

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

CEMETERY ADVISORY COMMISSION OF THE CITY OF NEEDLES

THURSDAY, JANUARY 25, 2024 - 3:00 P.M. – ADJOURNED REGULAR MEETING

CITY COUNCIL CHAMBERS - 1111 BAILEY AVENUE, NEEDLES

A G E N D A

**THE PUBLIC MAY ATTEND THIS MEETING TELEPHONICALLY  
BY CALLING THE FOLLOWING NUMBER:**

**1-866-576-7975 - Participant access: 853544**

**AND MAY SUBMIT ANY COMMENTS IN WRITING PRIOR TO 12:00 NOON  
THE DAY OF THE MEETING BY EMAILING [csallis@cityofneedles.com](mailto:csallis@cityofneedles.com)**

**Call to Order - Roll Call**

**Administer Oath of Office to new Commissioner Kathleen Rockwood - Welcome**

**Approval of Agenda**

(ACT)

**Correspondence**

**Public Appearance:** Persons wishing to address the Commission on subjects other than those scheduled are requested to do so at this time. When called by the Chairwoman, 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 California Government Code Sec. 54950 prohibits the Board from taking action on a specific item until it appears on the agenda.

**Consent Calendar:** All matters listed on the Consent Calendar are considered to be routine and will be enacted by one motion in the form listed. The Chairwoman or any Member of the Commission may pull an item from the Consent Calendar for discussion. Prior to Commission action, a member of the public may address the Commission on matters scheduled on the Consent Calendar. A three-minute time limit per person applies. **Recommended Action:** Approve Items through on the Consent Calendar by affirmative vote **NONE**

**Regular Items** (A three minute time limit per person has been established per Municipal Code Section 2-18)

1. Minutes of adjourned regular meeting held May 18, 2023

(ACT)

2. Selection of Chair and Vice Chair for the ensuing year of 2024 (ACT)
3. Discussion regarding possible designation of a pet cemetery within the boundaries of the Needles Riverview Cemetery (INF)
4. Board input for consideration in the 2024-2025 fiscal year budget (DIS)

**City Manager's** Weekly Reports to City Council for December 15, 2023; December 22, 2023; December 29, 2023; and January 5, 2024

### **Commission Requests**

### **Adjournment**

Posted: January 19, 2024

### **INTERNET ACCESS TO COMMISSION AGENDA AND STAFF REPORT MATERIAL IS AVAILABLE PRIOR TO THE MEETING AT**

<http://www.cityofneedles.com>

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 Cheryl Sallis, Community Services Manager, at (760) 326-2113 ext 115. 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)

## CEMETERY ADVISORY COMMISSION

May 18, 2023

The adjourned regular meeting of the Cemetery Advisory Commission held on the 18th day of May, 2023, was called to order at 3:00 p.m. with CHAIRWOMAN BALDWIN presiding and the following COMMISSIONERS present:

COMMISSIONERS WILLIAMS, FORD AND McNEIL

Also Present: COMMUNITY SERVICES MANAGER SALLIS

APPVL OF COMMISSIONER FORD MOVED, SECONDED COMMISSIONER  
AGENDA WILLIAMS, to approve the agenda. Motion carried by the following roll call vote:

AYES: CHAIRWOMAN BALDWIN, COMMISSIONERS  
WILLIAMS, FORD AND McNEIL  
NOES: NONE  
ABSENT: COMMISSIONER LONG

CORRESP None

PBLC APRN None

CONSENT CHAIRWOMAN BALDWIN MOVED, SECONDED BY COMMISSIONER  
CALNDR FORD, to approve consent calendar items 1 through 2  
1. Minutes of regular meeting held October 20, 2022  
2. Decoration Day (May 26) / Memorial Day Program (May 29) to be held at Cemetery (INF)

Motion to approve agenda item 1 carried by the following roll call vote:

AYES: CHAIRWOMAN BALDWIN, COMMISSIONERS  
WILLIAMS AND FORD  
NOES: NONE  
ABSENT: COMMISSIONER LONG  
ABSTAIN: COMMISSIONER McNEIL

Agenda item 2 was submitted for information only

REG ITEMS: Review and discussion was held on the 2023-2024 fiscal year budget including the capital improvement plan, the need to trim the palm trees, and strategically repairing, cleaning out sand debris and replacing the irrigation system throughout the cemetery.

2023-24 FY  
BUDGET

COMMISSIONER WILLIAMS MOVED, SECONDED BY COMMISSIONER FORD, to approve the 2023-2034 fiscal year budget including the capital improvement plan as presented. Motion carried by the following roll call vote:

AYES: CHAIRWOMAN BALDWIN, COMMISSIONERS  
WILLIAMS, FORD AND McNEIL  
NOES: NONE  
ABSENT: COMMISSIONER LONG

COM RQSTS: COMMISSIONER FORD asked about the status of a possible pet cemetery to  
which Manager Sallis responded that she's been looking for state law but  
PET CEM hasn't had much luck with a municipal cemetery.

SUBSTATN CHAIRWOMAN BALDWIN asked the status of the lease of cemetery property  
for a substation to which Manager Sallis explained that it's still about a year out to  
actually do anything.

CHAIRWOMAN BALDWIN declared the adjourned regular meeting of the Cemetery Advisory  
Commission held on the 18th day of May, 2023, adjourned at 3:38 p.m.

ATTEST: \_\_\_\_\_  
Chairwoman Community Services Manager



# City of Needles, California Request for Board Action

Item 2.

☐ CITY COUNCIL      ☐ NPUA      ☒ CEMETERY ADVISORY COMMISSION  
☒ Adjourned Regular      ☐ Special

**Meeting Date:** January 25, 2024

**Title:** Selection of a chair and vice chair for the ensuing year of 2024

**Background:** Currently Wilma Baldwin serves as Chair and Norma Jean Williams as Vice Chair.

**Fiscal Impact:**

**Environmental Impact:**

**Recommended Action:** Appoint \_\_\_\_\_ as Chair for the ensuing year of 2024.

Appoint \_\_\_\_\_ as Vice Chair for the ensuing year of 2024.

**Submitted By:** Cheryl Sallis

**City Management Review:**

*Pake J. May*

**Date:**

*1-18-24*

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 2.



# City of Needles, California Request for Board Action

Item 3.

☐ CITY COUNCIL      ☐ NPUA      ☒ CEMETERY ADVISORY COMMISSION  
☒ Adjourned Regular      ☐ Special

**Meeting Date:** January 25, 2024

**Title:** Discussion regarding possible designation of a pet cemetery within the boundaries of the Needles Riverview Cemetery

**Background:** Commissioner Ford has suggested designation of a pet cemetery within the Riverview Cemetery. The City Attorney provided the attached Assembly Bill No. 528 which would authorize a public or private cemetery to designate a separate, clearly marked section of the cemetery where deceased pets could be buried with their deceased owners. Should such a designation be made, the city would be required to develop and adopt rules and regulations for human and pet coburials. This Bill is processing through the State Legislative processes and has not yet been signed into law. Staff will monitor the Bill and, if and when it becomes law, will resubmit for Commission consideration.

The City Attorney has been unable to find any State regulations for designation of a pet cemetery only (without coburial with deceased owner) in a human cemetery but will do further checking as we track AB 528.

**Fiscal Impact:** Potential additional revenues to the cemetery from pet burials with additional costs of maintenance and upkeep of the designated section

**Environmental Impact:**

**Recommended Action:** No action at this time. Will monitor Assembly Bill and bring back at future date for Commission consideration if signed into law

**Submitted By:** Cheryl Sallis

**City Management Review:**

*Peter J. May*

**Date:**

*1-18-24*

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 13.

AMENDED IN SENATE JULY 3, 2023

AMENDED IN ASSEMBLY MARCH 16, 2023

CALIFORNIA LEGISLATURE—2023–24 REGULAR SESSION

**ASSEMBLY BILL**

**No. 528**

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**Introduced by Assembly Member Irwin**

February 8, 2023

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An act to add Article 10 (commencing with Section 7750) to Chapter 12 of Division 3 of the Business and Professions Code, *and to add Section 8138 to the Health and Safety Code*, relating to regulation of cemeteries.

