



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

## AGENDA

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

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**THE PUBLIC MAY ALSO 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](mailto:cclark@cityofneedles.com)**

**TO JOIN THE LIVE TEAMS MEETING: log into the City of Needles website at  
[www.cityofneedles.com](http://www.cityofneedles.com) to access the agenda and [Click here to join the meeting](#)**

***If asked, enter the following: Meeting ID: 761 471 455#  
OR listen in and participate by calling Teams: 1-323-488-2227 - Meeting ID: 761 471 455#  
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.

### **INFORMATION / UPDATES**

1. Administer Oath of Office to newly appointed Commissioner Larry Ford
2. Housing Authority Update:
  - The Housing Authority of the City of Needles (HACN) has amended the Annual and/or 5-year Plan by implementing changes to the Public Housing Admissions and Continued Occupancy (ACOP) of the Section 102, 103, and 104 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA). Violence Against Woman's Act (VAWA), as well as, Veterans Affairs Supportive Housing (VASH).
  - The HACN is working with Technical Assistance (TA) from HUD to amend the Annual and/or 5-year Plan. By implementing changes to the Administration Plan for the Housing Choice Voucher (HCV) voucher program, also known as, Section 8. 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).

- The HACN is partnering with Veteran Affairs (VA) representatives to provide an efficient transition within the referral process to administer the VASH vouchers.
- The HACN has received funding from the U.S. Department of Housing and Urban Development (HUD) to administer the Veterans Affairs Supportive Housing (VASH) vouchers effective May 1, 2024

## **REGULAR ITEMS**

3. Approve the Minutes of October 25, 2023

## **COMMISSIONER REQUESTS**

## **CITY MANAGER 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: January 19, 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 Deermar, 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 19th day of January 2024

/s/ Candace Clark, CPMC, Assistant City Clerk



## MINUTES

Item 3.

**REGULAR MEETING OF THE  
HOUSING COMMISSION OF THE CITY OF NEEDLES  
WEDNESDAY, OCTOBER 25, 2023 @ 4:00 P.M.  
CITY COUNCIL CHAMBERS - 1111 BAILEY AVENUE, NEEDLES**

### **CALL TO ORDER**

*Chair Mauer called the meeting to order at 4:01 pm*

### **ROLL CALL PRESENT**

*Commissioner Tamera Kissell  
Commissioner Deana Tucker  
Chair Chris Mauer*

### **ABSENT**

*None*

*Also in attendance were Housing Manager Angelica Deerner, City Manager Patrick Martinez, and Assistant City Clerk Candace Clark*

### **PLEDGE OF ALLEGIANCE** *led by Chair Mauer*

### **APPROVAL OF AGENDA**

*Commissioner Tucker moved, second by Commissioner Kissell, to approve the agenda as submitted.  
Motion carried by the following roll call vote:*

**Ayes:** Commissioners Kissell, Mauer, and Tucker  
**Noes:** None  
**Absent:** None

### **CONFLICT OF INTEREST** – *None*

### **CORRESPONDENCE** - *None*

### **INTRODUCTIONS** – *Chair Mauer recognized Council Member Pogue*

### **PUBLIC APPEARANCE** – *None*

### **REGULAR ITEMS**

#### **1) Housing Authority of the City of Needles Update**

*Update given by City Manager Patrick Martinez*

#### **2) Approve the Minutes of August 23, 2023**

*Commissioner Kissell moved, second by Commissioner Tucker, to approve the minutes of August 23, 2023. Motion carried by the following roll call vote:*

**Ayes:** Commissioners Kissell, Mauer, and Tucker  
**Noes:** None  
**Absent:** None

### **BOARD REQUESTS** - *None*

### **CITY MANAGER REPORT**

*City Manager Patrick Martinez gave report*

### **ADJOURNMENT**

*Chair Mauer adjourned the meeting at 4:35 pm.*

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Chair Chris Mauer

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Assistant City Clerk Candace Clark



# City of Needles

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

Mayor, Janet Jernigan  
Vice Mayor Kirsten  
Councilmember To Item 4.  
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: 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





