.1035.416	PLANNING /ZONING	\$ 872.11		\$ (21,757.27)	\$ 402,016.00
101.1040.417	ENGINEERING	\$ 39.31		\$ 144,776.21	\$ 439,483.00
101.1060.410	COMMUNITY PROMOTIONS	\$ -		\$ 17,307.08	\$ 103,945.00
101.1070.410	SENIOR CENTER	\$ 968.38		\$ 26,613.12	\$ 62,202.00
101.2010.421	SHERIFF	\$ 293,534.67		\$ 1,849,876.94	\$ 3,759,034.00
101.2020.423	ANIMAL SHELTER/CONTROL	\$ 910.56		\$ 83,228.57	\$ 261,130.00
101.2025.424	BULDING & SAFETY	\$ 95.11		\$ 112,986.05	\$ 488,742.00
101.2030.423	CODE ENFORCEMENT	\$ 7,855.19		\$ 273,077.37	\$ 806,188.00
101.3010.431	PUBLIC WORKS	\$ 5,458.50		\$ 273,805.85	\$ 818,943.00
101.4730.472	SANITATION	\$ 450.94		\$ 71,700.56	\$ 177,467.00
101.5770.452.	AQUATICS	\$ 98.21		\$ 84,587.91	\$ 246,913.00
101.5772.452	PARKS	\$ 7,964.41		\$ 262,173.65	\$ 760,504.00
101.5773.452	JACK SMITH PARK MARINA	\$ 155.00		\$ 35,277.73	\$ 115,646.00
101.5774.452	RECREATION	\$ 36.17		\$ 195,523.45	\$ 386,397.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		\$ 396,141.84		\$ 10,456,498.00
FUND 102	GEN. FUND CAPITAL PROJECT		\$ -	\$ 15,286.41	\$ 4,541,710.00
FUND 205	CDBG		\$ -	\$ 3,290.00	\$ 74,559.00
FUND 206	CEMETERY		\$ 2,644.30	\$ 83,628.73	\$ 258,022.00
FUND 208	CALTRANS GRANTS		\$ -	\$ 89.74	\$ 1,173,000.00
FUND 210	SPECIAL GAS TAX		\$ -	\$ 57,985.00	\$ 258,629.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		\$ 690.00	\$ 34,780.00	\$ 48,522.00
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ -	\$ 450,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ 12,087.92	\$ 70,909.27	\$ 272,973.00
FUND 227	HAZARD MITIGATION		\$ -	\$ 87.10	\$ 132,285.00
FUND 233	JACK SMITH PARK MARINA		\$ 121,824.01	\$ 132,930.44	\$ 175,308.00
FUND 238	STATE RECREATION GRANTS		\$ -	\$ 13,646.91	\$ 2,819,424.00
FUND 239	CA.CONSERV RECYLING GRANT		\$ 40.91	\$ 4,242.63	\$ 25,436.00
FUND 270	REDEVELOPMENT AGENCY		\$ -	\$ 832.50	\$ 20,000.00
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ -	\$ 20,000.00	\$ 100,954.00
FUND 501	NPUA		\$ 2,663.65	\$ 1,006,162.36	\$ 2,639,851.00
FUND 502	WATER DEPARTMENT		\$ 22,973.72	\$ 743,748.48	\$ 2,161,380.00
FUND 503	WASTEWATER DEPARTMENT		\$ 86,480.37	\$ 545,620.45	\$ 1,312,828.00
FUND 505	SANITATION		\$ 102,634.34	\$ 633,214.05	\$ 1,563,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		\$ 888,788.10	\$ 928,500.82	\$ 1,041,800.00
FUND 507	GOLF FUND	\$ -		\$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ 10,869.59		\$ 292,081.12	\$ 696,256.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ 1,351.81		\$ 162,886.89	\$ 413,638.00
FUND 507	GOLF FUND TOTAL		\$ 12,221.40		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		\$ 755.64	\$ 130,614.37	\$ 496,825.00
FUND 509	MIS		\$ 12,979.73	\$ 87,682.89	\$ 273,100.00
FUND 510	ADMIN. FACILITY		\$ 7,249.80	\$ 112,415.33	\$ 244,375.00
FUND 511	FLEET MANAGEMENT		\$ 1,574.24	\$ 86,170.35	\$ 278,476.00
FUND 512	VEHICLE REPLACEMENT		\$ -	\$ 6,847.35	\$ 6,847.35
FUND 520	SR DIAL A RIDE		\$ 7,005.66	\$ 41,490.38	\$ 453,450.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ 1,722.95	\$ 8,112.17	\$ 22,320.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ 36,390.86	\$ 206,422.52	\$ 808,479.00
FUND 575	HOUSING		\$ 4,413.82	\$ 543,135.32	\$ 1,434,443.00
FUND 580	ELECTRIC		\$ 139,021.46	\$ 7,093,469.26	\$ 12,742,061.00
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ 41,493.74	\$ 506,170.00
FUND 582	NPUA CAPITAL WATER		\$ 134.83	\$ 2,809,709.00	\$ 8,052,289.00
FUND 650	IMPACT FEES NORTH NEEDLES		\$ -	\$ 11,753.78	\$ 33,708.00
FUND 651	IMPACT FEES SOUTH AREAS		\$ -	\$ 5,139.72	\$ 45,912.00
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 1,860,439.55	\$ 20,033,890.02	\$ 55,954,923.35

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

  
Patrick Martinez, City Manager  
Date 1/4/24

  
Virginia Tasker, City Treasurer  
Date 12-20-23

  
Finance Department  
Date 12/20/23



CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
19829	18	00	ADDICTION MEDICINE CONSULTANTS	12/22/2023	1,160.00	.00
19830	1924	00	AHA MACAV POWER SERVICE	12/22/2023	229.38	.00
19831	3635	00	ANIXTER INC	12/22/2023	322.29	.00
19832	3457	00	ARIZONA RUBBER CO.	12/22/2023	150.71	.00
19833	3750	00	AUTO ZONE	12/22/2023	195.69	.00
19834	2629	00	BARON PEST SOLUTIONS	12/22/2023	209.00	.00
19835	480	00	BEST BEST & KRIEGER LLP	12/22/2023	365.46	.00
19836	178	00	BIG O TIRES & NAPA AUTO PARTS	12/22/2023	827.82	.00
19837	454	00	BINGHAM EQUIPMENT COMPANY	12/22/2023	927.52	.00
19838	7	00	BORDER STATES INDUSTRIES, INC.	12/22/2023	2,085.82	.00
19839	3392	00	BUG EMERGENCY INC.	12/22/2023	72.00	.00
19840	1791	00	CLUB CAR, LLC.	12/22/2023	214.54	.00
19841	455	00	CULLIGAN WATER COND.	12/22/2023	48.16	.00
19842	2934	00	DANA KEPNER COMPANY INC.	12/22/2023	1,549.03	.00
19843	2875	00	DANIELL'S SEPTIC	12/22/2023	290.00	.00
19844	440	00	DECO FOODSERVICE INCORP.	12/22/2023	539.65	.00
19845	2487	00	DELL MARKETING L.P.	12/22/2023	1,755.55	.00
19846	1	00	DEVINE, JOSE LUIS	12/22/2023	102.59	.00
19847	3580	00	DIAMOND PURE WATER	12/22/2023	130.00	.00
19848	501	00	DOI-BOR-REGION: LOWER COLORADO	12/22/2023	918,081.72	.00
19849	3890	00	EAN SERVICES, LLC	12/22/2023	174.74	.00
19850	3462	00	EUSI LLC	12/22/2023	26,177.24	.00
19851	615	00	FEDEX	12/22/2023	119.65	.00
19852	4092	00	FOREUP GOLF SOFTWARE	12/22/2023	159.00	.00
19853	4082	00	GOGOVAPPS	12/22/2023	4,164.00	.00
19854	2077	00	GOLDEN WEST INDUSTRIAL SUPPLY CORP.	12/22/2023	802.81	.00
19855	324	00	GRAINGER	12/22/2023	370.48	.00
19856	1	00	GREEN, SELAH	12/22/2023	2,370.14	.00
19857	4147	00	GREENBERG TRAUIG, LLP	12/22/2023	87,325.29	.00
19858	2612	00	HARDWARE EXPRESS INCORP.	12/22/2023	511.64	.00
19859	2612	00	HARDWARE EXPRESS INCORP.	12/22/2023	1,816.33	.00
19860	3712	00	HENDERSON CHEVROLET COMPANY	12/22/2023	687.68	.00
19861	3864	00	HORIZON TECHNOLOGIES INC.	12/22/2023	980.00	.00
19862	1	00	HUFF, NANCY	12/22/2023	116.28	.00
19863	3949	00	JANET JERNIGAN	12/22/2023	1,087.07	.00
19864	4000	00	JARROD DELEON	12/22/2023	336.14	.00
19865	2334	00	KERN TURF SUPPLY INC.	12/22/2023	472.60	.00
19866	1	00	KIRKPATRICK, JUDITH A.	12/22/2023	74.64	.00
19867	2018	00	KUSTOM SIGNALS INC.	12/22/2023	4,036.59	.00
19868	3977	00	LANDIS+GYR TECHNOLOGY, INC	12/22/2023	950.00	.00
19869	3998	00	MICHAEL BAKER INTERNATIONAL, INC	12/22/2023	690.00	.00
19870	1258	00	MOJAVE DESERT AQMD	12/22/2023	134.83	.00
19871	940	00	MSM	12/22/2023	229.00	.00
19872	218	00	NEWS WEST PUBLISHING CO.	12/22/2023	137.40	.00
19873	1786	00	NPUA	12/22/2023	VOID	.00
19874	1786	00	NPUA	12/22/2023	18,895.07	.00
19875	3324	00	OFFICE EXPRESS	12/22/2023	40.91	.00
19876	3315	00	ONLINE INFORMATION SERVICES	12/22/2023	522.50	.00
19877	240	00	PITNEY BOWES GLOBAL FINANCIAL SVS	12/22/2023	2,906.01	.00
19878	15	00	QUILL LLC	12/22/2023	209.94	.00
19879	818	00	R & R PRODUCTS INC.	12/22/2023	1,241.46	.00

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
19880	2861	00	REINKE A/C CORP.	12/22/2023	85.00	.00
19881	309	00	REPUBLIC SERVICES #785	12/22/2023	102,634.34	.00
19882	2068	00	RICOH USA, INC.	12/22/2023	304.57	.00
19883	591	00	ROBINSON ELECTRIC CO. INC.	12/22/2023	810.25	.00
19884	4049	00	ROGER MILLER	12/22/2023	148.94	.00
19885	3796	00	ROUTE 66 BROADBAND LLC	12/22/2023	13,488.26	.00
19886	3361	00	S.B. COUNTY SHERIFF'S DEPARTMENT	12/22/2023	301,586.00	.00
19887	2589	00	SAN BERNARDINO COUNTY	12/22/2023	10,303.93	.00
19888	4001	00	SIMPLOT TURF & HORTICULTURE	12/22/2023	7,291.45	.00
19889	3344	00	SLOVAK BARON & EMPEY LLP	12/22/2023	55,288.34	.00
19890	2292	00	SPS VAR, LLC	12/22/2023	4,600.00	.00
19891	3875	00	STANTEC CONSULTING SERVICES INC.	12/22/2023	497.92	.00
19892	3631	00	STOTZ EQUIPMENT	12/22/2023	96.50	.00
19893	3483	00	SWRCB	12/22/2023	45,422.00	.00
19894	1006	00	TAYLOR MADE	12/22/2023	403.08	.00
19895	779	00	THATCHER COMPANY OF NEVADA, INC	12/22/2023	2,768.22	.00
19896	4008	00	THE PRINTER GUYS LLC	12/22/2023	65.00	.00
19897	3873	00	TRANSPORTATION CONCEPTS	12/22/2023	45,119.47	.00
19898	3014	00	TRI STATE FIRE SYSTEMS, INC.	12/22/2023	494.72	.00
19899	3266	00	TRI STATE TOOL REPAIR	12/22/2023	395.83	.00
19900	2819	00	TRI-STATE HOSE & FITTINGS	12/22/2023	197.53	.00
19901	2798	00	U.S. DEPARTMENT OF ENERGY	12/22/2023	45,881.50	.00
19902	3272	00	ULINE	12/22/2023	615.94	.00
19903	315	00	UNDERGROUND SERVICE ALERT OF SO CAL	12/22/2023	48.50	.00
19904	3830	00	UNIFIRST CORPORATION	12/22/2023	879.64	.00
19905	761	00	USABUEBOOK	12/22/2023	2,343.37	.00
19906	3675	00	WESTERN CONSTRUCTION SPECIALISTS	12/22/2023	121,824.01	.00
19907	3528	00	WESTERN ENVIRONMENTAL TESTING LAB.	12/22/2023	1,271.00	.00
19908	3573	00	WREGIS	12/22/2023	125.00	.00
19909	1023	00	XEROX	12/22/2023	393.14	.00
19910	3828	00	3D-NETWORKS LLC	12/22/2023	8,059.73	.00
NUMBER OF CHECKS				82	GRAND TOTAL	1,860,439.55

NUMBER OF CHECKS

82

GRAND TOTAL

1,860,439.55


**CITY OF NEEDLES CITY COUNCIL  
WARRANT SUMMARY TOTALS FOR DECEMBER 15, 2023**

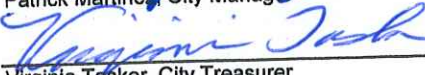
		12/15/2023	FUND AMT.	12/15/2023 (2)	23-24 BUDGET
FUND 101	GENERAL FUND	\$ 2,011.18		\$ 35,234.40	\$ 80,000.00
101.1015.412	CITY ATTORNEY	\$ -		\$ 78,556.37	\$ 230,592.00
101.1020.413	CITY MANAGER	\$ -		\$ 477,113.24	\$ 987,957.00
101.1025.415	FINANCE DEPT.	\$ -		\$ 116,323.21	\$ 329,339.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ -		\$ (21,757.27)	\$ 402,016.00
101.1035.416	PLANNING /ZONING	\$ -		\$ 144,776.21	\$ 439,483.00
101.1040.417	ENGINEERING	\$ -		\$ 17,307.08	\$ 103,945.00
101.1060.410	COMMUNITY PROMOTIONS	\$ -		\$ 26,613.12	\$ 62,202.00
101.1070.410	SENIOR CENTER	\$ -		\$ 1,849,876.94	\$ 3,759,034.00
101.2010.421	SHERIFF	\$ -		\$ 83,228.57	\$ 261,130.00
101.2020.423	ANIMAL SHELTER/CONTROL	\$ -		\$ 112,986.05	\$ 488,742.00
101.2025.424	BUILDING & SAFETY	\$ -		\$ 273,077.37	\$ 806,188.00
101.2030.423	CODE ENFORCEMENT	\$ -		\$ 273,805.85	\$ 818,943.00
101.3010.431	PUBLIC WORKS	\$ -		\$ 71,700.56	\$ 177,467.00
101.4730.472	SANITATION	\$ -		\$ 84,587.91	\$ 246,913.00
101.5770.452.	AQUATICS	\$ -		\$ 262,173.65	\$ 760,504.00
101.5772.452	PARKS	\$ -		\$ 35,277.73	\$ 115,646.00
101.5773.452	JACK SMITH PARK MARINA	\$ -		\$ 195,523.45	\$ 386,397.00
101.5774.452	RECREATION	\$ -			
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		\$ 2,011.18		\$ 10,456,498.00
FUND 102	GEN. FUND CAPITAL PROJECT		\$ -	\$ 15,286.41	\$ 4,541,710.00
FUND 205	CDBG		\$ -	\$ 3,290.00	\$ 74,559.00
FUND 206	CEMETERY		\$ -	\$ 83,628.73	\$ 258,022.00
FUND 208	CALTRANS GRANTS		\$ -	\$ 89.74	\$ 1,173,000.00
FUND 210	SPECIAL GAS TAX		\$ -	\$ 57,985.00	\$ 258,629.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		\$ -	\$ 34,780.00	\$ 48,522.00
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ -	\$ 450,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ -	\$ 70,909.27	\$ 272,973.00
FUND 227	HAZARD MITIGATION		\$ -	\$ 87.10	\$ 132,285.00
FUND 233	JACK SMITH PARK MARINA		\$ -	\$ 132,930.44	\$ 175,308.00
FUND 238	STATE RECREATION GRANTS		\$ -	\$ 13,646.91	\$ 2,819,424.00
FUND 239	CA.CONSERV RECYCLING GRANT		\$ -	\$ 4,242.63	\$ 25,436.00
FUND 270	REDEVELOPMENT AGENCY		\$ -	\$ 832.50	\$ 20,000.00
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ -	\$ 20,000.00	\$ 100,954.00
FUND 501	NPUA		\$ -	\$ 1,006,162.36	\$ 2,639,851.00
FUND 502	WATER DEPARTMENT		\$ -	\$ 743,748.48	\$ 2,161,380.00
FUND 503	WASTEWATER DEPARTMENT		\$ -	\$ 545,620.45	\$ 1,312,828.00
FUND 505	SANITATION		\$ -	\$ 633,214.05	\$ 1,563,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		\$ -	\$ 928,500.82	\$ 1,041,800.00
FUND 507	GOLF FUND	\$ -		\$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ -		\$ 292,081.12	\$ 696,256.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ -		\$ 162,886.89	\$ 413,638.00
FUND 507	GOLF FUND TOTAL		\$ -		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		\$ -	\$ 130,614.37	\$ 496,825.00
FUND 509	MIS		\$ -	\$ 87,682.89	\$ 273,100.00
FUND 510	ADMIN. FACILITY		\$ -	\$ 112,415.33	\$ 244,375.00
FUND 511	FLEET MANAGEMENT		\$ -	\$ 86,170.35	\$ 278,476.00
FUND 512	VEHICLE REPLACEMENT		\$ -	\$ 6,847.35	\$ 6,847.35
FUND 520	SR DIAL A RIDE		\$ -	\$ 41,490.38	\$ 453,450.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ -	\$ 8,112.17	\$ 22,320.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ -	\$ 206,422.52	\$ 808,479.00
FUND 575	HOUSING		\$ -	\$ 543,135.32	\$ 1,434,443.00
FUND 580	ELECTRIC		\$ -	\$ 7,093,469.26	\$ 12,742,061.00
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ 41,493.74	\$ 506,170.00
FUND 582	NPUA CAPITAL WATER		\$ -	\$ 2,809,709.00	\$ 8,052,289.00
FUND 650	IMPACT FEES NORTH NEEDLES		\$ -	\$ 11,753.78	\$ 33,708.00
FUND 651	IMPACT FEES SOUTH AREAS		\$ -	\$ 5,139.72	\$ 45,912.00
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 2,011.18	\$ 20,033,890.02	\$ 55,954,923.35

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

  
Patrick Martinez, City Manager

1/4/24  
Date

 12/20/23  
Finance Department Date

  
Virginia Tasker, City Treasurer

12-20-23  
Date

ACCOUNTS PAYABLE PRELIMINARY CHECK REGISTER

PREPARED 12/15/2023, 9:11:17

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
19911	1	00	OUTSOURCE UTILITY CONTRACTOR CORP.	12/15/2023	11.18	.00
19912	1	00	THE 2019 BATES FAMILY TRUST	12/15/2023	2,000.00	.00
NUMBER OF CHECKS				2	GRAND TOTAL	2,011.18

## ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

9:14:11

PREPARED 12/15/2023,

PROGRAM: GM346L

CITY OF NEEDLES

CITY OF NEEDLES  
BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

CITY OF NEEDLES BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING	CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
19911	1		OUTSOURCE UTILITY	008551		12/15/2023	101-0000-204.85-00	11.18	11.18
19912	1		THE 2019 BATES FAMILY TRU	003459		12/15/2023	101-0000-204.48-00	2,000.00	2,000.00
							BANK/CHECK TOTAL	2,011.18	2,011.18
							ALL BANKS/CHECKS TOTAL	2,011.18	2,011.18



**CITY OF NEEDLES CITY COUNCIL  
WARRANT SUMMARY TOTALS FOR DECEMBER 15, 2023**


		12/15/2002	FUND AMT.	15-Dec	23-24 BUDGET
FUND 101	GENERAL FUND	\$ 16,625.15			
101.1015.412	CITY ATTORNEY	\$ -		\$ 35,234.40	\$ 80,000.00
101.1020.413	CITY MANAGER	\$ 1,672.36		\$ 78,556.37	\$ 230,592.00
101.1025.415	FINANCE DEPT.	\$ 42,735.14		\$ 477,113.24	\$ 987,957.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ 5,556.68		\$ 115,386.14	\$ 329,339.00
101.1035.416	PLANNING /ZONING	\$ 205.48		\$ (21,757.27)	\$ 402,016.00
101.1040.417	ENGINEERING	\$ 2,133.41		\$ 144,776.21	\$ 439,483.00
101.1060.410	COMMUNITY PROMOTIONS	\$ -		\$ 17,307.08	\$ 103,945.00
101.1070.410	SENIOR CENTER	\$ 769.76		\$ 26,613.12	\$ 62,202.00
101.2010.421	SHERIFF	\$ -		\$ 1,849,876.94	\$ 3,759,034.00
101.2020.423	ANIMAL SHELTER/CONTROL	\$ -		\$ 83,228.57	\$ 261,130.00
101.2025.424	BUILDING & SAFETY	\$ 5,848.51		\$ 112,986.05	\$ 488,742.00
101.2030.423	CODE ENFORCEMENT	\$ 5,841.76		\$ 273,077.37	\$ 806,188.00
101.3010.431	PUBLIC WORKS	\$ 4,221.87		\$ 273,805.85	\$ 818,943.00
101.4730.472	SANITATION	\$ 311.48		\$ 71,700.56	\$ 177,467.00
101.5770.452	AQUATICS	\$ -		\$ 84,587.91	\$ 246,913.00
101.5772.452	PARKS	\$ 7,646.47		\$ 262,173.65	\$ 760,504.00
101.5773.452	JACK SMITH PARK MARINA	\$ 794.68		\$ 35,277.73	\$ 115,646.00
101.5774.452	RECREATION	\$ 1,401.62		\$ 195,523.45	\$ 386,397.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		\$ 95,764.37		\$ 10,456,498.00
FUND 102	GEN. FUND CAPITAL PROJECT		\$ -	\$ 15,286.41	\$ 4,541,710.00
FUND 205	CDBG		\$ -	\$ 3,290.00	\$ 74,559.00
FUND 206	CEMETERY		\$ 2,746.43	\$ 83,628.73	\$ 258,022.00
FUND 208	CALTRANS GRANTS		\$ -	\$ 89.74	\$ 1,173,000.00
FUND 210	SPECIAL GAS TAX		\$ -	\$ 57,985.00	\$ 258,629.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		\$ -	\$ 34,780.00	\$ 48,522.00
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ -	\$ 450,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ -	\$ 70,909.27	\$ 272,973.00
FUND 227	HAZARD MITIGATION		\$ -	\$ 87.10	\$ 132,285.00
FUND 233	JACK SMITH PARK MARINA		\$ -	\$ 132,930.44	\$ 175,308.00
FUND 238	STATE RECREATION GRANTS		\$ -	\$ 13,646.91	\$ 2,819,424.00
FUND 239	CA CONSERV RECYCLING GRANT		\$ -	\$ 4,242.63	\$ 25,436.00
FUND 270	REDEVELOPMENT AGENCY		\$ -	\$ 832.50	\$ 20,000.00
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ -	\$ 20,000.00	\$ 100,954.00
FUND 501	NPUA		\$ -	\$ 1,006,162.36	\$ 2,639,851.00
FUND 502	WATER DEPARTMENT		\$ 12,718.85	\$ 743,608.48	\$ 2,161,380.00
FUND 503	WASTEWATER DEPARTMENT		\$ 3,537.05	\$ 545,620.45	\$ 1,312,828.00
FUND 505	SANITATION		\$ -	\$ 633,214.05	\$ 1,563,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		\$ 137.92	\$ 928,500.82	\$ 1,041,800.00
FUND 507	GOLF FUND	\$ 394.00		\$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ 4.02		\$ 291,984.62	\$ 696,256.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ 1,065.02		\$ 162,886.89	\$ 413,638.00
FUND 507	GOLF FUND TOTAL		\$ 1,463.04		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		\$ 6,473.33	\$ 130,474.37	\$ 496,825.00
FUND 509	MIS		\$ -	\$ 83,082.89	\$ 273,100.00
FUND 510	ADMIN. FACILITY		\$ 105.09	\$ 112,355.33	\$ 244,375.00
FUND 511	FLEET MANAGEMENT		\$ 1,928.88	\$ 86,170.35	\$ 278,476.00
FUND 512	VEHICLE REPLACEMENT		\$ -	\$ 6,847.35	\$ 6,847.35
FUND 520	SR DIAL A RIDE		\$ -	\$ 41,490.38	\$ 453,450.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ -	\$ 8,112.17	\$ 22,320.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ -	\$ 206,422.52	\$ 808,479.00
FUND 575	HOUSING		\$ 7,173.58	\$ 543,135.32	\$ 1,434,443.00
FUND 580	ELECTRIC		\$ 59,088.66	\$ 7,092,850.72	\$ 12,742,061.00
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ 41,493.74	\$ 506,170.00
FUND 582	NPUA CAPITAL WATER		\$ 112,518.15	\$ 2,809,709.00	\$ 8,052,289.00
FUND 650	IMPACT FEES NORTH NEEDLES		\$ -	\$ 11,753.78	\$ 33,708.00
FUND 651	IMPACT FEES SOUTH AREAS		\$ -	\$ 5,139.72	\$ 45,912.00
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 303,655.35	\$ 20,027,297.91	\$ 55,954,923.35

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

  
Patrick Martinez, City Manager

  
Date 1/4/24

  
Finance Department Date 12/15/23

  
Virginia Tasker, City Treasurer Date 12-20-23

PREPARED: 12/13/2023, 14:30:00  
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
19815	1213	00	CALIF. DEPT. OF TAX & FEE ADMIN.	12/15/2023	680.00	.00
19816	3275	00	CALIFORNIA STATE DISB. UNIT	12/15/2023	255.23	.00
19817	1296	00	FRONTIER	12/15/2023	245.51	.00
19818	1305	00	GREAT WEST LIFE	12/15/2023	5,874.00	.00
19819	3634	00	GREAT WEST LIFE & ANNUITY	12/15/2023	1,188.49	.00
19820	4147	00	GREENBERG TRAUDIG, LLP	12/15/2023	73,260.85	.00
19821	3283	00	LOWE'S	12/15/2023	1,105.29	.00
19822	4074	01	PACIFIC HYDROTECH CORPORATION	12/15/2023	112,518.15	.00
19823	1199	00	SBPEA TEAMSTERS LOCAL 1932	12/15/2023	1,217.36	.00
19824	1199	00	SBPEA TEAMSTERS LOCAL 1932	12/15/2023	406.26	.00
19825	3242	00	SDRMA	12/15/2023	98,917.08	.00
19826	4008	00	THE PRINTER GUYS LLC	12/15/2023	727.00	.00
19827	1	00	WAGON WHEEL RESTAURANT	12/15/2023	2,955.13	.00
19828	3967	00	WILLDAN ENGINEERING	12/15/2023	4,305.00	.00
NUMBER OF CHECKS				14	GRAND TOTAL	303,655.35

Item 4.

PREPARED 12/13/2023, 14:33:48  
PROGRAM: GM346L  
TYPE OF NEEDLES

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

PAGE  
ACCOUNTING PERIOD 2024/0  
REPORT NUMBER 80

107

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC./RETAIN)	CHECK TOTAL
19815	1213	CALIFORNIA DEPT. OF TAX &	003423		12/15/2023	101-1025-415.61-02	31.62	
			003424		12/15/2023	101-1035-416.61-02	23.73	
			003425		12/15/2023	101-1040-417.61-02	23.73	
			003426		12/15/2023	101-2025-424.61-02	23.73	
			003427		12/15/2023	101-2030-423.61-02	23.73	
			003428		12/15/2023	101-3010-431.61-05	32.55	
			003429		12/15/2023	101-3010-431.70-19	22.32	
			003430		12/15/2023	101-5773-452.43-33	16.00	
			003431		12/15/2023	101-1030-414.61-04	1.58	
			003432		12/15/2023	101-1025-415.61-01	27.67	
			003433		12/15/2023	503-4720-475.61-02	20.69	
			003434		12/15/2023	507-5761-453.43-04	4.02	
			003435		12/15/2023	508-4810-478.61-02	34.63	
			003436		12/15/2023	507-0000-203.00-00	394.00	
							680.00	680.00
19816	3275	CALIFORNIA STATE DISB.UNI	003409		12/15/2023	575-0000-209.03-01	255.23	
							255.23	255.23
19817	1296	FRONTIER	003409		12/15/2023	101-5772-452.52-10	140.42	
			003409		12/15/2023	510-4410-405.52-10	105.09	
							245.51	245.51
19818	1305	GREAT WEST LIFE & ANNUITY	003408		12/15/2023	101-0000-209.03-01	3,435.00	
			003408		12/15/2023	502-0000-209.03-01	435.00	
			003408		12/15/2023	580-0000-209.03-01	2,004.00	
							5,874.00	5,874.00
19819	3634	GREAT-WEST LIFE & ANNUITY	003408		12/15/2023	101-0000-209.03-01	43.12	
			003408		12/15/2023	101-0000-209.03-01	194.13	
			003408		12/15/2023	101-0000-209.03-01	24.27	
			003409		12/15/2023	101-0000-209.03-01	213.04	
			003409		12/15/2023	101-0000-209.03-01	97.57	
			003409		12/15/2023	101-0000-209.03-01	158.76	
			003409		12/15/2023	502-0000-209.03-01	94.89	
			003409		12/15/2023	580-0000-209.03-01	174.52	
			003409		12/15/2023	580-0000-209.03-01	60.36	
			003409		12/15/2023	580-0000-209.03-01	127.83	
							1,188.49	1,188.49
19820	4147	GREENBERG TRAUERIG, LLP	PI0147	024063	12/15/2023	101-1025-415.31-50	36,630.42	
			PI0148	024063	12/15/2023	502-4710-471.31-50	732.61	
			PI0149	024063	12/15/2023	580-4750-473.31-50	35,897.82	
							73,260.85	73,260.85
19821	3283	LOWE'S	003438		12/15/2023	580-4750-473.54-62	1,018.05	
			003439		12/15/2023	580-4750-473.54-62	1,018.05	
			003440		12/15/2023	580-4750-473.43-57	60.87	
			003441		12/15/2023	101-5772-452.61-33	622.84	
			003442		12/15/2023	580-4750-473.54-62	648.48	





Item 4.

PREPARED 12/13/2023, 14:33:48

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

PAGE 2024/0  
ACCOUNTING PERIOD  
REPORT NUMBER

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
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19825	3242	SPECIAL DISTRICT RISK	003409		12/15/2023	580-4750-473.24-10 580-0000-209.03-01	14,762.30 5,282.26 98,917.08	98,917.08
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19826	4008	THE PRINTER GUYS LLC	003445		12/15/2023	101-1040-417.61-02	181.75	
			003446		12/15/2023	101-1035-416.61-02	181.75	
			003447		12/15/2023	101-2025-424.61-02	181.75	
			003448		12/15/2023	101-2030-423.61-02	181.75	
							727.00	727.00

19827	1	WAGON WHEEL RESTAURANT	003409		12/15/2023	101-1030-414.61-45	2,955.13 2,955.13	2,955.13
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19828	3967	WILLDAN ENGINEERING	PI0155	024032	12/15/2023	101-2025-424.10-10	2,430.00	
			PI0156	024032	12/15/2023	101-2025-424.10-10	1,875.00	
							4,305.00	4,305.00

BANK/CHECK TOTAL 303,655.35 303,655.35

ALL BANKS/CHECKS TOTAL 303,655.35 303,655.35

PREPARED 12/13/23, 14:33:48  
PROGRAM GM347U  
ITY OF NEEDLES

BANK TRANSFER LIST

PAGE  
ACCOUNTING PERIOD 06/20

FUND 575 HOUSING  
BANK ACCOUNT \*\* CHECK/PAYMENT \*\*  
DESCRIPTION NO NO DATE DATE  
04 WELLS FARGO BANK - CITY GENERAL CHECKING

575-0000-209.03-01	19823	12/15/2023	003408	12/15/2023	48.25	0001199	SBPEA TEAMSTERS LOCAL 193
575-0000-209.03-01	19825	12/15/2023	003409	12/06/2023	1,762.38	0003242	SPECIAL DISTRICT RISK
575-0000-209.03-01	19816	12/15/2023	003409	12/15/2023	255.23	0003275	CALIFORNIA STATE DISB. UNIT
			ACCOUNT TOTAL		2,065.86	*	
575-5555-485.24-10	19825	12/15/2023	003409	12/06/2023	3,188.71	0003242	SPECIAL DISTRICT RISK
			ACCOUNT TOTAL		3,188.71	*	
575-5555-485.24-15	19825	12/15/2023	003409	12/06/2023	1,919.01	0003242	SPECIAL DISTRICT RISK
			ACCOUNT TOTAL		1,919.01	*	
WELLS FARGO BANK - CITY GENERAL CHECKING TOTAL					7,173.58	**	
TOTAL DUE FROM THIS FUND FOR THIS PERIOD					7,173.58	***	



City of Needles, California  
Request for City Council Action

Item 4.

☒ CITY COUNCIL ☐ NPUA ☐ SARDA ☒ Regular ☐ Special

Meeting Date: JANUARY 09, 2024

Title: Warrants

Background: n/a

Fiscal Impact: n/a

Recommended Action: **APPROVE**, the Warrants Register through JANUARY 09, 2024.

