



# City Manager/Administration

Telephone 499-5004 - Fax 499-1500

## CITY MANAGER MARCH MTGS.

- Mar 02 - Mtg. with Mayor Morgan
- Mar 02 - Mtg. with Finance Director
- Mar 03 - CITY COUNCIL Mtg.
- Mar 03 - Timm Eckhardt, VP for BofA - Meet & Greet Call
- Mar 04 - Ellen Hall Teleconference
- Mar 05 - City Manager Interviews.
- Mar 08 - Library Mtg.
- Mar 08 - Brian Horton/Recycling Mtg.
- Mar 11 - Media Mtg.
- Mar 11 - Tom Mulvihill Mtg.
- Mar 15 - Benz Mtg.
- Mar 16 - P3 Consulting Mtg
- Mar 17 - CITY COUNCIL Mtg.
- Mar 18 - RACVB Mtg.
- Mar 22 - Solar Project Mtg.
- Mar 22 - CalRecycle Conf. Call
- Mar 23 - P3 Consulting Follow-Up
- Mar 24 - Jerry Helt Mtg.
- Mar 24 - Joe Michaels w/PAM
- Mar 31 - Benz Mtg.
- Mar 31 - Council member Taylor

## ADMINISTRATION

Harvey Rose                      Eva Peterson  
Int. City Manager              Exec. Secretary

Rachel Ford                      Pat Anderson  
City Clerk                              HR Clerk

Ann Taylor                              Craig Bradley  
Adm. Analyst III                      MIS Manager

Karen Guidangen  
HR/Risk Mgmt.                      \_\_\_\_\_



## Interim City Manager

Int. City Manager Harvey Rose - I hope everyone enjoyed meeting the candidates for the City Manager position. Thank you to those who were able to participate in the process, asked questions and provided your feedback to me to take to City Council members. I look forward to announcing the new Ridgecrest City Manager soon and settling back into my retirement lifestyle, ahhh.

OK, enough retirement daydreaming. Let's talk trash. We continue to move forward on this topic. We proposed to the City Council a possible "opt-out" option. We will still have to meet state required diversion rates which incidentally are due to increase in the near future. In addition, staff has created a "vacant house form" allowing an exemption to homeowners who qualify. After various revisions, alcoholic beverages in the parks ordinance was passed at the last City Council meeting. We also have a taxi service again in Ridgecrest. John Greene who owns Rosamond Taxi will be operating a 24 hour taxi service in Ridgecrest and surrounding areas. Last but not least, City Council and City staff have determined that a Photovoltaic Solar System at Helmer's Park will be an investment for the City, decreasing the our energy costs by more than \$136,000 annually. The project will benefit from over \$1.7 million in incentives and renewable energy credits.

## Administration



Karen Guidangen - Can someone please tell me where the hours go in a day? HR has been busy with interviews, notifying perspective candidates and still trying to keep on top of the daily routine duties of HR. We have completed interviews for WIA Youth Coordinator, Animal Control Officer and will begin reviewing applications for Administrative Secretary. Recruitment for Summer Hire through Parks and Recreation has been completed and will be bringing in about 8 new part-time seasonal employees with approximately 15 being re-instated. Advertisement for Fleet Mechanic II has been published and will close on May 24, 2010. We have confirmation that our new City Engineer will start on June 14, 2010 please send him a warm welcome. Council has completed their review of our perspective City Manager and a contract is under way. Hopefully soon we will be able to announce who our new City Manager will be. Penny Abbott's meeting with staff was successful and I was able to have a full schedule with her. If you were unable to meet with Penny and still have 457 Deferred Comp questions, please let me know and I will do my best to direct you accordingly. Penny will return again in the fall.

In Risk Management I have been busy with reviewing all open claims preparing for the May 27<sup>th</sup> file review and submitting renewals for our Certificates of Insurance. There were 29 Workers Compensation claims with 4 new, 3 closed for a total of 30 opened claims. Summer is fast approaching and I want to remind all to please remember "Safety First" and as always I appreciate your continued support.

## Administration (cont'd)



Eva Peterson - April began by preparing letters to the Governor, Senators, and various other dignitaries inviting them to join in the Armed Forces festivities in Ridgecrest. RSVP for invitations received to the Armed Forces Day reception at the Marriott, KCAC dinner, Legislative dinner, retirement dinner for Dr. Retterer and former Council member Dan Clark, and Cerro Coso's Annual Graduation Ceremony. Register Council members and make hotel accommodations for the 2010 Annual League of California Cities Conference. Continue to participate in Benz bi-monthly meetings and took "action" items during a couple of P.E.A.R. negotiation meetings. Participated in Cal-Recycle meeting in order to take "action" items for City Manager. Set up meeting for our City Manager, Council members and J. McRea as requested. Cal-Card reconciliation for myself and Council. Compile Monthly Report. Enter "Whereabouts" on City Manager's calendar. Begin compiling documents for new City Manager.



# Department

## April 2010

### Staff

Tyrell Staheli – Finance Director  
Tess Sloan – Controller  
Kristi Cole – Accountant  
Margaret Rana – Payroll  
Kelly Brewton – Accounts Payable  
Virginia Johnson – Account Clerk / Front Counter

Phone: (760) 499-5020

Fax: (760) 499-1520



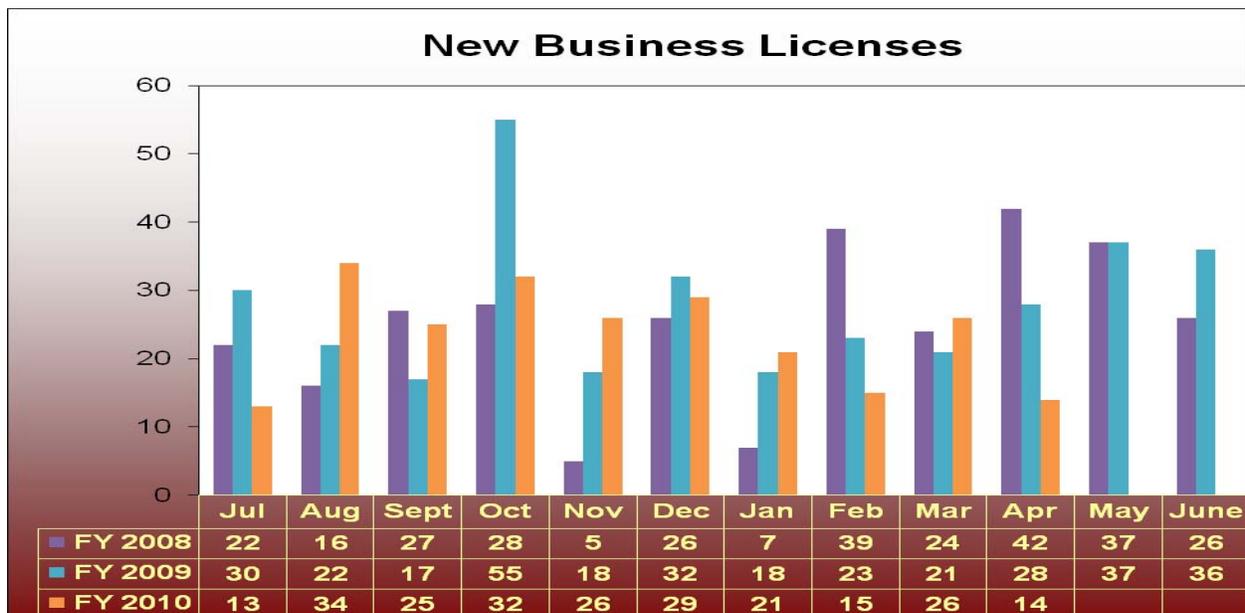
## Finance Department – April 2010

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### FRONT COUNTER

#### Business License

1. Processed 14 new business licenses.
2. Processed 35 renewals.
3. Processed changes to business licenses as received.
4. Replied to the one request from Mr. Wiknich's inquiries regarding business licenses and home occupation permits.
5. Letters were sent to all business that short paid and/or required additional information.
6. Fifth renewal notices were mailed.
7. Problems encountered:
  - a. One set of renewal notices were sent with the incorrect penalty calculation.
  - b. There was one new business license received by mail that is incorrect. Attempts to contact the business have been unsuccessful so a letter will be composed and the application will be returned to the business.
8. To Do:
  - a. Continue to process (new, changes, and inactivations) business licenses as received.
  - b. Print business licenses on non-pay run Thursdays



#### Transit

1. Counted Transit vaults daily.



## Finance Department – April 2010

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2. Trying to change the way we do Transit so that instead of having to stop 3-4 times a day when the drivers are done, wait until the following morning and empty all the vaults. Starla is looking into buying more vaults to make this possible – still waiting for Starla to buy more vaults.
3. Created the PDF monthly totals for Kristi.

### Trash

1. Processed payments as received.
2. Fielded as many phone calls as possible.
3. Problems encountered:
  - a. Benz is holding onto check; not crediting the customer's accounts.
  - b. Benz is charging a Finance Charge for a balance that is not carried by them.
  - c. Benz is not zeroing customer's accounts at the end of the accounting cycle.
  - d. Only had ONE customer say that the person that helped them at Benz was nice.
4. To Do:
  - a. Send out letter for Mar / Apr past due bills.

### Cash Receipts

1. Caught up on cash receipts.
2. Caught up on credit card changes. Spent several hours reconciling credit cards because Animal Control still refuses to follow the same rules as everyone else.
3. Filed Cash Receipts.
4. Problems encountered:
  - a. Animal control still won't follow the rules when they accept credit cards. They submit several days' worth of credit card charge on one deposit.
5. To Do:
  - a. Continue to clear cash receipt on a daily basis.
  - b. File cash receipts as soon as time permits.

### TOTs

1. Processed TOTs as received.
2. Updated TOT spreadsheet.
3. Problems encountered:
  - a. Springhill Suites sent in their March TOT payment without their exemption forms. They have been told on several different occasions that all of the information must be sent together. Virginia called and left a message regarding this fact. Received the required information the following Monday with a letter

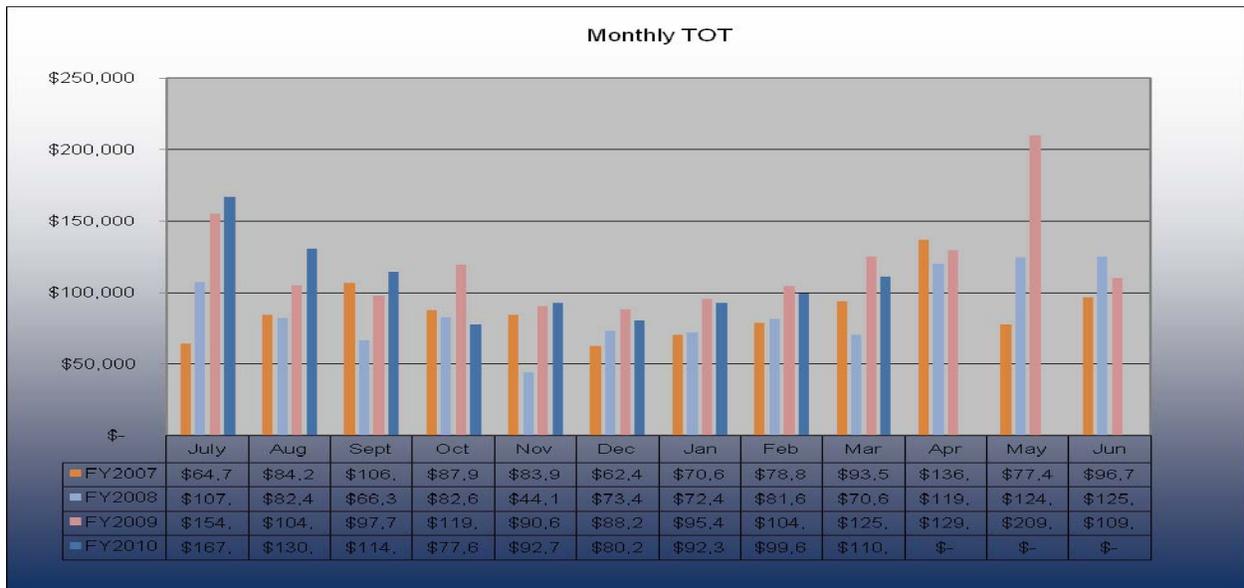


## Finance Department – April 2010

explaining the error. Unfortunately, one of the exemption forms was not completely filled out so the situation is still not resolved.