## 2. STREETLIGHT OUTAGE REPLACEMENT PROGRAM

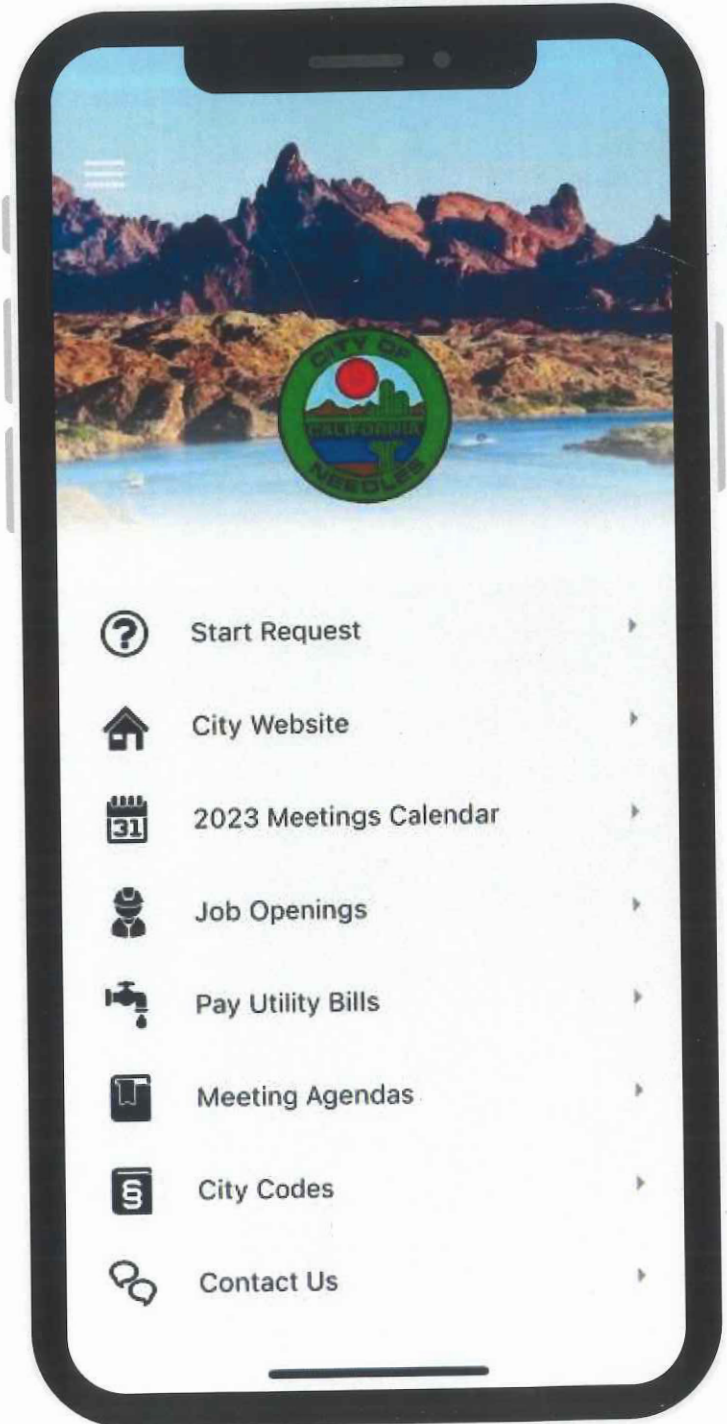


# Download Needles Connect

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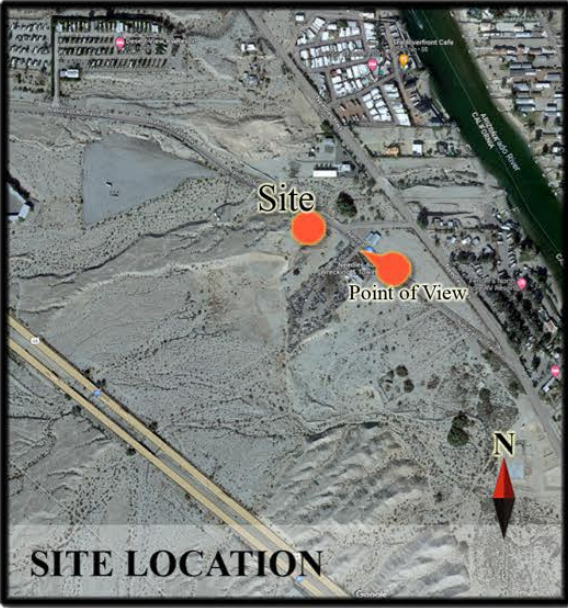
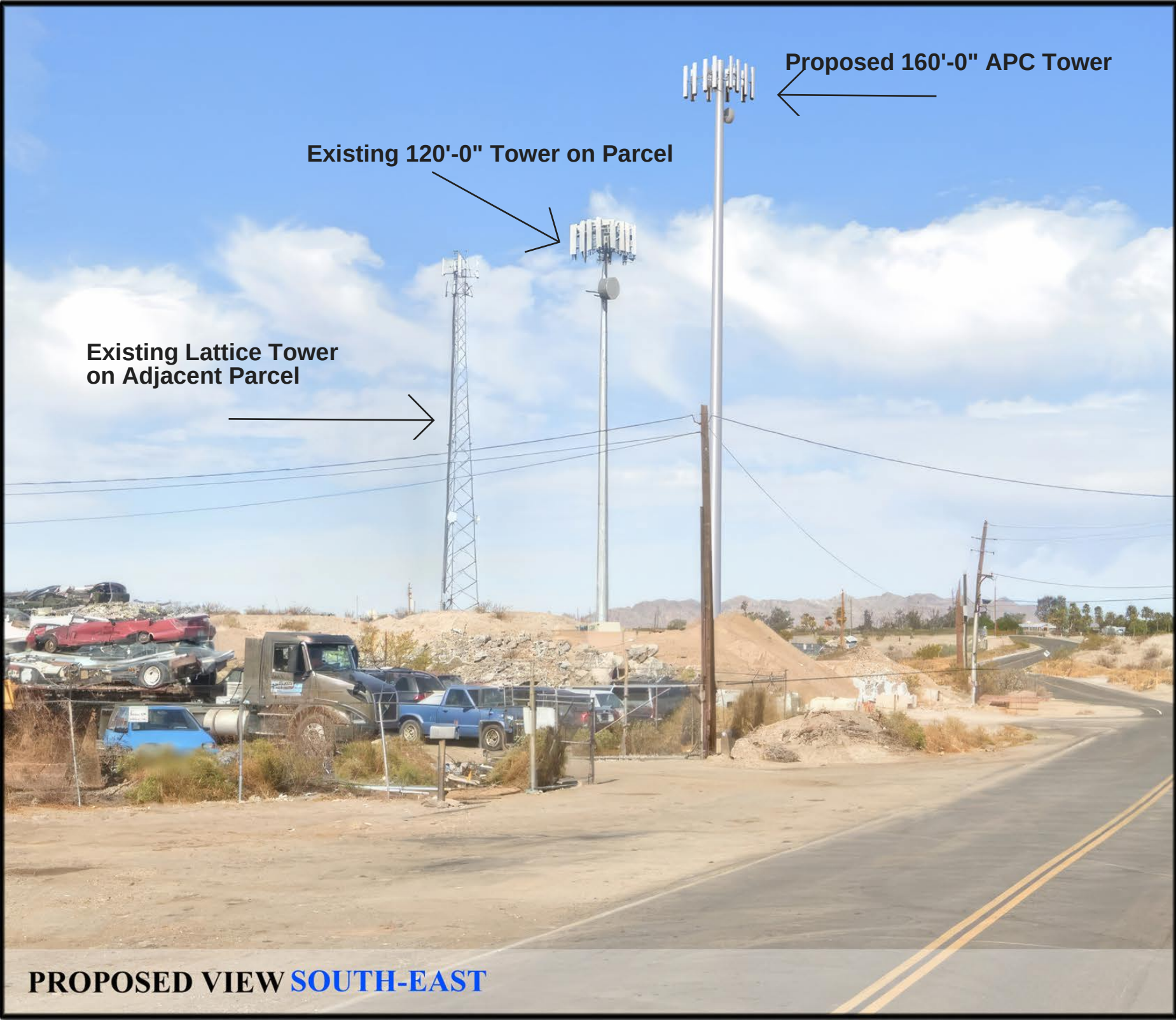






Eukon Group  
65 Post, Suite 1000 - Irvine,  
CA, 92618 - (949) 553-8566

Item 4.



**SITE COORDINATES**

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

**SHEET NUMBER**

1  
3





## MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: January 12, 2024

1. City Staff has invited sealed bids for the purchase of miscellaneous equipment and vehicles. Sealed bids will be received at the Office of the Clerk, 817 Third Street, Needles, California until 3:00pm on, January 31, 2024 at which time the bids will be publicly opened. Auction details can be found at [www.cityofneedles.com](http://www.cityofneedles.com). Reference the attached advertisement for bids.
2. In collaboration with St. Vincent de Paul, the Needles Unified School District, and City Staff, we have successfully submitted a Capacity Building application to the California Air Resources Board (CARB). We are pleased to announce that we have been preliminarily awarded a Planning Grant of \$370,730. This substantial grant will catalyze our joint efforts to craft a comprehensive critical infrastructure plan with both entities. The primary objective is to make tangible improvements that positively impact the lives of our community's residents. We are enthusiastic about this project's possibilities and are dedicated to fostering a community with enhanced infrastructure and improved quality of life for all its members. Reference the attached Preliminary Award Letter.
3. In 2009, the owner of the Sage Motel embarked on a transformative journey to convert the property into a senior assisted living facility. After 14 years of dedicated effort, I am delighted to announce that the building has obtained a Certificate of Occupancy. This milestone signifies that Sage Motel is officially ready to proceed with its intended purpose – providing housing for medical services to serve our community better.
4. The Firetruck Restoration Project has been a continuous effort over several years, relying on donations as they become available. In September of last year, the City purchased the remaining specialized parts, including the radiator and water pump, to make the firetruck operational.

