



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

A G E N D A

REGULAR MEETING OF THE CITY COUNCIL,
CITY OF NEEDLES, CALIFORNIA
TUESDAY, OCTOBER 22, 2019
COUNCIL EXECUTIVE SESSION – **5:30 P.M.**
CITY COUNCIL MEETING – **6:00 P.M.**
CITY COUNCIL CHAMBERS
1111 BAILEY AVENUE, NEEDLES

Councilmember Hazlewood will be participating in this meeting via teleconference call
from Oak Tree Inn, 1706 N Park Drive, Winslow, AZ 86047
The public will be given an opportunity to address the legislative body directly
from this teleconference location

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

CALL TO ORDER Councilmember Belt has requested an excused absence
ROLL CALL

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

RECESS TO EXECUTIVE SESSION

- a) Conference with legal Counsel regarding significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) and/or (3) (One potential case related to October 11, 2019 letter from legal Counsel for Rio Buena Vista Association related to Association water and sewer facilities).

EXECUTIVE SESSION – Report by City Attorney

CALL TO ORDER Councilmember Belt has requested an excused absence
ROLL CALL
INVOCATION
PLEDGE OF ALLEGIANCE
APPROVAL OF AGENDA
CONFLICT OF INTEREST
CORRESPONDENCE
INTRODUCTIONS
CITY ATTORNEY Parliamentary procedures

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

PUBLIC APPEARANCE – Persons wishing to address the City Council on subjects other than those scheduled are requested to do so at this time. When addressing the Council, please come to the podium and give 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.

PUBLIC HEARING

- 1) Public hearing noticed to consider all evidence and testimony for or against amending Section 13-33(d) of the Needles Municipal Code (NMC) to erect a stop sign at the northeast corner of North K Street and Front Street **has been continued to November 12, 2019**

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 2 through 8 on the Consent Calendar by affirmative roll call vote. (ACT)

- 2) Approve the warrants register through October 22, 2019
- 3) Waive the reading and adopt Resolution No. 2019-71 (amending Resolution No. 2018-55 cultivation Suite A), Resolution No. 2019-72 (amending Resolution No. 2018-57 distribution Suite B) and Resolution No. 2019-73 (amending Resolution No. 2018-56 manufacturing Suite C) approving an extension of time for a conditional use permit (CUP) issued for marijuana cultivation, distribution and manufacturing facilities located at 1100 E. Broadway, APN 0186-224-02 that expired on September 25, 2019
- 4) Award of contract to Michael P. Burger, MBA, CGMA, CPA to perform Tax Field Audit(s) for two cultivation facilities and one Lessee for a total cost not to exceed \$16,000
- 5) Approve the Needles Rodeo Association Daily License Application for the Department of Alcoholic Beverage Control for their Needles Rodeo Association Jeep Dinner, November 2, 2019 at the Needles Rodeo Grounds
- 6) Waive the reading and adopt Resolution No. 2019-70 authorizing the City to file an application for SB2 Grant Funds and Acknowledging Receipt of the funds when received
- 7) Declare miscellaneous equipment and vehicles as surplus and authorize staff to advertise for bids and to award the bid to the highest bidder
- 8) Waive the reading and adopt resolution No. 2019-74 authorizing destruction of certain city records pursuant to Government Code Section 34090

End of Consent Calendar

REGULAR ITEMS

- 9) Discussion to authorize the Mayor to send a letter to San Bernardino County Voter Registrar to require voter identification at all elections (ACT)
- 10) Employee Appreciation Holiday Event budget (ACT)

CITY ATTORNEYS REPORT

CITY MANAGERS REPORT

COUNCIL REQUESTS

Councilmember Gudmundson
Councilmember Terral
Councilmember Hazlewood
Vice Mayor Paget
Councilmember Belt
Councilmember Longacre
Mayor Williams

ADJOURNMENT

**INTERNET ACCESS TO CITY COUNCIL AGENDAS AND STAFF REPORT MATERIAL
IS AVAILABLE PRIOR TO CITY COUNCIL MEETINGS AT**

<http://www.cityofneedles.com>

Posted: October 18, 2019

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 4th day of October 2019.



Dale Jones, CMC, City Clerk



City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA ☐ SARDA

☒ Regular ☐ Special

Meeting Date: October 22, 2019

Title: Warrants

Background: n/a

Fiscal Impact: n/a

Recommended Action: APPROVE, the Warrants Register through October 22, 2019

Submitted By: Sylvia Miledi, Director of Finance

City Management Review: Rick

Date: 10/15/19

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 2

**CITY OF NEEDLES CITY COUNCIL
WARRANT SUMMARY TOTALS FOR OCTOBER 11, 2019**

		DEPT. AMT.	FUND AMT.	OCT. 08, 2019	19-20 BUDGET
FUND 101	GENERAL FUND				
101.1015.412	CITY ATTORNEY	\$ 6,332.63		\$ 7,083.00	\$85,000
101.1020.413	CITY MANAGER	\$ 1,012.15		\$ 12,387.75	\$171,333
101.1025.415	FINANCE DEPT.	\$ 3,525.17		\$ 21,463.99	\$420,138
101.1030.414	CITY CLERK/COUNCIL/MAYOR	\$ 239.87		\$ 4,722.50	\$131,018
101.1035.416	PLANNING /ZONING	\$ 543.43		\$ 7,295.25	\$195,144
101.1040.417	ENGINEERING	\$ 753.83		\$ 10,555.92	\$151,111
101.1060.410	COMMUNITY PROMOTIONS	\$ -		\$ 1,297.50	\$60,250
101.1070.410	SENIOR CENTER	\$ -		\$ 59,507.14	\$1,262,304
101.2010.421	SHERIFF	\$ -		\$ 206,002.00	\$2,647,940
101.2020.423	ANIMAL SHELTER/CONTROL	\$ 627.48		\$ 14,181.88	\$168,809
101.2025.424	BUILDING & SAFETY	\$ 2,073.04		\$ 17,798.28	\$307,623
101.2030.423	CODE ENFORCEMENT	\$ 3,582.61		\$ 256,546.37	\$3,554,200
101.3010.431	PUBLIC WORKS	\$ 3,200.21		\$ 29,393.00	\$509,766
101.4730.472	SANITATION	\$ 397.30		\$ 9,827.94	\$129,447
101.5770.452	AQUATICS	\$ -		\$ 27,887.07	\$166,174
101.5772.452	PARKS	\$ 2,160.17		\$ 14,588.21	\$353,744
101.5773.452	JACK SMITH PARK MARINA	\$ 1,415.85		\$ 10,172.59	\$111,501
101.5774.452	RECREATION	\$ 1,887.57		\$ 15,378.50	\$279,270
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		\$ 27,751.31	\$ 461,100.82	\$6,820,004
FUND 205	CDBG		\$ -	\$ -	\$0
FUND 206	CEMETERY		\$ 661.83	\$ 4,776.08	\$123,773
FUND 209	NARCOTICS FORFEITURE		\$ -	\$ -	\$9,778
FUND 210	SPECIAL GAS TAX		\$ -	\$ 11,762.00	\$226,898
FUND 212	AIR QUALITY (MDAQD)		\$ -	\$ -	\$0
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ 40,000.00	\$480,000
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ -	\$ 6,108.86	\$220,000
FUND 235	INTERSTATE COMM/I40 J ST.		\$ -	\$ -	\$0
FUND 239	CA.CONSERV RECYCLING GRANT		\$ -	\$ 416.00	\$5,000
FUND 240	EL GARCES INTERMODAL		\$ -	\$ -	\$0
FUND 243	ACTIVE TRANSPORT PROGRAM		\$ -	\$ -	\$0
FUND 270	REDEVELOPMENT AGENCY		\$ 512.30	\$ 9,576.29	\$243,106
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ -	\$ -	\$0
FUND 501	NPUA		\$ -	\$ 720,888.78	\$12,449,567
FUND 502	WATER DEPARTMENT		\$ 4,382.66	\$ 89,674.26	\$1,665,186
FUND 503	WASTEWATER DEPARTMENT		\$ 1,665.60	\$ 66,618.96	\$1,067,861
FUND 505	SANITATION		\$ -	\$ 23,746.53	\$1,209,900
FUND 506	ALL AMERICAN CANAL PROJ.		\$ 227.72	\$ 4,093.68	\$762,261
FUND 507	GOLF FUND	924.58			
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ 2,862.09	\$ -	\$ 30,069.47	\$572,666
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ 2,723.22		\$ 12,925.71	\$272,443
FUND 507	GOLF FUND TOTAL		\$ 6,509.89		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		\$ 4,604.07	\$ 22,440.81	\$453,742
FUND 509	MIS		\$ -	\$ 11,243.25	\$169,000
FUND 510	ADMIN. FACILITY		\$ -	\$ 14,387.79	\$175,703
FUND 511	FLEET MANAGEMENT		\$ 1,217.80	\$ 3,574.08	\$261,552
FUND 512	VEHICLE REPLACEMENT		\$ -	\$ -	\$0
FUND 520	SR DIAL A RIDE		\$ -	\$ 614.00	\$220,195
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ -	\$ 287.00	\$64,942
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ -	\$ 14,712.00	\$383,487
FUND 580	ELECTRIC		\$ 13,746.92	\$ 187,239.30	\$5,778,024
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ -	\$0
FUND 582	NPUA CAPITAL WATER		\$ -	\$ -	\$0
FUND 583	NPUA CAPITAL WASTEWATER		\$ -	\$ -	\$0
FUND 650	IMPACT FEES NORTH NEEDLES		\$ -	\$ -	\$0
FUND 651	IMPACT FEES SOUTH AREAS		\$ -	\$ -	\$0
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 61,280.10	\$ 1,736,255.67	\$33,635,088

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

Rick Daniels, City Manager

Date

Kippy Poulson, City Treasurer

Date

Sylvia Mileli, Director of Finance

Date

PREPARED 10/10/2019, 7:53:04

ACCOUNTS PAYABLE PRELIMINARY CHECK REGISTER

PAGE 1
DISBURSEMENT PERIOD 04/2020

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

CHECK NUMBER	VENDOR NUMBER	SEQ#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/ TAKEN	RETAINAGE
9083	1	00	ADEQ	10/11/2019	65.00		.00
9084	3319	00	CITY EMPLOYEES ASSOCIATES	10/11/2019	220.00		.00
9085	3286	00	COLONIAL LIFE	10/11/2019	1,475.30		.00
9086	3399	00	COURT-ORDERED DEBT COLLECTIONS	10/11/2019	50.24		.00
9087	3634	00	EMPOWER	10/11/2019	400.84		.00
9088	1305	00	GREAT WEST LIFE	10/11/2019	1,950.00		.00
9089	2879	00	JENNIFER VALENZUELA	10/11/2019	258.45		.00
9090	3248	00	PREFERRED BENEFIT INSURANCE ADMIN.	10/11/2019	2,710.60		.00
9091	1199	00	SBPEA TEAMSTERS LOCAL 1932	10/11/2019	686.53		.00
9092	3242	00	SDRMA	10/11/2019	53,353.14		.00
9093	1649	00	SWRCB	10/11/2019	110.00		.00

NUMBER OF CHECKS 11 GRAND TOTAL 61,280.10

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
9083	1	ADEQ	002681		10/11/2019	503-4720-475.57-00	65.00	65.00
							*	
9084	3319	CITY EMPLOYEES ASSOCIATES	002620		10/11/2019	101-0000-209.03-01	160.00	
			002621		10/11/2019	507-0000-209.03-01	20.00	
			002622		10/11/2019	508-0000-209.03-01	20.00	
			002623		10/11/2019	580-0000-209.03-01	20.00	
							220.00	220.00
							*	
9085	3286	COLONIAL LIFE	002616		10/11/2019	101-0000-209.03-01	1,206.16	
			002617		10/11/2019	502-0000-209.03-01	85.04	
			002618		10/11/2019	508-0000-209.03-01	88.80	
			002619		10/11/2019	580-0000-209.03-01	95.30	
							1,475.30	1,475.30
							*	
9086	3399	COURT-ORDERED DEBT COLLEC	002624		10/11/2019	101-0000-209.01-00	50.24	
							50.24	50.24
							*	
9087	3634	EMPOWER	002672		10/11/2019	101-0000-209.01-00	9.94	
			002673		10/11/2019	101-0000-209.01-00	64.82	
			002674		10/11/2019	580-0000-209.01-00	170.90	
			002675		10/11/2019	580-0000-209.01-00	53.93	
			002676		10/11/2019	580-0000-209.01-00	101.25	
							400.84	400.84
							*	
9088	1305	GREAT WEST LIFE	002677		10/11/2019	101-0000-209.03-01	1,290.00	
			002678		10/11/2019	502-0000-209.03-01	50.00	
			002679		10/11/2019	507-0000-209.03-01	140.00	
			002680		10/11/2019	511-0000-209.03-01	470.00	
							1,950.00	1,950.00
							*	
9089	2879	JENNIFER VALENZUELA	002659		10/11/2019	101-5774-452.49-01	60.00	
			002660		10/11/2019	101-5774-452.43-04	23.28	
			002661		10/11/2019	101-5774-452.62-00	25.00	
			002662		10/11/2019	101-5774-452.65-10	90.91	
			002663		10/11/2019	101-5774-452.61-06	35.06	
			002664		10/11/2019	101-5774-452.60-24	24.20	
							258.45	258.45
							*	
9090	3248	PREFERRED BENEFIT INSURAN	002593		10/11/2019	101-1020-413.24-10	60.52	
			002594		10/11/2019	101-1025-415.24-10	79.19	
			002595		10/11/2019	101-1030-414.24-10	10.68	
			002596		10/11/2019	101-1035-416.24-10	34.08	
			002597		10/11/2019	101-1040-417.24-10	56.33	
			002598		10/11/2019	101-2020-423.24-10	33.80	
			002599		10/11/2019	101-2025-424.24-10	124.77	
			002600		10/11/2019	101-2030-423.24-10	283.28	
			002601		10/11/2019	101-3010-431.24-10	97.90	
			002602		10/11/2019	101-4730-472.24-10	21.18	
			002603		10/11/2019	101-5772-452.24-10	120.15	

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
9090	3248	PREFERRED BENEFIT INSURAN	002604		10/11/2019	101-5773-452.24-10	89.00	
			002605		10/11/2019	101-5774-452.24-10	42.70	
			002606		10/11/2019	206-5771-452.24-10	35.60	
			002607		10/11/2019	270-4631-463.24-10	71.20	
			002608		10/11/2019	503-4710-471.24-10	281.00	
			002609		10/11/2019	503-4720-475.24-10	92.63	
			002610		10/11/2019	506-4713-477.24-10	13.52	
			002611		10/11/2019	507-5761-453.24-10	210.00	
			002612		10/11/2019	507-5762-454.24-10	89.00	
			002613		10/11/2019	508-4810-478.24-10	169.00	
			002614		10/11/2019	511-3020-432.24-10	33.80	
			002615		10/11/2019	580-4750-473.24-10	661.27	
							2,710.60	
9091	1199	SBPEA TEAMSTERS LOCAL 193	002665		10/11/2019	101-0000-209.03-01	302.25	
			002666		10/11/2019	101-0000-209.03-01	16.88	
			002667		10/11/2019	502-0000-209.03-01	95.71	
			002668		10/11/2019	503-0000-209.03-01	17.48	
			002669		10/11/2019	507-0000-209.03-01	66.80	
			002670		10/11/2019	508-0000-209.03-01	42.27	
			002671		10/11/2019	580-0000-209.03-01	145.14	
							686.53	
9092	3242	SPECIAL DISTRICT RISK	002625		10/11/2019	101-1020-413.24-10	951.63	
			002626		10/11/2019	101-1025-415.24-10	3,445.98	
			002627		10/11/2019	101-1030-414.24-10	229.19	
			002628		10/11/2019	101-1035-416.24-10	509.35	
			002629		10/11/2019	101-1040-417.24-10	697.50	
			002630		10/11/2019	101-2020-423.24-10	593.68	
			002631		10/11/2019	101-2025-424.24-10	1,948.27	
			002632		10/11/2019	101-2030-423.24-10	3,299.33	
			002633		10/11/2019	101-3010-431.24-10	3,102.31	
			002634		10/11/2019	101-4730-472.24-10	376.12	
			002635		10/11/2019	101-5772-452.24-10	2,040.02	
			002636		10/11/2019	101-5773-452.24-10	1,326.85	
			002637		10/11/2019	101-5774-452.24-10	1,586.42	
			002638		10/11/2019	101-0000-209.03-01	3,232.34	
			002639		10/11/2019	206-5771-452.24-10	535.43	
			002640		10/11/2019	206-0000-209.03-01	90.80	
			002641		10/11/2019	270-4631-463.24-10	373.92	
			002642		10/11/2019	270-0000-209.03-01	67.18	
			002643		10/11/2019	502-4710-471.24-10	3,168.13	
			002644		10/11/2019	502-0000-209.03-01	592.78	
			002645		10/11/2019	503-4720-475.24-10	1,266.27	
			002646		10/11/2019	503-0000-209.03-01	224.22	
			002647		10/11/2019	506-4713-477.24-10	178.10	
			002648		10/11/2019	506-0000-209.03-01	36.10	
			002649		10/11/2019	507-5761-453.24-10	2,652.09	
			002650		10/11/2019	507-0000-209.03-01	481.10	
			002651		10/11/2019	507-5762-454.24-10	2,634.22	