### 4. To Do:

- a. Send Ridgcrest Motel another letter regarding their TOT submittals, citing the City ordinance for noncompliance



Miscellaneous projects – In addition to answering the phone, helping customers at the counter, and processing payments, Virginia updated monthly spreadsheets and distributed mail daily. She distributes utility invoices as they arrive; all other invoices go out to the responsible departments twice a week. There has been a problem with some invoices going straight to the departments from the mail room instead of coming to Finance first.

## ACCOUNTS PAYABLE



- All payables must be received no later than 10 am on the Thursday before the check run, unless otherwise specified.  
~If there is something that needs be paid with the next check run and you will be unable to get it to AP's by the deadline, arrangements must be made **prior** to the deadline. We will not accept any request made after the deadline and invoice payment will be made the following check run.
- When you receive utility bills get them coded, signed and return to Account Payables the next business day. We try to get the utilities put in the blue inter-department envelopes so please pay close attention to these.



## Finance Department – April 2010

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- Receipts need to be turned in no more than 5 business days after date of purchase (excluding Cal Card-see below).
- Cal-Card: Hold on to receipts until you receive the Cal Card statement then send receipts along with the coded and signed statement to AP's within 5 business days of receiving.
- Write description of what was purchased if it is not clearly stated on the receipt. Do not write over descriptions on receipts. If there is no room on the receipt you may write it on the back of the receipt or you may tape it to a piece of paper (just make sure that the receipt is taped at the top of the paper) to write the description on or you may write it on the back of the receipt.
- Keep receipts away from heat and do not highlight receipts, as most receipts are now printed on thermal paper and the heat turns them black and highlighter erases the text.
- When submitting travels: If a registration check and advance check are needed, please submit 2 copies one with the employee name highlighted, and one with the registration highlighted.
- If submitting a check request in which back up needs to be sent with the check, include an additional copy. If an additional copy is not attached, nothing will be sent with the check.
- Remember all Account Payable documents are now scanned, so please try to remove as many staples as possible and use paper clips to keep papers together, if they are tiny receipts you may staple them and we will take the staples out. You also may tape them to a larger sheet of paper just make sure that the receipt is taped at the top of the paper.
- Prior to using a vendor check to see if they are an active vendor in our system, if they are not please obtain a w-9 prior to purchase or services.
- Remember any purchase or service costing over \$2000 will need a purchase order and needs to be completed before the purchase is made or services are rendered.

### Check pick up



- Checks are generally ready for pick up at 4pm on the Thursday of the check run. If you have checks you need to pick up please send me an e-mail to let me know what checks you need and I will contact you as soon as they are ready for pick up.
- If a vendor wants to pick up a check, arrangements must be made with me no later than Wednesday of the check run, they can pick them up after 4pm on the Thursday or if they leave a phone number; I will contact them once the check is ready for pick up.

### Work Completed March:

1. Processed and paid 802 invoices
2. Processed a total of 237 checks
3. Paid out \$644,413.03 to vendors



**Finance Department – April 2010**

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**PAYROLL**

<b>PAYROLL STATISTICS FOR APRIL 2010</b>			
	<u>APRIL</u> <u>9TH</u>	<u>APRIL</u> <u>20TH</u>	<u>TOTAL</u>
Gross Wages Paid	248,826	251,906	500,732
Net Wages Paid after taxes & deductions	173,494	177,466	350,960
No. of Overtime Hours Reported	316.25	293.25	610
No. of OT Hours Paid	262.25	249.75	512
No. of OT Hours Banked	54.00	43.50	98
Overtime Paid	\$ 9,852	\$ 9,033	\$ 18,885
No. of Full Time Employees Paid	106	106	
No. of Part Time Employees Paid**	20	36	
Total Employees Paid	126	142	
Note:			
** City Council and Planning Commissioners are classified as part time employees and they are paid on the second payday of each month			

**ACCOUNTING SERVICES**

Kristi also has spend MANY hours trying to reconicle the Benz spreadsheets. She has been trying to get the information more organized so bills for past due amounts can be sent out.

Please be sure to have all travels reconciliations into Finance within a week of returning from travel. Kristi does send out monthly reminder emails to those who have not turned in their reconiliation.



## Finance Department – April 2010

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She continues to assist the City Controller with month end processes for closing the accounting period – bank recons, various allocations; verify edits for Accounts Payable; prepare LAIF investment transfers; and prepare and send out billing to Kern County for the Transit System services and Senior Center charges and rent.

As the fiscal year comes to a close, please pay attention to the deadlines listed in the memo below. Also, please be sure to have all travel reconciliations into Finance within a week of returning from travel.

# Memo

To: All Departments

From: Tyrell Staheli, Finance Director

Date: April 21, 2010

Re: Year End Reminders and Deadlines

The end of the current fiscal year is fast approaching, so here are some reminders and deadlines related to year-end.

### Purchase Orders

In FY10 Purchase Orders must be submitted for account review and processing by **Tuesday June 1, 2010**. So if you have a project that is going to start after June 1<sup>st</sup> and have a signed contract, make sure that the purchase order is done by this cut-off date. Exceptions to the cut-off date include emergencies, capital project contracts that are Council approved after that date, and other items that will be reviewed by me or designee on a case by case basis.

### Expenditures

**FY10 vs. FY11:** Goods and services must be received by June 30, 2010 in order to be charged to FY 10. **Please indicate on ALL invoices submitted between July 1<sup>st</sup> & July 22<sup>nd</sup> to which year they are to be charged;** otherwise starting July 1<sup>st</sup>, they will be charged to FY11. **The deadline to submit invoices for FY10 will be July 22, 2010.** All invoices submitted after that date, will be posted to your FY11 budget. Please group or batch the invoices by the fiscal year they are being charged prior to turning them in to Finance. **The final FY10 check run will be July 30, 2010.**

### Revenues

All cash & checks received through June 30<sup>th</sup> must be deposited by close of business Wednesday, June 30<sup>th</sup>. Please also forward copies of any uncollected accounts receivable invoices or any invoices and claim you filed for services or products sold on or before June 30, 2010 to Finance by Friday, July 22, 2010.



## Finance Department – April 2010

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### Petty Cash

All petty cash reimbursements regardless of the amount must be submitted to Finance by June 24, 2010 and will be paid on July 2, 2010 check run.

### Accounts & Budget Clean Up

Please take another look at your department's expenditures and budget. Check that you have charged them to the correct accounts and a budget exists to cover the expenditures. Print account activity listings, note any needed changes on these listings, **prepare a budget adjustment request if needed and then turn them in to Finance by August 5<sup>th</sup>**. It is the Department's responsibility to prepare any line-item including project transfers following the final FY10 Check run --- July 30, 2010. Those operating at the project level need to review the budgets at the project level.



City Of Ridgecrest

**PARKS, RECREATION, &  
CULTURAL AFFAIRS  
DEPARTMENT**

# Parks, Recreation, & Cultural Affairs



CITY OF RIDGECREST

## ANOTHER JAM PACKED SUMMER AHEAD

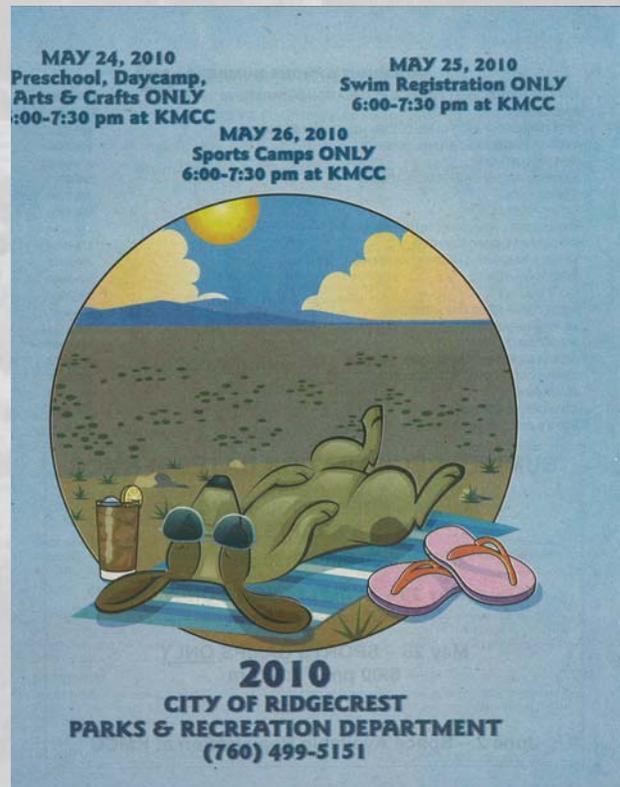
### SUMMER SIGN-UP DATES:

- **May 24**– Day Camp, Pre-School and Arts and Crafts Classes
- **May 25**– All Aquatics Programs
- **May 26**– All Sports Camps
- Sign-up times will be 6:00pm-7:30pm all three days.

The Parks and Recreation Department is gearing up for what is sure to be another summer season jam packed with activities for people of all ages. The Summer Brochure detailing all of our camps, classes and other activities hit the Daily Independent on May 8th and was available at the Kerr McGee Community Center front counter on May 10th. There will be a 3 day sign-up event beginning May 24th. On May 24th from 6pm-7:30pm we will be holding sign-ups for Day Camp, Fall Pre-School and Arts and Crafts classes. On May 25th from 6pm–7:30pm we will be holding sign-ups for our Aquatics programs. This includes regular swim lesson classes as well as Private(1:1 ratio) and Semi-Private(1:2 ratio) swim lessons. On May 26th we will be holding sign-ups for all of our Sports Camps which offer

instructional camps in everything from flag football to soccer. Sign-ups taken on these days will guarantee the person a spot in those classes/ camps. Any sign-ups taken after those dates will be on a space available basis and will receive no guarantee of participation.

For more information, patrons are directed to visit the Kerr McGee Center or call 499-5151.





## H O L D S   A N N U A L   E V E N T   A T   K M C C



The National Rifle Association held their annual fundraising dinner and auction event Saturday May 8th at the Kerr McGee Community Center. After the dinner was served an auction took place where patrons bid on everything from wildlife themed paintings to guns and knives.

## P A R K   P R E - S C H O O L   C O M I N G   T O   A   C L O S E

As summer programs begin, The Parks and Recreation Departments Park Pre-School comes to a close. The School year runs September–May. Class runs from 8:30am–11:30am. The Park Pre-school program aims to develop every child's emotional, social, physical and educational growth through reading readiness, gross and fine motor skills, exploration, drama, puppetry, science, health, show and tell time, and community speakers. Sign-ups for next years classes will be held on May 24th from 6:00p–7:30p at the Kerr McGee Center. Open registration will be taken after those dates on a space available basis.

