

AGENDA

REGULAR MEETING OF THE HOUSING COMMISSION CITY OF NEEDLES, CALIFORNIA WEDNESDAY, FEBRUARY 28, 2024 AT 4:00 PM CITY COUNCIL CHAMBERS 1111 BAILEY AVENUE, NEEDLES

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

TO JOIN THE LIVE TEAMS MEETING: log into the City of Needles website at www.cityofneedles.com to access the agenda and Click here to join the meeting

If asked, enter the following: Meeting ID: 722 550 315#

OR listen in and participate by calling Teams: 1-323-488-2227 - Meeting ID: 722 550 315#

The meetings are being recorded.

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE
APPROVAL OF AGENDA
CONFLICT OF INTEREST
CORRESPONDENCE
INTRODUCTIONS

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

REGULAR ITEMS

1. Approve the Minutes of January 24, 2024

(ACT)

- Resident Advisory Board (RAB) Meeting and Veterans Affairs Supportive Housing (VASH) Program Open House (INF)
- 3. Notice of Completion Windows and Doors

(INF)

COMMISSIONER REQUESTS

CITY MANAGER REPORT

Manager's Report

ADJOURNMENT

INTERNET ACCESS TO HOUSING COMMISSION AGENDAS AND STAFF REPORT MATERIAL IS AVAILABLE PRIOR TO HOUSING COMMISSION MEETINGS AT: HTTP://WWW.CITYOFNEEDLES.COM

Posted: February 23, 2024

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

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Angelica Deermer, Housing Manager, at (760) 326-3222. 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)

If a decision is made at this hearing and you later disagree with the decision, only issues raised at the public hearing or in written form at or before the public hearing can be considered.

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 23rd day of February 2024

/s/ Candace Clark, CPMC, Assistant City Clerk



MINUTES

REGULAR MEETING OF THE HOUSING COMMISSION CITY OF NEEDLES, CALIFORNIA WEDNESDAY, JANUARY 24, 2024 AT 4:00 PM CITY COUNCIL CHAMBERS 1111 BAILEY AVENUE, NEEDLES

CALL TO ORDER - Chair Mauer called the meeting to order at 4:01 pm **ROLL CALL**

PRESENT

Larry Ford Deana Tucker Chris Mauer Tamera Kissell

ABSENT - None

PLEDGE OF ALLEGIANCE led by Chair Mauer

APPROVAL OF AGENDA

Motion made by Commissioner Kissell, second by Tucker, to approve the agenda. Motion carried by the following roll call vote:

Ayes: Commissioners Ford, Tucker, Chair Mauer, and Commissioner Kissell

Noes: None Absent: None Abstain: None

CONFLICT OF INTEREST - None CORRESPONDENCE - None

INTRODUCTIONS - Chair Mauer recognized Council Member Poque in attendance.

PUBLIC APPEARANCE - None

INFORMATION / UPDATES

- Assistant City Clerk Candace Clark administered the Oath of Office to newly appointed Commissioner Larry Ford
- 2. The Housing Authority Update was given by City Manager Patrick Martinez and Housing Manager Angelica Deermer

REGULAR ITEMS

3. Approve the Minutes of October 25, 2023

Motion made by Commissioner Kissell, second by Commissioner Ford, to approve the minutes of October 25, 2023. Motion carried by the following roll call vote:

Ayes: Commissioners Ford, Tucker, Chair Mauer, and Commissioner Kissell

Noes: None Absent: None Abstain: None

COMMISSIONER REQUESTS

Commissioner Kissell had no requests

Commissioner Ford asked about landscaping at the Housing Authority

Commissioner Tucker furthered the request for landscaping, suggesting starting at the office and go from there as money permits.

