



CITY OF NEEDLES

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

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

MEMORANDUM

TO: Honorable Mayor & Council Members,
Boards and Commissions, and
Interested Parties

FROM: Patrick Martinez, City Manager

SUBJECT: Manager's Report

DATE: November 16, 2023

- City Manager
 - ** See weekly reports attached
- City Clerk
 - ** Waiting on cost to codify the recently adopted zoning ordinance to put on the city's website
 - ** Responding to record requests
- Community Services
 - Transit, Senior Center, Recreation, Aquatics, Parks, Cemetery:
 - ** Covered senior center in absence of the senior aide
 - ** Participated in meetings and community outreach with San Bernardino County Transportation Authority (SBCTA) and consultant staff regarding the Short Range Transit Plan (SRTP) for the 2024-2030 period
 - Transit: ** Shopper shuttle had a total of 17 roundtrip passengers (34 boardings) for the four weeks in October averaging 4.25 riders per trip (maximum bus capacity is 9)
 - ** One roundtrip medical transport in October
 - ** DAR accommodated 525 passenger boardings averaging 23.87 boardings per day
 - Senior Center: ** Average daily use was 33 participants/visitors for lunch and other senior activities/services
 - ** Craft project for October was canvas painting with 6 participants
 - ** Started an afternoon movie with a total of 10 staying after lunch on two occasions during October
 - ** Bingo saw an average of 12 players
 - Recreation: ** After-school program currently has 252 students enrolled
 - ** Volleyball and flag football tournaments and award ceremonies will be held November 13-15 with soccer to be held November 27
 - ** Youth basketball skills & drills on November 16 and teams will be drafted the week of November 27. Games will begin the second week of December
 - ** Taking registration for 13th Annual Pee Wee Derby on Dec. 2 & Santa's Workshop on Dec. 9
 - ** Facility rentals for November 2023:
 - Jack Smith Park: 1-4hr rental @ \$25hr
 - Santa Fe Park: 1- 4hr and 1- 2 day full rental @ \$200 a day
 - Aquatics: ** Continuing general maintenance of landscaping and painting various areas throughout the facility

Jack Smith Park: ** Closed for the season until the first weekend in March 2024

** The 2023 holiday reports will be presented at the Parks & Recreation Commission meeting in January

Cemetery: ** Two interments in October

** General maintenance including trimming of headstones

Parks: ** General maintenance including basic tree trimming, weed control and irrigation repairs

- Development Services

Planning, Building/Safety, Engineering, Code Enforcement, Capital Improvement Plan (CIP):

Planning: ** Submittals for improvements such as accessory units, pools, and house additions

** Hotels and new residential lots are coming slow to test the market

** Two businesses with emergency dispatch operations are looking for property

** Zoning code is being implemented with its new changes

** New planning consultant has been retained and understands the importance of follow through and customer service

Code Enforcement: ** Routine cannabis, residential and commercial inspections

** Aided the sheriff's office

** Assisted the city attorney's office with requested documents and postings

** Parking enforcement

** Organizing community clean up event

Building & Safety: ** Currently have 88 active permits, 17 permits ready to issue, and 8 projects under review

** Issued 10 permits (6 residential: 1 plumbing, 1 demolition, 3 mechanical, and 1 generator; and 4 commercial: 1 plumbing, 2 temporary trailer, and 1 metal building)

** Completed 21 inspections and finalized 17 permits

Engineering: ** Held Duke Watkins Park and Jack Smith Park Groundbreakings

- Finance and Administration

Finance, HR, Risk Management:

** NPUA and Housing FY 23 audit fieldwork continues

** Transit audits for FY 23 have begun

** MCWI/pool technician position has been filled

** Continue advertising for city planner and recreation coordinator

- Public Works

Streets, Fleet, Buildings, Sanitation:

** Painted crosswalks and stop legends

** Weed control, pothole repairs and trash removal throughout town

- Public Safety

Animal Control, Sheriff, Fire, Emergency Management:

Animal Control: ** On November 11, the animal shelter held its annual fall rabies/license clinic at which 125 rabies shot were given and 60 dog licenses sold

** The shelter received an endowment from the Estate of Kippy Poulson. Staff will be meeting to discuss the best capital improvement for these funds.

