



"I would like to welcome you to the City of Barstow's Quarterly Newsletter. These newsletters are designed to help the public stay informed regarding the latest departmental happenings by providing in depth information into projects, events and citywide efforts to improve the quality of life for residents and travelers."

Mayor Julie Hackbarth-McIntyre

On behalf of the Barstow City Council

**Please click on the link below to direct you to the page for
Quarterly Updates by Department.**

March 2016

Some Highlights of this past quarter include:

- *Completed 2016 file folder labeling for City Clerk's Office and transported the 2013 inactive files to the Al Vigil Center.*
- *Work is continuing on the Downtown Specific Plan with a draft of the document expected to be presented to the Advisory Committee and Planning Commission in Spring 2016.*
- *Update of the council chambers and hallway area- painted back north wall, added pictures, painted hallway area*
- *The Japanese film company produced a travel show on Route 66 and the many cities along the route. We were extremely excited to have welcomed them to our amazing city.*
- *The Single Audit for FY 2015-16 was completed and submitted February 3, 2015.*

- *District received homeland security grant of \$9,500*
- *On January 20, 2016 Barstow Police Officers participated with the San Bernardino County Sheriff's Department in an active shooter training exercise at Silver Valley High School.*
- *Properly treated and disposed of a 178.49 million gallons of wastewater without any exceedances in permit since the last report.*

Hello, this is Joanne Cousino with the City Clerk's Office. As You may know, I am the historian and official record keeper for the City of Barstow. The City Clerk's Office serves the City Council, City Departments, citizens of Barstow, and the public-at-large.

The City Clerk's office houses the official archive for all municipal records pursuant to Federal, State, and local statutes. Additionally, the City Clerk's Office provides administrative, legislative, and secretarial support. I wanted to take a moment to share with you some information regarding our activities over this past quarter.



RECORDS/CITY CLERK: Year End Projects

Office of the City Clerk

RECORDS/CITY CLERK: Quarterly Projects

RECORDS/CITY CLERK:

- Completed 2016 file folder labeling for City Clerk's Office and transported the 2013 inactive files to the Al Vigil Center.
- Updated for the City's web streaming page regarding our meetings, agendas and minutes.
- 2nd Quarter (FY) Transient Occupancy (TOT) was processed
- Questy's Archival System has been expanded to bring additional departmental records into a centralized system.
 - o Completed archiving Minutes from Planning and past Traffic Committee Meetings.
 - o Currently archiving Resolutions from Planning Department
 - o Special Government Reports
 - o Archiving Project for Planning Department maps and specs continues using interns from Barstow Community College.
- Analysis of Record Center:
 - o Record Center - Working on the continuation of taking inventory and identifying the records at the Al Vigil Center.
 - o A review of the records to determine the life cycle the records are in pursuant to the retention schedule and what records are ready for destruction, what records are vital and/or confidential, have historic or research value
 - o Records Center clean up and inventory is continuous. Staff has made remarkable progress with this project as on April 11, 2016 the City will be shredding between 400 file boxes of records that have reached the end of the life cycle and are ready for destruction.

PASSPORT OFFICE

- The Barstow Passport Office processed 60 passports for the 1st quarter of the calendar year.
- All Passport Agents passed their annual test and are recertified for 2016.

CITY CLERK'S OFFICE

- City Clerk Cousino gave presentations regarding upcoming Presidential Primary Election on June 7th and our consolidated Municipal Election on November 8th to Service Clubs and Youth Groups.
- The City Clerk's Office will be a drop off location for mail ballots for the both elections this year (Presidential Primary and our Municipal Election).
- City Clerk Cousino has again partnered with the Registrar of Voters to provide the City Council Chambers as a Poll Worker Training Center so that our local poll workers don't have to travel to Victorville or San Bernardino to obtain their mandatory training.
- City Clerk Office is busy preparing candidate packets for upcoming local election.
- Preparing for the June 7th Presidential Primary Elections.
- Working on the Student Poll Worker Program to allow students to work the polls for the November 8th Election. (Barstow was a pilot program city for this program which is now statewide).