Chair Mauer had no requests

CITY MANAGER REPORT

4. Manager's Report given by City Manager Patrick Martinez

ADJOURNMENT	
Chair Mauer adjourned the meeting at 4:45 pm	
Chair Chris Mauer	Assistant City Clerk Candace Clark



City of Needles, California Request for City Council Action

☐ PARKS & REC ☐ PLANNING COMMISS	ION ⊠ HOUSING COMMISSION ⊠ Regular ☐ Special					
Meeting Date: February 28, 2024						
Title: RAB Meeting and VAS	itle: RAB Meeting and VASH Program Open House					
Background: City of Needles Housing Authority received notice from U.S. Department of Housing and Urban Development (HUD) updates were needed to meet the requirements for Admissions and Continued Occupancy Plan (ACOP) and the Housing Choice Voucher (HCV) voucher program, also known as, Section 8. regulations related Violence Against Women Act (VAWA) and the Housing Opportunities Through Modernization Act (HOTMA).						
The HACN will be holding a meeting with the Resident Advisory Board (RAB), which shall participate and make recommendations regarding the development of the HACN annual plan for submittal to HUD. Located at 908 Sycamore Drive, Needles, California 92363, on March 8, 2024 , at 2 p.m. Public Housing residents and Housing Choice Voucher HCV participants are encouraged to attend meetings to provide input via the comment process. RAB voting members will submit comments on behalf of residents and participants. (Exhibit A)						
The HACN placed a legal notice to the public that an open house will be held at a regular meeting of the Housing Commission, in the Council Chambers at the Needles Civic Center complex, located at 1111 Bailey Ave., Needles, California, on March 27 , 2024 , at 4:00 p.m. Said Open House is to introduce the Veterans Affairs Supportive Housing (VASH) program to the public and outreach to potential landlords (Exhibit B).						
The HACN continues to work with Technical Assistance (TA) from HUD to amend the Annual and/or5-year Plan. By implementing changes to the Administration Plan for the Housing Choice Voucher (HCV) voucher program, also known as Section 8. and Continued Occupancy Plan (ACOP Section 102, 103, and 104 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA). Violence Against Woman's Act (VAWA), Veterans Affairs Supportive Housing (VASH).						
Fiscal Impact: None						
Recommended Action: Information Only						
Submitted By: Angelica Deermer, HAC	CN Housing Manager					
City Manager Approval:	Date: 2-22-24					
Other Department Approval (when require	ed): Date:					
Approved: Not Approved:	Tabled: Other:					
	Agenda Item: 2					



Housing Authority of the City of Needles



Advisory Board
Meeting#1

Your Invited to Discuss Housing Authority Annual Plan

The Housing Authority is hosting its first meeting of 2024 with the Resident Advisory Board (RAB) in participating and making recommendations regarding the development of the HACN annual plan for submittal to HUD. Public Housing residents and Housing Choice Voucher HCV participants are encouraged to attend meetings to provide input via the comment process. RAB voting members will submit comments on behalf of residence and participants.

March 8, 2024

>Participant Advocacy

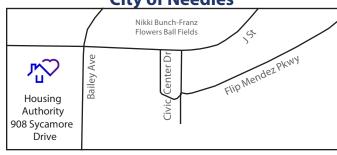
>Provide Comments

>Program Interest

>Positive Community Involvement

2:00 PM start time

Housing Authority
City of Needles





Housing Authority of the City of Needles



OPEN HOUSE #1

You're Invited to Support our Local Homeless Veterans

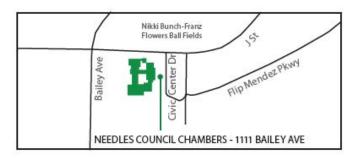
The Housing Authority is hosting its first meeting to provide updates and obtain your thoughts about options for Veterans Affairs Supportive Housing (VASH) voucher program and Landlord outreach/retention for The Housing Authority City of Needles administrative team and surrounding community partners.