- Utilities

Electric, Water, Wastewater, Billing Office:

Wastewater: ** Conducted 30,000 linear feet of main hydro vac cleaning

** Updated the Sewer Management Plan and Overflow Emergency Response Plan

** Procured effluent equalization pumps

Water: ** 22 water service line repairs

** 50+ underground utility locates

- ** 40+ water service orders completed
- ** New water service installed on Broadway from main to meter
- ** Continued work with contractors and engineers on L Street booster, Lilly Hill booster and well #11 treatment plant
- ** Completed monthly water sampling and reporting for the state
- ** Completed monthly reports for Bureau of Reclamation
- Electric: ** Continued routine maintenance
- ** Installed 5 new streetlights and repaired 4
- ** Replaced crossarm on Needles Hwy; energized building on Victory; and installed routers on poles at the golf course
- ** Trimmed trees on River Road and Cibola street
- ** Repaired parking lot lights at the rec center
- Billing Office: ** 48 connects and 55 disconnects in October

- Golf

Pro Shop, Maintenance:

Pro Shop: ** October 2023 revenue and rounds:

2022 - total revenue \$45,774; total rounds 1474

2023 - total revenue \$46,139; total rounds 1352

(note: course closed for overseeding Sept 4 through Oct 2)

** Fundraiser held November 2 to benefit the Needles golf team

** Men's & ladies club back for the golf season

** Pro shop restrooms now operational

Maintenance: ** Great customer reviews regarding course conditions

- Housing Authority

** Maintaining construction building updates

** Continue to network with other public entities for community resources

** Working on additions and revisions to the 5 year administrative plan

attachment

cks



City of Needles

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

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

City Manager Patrick J. Martinez

MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: November 17, 2023

1. The California Governor's Office of Business and Economic Development (GO-Biz) recently collaborated with City Staff to introduce Needles to a prospective grocer interested in expanding its operations. GO-Biz actively facilitates connections between businesses seeking expansion opportunities within California and has been instrumental in showcasing the potential of Needles to these enterprises.
2. The City of Needles Animal Shelter has been the recipient of a generous donation in honor of Karen (Kippy) A. Poulson. Kippy, who dedicated numerous years as the city treasurer and actively volunteered in the community, played a vital role in facilitating the placement of animals into loving homes through her close collaboration with the Needles Animal Shelter. Her philanthropy extended even further as she bequeathed half of her estate, totaling \$83,000, to support the City of Needles Animal Shelter. The City of Needles expresses enduring gratitude for Kippy's remarkable act of kindness.
3. This week, the City received confirmation from California for All Animals approving a \$112,000 grant for our proposed Trap, Neuter, Release Program. This funding will significantly bolster our Animal Shelter, enabling us to acquire a new vehicle, hire part-time staff, purchase supplies, facilitate veterinary care, and initiate education initiatives. This comprehensive program aims to enhance our community by effectively managing roaming cats, curbing diseases, and boosting adoption rates, ultimately eradicating euthanasia at our shelter. Congratulations to Rainie Torrance, Tony Rubalcaba, and Christy Perritt for their invaluable contributions to securing this grant (see attached information).

4. City Staff met with former City Councilmember Longacre to discuss the following topics:
 - The refurbishment of the Skate Park, authorized by the City Council in November 2022, is progressing. City Staff is actively developing a shaded seating area utilizing the allocated funds.
 - Efforts are underway to minimize dust on BNSF Road, with multiple daily watering sessions by BNSF. BNSF has indicated interest in collaborating on upcoming street projects to pave the road economically. This strategy aims for a lasting solution rather than using asphalt millings and an oil base.
 - As part of the Phase IV-A Street Improvements Project, City Staff will install a stop sign at the Northeast Corner of North K Street and Front Street, establishing a four-way stop. The restriping will incorporate the design features previously approved by the City Council Ordinance No. 625 (see attached plan).
5. Last March, Supervisor Rowe collaborated with City Staff to organize Needles' inaugural San Bernardino County Resource Fair for residents. Various county agencies, including the Department of Public Health, County Recorder, and Workforce Development, gathered at El Garces for this event. Presently, City Staff is partnering again with the Supervisor's Office to plan another County Resource Fair tentatively scheduled for March 2024.
6. City Officials and Staff participated in the 2023 ICSC Western Conference last month, fostering connections with developers, investors, retailers, and brokers. As a key component of our continuous economic development efforts, we consistently monitor mobility data, specifically tracking monthly foot traffic to retailers and quick-service restaurants. Enclosed, you'll find the latest report from our economic development consultant, intended for businesses eyeing expansion opportunities in our community. This report serves as a vital resource stimulating economic growth, promoting collaboration, and aiding informed decision-making for future investment into our community.
7. Thanksgiving falls next week, and in observance, City Hall will be closed on Thursday, November 23, and Friday, November 25. Regular operations will resume on Monday, November 27, at 8:30 AM. Kindly refer to the attached flyer placed on the front door of City Hall for residents' awareness. In case of emergencies, essential City Staff will remain on-call and available.

