



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

## AGENDA

REGULAR MEETING OF THE  
CEMETERY ADVISORY COMMISSION OF THE  
CITY OF NEEDLES, CALIFORNIA  
THURSDAY, JANUARY 16, 2025 AT 3:00 PM  
EL GARCES HISTORIC DEPOT  
950 FRONT STREET, NEEDLES

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THE PUBLIC MAY ATTEND VIA TEAMS AND MAY SUBMIT ANY COMMENTS  
IN WRITING PRIOR TO NOON ON THE DAY OF THE MEETING BY  
EMAILING [csallis@cityofneedles.com](mailto:csallis@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: 884 786 142#  
OR listen in and participate by calling Teams: 1-323-488-2227 - Meeting ID: 884 786 142#  
Meetings are being recorded

CALL TO ORDER - ROLL CALL

ADMINISTER OATH OF OFFICE TO NEW COMMISSIONER SCOTT DRESSLER - 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 come to the podium and 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 Commission 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 16, 2024 (ACT)
2. Selection of Chair and Vice Chair for the ensuing year of 2025 (ACT)

- [3.](#) Possible designation of a pet cemetery within the boundaries of the Needles Riverview Cemetery (DIS)
- [4.](#) Commission input for consideration in the 2025-2026 fiscal year budget (DIS)

#### **MANAGER'S REPORT**

- [5.](#) Manager's Report December 27, 2024 and January 3, 2025

#### **COMMISSION REQUESTS**

#### **ADJOURNMENT**

**INTERNET ACCESS TO COMMISSION AGENDA AND STAFF REPORT MATERIAL IS AVAILABLE PRIOR TO THE MEETING AT: [HTTP://WWW.CITYOFNEEDLES.COM](http://www.cityofneedles.com)**

**Posted: January 10, 2025**

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

*In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact 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 16, 2024

The adjourned regular meeting of the Cemetery Advisory Commission held on the 16th day of May, 2024, was called to order at 3:00 p.m. with CHAIRWOMAN BALDWIN presiding and the following COMMISSIONERS present:

COMMISSIONERS FORD AND ROCKWOOD

Also Present: COMMUNITY SERVICES MANAGER SALLIS

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

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

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 adjourned regular meeting held January 25, 2024  
2. Decoration Day (May 24) / Memorial Day Program (May 27) to be held at the Cemetery (information only)  
Motion carried by the following roll call vote:

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

REG ITEMS: After review and discussion of the draft 2024-2025 fiscal year budget including the capital improvement plan, it was the consensus of those present to move #6 (Pioneer Cemetery security and hillside stabilization) on the capital improvement plan to #4 and drop the rest down accordingly.

DRAFT  
2024-25 FY  
BUDGET

COMMISSIONER FORD MOVED, SECONDED BY CHAIRWOMAN BALDWIN, to approve the draft 2024-2025 fiscal year budget including the capital improvement plan with a change to move #6 (Pioneer Cemetery security and hillside stabilization) to #4 and drop the rest down accordingly. Motion carried by the following roll call vote:

May 16, 2024

Page 2

AYES: CHAIRWOMAN BALDWIN, COMMISSIONERS  
FORD AND ROCKWOOD

NOES: NONE

ABSENT: COMMISSIONERS LONG AND WILLIAMS

MGR RPT CHAIRWOMAN BALDWIN acknowledged the city manager's reports for  
4-26-24 and 5-3-24.

COM RQSTS:None

CHAIRWOMAN BALDWIN declared the adjourned regular meeting of the Cemetery Advisory  
Commission held on the 16th day of May, 2024, adjourned at 3:25 p.m.

ATTEST: \_\_\_\_\_  
Chairwoman

\_\_\_\_\_  
Community Services Manager



## City of Needles, California Request for Commission Action

☐ CITY COUNCIL ☒ CEMETERY BOARD

☒ Regular ☐ Special

**Meeting Date:** January 16, 2025

**Title:** Selection of a Chair and Vice Chair for the ensuing year of 2025

**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 2025.

Appoint \_\_\_\_\_ as Vice Chair for the ensuing year of 2025.