- Homeless Veterans Support Groups
- Homeless Veterans Resources
- Landlord Incentives
- ❖ VASH Voucher Program Process
- VASH Voucher Application Process

March 27, 2024

4:00 PM start time

Needles Council Chambers



Questions? Want more info? Angelica Deermer 760-326-2115, ext. 173



City of Needles, California Request for Commission Action

☐ PARKS & REC ☐	PLANNING COMMISSION	☑ HOUSING COMM	IISSION	⊠ Regula	r 🗌 Special	
Meeting Date:	February 28, 2024					
Title:	Notice of Completion Windo	ws and Doors	×			
Background: The Needles Housing Authority (NHA) owns and leases 26 duplexes consisting of 52 residential units that were constructed in the early 1950's. The existing windows and doors on these homes have aged and deteriorated beyond their useful life.						
In 2022, the NHA retained a Project Manager and Architect to design and prepare construction documents to replace approximately 302 windows and 156 doors for all units.						
On March 15, 2023, the project was advertised bids with a bid opening date of April 5, 2023. Final Touch Construction was the low bidder and was awarded the project on April 25, 2023, for a total contract amount of \$408,289.00 plus 10% contingency for a total project cost of \$449,117.90.						
During preconstruction activities, it was determined that new door hardware was necessary to equip the new doors appropriately. In addition, spare glass (panels) were requested to have on hand to repair glass breakage in the future. These two additional items and final quantity adjustments were deducted from the project contingency awarded with the contract.						
On January 23, 2024, the City Council accepted the Notice of Completion dated November 15, 2023 at the HACN, located at 908 Sycamore Drive, for the replacement of 302 new windows and 156 new doors project.						
Fiscal Impact:	By City Council's issuance o reduced by \$808.87 from the		he overall	total projec	et cost was	
Recommended Action:	Information Only					
Submitted By:	Angelica Deermer, HACN He	ousing Manager				
9						
City Manager App	roval: Path JM		n n	Date:	2-22-24	
Other Department	Approval (when required):	,		Date:		
Approved:	Not Approved:	Tabled:	Other	: 🗆		
			Agenda	ı Item:	3	

RECORDING REQUESTED BY: City of Needles 817 Third Street Needles, CA 92363 AND WHEN RECORDED MAIL TO: City of Needles 817 Third Street Needles, CA 92363 No fee per Govt. Code § 27383 ~ SPACE ABOVE FOR RECORDER'S USE ONLY ~ NOTICE OF COMPLETION NOTICE IS HEREBY GIVEN THAT: The undersigned is OWNER or AGENT OF THE OWNER of the interest or estate stated below in the property hereinafter described. The full NAME of the OWNER is CITY OF NEEDLES The ADDRESS of the OWNER is 817 THIRD STREET, NEEDLES, CA 92363 The NATURE OF THE INTEREST or estate of the undersigned is In FEE Street Address / APN (if applicable) 0185-245-01-0000 The full name(s) and address(es) of all persons, if any, who hold such interest or estate with the undersigned as joint tenants or as tenants in common are: **Contractor's Name Contractor's Address:** FINAL TOUCH CONSTRUCTION & DESIGN 16466 FOOTHILL BL, FONTANA, CA 92335 The property on which said work of improvement was completed is in the City of Needles, County of San Bernardino, State of California, and was approved by the Needles City Council by minute action at the meeting and is DESCRIBED AS FOLLOWS: Improvement on the property hereinafter described and COMPLETED on 11/15/2023 Improvements described as Remove and Replaced Windows, Doors and Hardware at the Needles Housing Authority. Patrick J. Martinez City Manager am the (Owner, President, Authorized Agent, Partner, etc.) (Name of below signor) the declarant of the foregoing Notice of Completion. I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Signature: Date: Patrick J. Martinez, City Manager, City of Needles





