



RESIDENT OVERSIGHT COMMISSION

REGULAR MEETING

Agenda

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

October 7, 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 – August 5, 2021
7. Ongoing Business
 - a. None
8. New Business
 - a. Financial Report – Fiscal Year 2020-2021 – 4th Quarter
 - b. Annual Financial Report – Fiscal Year 2020-2021
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
10/07/21 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 AUGUST 5, 2021

EXECUTIVE SUMMARY:

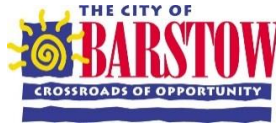
DISCUSSION:

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)

August 5, 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	
At-Large	Commissioner	Vacant	

4. Introductions

Introductions were made by all attendees present.

5. Approval of Agenda

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

6. Approval of Minutes

a. Regular Meeting – April 22, 2021

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

7. Ongoing Business

a. None

8. New Business

a. Financial Report – Fiscal Year 2020-2021 – 3rd Quarter

Interim Finance Director Marc Puckett presented the Financial Report for the 3rd Quarter of Fiscal Year 2020-2021.

Commissioner Eason asked for a breakdown of the Senior/Youth Funds expenditure of \$21,876.94.

Parks and Recreation Superintendent Kyle Wooley discussed the breakdown of expenditures which included the award of funds to the youth sports groups for equipment, field and light usage.

Chairperson Johnson requested that a breakdown of expenditures for Senior and Youth Programs be provided to the Commission and the public.

Interim Finance Director Marc Puckett stated that the breakdown can be provided as a reading item in the agenda packet.

Vice-Chairperson Fries asked what fees the City pays to the State for the collection and administration of sales tax.

Interim Finance Director Marc Puckett stated that staff will provide that information.

Vice-Chairperson Fries asked who allocates and approves the budget allocations.

Interim Finance Director Marc Puckett explained the City's budget process and role of the ROC.

Vice-Chairperson Fries asked about the \$500,000 cost allocation item.

Interim Finance Director Marc Puckett explained the City's allocation plan and also mentioned that the plan is currently being updated.

Vice-Chairperson Fries asked about the \$60,000 reclassification from Measure Q to the General Fund.

Administrative Services Manager Heidi Riley stated that only \$60,000 is allocated from Measure Q and the reclassification includes anything above that amount.

Administrative Services Manager Heidi Riley explained the \$500,000 that is allocated from Measure Q towards overtime for the Police Uniform Division.

Vice-Chairperson Fries asked about vehicle purchase and how many were replacement versus new purchases and discussed concerns about the City not having a ladder fire truck. Requested that item be considered during the next budget process. Also suggested the City consider what can be done to retain firefighter personnel.

Chairperson Johnson asked for clarification on public safety overtime allocations from the Measure Q fund.

Administrative Services Manager Heidi Riley explained how overtime is initially paid from the General Fund and then charged to the Measure Q fund for the purpose of tracking what the actual cost would be to the General Fund if the City did not have Measure Q.

Chairperson Johnson asked if the same overtime funds would be allocated in the next fiscal year.

Interim Finance Director Marc Puckett explained that the allocation would be determined during the budget process for the 2022-2023 fiscal year.

Chairperson Johnson requested that the ROC attend the 2022-2023 fiscal year budget workshop.

Staff concurred and stated the ROC can attend in the budget workshop and provide input as a Commission or as individual citizens.

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

9. Commissioner Comments

Chairperson Johnson encouraged the ROC to ask questions of staff about any items that they need clarification on. Also encouraged the ROC to distinguish if they are speaking at public meetings as a Commissioner or a citizen.

Vice-Chairperson Fries asked if the detailed expenditure reports can be sent to the ROC.

Commissioner Eason had no comments.

Commissioner Barnes encouraged the ROC to meet with staff regarding questions. Thanked Interim Finance Director Marc Puckett for the explanation of the financial report.

10. Staff Comments

Interim Finance Director Marc Puckett encouraged the ROC to reach out to staff for any questions and stated that staff will send the detailed expenditure reports.

Parks and Recreation Superintendent Kyle Wooley discussed upcoming recreation programs.

11. Public Comment

Mike Hernandez requested a pie chart of how Measure Q expenditures are being allocated and encouraged the ROC to ask questions about how Measure Q funds are spent. Also requested that the meeting notification process to the citizens be improved.

12. Suggested Items for the Next Agenda

- a. Financial Report – Fiscal Year 2020-2021 – 4th Quarter

11. Next Meeting Date

Wednesday, October 6, 2021, 5 pm

12. Adjourn

By consensus of the ROC, the meeting adjourned at 6:32 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 – 4TH QUARTER

EXECUTIVE SUMMARY:

DISCUSSION:

FISCAL IMPACT:

None.