For more information please pick up an information sheet at the Kerr McGee Center or call 499-5151.





**American  
Red Cross**

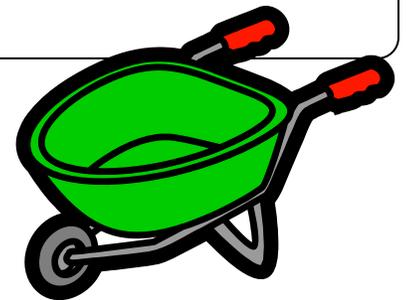
Pinney  
Pool  
Is  
Opening  
June  
5th!!

Lifeguard and Water Safety classes have been on going for the past several weeks in preparation for the upcoming swim season. Stop by the KMCC for a 2010 Pinney Pool Schedule or call the pool at 375-5250 for more information.

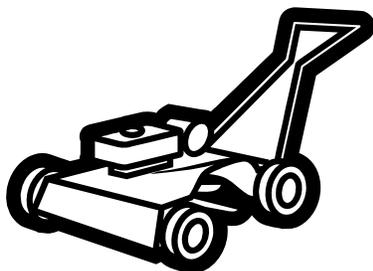


## Maintenance Report... Maintenance Report...

Maintenance has been very busy this past month as they are three men short so the rest of the shop has had to absorb those duties, as best as they can. They have fallen a little behind particularly with weeds on the medians, but getting caught up.



KMCC had some issues with blotching and peeling of the gym floor finish that was applied, turns out it was bad product. Time is being taken to prep the gymnasium for a refinish on the floor later month which should solve our problems.



The painting of the interior gym walls has been completed and looks GREAT!!

KMCC Weekly Schedule

**April 19, 2010 -  
April 25, 2010**

April 2010							May 2010						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
14			1	2	3	4	18				1	2	
15	5	6	7	8	9	10 11	19	3	4	5	6	7	8 9
16	12	13	14	15	16	17 18	20	10	11	12	13	14	15 16
17	19	20	21	22	23	24 25	21	17	18	19	20	21	22 23
18	26	27	28	29	30		22	24	25	26	27	28	29 30
							23	31					

19	Monday	20	Tuesday
9:30am	10:30am ZUMBA Fitness; N/S Gym	5:30pm	7:30pm Youth Volleyball; N/S Gym
5:30pm	7:30pm Youth Volleyball; N/S Gym	5:35pm	6:35pm ZUMBA; Petro
5:35pm	6:35pm ZUMBA; Petro	6:40pm	7:40pm Pilates - CXLD; Petro
21	Wednesday	22	Thursday
7:30am	5:00pm Patrice; Kitchen	9:30am	12:00pm SSI; Fossil Falls/Ballarat
9:30am	10:30am ZUMBA Fitness; N/S Gym	5:35pm	6:35pm ZUMBA; Petro
11:00am	7:00pm Houchin Blood Bank; Petroglyph	6:30pm	9:00pm High School Basketball Games; N/S Games
11:00am	1:00pm YAC Leadership Meeting; Red Rock/Chimney	6:40pm	7:40pm Pilates; Petro
5:30pm	7:30pm Youth Volleyball; N/S Gym	7:00pm	8:00pm Bible Study; R/C Rm
5:45pm	8:30pm Adult Cooking Class; Kitchen		
7:00pm	8:30pm CERT Meeting; Ballarat		
8:00pm	10:00pm ACES Volleyball Club ; N/S Gym		
23	Friday	24	Saturday
		9:00am	9:00pm Community Dinner; Pinnacles/Petro
		10:00am	12:00pm High School League Basketball Practice; N/S Gym
		12:00pm	4:00pm Open Gym; N/S Gym
25	Sunday		

KMCC Weekly Schedule

**April 26, 2010 -  
May 02, 2010**

April 2010							May 2010						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
14			1	2	3	4	18				1	2	
15	5	6	7	8	9	10 11	19	3	4	5	6	7	8 9
16	12	13	14	15	16	17 18	20	10	11	12	13	14	15 16
17	19	20	21	22	23	24 25	21	17	18	19	20	21	22 23
18	26	27	28	29	30		22	24	25	26	27	28	29 30
							23	31					

26	Monday	27	Tuesday
9:30am	10:30am ZUMBA Fitness; N/S Gym	7:30am	5:00pm Patrice; Kitchen
5:30pm	7:30pm Youth Volleyball; N/S Gym	5:30pm	7:30pm Youth Volleyball; N/S Gym
5:35pm	6:35pm ZUMBA; Petro	5:35pm	6:35pm ZUMBA; Petro
		6:40pm	7:40pm Pilates - CXLD; Petro
28	Wednesday	29	Thursday
9:30am	10:30am ZUMBA Fitness; N/S Gym	5:35pm	6:35pm ZUMBA; Petro
5:30pm	7:30pm Youth Volleyball; N/S Gym	6:30pm	9:00pm High School Basketball Games; N/S Games
5:45pm	8:30pm Adult Cooking Class; Kitchen	6:40pm	7:40pm Pilates; Petro
8:00pm	10:00pm ACES Volleyball Club ; N/S Gym		
30	Friday	1	Saturday
7:00pm	10:00pm CP8; N/S Gym - Petro	8:00am	4:00pm CERT Training; Fossil Falls/Ballarot
		11:00am	3:30pm High School League Basketball Tournament; N/S Gym
		1:00pm	3:30pm Lifeguard Training; Red Rock/Chimney Peak
2	Sunday		

KMCC Weekly Schedule

**May 03, 2010 -  
May 09, 2010**

May 2010							June 2010						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
18					1	2	23	1	2	3	4	5	6
19	3	4	5	6	7	8	24	7	8	9	10	11	12
20	10	11	12	13	14	15	25	14	15	16	17	18	19
21	17	18	19	20	21	22	26	21	22	23	24	25	26
22	24	25	26	27	28	29	27	28	29	30			
23	31												

3	Monday	4	Tuesday
9:30am	11:30am City Mgr Meet & Greet; Fossil Falls/Ballarat ☺	9:30am	11:30am City Mgr Meet & Greet; Fossil Falls/Ballarat ☺
9:30am	10:30am ZUMBA Fitness; N/S Gym ☺	4:00pm	9:00pm ESAEYC Childhood Education Wkshop; Pinnacles
5:30pm	8:30pm Lifeguard Training; Fossil Falls/Ballarat ☺	5:30pm	8:30pm Lifeguard Training; Fossil Falls/Ballarat ☺
5:30pm	7:30pm Youth Volleyball; N/S Gym ☺	5:30pm	7:30pm Youth Volleyball; N/S Gym ☺
5:35pm	6:35pm ZUMBA; Petro ☺	5:35pm	6:35pm ZUMBA; OUTSIDE (West of Building towards Fountain) ☺
6:00pm	9:00pm Desert Artists; Red Rock/Chimney ☺	6:30pm	8:00pm CERT Mtg; R/C rm ☺
		6:40pm	7:40pm Pilates - CXLD; Petro ☺
5	Wednesday	6	Thursday
9:30am	10:30am ZUMBA Fitness; N/S Gym ☺	5:00am	10:00am Mayors Prayor Breakfast; Pinnacles/Petro
4:00pm	8:00pm Mayor Pray Breakfast Early Set up; Pinnacle/Petro	8:00am	9:00pm Tan Flooring; N/S Gym
5:30pm	7:30pm Youth Volleyball; N/S Gym ☺	11:30am	1:30pm IWVESC; Red Rock/Chimney ☺
		5:35pm	6:35pm ZUMBA; Petro ☺
		6:40pm	7:40pm Pilates; Petro ☺
7	Friday	8	Saturday
2:00pm	8:00pm NRA Dinner Early Set up; Full Bldg	8:00am	12:00am NRA Dinner; Full Bldg
5:30pm	8:30pm Lifeguard Training; Red Rock/Chimney Pk	8:00am	4:00pm CERT Training; Fossil Falls/Ballarat ☺
		12:00pm	3:00pm Hehr Babyshower; Red Rock/Chimney Pk
		2:00pm	4:00pm East Kern Bail Bonds Seminar; R/C Rm
		2:00pm	3:30pm Elliott Wedding; Gazebo
9	Sunday		
12:00am	2:00am NRA Dinner; Full Bldg		

KMCC Weekly Schedule

**May 10, 2010 -  
May 16, 2010**

May 2010							June 2010								
M	T	W	T	F	S	S	M	T	W	T	F	S	S		
18					1	2	23	1	2	3	4	5	6		
19	3	4	5	6	7	8	9	24	7	8	9	10	11	12	13
20	10	11	12	13	14	15	16	25	14	15	16	17	18	19	20
21	17	18	19	20	21	22	23	26	21	22	23	24	25	26	27
22	24	25	26	27	28	29	30	27	28	29	30				
23	31														

10	Monday	11	Tuesday
9:30am	10:30am ZUMBA Fitness; N/S Gym	6:00am	5:00pm Tybrin TTR Working Group; Petroglyph
5:30pm	8:30pm Adult Cooking Class; Kitchen	7:30am	5:00pm Patrice; Kitchen
5:35pm	6:35pm ZUMBA; N/S gym	8:00am	9:00pm Gym Closed
6:00pm	8:00pm ACTION Committee Mtg; Fossil Falls/Ballarot	11:00am	1:00pm Youth Advisory ; Red Rock/Chimney Pk
		5:35pm	6:35pm ZUMBA; Petro
		6:40pm	7:40pm Pilates; Petro
		7:00pm	9:00pm Sierra Desert Gun Club; Lobby
12	Wednesday	13	Thursday
6:00am	5:00pm Tybrin TTR Working Group; Petroglyph	8:00am	9:00pm Gym Closed
7:00am	5:00pm Tybring TTR Workng Grp; Fossil Falls	8:00am	9:00pm Mystique; Red Rock/Chimney Pk
8:00am	9:00pm Gym Closed	8:00am	9:00pm Prom Set up; Petro/Pinnacles
9:00am	12:00pm IWV Collaborative; Red Rock/Chimney Peak	8:00am	4:00pm Tybrin TTR Working Grp; Fossil Falls/Ballarot
9:00am	10:00am Multi DSC Tm; R/C Rm	5:35pm	6:35pm ZUMBA; Petro
9:30am	10:30am ZUMBA Fitness; Racquetball	6:40pm	7:40pm Pilates; Petro
2:00pm	9:00pm Mental Health Symposium; Pinnacles		
2:00pm	9:00pm Mystique storage; Red Rock/Chimney Pk		
14	Friday	15	Saturday
8:00am	9:00pm Gym Closed	8:00am	12:00am BHS Prom; Pinnacles/Petro
8:00am	9:00pm Prom Set up; Petro/Pinnacles	8:00am	9:00pm Gym Closed
		9:00am	10:00pm Prom Pictures; Fossil Falls/Ballarot
16	Sunday		
12:00am	1:00am BHS Prom; Pinnacles/Petro		
10:00am	12:00pm BHS Prom Clean Up; Pinnacles/Petro		



# RPD monthly report

April 2010

RPD monthly report

## Press Release

**DATE OF INCIDENT: APRIL 2, 2010**

**TYPE OF INCIDENT: CHILD ABUSE/ATTEMPTED MURDER**

**LOCATION OCCURED: RESIDENCE WITHIN THE CITY OF RIDECREST**

**VICTIM: 10 MONTH OLD INFANT (CONFIDENTIAL)**

**SUSPECT: Louis Joseph Yslas – 28 years old**

### **Resident of Ridgecrest**

On 04/01/2010, the 10-month-old victim in this case was brought to Ridgecrest Regional Hospital with a head injury. The infant was subsequently flown to Loma Linda University Hospital where further examination and treatment revealed extensive head/brain trauma and evidence of physical abuse. The suspect was determined to be the infant's father, Louis Yslas. Yslas fled Loma Linda University Hospital before law enforcement could contact him with information that he may be fleeing the State of California or heading for Mexico. An arrest warrant was obtained for Yslas and an extensive manhunt was initiated. Yslas was tracked to a residence in Las Vegas, Nevada by Ridgecrest Police Department Detectives where coordination with the FBI and Las Vegas Metro Police Department Criminal Apprehension Team resulted in his arrest. Yslas was booked into the Clark County Jail on the warrant with a bail of \$500,000. He is being held in Nevada pending extradition procedures. The victim remains hospitalized in critical condition.