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

City Manager Patrick J. Martinez

MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: February 2, 2024

- 1. On Tuesday January 30, 2024, the City Council the City Council took decisive action by formally adopting Resolution No. 2024-7, thereby officially declaring a Local Emergency in response to the closure of the sole California pharmacy in Needles. This resolution empowers the City Manager to actively pursue essential goods, services, and mutual aid from neighboring local agencies, as well as the County of San Bernardino and the State of California. This strategic initiative is designed to ensure the swift acquisition of ample resources to address the immediate emergency, facilitating the procurement of aid and services. This guarantees that residents of Needles maintain uninterrupted access to critical medications and essential goods and services. Refer to attached emergency declaration.
- 2. Today, City Staff issued a press release regarding the Rite Aid Pharmacy Closure Update #1. In response to the Rite Aid Pharmacy closure, effective February 5, 2024, all prescriptions will be seamlessly transferred to CVS Fort Mohave, located at 4744 S. Highway 95, AZ 86426. Contact CVS Fort Mohave directly at (928) 763-6822 for inquiries. Alternative pharmacies include CVS 24-hour in Bullhead City, Safeway, and Riverside Pharmacy. Ensure availability and operating hours by calling ahead. As of 2/2/2024, Medi-Cal enrollment is confirmed for Safeway, CVS, and Riverside Pharmacy. Dial-a-Ride (DAR) Medical Transport and DAR Shopper Shuttle are available with reservation and prepayment for transportation options from Needles to Arizona pharmacies. Details and reservations can be made by calling the Senior Center at (760) 326-4789—additional resources, including Medi-Cal Rx, IEHP Dual Choice, and IEHP Covered, are outlined in the press release. For further updates, download the Needles Connect app or visit www.cityofneedles.com. Please refer to the attached document for more details.

- 3. The City of Needles is delighted to introduce Chanler Hartwick as the newest Recreation Coordinator within our Parks & Recreation Services Department. In her capacity, Ms. Hartwick will collaborate with the city's Recreation Services Manager to expertly plan, facilitate, instruct, and oversee a diverse range of recreation activities, including arts and crafts, games, team sports, and informal gatherings at various locations, such as parks, playgrounds, and the recreation center.
- 4. Today, City Staff participated in the severe weather briefing at the San Bernardino County Office of Emergency Services (OES). Anticipating a second storm front from Monday to Friday, with peak intensity on Tuesday and Wednesday, City Staff urged OES to oversee flood monitoring, especially along Needles Highway. Rigorous preparations for potential flooding are underway, and our electric crew is primed to address any storm-induced power outages. On Monday, City Staff will compile a roster of standby employees ready to respond in an emergency. The San Bernardino County Emergency Operations Center (EOC) is on standby, poised for activation in the event of damages. The City's proactive measures ensure a swift and coordinated response to any challenges the impending storm poses.
- 5. On January 20, 2024, City Staff actively engaged in the Colorado River Medical Center (CRMC) Community Health Needs Assessment, contributing to improving community health. Through this involvement, City Staff gained valuable insights into the community's health challenges, empowering CRMC to align services and resources more effectively to cater to the needs of the Needles population. Additionally, City Staff played a pivotal role in identifying and addressing these crucial health needs during the assessment process.

1. EMERGENCY DECLARATION

EMERGENCY RESOLUTION 2024-7

Item 1.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OFNEEDLES, CALIFORNIA DECLARING A LOCAL EMERGENCY THREATENING PUBLIC HEALTH AND WELFARE WITHIN THE NEEDLES COMMUNITY

WHEREAS, the City Manager described in great detail a local emergency that occurred due to the imminent closure of the only California pharmacy within the City of Needles, which the Needles' community relies upon to purchase and obtain critical and sometimes life sustaining medications, goods and services. The closure of the sole existing pharmacy within the City will result in local residents lacking access to a California pharmacy within the City to provide needed and sometimes life sustaining medication, goods and services; and

WHEREAS, in light of the emergency situation, there is an immediate threat to the public health, safety and welfare of residents of the City of Needles.

NOW THEREFORE, IT IS RESOLVED AND DECLARED that a local emergency now exits throughout the City of Needles pursuant to the Emergency Services Act, Government Code, § 8558, et. seq.; and

BE IT FURTHER RESOLVED AND DECLARED that the City Manager is authorized to take all actions to protect the interests of the city and protect the health, safety, and welfare of residents as a result of the closure of the sole pharmacy within the City. During the existence of said local emergency, the City Manager is directed and authorized to seek any needed goods, services and mutual aid from surrounding local agencies, as well as the County of San Bernardino and State of California to ensure that the City has access to adequate resources to address the immediate emergency and to procure aid and services to ensure that residents of Needles have access to critical medications and related goods and services.