Submitted By: Barbara DiLeo, Sr. Accountant

City Management Review:

*[Signature]*

Date:

*1/4/24*

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: \_\_\_\_\_

**CITY OF NEEDLES CITY COUNCIL  
WARRANT SUMMARY TOTALS FOR JANUARY 09, 2024**

		1/9/2024	FUND AMT.	9-Jan	23-24 BUDGET
FUND 101	GENERAL FUND	\$ -		\$ 35,234.40	\$ 80,000.00
101.1015.412	CITY ATTORNEY	\$ -		\$ 150,916.61	\$ 230,592.00
101.1020.413	CITY MANAGER	\$ -		\$ 532,012.74	\$ 987,957.00
101.1025.415	FINANCE DEPT.	\$ 5,088.78		\$ 134,568.44	\$ 329,339.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ 11,222.00		\$ (19,284.70)	\$ 402,016.00
101.1035.416	PLANNING /ZONING	\$ -		\$ 167,390.80	\$ 439,483.00
101.1040.417	ENGINEERING	\$ -		\$ 19,307.08	\$ 103,945.00
101.1060.410	COMMUNITY PROMOTIONS	\$ 2,000.00		\$ 29,337.32	\$ 62,202.00
101.1070.410	SENIOR CENTER	\$ -		\$ 1,849,876.94	\$ 3,759,034.00
101.2010.421	SHERIFF	\$ -		\$ 98,539.33	\$ 261,130.00
101.2020.423	ANIMAL SHELTER/CONTROL	\$ 160.00		\$ 131,106.13	\$ 488,742.00
101.2025.424	BUILDING & SAFETY	\$ -		\$ 300,478.50	\$ 806,188.00
101.2030.423	CODE ENFORCEMENT	\$ -		\$ 305,348.67	\$ 818,943.00
101.3010.431	PUBLIC WORKS	\$ 360.00		\$ 74,559.52	\$ 177,467.00
101.4730.472	SANITATION	\$ -		\$ 92,302.54	\$ 246,913.00
101.5770.452.	AQUATICS	\$ -		\$ 291,034.08	\$ 760,504.00
101.5772.452	PARKS	\$ 446.26		\$ 38,824.13	\$ 115,646.00
101.5773.452	JACK SMITH PARK MARINA	\$ 155.00		\$ 214,436.13	\$ 386,397.00
101.5774.452	RECREATION	\$ -			
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		\$ 19,432.04		\$ 10,456,498.00
FUND 102	GEN. FUND CAPITAL PROJECT		\$ -	\$ 15,451.41	\$ 4,541,710.00
FUND 205	CDBG		\$ -	\$ 3,290.00	\$ 74,559.00
FUND 206	CEMETERY		\$ -	\$ 90,972.43	\$ 258,022.00
FUND 208	CALTRANS GRANTS		\$ -	\$ 89.74	\$ 1,173,000.00
FUND 210	SPECIAL GAS TAX		\$ -	\$ 57,985.00	\$ 258,629.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		\$ -	\$ 34,780.00	\$ 48,522.00
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ -	\$ 450,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ -	\$ 70,909.27	\$ 272,973.00
FUND 227	HAZARD MITIGATION		\$ -	\$ 87.10	\$ 132,285.00
FUND 233	JACK SMITH PARK MARINA		\$ -	\$ 132,930.44	\$ 175,308.00
FUND 238	STATE RECREATION GRANTS		\$ -	\$ 21,482.28	\$ 2,819,424.00
FUND 239	CA.CONSERV RECYLING GRANT		\$ -	\$ 4,399.09	\$ 25,436.00
FUND 270	REDEVELOPMENT AGENCY		\$ -	\$ 170,394.44	\$ 20,000.00
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ -	\$ 29,500.00	\$ 100,954.00
FUND 501	NPUA		\$ -	\$ 1,006,162.36	\$ 2,639,851.00
FUND 502	WATER DEPARTMENT		\$ 502.88	\$ 814,411.08	\$ 2,161,380.00
FUND 503	WASTEWATER DEPARTMENT		\$ 587.88	\$ 576,362.31	\$ 1,312,828.00
FUND 505	SANITATION		\$ 3,775.09	\$ 636,989.14	\$ 1,563,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		\$ 540.00	\$ 936,203.02	\$ 1,041,800.00
FUND 507	GOLF FUND	\$ -		\$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ -		\$ 341,490.97	\$ 696,256.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ -		\$ 189,390.70	\$ 413,638.00
FUND 507	GOLF FUND TOTAL		\$ -		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		\$ -	\$ 153,374.24	\$ 496,825.00
FUND 509	MIS		\$ 320.00	\$ 96,552.89	\$ 273,100.00
FUND 510	ADMIN. FACILITY		\$ -	\$ 119,757.76	\$ 244,375.00
FUND 511	FLEET MANAGEMENT		\$ -	\$ 97,455.63	\$ 278,476.00
FUND 512	VEHICLE REPLACEMENT		\$ -	\$ 6,847.35	\$ 6,847.35
FUND 520	SR DIAL A RIDE		\$ -	\$ 41,590.68	\$ 453,450.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ -	\$ 8,112.17	\$ 22,320.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ 800.00	\$ 206,422.52	\$ 808,479.00
FUND 575	HOUSING		\$ 125,773.19	\$ 569,055.57	\$ 1,434,443.00
FUND 580	ELECTRIC		\$ 891.46	\$ 7,234,755.89	\$ 12,742,061.00
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ 41,493.74	\$ 506,170.00
FUND 582	NPUA CAPITAL WATER		\$ -	\$ 2,834,268.74	\$ 8,052,289.00
FUND 650	IMPACT FEES NORTH NEEDLES		\$ -	\$ 16,709.13	\$ 33,708.00
FUND 651	IMPACT FEES SOUTH AREAS		\$ -	\$ 5,139.72	\$ 45,912.00
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 152,622.54	\$ 20,988,956.62	\$ 55,954,923.35

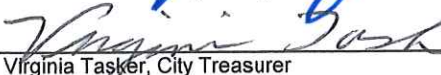
I certify that the expenditures/purchases to be paid by the warrants on this list have complied with the provisions of the City Code Chapter 8, Article II, Purchasing; and further, the funds to cover these purchases/expenditures, as City Audited, are included within the City

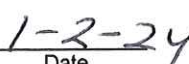
  
Patrick Martinez, City Manager

  
Date

  
Finance Department

  
Date

  
Virginia Tasker, City Treasurer

  
Date

CHECK NUMBER	VENDOR NUMBER	SEC#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
20021	3485	00	CALACT	01/02/2024	800.00	.00
20022	2320	00	COUNTY OF SAN BERNARDINO	01/02/2024	3,775.09	.00
20023	3812	00	FECHTER & COMPANY, CPAS	01/02/2024	6,286.00	.00
20024	4087	00	FINAL TOUCH CONSTRUCTION & DESIGN	01/02/2024	123,273.19	.00
20025	194	00	NEEDLES CHAMBER OF COMMERCE	01/02/2024	2,000.00	.00
20026	3796	00	ROUTE 66 BROADBAND LLC	01/02/2024	2,551.26	.00
20027	3756	00	SAN BERNARDINO COUNTY TRANS. AUTH.	01/02/2024	10,937.00	.00
20028	4156	00	SMITHMARION	01/02/2024	2,500.00	.00
20029	1917	00	VIRGINIA TASKER	01/02/2024	500.00	.00
NUMBER OF CHECKS				9	152,622.54	
				GRAND TOTAL		



PROGRAM: GM346L

CITY OF NEEDLES

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
20021	3485	CALACT	003740		01/02/2024	525-4770-461.56-00	800.00 800.00 *	800.00
20022	2320	COUNTY OF SAN BERNARDINO	003737		01/02/2024	505-4730-472.74-40	3,775.09 3,775.09 *	3,775.09
20023	3812	FECHTER & COMPANY, CPAS	PI0174 PI0175 PI0176 PI0177	024025 024025 024025 024025	01/02/2024 01/02/2024 01/02/2024 01/02/2024	101-1025-415.31-49 502-4710-471.31-49 503-4720-475.31-49 580-4750-473.31-49	4,588.78 502.88 502.88 691.46 6,286.00 *	6,286.00
20024	4087	FINAL TOUCH CONSTRUCTION	PI0173	024023	01/02/2024	575-5555-485.72-17	123,273.19 123,273.19 *	123,273.19
20025	194	NEEDLES CHAMBER OF COMMER	003738		01/02/2024	101-1060-410.54-06	2,000.00 2,000.00 *	2,000.00
20026	3796	ROUTE 66 BROADBAND LLC	003223 003222 003223 003223 003222 003223 003235 003369 003237 003368 003223 003734		01/02/2024 01/02/2024 01/02/2024 01/02/2024 01/02/2024 01/02/2024 01/02/2024 01/02/2024 01/02/2024 01/02/2024 01/02/2024 01/02/2024	101-1030-414.56-02 101-5772-452.52-10 507-5761-453.52-10 507-5762-454.52-10 101-3010-431.52-10 101-5773-452.52-10 101-2020-423.52-10 580-4750-473.52-10 509-4910-479.52-12 101-1030-414.52-10 101-5772-452.52-10 507-5762-454.52-10 101-3010-431.52-10 503-4720-475.52-10 101-1030-414.56-02	10,937.00 223.13 180.00 180.00 180.00 155.00 160.00 200.00 320.00 285.00 223.13 180.00 85.00 10,937.00 2,551.26 *	2,551.26
20027	3756	SAN BERNARDINO COUNTY TRA	003735		01/02/2024	101-1030-414.56-02	10,937.00 10,937.00 *	10,937.00
20028	4156	SMITH MARION & CO.,PC	PI0178	024075	01/02/2024	575-5555-485.31-49	2,500.00 2,500.00 *	2,500.00
20029	1917	VIRGINIA TASKER	003739		01/02/2024	101-1025-415.31-90	500.00 500.00 *	500.00
BANK/CHECK TOTAL							152,622.54	152,622.54
ALL BANKS/CHECKS TOTAL							152,622.54	152,622.54

**CITY OF NEEDLES CITY COUNCIL  
WARRANT SUMMARY TOTALS FOR DECEMBER 27, 2023**

FUND 101	GENERAL FUND		FUND AMT.	27-Dec	23-24 BUDGET
101.1015.412	CITY ATTORNEY	\$ 11,295.52		\$ 35,234.40	\$ 80,000.00
101.1020.413	CITY MANAGER	\$ -		\$ 150,916.61	\$ 230,592.00
101.1025.415	FINANCE DEPT.	\$ 1,044.72		\$ 526,221.79	\$ 987,957.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ 441.61		\$ 130,555.61	\$ 329,339.00
101.1035.416	PLANNING /ZONING	\$ 332.26		\$ (19,339.20)	\$ 402,016.00
101.1040.417	ENGINEERING	\$ 22.50		\$ 167,336.30	\$ 439,483.00
101.1060.410	COMMUNITY PROMOTIONS	\$ 262.65		\$ 17,307.08	\$ 103,945.00
101.1070.410	SENIOR CENTER	\$ -		\$ 29,337.32	\$ 62,202.00
101.2010.421	SHERIFF	\$ 414.25		\$ 1,849,876.94	\$ 3,759,034.00
101.2020.423	ANIMAL SHELTER/CONTROL	\$ -		\$ 98,226.74	\$ 261,130.00
101.2025.424	BUILDING & SAFETY	\$ 961.33		\$ 131,051.63	\$ 488,742.00
101.2030.423	CODE ENFORCEMENT	\$ 328.61		\$ 300,124.00	\$ 806,188.00
101.3010.431	PUBLIC WORKS	\$ 430.68		\$ 305,202.90	\$ 818,943.00
101.4730.472	SANITATION	\$ 1,698.57		\$ 74,559.52	\$ 177,467.00
101.5770.452	AQUATICS	\$ 34.13		\$ 89,988.14	\$ 246,913.00
101.5772.452	PARKS	\$ 970.09		\$ 290,719.38	\$ 760,504.00
101.5773.452	JACK SMITH PARK MARINA	\$ 300.01		\$ 38,784.40	\$ 115,646.00
101.5774.452	RECREATION	\$ 44.33		\$ 212,860.50	\$ 386,397.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS	\$ 1,781.33	\$ 20,362.59		\$ 10,456,498.00
FUND 102	GEN. FUND CAPITAL PROJECT		\$ -	\$ 15,451.41	\$ 4,541,710.00
FUND 205	CDBG		\$ -	\$ 3,290.00	\$ 74,559.00
FUND 206	CEMETERY		\$ 103.05	\$ 90,972.43	\$ 258,022.00
FUND 208	CALTRANS GRANTS		\$ -	\$ 89.74	\$ 1,173,000.00
FUND 210	SPECIAL GAS TAX		\$ -	\$ 57,985.00	\$ 258,629.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		\$ -	\$ 34,780.00	\$ 48,522.00
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ -	\$ 450,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ -	\$ 70,909.27	\$ 272,973.00
FUND 227	HAZARD MITIGATION		\$ -	\$ 87.10	\$ 132,285.00
FUND 233	JACK SMITH PARK MARINA		\$ -	\$ 132,930.44	\$ 175,308.00
FUND 238	STATE RECREATION GRANTS		\$ -	\$ 21,482.28	\$ 2,819,424.00
FUND 239	CA. CONSERV RECYCLING GRANT		\$ 156.46	\$ 4,399.09	\$ 25,436.00
FUND 270	REDEVELOPMENT AGENCY		\$ -	\$ 170,394.44	\$ 20,000.00
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ -	\$ 20,000.00	\$ 100,954.00
FUND 501	NPUA		\$ -	\$ 1,006,162.36	\$ 2,639,851.00
FUND 502	WATER DEPARTMENT		\$ 3,193.34	\$ 812,505.65	\$ 2,161,380.00
FUND 503	WASTEWATER DEPARTMENT		\$ 1,631.63	\$ 574,504.77	\$ 1,312,828.00
FUND 505	SANITATION		\$ -	\$ 633,214.05	\$ 1,563,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		\$ 109.61	\$ 936,203.02	\$ 1,041,800.00
FUND 507	GOLF FUND	\$ -		\$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ 93.62		\$ 328,442.42	\$ 696,256.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ 143.14		\$ 183,923.98	\$ 413,638.00
FUND 507	GOLF FUND TOTAL		\$ 236.76		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		\$ 689.83	\$ 153,374.24	\$ 496,825.00
FUND 509	MIS		\$ -	\$ 96,207.89	\$ 273,100.00
FUND 510	ADMIN. FACILITY		\$ 5,470.40	\$ 117,885.73	\$ 244,375.00
FUND 511	FLEET MANAGEMENT		\$ 258.70	\$ 97,455.63	\$ 278,476.00
FUND 512	VEHICLE REPLACEMENT		\$ -	\$ 6,847.35	\$ 6,847.35
FUND 520	SR DIAL A RIDE		\$ -	\$ 41,590.68	\$ 453,450.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ -	\$ 8,112.17	\$ 22,320.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ -	\$ 206,422.52	\$ 808,479.00
FUND 575	HOUSING		\$ 3,952.66	\$ 568,719.47	\$ 1,434,443.00
FUND 580	ELECTRIC		\$ 6,096.57	\$ 7,179,993.30	\$ 12,742,061.00
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ 41,493.74	\$ 506,170.00
FUND 582	NPUA CAPITAL WATER		\$ -	\$ 2,818,931.50	\$ 8,052,289.00
FUND 650	IMPACT FEES NORTH NEEDLES		\$ -	\$ 16,709.13	\$ 33,708.00
FUND 651	IMPACT FEES SOUTH AREAS		\$ -	\$ 5,139.72	\$ 45,912.00
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 42,261.60	\$ 20,863,725.73	\$ 55,954,923.35

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

Patrick Martinez, City Manager

Date

Finance Department

Date

Virginia Tasker, City Treasurer

Date



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
19914	3709	00	ADRIAN CHAVEZ	12/27/2023	50.00	.00
19915	3688	00	ALBERT PONCE	12/27/2023	50.00	.00
19916	4084	00	ANTHONY GIERSCH	12/27/2023	50.00	.00
19917	3897	00	BENELOC, LLC	12/27/2023	897.66	.00
19918	3808	00	HATZ, BERNARD	12/27/2023	50.00	.00
19919	3870	00	BRYAN HICKSTEIN	12/27/2023	50.00	.00
19920	3275	00	CALIFORNIA STATE DISB.UNIT	12/27/2023	255.23	.00
19921	2450	00	CALPERS	12/27/2023	571.08	.00
19922	4126	00	CASE BRUFFETT	12/27/2023	50.00	.00
19923	3286	00	COLONIAL LIFE	12/27/2023	5,088.93	.00
19924	2931	00	DALE JONES	12/27/2023	50.00	.00
19925	4088	00	DYLAN HETRICK	12/27/2023	50.00	.00
19926	322	00	FRANK VALENZUELA JR.	12/27/2023	50.00	.00
19927	1296	00	FRONTIER	12/27/2023	4,040.86	.00
19928	1305	00	GREAT WEST LIFE	12/27/2023	6,257.00	.00
19929	3634	00	GREAT-WEST LIFE & ANNUITY	12/27/2023	1,188.49	.00
19930	2879	00	JENNIFER VALENZUELA	12/27/2023	50.00	.00
19931	638	00	JESSE FRAGOSO	12/27/2023	50.00	.00
19932	325	00	JIM WILLIS	12/27/2023	50.00	.00
19933	3978	00	JOSE SANCHEZ	12/27/2023	50.00	.00
19934	2222	00	JUSTIN SCOTT	12/27/2023	50.00	.00
19935	4070	00	KATHY RAASCH	12/27/2023	50.00	.00
19936	3512	00	KIMBERLY KRASINSKI	12/27/2023	50.00	.00
19937	4140	00	LORENCE DELEON	12/27/2023	50.00	.00
19938	3889	00	MICHAEL WILLIS	12/27/2023	50.00	.00
19939	3458	00	MUTUAL OF OMAHA	12/27/2023	4,422.52	.00
19940	3767	00	PATRICK MARTINEZ	12/27/2023	50.00	.00
19941	1578	00	PURCHASE POWER	12/27/2023	3,101.50	.00
19942	3654	00	RAINIE TORRANCE	12/27/2023	50.00	.00
19943	3953	00	RONNY SOMMERS	12/27/2023	50.00	.00
19944	2687	00	S.B. COUNTY FIRE DEPARTMENT	12/27/2023	377.00	.00
19945	1199	00	SBPEA TEAMSTERS LOCAL 1932	12/27/2023	1,217.36	.00
19946	1199	00	SBPEA TEAMSTERS LOCAL 1932	12/27/2023	406.26	.00
19947	284	00	SOUTHWEST GAS CORP.	12/27/2023	117.90	.00
19948	3851	00	SY FOLEY	12/27/2023	50.00	.00
19949	3622	00	TAYLOR MILLER	12/27/2023	50.00	.00
19950	2744	00	THOMAS DELEON	12/27/2023	50.00	.00
19951	2817	00	TONY RUBALCABA	12/27/2023	50.00	.00
19952	3695	00	VINCE GARZA	12/27/2023	50.00	.00
19953	1217	00	VISION SERVICE PLAN	12/27/2023	930.82	.00
19954	4130	00	WELLS FARGO (ACCT # 1755)	12/27/2023	1,639.01	.00
19955	4134	00	WELLS FARGO (ACCT # 1905)	12/27/2023	2,001.61	.00
19956	4132	00	WELLS FARGO (ACCT # 2414)	12/27/2023	19.99	.00
19957	4129	00	WELLS FARGO (ACCT # 3254)	12/27/2023	132.17	.00
19958	4128	00	WELLS FARGO (ACCT # 5392)	12/27/2023	1,030.06	.00
19959	4127	00	WELLS FARGO (ACCT # 5921)	12/27/2023	534.46	.00
19960	4131	00	WELLS FARGO (ACCT # 7827)	12/27/2023	1,710.69	.00
19961	4133	00	WELLS FARGO (ACCT # 8728)	12/27/2023	1,476.56	.00
19962	4149	00	WELLS FARGO (ACCT # 9877)	12/27/2023	293.94	.00
19963	4116	00	WELLS FARGO (ACCT# 3621)	12/27/2023	2,556.26	.00
19964	4115	00	WELLS FARGO (ACCT# 9105)	12/27/2023	365.62	.00



PREPARED 12/27/2023, 13:34:16

PROGRAM: GM3461L

CITY OF NEEDLES

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

ACCOUNTING PERIOD 2024/06  
REPORT NUMBER 66

PAGE 1

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
19914	3709	ADRIAN CHAVEZ	003584		12/27/2023	101-2030-423.52-10	50.00 50.00 *	50.00
19915	3688	ALBERT PONCE	003593		12/27/2023	502-4710-471.52-10	50.00 50.00 *	50.00
19916	4084	ANTHONY GEIRSCH	003611 003612		12/27/2023 12/27/2023	580-4750-473.52-10 502-4710-471.52-10	25.00 25.00 50.00 *	50.00
19917	3897	BENEBLOC LLC	003638 003639 003640		12/27/2023 12/27/2023 12/27/2023	101-0000-209.03-01 502-0000-209.03-01 580-0000-209.03-01	641.34 214.32 42.00 897.66 *	897.66
19918	3808	BERNARD J. HATZ	003613		12/27/2023	101-2030-423.52-10	50.00 50.00 *	50.00
19919	3870	BRYAN HICKSTEIN	003590		12/27/2023	502-4710-471.52-10	50.00 50.00 *	50.00
19920	3275	CALIFORNIA STATE DISB.UNI	003664		12/27/2023	575-0000-209.03-01	255.23 255.23 *	255.23
19921	2450	CALPERS	003665		12/27/2023	101-1020-413.25-00	571.08 571.08 *	571.08
19922	4126	CASE BRUFFETT	003594		12/27/2023	575-5555-485.52-10	50.00 50.00 *	50.00
19923	3286	COLONIAL LIFE	003666 003667 003668 003669 003670 003671		12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023	101-0000-209.03-01 502-0000-209.03-01 503-0000-209.03-01 508-0000-209.03-01 580-0000-209.03-01 511-0000-209.03-01	4,048.08 173.88 293.73 253.20 217.62 102.42 5,088.93 *	5,088.93
19924	2931	DALE JONES	003599		12/27/2023	101-1030-414.52-10	50.00 50.00 *	50.00
19925	4088	DYLAN HETRICK	003614		12/27/2023	580-4750-473.52-10	50.00 50.00 *	50.00
19926	322	FRANK VALENZUELA JR.	003597		12/27/2023	502-4710-471.52-10	50.00 50.00 *	50.00
19927	1296	FRONTIER	003561 003562 003563		12/27/2023 12/27/2023 12/27/2023	101-5774-452.52-10 101-5774-452.52-10 502-4710-471.52-10	115.88 104.11 344.86	

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
19927	1296	FRONTIER	003564 003565 003566 003567 003568 003569 003570 003571 003572 003573		12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023	503-4720-475.52-10 503-4720-475.52-10 507-5761-453.52-10 507-5762-454.52-10 510-4410-405.43-31 510-4410-405.52-10 510-4410-405.52-10 510-4410-405.52-10 510-4410-405.52-10 580-4750-473.52-10	343.89 376.47 82.62 143.14 969.05 98.56 230.28 271.18 563.00 397.82 4,040.86 *	
19928	1305	GREAT WEST LIFE & ANNUITY	003552 003553 003554		12/27/2023 12/27/2023 12/27/2023	101-0000-209.03-01 502-0000-209.03-01 580-0000-209.03-01	3,818.00 435.00 2,004.00 6,257.00 *	4,040.86 6,257.00
19929	3634	GREAT-WEST LIFE & ANNUITY	003574 003575 003576 003577 003578 003579 003580 003581 003582 003583		12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023	101-0000-209.03-01 101-0000-209.03-01 101-0000-209.03-01 101-0000-209.03-01 101-0000-209.03-01 101-0000-209.03-01 502-0000-209.03-01 580-0000-209.03-01 580-0000-209.03-01 580-0000-209.03-01	43.12 194.13 24.27 213.04 97.57 158.76 94.89 174.52 60.36 127.83 1,188.49 *	
19930	2879	JENNIFER VALENZUELA	003595		12/27/2023	101-5774-452.52-10	50.00 50.00 *	50.00
19931	638	JESSE FRAGOSO	003588		12/27/2023	101-3010-431.52-10	50.00 50.00 *	50.00
19932	325	JIM WILLIS	003598		12/27/2023	580-4750-473.52-10	50.00 50.00 *	50.00
19933	3978	JOSE SANCHEZ	003585		12/27/2023	502-4710-471.52-10	50.00 50.00 *	50.00
19934	2222	JUSTIN SCOTT	003592		12/27/2023	580-4750-473.52-10	50.00 50.00 *	50.00
19935	4070	KATHY RAASCH	003609		12/27/2023	101-1040-417.52-10	50.00 50.00 *	50.00
19936	3512	KIMBERLY KRASINSKI	003610		12/27/2023	508-4810-478.52-10	50.00 50.00 *	50.00

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
19937	4140	LORENCE DELEON	003615		12/27/2023	575-5555-485.52-10	50.00 50.00 *	50.00
19938	3889	MICHAEL WILLIS	003601		12/27/2023	580-4750-473.52-10	50.00 50.00 *	50.00
19939	3458	MUTUAL OF OMAHA	003641 003642 003643 003644 003645 003646 003647 003648 003649 003650 003651 003652 003653 003654 003655 003656 003657 003658 003659 003660 003661 003662 003663		12/27/2023 12/27/2023	101-1020-413.24-10 101-1025-415.24-10 101-1030-414.24-10 101-1035-416.24-10 101-1040-417.24-10 101-1070-410.24-10 101-2020-423.24-10 101-2025-424.24-10 101-2030-423.24-10 101-3010-431.24-10 101-4730-472.24-10 101-5772-452.24-10 101-5773-452.24-10 101-5774-452.24-10 206-5771-452.24-10 502-4710-471.24-10 503-4720-475.24-10 506-4713-477.24-10 508-4810-478.24-10 511-3020-432.24-10 575-5555-485.24-10 575-5555-485.24-15 580-4750-473.24-10	140.33 371.42 124.90 18.76- 178.33 26.36 116.35 142.47 253.88 290.95 28.14 233.88 35.18 93.78 80.30 662.86 164.81 78.29 253.53 104.29 135.63 87.72 837.88 4,422.52 *	
19940	3767	PATRICK MARTINEZ	003602 003603 003604 003605		12/27/2023 12/27/2023 12/27/2023 12/27/2023	580-4750-473.52-10 101-1020-413.52-10 502-4710-471.52-10 503-4720-475.52-10	16.50 20.00 9.50 4.00 50.00 *	
19941	1578	PURCHASE POWER	003556		12/27/2023	510-4410-405.52-20	3,101.50 3,101.50 *	3,101.50
19942	3654	RAINIE TORRANCE	003606 003607 003608		12/27/2023 12/27/2023 12/27/2023	502-4710-471.52-10 503-4720-475.52-10 580-4750-473.52-10	16.67 16.66 16.67 50.00 *	50.00
19943	3953	RONNY SOMMERS	003596		12/27/2023	580-4750-473.52-10	50.00 50.00 *	50.00
19944	2687	S.B. COUNTY FIRE DEPARTME	003555		12/27/2023	101-1070-410.43-01	377.00 377.00 *	377.00

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
19945	1199	SBPEA TEAMSTERS LOCAL 193	003545 003546 003547 003548 003549 003550 003551		12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023	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	607.97 176.10 33.58 84.63 36.36 230.47 48.25 1,217.36 *	1,217.36
19946	1199	SBPEA TEAMSTERS LOCAL 193	003542 003543 003544		12/27/2023 12/27/2023 12/27/2023	101-0000-209.03-01 502-0000-209.03-01 580-0000-209.03-01	286.59 53.02 66.65 406.26 *	406.26
19947	284	SOUTHWEST GAS CORP.	003557 003558 003559 003560		12/27/2023 12/27/2023 12/27/2023 12/27/2023	575-5555-485.41-50 101-3010-431.41-60 507-5761-453.41-50 510-4410-405.41-60	39.20 43.57 11.00 24.13 117.90 *	117.90
19948	3851	SY FOLEY	003587		12/27/2023	503-4720-475.52-10	50.00 50.00 *	50.00
19949	3622	TAYLOR MILLER	003591		12/27/2023	502-4710-471.52-10	50.00 50.00 *	50.00
19950	2744	THOMAS DELEON	003586		12/27/2023	580-4750-473.52-10	50.00 50.00 *	50.00
19951	2817	TONY RUBALCABA	003600		12/27/2023	101-2020-423.52-10	50.00 50.00 *	50.00
19952	3695	VINCE GARZA	003589		12/27/2023	580-4750-473.52-10	50.00 50.00 *	50.00
19953	1217	VISION SERVICE PLAN	003616 003617 003618 003619 003620 003621 003622 003623 003624 003625 003626 003627 003628 003629 003630		12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023 12/27/2023	101-1020-413.24-10 101-1025-415.24-10 101-1030-414.24-10 101-1035-416.24-10 101-1040-417.24-10 101-1070-410.24-10 101-2025-424.24-10 101-2030-423.24-10 101-3010-431.24-10 101-4730-472.24-10 101-5772-452.24-10 101-5773-452.24-10 101-5774-452.24-10 206-5771-452.24-10 502-4710-471.24-10	13.31 70.19 39.38 4.36 34.32 10.89 26.14 76.80 50.05 5.99 66.13 9.15 25.49 22.75 91.41	

CHECK NO	CHECK NO	VENDOR NAME	VENDOR NO	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
19953	1217	VISION SERVICE PLAN		003631		12/27/2023	503-4720-475.24-10	43.76	
				003632		12/27/2023	506-4713-477.24-10	11.33	
				003633		12/27/2023	508-4810-478.24-10	48.47	
				003634		12/27/2023	511-3020-432.24-10	15.63	
				003635		12/27/2023	575-5555-485.24-10	44.12	
				003636		12/27/2023	575-5555-485.24-15	26.69	
				003637		12/27/2023	580-4750-473.24-10	194.46	
								930.82 *	930.82
19954	4130	WELLS FARGO (ACCT # 1755)		003536		12/27/2023	101-5774-452.60-24	1,203.68	
				003536		12/27/2023	101-5774-452.62-00	50.00	
				003536		12/27/2023	101-0000-204.10-00	246.94	
				003536		12/27/2023	101-5774-452.61-06	138.39	
								1,639.01 *	1,639.01
19955	4134	WELLS FARGO (ACCT # 1905)		003525		12/27/2023	502-4710-471.56-00	300.00	
				003525		12/27/2023	503-4720-475.56-00	300.00	
				003525		12/27/2023	580-4750-473.56-00	300.00	
				003525		12/27/2023	101-1020-413.56-00	300.00	
				003525		12/27/2023	101-2025-424.56-00	160.00	
				003525		12/27/2023	101-3010-431.43-04	641.61	
								2,001.61 *	2,001.61
19956	4132	WELLS FARGO (ACCT # 2414)		003527		12/27/2023	502-4710-471.31-90	19.99	
								19.99 *	19.99
19957	4129	WELLS FARGO (ACCT # 3254)		003525		12/27/2023	101-1030-414.61-31	117.98	
				003525		12/27/2023	502-4710-471.52-10	4.73	
				003525		12/27/2023	503-4720-475.52-10	4.73	
				003525		12/27/2023	580-4750-473.52-10	4.73	
								132.17 *	132.17
19958	4128	WELLS FARGO (ACCT # 5392)		003521		12/27/2023	580-4750-473.60-55	724.71	
				003522		12/27/2023	580-4750-473.43-04	305.35	
								1,030.06 *	1,030.06
19959	4127	WELLS FARGO (ACCT # 5921)		003525		12/27/2023	239-4730-472.60-00	156.46	
				003525		12/27/2023	502-4710-471.61-04	237.05	
				003525		12/27/2023	506-4713-477.61-01	19.99	
				003525		12/27/2023	101-1035-416.52-20	36.90	
				003525		12/27/2023	502-4710-471.69-22	84.06	
								534.46 *	534.46
19960	4131	WELLS FARGO (ACCT # 7827)		003525		12/27/2023	101-2020-423.61-01	301.68	
				003525		12/27/2023	101-0000-204.06-00	915.71	
				003525		12/27/2023	101-2020-423.31-40	75.00	
				003525		12/27/2023	101-2020-423.61-02	50.61	
				003525		12/27/2023	101-2020-423.60-75	289.70	
				003525		12/27/2023	101-2020-423.43-29	77.99	
								1,710.69 *	1,710.69

CHECK NO	VENDOR NO	VENDOR NAME	ACCT #	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
19961	4133	WELLS FARGO	(ACCT # 8728)	003534		12/27/2023	101-3010-431.55-00	21.93	
				003534		12/27/2023	101-5770-452.43-04	970.09	
				003534		12/27/2023	101-3010-431.60-11	42.71	
				003534		12/27/2023	101-3010-431.61-05	15.99	
				003534		12/27/2023	101-3010-431.61-33	213.14	
				003534		12/27/2023	510-4410-405.43-01	212.70	
							1,476.56	*	1,476.56
19962	4149	WELLS FARGO	(ACCT # 9877)	003524		12/27/2023	575-5555-485.61-01	19.99	
				003524		12/27/2023	575-5555-485.31-90	273.95	
							293.94	*	293.94
19963	4116	WELLS FARGO	(ACCT# 3621)	003525		12/27/2023	575-5555-485.43-02	2,529.84	
				003525		12/27/2023	575-5555-485.61-29	26.42	
							2,556.26	*	2,556.26
19964	4115	WELLS FARGO	(ACCT# 9105)	003523		12/27/2023	575-5555-485.61-01	156.74	
				003524		12/27/2023	575-5555-485.43-02	180.83	
				003524		12/27/2023	575-5555-485.56-00	28.05	
							365.62	*	365.62
19965	4145	ZAREK PHILLIPS		003494		12/27/2023	101-3010-431.55-00	328.62	
							328.62	*	328.62
BANK/CHECK TOTAL								42,261.60	42,261.60
ALL BANKS/CHECKS TOTAL								42,261.60	42,261.60



FUND 575 HOUSING		BANK DESCRIPTION		ACCOUNT NO	** CHECK/PAYMENT ** NO	DATE	**** VOUCHER **** NO	DATE	DISBURSEMENT AMOUNT	VENDOR REFERENCE
04 WELLS FARGO BANK - CITY GENERAL CHECKING										
		575-0000-209.03-01	19945	12/27/2023	003551	12/29/2023			48.25	0001199 SBPEA TEAMSTERS LOCAL 193
		575-0000-209.03-01	19920	12/27/2023	003664	12/29/2023			255.23	0003275 CALIFORNIA STATE DISB.UNI
					ACCOUNT TOTAL				303.48	*
		575-5555-485.24-10	19953	12/27/2023	003635	12/19/2023			44.12	0001217 VISION SERVICE PLAN
		575-5555-485.24-10	19939	12/27/2023	003661	12/13/2023			135.63	0003458 MUTUAL OF OMAHA
					ACCOUNT TOTAL				179.75	*
		575-5555-485.24-15	19953	12/27/2023	003636	12/19/2023			26.69	0001217 VISION SERVICE PLAN
		575-5555-485.24-15	19939	12/27/2023	003662	12/13/2023			87.72	0003458 MUTUAL OF OMAHA
					ACCOUNT TOTAL				114.41	*
		575-5555-485.31-90	19962	12/27/2023	003524	12/10/2023			273.95	0004149 WELLS FARGO (ACCT # 9877)
					ACCOUNT TOTAL				273.95	*
		575-5555-485.41-50	19947	12/27/2023	003557	12/04/2023			39.20	0000284 SOUTHWEST GAS CORP.
					ACCOUNT TOTAL				39.20	*
		575-5555-485.43-02	19964	12/27/2023	003524	12/10/2023			180.83	0004115 WELLS FARGO (ACCT# 9105)
		575-5555-485.43-02	19963	12/27/2023	003525	12/10/2023			2,529.84	0004116 WELLS FARGO (ACCT# 3621)
					ACCOUNT TOTAL				2,710.67	*
		575-5555-485.52-10	19922	12/27/2023	003594	12/29/2023			50.00	0004126 CASE BRUFFETT
		575-5555-485.52-10	19937	12/27/2023	003615	12/29/2023			50.00	0004140 LORENCE DELEON
					ACCOUNT TOTAL				100.00	*
		575-5555-485.56-00	19964	12/27/2023	003524	12/10/2023			28.05	0004115 WELLS FARGO (ACCT# 9105)
					ACCOUNT TOTAL				28.05	*
		575-5555-485.61-01	19964	12/27/2023	003523	12/10/2023			156.74	0004115 WELLS FARGO (ACCT# 9105)
		575-5555-485.61-01	19962	12/27/2023	003524	12/10/2023			19.99	0004149 WELLS FARGO (ACCT # 9877)
					ACCOUNT TOTAL				176.73	*
		575-5555-485.61-29	19963	12/27/2023	003525	12/10/2023			26.42	0004116 WELLS FARGO (ACCT# 3621)
					ACCOUNT TOTAL				26.42	*
		WELLS FARGO BANK - CITY GENERAL CHECKING TOTAL							3,952.66	**

FUND 575 HOUSING	BANK DESCRIPTION	ACCOUNT NO	** CHECK/PAYMENT **	NO	DATE	**** VOUCHER ****	NO	DATE	DISBURSEMENT AMOUNT	VENDOR REFERENCE

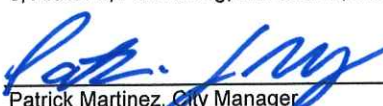
04 WELLS FARGO BANK - CITY GENERAL CHECKING

TOTAL DUE FROM THIS FUND FOR THIS PERIOD 3,952.66 \*\*\*

**CITY OF NEEDLES CITY COUNCIL  
WARRANT SUMMARY TOTALS FOR DECEMBER 21, 2023**

		12/21/2023	FUND AMT.	21-Dec	23-24 BUDGET
FUND 101	GENERAL FUND	\$ -			
101.1015.412	CITY ATTORNEY	\$ -		\$ 35,234.40	\$ 80,000.00
101.1020.413	CITY MANAGER	\$ -		\$ 78,556.37	\$ 230,592.00
101.1025.415	FINANCE DEPT.	\$ -		\$ 477,113.24	\$ 987,957.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ 3,634.93		\$ 119,958.14	\$ 329,339.00
101.1035.416	PLANNING /ZONING	\$ -		\$ (21,757.27)	\$ 402,016.00
101.1040.417	ENGINEERING	\$ -		\$ 144,776.21	\$ 439,483.00
101.1060.410	COMMUNITY PROMOTIONS	\$ -		\$ 17,307.08	\$ 103,945.00
101.1070.410	SENIOR CENTER	\$ -		\$ 26,613.12	\$ 62,202.00
101.2010.421	SHERIFF	\$ -		\$ 1,849,876.94	\$ 3,759,034.00
101.2020.423	ANIMAL SHELTER/CONTROL	\$ -		\$ 83,228.57	\$ 261,130.00
101.2025.424	BULDING & SAFETY	\$ -		\$ 112,986.05	\$ 488,742.00
101.2030.423	CODE ENFORCEMENT	\$ -		\$ 273,077.37	\$ 806,188.00
101.3010.431	PUBLIC WORKS	\$ -		\$ 273,805.85	\$ 818,943.00
101.4730.472	SANITATION	\$ -		\$ 71,700.56	\$ 177,467.00
101.5770.452	AQUATICS	\$ -		\$ 84,587.91	\$ 246,913.00
101.5772.452	PARKS	\$ -		\$ 262,173.65	\$ 760,504.00
101.5773.452	JACK SMITH PARK MARINA	\$ -		\$ 35,277.73	\$ 115,646.00
101.5774.452	RECREATION	\$ -		\$ 195,523.45	\$ 386,397.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		\$ 3,634.93		\$ 10,456,498.00
FUND 102	GEN. FUND CAPITAL PROJECT		\$ -	\$ 15,286.41	\$ 4,541,710.00
FUND 205	CDBG		\$ -	\$ 3,290.00	\$ 74,559.00
FUND 206	CEMETERY		\$ -	\$ 83,628.73	\$ 258,022.00
FUND 208	CALTRANS GRANTS		\$ -	\$ 89.74	\$ 1,173,000.00
FUND 210	SPECIAL GAS TAX		\$ -	\$ 57,985.00	\$ 258,629.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		\$ -	\$ 34,780.00	\$ 48,522.00
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ -	\$ 450,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ -	\$ 70,909.27	\$ 272,973.00
FUND 227	HAZARD MITIGATION		\$ -	\$ 87.10	\$ 132,285.00
FUND 233	JACK SMITH PARK MARINA		\$ -	\$ 132,930.44	\$ 175,308.00
FUND 238	STATE RECREATION GRANTS		\$ -	\$ 13,646.91	\$ 2,819,424.00
FUND 239	CA CONSERV RECYCLING GRANT		\$ -	\$ 4,242.63	\$ 25,436.00
FUND 270	REDEVELOPMENT AGENCY		\$ -	\$ 832.50	\$ 20,000.00
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ -	\$ 20,000.00	\$ 100,954.00
FUND 501	NPUA		\$ -	\$ 1,006,162.36	\$ 2,639,851.00
FUND 502	WATER DEPARTMENT		\$ -	\$ 743,748.48	\$ 2,161,380.00
FUND 503	WASTEWATER DEPARTMENT		\$ -	\$ 545,620.45	\$ 1,312,828.00
FUND 505	SANITATION		\$ -	\$ 633,214.05	\$ 1,563,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		\$ -	\$ 928,500.82	\$ 1,041,800.00
FUND 507	GOLF FUND	\$ -		\$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ -		\$ 292,081.12	\$ 696,256.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ -		\$ 162,886.89	\$ 413,638.00
FUND 507	GOLF FUND TOTAL		\$ -		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		\$ -	\$ 130,614.37	\$ 496,825.00
FUND 509	MIS		\$ -	\$ 87,682.89	\$ 273,100.00
FUND 510	ADMIN. FACILITY		\$ -	\$ 112,415.33	\$ 244,375.00
FUND 511	FLEET MANAGEMENT		\$ -	\$ 86,170.35	\$ 278,476.00
FUND 512	VEHICLE REPLACEMENT		\$ -	\$ 6,847.35	\$ 6,847.35
FUND 520	SR DIAL A RIDE		\$ -	\$ 41,490.38	\$ 453,450.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ -	\$ 8,112.17	\$ 22,320.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ -	\$ 206,422.52	\$ 808,479.00
FUND 575	HOUSING		\$ -	\$ 543,135.32	\$ 1,434,443.00
FUND 580	ELECTRIC		\$ -	\$ 7,093,469.26	\$ 12,742,061.00
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ 41,493.74	\$ 506,170.00
FUND 582	NPUA CAPITAL WATER		\$ -	\$ 2,809,709.00	\$ 8,052,289.00
FUND 650	IMPACT FEES NORTH NEEDLES		\$ -	\$ 11,753.78	\$ 33,708.00
FUND 651	IMPACT FEES SOUTH AREAS		\$ -	\$ 5,139.72	\$ 45,912.00
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 3,634.93	\$ 20,037,524.95	\$ 55,954,923.35