CITY OF NEEDLES CITY COUNCIL
WARRANT SUMMARY TOTALS FOR OCTOBER 22, 2019

		DEPT. AMT.	FUND AMT.	OCT. 22, 2019	19-20 BUDGET
FUND 101	GENERAL FUND	\$ 8,816.43			
101.1015.412	CITY ATTORNEY	\$ 5,854.23		\$ 7,083.00	\$85,000
101.1020.413	CITY MANAGER	\$ 102.25		\$ 12,387.75	\$171,333
101.1025.415	FINANCE DEPT.	\$ 710.28		\$ 21,463.99	\$420,138
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101.2010.421	SHERIFF	\$ -		\$ 206,002.00	\$2,647,940
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101.2025.424	BUILDING & SAFETY	\$ 251.01		\$ 17,798.28	\$307,623
101.2030.423	CODE ENFORCEMENT	\$ 12,013.56		\$ 256,546.37	\$3,554,200
101.3010.431	PUBLIC WORKS	\$ 23,648.57		\$ 29,393.00	\$509,766
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101.5772.452	PARKS	\$ 18,011.73		\$ 14,588.21	\$353,744
101.5773.452	JACK SMITH PARK MARINA	\$ 102.50		\$ 10,172.59	\$111,501
101.5774.452	RECREATION	\$ 1,592.55		\$ 15,378.50	\$279,270
GENERAL FUND	TOTAL ALL GF DEPARTMENTS		\$ 76,810.10	\$ 461,100.82	\$6,820,004
FUND 205	CDBG		\$ -	\$ -	\$0
FUND 206	CEMETERY		\$ 200.81	\$ 4,776.08	\$123,773
FUND 209	NARCOTICS FORFEITURE		\$ -	\$ -	\$9,778
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FUND 212	AIR QUALITY (MDAQD)		\$ -	\$ -	\$0
FUND 214	SANBAG NEW LOCAL MEAS I		\$ -	\$ 40,000.00	\$480,000
FUND 225	COPS-AB 3229 SUPPLEMENTAL		\$ -	\$ 6,108.86	\$220,000
FUND 235	INTERSTATE COMM/140 J ST.		\$ -	\$ -	\$0
FUND 239	CA.CONSERV RECYCLING GRANT		\$ -	\$ 416.00	\$5,000
FUND 240	EL GARCES INTERMODAL		\$ 5,000.00	\$ -	\$0
FUND 243	ACTIVE TRANSPORT PROGRAM		\$ -	\$ -	\$0
FUND 270	REDEVELOPMENT AGENCY		\$ -	\$ 9,576.29	\$243,106
FUND 470	RDA CAP PROJ.LOW & MOD.		\$ -	\$ -	\$0
FUND 501	NPUA		\$ 207.17	\$ 720,888.78	\$12,449,567
FUND 502	WATER DEPARTMENT		\$ 51,006.53	\$ 89,674.26	\$1,665,186
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FUND 505	SANITATION		\$ 3,844.48	\$ 23,746.53	\$1,209,900
FUND 506	ALL AMERICAN CANAL PROJ.		\$ 612.00	\$ 4,093.68	\$762,261
FUND 507	GOLF FUND	0			
FUND 507-5761-453	GOLF MAINTENANCE DEPARTMENT	\$ 15,333.86	\$ -	\$ 30,069.47	\$572,666
FUND 507-5762-454	GOLF PRO SHOP DEPARTMENT	\$ 305.08		\$ 12,925.71	\$272,443
FUND 507	GOLF FUND TOTAL		\$ 15,638.94		
FUND 508	CUST.SVC/UT BUSINESS OFFICE		\$ 793.27	\$ 22,440.81	\$453,742
FUND 509	MIS		\$ 3,300.00	\$ 11,243.25	\$169,000
FUND 510	ADMIN. FACILITY		\$ 4,076.73	\$ 14,387.79	\$175,703
FUND 511	FLEET MANAGEMENT		\$ 2,351.43	\$ 3,574.08	\$261,552
FUND 512	VEHICLE REPLACEMENT		\$ 19,780.00	\$ -	\$0
FUND 520	SR DIAL A RIDE		\$ 8,211.71	\$ 614.00	\$220,195
FUND 521	DIAL-A-RIDE MEDICAL TRANS.		\$ 290.14	\$ 287.00	\$64,942
FUND 525	NEEDLES AREA TRANSIT (NAT)		\$ 26,799.16	\$ 14,712.00	\$383,487
FUND 580	ELECTRIC		\$ 124,848.57	\$ 187,239.30	\$5,778,024
FUND 581	NPUA CAPITAL ELECTRIC		\$ -	\$ -	\$0
FUND 582	NPUA CAPITAL WATER		\$ -	\$ -	\$0
FUND 583	NPUA CAPITAL WASTEWATER		\$ -	\$ -	\$0
FUND 650	IMPACT FEES NORTH NEEDLES		\$ 10,206.05	\$ -	\$0
FUND 651	IMPACT FEES SOUTH AREAS		\$ 3,426.70	\$ -	\$0
TOTAL	ALL FUNDS & DEPARTMENTS		\$ 407,344.31	\$ 1,736,261.67	\$33,635,088

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

Rick Daniels, City Manager

Date

Sylvia Mileti, Director of Finance

Date

Kippy Poulson, City Treasurer

Date

CHECK NUMBER	VENDOR NUMBER	SEC#	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DISCOUNTS/RETAINAGE TAKEN
9094	3656	00	ADVANCED ANIMAL CARE	10/22/2019	100.00	.00
9095	3305	00	AGUA CALIENTE	10/22/2019	25,012.00	.00
9096	1924	00	AHA MACAV POWER SERVICE	10/22/2019	209.75	.00
9097	3750	00	AUTO ZONE	10/22/2019	212.25	.00
9098	480	00	BEST BEST & KRIEGER LLP	10/22/2019	612.00	.00
9099	1	00	BILLY ANDREWS	10/22/2019	443.73	.00
9100	1	00	BILLY ANDREWS	10/22/2019	156.00	.00
9101	87	00	BLUETARP CREDIT SERVICES	10/22/2019	1,560.75	.00
9102	7	00	BORDER STATES ELECT.SUP.CORP.	10/22/2019	798.83	.00
9103	1	00	BRIAN M. DANAHAR	10/22/2019	362.72	.00
9104	3289	00	CALIF.BUILDING STANDARDS COMM.	10/22/2019	39.60	.00
9105	3738	00	CALIFORNIA DEPT. OF MOTOR VEHICLES	10/22/2019	2,922.00	.00
9106	3136	00	CITY OF NEEDLES	10/22/2019	78,610.87	.00
9107	2590	00	COLORADO RIVER PLUMBING INC.	10/22/2019	90.00	.00
9108	2320	00	COUNTY OF SAN BERNARDINO	10/22/2019	3,775.09	.00
9109	2934	00	DANA KEPNER COMPANY INC.	10/22/2019	693.73	.00
9110	428	00	DEPT. OF CONSERVATION	10/22/2019	47.46	.00
9111	3580	00	DIAMOND PURE WATER	10/22/2019	97.50	.00
9112	1	00	DOUGLAS/TERRECE TRANS. SITES	10/22/2019	2,000.00	.00
9113	2653	00	EMPIRE SOUTHWEST	10/22/2019	188.78	.00
9114	1	00	ENGLE, LARRY C.	10/22/2019	61.10	.00
9115	3682	00	EPIC ENGINEERING	10/22/2019	19,496.13	.00
9116	3462	00	EUST LLC	10/22/2019	26,244.08	.00
9117	3314	00	FINDLAY MOTOR COMPANY	10/22/2019	37,703.23	.00
9118	1296	00	FRONTIER	10/22/2019	27.54	.00
9119	3568	00	GALAXY CO.	10/22/2019	150.47	.00
9120	633	00	GEMPLER'S INC.	10/22/2019	363.61	.00
9121	3796	00	GOLDEN VALLEY CABLE & COMM INC.	10/22/2019	144.49	.00
9122	3451	00	GREENS DISTRIBUTION LLC.	10/22/2019	411.65	.00
9123	2612	00	HARDWARE EXPRESS INCORP.	10/22/2019	766.59	.00
9124	2489	00	HOME DEPOT CREDIT SERVICES	10/22/2019	410.77	.00
9125	3864	00	HORIZON TECHNOLOGIES INC.	10/22/2019	1,120.00	.00
9126	3594	00	KIMBALL MIDWEST	10/22/2019	96.92	.00
9127	3502	00	POULSON, KIPPY	10/22/2019	275.00	.00
9128	1	00	KRIEGER, MARK	10/22/2019	146.07	.00
9129	3744	00	LILBURN CORPORATION	10/22/2019	5,500.00	.00
9130	3445	00	LOW COST SPAY/NEUTER CLINIC	10/22/2019	380.00	.00
9131	3283	00	LOWE'S	10/22/2019	199.73	.00
9132	2981	00	MCDONALD TRANSIT ASSOC. INC.	10/22/2019	40,178.63	.00
9133	899	00	MCFARLAND CASCADE INC.	10/22/2019	27,126.00	.00
9134	139	00	MOHAVE VALLEY LANDFILL-4522	10/22/2019	11.30	.00
9135	1	00	MSB LLC (BATES 3515 RETENTION RFND)	10/22/2019	942.15	.00
9136	178	00	BIG O TIRES & AUTO PARTS	10/22/2019	1,611.85	.00
9137	207	00	NEEDLES SENIOR CITIZENS	10/22/2019	122.38	.00
9138	218	00	NEWS WEST PUBLISHING CO.	10/22/2019	69.39	.00
9139	1786	00	NPUA	10/22/2019	VOID	.00
9140	1786	00	NPUA	10/22/2019	37,807.36	.00
9141	3863	00	OMEGA INDUSTRIAL SUPPLY, INC.	10/22/2019	567.92	.00
9142	3315	00	ONLINE INFORMATION SERVICE	10/22/2019	108.30	.00
9143	240	00	PITNEY BOWES GLOBAL FIN. SVS. LLC	10/22/2019	2,597.08	.00
9144	15	00	QUILL CORP.	10/22/2019	1,082.54	.00

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
9094	3656	ADVANCED ANIMAL CARE	002444		10/22/2019	101-0000-204.06-00	100.00 100.00 *	100.00
9095	3305	AGUA CALIENTE	002519		10/22/2019	580-4750-473.63-10	25,012.00 25,012.00 *	25,012.00
9096	1924	AHA MACAV POWER SERVICE	002299 002300		10/22/2019 10/22/2019	580-4750-473.63-12 580-4750-473.63-12	200.95 8.80 209.75 *	209.75
9097	3750	AUTO ZONE	002297 002298		10/22/2019 10/22/2019	511-3021-432.43-26 511-3021-432.43-27	150.84 61.41 212.25 *	212.25
9098	480	BEST BEST & KRIEGER LLP	002537		10/22/2019	506-4713-477.31-50	612.00 612.00 *	612.00
9099	1	BILLY ANDREWS	002517		10/22/2019	101-0000-204.03-01	443.73 443.73 *	443.73
9100	1	BILLY ANDREWS	002518		10/22/2019	101-0000-204.03-01	156.00 156.00 *	156.00
9101	87	BLUETARP CREDIT SERVICES	005899 002344 002467		10/22/2019 10/22/2019 10/22/2019	511-3020-432.43-57 502-4710-471.61-21 503-4720-475.61-33	79.00- 184.12 1,455.63 1,560.75 *	1,560.75
9102	7	BORDER STATES ELECT.SUP.C	002464 002465 002466		10/22/2019 10/22/2019 10/22/2019	580-4750-473.60-55 580-4750-473.60-55 580-4750-473.60-55	233.67 101.73 463.43 798.83 *	798.83
9103	1	BRIAN M. DANAHER	002513		10/22/2019	101-0000-204.56-00	362.72 362.72 *	362.72
9104	3289	CALIF.BUILDING STANDARDS	002538		10/22/2019	101-2025-424.59-51	39.60 39.60 *	39.60
9105	3738	CALIFORNIA DEPT. OF MOTOR	002685		10/22/2019	101-3010-431.72-15	2,922.00 2,922.00 *	2,922.00
9106	3136	CITY OF NEEDLES	002302 002303 002304 002305 002306 002469		10/22/2019 10/22/2019 10/22/2019 10/22/2019 10/22/2019 10/22/2019	503-4720-475.80-41 502-4710-471.80-41 580-4750-473.80-43 503-4720-475.80-43 502-4710-471.80-43 502-4710-471.80-43	3,545.27 9,630.60 40,602.83 7,282.67 11,498.50 6,051.00 78,610.87 *	78,610.87

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
9107	2590	COLORADO RIVER PLUMBING I	002468		10/22/2019	101-5770-452.43-02	90.00 *	90.00
9108	2320	COUNTY OF SAN BERNARDINO	002426		10/22/2019	505-4730-472.74-40	3,775.09 *	3,775.09
9109	2934	DANA KEPNER COMPANY INC.	002329		10/22/2019	502-4710-471.60-55	693.73 *	693.73
9110	428	DEPT. OF CONSERVATION	002539		10/22/2019	101-2025-424.59-50	47.46 *	47.46
9111	3580	DIAMOND PURE WATER	002307		10/22/2019	510-4410-405.61-01	31.50	
			002308		10/22/2019	511-3020-432.61-01	4.50	
			002460		10/22/2019	101-5774-452.61-01	9.00	
			002470		10/22/2019	101-5770-452.61-01	10.00	
			002471		10/22/2019	503-4720-475.61-33	28.50	
			002520		10/22/2019	503-4720-475.43-02	14.00	
							97.50 *	97.50
9112	1	DOUGLAS/TERRECE TRANS. SI	002515		10/22/2019	101-0000-204.03-01	2,000.00 *	2,000.00
9113	2653	EMPIRE SOUTHWEST	002309		10/22/2019	511-3021-432.43-26	188.78 *	188.78
9114	1	ENGLE, LARRY C.	UT		10/22/2019	501-0000-211.00-00	61.10 *	61.10
9115	3682	EPIC ENGINEERING	002310		10/22/2019	101-0000-204.03-01	2,300.00	
			002311		10/22/2019	101-1040-417.31-16	1,925.55	
			002312		10/22/2019	101-0000-204.03-01	780.00	
			002313		10/22/2019	101-0000-204.03-01	520.00	
			002314		10/22/2019	101-0000-204.03-01	112.13	
			002315		10/22/2019	101-0000-204.03-01	149.65	
			002316		10/22/2019	101-0000-204.03-01	76.05	
			PI0034	020005	10/22/2019	650-4720-475.69-90	239.40	
			PI0035	020005	10/22/2019	651-4720-475.69-90	615.60	
			PI0036	020006	10/22/2019	650-4720-475.69-82	9,966.65	
			PI0037	020006	10/22/2019	651-4720-475.69-82	2,811.10	
							19,496.13 *	19,496.13
9116	3462	EUSI LLC	002521		10/22/2019	503-4720-475.31-98	26,244.08 *	26,244.08
9117	3314	FINLAY MOTOR COMPANY	PI0043	020026	10/22/2019	101-3010-431.72-15	17,923.23	
			PI0044	020026	10/22/2019	512-3020-432.72-38	19,780.00	
							37,703.23 *	37,703.23
9118	1296	FRONTIER	002522		10/22/2019	101-3010-431.52-10	27.54	

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC./RETAIN)	CHECK TOTAL
9124	2489	HOME DEPOT CREDIT SERVICE	002319 002320		10/22/2019 10/22/2019	503-4720-475.59-75 507-5762-454.43-08	105.69 305.08 410.77 *	410.77
9125	3864	HORIZON TECHNOLOGIES INC.	002447 002448 002449 002450 002451 002452 002453 002463 002524		10/22/2019 10/22/2019 10/22/2019 10/22/2019 10/22/2019 10/22/2019 10/22/2019 10/22/2019 10/22/2019	101-2020-423.52-10 101-2030-423.52-10 503-4730-475.52-10 502-4710-471.52-10 580-4750-473.52-10 101-3010-431.52-10 101-5772-452.52-10 508-4810-478.52-10 502-4710-471.52-10	70.00 70.00 140.00 140.00 175.00 140.00 70.00 140.00 1,120.00 *	
9126	3594	KIMBALL MIDWEST	002331		10/22/2019	511-3020-432.43-57	96.92 96.92 *	96.92
9127	3502	KIPPY POULSON	002330		10/22/2019	101-1025-415.31-90	275.00 275.00 *	275.00
9128	1	KRIEGER, MARK	UT		10/22/2019	501-0000-211.00-00	146.07 146.07 *	146.07
9129	3744	LILBURN CORPORATION	PI0042	020016	10/22/2019	101-5772-452.31-90	5,500.00 5,500.00 *	5,500.00
9130	3445	LOW COST SPAY/NEUTER CLIN	002528		10/22/2019	101-0000-204.06-00	380.00 380.00 *	380.00
9131	3283	LOWE'S	002697		10/22/2019	510-4410-405.43-01	199.73 199.73 *	199.73
9132	2981	MCDONALD TRANSIT ASSOCIAT	002480 002482 002483 002484 002485 002486 002487 002488 002489		10/22/2019 10/22/2019 10/22/2019 10/22/2019 10/22/2019 10/22/2019 10/22/2019 10/22/2019 10/22/2019	240-0000-204.19-02 525-4770-461.32-90 525-4770-461.62-00 520-4740-462.32-90 520-4740-462.51-20 520-4740-462.62-00 520-4740-462.32-90 520-4740-462.51-20 521-4740-462.62-00	5,000.00 24,820.20 1,978.96 4,526.75 280.14 343.19 2,778.00 202.86 248.53 40,178.63 *	
9133	899	MCFARLAND CASCADE INC.	PI0041	020004	10/22/2019	580-4750-473.60-55	27,126.00 27,126.00 *	27,126.00
9134	139	MOHAVE VALLEY LANDFILL-45	002461		10/22/2019	101-2020-423.58-00	11.30 11.30 *	11.30

