

## **RESIDENT OVERSIGHT COMMISSION**

### **REGULAR MEETING**

#### **Agenda**

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

June 24, 2020  
5:00 p.m.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
  - a. Regular Meeting – May 19, 2020
5. Ongoing Business
  - a. None
6. New Business
  - a. Financial Report – Fiscal Year 2019-2020 – 3<sup>rd</sup> Quarter
7. Commissioner Comments
8. Staff Comments
9. Public Comments
10. Suggest Items for the Next Agenda
11. Next Meeting Date
12. Adjourn

**The Resident Oversight Commission meeting will be conducted via teleconference consistent with State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic. For those wishing to participate in the Resident Oversight Commission meeting, a conference call has been set up for participation.**

Dial-in number (US): (605) 313-5111  
Access code: 486074#

If you have any questions regarding the Resident Oversight Commission Meeting, please contact (760) 255-5195.



Resident Oversight Commission  
06/24/20 05:00 PM  
City Manager  
Nikki Salas  
ITEM NO. 4 a.

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**AGENDA ITEM**

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**AGENDA MATTER:**

**RESIDENT OVERSIGHT COMMISSION MINUTES OF REGULAR MEETING HELD MAY 19, 2020**

**EXECUTIVE SUMMARY:**

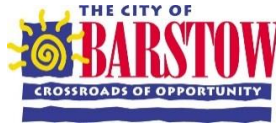
**DISCUSSION:**

**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

May 19, 2020  
5:00 p.m.

Meeting conducted via teleconference due to the COVID1-19 crisis.

#### 1. Call to Order

Chairman Leonard Williams called the meeting of the Resident Oversight Commission (ROC) to order at 5:01 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  
Commissioner Kimberly Johnson  
Commissioner David Mendez  
Commissioner Barbara Rose  
Commissioner John Williams

##### Absent:

None

#### 3. Approval of Agenda

RESULT: APPROVED [UNANIMOUS]  
MOVER: Barbara Rose, Commissioner  
SECONDER: David Mendez, Commissioner  
AYES: Johnson, Mendez, Rose, J. Williams, L. Williams  
ABSENT: None

4. Approval of Minutes
  - a. Special Meeting – November 19, 2019

RESULT: APPROVED [UNANIMOUS]  
MOVER: Barbara Rose, Commissioner  
SECONDER: Kimberly Johnson, Commissioner  
AYES: Johnson, Mendez, Rose, J. Williams, L. Williams  
ABSENT: None

- b. Regular Meeting – December 19, 2019

RESULT: APPROVED [UNANIMOUS]  
MOVER: Leonard Williams, Chairman  
SECONDER: John Williams, Commissioner  
AYES: Johnson, Mendez, Rose, J. Williams, L. Williams  
ABSENT: None

5. Ongoing Business

- a. Measure Q Reporting Schedule

RESULT: APPROVED [UNANIMOUS]  
MOVER: Kimberly Johnson, Commissioner  
SECONDER: David Mendez, Commissioner  
AYES: Johnson, Mendez, Rose, J. Williams, L. Williams  
ABSENT: None

6. New Business

- a. Financial Report – Fiscal Year 2019-2020 – 2<sup>nd</sup> Quarter

Assistant City Manager Cindy Prothro presented the Measure Q Financial Report for the 2<sup>nd</sup> Quarter of Fiscal Year 2019-2020.

Commissioner J. Williams asked about more than one police officer riding in a squad car together. Assistant City Manager Prothro stated that was for field training purposes.

Commissioner J. Williams asked about Christmas Tree Lighting expenditures being higher than the Mardi Gras Parade. Assistant City Manager Prothro stated that the parade costs are higher because more man power and labor are involved in coordinating street closures for that event.

City Manager Salas stated that any events that benefited the community were transferred from the General Fund to the Measure Q Community Promotional Fund budget for Fiscal Year 2019-2020.

Commissioner J. Williams asked when that decision was approved. City Manager Salas stated that transferring these types of expenditures was approved by the City Council during the budget workshop/ratification in June 2019.