City of Needles Animal Shelter

Needles Trap, Neuter,
Release/Rehome Program





| CONSTRUCTION NOTES | |
|--------------------|------------------------|
| | SOLID WHITE STRIPING |
| | SOLID YELLOW STRIPING |
| | DOTTED WHITE STRIPING |
| | DOTTED YELLOW STRIPING |
| | VEHICLE EDGE PATH |
| | SIGHT TRIANGLE |

| LEGEND: | |
|---------|------------------------|
| | SOLID WHITE STRIPING |
| | SOLID YELLOW STRIPING |
| | DOTTED WHITE STRIPING |
| | DOTTED YELLOW STRIPING |
| | VEHICLE EDGE PATH |
| | SIGHT TRIANGLE |

| GRAPHIC SCALE | |
|-----------------|-----------|
| | (IN FEET) |
| 1 inch = 20' ft | |

| WARNING | |
|------------------|--|
| CALL BLUE STAKES | |

| PROJECT INFORMATION | |
|---------------------|-----|
| PROJECT # | |
| PROJECT NAME | |
| DESIGNER | ATL |
| REVIEWER | ATL |
| DATE | |
| PROJECT # | |

| PROJECT NAME | |
|--------------------|--|
| K STREET UNDERPASS | |

| SHEET TITLE | |
|---------------|--|
| STRIPING PLAN | |
| OPTION #2 | |

| PLAN SET | |
|----------|--|
| SHEET | |
| 2 OF 2 | |

| EXHIBIT | |
|---------|--|
| 2 OF 2 | |

| DESIGN VEHICLE DATA: | |
|-----------------------------|---------|
| F-450 CrewCab DRW LWB 4x4 | |
| Overall Width | 21.85ft |
| Overall Height | 6.65ft |
| Min. Body Ground Clearance | 6.65ft |
| Track Width | 6.65ft |
| Curb to Curb Turning Radius | 23.25ft |

| NOTES: | |
|--|--|
| 1. AERIAL IMAGERY AND DATA HAVE BEEN SCALED FROM GOOGLE EARTH. | |
| 2. THIS PLAN IS FOR CONCEPTUAL PURPOSES ONLY. | |
| 3. ALL DIMENSIONS TOUCHING EDGE OF ROADWAY ARE FROM EDGE OF ASPHALT. | |



CITY OF NEEDLES ECONOMIC OPPORTUNITY

1. McDonald's
 - i. AI Mobility: 33,600 Monthly Visits
2. Carl's Jr.
 - i. AI Mobility: 16,200 Monthly Visits
3. Shell Gasoline
 - i. AI Mobility: 15,200 Monthly Visits
4. Subway
 - i. AI Mobility Shows: 14,250 Monthly Visits
5. Dairy Queen
 - i. AI Mobility: 7,500 Monthly Visits
6. Dollar General
 - i. AI Mobility: 9,150 Monthly Visits
7. Rite-Aid
 - i. AI Mobility: 12,800 Monthly Visits
8. AutoZone
 - i. AI Mobility: 3,325 Monthly Visits
9. 275,000 Square Feet New Industrial & 575+ New Jobs In Last 24 Months
 - i. 150,000+ Square Feet Additional Under Construction
10. New Hampton Inn & Suites Opened Spring, 2023





**THIS OFFICE WILL BE CLOSED
THURSDAY NOVEMBER 23RD AND
FRIDAY NOVEMBER 24TH FOR
THANKSGIVING**

**WE WILL REOPEN MONDAY NOVEMBER
27TH AT 8:30 AM**



City of Needles

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

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

City Manager Patrick J. Martinez

MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: November 24, 2023

1. On November 22, 2023, the Inland Empire Deputy Regional Director of External Affairs from the California Governor's Office visited Needles, meeting with the Mayor and City Staff. The purpose was for the Governor's Office to grasp the city's needs, explore collaboration opportunities, and plan future visits with state officials. They also assessed the progress of projects funded by state grants.
2. The City Staff promptly addressed a complaint concerning the Clubhouse floors at the Golf Course, following up with the owner of the 19th Hole. Collaboratively, they established a comprehensive plan to revitalize the floors and elevate the overall customer experience. Actions included contracting a specialized company for degreasing and scrubbing the vinyl flooring, implementing a consistent maintenance schedule, and strategically placing runner rugs at the entrance. Attached are before and after photos for your reference, showcasing the remarkable transformation. The initiative notably enhances the initial impression for all customers entering the building.
3. On September 12, 2023, the City Council instructed City Staff on parking solutions for El Garces situated on "G" Street and Front Street. This week, the approved "Parking Exhibit" design (see attached) kicked off with the painting of curbs in red. The remaining aspects of the design will be implemented over the next few weeks. This initiative will create a total of five (5) parking spaces: four (4) regular stalls and one (1) van-accessible ADA parking spot directly in front of El Garces.
4. City staff received a complaint about an overgrown mesquite tree on Bush Street. City staff has contacted the property owner for a resolution and is exploring available options to address the problem.