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
9135	1	MSB LLC (BATES 3515 RETEN	002514		10/22/2019	101-0000-204.52-00	942.15	942.15
9136	178	NAPA AUTO PARTS	002332		10/22/2019	580-4750-473.43-57	133.17	133.17
			002333		10/22/2019	511-3020-432.43-57	133.17	133.17
			002334		10/22/2019	503-4720-475.61-33	19.25	19.25
			002335		10/22/2019	511-3021-432.43-25	164.88	164.88
			002336		10/22/2019	511-3021-432.43-26	37.48	37.48
			002337		10/22/2019	511-3020-432.61-28	16.14	16.14
			002338		10/22/2019	511-3020-432.61-28	12.38	12.38
			002339		10/22/2019	511-3021-432.43-36	610.26	610.26
			002340		10/22/2019	511-3021-432.43-38	187.21	187.21
			002341		10/22/2019	511-3021-432.43-36	103.10	103.10
			002342		10/22/2019	511-3021-432.43-25	1.87	1.87
			002421		10/22/2019	507-5761-453.43-04	3.22	3.22
			002422		10/22/2019	507-5761-453.43-04	123.81	123.81
			002423		10/22/2019	507-5761-453.43-04	13.64	13.64
			002529		10/22/2019	502-4710-471.43-57	56.01	56.01
							1,611.85	1,611.85
9137	207	NEEDLES SENIOR CITIZENS	002530		10/22/2019	520-4740-462.52-12	80.77	80.77
			002531		10/22/2019	521-4740-462.52-12	41.61	41.61
							122.38	122.38
9138	218	NEWS WEST PUBLISHING CO.	002343		10/22/2019	505-4730-472.90-00	69.39	69.39
							69.39	69.39
9139	1786	NPWA	002345		10/22/2019	101-5772-452.41-10	64.11	64.11
9140	1786	NPWA	002346		10/22/2019	101-5772-452.41-20	202.89	202.89
			002347		10/22/2019	101-5772-452.41-10	48.69	48.69
			002348		10/22/2019	101-5772-452.41-20	309.52	309.52
			002349		10/22/2019	101-5772-452.41-20	2,097.63	2,097.63
			002350		10/22/2019	101-5772-452.41-10	274.36	274.36
			002351		10/22/2019	101-5772-452.41-10	29.82	29.82
			002352		10/22/2019	101-5772-452.41-10	641.74	641.74
			002353		10/22/2019	101-5772-452.41-10	166.51	166.51
			002354		10/22/2019	101-5772-452.41-20	51.24	51.24
			002355		10/22/2019	507-5761-453.41-20	12,333.48	12,333.48
			002356		10/22/2019	507-5761-453.41-20	71.23	71.23
			002357		10/22/2019	507-5761-453.41-20	40.96	40.96
			002358		10/22/2019	507-5761-453.41-20	45.77	45.77
			002359		10/22/2019	101-5772-452.41-20	623.31	623.31
			002360		10/22/2019	101-5772-452.41-10	579.02	579.02
			002361		10/22/2019	101-5772-452.41-10	52.60	52.60
			002362		10/22/2019	101-5772-452.41-20	619.98	619.98
			002363		10/22/2019	101-5772-452.41-20	190.62	190.62
			002364		10/22/2019	101-5772-452.41-30	72.50	72.50
			002365		10/22/2019	101-5772-452.41-10	47.06	47.06
			002366		10/22/2019	101-5772-452.41-20	65.92	65.92

VOIDED

PREPARED 10/10/2019, 13:15:34
PROGRAM: GM346L
CITY OF NEEDLES
BANK 04 WELLS FARGO BANK - CITY GENERAL CHECKING

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
9140	1786	NPUA	002367		10/22/2019	101-5772-452.41-20	1,901.35	
			002368		10/22/2019	101-5772-452.41-10	13.92	
			002369		10/22/2019	101-5772-452.41-10	133.83	
			002370		10/22/2019	101-5772-452.41-20	1,340.52	
			002371		10/22/2019	101-5772-452.41-30	72.50	
			002372		10/22/2019	101-5772-452.41-20	240.33	
			002373		10/22/2019	101-5772-452.41-10	29.82	
			002374		10/22/2019	101-5772-452.41-20	144.12	
			002375		10/22/2019	101-5772-452.41-10	207.26	
			002376		10/22/2019	101-5772-452.41-10	62.92	
			002377		10/22/2019	101-5772-452.41-10	153.40	
			002378		10/22/2019	101-5772-452.41-10	29.82	
			002379		10/22/2019	101-5772-452.41-20	228.38	
			002380		10/22/2019	101-5772-452.41-20	134.06	
			002381		10/22/2019	502-4710-471.41-10	41.65	
			002382		10/22/2019	101-3010-431.41-10	510.20	
			002383		10/22/2019	101-3010-431.41-10	1,099.24	
			002384		10/22/2019	101-3010-431.41-10	43.41	
			002385		10/22/2019	101-2020-423.41-10	344.57	
			002386		10/22/2019	101-2020-423.41-20	193.92	
			002387		10/22/2019	101-2020-423.41-30	145.00	
			002388		10/22/2019	503-4720-475.41-10	55.20	
			002389		10/22/2019	503-4720-475.41-20	40.17	
			002390		10/22/2019	580-4750-473.41-11	59.62	
			002391		10/22/2019	580-4750-473.41-11	35.00	
			002392		10/22/2019	502-4710-471.41-10	29.82	
			002393		10/22/2019	502-4710-471.41-10	1,288.74	
			002394		10/22/2019	502-4710-471.41-10	110.22	
			002395		10/22/2019	501-5772-452.41-20	59.64	
			002425		10/22/2019	101-5772-452.41-11	778.94	
			002491		10/22/2019	580-4750-473.41-11	37.79	
			002492		10/22/2019	580-4750-473.41-11	28.09	
			002493		10/22/2019	580-4750-473.41-11	51.09	
			002494		10/22/2019	580-4750-473.41-11	29.26	
			002532		10/22/2019	502-4710-471.41-10	31.52	
			002533		10/22/2019	502-4710-471.41-10	44.09	
			002534		10/22/2019	101-2020-423.41-10	229.04	
			002535		10/22/2019	101-2020-423.41-20	199.84	
			002536		10/22/2019	101-2020-423.41-30	145.00	
			002541		10/22/2019	101-1070-410.41-10	691.99	
			002542		10/22/2019	101-1070-410.41-20	227.20	
			002543		10/22/2019	101-1070-410.41-30	72.50	
			002544		10/22/2019	502-4710-471.41-10	8,138.19	
			002545		10/22/2019	580-4750-473.41-11	53.86	
			002546		10/22/2019	580-4750-473.41-11	41.17	
			002547		10/22/2019	580-4750-473.41-11	29.88	
							37,807.36 *	37,807.36
9141	3863	OMEGA INDUSTRIAL SUPPLY,	002396		10/22/2019	503-4720-475.60-33	200.00	
			002397		10/22/2019	503-4720-475.43-14	40.00	

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
9141	3863	OMEGA INDUSTRIAL SUPPLY,	002398		10/22/2019	503-4720-475.43-02	327.92 567.92 *	567.92
9142	3315	ONLINE INFORMATION SERVIC	002495		10/22/2019	508-4810-478.31-46	108.30 108.30 *	108.30
9143	240	PITNEY BOWES GLOBAL FIN.	002540		10/22/2019	510-4410-405.52-20	2,597.08 2,597.08 *	2,597.08
9144	15	QUILL CORP.	002399 002400 002401 002441 002442 002443 002496 002497 002548 002549		10/22/2019 10/22/2019 10/22/2019 10/22/2019 10/22/2019 10/22/2019 10/22/2019 10/22/2019 10/22/2019 10/22/2019	101-1025-415.61-01 510-4410-405.61-01 101-1025-415.61-01 510-4410-405.61-01 510-4410-405.61-01 510-4410-405.61-01 508-4810-478.61-01 580-4750-473.61-01 510-4410-405.61-01 580-4750-473.61-01	333.97 232.68 32.31 53.86 15.94 174.49 73.52 16.15 91.45 58.17 1,082.54 *	1,082.54
9145	818	R & R PRODUCTS INC.	002418 002419 002420		10/22/2019 10/22/2019 10/22/2019	507-5761-453.43-04 507-5761-453.43-04 507-5761-453.43-04	40.64 44.04 408.58 493.26 *	493.26
9146	1	RANDALL ANDERSON	002516		10/22/2019	101-0000-204.03-01	440.00 440.00 *	440.00
9147	644	RDO EQUIPMENT COMPANY	002684		10/22/2019	507-5761-453.43-04	461.12 461.12 *	461.12
9148	2861	REINKE A/C CORP.	002416 002417 002551		10/22/2019 10/22/2019 10/22/2019	510-4410-405.43-01 510-4410-405.43-01 510-4410-405.43-01	115.00 185.00 380.00 680.00 *	680.00
9149	3558	RICK DANIELS	002472		10/22/2019	101-1020-413.55-00	102.25 102.25 *	102.25
9150	255	RIVER VALLEY AIR CONDITIO	002550		10/22/2019	580-4750-473.54-62	5,600.00 5,600.00 *	5,600.00
9151	3860	RMT EQUIPMENT	002402		10/22/2019	507-5761-453.43-04	203.15 203.15 *	203.15
9152	258	ROBERT S. LYNCH	002552		10/22/2019	580-4750-473.31-50	29.16 29.16 *	29.16
9153	2687	S.B. COUNTY FIRE DEPARTME	002498		10/22/2019	101-4730-472.49-16	1,539.50	1,539.50

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
9153	2687	S.B. COUNTY FIRE DEPARTMENT					1,539.50 *	1,539.50
9154	1186	SAFETY-KLEEN CORP.	002446		10/22/2019	511-3020-432.59-55	35.00 35.00 *	35.00
9155	2589	SAN BERNARDINO COUNTY	002686 002687 002688 002689 002690 002691 002692 002693 002694 002695 002696		10/22/2019	101-2020-423.62-00 101-2025-424.62-00 101-2030-423.62-00 101-3010-431.62-00 101-5772-452.62-00 206-5771-452.62-00 502-4710-471.62-00 503-4720-475.62-00 507-5761-453.62-00 508-4810-478.62-00 580-4750-473.62-00	41.09 114.20 139.21 778.28 294.07 170.48 269.64 51.04 727.82 123.91 1,045.53 3,755.27 *	
9156	1733	SAN BERNARDINO COUNTY REC	002438		10/22/2019	101-0000-204.03-01	54.00 54.00 *	54.00
9157	3344	SLOVAK BARON EMPEY MURPHY	002553 002554 002555 002556 002557 002558 002559 002560 002561 002562 002563 002564 002565		10/22/2019	101-2030-423.31-50 101-2030-423.31-50 101-2030-423.31-50 101-2030-423.31-50 502-4710-471.31-50 502-4710-471.31-50 503-4720-475.31-50 580-4750-473.31-50 101-1015-412.31-50 101-2030-423.31-50 502-4710-471.31-50 503-4720-475.31-50 580-4750-473.31-50	10,260.40 180.80 338.00 881.40 184.40 1,933.33 1,933.33 1,933.34 5,854.23 94.00 54.23 54.23 54.23 23,755.92 *	
9158	281	SMART & FINAL CORP.	002454 002455		10/22/2019	101-5774-452.60-24 101-5774-452.61-06	57.95 127.41 185.36 *	185.36
9159	3483	SWRCB ACCOUNTING OFFICE	002430		10/22/2019	502-4710-471.69-03	360.00 360.00 *	360.00
9160	779	THATCHER COMPANY	002427 002566		10/22/2019	502-4710-471.60-32 502-4710-471.60-32	1,656.66 1,917.02 3,573.68 *	3,573.68
9161	3461	TITAN MACHINERY	002429		10/22/2019	511-3021-432.43-36	471.73 471.73 *	471.73

CITY OF NEEDLES

CHECK NO	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC/RETAIN)	CHECK TOTAL
9162	3693	TRI STATE COMMUNITY HEALT	002499		10/22/2019	101-5772-452.31-20	150.00 *	150.00
9163	772	TRI-STATE BUILDING MATERI	002428		10/22/2019	503-4720-475.59-75	153.60	
			002459		10/22/2019	101-5770-452.43-02	44.08	
			002567		10/22/2019	503-4720-475.43-14	179.15	
			002590		10/22/2019	503-4720-475.43-02	143.32	
							520.15 *	520.15
9164	3668	TRI-STATE RENTALS	002457		10/22/2019	101-5774-452.60-55	573.18	
			002458		10/22/2019	101-5774-452.60-55	679.03	
							1,252.21 *	1,252.21
9165	2798	U.S. DEPARTMENT OF ENERGY	002586		10/22/2019	580-4750-473.63-10	6,662.70	
			002587		10/22/2019	580-4750-473.63-10	6,191.76	
							12,854.46 *	12,854.46
9166	3830	UNIFIRST CORPORATION	002431		10/22/2019	502-4710-471.61-04	26.52	
			002432		10/22/2019	511-3020-432.61-04	79.25	
			002433		10/22/2019	508-4810-478.61-04	9.77	
			002434		10/22/2019	101-3010-431.61-04	84.79	
			002435		10/22/2019	511-3020-432.61-04	79.25	
			002436		10/22/2019	507-5761-453.61-04	37.73	
			002437		10/22/2019	101-5772-452.61-04	24.01	
			002500		10/22/2019	580-4750-473.61-04	97.95	
			002501		10/22/2019	580-4750-473.61-04	97.95	
			002502		10/22/2019	580-4750-473.61-04	97.95	
			002503		10/22/2019	101-5774-452.61-06	7.00	
			002504		10/22/2019	503-4720-475.61-04	16.10	
			002505		10/22/2019	503-4720-475.61-04	16.10	
			002506		10/22/2019	508-4810-478.61-04	9.77	
			002588		10/22/2019	503-4720-475.61-04	16.10	
			002589		10/22/2019	502-4710-471.61-04	26.52	
							726.76 *	726.76
9167	761	USA BLUE BOOK INC.	002569		10/22/2019	503-4720-475.61-21	1,095.24-	
			002570		10/22/2019	503-4720-475.43-02	249.75-	
			002571		10/22/2019	503-4720-475.61-21	421.66-	
			002572		10/22/2019	503-4720-475.59-75	22.99	
			002573		10/22/2019	503-4720-475.60-33	2,500.87	
			002574		10/22/2019	503-4720-475.60-55	1,003.80	
			002575		10/22/2019	503-4720-475.60-55	513.81	
			002576		10/22/2019	503-4720-475.43-02	85.15	
			002577		10/22/2019	503-4720-475.43-02	439.57	
			002578		10/22/2019	503-4720-475.59-75	1,193.36	
			002579		10/22/2019	503-4720-475.59-75	15.61	
			002580		10/22/2019	502-4710-471.43-57	129.32	
			002581		10/22/2019	502-4710-471.60-32	1,667.15	
			002582		10/22/2019	502-4710-471.60-55	240.83	
			002583		10/22/2019	502-4710-471.60-32	562.76	

ACCOUNTS PAYABLE CHECK REGISTER BY BANK NUMBER

CHECK NO	CHECK	VENDOR NO	VENDOR NAME	VOUCHER NO	P.O. NO	DATE	ACCOUNT	REMITTANCE AMOUNT (NET OF DISC./RETAIN)	CHECK TOTAL
9167	761	761	USA BLUE BOOK INC.	002584 002585		10/22/2019 10/22/2019	502-4710-471.60-32 502-4710-471.60-32	266.99 77.98 6,953.54 *	6,953.54
9168	1741	1741	V & L LASER LLC	002424 002445 002508 002509 002510 002511		10/22/2019 10/22/2019 10/22/2019 10/22/2019 10/22/2019 10/22/2019	101-1025-415.61-02 509-4810-478.61-02 101-1040-417.61-02 101-1035-416.61-02 101-2025-424.61-02 101-2030-423.61-02	69.00 398.00 49.75 49.75 49.75 666.00 *	
9169	475	475	VASQUEZ & COMPANY LLP	PI0038 PI0039 PI0040	020008 020008 020008	10/22/2019 10/22/2019 10/22/2019	502-4710-471.31-49 503-4720-475.31-49 580-4750-473.31-49	3,465.00 3,465.00 3,570.00 10,500.00 *	10,500.00
9170	3865	3865	VIVAX-METROTECH CORPORATI	002507		10/22/2019	580-4750-473.43-57	4,736.52 4,736.52 *	4,736.52
9171	3651	3651	WELLS FARGO	002592		10/22/2019	101-3010-431.61-01	44.43 44.43 *	44.43
9172	326	326	WESTERN ALARM SERVICE INC	002456 002512		10/22/2019 10/22/2019	101-5773-452.43-40 101-5773-452.43-33	60.00 42.50 102.50 *	102.50
9173	3528	3528	WESTERN ENVIRONMENTAL TES	002591		10/22/2019	503-4720-475.59-75	143.00 143.00 *	143.00
9174	3828	3828	3D-NETWORKS LLC	002440 002568		10/22/2019 10/22/2019	509-4910-479.31-90 509-4910-479.31-90	1,550.00 1,750.00 3,300.00 *	3,300.00
BANK/CHECK TOTAL								407,344.31	407,344.31
ALL BANKS/CHECKS TOTAL								407,344.31	407,344.31



City of Needles, California

Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☐ Regular ☐ Special

Meeting Date: October 22, 2019

Title: City Council Resolution 2019-71, 2019-72, 2019-73
Three (3) Resolutions of the City Council of the City of Needles
Requesting an Additional 6-month Extension to Expire on April 22, 2020
"Dollar Tree" Facility at 1100 E. Broadway, also known as APN 0186-224-02
Cannabis Cultivation, Distribution, Manufacturing

Background: Applicant "Dag Top Shelf" received City Council approval for three Conditional Use Permits for cannabis cultivation, manufacturing and distribution at the site of the former "Dollar Tree" Store on September 25, 2018. An additional 6-month extension was approved and recently expired on September 25, 2019.