**Submitted By:** Cheryl Sallis

**City Manager Approval:** Patrick J. Martinez

**Date:** 1/7/2024

**Other Department Approval (when required):** \_\_\_\_\_

**Date:** \_\_\_\_\_

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: \_\_\_\_\_



## City of Needles, California Request for Commission Action

☐ CITY COUNCIL ☒ CEMETERY BOARD

☒ Regular ☐ Special

**Meeting Date:** January 16, 2025

**Title:** Possible designation of a pet cemetery within the boundaries of the Needles Riverview Cemetery

**Background:** A discussion was had at the January 25, 2024 meeting regarding possible designation of a pet cemetery - see minutes attached. In a follow up with the city attorney's office, "It looks like AB 528 is inactive/died, having been held in senate committee under submission".

Staff reached out to the Palm Springs Cemetery District and found that they formed a nonprofit as they could not create a pet cemetery under a public cemetery district as State law does not allow such. Their District designated 5 acres of land for a pet cemetery for \$1 and the nonprofit will raise donations to put in and maintain the pet cemetery (not yet to this point). They did caution to make sure our cemetery has enough land for residents as lack of land for human interment could cause issues.

Pet and/or human/pet burial section is included on the Capital Improvement Plan with a cost estimate of \$10,000. Funds could be considered for inclusion in the 2025-2026 fiscal year budget for legal fees to begin the research to possibly set up a nonprofit and transfer land.

**Fiscal Impact:** City attorney legal fees to research/set up a nonprofit and transfer land for the purpose of establishing a pet cemetery. Additional costs would include surveying, parcel map preparation, recording and other fees to split and transfer the property.

**Environmental Impact:**

**Recommended Action:** Include funding in the 2025-2026 fiscal year budget to start the process for possible creation of a nonprofit to establish a pet cemetery within the boundaries of the Needles Riverview Cemetery.

**Submitted By:** Cheryl Sallis

**City Manager Approval:** Patrick J. Martinez

**Date:** 1/7/2024

**Other Department Approval (when required):** \_\_\_\_\_

**Date:** \_\_\_\_\_

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: \_\_\_\_\_

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

CHAIR &  
V CHAIR

COMMISSIONER FORD MOVED, SECONDED BY COMMISSIONER  
ROCKWOOD, to appoint CHAIRWOMAN BALDWIN as Chair and VICE  
CHAIRWOMAN WILLIAMS as Vice Chair for the ensuing year of 2024.  
Motion carried by the following roll call vote:

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

PET CMTRY

Manager Sallis explained City Attorney John Pinkney's findings regarding establishment of a pet cemetery in Needles Riverview which was: "The applicable state code sections do not provide guidance on whether a city can establish a pet cemetery at a cemetery for humans. The law applicable to "cemetery districts" however only allows animals to be buried at a pet cemetery. While it is our understanding that the Needles cemetery is not a cemetery district, the statutes dealing with cemetery districts provide some indication that the legislature intended that pet cemeteries be established only for pet remains. We did find that the Palm Springs cemetery district was working on setting up a pet cemetery but it may have been on a property or parcel separate and apart from the human cemetery it operates." Manager Sallis noted that there is also an 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. This Bill is processing through the State Legislative processes but has not yet been signed into law. Staff will monitor AB528 and, if and when it becomes law, will resubmit for Commission consideration the required rules and regulations for human and pet burials.

CHAIRWOMAN BALDWIN explained that with such a large area within our cemetery, she would like to see a section set aside for pets only.

2024-2025FY  
BUDGET

Manager Sallis explained that she is looking for Commission input for consideration during the 2024-2025 fiscal year budget preparation. COMMISSIONER ROCKWOOD spoke on the lowering device at the cemetery and either not having one or operational issues with it; and the Pioneer Cemetery which is beautiful but being destroyed. She felt there needs to be no off-road vehicles signs posted around the perimeter. COMMISSIONER FORD pointed out that Toro, El Centro, has a zero turn mower with grass catcher.

