



City Clerk

"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."

Upcoming meetings for District-based Flectoral System
01/05/2018
Council Chambers
6:00pm

01/16/2018
Council Chambers
7:00pm

Coordinating a Shred It Day for City Departments when files switch over to the New Year.

Updated the City's web streaming page regarding our meetings, agendas and minutes.

3rd Quarter Transient Occupancy is being processed
Continuation of the Record Center analysis to determine the life cycle of the records for the close of 2017 calendar year.

Archiving Project for Planning Department maps and specs continues using interns from Barstow Community College. This is a great partnership with the college for training of students in specific areas in the City.

Currently, we are using interns at the Fire Department, Records Department, Building Department, and Park/Recreation.

Continue to use the expanded Questy's Archival System to bring imaged and additional vital departmental records from the Al Vigil Center into a centralized system.

Public Records Request: 72 External, 91 Internal The front Customer Service Office assisted Code Enforcement, Business License, Human Resources, Environmental Services and community Development.

Special Meeting for District-based Flectoral System
Monday, 01/29/2018 @ 7:00pm
Council Chambers

Election Information



The City Clerk's Office/City Hall was an Early Voting Location and Mail Ballot Drop off Location for the Measure J Election held on November 7th this year.

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 7th Election so that our local area poll workers didn't have to travel to Victorville or San Bernardino to obtain their mandatory training.

Interested individuals who want to help at the polls for the next election(s) in 2018 can register by calling San Bernardino Registrar of Voters Office at (909) 387-8300.

Passport Office



The Barstow Passport Office assisted with and/or processed 52 passports for the 4th quarter of the calendar year.

All agents are going through annual training and recertifying for 2018.

Community Emergency Response Team

Held Monthly Training, Third Tuesday of every Month at Barstow Fire Protection District Station Headquarters:

October 17th -

November 21st - Dark

December 19th

Preparation and internal training for next Disaster Preparedness Class

Gave presentations of Disaster Preparedness to Service Groups and Agencies as requested.

Participated in the Statewide "Emergency Shake Out"