In an effort to continue the progress that the applicants are making in moving forward, including the design of the drawings to support the interior tenant improvements, the contract with Cal-Zon Fencing Co. for the installation of the wrought iron fencing, and the recent receipt of the State licenses, the applicant is requesting an additional six-month extension be attached to each of the three Conditional Use Permits, as follows:

Suite "A"	Marijuana Cultivation Facility	Approved via 2018-55
Suite "B"	Marijuana Distribution Facility	Approved via 2018-57
Suite "C"	Marijuana Manufacturing Facility	Approved via 2018-56

Critical Timeline: Applicant's timeline is to be in production as outlined on Exhibit "A".

Fiscal Impact:

1. The 10% of gross sales of medical marijuana business tax (voter approved (2012)).
2. Valuation of new buildings – added to city tax rolls.
3. NPUA – electric/water/sewer usage revenue.
4. Recurring business license and permitting fees.
5. A 25% State tax – a portion of which will be passed to local government, as enacted by the approval of Proposition 64 in November 2016.
6. Statewide 10% sales tax, the city's share is 1%.

Environmental: The proposed project was reviewed and determined to have no potential to generate significant adverse impacts on the environment, and therefore is exempt from CEQA pursuant to CEQA Guidelines §15061(b)(3).

Recommendation: Approve Resolution 2019-71, 2019-72, 2019-73 approving an additional Six-Month Extension to the life of the three Conditional Use Permits, expiring on April 22, 2020.

Attachment: Exhibit "A" work completed

Submitted By: Patrick Martinez, Development Director

City Management Review: Frick

Date: 10/15/19

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 3

CITY COUNCIL RESOLUTION 2019-71

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEEDLES
APPROVING AN EXTENSION OF TIME FOR A CONDITIONAL USE
PERMIT (CUP) ISSUED FOR A MARIJUANA CULTIVATION FACILITY,
SUITE "A" AT 1100 E. BROADWAY, ALSO KNOWN AS APN 0186-224-02
THAT EXPIRED ON SEPTEMBER 25, 2019**

WHEREAS, on January 10, 2017 City Council Ordinance No. 588 was approved allowing marijuana facilities in zones C1, C2, C3, M1 and M2, with a Conditional Use Permit and Regulatory Permit; and

WHEREAS, the Conditional Use Permit identified above received initial approval by the City Council on September 25, 2018 and a CUP extension that expired on September 25, 2019; and

WHEREAS, an additional six-month extension of the Conditional Use Permit is being requested, thereby extending its life to April 22, 2020.

WHEREAS, in accordance with Section 94.13(a) of the City's Zoning Code the applicant has taken actions identifying the work that has been accomplished since City Council approval, identified and attached as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Needles as follows:

SECTION 1. The proposed project was reviewed and determined to have no potential to generate significant adverse impacts on the environment, and therefore is exempt from CEQA pursuant to CEQA Guidelines §15061(b)(3).

SECTION 2 The City Council HEREBY FINDS AND DETERMINES, with reports and findings, that facts do exist to extend the life of the Conditional Use Permit identified above for a period of six months, expiring on April 22, 2020.

SECTION 3. The City Council HEREBY APPROVES Resolution **2019-71**, approving a six month extension period for the life of the Conditional Use Permit identified above, expiring on April 22, 2020.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Needles, California, held on the 22nd day of October, 2019, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

(Seal)

Attest:

City Clerk

Approved as to form:

City Attorney

Exhibit "A"

Second CUP Extension: Work Completed to Authorize CUP Extension – proposed expiration of April 22, 2020

- Three (3) State Licenses received to move forward with marijuana-related activity
- (Receipt of licenses was delayed – post office lost cashier's check)
- Construction drawings in the process of being designed
- Construction (interior tenant improvements) to begin in December, 2019 with completion in early 2020.
- Delay occurring with the loss of the investor.
- Current investment in project exceeds \$250,000

Initial CUP Extension: Work Completed to Authorize CUP Extension –expiration of September 25, 2019

- Architectural, plumbing, mechanical and room layout are complete.
- Cultivation, Distribution & manufacturing temporary licensing is complete and issued.
- Cultivation, Distribution & Manufacturing annual licenses are submitted and awaiting approval from state.
- Exterior painting per the CUP is complete.
- Premises fencing and landscaping is out to bid pending final selection of vendor. Estimated completion September 2019 or sooner.
- Electrical plans are under review, estimated completion May 2019 or sooner.
- Final buildout to start June/July 2019 or sooner.
- Final buildout completion by November/December 2019 or sooner.
- Purchase of building May 2019 or sooner.
- As of 3/25/19 we have invested \$200,000 plus

CITY COUNCIL RESOLUTION 2019-72

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEEDLES
APPROVING AN EXTENSION OF TIME FOR A CONDITIONAL USE
PERMIT (CUP) ISSUED FOR A MARIJUANA DISTRIBUTION FACILITY,
SUITE "B" AT 1100 E. BROADWAY, ALSO KNOWN AS APN 0186-224-02
THAT EXPIRED ON SEPTEMBER 25, 2019**

WHEREAS, on January 10, 2017 City Council Ordinance No. 588 was approved allowing marijuana facilities in zones C1, C2, C3, M1 and M2, with a Conditional Use Permit and Regulatory Permit; and

WHEREAS, the Conditional Use Permit identified above received initial approval by the City Council on September 25, 2018 and a CUP extension that expired on September 25, 2019; and

WHEREAS, an additional six-month extension of the Conditional Use Permit is being requested, thereby extending its life to April 22, 2020.

WHEREAS, in accordance with Section 94.13(a) of the City's Zoning Code the applicant has taken actions identifying the work that has been accomplished since City Council approval, identified and attached as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Needles as follows:

SECTION 1. The proposed project was reviewed and determined to have no potential to generate significant adverse impacts on the environment, and therefore is exempt from CEQA pursuant to CEQA Guidelines §15061(b)(3).

SECTION 2 The City Council HEREBY FINDS AND DETERMINES, with reports and findings, that facts do exist to extend the life of the Conditional Use Permit identified above for a period of six months, expiring on April 22, 2020.

SECTION 3. The City Council HEREBY APPROVES Resolution **2019-72**, approving a six month extension period for the life of the Conditional Use Permit identified above, expiring on April 22, 2020.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Needles, California, held on the 22nd day of October, 2019, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

(Seal)

Attest:

Mayor

City Clerk

Approved as to form:

City Attorney

Exhibit "A"

Second CUP Extension: Work Completed to Authorize CUP Extension – proposed expiration of April 22, 2020

- Three (3) State Licenses received to move forward with marijuana-related activity
- (Receipt of licenses was delayed – post office lost cashier's check)
- Construction drawings in the process of being designed
- Construction (interior tenant improvements) to begin in December, 2019 with completion in early 2020.
- Delay occurring with the loss of the investor.
- Current investment in project exceeds \$250,000

Initial CUP Extension: Work Completed to Authorize CUP Extension –expiration of September 25, 2019

- Architectural, plumbing, mechanical and room layout are complete.
- Cultivation, Distribution & manufacturing temporary licensing is complete and issued.
- Cultivation, Distribution & Manufacturing annual licenses are submitted and awaiting approval from state.
- Exterior painting per the CUP is complete.
- Premises fencing and landscaping is out to bid pending final selection of vendor. Estimated completion September 2019 or sooner.
- Electrical plans are under review, estimated completion May 2019 or sooner.
- Final buildout to start June/July 2019 or sooner.
- Final buildout completion by November/December 2019 or sooner.
- Purchase of building May 2019 or sooner.
- As of 3/25/19 we have invested \$200,000 plus

CITY COUNCIL RESOLUTION 2019-73

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEEDLES
APPROVING AN EXTENSION OF TIME FOR A CONDITIONAL USE
PERMIT (CUP) ISSUED FOR A MARIJUANA MANUFACTURING FACILITY,
SUITE "C" AT 1100 E. BROADWAY, ALSO KNOWN AS APN 0186-224-02
THAT EXPIRED ON SEPTEMBER 25, 2019**

WHEREAS, on January 10, 2017 City Council Ordinance No. 588 was approved allowing marijuana facilities in zones C1, C2, C3, M1 and M2, with a Conditional Use Permit and Regulatory Permit; and

WHEREAS, the Conditional Use Permit identified above received initial approval by the City Council on September 25, 2018 and a CUP extension that expired on September 25, 2019; and

WHEREAS, an additional six-month extension of the Conditional Use Permit is being requested, thereby extending its life to April 22, 2020.

WHEREAS, in accordance with Section 94.13(a) of the City's Zoning Code the applicant has taken actions identifying the work that has been accomplished since City Council approval, identified and attached as Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Needles as follows:

SECTION 1. The proposed project was reviewed and determined to have no potential to generate significant adverse impacts on the environment, and therefore is exempt from CEQA pursuant to CEQA Guidelines §15061(b)(3).

SECTION 2 The City Council HEREBY FINDS AND DETERMINES, with reports and findings, that facts do exist to extend the life of the Conditional Use Permit identified above for a period of six months, expiring on April 22, 2020.

SECTION 3. The City Council HEREBY APPROVES Resolution **2019-73**, approving a six month extension period for the life of the Conditional Use Permit identified above, expiring on April 22, 2020.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Needles, California, held on the 22nd day of October, 2019, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

(Seal)

Attest:

City Clerk

Approved as to form:

City Attorney

Exhibit "A"

Second CUP Extension: Work Completed to Authorize CUP Extension – proposed expiration of April 22, 2020

- Three (3) State Licenses received to move forward with marijuana-related activity
- (Receipt of licenses was delayed – post office lost cashier's check)
- Construction drawings in the process of being designed
- Construction (interior tenant improvements) to begin in December, 2019 with completion in early 2020.
- Delay occurring with the loss of the investor.
- Current investment in project exceeds \$250,000

Initial CUP Extension: Work Completed to Authorize CUP Extension –expiration of September 25, 2019

- Architectural, plumbing, mechanical and room layout are complete.
- Cultivation, Distribution & manufacturing temporary licensing is complete and issued.
- Cultivation, Distribution & Manufacturing annual licenses are submitted and awaiting approval from state.
- Exterior painting per the CUP is complete.
- Premises fencing and landscaping is out to bid pending final selection of vendor. Estimated completion September 2019 or sooner.
- Electrical plans are under review, estimated completion May 2019 or sooner.
- Final buildout to start June/July 2019 or sooner.
- Final buildout completion by November/December 2019 or sooner.
- Purchase of building May 2019 or sooner.
- As of 3/25/19 we have invested \$200,000 plus



City of Needles, California Request for Council Action

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

Meeting Date: October 22, 2019

Title: Tax Field Audits for Marijuana Cultivation and Lessee Facilities

Background: In September 2019 the City sent out Request for Proposals (RFP) for Tax Field Audits for Marijuana and Lessee Facilities to the following companies:

- | | |
|----------------------------------|----------------------|
| 1) Johnson Advisors | Las Vegas, NV |
| 2) Coblentz-Biehle & Cramer, CPA | Paso Robles, CA |
| 3) New ERA, CPA | San Diego, CA |
| 4) Andrew Hay, CPA, EA | Woodlands, CA |
| 5) King Accounting Services, LLC | Fort Collins, CO |
| 6) 420 CPA | Los Angeles, CA |
| 7) Cannabiz Accounting | Huntington Beach, CA |
| 8) Michael P. Burger, CPA | Needles, CA |

Advertising was also published in the local newspaper and posted on the City website. The proposal period closed on September 17, 2019 and the following sealed bid was received:

- | | | |
|------------------------|-------------|----------------------------|
| 1) Michael Burger, CPA | Needles, CA | Maximum \$6,500 per entity |
|------------------------|-------------|----------------------------|

Fiscal Impact: A maximum estimated cost of \$6,500 per Marijuana facility and \$3,000 for the Lessee.

Recommended Action: Award of contract to Michael P. Burger, MBA, CGMA, CPA to perform Tax Field Audit(s) for two cultivation facilities and one Lessee for a total cost not to exceed \$16,000

Submitted By: Sylvia Miledi, Director of Finance

City Management Review: Rick

Date: 10/15/19

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 4

City of Needles
Tax Field Audit(s) Auditing Services
Request for Proposal

Sealed Dollar Cost Bid

For the calendar years ended

December 31, 2018 and 19

Submitted September 16, 2019

Michael P. Burger, MBA, CGMA, CPA
121 F Street, Suite 1
Needles, CA 92363
Tel: (760) 326-4386
Fax: (760) 326-2503
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**City of Needles RFP
Tax Field Audits**

September 16, 2019

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Michael P. Burger
Certified Public Accountant
121 F Street, Suite 1
Needles, CA 92363
(760) 326-4386

September 16, 2019

Ms. Sylvia Miledi, Finance Director
City of Needles
817 Third Street
Needles, CA 92363

Re: Request for Tax Field Audits Proposal

Dear Ms. Miledi:

We are pleased to present this proposal to perform full scope financial statement audits on the 4 Marijuana dispensaries, 3 Cannabis cultivation facilities and one lessee located in the City of Needles (City) as of and for the calendar years ending December 31, 2018 & 2019. Per Section IV. Proposal Requirements, Subsection A. General Requirements, we affirm the following: 1) Our understanding of the work to be completed is detailed under the heading of "Scope" below, 2) We commit to issuing our reports based upon a mutually agreed upon time-line with the City of Needles, 3) we believe our Firm to be "best qualified" to conduct these engagements and we have stated our unique qualifications under "Qualifications" below, and 4) this proposal is a firm and irrevocable offer for the period covered.

By signing this transmittal letter below, we affirm and agree to the terms of the Request for Proposal for Tax Field Audit(s) Auditing Services.

Sincerely,

Michael P. Burger, CPA

Michael P. Burger, MBA, CGMA, CPA

TECHNICAL PROPOSAL

The following highlights of our proposal will assist in your decision-making.

EXECUTIVE SUMMARY

- Local Firm -** We are a local Firm that has been exposed to the Medical Marijuana business in the Mohave Valley, Arizona and Needles, California areas from inception.
- Proven Ability -** The Request for Proposal requests a full scope financial audit that has a primary focus on the Auditee's compliance with City Ordinance No. 543-AC requiring a 10% gross receipts tax on all revenues from the Medical Marijuana facility. We have audited all 4 dispensaries located in Needles in prior years. We have performed well in excess of 100 gross-receipts audits and 100 Income Tax audits. In addition, we refer to all seventeen Bureau of Land Management (BLM) Parks located along the banks of the Colorado River which were audited by our firm for compliance with gross-receipts taxes due the BLM. We have also either audited or performed the accounting for the lessee noted in the request for proposal for over 20 years.
- Experience -** The engagement team consists of two licensed CPAs, including a former KPMG Peat Marwick partner, one CPA with "Fortune 100" experience. We have been a "Peer Reviewed Firm since 1992 and we are licensed in the States of California, Arizona and Colorado. Our most recently completed Peer Review is on file with the City of Needles.
- Availability -** Since we are based in Needles, we have proven that we can meet with City personnel face to face whenever the need arises. This is much more effective than a phone call for resolving issues.

SCOPE OF AUDIT

We understand that the audit includes the 4 Marijuana dispensaries, three cultivation sites and one lessee located within the City of Needles for the purpose of expressing an opinion on the financial statements and or gross receipts tax paid in accordance with accounting principles generally accepted in the United States of America, and assessing compliance with the City of Needles Medical Marijuana Ordinance No. 543-AC. The audit period selected is for calendar years ending 12/31/2018 and 12/31/2019 with an option to extend the contract for two additional years.

