



RESIDENT OVERSIGHT COMMISSION

REGULAR MEETING

Agenda

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

August 5, 2021
5:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Introductions
5. Approval of Agenda
6. Approval of Minutes
 - a. Regular Meeting – April 22, 2021
7. Ongoing Business
 - a. None
8. New Business
 - a. Financial Report – Fiscal Year 2020-2021 – 3rd Quarter
9. Commissioner Comments
10. Staff Comments
11. Public Comments
12. Suggest Items for the Next Agenda
13. Next Meeting Date
14. Adjourn

If you have any questions regarding the Resident Oversight Commission Meeting, please contact (760) 255-5122.



Resident Oversight Commission
08/05/21 05:00 PM
City Clerk Services Department
Christina Rudsell
ITEM NO. 6 a.

AGENDA ITEM

AGENDA MATTER:

RESIDENT OVERSIGHT COMMISSION MINUTES OF REGULAR MEETING HELD APRIL 22, 2021

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
(Public comments conducted via teleconference due to the COVID1-19 crisis)

April 22, 2021
5:00 p.m.

1. Call to Order

Commissioner Johnson called the meeting of the Resident Oversight Commission (ROC) to order at 5:00 p.m.

2. Pledge of Allegiance

Commissioner Johnson led the pledge of allegiance.

3. Roll Call

Attendee Name	Title	Status	Arrived
Kimberly Johnson	Chairperson	Present	
Peggi Fries	Vice-Chairperson	Present	
Bonnie Eason	Commissioner	Present	
Mark Barnes	Commissioner	Present	
Ryan Neal	Commissioner	Absent	

4. Introductions

Introductions were made by all attendees present.

5. Installation of Newly Appointed Commissioners

Elected City Clerk Andrea Flores administered the oath to the following Commissioners:

- Peggi Fries, District 1
- Bonnie Eason, District 3
- Mark Barnes, District 4

6. Selection of Chairperson and Vice-Chairperson

Kimberly Johnson, Chairperson

RESULT: APPROVED [4-0-1-0]
MOVER: Peggi Fries, Vice-Chairperson
SECONDER: Marc Barnes, Commissioner
AYES: Barnes, Eason, Fries, Johnson
ABSENT/VACANT: One

Peggie Fries, Vice-Chairperson

RESULT: APPROVED [4-0-1-0]
MOVER: Bonnie Eason, Commissioner
SECONDER: Kimberly Johnson, Chairperson
AYES: Barnes, Eason, Fries, Johnson
ABSENT/VACANT: One

7. Approval of Agenda

RESULT: APPROVED [4-0-1-0]
MOVER: Kimberly Johnson, Chairperson
SECONDER: Mark Barnes, Commissioner
AYES: Barnes, Eason, Fries, Johnson
ABSENT/VACANT: One

8. Approval of Minutes

a. Regular Meeting – September 30, 2020

RESULT: APPROVED [4-0-1-0]
MOVER: Bonnie Eason, Commissioner
SECONDER: Kimberly Johnson, Chairperson
AYES: Barnes, Eason, Fries, Johnson
ABSENT/VACANT: One

9. Ongoing Business

a. None

10. New Business

a. Public Safety Update

Captain Andrew Espinoza provided an update and overview on the Barstow Police Department particularly personnel and equipment that were funded by Measure Q.

Discussion ensued about staffing, recruitment, overtime, transportation officer, etc.

b. Fire Department Update

Assistant Fire Chief Sid Hultquist provided an update and overview on the Barstow Fire Protection District along with personnel and equipment that were funded by Measure Q.

Discussion ensued about recruitment and retention.

c. Parks and Recreation Update

Parks and Recreation Superintendent Kyle Wooley provided an update on parks and recreation projects and services funded by Measure Q including a pool cover, shade structures. He stated that a lot of activities were cancelled and put on hold as a result of the COVID-19 crisis. He also mentioned programs would be resuming as COVID-19 restrictions are lifted.

d. Fiscal Year 2020 Agreed Upon Procedures Report

Interim Finance Director Mary Stapp presented the Fiscal Year 2020 Audited Expenditures Chart. She stated the Fiscal Year 2020 audit was completed in December 2020.

