

## **2nd Quarter Newsletter 2016**

### **OFFICE OF THE CITY MANAGER:**

**The Barstow Drag Race scheduled for Nov 4-6 is in the planning stages. The race is planned to be staged on Main Street, west of the Hwy 58.**

#### **Senior Housing:**

The Mayor, City Manager and Assistant City Manager met with representatives from the San Bernardino County Housing Authority to discuss senior housing needs within the community. The Assistant City Manager was given direction to coordinate with the county and a potential developer to determine the feasibility of a City-County-Private Developer partnership.

#### **Fire District Retirement:**

The Assistant City Manager and the Human Resources/IT Manager met with senior management at the San Bernardino County Employees Retirement Association (SBCERA) to discuss the burden of the existing retirements costs. The County agreed to conduct an additional review as it prepares its annual actuarial report to determine the cost for converting the Barstow Fire Protection District (BFPD) to the County Safety Pool. This will give the Barstow Fire Board an additional option to consider for addressing the cost of retirement for the District.

#### **Marine Corp Partnership Program:**

The Mayor, the Assistant City Manager and various staff attended the Marine Corp Partnership Program. The program is designed to identify areas where the participating agencies can develop new strategies to save money and to employ efficient strategies to maximize limited resources. The prime example of an efficient strategy is the Public Safety Mutual Aid agreement between the Marine Corp Base and the Fire District.

#### **Science on a Sphere Exhibit:**

City staff attended a meeting at Goldstone in May to view the Goldstone Museum and some of the potential items available for display along with the Science on a Sphere Exhibit. In addition, team meetings have been held at the Harvey House with the City, Goldstone, NASA and JPL. Staff and the participating agencies are developing the marketing materials and the list of “static” displays to be included in the exhibit. Staff will also work with the 2 on-site museums to maximize the opportunity for all of the local participants to benefit from the exhibit.

## RECORDS/CITY CLERK:

- Organizing vault to image certain Finance and Foundation Files.  
Updated the City's web streaming page regarding our meetings, agendas and minutes.
- 2nd Quarter (FY) Transient Occupancy Tax(TOT) was processed
- Continue to use the expanded Questy's Archival System to image additional vital departmental records from the Al Vigil Center into a centralized system.
- Special Government Reports  
Archiving Project for Planning Department maps and specs continues using interns from Barstow Community College.
- Analysis of Record Center:  
Record Center - Working on the continuation of taking inventory and identifying the records at the Al Vigil Center.
- Proceeding with the analysis of City records to determine the life cycle of existing records and where they are pursuant to the retention schedule or what records are ready for destruction, and what records are vital and/or confidential, have historic or research value.  
Records Center clean up and inventory is continuing.
- Shredded 416 Boxes of files that have reached the end of the life cycle and are ready for destruction.
- Working with the Police Department for shredding of their records that are in the destruction cycle.

## PASSPORT OFFICE

The Barstow Passport Office assisted with and/or processed 73 passports for the 2nd quarter of the calendar year.

## 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 for the November Presidential Election 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 and preparing for the Candidate Season (July 18 through August 12).

- 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).
- Working with the College ASB for a candidate forum to be offered in October. Date TBD.
- Scheduling speaking engagements with service groups and high school

## **CURRENT BUSINESS**

- Still working on the distribution of the Municipal Code Books to our subscribers and mandated agencies throughout the County and State.  
Permanent minute archival project is continuing.
- Will be ordering shelving to organize by departments.

## **BARSTOW YOUTH ADVISORY COUNCIL**

- Doing final wrap ups for upcoming “Reach the Sky” Skate and Bike Competition scheduled for July 9<sup>th</sup> as well as finalizing an action plan for the upcoming “Cultural Fair” scheduled for July 23<sup>rd</sup>.  
Finalizing action plan for “Movies in the Park.”
- Working on setting upcoming fundraising events.