LEGISLATIVE COUNSEL'S DIGEST

AB 528, as amended, Irwin. Regulation of cemeteries: pet burial.

Existing law establishes the Cemetery and Funeral Act and authorizes the Cemetery and Funeral Bureau, under the direction of the Department of Consumer Affairs, to establish necessary rules and regulations for the administration and enforcement of the act.

Existing law authorizes the local regulation of cemeteries, including the standards governing burial, inurnment, and entombment, and standards regarding cemetery maintenance and upkeep, as necessary to protect the health or safety of the public.

This bill would authorize a public or private cemetery to designate a separate, clearly marked section of the cemetery where deceased pets could be buried with their deceased owners. The bill would require, if the cemetery designated such a space, that the pet and human remains be in separate remains containers, but authorizes them to be placed in the same plot, niche, crypt, or vault. *The bill would require, if the cemetery designated such a space, the cemetery authority to develop*

and adopt rules and regulations for human and pet coburials, as specified.

Vote: majority. Appropriation: no. Fiscal committee: yes.  
State-mandated local program: no.

*The people of the State of California do enact as follows:*

SECTION 1. Article 10 (commencing with Section 7750) is added to Chapter 12 of Division 3 of the Business and Professions Code, to read:

Article 10. Human and Pet Coburial

7750. (a) A ~~public or~~ private cemetery may specify a separate section of the cemetery that is devoted to the burial, interment, entombment, or inurnment of pet remains, cremated pet remains, or hydrolyzed pet remains with the remains of the pet's owner.

(b) The section of the cemetery allowing the human and pet coburial shall be separate from the portions of the cemetery allowing exclusively human burials, interments, entombments, or inurnments and shall be clearly marked by the cemetery.

(c) The pet remains, cremated pet remains, or hydrolyzed pet remains shall be in a separate remains container from the human remains, but may be placed in the same cemetery plot, niche, crypt, or vault.

(d) *If a cemetery designates a section of the cemetery pursuant to subdivision (a), the cemetery authority shall develop and adopt rules and regulations for human and pet coburials. These regulations shall include all of the following:*

(1) *The types of dispositions that are allowed.*

(2) *The types of pets that are allowed.*

(3) *The number of pets allowed per decedent.*

(4) *Whether interments are allowed before, at the time of, or after death.*

SEC. 2. Section 8138 is added to the Health and Safety Code, to read:

8138. (a) A public cemetery may specify a separate section of the cemetery that is devoted to the burial, interment, entombment, or inurnment of pet remains, cremated pet remains, or hydrolyzed pet remains with the remains of the pet's owner.



1 (b) The section of the cemetery allowing the human and pet  
2 coburial shall be separate from the portions of the cemetery  
3 allowing exclusively human burials, interments, entombments, or  
4 inurnments and shall be clearly marked by the cemetery.

5 (c) The pet remains, cremated pet remains, or hydrolyzed pet  
6 remains shall be in a separate remains container from the human  
7 remains, but may be placed in the same cemetery plot, niche, crypt,  
8 or vault.

9 (d) If a cemetery designates a section of the cemetery pursuant  
10 to subdivision (a), the cemetery authority shall develop and adopt  
11 rules and regulations for human and pet coburials. These  
12 regulations shall include all of the following:

13 (1) The types of dispositions that are allowed.

14 (2) The types of pets that are allowed.

15 (3) The number of pets allowed per decedent.

16 (4) Whether interments are allowed before, at the time of, or  
17 after death.

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# City of Needles, California Request for Board Action

Item 4.

☐ CITY COUNCIL    ☐ NPUA    ☒ CEMETERY ADVISORY COMMISSION  
☒ Adjourned Regular    ☐ Special

**Meeting Date:** January 25, 2024

**Title:** Board input for consideration in the 2024-2025 fiscal year budget

**Background:** Staff will soon be starting the budget process for the next fiscal year and is seeking Board input on items/areas for city manager consideration/inclusion. Attached is the current fiscal year budget through December 31, 2023 (first half) along with the approved Capital Improvement Plan FY 2024 - FY 2029.

At this time, there are no proposed changes during budget revisions for current fiscal year of 2023-2024.

**Fiscal Impact:**

**Environmental Impact:**

**Recommended Action:** Board Discretion

**Submitted By:** Cheryl Sallis

**City Management Review:**

*Ruth J. May*

**Date:** 1-18-24

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 4.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TWO YEARS AGO ACTUALS	LAST YEAR'S ACTUALS	ORIGINAL BUDGET	ADJUSTED BUDGET	Y-T-D ACTUAL	MID-YEAR REVISION
CEMETERY							
CEMETERY							
206-5771-345.01-00	PROCEEDS FRM CEMETERY CHG	36,205	31,306	20,000	20,000	16,675	0
206-5771-361.01-00	INTEREST EARNINGS CITY-GF	365	2,275	300	300	0	0
206-5771-363.08-00	CEMETERY ENDOWMENT	0	0	1,400	1,400	1,200	0
206-5771-381.08-00	TRANSFERS FROM GEN'L FUND	183,096	180,216	127,748	127,748	63,876	0
206-5771-395.00-00	MISCELLANEOUS	1,625	750	750	750	0	0
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* CEMETERY		221,291	214,547	150,198	150,198	81,751	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TWO YEARS AGO ACTUALS	LAST YEAR'S ACTUALS	ORIGINAL BUDGET	ADJUSTED BUDGET	Y-T-D ACTUAL	MID-YEAR REVISION
CEMETERY							
CEMETERY							
206-5771-452.10-10	*SALARIES	38,625	68,513	82,767	82,767	37,998	0
206-5771-452.10-20	*OVERTIME	852	1,658	2,316	2,316	1,351	0
206-5771-452.23-10	*FICA SOC SEC/M-CARE INS	2,623	4,573	6,508	6,508	2,549	0
206-5771-452.24-10	*GROUP INSURANCE	13,745	20,696	26,872	26,872	12,669	0
206-5771-452.24-30	*WORKERS' COMPENSATION	2,102	2,520	2,840	2,840	1,248	0
206-5771-452.25-00	*PERS/RETIREMENT CONTRIB.	3,321	6,208	8,067	8,067	3,747	0
206-5771-452.25-01	*PERS-UNFUNDED LIABILITY	4,616	4,431	7,220	7,220	3,601	0
206-5771-452.41-10	ELECTRIC UTILITIES	554	451	720	720	264	0
206-5771-452.41-20	WATER UTILITIES	55,393	41,853	63,350	63,350	32,397	0
206-5771-452.41-30	SEWER UTILITIES	1,001	887	1,092	1,092	495	0
206-5771-452.43-03	VEHICLE MAINT/REPAIR	0	0	250	250	93	0
206-5771-452.43-04	EQUIPMENT MAINT/REPAIR	1,138	3,220	2,500	2,500	597	0
206-5771-452.43-18	FACILITY MAINT/REPAIR	2,381	440	3,200	3,200	318	0
206-5771-452.43-28	PIONEER CEMETERY	0	0	10,000	10,000	0	0
206-5771-452.43-34	TREE TRIMMING	0	0	500	500	0	0
206-5771-452.43-45	DAMAGE CLAIMS REPAIRS	2,760	0	0	0	0	0
206-5771-452.51-11	*LIABILITY INSURANCE	3,559	4,513	5,200	5,200	2,633	0
206-5771-452.51-12	*BLANKET BOND INSURANCE	22	24	30	30	25	0
206-5771-452.51-15	*PROPERTY INSURANCE	384	408	490	490	246	0
206-5771-452.53-00	ADVERTISING	378	382	200	200	0	0
206-5771-452.61-01	OFFICE SUPPLIES	275	18	100	100	0	0
206-5771-452.61-08	FERTILIZER	0	0	400	400	0	0
206-5771-452.61-10	CHEMICALS	20	0	400	400	0	0