## Press Release

**DATE and TIME OF INCIDENT: April 5, 2010 , 6:25 PM**

**TYPE OF INCIDENT: 245(a)(1) PC Assault with a Deadly Weapon**

**VICTIM: CHRISTOPHER D. CORLETT, 26 years old, Ridgecrest Resident**

**SUSPECT: DANIEL R. KOCH, 25 years old, Ridgecrest Resident**

On April 5, 2010 at approximately 6:25 PM, Ridgecrest Police Officers were dispatched to Mickey's Pub (1661 N. Triangle Dr.) regarding a physical altercation between a bartender and customer. Upon arrival, they contacted the victim CHRISTOPHER CORLETT. CORLETT told officers a few minutes after he arrived at work this evening he noticed KOCH sitting at the bar drinking a glass of beer. CORLETT said that KOCH was staring at him in a hostile manner so he asked him to leave the business. KOCH refused to leave and a verbal argument began between the two. CORLETT attempted to take KOCH'S beer from the bar however KOCH pulled the glass away from him then tossed the beer onto CORLETT'S face. A physical altercation ensued and CORLETT alleged that KOCH then broke the glass on the bar and raised the broken edge as if he was going to strike CORLETT with it. The altercation continued until one of the suspect's friends pulled KOCH away from CORLETT and KOCH fled from the scene. KOCH was later contacted at his residence and arrested without incident. KOCH was transported to the Kern County Jail where he was booked for violation of PC 245(a)(1) Assault with a Deadly Weapon.

## Press Release

**DATE OF INCIDENT: April 12, 2010**

**TYPE OF INCIDENT: PC 487 – Grand Theft**

**LOCATION: Residence in the City of Ridgecrest**

**VICTIM: Jesse Bryson**

**SUSPECT: Female Juvenile**

### **RESUME OF INCIDENT**

On April 12, 2010, the Ridgecrest Police Department received a report of jewelry stolen from a residence. Officer Dilley conducted a thorough investigation and discovered that a female juvenile that frequents the residence may have taken several items of jewelry from the residence without the owner's permission. Following up on leads, Officer Dilley recovered all items of stolen property from another residence within the City. A female juvenile was arrested for the theft and taken to the Ridgecrest Police Department for questioning. The juvenile was eventually released to her parents pending an appearance in Juvenile Superior in Bakersfield.

## Press Release

**DATE OF INCIDENT: April 12, 2010**

**TYPE OF INCIDENT: PC 245(A)(1) – Assault with a Deadly Weapon**

**LOCATION: Residence in the City of Ridgecrest**

**VICTIM: Daniel Hale**

**SUSPECT: Male Juvenile**

### **RESUME OF INCIDENT**

On April 13, 2010, the Ridgecrest Police Department received a report of juvenile in a fight with his parents while armed with a knife. Officer Ballestero conducted an investigation and discovered that the male juvenile had gotten into a family argument while highly intoxicated. During the argument, the juvenile grabbed a large knife from the kitchen and swung it several times at Hale. Hale was able to disarm the juvenile and then called the Ridgecrest Police Department.

Officer Ballestero placed the juvenile under arrest for the assault. The juvenile was interviewed regarding the assault and altercation. The juvenile was eventually released to his parents with a citation pending an appearance in Juvenile Superior Court in Bakersfield.

## Press Release

**DATE OF INCIDENT: APRIL 27, 2010**

**TYPE OF INCIDENT: ATTEMPTED MURDER/ASSAULT DEADLY WEAPON/FELONY BATTERY**

**LOCATION OCCURED: 200 BLOCK OF W. ROBERTSON AVE.**

**VICTIM: MALE ADULT (CONFIDENTIAL)**

**SUSPECT: Tammy Marie Myers – 43 years old – Ridgecrest Resident**

On 04/27/2010, at about 1:20 pm, officers of the Ridgecrest Police Department responded to a residential address in the 200 block of W. Robertson Ave. regarding a stabbing. Upon arrival, they discovered the victim in front of the residence had been stabbed in the chest and was bleeding profusely. EMS attended to the victim who was initially transported to Ridgecrest Regional Hospital then subsequently airlifted to Kern Medical Center in critical condition. Investigation into the incident revealed that the suspect, Tammy Myers, who lived at the residence with the victim, had stabbed the victim in the chest during a domestic dispute. Myers was detained and transported to RPD for questioning. After her interview, Myers was arrested and transported to CRFBakersfield where she was booked on charges of attempted murder, assault with a deadly weapon, felony battery, and physical abuse of a cohabitant. The victim remains in critical condition at the time of this press release.

## INVESTIGATIONS

The RPD Investigations Division was extremely busy in April due to several priority cases, special details, and unattended death investigations.

On 04-27-10, RPD assisted the Navel Criminal Intelligence Service (NCIS) in the service of five (5) search warrants on residences and properties. The search warrants resulted in the arrests of five (5) persons for cultivation of marijuana, distributing marijuana, and conspiracy. NCIS seized over 1200 marijuana plants and over \$35,000.00 in cash from the operation. RPD provided logistical support as well as officers/detectives to assist in the execution of the warrants and the security of the locations.

On 04-27-10, Det. M. Atkins led the investigation with assistance from Det. R. Sloan into a domestic disturbance where the victim was stabbed in the chest by his live-in girlfriend. Tammy Myers was arrested and booked on charges of attempted murder, assault with a deadly weapon, and physical abuse of a co-habitant.

This month, Det. Atkins handled the investigation on three (3) separate unattended death cases. He also made an arrest of the suspect in a residential burglary case. Det. Atkins assisted in the Louis Yslas investigation (Shaken Baby Case) and assisted patrol with their investigation on a stabbing case which resulted in the arrest of Kathy Lentz for attempted murder and assault with a deadly weapon.

Det. M. Castaneda was on vacation for a portion of the month. He assisted the other investigators with the priority cases and the NCIS detail. Det. Castaneda has been following up on various leads from several "Cold Case" felony crimes against persons.

On 04-02-10, Louis Yslas brought his 8-month-old to Ridgecrest Regional Hospital with an apparent head injury. The injury was so severe that the child was airlifted to Loma Linda Medical University Hospital. Forensic specialist determined the injuries were severe and caused by physical abuse consistent with Shaken Baby Syndrome. Louis Yslas was determined to be the primary suspect. Fearing pending arrest, Yslas fled the hospital and left the state. RPD CSU Detectives Rick and Ryan Sloan tracked Yslas to Las Vegas, NV where he was apprehended with the help of the Las Vegas Metropolitan Criminal Apprehension Team. Yslas was later extradited back to California and is pending criminal proceedings. Det. Hanley was the lead detective in this case and was assisted by all other RPD detectives.

Det. K. Hanley also investigated and made several arrests in relations to numerous Child Molestation/ Sexual Assault cases involving young children where the suspect was a family member. In one case, two (2) juvenile suspects were arrested and transported to Juvenile Hall. In another case, the adult suspect was arrested and booked at the Kern County Jail. Det. Hanley is continuing her investigations into several other sexual assault and child abuse cases.

CSU spent the majority of the month assisting NCIS in the Marijuana Cultivation and Conspiracy case and in closing out their case load. The CSU detectives assisted in the majority of priority cases that were investigated this month by writing and serving several search warrants in conjunction with those cases.



## PACT

PACT volunteers worked a total of 761 hours during the month of February. PACT Graffiti removal team members cleaned up 75 graffiti sites. The outgoing PACT Board of Directors voted in a new Board consisting of: William Schrader, Kevin Haun, Cheryl Swenson, Virginia Wright, Pat Richard, Dennis Young, Kathleen Armstrong and Laurie Bush. Thank you to the outgoing PACT Board of Directors for their valuable contributions to the PACT organization. PACT is also pleased to welcome one new PACT member, Travis Carrasco.

## Code Enforcement

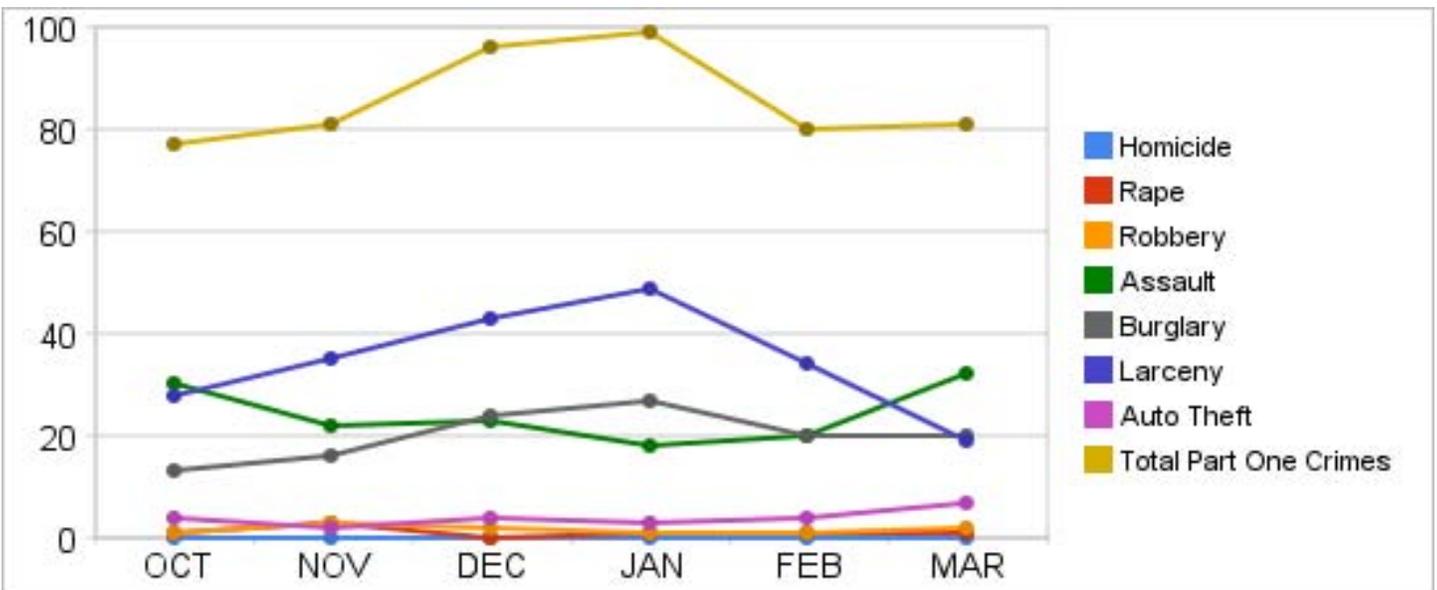
Code Enforcement Officer Bob Smith opened 17 new code enforcement cases during the month of April. He closed 16 cases and carries over 15 cases that are “in-progress”.