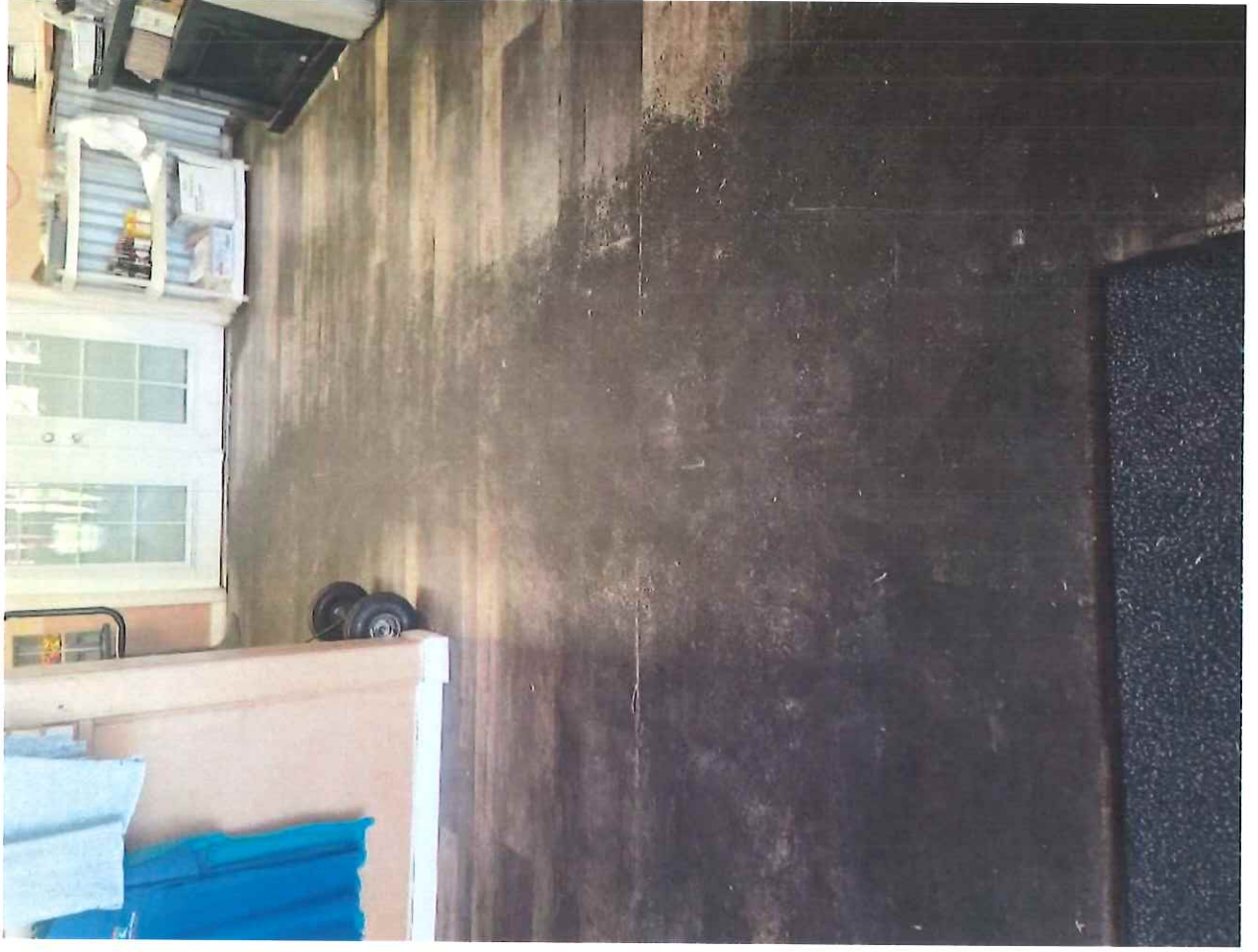
5. The end of the first legislative session in the California State Legislature's two-year cycle is significant. Assemblymember Eduardo Garcia represents Needles in the 36th Assembly District. Attached is a letter summarizing some of the 30 bills he authored. Garcia is committed to addressing the extensive housing problem, impacting not just Needles but the whole of California (see the attached letter for more details).