Commission items for 2024-2025 fiscal year budget consideration include: leave in tree trimming of the 22 trees onsite; possibility of electric substation lease of cemetery property; and pet and/or human/pet cemetery funding of \$10,000.



## City of Needles, California Request for Commission Action

☐ CITY COUNCIL ☒ CEMETERY BOARD

☒ Regular ☐ Special

**Meeting Date:** January 16, 2025

**Title:** Commission input for consideration in the 2025-2026 fiscal year budget

**Background:** Staff will soon be starting the budget process for 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, 2024 (first half) along with the approved Capital Improvement Plan FY 2025 (note: cost estimates have not been updated to include increased costs).

2024-2025 budget revision meeting with the city manager is scheduled for tomorrow and the only proposed change will be an increase in water (budgeted \$65,250; actual \$43,872)

**Fiscal Impact:**

**Environmental Impact:**

**Recommended Action:** Commission Discretion

**Submitted By:** Cheryl Sallis

**City Manager Approval:** Patrick J. Martinez

**Date:** 1/7/2024

**Other Department Approval (when required):** \_\_\_\_\_

**Date:** \_\_\_\_\_

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

**Agenda Item:** \_\_\_\_\_



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	31,306	35,131	20,000	20,000	7,950	0
206-5771-361.01-00	INTEREST EARNINGS CITY-GF	2,275	5,088	300	300	0	0
206-5771-363.08-00	CEMETERY ENDOWMENT	0	0	1,000	1,000	1,200	0
206-5771-381.08-00	TRANSFERS FROM GEN'L FUND	180,216	127,752	215,191	215,191	107,598	0
206-5771-395.00-00	MISCELLANEOUS	750	625	375	375	0	0
		-----	-----	-----	-----	-----	-----
		214,547	168,596	236,866	236,866	116,748	0
* CEMETERY							

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	TWO YEARS AGO ACTUALS	LAST YEAR'S ACTUALS	ORIGINAL BUDGET	ADJUSTED BUDGET	Y-T-D ACTUAL	MID-YEAR REVISION
CEMETERY							
206-5771-452.10-10	*SALARIES	68,513	77,797	85,201	85,201	41,221	0
206-5771-452.10-20	*OVERTIME	1,658	2,174	2,478	2,478	837	0
206-5771-452.23-10	*FICA SOC SEC/M-CARE INS	4,573	5,097	6,707	6,707	2,657	0
206-5771-452.24-10	*GROUP INSURANCE	20,696	22,130	29,362	29,362	11,345	0
206-5771-452.24-30	*WORKERS' COMPENSATION	2,520	2,496	2,920	2,920	1,452	0
206-5771-452.25-00	*PERS/RETIREMENT CONTRIB.	6,208	7,556	8,323	8,323	4,003	0
206-5771-452.25-01	*PERS-UNFUNDED LIABILITY	4,431	7,202	9,700	9,700	9,342	0
206-5771-452.41-10	ELECTRIC UTILITIES	451	546	740	740	295	0
206-5771-452.41-20	WATER UTILITIES	41,853	55,869	65,250	65,250	43,872	0
206-5771-452.41-30	SEWER UTILITIES	887	1,004	1,125	1,125	514	0
206-5771-452.43-03	VEHICLE MAINT/REPAIR	0	93	500	500	0	0
206-5771-452.43-04	EQUIPMENT MAINT/REPAIR	3,220	1,847	3,500	3,500	315	0
206-5771-452.43-18	FACILITY MAINT/REPAIR	440	2,517	3,200	3,200	777	0
206-5771-452.43-28	PIONEER CEMETERY	0	3,233	1,000	1,000	0	0
206-5771-452.43-34	TREE TRIMMING	0	0	2,000	2,000	0	0
206-5771-452.51-11	*LIABILITY INSURANCE	4,513	5,200	5,200	5,200	3,064	0
206-5771-452.51-12	*BLANKET BOND INSURANCE	24	25	30	30	26	0
206-5771-452.51-15	*PROPERTY INSURANCE	408	492	530	530	252	0
206-5771-452.53-00	ADVERTISING	382	425	200	200	0	0
206-5771-452.61-01	OFFICE SUPPLIES	18	19	100	100	0	0
206-5771-452.61-08	FERTILIZER	0	0	400	400	0	0
206-5771-452.61-10	CHEMICALS	0	0	400	400	0	0
206-5771-452.61-12	IRRIGATION & DRAIN SUPPL	267	1,658	2,000	2,000	427	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							
206-5771-452.61-20	SPRINKLERS	0	0	1,000	1,000	0	0
206-5771-452.61-33	NEW TOOLS	950	0	1,500	1,500	0	0
206-5771-452.62-00	VEHICLE FUEL	1,798	657	3,500	3,500	383	0
206-5771-452.70-00	EQUIPMENT	0	0	0	19,108	19,108	0
		-----	-----	-----	-----	-----	-----
		163,810	198,037	236,866	255,974	139,890	0
*	CEMETERY						

