

RESIDENT OVERSIGHT COMMISSION

REGULAR MEETING

Agenda

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

December 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 19, 2019
5. Ongoing Business
 - a. None at this time
6. New Business
 - a. Financial Report – Fiscal Year 2019-2020 – 1st Quarter
 - b. Recommendation to assign each Commissioner a specific area of interest
 - c. Measure Q Reporting Schedule
 - d. Select meeting dates/schedule
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
12/19/19 05:00 PM
City Manager
Nikki Salas

AGENDA ITEM

AGENDA MATTER:

RESIDENT OVERSIGHT COMMISSION MINUTES OF SPECIAL MEETING HELD NOVEMBER 19, 2019

EXECUTIVE SUMMARY:

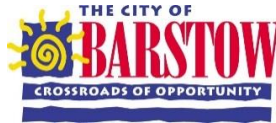
DISCUSSION:

FISCAL IMPACT:

None.

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 19, 2019
5:00 p.m.

1. Call to Order

City Manager Nikki Salas called the meeting to order at 5:05 p.m.

2. Roll Call

Present: City Manager Nikki Salas, Assistant City Manager Cindy Prothro, Executive Assistant Christina Rudsell, Park and Recreation Superintendent Kyle Wooley, Economic Development Administrator Amanda Hernandez, Chairman Leonard Williams and Commissioners David Mendez, Barbara Rose and John Williams.

Absent: Commissioner Kimberly Johnson

3. Approval of Agenda

RESULT: APPROVED [UNANIMOUS]
MOVER: Barbara Rose, Commissioner
SECONDER: John Williams, Commissioner
AYES: Mendez, Rose, J. Williams, L. Williams
ABSENT: Johnson

4. Approval of Minutes

a. Special Meeting – November 7, 2019

Discussion ensued about referring to the Resident Oversight Commission (ROC) meetings as Special Meetings versus Regular Meetings. City Manager Salas stated that clarification would be provided to the ROC.

Commissioner Rose recommended the meetings be classified as Regular Meetings unless occurring outside of their normal quarterly meeting times.

It was the consensus of the ROC to reference the first initials of Chairman Williams and Commissioner Williams throughout the minutes.

City Manager Salas asked that the typo on her title on the last paragraph of page 1 be corrected from Commissioner to City Manager.

RESULT: APPROVED AS AMENDED [UNANIMOUS]

MOVER: Barbara Rose, Commissioner

SECONDER: John Williams, Commissioner

AYES: Mendez, Rose, Williams (John), Williams (Leonard)

ABSENT: Johnson

5. Ongoing Business

a. Financial Report – Fiscal Year 2018-2019 – 4th Quarter

Commissioner Rose asked Assistant City Manager Prothro for an explanation of the Financial Report Memorandum. Assistant City Manager Prothro discussed the revenue collected and the timeline of when the State of California remits payments to agencies versus when it is actually collected. She discussed the percentage retained by the State (.49% or 10,153.07 for the 4th Quarter of FY 18-19) which will be shown as an expenditure. Assistant City Manager Prothro also mentioned that the State has a not-to-exceed amount and a few more quarters need to pass in order to realistically project the amount retained by the State.

Commissioner Rose requested that staff provide the not-to-exceed figure from the State.

Commissioner Mendez asked for an explanation of the .4% Transfers and Unidentified amount listed on the financial report. Assistant City Manager Prothro stated that amount is likely nominal transfers and adjustments that occur outside of the reporting period along with adjustments to the County of San Bernardino pool amount.

Commissioner Rose requested that the rounding on the financial report's pie chart be corrected.

Chairman L. Williams asked if Measure Q's percentages collected by industry group are in line with other sales taxes collected by the City. Assistant City Manager Prothro state fuel is in line, autos will fluctuate and consumer goods will be affected by the County pool.

Commissioner Rose asked for a quarterly and eventually, annual, comparison of Measure Q sales tax data/trends.

6. New Business
 - a. None at this time.

7. Commissioner Comments

Commissioner Rose thanked staff for following up on the financial report items requested by the ROC at their November 7, 2019 meeting. She also commended Chairman L. Williams for chairing the meeting and asked that staff not overlook any items requested by the ROC.

Commissioner J. Williams commented on how the City was doing great and exciting things with Measure Q. He discussed the importance of ensuring that any information that is provided to the community be accurate. He also suggested a Measure Q Facebook or online forum. Discussion ensued about an online forum versus providing updates through the City's website. City Manager Salas stated that the ROC is welcome to share information with the community, but cannot comment on each other's posts per Brown Act regulations.