Chairperson Johnson asked how the carryover funds are presented to the public.

Administrative Services Manager Heidy Riley stated that carryover funds are presented to the City Council.

Interim Finance Director Marc Puckett discussed the Fiscal Year 2020 Audit and test procedures that are performed in order to determine and form an opinion on the correctness and completeness of the City's financial statements. He also noted that the City's financial statements have always received a clean opinion.

e. Financial Report – Fiscal Year 2020-2021 – 1st and 2nd Quarters

Interim Finance Director Mary Stapp presented the Fiscal Year 2020-2021 – 1st and 2nd Quarter Financial Report.

Vice-Chairperson Fries asked how often sales tax is remitted and why the Measure Q balance presented in the Treasurer's Report is always approximately \$3 million.

Interim Finance Director Mary Stapp stated the cash balance generally remains the same because revenues and expenditures are usually received and spent equally.

Vice-Chairperson Fries asked what the impact to the Measure Q budget was as a result of COVID.

Interim Finance Director Mary Stapp stated that revenues and expenditures were budgeted conservatively. She also stated that Measure Q revenues are anticipated to be on budget.

Interim Finance Director Marc Puckett explained how the City works with a sales tax consultant to analyze sales tax and the impacts of COVID-19.

Administrative Services Manager Heidi Riley stated that staff can provide Measure Q financial information prior to COVID.

Vice-Chairperson Fries asked what happens with the Parks and Recreation funds that have not been spent due to COVID.

Interim Finance Director Mary Stapp stated the funds are still available and in fund balance.

Commissioner Eason asked what the other expenditure requests are for Measure Q aside from Public Safety.

Interim Finance Director Mary Stapp stated that a two-year biennial budget was adopted, but staff will be analyzing revenues and expenditures, reevaluate and make adjustments.

Chairperson Johnson asked about having a Measure Q workshop which was discussed at the September 30, 2020 meeting.

Interim Finance Director Mary Stapp stated that a workshop could be conducted.

Discussion ensued regarding the overtime budgets for public safety personnel.

Fiscal Year 2020-2021 – 1st Quarter

RESULT: APPROVED [4-0-1-0]
MOVER: Bonnie Eason, Commissioner
SECONDER: Peggi Fries, Vice-Chairperson
AYES: Barnes, Eason, Fries, Johnson
ABSENT/VACANT: One

Fiscal Year 2020-2021 – 2nd Quarter

RESULT: APPROVED [4-0-1-0]
MOVER: Bonnie Eason, Commissioner
SECONDER: Mark Barnes, Commissioner
AYES: Barnes, Eason, Fries, Johnson
ABSENT/VACANT: One

11. Commissioner Comments

Commissioner Eason had no comments.

Commissioner Barnes had no comments.

Vice-Chairperson Fries had no comments.

Chairperson Johnson welcomed everyone. Asked the Commission to be mindful when speaking to the public about Measure Q. Encouraged the Commission to ask questions of Finance staff.

12. Staff Comments

Administrative Services Manager Heidi Riley welcomed the Commission.

Interim Finance Director Mary Stapp welcomed the Commission and stated it has been a pleasure working for the City of Barstow.

Interim Finance Director Marc Puckett welcomed the Commission and stated he looks forward to working with them.

City Clerk Services Manager Christina Rudsell welcomed the Commission and stated she looks forward to working with them.

13. Public Comment

Council Member Marilyn Dyer Kruse discussed the remittance cycle from the State on sales tax revenue. Also discussed the \$450,000 fire expenditure due to recent wildfires and the \$200,000 strike team reimbursements. Thanked the Commission for their service.