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

  
Patrick Martinez, City Manager  
Date 1-4-24

  
Finance Department  
Date 12/21/23

  
Virginia Tasker, City Treasurer  
Date 1-2-24

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
19913	4077	00	JOANNE POGUE	12/21/2023	3,634.93	.00
NUMBER OF CHECKS				1	GRAND TOTAL	
					3,634.93	

## ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

PREPARED 12/20/2023, 16:11:14  
PROGRAM: GM346L  
CITY OF NEEDLES

CITY OF NEEDLES  
BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
19913	4077	JOANNE POGUE	003495		12/21/2023	101-1030-414.54-01	3,634.93 3,634.93 *	3,634.93
						BANK/CHECK TOTAL	3,634.93	3,634.93
						ALL BANKS/CHECKS TOTAL	3,634.93	3,634.93



**CITY OF NEEDLES CITY COUNCIL  
WARRANT SUMMARY TOTALS FOR JANUARY 09, 2024**

FUND 101	GENERAL FUND	1/9/2024	FUND AMT.	9-Jan	23-24 BUDGET
101.1015.412	CITY ATTORNEY	\$ -		\$ 35,234.40	\$ 80,000.00
101.1020.413	CITY MANAGER	\$ 130.50		\$ 150,916.61	\$ 230,592.00
101.1025.415	FINANCE DEPT.	\$ 11,014.67		\$ 526,923.96	\$ 987,957.00
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ 4,012.83		\$ 134,568.44	\$ 329,339.00
101.1035.416	PLANNING /ZONING	\$ 54.50		\$ (19,284.70)	\$ 402,016.00
101.1040.417	ENGINEERING	\$ 4,712.00		\$ 167,390.80	\$ 439,483.00
101.1060.410	COMMUNITY PROMOTIONS	\$ -		\$ 17,307.08	\$ 103,945.00
101.1070.410	SENIOR CENTER	\$ -		\$ 29,337.32	\$ 62,202.00
101.2010.421	SHERIFF	\$ -		\$ 1,849,876.94	\$ 3,759,034.00
101.2020.423	ANIMAL SHELTER/CONTROL	\$ 302.59		\$ 98,539.33	\$ 261,130.00
101.2025.424	BUILDING & SAFETY	\$ 54.50		\$ 131,106.13	\$ 488,742.00
101.2030.423	CODE ENFORCEMENT	\$ 354.50		\$ 300,478.50	\$ 806,188.00
101.3010.431	PUBLIC WORKS	\$ 699.99		\$ 305,348.67	\$ 818,943.00
101.4730.472	SANITATION	\$ -		\$ 74,559.52	\$ 177,467.00
101.5770.452.	AQUATICS	\$ 2,314.40		\$ 92,302.54	\$ 246,913.00
101.5772.452	PARKS	\$ 6,776.87		\$ 291,034.08	\$ 760,504.00
101.5773.452	JACK SMITH PARK MARINA	\$ 39.73		\$ 38,824.13	\$ 115,646.00
101.5774.452	RECREATION	\$ 1,575.63		\$ 214,436.13	\$ 386,397.00
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		\$ 34,139.97		\$ 10,456,498.00
FUND 102	GEN. FUND CAPITAL PROJECT		\$ 2,184.53	\$ 15,451.41	\$ 4,541,710.00
FUND 205	CDBG		\$ -	\$ 3,290.00	\$ 74,559.00
FUND 206	CEMETERY		\$ -	\$ 90,972.43	\$ 258,022.00
FUND 208	CALTRANS GRANTS		\$ -	\$ 89.74	\$ 1,173,000.00
FUND 210	SPECIAL GAS TAX		\$ -	\$ 57,985.00	\$ 258,629.00
FUND 213	DEPT OF HOUSE. & COMM DEVL		\$ -	\$ 34,780.00	\$ 48,522.00
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ -	\$ 450,000.00
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ -	\$ 70,909.27	\$ 272,973.00
FUND 227	HAZARD MITIGATION		\$ -	\$ 87.10	\$ 132,285.00
FUND 233	JACK SMITH PARK MARINA		\$ -	\$ 132,930.44	\$ 175,308.00
FUND 238	STATE RECREATION GRANTS		\$ 7,835.37	\$ 21,482.28	\$ 2,819,424.00
FUND 239	CA. CONSERV RECYCLING GRANT		\$ -	\$ 4,399.09	\$ 25,436.00
FUND 270	REDEVELOPMENT AGENCY		\$ -	\$ 170,394.44	\$ 20,000.00
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ 9,500.00	\$ 29,500.00	\$ 100,954.00
FUND 501	NPUA		\$ -	\$ 1,006,162.36	\$ 2,639,851.00
FUND 502	WATER DEPARTMENT		\$ 5,017.11	\$ 813,908.20	\$ 2,161,380.00
FUND 503	WASTEWATER DEPARTMENT		\$ 11,962.74	\$ 575,859.43	\$ 1,312,828.00
FUND 505	SANITATION		\$ -	\$ 633,214.05	\$ 1,563,015.00
FUND 506	ALL AMERICAN CANAL PROJ.		\$ -	\$ 936,203.02	\$ 1,041,800.00
FUND 507	GOLF FUND	\$ -		\$ -	
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ 16,864.21		\$ 341,490.97	\$ 696,256.00
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ 5,890.86		\$ 189,390.70	\$ 413,638.00
FUND 507	GOLF FUND TOTAL		\$ 22,755.07		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		\$ 354.53	\$ 153,374.24	\$ 496,825.00
FUND 509	MIS		\$ 8,870.00	\$ 96,552.89	\$ 273,100.00
FUND 510	ADMIN. FACILITY		\$ 1,872.03	\$ 119,757.76	\$ 244,375.00
FUND 511	FLEET MANAGEMENT		\$ 1,223.99	\$ 97,455.63	\$ 278,476.00
FUND 512	VEHICLE REPLACEMENT		\$ 6,847.35	\$ 6,847.35	\$ 6,847.35
FUND 520	SR DIAL A RIDE		\$ 100.30	\$ 41,590.68	\$ 453,450.00
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ -	\$ 8,112.17	\$ 22,320.00
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ -	\$ 206,422.52	\$ 808,479.00
FUND 575	HOUSING		\$ 336.10	\$ 569,055.57	\$ 1,434,443.00
FUND 580	ELECTRIC		\$ 54,762.59	\$ 7,234,755.89	\$ 12,742,061.00
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ 41,493.74	\$ 506,170.00
FUND 582	NPUA CAPITAL WATER		\$ 24,559.74	\$ 2,834,268.74	\$ 8,052,289.00
FUND 650	IMPACT FEES NORTH NEEDLES		\$ 4,955.35	\$ 16,709.13	\$ 33,708.00
FUND 651	IMPACT FEES SOUTH AREAS		\$ -	\$ 5,139.72	\$ 45,912.00
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 197,276.77	\$ 20,977,086.99	\$ 55,954,923.35

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

Patrick Martinez, City Manager

Date

Finance Department

Date

Virginia Tasker, City Treasurer

Date

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
19966	2345	00	A-B COMMUNICATIONS	01/09/2024	176.15	.00
19967	3457	00	ARIZONA RUBBER CO.	01/09/2024	174.19	.00
19968	178	00	BIG O TIRES & NAPA AUTO PARTS	01/09/2024	379.22	.00
19969	3801	00	BRACK CONSTRUCTION, INC.	01/09/2024	9,500.00	.00
19970	3479	00	BRAUN BLAISING & WYNNE P.C.	01/09/2024	707.93	.00
19971	3392	00	BUG EMERGENCY INC.	01/09/2024	48.00	.00
19972	2786	00	CACEO	01/09/2024	300.00	.00
19973	4138	00	CLUB CADDIE	01/09/2024	762.69	.00
19974	4051	00	CORA CONSTRUCTORS, INC.	01/09/2024	15,234.30	.00
19975	440	00	DECO FOODSERVICE INCORP.	01/09/2024	37.36	.00
19976	2487	00	DELL MARKETING L.P.	01/09/2024	2,673.09	.00
19977	4054	00	DESERT SUN OIL CORP.	01/09/2024	58.06	.00
19978	3580	00	DIAMOND PURE WATER	01/09/2024	38.00	.00
19979	1064	00	EAGLE MASONRY & FENCE INC	01/09/2024	840.80	.00
19980	2653	00	EMPIRE SOUTHWEST	01/09/2024	8,554.98	.00
19981	3913	00	ENTERPRISE FM TRUST	01/09/2024	6,847.35	.00
19982	3314	00	FINDLAY MOTOR COMPANY	01/09/2024	214.43	.00
19983	3966	00	GT GOLF SUPPLIES	01/09/2024	294.32	.00
19984	2612	00	HARDWARE EXPRESS INCORP.	01/09/2024	575.72	.00
19985	3593	00	HINDERLITER DE LLAMAS & ASSOCIATES	01/09/2024	11,014.67	.00
19986	2489	01	THE HOME DEPOT PRO	01/09/2024	143.17	.00
19987	2390	00	JAVELINA TRADING COMPANY	01/09/2024	620.76	.00
19988	2879	00	JENNIFER VALENZUELA	01/09/2024	498.91	.00
19989	4064	00	JIM DAVIS, LLC	01/09/2024	1,953.50	.00
19990	3977	00	LANDIS+GYR TECHNOLOGY, INC	01/09/2024	2,270.00	.00
19991	2189	00	MOHAVE ENVIRONMENTAL LAB	01/09/2024	160.00	.00
19992	1258	00	MOJAVE DESERT AQMD	01/09/2024	950.10	.00
19993	218	00	NEWS WEST PUBLISHING CO.	01/09/2024	274.50	.00
19994	1786	00	NPUA	01/09/2024	VOID	.00
19995	1786	00	NPUA	01/09/2024	36,643.45	.00
19996	740	00	OUR TOWN MAGAZINE	01/09/2024	372.30	.00
19997	3767	00	PATRICK MARTINEZ	01/09/2024	130.50	.00
19998	4049	00	ROGER MILLER	01/09/2024	319.52	.00
19999	2468	00	RON'S TIRE & AUTO REPAIR	01/09/2024	447.08	.00
20000	3796	00	ROUTE 66 BROADBAND LLC	01/09/2024	1,240.00	.00
20001	4058	00	S-NET COMMUNICATIONS INC.	01/09/2024	1,695.88	.00
20002	4001	00	SIMPLET TURF & HORTICULTURE	01/09/2024	1,048.41	.00
20003	281	00	SMART & FINAL	01/09/2024	776.21	.00
20004	4121	00	SMART DOCUMENT SOLUTIONS	01/09/2024	181.71	.00
20005	2292	00	SPS VAR, LLC	01/09/2024	5,600.00	.00
20006	3959	00	SRIXON/CLEVELAND GOLF/XXIO	01/09/2024	630.36	.00
20007	231	00	THE MERLIN GROUP	01/09/2024	1,438.64	.00
20008	4008	00	THE PRINTER GUYS LLC	01/09/2024	565.00	.00
20009	3950	00	TKE ENGINEERING INC	01/09/2024	31,695.00	.00
20010	3697	00	TONA BELT	01/09/2024	1,054.74	.00
20011	3014	00	TRI STATE FIRE SYSTEMS, INC.	01/09/2024	310.19	.00
20012	772	00	TRI-STATE ACE HARDWARE	01/09/2024	133.59	.00
20013	2819	00	TRI-STATE HOSE & FITTINGS	01/09/2024	51.73	.00
20014	2798	00	U.S. DEPARTMENT OF ENERGY	01/09/2024	41,563.12	.00
20015	3272	00	ULINE	01/09/2024	404.43	.00
20016	3830	00	UNIFIRST CORPORATION	01/09/2024	1,075.37	.00

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
20017	761	00	USABLUBOOK	01/09/2024	375.12	.00
20018	3528	00	WESTERN ENVIRONMENTAL TESTING LAB.	01/09/2024	1,197.80	.00
20019	1023	00	XEROX	01/09/2024	99.42	.00
20020	3828	00	3D-NETWORKS LLC	01/09/2024	2,925.00	.00
NUMBER OF CHECKS				55	GRAND TOTAL	197,276.77



BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
19966	2345	A-B COMMUNICATIONS	003530		01/09/2024	510-4410-405.30-25	176.15 176.15 *	176.15
19967	3457	ARIZONA RUBBER CO.	003518		01/09/2024	511-3020-432.43-29	174.19 174.19 *	174.19
19968	178	BIG O TIRES & NAPA AUTO P	003496 003497 003498		01/09/2024 01/09/2024 01/09/2024	511-3021-432.43-38 511-3021-432.43-38 511-3021-432.43-36	64.46 9.57 89.28	
			003499 003500 003531		01/09/2024 01/09/2024 01/09/2024	511-3021-432.43-27 511-3021-432.43-27 503-4720-475.60-55	64.48 14.32 137.11 379.22 *	
19969	3801	BRACK CONSTRUCTION, INC.	PI0171	024064	01/09/2024	470-4620-471.69-27	9,500.00 9,500.00 *	9,500.00
19970	3479	BRAUN BLAISING & WYNNE P.	003715		01/09/2024	580-4750-473.31-50	707.93 707.93 *	707.93
19971	3392	BUG EMERGENCY INC.	003529		01/09/2024	503-4720-475.43-02	48.00 48.00 *	48.00
19972	2786	CACEO	003541 003541 003541		01/09/2024 01/09/2024 01/09/2024	101-2030-423.56-00 101-2030-423.56-00 101-2030-423.56-00	100.00 100.00 100.00 300.00 *	300.00
19973	4138	CLUB CADDIE	003538 003679		01/09/2024 01/09/2024	507-5762-454.60-50 507-5762-454.61-09	313.69 449.00 762.69 *	762.69
19974	4051	CORA CONSTRUCTORS, INC.	PI0170	024020	01/09/2024	582-4710-471.71-05	15,234.30 15,234.30 *	15,234.30
19975	440	DECO FOODSERVICE INCORP.	003678		01/09/2024	507-5762-454.60-50	37.36 37.36 *	37.36
19976	2487	DELL MARKETING L.P.	003533		01/09/2024	101-1030-414.60-01	2,673.09 2,673.09 *	2,673.09
19977	4054	DESERT SUN OIL CORP.	003672		01/09/2024	502-4710-471.62-00	58.06 58.06 *	58.06
19978	3580	DIAMOND PURE WATER	003501 003533 003539		01/09/2024 01/09/2024 01/09/2024	511-3020-432.43-29 503-4720-475.61-01 101-5770-452.61-01	11.00 17.00 10.00 38.00 *	
19979	1064	EAGLE MASONRY & FENCE INC	003533		01/09/2024	580-4750-473.43-08	840.80	

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

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
19979	1064	EAGLE MASONRY & FENCE INC					840.80 *	840.80
19980	2653	EMPIRE SOUTHWEST	PI0172	024072	01/09/2024	580-4750-473.31-90	8,554.98 8,554.98 *	8,554.98
19981	3913	ENTERPRISE FM TRUST	003533		01/09/2024	512-0000-207.02-00	6,847.35 6,847.35 *	6,847.35
19982	3314	FINDLAY MOTOR COMPANY	003502		01/09/2024	511-3021-432.43-38	214.43 214.43 *	214.43
19983	3966	GT GOLF SUPPLIES	003503		01/09/2024	507-5762-454.44-10	294.32 294.32 *	294.32
19984	2612	HARDWARE EXPRESS INCORP.	003504 003505 003506 003507 003508 003509 003510 003511 003512 003533 003539 003539 003539 003539		01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024	511-3021-432.43-26 101-5772-452.61-06 101-3010-431.60-11 101-3010-431.60-12 101-5772-452.61-12 101-3010-431.60-12 101-3010-431.60-12 101-3010-431.60-12 101-3010-431.60-12 101-3010-431.60-12 580-4750-473.43-57 101-5770-452.43-02 101-5770-452.43-02 101-5770-452.43-02 101-5774-452.43-18	9.41 29.98 4.91- 215.97 42.16 37.45 160.67 10.23 1.22 13.70 13.29 34.78 2.86 8.91 575.72 *	
19985	3593	HINDERLITER DE LLAMAS & A	PI0163 003707	024040	01/09/2024 01/09/2024	101-1025-415.31-47 101-1025-415.31-91	10,312.50 702.17 11,014.67 *	11,014.67
19986	2489	HOME DEPOT CREDIT SERVICE	003710		01/09/2024	575-5555-485.43-02	143.17 143.17 *	143.17
19987	2390	JAVELINA TRADING COMPANY	003461		01/09/2024	502-4710-471.43-57	620.76 620.76 *	620.76
19988	2879	JENNIFER VALENZUELA	003539 003539 003539		01/09/2024 01/09/2024 01/09/2024	101-5774-452.49-01 101-5774-452.60-24 101-5774-452.65-10	326.00 120.73 52.18 498.91 *	498.91
19989	4064	JTM DAVIS, LLC	003513		01/09/2024	507-5761-453.60-10	1,953.50 1,953.50 *	1,953.50
19990	3977	LANDIS+GYR TECHNOLOGY, IN	003533 003533		01/09/2024 01/09/2024	580-4750-473.56-00 580-4750-473.56-00	950.00 1,100.00	

PREPARED 12/28/2023, 14:41:15

PROGRAM: GM346L

CITY OF NEEDLES

BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

ACCOUNTING PERIOD 2024/07  
REPORT NUMBER 67  
PAGE 3

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
19990	3977	LANDIS+GYR TECHNOLOGY, IN	003533		01/09/2024	580-4750-473.56-00	220.00 2,270.00 *	2,270.00
19991	2189	MOHAVE ENVIRONMENTAL LAB	003533 003533		01/09/2024 01/09/2024	101-3010-431.31-20 580-4750-473.31-20	20.00 140.00 160.00 *	160.00
19992	1258	MOJAVE DESERT AQMD	003673		01/09/2024	503-4720-475.69-03	950.10 950.10 *	950.10
19993	218	NEWS WEST PUBLISHING CO.	003462 003676 003680		01/09/2024 01/09/2024 01/09/2024	520-4740-462.53-00 582-4710-471.71-02 101-0000-204.03-01	100.30 102.94 71.26 274.50 *	274.50
19994	1786	NPUA	003463		01/09/2024	502-4710-471.41-10	193.11	VOIDED
19995	1786	NPUA	003464		01/09/2024	502-4710-471.41-10	35.23	
			003465		01/09/2024	507-5762-454.41-10	125.28	
			003466		01/09/2024	503-4720-475.41-10	52.66	
			003467		01/09/2024	503-4720-475.41-20	47.53	
			003468		01/09/2024	503-4720-475.41-10	36.37	
			003469		01/09/2024	503-4720-475.41-10	9,367.78	
			003470		01/09/2024	503-4720-475.41-20	398.74	
			003471		01/09/2024	502-4710-471.41-10	66.25	
			003472		01/09/2024	502-4710-471.41-10	35.23	
			003473		01/09/2024	502-4710-471.41-10	2,531.25	
			003474		01/09/2024	101-5772-452.41-20	2,317.13	
			003475		01/09/2024	101-5772-452.41-20	438.87	
			003476		01/09/2024	101-5772-452.41-10	62.75	
			003477		01/09/2024	101-5772-452.41-20	1,985.00	
			003478		01/09/2024	101-5772-452.41-10	324.49	
			003479		01/09/2024	101-5772-452.41-10	41.37	
			003480		01/09/2024	101-5772-452.41-20	271.81	
			003481		01/09/2024	101-5772-452.41-10	50.58	
			003482		01/09/2024	101-5772-452.41-20	273.11	
			003483		01/09/2024	101-5772-452.41-10	254.95	
			003484		01/09/2024	101-5772-452.41-10	50.27	
			003485		01/09/2024	101-5772-452.41-20	319.70	
			003533		01/09/2024	507-5761-453.41-20	204.25	
			003533		01/09/2024	507-5761-453.41-20	12,333.48	
			003533		01/09/2024	507-5762-454.41-10	385.94	
			003533		01/09/2024	507-5761-453.41-20	52.69	
			003533		01/09/2024	507-5761-453.41-20	50.86	
			003533		01/09/2024	507-5761-453.41-20	83.21	
			003533		01/09/2024	580-4750-473.41-11	61.25	
			003533		01/09/2024	580-4750-473.41-11	39.54	
			003533		01/09/2024	580-4750-473.41-11	34.59	
			003533		01/09/2024	580-4750-473.41-11	35.59	
			003533		01/09/2024	503-4720-475.41-10	48.31	

PREPARED 12/28/2023, 14:41:15  
PROGRAM: GM346L  
CITY OF NEEDLES  
BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

ACCOUNTING PERIOD 2024/07  
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PAGE 4

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
19995	1786	NPUA	003533		01/09/2024	503-4720-475.41-20	48.58	
			003533		01/09/2024	580-4750-473.41-11	38.90	
			003541		01/09/2024	101-5770-452.41-10	422.02	
			003541		01/09/2024	101-5770-452.41-20	1,746.62	
			003541		01/09/2024	101-5770-452.41-30	84.83	
			003541		01/09/2024	101-5773-452.41-10	39.73	
			003541		01/09/2024	580-4750-473.41-11	61.53	
			003541		01/09/2024	580-4750-473.41-11	62.83	
			003682		01/09/2024	507-5762-454.41-10	1,106.77	
			003683		01/09/2024	507-5762-454.41-20	167.98	
			003684		01/09/2024	507-5762-454.41-30	254.49	
							36,643.45	36,643.45
19996	740	OUR TOWN MAGAZINE	003685		01/09/2024	507-5762-454.53-00	372.30	
							372.30	372.30
19997	3767	PATRICK MARTINEZ	003460		01/09/2024	101-1020-413.55-00	94.02	
			003486		01/09/2024	101-1020-413.55-00	36.48	
							130.50	130.50
19998	4049	ROGER MILLER	003541		01/09/2024	507-5761-453.43-17	44.52	
			003686		01/09/2024	507-5761-453.31-40	275.00	
							319.52	319.52
19999	2468	RON'S TIRE & AUTO REPAIR	003515		01/09/2024	511-3021-432.43-27	447.08	
							447.08	447.08
20000	3796	ROUTE 66 BROADBAND LLC	003541		01/09/2024	101-5774-452.52-10	165.00	
			003541		01/09/2024	580-4750-473.52-10	200.00	
			003541		01/09/2024	503-4720-475.52-10	85.00	
			003674		01/09/2024	509-4910-479.52-12	345.00	
			003675		01/09/2024	101-1030-414.52-10	285.00	
			003716		01/09/2024	101-2020-423.52-10	160.00	
							1,240.00	1,240.00
20001	4058	S-NET COMMUNICATIONS INC.	003541		01/09/2024	510-4410-405.52-10	1,695.88	
							1,695.88	1,695.88
20002	4001	SIMPLOT TURF & HORTICULTU	003516		01/09/2024	507-5761-453.61-08	1,048.41	
							1,048.41	1,048.41
20003	281	SMART & FINAL CORP.	003539		01/09/2024	101-5774-452.61-06	61.37	
			003539		01/09/2024	101-5774-452.65-10	714.84	
							776.21	776.21
20004	4121	SMART DOCUMENT SOLUTION	003541		01/09/2024	575-5555-485.61-01	181.71	
							181.71	181.71
20005	2292	SPS VAR, LLC	PI0169	024071	01/09/2024	509-4910-479.43-05	5,600.00	
							5,600.00	5,600.00

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
20006	3959	SRIXON/CLEVELAND GOLF/XXI	003687		01/09/2024	507-5762-454.44-10	630.36 630.36 *	630.36
20007	231	THE MERLIN GROUP	003689		01/09/2024	507-5762-454.44-10	1,438.64 1,438.64 *	1,438.64
20008	4008	THE PRINTER GUYS LLC	003514 003711 003712 003713 003714		01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024	508-4810-478.61-02 101-1040-417.61-02 101-1035-416.61-02 101-2025-424.61-02 101-2030-423.61-02	347.00 54.50 54.50 54.50 54.50 565.00 *	1,438.64
20009	3950	TKE ENGINEERING INC	PI0157 003487 003488 003489 PI0159 024027 024027 024033 PI0160 PI0161 PI0162 PI0164 024058 PI0165 PI0166 PI0167 PI0168	024024	01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024	507-5761-453.72-07 102-3010-431.71-22 101-0000-204.03-01 101-0000-204.03-01 582-4710-471.71-08 582-4710-471.71-08 101-1040-417.31-16 101-1040-417.31-16 238-5772-452.31-16 238-5772-452.31-16 650-4720-475.69-82 650-4720-475.69-82 102-5772-452.72-18	813.75 165.00 630.00 1,396.00 7,522.50 1,700.00 1,780.00 2,877.50 5,017.87 2,817.50 4,230.35 725.00 2,019.53 31,695.00 *	31,695.00
20010	3697	TONA BELT	003677		01/09/2024	101-1030-414.54-01	1,054.74 1,054.74 *	1,054.74
20011	3014	TRI STATE FIRE SYSTEMS, I	003688		01/09/2024	507-5762-454.43-08	310.19 310.19 *	310.19
20012	772	TRI-STATE ACE HARDWARE	003517		01/09/2024	101-3010-431.61-33	133.59 133.59 *	133.59
20013	2819	TRI-STATE HOSE & FITTINGS	003681		01/09/2024	503-4720-475.43-04	51.73 51.73 *	51.73
20014	2798	U.S. DEPARTMENT OF ENERGY	003702 003706		01/09/2024 01/09/2024	580-4750-473.63-10 580-4750-473.63-10	20,271.64 21,291.48 41,563.12 *	41,563.12
20015	3272	ULINE	003704 003705		01/09/2024 01/09/2024	101-2020-423.43-29 101-5772-452.61-06	142.59 261.84 404.43 *	404.43
20016	3830	UNIFIRST CORPORATION	003490 003491		01/09/2024 01/09/2024	507-5762-454.43-08 508-4810-478.61-04	4.54 7.53	4.54 7.53

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
20016	3830	UNIFIRST CORPORATION	003519 003526 003690 003691 003692 003693 003694 003695 003696 003697 003698 003699 003700 003701		01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024 01/09/2024	511-3020-432.61-04 502-4710-471.61-04 580-4750-473.61-04 503-4720-475.61-04 101-5772-452.61-04 575-5555-485.61-04 575-5555-485.61-04 101-5772-452.61-04 101-3010-431.61-04 507-5761-453.43-08 502-4710-471.61-04 101-5774-452.61-06 101-5774-452.61-06 101-5774-452.61-06	125.77 132.73 137.83 16.83 26.43 5.61 5.61 26.43 125.77 4.54 428.57 9.06 9.06 9.06	
20017	761	USABLUBOOK	003703		01/09/2024	502-4710-471.43-57	375.12 375.12	1,075.37 375.12
20018	3528	WESTERN ENVIRONMENTAL TES	003532 003708		01/09/2024 01/09/2024	503-4720-475.59-75 502-4710-471.59-75	657.00 540.80 1,197.80	
20019	1023	XEROX	003709		01/09/2024	101-5774-452.74-20	99.42 99.42	1,197.80 99.42
20020	3828	3D-NETWORKS LLC	003492 003493		01/09/2024 01/09/2024	509-4910-479.31-53 509-4910-479.31-90	475.00 2,450.00 2,925.00	
BANK/CHECK TOTAL							197,276.77	197,276.77
ALL BANKS/CHECKS TOTAL							197,276.77	197,276.77

FUND 575 HOUSING		ACCOUNT		** CHECK/PAYMENT **		**** VOUCHER ****		DISBURSEMENT		VENDOR	
BANK DESCRIPTION		NO		NO		DATE		AMOUNT		REFERENCE	
-----											
04 WELLS FARGO BANK - CITY GENERAL CHECKING											
575-5555-485.43-02		19986		1/09/2024		003710 12/05/2023		143.17		0002489 HOME DEPOT CREDIT SERVICE	
						ACCOUNT TOTAL		143.17		*	
575-5555-485.61-01		20004		1/09/2024		003541 12/11/2023		181.71		0004121 SMART DOCUMENT SOLUTION	
						ACCOUNT TOTAL		181.71		*	
575-5555-485.61-04		20016		1/09/2024		003693 12/12/2023		5.61		0003830 UNIFIRST CORPORATION	
575-5555-485.61-04		20016		1/09/2024		003694 12/19/2023		5.61		0003830 UNIFIRST CORPORATION	
						ACCOUNT TOTAL		11.22		*	
						WELLS FARGO BANK - CITY GENERAL CHECKING TOTAL		336.10		**	
						TOTAL DUE FROM THIS FUND FOR THIS PERIOD		336.10		***	

**MINUTES**

**SPECIAL MEETING OF THE NEEDLES CITY COUNCIL  
NEEDLES PUBLIC UTILITY AUTHORITY  
TUESDAY, DECEMBER 12, 2023 - 9:00 A.M.  
CITY COUNCIL CHAMBERS, 1111 BAILEY AVENUE, NEEDLES**

CALL TO ORDER – Mayor Jernigan called the meeting to order at 9:02 am

ROLL CALL

PRESENT: Council Members Campbell, McCorkle, Merritt, Pogue, Belt, Longbrake, and Mayor Jernigan, City Manager Patrick Martinez, City Attorney Pinkney and City Clerk Dale Jones.

PUBLIC COMMENTS PERTAINING TO THE EXECUTIVE SESSION ITEMS - None

RECESS TO EXECUTIVE SESSION at 9:04 am

Councilmembers Campbell and Pogue announced they have a conflict of interest because their sons work for MIH and left the meeting.

a) NPUA / COUNCIL: Conference with Legal Counsel – Anticipated Litigation Pursuant to Government Code Section 54956.9(d) 2, 3 and/or 4 (Regarding potential litigation with Medical Investor Holdings LLC, NCA Management, 3247 AM LLC and 2103 D, LLC related to Cannabis taxes).

Council meeting reconvened at 11:08 am.

EXECUTIVE SESSION – Report given by City Attorney John Pinkney

City Attorney Pinkney announced that both parties have agreed to resolve the matters and reviewed the terms and council concurred by the following roll call vote:

Ayes: Council Members McCorkle, Belt, Longbrake, Vice Mayor Merritt, and Mayor Jernigan

Noes: None

Absent: None

MIH Attorney addressed council and thanked them for reaching a mutual resolution.

City Attorney Pinkney announced that a formal settlement agreement will be prepared and to continue to January 9, 2024 for approval of the formal settlement agreement.

Council Member Longbrake moved, second by Council Member Belt to continue to January 9, 2024 Council meeting. Motion carried by the following roll call vote:

Ayes: Council Members McCorkle, Belt, Longbrake, Vice Mayor Merritt, and Mayor Jernigan

Noes: None

Absent: None

**REGULAR ITEM**

Hearing on Appeal of City's Notice of Revocation of Cannabis Business License/Permit for the following Cannabis Businesses:

3247 Needles Highway, Suite E, Needles, CA (2103 D, LLC);

3247 Needles Highway, Suite A, Needles CA (3247 AM, LLC)

3241 Needles Highway, Needles, CA (NCA Management Co., LLC)

3253 Needles Highway, Needles CA (Medical Investor Holdings, LLC)

Item continued to January 9, 2024 Council meeting for final agreement.

ADJOURNMENT – Meeting was adjourned at 11:18 am

ATTEST

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

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

#5



## MINUTES

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

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TUESDAY, DECEMBER 12, 2023  
 COUNCIL EXECUTIVE SESSION – 5:00 PM  
 CITY COUNCIL MEETING – 6:00 PM

## CALL TO ORDER

ROLL CALL – Present Mayor Janet Jernigan, Council Members Ellen Campbell, Jamie McCorkle, Kirsten Merritt, JoAnne Pogue, Tona Belt and Henry Longbrake

Also present were City Manager Patrick Martinez, City Attorney John Pinkney and City Clerk Dale Jones

RECESS THE CITY COUNCIL MEETING AND CONVENE A JOINT COUNCIL / NPUA MEETING at 5:02 p.m.

PUBLIC COMMENTS PERTAINING TO THE EXECUTIVE SESSION ITEMS - None

RECESS TO EXECUTIVE SESSION at 5:02 p.m.

## EXECUTIVE SESSION

- a. NPUA/Council: Conference with legal counsel – anticipated litigation pursuant to Government Code Section 54956.9(d) 2, 3 and/or 4 (regarding potential litigation with Medical Investor Holdings LLC, NCA Management, 3247 AM LLC and 2103 D, LLC related to Cannabis taxes).
  - (a) This item was discussed at the special meeting earlier today.
  - (b) Councilmember McCorkle recused herself due to a conflict because she lives in close proximity to Rio Buena Vista.
- b. NPUA/Council: Conference with legal counsel regarding potential litigation pursuant to Government Code Section 54956.9(d)(2) and/or (3) and/or (4) (one potential case adverse to Rio Buena Vista HOA)
- c. Council: Conference with real property negotiator pursuant to Government Code §54956.8: Agency negotiator City Manager Patrick Martinez or his designee. Negotiating Parties are the City of Needles as the potential seller and Columbus Drive LLC as the potential buyer of the property described as an area 1353.42 Square Feet which includes an 8" sewer easement, located on 2701 Columbus Drive, APN 0660-081-40-0000. Under negotiations are the price and terms.

EXECUTIVE SESSION - Report by City Attorney – No reportable action taken

CALL TO ORDER at 6 p.m.

ROLL CALL

Present Mayor Janet Jernigan, Council Members Ellen Campbell, Jamie McCorkle, Kirsten Merritt, JoAnne Pogue, Tona Belt and Henry Longbrake

Also present were City Manager Patrick Martinez, City Attorney John Pinkney and City Clerk Dale Jones

PLEDGE OF ALLEGIANCE led by Mayor Jernigan  
 INVOCATION given by Councilmember Campbell  
 APPROVAL OF AGENDA

Vice Mayor Merritt moved, second by Council Member McCorkle to approve the agenda. Motion carried by the following roll call vote:

Ayes: Council Members Campbell, McCorkle, Merritt, Pogue, Belt, and Longbrake  
 Noes: None  
 Absent: None

CONFLICT OF INTEREST None

CORRESPONDENCE None

INTRODUCTIONS Former Councilmembers Longacre and Terrall, Board of Public Utilities Schneider and Campbell

CITY ATTORNEY – Parliamentary Procedures presented

PUBLIC APPEARANCE – Zachery Longacre announced that his company has 45 free turkeys and is looking for those in need. Tina McGee Scott, Needles Community Partners, thanked the city for their support for the Community Christmas Party and they will be giving away 120 turkey baskets.

#### PRESENTATIONS

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

1. Update on the Chamber of Commerce / Visitor Center, Wayne Colburn gave a update.

#### INTERVIEWS

2. Interviews to fill the vacancies on various Boards and Commissions due to the expiration of terms and resignations

Interviews held and appointments made as follows.