CAPITAL IMPROVEMENT PLAN					DRAFT
FY 2025					
				Cost Estimate	Funding Source
Cheryl	CEMETERY				
	1.	New irrigation system within Cemetery & future site		400,000	?
	2.	Pet and/or human/pet burial section		10,000	?
	3.	Solar shade cover at maintenance yard (grant funded?)		100,000	?
	4.	Pioneer Cemetery security & hillside stabilization		125,000	?
	5.	Automated cemetery records (incl. cost of data input)		15,000	?
	6.	Standalone onsite columbarium (cremains only)		25,000	?
	7.	Install new well on grounds for irrigation		850,000	?
	8.	Use of reclaimed water (in lieu of new well)		1,200,000	?
		Cemetery Total (estimate)		2,725,000	
** Pioneer Cemetery moved up in priority per Commission action on May 16, 2024					



# 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 Ellen Campbell  
Councilmember Tona Belt  
Councilmember Jamie McCorkle  
Councilmember JoAnne Pogue  
Councilmember Henry Longbrake  
Councilmember Zachery Longacre

City Manager Patrick J. Martinez

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## MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: December 27, 2024

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1. As we approach the end of 2024, I want to take a moment to reflect on the past year's accomplishments and extend my deepest gratitude to all of you for your unwavering dedication and hard work. Together, we have achieved remarkable progress in enhancing the quality of life for our residents, and your efforts have been instrumental in reaching our shared goals.

Here are just a few highlights of what we accomplished in 2024:

- **Enhanced Community Spaces:** This year, we secured and utilized over **\$5.2 million in grant funding** to improve public spaces and facilities across Needles. Among these achievements is the \$3,965,400 Statewide Park Development and Community Revitalization Program grant, which supported significant upgrades at Duke Watkins Park, including a new bicycle pump track, splash pad, and additional amenities, including the expansion of the dog park. Additional grants contributed to beautification projects, infrastructure improvements, and recreational enhancements, reinforcing our commitment to creating vibrant, welcoming spaces for residents and visitors alike.
- **Infrastructure Excellence:** Needles was honored with the prestigious **American Public Works Association (APWA) Award** for innovative infrastructure projects. Furthermore, we earned the **Clean California Designation**, making us the only city in San Bernardino County to receive this recognition from the governor.
- **Economic Growth and Business Support:** Opening new businesses and significant investments in industrial and retail sectors have strengthened Needles as a pro-business community. These developments have bolstered our local economy, created new opportunities for residents, and positioned Needles as an attractive hub for business growth.
- **Community Engagement:** Our city hosted various community events this year, including the **Holiday Fun Fair** and the inaugural **Fall Festival**, which brought residents and visitors together in celebration. These

events highlight our dedication to fostering a connected, vibrant community and enhancing Needles' unique charm.

- **Adaptability and Resilience:** In response to the challenges presented by Rite Aid's closure, we worked diligently to ensure residents retained access to critical resources. This underscores our commitment to serving the community with care and responsiveness, even in adversity.