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TWO YEARS AGO ACTUALS	LAST YEAR'S ACTUALS	ORIGINAL BUDGET	ADJUSTED BUDGET	Y-T-D ACTUAL	MID-YEAR REVISION
CEMETERY							
CEMETERY							
206-5771-452.61-12	IRRIGATION & DRAIN SUPPL	122	267	3,000	3,000	1,376	0
206-5771-452.61-33	NEW TOOLS	0	950	1,500	1,500	0	0
206-5771-452.62-00	VEHICLE FUEL	1,994	1,798	3,500	3,500	232	0
206-5771-452.70-00	EQUIPMENT	47,240	0	25,000	25,000	0	0
		-----	-----	-----	-----	-----	-----
		183,105	163,810	258,022	258,022	101,839	0
* CEMETERY							

CAPITAL IMPROVEMENT PLAN			
FY 2024 - FY 2029			
	(in priority order as identified by dept. managers)	Cost Estimate	Funding Source
	CEMETERY		
	1. New mower	25,000	?
	2. Solar shade cover at maintenance yard	100,000	?
	3. New irrigation system within Cemetery & future site	400,000	?
	4. Automated cemetery records (incl. cost of data input)	10,000	?
	5. Pioneer Cemetery security & hillside stabilization	125,000	?
	6. Install new well on grounds for irrigation	850,000	?
	7. Use of reclaimed water (in lieu of new well)	1,200,000	?
	Cemetery Total (estimate)	2,710,000	



# City of Needles, California Request for Board Action

Item 5.

☐ CITY COUNCIL    ☐ NPUA    ☒ CEMETERY ADVISORY COMMISSION  
☒ Adjourned Regular    ☐ Special

**Meeting Date:** January 25, 2024

**Title:** City Manager's Weekly Reports to City Council for December 15, 2023; December 22, 2023; December 29, 2023; and January 5, 2024

**Background:** Attached

**Fiscal Impact:**

**Environmental Impact:**

**Recommended Action:** Information Only

**Submitted By:** Cheryl Sallis

**City Management Review:** *Ratner*

**Date:** 1-18-24

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

City Manager's  
Agenda Item: Weekly Reports



# City of Needles

817 Third Street, Needles, California 92363  
(760) 326-2113 • FAX (760) 326-6765  
[www.cityofneedles.com](http://www.cityofneedles.com)

Mayor, Janet Jernig  
Vice Mayor Kirsten Mel  
Councilmember Tona Belt  
Councilmember Ellen Campbell  
Councilmember Jamie McCorkle  
Councilmember JoAnne Pogue  
Councilmember Henry Longbrake  
City Manager Patrick J. Martinez

Item 5.

## MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: December 15, 2023

1. In partnership with Arrowhead Credit Union, the City hosted Santa's Workshop—a heartwarming event for 47 children filled with joy and giving. As the children savored lunch, Santa's surprise appearance delighted them. Each participant chose new shoes and socks, capturing the moment with Santa in a photograph. Thoughtfully, jackets were provided for all attendees and their families, ensuring warmth and comfort during the festive season. It was a heartening display of generosity and holiday spirit for everyone involved (image attached).
2. Caltrans conducted a photo shoot on December 6, 2023, at the newly constructed Needles Gateway Monument sign, joined by City Councilmembers and City Staff. This shoot marked Caltrans' involvement in Governor Newsom's \$1.1 billion Clean California initiative, awarding a \$5.9-million beautification project in Needles. The project involves erecting a gateway monument wall featuring "California" lettering and a California Bear figure within the Caltrans right-of-way at 5 Mile Rd. Additionally, it includes enhancing existing on/off ramps at Needles Hwy, J Street, and E. Broadway with new landscaping materials like gravel, mulch, and rock blankets. Completion is slated for the first quarter of the upcoming year (image attached).
3. The new Duke Watkins pump track saw the completion of its concrete work on Thursday, December 14, 2023. This project was made possible through a \$3,965,400 grant from California's Proposition 68 Statewide Park Program (image attached).
4. Today, City staff underwent vital cardiopulmonary resuscitation (CPR) and first aid training, equipping our teams with essential skills, including the operation of automated external defibrillators (AEDs) to save lives during cardiac emergencies (image attached).



5. Last night, a power outage occurred in the vicinity spanning Clary Drive to Casa Linda Street, caused by an unfortunate incident involving an alleged drunk driver colliding with an NPUA transformer. Immediate responses from City Staff (including public works and the electric department), SB County Sheriffs, Fire Department, and Baker Ambulance swiftly followed. The combined efforts of public works and electric departments resulted in site cleanup and power restoration within just 2 hours of the incident (image attached).
6. On December 9, 2023, IEHP (Inland Empire Health Plan) organized a "Community Social and Job Fair" at Palo Verde Community College, offering crucial health service access to low-income and working-class individuals and families via the Medi-Cal program. Post-event, IEHP, and Tri-State Community Health conducted a productive dialogue with Needles' healthcare providers to assess the community's current needs and enhance resident services. Furthermore, both organizations plan to establish a recurring food bank at the Tri-State parking lot for ongoing community support.

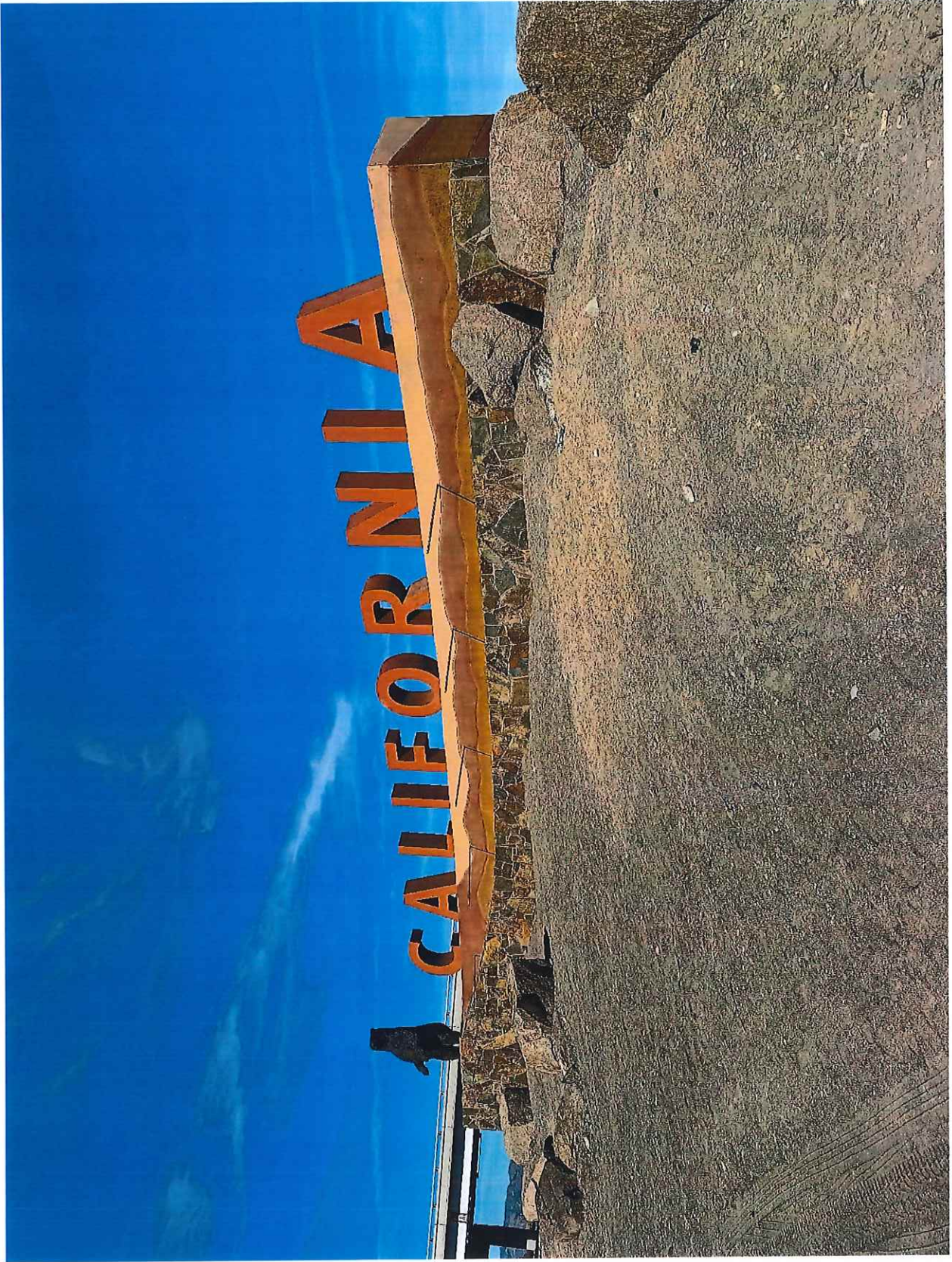
# 1. SANTA'S WORKSHOP



Item 5.