Our audit will include tests of the accounting records and such other procedures we consider necessary to enable us to express an opinion on the Marijuana Gross Receipts Tax assessed, collected and remitted to the City of Needles. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reasons, we are unable to complete the audit, we will not issue a report as a result of this engagement.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts. Our Firm maintains an expertise in various forms of software used extensively in the industry. We are knowledgeable in the areas of industry specific performance standards and industry specific yields (product per plant, plants per light, etc.).

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Also, we will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. Because of the concept of reasonable assurance, and because we will not perform a detailed examination of all transactions, there is a risk that material errors, fraud, or other illegal acts may exist and not be detected by us. However, we will inform you of any material errors and any fraud that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

Our audit is not specifically designed and cannot be relied on to disclose reportable conditions; that is, significant deficiencies in the design or operation of the internal

control structure. However, during the audit, if we become aware of such reportable conditions or ways that we believe management practices can be improved, we will communicate them to you in a separate letter.

GENERAL REQUIREMENTS

We understand that we will prepare the following reports:

- Full Scope Financial Audit per entity selected
- Reportable conditions report or management letter
- Schedule of Gross Receipts (Supplementary Information)
- Further, we understand that we will provide our reports based upon a timeline acceptable to the City of Needles
- Independence – Our Firm is Independent of the City of Needles, the four dispensaries, the three cultivators, and the one lessee as defined by Rule 103 of the AICPA's Code of Professional Conduct.

We also understand that we may be called upon throughout the year for technical advice regarding accounting procedures or financial reporting matters or "Other Audit Services". Fees for "Other Audit Services" are listed under fees below.

QUALIFICATIONS

We hereby set forth our qualifications as follows:

Current Gross Receipts Auditing Experience – We currently perform Gross Receipts Audits for the Chemehuevi Indian Tribe and Arizona Parks Department. A sample report has previously been provided to Sylvia Miledi and Rick Daniels.

1. Experience with the Medical Marijuana Industry – We have been involved with the Medical Marijuana business in Needles, California and Mohave Valley, Arizona from the beginning. Specifically, we created the Chart of Accounts (Books) for Herbal Assist, Inc. (now "Debbie's Dispensary" and acted as the liaison with the Las Vegas Audit Firm (they are not licensed in California) for 3 years. With our guidance, the Dispensary passed its audits that were submitted to the Arizona Department of Health Services. In addition, it should be noted that our Firm corrected the Dispensary's audit with a journal entry in excess of \$100,000 that was missed by the Audit Firm. In addition to creating, maintaining and issuing financial statements for Herbal Assist, Inc., we have worked for the following Medical Marijuana Industries: a) OPG, b) the Healing Center, c) H Street, 4) Paradise Wellness Center, 5) Mohave Green, 6) CG Retail, 7) Ice House Rd LLC, 8) Ice House Holdings LLC, 9) Green Management

LLC, and 10) Arizona Agriculture, Inc. Our primary role with these entities has been as a Consultant, specifically in the areas of taxation (income tax, gross receipts tax). We have consulted with the preeminent attorney in this field (Mr. Wykowski) and have taken many hours of continuing education pertaining to this industry.

2. Experience with Gross Receipts/Cannabis Auditing – The Federal Bureau of Land Management, Chemehuevi Indian Tribe, Arizona Parks Department and California Franchise Tax Board have all relied or currently rely on our audits of Gross Receipts. As a former Revenue Agent with the Franchise Tax Board, Michael P. Burger, CPA conducted in excess of 100 income tax audits for the purpose of assessing the correct tax owed. In addition, our Firm has audited the four dispensaries located in Needles on multiple occasions. Because of this, Michael P. Burger, CPA has specialized and unique training in the auditing of gross receipts and the assessing of any tax.
3. Experience in Manufacturing – the cultivation and extraction segments of the Medical Marijuana business require a specified knowledge in the area of Management Accounting or Cost Accounting which covers manufacturing cost principles. Michael P. Burger, CPA was recruited by Pfizer Pharmaceuticals and worked as a “Manufacturing or Cost” Accountant for 4 years. Because of this, Michael P. Burger, CPA is considered an expert in the area of Manufacturing and maintains the credential of “CGMA” or Chartered Global Management Accountant as proof of this.
4. Medical Experience – our firm is the current and past auditor for “Community Healthcare Partner Inc.” which is doing business as the “Colorado River Medical Center”. Once again, this type of audit requires specialized Healthcare Knowledge which we maintain. Please contact Bing Lum, CEO or Steve Lopez, CFO as a reference.
5. Government and Nonprofit Experience – We currently perform work for the following Government and nonprofit entities: 1) The City of Needles, 2) Needles Public Financing Authority, 3) Colorado River Medical Center, 4) Willow Valley Club, 5) Needles Youth Development and Education Foundation, 5) Needles Chamber of Commerce, 6) Needles Rodeo Association, 7) St. Vincent DePaul, 8) Arizona Fire Bells, 9) Needles Swim Team, 10) Needles Elks Lodge, 11) Needles Eagles Lodge and 12) Needles Housing Authority. This list is not all inclusive and additional government and nonprofit clients can be provided upon request.
6. Firm Qualifications – The Firm of Michael P. Burger, CPA was originally licensed November 29, 1989 or twenty-nine years ago. We are licensed in the following States: a.) California – license No. 57811E, b.) Arizona – license No. 7572-R, and c.) Colorado – License No. 12222. Our Firm is a Peer Reviewed Firm and our most

recent Peer Review Report has been provided to the City of Needles as required by Generally Accepted Government Auditing Standards. We have been peer reviewed from 1992 through the present and we have never failed the peer review process. We have 5 full time staff members and we joint venture with "Burger, Comer and Magliari" which has 3 partners and 25 accountants. All of my employees live in Needles and contribute to the local economy.

7. Individual Experience – Michael P. Burger, MBA, CGMA, CPA is the anticipated lead on these engagements. He has an MBA with a cumulative GPA throughout all college of 3.86, is a "Chartered Global Management Accountant" and has been a practicing Certified Public Accountant in "Downtown Needles" for 29 years. A resume with detailed accomplishments can be provided upon request.

FEE ESTIMATE

Because this is a relatively new industry, we would like to provide a comparative price point as a reference for the City of Needles. Rick Daniels, Councilmember Darcy and former councilmember Kidd toured the cultivation business known as Arizona Agriculture Inc., and the Dispensary known as Herbal Assist, Inc. Herbal Assist, Inc., is a Medical Marijuana Dispensary that is required to have an annual audit that must be submitted to the Arizona Department of Health Services. Herbal Assist, Inc. is significantly greater in size (sales volume) than the current Dispensaries existing in Needles, CA. The Calendar year 2014 audit fee paid by Herbal Assist Inc. was \$7,000 and that audit was conducted by a sole proprietor based in Las Vegas.

From our experience, we base our fee proposal on the following:

- 1) These audits will take a minimum of 80 hours but will most likely take 100 hours to complete because of complexities due to the nature of the industry.
- 2) We try to achieve a blended rate of \$65 per hour for auditing.
- 3) **Based on the previous two assumptions, our fee estimate is \$4,500 per entity as a minimum and \$6,500 as a maximum assuming difficulties are encountered and the City approves any increase over \$4,500 in advance of the work being performed. The fee quote of \$4,500 per entity applies only to the Cannabis entities. The fee quote for the lessee gross receipts audit is \$3,000 which is based on the price quoted in 2017 for this entity. There are no travel costs contained in this proposal because we are a local Needles Business. The all-inclusive price per year, assuming the 4 dispensaries, 3 cultivators, and one lessee are audited in one year would be (\$4,500 x 7 Cannabis entities = \$31,500 + \$3,000 per lessee = \$34,500.**
- 4) The RFP also requests a fee quote for "Other Auditing Services". For this we propose a general consulting rate of \$100 per hour.

We understand that invoices are requested to be rendered in agreement with the terms of the RFP. We further understand that in the event of extraordinary circumstances that

Ms. Sylvia Miledi
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warrant more intensive and detailed services beyond those in the contractual agreement, we will notify you in advance, in writing, the reasons for the additional services and a cost estimate for those services for consideration and approval by the City of Needles.

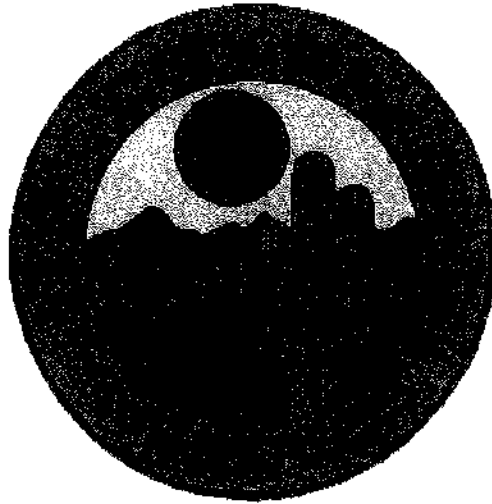
We further understand that we are to provide continuity of personnel and the City reserves the right to replace auditors if the circumstances warrant it.

Conflict of Interest Statement: We represent that we currently do not work for any of the Marijuana facilities located within the City of Needles that are subject to the Marijuana Gross Receipts Tax.

Very truly yours,

Michael P. Burger, CPA

Michael P. Burger, MBA, CGMA, CPA



CITY OF NEEDLES

REQUEST FOR PROPOSALS

FOR

TAX FIELD AUDIT(S)

**City of Needles
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FOR TAX FIELD AUDIT(S)**

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**City of Needles
REQUEST FOR PROPOSALS
FOR AUDITING SERVICES**

I. INTRODUCTION

A. General Information

The City of Needles is requesting proposals from qualified firms of certified public accountants to conduct tax field audits with the City of Needles.

One of the tax field audits is for the City's Cannabis industry. On November 6, 2012 voters approved to add a new Article VIII to Chapter 20 of the Code of the City of Needles, to impose a tax on marijuana businesses in the City at a rate of up to 10% of gross receipts. Historically auditing the 10% gross receipts has proven difficult due to the all-cash nature of the business. A sheriff raid of the current four dispensaries seemed to indicate that there was considerable more product than was being reported. A receipt audit was conducted which increased tax revenue approximately 30%. A more thorough and aggressive audit approach is necessary to assure Needles Voters that their measure is being effectively implemented.

While dispensaries have been in existence since 2010 and taxed since 2012, the City Council adopted a new marijuana ordinance that permits all aspects of the industry including cultivating and manufacturing. To date over twenty potential applicants have expressed interest in establishing facilities. To date the City has three (3) fully operational cultivation facilities.

The audit contract will be awarded for two years with the option by City Council to extend the agreement two additional years (2020CY and 2021CY). The audit is to be performed in accordance with Generally Accepted Accounting Principles (GAAP).

In addition to Cannabis Tax Field Audit(s), the City would also like to perform a gross receipts audit of a lessee.

To be considered the City of Needles, City Clerk must receive sealed bid proposals by **September 17, 2019**. The proposals will be reviewed by the City Manager, Finance Director and the City Council. It is anticipated the selection of a firm will be completed by **September 24, 2019**. Following the notification of the selected firm it is expected an engagement letter will be executed between both parties within 30 days of approval.

There is no expressed or implied obligation for the City of Needles to reimburse firms for any expenses incurred in preparing proposals in response to this request.

B. Terms of Engagement

The audit contract will be awarded for two years with the option by City Council to extend the agreement two additional years (2020 and 2021). The professional services contact template (**Attachment 1**) will be the basis of the engagement. Please review. Any desired exceptions to

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those general requirements should be noted as part of the response to this RFP.

City of Needles anticipates Marijuana Business Tax has the potential to increase in terms of composition and amount. Should substantial changes occur with respect to either funding or demand, City of Needles reserves the right to amend the contract based on terms mutually satisfactory to both the auditing firm and the City of Needles.

C. Reporting and Timeline for Audited Financials

The City and the selected auditor will draft a proposed timeline which is subject to change based on demand and or workload but agreeable by both parties beforehand. The auditor shall meet with the City Council to present the audited financial statements and conclude any findings.

II. CONTACT INFORMATION

A. General

The auditor's principal contact with the City of Needles will be Sylvia Miledi, Finance Director, who will coordinate the assistance to be provided to the auditor. The auditor will be provided an opportunity to meet with a representative of the City Council to best understand their expectations.

Phone: (760) 326-2115 ext. 336

smiledi@cityofneedles.com

III. NATURE OF SERVICES REQUIRED

A. Qualifying Requirements

1. Relevant Experience

The firms submitting proposals must be qualified to perform independent audits of related medical marijuana entities.

2. Availability of Staff with Professional Qualifications

Members of the audit team should be Certified Public Accountants and have experience auditing related medical marijuana entities. Medical Marijuana auditing experience and knowledge desired.

3. Similar Engagements with Other Medical Marijuana Entities and/or lessee

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4. The firms should have significant experience auditing related Medical Marijuana facilities.
5. Non-Discrimination

No person shall be denied or subjected to discrimination on account of any services, or activities made possible by or resulting from this agreement on the grounds of sex, race, color, creed, national origin, age, religion, disability, and genetics. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement and may result in ineligibility for further contracts. The Proposer shall at all times in the proposal and contract process comply with all applicable state, and federal anti-discrimination laws, rules, regulations and requirements thereof.

B. Scope of Work to be Performed

Part 1: Marijuana Gross Receipts Audit

The City of Needles desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles. The auditor is required to conduct an audit of each facility individually.

Per the City of Needles Ordinance No. 549-AC I Attachment 2 Section 20-40.36 the following documentation of each Medical Marijuana facility will be provided and reviewed during the audit process;

- 1) BOE-401-A, State and local Sales and Use Tax Returns with copies of cancelled checks for all quarters since commencement of operations.
- 2) Recently filed Form 1220, U.S. Corporation Income Tax Return
- 3) Corporate books and records
- 4) Patient Records
- 5) Product purchased records including parties involved
- 6) Payroll Records
- 7) Sale Records

The primary focus of each Marijuana facility audit is to comply with the City of Needles Ordinance No. 543-AC and ensure each business is submitting the true amount of gross

**City of Needles
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receipts. This includes an audit of each point of sale (POS) system.

The selected firm will audit four (4) dispensaries located within the City who's gross receipts payments range from \$30,000 to \$80,000 and three (3) cultivation facilities who's gross receipts range from \$20,000 to \$260,000 for calendar year 2018.

Part II: Lessee's Gross Receipt Audit

The City of Needles desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles. The auditor is required to conduct an audit of the lessee.

The City is authorized to audit the Lessee's book and records to ensure the total gross receipts is being correctly produced. The Lessee is required to obtain;

- 1) California Board of Equalization Sales Tax Reports
- 2) Keep adequate records of all sales including food, drinks and other merchandise
- 3) Records sales in the following three categories;
 - a) Food, beverages and alcohol of any type
 - b) Any and all taxes upon the sale of said beverages, foods, or services imposed by the United States of America, State of California, City of Needles, or such other
 - c) Any other sales of goods or services not herein enumerated
- 4) Produce a validated cash receipt

The selected firm will audit the one (1) Lessee located within the City.

C. Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with Generally Accepted Accounting Principles (GAAP).

D. Reports to be Issued

The selected firm will be required to provide a timeline to each desired audit.

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue, as required by generally accepted auditing standards, all applicable reports. The auditor should determine the format and quality of information expected from each business being

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audited.

The auditor shall communicate in a letter to the City Council any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

E. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the City of Needles of the need to extend the retention period. The auditor will be required to make working papers available, upon request by the City of Needles.

In addition, the firm shall respond to the reasonable inquiries of successor Auditors and allow successor Auditors to review working papers relating to matters of continuing accounting significance.

F. Other Audit Services

Occasionally, the City of Needles is required to have other accounting work performed. The Auditor will be expected to perform these engagements and any other audit services requested by the City of Needles outside of the standard audit at an hourly rate stated in the auditor's proposal.

IV. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made in writing to Rainie Torrance, Finance.

Phone: (760) 326-2115 ext. 140
rtorrance@cityofneedles.com

2. Submission of Proposals

The following material is required by **3:30 p.m. PST on September 17, 2019** for a

**City of Needles
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proposing firm to be considered;

a. The Proposal is to include the following:

- Title Page - Title page showing the request for proposal's subject; the firm's name; the name, address, email address, and telephone number of a contact person; and the date of the proposal.
- Table of Contents
- Transmittal Letter - A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for the period covered.
- Detail Proposal – As stated in Section IV B; Technical Proposal and C; Professional Fees stated below.

b. Proposers should send the completed proposal in a sealed envelope to the following address:

City of Needles
Attention: Dale Jones, City Clerk
817 3rd Street
Needles, CA 92363

Failure to submit a proposal by the deadline will be cause for dismissal from future consideration.

B. Technical Proposal

1. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit for the City of Needles in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposal requirements.

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The technical proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional items may be presented, the following subjects, items Nos. 2 through 6, must be included. They represent the criteria against which the proposal will be evaluated. Specific experience and expertise with Medical Marijuana operations will be given special consideration.

