

*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**

#### **RECORDS/CITY CLERK: Quarterly Projects**

- Updated templates with new annual and new signature information for Committees, Commissions and Council were completed.
- Partnership with Planning Department resulted in 113 folders of maps and specs that were organized, formatted, digitized, archived and filed.
- Building documents were transferred to a Web-based document center for easy access. Process of archiving these documents into Questy's Document Management System is targeted to be complete by the end of the year. (One Doc Stop).
- The front desk receives an average of \$10,000 per month for bus passes (NTC bus line to Fort Irwin).
- The Barstow Passport Acceptance Agency processed 107 passports in this past quarter.
- All Passport Agents passed their Federal Exams and were recertified.
- The Clerk's Department is in the middle of recruitment for a front Office Clerk.
- Transfer of Business Licenses to the Building Department was completed in April.
- Processed 2015-1<sup>st</sup> quarter (TOT) Transient Occupancy Tax.
- Maria Chavez passed her State Board Exam for Notary.
- Chief Deputy Tanya Gordon and City Clerk JoAnne Cousino passed their State Board Exams to renew their Notary Commissions.
- An inventory of the records held in the central room of the Al Vigil Center will be done provided the temperature is not overly hot.
- **CURRENT BUSINESS:**

- The 2<sup>nd</sup> set of proofs for the Barstow Municipal Code Re-codification is in its final stage of review.
- Department is working on two community events:
- July 18, 2015 – Barstow Youth Advisory Council Cultural Fair to be held at Foglesong Park (11:00 am to 8:00 pm)
- July 18, 2015 Movie in the Park to be held after the Cultural Fair at Foglesong Park (dusk).
- July 25, 2015 – Barstow Youth Advisory Council Skateboard etc... Competition. (11:00 am to 5:00 pm)
- Permanent minute archival project is continuing.
- City Clerk is working with the Fair Political Practices Commission to research any or all political committee's that were organized since 2002.
- City Clerk assisted in the coordination to host the League of Cities
  - Desert Mountain Division Regional Meeting on April 17th where 42 City,
  - County and State representatives were in attendance.
- City Clerk was selected to be on the Jury for the Statewide Helen Putnam Award for Excellence that recognizes outstanding achievements by California's 482 cities in 12 different categories.
- **BARSTOW YOUTH ADVISORY COUNCIL**
- Adopted and learned the "Let's Move" Program of 1<sup>st</sup> Lady Michelle Obama and have demonstrated and introduced the dance exercise to many events and schools.
- Events:
  - - Attended YASC (Youth Action Summit of Student Councils) in Ontario in March (Change the Future Leadership Conference).
    - Presented Blue Ribbon Ceremony to 400 attendees at the Barstow Community Awards GALA in March.
    - Provided Food Service for the 2015 Beauty Pageant Fashion Show in April.
    - Served and honored 150 cancer survivors with Blue Ribbons at Relay for Life on May 16<sup>th</sup>.
    - Demonstrated and taught the "Let's Move" Dance on stage then had the audience participated at Relay for Life.
    - Served and honored 225 volunteers with Blue Ribbons at Noonan Hall for St. Joseph's Parish on May 29<sup>th</sup>.
    - Participated with the Boys and Girls Club for their Kids Fair and Fundraiser.
- Currently coordinating the Cultural Fair and Skateboard etc... Competition events scheduled for July 18 and 25<sup>th</sup> respectfully.