## **2. NEEDLES GATEWAY MONUMENT SIGN**



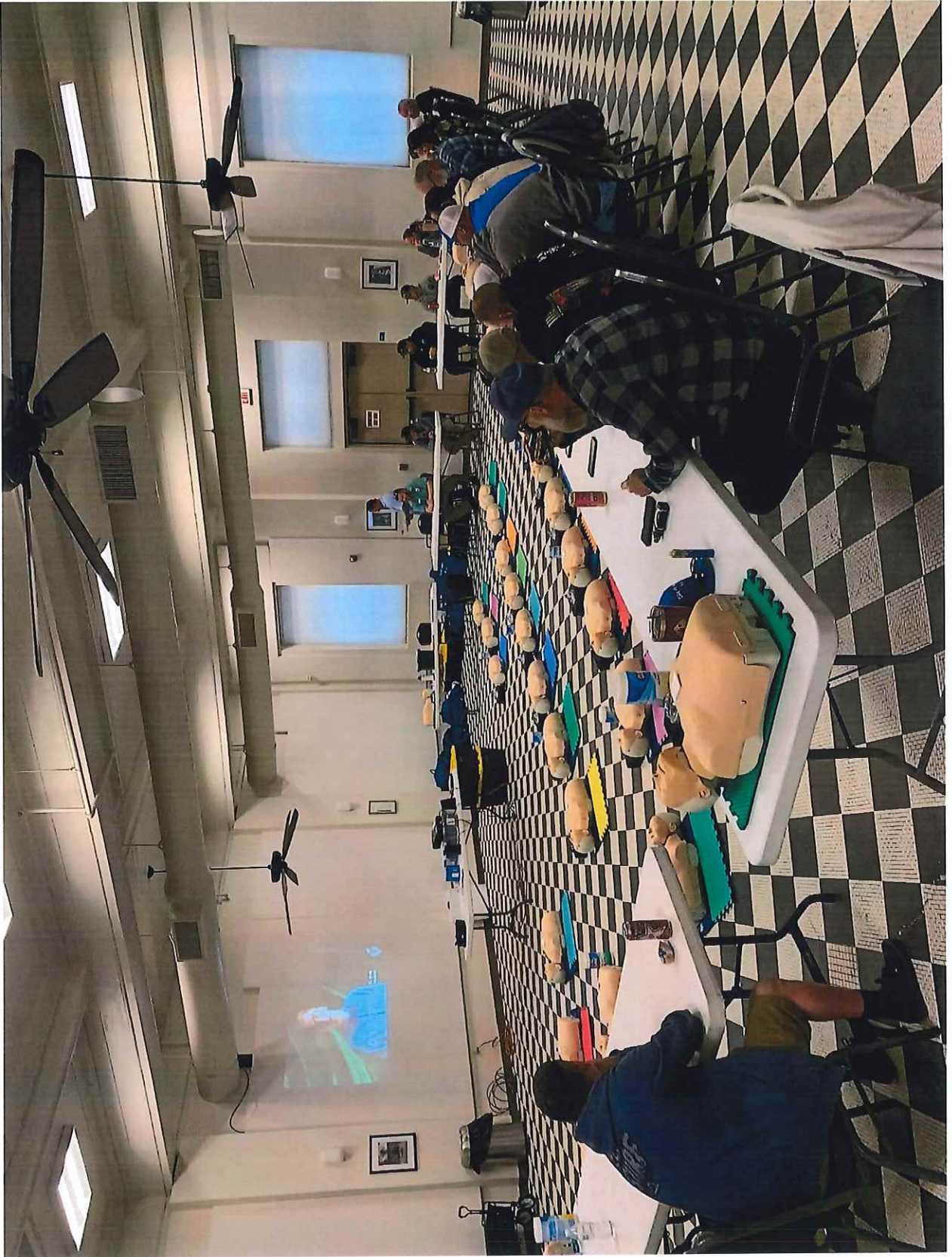


### **3. DUKE WATKINS PUMP TRACK**



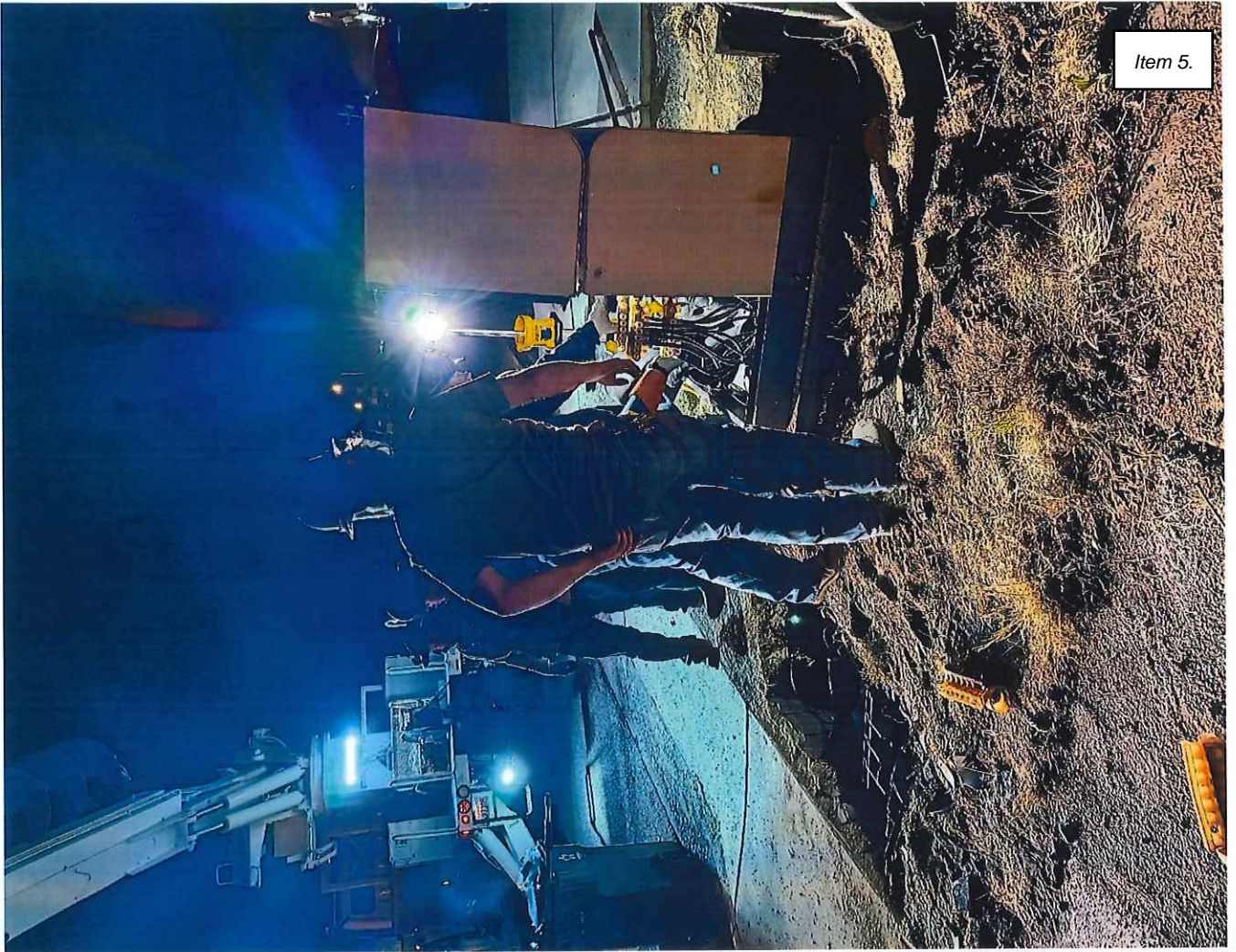


## 4. CPR AND AED TRAINING





## 5. LILLYHILL POWER OUTAGE







# City of Needles

817 Third Street, Needles, California 92363  
(760) 326-2113 • FAX (760) 326-6765  
[www.cityofneedles.com](http://www.cityofneedles.com)