None of these accomplishments would have been possible without the extraordinary teamwork displayed by every council member and staff member. Your dedication drives our success, and I am truly honored to work alongside such talented and committed individuals. As we prepare to enter 2025, let us build upon the momentum we've created and continue striving to make Needles a thriving, welcoming city for all. Thank you for an incredible year of achievements. Here's to an even brighter and more prosperous year ahead!

2. The City Council has implemented goals that promote **cleanup initiatives** and **beautification efforts** to enhance the city's **appeal and livability** for residents and visitors. This past week, our **Public Works, Parks, Electric, Water, and Wastewater teams** came together to make significant progress toward these goals by addressing several key areas in the city. Their collaborative efforts included cleaning up **Train Park**, where they removed **dead cacti and trees**, spread **rocks**, cleared **DG paths**, eliminated **weeds**, cut back **trees along the fence line**, and cleared **debris** from cutter areas and roadways. **Sidewalks** were also thoroughly cleaned, improving both accessibility and aesthetics. Additionally, the land behind the **Lillyhill Apartments** and the **Senior Center** received much-needed attention, ensuring these spaces align with the city's standards for cleanliness and maintenance.

Further efforts included cleanup on the **J Street ramp**, where **litter** was removed, **sidewalks were cleared of debris**, and **trees were trimmed**. **CalTrans** will assist by removing the remaining **dead trees** when their team returns from vacation. **Street maintenance** also progressed, with **pole holes** completed on **San Clemente, Carty Way, Cali Hernandez, Lilly Hill, Parkway, and Coronado**, and additional **pothole repairs** scheduled next Friday on **Balboa, California Avenue, and Cortez**. Starting Monday, crews will begin **repainting red curbs**, focusing initially near **Carl's Jr.** and working systematically from the **west side of town to the north side**.

These efforts underscore the city's commitment to maintaining its **properties** and **public spaces**, reflecting the values of **collaboration, stewardship, and excellence** outlined in our council's goals. We encourage residents to join these efforts by reporting **public nuisances** to the **City of Needles Code Enforcement** at **760-326-2115 (ext. 123)** or through the **Needles Connect app**, from the [Google Play Store](#) for Android or the [Apple Store](#) for iOS devices. Your input is invaluable in helping us maintain and enhance the community. **Please refer to the attached images** for a snapshot of the crews' hard work and

dedication to improving our city. Together, we can ensure Needles remains a **vibrant and welcoming place** for all.

3. City staff is pleased to report that the program funding is nearing completion, with **13 homes revitalized** through the NBP totaling **\$260,000**. The project is set to conclude in February, having successfully exhausted all available program funds. On April 13, 2021, the **City Council of Needles**, acting as the **Successor Housing Agency** to the former Redevelopment Agency, approved policies for implementing and administering the **Neighborhood Beautification Program (NBP)**. This program, funded by **\$260,000** of the **Low- and Moderate-Income Housing Asset Fund (LMIHAF)**, provides up to **\$20,000 per property** to address **exterior physical deficiencies**, including structures, fences, landscaping, and other visible improvements from public rights-of-way, with a priority on **code-related enhancements**. Earlier this year, **Tony Cossi Construction** assumed the role of licensed contractor for the NBP, succeeding **Brack Construction Inc.**, which held the position since 2022. To continue the momentum of this initiative, city staff will pursue **new funding mechanisms** through **grants** or **state housing dollars** to extend and expand the program's benefits. A formal presentation showcasing the program's achievements will be made to the **City Council**.
4. Duke Watkins Park continues to shine as a premier recreation destination. A world-renowned BMX professional recently visited with his family and praised the exceptional quality of the pump track and skate park, enthusiastically recommending them to others. Our city staff works tirelessly to maintain clean and welcoming parks. Attached is an image showcasing their efforts to keep the skate park in excellent condition. Residents can report any issues at our parks using the **Needles Connect app**, from the [Google Play Store](#) for Android or the [Apple Store](#) for iOS devices.. available on the Google Play Store and Apple App Store. Additionally, the City Council has approved **Ordinance 669-AC**, which promotes safety, cleanliness, and a positive experience at the Pump Track. Key rules include designated hours (5:00 AM–10:00 PM), age restrictions (for ages 5-12, with supervision required for those under 7), and mandatory helmets with recommended protective gear. **Allowed equipment is limited to bicycles**, while motorized bikes, skateboards, and scooters are prohibited. Spectators must remain outside the riding area, and all visitors are expected to help maintain a clean park environment. Thank you to the City Council and our city staff for your continued support in making Needles a standout destination for recreation and community engagement. Refer to the attached image for a glimpse of the park.
5. Over two dozen volunteers joined a **community cleanup** this past weekend, removing approximately **1.5 tons of litter**, including **50 bags of trash**, mattresses, tires, and branches. The event, organized by **Councilmember Longacre** with support from **Mayor Jernigan**, staff, and community members, demonstrated our shared commitment to keeping Needles clean and welcoming. The city will work with property owners to deter **illegal dumping** and