## **COMMUNITY EMERGENCY RESPONSE TEAM (CERT)**

- County Ham Radio Meeting / Training.  
Monthly Training, Third Tuesday of the Month.  
Preparation and internal training for next CERT Disaster Preparedness Class  
Taught the 24 Hour CERT Basic Training Class (May 7, 21,28)  
Gave presentations of Disaster Preparedness to Service Groups and Agencies as requested.

## **COMMUNITY DEVELOPMENT DEPARTMENT**

- **Montara Place, a new shopping center to be anchored by a 200,000 square-foot Super WalMart store, is currently under construction and is scheduled to open in mid-2017.**
- Building plans have been submitted and are currently being reviewed for two new motels, a Best Western Plus on Commerce Parkway west of I-15 and a Home 2 Suites by Hilton on Fisher Boulevard east of I-15.

- Four new restaurants are expected to open this summer, including Oggi's Pizza and Brewery on Serrano Drive, Tony's Steakhouse and Buffet in the former Sizzler building on East Main Street and two restaurants at the new Asian Food Court on High Point Parkway.
- Choice Medical Group will open its 17,000 square-foot facility on West Main Street, housing new medical and dental services, by late summer.
- The Draft Specific Plan for the Route 66 Business Corridor and Downtown Business and Cultural District is scheduled to be reviewed by the Planning Commission and City Council in mid-summer. One of the key implementation measures contained in the plan, the installation of solar-powered classic car themed signage along the corridor, is expected to be completed by early fall.

## **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:**

Harvey House- continued paint of exterior windows.

Oversaw installation of hardwood flooring in both ballrooms and upstairs executive suites.

Working on touch up painting and base molding of upstairs suites.

## **FIELD SERVICES TEAM:**

**Fleet performed 47 performance operations in April and 53 maintenance operations in May as well as handling any other issues that may have come in as work orders. They are on pace to perform approximately 50 maintenance operations in June. They will be doing their end of year inventory count during the last week of June.**

### **Field Services:**

- At Foglesong Park, we put in wheel stops in the parking lot.
- Crack sealing: Harvey House parking lot,
  - Muriel Dr. between Armory & Rimrock
  - Ave. H between the soccer fields & I-15 overpass
- Patch work - mark asphalt behind Clemmer's for cut out, cut out area, re-patched w/asphalt

- Tighten up bends on the 1<sup>st</sup> St. bridge.
- Graffiti removal in various area within the City.
- Installing overhead signs on Main St.
- Repair overhead sign at Commerce Way & Lenwood Rd.
- Spraying herbicides in various areas within the City.
- Potholes repairs, hauling old asphalt from the Yard to Robertson's, purchase & pick up new asphalt from Oro Grande plant.
- Cleaning bus shelters in the City.
- Marking and striping: Sun Valley, Lenwood Rd., Harvey House, Ave. H
- Re-staining the concrete at the Harvey House
- Storm Clean Up – using heavy equipment/sweeper to clean up various streets within the City, hauling dirt to the Sportspark, pumping water out of retention basins from Sportspark & Edison
- Removing weeds on Main St., various areas
- Sign maintenance
- Remove torn military banners
- Help Park employees get ready for the Chili Cook Off.
- Work on surplus items, what items/equipment need to be auctioned as surplus, work with auctions company on how to pallet/shrink wrap surplus items, and how to send them to auction.
- Assisted P.D. with a barricaded suspect; help with closing streets down around the area. Later picked up signs/barricades and boarded up house.
- Assisted Belinda Barbour with Earth Day function
- Repaired stop sign at 1<sup>st</sup> & Buena Vista
- Performed maintenance on signal lights  
Cleaning up trash/debris: around Kennedy Middle School and in alley behind Howze Liquor, 846 Williams
- Remove weeds off Irwin Rd. retention basin
- Crack sealing: on Muriel between Armory & Rimrock Rd.
- Working on Soapmine Rd. repairing the shoulders
- Striping & working: intersection at Ave. H & Vineyard
- Working on Highpoint Pkwy, put in a spill way pipe.
- Clean up pistol range for the upcoming PD's Shooting Competition