Mayor, Janet Jernig  
Vice Mayor Kirsten Mel  
Councilmember Tona Ben  
Councilmember Ellen Campbell  
Councilmember Jamie McCorkle  
Councilmember JoAnne Pogue  
Councilmember Henry Longbrake  
City Manager Patrick J. Martinez

Item 5.

## MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: December 22, 2023

1. City Hall will be closed on Monday, December 25, and Tuesday, December 26, in observance of Christmas. Normal operations will resume on Wednesday, December 27, starting at 8:30 AM. In emergencies, don't hesitate to contact City Staff directly at 760-326-5700. Our after-hours answering service will promptly direct your call to the right staff member.
2. On November 10, 2023, I reported to the City Council that the Needles Area Transit hosted a Community Open House on November 7, 2023, to discuss residents' transit service needs. In addition to the input received from the eight interviews that were conducted with stakeholders, such as the Needles Unified School District, Chamber of Commerce, Palo Verde College Needles Center, and the Department of Behavioral Health, the consultant firm wanted to reach out to members of the community through a survey. The outreach intends to help improve public transit in Needles (refer to the attached survey).
3. Over the weekend, tragedy struck as five children lost their lives in a house fire at a Bullhead City duplex. In response, Bullhead City Councilmember Grace Hecht orchestrated a touching candlelight vigil at Rotary Park on Wednesday. Notably, representatives from the City of Needles and the Needles Unified School District stood in solidarity at this event. The River Fund has established a dedicated fund to aid the affected families. Those willing to contribute can securely donate through the River Fund's online portal at [www.riverfundinc.com](http://www.riverfundinc.com).
4. City Staff recently convened with Dr. Georgina Yoshioka, the Director of Behavioral Health (DBH) for SB County, to discuss transferring contract responsibilities from MHS, Inc. to a different community-based organization (CBO) effective January 1, 2024. This transition will not impact Substance Use Disorder and Recovery Services (SUDRS) programs in Needles.

To ensure uninterrupted care for current patients, both virtual and in-person services will be available at an Apple Valley County Facility. DBH is committed to sustaining SUD outpatient and CalWORKS behavioral health treatment services until a new provider is established, mitigating treatment gaps. For those needing these services or aware of someone requiring assistance, please get in touch with Jennifer Alsina, Assistant Director of Behavioral Health, via email at [Jennifer.Alsina@dbh.sbcounty.gov](mailto:Jennifer.Alsina@dbh.sbcounty.gov) or by calling directly at 909-388-0808.

MHS/Turn (Center for Change) provides a Driving Under the Influence (DUI) Program. Attached is a list of DUI Programs that can provide telehealth for individuals referred to a DUI Program. DBH is working to get a new DUI provider to serve the Needles area (refer to attached SBCBH Document).

5. City staff recently supported Needles Military Moms by installing around 40 Hometown Hero Banners along Broadway. These banners are a tribute to our active military personnel, with eight currently stationed overseas. To contribute to the Needles Military Moms' 501c3, individuals can conveniently donate by visiting Hardware Express or scanning the QR Code featured in the Needles Desert Star (refer to the attached image).
6. On December 19, 2023, a productive meeting occurred between the San Bernardino County Office of Emergency Services (SBCOES) and City Staff at City Hall. The gathering served as an introduction to the new members of the SB OES team and provided an opportunity for the staff to familiarize them with the City of Needles. During the session, the city's history was briefly shared while addressing its potential vulnerabilities, notably severe monsoon rains, extreme heat, and high winds.

The primary objective of the meeting was to establish a robust relationship with SBCOES and explore avenues for future collaboration, especially in the case of emergency scenarios. Discussions centered around identifying ways to effectively collaborate and support each other in handling potential emergencies that might arise in the future.



# Help Improve Public Transit in Needles

*for the NAT, Dial-A-Ride and Arizona Medical and Shopper Shuttles*

**We would like your input  
by completing a short survey!**

You can complete the paper version on the reverse of this letter and return it with your utility payment, or you can take the online survey by using the weblink below or scanning the QR code.

[www.surveymonkey.com/r/SurveyNeedles](http://www.surveymonkey.com/r/SurveyNeedles)

**We look forward to hearing from you!**



**Needles Transit Services  
Short-Range Transit Plan  
FY 2025-2030**





# NEEDLES TRANSIT SERVICES HOUSEHOLD SURVEY

Please help us improve Needles Transit Services by completing this survey. Check or PRINT your answers.

1. Have you or anyone in your household ever used one of the following

Needles public transit services? (check all that apply)

- ☐ Needles Area Transit (NAT) bus ☐ Needles Dial-A-Ride  
☐ Needles Dial-A-Ride Medical ☐ Shopper Shuttle

2. If you are a current public transit user, how often do you ride?

- ☐ Daily ☐ Weekly ☐ Monthly ☐ Rarely ☐ Not a user

3. If you use or were going to use public transportation in Needles, which of the following would be the primary reason? (check all that apply)

- ☐ Work ☐ Recreation (fun/friends/family)  
☐ School/College ☐ Social Service Appointment  
☐ Shopping ☐ Other \_\_\_\_\_  
☐ Medical/Dental Appt. ☐ I would never use public transportation

4. What method of transportation does your household normally use to go to work, school or your most frequent destinations? (check all that apply)

- ☐ Car/truck, drive alone ☐ Bicycle  
☐ Carpool/vanpool ☐ Walk  
☐ Motorcycle ☐ Taxi/Uber/Lyft  
☐ Public transit (bus/dial-a-ride) ☐ Other \_\_\_\_\_

5. If you or your household members could no longer drive, how would you get to your most frequent destinations? (check all that apply)

- ☐ Get a ride from family/friends ☐ Ride my bike ☐ Taxi/Uber/Lyft  
☐ Use public transit ☐ Walk ☐ I don't know

6. If you do not use public transit, why not? (check all that apply)

- ☐ Service not available near my house ☐ I don't feel safe riding the bus  
☐ Service doesn't go where I need it to go ☐ I had a bad experience before  
☐ I don't know how to use the service ☐ Cost to ride is too expensive  
☐ Buses don't run frequently enough ☐ Trips take too long to make  
☐ Service not available at the time I need it ☐ I prefer to drive myself  
☐ No bench/shelter at bus stop ☐ Other \_\_\_\_\_

7. In the past six months have you or your household members seen any advertising for any Needles public transit services?