Discussion ensued about comments from the public on the funding of certain positions over public safety positions. City Manager Salas stated that funding of all positions through Measure Q were brought to the City Council for approval.

Commissioner J. Williams emphasized the importance of the ROC being unified and correcting any misinformation about Measure Q.

Chairman L. Williams discussed how he provides the public with factual information based on clarification from City Manager Salas and Assistant City Manager Prothro. He stated that the ROC needs to be unified and not engage in any negativity.

Commissioner Rose encouraged the ROC to function within their parameters although they do have a right to voice their opinions as tax paying citizens.

Chairman L. Williams encouraged the ROC to reach out to City Manager Salas and commended her for being so responsive. He also stated that the Council has followed the Measure Q spending plan.

Commissioner Rose suggested that a cheat sheet be provided to the Chairperson and have the ROC review.

Commissioner Mendez discussed his engagement with the community about Measure Q and agreed with Commissioner J. Williams' suggestion about a Measure Q Facebook page although it does not have to be monitored. He also discussed how a Facebook page would allow staff to qualify any misinformation.

Commissioner Rose advised caution on having a Measure Q Facebook page and stated that she is opposed to the suggestion.

Commissioner Mendez stated that he is not resigning from the ROC and will give it a year. It is not what he anticipated and needs to understand it better in order to make a more informed decision.

8. Staff Comments

City Manager Salas discussed recent purchases of new and replacement technology for Police and Fire which was approved at the November 18, 2019 Council meeting. She also discussed recent issues with the Police Department recruitments and candidates not passing background checks, the academy, etc. She also discussed the Barstow Fire Protection District recruitments along with the funding of technology purchases/upgrades since it has been challenging to recruit staff.

Assistant City Manager Prothro discussed some of the challenges with Measure Q spending during the current fiscal year along with the tangible results.

Economic Development Administrator Hernandez stated that she is excited to start working with the Barstow community.

Executive Assistant Rudsell provided the ROC with an updated meeting schedule.

Parks and Recreation Superintendent Wooley agreed with the Measure Q Facebook page if it is not run by the City. City Manager Salas stated she would look into the legalities of a Measure Q Facebook page.

9. Public Comment

None.

10. Suggested Items for the Next Agenda

1. Financial Report – Fiscal Year 2019-2020 – 1st Quarter
2. Recommendation to assign each Commissioner a specific area of interest
3. Measure Q Reporting Schedule
4. Select meeting dates/schedule

11. Next Meeting Date

December 19, 2019 at 5 pm

12. Adjourn

By consensus of the ROC, the meeting adjourned at 6:40 p.m.



AGENDA ITEM

AGENDA MATTER:

MEASURE Q FUND FINANCIAL REPORT – FISCAL YEAR 2019-2020 – 1ST QUARTER

EXECUTIVE SUMMARY:

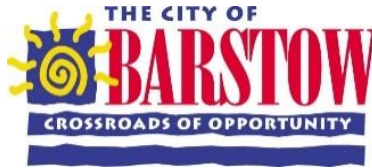
DISCUSSION:

FISCAL IMPACT:

None.

RECOMMENDED ACTION:

Approve the Measure Q Fund Financial Report for Fiscal Year 2019-2020 – 1st Quarter, July 1, 2019 – September 30, 2019.



MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Resident Oversight Commission

SUBJECT: Measure Q Fund Financial Report - Fiscal Year 2019-2020 – 1st Quarter

DATE: December 19, 2019

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 2019-2020 • 1st Quarter (July 1, 2019 – September 30, 2019)

TOTAL REVENUES:	\$2,083,957.55
TOTAL EXPENDITURES:	<u>\$1,143,611.98</u>
EXCESS OF REVENUES OVER EXPENDITURES:	<u><u>\$ 940,345.57</u></u>

See EXHIBIT A for breakdown of revenues and expenditures

Leonard Williams, Chairperson

Date

Nikki Salas, Ed.D., City Manager

Date

**Measure Q Revenues and Expenditure Summary
July 1, 2019 - September 30, 2019**

Revenues	
7/1 - 7/31/2019	\$ 551,125.41
8/1 - 8/31/2019	596,349.09
9/1 - 9/30/2019	936,483.05
TOTAL	\$ 2,083,957.55