PASSED, APPROVED, AND ADOPTED at a special meeting of the City Council of the City of Needles, California, held on the 30th day of January 2024, by the following roll call vote:

AYES: Council Members Campbell, Merritt, Pogue and Belt

NOES: None

ADOUNT:

ABSENT: Council Members Longbrake and McCorkle

ABSTAIN: None

Mayor Vernigan

(Seal)

Attest:

City Clerk

CITY OF NEEDLES

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

817 Third Street (760) 326-2113

Needles, California 92363
• FAX (760) 326-6765

City Manager Patrick Martinez

CERTIFICATION

I, Dale Jones, City Clerk of the City of Needles, California, do hereby certify that the foregoing is a true and correct copy of Resolution No. 2024-7

Dale Jones, CMC City Clerk

(SEAL)

Date: January 31, 2024



2. PRESS RELEASE

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

www.cityofneedles.com

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

NEWS RELEASE

FOR IMMEDIATE RELEASE February 2, 2024

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

Rite Aid Pharmacy Closure Update #1

Needles Community – Last October, Rite Aid faced financial challenges and sought Chapter 11 bankruptcy protection, allowing for a structured evaluation of its operations. This process aimed to streamline its footprint by closing underperforming stores while addressing litigation claims fairly. Unfortunately, the City of Needles has received disheartening news regarding its only pharmacy, Rite Aid, which will cease operations on Tuesday, February 6, 2024, as part of the ongoing bankruptcy and restructuring efforts.

At the close of business on Monday, February 5, 2024, <u>ALL</u> Rite Aid pharmacy prescriptions will seamlessly transfer to CVS Fort Mohave, situated at 4744 S. Highway 95, AZ 86426. For any inquiries, please contact CVS Fort Mohave directly at (928) 763-6822. We understand the impact this may have on the community, and we appreciate your understanding during this transition period.

Where can I fill my prescriptions?

CVS

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

Medi-Cal Enrolled

Safeway

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

Medi-Cal Enrolled

CVS 24-hour

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

Medi-Cal Enrolled

Riverside Pharmacy

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

Medi-Cal Enrolled

Be sure to call the pharmacy before going to pick up your prescriptions. The pharmacy will verify over the phone that they have your medication in stock, and your refills are available to be picked up. For residents with specific insurance requirements, Safeway, CVS, and Riverside Pharmacy are confirmed to be enrolled with Medi-Cal. Be sure to verify their operating hours and explore any additional services they may provide.

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

What resources are available for transportation from Needles to a pharmacy in Arizona?

Dial-a-Ride (DAR) Medical Transport:

Fare: \$6.00 (round-trip) from Needles Senior Center up to Safeway/CVS/Smiths, Fort Mohave, AZ or \$12.00 (round-trip) up to Laughlin Bridge in Bullhead City, AZ

Days: Tuesday/Thursday

Reservation and prepayment are required no later than 11am the day prior to the scheduled trip and, as seats are limited, all trips are on a first come first served basis. There are no discounted or free fares on this service, the fare applies to all passengers.

DAR Shopper Shuttle:

Fare: \$9.00 (round-trip) from El Garces (leaves the parking lot at 8:15am) to Walmart, CVS, Smiths, and Safeway in Fort Mohave, AZ

Day: Wednesday

Reservation and prepayment is required no later than 11am the day prior to the scheduled trip and, as seats are limited, all trips are on a first come first served basis. There are no discounted or free fares on this service, the fare applies to all passengers. Call the Senior Center at (760) 326-4789 to schedule your reservation for the Medical Transport or Shopper Shuttle.

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

What resources are available?

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

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

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

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

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

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

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

For press release information from the City of Needles, download the citizen engagement mobile app named Needles Connect in the <u>Apple App</u> or <u>Google Play Store</u> or visit <u>www.cityofneedles.com</u>