Governors Office Visit

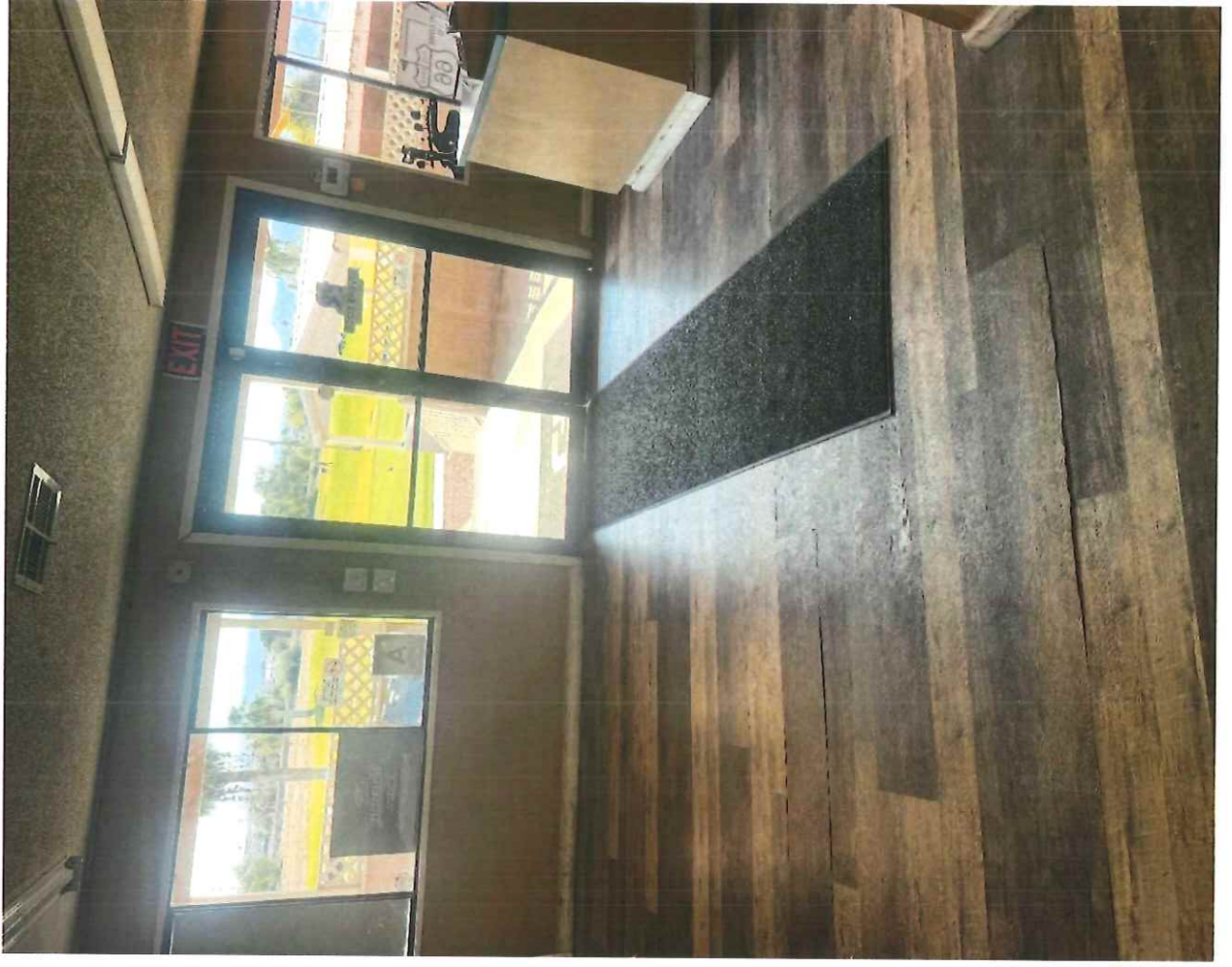


Golf Clubhouse Exhibit

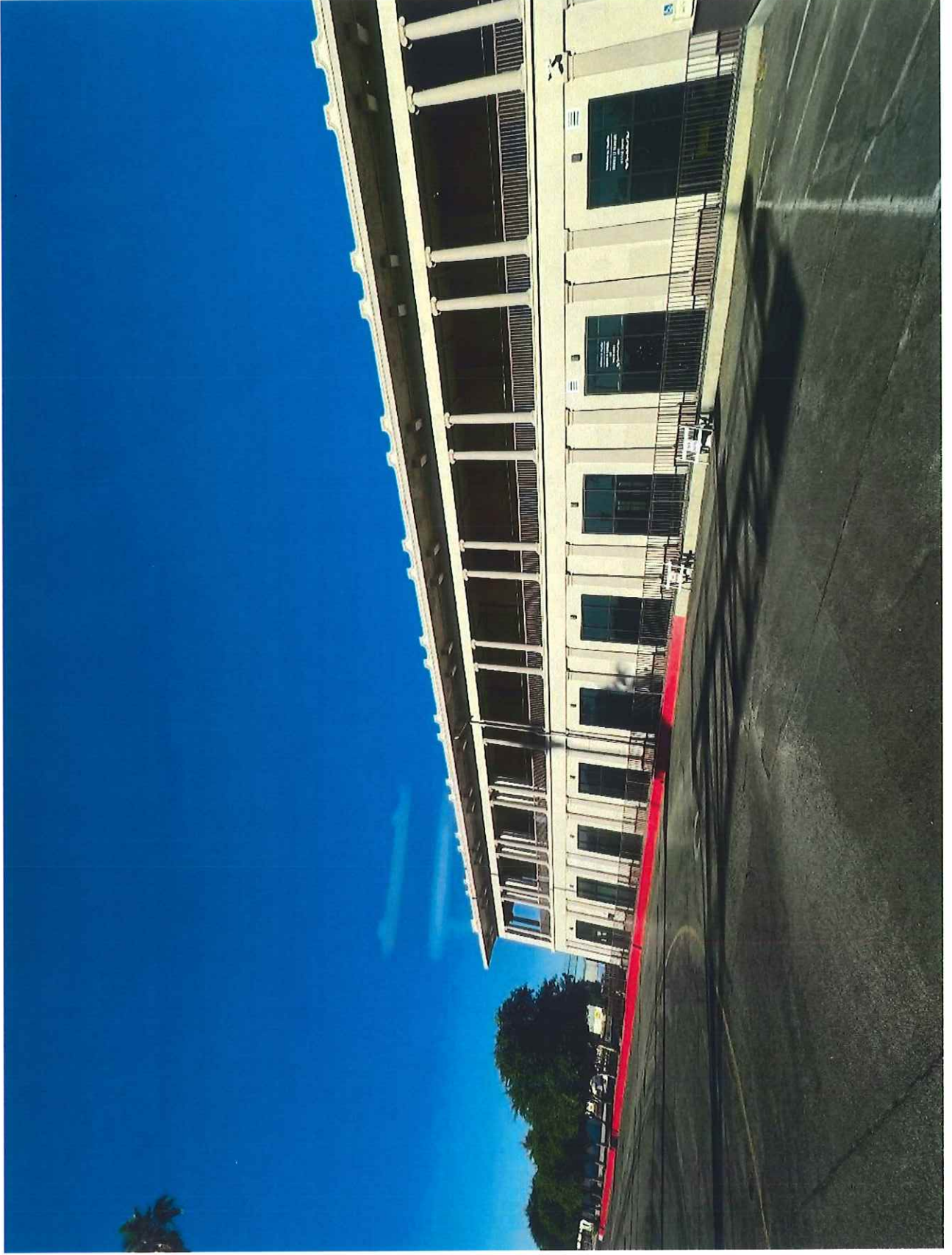
Before



After

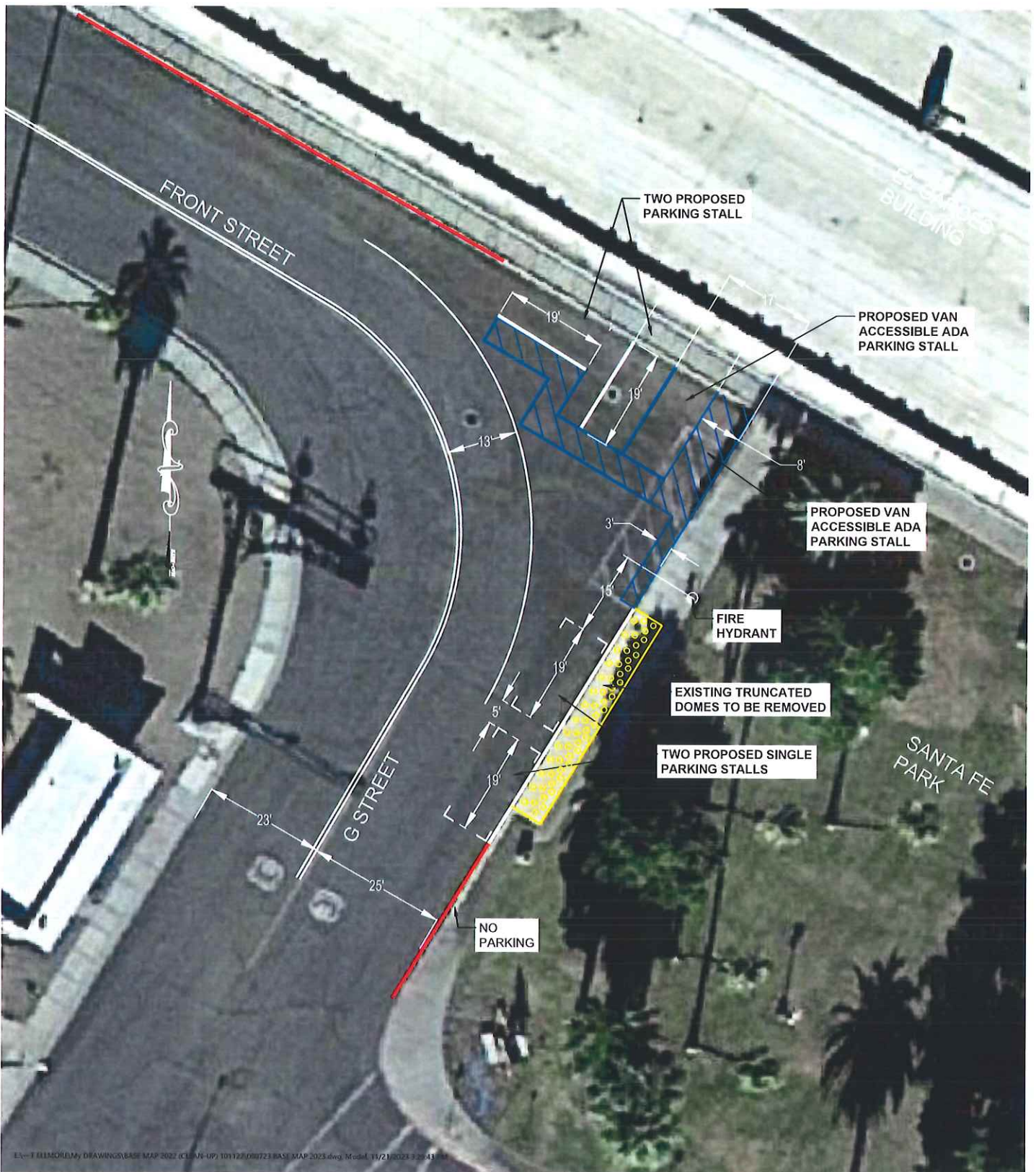


Parking Design Update 11/21/2023



PARKING EXHIBIT

G & FRONT STREETS @ EL GARCES



STATE CAPITOL
P.O. BOX 942849
SACRAMENTO, CA 94249-0056
(916) 319-2056
FAX (916) 319-2156

DISTRICT OFFICE
48220 JACKSON STREET, SUITE A3
COACHELLA, CA 92236
(760) 347-2360
FAX (760) 347-5704

E-MAIL

Assemblymember.EduardoGarcia@assembly.ca.gov

Assembly California Legislature



EDUARDO GARCIA
CHAIR: ASSEMBLY COMMITTEE ON
WATER, PARKS AND WILDLIFE
ASSEMBLYMEMBER, FIFTY-SIXTH DISTRICT

COMMITTEES
APPROPRIATIONS
COMMUNICATIONS AND CONVEYANCE
GOVERNMENTAL ORGANIZATION
UTILITIES AND ENERGY

CHAIR: SELECT COMMITTEE ON BOYS
AND MEN OF COLOR

November 13, 2023

City Manager Daniels
City of Needles
817 3rd St.,
Needles, CA 92363

Dear Community Partner,

The California State Legislature recently ended its first legislative session in a 2 year legislative cycle. I am proud to share that we were the lead author or coauthor on over 30 bills that were signed by Governor Newsom in different ranges of focus such as: climate; energy; veterans; education; health; housing and the economy.

The Governor and the State Legislature have made a commitment to be a world leader in the fight to combat climate change. In order to meet those goals set forth, I authored AB 1373 (Energy) which will help streamline geothermal production in California. We are fortunate because our region is uniquely positioned to benefit from these emerging industries in green energy. California is now the 4th largest economy in the world, in order to support our workforce people need to have places to live. Which is why I authored AB 1439 incentivizing the construction of farmworker housing and was a principal co-author on SB 684 which streamlines the construction of residential projects. The issue of housing is one that is felt throughout the entire state of California, but it is definitely exasperated amongst vulnerable populations in rural regions like ours.

