

## **RESIDENT OVERSIGHT COMMISSION**

### **SPECIAL MEETING**

#### **Agenda**

City of Barstow Council Chambers  
220 East Mountain View Street, Barstow, CA 92311

November 19, 2019  
5:00 p.m.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
  - a. Special Meeting – November 7, 2019
5. Ongoing Business
  - a. Financial Report - Fiscal Year 2018-2019 - 4<sup>th</sup> Quarter
6. New Business
7. Commissioner Comments
8. Staff Comments
9. Public Comments
10. Suggest Items for the Next Agenda
11. Next Meeting Date
12. Adjourn



Resident Oversight Commission  
11/19/19 05:00 PM  
City Manager  
Nikki Salas

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**AGENDA ITEM**

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**AGENDA MATTER:**

RESIDENT OVERSIGHT COMMISSION MINUTES OF SPECIAL MEETING HELD NOVEMBER 7, 2019

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**EXECUTIVE SUMMARY:**

**DISCUSSION:**

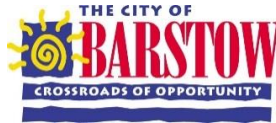
**FISCAL IMPACT:**

None.

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**RECOMMENDED ACTION:**

Approve the minutes as presented.



## RESIDENT OVERSIGHT COMMISSION

### Minutes

City of Barstow Council Chambers  
220 East Mountain View Street, Barstow, CA 92311

November 7, 2019  
5:00 p.m.

#### 1. Call to Order

City Manager Nikki Salas called the meeting to order at 5:00 p.m.

#### 2. Roll Call

Present at the meeting were: City Manager Nikki Salas, Assistant City Manager Cindy Prothro, Executive Assistant Christina Rudsell, Chairman Leonard Williams and Commissioners Kimberly Johnson, David Mendez, Barbara Rose and John Williams.

#### 3. Ongoing Business

##### a. Financial Report – Fiscal Year 2018-2019 – 4<sup>th</sup> Quarter

Commissioner Rose requested that specific dates be included in the Financial Report instead of just the months and years covered.

Commissioner Rose asked for a breakdown of Measure Q revenues by industry group (food, lodging, fuel, etc). Assistant City Manager Prothro stated that some information from the City's sales tax consultant can be provided, but proprietary information cannot be included.

Discussion ensued about the format of the financial report and how the information would be presented along with including information on the State of California's nominal rate that is deducted from sales tax payments. Assistant City Manager Prothro explained the importance of reporting all activity within the same quarter.

Commissioner Salas suggested having another meeting to finalize the 4th quarter financial report for fiscal year 2018-2019 before it is presented to the City Council.

It was the consensus of the Commission to have Chairman Leonard Williams present the financial report with the support of the rest of the Commission.

#### 4. New Business

Items discussed as New Business included the following:

##### Assignment of Commissioners to Measure Q Stakeholders

Commissioner John Williams suggested that each Commissioner be assigned their own group of Measure Q stakeholders (police, fire, youth, etc) to represent.

City Manager Salas suggested that the Police Chief, Fire Chief and Parks and Recreation Superintendent be included in the Commission meetings and provide an update on their respective areas. She also requested that the City Manager be informed as a courtesy whenever the Commission is contacting staff to request more in-depth information on their Measure Q funded programs and services.

Chairman Leonard Williams encouraged the Commission to reach out to the City Manager if they have any questions or would like more information on how Measure Q funds are being spent.

##### Youth Community Promotional Fund

Commissioner Rose asked if Measure Q funds will be used to off-set the costs of ball field lights and field rentals for youth sports groups.

City Manager Salas stated that those costs will be covered by Measure Q's Youth Community Promotional Fund.

Chairman Leonard Williams stated that other youth programs need to be funded in addition to youth sports.

City Manager Salas discussed other parks and recreation and youth related programs and improvements that will be Measure Q funded.

Commissioner Rose suggested utilizing instructors from Barstow Unified School District and Barstow Community College for senior programs that will be funded by Measure Q.

##### Resident Oversight Commission Measure Q Reporting and Meeting Schedule

City Manager Salas presented a quarterly schedule to track Measure Q sales tax payments along with Commission meetings and financial reporting.

Commissioner Rose requested that each Commissioner be provided with a binder containing the full agenda packet at each meeting.

### Meeting Agenda Format

It was the consensus of the Commission to format each meeting agenda as follows:

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. Ongoing Business
6. New Business
7. Commissioner Comments
8. Staff Comments
9. Public Comments
10. Suggested Items for the Next Agenda
11. Next Meeting Date
12. Adjourned

Commissioner Rose suggested that public comments be limited to three minutes per speaker. It was the consensus of the Commission not to impose a time limit.