Vice Mayor Merritt moved, second by Council Member Pogue, to reappoint Michael Schneider to the Board of Public Utilities with a term to expire December 31, 2027. Motion carried by the following roll call vote:

Ayes: Council Members Campbell, McCorkle, Merritt, Pogue, Belt, and Longbrake  
 Noes: None  
 Absent: None

Council Member Pogue moved, second by Council Member Campbell, to reappoint Kevin Ostby to the Planning Commission with a term to expire December 31, 2027. Motion carried by the following roll call vote:

Ayes: Council Members Campbell, McCorkle, Merritt, Pogue, Belt, and Longbrake  
 Noes: None  
 Absent: None

Vice Mayor Merritt moved, second by Council Member Longbrake to appoint to the Cemetery Commission Larry Ford with a term to expire December 31, 2026 and Kathleen Rockwood with a term to expire December 31, 2027. Motion carried by the following roll call vote:

Ayes: Council Members Campbell, McCorkle, Merritt, Pogue, Belt, and Longbrake  
 Noes: None

Absent: None

Council Member Longbrake moved, second by Council Member Pogue, to reappoint Shawn O'Brien to the Park and Recreation Commission. Motion **failed** by the following roll call vote:

Ayes: Council Members Pogue, Belt, and Longbrake

Noes: Council Members Campbell, McCorkle, Merritt and Mayor Jernigan

Absent: None

Council Member Campbell moved, second by Vice Mayor Merritt, to appoint Zachery Longacre to the Park and Recreation Commission with a term to expire December 31, 2027. Motion carried by the following roll call vote:

Ayes: Council Members Campbell, McCorkle, Merritt, Pogue, Belt, and Longbrake

Noes: None

Absent: None

Council Member Campbell moved, second by Council Member Pogue to appoint Ashley Renfro to the Park and Recreation Commission with a term to expire December 31, 2027. Motion carried by the following roll call vote:

Ayes: Council Members Campbell, McCorkle, Merritt, Pogue, Belt, and Longbrake

Noes: None

Absent: None

Council Member Campbell moved, second by Council Member Longbrake to appoint Larry Ford to the Housing Commission At Large with a term to expire December 31, 2026. Motion carried by the following roll call vote:

Ayes: Council Members Campbell, McCorkle, Merritt, Pogue, Belt, and Longbrake

Noes: None

Absent: None

PUBLIC COMMENTS PERTAINING TO THE NPUA/COUNCIL ITEMS None

#### NPUA / COUNCIL CONSENT CALENDAR

Member / Vice Mayor Merritt moved, second by Member / Council Member Campbell to approve the following Consent Calendar items. Motion carried by the following roll call vote:

Ayes: Members/Council Members Campbell, McCorkle, Merritt, Pogue, Belt, and Longbrake

Noes: None

Absent: None

3. Adopted the City of Needles Sewer Overflow Prevention and Response Plan dated December 5, 2023
4. Approved Western Area Power Administration Agreement No. 10-DSR-12165, Exhibit B.NWD, Revision No. 4 relating to updated costs for the Nora McDowell Switchyard for fiscal years 2024 through 2026

END OF NPUA CONSENT CALENDAR

#### REGULAR NPUA / COUNCIL ITEMS

5. Appointment to a Downtown Decorative Lighting/Holiday Wreaths Ad Hoc Committee

Mayor Jernigan and Council Members Campbell and McCorkle volunteered to be on the Ad Hoc Committee.

ADJORN THE JOINT NPUA / COUNCIL MEETING AND CONVENE A JOINT HACN / COUNCIL MEETING at 6:34 p.m.

CALL TO ORDER (Roll Call Previously Taken)

PUBLIC COMMENTS PERTAINING TO THE HACN/COUNCIL ITEMS None

## PUBLIC HEARING

6. Public Hearing Held - noticed to consider HACN Resolution No. 2023-59 - A Resolution of the Housing Authority of the City of Needles Removing and Replacing the Admissions and Continued Occupancy Plan (ACOP) and Adopting HUD Veterans Affairs Supportive Housing (VASH) and Housing Opportunity Through Modernization Act Sections 102 and 104.  
City Manager Martinez and Angelica Deermar, Housing Authority Manager, reported and discussion ensued.  
Mayor to open the public hearing at 6:46 p.m.  
Public Comment None  
Mayor to close the public hearing at 6:46 p.m.

Council Member McCorkle moved, second by Council Member Campbell to waive the reading and adopt Resolution No. 2023-59 - A Resolution of the Housing Authority of the City of Needles Removing and Replacing the Admissions and Continued Occupancy Plan (ACOP) and Adopting HUD Veterans Affairs Supportive Housing (VASH) and Housing Opportunity Through Modernization Act Sections 102 and 104. Motion carried by the following roll call vote:

Ayes: Council Members Campbell, McCorkle, Merritt, Pogue, Belt, Longbrake and Jernigan  
Noes: None  
Absent: None

ADJOURN THE JOINT HACN / COUNCIL MEETING AND RECONVENE THE CITY COUNCIL MEETING (Roll Call previously taken) at 6:47 p.m.

PUBLIC COMMENTS PERTAINING TO THE COUNCIL ITEMS None

## COUNCIL CONSENT CALENDAR

Vice Mayor Merritt moved, second by Council Member Campbell to approve the following Consent Calendar items. Motion carried by the following roll call vote:

Ayes: Council Members Campbell, McCorkle, Merritt, Pogue, Belt, and Longbrake  
Noes: None  
Absent: None

7. Approved the Warrants Registers through November 28 and December 12, 2023
8. Approved the Minutes of November 14, 2023
9. Approved the Sixth Amendment to the Professional Services Agreement for Building Support Services with Willdan increasing the Contract Compensation for Building Official and Inspector Services for an amount not to exceed \$50,325.

END OF COUNCIL CONSENT CALENDAR

REGULAR COUNCIL ITEMS - None

CITY ATTORNEY REPORT None

CITY CLERK REPORTED

CITY MANAGER REPORTED which is included in the agenda packet

10. Manager's Report

## COUNCIL REQUESTS

Councilmember Campbell – Christmas Event Party was wonderful, the fence at Pioneer Cemetery needs to be replaced, have local artists paint our electrical boxes, paint a mural in the underpass on California Ave and Merry Christmas.

Councilmember McCorkle – the recent parade and day of festivities was wonderful and requested an update on the off road vehicles.

Vice Mayor Merritt – the downtown Christmas Event and the employee party were wonderful – Merry Christmas.

Councilmember Pogue – enjoyed the recent events, requested an update on the old Dennys location, the County has their sprinklers on all day sometimes and Merry Christmas.

Councilmember Belt – should schedule a Visitor Center meeting, requested a cannabis tax spreadsheet, Caltrans will be taking pictures of the Bear on the I40, requested a certificate be prepared for Shawn O'Brian's participation and enjoyed the parade and holiday parties.

Councilmember Longbrake – parade and employee event was great, thank the Sherriffs Department for Shop with a Cop and announced that this Saturday KTOX is having a listener appreciation event and there will be refreshments.

Mayor Jernigan – spoke at the Womens Club luncheon, attended SBCTA workshop, requested we should place ground breaking events in the paper, thanked Ellen, JoAnne and Tona for coordinating the employee event, enjoyed the parade and attended SCAG.

## ADJOURNMENT

Mayor Jernigan adjourned the meeting at 7:05 pm

ATTEST: \_\_\_\_\_  
Mayor Janet Jernigan

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



## CITY OF NEEDLES, CALIFORNIA STAFF REPORT

**MEETING TYPE:** Regular City Council

**MEETING DATE:** January 9, 2024

**TITLE:** Release of the Temporary Certificate of Occupancy Agreement with H-Street Patient Care for the building located at 101 W. Spikes Road, Also known as APN# 0650-431-10-0000

**BACKGROUND:** On November 12, 2019, the City Council entered into an Agreement with Harry Ezajian a representative for H-Street Patient Care to issue a Temporary Certificate of Occupancy for the building to allow an earlier start of operation. The building had been approved for cannabis businesses that included the cultivation, manufacturing, and distribution of cannabis. H-Street Patient Care proposed to provide financial assurance for the remaining two (2) Conditions of Approval #45 install sidewalk improvements and #46 Landscaping Plan in the amount totaling \$57,526.25.

On or about July 27, 2021, each of the remaining Conditions of Approval have been completed. The City will not need to utilize the financial assurance that was provided by H-Street Patient Care in the amount of \$57,526.25 to complete any of the remaining Conditions of Approval. A permanent Certificate of Occupancy has been issued.

**FISCAL IMPACT:** N/A

**ENVIRONMENTAL  
IMPACT:** N/A

**RECOMMENDED  
ACTION:** Approve the Release of the Temporary Certificate of Occupancy Agreement with H-Street Patient Care for the building located at 101 W. Spikes Road, Also known as APN# 0650-431-10-0000

**SUBMITTED BY  
(NAME, TITLE):** Patrick Martinez, City Manager

**City Manager Approval:** *Patrick Martinez* Date: 1-4-24

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

**STATUS:** APPROVED NOT APPROVED TABLED OTHER

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## CITY OF NEEDLES, CALIFORNIA STAFF REPORT

**MEETING TYPE:** Regular City Council

**MEETING DATE:** January 9, 2024

**TITLE:** Ratify the City Managers signature dated December 19, 2023, accept the Regents of the University of California grant for the City of Needles Animal Shelter award and authorize an FY 24 budget adjustment in the amount of \$112,000

**BACKGROUND:** The City was notified that the applicant submitted to California for All Animals in September 2023 for funding to implement a Trap, Neuter, Release (TNR) Program to humanely and effectively manage the free-roaming cats in Needles was awarded \$112,000.

The funding awarded will provide 1 new vehicle to transport animals to a veterinarian, 1 new part-time employee (1-year term), TNR program supplies (traps, trap covers, tarps, gloves, etc.), veterinary services (up to 200 animals), and public education.

The proposed TNR program will improve the areas in where domestic and non-domestic cats are found, reduce diseases, and provide a better quality of life for the community cats. The goal is to eliminate euthanasia at our Animal Shelter by providing an alternative for captured free-roaming cats and increasing adoption rates of those able to be rehomed.

The City's Animal Shelter does not have a current TNR program due to vehicle, budget, and staffing limitations. This grant award is the first funding for the Animal Shelter to do a TNR program and is a one-year pilot project.

**FISCAL IMPACT:** California for All Animals provides the entire grant funding upfront, so no reserves will be utilized.

N/A

**ENVIRONMENTAL  
IMPACT:**

**RECOMMENDED  
ACTION:** Ratify the City Manager's signature dated December 19, 2023, accept the Regents of the University of California grant for the City of Needles Animal Shelter award, and authorize an FY 24 budget adjustment in the amount of \$112,000

Rainie Torrance, Utility Manager

**SUBMITTED BY:**

City Manager Approval:  Date: 1/11/24

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



UC Davis Agreement # \_\_\_\_\_

**SHELTER SERVICES AGREEMENT**  
(City of Needles)

THIS SHELTER SERVICES AGREEMENT (“**Agreement**”) is made and entered into as of the date last signed below by and between THE REGENTS OF THE UNIVERSITY OF CALIFORNIA (“**University**”) on behalf of its Davis Campus School of Veterinary Medicine on behalf of its Koret Shelter Medicine Program (“**Facility**”) and CITY OF NEEDLES (“**Shelter**”) in connection with the California for All Animals statewide animal shelter assistance program (“**Program**”).

The parties agree as follows:

1. **Shelter Services.** Shelter shall adhere to the scope of work described in “**Exhibit A**”, attached hereto and by this reference made a part hereof (collectively the “**Services**”). University shall reimburse Shelter for costs (“**Expenses**”) pursuant to Section 2 below and as outlined in Exhibit A. “**Deliverables**” shall consist of report(s) and photographs, as applicable, as more fully described in Exhibit A. Additional work shall be performed only if authorized in advance by written amendment to this Agreement executed by both parties. To the extent that any provision of Exhibit A is inconsistent with this Agreement, this Agreement shall take precedence.
2. **Payment by University.** In consideration of Shelter’s Expenses as described in Exhibit A, Facility shall pay Shelter an amount not to exceed \$112,000 upon invoice from Shelter and final signature of this Agreement. Payment questions should be addressed to Nancy Bei at telephone number (530) 754-9183 or at e-mail address [nmbei@ucdavis.edu](mailto:nmbei@ucdavis.edu).
3. **Term.** Services shall be rendered from January 1, 2024 through December 31, 2024.
4. **Endorsement Disclaimer.** Nothing in this agreement shall be interpreted to indicate, imply, or otherwise suggest (i) that University supports, endorses, favors, or advances, any product or service offered, connected, or affiliated with Shelter; or (ii) that University endorses, favors, supports, or opposes, any proposal, measure, program of action, campaign, or public appeal that is advocated, promoted, advanced, or opposed by any other person or entity with respect to the subject matter presented by Shelter.
5. **Amendment.** This Agreement may be amended at any time by amendment in writing and signed by the parties, and no other change in any term or condition shall be valid or binding unless made by amendment.
6. **Mutual Indemnification.** The parties agree to defend, indemnify and hold one another harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising from the performance of this agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officers, agents, students, or employees.



7. **Insurance.** The parties at their own respective costs shall carry sufficient insurance, or programs of self-insurance (general liability, workers' compensation, and auto liability), adequate to cover any claims arising from their respective activities under this Agreement.
8. **Force Majeure.** Neither party shall be liable for damages suffered by the other party because of University's or Shelter's failure to perform if failure is due to any cause beyond that party's control.
9. **Relationship of the Parties.** The parties to this Agreement shall be and remain at all times independent contractors, neither being the employee, agent, or representative of the other in their relationship under this Agreement.
10. **Use of University's Name.** Shelter shall not use the name or mark of University in any form or manner in advertisements, reports, or other information released to the public without the prior written approval of University.
11. **Contract Compliance.** As applicable, if this Agreement is funded wholly or in part with by a grant or contract from an agency of any state or federal government, Shelter shall comply with all terms and conditions applicable to recipients of such funds and their contractors.
12. **Notice.** Any notice, request, or inquiry regarding the provisions of this Agreement, its termination, or similar matters shall be directed to the appropriate party at the following address:

UNIVERSITY (regarding contracts)  
 Steven Kobayashi  
 Business & Revenue Contracts  
 University of California, Davis  
 One Shields Ave.  
 Davis, CA 95616  
 E-mail: [stkobayashi@ucdavis.edu](mailto:stkobayashi@ucdavis.edu)

SHELTER (regarding contracts)  
 Rainie Torrance  
 Utility Manager  
 City of Needles  
 817 3rd St,  
 Needles, CA 92363  
 E-mail: [rtorrance@cityofneedles.com](mailto:rtorrance@cityofneedles.com)

UNIVERSITY (regarding project)  
 Karol Tapias  
 School of Veterinary Medicine  
 University of California, Davis  
 One Shields Ave.  
 Davis, CA 95616  
 E-mail: [ketapias@ucdavis.edu](mailto:ketapias@ucdavis.edu)

13. **University's Right to Use Data.** University shall have the unrestricted right to use for its own purposes, including publication, any data or information which may be developed, provided by or arising in connection with the performance of this Agreement.
14. **Governing Law.** This Agreement shall be construed pursuant to California law.

15. **Federal Exclusion Warranty.** Shelter warrants that it is not excluded from participation in any governmental sponsored program, including, without limitation, the Medicare, Medicaid, or Champus programs (<http://exclusions.oig.hhs.gov/search.html>) and the Federal Procurement and Nonprocurement Programs (<https://www.sam.gov/index.html/##11#1>). This agreement shall be subject to immediate termination in the event that Shelter is excluded from participation in any federal healthcare or procurement program.
16. **Audit Requirements.** The Agreement, and any pertinent records involving activities related to the services provided pursuant to the terms and conditions of this Agreement, shall be subject to the examination and audit of the California State Auditor and any other duly authorized agents of the State of California for a period of three (3) years after the date of final payment hereunder. Shelter hereby agrees to make all such records available during normal business hours to inspection, audit and reproduction by University and any duly authorized local, state and/or federal agencies. Any and all examinations and audits conducted hereunder shall be strictly confined to those matters connected with the performance of this Agreement, including, without limitation, the costs associated with the administration of this Agreement.
17. **Termination.** University may terminate this Agreement at any time by giving Shelter thirty (30) calendar days' written notice of such action. If this Agreement is terminated, Shelter shall retain any funds expended or committed for the purposes of this Agreement and will return any unexpended funds.
18. **Entire Agreement.** This Agreement constitutes the entire understanding of the parties respecting the subject matter hereof and supersedes any prior understanding or agreement between them, written or oral, regarding the same subject matter.

AGREED:

CITY OF NEEDLES

THE REGENTS OF THE  
UNIVERSITY OF CALIFORNIA

By: Patrick J. Martinez  
(authorized signature)

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

Print name: PATRICK MARTINEZ

UC Davis

Title: City Manager

Date: 12/19/23

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

## Exhibit A

### Scope of Work

1. Purpose of the work: *City of Needles will receive funds for a transport vehicle, a part-time Animal Control Officer, spay/neuter surgeries, TNR supplies, and staff continued education to support their TNR program and the people in their community.*
2. Roles and responsibilities of each party: *City of Needles will provide historical data from 2018 to 2022, and annual data through 2026 to UC Davis Koret Shelter Medicine Program in support of the California for All Animals (CA4AA) program. KSMP will support the shelter to comply with data requirements. No University equipment will be used.*
3. Dates and times will the work be completed: *Work will be completed during the contract period of January 1, 2024 through December 31, 2024*
4. Location where work will be performed: *817 3rd St, Needles, CA 92363*
5. Required deliverables: *One final report will be required upon completion of the program. Additional touch points during the grant will be discussed with project officer.*
6. Project milestones: *Program pilot to be completed by December 31, 2024.*
7. Total cost of the services: *Total of services not to exceed \$112,000. No construction costs will be funded through this grant.*

• Vehicle and fuel	\$70,000
• Staffing	\$27,500
• Staff continued education	\$5,000
• TNR program supplies	\$5,000
• Spay/Neuter surgeries	\$4,500

*Total expenses: \$112,000*

8. Payment schedule: *Payment will be upon execution of the agreement.*
9. Anticipated additional work: *Additional work is not anticipated at this time.*



## City of Needles, California Employee Report

☒ CITY COUNCIL

☒ Regular ☐ Special

**Meeting Date:** January 9, 2024

**Title:** Accept Minagar and Associates, Inc. Proposal to Provide Engineering Services for the Design and Project Management of the Active Transportation Plan Cycle 6 - City of Needles Schools and Seniors Sidewalk Project for a not to exceed amount of \$215,940.

**Background:**

The City has identified the need for sidewalk improvements in the area to provide a safer and more inviting bicycling and walking experience, especially for those students commuting to nearby schools using active forms of transportation.

The City was awarded \$1,565,000 in Active Transportation Plan (ATP) Cycle 6 Metropolitan Planning Organization (MPO) funds for its Schools and Seniors Sidewalk Project, with an estimated total project cost of \$1,658,000. The City desires to retain an engineering consultant to complete preliminary engineering, environmental clearance, right-of-way exhibits, plans & specifications, cost estimates, and project management services for the proposed project.

More specifically, the project scope includes design of curb, gutter, sidewalk, driveway, access ramps, and AC pavement improvements along various streets close to schools, senior center and senior housing as listed below:

- Collins Street - Orange Avenue to Park Avenue
- Park Avenue - Collins Street to Washington Street
- Washington Street - Park Avenue to Fairmont Street
- Fairmont Street - Washington Street to Highland Avenue
- J Street - Coronado Avenue to Bailey Avenue
- Coronado Avenue - J Street to Erin Drive
- Erin Drive - Coronado Avenue to Earl Court
- Bailey Avenue - Lily Hill Drive to South of J Street
- Lily Hill Drive - Bailey Avenue to East of Casa Linda Street
- Clary Drive - Feliz to Lily Hill Drive

Request for Proposals for the project were posted on November 11, 2023, with proposals due on Dec. 6, 2023. Three proposals were received from the following firms:

TKE Engineering  
Minagar & Associates, Inc.  
Valued Engineering, Inc.

Staff evaluated the proposals based on the criteria in the RFP and checked references of firms based on similar projects performed. Minagar and Associates, Inc. was selected as the most qualified firm to perform the work within the allowable budget.

# City of Needles, California

## Employee Report

Item 9.

**Fiscal Impact:** The City was awarded state funding under the ATP Cycle 6 MPO funding being administered by Caltrans in the amount of \$1,565,000 with a City match of \$93,000 to be funded by General Fund Infrastructure fund.

**Environmental:** None at this time. Minagar & Associates is required to make an Environmental Determination during the Planning and Environmental (PA & ED) phase of the project.

**Recommendation:** Accept Minagar and Associates, Inc. Proposal to Provide Engineering Services for the Design and Project Management of the Active Transportation Plan Cycle 6 - City of Needles Schools and Seniors Sidewalk Project for a not to exceed amount of \$215,940 and authorize staff to execute the Professional Services Agreement and issue a Notice to Proceed.

**Submitted By:** Kathy Raasch, Interim Development Services Director

**City Management Review:**

*Patricia May*

**Date:**

*1/5/24*

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 9

**CITY OF NEEDLES  
PROFESSIONAL SERVICES AGREEMENT**

**1. PARTIES AND DATE.**

This Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, between the **CITY OF NEEDLES**, a **California Charter City**, (hereinafter referred to as the “City”) and Minagar & Associates, Inc. (hereinafter referred to as “Consultant”). City and Consultant are sometimes individually referred to as “Party” and collectively as “Parties.”

**2. RECITALS.**

**2.1 Services.**

The City solicited proposals to provide Professional Engineering Services pursuant to that certain proposals, which is attached hereto as Exhibit “A.”

**2.2 Proposal**

Consultant has made a proposal (“Proposal”) to the City dated December 6, 2023 to provide such professional services, which Proposal is attached hereto as Exhibit “B.”

**2.3 Consultant.**

City desires to retain Consultant to perform and assume responsibility for the provision of such services required by the City on the terms and conditions set forth in this Agreement. Consultant represents and warrants to City that Consultant possesses the necessary skills, licenses, certifications, qualifications, personnel and equipment to provide such services.

**3. TERMS.**

**3.1 Scope of Services and Term.**

3.1.1 Professional Services. Consultant agrees to perform **the services described herein and in “Exhibit B”** (“Services”). All Services shall be performed in the manner and according to the timeframe set forth in the Proposal. Consultant designates Chris Brooks as Consultant’s professional responsible for overseeing the Services provided by Consultant.

3.1.2 Term. This Agreement shall become effective when executed and shall remain in effect until terminated as provided herein. Notwithstanding anything to the contrary in this Agreement, this Agreement shall automatically terminate after one (1) year unless extended in writing by the Parties with the approval of the City Council of the City.

- 3.1.3 Conflict. In the event that the terms of the Proposal shall conflict with the terms of this Agreement, or contain additional terms other than the Services to be rendered and the price for the Services, the terms of this Agreement shall govern and said additional or conflicting terms shall be of no force or effect.

### 3.2 Responsibilities of Consultant.

- 3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Consultant or by its employees under Consultant's supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. The City retains Consultant on an independent contractor basis and not as an employee. Consultant retains the right to perform similar or different services for other clients during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of the City and shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall determine its own work hours and schedule; provide its own equipment; maintain its own offices; provide its own vehicles; insurance; cell phones and office phones; and Consultant shall be solely responsible for managing and supervising its personnel and employees. Consultant shall further be responsible for all reports and obligations, including, but not limited to: social security taxes, income tax withholding, payroll taxes, unemployment insurance, disability insurance, and workers' compensation insurance.
- 3.2.2 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the applicable standard

of care. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of a Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-assigned to perform any Services to City.

- 3.2.3 Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with the Services. If the Consultant performs any work contrary to such laws, rules and regulations and without giving written notice to the City, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify and hold the City, its officials, directors, officers, employees and agents harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.
- 3.2.4 Employment Eligibility. Consultant shall be solely responsible for obtaining Employment Eligibility Verification information from Consultant's employees, in compliance with the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 U.S.C. 1324a), and shall ensure that Consultant's employees are eligible to work in the United States.
- 3.2.5 CalPers. In the event that Consultant employs, contracts with, or otherwise utilizes any CalPers retirees in completing any of the Services performed hereunder, such instances shall be disclosed in advance to the City and shall be subject to the City's advance written approval.
- 3.2.6 Drug-free Workplace Certification. By signing this Agreement, the Consultant hereby certifies under penalty of perjury under the laws of the State of California that the Consultant will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code, Section 8350 et seq.) and will provide a drug-free workplace.
- 3.2.7 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees, City personnel and third parties appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as



applicable shall include, but shall not be limited to: (A) adequate life protection and life-saving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

#### **4. Indemnification; Insurance.**

**4.1 Insurance.** Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit “C” attached to and made a part of this Agreement.

**4.2 Indemnity for Professional Liability.** When the law establishes a professional standard of care for Consultant’s Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless the City and any and all of its officials, employees and agents (“Indemnified Parties”) from and against any and all losses, liabilities, damages, costs and expenses, including legal counsel’s fees and costs, caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or subconsultants (or any agency or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this Agreement.

**4.3 Indemnity Other than Professional Liability.** Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless City, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or the City for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.

**4.4 Duty to Defend.** In the event the City, its officers, employees, agents and/or volunteers are made a party to any action, lawsuit, or other adversarial proceeding arising from the performance of the Services encompassed by this Agreement, and upon demand by City, Consultant shall have an immediate duty to defend the City at Consultant’s cost or at City’s option, to reimburse City for its costs of defense, including reasonable attorney’s fees and costs incurred in the defense of such matters. Payment by City is not a condition precedent to enforcement of this indemnity. In the event of any dispute between Consultant and City, as to whether liability arises

from the sole negligence of the City or its officers, employees, or agents, Consultant will be obligated to pay for City's defense until such time as a final judgment has been entered adjudicating the City as solely negligent. Consultant will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

## **5. Responsibilities of City.**

**5.1 Requests.** The City agrees to comply with all reasonable requests of Consultant and provide reasonable access to documents including objectives and constraints, space, capacity, and performance requirements, flexibility, and expandability, and any budgetary limitations, reasonably necessary to the performance of Consultant's duties under this Agreement. In order to facilitate Consultant's conformance with the performance schedule, the City shall respond to Consultant's submittals in a timely manner.

**5.2 City Representative.** The City designates the City Manager or his designee as City representative ("City Representative") with respect to the work to be performed under this Agreement. The City Representative shall have complete authority to transmit instructions, receive information, and interpret and define the City's policy and decisions with respect to materials, equipment, elements, and systems pertinent to the Services covered by this Agreement.

## **6. Fees and Payments.**

**6.1 Compensation.** City agrees to pay Consultant the amount of \$\_\_\_\_\_. Consultant shall be paid at the rates set forth in the Proposal and shall not increase any rate without the prior written consent of the City. Notwithstanding anything in this Section 6, total fees and charges paid by City under this Agreement shall not exceed \$\_\_\_\_\_ without approval by the City Council of City.

**6.2 Invoices.** Consultant shall submit to the City a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. City shall have the right to review and audit all invoices prior to or after payment to Consultant. This review and audit may include, but not be limited to City's:

- a. Determination that any hourly fee charged is consistent with this Agreement's approved hourly rate schedule;
- b. Determination that the multiplication of the hours billed times the approved rate schedule dollars is correct;
- c. Determination that each item charged is the usual, customary, and reasonable charge for the particular item. If City determines an item charged is greater than usual, customary, or reasonable, or is duplicative, ambiguous, excessive, or inappropriate, City shall either return the bill to Consultant with a request for

explanation or adjust the payment accordingly, and give notice to Consultant of the adjustment.

**6.3 Payment.** If the work is satisfactorily completed, City shall pay such invoice within thirty (30) days of its receipt. Should City dispute any portion of any invoice, City shall pay the undisputed portion within the time stated above, and at the same time advise Consultant in writing of the disputed portion.

**6.4 Reimbursement for Expenses.** Consultant shall not be reimbursed for any expenses unless authorized in writing by the City Manager.

**6.5 Additional Services.** In the event Consultant performs additional or different services than those described herein without the prior written approval of the City Manager and/or City Council of City, Consultant shall not be compensated for such services. Consultant expressly waives any right to be compensated for services and materials not covered by the scope of this Agreement or authorized by the City in writing.

**6.6 Prevailing Wages.** Consultant is aware of the requirements of California Labor Code Sections 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. The City shall provide Consultant with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Consultant's principal place of business and at the project site. Consultant shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

## **6.7 Accounting Records.**

**6.7.1 Maintenance and Inspection.** Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of the City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

## **7. General Provisions.**

## 7.1 Termination of Agreement.

- 7.1.1 Grounds for Termination. The City or Consultant may, by written notice to the other party, terminate this Agreement at any time and without cause by giving written notice to the other party of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those Services which have been actually and adequately rendered to the City, and Consultant shall be entitled to no further compensation.
- 7.1.2 Effect of Termination. If this Agreement is terminated as provided herein, Consultant shall provide all finished or unfinished Documents and Data (as defined below), programming source code, plans reports and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such documents and other information within fifteen (15) days of the request.
- 7.1.3 Services. In the event this Agreement is terminated in whole or in part as provided herein, the City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

**7.2 Delivery of Notices.** All notices permitted or required under this Agreement shall be given to the respective Parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

To Consultant: **Minagar & Associates, Inc.**  
23282 Mill Creek Drive, Suite 120  
Laguna Hills, CA 92653  
Attention: Fred Minagar

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

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

### **7.3 Ownership of Materials and Confidentiality.**

- 7.3.1 City Ownership. All documents and data ("Documents & Data"), including data on electric, digital or magnetic media, prepared by Consultant under this Agreement shall be the property of the City, except that Consultant shall have the right to retain copies of all Documents & Data for its records. The City shall not be limited in any way in its use of the Documents & Data at any time. Should Consultant, either during or following termination of this Agreement, desire to use any Documents & Data prepared in connection with this Agreement, Consultant shall first obtain the written approval of the City Manager.
- 7.3.2 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents and Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of the City, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use the City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of the City.

**7.4 Cooperation; Further Acts.** The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

**7.5 Entire Agreement.** This Agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both Parties.

**7.6 Governing Law.** This Agreement is entered into and shall be performed in Needles, California and shall be governed by the laws of the State of California. Any claims arising under this Agreement shall be brought in the state or federal courts located in San Bernardino County.

**7.7 Time of Essence.** Time is of the essence for each and every provision of this Agreement.

**7.8 City's Right to Employ Other Consultants.** The City reserves the right to employ other consultants at any time for any purpose.

**7.9 Assignment; Sublease; Transfer.** Consultant shall not assign, sublease, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior signed written consent of the City Manager. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

**7.10 Construction; References; Captions.** Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents, and subcontractors of Consultant, except as otherwise specified in this Agreement. All references to the City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

**7.11 Amendment; Modification.** No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

**7.12 Waiver.** No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

**7.13 No Third Party Beneficiaries.** The Needles Public Utility Authority and other City entities shall be intended beneficiaries of this Agreement. Otherwise, there are no intended third party beneficiaries of any right or obligation assumed by the Parties.

**7.14 Invalidity; Severability.** If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

**7.15 Improper Payment.** Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right to rescind this Agreement without liability.

**7.16 Conflict of Interest.** For the term of this Agreement, no member, officer, or employee of the City, during the term of his or her service with the City, shall have any direct

interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom. Consultant has read and is aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflicts of interest of public officers and employees. Consultant agrees that they are unaware of any financial or economic interest of any public officer or employee of the City relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement, the City may immediately terminate this Agreement by giving notice thereof. Consultant shall comply with the requirements of Government Code section 87100 et seq. and section 1090 in the performance of and during the term of this Agreement.

**7.17 Equal Opportunity Employment.** Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

**7.18 Labor Certification.** By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

**7.19 Authority to Enter Agreement.** Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

**7.20 Attorney Fees.** If any legal action or proceeding, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing party will be entitled to reasonable attorneys' fees and costs, in addition to any other relief to which that party may be entitled.

**7.21 Counterparts.** This Agreement may be signed in counterparts, each of which shall constitute an original.

**7.22 Contents of Request for Proposal and Proposal.** Consultant is bound by the contents of City's Request for Proposal and the Proposal. In the event of conflict, the requirements of City's Request for Proposals and this Agreement shall take precedence over those contained in the Proposal. The incorporation of the Proposal shall be for the Services to be rendered and the price for such Services only, and any other terms and conditions included in the Proposal shall have no force and effect on this Agreement or the relationship between Consultant and/or City, unless expressly agreed to in writing.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date and year set forth above.

**CITY:** (City of Needles)

BY: \_\_\_\_\_  
Patrick Martinez

TITLE: \_\_\_\_\_  
City Manager

DATE: \_\_\_\_\_

**ATTEST:**

BY: \_\_\_\_\_  
Dale Jones

TITLE: \_\_\_\_\_  
City Clerk

DATE: \_\_\_\_\_

**CONSULTANT:**

BY: \_\_\_\_\_  
Fred Minagar, MS, RCE, PE, FITE

TITLE: \_\_\_\_\_  
President/Senior Project Manager

DATE: \_\_\_\_\_



**EXHIBIT A**

**Request For Proposals**

**Attached**

**EXHIBIT B**

**Proposal**

**[Attached behind this page]**

## EXHIBIT C

### Insurance Requirements

#### Time for Compliance.

Consultant shall not commence Services under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the City that the subcontractor has secured all insurance required under this section.

#### Minimum Requirements.

Consultant shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Consultant, its agents, representatives, employees or subcontractors. Consultant shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

- i. **General liability.** Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO “insured contract” language will not be accepted.
- ii. **Automobile liability.** Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with the Services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.
- iii. **Professional liability (errors & omissions).** Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the Services required by this Agreement.
- iv. **Worker’s Compensation.** Consultant shall maintain Workers’ Compensation Insurance (Statutory Limits) and Employer’s Liability Insurance (with limits of at least \$1,000,000).

## Other Provisions or Requirements

- **Separation of Insureds; No Special Limitations.** All insurance required by this Section shall contain standard separation of insured's provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the City, its directors, officials, officers, employees, agents and volunteers.
- **Deductibles and Self-Insurance Retentions.** Any deductibles or self-insured retentions must be declared to and approved by the City. Consultant shall guarantee that, at the option of the City, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its directors, officials, officers, employees, agents and volunteers; or (2) the Consultant shall procure a bond guaranteeing payment of losses and related investigation costs, claims and administrative and defense expenses.
- **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VII, licensed to do business in California, and satisfactory to the City.
- **Proof of insurance.** Consultant shall provide certificates of insurance to City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by the City prior to commencement of performance. Current certification of insurance shall be kept on file with City at all times during the term of this contract. City reserves the right to require complete, certified copies of all required insurance policies, at any time.
- **City Approval.** All coverage types and limits required are subject to approval, modification and additional requirements by City, as the need arises. Consultant shall not make any reductions in scope of coverage (e.g. elimination of contractual liability or reduction of discovery period) that may affect City's protection without City's prior written consent.
- **Primary/noncontributing.** Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

**City's rights of enforcement.** In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant

or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement. Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

- **Waiver of subrogation.** All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.
- **Requirements not limiting.** Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.
- **Notice of cancellation.** Consultant agrees to oblige its insurance agent or broker and insurers to provide to City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.
- **Additional insured status.** All policies required herein shall provide or be endorsed to provide that City and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies.
- **Pass through clause.** Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to City for review.
- **City's right to revise specifications.** The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change

results in substantial additional cost to the Consultant, the City and Consultant may renegotiate Consultant's compensation.

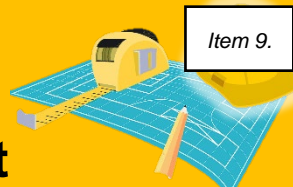
- **Timely notice of claims.** Consultant shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.
- **Additional insurance.** Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.