# Ridgecrest Police Department

## CrimeStatistics

Prepared March, 2010  
**Last Six Months**

Crimes	OCT	NOV	DEC	JAN	FEB	MAR	Total
Homicide	0	0	0	0	0	0	0
Rape	1	3	0	1	1	1	7
Robbery	1	3	2	1	1	2	10
Assault	30	22	23	18	20	32	145
Burglary	13	16	24	27	20	20	120
Larceny	28	35	43	49	34	19	208
Auto Theft	4	2	4	3	4	7	24
<b>Total Part One Crimes</b>	<b>77</b>	<b>81</b>	<b>96</b>	<b>99</b>	<b>80</b>	<b>81</b>	<b>514</b>
	OCT	NOV	DEC	JAN	FEB	MAR	Total
<b>Total Incidents</b>	<b>3,058</b>	<b>2,773</b>	<b>2,969</b>	<b>3,177</b>	<b>2,971</b>	<b>3,266</b>	<b>18,214</b>

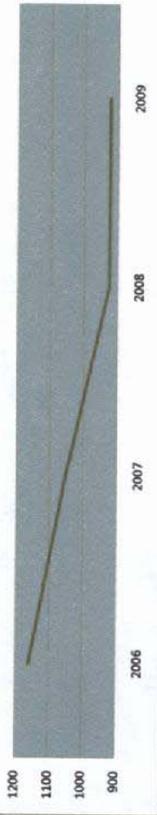


# Ridgecrest Police Department Statistics

## Crime

Violent Crime	Monthly Comparison			Year To Date		
	Apr 09	Apr 10	% Change	2009	2010	% Change
Murder	0	0	0%	0	0	0%
Rape	1	0	-100%	6	3	-50%
Robbery	1	0	-100%	2	4	100%
Aggravated Assault	13	12	-8%	48	35	-27%
Property Crime	35	47	34%	182	236	30%
Burglary	13	14	8%	53	61	15%
Larceny	21	26	24%	103	129	25%
Auto Theft	1	7	600%	13	21	62%
Anson	0	0	0%	13	5	-62%
<b>Part 1 Crimes</b>	<b>50</b>	<b>69</b>	<b>18%</b>	<b>238</b>	<b>278</b>	<b>17%</b>

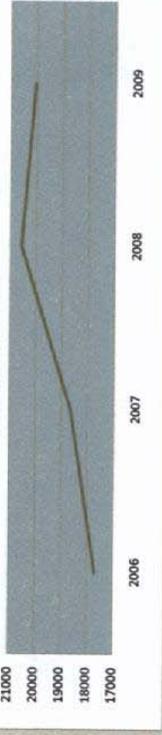
### Part 1 Crimes



## Performance Measures

Patrol Activity	Monthly Comparison			Year to Date		
	Apr 09	Apr 10	% Change	2009	2010	% Change
Total Incidents	3147	2872	-9%	13225	12226	-8%
Calls for Service	1681	1629	-3%	6578	6555	-1%
Officer Initiated Incidents	1466	1243	-15%	6647	5691	-14%
Traffic Stops	590	442	-25%	2065	2175	-27%
Other OIA Incidents	876	801	-9%	3682	3516	-5%
Reports Taken	360	325	-10%	1437	1437	0%
Total Arrests	210	163	-22%	855	851	0%
Felony Arrests	96	47	-31%	128	190	48%
Juvenile Arrests	32	28	-13%	167	152	-9%
Drug Related	30	8	-73%	92	101	10%

### Calls for Service



## Personnel

Total Sworn Professional Staff	Monthly Comparison			Year to Date		
	Apr 09	Apr 10	% Change	2009	2010	% Change
Allocated	51	50	-2%	209	199	-5%
Filled	35	34	-3%	455	391	-14%
Vacant	16	16	0%	104	108	5%
<b>Vacant Positions</b>	<b>16</b>	<b>16</b>	<b>0%</b>	<b>104</b>	<b>108</b>	<b>5%</b>

Police Officer: COPFS grant position left open - salary savings

## Investigation

New Cases Cleared DA or Other Arrests Inactivated Active	Monthly Comparison			Year to Date		
	Apr 09	Apr 10	% Change	2009	2010	% Change
251	209	-17%	1157	1227	6%	
107	63	-41%	455	391	-14%	
42	22	-48%	142	132	-7%	
120	277	131%	655	1171	79%	

## K-9 Deploy

Deployments Apprehensions Building Searches Vehicle Searches Drug Finds	Monthly Comparison			Year to Date		
	Apr 09	Apr 10	% Change	2009	2010	% Change
18	18	0%	960	960	0%	
0	0	0%	0	0	0%	
2	2	0%	200	200	0%	
9	9	0%	4200	4200	0%	
1	1	0%	18	18	0%	

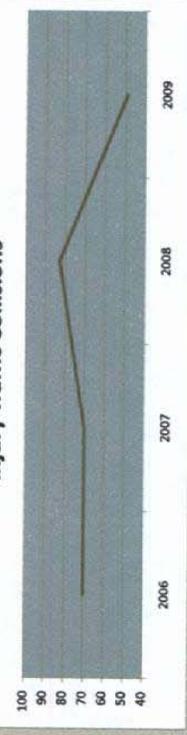
## Traffic

Citations Moving Non-Moving Other Collisions Fatal Injury Non-Injury DUI Related	Monthly Comparison			Year to Date		
	Apr 09	Apr 10	% Change	2009	2010	% Change
322	281	-13%	1593	1449	-9%	
22	17	-23%	405	178	-56%	
23	29	26%	153	141	-8%	
277	235	-15%	1035	1130	9%	
24	16	-33%	81	68	-16%	
0	1	100%	0	2	200%	
12	4	-67%	22	15	-32%	
11	10	-9%	55	47	-15%	
1	1	0%	4	4	0%	

### Top 5 PCF's YTD

1. Exceeding maximum speed limit
2. Talking on cell phone while driving
3. Failing to stop at posted stop sign
4. Unsafe speed for conditions
5. Driving on wrong side of the road

### Injury Traffic Collisions



### Top 5 Collision Intersections YTD

1. Triangle Dr./Hyokem Rd.
2. Ridgecrest Blvd./China Lake Blvd.
3. California/China Lake Blvd.
4. N. China Lake Blvd./Triangle Dr.
5. N. Norma St./Ward

## PACT MONTHLY REPORT April 2010

<u>PACT Volunteer Hours</u>			
Executive Director	12.5		
Financial	2.5		
Fundraiser	0.0		
Training	3.0		
Training Administration	3.5		
Administrative RPD	103.5		
Administrative Org	60.5		
Vehicle Maint.	0.0		
Animal Welfare	436.5		
Child ID	0.0	# of ID's issued - 0	
EOC	24.5		
Graffiti Task Force	8.0	# of sites: 24	
Nuisance Abatement	9.0	(33 shopping carts rounded up)	
Patrol	155.5		
Vac. House checks		#of sites: 12 #of checks: 36	
Preventive Patrol	0.0		
Surveillance	8.0		
Neighborhood Watch	0.0		
PACT HOURS	827.0	YTD Hours for 2010	3,121.0
Non-member hours	6.0	YTD Hours for 2009	3,354.0
Chaplain hours	1.0		
<b>TOTAL HOURS</b>	<b>834.5</b>	<b>Total Hours for 2009</b>	<b>9,639.0</b>

Volunteers served eleven subpoenas and attempted to serve thirteen more.  
 Three evidence runs were made to Bakersfield.  
 Twenty four graffiti sites were cleaned up in March with a total of eight volunteer hours being spent.  
 There were 33 carts were rounded up in March. A total of 2141 carts have been rounded up so far since PACT started the round-ups.  
 PACT was called out April 27 to assist with a crime scene containment for a stabbing 2 volunteers responded.  
 One Child transport was made to Bakersfield on Easter Sunday.  
 Nine Victim letters were sent out for Neighborhood Watch.  
 No Code Enforcement sign violations were turned in to Code Enforcement in April.  
 There are three new AW members, Welcome Kyle Hanson, Christine Regan & Sarah Berry with 3 more pending.  
 One new full PACT member, welcome John Abbott! We also have one pending full PACT member.  
 Commander Henry Wilson held a PACT Academy class for John Abbott new PACT volunteer on April 24<sup>th</sup>.  
 PACT had a table at the Community Dinner on April 24 with five members participating.  
 Eleven members attended the monthly coffee along with one guest.

Prepared by Nancy Young, PACT Coordinator

# RIDGECREST POLICE DEPARTMENT

## RESERVE ORGANIZATION

### MONTHLY SUMMARY

APRIL 2010

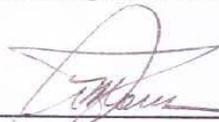
	Current Month	YTD Total
Reserve Hrs.	71.5	246

During the Month of **APRIL** Reserve Officers worked the following hours:

Officer Kiren	0.0 (On Personal Injury)
Officer Dysart	00.0
Officer Schatz	00.0
Officer Robbs	06.0
Officer Dorrell	11.0
Officer Regan	12.0
Officer Mitchell	28.0
Officer Kinslow	08.5
Officer Podell	06.0

This month, members of the Reserve Organization augmented Patrol, Motorcycle Blessing Ride, Force Options training and assisted with Teen Court.

Prepared by;



Tony Brown  
Sergeant

## Reserve Report for the Month of April 2010

The Reserve Officers achieved a total of 71.5 hours for the month of April. Officers Mitchell and Regan contributed 28 and 12 hours respectively.

Reserve meetings accounted for 14 percent of administration time with 10 hours.

Detail time consisted of 8.5 hours supporting Teen Court and providing traffic control for the Motorcycle Blessing Ride. This accounted for 12 percent of the reserves time.

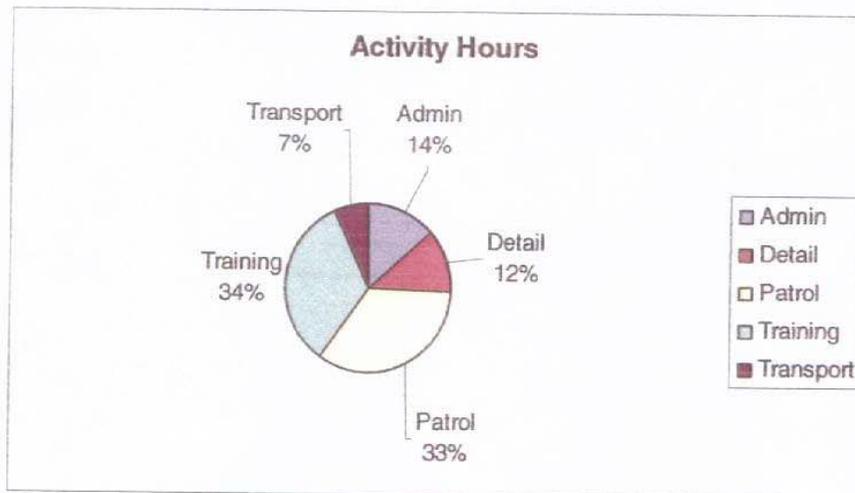
Patrol time accounted for 33 percent of the total reserve hours. Officer Mitchell contributed all of the 24 hours of patrol time.