- ☐ Yes ☐ No

If yes, where did you see the advertising? (print)

8. How important is bus service over to Fort Mohave, AZ to you? (check one)

- ☐ No opinion ☐ Not Important ☐ Somewhat Important ☐ Very Important

9. How important is bus service into Bullhead City, AZ to you? (check one)

- ☐ No opinion ☐ Not Important ☐ Somewhat Important ☐ Very Important

10. For what types of trips would you travel to Fort Mohave or Bullhead City?

- ☐ Shopping ☐ Medical/Dental ☐ Work ☐ Catch Greyhound  
☐ Recreation ☐ School/College ☐ Social Services ☐ Other \_\_\_\_\_

11. Among these possible improvements, which two would be most important to you. Please select ONLY two.

- ☐ More frequent service ☐ Service to Victorville ☐ Sunday service  
☐ Unlimited ride day-pass ☐ More shelters at stops ☐ Earlier or later service

12. How many members of your household have a valid driver's license?

- ☐ None ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 or more

13. How many working vehicles do you have in your household for transportation?

- ☐ No vehicle ☐ One vehicle ☐ Two vehicles ☐ 3 or more vehicles

14. In what area of Needles do you live?

- ☐ West End ☐ East End ☐ Downtown ☐ Northside  
☐ On the Hill ☐ Needles Village ☐ Other \_\_\_\_\_

15. How do you or your household members connect to the internet?

- ☐ Smartphone with data ☐ Home internet ☐ Public Wi-fi/Hotspot  
☐ I do not have access to the internet

16. What is your approximate household income?

- ☐ Less than \$15,000 ☐ \$15,000 to \$24,999 ☐ \$25,000 to 44,999  
☐ \$45,000 to \$74,999 ☐ \$75,000 to \$99,999 ☐ \$100,000 or more

17. What is your age?

- ☐ Ages 17-24 ☐ Ages 25-44 ☐ Ages 45-54  
☐ Ages 55-64 ☐ Ages 65-74 ☐ Ages 75+

18. What best describes you?

- ☐ Employed full-time ☐ Employed part-time ☐ College student  
☐ Middle/HS Student ☐ Not employed ☐ Retired

19. Do you have any additional comments about public transit in Needles? (print)



## 4. DB COUNTY DUI PROGRAMS

Item 5.



### Department of Behavioral Health

# Driving Under the Influence (DUI) Programs

#### DESERT/MOUNTAIN REGIONS

**Barstow – Jackson-Bibby Awareness Group:** 222 East Main Street, Suite 218, Barstow, CA 92311. (760) 256-6114  
Hours: Wednesday 2:30 - 5:30 p.m. Thursday Noon to 5:30 p.m. Friday 10 a.m. to 4:30 p.m.

**Victorville – Dalton & Associates:** 12209 Hesperia Road, Suite G Victorville, CA 92392. (760) 241-1777  
Hours: Monday – Friday, 9 a.m. to 9 p.m., Saturday, 8:30 to 11:30 a.m.

**Victorville – Jackson-Bibby Awareness Group:** 14420 Civic Drive Suite 3 Victorville, CA 92392. (760) 241-3300  
Hours: Monday – Friday 9 a.m. to 5:30 p.m.

#### EAST VALLEY

**Redlands – Jackson-Bibby Awareness Group:** 1200 Arizona, Suite A-10 Redlands, CA 92374. (909) 792-6925  
Hours: Monday – Friday 9 a.m. to 5:30 p.m.

**San Bernardino – Prodigy Healthcare:** 688 N. Arrowhead Ave. Suite 101 San Bernardino, CA 92401. (909) 888-0149  
Hours: Monday – Friday 8 a.m. to 8 p.m. Saturday 7 a.m. to 2 p.m.

**San Bernardino – Pegasus:** 2020 N. Waterman Ave. Suite C San Bernardino, CA 92405. (909) 881-1570  
Hours: Monday, Tuesday, and Thursday, 9:30 a.m. to 8 p.m. Wednesday and Friday, 9:30 a.m. to 7:30 p.m.  
Saturday, 7 a.m. to noon

#### WEST VALLEY

**Chino – Alcohol Education & Recovery Services:** 12560 Central Ave. Chino, CA 91710. (909) 591-4761  
Hours: Monday – Friday, 9 a.m. to 8:30 p.m. Saturday, 8 a.m. to 2 p.m.

**Fontana – Rehabilitation Alcohol Program:** 17205 Arrow Blvd. Fontana, CA 92335. (909) 356-9390  
Hours: Monday – Thursday 8 a.m. to 4:30 p.m. Friday 8 a.m. to 3 p.m.


**Ontario – Valley Improvement Programs:** 210 West “B” Street. Ontario, CA 91762. (909) 983-3665  
Hours: Monday – Thursday, 9 a.m. to 8 p.m. Friday – Saturday, 9 a.m. to 1 p.m.

**Rancho Cucamonga – Valley Improvement Programs:** 8540 Archibald Ave. #A-18 Rancho Cucamonga, CA 91730.  
(909) 987-4036 Hours: Monday – Thursday 9 a.m. to 8 p.m. Friday – Saturday 9 a.m. to 1 p.m.

**Upland – Valley Improvement Programs:** 1589 West Ninth Street, Suite E Upland, CA 91786. (909) 985-2785  
Hours: Monday – Wednesday, 9 a.m. to 8 p.m. Thursday, 9 a.m. to 5 p.m. Friday – Saturday, 9 a.m. to 1 p.m.



## 5. NEEDLES MILITARY MOMS



Needles Military Moms

**DONATE NOW TO REACH**

OUR GOAL

3000

1500

500

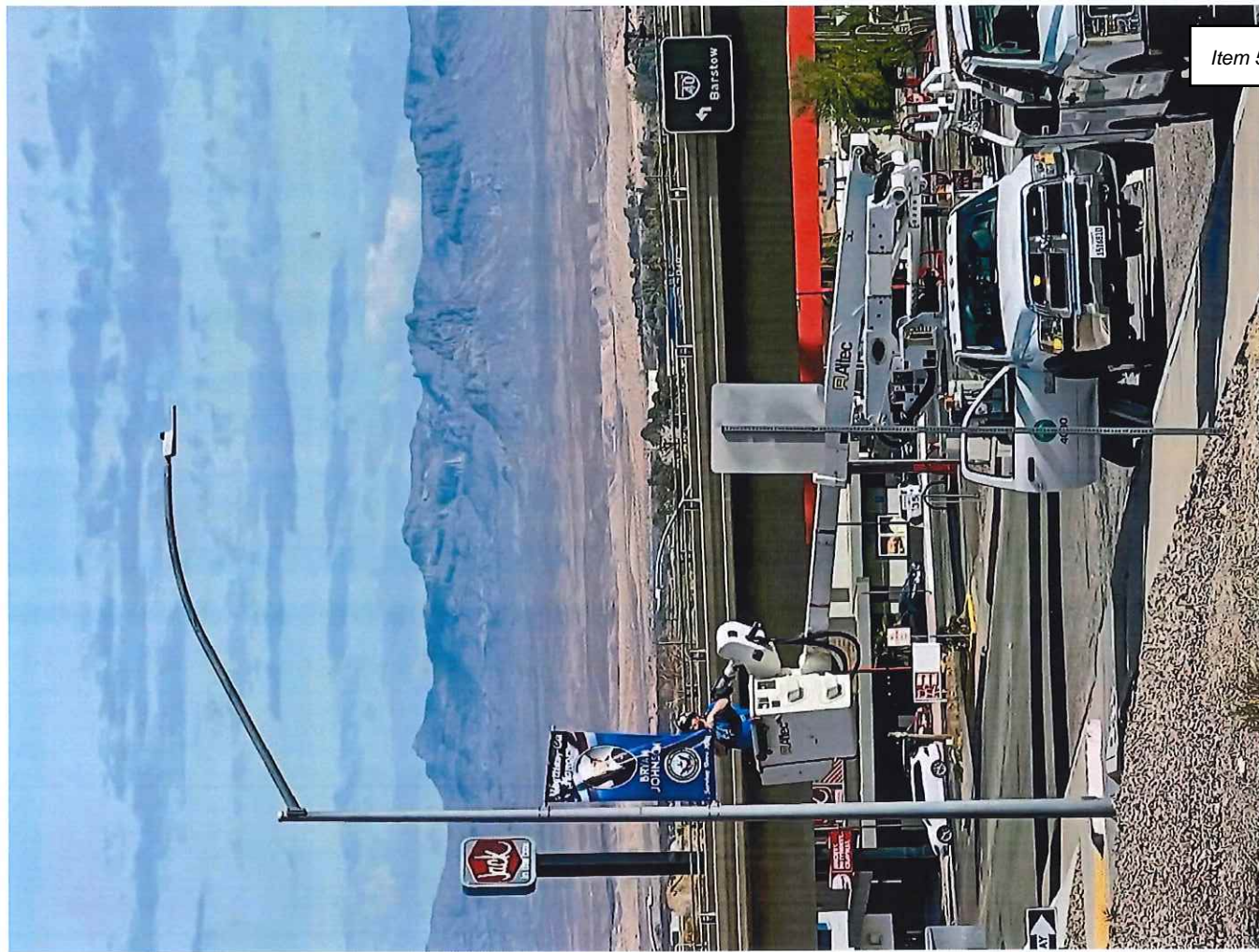
How it Works

Needles Military Moms is hosting an end of the year dollar for dollar matching challenge to raise funds to purchase Military banners to honor our Hometown Heroes on the roads of Needles.