City staff recently met with the dedicated volunteers working on the restoration, and together, we identified a few remaining small items necessary to mobilize the firetruck fully, totaling a few thousand dollars. An additional \$15,000 will be needed to finalize this significant community initiative. In collaboration with the restoration volunteers, City Staff is actively working on launching a fundraising campaign to secure the additional funds required to complete the Fire Truck Restoration Project.



# ADVERTISEMENT FOR BIDS

Item 4.

NOTICE IS HEREBY GIVEN that the City of Needles invites sealed bids for the purchase of miscellaneous equipment and vehicles. Bids will be received at the Office of the City Clerk, 817 Third Street, Needles, California 92363, until **3:00 P.M. on, January 31, 2024** at which time they will be publicly opened and read aloud. Each sealed bid shall be clearly marked on the outside of the envelope: **"Sealed Bid – CITY OF NEEDLES – MISCELLANEOUS EQUIPMENT AND VEHICLES." (SPECIFY ITEM NUMBER(S) ON BID ENVELOPE)**

Item #	Description	Minimum Bid
1	Clark Equipment LPG Forklift, 2850 capacity – Hours 577	\$1,000.00
2	Various Pole Mount Transformers – Sized 10-167.5 kVA 100 available	\$ 1.25/kVA
3	Various Pad Mount Transformers – Sized 25-1000 kVA 45 available	\$ 1.25/kVA
4	Wire Scraps – Sized #6 – 750MCM	\$ 100.00
5	1995 International Double Bucket Boom Truck 4X4 – Hours 880 – Mileage 83274	\$ 10,000.00
6	2005 Chevy 2500 – Mileage 142,624	\$ 100.00
7	2005 Chevy Colorado - Mileage 80,862	\$ 500.00
8	1996 Chevy 1500 - Mileage 155,928	\$ 100.00
9	1996 Chevy 2500 – Mileage 152,320	\$ 100.00
10	2006 Ford Ranger – Mileage 103,482	\$ 100.00
11	1996 Chevy 2500 – Mileage 65,445	\$ 1,000.00
12	2007 Chevy 2500 Diesel 4X4 – Mileage 291,826	\$ 1,000.00
	Burlap Sacks	
13	Approximately 80 Bundles of 1,000 bags per bundle, two sizes 18x30, 22x36.	\$ 50.00
14	Miscellaneous Blue Fence	\$ 40.00
15	JCB Backhoe Tractor – Hours 113	\$ 1,000.00
16	Miscellaneous Scrap Metal	\$ 500.00
17	Miscellaneous Winches	\$ 50.00
18	Condor Lift – Hours 85	\$ 500.00
19	Massey Ferguson Gannon Tractor – Hours 555	\$1,500.00
20	John Deere Pump Engine – Hours 1.4	\$ 100.00
21	Chevy S10 – Mileage 291,826	\$ 100.00
22	Pallet Jack	\$ 20.00
23	Brass Meters (approximately 1,700)	\$ 1,500.00
24	Miscellaneous Scrap	\$ 1,000.00
25	2008 El Dorado Aerolite Transit Van Unit #54 – Mileage 92,145	\$ 1,000.00
26	2012 Elkhart Transit Van Unit #N7 – Mileage 166,676	\$ 2,500.00
27	1995 Chevy S10 – Mileage 103,073	\$ 1,000.00

Place your sealed bid with the item number(s) and description(s) of what you are bidding on and return to 817 Third Street. Bidder will be responsible for loading and removal of items within five (5) business days of opening. Waiver of liability is required by the City of Needles. Photos of the items are listed at the City of Needles website, [www.cityofneedles.com](http://www.cityofneedles.com) - most items are available for public viewing at the City Yard, 122 Robuffa, 7:00 a.m. – 2:00 p.m. Monday through Friday. Please call Dale Jones at 760-326-2113 X145 if you have any questions. It is the responsibility of the bidder to see that any bid sent through the mail shall have sufficient time to be received by the City Clerk prior to bid opening time. Late bids will be returned to the bidder unopened. Electronic and telephone bids will NOT be accepted.