Commissioner J. Williams also expressed that the Council should ask the public's opinion on moving items from the General Fund to Measure Q Fund. City Manager Salas suggested that each Commissioner reach out and have these types of discussions with their Council Member. Chairman L. Williams stated that none of the Commissioners were seated in their positions upon adoption of the Fiscal Year 2019-2020 budget.

Commissioner J. Williams asked about the Cost Allocation item in the financial report. Assistant City Manager Prothro stated that those costs are the proportional share of salaries and overhead from the General Fund for the services provided for Measure Q. She also stated that this allocation is more cost effective than Measure Q paying for these overhead items and services.

RESULT: APPROVED [4-1-0-0]

MOVER: Leonard Williams, Chairman

SECONDER: Kimberly Johnson, Commissioner

AYES: Johnson, Rose, J. Williams, L. Williams

NO: Mendez

ABSENT: None

- b. Measure Q Sales Tax by Industry Group – Fiscal Year 2019-2020 1<sup>st</sup> Quarter

Assistant City Manager Cindy Prothro presented the Measure Q Sales Tax by Industry Group for Fiscal Year 2019-2020 1<sup>st</sup> Quarter

- c. Measure Q Sales Tax by Industry Group – Fiscal Year 2019-2020 2<sup>nd</sup> Quarter

Assistant City Manager Cindy Prothro presented the Measure Q Sales Tax by Industry Group for Fiscal Year 2019-2020 2<sup>nd</sup> Quarter

Commissioner Mendez asked why the report had a category for Food and Drugs. Assistant City Manager Prothro stated that over the counter drug purchases are subject to sales tax.

Commissioner Rose asked how the City Council and staff were planning on addressing the shortfall of revenue due to the COVID-19 pandemic. She expressed concern about making sure that the Council and staff are cognizant of expenditures during the pandemic.

Commissioner Mendez asked about updating the voter-approved Measure Q 5-year plan as a result of the pandemic. City Manager Salas stated that the Council will adopt the budget for the next two fiscal years followed by addressing the 5-year plan. She also discussed that staff needs to see how sales tax revenue will be affected with real figures and data which will not be available until later in the year. She also mentioned that planning for the impact to the Measure Q budget is an action taken by Council with the ROC ensuring that the spending plan is followed.

Commissioner Rose agreed that we need to wait until actual numbers come in, but staff should be running scenarios. Assistant City Manager Prothro stated that staff has been running scenarios however the COVID-19 pandemic is an unprecedented situation that no one has ever encountered and the type of recovery is going to be hard to estimate.

Discussion ensued about the Autos and Transportation, Unidentified and Building and Construction categories of the industry group breakdown.

d. Measure Q website.

City Manager Salas discussed the recent upgrade to the city website along with the ability to include Measure Q data points on the homepage in the future. She also stated that approved minutes are posted on the Measure Q page while draft minutes are posted as part of the agenda packet.

Commissioner Rose suggested putting the approval date on the minutes that are posted on the website. She also suggested identifying each item on the agenda as action or informational.

Commissioner Rose asked why there are no minutes from the July 30, 2019 meeting. City Manager Salas stated that the meeting format adjusted to a more formal process since formation of the ROC. She stated that staff is open to meeting format suggestions based on the charter established by the City Council.

## 7. Commissioner Comments

Commissioner Johnson expressed concern about how some of the other Commissioners are confused about the purpose or authority of the ROC. The charter states that the ROC is a checks and balances to the City Council. She also asked about the expectations each Commissioner has with their relationship with their Council Member. Commissioner J. Williams stated he would rather have each Council

Member explain the reasoning behind their decision making when it comes to Measure Q spending.

Commissioner Rose stated that she is aware of the parameters of her role on the ROC, but it does not hinder her from asking the difficult questions and improving the community. She also stated that everyone is in the COVID-19 crisis together and appreciates what each member of the ROC brings to the table.