*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.*



- The City has recently been notified of receipt of a \$ 200,000 grant from the State of California Habitat Conservation Fund in support of the acquisition of open space lands for preservation of the Desert Tortoise.
- A comprehensive revision of the City's Zoning Ordinance will be reviewed by the Planning Commission on June 22<sup>nd</sup> and the City Council in July 6<sup>th</sup>. This revision will bring the Zoning Ordinance into conformance with the recently revised City General Plan.
- The City has received a \$ 175,000 Compass Blueprint grant from San Bernardino County for consulting services in support of preparation of a Specific Plan for the Route 66 Business Corridor and Downtown Business and Cultural District. A Community Advisory Committee will be formed to assist in preparation of this important planning document.
- Building, grading and site plans have been submitted for the Montara Place Shopping Center, to be located at the intersection of I-40 and Montara Road. The Center will be anchored by a Super WalMart store and is expected to break ground in late 2015.
- The Lenwood Road Grade Separation project over the Burlington Northern Santa Fe rail line is expected to be completed by August 2015.
- A recent review of conditional use permits approved between 1965 and 2015 has determined that all but three of the permits still in effect are in conformance with agreed-upon conditions of approval. Enforcement actions have been commenced in reference to the three non-conforming conditional use permits.
- City of Barstow Economic Development Staff attended the 2015 retail real estate conference of the International Council of Shopping Centers from May 17-20. Contacts were made with numerous prospective commercial, retail, industrial and residential developers and this contact information has been shared with local landowners and commercial real estate brokers. Interest in Barstow was high among conference attendees.

*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.*

#### *Field Services Teams:*

- We graded Agate road and hauled in material to provide access for sewer cleaning equipment.
- We cleared out the retention basins located on the southeast and southwest corners of Mayor Katy Drive and Muriel Dr. and extended the drain pipe on each side and backfilled the shoulder.
- Installed new street name signs with City Logo and Stop signs on the south side of Main St. from Ave A to Ave G
- We Replaced old round poles with new square poles and anchors, new street name signs with City Logo and new larger Stop signs on both sides of Rimrock Rd. from Meca Dr. to Borrego Drive.
- We Crack sealed East Main St. from Yucca Ave. to Coolwater Ln.
- We Crack sealed all intersections on Main St. from Ave L to Coolwater Ln. This work was done between the hours of 11 pm and 7 am to avoid traffic issues.
- We performed weed abatement on Main St. from Ave L to Coolwater Ln. as well as the south side of Rimrock Rd. from Barstow Rd. To Borrego Dr., with more weed abatement planned throughout the City.

- We removed trash and debris from the fence and shoulder area along East Main St. from Montara Rd. to the I 40.
- Assisted with the preparation of the area around the Robert Sessions Sports Park for the 4<sup>th</sup> of July celebration.
- Continued to perform our routine duties Which include filling potholes, graffiti abatement, and other related tasks.

***Facility Maintenance has been keeping our buildings and facilities clean and in good repair. Here are a few things they have been working on.***

- Repainting the restrooms at Stringham Park. They will be replacing the fixtures and partitions as well.
- They have assisted Code Enforcement by boarding up red tagged buildings.
- They painted several offices at City Hall
- Continue to paint windows at the Harvey House as well as performing other maintenance and cleaning duties there.
- They continue to coordinate the repair and maintenance of HVAC equipment.

***Fleet Maintenance continues to do a great job maintaining and repairing our City, Police, Fire, and Parks vehicles and equipment. The installation of the in ground lift is almost complete.***

*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*

*Celebrated Earth Day 2015 in April at the Desert Discovery Center -*

*Held the Semi-Annual Citywide free Shredfest and Dump Day in April*

*Held the Free Master Composter Training Course in May which included instruction on Backyard Composting, useful Gardening ideas and tips, as well as recycling options*

*Hosting the Upcycle Contest on July 18, 2015 at the 2nd Annual Barstow Youth Cultural Festival - contest winners will be chosen based on the most creative way Reduce waste, Reuse items in a new way, and Recycle broken items.*

*Planning Documents and Facilities – Preparing our Non disposal Facility Element to update the Cities, County and State Integrated Waste Plans with Burrtec's proposal to build a Transfer Station. Burrtec has applied for their conditional use permit which required a negative declaration through CEQA. That document was published through the State, and comments have been incorporated into the conditions of approval.*

*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.*



*Mayor Julie Hackbarth-McIntyre & PIO Anthony Riley on the set of SKY with Actress Diane Kruger*

*Actor Norman Reedus with Barstow Background Actor Ken Dowell on SKY*



*Actor William Shatner "Capt. Kirk" paid a visit to the region as he embarked on a 2,400-mile long promotional trek, mostly along Route 66, from outside of Chicago to Los Angeles. Shatner teamed with American Wrench to design the "Rivet," a unique three wheeled motorcycle that looks like something out of this world.*

**The Film Office continued its Citywide recruitment efforts to add residents and locals who are interested in becoming background actors for future upcoming projects to a data base of over 300 people. The recruitment efforts will be ongoing as we seek to bring economic opportunity to the City through filming.**

After a 15 year span The Inland Empire Film Commission was dissolved, and the San Bernardino County Film Commission was created to handle permitting in the unincorporated areas of the County. Dan Taylor, Executive Assistant to retired Film Commissioner Sheri Davis will be heading up the office.