The City reserves the right to reject any and all bids, or to award any portion herein, or to waive any informalities and/or irregularities in any bid, and to award the bid to the highest responsible and/or the most qualified bidder based upon criteria established by the City.

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

Posted January 4, 2024

January 12, 2024

Rainie Torrance  
Utility Manager  
City of Needles  
817 Third Street  
Needles, CA 92363  
[rtorrance@cityofneedles.com](mailto:rtorrance@cityofneedles.com)

Dear Rainie Torrance,

Thank you for submitting the City of Needles application for the California Air Resources Board's (CARB) Fiscal Year 2022-23 joint request for Applications (RFA) under Planning and Capacity Building (Planning), Clean Mobility for Schools (CMIS), and the Sustainable Transportation Equity Project (STEP). The City of Needles submitted a comprehensive and equity-driven application that meets the objectives and goals of the RFA. CARB is pleased to preliminarily offer a Planning Grant award for \$370,729.67 to support the City of Needles implementation of the Needles Active Transportation Plan. As a contingency to this offer, CARB requests that the City of Needles work with CARB to update the project scope for the Grant Agreement to include steps to meaningfully engage with, and, as feasible, directly partner with the Fort Mojave Indian Tribe.

Planning Grants will be administered by a Statewide Planning and Capacity Building Administrator (PCB Administrator). The PCB Administrator is responsible for activities such as executing the grant agreement, reviewing and approving disbursements requests, disbursing funds in accordance with the RFA, project implementation support, and generally providing oversight and accountability. Planning Grantees will primarily coordinate with the PCB Administrator throughout the grant term.

The PCB Administrator has been selected and will be announced in January 2024. The process for getting the PCB Administrator onboarded will take several months. In the meantime, CARB will work with you on all preliminary steps needed prior to successfully executing your Grant Agreement with the PCB Administrator by July 2024.

CARB is requesting an official response to this preliminary award offer. Please draft a response letter on the City of Needles letterhead using the attached template and email it to Violet Martin at [violet.martin@arb.ca.gov](mailto:violet.martin@arb.ca.gov) by January 26, 2024. The letter should indicate whether you accept or do not accept the preliminary award offer, including whether you accept or do not accept modifying the scope as described above. If the response is an acceptance of the offer, please also indicate whether you will need council or board approval before signing a Grant Agreement with the PCB Administrator.

CARB will confirm receipt of your award acceptance letter once received. In February, we will assign a CARB liaison who will send you the templates and forms needed to complete

the post-award requirements outlined below and will work with you on developing the Grant Agreement until work activities transition to the PCB Administrator.

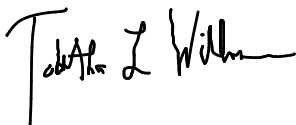
The City of Needles must provide the following additional information to CARB by May 14, 2024:

- Letter from regional planning agency that documents which strategies in the most recently adopted Sustainable Community Strategy the project will contribute to implementing.
- Completed Payee Data Record, based on a form provided by CARB.
- Resolution(s) of its governing board that commits the entity to do the following things:
  - Comply with the requirements of the Grant Agreement.
  - Accept the grant funds.
  - Allocate and authorize any resource contributions that the City of Needles has committed as part of the application.
  - CARB recommends the resolution allow for grant amendments without governing board approval.

As a reminder, no agreement is in effect until the Grant Agreement is signed by both your authorizing signatory and the PCB Administrator. Therefore, any work completed prior to this time will not be compensated or reimbursed. Administrative efforts that occur after the issuance of this preliminary award letter and before the execution of the Grant Agreement can be counted toward the project's resource contributions. Please do not publicly announce this preliminary award without coordination and advanced approval from CARB.

Congratulations on your preliminary selection. We look forward to working with your team to make the Needles Active Transportation Plan a success for the benefit of the City of Needles. If you have any questions or need further clarification, please reach out to Violet at (279) 842-9962 or by email at [violet.martin@arb.ca.gov](mailto:violet.martin@arb.ca.gov).

Sincerely,



Tabetha Willmon, Manager  
Clean Transportation Outreach Section  
Mobile Source Control Division  
[tabetha.willmon@arb.ca.gov](mailto:tabetha.willmon@arb.ca.gov)  
(279) 842-9682

cc: Lisa Macumber, Branch Chief, Mobile Source Control Division  
Violet Martin, Air Pollution Specialist, Mobile Source Control Division



Rainie Torrance, Utility Manager  
January 12, 2024  
Page 3

#### Attachments

- Acceptance letter template