**littering.** Stay tuned for future cleanups, and check out the attached images to see our difference. Building on these efforts, the **Needles Pride Program** promotes clean, attractive neighborhoods through **property upkeep, code compliance**, and organized cleanups. The program encourages **well-maintained landscapes**, removal of **outside storage** and **abandoned vehicles**, proper **trash container placement**, and enforcement of **parking standards**. Residents can schedule up to **three free bulky item pick-ups annually** by calling **1-800-364-3754**. To stay informed about future cleanups and other community updates, download the Needles Connect app from the [Google Play Store](#) for Android or the [Apple Store](#) for iOS devices. With support from our **Public Works** and **Code Enforcement teams**, this initiative fosters community pride and collaboration to create **cleaner, safer Needles. Together, we can make a difference!**

6. **This past Saturday**, two special holiday events brought the Needles community together. They took place near each other and spread cheer throughout the day. The **Tri-State Community Healthcare Clinic Holiday Health Fair** featured community partners like the San Bernardino County Sheriff's and Fire Departments, the Needles High School Interact Club, and new businesses like Route 66 Pharmacy and Colorado River Home Health. Over 200 bags of food were distributed, with heartfelt thanks to everyone who made the event a success. Nearby, **Firehouse Ministries** hosted its **Annual Holiday Toy Drive Giveaway** at El Garces, where children received two Christmas presents each. These separate, well-attended events highlighted the city's commitment to fostering community connections, enhancing residents' well-being, and celebrating the holiday season together.
7. City Hall will be closed on **Tuesday, December 31, and January 1, 2025**, in observance of New Year's. **Regular operations** will resume on Thursday, **January 2, 2024, at 8:30 AM**. For emergencies during the closure, residents can contact City Staff at 760-326-5700, and our after-hours answering service will promptly direct calls to the appropriate staff member. **For public awareness, refer to the attached flyer that has been posted on the front door of City Hall.**
8. **IMPORTANT UPCOMING DATES:**
  - **January 7 – Housing Authority of the City of Needles** ribbon cutting ceremony at **11 am** located at **1624 W Broadway St, Needles, CA 92363**
  - **January 13 –Spring 2024 classes** begin for Palo Verde College Needles Center. **To view the class schedule, visit [Palo Verde College's Schedule of Classes](#).**
  - **January 25 – Community Clean-Up:** Dispose of trash and bulky items for free from **8:00 AM to noon** at various city locations: Gates (Safari Drive), North K (near underpass and BNSF Road), Vista (Nikki Bunch Ball Field), and Cibola (Robuffa near Public Works Yard). Note: Hazardous waste and specific materials are not accepted.