2. Independence

The firm should provide an affirmative statement that it is independent of the City of Needles as defined by generally accepted accounting standards.

3. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's non-profit/governmental audit staff, the location of the office from which the work on this engagement is to be performed.

4. Partner, Supervisory and Staff Qualifications and Experience

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in California.

5. Similar Engagements with Other Governmental Entities

For the firm's office that will be assigned responsibility for the audit, provide at least three current governmental references and one previous governmental reference. References to similar Medical Marijuana auditing working is allowable.

6. Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section IV of this request for proposal.

C. Professional Fees

1. Professional Fees

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The proposal should include a schedule of professional fees; presented in the format encompassing all costs that supports the total all-inclusive price for each of the four years (two year contract with the option by the City of Needles to extend two additional years).

2. Rates for Additional Professional Services

A separate quote should be given for the proposed occasionally other accounting work to be performed. The Auditor will be expected to perform these engagements and any other audit services requested by the City of Needles outside of the standard audit at an hourly rate stated in the auditor's proposal.

VII. EVALUATION PROCEDURES

The City Council, City Manager and Finance Director will evaluate proposals submitted. All final selections are made solely by the City Council.

A. Evaluation Criteria

The following represent the principal selection criteria, which will be considered during the evaluation process of proposals.

Mandatory Elements

1. The audit firm is independent and licensed to practice in California.
2. The firm has no conflict of interest with regard to any other work performed by the firm for the City of Needles.
3. The firm adheres to the instructions in this request for proposals on preparing and submitting the proposal.

Technical Requirements

1. Expertise and Experience especially in auditing Medical Marijuana facilities.
2. The firm's past experience and performance on comparable engagements.
3. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for consultation.
4. Audit approach describes how the firm intends to conduct the audit.

B. Final Selection

It is anticipated that a firm will be selected by September 10, 2019 subject to City Council approval. Following notification of the firm selected, it is expected the professional services contract will be executed between both parties within thirty-days of approval.

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C. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Needles and the firm selected.

The City of Needles reserves the right without prejudice to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms, to waive minor inconsistencies with the request for proposal and to waive formalities.



City of Needles, California Staff Report

☒ CITY COUNCIL ☐ NPUA ☐ RDA ☒ Regular ☐ Special

Meeting Date: October 22, 2019

Title: Alcohol Beverage Control Permit for Needles Rodeo Association

Background: Ordinance No. 514-AC was adopted in January 2010 and amended Section "15A-6 Possession and use of alcoholic beverages in city parks and/or city recreational facilities" which reads as follows:

"No person shall possess or use any alcoholic beverages on the premises of any recreational area without the express written approval of the city council."
Prior to Ordinance 514-AC the city code included "or city manager."

The Needles Rodeo Association has provided city staff with the required documents and is waiting for their ABC Permit which will be processed 30 days prior to the event date of November 2, 2019. The Association will provide a certificate of liability which includes liquor liability prior to the event.

Critical Timeline: The Association submitted their application to ABC on Sept. 24, 2019

Fiscal Impact: Not applicable

Recommendation: Approve the Needles Rodeo Association Daily License Application for the Department of Alcoholic Beverage Control for their Needles Rodeo Association Jeep Dinner, November 2, 2019 at the Needles Rodeo Grounds.

Submitted By: Jennifer Valenzuela, Recreation Manager

City Management Review:

Rick

Date: 10/15/19

Approved: <input type="checkbox"/>	Not Approved: <input type="checkbox"/>	Tabled: <input type="checkbox"/>	Other: <input type="checkbox"/>
Agenda Item: <u>5</u>			



CITY OF NEEDLES

FACILITIES & EQUIPMENT RENTAL APPLICATION

Department: Rodeo Grounds Facility - need whole facility

☐ Recreation ☐ Aquatics ☒ Rinks ☐ Animal Control

Facility / Equipment Requested: Complete Rodeo Grounds

Event Date: Annual Trip Dinner Event Time: 11/2/19 - 11/2/19

Type of Function: Fundraiser Dinner Estimated Attendance: 400

Requesting Organization: Needles Rodeo Assoc

Contact Person(s): Judy Thornton Phone: 928-768-1621

Address: PO Box 711 Needles Ca 92563

Will admission be charged? ☒ Yes ☐ No Proceeds go to? Community

List equipment / arrangements needed to facilitate your event: ticket price
we use our own

Harmless Clause:

The sponsoring organization, individual member(s) of the sponsoring organization, and any and all participants and attendees for themselves, their spouses, heirs, administrators, executors and assignees, release and hold harmless the Governing Board, City and its officers and employees from any claim or demand, including those based on the negligence of the Governing Board, City and its officers and employees, arising from participation or attendance at this activity or function held on City property or utilizing City equipment.

Damage Clause:

I/We hereby certify that I/we shall be personally responsible on behalf of our organization for any damage sustained to City furniture, or equipment because of the occupancy of said use of equipment by our organization. I/We agree to abide by, and to enforce courtesy while using the City equipment.

Animal Trap Rental:

This is to certify that on the above date, I rented a small / large trap in working condition from the Needles Animal Control Department. I accept all responsibilities to return the trap in the same condition as when it was loaned out. (The trap is to be returned clean and clear of any cans, dishes, strings, etc.)

I further agree to reimburse the City of Needles for said trap if it is lost, stolen, destroyed or damaged. See Fee Schedule for trap replacement charge.

Applicants Signature: Judy Thornton Dated: 7/25/18

----- OFFICIAL USE ONLY -----

Priority Class: _____ Fee: _____ Deposit Amount: _____ CA / CK / MO

Insurance information (if applicable): _____

~~ Include copy of insurance rider for this event with your application ~~



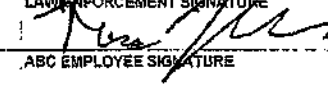
Approved by City Council on: _____

Sec. 15A-6 - "No person shall possess or use any alcoholic beverages on the premises of any recreational area without the express written approval of the city council".

DAILY LICENSE APPLICATION/AUTHORIZATION - Non Transferable

Instructions: Complete all items. Submit to local ABC District Office with required fee (Cashier's Check or Money Order) payable to ABC. Once license is issued, fee cannot be refunded. For a listing of ABC District Offices please visit <http://www.abc.ca.gov/distmap.html>
Pursuant to the authority granted by the organization named below, the undersigned hereby applies for the license(s) described below.

LICENSE NUMBER	GEO CODE
47-1358571	
RECEIPT NUMBER	
FEE	
\$ 50	

1. ORGANIZATION'S NAME Needles Rodeo Association		CONDITIONS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		DIAGRAM REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. LICENSE TYPE (Check appropriate license type AND organization type)					
a. <input type="checkbox"/> Daily General (\$75.00) (Includes beer, wine and distilled spirits)					
<input type="checkbox"/> Political Party/Affiliate Supporting Candidate for Public Office or Ballot Measure		<input type="checkbox"/> Fraternal Organization in Existence Over Five Years with Regular Membership			
<input type="checkbox"/> Organization Formed for Specific Charitable or Civic Purpose		<input type="checkbox"/> Religious Organization			
<input type="checkbox"/> Other:		<input type="checkbox"/> Vessel per Section 24045.10 B&P (\$50.00)			
b. <input checked="" type="checkbox"/> Special Daily Beer & Wine (\$50.00)					
<input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Fraternal <input type="checkbox"/> Social <input type="checkbox"/> Political <input type="checkbox"/> Other:		<input type="checkbox"/> Civic <input type="checkbox"/> Religious <input type="checkbox"/> Cultural <input type="checkbox"/> Amateur Sports Organization			
c. <input type="checkbox"/> Special Temporary License (\$100.00) (Different privileges depending on statute)					
<input type="checkbox"/> Television Station per Section 24045.2 or 24045.9 B&P		<input type="checkbox"/> Person conducting Estate Wine Sale per Section 24045.8 B&P			
<input type="checkbox"/> Nonprofit Corporation per Sections 24045.4 and 24045.6 B&P		<input type="checkbox"/> Women's Educational and Charitable Organization per Section 24045.3 B&P			
<input type="checkbox"/> Other Special Temporary Licenses, per Section					
License number		Amount \$			
3. EVENT TYPE					
<input checked="" type="checkbox"/> Dinner <input type="checkbox"/> Dance <input type="checkbox"/> Wedding <input type="checkbox"/> Lunch <input type="checkbox"/> Picnic <input type="checkbox"/> Barbeque <input type="checkbox"/> Social Gathering <input type="checkbox"/> Festival		<input type="checkbox"/> Sports Event <input type="checkbox"/> Concert <input type="checkbox"/> Birthday <input type="checkbox"/> Mixer <input type="checkbox"/> Carnival <input type="checkbox"/> Dinner Dance <input type="checkbox"/> Other:			
4. TOTAL # OF DAYS		5. ESTIMATED ATTENDANCE		6. HOURS OF ALCOHOLIC BEVERAGE SALES, SERVICE AND/OR CONSUMPTION	
1		1400		From 4 pm To 11 pm	
7. EVENT DATE(S) 11/2/19		8. EVENT IS OPEN TO THE PUBLIC <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
9. EVENT LOCATION (Give facility name, if any, street number and name, and city) Needles Rodeo Grounds, 1001 San Clemente St, Needles, CA 92363					
10. LOCATION IS WITHIN THE CITY LIMITS <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		11. TYPE OF ENTERTAINMENT <input type="checkbox"/> Fundraising dinner by ticket only		12. SECURITY GUARDS <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how many?	
13. AUTHORIZED REPRESENTATIVE'S NAME Judith C. Thornton				14. REPRESENTATIVE'S TELEPHONE NUMBER 760-333-5255	
15. REPRESENTATIVE'S ADDRESS 1835 South Drive, Mohave Valley, AZ 88440					
16. ORGANIZATION'S MAILING ADDRESS (If different from #15 above) P.O. Box 711, Needles, CA 92363					
17. AUTHORIZED REPRESENTATIVE'S SIGNATURE 				18. DATE SIGNED 9/24/19	
PROPERTY OWNER APPROVAL BY (Name), REQUIRED Rick Daniels, City manager		PHONE NUMBER 760-326-2113		PROPERTY OWNER SIGNATURE 	
LAW ENFORCEMENT APPROVAL BY (Name), IF APPLICABLE Capt. Ross Tarangle		PHONE NUMBER 760-326-9200		LAW ENFORCEMENT SIGNATURE 	
DISTRICT OFFICE APPROVAL BY (Name)		ABC EMPLOYEE SIGNATURE		ISSUANCE DATE 9-24-19	

The above-named organization is hereby licensed, pursuant to the California Business and Professions Code Division 9 and California Code of Regulations, to engage in the temporary sale of alcoholic beverages for consumption at the above named location for the period authorized above.


This license may be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.

DAILY LICENSE APPLICATION/AUTHORIZATION - Non Transferable

Instructions: Complete all items. Submit to local ABC District Office with required fee (Cashier's Check or Money Order) payable to ABC. Once license is issued, fee cannot be refunded. For a listing of ABC District offices please visit <http://www.abc.ca.gov/distmap.html>

Pursuant to the authority granted by the organization named below, the undersigned hereby applies for the license(s) described below.

LICENSE NUMBER 47-1358571	GEO CODE
RECEIPT NUMBER	
FEE \$ 50	

1. ORGANIZATION'S NAME Needles Rodeo Association		CONDITIONS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		DIAGRAM REQUIRED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. LICENSE TYPE (Check appropriate license type AND organization type)					
a. <input type="checkbox"/> Daily General (\$75.00) (Includes beer, wine and distilled spirits)					
<input type="checkbox"/> Political Party/Affiliate Supporting Candidate for Public Office or Ballot Measure		<input type="checkbox"/> Fraternal Organization in Existence Over Five Years with Regular Membership			
<input type="checkbox"/> Organization Formed for Specific Charitable or Civic Purpose		<input type="checkbox"/> Religious Organization			
<input type="checkbox"/> Other:		<input type="checkbox"/> Vessel per Section 24045.10 B&P (\$50.00)			
b. <input checked="" type="checkbox"/> Special Daily Beer & Wine (\$50.00)					
<input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Fraternal <input type="checkbox"/> Social <input type="checkbox"/> Political <input type="checkbox"/> Other:		<input type="checkbox"/> Civic <input type="checkbox"/> Religious <input type="checkbox"/> Cultural <input type="checkbox"/> Amateur Sports Organization			
c. <input type="checkbox"/> Special Temporary License (\$100.00) (Different privileges depending on statute)					
<input type="checkbox"/> Television Station per Section 24045.2 or 24045.9 B&P		<input type="checkbox"/> Person conducting Estate Wine Sale per Section 24045.8 B&P			
<input type="checkbox"/> Nonprofit Corporation per Sections 24045.4 and 24045.6 B&P		<input type="checkbox"/> Women's Educational and Charitable Organization per Section 24045.3 B&P			
<input type="checkbox"/> Other Special Temporary Licenses, per Section					
License number		Amount \$			
EVENT TYPE					
<input checked="" type="checkbox"/> Dinner <input type="checkbox"/> Dance <input type="checkbox"/> Wedding <input type="checkbox"/> Lunch <input type="checkbox"/> Picnic <input type="checkbox"/> Barbeque <input type="checkbox"/> Social Gathering <input type="checkbox"/> Festival		<input type="checkbox"/> Sports Event <input type="checkbox"/> Concert <input type="checkbox"/> Birthday <input type="checkbox"/> Mixer <input type="checkbox"/> Carnival <input type="checkbox"/> Dinner Dance <input type="checkbox"/> Other:			
4. TOTAL # OF DAYS 1	5. ESTIMATED ATTENDANCE 400	6. HOURS OF ALCOHOLIC BEVERAGE SALES, SERVICE AND/OR CONSUMPTION From 4 pm To 11 pm			
7. EVENT DATE(S) 11/2/19		8. EVENT IS OPEN TO THE PUBLIC <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
9. EVENT LOCATION (Give facility name, if any street number and name, and city) Needles Rodeo Grounds, 1001 San Clemente St, Needles, CA 92363					
10. LOCATION IS WITHIN THE CITY LIMITS <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		11. TYPE OF ENTERTAINMENT Fundraising dinner by ticket only		12. SECURITY GUARDS <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how many?	
13. AUTHORIZED REPRESENTATIVE'S NAME Judith C. Thornton				14. REPRESENTATIVE'S TELEPHONE NUMBER 760-333-5255	
15. REPRESENTATIVE'S ADDRESS 1835 South Drive, Mohave Valley, AZ 86440					
16. ORGANIZATION'S MAILING ADDRESS (If different from #15 above) P.O. Box 711, Needles, CA 92363					
17. AUTHORIZED REPRESENTATIVE'S SIGNATURE 				18. DATE SIGNED 9/24/19	
PROPERTY OWNER APPROVAL BY (Name), REQUIRED Rick Daniels, City manager		PHONE NUMBER 760-326-2113		PROPERTY OWNER SIGNATURE DATE SIGNED	
LAW ENFORCEMENT APPROVAL BY (Name), IF APPLICABLE Capt. Ross Tarangle		PHONE NUMBER 760-326-9200		LAW ENFORCEMENT SIGNATURE DATE SIGNED	
DISTRICT OFFICE APPROVAL BY (Name)		ABC EMPLOYEE SIGNATURE		ISSUANCE DATE	

The above-named organization is hereby licensed, pursuant to the California Business and Professions Code Division 9 and California Code of Regulations, to engage in the temporary sale of alcoholic beverages for consumption at the above named location for the period authorized above.

This license may be revoked summarily by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.

Needles Rodeo Grounds, 1001 San Clemente St, Needles, Ca., 92363

Gate

Gate

Announcer Booth

VIP Bar

Rodeo Arena

Trash

BBQ Shack

Vendor Area Bar

Vendor Area

Covered Pavillion

Grandstands

Vendor Area

Bathrooms

Gate

Bandstand

Dance Bar

Dance Area/
Dinner Area/
Bar Area

SAN BERNARDINO
COUNTYPublic Health
Environmental Health Services

APPLICATION FOR TEMPORARY EVENT HEALTH PERMIT

PERMIT CATEGORY (SELECT ONLY ONE)			
FOOD EVENTS:		<input checked="" type="checkbox"/> Temporary Food Facility (TFF) - Event Organizer (complete sections A, B & E)	
		<input checked="" type="checkbox"/> Annual TFF Vendor (complete sections A & C)	
		<input type="checkbox"/> One-Time TFF Vendor (complete sections A & C)	
BODY ART EVENTS:		<input type="checkbox"/> Sponsor of a Temporary Body Art Event (complete sections A, D & E)	
		<input type="checkbox"/> Temporary Body Art Facility (complete sections A & F)	
APPLICANT INFORMATION			
NAME OF APPLICANT		DATE OF BIRTH	PHONE
Judith C. Thornton		07/25/1948	760-333-5255
COMPANY/ORGANIZATION (IF APPLICABLE)		E-MAIL	
Needles Rodeo Association		needlesrodeo@outlook.com	
HOME ADDRESS		CITY	STATE ZIP
P.O. Box 711		Needles	CA 92363
MAILING ADDRESS (IF DIFFERENT THAN HOME ADDRESS)		CITY	STATE ZIP
same			
DETAILS OF TEMPORARY EVENT			
NAME OF EVENT		DATE(S) OF EVENT	
9th Annual Colorado River Round Up Jeep Dinner		Nov. 2, 2019	
SITE ADDRESS		CITY	TOTAL # OF DAYS OF EVENT
1001 San Clemente St.		Needles	2
SET UP TIME FROM 7am TO 7pm		OPEN TO PUBLIC FROM 4pm TO 12 midnight	
NAME OF EVENT SPONSOR/COORDINATOR		EVENT SPONSOR/COORDINATOR CELL PHONE NUMBER	
Judith Thornton		760-333-5255	
INVOICE INFORMATION (FOR ANNUAL TFF VENDOR PERMITS ONLY)			
MAIL TO		ATTENTION TO	
Needles Rodeo Assoc. (501(c)(3) tax exempt ID#47-1358571		Judith Thornton	
ADDRESS		CITY	STATE ZIP
P.O. Box 711		Needles	CA 92363
ALL FEES ARE DUE AND PAYABLE PRIOR TO THE FIRST DAY OF OPERATION. Make checks payable to: COUNTY OF SAN BERNARDINO This application and all subsequent fees must be submitted prior to operation. Failure to pay will result in the assessment of a delinquent fee or closure.			