### **Other jobs & tasks we did in May**

- Repaired: Light pole down on Lenwood Rd. near Loves
  - Metal plate on road loose next to Flying J
  - Barstow Rd. & Armory intersection lights
- Assisted with Police Department's Public Safety Fair
- Remove trees on Crooks St.
- Repair guard rail at 1<sup>st</sup> & Fairview
- Repair leaking pipe at Corp Yard in back

- Working at Highpoint Pkwy installing the spill way pipe.
- Supervisors attend the budget meeting
- Installing street name signs on Main St.
- Working behind 800 Linda Lane, went to get pipe in Fontana, concrete area
- Asphalt repair, cut out at Water Rec. Plant
- Clean up Durango & Western Whip intersection
- Repair guard rail at Yucca St. bridge
- Remove weeds & debris at the Lenwood Grade Separation
- Train on new striper vehicle
- Repair 1<sup>st</sup> St. bridge walk way
- Work with Harvey House bricks, palletizing, shrink wrap, and deliver bricks to Harvey House

### **ENVIRONMENTAL SERVICES DEPARTMENT**

**Working on rollout of "Do the Blue" and working with Burrtec to implement the new levels of service for residential customers. Where the single family homes may not be generating 90 gls of trash a week, they can now request a smaller container, 35 gallon trash and recycle bin from Burrtec Waste, effective 1 July 2016. This is good news for those that don't put their cans out every week or just don't need 90 gallons worth of space to fill up with trash!**

### **FILM OFFICE**

**The Film Office spent much of this quarter prospecting for new productions to come to Barstow for filming. We are working to coordinate the possibility of a major Disney feature for 2017.**

The Film Office 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.

### **FINANCE DEPARTMENT**

- Badawi & Associates, the City auditors, conducted their interim audit April 2016 in preparation for Comprehensive Annual Financial Report (CAFR) for the year ending June 30, 2016. Staff prepared the required schedules and documentation for the audit review.

- Finance management met with department directors and managers to go over current fiscal year budgets for FY 2015-16 and estimate budget needs for FY 2016-17. The Finance Department compiled the preliminary budget and proposed budget for both the City and Barstow Fire Protection District. Several meetings with the Finance Committee and Council were conducted

to discuss and review the budget. City budget adoption is scheduled for June 20, 2016 and the Barstow Fire Protection District is scheduled for adoption on July 18, 2016.

- June 2016 is an especially busy time for the Finance Department as they prepare the budget for the upcoming year as well as the closing of fiscal year 2015-16, that ends on June 30, 2016.

- **During this quarter, Cindy Prothro, the Finance Director was promoted to the Assistant City Manager and Mary Stapp was appointed as the Acting Finance Director.**

## **FIRE DEPARTMENT**

### **BFPD Celebrates 90 Years**

May 24, 2016 marks the 90th Anniversary of the Barstow Fire Protection District. In our 90 years of dedicated service, the fire department has evolved from a handful of neighbors banning together to serve their small town, to a highly trained combination department responding to the fire and emergency needs of an ever expanding community. A lot has changed in the 90 years, but the goals of the fire service have remained the same, to unselfishly serve and protect the people and property of the Barstow Fire Protection District.

Established in May 24 1926 the Barstow Fire Brigade was organized, founded by a group of 17 men.

Without the vision and leadership of these exceptional men, the Barstow Fire Protection District would not exist. It is these founding members that have laid the foundation in creating what we now know as the Barstow Fire Protection District of today.

From a single small fire engine in 1926, to a multi-equipped arsenal, the Barstow Fire Department continues to portray the Courtesy, Duty and Loyalty that is essential in providing the best in fire and emergency services to the residents and the businesses of Barstow California.