CURRENT BUSINESS

- The Re-codification of the Barstow Municipal Code has been completed and is available on the web-site electronically and the completed Barstow Municipal Code Books are now being distributed.
- Permanent minute archival project is continuing.

BARSTOW YOUTH ADVISORY COUNCIL

- Continue to work with SAFE Coalition to create awareness of their MISSION: To reduce the use of drugs and alcohol, especially among youth, in an effort to create an environment that is free of harmful substance us. adversary conditions when youth drink, smoke or do drugs.
- Continue to work with Azusa College Nursing Students to promote our HEAL City (Healthy, Eating, Active, Living) City. They are doing presentations at schools and service/youth clubs regarding eating healthy and exercise. The BYAC then teaches the First Lady Michelle Obama's Exercise Dance to Uptown Funk.
- They will be assisting the HEAL Committee in various projects and functions as needed.
- The "B Factor Talent Show" was postponed to a later date to be determined.
- Preparing action plan for the upcoming "Reach the Sky" Skate and Bike Competition scheduled for July 9th.
- Preparing action plan for the upcoming "Cultural Fair" scheduled for July 23rd.
- Preparing action plan for "Movie in the Park" and possible "Pool Party and Movie".

1st QUARTER EVENTS

1. Special Olympics Fundraiser held at Happy Ranch Roping Competition.
2. Participated in the Martin Luther King March
3. Served at the Martin Luther King Breakfast
4. Served at (2) two funeral luncheons at First Baptist Church.

- 5. Attended the Barstow Community Awards at the Performing Arts Center**
- 6. Participated in the Dr. Suess Reading at Cameron School**
- 7. Continue to acknowledge people and groups through the “Blue Ribbon Program”**
- 8. Delivered Valentine Cards to the Veteran’s Home, Rimrock Convalescent Hospital and Comfort and Care Residential Home.**
- 9. Assisted the City’s CERT (Community Emergency Response Team) as victims for the Skills Assessment in Disaster Day.**
- 10. Assisted with the Barstow Fire Department Awards Breakfast.**
- 11. Delivered St. Patrick’s Day cards to Veteran’s Home, Rimrock Convalescent Hospital and Comfort and Care Residential Home.**

COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

- 1. Members attended the Red Cross Sheltering Class**
- 2. County Ham Radio Meeting / Training.**
- 3. Monthly Training, Third Tuesday of the Month.**
- 4. Participated in the Martin Luther King March**
- 5. Assisted with the Barstow Fire Protection District Awards Breakfast.**
- 6. Attended the Barstow Community Awards**
- 7. Preparation and internal training for next CERT Disaster Preparedness Class**
- 8. Currently teaching the 24 Hour CERT Training Class (March 12/19/26)**
- 9. Gave presentations of Disaster Preparedness to Service Groups and Agencies as requested.**

Hello, this is Gaither Loewenstein, Economic Development and Planning Manager for the City of Barstow. I would like to take a moment to share with you several important projects that have come to fruition in the Community Development division over this past quarter.



COMMUNITY DEVELOPMENT DEPARTMENT

- Work is continuing on the Downtown Specific Plan with a draft of the document expected to be presented to the Advisory Committee and Planning Commission in Spring 2016.
- Several new commercial development projects are expected to come online in 2016, including:
 - o Asian Food Court – under construction, completion expected summer
 - o Choice Medical Group – under construction, completion expected summer
 - o Marshall’s – plans submitted, completion expected late fall
- The following projects are in the advanced planning or site preparation stages:
 - o Super Wal-Mart – grading and relocation of underground utilities underway; completion expected fall 2017
 - o Crossroads Route 66 Industrial Park – grading scheduled for completion in April; first building estimated to begin construction early 2017
 - o Best Western Plus – second review of building plans completed; construction anticipated to begin late 2016
 - o Home2Suites – building plans to be submitted March/April; construction expected to begin mid-2016
- Negotiations for the following projects are in the advanced stages:
 - o Spanish Trail Specific Plan – Acquisition of Phase 2 properties anticipated in late 2016; construction could begin in early 2017.
 - o Barstow Business Park – Acquisition of CNG/LNG plant by Victor Valley Transit Authority scheduled for mid-2016; site evaluation for additional lands to be acquired by VVTA currently underway.