Commissioner J. Williams asked how many funds, particularly the General Fund, does the City have because there is a lot of misinformation being spread throughout the community regarding the City's financial status. He expressed concern about persevering the reputation of the City Manager and Assistant City Manager especially in responding to the COVID-19 crisis. He also stated that as the State and other cities are going into a deficit, Barstow is in a better financial situation because of Measure Q. He commended the ROC for caring about the community and doing a fantastic job at educating the community about Measure Q.

Commissioner Mendez also stated that he has heard misinformation regarding the state of the General Fund. He also stated that although Commissioner Johnson is correct on the roles and responsibilities of the ROC, that is not how it was initially presented to him. He does enjoy being on the ROC and appreciates what he has learned along the way.

Commissioner Mendez also expressed concern about negative or confidential information being shared with a potential mayoral candidate from internal City staff. Commissioner Rose stated that may not always be the case or true. City Manager Salas stated that personnel issues are never discussed publicly. She also stated that she has only had conversations with potential candidates and elected officials about what their role is in relation to personnel issues. She also stated that the City now has General Fund reserves which were not available one year ago when she started. She stated that staff will continue to clarify any misinformation.

Chairman L. Williams stated that what he hears throughout the community does not affect him and he tries not to get involved in rumors. He tries to keep his focus on Measure Q when interacting with staff and the Council. He agrees that Measure Q is helping the City economically in light of the COVID-19 crisis. He commended staff for looking ahead and also Assistant City Manager Prothro on her presentation about municipal finance during the Leadership Barstow program.

## 8. Staff Comments

City Manager Salas discussed the upcoming fiscal year in review that will be presented to the City Council in June which will also include a section on Measure Q. She also discussed Measure Q sidewalk repairs.



Parks and Recreation Superintendent Kyle Wooley provided an update on recreation programs and services during the COVID-19 crisis.

9. Public Comment

None

10. Suggested Items for the Next Agenda

Financial Report – Fiscal Year 2019-2020 – 3<sup>rd</sup> Quarter

11. Next Meeting Date

June 24, 2020 at 5 pm.

12. Adjourn

By consensus of the ROC, the meeting adjourned at 6:41 p.m.

Respectfully Submitted:

\_\_\_\_\_  
Christina Rudsell  
Executive Assistant

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Leonard Williams  
Chairperson

\_\_\_\_\_  
Date



Resident Oversight Commission  
06/24/20 05:00 PM  
City Manager  
Nikki Salas  
ITEM NO. 6 a.

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**AGENDA ITEM**

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**AGENDA MATTER:**

MEASURE Q FUND FINANCIAL REPORT – FISCAL YEAR 2019-2020 – 3<sup>RD</sup> QUARTER

**EXECUTIVE SUMMARY:**

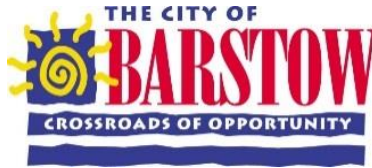
**DISCUSSION:**

**FISCAL IMPACT:**

None.

**RECOMMENDED ACTION:**

Approve the Measure Q Fund Financial Report for Fiscal Year 2019-2020 – 3<sup>rd</sup> Quarter,  
January 1, 2020 – March 31, 2020.



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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 2019-2020 – 3<sup>rd</sup> Quarter

**DATE:** June 24, 2020

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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 2019-2020 • 3<sup>rd</sup> Quarter (January 1, 2020– March 31, 2020)**

<b>TOTAL REVENUES:</b>	<b>\$1,614,594.66</b>
<b>TOTAL EXPENDITURES:</b>	<b><u>\$1,154,036.54</u></b>
<b>EXCESS OF REVENUES OVER EXPENDITURES:</b>	<b><u><u>\$460,558.12</u></u></b>

See EXHIBIT A for breakdown of revenues and expenditures

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Leonard Williams, Chairperson

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Date

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Nikki Salas, City Manager

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Date

EXHIBIT A

Measure Q Revenues and Expenditure Summary  
January 1, 2020 - March 31, 2020

Revenues	
1/1 - 1/31/2020	\$ 689,248.35
2/1 - 2/29/2020	449,762.47
3/1 - 3/31/2020	475,583.84
<b>TOTAL</b>	<b>\$ 1,614,594.66</b>