Furthermore, despite what many would consider a challenging budget year, we were able to secure millions of dollars in budget victories for various community partners including:

- \$2 Million Galilee Center
- \$1 Million DAP Health
- \$500,000 City of Coachella Stannous Chloride Pilot Project
- \$2.5 Million Student Housing at San Diego State University, Imperial Valley
- \$3 Million City of Imperial, Imperial Corridor Safety Improvement Project
- \$200,000 Comite Cívico Del Valle Universidad Popular
- \$5 Million Breaking Barriers to Employment Grant
- \$2 Million City of Calexico Indoor Asylum Seeker Facility
- \$50 Million Salton Sea Restoration

It has been a productive first year of session. In January we begin year 2 of the legislative cycle and I am looking forward to keeping you apprised of our work. California will continue to set forth cutting edge policy as it has historically and the 36th Assembly District will be at the forefront of many critical decisions. As always, it is a pleasure to be of service to you if you have any questions regarding any of these bills or any of the other's in our 2023 Legislative Package (see attached) please feel free to reach out to my Capitol Office at (916)-319-2056 or Ruben Perez at my District office at (760) 347-2360 or via email ruben.perez@asm.ca.gov.

Sincerely,

Assemblymember Eduardo Garcia
California State Assembly
36th Assembly District





City of Needles

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

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

City Manager Patrick J. Martinez

MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: December 1, 2023

1. Tina McGee has orchestrated the Holiday Fun Fair scheduled for December 2, 2023. As part of the festivities, the City Electric Crew has crafted a captivating float set to join the parade (refer to the attached photo). The Holiday Fun Fair is slated to run from 10 am to 8 pm and will feature the following schedule of events:
 - 10 am to 4 pm: Holiday Fair showcasing various vendors.
 - 4 pm: Dance Trax Performance.
 - 4:30 pm: Chamber Tree Lighting Ceremony.
 - 5:15 pm: Highlighting the evening, the Holiday Parade will commence.
2. The Needles Area Transit (NAT) caters to the transportation needs of City of Needles residents. Collaborating closely with the San Bernardino County Transit Authority, city staff have successfully secured new buses slated for 2024. This week marks the arrival of the first of two buses anticipated for delivery. The second bus is expected to arrive before the conclusion of this fiscal year. This new bus costs \$143,961, to be covered using State Transit Assistance (STA) funds facilitated through the San Bernardino County Transportation Authority (SBCTA).
3. On Tuesday, November 28, 2023, City Officials assisted with a fresh produce giveaway sponsored by Tri-State Community Health and the Inland Empire Health Plan. Their joint dedication to guaranteeing access to nourishing resources exemplified their commitment to the health and vitality of every individual within our dynamic City. This initiative went beyond providing households with wholesome sustenance; it fostered a profound sense of community, unity, and support. Two hundred and sixty (260) residents received fresh fruits and vegetables.

4. Last week, City staff received a complaint regarding an overgrown mesquite tree on a Bush Street property. Taking swift action, City staff collaborated closely with the Fort Mohave Indian Tribe to address and resolve the concern efficiently.
5. The City Administration and Utility Office, conveniently located at 817 Third Street, operates from 8:30 am to 4:30 pm, Monday through Friday, serving the community daily. However, for emergencies outside these regular hours, City Staff remains accessible directly by phone at 760-326-5700. Calls are efficiently directed to the appropriate city staff member through an after-hours answering service. This crucial service ensures prompt attention to urgent matters such as power outages, house fires, water leaks, and sewer backups, guaranteeing the quickest and most effective resolution. Please share this vital information with your residents to ensure timely emergency assistance.
6. Rite Aid is currently contending with a substantial debt surpassing \$3.3 billion and confronting a surge of over a thousand federal lawsuits, all centered around allegations of excessive opioid distribution, as reported by several sources. In response to these pressing financial challenges, Rite Aid has initiated Chapter 11 bankruptcy proceedings, aiming to undertake a comprehensive restructuring of its corporate framework. As a consequence of this strategic move, on Tuesday, the company announced the impending closure of an additional 30 locations following the shutdown of over 150 stores earlier this year. The company has submitted two rounds of closure plans to the court. As of November 29, 2023, the City of Needles was not initially listed among those set for closure.

Holiday Fun Fair



Needles Area Transit Bus



Tri-State and IEHP Fresh Produce Giveaway