Expenditures	Appropriation	Expenditures	Year-to-Date Expenditures	Description
General Government - Transfers & Other				
Cost Allocation	\$ 400,000.00	\$ 99,999.99	\$ 99,999.99	
Total	400,000.00	99,999.99	99,999.99	
City Manager Division				
Salaries	141,414.00	7,396.20	7,396.20	1 Executive Assistant
Benefits	26,693.00	2,009.61	2,009.61	1 Executive Assistant
Operations	-	-	-	
Total	168,107.00	9,405.81	9,405.81	
Administrative Services - IT Division				
Salaries	26,525.00	6,850.23	6,850.23	1 IT Coordinator (shared)*
Benefits	9,267.00	1,675.59	1,675.59	1 IT Coordinator (shared)*
Operations	-	-	-	
Total	35,792.00	8,525.82	8,525.82	
Police Uniform Division				
Salaries	484,352.00	12,693.15	12,693.15	1 Police Officer Trainee 1 Police Officer
Benefits	149,221.00	5,165.73	5,165.73	1 Police Officer Trainee 1 Police Officer
Operations	232,760.00	-	-	
Total	866,333.00	17,858.88	17,858.88	
Police Dispatch Division				
Salaries	102,284.00	5,712.02	5,712.02	
Benefits	18,240.00	1,027.48	1,027.48	
Operations	-	-	-	
Total	120,524.00	6,739.50	6,739.50	
Police Administration Division				
Salaries	58,265.00	12,644.25	12,644.25	1 Police Services Assistant
Benefits	10,106.00	2,612.33	2,612.33	1 Police Services Assistant
Operations	-	-	-	
Total	68,371.00	15,256.58	15,256.58	
Public Works - Streets Maintenance				
Salaries	87,421.00	9,705.84	9,705.84	2 Public Services Assistant I
Benefits	15,730.00	2,285.95	2,285.95	2 Public Services Assistant I
Operations	25,000.00	-	-	
Capital & Equipment	311,677.12	-	-	
ADA Curb & Gutter	100,000.00	-	-	
Total	539,828.12	11,991.79	11,991.79	
Public Works - Building Maintenance				
Salaries	45,751.00	11,415.45	11,415.45	1 Public Services Assistant I
Benefits	7,864.00	4,042.34	4,042.34	
Operations	-	-	-	
Total	53,615.00	15,457.79	15,457.79	
Public Works - Fleet Maintenance				
Salaries	55,451.00	5,181.86	5,181.86	1 Mechanic
Benefits	10,982.00	1,482.35	1,482.35	1 Mechanic
Operations	-	-	-	
Total	66,433.00	6,664.21	6,664.21	
Community Development - Admin Division				
Salaries	56,015.00	11,518.20	11,518.20	1 Office Assistant
Benefits	11,082.00	2,486.87	2,486.87	1 Office Assistant
Operations	-	-	-	
Total	67,097.00	14,005.07	14,005.07	

*Position shared with Wastewater and Solid Waste Divisions

**Measure Q Revenues and Expenditure Summary
July 1, 2019 - September 30, 2019**

Expenditures	Appropriation	Expenditures	Year-to-Date Expenditures	Description
Community Development - Building & Safety Division				
Salaries	77,350.00	11,183.00	11,183.00	1 Fire Inspector/Arson Investigator
Benefits	14,277.00	2,544.39	2,544.39	1 Fire Inspector/Arson Investigator
Operations	-	-	-	
Total	91,627.00	13,727.39	13,727.39	
Community Development - Community Promotional Fund				
Planned Community Promotions	23,000.00	500.00	500.00	
Downtown Xmas Lights	13,500.00	-	-	
Mural Program	10,000.00	-	-	
4th of July Community Event	60,000.00	53,752.39	53,752.39	
Military Banners	7,000.00	791.61	791.61	
Community Promotional Fund (Unplanned)	5,000.00	800.00	800.00	
Senior/Youth Funds	100,000.00	-	-	
Total	218,500.00	55,844.00	55,844.00	
Parks & Recreation Division				
Salaries	-	-	-	
Benefits	-	-	-	
Operations	-	-	-	
Capital & Equipment	185,000.00	-	-	
Total	185,000.00	-	-	
Barstow Fire Protection District				
Salaries	712,199.00	-	-	
Benefits	1,112,664.00	836,172.47	836,172.47	
Operations	472,000.00	31,962.68	31,962.68	
Capital & Equipment	250,000.00	-	-	
Total	2,546,863.00	868,135.15	868,135.15	
GRAND TOTAL	\$ 5,428,090.12	\$ 1,143,611.98	\$ 1,143,611.98	