Contact Info

Needles Military Moms  
760-219-1287--Lindsey  
760-217-1123--Donna  
Email: [NeedlesMilitaryMoms@gmail.com](mailto:NeedlesMilitaryMoms@gmail.com)

With PosterMyWall.com



Item 5.





# City of Needles

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

[www.cityofneedles.com](http://www.cityofneedles.com)

Mayor, Janet Jernig  
Vice Mayor Kirsten Mel  
Councilmember Tona Belt  
Councilmember Ellen Campbell  
Councilmember Jamie McCorkle  
Councilmember JoAnne Pogue  
Councilmember Henry Longbrake  
City Manager Patrick J. Martinez

Item 5.

## MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: December 29, 2023

1. As we approach the end of the year, I want to express my gratitude for the incredible teamwork and dedication displayed by each member of our council and the city staff. The past year has been a testament to our collective commitment to enhancing our community.

We've made significant strides in various initiatives to elevate our city's infrastructure, foster community engagement, and ensure sustainable growth. Your guidance and support have been instrumental in driving these endeavors forward.

Reflecting on the accomplishments of this year ignites excitement for what lies ahead:

- \$17 Mil. in Capital Projects:
  - Lillyhill and L Street Booster Station \$3 Mil.
  - Water Treatment Plant \$6 Mil.
  - Needles Bridge Rehabilitation \$1.4 Mil.
  - Duke Watkins, Jack Smith Park, and Bob Belt Beach Park \$6.5 Mil.
- General Plan Updates to Various Elements (Lane Use, Housing, Transportation) \$500,000
- The acquisition of the Housing Authority of the City of Needles is 52 Public Housing Units, 23 Section 8 Vouchers, and 30 Veterans Housing Vouchers.

As we stand on the threshold of a new year, I am eager to continue our collaborative efforts, building upon past successes and exploring innovative strategies to address the challenges and opportunities awaiting us.

In the coming year, I look forward to further collaboration with the council to embark on new projects, implement policies, and prioritize the well-being of our citizens. Together, we can continue to steer our city toward a future defined by progress, inclusivity, and prosperity.

Thank you once again for your unwavering support and dedication to our city. I am honored to serve alongside such a passionate and visionary council. I wish you all a joyful holiday season and a prosperous New Year.

2. City Hall will be closed on Monday, January 1, and Tuesday, January 2, in observance of the New Year. Normal operations will resume on Wednesday, January 3, starting at 8:30 AM. In emergencies, don't hesitate to contact City Staff directly at 760-326-5700. Our after-hours answering service will promptly direct your call to the right staff member.
3. City Staff recently convened with Touchstone's local and Regional Corporate representatives overseeing Rivers Edge Golf Course, marking a pivotal moment as the course reaches its peak condition in years. With a remarkable surge in golf rounds and Touchstones' skilled staff gearing up for the bustling Spring season (January-April), our Director of Golf, JJ Deleon, leads the way with monthly public clinics, private lessons, and expertly managed golf tournaments. For inquiries about these opportunities, kindly contact the Director of Golf, JJ Deleon, at 760-326-3931. Moreover, to attract new enthusiasts, the Touchstone staff has crafted enticing "Stay and Play" packages available through regional hotels and casinos such as Harrah's, Riverside Resort, Edgewater, and Aquarius Resort.
4. The ongoing Street Sign Replacement Project, sanctioned by the City Council in 2021 for three years, is now in its final phase. City Staff has diligently progressed to 65% completion. Additional street signs have been procured and installed to enhance the city's infrastructure.



# City of Needles

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City Manager Patrick J. Martinez

Item 5.

## MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: January 5, 2024

1. On January 5, 2024, a groundbreaking initiative commenced as the San Bernardino County Registrar of Voters unveiled the inaugural BallotMobile: a pioneering Traveling Voter Education event. The BallotMobile embarked on its journey from Needles and is slated to traverse all 24 cities, disseminating vital voter education materials, offering giveaways, and facilitating voter registrations. The event garnered participation from members of the public, City Staff, and the esteemed City Council, as depicted in the attached photo.
2. The City Staff's dedication shines through their proactive approach to promptly addressing streetlight outages. Their weekly inspections ensure swift replacement within a day of detection. In this recent instance, City Staff efficiently tackled outages along Lillyhill Drive, as depicted in the attached photo. For any streetlight outage reports, the public can engage by reaching out to the City of Needles billing office at 760-326-2115 press #9 or leveraging the convenient Needles Connect app, available for download on both Android and Apple products (refer to attached Needles Connect download instructions).
3. On January 3, 2024, the Planning Commission greenlighted a 160-foot Telecommunication Tower (monopole) designated for Verizon Wireless on National Old Trails Highway. This project is designed to accommodate up to four additional wireless carriers and involves installing a chain-link fence enclosure, complete with privacy slates encompassing the proposed 50'x50' leased area. Moreover, the project incorporates the installation of multiple Verizon Antennas strategically located adjacent to an existing tower on the same parcel. To ensure safety, the Planning Commission conditioned the inclusion of a flashing lighting system on the structure to alert low-flying aircraft. Refer to the attached image of the project.

4. On January 3, 2024, the Planning Commission appointed Bob Rath as Chair and Michael Wright as Vice Chair for 2024, entrusting them with leadership roles pivotal to the commission's operations and decisions.
5. On the evening of Monday, January 1, 2024, City Staff received an alert regarding a sewer overflow at the golf course's back nine bathroom. The issue originated from a surge at the River Road lift station triggered by a high water alarm. This surge activated both pumps, resulting in a significant overflow of wastewater into the line connected to the golf course restrooms, as the golf course directly ties into the River Road Lift Station.

In a swift response on Tuesday morning, January 2, 2024, City Staff confirmed an approximate spillage of 500 gallons of effluent. They promptly identified the cause and immediately cleaned and sanitized the affected area, eliminating any potential hazards to the public. Adhering to the guidelines outlined in the Needles Sewer Overflow Prevention and Response Plan, the City Staff notified the State Water Resources Control Board.



# 1. BALLOTMOBILE: TRAVELING VOTER EDUCATION



Item 5.