Leonard Williams asked if the financial report included a monthly breakdown of sales tax revenue.

Administrative Services Manager Heidi Riley stated that staff can provided a breakdown.

Mayor Paul Anthony Courtney welcomed the Commission and encouraged them to review the handbook and visit the Measure Q webpage.

14. Suggested Items for the Next Agenda

- a. Financial Report – Fiscal Year 2020-2021 – 3rd Quarter
- b. Revenue and Expenditure Comparison pre and post-COVID.

11. Next Meeting Date

TBD

12. Adjourn

By consensus of the ROC, the meeting adjourned at 8:16 p.m.

Respectfully Submitted:

Christina Rudsell
City Clerk Services Manager

Date

Approved:

Kimberly Johnson
Chairperson

Date



AGENDA ITEM

AGENDA MATTER:

MEASURE Q FUND FINANCIAL REPORT – FISCAL YEAR 2020-2021 – 3RD QUARTER

EXECUTIVE SUMMARY:

DISCUSSION:

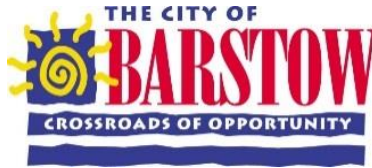
FISCAL IMPACT:

None.

RECOMMENDED ACTION:

Approve the Measure Q Fund Financial Report for Fiscal Year 2020-2021.

- 3rd Quarter, January 1, 2021 – March 31, 2021



MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Resident Oversight Commission

SUBJECT: Measure Q Fund Financial Report - Fiscal Year 2020-2021 – 3rd Quarter

DATE: August 5, 2021

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 2020-2021 • 3rd Quarter (January 1, 2021 – March 31, 2021)

TOTAL REVENUES:	\$2,046,038.79
TOTAL EXPENDITURES:	<u>(\$ 1,087,797.05)</u>
EXCESS OF REVENUES OVER EXPENDITURES:	<u>\$ 958,241.74</u>

See EXHIBIT A for breakdown of revenues and expenditures

Kimberly Johnson, Chairperson

Date

Marc Puckett, Interim Finance Director

Date

EXHIBIT A

Measure Q Revenues and Expenditure Summary

January 1, 2021 - March 31, 2021

Revenues	
1/1 - 1/31/2021	\$ 580,281.45
2/1 - 2/28/2021	\$ 492,113.93
3/1 - 3/31/2021	\$ 973,643.41
TOTAL	\$ 2,046,038.79

Expenditures	Appropriation	Expenditures	Year-to-Date Expenditures	Description	Significant Changes this Quarter
General Government - Transfers & Other					
Benefits	56,369.00	13,880.79	41,588.97	Pension Unfunded Liability	
Cost Allocation	\$ 500,000.00	\$ 125,000.00	375,000.00	Annual Cost Allocation \$500K to General Fund	
Total	556,369.00	138,880.79	416,588.97		
City Manager Division					
Operations	-	1,840.00	9,697.06	FY 20 Annual Audit Expense	
Total	-	1,840.00	9,697.06		
General Government - IT Division					
Salaries	52,117.00	9,492.80	31,980.15	1 IT Coordinator (Shared Position)	
Benefits	5,003.00	1,205.79	3,594.60	1 IT Coordinator (Shared Position)	
Operations	-	-	-		
Total	57,120.00	10,698.59	35,574.75		
General Government - Insurance/Risk Mgmt Division					
Operations	76,774.00	-	76,774.00	Annual Liability Insurance Premium - Q1	
Total	76,774.00	-	76,774.00		
Police Uniform Division					
Salaries	1,052,294.00	225,705.43	718,239.21	8 Police Officers	
Benefits	197,951.00	55,601.62	165,894.32	8 Police Officers	
Operations	337,372.00	82,838.97	161,182.82		
Capital & Equipment	9,000.00	3,917.32	139,391.80		
Total	1,596,617.00	368,063.34	1,184,708.15		
Police Dispatch Division					
Salaries	153,314.00	(31,415.93)	108,267.46	1 Dispatcher	Reclassified Excess of \$60K OT to General Fund
Benefits	16,931.00	3,256.43	9,762.95	1 Dispatcher	
Operations	-	-	29.69		
Total	170,245.00	(28,159.50)	118,060.10		
Police Administration Division					
Salaries	58,674.00	12,679.96	39,510.13	1 Police Services Assistant	
Benefits	7,941.00	1,008.86	4,963.21	1 Police Services Assistant	
Total	66,615.00	13,688.82	44,473.34		
Public Works - Streets Maintenance					
Salaries	107,297.00	23,579.25	76,842.85	2 Public Services Assistant I	
Benefits	10,520.00	3,255.85	11,874.76	2 Public Services Assistant I	
Operations	25,000.00	-	14,442.62		
Capital & Equipment	70,000.00	-	-		
Total	212,817.00	26,835.10	103,160.23		
Public Works - Fleet Maintenance					
Salaries	67,962.00	15,452.57	50,183.63	1 Mechanic	
Benefits	7,831.00	2,109.36	6,230.46	1 Mechanic	
Operations	10,000.00	1,730.66	2,150.50		
Total	85,793.00	19,292.59	58,564.59		