Force Options training accounted for 24 hours of training and 34 percent of the reserves' time.

Officer Dorrell provided 5 hours of transportation time which accounted for 7 percent of the Reserve's total time.

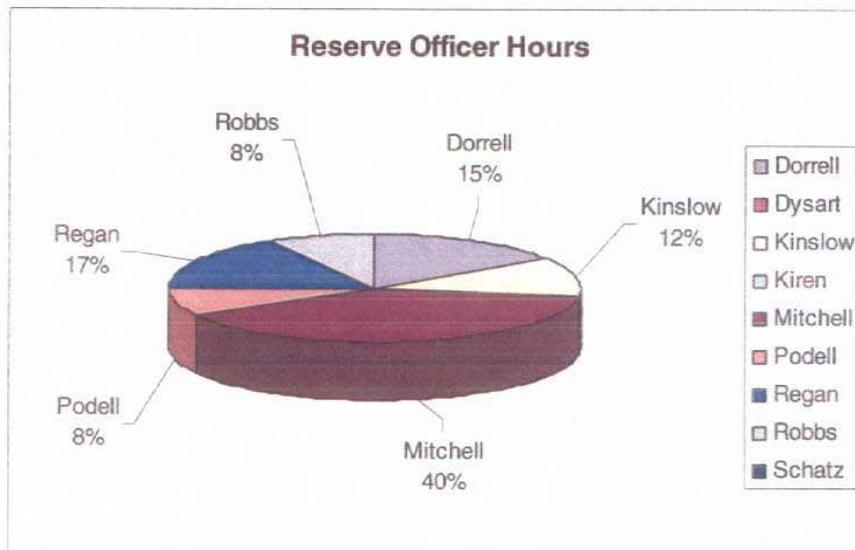
The following is a breakdown of the Reserve hours:

Administration	10.0 hours	14%
Details	12.0 hours	12%
Patrol	24.0 hours	33%
Training/Range	24.0 hours	34%
Transportation	5.0 hours	7%



Reserve Officer hours for the month of April:

Dorrell	11.0 hours	15%
Dysart	0.0 hours	0%
Kinslow	8.5 hours	12%
Kiren	0.0 hours	0%
Mitchell	28.0 hours	40%
Podell	6.0 hours	8%
Regan	12.0 hours	17%
Robbs	6.0 hours	8%
Schatz	0.0 hours	0%



# Ridgecrest Police Department

## Animal Control Section

Monthly Report of Activities

April 2010

	CITY	NAWS	KERN CO	SAN BERN	Current Year		Previous Year	
					MTD	YTD	MTD	YTD
Dispatched Calls	150	0	0	0	150	614	175	652
Field Calls	21	0	0	0	21	68	17	44
Emergency Calls	7	1	0	0	8	21	7	19
<b>Impounded Dogs:</b>								
Public	31	0	8	1	40	132	33	158
A.C.O.	35	1	4	16	56	201	30	157
Total	66	1	12	17	96	254	63	402
<b>Impounded Cats:</b>								
Public	82	0	24	4	110	262	71	295
A.C.O.	5	0	0	0	5	29	4	27
Total	87	0	24	4	115	291	74	321
<b>Miscellaneous Animals:</b>								
Dead Animals:	6	0	4	0	14	15	6	14
<b>Cumulative of Animals Handled:</b>	172	1	40	22	235	588	156	698
<b>Dispositions</b>								
Dogs Adopted	17	0	1	4	22	66	15	72
Dogs Released	23	0	6	0	29	130	25	110
Dogs Euthanasized	12	1	1	1	15	51	18	94
Cats Adopted	15	0	2	0	17	33	4	16
Cats Released	1	0	0	0	1	12	1	10
Cats Euthanasized	51	0	17	4	72	192	77	281
<b>Animals Euthanasized:</b>	63	1	18	5	87	222	95	375
<b>Fees Collected</b>	<b>MTD</b>	<b>YTD</b>	<b>YTD</b>	<b>Pre MTD</b>	<b>Pre YTD</b>			
Licenses	\$1,840.00	\$7,730.00	\$7,730.00	\$1,805.00	\$7,317.00			
Vaccinations	\$212.00	\$821.00	\$821.00	\$155.00	\$825.00			
Shelter Fees	\$2,477.00	\$11,444.50	\$11,444.50	\$2,843.50	\$13,124.00			
<b>Total Fees Collected</b>	<b>\$4,529.00</b>	<b>\$18,541.00</b>	<b>\$18,541.00</b>	<b>\$4,803.50</b>	<b>\$21,266.00</b>			

Prepared By: Mary Stage Reviewed By: \_\_\_\_\_

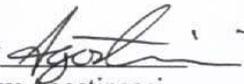
**RIDGECREST POLICE DEPARTMENT**  
**EXPLORER ORGANIZATION**

**MONTHLY SUMMARY**

**APRIL 2010**

EXPLORERS	Current Year		Previous Year	
	MTD	YTD	MTD	YTD
	66.5	295.5	148.5	389.5

During the month of April, the explorers worked 66.5 hours.  
The hours were comprised of meetings, ride-a-longs, CERT Fair,  
and Teen Court. Recruitment for new members is currently on going.  
There are currently 18 active Explorers.

Prepared by   
Ofc. Anthony Agostinacci  
Explorer Advisor

**Ridgecrest Police Department  
Code Enforcement Division  
May 2010 Monthly Report  
Remaining Open Cases - 18**

17 Open Files				
File #	Address	Description	Open Date	Status
<u>09-000165</u>	620 West UPJOHN Avenue RIDGECREST	Owner of 25 mobile homes that are in various degrees of disrepair has left the blight in the park without pulling permits or making a continous effort to fix them up and resell them.	6/16/2009	In DA's Office
<u>09-000237</u>	1051 North SHERRI Street RIDGECREST	Dry waist high weeds in the front and back yards. Dead tree in the back yard and a fence that is falling apart or is being damaged by vandals.	8/13/2009	UTL Owners; Possible City Abatement
<u>09-000293</u>	1109 South MAYO Street RIDGECREST	Open case file in regards to properties owned by Dale Howard and any associate or other property owner where Howard's property is stored and constitute a blight within the community.	12/8/2009	Inspections and Photos have been held and taken place.
<u>10-000022</u>	1445 South MAYO Avenue RIDGECREST	Property is a mess with junk and debris. Boats parked in the yard, access to the home is a fire hazard.	3/1/2010	90-Day extension to cleanup issued. First 30-day inspection 6/5/10.
<u>10-000033</u>	437 West WILSON Avenue RIDGECREST	Property owner called and said she has just bought the property and it is a mess. Once deed clears she will be there to clean up everything. Probably mid-May finish.	3/3/2010	Insepection due 5/15/10

**Ridgecrest Police Department  
Code Enforcement Division  
May 2010 Monthly Report  
Remaining Open Cases - 18**

<u>10-000035</u>	414 South WARNER Street RIDGECREST	Abandoned residence, which was previously boarded up, has been vandalized. Front door and kitchen door boards have been removed and the front door has been taken off the hinges. One back window board has been removed and the window has been broken. Graffiti has been placed on exterior walls of the residence.	4/13/2010	Letter issued. Owner asked for extension to 5/31/10 - granted.
<u>10-000037</u>	627 TRISHA Court RIDGECREST	RP reported neighbor is composting pumpkins in the side yard. It is an eyesore and draws flies.	4/13/2010	Letter issued to owner - Returned undeliverable. Letter sent to Occupant awaiting response.
<u>10-000039</u>	325 West HALOID Avenue RIDGECREST	Empty lot has drive through gate that is broken. There is an uncovered / unprotected pool on the property.	4/13/2010	Letter issued - awaiting response.
<u>10-000041</u>	1204 West ROBERT Avenue RIDGECREST	Plaster residue was left in the gutter on the 1200 block of Robert Ave.	4/13/2010	Letter issued - awaiting response.
<u>10-000042</u>		Fire hazard on the empty lot. Brush needs to be moved 10 feet off of all the property lines and public right of ways.	4/13/2010	Letter issued - awaiting response.
<u>10-000043</u>	509 West INYOKERN Road RIDGECREST	Water pipe break or leak on the property. Water drains to a point in front of apartment 7 and to the middle of the parking lot. Been this way since January 2010.	4/13/2010	Letter issued - awaiting response.

**Ridgecrest Police Department  
Code Enforcement Division  
May 2010 Monthly Report  
Remaining Open Cases - 18**

<u>10-000044</u>	Ridgecrest	Weeds or brush are a fire hazard on vacant lot. Previous fire reported on this property.	4/13/2010	Letter issued - awaiting response.
<u>10-000045</u>	700 North Randall Avenue Ridgecrest	Complainant contacted city regarding a trip hazard at the intersection of Maime and Randall.	4/13/2010	Letter issued - awaiting response.
<u>10-000046</u>	533 RIO BRAVO Street RIDGECREST	RP reports a neighbor is running a vehicle maintenance business out of his garage and there are always cars in and on the block.	4/13/2010	Investigation does not confirm sales. Awaiting RP to send his receipt.
<u>10-000048</u>	209 West ROBERTSON Avenue RIDGECREST	Reporting party owns the property at 208 W. Wilson. He indicates that an adjoining property has so much stuff in the backyard that it has made his fence collapse.	4/28/2010	Letter issued - awaiting response.
<u>10-000050</u>	Ridgecrest	RP complained N. Sierra View is looking pretty bad with abandoned vehicles and oversized parked vehicles.	4/22/2010	Letter issued - awaiting response.
<u>10-000052</u>	215 West RIDGECREST Boulevard RIDGECREST	RP said frontage of the now-closed Batting Cage business is an eyesore because of the weeds growing in the rock.	5/7/2010	Letter issued - awaiting response.

Ridgecrest Police Department  
Code Enforcement  
May 2010 - Monthly Report  
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File#	OpenDate	CloseDate	Description	PropertyAddress	CycleTime	Disposition
09-000263	9/15/2009	5/6/2010	Trash and clutter accumulated in rear yard. No fence - so it can be seen from the public right of way.	352 East CISCO Street	233	Be The Church Cleanup Event - Areas cleaned up.
09-000281	10/8/2009	5/6/2010	Complaintant irritated with the continuous amount of personal property left in the yard and on the driveway. Complains selling home on the block is hindered.	329 North MARI Court	210	Area Cleaned; Home sold. No further complaints.
10-000006	1/7/2010	4/2/2010	Tree(s) overhanging fence into street and or public right of way.	1233 TAMARISK Avenue	85	Letter sent. Trees cut back by owner
10-000007	1/7/2010	5/6/2010	Abandoned structure has been vandalized with graffiti and the garage has been broken into. Building is an eyesore to those entering the community.	1024 South SPRINGER Avenue	119	Be The Church Cleanup Event - Areas cleaned up.
10-000009	1/12/2010	4/2/2010	Abandoned vehicle (Subaru) parked adjacent the sump has been there nearly two years. Needs to be removed.	400 Block W. Felspar	80	Vehicle towed by CEO and entered into CJIS.
10-000013	2/11/2010	4/2/2010	Trying to sell home and subject house is filthy with trash and junk.	207 West FRENCH Avenue	50	Visited renter, warned to clean up yard. Neighbor helped clean up the property.
10-000024	3/2/2010	4/2/2010	Pickup on Jacks.	741 West HALOID Avenue	31	Letter sent. Vehicle taken of jacks.
10-000025	2/15/2010	4/2/2010	Pickup on Jacks	213 West ALENE Avenue	46	Letter sent. Vehicle taken of jacks.
10-000026	3/2/2010	4/2/2010	Car on blocks.	137 South RICHMOND Street	31	Letter sent. Vehicle taken of jacks.