### **Chief Rich Ross Retires:**

Chief Ross has been in the fire service since 1987, beginning as a Paid Call Firefighter before joining the full time ranks as a Firefighter with Barstow Fire Department in 1988. Prior to being appointed Fire Chief, he served in the role of Captain and Interim Fire Chief. As Fire Chief, he is responsible for managing overall district administration, training, education and career development for department personnel including line personnel, volunteers and explorers. Additionally, Chief Ross is responsible for emergency operations center readiness, training and emergency management. Chief Ross is certified as a Chief Officer by the California Fire Service Training and Education System. He holds an Associate's degree in Fire Science, a Bachelor's degree in Fire Science, and a Master's degree in Emergency Service Management. **Congratulations Chief Ross on your Retirement!**

## **Promotions:**

Firefighter/Paramedic Robert Kline Promoted to Engineer

Captain Jamie Williams named Acting Fire Chief upon Chief Ross's Retirement Effective June 19th

## **Heat Advisory:**

Even on mild days in the 70s, studies have shown that the temperature inside a parked vehicle can rapidly rise to a dangerous level for children, pets and even adults. Leaving the windows slightly open does not significantly decrease the heating rate. The effects are more severe on children because their bodies warm at a faster rate than adults. A dark dashboard or car seat can quickly reach temperatures in the range of 180°F to over 200°F. These objects heat the adjacent air by conduction and convection and also give off long wave radiation, which then heats the air trapped inside a vehicle. Follow these tips to ensure your child's safety.

- Touch a child's safety seat and safety belt before using it to ensure it's not too hot before securing a child
- Never leave a child unattended in a vehicle, even with the windows down, even for just a minute
- Teach children not to play in, on, or around cars. They could accidentally trap themselves in a hot vehicle.
- Always lock car doors and trunks--even at home--and keep keys out of children's reach.

Always make sure children have left the car when you reach your destination. Don't leave sleeping infants in the car ever.

- Slow down: reduce, eliminate or reschedule strenuous activities until the coolest time of the day. Children, seniors and anyone with health problems should stay in the coolest available place, not necessarily indoors.
- Dress for summer. Wear lightweight, loose fitting, light-colored clothing to reflect heat and sunlight.
- Eat light, cool, easy-to-digest foods such as fruit or salads. If you pack food, put it in a cooler or carry an ice pack. Don't leave it sitting in the sun. Meats and dairy products can spoil quickly in hot weather.
- Drink plenty of water (not very cold), non-alcoholic and decaffeinated fluids, even if you don't feel thirsty. If you on a fluid restrictive diet or have a problem with fluid retention, consult a physician before increasing consumption of fluids.



- Use air conditioners or spend time in air-conditioned locations such as malls and libraries.
- Use portable electric fans to exhaust hot air from rooms or draw in cooler air.
- Do not direct the flow of portable electric fans toward yourself when room temperature is hotter than 90°F. The dry blowing air will dehydrate you faster, endangering your health.
- Minimize direct exposure to the sun. Sunburn reduces your body's ability to dissipate heat.
- Take a cool bath or shower.
- Do not take salt tablets unless specified by a physician.
- Check on older, sick, or frail people who may need help responding to the heat. Each year, dozens of children and untold numbers of pets left in parked vehicles die from hyperthermia. Keep your children, disabled adults, and pets safe during tumultuous heat waves.
- Don't leave valuable electronic equipment, such as cell phones and gps units, sitting in hot cars.

Make sure rooms are well vented if you are using volatile chemicals.

## **PARKS & RECREATION**

**The pool opened for the Memorial Day weekend (Saturday, May 28 and Sunday, May 29) from 12 p.m. until 4 p.m. The cost is \$2 per person for the day. (All children under the age of 10 years old must be accompanied by an adult.)**

**The pool is currently open every Saturday and Sunday. Now that local schools have let out for the summer break having started in June (June 7th), the pool is now open weekdays, Tuesdays through Sundays, from 12 p.m. to 4p.m. No outside food or drinks, except water, allowed to be brought in during normal business hours. For more information, contact the Cora Harper Fitness Center (760) 256-5617**

### **Pool Fees**

- Open swim general admission (all ages): \$2 per person
- Monthly pass (all ages): \$25
- Lap swim (Starting June 14th)  
\$1 (Tuesday through Thursday, 5p.m. – 7p.m.)