**YEAR-TO-DATE REVENUE** \$ 5,588,288.01

Expenditures	Annual Appropriation	Quarterly Expenditures	Year-to-Date Expenditures	Quarterly Expenditure Description	Changes this Quarter
<b>General Government - Transfers &amp; Other</b>					
Cost Allocation	\$ 400,000.00	\$ 99,999.99	\$ 299,999.97		
<b>Total</b>	<b>400,000.00</b>	<b>99,999.99</b>	<b>299,999.97</b>		
<b>City Manager Division</b>					
Salaries	141,414.00	39,582.66	83,513.48	1 Economic Development Administrator 1 Executive Assistant	
Benefits	26,693.00	9,112.17	19,786.98	1 Economic Development Administrator 1 Executive Assistant	
Operations	-	-	-		
<b>Total</b>	<b>168,107.00</b>	<b>48,694.83</b>	<b>103,300.46</b>		
<b>Administrative Services - IT Division</b>					
Salaries	26,525.00	8,997.12	26,378.50	1 IT Coordinator 40% (shared)*	
Benefits	9,267.00	1,330.20	4,558.88	1 IT Coordinator 40% (shared)*	
Operations	-	-	-		
<b>Total</b>	<b>35,792.00</b>	<b>10,327.32</b>	<b>30,937.38</b>		
<b>Police Uniform Division</b>					
Salaries	484,352.00	104,518.46	140,636.60	1 Police Officer 5 Police Officer Trainees	Added 5 Police Officer Trainees during Quarter 3
Benefits	149,221.00	39,289.85	57,402.46	1 Police Officer 5 Police Officer Trainees	Added 5 Police Officer Trainees during Quarter 3
Operations	276,500.00	13,973.34	17,845.22		
Capital & Equipment	909,760.00	154,189.92	156,893.88	Tasers, helmets, radios, ammo, ballistic vests, FARO Laser Crime Scene Processor, personnel recruitment. City Council approved 3/2/2020.	
<b>Total</b>	<b>1,819,833.00</b>	<b>311,971.57</b>	<b>372,778.16</b>		
<b>Police Dispatch Division</b>					
Salaries	102,284.00	12,436.48	37,312.29	1 Dispatcher	
Benefits	18,240.00	4,297.45	9,112.67	1 Dispatcher	
Operations	-	-	-		
<b>Total</b>	<b>120,524.00</b>	<b>16,733.93</b>	<b>46,424.96</b>		
<b>Police Administration Division</b>					
Salaries	58,265.00	12,929.49	41,070.20	1 Police Services Assistant	
Benefits	10,106.00	2,522.18	8,812.14	1 Police Services Assistant	
Operations	-	-	-		
<b>Total</b>	<b>68,371.00</b>	<b>15,451.67</b>	<b>49,882.34</b>		