Ridgecrest Police Department  
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10-000032	3/3/2010	4/13/2010	RP's moving out of 528 E. Commercial Ave, which they feel is a hazard to live in.	528 East COMMERCIAL Avenue	41	Home red tagged as unliveable. Three inspections were held on different days. Finally passed.
10-000036	4/13/2010	4/13/2010	RP reported home at 400 Perdeu was abandoned about 1 month ago, and just this past weekend the family showed up and removed everything. He indicated the property was a mess and could hinder the sale of his home.	400 West PERDEW Avenue	0	Inspection proved complaint to be unfounded
10-000038	4/13/2010	4/13/2010	RP reported she was having problems renting her properties because of a property that has junk and debris in the front yard on the same block.	123 West HALOID Avenue	0	Photographed and emailed to RP. She dropped the case after seeing the photos.
10-000040	4/13/2010	4/13/2010	Motor Home parked in the street. It causes issues with traffic, and is hard to see around for kids in the street.	707 VALARIE Street	0	RV parked in side yard upon CEO arrival.
10-000047	4/21/2010	4/21/2010	Motorhome parked on the street for a week. Water lines, electric lines and sewage lines going across the public right of way.	420 South ACACIA Street	0	Subj. denied sewage lines. Family visitor was there for a week and leaving the next day.
10-000049	4/22/2010	4/27/2010	RP states there is a home at corner of Lenore and Church that has a couple of vehicles with old rags parked on the street.		5	Stopped by home, trucks had been emptied.
10-000051	4/29/2010	5/6/2010	RP reported Space 7 has tumble weeds cluttered in the corner of the lot.	620 West UPJOHN Avenue	7	Tumble weeds removed by owners association.

# Public Services

## APRIL MEETINGS

- Apr.05 - RRA Bond Tele-confr.
- Apr.07 - KMYSC & Landry mtg.
- Apr.08 - IWVWD Conservation.  
Ord. mtg.
- Apr.14 - CalRecycle Tele-confr.
- Apr.15 - Benz mtg.
- Apr.15 - D.R.Horton Model Home  
Open House
- Apr.19 - IECTPP-KCOG mtg.
- Apr.19 - RRA Bond Tele-confr.
- Apr.20 - IWV2000 mtg.
- Apr.21 - CalRecycle Tele-confr.
- Apr.22 - RAHO mtg.
- Apr.22 - Inter Agency Coord.  
IWVWD mtg.
- Apr.22 - China Lake Alliance mtg.
- Apr.26 - So. China Lake PO mtg.
- Apr.28 - Town Hall Meeting.

James McRea  
Public Services Director

Gary Parsons  
Economic Development Manager

Matthew Alexander, AICP  
City Planner

Pam Hill  
City Planning

Vacant  
Administrative Secretary

## Community Services Department

The Public Services Department Staff worked in partnership with the City Council, CalRecycle, and Benz Sanitation to improve the level of service and resolve many of the concerns reported and expressed by the community with respect to Mandatory Curbside Pick-up and Recycling Program. The Commercial on-site Recycling will allow right sizing and will remain mandatory. The Universal (Mandatory) Curbside Pick-up and Recycling Program is scheduled for modification in July 2010 to allow an voluntary Opt-out option, property owner and occupants will be required to apply and take personal responsibility to increase recycling and diversion by utilization of the commercial recycling buy back centers and/or a new Self Haul Drop off Area to be developed at the Ridgecrest Sanitary Landfill. . Billing corrections are still in process and pending. A letter from the City of Ridgecrest will be forwarded in the near future to effected individuals with respect to concerns reported and delinquent accounts. **Information may be obtained from:**

**24 hour Hotline: 760-499-5069**  
**recycle@ridgecrest-ca.gov**  
**City Website: <http://ci.ridgecrest.ca.us>**  
**Benz Sanitation: 760-375-8455**

Staff made application to the Coca Cola Company Keep American Beautiful Bin Grant Program for ten Recycling containers for distribution through out the community and for Community Events, however the grant was not awarded . Funding was awarded for 82 of the 1,700 applications.

D.R. Horton has constructed two model homes on Salt River Road and College Height and begun construction on ten new homes on Majestic Sky Court. An open house was held April 15, 2010.

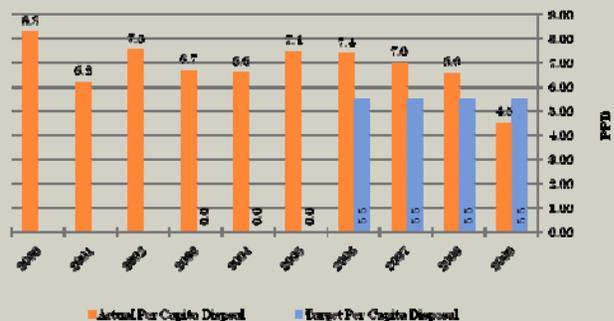
The OTAP Committee has initiated three sub-committees reviewing the Olde Towne Action Plan. These are Activities & Marketing; Public & Private Improvements; Signage, Art & Murals. A community workshop is scheduled in May .

City of  
Ridgecrest

Reduce, Reuse,  
Recycle



City of Ridgecrest Per Capita Disposal Trends



# Public Services, cont'd

## PLANNING COMMISSION :

On April 27, 2010, the Planning Commission approved a request by Ignite Christian Fellowship Church to occupy an existing 7,500 sq ft building in a Service Commercial zone to use as a church located on a 2 acre site at the SE corner of Norma St. and Inyokern Rd. There is also an existing commercial warehouse use in a 10,000 sf building located on the same parcel. Parking will be a shared, time of use with the church use weekends and evenings and the warehouse during the weekdays. A CUP is required for a church use in any zone. The previous use was for a nightclub which completed a site plan review in 2006 and restriped the parking lot as shown in the attached aerial drawing. No tenant improvements are proposed requiring a building permit and the Fire Department has already inspected the building for the intended use. No other outside Improvements are proposed.



## OLDE TOWNE ACTION PLAN COMMITTEE :

The Olde Towne Action Plan Committee, comprised of Ridgecrest City Councilmembers, Planning Commissioners, Merchants, Property Owners, and the Public held two consecutive workshops on May 11, 2010 and May 12, 2010. The purpose was on behalf of preparing a plan for the downtown area of Ridgecrest (basically Balsam Street (Ridgecrest Blvd to Argus St.), West Ridgecrest Blvd (China Lake Blvd to Norma Street), City Hall and some surrounding area that includes Panamint and Station Streets. Many of the original buildings (like the USO Bldg, Victory Market, and the original Fox House) are included in the downtown area. In addition newer buildings and grounds like City Hall,

Freedom Park, and Warner Street are also included in the plan area. The purpose of the *Olde Towne Action Plan* committee (OTAP) is to establish a blueprint for the revitalization of the Ridgecrest Olde Towne area and make it an inviting place for visitors and residents.

The Committee's public workshops on two consecutive nights sought input including naming the area and defining a character/branding for the area. As a Downtown stakeholder you are encouraged to attend the workshops and share your ideas and vision for the area. Downtown could be a destination for residents and visitors to Ridgecrest. with the City Planner, other city staff members, and the public over the course of the next 12 to 18 months for the expressed purpose of preparing an Olde Towne Action Plan document. The following is a schedule of the OTAP Workshop events:

**Tuesday, May 11, 2010**

5:30 PM – 6:30 PM at the USO Building - a social mixer with complimentary sandwiches and drinks  
6:30 PM Planning Commission roll call, approval of agenda, public comments, convene WORKSHOP  
6:33 PM Welcome Address by Mayor Steven Morgan – The Relevance of Olde Towne's Revitalization  
6:40 PM Downtown Ridgecrest slide presentation by OTAP Chair Trisha Stratton and OTAP Members  
6:55 PM 1<sup>st</sup> Night Keynote Speaker - Michelle Vance, Exec. Director of Tehachapi Main Street Program

7:15 PM All workshop participants will be to break into smaller groups around tables with a facilitator in order to brainstorm by coming up with branding principles, a possible new name/theme for Olde Towne based upon the community's history, geography, culture and population  
8:10 PM each workshop group will make a presentation on stage summarizing group's recommendations  
8:30 Planning Commission to Adjourn Meeting & WORKSHOP until Wednesday, (May 12<sup>th</sup>)

**Wednesday, May 12, 2010**

5:30PM – 6:30PM at the USO Building - a social mixer with complimentary pizza, cookies and drinks  
6:30 PM Planning Commission roll call, approval of agenda, public comments, convene WORKSHOP

6:30 PM Welcome Back to the Second Workshop, goals and program outline by Trish Stratton, OTAP Chair  
6:40 PM 2<sup>nd</sup> Night Keynote Speaker – Jason Caudle, Lancaster Deputy City Mgr, "Downtown Opportunities"

7:00 PM Tourist Opportunities for Olde Towne – Doug Lueck, RACVB, "Getting Tourists Downtown"  
7:05 PM All workshop participants will break into their group to continue brainstorm but this evening they will work on large maps identifying on large maps the existing and proposed physical improvement concepts, (landscaping, crosswalks, signage, plazas, etc) appropriate for Downtown Ridgecrest  
8:00 PM Presentation on stage summarizing each group's recommendations for a successful Plan  
8:30 PIng. Comm. to Adjourn Meeting & WORKSHOP (results to be reported at May 25<sup>th</sup> OTAP Meeting)

The eleven OTAPC members, (as amended by the City Council on January 13, 2010), include the following:

*City Council Members:* Chip Holloway and Jerry Taylor,

*Planning Commissioners:* Nellavan Jeglum, Lois Beres, Eric Kauffman, Jason Patin, and Craig Porter, *Olde Town*

*Representatives:* Jake Easley, Melissa Reece, Trisha Stratton, and Kathy Armstrong.

The next OTAP meeting is scheduled for 6:30 PM May 25, 2010 in the City Council Chambers. The results of the workshops will be presented at that time.

**Signage, Art & Murals Subcommittee** – Olde Towne Street Name Signs, Olde Towne Entryway Signs, Private signs: pole signs, sandwich board signs, projecting signs, monument signs, electronic signs, Criteria for Olde Towne Murals, and criteria for public art display.