## 2. STREETLIGHT OUTAGE REPLACEMENT PROGRAM

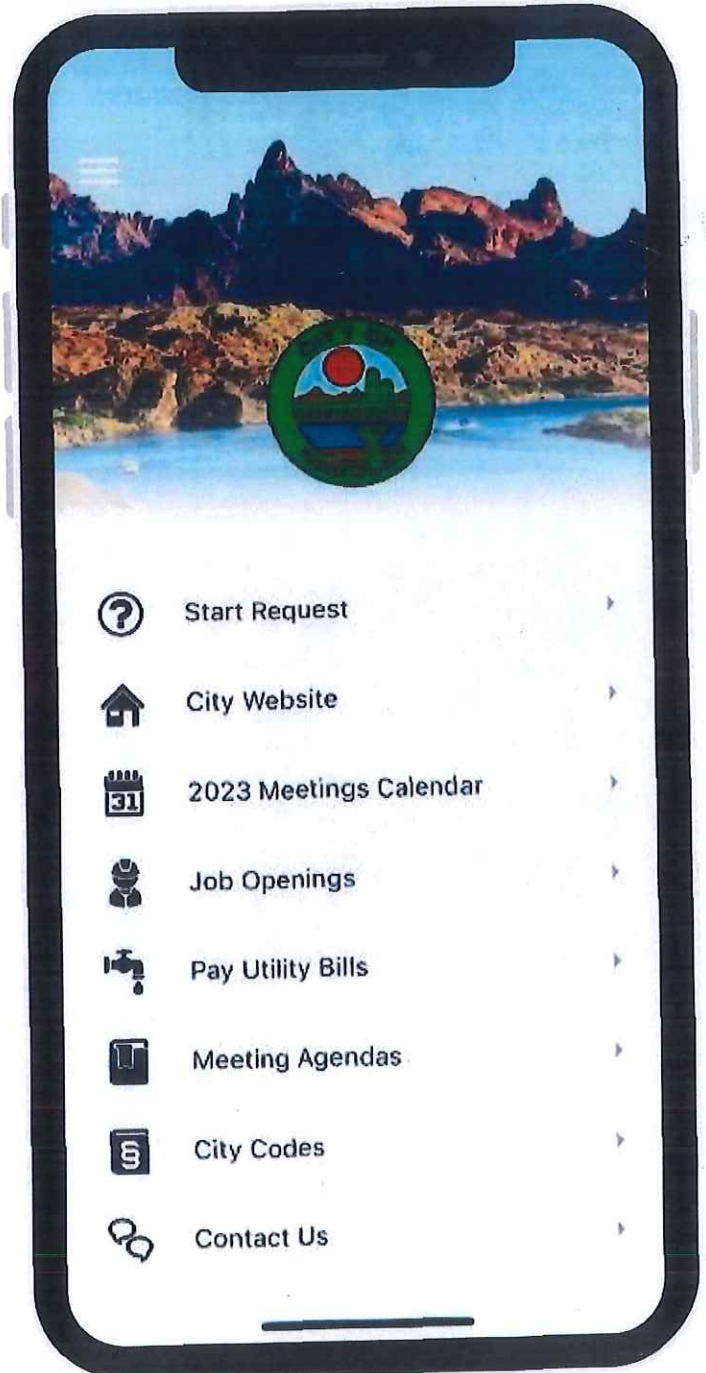


# Download Needles Connect

- Access Information
- View latest Updates
- Receive Notifications
- And more...



Powered by GOGov





CA-1374

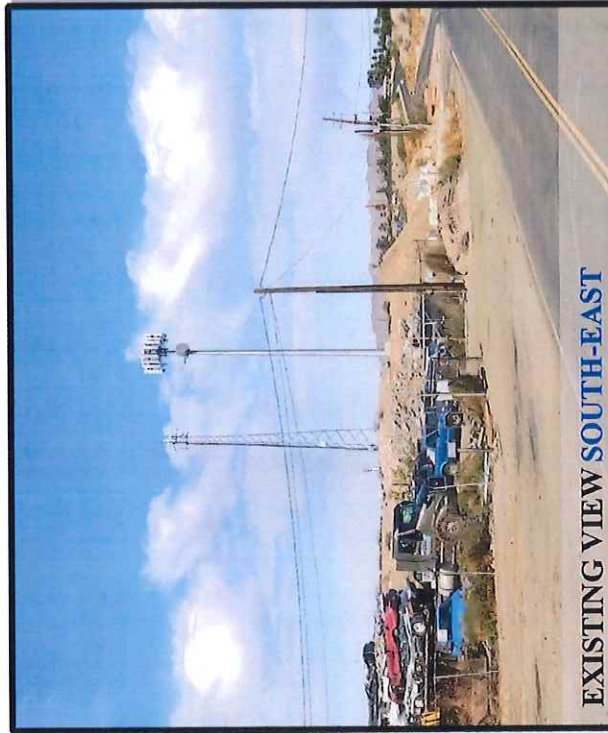
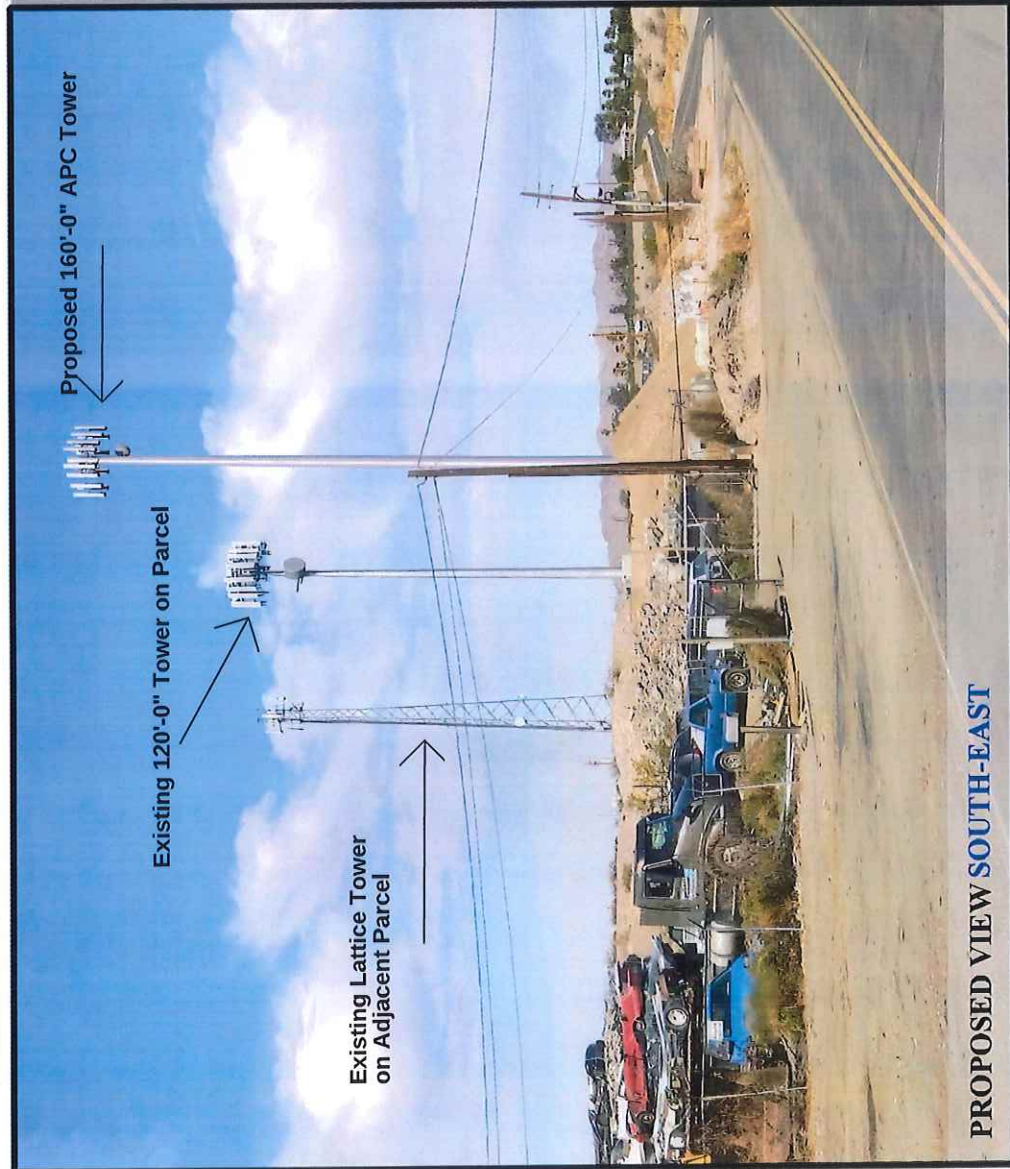
**APC Towers**

NSB

National Old Trails Rd., Needles, CA 92363



Eukon Group  
65 Post, Suite 1000 - Irvine,  
CA, 92618 - (949) 553-8566



**SITE COORDINATES**

Latitude: 34° 51' 57.74"  
Longitude: -114° 38' 07.81"



**SHEET NUMBER**