The Film Office continues its efforts in marketing the City for filming projects, including our Historic Harvey House where recently a marketing photo shoot occurred. In addition, film companies who specialize in Ghost Hunting or Paranormal Activity flock to the Harvey House from all over the country to catch a glimpse of the supernatural.



*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.*



#### Accomplishments

- City of Barstow was awarded the Government Finance Officer's Association Certificate of Achievement for Excellence in Financial Reporting Program for the Fiscal Year ended June 30, 2014.
- City of Barstow and all current members of the Joint Powers Agreement for the Victor Valley Transit Authority approved the amended JPA which will merge Barstow Area Transit with the Victor Valley Transit Agency effective July 1, 2015.

City of Barstow adopted the FY 2015-16 Operating and Capital Budget on June 15, 2015.

*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.*



- The Barstow Fire District responded to 4,652 calls in 2014 up from 4,201 in 2013.
- Members of the Fire District developed an updated Emergency Operations Plan (EOP) for the City, as part of the plan the process is underway to move the City Emergency Operations Center (EOC) to the Fire District Headquarters.
- The Fire District received several grants including; Homeland Security for \$13,000, and Assistance to Firefighters (AFG) for \$77,000.
- There were some major educational accomplishments; Firefighter Kline earned his Master's Degree, Engineer Lendway and Captain Griego finished their Bachelor's Degrees, and Captain Dinapoli finished his Associates Degree.
- Firefighters Eddy and Courtney were both accepted to, and are currently attending paramedic school.
- The Fire District conducted the annual open house which included the dedication of the headquarters station to retired Fire Chief Willis Pinkerton.

**The Community Emergency Response Team (CERT) conducted a successful field training exercise in conjunction with the great shake out. In addition, the team received a training trailer on a grant, and conducted another class for new members.**

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.



CITY OF BARSTOW

# parks & recreation

## SCHEDULE

### Preschool Classes

- Tot Time**  
 Tot Time provides a carefully planned, play-oriented curriculum. Tot Time encourages creative freedom through imaginative play, arts and crafts, music, science and gross and fine motor activities. The program teaches children to value and respect each other. Child must be toilet trained.  
 Ages: 3 to 5 years old  
 Location: Dana Park Building  
 Days: Tuesday through Friday  
 Time: 8:30 a.m. to 11:30 a.m. (3 years of age)  
 12:30 p.m. to 3:30 p.m. (4 to 5 years of age)  
 Fees: \$145 per month

### Martial Arts Classes

- Judo**  
 Learn the ancient martial art of Judo. The class teaches students to gain self-confidence, build strength, and learn self-defense.  
 Ages: All  
 Location: Jasper Park  
 Days: Tuesdays and Thursdays  
 Time: 6 p.m. to 8 p.m.  
 Fees: \$25 per month

- Karate**  
 Get in shape while meeting new people and building self-confidence (tournament, competition and rank promotions).  
 Ages: 8 years old and older  
 Location: Jasper Park  
 Mondays: 6:30 p.m. to 8:00 p.m.  
 Fridays: 6:30 p.m. to 8:00 p.m.  
 Fees: \$40 per month

- Karate Kids**  
 This program is specially designed for younger children ages four years old to seven years old. In addition to having fun, these high-energy classes, teach children about drug awareness, first aid, fire safety and more.  
 Ages: Ages 4 to 7 years old  
 Location: Jasper Park  
 Days: Fridays  
 Time: 5:30 p.m. to 6:30 p.m.  
 Fees: \$30 per month

### Cheerleading Classes

- Cheerleading**  
 Ages: 6 to 14 years old  
 Location: BHS  
 Days: Tuesdays and Thursday  
 Time: 6 p.m. to 8 p.m.  
 Fees: \$25 per month