#### 5. Commissioner Comments

Commissioner John Williams stated that he is proud to be serving on the Resident Oversight Commission (ROC) and asked fellow Commissioners not to speak negatively of the ROC and its purpose.

Commissioner Johnson stated that the ROC is just starting out and to be patient with the learning process as it evolves.

Commissioner Rose stated that the Commission has a right to voice their opinions, but should be cautious about speaking negatively about Barstow. She explained that each Commissioner was aware of the criteria when they applied for the ROC. She also requested that the Chairperson chair future meetings in accordance with the Brown Act.

Chairman Leonard Williams encouraged fellow Commissioners to ask questions about Measure Q and visit staff with a courtesy notification to the City Manager. He stated that the ROC are not elected officials, but citizens who are responsible to make sure that the Measure Q funds are spent in accordance with what the City Council approved. He also mentioned that the ROC is off to a great start and requested Measure Q branding on all vehicle and equipment purchases.

Commissioner Mendez apologized for being opinionated at times during the meeting. His intent is not offend, but only to get his point across.

## 6. Staff Comments

Assistant City Manager Prothro thanked Commissioner Mendez for his passion and being direct. She discussed the presentation of financial information and how it needs to align with the time period specified. She also mentioned how staff is very satisfied with the recent equipment purchases and they can also be the best advertising for Measure Q.

City Manager Salas discussed how information on Measure Q is now available on the City's website, Facebook, Instagram and Channel 6. She also mentioned that regular Measure Q updates will be provided to the City Council and encouraged the ROC to reach out to her for any questions. Discussion also ensued about the Measure Q budget process for Fiscal Year 2019-2020 and conservatively projecting revenues, expenditures and filling positions.

Executive Assistant Rudsell stated that she is excited to support the ROC and encouraged the Commissioners to reach out if they need anything. She also thanked the ROC for being patient as they, along with staff, navigate through this process which is new to everyone.

## 7. Public Comment

Paul Courtney stated that staff are very approachable and responsive to any questions. He also commended Chairman Leonard Williams on being proactive with getting information on Measure Q and City Manager Salas on being aware of what issues are trending. He stated the ROC is off to a great start.

Mike Hernandez expressed concern about the funding of the Economic Development Administrator position stating it should not come from Measure Q when it was previously funded from the General Fund. He also mentioned that Measure Q funds should help augment the funding of youth sports.

## 8. Suggested Items for the Next Agenda

1. Financial Report – Fiscal Year 2018-2019 – 4<sup>th</sup> Quarter

2. Next Meeting Date

November 19, 2019

3. Adjourn

By consensus of the ROC, the meeting adjourned at 7:11 p.m.



Resident Oversight Commission  
11/19/19 05:00 PM  
City Manager  
Nikki Salas

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**AGENDA ITEM**

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**AGENDA MATTER:**

**MEASURE Q FUND FINANCIAL REPORT – FISCAL YEAR 2018-2019 – 4<sup>TH</sup> QUARTER**

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**EXECUTIVE SUMMARY:**

**DISCUSSION:**

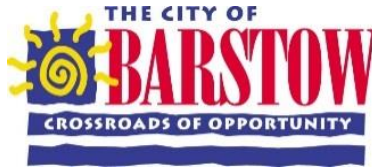
**FISCAL IMPACT:**

None.

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**RECOMMENDED ACTION:**

Approve the Measure Q Fund Financial Report for Fiscal Year 2018-2019 – 4<sup>th</sup> Quarter, April 1 – June 30, 2019.



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## MEMORANDUM

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**TO:** Honorable Mayor and City Council

**FROM:** Resident Oversight Commission

**SUBJECT:** Measure Q Fund Financial Report - Fiscal Year 2018-2019 - 4th Quarter

**DATE:** November 19, 2019

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The Resident Oversight Commission has reviewed all revenues and expenditures in accordance with Barstow Municipal Code Section 2.26.050 and reports the following:

**Fiscal Year 2018-2019 • 4<sup>th</sup> Quarter (April 1 – June 30, 2019)**

|  |                              |
|--|------------------------------|
| <b>TOTAL REVENUES:</b>                       | <b>\$2,058,112.30</b>        |
| <b>TOTAL EXPENDITURES:</b>                   | <u><b>\$0.00</b></u>         |
| <b>EXCESS OF REVENUES OVER EXPENDITURES:</b> | <u><b>\$2,058,112.30</b></u> |

See EXHIBIT A for breakdown of revenues by industry

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Leonard Williams, Chairperson