Hello, this is Mike Brown, Administrator of the Public Services Division. The Department is made up of three different divisions, Field Services, Facility Maintenance, Fleet Maintenance, and is responsible for the maintenance and repair of the infrastructure of the City of Barstow.

We also provide support for other City departments in the form of traffic control, setup and teardown for special events and a variety of other ways. We are also responsible for emergency response to flooding or other disasters that may occur.

The Field Services Division is comprised of two teams. Each team has several main responsibilities that are unique to that team and many other responsibilities that are considered to be common to both teams. It is not uncommon, however, for both teams to work together to accomplish tasks that are larger than one team can handle on their own and as we move forward, these teams will be working closer together in a more concentrated effort.

I would like to take a moment to share with you several important projects that the Public Services Division has worked on over this past quarter.



The City of Barstow Community Services Department has been working hard to keep our City looking good. Here are a few of the things that we accomplished over the past few months.

COMMUNITY SERVICES DEPARTMENT

Mike Varner and Building Maintenance:

During the last quarter, The Field Services/Public Works Department has been busy keeping things operating and doing our regular maintenance operations. Here are a few of the things we have accomplished over the last 3 months.

Building maintenance:

- Update of the council chambers and hallway area- painted back north wall, added pictures, painted hallway area
- Jasper Park- new lighting installed inside and out, drywall repair and fresh paint in northeast room
- Wastewater plant- drywall repair, and fresh paint inside and out wall of electric room
- Harvey House- continued paint of windows and fresh paint inside the upstairs True Liberty offices
- Council Chambers- receiving 76 total new chairs (being built)

FIELD SERVICES TEAM:

January-March

• Crack sealing:

- Veteran's Parkway
- Foglesong Park

→ Lillian Park

→ Began work on the parking lot of 3rd and Main

- 1st Street Bridge was closed to facilitate an inspection by Cal Trans bridge inspectors. We took the opportunity to fill potholes and large cracks in the roadway and on the curbs. We also installed raised pavement markers along the striping for better night time visibility.
- Removed and replaced curb radius at Commerce Pkwy and Lenwood Rd.
- Removed and replaced curb radius at Virginia Way and Western Whip Ct.
- Put down mastic sealer on parking lots for Maxwell products demo.
- Aided in building maintenance for remodeling council chambers.
- Cleaned trash and debris from Williams St. Shopping Center alley.
- Cleaned and maintained storm channels, desiltation basins, and other drainage elements.
- Replaced faded street name signs in various areas and updated them to the new larger standard including City logo.
- Storm cleanup and sweeping rain related debris from the roadways.
- Assisted Industrial Pre-treatment Crew with the removal and replacement of 16 tons of Asphalt Concrete.
- Assisting The Waste Water Treatment Plant with the by-pass and cleaning of the 32 inch diameter main sewer line at the plant entrance.
- Cut out and replaced 6 tons of Asphalt Concrete in front of the flag poles at City Hall
- Repaired large pot holes in alley behind Williams St. apartments and off of Upton St. and Windy Pass
- Removal of damaged military banners
- Assisted with Shred Fest
- Removed graffiti from various locations.
- Two employees attended Confined Space Training
- Two employees successfully tested for and received their Class B Commercial Driver's License

FLEET:

Our Fleet Department is responsible for the maintenance and repair of all of the vehicles used by all departments of the City. Vehicles range from small electric vehicles used at the sports park to the large equipment used by our Public Works and Fire Department and everything in between. In an average month, they will perform around 50 scheduled preventive maintenance services. In between these services, they will make unscheduled repairs to any equipment that has broken down or needs work other than regular maintenance. They also coordinate work that needs to be done at outside sources. They do a fine job keeping our rolling stock and other equipment in good working order.

Hello, this is Belinda Barbour, Environmental Services Administrator for the Solid Waste Department. As you may be aware the ESA Division is responsible for implementing the City's Source Reduction and Recycling Element, and the Household Hazardous Waste Element mandated by the State of California.