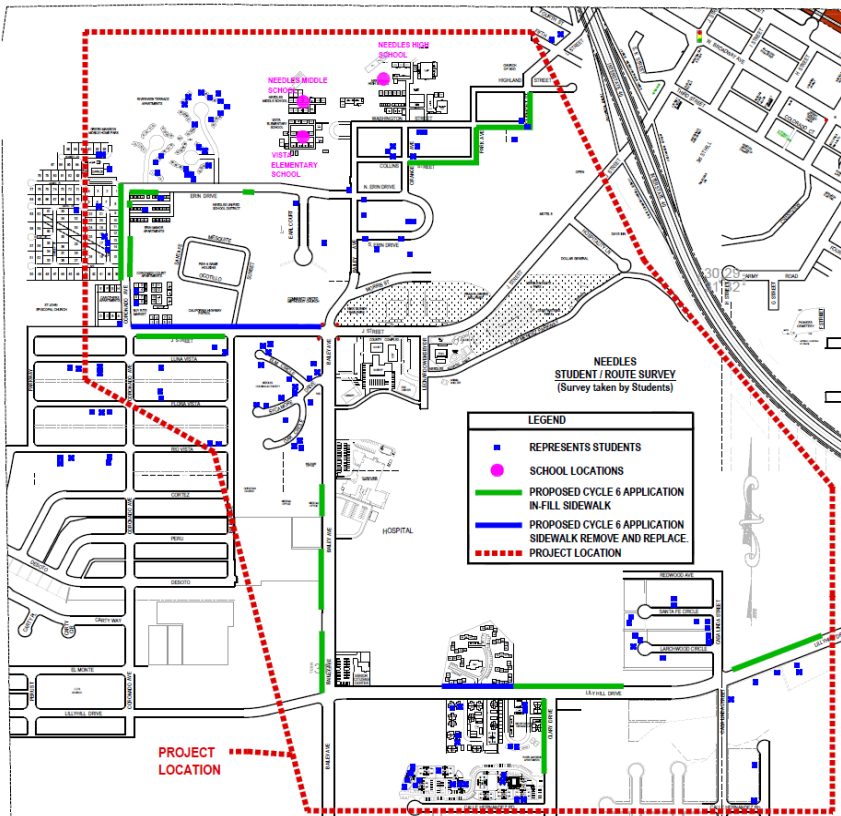
# Request for Proposals (RFP)

## To Provide Professional Engineering Services for Schools and Seniors' Sidewalk Project

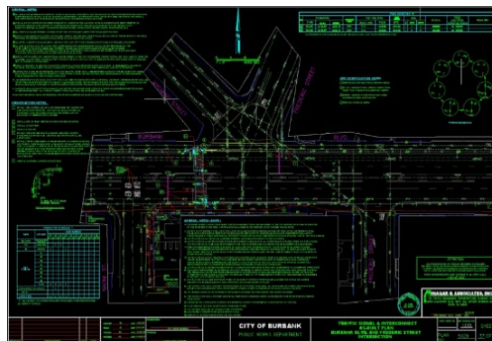
City of Needles, CA



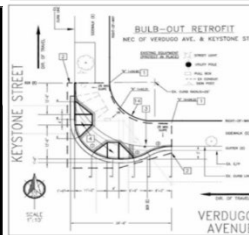
Project Location Map in the City of Needles



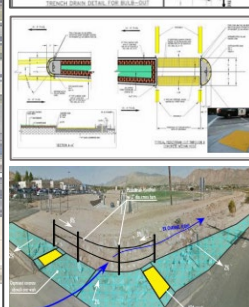
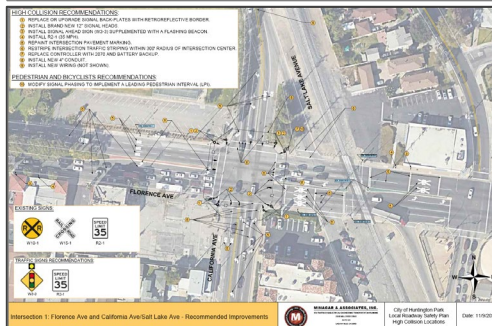
Minagar & Associates, Inc.'s Signing & Striping Plans for the City of Burbank



Minagar & Associates, Inc.'s ADA Ramp Plans



Minagar & Associates, Inc.'s Intersection Improvement Map for the City of Huntington Park



Minagar & Associates, Inc.'s Curb, Gutter, and ADA Ramp Improvements for the City of Yucca Valley's Safe Routes to Schools Project



PREPARED FOR:



### CITY OF NEEDLES

Procurement Department  
817 Third Street  
Needles, CA 92363



PREPARED BY:



### MINAGAR & ASSOCIATES, INC.

ITS - Traffic/Civil/Electrical Engineering - Transportation Planning - Homeland Security - CEM  
23282 Mill Creek Drive, Suite 120  
Laguna Hills, CA 92653



December 6, 2023

# PROPOSAL

TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR

## SCHOOLS AND SENIORS' SIDEWALK PROJECT

FOR THE

### CITY OF NEEDLES

**PRESENTED TO:**

---



**CITY OF NEEDLES**

Procurement Department  
817 Third Street  
Needles, CA 92363

**PREPARED BY:**

---



**MINAGAR & ASSOCIATES, INC.**

ITS – Traffic/Civil/Electrical Engineering – Transportation Planning – Homeland Security – CEM  
23282 Mill Creek Drive, East Tower, Suite 120  
Laguna Hills, CA 92653  
Tel: (949) 707-1199

DECEMBER 6, 2023



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## LIST OF APPENDICES

**Appendix A: Key Personnel Resumes**



## Section 1 – Cover Letter

December 6, 2023

Mr. Patrick Martinez  
City Manager  
City of Needles  
Procurement Department  
817 Third Street  
Needles, CA 92363

Re: **Request for Proposals to Provide Professional Engineering Services for Schools and Seniors' Sidewalk Project**

Dear Mr. Martinez,

On behalf of the Minagar & Associates, Inc. Team, I would like to take this opportunity to present to you our proposal to provide **Professional Engineering Services for Schools and Seniors' Sidewalk Project** in the City of Needles, CA.

Minagar & Associates, Inc. recognizes the City of Needles is seeking a qualified consultant to implementing sidewalk improvements to provide a safer and more welcoming environment for bicyclists and pedestrians in the City. Minagar is greatly experienced with collecting data, conducting analysis for, presenting, and executing safety projects, having [successfully completed 45+ safety projects](#).

Successfully completed safety projects include **Active Transportation Program (ATP), Federal & State Highway Safety Improvement Program (HSIP), Safe Routes to School (SR2S), and Local Roadway Safety Plan (LRSP) Projects**, including:

- **City of Needles' Local Roadway Safety Plan (LRSP)**
- City of Coachella's **ATP Cycle 1** ST-86 PS&E and Engineering Services for Citywide Active Transportation Program
- City of Coachella's **ATP Cycle 2** ST-100 PS&E and Engineering Services for Citywide Active Transportation Program
- City of Burbank's **HSIP Cycle 3** Engineering Services for Verdugo & Keystone
- City of Burbank's **HSIP Cycle 4** Engineering Services for Verdugo Ave Bike Lane Extension
- City of Coachella's **HSIP-5294** (006) Engineering Services for Citywide Traffic Control & Street Name Sign Upgrade
- City of Yucca Valley's **SR2S Engineering and PS&E**
- City of Coachella's **SR2S Cycle 8** PS&E Engineering Services for Citywide Safe Routes to School Improvement Project
- City of Colton's Review as City Traffic Engineer of **Local Roadway Safety Plan (LRSP)**
- City of Huntington Park's **Local Roadway Safety Plan (LRSP)**
- City of Guadalupe's **Local Roadway Safety Plan (LRSP)**
- City of Big Bear Lake's **Local Roadway Safety Plan (LRSP)**



# MINAGAR & ASSOCIATES, INC.

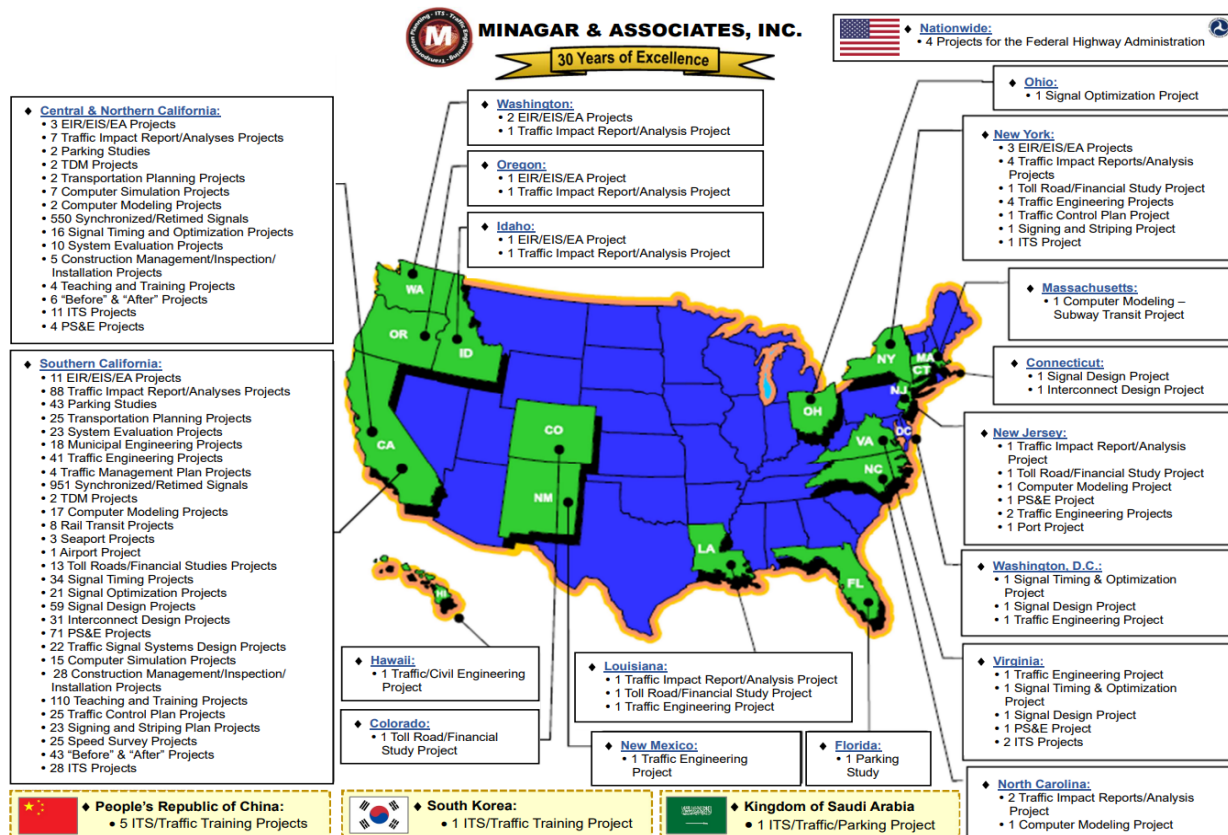
Traffic/Civil/Electrical Engineering – ITS – Transportation Planning & CEM



Item 9.

Since 1993, our firm has also completed the following projects:

## ■ 900+ Nationwide Projects



## ■ 120+ Traffic Signal Plans, Specifications & Estimates (PS&E) Projects

## ■ 1600+ Signals' Re-timing & Synchronization

- 951 in Southern California, 550 in Northern California, 107 in other States

## ■ 400+ Traffic Control Plan (TCP), Traffic Signal & ITS Design Projects

## ■ 350+ Traffic Studies

## ■ 50+ Parking Studies

## ■ 40+ ITS (Intelligent Transportation Systems) Design & Deployment Projects

## ■ 25 Citywide Engineering and Traffic Speed Surveys (E&TS)

## ■ 9 Multi-Year Contracts as designated City Traffic Engineer for the following public agencies:

- City of San Bernardino
- City of Colton
- City of Chino Hills
- City of Rancho Santa Margarita
- City of Beaumont
- City of South Pasadena
- City of El Monte
- City of Baldwin Park
- City of Gardena





# MINAGAR & ASSOCIATES, INC.

Traffic/Civil/Electrical Engineering – ITS – Transportation Planning & CEM



Minagar & Associates, Inc. combines statewide and region-level expertise in traffic management with local responsiveness and knowledge. Fred brings the technical/political know-how as a **24-year-elected Mayor/Mayor Pro Tem/Council Member and appointed Planning Commission Chairman & Commissioner and Traffic Commission Chairman and Commissioner.**



Minagar & Associates, Inc. has all the resources and skills necessary to provide services for this Project in the City of Needles. All work will be completed directly from the singular office location in Laguna Hills, CA.

As the Officer-in-Charge, I accept all terms and conditions outlined in the RFP and declare we have no exceptions or deviations from the information stated, and affirm that all information submitted in this proposal is true and correct. Minagar & Associates, Inc. acknowledges receipt of the responses to questions and affirms that this proposal is valid in its entirety up to **90 days** from the date of its submittal.

Please feel free to contact me directly with any additional questions you might have at **(949) 707-1199 ext. 2#** or via e-mail at [minagarf@minagarinc.com](mailto:minagarf@minagarinc.com). We look forward to the opportunity to work with staff and the local community in improving conditions for pedestrians and bicyclists.

Sincerely,

**MINAGAR & ASSOCIATES, INC. (a State of California SBE firm)**



Fred Minagar, MS, RCE, PE, FITE  
President/Senior Project Manager

**Federal UEI No: ZDF6N7LE3EN9**

**Federal SAM CAGE CODE: 7RM72**

**DUNS No: 946106762**

**California State DGS SBE No:39170**





**Section 2 – Statement of Interest and Background**

Minagar & Associates, Inc. is the right, qualified firm to provide this project for the City of Needles. In addition to our history of successfully delivering safety projects, we have also previously completed projects and services with the City of Needles.

When it comes to care, attention to detail, stretching the clients' dollars, and delivering within schedule and budget, the Minagar & Associates, Inc. Team treats the small and large assignments the same and ensure that its clients' goals are achieved. We will take full responsibility for the quality and accuracy of each deliverable and will ensure that the work is done right the first time. We will not submit incomplete or substandard technical documents and will make sure that all critical and viable comments/concerns are addressed.

We are a team of highly qualified technical staff and former local, regional, and State engineers and managers who have successfully delivered and continue to deliver safety projects, and will do the same for the City of Needles in this School and Seniors' Sidewalk Project.

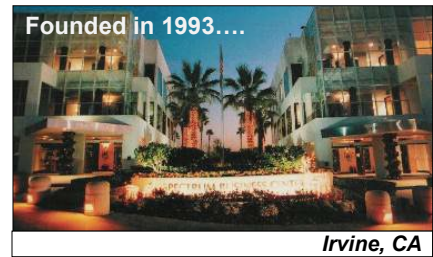
**Section 3 – Business Information**

Minagar & Associates, Inc. is an established full-service traffic engineering firm and “S” Corporation, headquartered in Laguna Hills, CA. Minagar has 30 years of experience and is specialized in the areas of:

- **Traffic/Civil/Electrical Engineering & Consulting**
- **Transportation Planning**
- **Municipal Engineering Services**
- **Construction Engineering Management (CEM)**
- **Intelligent Transportation Systems (ITS)**
- **Traffic Control Plans (TCP)**

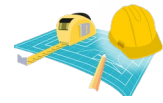
Fred Minagar, the President and Principal of the company, is authorized to legally bind Minagar & Associates, Inc.

Since Minagar & Associates, Inc.'s inception in 1993, the firm has completed over 900 traffic engineering projects in 14 counties and 86 cities in the State of California, as well as 17 other states from Hawaii to New York. Specifics on Minagar & Associates, Inc.'s project experience and expertise is provided in the following section.





**PROPOSAL to Provide Services for  
SCHOOLS & SENIORS' SIDEWALK PROJECT**  
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## Section 4 – Experience/Qualifications Information

Minagar is already familiar with the conditions and needs of the vicinity of the City of Needles, having completed projects for the City such as the Local Roadway Safety Plan in 2022.

Minagar & Associates, Inc. has also completed numerous projects for jurisdictions in the Counties of San Bernardino and Riverside, such as the Cities of **Big Bear Lake**, **Yucca Valley**, and **Desert Hot Springs**. Other past clients include the Federal Highway Administration (FHWA) and Caltrans Districts 5, 6, 7, 8, 10, 11, 12, & HQ.



Additionally, Minagar has the skills and experience needed for this Schools and Seniors' Sidewalk Project due to completing the following projects in the past. Some of these projects are detailed further in **Section 6 – References**, accompanied by client contact information.

- City of Coachella's **ATP Cycle 1** ST-86 PS&E and Engineering Services for Citywide Active Transportation Program
- City of Coachella's **ATP Cycle 2** ST-100 PS&E and Engineering Services for Citywide Active Transportation Program
- City of Burbank's **HSIP Cycle 3** Engineering Services for Verdugo & Keystone
- City of Burbank's **HSIP Cycle 4** Engineering Services for Verdugo Ave Bike Lane Extension
- City of Coachella's **HSIP-5294** (006) Engineering Services for Citywide Traffic Control & Street Name Sign Upgrade
- City of Yucca Valley's **SR2S Engineering and PS&E**
- City of Coachella's **SR2S Cycle 8** PS&E Engineering Services for Citywide Safe Routes to School Improvement Project
- City of Colton's Review as City Traffic Engineer of **Local Roadway Safety Plan (LRSP)**
- City of Huntington Park's **Local Roadway Safety Plan (LRSP)**
- City of Guadalupe's **Local Roadway Safety Plan (LRSP)**
- City of Big Bear Lake's **Local Roadway Safety Plan (LRSP)**



Other successfully completed projects include:

- **900+ Nationwide Projects**
- **80+ Plans, Specification & Estimates (PS&E)**
- **120+ Traffic Signal Operations Studies & Traffic Impact Analyses (TIA)**
- **1,600+ Synchronized & Retimed Signals and System Evaluations**
  - 951 in Southern California
  - 550 in Northern California





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- 107 in other States
  - **40+** ITS Projects
  - **25** Traffic Control Plans (TCP)
  - **25** EIS/EIR Projects
  - **350+** Traffic and Safety Studies
  - **50+** Parking Studies
  - **25+** Citywide Engineering and Traffic Surveys (E&TS)
    - **9** Multi-Year Contracts as designated City Traffic Engineer for the following public agencies:
- **City of San Bernardino**
  - **City of Colton**
  - **City of Chino Hills**
  - **City of Rancho Santa Margarita**
  - **City of Beaumont**
  - **City of South Pasadena**
  - **City of El Monte**
  - **City of Baldwin Park**
  - **City of Gardena**



Additionally, over 85% of the Minagar & Associates, Inc.'s projects are from repeat clients and client referrals. The following figures show some of Minagar & Associates, Inc.'s public and private sector clients over the past 30 years.







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Minagar & Associates, Inc. is also the recipient of several local, regional, state and national awards in traffic signal timing and ITS. Recent notable awards include:

- Orange County Engineering Council's (**OCEC**) 2019 *Outstanding Engineering Services Award*
- **ASCE's** 2016 Outstanding Civil Engineer in the Private Sector in the State of California Award
- **ASCE** Los Angeles Section's Outstanding Civil Engineer in the Private Sector Award
- **ASCE** Orange County's 2016 *Outstanding Civil Engineer* in Private Sector Award
- Orange County Engineering Council's (**OCEC**) 2016 *Outstanding Engineering Services Award*
- **Cal-EPA/California** Air Resource Board's *Cool California Climate Leader Award* (2012)
- **ASCE's** *Outstanding Private Sector Civil Engineering Project in Metropolitan Los Angeles*
- **L.A. County Metro's** *Award of Excellence* for three separate years
- **Caltrans' Excellence in Transportation Award** in the State of California
- **ASCE's** *Outstanding Public/Private Sector Civil Engineering Project* in Metropolitan L.A.
- **APWA's** *Best Traffic Congestion Mitigation Project of the Year in Southern California*
- **PTI's** *Best Transportation Technology Solutions Award in the United States*
- **ITS-CA's** *Best Return on Investment Project Award in the State of California*

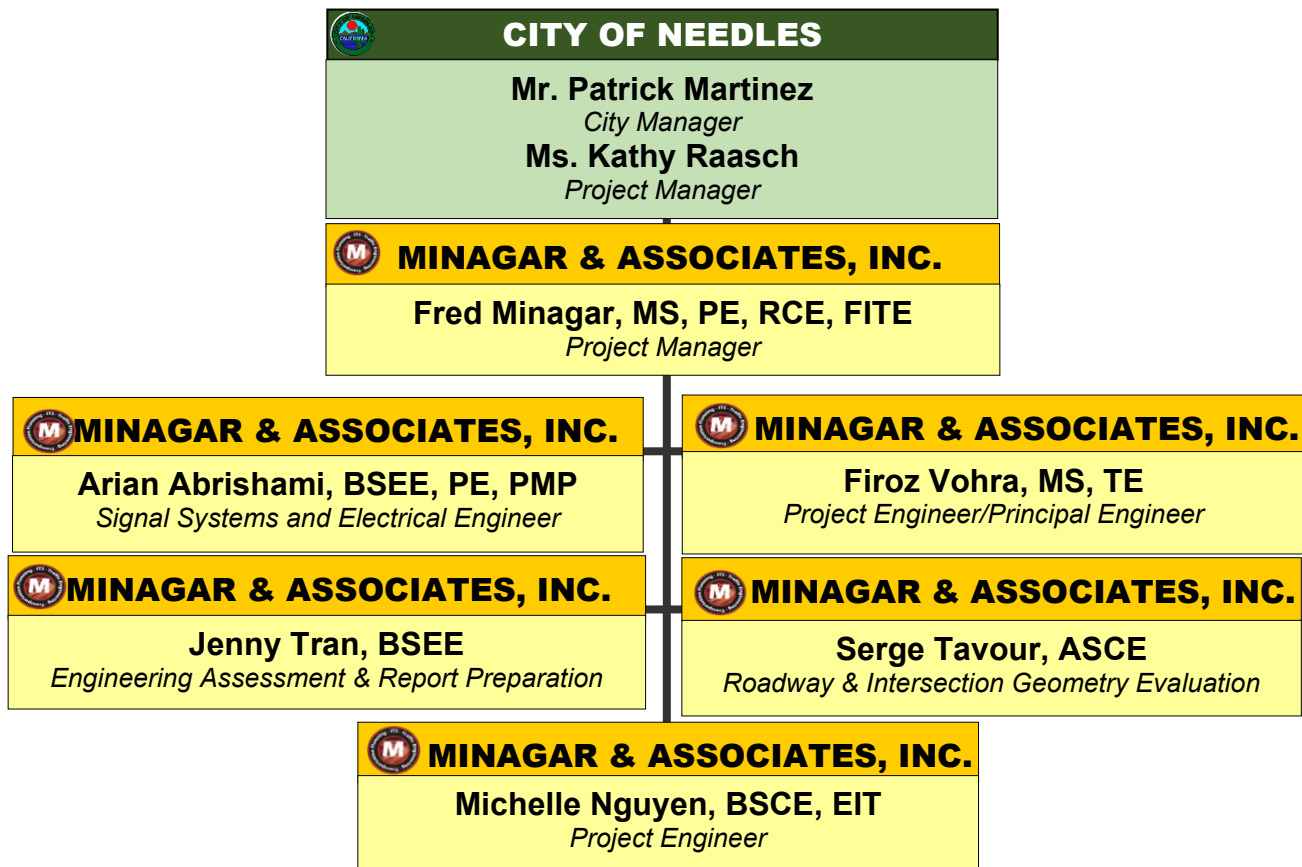




### **Proposed Project Team**

The following Minagar & Associates, Inc. staff members are proposed to provide services for the City of Needles without the assistance of any subconsultants. Minagar acknowledges no members of the key personnel will be modified or removed without written concurrence from the City. Full resumes detailing qualifications and past experience of each project team member are provided in **Appendix A**.

### **Organization Chart**



### **Key Personnel Responsibility and Availability Chart**

Project Team Members	Years of Experience	Percent Available (%)	Experience and Expertise				
			Project Management	Survey & Research, Environmental Clearance & Utilities	Data Collection	Preparation of PS&E	Bidding Assistance & Construction Engineering
Fred Minagar, MS, PE, RCE, FITE	39	65	✓	✓	✓	✓	✓
Arian Abrishami, MSEE, PE, PMP	32	70			✓	✓	✓
Firoz Vohra, MS, TE	37	85	✓	✓	✓	✓	
Serge Tavour, ASCE	37	90		✓			
Jenny Tran, BSEE	4	75	✓	✓	✓		
Michelle Nguyen, BSCE	4	75		✓	✓	✓	✓





## Section 5 – Approach/Methodology

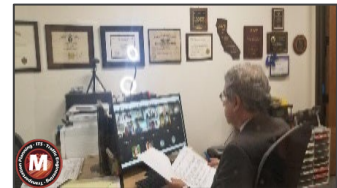
The following sections detail Minagar & Associates, Inc.'s methodology and work plan for preparing the City of Needles' Schools and Seniors' Sidewalk Project. The following proposed tasks and scope of services are subject to change depending on the City's preferences and priorities, and will be finalized following the kick-off meeting.

### Phase I – Topographic Survey, Utility Research, & Project Data Collection

#### Task 1: Project Management

Minagar will initiate the project process with an in-person kick-off meeting with City of Needles staff. At this meeting, the project objectives, budget/funding, schedule, scope of work, and tasks will be finalized.

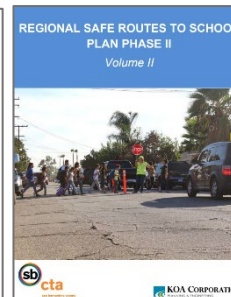
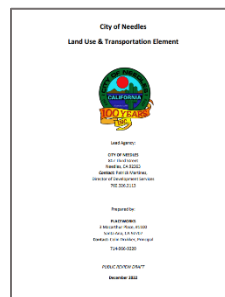
Minagar will prepare a schedule of follow-up progress meetings with City staff to discuss plan updates and address any concerns or issues that may arise. These meetings can be in-person or virtual and monthly, bi-monthly, or as-needed, depending on the City's preference. Minagar's emphasis on clear and consistent communication and updates is the foundation of our successful project deliveries.



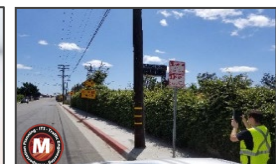
#### Task 2: Review of Existing Resources & Data Collection

Minagar staff will review relevant existing documents such as the City's existing General Plan, Land Use & Transportation Element, and previous efforts to improve pedestrian and bicyclist facilities by the City and neighboring jurisdictions. This includes:

- City of Needles General Plan
- City of Needles Land Use & Transportation Element
- San Bernardino County Transportation Authority (SBCTA) Regional Safe Routes to School Plan
- San Bernardino County Non-Motorized Transportation Plan



Subsequently, Minagar will perform field surveys to note existing roadway conditions and additional needs. Any areas needing additional improvements from the proposed scope of work will be noted. A 4K drone may be used for optimal field reconnaissance.



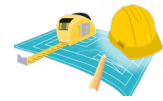
#### Task 3: Topographic Survey & Utility Research

Minagar will perform a topographic survey following the guidelines stated in the RFP. Additionally, right-of-way boundaries will be researched, the location of utilities and utility easements will be





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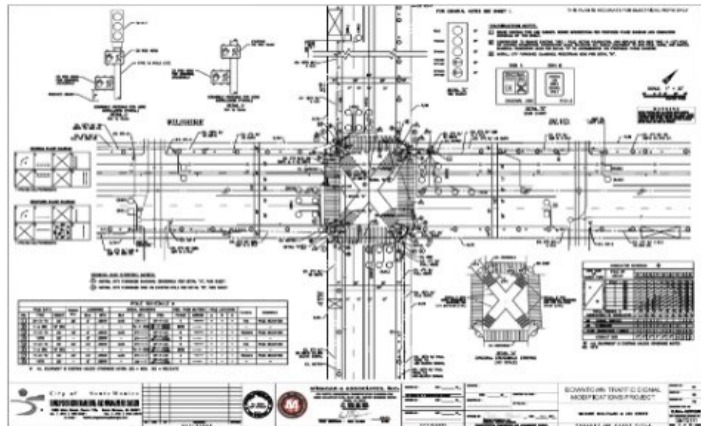
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determined, and any affected utility companies will be coordinated with and any conflicts will be resolved. Utility communication will be recorded on a log and provided to City Staff to keep them informed. Detailed survey notes and electronic mapping files will be plotted on AutoCAD and all existing conditions will be identified.

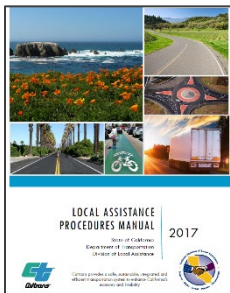
## Phase II – Preliminary Design Plan/Environmental

### Task 4: Preliminary Concept Design Plans

Minagar will prepare 30% plans for the proposed improvements and identify associated impacts and costs. The concept plans will include the existing and proposed right-of-way, curbs, sidewalks, driveways, striping, signs, centerlines, etc. The 30% plans will minimize right-of-way costs and will be accompanied by a detailed preliminary cost estimate itemizing all construction elements.



*Sample Minagar & Associates, Inc. Plans*



### Task 5: Environmental, Right-of-Way, and Utility Clearance



Minagar will prepare any environmental, right-of-way, and utility clearance documentation to satisfy Caltrans Local Assistance or CEQA guidelines and standards. Any additional technical studies, assessments, consultations or

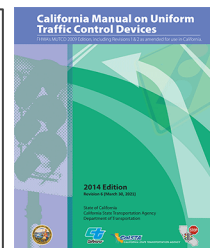
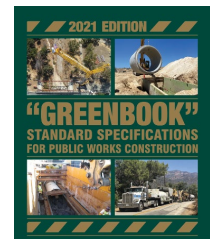
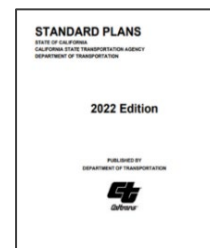
a Notice of Determination will be prepared if necessary.

## Phase III – Final Design Plans, Specifications, & Estimates (PS&E)

### Task 6: 60%, 90%, and 100% Plans, Specifications, and Estimate (PS&E)

General provisions & technical specifications are prepared with the lead agency's boilerplate specifications. All final plans & specs, signed and sealed by our California Registered Civil engineers, will conform to local (City/County/APWA Greenbook) and/or state (Caltrans) guidelines and plan preparation manuals. Final signed/sealed plans are submitted on 24"X36", 4-millimeter Mylar sheets, or on vellum medium if requested by the agency, at a scale of 1" = 20' or 1" = 40', depending on the type of plan.

All project contract documents and special provisions will be completed in a format consistent with current City projects and guidelines. Additionally, a Resident Engineer's file will be prepared and submitted with plans and specifications,





construction quantities, engineer's estimate, background calculation work sheets, survey data, utility file, right-of-way file, and all relative project information.

## Phase IV – Bidding Assistance

### Task 7: Bidding Assistance

Minagar will assist the City during project bidding by attending any pre-bid meetings, answering questions, and providing clarification of the contract documents as requested by the city. Minagar can also prepare addenda if needed. Subsequently, Minagar & Associates, Inc. will review bids and provide recommendation for award.



## Phase V – Construction Engineering

### Task 8: Construction Engineering

Minagar will assist the City in reviewing submittals, requests for information (RFIs), Change Orders, and any disputes that may arise during construction. A survey will be provided to lay out the work in accordance with the plans during construction, and Minagar will provide inspection services as needed at significant intervals such as survey, layout of the work, 25%, 50%, 75%, and 100% construction completion. Finally, Minagar will provide construction punch list at substantial completion of the project.

## Quality Assurance/Quality Control

Throughout the entire project process, Minagar & Associates, Inc. will maintain meticulous quality assurance/quality control measures to ensure efficient and effective delivery of the project. Our team will take full responsibility for the quality and accuracy of each deliverable and will ensure that all work is done right the first time. We will not submit incomplete or substandard technical documents and will ensure that all critical comments and concerns are addressed.

When it comes to care, attention to detail, stretching the clients' dollars, and delivering within schedule and budget, the Minagar & Associates, Inc. Team treats the small and large assignments the same and ensure that its clients' goals are achieved. We are a team of highly qualified technical staff and former local, regional, and State transportation agency engineers and managers who have successfully delivered and continue to deliver roadway infrastructure and traffic improvement projects, and will provide the City of Needles with the best quality service for the completion of this project.






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**Proposed Project Schedule**

The proposed project schedule is shown below. This schedule is subject to change until its finalization at the kick-off meeting. Minagar & Associates, Inc. is committed to completing this project for the City of Needles in less than 9 months, by the end of September 2024.

Task #	Description	Year	2024																																		
	NTP = 	Month	JAN			FEB				MAR				APR				MAY				JUN				JUL				AUG				SEP			
		Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
	Phase I - Topographic Survey, Utility Research, and Project Data Collection																																				
1	Project Kick-off Meeting	1W																																			
	Progress Meetings				1W				1W				1W				1W				1W				1W				1W						1W		
2	Review Existing Resources			3W																																	
	Data Collection					4 W																															
3	Topographic Survey, Utility Research						4 W																														
	Phase II - Preliminary Design Plan/Environmental																																				
4	Preliminary 30% Concept Plans								3W		★																										
5	Prepare Environmental, Right-of-Way, and Utility Clearance											6 W																									
	Phase III - Final Design Plans, Specifications, & Estimate (PS&E)																																				
6	60% PS&E																6 W		★																		
	90% PS&E																							6 W			★										
	100% PS&E																													4 W		★					
	Phase IV - Bidding Assistance																																				
7	Bidding Assistance Services																																				
	Phase V - Construction Engineering																																				
8	Construction Engineering Services																																				
	1 W: Within 1 Week      ★ Milestone      * Tentative NTP Date																																				



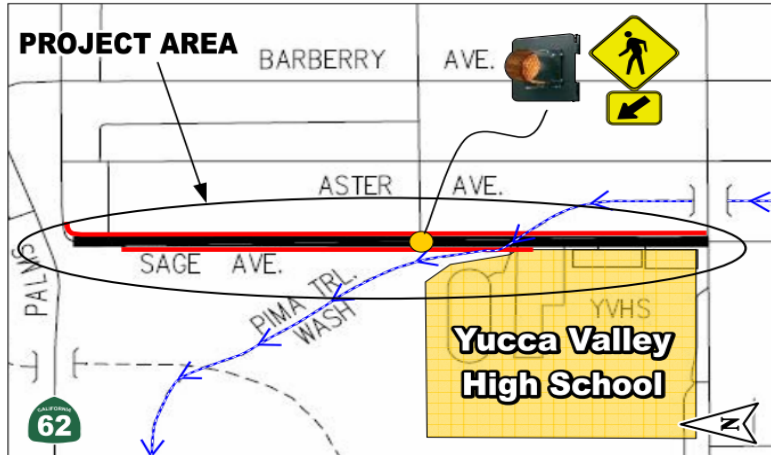


## Section 6 - References

Minagar & Associates, Inc.'s relevant project experience is summarized below and on the following pages, accompanied by client contact information.

1

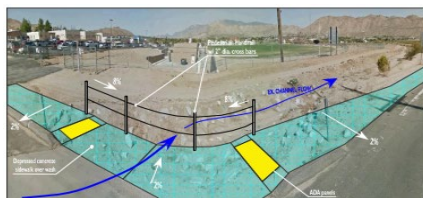
### **Safe Routes to School (SR2S) Project for the Town of Yucca Valley, County of San Bernardino & Caltrans District 8**



#### **PROJECT DESCRIPTION**

Minagar & Associates, Inc. prepared a PS&E package for the Town of Yucca Valley and Caltrans District 8 for the Town's Safe Routes to School (SR2S) Project, which included traffic signal, streetscape, and signing & striping improvements for Yucca Valley High School on a 1/2± mile roadway segment on Sage Avenue, in the Town of Yucca Valley in Riverside County.

The project included design and preparation of construction plans (including preparation of plans, details and typical cross sections), development of construction cost estimates, technical specifications/provisions and investigation/documentation of findings for Caltrans environmental clearance (Categorical Exemption/Exclusion). Project features included roadway widening and aligning to construct new curb and gutter (traversable AC and PCC), 5' wide concrete sidewalks adjacent to the existing pavement, relocation of water meter boxes, signage and striping improvements, installation of a new marked crosswalk with pedestrian flashing beacon equipment, modification of the existing cross gutter to provide for a depressed pedestrian sidewalk and handrail system to traverse over the existing wash across Sage Avenue (including cutoff walls and riprap rock slope protection design per Caltrans RSP requirements).