\*Position shared 40% Measure Q, 40% Wastewater and 20% Solid Waste Divisions

EXHIBIT A

Measure Q Revenues and Expenditure Summary  
January 1, 2020 - March 31, 2020

Expenditures	Annual Appropriation	Quarterly Expenditures	Year-to-Date Expenditures	Quarterly Expenditure Description	Changes this Quarter
<b>Public Works - Streets Maintenance</b>					
Salaries	87,421.00	23,932.92	62,761.34	2 Public Services Assistant I	
Benefits	15,730.00	4,507.80	12,173.91	2 Public Services Assistant I	
Operations	25,000.00	14,691.72	14,691.72		
Capital & Equipment	311,677.12	114,143.38	135,623.35	Crack Sealer. City Council approved 9/16/2019.	
ADA Curb & Gutter	100,000.00	3,948.56	3,948.56		
<b>Total</b>	<b>539,828.12</b>	<b>161,224.38</b>	<b>229,198.88</b>		
<b>Public Works - Building Maintenance</b>					
Salaries	45,751.00	11,999.95	37,775.62	1 Public Services Assistant I	
Benefits	7,864.00	2,486.63	10,796.37	1 Public Services Assistant I	
Operations	-	-	-		
<b>Total</b>	<b>53,615.00</b>	<b>14,486.58</b>	<b>48,571.99</b>		
<b>Public Works - Fleet Maintenance</b>					
Salaries	55,451.00	15,274.52	38,592.89	1 Mechanic	
Benefits	10,982.00	2,899.09	7,947.85	1 Mechanic	
Operations	-	-	-		
<b>Total</b>	<b>66,433.00</b>	<b>18,173.61</b>	<b>46,540.74</b>		
<b>Community Development - Admin Division</b>					
Salaries	56,015.00	11,789.68	37,347.08	1 Office Assistant	
Benefits	11,082.00	2,301.65	7,443.92	1 Office Assistant	
Operations	-	-	-		
<b>Total</b>	<b>67,097.00</b>	<b>14,091.33</b>	<b>44,791.00</b>		
<b>Community Development - Building &amp; Safety Division</b>					
Salaries	77,350.00	17,219.10	48,847.35	1 Fire Inspector/Arson Investigator	
Benefits	14,277.00	3,330.96	10,371.61	1 Fire Inspector/Arson Investigator	
Operations	-	-	-		
<b>Total</b>	<b>91,627.00</b>	<b>20,550.06</b>	<b>59,218.96</b>		
<b>Community Development - Community Promotional Fund</b>					
Salaries	-	-	-		
Benefits	-	-	-		
Planned Community Promotions	23,000.00	1,000.00	8,922.87		
Downtown Xmas Lights	13,500.00	2,835.56	12,716.81		
Mural Program	10,000.00	-	-		
4th of July Community Event	60,000.00	-	53,752.39		
Military Banners	7,000.00	-	2,535.66		
Community Promotional Fund (Unplanned)	5,000.00	-	800.00		
Community Promotional Fund Youth	75,000.00	2,173.60	2,173.60		
Community Promotional Fund Seniors	25,000.00	-	-		
<b>Total</b>	<b>218,500.00</b>	<b>6,009.16</b>	<b>80,901.33</b>		

EXHIBIT A

Measure Q Revenues and Expenditure Summary  
January 1, 2020 - March 31, 2020

Expenditures	Annual Appropriation	Quarterly Expenditures	Year-to-Date Expenditures	Quarterly Expenditure Description	Changes this Quarter
<b>Parks &amp; Recreation Division</b>					
Salaries	-	-	-		
Benefits	-	-	-		
Operations	-	-	-		
Capital & Equipment	185,000.00	7,278.08	7,278.08	Cora Harper basketball hoop repair	
<b>Total</b>	<b>185,000.00</b>	<b>7,278.08</b>	<b>7,278.08</b>		
<b>Barstow Fire Protection District</b>					
Salaries	782,699.00	169,318.02	192,799.19	3 Battalion Chiefs 2 Firefighter/Paramedics 1 Firefighter/Paramedic Trainee	Added 2 Firefighter/Paramedics and 1 Firefighter/Paramedic Trainee
Benefits	1,148,764.00	61,029.09	911,573.22	3 Battalion Chiefs 2 Firefighter/Paramedics 1 Firefighter/Paramedic Trainee	Added 2 Firefighter/Paramedics and 1 Firefighter/Paramedic Trainee
Operations	642,000.00	15,476.79	51,318.77	Safety equipment/supplies	\$45K Budget Adj - Recruitment Costs/Safety Equipment. City Council approved 3/2/2020
Capital & Equipment	1,436,632.00	163,220.13	165,434.65	Medic squad, station upgrades, radio/mounting kit, lockers for Battalion Chief	\$21K Budget Adj - Paramedic Squad Equip. City Council approved 1/21/2020  \$975,632 Budget Adj - new engine, KME fire engine refurb, station upgrade, heart monitors. City Council
<b>Total</b>	<b>4,010,095.00</b>	<b>409,044.03</b>	<b>1,321,125.83</b>		
<b>GRAND TOTAL</b>	<b>\$ 7,844,822.12</b>	<b>\$ 1,154,036.54</b>	<b>\$ 2,740,950.08</b>		