We pride ourselves on the innovative, rational and reasonable management of solid and hazardous materials throughout the City while promoting effective waste management practices.

I would like to take a moment to share with you some recent activities over this past quarter.

Everything You Do Can **MAKE A DIFFERENCE!**



Outreach/Education

ENVIRONMENTAL SERVICES DEPARTMENT:

This first quarter we got off to a quick start with a Shred Your Docs event for the City residents. We also hosted Cal-Recycle staff for an in-depth audit of our 40+ Solid Waste Programs mandated by the State for compliance. We are currently working on our Earth Day plans with our partner this year, Home Depot. Come out and meet “Burt” the Blue Recycling Mascot and learn about our new program beginning 1 July this year.

Hello, this is Anthony Riley and Margaret Carter, Directors of the Barstow Film Office. We wanted to take a moment to share our vision for the film office and the numerous successes over this past year.

The film industry is increasing its use of desert locations for feature films and commercial/industrial projects. The City of Barstow has implemented an aggressive strategy to enhance our community to the entertainment industry and allow Barstow to compete for a greater market share of regional, domestic and international production.

FILM OFFICE

- The film office spent much of this quarter prospecting for new productions to come to Barstow for filming.
- Our efforts yielded 2 production companies, one from Japan and the other from Germany.
- The Japanese film company produced a travel show on Route 66 and the many cities along the route. We were extremely excited to have welcomed them to our amazing city.
- The German film crew will be arriving late March and will continue production on a docu-drama through April. The docu-drama will focus on the life of a man and his search for redemption after being accused and imprisoned for murder during the 1940's.
- Margaret Carter and Anthony Riley will continue their efforts in the film office to increase economic development opportunities for the city and its residents through the power of the arts and filmmaking.

Hello, this is Cindy Prothro, Finance Director for the City of Barstow. As you may be aware the Finance Department is responsible for managing the City's financial operations in accordance with established policies and plans.

The Finance Department recommends fiscal policies to City management and implements such policies.

The Department provides fiscal support to all City departments and programs and ensures that the fiscal affairs of the City are effectively managed in accordance with the City's municipal code, policies, state, and federal statutes.

I would like to take a moment to share with you some recent activities over this past quarter.



FINANCE DEPARTMENT:

- The Single Audit for FY 2015-16 was completed and submitted February 3, 2015.
- The Finance Department presented the Mid-Year FY 2015-16 Budget Update to City Council and the Fire Board on February 16, 2016. In addition, the budget calendar for the FY 2016-17 Fiscal Year Budget was approved. The Budget Workshop is scheduled for June 6, 2016 and the Budget Adoption is scheduled for June 20, 2016.
- The month of March is the time when the City begins preparing its budget for the next fiscal year. The Finance department will have completed preliminary budget meetings with all departments will be completed by April 8, 2016.
- The Successor Agency completed the sale of the Ave L/Main parcel to Sater Oil.

Hello, this is Chief Richard Ross with the Barstow Fire Protection District. As you may know the community depends on the Barstow Fire Protection District to provide much more than fire suppression services. The Barstow Fire Protection District is an all-risk agency that must ensure for the continued provision of fire, emergency medical, hazardous materials, technical rescue, community preparedness, public education, and fire prevention services to meet the demonstrated needs of the community.

I wanted to take a moment to share with you some information regarding our activities over this past quarter.



FIRE DEPARTMENT:

Announced members of the year:

- Steve Ross Employee of the year
- Robert Clemmer Firefighter of the year
- Michael Cint CERT of the year
- David O'Neal Paid-Call of the year

Zachary Courtney completed paramedic school

District received homeland security grant of \$9,500

Received 20 new breathing apparatus valued at \$151,000 from Assistance to Firefighters Grant

Conducted active shooter drill with PD at Barstow High School

Installed and placed in service back-up ham radio system at Headquarters Fire Station.

Hello, this is Terri Peralta, Superintendent for our City's Park and Recreation Department. I would like to take a moment to provide you with a calendar of upcoming events. We hope you continue to enjoy the various amenities of our parks and citywide facilities.