#### **LOCATION**

- Yucca Valley, San Bernardino County, CA

#### **SCOPE OF WORK**

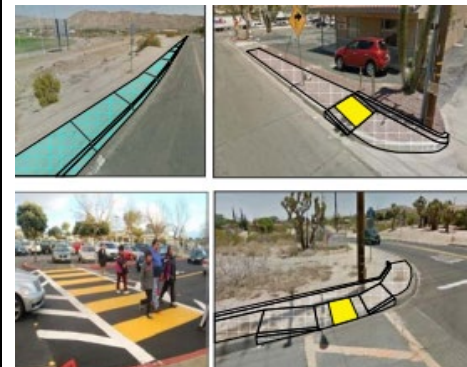
- **Civil Engineering**
  - PCC sidewalk
  - ADA curb ramps
- **Traffic Engineering**
  - Signing & Striping
  - Pavement Markers
- **Electrical Engineering**
  - Signalized Overhead Pedestrian Flashing Beacon
  - Solar-powered Radar Speed Feedback Signs
- **Caltrans Environmental Clearance**

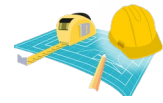
#### **CLIENT**

- **Town of Yucca Valley, CA**  
Alex Qishta, PE  
Director of Public Works  
58928 Business Center Drive  
(760) 369-1265  
[aqisht@yucca-valley.org](mailto:aqisht@yucca-valley.org)

#### **CONTRACT & COMPLETION DATE**

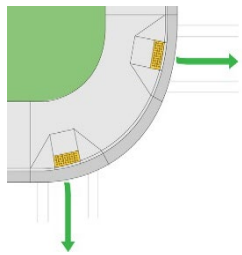
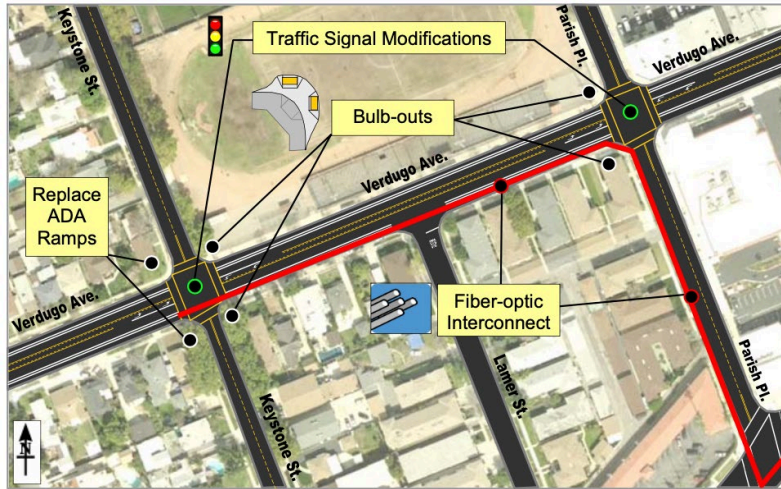
- **2018 - 2019**





2

## Burbank's Highway Safety Improvement Project (HSIP-3) on Verdugo Avenue at Keystone Street and Parish Place



### PROJECT DESCRIPTION

Minagar & Associates, Inc. prepared a full PS&E package for the City of Burbank to provide traffic signal modifications and pedestrian crossing improvements on Verdugo Avenue at the intersections of Keystone Street and Parish Place. Project features included:

#### Civil Improvements:

Reconstruction of four (4) intersection corners with "bulb-out" sidewalk extensions to provide:

- Double perpendicular ramps (replacing single ramps)
- Caltrans/ADA-conforming detectable warning surface panels
- Reduction in crossing distance of pedestrians across Verdugo

#### Traffic Signal/Fiber-Optic Interconnect Improvements:

- Installation of new signal poles, conduit, conductors, vehicle/bicycle DLC and five-section signal heads
- 233 Bi-Trans Full Version program with Battery Back-up System (BBS) within existing 332 traffic signal cabinet
- Installation of 3" HDPE conduit, 12-48 strand Single Mode Fiber-Optic (SMFO) Cable, & fiber-optic pull-boxes (2'x3')
- Removal of existing Type 337 controller cabinet and installation of new 170 controller

### LOCATION

- Burbank, Los Angeles County, CA

### SCOPE OF WORK

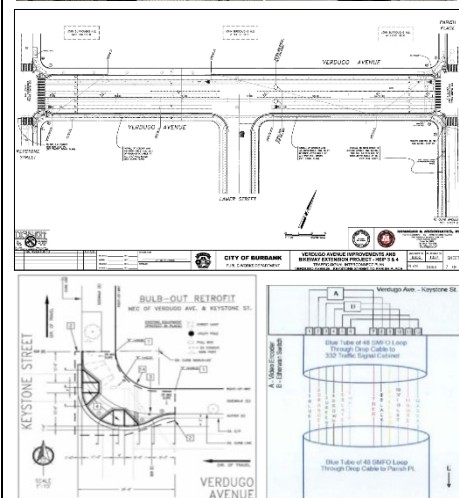
- Field Observations and Identification/Inventory of Existing Infrastructure
- Land/Control Survey
- Preparation of PS&E
- Construction Advertisement Services

### CLIENT / AGENCY

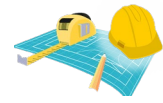
- City of Burbank, CA  
Rabie Rahmani  
Principal Engineer (Currently Retired)  
275 E Olive Ave  
Burbank, CA 91502  
(310) 927-0838  
[rabierahmani@ymail.com](mailto:rabierahmani@ymail.com)

### CONTRACT & COMPLETION DATE

- 2018 - 2018

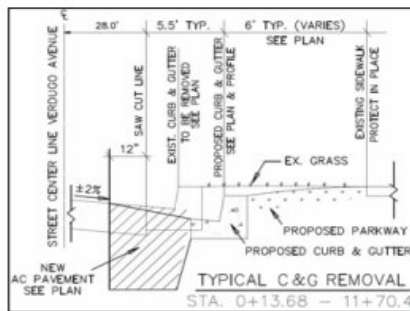
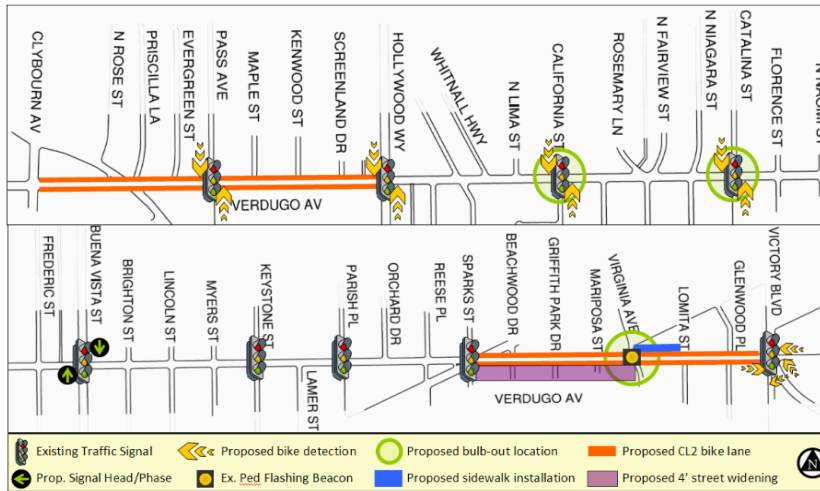






3

## Burbank's Bike Lane Extension Project on Verdugo Avenue from Clybourn Street to Victory Boulevard



### LOCATION

- Burbank, Los Angeles County, CA

### SCOPE OF WORK

- Field Observations and Identification/Inventory of Existing Infrastructure
- Land Survey
- Preparation of Plans, Specifications, & Estimates
- Construction Advertisement Services

### CLIENT / AGENCY

- City of Burbank, CA  
Rabie Rahmani  
Principal Engineer (Currently Retired)  
275 E Olive Ave  
Burbank, CA 91502  
(310) 927-0838  
[rabierahmani@ymail.com](mailto:rabierahmani@ymail.com)

### CONTRACT & COMPLETION DATE

- 2019 – 2020

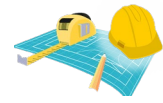
### PROJECT DESCRIPTION

Minagar & Associates, Inc. prepared a full PS&E package for the City of Burbank to provide traffic signal modifications for bicycle video detection, and street widening roadway improvements for extended Class II bike lanes at various locations on Verdugo Avenue. Improvements included:

- Construction of bulb-out & crosswalk at existing pedestrian flashing yellow beacon
- Street widening on Verdugo Avenue from Olive Avenue to Virginia Avenue
  - Reconstruct P.C.C. curb & gutter 4' off existing south CF
  - Reconstruct sidewalk
  - Remove and install A.C. pavement with max depth of excavation at gutter of 10"
  - Replace parkway landscaping
- New sidewalk construction on the north side of Verdugo Avenue
  - Remove parkway landscaping and trees
  - Protect utility poles and boxes
- Signage and striping improvements (ladder-type crosswalk markings, bike/parking lanes, reconfiguration of travel lanes to accommodate the proposed CL2 bikeway)

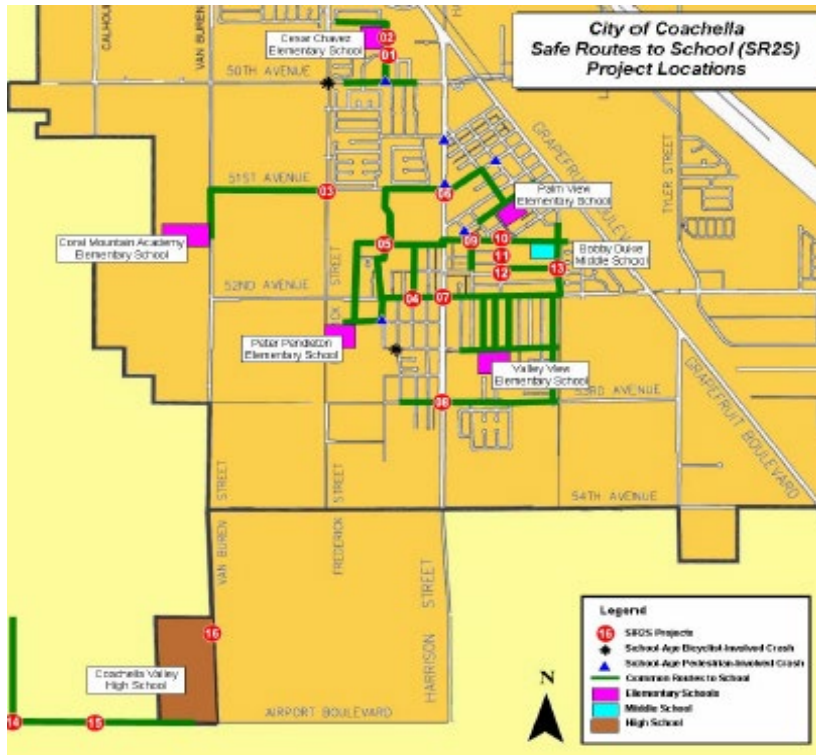






4

## Safe Routes to School (SR2S) Project for the City of Coachella, County of Riverside, and Caltrans District 8



### PROJECT DESCRIPTION

Minagar & Associates, Inc. prepared a complete PS&E package for the City of Coachella and Caltrans District 8 for the City's Safe Routes to School (SR2S) Cycle 8 Project for 7 elementary/middle/high schools in the City of Coachella and Riverside County at 16 signalized and unsignalized intersections. The project included design, preparation of construction cost estimates and provisions for technical specifications for a range of improvements such as:

#### Civil Improvements:

- ADA compliant curb ramps with high visibility truncated dome detectable warning surface
- 8 Bulb-out/Curb extensions
- 5 Pedestrian refuge island medians
- Sidewalks, driveways, curb & gutter

#### Electrical Improvements:

- Countdown pedestrian signal heads
- Audible/accessible pedestrian signals
- Rapid-Flash LED pedestrian Beacons
- PUFFIN pedestrian crossing signals



### LOCATION

- Coachella, Riverside County, CA

### SCOPE OF WORK

- Preparation of PS&E
- Civil, Traffic, Electrical Engineering
- Environmental Services

### CLIENT/AGENCY:

- **City of Coachella, CA**

Mark Chappell, PE  
Project Manager  
1515 6<sup>th</sup> Street  
Coachella, CA 92236  
Tel: (760) 398-5744  
[mc@chandigroupusa.com](mailto:mc@chandigroupusa.com)

- **Caltrans District 8**

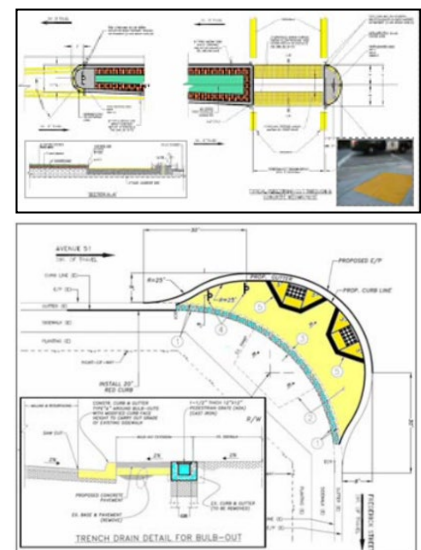
Savat Khamphou  
464 West 4<sup>th</sup> Street, 6<sup>th</sup> Floor  
San Bernardino, CA 92401  
Tel: (909) 383-8368 / (909) 383-4030

[savat.khamphou@dot.ca.gov](mailto:savat.khamphou@dot.ca.gov)



### CONTRACT & COMPLETION DATE

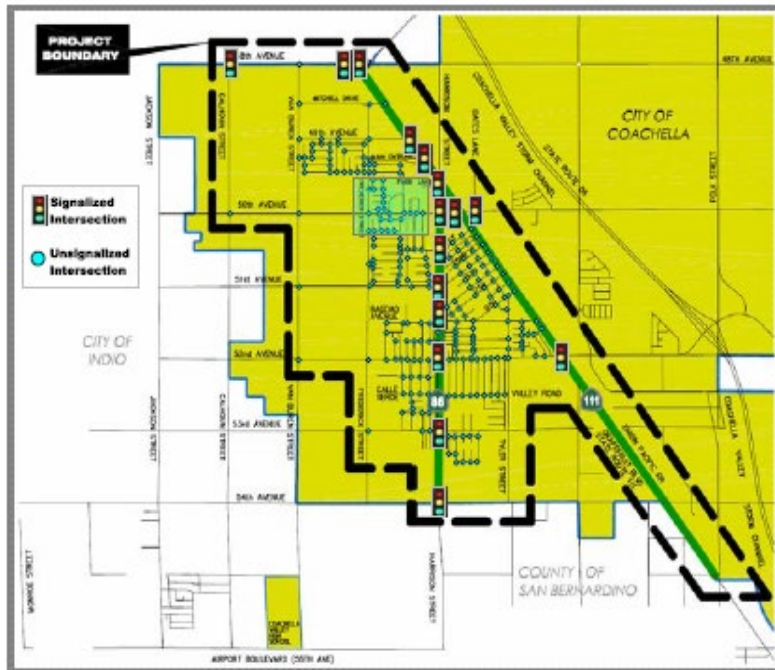
- **2017-2018**





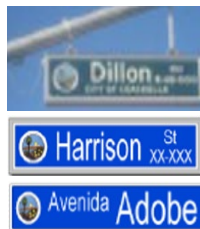
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## Safe Routes to School (SR2S) Project for the City of Coachella, County of Riverside, and Caltrans District 8

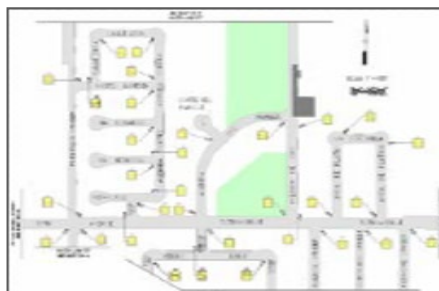


### PROJECT DESCRIPTION

Minagar & Associates, Inc. prepared a complete PS&E package for the City of Coachella and Caltrans District 8 for the City's Highway Safety Improvement Program (HSIP) Cycle 2 Project. The project included 648 upgraded street name signs at approximately 160 unsignalized intersection, 24 6x8' overhead LED internally-illuminated Street Name Signs (IISNS) at 6 signalized intersections on SR-86, 224 regulatory, warning and guide signs on Harrison Street (SR-86) and Grapefruit Boulevard (SR-111), 13,933 LF of thermoplastic traffic striping, 757 raised pavement markers (RPMs), and 9,625 SF of thermoplastic pavement markings at 27 intersections.



The proposed upgrades were designed to conform with the most recent Manual on Uniform Traffic Control Devices in the State of California (CA MUTCD). The project included preparation of a Preliminary Environmental Study (PES) for Caltrans Review with NEPA/CEQA CE/CE environmental clearance documentation, signing and striping plans, construction cost estimates and quantities, and provision of technical specifications and construction engineering management & inspection services.



### LOCATION

➤ Coachella, Riverside County, CA

### SCOPE OF WORK

- **Preparation of PS&E Documents**
  - 6 signalized intersections
  - 160 unsignalized intersections
- **Traffic Engineering (Signing and Striping)**
- **Environmental Services**
- **Bid Administration Services**

### CLIENT

➤ **City of Coachella, CA**  
Mark Chappell, PE  
Project Manager  
1515 6<sup>th</sup> Street  
Coachella, CA 92236  
(Now with Chandig Group)  
[mc@chandigroupusa.com](mailto:mc@chandigroupusa.com)  
(760) 396-9260

### CONTRACT & COMPLETION DATE

➤ **2018-2018**





**PROPOSAL to Provide Services for  
SCHOOLS & SENIORS' SIDEWALK PROJECT**  
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A more comprehensive summary of Minagar's past project experience is shown in the following tables.



# **MINAGAR & ASSOCIATES, INC.**

ITS - Traffic/Civil/Electrical Engineering - Transportation Planning - Homeland Security - CEM

## **MUNICIPAL ENGINEERING, TRAFFIC ENGINEERING, TMP, TCP, SIGNING & STRIPING PLANS and SPEED SURVEY PROJECTS**

Project	Location	Municipal Engineering	Traffic Engineering	Traffic Management Plan (TMP)	Traffic Control Plan (TCP)	Signing & Striping Plan	Engineering & Traffic "Speed" Survey
♦ Traffic Control Plans for Castaic Lake Water Company's Main Station & Pipelines	Santa Clarita, CA				●		
♦ Stop Sign Installation Design for Olive/Phelan/Blecker	Baldwin Park, CA	●	●			●	
♦ 2004 Citywide Radar Speed Survey (Engineering & Traffic Survey) for 54 Locations	Baldwin Park, CA	●					●
♦ Warrant Assessment for the Installation of a New Traffic Signal at Willow Ave./Badillo St.	Baldwin Park, CA	●	●				
♦ Traffic Signal Installation Warrant Assessment for a Private Driveway at 47th St. E.	Palmdale, CA		●				
♦ Warrant Assessment for a Left-Turn at Ave. K & 32nd St. West for Fieldstone Communities	Lancaster, CA		●				
♦ Investigating Traffic Signal Operations Malfunctions for 2 Signals along Reche Canyon	Colton, CA	●	●				
♦ City of Irvine's FY 2004-2007 On-Call Consulting Services	Irvine, CA	●	●			●	
♦ Traffic Control Plans for the Sandhill 30" Raw Water Conveyance Pipeline	Rialto, CA				●		
♦ Signing & Striping and Traffic Control Plans for 1 New Signal & 2 Signal Modifications	San Clemente, CA		●		●	●	
♦ Traffic Signal Warrant Assessment for Stewart at Baldwin Park Blvd.	Baldwin Park, CA	●	●				
♦ Signing and Striping and Traffic Control Plans for Boeing's Douglas Park Development	Long Beach & Lakewood, CA				●	●	
♦ Signing & Striping Plans, Speed Humps & Speed Limit Assessment, Palmilla Gated Community	Laguna Niguel CA					●	●
♦ Traffic Control Device Design for City's Transfer Station & Signal Warrant Assessment for Puente at Cummings	Baldwin Park, CA	●	●			●	
♦ Signing & Striping Plans for 1,300' on Heacock Street	Moreno Valley, CA	●	●			●	
♦ Signing & Striping and Traffic Control Plans for VTT # 16595 at Lake View & Bastanchury	Yorba Linda, CA					●	
♦ Restriping Plan for the Traffic Signal Modification of Protected Left-turn Lane	Colton, CA	●	●			●	
♦ Traffic Control Plans for the Ultimate Street Improvements of Perris Valley 96" Pipeline	Riverside & Riverside County, CA				●		
♦ Interstate 10 FRWY & Baldwin Park Blvd. Queuing & Traffic Analysis	Baldwin Park, CA	●	●				
♦ Traffic Signal Timing Chart for Baldwin Park Blvd. & Foster	Baldwin Park, CA	●	●				
♦ Traffic Control Plans Preparations for Brea Canyon Road	Diamond Bar, CA			●	●		
♦ Stop Sign Installation Warrant Assessment	Rancho Santa Margarita, CA	●	●				
♦ Traffic Control Plans Preparations for Harbor Blvd. & Westminster Blvd.	Garden Grove, CA Santa Ana, CA			●	●		



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# **MINAGAR & ASSOCIATES, INC.**

ITS - Traffic/Civil/Electrical Engineering - Transportation Planning - Homeland Security - CEM

## **MUNICIPAL ENGINEERING, TRAFFIC ENGINEERING, TMP, TCP, SIGNING & STRIPING PLANS and SPEED SURVEY PROJECTS**

Project	Location	Municipal Engineering	Traffic Engineering	Traffic Management Plan (TMP)	Traffic Control Plan (TCP)	Signing & Striping Plan	Engineering & Traffic "Speed" Survey
Truck Route Feasibility Study for Vulcan Materials Plant	Baldwin Park, CA	●	●				
Sight Distance Assessment for the Proposed Sign Installation at Hacienda Rd. & Whittier Blvd.	La Habra, CA		●				
Left-Turn Lane Feasibility Assessment for Garvey & Lee for a New Starbucks	South El Monte, CA		●				
Restriping Plans for a New AutoZone at Sunnymead Blvd. and Graham St.	Moreno Valley, CA		●			●	
Conducting 2 Stop Signs Installation Assessment at Olive/Center & Center/Benbow	Baldwin Park, CA	●	●				
Traffic Signal/Stop Sign/Flashing Beacon Warrant Assessment for Maine/Ohio	Baldwin Park, CA	●	●				
U-Turn Feasibility Assessments for 2 Locations along Valley Blvd. at Rancho & 3rd	Colton, CA	●	●				
Crystal Cove/Newport Coast's Stop Sign Assessment for Reef Point Dr. at Canyon Club Dr.	Newport Coast, CA		●				
Signing & Striping Plans for 18,000 LF of Roadways for 500 New Pulte Homes	Riverside County, CA					●	
Ave. L & 10th St. W. Signing & Striping and Traffic Control Plans	Lancaster, CA				●	●	
Traffic Control Plans for Newport Coast Community Center at Newport Coast Drive	Newport Beach, CA				●		
Perris Valley 48" Water Pipeline Traffic Control Plans along 13,000' of Cactus Ave. for MWD & EMWD	Moreno Valley, CA		●		●		
Traffic Signal Warrant Assessment for Olive St. & Landis Ave.	Baldwin Park, CA	●	●				
Traffic Design Investigation for Barton/La Cadena	Colton, CA	●	●				
Signing & Striping Plans for 1,400 LF of Lake Forest Dr. Extension	Irvine, CA					●	
Signing & Striping Plans for 1,400 LF along State Highway 111 for Desert Cities Industrial Park	Riverside County, CA					●	
Traffic Control Plans for MWD's 96" Perris Valley Pipe Line between I-215 & Mission Grove	Riverside & Riverside County, CA				●		
Citywide Speed Survey II	Rancho Santa Margarita, CA	●					●
Via Regresso & Via Arribo Traffic Evaluation	Rancho Santa Margarita, CA	●	●				
City of Rancho Santa Margarita Speed Limit Sign Inventory	Rancho Santa Margarita, CA	●				●	●
Engineering & Traffic Survey for Los Flores	Rancho Santa Margarita, CA	●					●
Crosswalk Assessment at the City of Rancho Santa Margarita Beach Club	Rancho Santa Margarita, CA	●	●				
Traffic Control Plans for Irvine Water Ranch District's Dyer Road Facility	Santa Ana, CA				●		
Redondo Beach's Engineering & Traffic Survey for 12 Corridors	Redondo Beach, CA	●					●



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ITS - Traffic/Civil/Electrical Engineering - Transportation Planning - Homeland Security - CEM

## MUNICIPAL ENGINEERING, TRAFFIC ENGINEERING, TMP, TCP, SIGNING & STRIPING PLANS and SPEED SURVEY PROJECTS

Project	Location	Municipal Engineering	Traffic Engineering	Traffic Management Plan (TMP)	Traffic Control Plan (TCP)	Signing & Striping Plan	Engineering & Traffic "Speed" Survey
• Design of an All-Way Stop Sign, Median and Pavement Striping & Signage for Olive/Landis	Baldwin Park, CA	●				●	
• Traffic Study for Press-Telegram's Magnolia Ave./ 6th St.	Long Beach, CA		●				
• Internal Signing & Striping Plans for Irvine Company's Planning Area-18 North Development	Irvine, CA					●	
• Signing & Striping Plans for Irvine Company's Planning Area 18 South Development	Irvine, CA					●	
• Traffic Control Plans for Cactus Ave. 48" Feeder Pipeline under I-215 Interchange	Moreno Valley, CA				●		
• Hawaii's Queen Kaahumanu Highway (19) & Kohala Way's Guard Rail Assessment	North Kona, HI		●				
• Traffic Control Plans for WMWD's Meridian Sewer Pipes along Alessandro Rd. & Sycamore Canyon Blvd.	Riverside & Riverside Cty., CA				●		
• Traffic Control Plans for Sandhill Water Treatment Plant for the Proposed 8" Sewer Lines	Rialto, CA				●		
• Traffic Control Plans for WMWD's Riverside-Corona Feeder 54" Water Pipeline on Van Buren Blvd.	Riverside, CA				●		
• Consulting Traffic Engineering for Avenue R & 5th Street East Intersection Improvement	Palmdale, CA	●	●				
• Traffic Control Plans for Vintage Shores Sr. Apartments on Camino De Estrella	San Clemente, CA	●			●		
• Traffic Control Plans for Neilson Way for Water & Sewer Lines Repair	Santa Monica, CA				●		
• Traffic Control Plans for Huntington Beach's Central Park & Sports Complex	Huntington Beach, CA				●		
• Traffic Signal & Stop Sign Warrant Assessment for 11 Locations	Baldwin Park, CA	●	●				
• Engineering & Traffic Survey Including 9 Radars for 3 Corridors	Redondo Beach, CA	●					●
• Preparing Signing & Striping Plans for Alta Vista & Copper Hill	Los Angeles County, CA					●	
• Governor's Island Ferry Stacking for the U.S. Coast Guard	Manhattan, NY		●		●	●	
• Interstate 80/River Drive Interchange Preliminary Engineering	Northern NJ		●				
• Cross Westchester Expressway (I-287) From Route 120 to I-95	Westchester County, NY		●				
• Traffic Evaluation of the Causeway-Earhart Interchange	New Orleans, LA		●				
• Capital Beltway (I-495) Springfield Interchange Traffic Improvements	Washington, DC		●				
• I-287/New York Thruway/Route 17 Interchange Design Improvements	New York & New Jersey		●				
• Broadway Final Design Traffic Evaluation for NYCDOT	New York, NY		●				
• Virginia Beach's Atlantic Avenue Traffic Study	Virginia Beach, VA		●				



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30 Years of Excellence

## **MUNICIPAL ENGINEERING, TRAFFIC ENGINEERING, TMP, TCP, SIGNING & STRIPING PLANS and SPEED SURVEY PROJECTS**

Project	Location	Municipal Engineering	Traffic Engineering	Traffic Management Plan (TMP)	Traffic Control Plan (TCP)	Signing & Striping Plan	Engineering & Traffic "Speed" Survey
• City Traffic Engineering/Municipal Engineering Services	Colton, CA	●	●				
• City Traffic Engineering/Municipal Engineering Services	Baldwin Park, CA	●	●				
• City Traffic Engineering/Municipal Engineering Services	Rancho Santa Margarita, CA	●	●				
• City Traffic Engineering/Municipal Engineering Services	Chino Hills, CA	●	●				
• On-Call Traffic Engineering Services	Palmdale, CA	●	●				
• Caltrans District 12's Interstate 5 & State Route 55 Flyover TMP & TCP	Santa Ana, CA			●	●		
• MTA's Evaluation of RSTI Projects for 7 Agencies	Los Angeles County, CA		●				
• Conducting Signal & Stop Sign Warrant Assessments for 16 Locations	Baldwin Park, CA	●	●			●	
• Assessment of Right-Turn-On-Red for Baldwin Park Blvd. & Dalewood Avenue	Baldwin Park, CA	●	●				
• Peyton Avenue Restriping & Resigning Plans Preparation	Chino Hills, CA	●				●	
• Ruben Ayala High School Internal Circulation Study	Chino Hills, CA	●	●				
• Traffic Control Plans for PCH Sewer Lines Repair & Permit Application for Caltrans D-7	Santa Monica, CA			●	●		
• Santa Monica Pier's Parking Striping Plans	Santa Monica, CA					●	
• Experian Corporation HQ Signal Warrants & Queue Studies- Anton Avenue	Costa Mesa, CA		●				
• City of Tustin's Main Street Water Facility- Traffic Control Plans	Tustin, CA				●		
• On-Call Traffic Engineering/Traffic Control Plans for Anaheim Water Department	Anaheim, CA				●		
• St. Nicholas Parish Traffic Signal Warrant Study	Laguna Woods, CA		●				
• Citywide Speed Survey for 5 Major Arterials- Phase I	Rancho Santa Margarita, CA	●					●
• Long Beach Freeway (710) NB Off-ramp at Imperial Highway Traffic Signal Warrant Assessment	Lynwood, CA		●				
• Traffic Signal Modification Assessment for 7th St. & La Cadena	Colton, CA	●	●				
• San Bernardino Freeway (I-10) WB Off-ramp at 9th St./ Valley Traffic Study	Colton, CA	●	●				
• McBean Parkway & Baywood Lane Signing & Striping Plan	Santa Clarita, CA					●	
• Corona Industrial Park Traffic Signal Warrant & Trip Generation Assessment	Corona, CA		●				



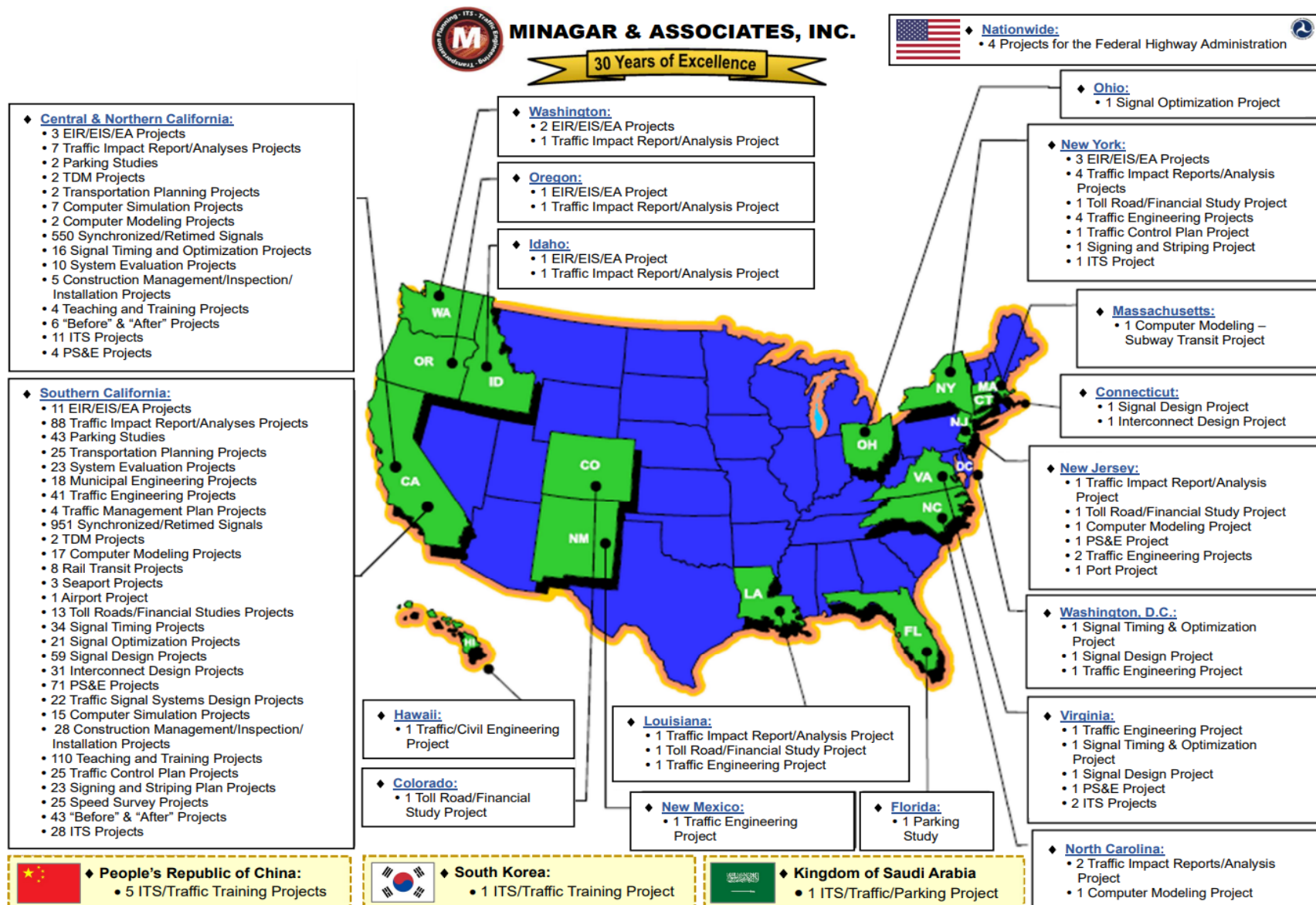
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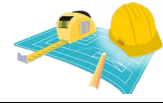
**MINAGAR & ASSOCIATES, INC.**





## Section 7 – Cost Proposal

The cost proposal has been submitted separately.



# **APPENDIX A**

## **Key Personnel Resumes**



**FRED MINAGAR, MS, RCE, PE****EDUCATION**

- **Harvard University, John F. Kennedy School of Government**, Cambridge, Massachusetts, Leadership Decision Making, Executive Education Program Diploma
- **The George Washington University**, Washington, D.C., ITS Program Diploma
- **Pepperdine University School of Law**, Malibu, California, Negotiation Skills and Advocacy
- **St. John's University**, New York, New York, Management Diploma
- **New York University**, New York, New York, Management Practice
- **University of Cincinnati**, Cincinnati, Ohio, M.S. Transportation Engineering
- **Thesis and Research** work with computer analysis at Transportation Research Center of Ohio
- **University of Louisiana**, Lafayette, B.S.C.E. Civil Engineering

**REGISTRATION**

- **NATIONAL:**
  - **National Council of Examiners for Engineering & Surveying**, No. 9112
- **STATE:**
  - **California:** Registered Civil Engineering. No. C053466
  - **New Jersey:** Registered Professional Engineer. No. GE33090

**EXPERIENCE**

- **38 Years** of Professional Public & Private Consulting Experience
- Engineered, Managed & Administered Over 100 ITS and 800 Traffic/Civil/Electrical Engineering, Transportation Planning Projects in Over 17 States

**EXPERTISE**

- **Traffic Safety, LRSP, HSIP, ATP, SRTS, SR2S, E&TS (Federal & State)**
- **Intelligent Transportation System (ITS);** ATMS, ATIS, System Communications
- **Traffic Engineering, Computer Modeling/Simulation, Signal & Interconnect Design**
- **Transportation Planning, EIR & EIS, TDM, TMP & TSM Special Studies**

**AWARDS/HONORS**

- Re-Elected to City Council as Mayor & City Council Member in Nov. 2018, Elected to City Council on Nov. 2014. Served as Mayor in 2017 & 2021. Has served as Planning & Traffic and Transportation Commissions Chairman/Commissioner, City of Laguna Niguel, California, 18 years
- Winner of the ASCE 2007 Outstanding Public/Private Civil Engineering/ITS Project of the Year for Metro & City of Santa Clarita
- Winner of the Best Traffic Congestion Mitigation Award in Los County for the City of Palmdale and Metro's Ave R Traffic Signal Interconnect & CCTV PS&E Project, 2005
- Recipient of the PTI's Best Transportation Technology Solutions for Synchronizing 121 Caltrans, County & City Traffic Signals Award in the U. S., 2003
- Awarded the United States Congressional Order of Merit, 2003 & 2006
- Recipient of the 2002 National Leadership Award
- Recipient of the CAATS' 2002 Award of Excellence for Best California Return on Investment Project
- Recipient of the Los Angeles County MTA's Teamwork Award for the Countywide Signal Systems Training Program, 2000
- Re-appointed to Traffic & Transportation Commissioner by the Mayor & Council of the City of Laguna Niguel, California for 1997-1999, 1999-2001, 2001-2003
- Publicity/Public Relations Chairman, 1<sup>st</sup> Annual Meeting of California Alliance for Advanced Transportation System (CAATS), Newport Beach, 1995
- Certificates of Appreciation, Western ITE Newsletter Technical Editor, 1990-1994
- Recipient of 1990 ITE International Award, Orlando, Florida, USA
- Recipient of 1989 ITE International Award, San Diego California, USA
- Recipient of 1988 ITE International Award, Vancouver, Canada
- Certificate of Appreciation, ITE Metropolitan Section of New York & New Jersey, 1987 and 1989
- Founded and Organized ITE Student Chapter at University of Cincinnati, 1984
- The Southwestern Award of Merit, 1981
- Outstanding Young Man of America for 1982

**FRED MINAGAR, MS, RCE, PE, FITE**

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SYNOPSIS of PROFESSIONAL EXPERIENCE:

**Traffic Safety/LRSP/HSIP/ATP/SRTS/Civil/Traffic Engineering & Transportation Planning**

- City of Huntington Park's Citywide **LRSP (Local Roadway Safety Plan)**, Huntington Park, Los Angeles County, CA
- City of Guadalupe's Citywide **LRSP (Local Roadway Safety Plan)**, Guadalupe, Santa Barbara County, CA
- City of Needles' Citywide **LRSP (Local Roadway Safety Plan)**, Needles, San Bernardino County, CA
- City of Big Bear Lake's Citywide **LRSP (Local Roadway Safety Plan)**, Big Bear Lake, San Bernardino County, CA
- City of Colton's Citywide **LRSP (Local Roadway Safety Plan) Review**, Colton, San Bernardino County, CA
- City of Laguna Niguel's Citywide **LRSP (Local Roadway Safety Plan) Review**, LN, Orange County, CA
- City of Signal Hill's Citywide **LRSP (Local Roadway Safety Plan) Review**, Signal Hill, Los Angeles County, CA
- City of Lemoore's Citywide **LRSP (Local Roadway Safety Plan) Review**, Lemoore, Kings County, CA
- City of La Puente's Citywide **Street Name Sign, Traffic Control Devices Inventory & LSRP**, La Puente, CA
- City of South Gate's Citywide Parking Space Asset Inventory and Study, South Gate, CA
- City of Burbank's **HSIP Cycle 3** Engineering Services for Verdugo & Keystone, Burbank, CA
- City of Burbank's **HSIP Cycle 4** Engineering Services for Verdugo Bike Lane Extension, Burbank, CA
- City of Coachella's **HSIP-5294 (006)** Engineering Services for **Citywide Traffic Control & Street Name Sign Upgrade**, Coachella, CA
- City of Coachella's **ATP Cycle 1** ST-86 PS&E & Engineering Services for Citywide Active Transportation Plan
- City of Coachella's **ATP Cycle 2** ST-100 PS&E & Engineering Services for Citywide Active Transportation Plan
- City of Coachella's **SR2S Cycle 8** PS&E Engineering Services for Citywide Safe Route To School Improvement
- Los Angeles County MTA's Interstate 210 Freeway Truck Origin-Destination Study, LA, CA
- Los Angeles County MTA's Evaluation of the Santa Monica Freeway/Smart Corridor, L.A., CA
- Los Angeles County MTA's Evaluation of RSTI Projects, Evaluated 10 Major Projects, Los Angeles County, CA
- Los Angeles County MTA's State Routes 57 & 60 Interchange Improvements Feasibility Traffic Study
- Los Angeles County MTA's Countywide Traffic Signal Operation and Maintenance Training Workshops
- Identification of Funding, STIP & CIP Programs for Metrolink Commuter Rail System, Southern CA
- Metrolink's Traffic Engineering Analysis of the New Maintenance Facility Design Requirements for a New Access Road for SCRRA, Los Angeles, CA
- Metrolink's Traffic Engineering and Cost Estimating for local Street Improvement near San Bernardino and Upland Train Stations for SCRRA, Southern CA
- Metrolink Commuter Rail System's Traffic Engineering Design & Study Reports for Chatsworth Train Station and Lassen Grade Crossing for SCRRA, Southern CA
- Los Angeles World Airport-Palmdale Airport Master Plan, Transportation Planning & Computer Modeling Utilizing TRANPLAN & EMME II Computer Models
- Massachusetts Bay Transit Authority's Red Line Subway Systems Computer Modeling, Boston, Beacon Hill and Cambridge, MA
- City of Palmdale's Traffic Impact Fee Assessment a Traffic Model Using TRANPLAN Model, Palmdale, CA
- Rte 24 Extension Traffic Study Utilizing UTPS Computer Model, Morristown, NJ
- North Carolina State University Campus Expansion Traffic Study, Raleigh, North Carolina
- Consultant to FHWA/NAHSC on AHS O&M Components & Institutional Constraints
- Consultant to FHWA/NAHSC on AHS Outreach Program, Conducting Focus Group Meeting in Boston, MA, Denver, CO & Washington, D.C.
- Southern California ITS Deployment Plan for Caltrans District 7, Los Angeles, California
- Caltrans TSM Grant Application Preparation for the City of Oceanside, California
- City of Sacramento's Arden/Arcade Local Area Transportation Study TSM & Traffic Op Studies, Sacramento, CA
- Governor's Island Ferry Stacking TSM Project - U.S. Coast Guard. Manhattan, New York City
- TMP Preparation Including Reg. XV Implementation for the U.S. Army Depot. Sacramento, CA
- Wal-Mart Traffic and Parking Impact Study, Santa Clarita, California
- 720 Paularino Parking Study, Variance, and CUP Application for the City of Costa Mesa, CA
- Rye Canyon Business Park, 3 million SF North South Campus Traffic Parking Impact Studies, Santa Clarita, CA
- Truck Route Feasibility Study for Vulcan Materials Plant in Irwindale for City of Baldwin Park, CA
- Los Angeles Grand Sports Arena Traffic Engineering Feasibility Study for a Private Developer, Downtown LA, CA
- Caltrans AB-680 Highway 118-126 Toll Road, Los Angeles and Ventura Counties, CA
- Denver W-470 Toll Revenue Study for Engineer 470 Partnership, Denver, Colorado
- New Jersey Turnpike Widening Transportation & Toll Plaza Study for the NJ Turnpike Authority
- Port of San Diego B-Street Pier Alignment, Traffic Engrg Study for a New Cruise Ship Terminal, San Diego, CA

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SYNOPSIS of PROFESSIONAL EXPERIENCE CONTINUED:

**Intelligent Transportation System (ITS)**

- Caltrans State Route 66 Adaptive Traffic Control Systems, CCTV & Fiber Optic PS&E
- Palmdale's Ave. R Traffic Signal Interconnect & CCTV Design for the City of Palmdale & Metro
- Upgrade of Calabasas Regional Transportation Operations Center & Las Virgenes Corridor Interconnect PS & E
- Santa Clarita's Intelligent Transportation Management Systems Project, Preparation of PS&E for 22 CCTV's, 3 CMS, TOC Design Modification & Fiber Optic Design
- Santa Clarita's Thoroughfare Signal Interconnect PS&E for 30 miles along 22 Corridors & Traffic Signal Synchronization of 93 City, LA County & Caltrans Locations
- Los Angeles County MTA Trainer, Systems Communications, Video Surveillance & Video Detection, Bus Signal Priority, CtNet & QuicNet Systems & Signal Timing, Workshops, 1999-2005
- FHWA Trainer, Freeway Surveillance & Control Training Workshops
- Los Angeles County MTA's Santa Monica Freeway "Smart Corridor" Evaluation of ITS, Operational, Environmental & Energy Components for FHWA, Caltrans D7, Cities of LA, Beverly Hills, Culver City & Santa Monica
- City of Temecula ITS Deployment: TOC, Systems Communications & Fiber Optic Design for the City & Caltrans District 8
- City of Temecula Interconnect Design: Preparing PS & E Package
- City of Modesto's CCTV Expansion of 13 New Cameras for the City and Caltrans District 10
- Modesto CCTV & Ceres ATMS Design and Implementation Project, Northern California
- City of Ceres' CCTV Expansion of 3 New Camera the City and Caltrans District 10
- City of Modesto's 121 Traffic Signal Synchronization for the City and Caltrans District 10
- Consultant to FHWA/NAHSC on AHS Operational & Maintenance Components & Institutional Constraints
- Consultant to FHWA/NAHSC on AHS Outreach Program. Conducting Focus Group Meeting in Boston, MA, Denver, CO & Washington, D.C.
- Southern California ITS Deployment Plan for Caltrans District 7. Los Angeles, California
- 20-Mile Extension of \$90 Million I-95 HOV/TSM, Washington, D.C.
- Santa Monica Freeway (Interstate 10) ITS/CCTV and Fiber Optic Network for Caltrans District 7. Los Angeles, California
- Los Angeles County MTA's Evaluation of Regional Surface Transportation Improvement Projects for 8 Agencies
- Interstate 5 & 405 Confluence "El Toro Y" TSM & Construction Engineering Management, Caltrans District 12. Orange County, California
- Caltrans TSM Grant Application Preparation for the City of Oceanside, California
- City of Sacramento's Arden/Arcade Local Area Transportation Study TSM & Traffic Operations Studies. Sacramento, California
- Governor's Island Ferry Stacking TSM Project for the U.S. Coast Guard. Manhattan, New York City
- Traffic Signal Computerization. Design Implementation, Installation, Fine Tuning & Training City's Staff for 98 Intersection. City of Modesto, Northern California
- Traffic Signal Computerization. Design Implementation, Installation for 17 Intersections. City of Ceres, Northern California
- Traffic Signal Computerization. Design Implementation, Installation, Fine Tuning & Training City's Staff for 16 Intersections. City of Baldwin Park, California
- ITS, Traffic Signal Computerization & Support On-call Services. City of Palmdale, California
- TMP Preparation Including Reg.XV Implementation for the U.S. Army Depot. Sacramento, California
- Dulles International Airport Access Road. Ramp Metering Feasibility to E.B. I-66, Northern Virginia
- City of Temecula's Red Light Camera System Evaluation
- City of Santa Clarita's Red Light Camera System Proposal Evaluation

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SYNOPSIS of PROFESSIONAL EXPERIENCE CONTINUED:

**Traffic Signal Design/Timing/Coordination/Synchronization**

- Los Angeles County MTA's Countywide Traffic Signal Operation and Maintenance Training Workshops
- Los Angeles County MTA's Countywide Traffic Signal Timing Training Workshops
- Los Angeles County MTA's Countywide Video Detection and Surveillance Training Workshops
- Los Angeles County MTA's Countywide Type 170 Controller Training Workshops
- Los Angeles County MTA's Countywide Systems (Data, Video, and Audio) Communications Training Workshops
- Los Angeles County MTA's Countywide Bus Signal Priority, CtNet & QuicNet Systems Training
- The Governor's Go California Project of Adaptive Traffic Signal Control Systems PS & E for SR 66 for Caltrans District 7
- Synchronization of 144 Caltrans & City of Modesto Traffic Signals, Modesto, CA
- Synchronizing 72 Downtown Traffic Signals for Caltrans District 10, Stanislaus County & the City of Modesto
- Traffic Signal Synchronization, Implementation, and Fine Tuning of 121 Signals for the City of Modesto and Caltrans D-10
- Santa Clarita's Traffic Signal Synchronization for 38 Locations along 3 major Regional Arterials
- City of Modesto Traffic Signal Coordination. Retiming and Upgrade for 98 Locations, City of Modesto, CA
- City of Chino Hills Traffic Signal Plan Check Services
- City of Palmdale Traffic Signal Coordination. Retiming and Fine-tuning for 22 Locations, City of Palmdale, Southern California
- City of Ceres Traffic Signal Coordination & Retiming for 17 Locations, Ceres, Northern California
- Newport Boulevard Traffic Signal System Improvement for the City of Costa Mesa, CA
- Plan Preparation and Design Utilizing Caltrans Standards and AutoCAD for the City of Lancaster, CA
- Burke Lake Road's Signal. Northern Virginia/Washington, D.C.
- Interstate I-95 Service Roads and Local Intersections in Northern Virginia/Wash., D.C.
- U.S. Route 27 Traffic Signal Progression, Cincinnati, Ohio
- U.S. Route 7 Relocation Study. Signal Design & Capacity Analysis for Connecticut Department of Transportation, Norwalk, Connecticut
- Packard/Bambergers Development Traffic Signals Cost Estimating, Hackensack, New Jersey
- Virginia Beach's Traffic Signal Cost Estimating, Virginia Beach, Virginia
- Traffic Signal Retiming, Installation and Fine Tuning for the City of Baldwin Park and LA County
- Pacific Coast Highway and El Camino Real's Traffic Signal for the City of San Clemente
- Traffic Signal Inspection & Construction Engineering Management for the City of Baldwin Park
- Los Angeles County MTA's Evaluation of RSTI Projects
- On-Call Traffic Signal Timing and Design Services for the City of Palmdale
- On-Call Traffic Signal Construction Inspection Services for the City of Colton
- Preparing PS&E Package for New Signals for the City of San Bernardino
- Preparing PS&E for Signal Design Packages for the City of Baldwin Park
- Preparing PS&E Packages for Signals in Colton
- Consulting Design and PS&E Services for Railroad Pre-emption at Sierra Highway and Avenue P&R for Metrolink and the City of Palmdale
- Baldwin Park's Master Interconnect Design and PS&E for the City
- State Route 14 and Avenue S Signal and Striping PS&E Preparation for the City of Palmdale, Los Angeles County, and Caltrans D-7
- Design services for the Interconnect Modification of Avenue R and 5<sup>th</sup> Street East for the City of Palmdale
- Construction Engineering Management for State Route 14 and Avenue S for the City of Palmdale and Caltrans D-7
- Los Angeles County MTA's Evaluation of the SMART/Santa Monica Freeway ITS Systems

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SYNOPSIS OF PROFESSIONAL EXPERIENCE CONTINUED:

**Toll Roads/Financial Studies**

- Caltrans AB-680 Highway 118-126 Toll Road, Los Angeles and Ventura Counties, CA
- Denver W-470 Toll Revenue Study for Engineer 470 Partnership, Denver, Colorado
- New Jersey Turnpike Widening Transportation and Toll Plaza Study for the New Jersey Turnpike Authority
- Identification of Funding, STIP and CIP Programs for Metrolink Commuter Rail System, Southern California

**Traffic and Parking Impact Studies**

- City of San Clemente Traffic Control Plans (TCP) for the Vintage Shores Senior Apartments on Camino De Estrella, San Clemente, California
- City of San Clemente's Traffic Signal Plans, Specifications, and Estimates (PS&E) for El Camino Real and Pacific Coast Highway, San Clemente, California
- City of San Clemente/Kaufman and Broad Coastal, Villa Pacifica's Tract 15870 Traffic Signal Plans, Specifications, and Estimates (PS&E), San Clemente, California
- Honali Plaza Parking Study, Laguna Hills, California
- Wal-Mart Traffic and Parking Impact Study, Santa Clarita, California
- 720 Paularino Parking Study, Variance, and CUP Application for the City of Costa Mesa, California
- Dodge Dealership Traffic and Parking Study, Lompoc, California
- Washington Mutual Bank's Parking Study and Variance Application for the City of Laguna Hills, California
- Rye Canyon Business Park, 3 million SF North and South Campus Traffic and Parking Impact Studies, Santa Clarita, CA
- Truck Route Feasibility Study for Vulcan Materials Plant in Irwindale for the City of Baldwin Park, California
- City of Huntington Beach Traffic Control Plans (TCP) preparation for the Huntington Beach Central Park Sports Complex, Huntington Beach, California
- State Route 55 Fly-over I-5 Freeway Traffic Control Plans and Traffic Management Plan for Caltrans District 12, Santa Ana, California
- Los Angeles Grand Sports Arena Traffic Engineering Feasibility Study for a Private Developer near Downtown Los Angeles, California
- Calabasas Volvo Dealership Traffic Impact Study, Calabasas, CA
- The Gallery Traffic Impact Report, San Clemente, CA
- Lockheed Martin Traffic Impact Analysis, Palmdale, CA
- Palmdale Airport Plaza Traffic Impact Report, Palmdale, CA
- Quartz Hill Traffic & Fee Impact Studies, Palmdale, CA
- North San Diego County Future Urbanizing Area Traffic Study, San Diego, CA
- Village Shopping Center Traffic Impact Report, San Clemente, CA
- Lockheed Martin Aircraft Facility Plant Traffic Study, Palmdale, CA
- Serra Catholic School Traffic Impact Report Review, Rancho Santa Margarita, CA
- GFW's Five Power Plants Traffic Impacts in the Bay Area Air Quality Management District, Contra Costa County, CA
- Port Liberte (Caven Point) Traffic Impact Study, New York Harbor, NY
- Packhard/Bambergers Traffic Impact, Cost Estimating & Alternatives Studies, Hackensack, NY
- California Exposition Center Expansion Draft EIR & Traffic Impact Study, Sacramento, CA
- Arden-Fair Mall Expansion: Fourth Anchor Tenant Traffic Impact & EIR, Sacramento, CA



**FRED MINAGAR, MS, RCE, PE, FITE**

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## SYNOPSIS OF PROFESSIONAL EXPERIENCE CONTINUED:

**Port Projects**

- Port of San Diego B-Street Pier Alignment, Traffic Engineering Study for a New Cruise Ship Terminal, San Diego, California
- Port of Long Beach's SCAQMD's Grant for Air Quality/Emission Control Improvements at Port's Roadways/Highways, Long Beach, California
- Port Liberte (Caven Point) Traffic Impact Study, Jersey City, New Jersey

**Rail Transit**

- Metrolink Commuter Rail System's Traffic Engineering Design & Study Reports for Chatsworth Train Station and Lassen Grade Crossing for southern California Regional Rail Authority (SCRRA), Southern California
- Metrolink's Traffic Engineering Analysis Report and Preliminary Conceptual Design on North Main Street Grade separation over Los Angeles River near Downtown Los Angeles for SCRRA, Southern California
- Metrolink's Traffic Engineering Analysis of the New Maintenance Facility Design Requirements for a New Access Road for SCRRA, Los Angeles, California
- Metrolink's Traffic Engineering and Cost Estimating for local Street Improvement near San Bernardino and Upland Train Stations for SCRRA, California

**TECHNICAL TRAINING**

- Revisions to the Air Quality Management Plan (AQMP) Workshop by South Coast Air Quality Management District (SCAQMD), Newport Beach, California
- Intelligent Vehicle Highway System (IVHS) Training by ITE, Monterey California
- South Coast Air Quality Management District (SCAQMD) TDM/ETC Training and Certification, Santa Ana, California
- Business Development, Marketing and Proposal Preparation Training by Raytheon (Formerly EBASCO)
- Management and Presentation Seminars by URS Consultant
- MinUTP Computer Training by Comsis Corporation and HNTB
- Highway Capacity Training by Polytechnic University of New York

**PUBLICATIONS**

- Minagar, F. & Baker, D. "IVHS Applications in the United States" Presentation & Technical Paper at the International Conference on Application of New Technology on Transport Systems. Sponsored by Australian Road Research Board Ltd., Melbourne, Australia.
- Minagar, F. "Are LOS and V/C Different at Similar Signalized Intersection in the U.S.?" Presented at the 45<sup>th</sup> ITE District Six Annual Meeting, Anchorage, Alaska.
- Minagar, F. and Presleigh, J. "Higher Than Standard Trip Generation Volumes at a Regional Shopping Center in Sacramento, California." Presented at the 45<sup>th</sup> ITE District Six Annual Meeting. Anchorage, Alaska.
- Technical Editor, Western ITE (the Official Publication of ITE District Six)
- Editor & Publisher, Newsletter of ITE Metropolitan Section of New York & New Jersey
- Minagar, F. "Automobile Fuel Consumption in Suburban Signalized Routes." A Thesis Presented to the College of Engineering at the University of Cincinnati.

**FIROZ VOHRA, MS, TE**

## EDUCATION

- **University of Cincinnati**, Cincinnati, Ohio, MSCR in Transportation Engineering
- **Maharaja Sayajirao University of Baroda**, Baroda, India, BSCE in Highway Engineering

## PROFESSIONAL CAPABILITIES/SUMMARY

Firoz Vohra is an experienced traffic engineer with over 34 years of experience. He began his career in the private sector where responsibilities included planning and designing highway alignments, developing traffic demand projections and preparing and analyzing traffic studies. He then moved to the public sector as a City Traffic Engineer for the City of Modesto where he served in that position for 15 years and then served the City as Deputy Director of Public Works for 7 years. The experience and knowledge gained throughout my career presents an invaluable asset to my clients. He is a proven team player with a focus on utilizing his public-service experience to achieve the goals of the clients he serves.

## PROFESSIONAL EXPERIENCE

**Senior Traffic Engineer for Minagar & Associates, Inc.**  
**Jul 2018 – Present**

**Senior Engineer for the Public Works Transportation Division of Stockton, CA**  
**2010 – 2018**

Responsibilities include administering & managing the recently combined Transportation Engineering Division within the Public Works Department. The purpose is to bring Transportation projects to the County by leveraging Federal & State grant funds with Local transportation dollars; improve traffic flow, enhance safety & reduce congestion by prioritizing projects based on roadway capacity & safety.

**Manager III for the Public Works Engineering Support Division of Modesto, CA**  
**2009 – 2010**

Responsible for the Development Services, Community Service Districts, Landscape and Lighting Districts, Encroachment and Transportation Permits, County Surveys, Mapping Services and Traffic Engineering Units. Responsibilities include managing and implementing the workload, people and resources of these units. Provide supervision, attend public meetings, develop projects and perform traffic analysis. Duties also include development and maintenance of Development Design Standards and Master Plan Standards. Produce and process annual engineer reports for Community Service Districts, Landscaping and Lighting Districts. Act as County Project Manager on major projects.

**Deputy Director for the Public Works Department of Modesto, CA**  
**2002 – 2009**

Headed the Streets and Traffic Services Division of the Public Works Department. Reported to Department Director and City Manager. Assumed Acting Director of Public Works role during the Director's absence. Supervised Streets Engineering, Traffic Engineering/Operation and Street Maintenance staff (52 FTEs). Permanent substitute for the City Manager at the StanCOG Technical Advisory Committee. Regularly briefed the Mayor and Council Members on policy issues prior to all StanCOG policy board meetings and offered recommendations. Chaired the City of Modesto's Fees Task Force committee. Developed and monitored division budgets (Operating & CIP) and workflow. Secured CMAQ, STP, SR2S grants for capital projects. Developed the ARRA-2009 (Stimulus Package) projects proposal. Developed county-wide

**FIROZ VOHRA, TE****PROFESSIONAL EXPERIENCE CONTINUED:**

Pavement Management System and roadway repair priorities. Developed the SR 99/Pelandale Interchange project concept and led it to PA&ED state through CalTrans District 10. Served on the regional North County Corridor (25 miles long new expressway) project as the Technical Advisory Committee member to the Joint Powers Authority.

**City Traffic Engineer for the City of Modesto, CA****1987 – 2002**

Reported to Department Director and Deputy Director. Supervised the research, analysis and planning of development projects and other transportation studies which ensure safe and efficient traffic flow and mobility while enabling economic development. Have conducted and overseen research and analysis on development projects; planned and organized transportation planning studies; neighborhood traffic planning and analysis; traffic impact reports for development projects; plans, and environmental review. Developed strategies to build –livable communities by creating new streetscapes that provide maximum safety for pedestrians, bicycles and motorists, while keeping travel speeds low and providing optimum access. Developed traffic management strategies and systems to manage the growing traffic demands by employing state-of-the-art technologies. Prepared and presented a variety of reports; developed division's operating as well as capital improvement budgets.

**ITS –Traffic/Civil/Electrical Engineering -Transportation Planning – CEM Consultants**  
**SERGE S. TAVOUR****EDUCATION**

- **Tehran Institute of Technology**, Civil Engineering

**PROFESSIONAL EXPERIENCE**

- **36 years** of Engineering Land Surveying and Pure Civil Engineering Design

**LRSP/TRAFFIC SAFETY EXPERIENCE**

- Engineering Assistant for the Preparation of the Local Roadway Safety Plan (LRSP) for the City of Guadalupe, Santa Barbara County, CA
- Engineering Assistant for the Preparation of the Local Roadway Safety Plan (LRSP) for the City of Huntington Park, Los Angeles County, CA
- Project Engineer for the Preparation of the Local Roadway Safety Plan (LRSP) for the City of Needles, San Bernardino County, CA

**LAND SURVEYING EXPERIENCE:**Key projects:

- Surveying work - Topographic surveys, boundary surveys and staking.
- Survey and Street Design – HSIP Federal Project for Verdugo Street, Burbank, CA.
- Survey and Street Design – HSIP State Project for Verdugo Street Bike Lane Extension, Burbank, CA.
- Designed Base project survey for Caltrans - Route 66
- Traffic control plans – Modesto, CA.
- Prepared plans for numerous traffic signal and traffic control applications, signing and striping
- Created plans and profile and design modify curb returns

**CIVIL DESIGNER EXPERIENCE:**Key projects:

- Traffic Control Plan – La Habra, Irvine, Laguna Niguel, Brea, Costa Mesa, CA
- Street Improvement Plan – Costa Mesa, CA
- Water Line – La Habra, CA
- Retaining wall- Moulton Parkway
- Utility plans- Caltrans I-5 widening project

*Project Designer*Key projects:

- Andalucia Apartment Complex – Mission Viejo, CA
- Sun City Shopping Center – Sun City, CA
- Dos Lagos Golf Course – Corona, CA
- Madison Single Family Housing – Irvine, CA
- Whispering Heights Single Family Housing – Riverside, CA
- Westborne single family housing – Irvine, CA

*Project Designer*Key projects:

- Granada Hills Townhouses – Granada Hills, CA
- Housing Tract Project – Riverside, CA
- Townhouse Project - Bellflower, CA
- Talega Golf Course Driving Range – San Clemente, CA
- Royal Cabinets – Pomona, CA
- Commercial Warehouse – City of Industry, CA

**TRAFFIC DESIGNER EXPERIENCE:***Project Designer*Key Projects:

- Traffic Signal Interconnect, Modification & Street Improvement plans
- ITS/System Communications Projects
- ATP/SRTS/HSIP/SS4A/LRSP Design Projects
- Railroad track improvement plans and profiles
- Land field grading plans
- Commercial, residential, and industrial precise & rough grading plans
- Street, sewer, and water improvement plans

*Senior CADD Operator*

- SCRRA (Metrolink) Commuter Rail Project

**ARI ABRISHAMI, BSEE, PE, PMP****EDUCATION**

- **San Diego State University**, San Diego, CA, BSEE, Computer Software Engineering/ Hardware Engineering (Alumni member of Beta Kappa Nu (Electrical) & Tau Beta Pi Engineering Honor Societies)
- **San Diego State University**, San Diego, CA, Core MS Courses in Telecommunications

**REGISTRATION**

- **California**, Registered Professional Electrical Engineer #14694
- **California**, Project Management Professional #492168
- **California**, Contractors License Electrical C-10 #721267
- **California**, Contractors General Engineering A #721267
- **California**, Contractors General Building B #721267
- **California**, Certified General Electrician #141726
- **OSHA 30**, For Construction Safety, Certified #32-00920905
- HAM Radio and GROL PGGB004108 FRN (#0010904068)

**EXPERIENCE**

- **40 Years** Professional Public & Private Consulting Experience
- Engineered, Managed and Administered over 150 State and Federal Projects including
  - California Department of Transportation (Caltrans) D-7, D-8, D-12 & HQ's Fiber Optic/Network/Router/Connectivity/ITS Upgrades
  - National Security Administration (NSA) in charge of the IT contract for Command and Control Center for the U.S. Courthouse's Security System, CCTV Cameras (internal & external)

**EXPERTISE**

- Electrical Engineering
- Computer & Software Engineering
- Preparing PS&E, Project Management & Control, Inspection
- ITS, ATMS, Fiber Optic, Systems Communications Landline & Wireless
- Hirsch/Identify systems hardware access control and intrusion systems training for security agency
- EV Charging Station Design, Planning & Procurement
- Solar System Design & Planning

**SOFTWARE**

- CISCO CCIE classes and lab (wide area network routers, switches)
- Courses in OSI (networking protocol)
- Microstation (State of CA design software)
- Primavera project management software
- Siemens Delta V software training for validation, commissioning & operation optimization
- Microsoft Office and project
- Changeable Message Sign software and programming
- Siemens Building Management Systems

**PROFESSIONAL CAPABILITIES/SUMMARY**

Has performed in variety of professional roles from project management to design with a deep knowledge of construction requirements. including Project Manager, Design Manager, Project Engineer of multiple Capital Improvement and Maintenance projects; performing professional electrical engineering tasks in preparation of designs, construction plans, specifications, engineering economic and cost analysis studies, project schedules, contracts and reports for electrical systems and equipment, commercial buildings, associated facilities and equipment; security systems, access control and camera systems; conducting quality assurance and safety and functional testing, inspection and research activities; providing technical direction and support in the licensing, design, construction, installation, maintenance, and operation and inspection of a wide variety of electrical systems and intelligent transportation systems

**ARI ABRISHAMI, BSEE, PE, PMP**

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SYNOPSIS of PROFESSIONAL EXPERIENCE CONTINUED:

and access and camera control in Security equipment as well as to proven to be a trouble shooter and problem solver in integrated systems.

**PROFESSIONAL EXPERIENCE****Project Management & Engineering *Minagar & Associates, Inc.******Jan 2010 – Present***

Performing design, construction and project management for local government projects regarding CCTV; traffic signal systems; intelligent wireless transportation systems (ITS); wide area network (WAN); fiber optics; CAT5e, CAT6 copper connectivity. Traffic management network revamping and cutovers due to upgrades, and associated security systems associated with the command and control centers and its connectivity with the county government and the State TMCs in order to fulfill the Homeland Security criteria set forth for sharing information amongst agencies.

**State of California, Departments of Transportation and Industrial Relations*****Jul 1984 – Jan 2010*****▪ *Caltrans Senior Transportation Electrical Engineer (Supervisory), Traffic Operations******Jul 1998 – Jun 2009***

Supervised a staff of a dozen office and field engineers (traffic signal operations and design). He was responsible for electrical design and review, operations and inspection of numerous projects for North Los Angeles County and Ventura County; this included lighting systems, traffic signal systems, CCTV and HAR systems and electrical utilities.

**▪ *Caltrans System Software Specialist, Information Systems******Oct 1997 – Jul 1998***

Responsible for IT infrastructure to connect 25,000 computers; duties included negotiating contracts with phone companies and DGS which saved more than \$1.2M annually; standardized all computers in the Caltrans system, which saved over \$1M annually, served as the Technical Advisor in Advanced Wireless Technologies & Advanced ITS Networks while coordinating and providing network troubleshooting remote assistance to IT personnel in the four Caltrans off-site locations.

**▪ *Caltrans New Technology & Research Program******Jul 1996 – Oct 1997***

Project Manager/System's Designer for Intertie for four southern California sites; responsibilities included installation, operation, and maintenance network devices such as wide-area switches, routers, servers, modems, and network management and their communications software. As the Project Manager I was responsible for Fiber Optic intertie wired and wireless; over \$40M.

**▪ *Caltrans Associate Electrical Engineer, Supervisor (Traffic Systems TMC Support)******Jul 1989 – Jul 1996***

Operated and maintained hardware and software for traffic operations center (TMC); reported wiring, specification review for scopes of work, and obtained MOU funding; served as Project Manager,

SYNOPSIS of PROFESSIONAL EXPERIENCE CONTINUED:

Technical Advisor, and Researcher for advanced technology projects (saved more than \$3M). He supervised a staff of ten office administration and engineers.

***Caltrans Electrical Engineer Maintenance and Traffic Systems (TMC Support) / Coronado Bridge******Jul 1984 – Jul 1989***

Designer and Field Inspector on a variety of transportation projects including highway lighting; ramp metering signals; traffic signals; and highway advisory radios high voltage conversion (5000 to 480) Volt AC for public safety; managed toll collection air monitoring system for toll collectors' safety and reported results to Head Quarters; ensured devices were calibrated and worked properly.

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**DON TRAN, BSEE, P.E.**

## EDUCATION

- **California State University, Long Beach**, B.S. in Electrical Engineering
- **Long Beach City College**, A.A. in Business Management
- **Institute of Transportation, Berkeley**, Traffic Engineering & Systems Engineering Courses

## TRAINING

- Applications of TRANSYT, PASSER, NETSIM, Synchro & SimTraffic 11.0 to the Coordination of Actuated Traffic Signals

## REGISTRATION

- **California**, Registered Professional Traffic Engineer #2074

## EXPERIENCE

- **35 Years** Professional Experience

## EXPERTISE

- **Transportation Systems Engineering**
- **Traffic Management Systems**
- **Traffic Signal Design, Modification and Operations**
- **ITS: ATMS, DMS, VMS, CCTV, IEN, RIITS, NTCIP**
- **ATMS (Advanced Traffic Management System) & Central Control Systems:**  
Econolite's CENTRACS (Server & Cloud), McCain's TRANSPARITY, Intelight's MAXVIEW, Trafficware's ATMS & Kimley-Horn (KITS)
- **Traffic Signal Controller Hardware:** 170 E, McCain 2070 L & LX, Econolite, Econolite Cobalt, Econolite ATC 2070 E, LX & LX+, Trafficware 2070 E, Antilight 2070 LX & LDX, Advanced Traffic Controllers (ATC): McCain Flex, and Trafficware Commander & NEMA TS1 & TS2 and ITS Cabinets, 332 & ATC Cabinets
- **Traffic Signal Controller/Timing Software for 170, 2070 & NEMA:** (State Caltrans C-8), LA County LACO-1R, LACO-3 & LACO- 4E), Programs 189, 200, 200CA, 200SA, 233, 233 RV2, McCain 2033 & Econolite's EOS, ASC/2 NEMA, ASC/3 NEMA & Adaptive and CAV (Connected & Automated Vehicle)
- **Detection Systems (Video, Radar & Loops):** Automatic Incident Detection Cubic's GRIDSMART, GRIDSMA RT, Iteris' Vantage, Miovision's SmartView, Econolite's Autoscope, Pelco's Video Xpert, BOSCH's Video Management System (BVMS), Sensys's Radar Flex, FLIR's Thermal Imaging FLIR & Traditional Inductive Loops
- **CCTV Systems:** BOSCH (Standard, PTZ & Starlight), Cohu (RISE), PELCO (PTZ & Multi-Sensor) & Econolite's Centracs CCTV
- **Signing & Striping Plans**
- **Traffic Control Plans Preparations per 2019 WATCH & 2016 CA-MUTCD Manuals**

## RELATED SKILLS

- Ability to debug and develop traffic signal programs
- Use of various Traffic Engineering and Transportation Planning software: TRANSYT, PASSER, HCS, SYNCHRO, and AUTOCAD
- Ability to troubleshoot, operate, and evaluate the traffic signal controllers and cabinets in either State Type or NEMA

## SYNOPSIS of PROFESSIONAL EXPERIENCE

- Project Engineer, City of Modesto: Prepared Synchronization Plans utilizing Synchro & Sim Traffic Computer Models for 121 Signalized Intersections in City of Modesto, and Caltrans D-10 for all the Interchanges of SR 99 at McHenry Blvd, Pelandale Ave, Standiford Ave, Briggsmore Ave, Kansas Ave./SR 132, Maze Blvd/L St.& Crows Landing Rd. Prepared 121 timing charts on BiTran 200SA for the City's 170 Controllers & C8 for the State's Controllers. Installed all the 121 new timing charts in each controller. Completed all the field troubleshooting and optimized based on the field



# MINAGAR & ASSOCIATES, INC.

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- conditions. Performed Before & After Studies to document all the improvements. This project won the Best Transportation Technology Solution Awards in the United States.
- Project Engineer, City of Modesto: Prepared Synchronization Plans utilizing Synchro & Sim Traffic Computer Models. Prepared timing charts on BiTran 200SA & C8 for 141 signalized intersections.
  - Project Engineer for the City of Ceres' Traffic Signal Synchronization Utilizing Synchro & Sim Traffic Microcomputer Models. Prepared Timing Plans for 27 Traffic Signals for the City. Installed the new timing charts for all the 27 locations. Performed trouble shooting for all the locations and field adjusted the timings based on the prevailing conditions. Performed Before and After Studies to document the improvements.
  - Project Engineer for the 18 Traffic Signal Synchronization for the City of Colton.
  - Prepared over 100 Traffic Signal, Fiber Optic/Copper/CoAxial/Wireless Interconnect Plans for the Cities of Baldwin Park, Beaumont, Colton, Temple City, Arcadia, Calabasas, Santa Clarita, Gardena, Santa Monica, Los Angeles, Culver City, Temecula, Palmdale, Chino Hills, South Pasadena, Lancaster, Los Angeles County, Orange County, San Bernardino, Chino, Coachella, Redlands, El Monte, Irvine, Lake Forest, Burbank, Commerce, Yurupa Valley, Huntington Beach, Diamond Bar, Lawndale, Town of Yucca Valley, Ventura, Inglewood, Caltrans District 7, 8, 11 & HQ (Sacramento).
  - Senior & Project Engineer-Advanced Traffic Management System, City of Long Beach, CA: Participated in the development and implementation of the City's Advanced Traffic Management System which controls over 450 traffic signals. The system uses microwaves, direct wires, fiber-optics, radio and telephone lines to 38 outlying areas.
  - Project Engineer-Communication Network to Traffic Management Centers for Caltrans, Cities of Long Beach and Signal Hill, CA: Participated in the process of study, design and initial specification preparation on 91 Freeway traffic surveillance project as portion for California Department of Transportation, Cities of Long Beach and Signal Hill
  - City of Long Beach Signal Operations: Assisted in maintenance and operations of over 400 traffic signals. Project engineer for 12 signal timing optimization projects, using TRANSYT-7F and Passer II, which re-timed over 400 traffic signals. Handled the council and citizens requests for traffic signal timing related matters.
  - Light Rail Vehicle Operations between Los Angeles and Long Beach: Assisted in design, documentation, debugging, and implementation for Light Rail Vehicle software development to integrate Light Rail Vehicles into the local jurisdiction's signal system.
  - Traffic Signal Design: Responsible for the traffic signal design, plans, and specifications for the City's traffic signal modification or new signal installation.
  - Traffic Operations: Experience in all phases of traffic operation. Assignment included traffic control device installation in addition to signals, street lighting designs, and analysis of accident causes at the traffic signal intersections to prepare corrective action to solve the problems. Preparation and design of plans for striping, markings, and signing.
  - Prepared Traffic Signal Timing Plans for the City of Santa Monica's Pico Blvd Phase III for 12 Traffic Signals between 11<sup>th</sup> St. & 34<sup>th</sup> St. Pico Blvd. is a major critical east-west commuter route through the City of Santa Monica and west of Los Angeles.
  - Prepared Train Pre-emption & Timing Charts for Los Angeles Metro Gold Line's At-grade Crossing at Mission ST. & Meridian Ave utilizing Bi Trans 233 Rev 2 for the Metro Gold Line Foothill Construction Authority & Hill International.
  - Prepared 3 New Traffic Signal Plans for the City of Irvine and Irvine Company for the intersections of Lake Forest Drive at Bake Parkway, Lake Forest Drive at Romano St Interim and Final Buildouts.
  - Prepared Traffic Signal Modification PS&E Plans for the City of Coachella's Safe Routes to School (SR2S) Cycle 8, City Project 2009-16 State Funded.
  - Prepared PS&E and Timing Charts for Roger Elementary School's New Mid-Block Pedestrian Signal at W. Laurel St. between N. Rancho Ave. & N. Latham St.
  - Prepared PS&E for a Traffic Signal Modification Intersection Re-Striping at Alameda Ave and Victory Blvd for the City of Burbank.
  - Prepared a PS&E Package for a New Traffic Signal at La Cadena Dr. & La Loma Ave. Prepared the Timing Charts for the New Traffic Signal Controller.
  - Prepared a Traffic Signal Modification Plan for Tustin Field II "Tustin Legacy Development" for the Cities of Tustin & Irvine at Harvard Ave. & Moffett Ave/Paseo West Park.