Measure Q Revenues and Expenditure Summary

January 1, 2021 - March 31, 2021

Expenditures	Appropriation	Expenditures	Year-to-Date		Description	Significant Changes this Quarter
			Expenditures	Expenditures		
Community Development - Community Promotional Fund						
Planned Community Promotions	11,500.00	-	-			
Downtown Xmas Lights	6,750.00	-	448.02			
Mural Program	-	-	-			
4th of July Community Event	20,000.00	-	21,500.00			
Military Banners	3,500.00	-	1,753.16			
Community Promotional Fund (Unplanned)	2,500.00	-	-			
Senior/Youth Funds	50,000.00	21,876.94	21,876.94			
Total	94,250.00	21,876.94	45,578.12			
Parks & Recreation Division						
Capital & Equipment	-	10,775.62	33,496.63		Includes Carryforward Budget from FY 20	
Total	-	10,775.62	33,496.63			
Barstow Fire Protection District - Capital Items						
Operations					Holman Capital Lease Payment - April 2021	
					• New Fire Engine	
					• KME Fire Engine Refurbishment	
					• Hydraulic Lift for Servicing Fire Apparatus	
					Includes Carryforward Budgets from FY 20	
		45,664.42	58,634.33		• HVAC FS361 \$50K	
					• BC Vehicle \$90,100	
Capital & Equipment					• HW/SW/Network \$75K	
Total	-	45,664.42	58,634.33			
Barstow Fire Protection District - Sworn						
Salaries	1,371,017.00	271,761.53	1,138,736.78		3 Battalion Chiefs, 6 FF/Paramedic	
Benefits	1,297,626.00	94,560.57	1,149,452.67		3 Battalion Chiefs, 6 FF/Paramedic	
Operations	736,450.00	72,923.94	608,284.71			
Total	3,405,093.00	439,246.04	2,896,474.16			
Barstow Fire Protection District - Administration						
Salaries	79,204.00	16,747.42	54,795.03		1 Fire Inspector/Arson Investigator	
Benefits	9,265.00	2,346.88	7,693.16		1 Fire Inspector/Arson Investigator	
Total	88,469.00	19,094.30	62,488.19			
GRAND TOTAL	\$ 6,410,162.00	\$ 1,087,797.05	\$ 5,144,272.62			

Measure Q Fund Balance

Beginning Balance	\$ 4,249,214.20
Q3 Revenues	2,046,038.79
Q3 Expenditures	(1,087,797.05)
Q3 Ending Fund Balance	\$ 5,207,455.94