Fee:	FA Number:	Record ID:	PE Number:
State Fee: <input type="checkbox"/> Y <input type="checkbox"/> N	Designated Employee:	Received By:	Date:
Check One: <input type="checkbox"/> New <input type="checkbox"/> Transfer <input type="checkbox"/> Reactivate	Changes (please specify):		

NAME OF EVENT

14th Annual Colorado River Round Up Jeep Dinner

The Application for Temporary Event Health Permit along with the following information MUST be submitted at least 2 weeks prior to the event. A late fee will be assessed if the application is submitted less than 48 hours prior to the event. Health permits are non-transferable and must be posted in a conspicuous place within the event location.

Indicate the total number in each category:

Food Preparation Booths (non-prepackaged)

1

Prepackaged Food Booths

0

Number of shared 3 compartment sinks

1

Note: If the event organizer is providing a 3 compartment sinks for vendors, each sink may only service up to 4 vendors and must be located within 100 feet of each booth.

All applications MUST include a site map which indicates the following locations. Also, indicate the distances between each location.

- All Food Facilities (vendor# must correspond with the List of Participants / Vendors)
- Toilet Facilities with associated Handwashing Station(s)
- Three Compartment Warewashing Sink if provided by the Event Organizer
- Trash Receptacles
- Potable Water Source
- Waste Water Disposal Site
- Electricity (if provided)

EVENT ORGANIZER RESPONSIBILITIES

It is the responsibility of the Event Organizer to ensure that all TFF vendors at the event comply with food safety and sanitary requirements enforced by the Division of Environmental Health Services (DEHS).

Prior to Event

- When applying for a Temporary Event Health Permit, provide documentation from the city or county agency granting approval for the event.
- Provide the List of Participants / Vendors (Section E). This Department will review the List of Participants / Vendors, and advise the Event Organizer of any unapproved or unpermitted vendors. All TFF vendor applications and fees must be submitted at least 48 hours prior to event, including non-profit organizations, or a late fee will be assessed. If any changes are made to the List of Participants / Vendors, provide this Department with an updated list.
- It is the responsibility of the Event Organizer to ensure all food vendors have a current, valid, unsuspended and unrevoked TFF or Mobile Food Facility (MFF) Health Permit. Only vendors listed on the approved vendor list will be permitted to operate at the event. No refunds will be given to food vendor operators who fail to attend the event. All vendors shall have their health permit readily available at their booth throughout the event.
- Ensure to provide a potable water supply, an approved wastewater disposal site, trash disposal, electricity (if provided), and toilet facilities with handwashing stations within 200 feet of each TFF booth.

Day of Event

- No home preparation or storage of food is allowed. All pre-packaged foods shall be properly packaged and labeled at an approved facility.
- All potentially hazardous foods shall be maintained at or below 45°F (41°F is required if the food is to be used for another day), or 135°F or above and discarded at the end of the day.
- All food preparation vendors are required to cook and prepare food/beverage inside a fully enclosed booth. Keep in mind, all cooking equipment, other than approved barbecues, must be kept inside the approved enclosed booth, unless specifically exempted by DEHS. Contact the local fire jurisdiction where the event is being held regarding applicable fire code requirements.
- Depending on the length of the event, a pressurized handwashing sink or simplified handwashing set-up (i.e. 5 gallon igloo-type) with warm water, pump style soap, paper towels, and a wastewater collection container are required inside all food/beverage preparation and sampling booths. Wastewater must be contained at all times.
- A 3 compartment warewashing sink is required for all food/beverage preparation booths. Overhead protection is required for all warewashing sinks. Any shared 3 compartment warewashing sinks that are provided by the Event Organizer must be maintained by cleaning, refilling and checking sanitizer levels throughout the event. No more than 4 vendors can utilize a shared warewashing sink. All warewashing sinks must be supplied with a minimum of 25 gallons of pressurized warm water (minimum of 100°F), unless food preparation is limited then 15 gallons is required. Wastewater must be contained at all times.

ALL FEES ARE DUE AND PAYABLE PRIOR TO THE FIRST DAY OF OPERATION. Make checks payable to: COUNTY OF SAN BERNARDINO

This application and all subsequent fees must be submitted prior to operation. Failure to pay will result in the assessment of a delinquent fee or closure.

I declare under the penalty of law, that to the best of my knowledge and belief, the statements made herein are correct and true. I have knowledge of, and commit to meet state law and relevant local regulations pertaining to the TFF Event Organizer Health Permit. I acknowledge the rules and regulations set forth by the San Bernardino County, Division of Environmental Health Services. As the Event Organizer, I shall ensure all food booths are in compliance with the TFF operating requirements mentioned in this application and set forth in the TFF Vendor and Event Organizer Packets. I hereby consent to all necessary inspections incident to the issuance of a health permit and the operation of the business. Furthermore, I understand that failure to meet all requirements specific to the TFF Event Organizer Health Permit, supplemental attachments and set forth by the County of San Bernardino may result in permit suspension and/or closure of the temporary event and/or business operating at the event.

SIGNATURE OF EVENT ORGANIZER

PRINT NAME

Duffy C. Thornton

DATE

10/8/2019

TITLE

Treasurer

The Event Organizer may request to meet with the Division of Environmental Health Services after the event. To make an appointment, please contact this Department at (800) 442-2283.

NAME OF EVENT

9th Annual Colorado River Round Up Jeep Dinner

The Application for Temporary Event Health Permit along with the following information **MUST** be submitted at least 48 hours prior to the event or a late fee will be assessed. Health permits are non-transferable and must be posted in a conspicuous place within the TFF food booth.

A TFF may only operate at community events approved by the County of San Bernardino Department of Public Health, Division of Environmental Health Services (DEHS).

SPECIFIC TYPE OF TFF VENDOR PERMIT (SELECT ONLY ONE)

☐ Prepackaged TFF Permit at Fixed Location (up to 6 Months)☐ Prepackaged Annual TFF Permit☒ Food Preparation TFF Permit at Fixed Location (up to 6 Months)☐ Food Preparation Annual TFF Permit

CERTIFICATIONS

Food Manager Certification

☒ YES ☐ NO

Food Worker Training Certificates

☒ YES ☐ NO (Required for each employee of Annual TFFs)

TYPE OF FOOD SERVICE

☐ Prepackaged Foods or Beverages Only☒ Food Preparation at Booth☐ Fully Enclosed Food Compartment (i.e. Snow-Cone, Popcorn, Cotton Candy, or Shaved Ice Machine)☐ Other (Please Describe):

Specify what types of food/beverages will be sold or given away at the event.

BBQ beef, beans, cole slaw, rolls

TFF VENDOR RESPONSIBILITIES

It is the responsibility of each TFF Vendor at the event to comply with food safety and sanitary requirements enforced by the Division of Environmental Health Services (DEHS).

FOOD SAFETY, STORAGE AND TRANSPORTATION

- No home preparation or storage of food is allowed.
- Transported food must be protected from contamination, in approved containers capable of maintaining required holding temperatures.
- All food, utensils and equipment shall be stored, displayed and served so they are protected from contamination, and shall be stored off the floor on shelving, boxes, or pallets.
- All potentially hazardous foods must be kept at 41°F or below or 135°F or above. Hot holding foods, food held at 45°F and / or left-overs must be discarded at the end of the day.
- A calibrated and accurate metal-probe thermometer measuring from 0°F to 220°F shall be made available to check food temperatures.

I have read the above statement on Food Safety, Storage and Transportation and will abide by these regulations.

INITIAL

HANDWASHING STATIONS

- A food and beverage preparation booths shall have a handwashing station inside their booth.
- A pressurized handwashing sink with hot and cold running water and a minimum of 5 gallon water supply is required if the event exceeds 3 consecutive days.
- A minimal handwashing set-up inside the booth is allowed in food preparation booth if the event is 3 days or less. With this set-up, a minimum of 5 gallons of preheated water, a hands-free spigot that provides continuous flow of warm water and separate waste receptacle are required.
- All handwashing stations shall be supplied with a pump soap dispenser and single use paper towels. Hand sanitizers do not replace handwashing.

I have read the above statement on Handwashing Stations and will abide by these regulations.

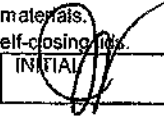
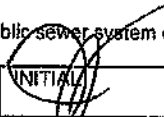
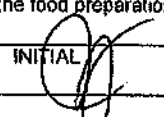
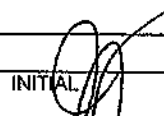
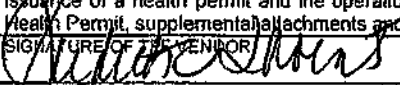
INITIAL

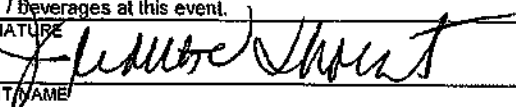
FOOD BOOTHS

- All food preparation, as well as exposed or unprotected food, shall be within an approved enclosure. The ceiling, walls and floors of the enclosure shall be constructed of acceptable materials such as, but not limited to:
 - Ceilings constructed of canvas or tarps
 - Walls constructed of canvas, tarps, plywood, fine-mesh window screening
 - Floors constructed of tarps, plywood, concrete, asphalt. The floor must be smooth and cleanable.
- Grass or dirt floors are not acceptable and must be covered.
- The food service opening shall be no larger than 13.5" x 16" with the ability of being closed.
- Each booth shall indicate the name, city, and telephone number of the booth operator or permittee. The facility name shall be a minimum of 3 inches and the city and telephone number shall be a minimum of 1 inch in letter height.

I have read the above statement on Food Booths and will abide by these regulations.

INITIAL

NAME OF EVENT	
9th Annual Colorado River Round Jeep Dinner	
EQUIPMENT AND UTENSILS	
<ul style="list-style-type: none"> ▪ All food related and utensil related equipment shall be approved by DEHS. All equipment shall be installed, used and stored to prevent food contamination. ▪ Cold holding units include, but are not limited to: mechanical refrigeration, freezers or ice chests. Accurate thermometers are required inside the units to monitor temperatures. ▪ Hot holding units include, but are not limited to: steam tables, crock-pots, chafing dishes or hot holding cabinets. All units shall be pre-heated prior to placing the food in the unit. ▪ All cooking equipment, other than approved barbeques, shall be kept inside the approved enclosed booth, unless specifically exempted by DEHS. Open-air barbeques shall be protected from dust and other contamination by way of an approved lid or overhead protection. ▪ Food preparation surfaces shall be cleanable and made of approved materials. ▪ Single use utensils shall be provided for customer use. Food preparation surfaces shall be easily cleanable and of approved materials. ▪ All condiments must be dispensed from a squeeze bottle, pump dispenser, individual packets or condiment containers with self-closing lids. 	
I have read the above statement on <i>Equipment and Utensils</i> and will abide by these regulations.	
INITIAL 	
WAREWASHING SINK AND WASTEWATER	
<ul style="list-style-type: none"> ▪ A 3 compartment warewashing sink with dual drain boards is required for all food/beverage preparation booths. Overhead protection is required for all warewashing sinks. ▪ Any shared 3 compartment warewashing sinks that are provided by the Event Organizer must be maintained by cleaning, refilling and checking sanitizer levels throughout the event. No more than 4 vendors can utilize a shared warewashing sink. ▪ All warewashing sinks must be supplied with a minimum of 25 gallons of pressurized warm water (minimum of 100°F), unless food preparation is limited then 15 gallons is required. Wastewater must be contained at all times. ▪ An approved sanitizer shall be used at the event for sanitizing utensils and food contact surfaces. Approved sanitizers include chlorine (bleach), quaternary ammonia (QUAT) or iodine. Sanitizer test strips must be available and used to monitor sanitizer levels and shall correspond to the sanitizer in use at the event. ▪ All wastewater from warewashing sinks and hand washing stations shall be disposed of in an approved manner through a public sewer system or other manner approved by DEHS. 	
I have read the above statement on <i>Warewashing Sink and Wastewater</i> and will abide by these regulations.	
INITIAL 	
ELECTRICITY DETAILS (IF PROVIDED)	
<ul style="list-style-type: none"> ▪ Ensure adequate electricity is available for refrigeration units or other equipment (by maintaining potentially hazardous foods at the proper temperature). If the event extends into the evening hour or will last more than one day, ensure electricity is available to light the food preparation area inside the booth. Sources of electricity may include public utilities and/or generators. 	
I have read the above statement on <i>Electricity Details</i> and will abide by these regulations.	
INITIAL 	
ADDITIONAL INFORMATION	
<ul style="list-style-type: none"> ▪ Potable (drinking) water shall be available during the event for food processing and warewashing. ▪ Restroom facilities and handwashing stations must be within 200 feet of the food booth. ▪ Make sure garbage/trash disposal is frequently picked-up and disposed of properly. ▪ Animals and smoking are prohibited within 20 feet of food booths, storage areas and/or by the BBQ. 	
I have read the above statement on <i>Additional Information</i> and will abide by these regulations.	
INITIAL 	
ALL FEES ARE DUE AND PAYABLE PRIOR TO THE FIRST DAY OF OPERATION. Make checks payable to: COUNTY OF SAN BERNARDINO	
This application and all subsequent fees must be submitted prior to operation. Failure to pay will result in the assessment of a delinquent fee or closure.	
I declare under the penalty of law, that to the best of my knowledge and belief, the statements made herein are correct and true. I have knowledge of, and commit to meet state law and relevant local regulations pertaining to the TFF Vendor Health Permit. I acknowledge the rules and regulations set forth by the San Bernardino County, Division of Environmental Health Services. As the TFF Vendor, I shall ensure that my food booth is in compliance with the TFF operating requirements mentioned in this application and set forth in the TFF Vendor Packet. I hereby consent to all necessary inspections incident to the issuance of a health permit and the operation of the business. Furthermore, I understand that failure to meet all requirements specific to the TFF Vendor Health Permit, supplemental attachments and set forth by the County of San Bernardino may result in permit suspension and/or closure of the TFF booth.	
SIGNATURE OF THE VENDOR 	DATE 10/08/2019
PRINT NAME Keith C. Thornton	TITLE Treasurer

NAME OF EVENT th Colorado River Round Up Jeep Dinner		DATE(S) OF EVENT 11/02/2019		
LOCATION 1001 San Clemente St, Needles, CA 92363				
The following List of Participants / Vendors must be submitted to Division of Environmental Health Services (DEHS) along with <i>Application for Temporary Event Health Permit</i> .				
As a Sponsor / Event Organizer, you are authorizing the List of Participants / Vendors to participate at the event stated above.				
Permits for Temporary Body Art Facilities and Temporary Food Facilities will only be issued to participants / vendors included in this list.				
Submit additional lists as needed.				
NAME OF THE TEMPORARY FACILITY	NAME OF OWNER/OPERATOR	PHONE NUMBER	E-MAIL ADDRESS	PR# / SR# / DNI (Do Not Inspect)
1. Needles Rodeo Assoc	Needles Rodeo Assoc	760-333-5255	needlesrodeo@outlook.com	
2.			thornton@ctaz.com	
3.				
4.				
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I hereby give my approval to the participants / vendors listed above to participate in the Temporary Event for which I am a Sponsor / Event Organizer. I agree to abide by all requirements as a Sponsor / Event Organizer. Furthermore, I will not allow unauthorized participants / vendors to practice body art or serve food / beverages at this event.				
SIGNATURE 			DATE 10/08/2019	
PRINT NAME Judith C. Thornton			TITLE Treasurer	



City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA ☐ RDA

☒ Regular ☐ Special

Meeting Date: October 22, 2019

Title: City Council Resolution No. 2019-70
A Resolution of the City Council of the City of Needles
Authorizing Application for, And Receipt of,
SB 2 Planning Grants Program Funds

Background: The City Council recently approved the General Plan Housing Element, after receiving confirmation from the Housing and Community Development agency (HCD) that it met the statutory requirements of state Housing Element law. The City is in the process of preparing a mid-cycle housing element, a state requirement for any City that didn't meet the Housing Element submittal date for the fifth cycle. The Update was recently completed and is in circulation for public comments, with a projected approval date of early November 2019. Once this approval has been received, the City becomes eligible to receive SB 2 grant funds that have been made available through the "Building Homes and Jobs Trust Fund". The City is in the process of preparing the application for the grant funds, which requires the City Council to authorize application for the funds and acknowledge receipt when they are received. The attached Resolution provides the means for this authorization and receipt of funds.