### JENNY TRAN, BSCE

#### EXPERIENCE

- **3 Years** Professional Experience

#### EDUCTAION

- **University of California, Irvine**, BSC&E Civil & Environmental Engineering

#### EXPERTISE

- **Traffic & Transportation Engineering**
- **Traffic Impact & Parking Studies**
- **Feasibility Studies**
- **Transportation Planning**
- **Traffic Signal Timing**
- **Highway Capacity**
- **Safety Assessment**
- **VMT & GHG Analysis& Assessment**

#### RELATED SKILLS

- Use of various Traffic Engineering and Transportation Planning software: HCS, SYNCHRO, SimTraffic
- AUTOCAD & MicroStation
- Advanced Surveying
- Highway Design (InRoads, CaiCe)
- ArcGIS
- MATLAB 2018, SketchUp, SolidWorks 2018, Stella, Spartan

#### SYNOPSIS of PROFESSIONAL EXPERIENCE

- Project Engineer for the Preparation of the Local Roadway Safety Plan (LRSP) for the City of Huntington Park in Los Angeles County
- Project Engineer for the Preparation of the Local Roadway Safety Plan (LRSP) for the City of Guadalupe in Santa Barbara County
- Project Engineer for the Preparation of the Local Roadway Safety Plan (LRSP) for the City of Needles in San Bernardino County
- Project Engineer for the Preparation of the Local Roadway Safety Plan (LRSP) for the City of Signal Hill in Los Angeles County
- Engineering Assistant for the Preparation of Traffic Signal Modification, Interconnect Plans and Fiber Optic Systems for the City of Chino. Performed field investigations followed up by utilizing ACAD 2020 computer software for the base Engineering Plans
- Prepared a Left Turn Traffic Signal Warrant Assessment by Utilizing CA MUTCD Standards for the Intersection of Schaefer at Roswell for the City of Chino, CA
- Prepared a Traffic Signal Warrant Assessment by Utilizing CA MUTCD Standards for the Intersection of 7<sup>th</sup> Street at Valley Blvd. for the City of Colton, CA
- Engineering Assistant for the Evacuation Plan Improvement Traffic Study utilizing Synchro 10.0 Micro-computer Modeling and Sim Traffic Micro-computer Simulation for 5 Wildfire and 1 Tsunami Evacuation Plans via Pacific Coast Highway City of Malibu
- Prepared a Traffic Signal Warrant Assessment by Utilizing CA MUTCD Standards for the Intersection of San Bernardino Ave. at Sycamore Street for the City of Colton, CA
- Prepared a Traffic Signal and Stop Sign Warrant Assessment by Utilizing CA MUTCD Standards for the Intersection of "C" Street at Meridian for the City of Colton, CA
- Prepared a Technical Memo for Federal/State and City ADA Compliance at the Existing Handicap Ramps at the Two Signalized Intersections of Roswell at Schaefer and Pipeline at Schaefer in the City of Chino, CA
- Prepared a Technical Memo for the Establishment of Policies and Procedures for Red-Curb Zones within the Residential and Commercial Areas for the City of Gardena, CA
- Prepared a Traffic Impact Study for the Proposed Retail/Commercial Center at 81933 Indio Blvd for the City of Indio. Analyzed the Potential Impacts of the Proposed Project on the Existing and Future Capacity and Operations of the 6 Existing Signalized Intersections.

**JENNY TRAN, BSCE**

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## SYNOPSIS of PROFESSIONAL EXPERIENCE CONTINUED:

- Prepared a Traffic Impact Study for the Proposed Retail/Commercial Center at Jefferson Ave at Varner for the City of Indio. Analyzed the Potential Impacts of the Proposed Project on the Existing and Future Capacity and Operations of the 6 Existing Signalized Intersections.
- Prepared a Technical Memo for the Development and Establishment of VMT ( Vehicle Miles Travelled) for the Transportation Impact Analysis of the CEQA Requirement based upon the Senate Bill (SB) 743 for the City of Colton, CA
- Prepared a Traffic Impact Study for the Proposed Bloomington Truck Stop within the Bloomington Unincorporated area of San Bernardino County for the County of San Bernardino. Analyzed the Potential Impacts of the Proposed Project on the Existing and Future Capacity and Operations of the 15 Existing Signalized Intersections as well as 4 Future Intersections. Analyzed the Capacity and Operations of the 17 intersections utilizing Synchro 10.0 & HCS 2000+ software.
- Prepared a Traffic Signal Warrant Assessment by Utilizing CA MUTCD Standards for the Intersection of Olive Street at Meridian for the City of Colton
- Prepared a Traffic Impact Study for Commercial Center and a Focused Driveway Feasibility Analysis for the City of Clovis in Central California, Clovis, CA
- Prepared a Traffic Impact Study for the Gateway Plaza for the City of Tracy in Northern California, Tracy, CA
- Prepared the VMT (Vehicle Miles Traveled) Analysis and Assessment for the Pennsylvania Avenue Widening Project for the City of Beaumont, Beaumont, CA
- Assisted in the Preparation of the Traffic Operation Analysis Report (TOAR) document for the Pennsylvania Avenue at I-10 Freeway Interchange Improvements for the State of California Department of Transportation (Caltrans District 8), Beaumont, CA
- Prepared Traffic Control Plans (TCP) for the Metropolitan Water District of Southern California (MWD) Orange County Feeder Extension Pipeline Realignment in the Cities of Costa Mesa and Newport Beach for the Cities of Costa Mesa and Newport Beach and MWD.
- Prepared Traffic Control Plans (TCP) for the Metropolitan Water District of Southern California (MWD) Orange County Feeder Blow-off Valve Rehabilitation – Upper Newport Bay on Jamboree Road for the City of Newport Beach for the City of Newport Beach and MWD.
- Prepared a Traffic Signal Warrant Assessment for the intersection of Magnolia Ave at Vermont Ave. and Union Pacific Railroad Tracks for the Cities of Gardena, Los Angeles and Union Pacific Railroad Company. The project was fully fund by the Los Angeles County MTA (Metro).
- Prepared a Technical Memo for the ADA Requirements and compliance with the City of Chino's New Ordinance, Caltrans and the Federal Requirements of the two intersection of Schaefer Ave at Pipeline and Schaefer Avenue at Roswell Ave for the City of Chino, CA
- Prepared a traffic Impact Study and Parking Survey for the Learning Academy in the City of South Gate, South Gate, CA

# MINAGAR & ASSOCIATES, INC.

## Traffic/Civil/Electrical Engineering - ITS- Transportation Planning - CEM Consultants

**MICHELLE NGUYEN, BSC&E**

### EXPERIENCE

- **3 Years** Professional Experience

### EDUCATION

- **University of California, Irvine, BSC&E Civil & Environmental Engineering**

### EXPERTISE

- **Traffic & Transportation Engineering**
- **Signing & Striping**
- **Traffic Control Analysis**
- **Transportation Planning**
- **Traffic Signal Timing**
- **Highway Capacity**
- **Safety Assessment**
- **VTM Analysis & Assessment**

### RELATED SKILLS

- Use of Various Traffic Engineering and Transportation Planning Software:
  - HCS
  - Synchro 10
  - SimTraffic
  - TransCAD
- AutoCAD 2020
- ArcGIS
- MATLAB
- SketchUp
- SOLIDWORKS

### SYNOPSIS OF PROFESSIONAL EXPERIENCE

- Engineering Assistant for the Preparation of the Local Roadway Safety Plan (LRSP) for the City of Guadalupe in Santa Barbara County, CA
- Engineering Assistant for the Preparation of the Local Roadway Safety Plan (LRSP) for the City of Huntington Park in Los Angeles County, CA
- Project Engineer for the Preparation of the Local Roadway Safety Plan (LRSP) for the City of Needles in San Bernardino County, CA
- Project Engineer for the Preparation of the Local Roadway Safety Plan (LRSP) for the City of Signal Hill in Los Angeles County, CA
- Project Engineer for the Preparation of the Local Roadway Safety Plan (LRSP) for the City of Big Bear Lake in San Bernardino County, CA
- Project Engineer for the Preparation of the Local Roadway Safety Plan (LRSP) for the City of Lemoore in Kings County, CA
- Prepared the 2020 E & TS Report for 131 street segments the City of Pomona, CA
- Prepared a Traffic Sight Distance Analysis Technical Memorandum for a Proposed New Driveway at 1137 & 1149 West Phillips Blvd per the City of Pomona's Standard Design Plans and AASHTO's Guidelines for the City of Pomona, CA
- Prepared a Technical Memorandum for the Electrical Vehicle (EV) Charging Stations Project for the City of South Gate, CA
- Prepared a PS&E Package for the Electrical Vehicle (EV) Charging Stations Design for 5 Locations for the City of South Gate, CA
- City of Costa Mesa
  - Assessed Current and Potential Speed Humps and Traffic Calming Measures
  - Drafted Signing & Striping Plans for Street Improvement Project Complying with 2014 CA MUTCD and Caltrans Standard Plans & Standard Specification 2018
  - Prepared Work Orders for Street Maintenance
  - Conducted Stop Sign & Traffic Signal Warrant Analysis by Utilizing CA MUTCD
  - Performed Field Investigations into Service Requests Regarding the Operation of Traffic Signals
  - Investigated Citizen Request for Speeding Countermeasures
  - Verified the Recommended Posted Speed for the City's 2018 E&TS
  - Inventoried and Prepared a Citywide Posted Speed Signs Map
  - Prepared an Updated Citywide Average Daily Traffic Map for the Year 2019
  - Prepared an In-Kind Service Report from the Orange County Transportation Authority for funding of a Traffic Signal Synchronization Project for Harbor Blvd.

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### **Traffic/Civil/Electrical Engineering - ITS- Transportation Planning - CEM Consultants**

- Performed Testing of Emergency Vehicle Preemption (EVPs) at Applicable Intersections Citywide
- City of Anaheim
  - Conducted a Field Survey of road side units and on board units along Harbor Blvd & Anaheim Blvd to Test the Interoperability Among Different Vendors

# MINAGAR & ASSOCIATES, INC.

## Traffic/Civil/Electrical Engineering - ITS- Transportation Planning - CEM Consultants

Nhi Hoang, BSCE

### EDUCATION

- **University of California, Irvine**, BSCE Civil & Environmental Engineering

### EXPERIENCE

- **2 Years** Professional Experience

### EXPERTISE

- **Engineering & Traffic Survey (E&TS)**
- **Local Roadway Safety Planning (LRSP)**
- **Traffic & Transportation Engineering**
- **Signing & Striping**
- **Traffic Control Analysis**
- **Transportation Planning & Management**
- **Traffic Signal Timing**
- **Highway Capacity**
- **Safety Assessment**
- **Travel Survey & Analysis**
- **VTM Assessments**

### RELATED SKILLS

- Use of Various Traffic Engineering and Transportation Planning Software:
  - HCS 6
  - Synchro 11
  - SimTraffic 11
- 3-D Sketch Up
- AutoCAD 2023
- ArcGIS/ArcMAP
- Caltrans PeMS Data Source
- Civil 3D
- Java
- MATLAB
- SolidWorks

### SYNOPSIS OF PROFESSIONAL EXPERIENCE

- Project Engineer for the Preparation of 2023 VMT (Vehicle Mile Traveled) Guidelines per CEQA Requirements for the City of Imperial, Imperial, CA
- Project Engineer for the City of Lancaster's VMT Assessment for 44-Unit Garden Walk-up Apartments at 40<sup>th</sup> Street and Avenue L, Lancaster, CA
- Project Engineer for the City of Perris' Scoping Agreement
- Engineering Assistant for the Preparation of the Local Roadway Safety Plan (LRSP) for the City of Needles in San Bernardino County, CA
- Engineering Assistant for the Preparation of the Local Roadway Safety Plan (LRSP) for the City of Big Bear Lake in San Bernardino County, CA
- Project Engineer for the Preparation of the Local Roadway Safety Plan (LRSP) for the City of Lemoore in Kings County, CA
- Project Engineer for the Preparation of the Local Roadway Safety Plan (LRSP) for the City of San Pablo in Contra Costa County, CA
- Project Engineer for the Preparation of the Local Roadway Safety Plan (LRSP) for the City of Big Bear Lake in San Bernardino County, CA
- Project Engineer for the Peer Review of the Local Roadway Safety Plan (LRSP) for the City of Colton in San Bernardino County, CA
- Prepared the 2023 E & TS Report for 21 street segments the City of Needles, CA
- Prepared the 2023 E & TS Report for 29 street segments the City of Solana Beach, CA
- Project Engineer for the City of Beverly Hills' Los Angeles School of Gymnastics Parking & Traffic Study, Beverly Hills, CA
- Project Engineer for the Legal Review of the Traffic Collision Assessment for Ave M/Columbia Way at 20<sup>th</sup> St. E Street for the City of Palmdale, CA





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**MANHOURS & LEVELS OF EFFORTS****City of Needles' ATP Cycle 6****Professional Engineering Services for Schools & Seniors' Sidewalk Project***MINAGAR & ASSOCIATES, INC.*

PHASE AND DESCRIPTION	PM	PE	SE	FM	SD	EA	DIRECT COST*	TOTAL
<b>I</b> Topo Survey, Utility Research & Project Data Collection	17	4	0	80	85	70	\$0	\$34,390
<b>II</b> Preliminary Design Plan/ Environmental Clearance from Caltrans District 8	45	59	44	0	42	186	\$0	\$49,615
<b>III</b> Prepare Final PS&E	65	99	68	0	88	450	\$0	\$93,560
<b>IV</b> Bidding Assitance & Construction Engineering	38	22	0	0	0	65	\$0	\$17,572
<b>V</b> Construction Engineering	25	23	6	25	0	88	\$0	\$20,803
Total Hours	190	207	118	105	215	859		
Hourly Rate	\$224.92	\$180.62	\$167.24	\$127.36	\$167.24	\$77.71	\$0	
Total Labor Cost (\$)	\$42,735	\$37,388	\$19,734	\$13,373	\$35,957	\$66,753	\$0	\$215,940
<b>TOTAL COST</b>								<b>\$215,940</b>

PM Project Manager

PE Project Engineer

SE Senior Engineer

SD Senior Designer

EA Engineering Assistant

FM Field Manager/Dep Rep

**12/6/2023**



# City of Needles, California

## Request for City Council Action

Item 10.

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

**Meeting Date:** January 9, 2024

**Title:** Resolution 2024-02, Authorizing City Manager to Execute Program Supplement No. 00000A384 to Administering Agency-State Agreement for State Funded Projects No. 08-5220S21 with the State of California Department of Transportation (Caltrans) for the administration of State funds for the Schools and Seniors Sidewalk Project.

**Background:** City of Needles Schools and Seniors Sidewalk Project is funded under the Active Transportation Program (ATP) administered by Caltrans.

Caltrans has a requirement to have an authorized person to execute any Master Agreements, Program Supplement Agreements, Fund Exchange Agreements, Fund Transfer Agreements, and any amendments thereto with the California Department of Transportation.

**Fiscal Impact:** The City was awarded State funding under the ATP program being administered by Caltrans in the amount of \$1,565,000 for FY24 with a City match of \$93,000 to be funded by General Fund Infrastructure Fund.

**Recommendation:** Adopt Resolution 2024-02, Authorizing City Manager to Execute Program Supplement No. 00000A384 to Administering Agency-State Agreement for State Funded Projects No. 08-5220S21 with the State of California Department of Transportation (Caltrans) for the administration of State funds for the Schools and Seniors Sidewalk Project.

**Submitted By:** Kathy Raasch, Projects Manager

**City Management Review:** *Kathy Raasch* **Date:** 1/9/24

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 10



# City of Needles, California

## Request for City Council Action

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**Submitted By:** Kathy Raasch, Projects Manager

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

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

**AGENDA ITEM:** \_\_\_\_\_

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## RESOLUTION NO. 2024-02

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF NEEDLES, CALIFORNIA, AUTHORIZING ACCEPTANCE OF ACTIVE  
TRANSPORTATION PLAN (ATP) CYCLE 6 METROPOLITAN PLANNING  
ORGANIZATION (MPO) FUNDING FOR THE CITY OF NEEDLES SCHOOLS AND  
SENIORS SIDE PROJECT

WHEREAS, the City of Needles is eligible to receive Federal and/or State funding for certain Transportation Projects, through the California Department of Transportation and

WHEREAS, Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements and/or Fund Transfer Agreements need to be executed with the California Department of Transportation before such funds could be claimed and

WHEREAS, the City of Needles wishes to delegate authorization to execute these agreements and any amendments thereto to the City Manager all Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements and any amendments thereto with California Department of Transportation and

NOW, THEREFORE, BE IT RESOLVED that

- 1) The City Manager is hereby authorized and directed to sign and file, for and on behalf of the City of Needles/Needles Public Utility Authority a supplemental agreement from Caltrans for the Project;
- 2) The City Manager or designee is hereby authorized to represent the City of Needles/Needles Public Utility Authority in carrying out the City of Needles/Needles Public Utility Authority responsibilities under the supplemental agreement, including approving and submitting disbursement requests (including Claims for Reimbursement) or other required documentation, compliance with applicable state and federal laws, and making any other necessary certifications;
- 3) The authority granted hereunder shall be deemed retroactive. All acts authorized hereunder and performed prior to the date of this Resolution are hereby ratified and affirmed. Caltrans is authorized to rely upon this Resolution until written notice to the contrary, executed by each of the undersigned, is received by the Caltrans. Caltrans shall be entitled to act in reliance upon the matters contained herein, notwithstanding anything to the contrary contained in the formation documents of the City of Needles/Needles Public Utility Authority in any other document.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Needles, California, held on the 9<sup>th</sup> day of January 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Mayor

(SEAL)

ATTEST:\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

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



# 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 Kirsten  
Councilmember T Item 11.  
Councilmember Ellen Campbell  
Councilmember Jamie McCorkle  
Councilmember JoAnne Pogue  
Councilmember Henry Longbrake  
  
City Manager Patrick J. Martinez

## MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: December 15, 2023

1. In partnership with Arrowhead Credit Union, the City hosted Santa's Workshop—a heartwarming event for 47 children filled with joy and giving. As the children savored lunch, Santa's surprise appearance delighted them. Each participant chose new shoes and socks, capturing the moment with Santa in a photograph. Thoughtfully, jackets were provided for all attendees and their families, ensuring warmth and comfort during the festive season. It was a heartening display of generosity and holiday spirit for everyone involved (image attached).
2. Caltrans conducted a photo shoot on December 6, 2023, at the newly constructed Needles Gateway Monument sign, joined by City Councilmembers and City Staff. This shoot marked Caltrans' involvement in Governor Newsom's \$1.1 billion Clean California initiative, awarding a \$5.9-million beautification project in Needles. The project involves erecting a gateway monument wall featuring "California" lettering and a California Bear figure within the Caltrans right-of-way at 5 Mile Rd. Additionally, it includes enhancing existing on/off ramps at Needles Hwy, J Street, and E. Broadway with new landscaping materials like gravel, mulch, and rock blankets. Completion is slated for the first quarter of the upcoming year (image attached).
3. The new Duke Watkins pump track saw the completion of its concrete work on Thursday, December 14, 2023. This project was made possible through a \$3,965,400 grant from California's Proposition 68 Statewide Park Program (image attached).
4. Today, City staff underwent vital cardiopulmonary resuscitation (CPR) and first aid training, equipping our teams with essential skills, including the operation of automated external defibrillators (AEDs) to save lives during cardiac emergencies (image attached).

5. Last night, a power outage occurred in the vicinity spanning Clary Drive to Casa Linda Street, caused by an unfortunate incident involving an alleged drunk driver colliding with an NPUA transformer. Immediate responses from City Staff (including public works and the electric department), SB County Sheriffs, Fire Department, and Baker Ambulance swiftly followed. The combined efforts of public works and electric departments resulted in site cleanup and power restoration within just 2 hours of the incident (image attached).
6. On December 9, 2023, IEHP (Inland Empire Health Plan) organized a "Community Social and Job Fair" at Palo Verde Community College, offering crucial health service access to low-income and working-class individuals and families via the Medi-Cal program. Post-event, IEHP, and Tri-State Community Health conducted a productive dialogue with Needles' healthcare providers to assess the community's current needs and enhance resident services. Furthermore, both organizations plan to establish a recurring food bank at the Tri-State parking lot for ongoing community support.



# 1. SANTA'S WORKSHOP

Item 11.





## 2. NEEDLES GATEWAY MONUMENT SIGN





### 3. DUKE WATKINS PUMP TRACK





## 4. CPR AND AED TRAINING





## 5. LILLYHILL POWER OUTAGE







# 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 Kirsten  
Councilmember T  
Councilmember Ellen Campbell  
Councilmember Jamie McCorkle  
Councilmember JoAnne Pogue  
Councilmember Henry Longbrake  
City Manager Patrick J. Martinez

Item 11.

## MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: December 22, 2023

1. City Hall will be closed on Monday, December 25, and Tuesday, December 26, in observance of Christmas. Normal operations will resume on Wednesday, December 27, starting at 8:30 AM. In emergencies, don't hesitate to contact City Staff directly at 760-326-5700. Our after-hours answering service will promptly direct your call to the right staff member.
2. On November 10, 2023, I reported to the City Council that the Needles Area Transit hosted a Community Open House on November 7, 2023, to discuss residents' transit service needs. In addition to the input received from the eight interviews that were conducted with stakeholders, such as the Needles Unified School District, Chamber of Commerce, Palo Verde College Needles Center, and the Department of Behavioral Health, the consultant firm wanted to reach out to members of the community through a survey. The outreach intends to help improve public transit in Needles (refer to the attached survey).
3. Over the weekend, tragedy struck as five children lost their lives in a house fire at a Bullhead City duplex. In response, Bullhead City Councilmember Grace Hecht orchestrated a touching candlelight vigil at Rotary Park on Wednesday. Notably, representatives from the City of Needles and the Needles Unified School District stood in solidarity at this event. The River Fund has established a dedicated fund to aid the affected families. Those willing to contribute can securely donate through the River Fund's online portal at [www.riverfundinc.com](http://www.riverfundinc.com).
4. City Staff recently convened with Dr. Georgina Yoshioka, the Director of Behavioral Health (DBH) for SB County, to discuss transferring contract responsibilities from MHS, Inc. to a different community-based organization (CBO) effective January 1, 2024. This transition will not impact Substance Use Disorder and Recovery Services (SUDRS) programs in Needles.

To ensure uninterrupted care for current patients, both virtual and in-person services will be available at an Apple Valley County Facility. DBH is committed to sustaining SUD outpatient and CalWORKS behavioral health treatment services until a new provider is established, mitigating treatment gaps. For those needing these services or aware of someone requiring assistance, please get in touch with Jennifer Alsina, Assistant Director of Behavioral Health, via email at [Jennifer.Alsina@dbh.sbcounty.gov](mailto:Jennifer.Alsina@dbh.sbcounty.gov) or by calling directly at 909-388-0808.

MHS/Turn (Center for Change) provides a Driving Under the Influence (DUI) Program. Attached is a list of DUI Programs that can provide telehealth for individuals referred to a DUI Program. DBH is working to get a new DUI provider to serve the Needles area (refer to attached SBCBH Document).

5. City staff recently supported Needles Military Moms by installing around 40 Hometown Hero Banners along Broadway. These banners are a tribute to our active military personnel, with eight currently stationed overseas. To contribute to the Needles Military Moms' 501c3, individuals can conveniently donate by visiting Hardware Express or scanning the QR Code featured in the Needles Desert Star (refer to the attached image).
6. On December 19, 2023, a productive meeting occurred between the San Bernardino County Office of Emergency Services (SBCOES) and City Staff at City Hall. The gathering served as an introduction to the new members of the SB OES team and provided an opportunity for the staff to familiarize them with the City of Needles. During the session, the city's history was briefly shared while addressing its potential vulnerabilities, notably severe monsoon rains, extreme heat, and high winds.

The primary objective of the meeting was to establish a robust relationship with SBCOES and explore avenues for future collaboration, especially in the case of emergency scenarios. Discussions centered around identifying ways to effectively collaborate and support each other in handling potential emergencies that might arise in the future.



# Help Improve Public Transit in Needles

*for the NAT, Dial-A-Ride and Arizona Medical and Shopper Shuttles*

**We would like your input  
by completing a short survey!**

**You can complete the paper version on the reverse of this letter and return it with your utility payment, or you can take the online survey by using the weblink below or scanning the QR code.**

**[www.surveymonkey.com/r/SurveyNeedles](http://www.surveymonkey.com/r/SurveyNeedles)**

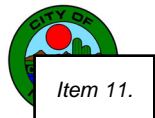
**We look forward to hearing from you!**



**Needles Transit Services  
Short-Range Transit Plan  
FY 2025-2030**

# NEEDLES TRANSIT SERVICES HOUSEHOLD SURVEY

Please help us improve Needles Transit Services by completing this survey. Check or PRINT your answers.



1. Have you or anyone in your household ever used one of the following

**Needles public transit services?** (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Needles Area Transit (NAT) bus | <input type="checkbox"/> Needles Dial-A-Ride |
| <input type="checkbox"/> Needles Dial-A-Ride Medical    | <input type="checkbox"/> Shopper Shuttle     |

2. If you are a current public transit user, how often do you ride?

- |                                |                                 |                                  |                                 |                                     |
|--------------------------------|---------------------------------|----------------------------------|---------------------------------|-------------------------------------|
| <input type="checkbox"/> Daily | <input type="checkbox"/> Weekly | <input type="checkbox"/> Monthly | <input type="checkbox"/> Rarely | <input type="checkbox"/> Not a user |
|--------------------------------|---------------------------------|----------------------------------|---------------------------------|-------------------------------------|

3. If you use or were going to use public transportation in Needles, which of the following would be the primary reason? (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Work                 | <input type="checkbox"/> Recreation (fun/friends/family)         |
| <input type="checkbox"/> School/College       | <input type="checkbox"/> Social Service Appointment              |
| <input type="checkbox"/> Shopping             | <input type="checkbox"/> Other _____                             |
| <input type="checkbox"/> Medical/Dental Appt. | <input type="checkbox"/> I would never use public transportation |

4. What method of transportation does your household normally use to go to work, school or your most frequent destinations? (check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Car/truck, drive alone           | <input type="checkbox"/> Bicycle        |
| <input type="checkbox"/> Carpool/vanpool                  | <input type="checkbox"/> Walk           |
| <input type="checkbox"/> Motorcycle                       | <input type="checkbox"/> Taxi/Uber/Lyft |
| <input type="checkbox"/> Public transit (bus/dial-a-ride) | <input type="checkbox"/> Other _____    |

5. If you or your household members could no longer drive, how would you get to your most frequent destinations? (check all that apply)

- |   |                                       |   |
|---|---------------------------------------|---|
| <input type="checkbox"/> Get a ride from family/friends | <input type="checkbox"/> Ride my bike | <input type="checkbox"/> Taxi/Uber/Lyft |
| <input type="checkbox"/> Use public transit             | <input type="checkbox"/> Walk         | <input type="checkbox"/> I don't know   |

6. If you do not use public transit, why not? (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Service not available near my house         | <input type="checkbox"/> I don't feel safe riding the bus |
| <input type="checkbox"/> Service doesn't go where I need it to go    | <input type="checkbox"/> I had a bad experience before    |
| <input type="checkbox"/> I don't know how to use the service         | <input type="checkbox"/> Cost to ride is too expensive    |
| <input type="checkbox"/> Buses don't run frequently enough           | <input type="checkbox"/> Trips take too long to make      |
| <input type="checkbox"/> Service not available at the time I need it | <input type="checkbox"/> I prefer to drive myself         |
| <input type="checkbox"/> No bench/shelter at bus stop                | <input type="checkbox"/> Other _____                      |

7. In the past six months have you or your household members seen any advertising for any Needles public transit services?

- ☐ Yes ☐ No

If yes, where did you see the advertising? (print)

8. How important is bus service over to Fort Mohave, AZ to you? (check one)

- ☐ No opinion ☐ Not Important ☐ Somewhat Important ☐ Very Important

9. How important is bus service into Bullhead City, AZ to you? (check one)

- ☐ No opinion ☐ Not Important ☐ Somewhat Important ☐ Very Important

10. For what types of trips would you travel to Fort Mohave or Bullhead City?

- |                                     |   |  |  |
|-------------------------------------|---|--|--|
| <input type="checkbox"/> Shopping   | <input type="checkbox"/> Medical/Dental | <input type="checkbox"/> Work            | <input type="checkbox"/> Catch Greyhound |
| <input type="checkbox"/> Recreation | <input type="checkbox"/> School/College | <input type="checkbox"/> Social Services | <input type="checkbox"/> Other _____     |

11. Among these possible improvements, which two would be most important to you. Please select **ONLY two**.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> More frequent service   | <input type="checkbox"/> Service to Victorville | <input type="checkbox"/> Sunday service           |
| <input type="checkbox"/> Unlimited ride day-pass | <input type="checkbox"/> More shelters at stops | <input type="checkbox"/> Earlier or later service |

12. How many members of your household have a valid driver's license?

- ☐ None ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 or more

13. How many working vehicles do you have in your household for transportation?

- ☐ No vehicle ☐ One vehicle ☐ Two vehicles ☐ 3 or more vehicles

14. In what area of Needles do you live?

- |                                      |  |                                      |                                    |
|--------------------------------------|--|--------------------------------------|------------------------------------|
| <input type="checkbox"/> West End    | <input type="checkbox"/> East End        | <input type="checkbox"/> Downtown    | <input type="checkbox"/> Northside |
| <input type="checkbox"/> On the Hill | <input type="checkbox"/> Needles Village | <input type="checkbox"/> Other _____ |                                    |

15. How do you or your household members connect to the internet?

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Smartphone with data                 | <input type="checkbox"/> Home internet | <input type="checkbox"/> Public Wi-fi/Hotspot |
| <input type="checkbox"/> I do not have access to the internet |  |   |

16. What is your approximate household income?

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Less than \$15,000   | <input type="checkbox"/> \$15,000 to \$24,999 | <input type="checkbox"/> \$25,000 to 44,999 |
| <input type="checkbox"/> \$45,000 to \$74,999 | <input type="checkbox"/> \$75,000 to \$99,999 | <input type="checkbox"/> \$100,000 or more  |

17. What is your age?

- |                                     |                                     |                                     |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Ages 17-24 | <input type="checkbox"/> Ages 25-44 | <input type="checkbox"/> Ages 45-54 |
| <input type="checkbox"/> Ages 55-64 | <input type="checkbox"/> Ages 65-74 | <input type="checkbox"/> Ages 75+   |

18. What best describes you?

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Employed full-time | <input type="checkbox"/> Employed part-time | <input type="checkbox"/> College student |
| <input type="checkbox"/> Middle/HS Student  | <input type="checkbox"/> Not employed       | <input type="checkbox"/> Retired         |

19. Do you have any additional comments about public transit in Needles? (print)

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## 4. DB COUNTY DUI PROGRAMS

Item 11.



### Department of Behavioral Health

# Driving Under the Influence (DUI) Programs

#### DESERT/MOUNTAIN REGIONS

**Barstow – Jackson-Bibby Awareness Group:** 222 East Main Street, Suite 218, Barstow, CA 92311. (760) 256-6114  
Hours: Wednesday 2:30 - 5:30 p.m. Thursday Noon to 5:30 p.m. Friday 10 a.m. to 4:30 p.m.

**Victorville – Dalton & Associates:** 12209 Hesperia Road, Suite G Victorville, CA 92392. (760) 241-1777  
Hours: Monday – Friday, 9 a.m. to 9 p.m., Saturday, 8:30 to 11:30 a.m.

**Victorville – Jackson-Bibby Awareness Group:** 14420 Civic Drive Suite 3 Victorville, CA 92392. (760) 241-3300  
Hours: Monday – Friday 9 a.m. to 5:30 p.m.

#### EAST VALLEY

**Redlands – Jackson-Bibby Awareness Group:** 1200 Arizona, Suite A-10 Redlands, CA 92374. (909) 792-6925  
Hours: Monday – Friday 9 a.m. to 5:30 p.m.

**San Bernardino – Prodigy Healthcare:** 688 N. Arrowhead Ave. Suite 101 San Bernardino, CA 92401. (909) 888-0149  
Hours: Monday – Friday 8 a.m. to 8 p.m. Saturday 7 a.m. to 2 p.m.

**San Bernardino – Pegasus:** 2020 N. Waterman Ave. Suite C San Bernardino, CA 92405. (909) 881-1570  
Hours: Monday, Tuesday, and Thursday, 9:30 a.m. to 8 p.m. Wednesday and Friday, 9:30 a.m. to 7:30 p.m.  
Saturday, 7 a.m. to noon

#### WEST VALLEY

**Chino – Alcohol Education & Recovery Services:** 12560 Central Ave. Chino, CA 91710. (909) 591-4761  
Hours: Monday – Friday, 9 a.m. to 8:30 p.m. Saturday, 8 a.m. to 2 p.m.

**Fontana – Rehabilitation Alcohol Program:** 17205 Arrow Blvd. Fontana, CA 92335. (909) 356-9390  
Hours: Monday – Thursday 8 a.m. to 4:30 p.m. Friday 8 a.m. to 3 p.m.

**Ontario – Valley Improvement Programs:** 210 West “B” Street. Ontario, CA 91762. (909) 983-3665  
Hours: Monday – Thursday, 9 a.m. to 8 p.m. Friday – Saturday, 9 a.m. to 1 p.m.

**Rancho Cucamonga – Valley Improvement Programs:** 8540 Archibald Ave. #A-18 Rancho Cucamonga, CA 91730.  
(909) 987-4036 Hours: Monday – Thursday 9 a.m. to 8 p.m. Friday – Saturday 9 a.m. to 1 p.m.

**Upland – Valley Improvement Programs:** 1589 West Ninth Street, Suite E Upland, CA 91786. (909) 985-2785  
Hours: Monday – Wednesday, 9 a.m. to 8 p.m. Thursday, 9 a.m. to 5 p.m. Friday – Saturday, 9 a.m. to 1 p.m.



## 5. NEEDLES MILITARY MOMS

Item 11.

Needles Military Moms

**DONATE  
NOW  
TO REACH**

**OUR GOAL**

**How it Works**

Needles Military Moms is hosting an end of the year dollar for dollar matching challenge to raise funds to purchase Military banners to honor our Hometown Heroes on the roads of Needles.

**Contact Info**

Needles Military Moms  
760-219-1287--Lindsey  
760-217-1123--Donna  
Email: [NeedlesMilitaryMoms@gmail.com](mailto:NeedlesMilitaryMoms@gmail.com)

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## MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: December 29, 2023

1. As we approach the end of the year, I want to express my gratitude for the incredible teamwork and dedication displayed by each member of our council and the city staff. The past year has been a testament to our collective commitment to enhancing our community.

We've made significant strides in various initiatives to elevate our city's infrastructure, foster community engagement, and ensure sustainable growth. Your guidance and support have been instrumental in driving these endeavors forward.

Reflecting on the accomplishments of this year ignites excitement for what lies ahead:

- \$17 Mil. in Capital Projects:
  - Lillyhill and L Street Booster Station \$3 Mil.
  - Water Treatment Plant \$6 Mil.
  - Needles Bridge Rehabilitation \$1.4 Mil.
  - Duke Watkins, Jack Smith Park, and Bob Belt Beach Park \$6.5 Mil.
- General Plan Updates to Various Elements (Lane Use, Housing, Transportation) \$500,000
- The acquisition of the Housing Authority of the City of Needles is 52 Public Housing Units, 23 Section 8 Vouchers, and 30 Veterans Housing Vouchers.

As we stand on the threshold of a new year, I am eager to continue our collaborative efforts, building upon past successes and exploring innovative strategies to address the challenges and opportunities awaiting us.

In the coming year, I look forward to further collaboration with the council to embark on new projects, implement policies, and prioritize the well-being of our citizens. Together, we can continue to steer our city toward a future defined by progress, inclusivity, and prosperity.

Thank you once again for your unwavering support and dedication to our city. I am honored to serve alongside such a passionate and visionary council. I wish you all a joyful holiday season and a prosperous New Year.

2. City Hall will be closed on Monday, January 1, and Tuesday, January 2, in observance of the New Year. Normal operations will resume on Wednesday, January 3, starting at 8:30 AM. In emergencies, don't hesitate to contact City Staff directly at 760-326-5700. Our after-hours answering service will promptly direct your call to the right staff member.
3. City Staff recently convened with Touchstone's local and Regional Corporate representatives overseeing Rivers Edge Golf Course, marking a pivotal moment as the course reaches its peak condition in years. With a remarkable surge in golf rounds and Touchstones' skilled staff gearing up for the bustling Spring season (January-April), our Director of Golf, JJ Deleon, leads the way with monthly public clinics, private lessons, and expertly managed golf tournaments. For inquiries about these opportunities, kindly contact the Director of Golf, JJ Deleon, at 760-326-3931. Moreover, to attract new enthusiasts, the Touchstone staff has crafted enticing "Stay and Play" packages available through regional hotels and casinos such as Harrah's, Riverside Resort, Edgewater, and Aquarius Resort.
4. The ongoing Street Sign Replacement Project, sanctioned by the City Council in 2021 for three years, is now in its final phase. City Staff has diligently progressed to 65% completion. Additional street signs have been procured and installed to enhance the city's infrastructure.