## 2. STREET MAINTENANCE





## 2. STREET MAINTENANCE





## 2. BEAUTIFICATION INITIATIVE





## 4. DUKE WATKINS BEAUTIFICATION





## 4. DUKE WATKINS BEAUTIFICATION





## 4. DUKE WATKINS BEAUTIFICATION





## 5. COMMUNITY CLEANUP





## 5. COMMUNITY CLEANUP





## 7. COMMUNITY CLEANUP



**THIS OFFICE WILL BE CLOSED  
TUESDAY DECEMBER 31, 2024, AND  
WEDNESDAY JANUARY 1, 2025, FOR  
THE NEW YEAR**

**WE WILL REOPEN ON THURSDAY  
JANUARY 2, 2025, AT 8:30 A.M..**



# City of Needles

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

City Manager Patrick J. Martinez

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## MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: January 3, 2024

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1. The City of Needles met with the **San Bernardino County Sheriff's Department (SBCSD)** this week to strengthen efforts to combat graffiti and vandalism in our community. Graffiti is a serious concern for Needles, impacting the City's image and safety. We are committed to taking collaborative action to prevent and address this issue. Recently, graffiti incidents, including vandalism at the skate park, resulted in an individual's swift arrest and citation, thanks to SBCSD's prompt response. The estimated damages from these incidents exceed **\$10,000**, including staff time and materials costs. Restitution will be pursued by those responsible. The City is forming a **multi-agency task force** with SBCSD, the Needles Unified School District, and Caltrans to tackle this challenge. This initiative includes enhanced documentation of graffiti incidents, encouraging residents to report graffiti to SBCSD's non-emergency line at **909-387-8313**, and installing additional security cameras at **Duke Watkins Park** to deter future vandalism. As part of these efforts, the City has introduced a **cash reward** for information leading to identifying and prosecuting those responsible for graffiti. In a personal show of support, the **City Manager** has generously offered to contribute the reward from his own pocket, reflecting a unified commitment to safeguarding Needles and upholding the community's integrity. These measures, combined with partnerships, enhanced surveillance, and strict enforcement, highlight the City's dedication to keeping our community clean, safe, and welcoming. We thank SBCSD, the school district, Caltrans, and our residents for their continued support in combating graffiti. Together, we can preserve the pride and vibrancy of Needles.
2. The City of Needles invites you to a special ribbon-cutting ceremony celebrating the launch of the **Veterans Housing Program** on **Tuesday, January 7, 2024, at 11:00 AM PST**, at **1624 W Broadway St, Needles, CA**. This vital program addresses the housing needs of homeless veterans, combining HUD rental assistance with VA case management services. Since May 2024, nine HUD-VASH vouchers have been issued, providing critical housing and support. This initiative is the result of collaboration between the Housing Authority of the City

of Needles and community partners dedicated to supporting our veterans. Representatives from **Senator Padilla's Office, Congressman Ruiz's Office, and VA Loma Linda** will join us to commemorate this milestone. We encourage everyone to come out, show their support for our veterans, and celebrate this transformative step toward ensuring they receive the resources and care they deserve. We look forward to seeing you there!