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Date

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Nikki Salas, Ed.D., City Manager

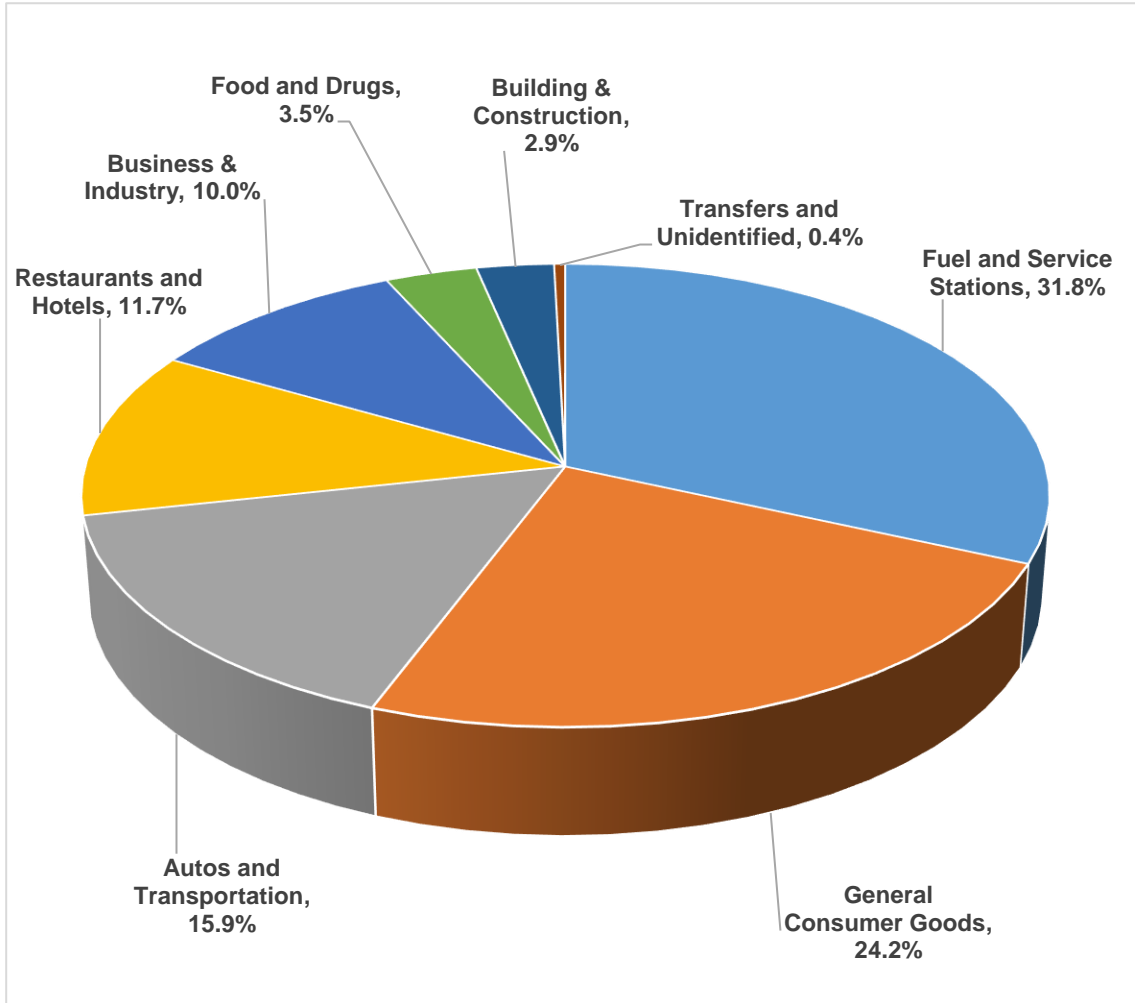
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Date



# EXHIBIT A

## City of Barstow Measure Q - 1% Transaction Tax Percent Collected by Industry Group April 1 - June 30, 2019



| <u>Major Industry Group</u> | <u>% of Tax Collected</u> |
|-----------------------------|---------------------------|
| Fuel and Service Stations   | 31.8%                     |
| General Consumer Goods      | 24.2%                     |
| Autos and Transportation    | 15.9%                     |
| Restaurants and Hotels      | 11.7%                     |
| Business & Industry         | 10.0%                     |
| Food and Drugs              | 3.5%                      |
| Building & Construction     | 2.9%                      |
| Transfers and Unidentified  | 0.4%                      |

|                 |              |
|-----------------|--------------|
| Total Collected | \$ 2,058,112 |
|-----------------|--------------|