### Physical Fitness Classes

- Movin' N' Losin'**  
 Ages: 18 and older  
 Location: Dana Park  
 Days: Monday thru Thursday  
 Time: 6 p.m. to 7 p.m.  
 Fees: \$30 per month

### Pee Wee Sports

- T-ball**  
 (New taking sign-ups at the Cora Harper Fitness Center. Copy of birth certificate required. Games played on Tuesdays and Thursdays.  
 Ages: 3 to 7 years old  
 Location: Robert A. Sessions Memorial Sportspark  
 Fees: \$45 per player
- Kiddie Soccer**  
 Ages: 2 to 3 years old  
 Location: Cora Harper Fitness Center  
 Days: Thursday (Sept - Oct)  
 Fees: \$45 per player

- Tiny Tots Basketball**  
 Ages: 3 to 5 years old  
 Location: Cora Harper Fitness Center  
 Days: Saturday (Jan - March)  
 Fees: \$45 per player

- Pee Wee Basketball**  
 Ages: 5 to 7 years old  
 Location: Cora Harper Fitness Center  
 Days: Saturday (Jan - March)  
 Fees: \$45 per player

## SCHEDULE continued

### Youth Sports

- 1st thru 6th Grade Basketball**  
 Location: Cora Harper Fitness  
 Days: November - March  
 Fees: \$45 per player
- 6th, 7th & 8th Grade Basketball**  
 Young adults will learn basic fundamentals, improve their skills, while exercising and meeting new friends. Taking registration now.  
 Ages: 9 to 13 years old  
 Location: Cora Harper Fitness Center  
 Days: April - June  
 Fees: \$45 per player

### Adult Sports

- Adult Men's Basketball**  
 Registration begins Feb. 23.  
 Location: Cora Harper Fitness Center  
 Fees: \$300 per team
- Adult Spring Softball (Men's, Coed)**  
 Location: Robert A. Sessions Memorial Sportspark  
 Days: Tuesday through Thursday  
 Time: 6 p.m. to 9 p.m.  
 Fees: \$300 per team plus sample fees  
 Contact: Terri Peralta at (760) 256-5617
- Adult Men's, Coed, and Women's Soccer Leagues**  
 Leagues are forming now.  
 Location: Robert A. Sessions Memorial Sportspark  
 Days: Fridays  
 Time: 6 p.m. to 9 p.m.  
 Fees: TBD  
 Contact: Terri Peralta at (760) 256-5617

### Henderson Pool

- Opens Memorial Weekend  
 Closes Labor Day Weekend
- Open Swim:**  
 Fees: \$2 per person  
 Time: 12pm to 3pm  
 Days: Tuesday thru Sunday
- Lap Swim:**  
 Fees: \$1 per person  
 Time: 5:30 pm to 6:30 pm  
 Days: Tuesday thru Thursday

### Jr. Lifeguard Program

- (Ages 9-14 years old)  
 Sign-ups begin May and tryouts/swim test scheduled for June.  
 Fees: \$100 (includes uniform)

### Swim Lessons

- Four sessions available - June thru August \$30  
 Per Session, contact Cora Harper Fitness (760) 256-5617

### Private party rentals are available

- Contact Cora Harper (760) 256-5617

### Summer Classes

- Tiny Tots Summer Camp**  
 Ages: 3 to 6  
 Location: Dana Park Bldg.  
 Days: Tuesday thru Friday  
 Fees: \$40 per week
- Park and Rec. Summer Camp**  
 Ages: 6 to 13  
 Location: Dana Park Bldg.  
 Days: Tuesday thru Friday  
 Fees: \$40 per week

### Robert A. Sessions Memorial Sportspark

- Batting Cages**  
 Location: Robert A. Sessions Memorial Sportspark  
 Days: Monday through Friday and Saturdays by appt. only (closed Sundays)  
 Time: 4 p.m. to 8 p.m.  
 Fees: 20 pitches \$1  
 100 pitches \$4  
 250 pitches \$14  
 500 pitches \$25