3. The annual **Run for the Wall (RFTW)** procession, honoring Vietnam Veterans and advocating for POW/MIA accountability, will stop in Needles on **May 15, 2025**, at noon. This cross-country motorcycle journey, starting in Los Angeles and ending in Washington, D.C., gathers hundreds of thousands of participants. Last year, over 300 motorcyclists were welcomed at **El Garces in Downtown Needles**, and this year promises another strong turnout. In past years, participants have been supported by community members, city officials, and local organizations like the Needles High School Band, Fort Mojave Tribal Band, VFW Honor Guard, **Needles Military Moms**, and the **Daughters of the American Revolution**, who served lunch and ice cream. More details will follow as the event approaches. Here is a [link](#) to the official RFTW website for further information about the event.
4. Palo Verde College's Spring 2024 classes begin next week on **January 13, 2025**, at the **Needles Center**, located at 725 W. Broadway. With affordable tuition—just **\$46 per unit** for California residents and **\$69 per unit** for Arizona and Nevada residents—the college offers a variety of resources to help students succeed. The **Financial Aid Department** provides access to state, federal, and local grants, scholarships, and tuition waivers through FAFSA or the California Dream Act. Additionally, **Veteran Services** assists veterans and their dependents in applying for and certifying educational benefits through the Department of Veterans Affairs. Students can also benefit from numerous scholarships and grants offered annually through the **Palo Verde College Foundation**, helping to reduce financial barriers. Support programs such as **Disabled Student Programs and Services (DSPS)** aid students with physical, psychological, or learning challenges, while the **EOPS and CARE Programs** provide educational and financial assistance to disadvantaged students, including single parents. The **CalWORKs Program** further supports eligible students in achieving self-sufficiency through education and career training. These resources empower students to achieve their educational and career goals. For more information, call **760-326-5033** or visit the [Palo Verde College Schedule of Classes online](#). Don't miss this opportunity to start or continue your journey—classes begin next week!
5. A second community cleanup event is scheduled for Saturday, January 18th, at 10:00 a.m., on Third Street, near the former Center for Change at **300 H St, Needles, CA 92363**. We seek volunteers to join us in this effort to beautify our city and address illegal dumping and littering. Together, we can make a significant difference and keep Needles clean and welcoming. The first cleanup event, held a couple of weeks ago, was a tremendous success. Over two dozen volunteers removed approximately 1.5 tons of litter, including 50 trash bags,

mattresses, tires, and branches. Organized by Councilmember Longacre and supported by Mayor Jernigan, city staff, and community members, the event demonstrated our community's commitment to maintaining a clean and inviting city. Let's build on this success and make the upcoming event more impactful! Building on these efforts, the **Needles Pride Program** promotes clean, attractive neighborhoods through property upkeep, code compliance, and organized cleanups. The program encourages well-maintained landscapes, removal of outside storage and abandoned vehicles, proper trash container placement, and enforcement of parking standards. Residents can schedule up to **three free bulky item pick-ups annually** by calling **1-800-364-3754**. To stay informed about future cleanups and other community updates, download the **Needles Connect app** from the [Google Play Store](#) for Android or the [Apple Store](#) for iOS devices. With support from our Public Works and Code Enforcement teams, this initiative fosters community pride and collaboration to create cleaner, safer Needles. Together, we can make a difference!

7. As your City Manager, one of my key responsibilities is to keep the Mayor, City Council, and our community informed about significant developments and ongoing initiatives. I am pleased to share the [link to my 2024 Manager's Reports](#), which include the Council Weekly Updates prepared throughout the year. These reports highlight key achievements, updates on city projects, and opportunities where we can collaborate to address community needs. My goal in sharing this information is to promote transparency and provide valuable insights that support the City Council in making informed decisions to benefit Needles. These updates also serve as a resource for you, our residents, to stay engaged and informed about the progress we are making as a community.
8. City Hall will be closed on **Thursday, January 9, 2025**, in observance of a **National Day of Mourning**. Regular operations will resume on **Friday, January 10, 2025**, at 8:30 AM. For emergencies during the closure, residents can contact City Staff at **760-326-5700**, and our after-hours answering service will promptly make direct calls to the appropriate staff member. For public awareness, a flyer has been posted on the front door of City Hall detailing the closure.
9. **IMPORTANT UPCOMING DATES:**
  - **January 25 – Community Clean-Up:** Dispose of trash and bulky items for free from **8:00 AM to noon** at various city locations: Gates (Safari Drive), North K (near underpass and BNSF Road), Vista (Nikki Bunch Ball Field), and Cibola (Robuffa near Public Works Yard). Note: Hazardous waste and specific materials are not accepted.
  - **February 15 – Route 66 Information Fair:** The 2025 Route 66 Information Fair, hosted by the Friends of El Garces, will feature Route 66 vendors, tours, and presenters. More information to follow.
  - **April 21-27–Route 66 Bike Week:** Experience the adventure of a lifetime by riding the historic stretch of **Route 66** from Needles to Seligman. This weeklong event celebrates the freedom of the open road and the vibrant culture of Route 66. More information, visit their [website](#).