Public Notification: Not applicable

Critical Timeline: The signed Resolution will be made part of the grant application being submitted the week of October 28, 2019

Fiscal Impact: Provides \$160,000 for funding the General Plan Land Use Element Update

Recommendation: Approve Resolution No. 2019-70, authorizing the City to file an application for SB 2 Grant Funds and Acknowledging Receipt of the funds when Received.

Submitted By: Patrick Martinez, Development Director

City Management Review: Rck

Date: 10/15/19

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 6

RESOLUTION 2019-70

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEEDLES AUTHORIZING APPLICATION FOR, AND RECEIPT OF, SB 2 PLANNING GRANTS PROGRAM FUNDS

WHEREAS, the State of California, Department of Housing and Community Development (Department) has issued a Notice of funding Availability (NOFA) dated March 29, 2019, for its Planning Grants Program (PGP); and

WHEREAS, the City Council of the City of Needles desires to submit a project application for the PGP Program to accelerate the production of housing and will submit a 2019 PGP grant application as described in the Planning Grants Program NOFA and SB 2 Planning Grants Program Guidelines released by the Department for the PGP Program; and

WHEREAS, the Department is authorized to provide up to \$1.2 million under the SB 2 Planning Grants Program from the Building Homes and Jobs Trust Fund for assistance to Counties (as described in Health and Safety Code section 50470 et seq. (Chapter 364, Statutes of 2017 (SB 2)) related to the PRP Program.

**NOW, THEREOFRE, THE CITY COUNCIL OF THE CITY OF NEEDLES
RESOLVES AS FOLLOWS:**

SECTION 1. The City Council is hereby authorized and directed to apply for and submit to the Department the 2019 Planning Grants Program application released March 29, 2019 in the amount of \$160,000.

SECTION 2. In connection with the PRP grant, if the application is approved by the Department, the City Council is authorized to enter into, execute, and deliver a State of California Standard Agreement (Standard Agreement) for the amount of \$160,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the PGP grant, the City's obligations related thereto, and all amendments thereto (collectively, the "PGP Grant Documents").

SECTION 3. The City shall be subject to the terms and conditions as specified in the Standard Agreement, the SB 2 Planning Grants Program Guidelines, and any applicable PGP guidelines published by the Department. Funds are to be used for allowable expenditures as specifically identified in the Standard Agreement. The application is full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application will be enforceable through the executed Standard Agreement. The City Council hereby agrees to use the funds for eligible uses in the manner presented in the application as approved by the Department and in accordance with the Planning Grants NOFA, the Planning Grants program Guidelines, and 2019 Planning Grants program Application.

SECTION 4. The City Council Executive or designee is authorized and directed to execute the City of Needles Planning Grants program application, the PGP Grant Documents, and any amendments thereto, on behalf of the City as required by the Department for receipt of the PGP Grant.

ADOPTED October 22, 2019, by the City Council of the City of Needles by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

(Seal)

Attest:

Mayor

City Clerk

Approved as to form:

City Attorney



City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☐ Regular ☐ Special

Meeting Date: October 22, 2019

Title: Declare miscellaneous equipment and vehicles as surplus and authorize staff to advertise for bids

Background: The attached list describes miscellaneous equipment and vehicles submitted from city departments of items no longer in use, along with a minimum amount that will be accepted. Staff would like to solicit for bids for the sale of these items and award the bid to the highest bidder.

Fiscal Impact: Additional revenue

Environmental: N/A

Recommendation: I MOVE to declare miscellaneous equipment and vehicles as surplus and authorize staff to advertise for bids and to award the bid to the highest bidder.

Submitted By:

City Management Review:

Rick

Date:

10/15/19

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 7

- 1 2005 Johnson Street Sweeper - Mileage 21671 Rear engine hours 2087
Service manual, brooms and some spare parts included. - Starting Bid \$5,000
- 2 2001 Ford Ranger 3.0L 4x2 - Mileage 119684 - Starting Bid \$200
- 3 2006 Ford E450 6.8L Gasoline 18 Passenger Bus -
Mileage 124335 - Starting Bid \$2,500
- 4 2012 Ford E450 6.8L Gasoline 18 Passenger Bus -
Mileage 147426 - Starting Bid \$5,000
- 5 1978 Case 580C Backhoe - Hours 7214
Service manual and some spare parts included - Starting Bid \$2,000
- 6 1988 Chevy Kodiak / Terex Commander 6000 Digger/Derrick
Mileage 49192 Hours 4208 - Service manual and some spare parts included,
No winch line - Starting Bid \$2,000
- 7 80,000 Burlap Sand Bags, Condition New Other (bags are strapped with steel
bands kept indoors and in very good condition)
Approximately 80 Bundles of 1,000 bags per bundle, two sizes 18x30, 22x36.
\$100.00 per bundle must bid on 1 to 80 bundles. Do not include bag size in
bid. Highest bundle bid gets first pick.
- 8 Containment Solutions 1,000 gal Fuel Storage Tank
Single compartment tank model LP1000 mfg date 2006
Has concert spill containment included and dispensing pump.
New Other (tank has been sitting but never used and in new condition)
Starting Bid \$5000
- 9 Containment Solutions 500/1000gal Fuel Storage Tank
Two compartment tank model LPD1500 mfg date 2006
Has concert spill containment included and two dispensing pumps.
Used, 1,000gal tank is unusable - Starting Bid \$500
- 10 Air Bumper Jack - Starting Bid \$100
- 11 Gannon Box - Starting Bid \$400

- 12 Scrap metal, Scrap aluminum, scrap fencing - All scrap included in bid must be removed from location. - Starting bid \$50
- 13 Sizeable amount of scrap metal, aluminum, ACSR steel etc. – All scrap included in bid must be removed from location – Starting bid \$50
- 14 Office desk brown used, 3 drawers, 36” wide x 70” long x 29 1/2” tall – Starting bid \$25
- 15 Locking metal cabinet with 1 key used – 55” tall x 21” side x 10” deep – Starting bid \$10
- 16 Nortel Network Norstar System with approximately 33 desk phones and 1 master phone – Nortel Networks T7316E – Starting bid \$100
- 17 Canon Scanner DR-5010C – 50 ppm/ 100 ipm - scans up to 11”x17” pages – good condition - Starting bid \$50
- 18 Ingersoll Rand Recognition System Hand Punch 1000 Time Clock – 3 used units, 1 new unit – Starting bid \$50 per unit
- | | |
|---|-----------|
| 19 Radios – 5 Base units Motorola CDM 750 | Price TBD |
| 26 auto units Motorola CMD750 | Price TBD |
| 17 hand units Motorola HT750, XPR3300 | Price TBD |
| 20 HP Color LaserJet 2550n copier used | Price TBD |
| 21 GBC Shredmaster 1036S used | Price TBD |
| 22 Xerox XDL33 copier used | Price TBD |

For complete listings and pictures of all items listed go to
www.cityofneedles.com



City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA ☐ RDA

☒ Regular ☐ Special

Meeting Date: October 22, 2019

Title: City Council Resolution No. 2019-70
A Resolution of the City Council of the City of Needles
Authorizing Application for, And Receipt of,
SB 2 Planning Grants Program Funds

Background: The City Council recently approved the General Plan Housing Element, after receiving confirmation from the Housing and Community Development agency (HCD) that it met the statutory requirements of state Housing Element law. The City is in the process of preparing a mid-cycle housing element, a state requirement for any City that didn't meet the Housing Element submittal date for the fifth cycle. The Update was recently completed and is in circulation for public comments, with a projected approval date of early November 2019. Once this approval has been received, the City becomes eligible to receive SB 2 grant funds that have been made available through the "Building Homes and Jobs Trust Fund". The City is in the process of preparing the application for the grant funds, which requires the City Council to authorize application for the funds and acknowledge receipt when they are received. The attached Resolution provides the means for this authorization and receipt of funds.

Public Notification: Not applicable

Critical Timeline: The signed Resolution will be made part of the grant application being submitted the week of October 28, 2019

Fiscal Impact: Provides \$160,000 for funding the General Plan Land Use Element Update

Recommendation: Approve Resolution No. 2019-70, authorizing the City to file an application for SB 2 Grant Funds and Acknowledging Receipt of the funds when Received.

Submitted By: Patrick Martinez, Development Director

City Management Review: Rxx

Date: 10/15/19

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 6

RESOLUTION 2019-70

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEEDLES AUTHORIZING APPLICATION FOR, AND RECEIPT OF, SB 2 PLANNING GRANTS PROGRAM FUNDS

WHEREAS, the State of California, Department of Housing and Community Development (Department) has issued a Notice of funding Availability (NOFA) dated March 29, 2019, for its Planning Grants Program (PGP); and

WHEREAS, the City Council of the City of Needles desires to submit a project application for the PGP Program to accelerate the production of housing and will submit a 2019 PGP grant application as described in the Planning Grants Program NOFA and SB 2 Planning Grants Program Guidelines released by the Department for the PGP Program; and

WHEREAS, the Department is authorized to provide up to \$1.2 million under the SB 2 Planning Grants Program from the Building Homes and Jobs Trust Fund for assistance to Counties (as described in Health and Safety Code section 50470 et seq. (Chapter 364, Statutes of 2017 (SB 2)) related to the PRP Program.

**NOW, THEREOFRE, THE CITY COUNCIL OF THE CITY OF NEEDLES
RESOLVES AS FOLLOWS:**

SECTION 1. The City Council is hereby authorized and directed to apply for and submit to the Department the 2019 Planning Grants Program application released March 29, 2019 in the amount of \$160,000.

SECTION 2. In connection with the PRP grant, if the application is approved by the Department, the City Council is authorized to enter into, execute, and deliver a State of California Standard Agreement (Standard Agreement) for the amount of \$160,000, and any and all other documents required or deemed necessary or appropriate to evidence and secure the PGP grant, the City's obligations related thereto, and all amendments thereto (collectively, the "PGP Grant Documents").

SECTION 3. The City shall be subject to the terms and conditions as specified in the Standard Agreement, the SB 2 Planning Grants Program Guidelines, and any applicable PGP guidelines published by the Department. Funds are to be used for allowable expenditures as specifically identified in the Standard Agreement. The application is full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application will be enforceable through the executed Standard Agreement. The City Council hereby agrees to use the funds for eligible uses in the manner presented in the application as approved by the Department and in accordance with the Planning Grants NOFA, the Planning Grants program Guidelines, and 2019 Planning Grants program Application.

SECTION 4. The City Council Executive or designee is authorized and directed to execute the City of Needles Planning Grants program application, the PGP Grant Documents, and any amendments thereto, on behalf of the City as required by the Department for receipt of the PGP Grant.

ADOPTED October 22, 2019, by the City Council of the City of Needles by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

(Seal)

Attest:

Mayor

City Clerk

Approved as to form:

City Attorney



City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☐ Regular ☐ Special

Meeting Date: October 22, 2019

Title: Destruction of Obsolete Records

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

Fiscal Impact: Cost to destroy

Environmental: N/A

Recommendation: Adopt Resolution No. 2019-74 authorizing destruction of certain city records pursuant to Government Code Section 34090

Submitted By: City Clerk Jones

City Management Review:

Rick

Date:

10/16/19

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 8

RESOLUTION NO. 2019-74

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

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

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

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

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

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

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council held on the 22nd day of October 2019, by the following roll call vote:

AYES:

NOES:"

ABSENT:

ABSTAIN:

Mayor

(Seal)

Approved as to form:

City Attorney

Attest: City Clerk

Exhibit A

CITY OF NEEDLES

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

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

Sylvia Miledi
Department Head

9/24/19
Date

DATE OF RECORD	DESCRIPTION OF RECORD
1977 – 1995	State Use Tax Report
1978 – 2013	State and Federal Quarterly Payroll Reports
2015 and prior	Termed Employee Personnel Files
1968 – 1999	Petty Cash Ledgers
10/1/05 – 12/31/05	Cash Receipts
1988 – 1999	Workers Comp & Injury Reports

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

APPROVED

Deputy *[Signature]*
City Attorney

10/01/2019
Date

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

Date: _____ Resolution No. _____

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

☐ Shredding ☐ Burning ☐ Other (specify method)

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

City Clerk

Date of Records Destruction

Finance Cont.

9/24/2019

DATE OF RECORD		DESCRIPTION OF RECORD	
FY 2000		Voided Checks	
FY 2013		Warrants	
A - C FY 2011		Warrants	
L - R FY 2011		Warrants	

CITY OF NEEDLES

To: City Clerk
From: Rainie Torrance, Senior Accountant
Subject: Request for Destruction of Obsolete Records

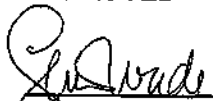
I am requesting approval to destroy the obsolete records listed below.

Utility and Customer Service Documents October 1, 2019
Title Date

DATE OF RECORD	DESCRIPTION OF RECORD
1992-1994	Damage Claims
1998-2001	Annual Electric Utility Report(s)
2001-2004	QFER Report(s) - Power Plant Owner Reporting
2005	State Energy Tax (SET) Report(s)

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

APPROVED


Deputy City Attorney

10/01/2019
Date

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

Date: _____ Resolution No. _____

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

☐ Shredding ☐ Burning ☐ Other (specify method)

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

City Clerk

Date of Records Destruction

DATE OF RECORD	DESCRIPTION OF RECORD
2003-2004	Revenue GL Reports from Ann Moore
1993-1994	OSHA Inspection
1996	PUC Enova Corporation Application
1992-2000	Ann Moore Customer Service Inquiry Orders
1997	Admin- Facility Inventory Listing
2001	Colorado River Water Users Assn. Membership Info
1992-1995	Property Damage Report(s)
2003-2007	Hazardous Waste Generator Fee Return(s)
1994-1996	Ann Moore Budget Copies
1998	Customer Service Petty Cash Documents
1995-1996	Miscellaneous Correspondences
1995-1997	Miscellaneous Memos-City
1993-1999	Needles Utility Customer News Letters
1994-1996	Needles Eye News Letters
1998	City Services Fee (Consultant Docs)
1997	Utility Solutions Consulting Activities – Copies of Invoices
1995	Power Markets Week Subscriptions Requisitions
1997	Northwest Public Power Association Membership Documents
2000	American Public Power Association Membership Documents
1992-1997	Copies of Vehicle Insurance from Ann Moore
1991-1996	Severn Trent Systems Software Maintenance Agreement – Cancelled 7/31/96

1995	Wire Down Claims
1993-1994	Pole Damages
1992-2002	Dig Alerts
2005	Ford 550 Truck Purchase
1993	Fork Lift Safety
2005	Empire Caterpillar 420D Backhoe Loader Lease-Purchase Documents
2001	Altec Truck Purchase
1991-1994	Staff Meeting Notes from Ann Moore
1992-1994	Joint Utility Meeting Minutes
1996	Model Energy Services Guide

CITY OF NEEDLES

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

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

Various
Department Head

October 16, 2019
Date

DATE OF RECORD	DESCRIPTION OF RECORD
2006-2013	Utility Services Applications
2012	Utility Adjustments
1990-2006	Utility Pledge records
1996	Energy Assistance Payments

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

APPROVED

City Attorney

Date

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

Date: _____

Resolution No. _____

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

☐ Shredding

☐ Burning

☐ Other (specify method)

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

City Clerk

Date of Records Destruction

DATE OF RECORD**DESCRIPTION OF RECORD**

1990-2006

Customer Service payment plans, NSF checks, refunds, connection fees, work orders

2014

Daily Cash Edits Jan-Dec

2014

Cycle Billing Jan-Dec

2014

Service Orders Jan-Dec

1991-1994

Transient Occupancy Tax Monthly Reports

1994-1997

Transient Occupancy Tax Monthly Reports

1998-2012

Transient Occupancy Tax Monthly Reports

1991-1996

Workers Compensation Insurance
Certificates Building and Safety
Departments



City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☐ Regular ☐ Special

Meeting Date: October 22, 2019

Title: Voter Identification Request to San Bernardino County

Background: Councilor Terral is requesting the City Council request San Bernardino County require voter identification at polling locations in order to prevent voter fraud.

Fiscal Impact: None

Environmental: None

Recommendation: Authorize the Mayor to send a letter to San Bernardino County Voter Registrar requesting voter identification at all elections.

Submitted By: Councilor Terral

City Management Review:

Rick

Date:

10/17/19

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 9



City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA

☐ Regular ☐ Special

Meeting Date: October 22, 2019

Title: Employee Appreciation Holiday Event

Background At the Council meeting held on September 10, the City Council approved an expenditure not to exceed \$3,000 for an employee appreciation holiday event. Councilors Belt and Gudmundson are organizing this event and have requested an increase in the budget.

Fiscal Impact Funds were earmarked in this year's General Fund Budget.

Recommendation Discretionary

Submitted By: Councilmember Belt and Gudmundson

City Management Review: Rick

Date: 10/17/19

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 10