### Pavilion and Field Rental Available

- Contact: Terri Peralta at (760) 256-5617

### Cora Harper Fitness Center

- Operation Hours:**  
 Monday through Friday: 7 a.m. to 9 p.m.  
 Saturdays: 8 a.m. to 2 p.m.  
 Holiday hours: 7 a.m. to 3 p.m.  
 Phone: (760) 256-5617 Fax (760) 255-2293
- Individual Fees:**  
 \$3 per day  
 \$25 per month  
 \$50 three-month pass  
 \$175 annual pass

### Facility Rental

- Dana Park**  
 First 3 hours \$250  
 Additional hours \$30  
 Security Deposit \$150  
 Liability Insurance Required.  
 Contact: Cora Harper (760) 256-5617
- Cora Harper**  
 First 3 hours \$500  
 Additional hours \$100 up to 8 hrs. or \$1,500 for entire day  
 Security Deposit \$500  
 Liability Insurance Required.  
 Contact: Cora Harper (760) 256-5617



*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.*



- On April 16, 2016 the Barstow Police Department, along with the Barstow Unified School District and other local agencies, conducted a truancy sweep in the city of Barstow. There were 39 home visits conducted, 31 citations issued and 2 arrests.
- On April 18, 2015 Barstow Police Department personnel participated in the Bicycle Rodeo held at Revolutions.
- On April 23, 2015 Barstow Police Department personnel participated in the “Bring your Kid to Work Day” event at the San Bernardino County offices. A police K9 demonstration was also conducted.
- On April 25, 2015 Barstow Police Department personnel participated in the Anti-Bullying 5K run held at the sportspark. An information booth was set-up to provide anti-bullying information to citizens.
- On April 30, 2015 Barstow Police Department officers along with San Bernardino County Probation Department officers conducted probation compliance checks in the city of Barstow. The checks are conducted to ensure that people who are on probation are in compliance with their terms.
- On April 30, 2015 Public Safety Dispatcher Carolyn Hawkins and Citizen on Patrol Volunteer Al Moss received the Victor Valley Footprint Association’s Dispatcher and Volunteer of the Year awards.
- On May 8, 2015 the Barstow Police Department held its 3<sup>rd</sup> Annual Area Law Enforcement Shooting Competition. The Barstow California Highway Patrol office took 1<sup>st</sup> place in the team competition and Barstow Police Department Officer Tom Lewis took 1<sup>st</sup> place in the individual shooting competition.
- On May 9, 2015 the Barstow Police Department held its annual Public Safety Day event. Public safety agencies from the surrounding area participated in the event and provided valuable safety information to the citizens of the community.
- On May 15, 2015 Barstow Police Department personnel participated in the Henderson Elementary School Days event. A display was set-up for the students to see.

- On May 21, 2015 Barstow Police Department officers participated in the Law Enforcement Memorial service held in Fontana.
- On May 21, 2015 the Barstow Police Department's Police Activities League awarded four (4) Scholarships to graduating seniors of Barstow High School.
- On May 22, 2015 the Barstow Police Department, along with the Barstow Fire Protection District, conducted an active shooter drill at Central High School. The training was very successful.
- On May 27 & 29, 2015 the Barstow Police Department participated in the Office of Traffic Safety's Click-It or Ticket campaign.
- On June 11, 2015 the Barstow Police Department participated in the Barstow Community Coalition's Resource Fair at the Cora Harper Center. An informational booth was set-up and to provide law enforcement related information to citizens.
- After 26 years of dedicated service to the citizens of Barstow and the Barstow Police Department, Lieutenant Michael Hunter retired. We wish him well and thank him for his selfless service.
- Congratulations are in order for Sergeant Andrew Espinoza Jr., who was promoted to Lieutenant and to Sabrina Ellis who was selected to the position of Assistant Crime Scene Investigator/Evidence Technician.

*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.*

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



### ***Waste Water Treatment Plant***

- **Finished cleaning the main sewer line from the old golf course to highway 58**

**Pre-Treatment staff moved down to the WWTP**

**Finished the network connection at the WWTP**

**Flew the new employee position for the pre-treatment department**

**Finished rehab pond 5**

**Finished Phase I Improvement Project**

**Finished the effluent pipeline replacement project**

**Received the new headworks and preparing a bid package**