Private rentals (Friday through Sunday 6pm-9pm only): \$90 per hour (three hour minimum), by reservations only. Contact Cora M. Harper Fitness Center at (760) 256-5617.

Sign-ups will be taken at the Cora Harper Fitness Center prior to each session and receipt of payment must be shown on the 1st day of class. Class size is limited.

**Cost for 2-week session: \$30 per child**

Session: June 28 -July7

Session: July 12-21

Session: July 26-Aug 4th

**Morning: Recommended for beginner swimmers**

10:30am-11:00am Tadpole (Level 1)

10:30am-11:00am Guppy (Level 2)

11:00am-11:30am Goldfish (Level 3)

**Additional Programs are listed Below:**

BALLET/ TAP	AGES 3 AND UP	\$25 PER MONTH
MS NICKI	RETURNING IN AUGUST	
HIP HOP	AGES 6 AND UP	\$25 PER MONTH
MS NICKI	RETURNING IN AUGUST	
BEGINNING THEATRE	AGES 6 AND UP	\$25 PER MONTH
MS NICKI	TBA	
BEGINNING TUMBLING	AGES 6 TO 11	\$25 PER MONTH
MS NICKI	TBA	
TAEKWONDO	AGES 5 AND UP	\$35 PER MONTH
BRUCE MCGHEE	RUNS MONTHLY	
CHEER	AGES 6 TO 18	\$25 PER MONTH
TBA	RETURNING IN AUGUST	
KARATE	AGES 8 AND UP	\$40 PER MONTH
LINDA PUGLIESE	RUNS MONTHLY	
KARATE KIDS	AGES 4 TO 7	\$25 PER MONTH
LINDA PUGLIESE	RUNS MONTHLY	
JUDO	AGES 5 AND UP	\$25 PER MONTH
ERNIE SMITH	RUNS MONTHLY	

## POLICE DEPARTMENT

The following is a report from the Barstow Police Department:

- From March 8, 2016 to June 14, 2016 the Barstow Police Department handled 8,758 calls for service and arrested 731 subjects.
- On March 22, 2016 Officers from the Barstow Police Department participated in the Job Fair at Barstow High School.
- On March 24, 2016 Officers from the Barstow Police Department participated in the Job Fair at Barstow Community College.
- On April 19, 2016 a staff member from the Barstow Police Department participated in the Marijuana Community Forum. The staff member was a panelist at the forum who provided information to the community
- On April 28 & 29, 2016 distracted driving enforcement was conducted by officers. As a result, 31 citations were issued.
- On June 9<sup>th</sup> 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 May 7, 2016 the Barstow Police Department hosted Public Safety Day. The community event was conducted to build positive relationships between public safety organizations and the citizens of Barstow
- On May 13, 2016 the Barstow Police Department, assisted by the Probation Department, conducted a probation compliance sweep in the city of Barstow. As a result, 38 residences were searched and 17 subjects were arrested.
- On May 11, 2016 Shannon Cossey received the Victor Valley Footprint Associations Dispatcher of the year award and Reserve Officer Jeff Eason received the Volunteer of the year award.
- On May 12, 2016 Officer Andrew Reyes received the Optimist Club Officer of the Year award.
- On May 19, 2016 the Barstow Police Activities League provided four \$500.00 scholarships to graduating students of Barstow High School.
- On May 20, 2016 Officers from the Barstow Police Department participated in Henderson Elementary School's end of year celebration. Officers set-up displays and interacted with the students.
- On May 20, 2016 the Barstow Police Department hosted the 4<sup>th</sup> Annual Law Enforcement Shooting Competition. MCLB Police Department won the team event and Officer Tom Lewis from the Barstow Police Department won the Top Gun award.
- On May 24 & 26, 2016 Barstow Police Department staff provided active shooter training to city of Barstow employees.
- **On June 9, 2016 the Barstow Police Department hosted a "Coffee with a Cop" event at the Starbucks located on East Main Street. 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.**

## **WASTE-WATER TREATMENT PLANT**

- Operations continue as normal as the Department prepares for the summer.