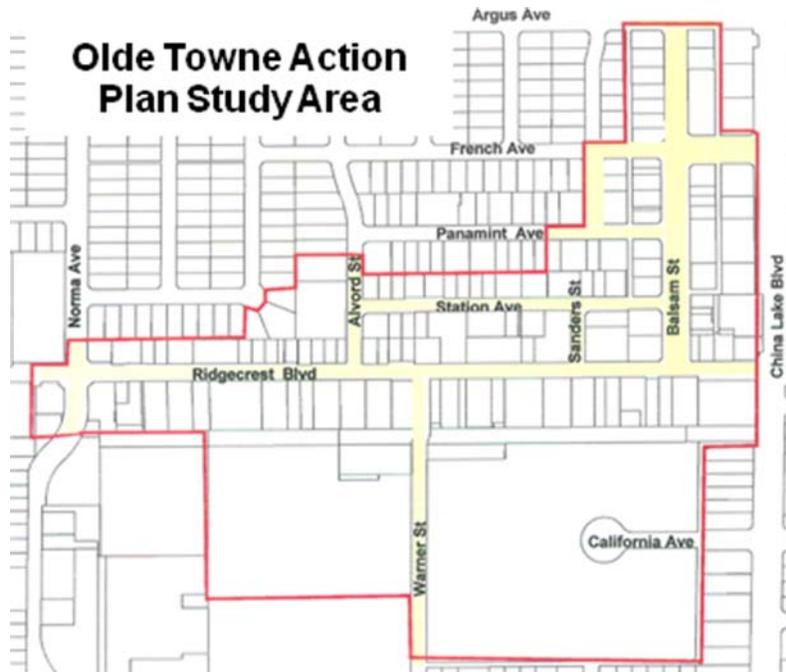
Signage, Art & Murals Subcommittee, 3-31-10 & 4-19-10	
<p>Jake Easley,(Chair) Eric Kauffman, Melissa Reece, Craig Porter, &amp; Jerry Taylor</p>	<p><b>Subcommittee review of draft new City Sign Ordinance</b></p> <p><b>Subcommittee is interested in pursuing special section of Sign Ordinance that relates specifically to Olde Towne,</b></p> <p><b>Subcommittee interested in seeing example of entryway signs for Olde Towne,</b></p> <p><b>Subcommittee made Walking tour of all signage within Olde Towne, (3-31-10),</b></p> <p><b>Subcommittee critiqued existing Olde Towne signage (4-19-10)</b></p>

**Activities & Marketing Subcommittee** – Olde Towne events: Wine Walk, Saturday/Farmers' Market, etc., Branding Olde Towne, Marketing Olde Towne, Retail & Public Preference Surveys, and OTAP Workshops.

Activities & Marketing Subcommittee Meetings, 4-7-10 & 4-21-10	
<p>Craig Porter, (Chair) Kathy Armstrong, Lois Beres, Chip Holloway, &amp; Trisha Stratton</p>	<p>Farmers Market Status Charles Drew (Farmers Market POC) about the possibility of holding the Farmers Market in Olde Towne.</p> <p>Workshop Status USO Building 11 and 12 May. Discuss details of the workshop. It is coming up fast. Topics for discussion:            Agenda            Workshop objective definition (precisely, what are we trying to get out of the workshop)            Speakers            Publicity (flyer, personal contacts, press releases, Doug Luke will help)</p> <p>Speaking Opportunities Status Solicit speaking opportunities            for OTAP to inform Service Clubs and the <b>Chamber</b> about the progress of the Olde Towne Action Plan Committee. Also at these speaking opportunities ideas and visions will be solicited.</p> <p>Olde Towne Info on the web (Jessica Armstrong): Discuss ideas for putting Olde Towne Info on the            Web (Ustream, etc.).</p> <ul style="list-style-type: none"> <li>• Armed Forces Day Flag placement, Kathy Armstrong &amp; Sean Stratton</li> <li>• Update on merchants survey – Trisha Stratton</li> </ul>

**Public & Private Improvements Subcommittee** - streets, alleys, paving stones, benches, street lights, bollards, curb extensions, cross walks, on & off street parking, bicycle racks, trash receptacles, walkways, plaza, and building facades.

Public & Private Improvements Subcommittee, 4-19-10	
<p><b>Jake Easley, Nellavan Jeglum, Jason Patin, Trisha Stratton, &amp; Jerry Taylor</b></p>	<p>Subcommittee to coordinate Ridgecrest Blvd. Imp's with Public Works Dir. &amp; coordinate with Infrastructure Com.,</p> <p>Subcommittee met with Ed Noriega, engineer, (Mark Thomas Associates) regarding alternative improvement plans for W. Ridgecrest Blvd. between China Lake Blvd. and Norma St.</p> <p>Subcommittee met with Ed Noriega, engineer, (Mark Thomas Associates) regarding storm water drainage plans for W. Ridgecrest Blvd. between China Lake Blvd. and Norma St.</p> <p>Subcommittee met with Patrick Boyd, Landscape Architect regarding alternative landscaping plans for W. Ridgecrest Blvd. between China Lake Blvd. and Norma St.</p> <p>W. Ridgecrest Blvd. Plan Alternatives to be presented to community at May 11<sup>th</sup> and May 12<sup>th</sup> Workshops</p> <p>60% completion of W. Ridgecrest Blvd. Plan to be presented to community by Mark Thomas Associates and Patrick Boyd at May 25, 2010 Planning Commission / OTAP Meeting</p>





# May Monthly Report

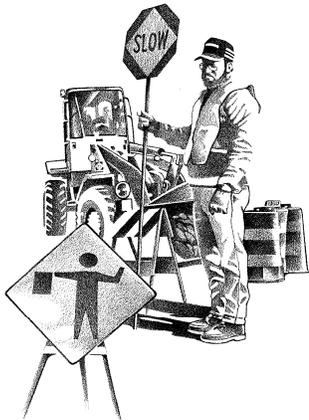


City of Ridgecrest

Public Works Department

May 15, 2010

## Applying For An Encroachment Permit



### **When is an Encroachment Permit Required?**

An encroachment permit is required from the City Engineer's office when work is done within the public right-of-way, City-owned land and/or within a City easement. Encroachment permits are not issued for work done on private property. However, if work is done within a City easement on

private property, the permit application would be handled through the City Engineer's office and possibly also require input from Inspection Services Division.

### **What Does an Encroachment Permit Consist Of?**

Encroachment permits consist of three different sections: the application, general conditions, and request for inspection. The three sections are self-explanatory. A permit number must be issued by the City before a permit is considered valid. Only contractors, who are properly licensed and also possess a current City Business License to perform the work, may be issued an encroachment permit.

### **For How Long is an Encroachment Permit Valid?**

The length of time of a permit may vary, but is generally two months. For utility companies the City generally issues permits for three months or longer.

If an extension is desired, it must be requested before the permit expires. Once the permit expires, a new encroachment permit application must be filed. Annual permits, which can be issued to utility companies, all expire on December 31st of the year in which the permit is issued.

### **How Much does an Encroachment Permit Cost?**

The cost of an encroachment permit varies depending on the type and cost of the improvements being constructed. A fee schedule is available

*(Continued on page 2)*

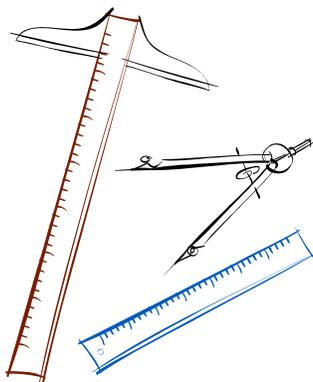
## Wastewater Department

The City of Ridgecrest Wastewater Treatment Facility operated within design and compliance directives issued under Board Order No. 6-00-56. The treatment facility operated with no discharge violations or abnormal conditions. The Department inspected and passed (18) new connections to the sanitary sewage system. The Department responded to (1) re-

quests for service, after inspection (1) proved to be caused by grease being discharged into the sanitary sewer system. The Department opened the impacted line and restored service. The Department performed annual maintenance on the reclamation equipment, in preparation for crop harvest. The Reclamation Department

reclaimed 4.47 million gallons of secondary effluent for use as fodder crop irrigation. The Department hydro flushed 12,300 ft. of main line sewer for compliance with the SSO and SSMP program.

## Engineering Department



If you have been on the South end of town, you would have noticed construction starting at the corner of S. China Lake Blvd. and Church Ave. There will be a new stop light being placed at this intersection and the light should be up and working by the end of May. The signal poles will arrive to the City in the middle of May and be wired for several weeks.

Also, the Department will be advertising and going out to bid on the two projects that

have been funded by the America Recovery and Reinvestment Act (ARRA). These projects are located on College Heights Blvd. from S. China Lake Blvd to Franklin Street.

Finally, the Public Works Department would like to thank the members of the Infrastructure Committee: Tom Wiknich, Jerry Taylor, Lois Beres, and Craig Porter, along with Jason Patin, for their dedication and commitment in reviewing proposals and inter-

viewing prospective engineering firms for the City of Ridgecrest.

The selection committee reviewed all of the proposals; developed the initial ranking; interviewed the highest ranking firms; and determined the engineering firm most suited to the City of Ridgecrest is Penfield and Smith.

### "Encroachment

Permits can be obtained from City Hall, 100 W. California Ave., Ridgecrest, CA."

### Inside Story Headline

*(Continued from page 1)*

from the City to calculate the cost for a specific encroachment permit.

#### **Where do I Apply for an Encroachment Permit?**

Encroachment permits can be obtained from City Hall, 100 W. California Ave., at the Engineering Counter on weekdays between the hours of 8 a.m. and 4:30 p.m., except Fridays when the Counter is closed.

#### **What Else Do I Need In Order To Comply With Encroachment Permit Conditions?**

In order to issue a valid encroachment permit, the City will typically require insurance in all instances where the City Engineer determines the public is at risk from the work being performed

under the encroachment permit. A traffic control plan will be required if the work site impacts a public street. The traffic control will be required to meet the standards set forth in the Work Area Traffic Control Handbook (WATCH) manual.

#### **What are the Most Important Points to Remember Before Digging in the Public Right-of-Way?**

It is important to remember the following important points when working in the public right-of-way.

Delineate the site: It is mandatory that the proposed excavation site be outlined with white paint or stakes.

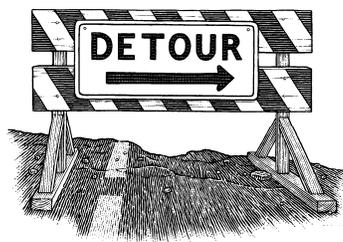
Dial before you dig: Section 4216/4217 of the Government Code requires a DigAlert Identification Number be issued before a "permit to excavate" is valid. To obtain a DigAlert Identification Number, call Underground

Service Alert at TOLL FREE 1-800-227-2600, no sooner than fourteen and no later than 2 days prior to commencing excavation activities.

- Responsibility for damage: If damage to underground utilities results from excavation activities, the permittee will be charged the cost of repairing the damaged utility and a fine.

- Make only one call and save time: Only one call is required to the DigAlert number, 1-800-227-2600, to have all underground lines on the project site located and marked before excavation begins. An excavation permit does not imply freedom of responsibility for damage to underground utilities. The DigAlert process helps to expedite projects by eliminating and searching for underground utilities. Permits are not valid without a DigAlert number.

*(Continued on page 3)*



# Public Works Department

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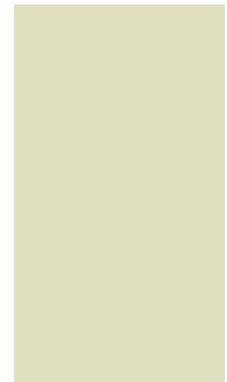
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● Everyone should call - Not just professionals: Calling is just as important for property owners as it is for plumbers, electricians, contractors, landscapers, swimming pool builders or anyone else.

Benefits of obtaining DigAlert number: Planned excavation can proceed with confidence because underground facilities have been marked as required by law. Disruption

of service, accidents, injuries and unnecessary repair costs may be prevented.

If you have any questions about encroachment permits, please call the City Engineer.





## City of Ridgecrest

City of Ridgecrest  
Public Works Department  
100 W. California Ave  
Ridgecrest, CA 93555  
Phone: 760-499-5083  
Fax: 760-499-  
E-mail:  
kharker@ci.ridgecrest.ca.us

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

**We're on the  
Web!**

**example.com**

## Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your

newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a

good place to insert a clip art image or some other graphic.



Caption describing picture or graphic.