PARKS & RECREATION:

Middle school basketball starting, as well as T-ball. Just finished up with 1-6 grade basketball with 1 more week of tiny tots and pee-wee basketball.

Hello, this is Police Chief Albert Ramirez. As you know, the men and women of the Barstow Police Department are committed to enhancing the quality of life in our community. I believe in honesty, integrity and compassion when building a partnership with the community to actively achieve positive impacts in the prevention of crime and to safeguard the citizens and guests of our community.

I would like to take a moment to share with you some of our activities over this past quarter.



POLICE DEPARTMENT:

- On January 16, 2016 Barstow Police Officers and Police Explorers participated in the Martin Luther King Jr. Peace March.
- On January 20, 2016 Barstow Police Officers participated with the San Bernardino County Sheriff's Department in an active shooter training exercise at Silver Valley High School.
- On January 21, 2016 the Barstow Police Department conducted a Probation Compliance Sweep in the city of Barstow. As a result of the sweep, forty-five (45) subjects were contacted, twelve (12) subjects were arrested, and one (1) stolen firearm was recovered.
- On January 28, 2016 Officers from the Barstow Police Department participated in San Bernardino County's Point in Time Homeless Count. This event allowed law enforcement to determine how many homeless people were in Barstow and also allowed us to gather information about them.
- The Barstow Police Department hosted a Coffee with a Cop event at Starbucks located on East Main Street. California Highway Patrol Officers participated with us and the event brought law enforcement officers together with citizens to build on relationships and for law enforcement to receive information on issues that are occurring in Barstow.
- On February 25, 2016 the Barstow Police Department conducted an active shooter training exercise at Barstow High School. Personnel from Barstow High School, San Bernardino County Sheriff's Department, California Highway Patrol, Barstow Fire Protection District, and MCLB Fire Department also participated in the exercise.
- On February 27, 2016 Barstow Police Department Officers and Police Explorers assisted and participated in the Pregnancy Center "Walk for Life" event.
- On March 2, 2016 Barstow Police Department Officers and Police Explorers participated in the Annual Dr. Seuss Reading Program at Cameron Elementary School.
- On March 3, 2016 the Barstow Police Activities League gave out eight (8) awards at Barstow Unified School District's Science Fair. Christian Green won the "Police Chief's Award" and Maya Hernandez won the "Top PAL Award".

Hello, this Kody Tompkins Chief Waste Water Treatment Plant Operator. As you may be aware the mission of the Barstow Wastewater Treatment Plant is to treat domestic and industrial wastewater from the City of Barstow and its surrounding communities in a manner that provides current and future customers with safe, efficient and cost effective wastewater treatment services while protecting the community, public health, plant staff and the environment from adverse impacts of wastewater and treatment by-products.

The City's efforts are guided in part by federal, state and local regulations.

It is our goal to achieve this objective in a manner that demonstrates integrity, responsibility, safety and economically-sound practices and provide this quality and protection at the lowest possible cost to the citizens of Barstow and its customers.

Our employees are critical in the delivery of superior services to the residents of the City of Barstow. The commitment our employees demonstrate to their jobs and to the advancement of the City's goals is the key to our success in mission accomplishment.

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Waste Water Treatment Plant

- Properly treated and disposed of a 178.49 million gallons of wastewater without any exceedances in permit since the last report.
- Hit 1500 days of no work injuries (Since the City took over Feb 1 2012).
- 2 employees scheduled to take their Grade III State exam (wish Pete and Wes luck).
- All of the City's identified Significant Industrial Users (total of seven) are under a new Industrial Discharge Permit.
- The City through funds provided by the State Office of Emergency Services has cleaned 2.7 miles of the City's main 24-inch sanitary sewer system. Some items removed include a tire, car exhaust, rebar and two large rocks that required the staff to perform a Permit Required Confined Space Entry twice.
- City staff perform bypass pumping operations of the 33-inch sewer coming into the Wastewater Treatment Plant to allow for the cleaning of 850 feet to remove heavy sedimentation build-up. Project time was 24 continuous hours.
- From January 1, 2016 to March 7, 2016 the Barstow Police Department handled 6,176 calls for service and arrested 494 subjects.