RECOMMENDED ACTION:

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

- 4th Quarter, April 1, 2021 – June 30, 2021



MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Resident Oversight Commission

SUBJECT: Measure Q Fund Financial Report - Fiscal Year 2020-2021 – 4th Quarter

DATE: October 7, 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 • 4th Quarter (April 1, 2021 – June 30, 2021)

TOTAL REVENUES:	\$ 2,638,906.53
TOTAL EXPENDITURES:	<u>(\$ 1,583,222.89)</u>
EXCESS OF REVENUES OVER EXPENDITURES:	<u>\$ 1,055,683.64</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
April 1, 2021 - June 30, 2021

Revenues	
4/1 - 4/30/2021	\$ 590,067.28
5/1 - 5/31/2021	\$ 766,056.10
6/1 - 6/30/2021	\$ 1,282,783.15
TOTAL	\$ 2,638,906.53

Expenditures	Appropriation	Expenditures	Year-to-Date Expenditures	Description	Significant Changes this Quarter
General Government - Transfers & Other					
Benefits	56,369.00	14,369.79	55,958.76	Pension Unfunded Liability	
Cost Allocation	\$ 500,000.00	\$ 125,000.00	500,000.00	Annual Cost Allocation \$500K to General Fund	
Total	556,369.00	139,369.79	555,958.76		
City Manager Division					
Operations	26,840.00	14,955.23	24,652.29	Hdl Transaction Tax Audit for Compliance	
Total	26,840.00	14,955.23	24,652.29		
General Government - IT Division					
Salaries	52,117.00	13,132.95	45,113.10	1 IT Coordinator (Shared Position)	
Benefits	5,003.00	1,117.66	4,712.26	1 IT Coordinator (Shared Position)	
Operations	-	-	-		
Total	57,120.00	14,250.61	49,825.36		
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	361,861.89	1,080,101.10	8 Police Officers	
Benefits	197,951.00	57,568.31	223,462.63	8 Police Officers	
Operations	337,372.00	119,322.41	280,505.23		
Capital & Equipment	311,402.00	-	139,391.80		
Total	1,899,019.00	538,752.61	1,723,460.76		
Police Dispatch Division					
Salaries	153,314.00	33,772.74	142,040.20	1 Dispatcher	
Benefits	16,931.00	3,686.86	13,449.81	1 Dispatcher	
Operations	-	-	29.69		
Total	170,245.00	37,459.60	155,519.70		
Police Administration Division					
Salaries	58,674.00	16,400.02	55,910.15	1 Police Services Assistant	
Benefits	7,941.00	1,726.33	6,689.54	1 Police Services Assistant	
Total	66,615.00	18,126.35	62,599.69		
Public Works - Streets Maintenance					
Salaries	107,297.00	34,942.24	111,785.09	2 Public Services Assistant I	
Benefits	10,520.00	3,067.83	14,942.59	2 Public Services Assistant I	
Operations	25,000.00	13,676.34	28,118.96		
Capital & Equipment	66,000.00	510.09	510.09		
Total	208,817.00	52,196.50	155,356.73		
Public Works - Fleet Maintenance					
Salaries	67,962.00	23,325.42	73,509.05	1 Mechanic	
Benefits	7,831.00	2,052.75	8,283.21	1 Mechanic	
Operations	10,000.00	1,448.94	3,599.44		
Total	85,793.00	26,827.11	85,391.70		

Measure Q Revenues and Expenditure Summary
April 1, 2021 - June 30, 2021

Expenditures	Appropriation	Expenditures	Year-to-Date		Significant Changes this Quarter
			Expenditures	Description	
Community Development - Community Promotional Fund					
Planned Community Promotions	11,500.00	-	-		
Downtown Xmas Lights	6,750.00	1,117.84	1,565.86		
Mural Program	-	-	-		
4th of July Community Event	20,000.00	-	21,500.00		
Military Banners	3,500.00	1,153.44	2,906.60		
Community Promotional Fund (Unplanned)	2,500.00	-	-		
Senior/Youth Funds	50,000.00	8,353.71	30,230.65		
Total	94,250.00	10,624.99	56,203.11		
Parks & Recreation Division					
Capital & Equipment	166,921.00	10,246.43	43,743.06		Includes Carryforward Budget from FY 20
Total	166,921.00	10,246.43	43,743.06		
Barstow Fire Protection District - MQ Fund 102					
Operations	83,602.00	83,601.48	83,601.48		Holman Capital Lease Payment - April 2021 <ul style="list-style-type: none"> • New Fire Engine • KME Fire Engine Refurbishment • Hydraulic Lift for Servicing Fire Apparatus Includes Carryforward Budgets from FY 20
Capital & Equipment	215,100.00	98,212.54	156,846.87		<ul style="list-style-type: none"> • HVAC FS361 \$50K • BC Vehicle \$90,100 • HW/SW/Network \$75K
Transfer to Measure Q Fund 103	3,409,093.00	512,618.84	3,409,093.00		3 Battalion Chiefs, 6 FF/Paramedic, Operations and Capital Equipment
Total	3,707,795.00	694,432.86	3,649,541.35		
Barstow Fire Protection District Admin - MQ Fund 102					
Transfer to Measure Q Fund 103	88,469.00	25,980.81	88,469.00		1 Fire Inspector/Arson Investigator
Total	88,469.00	25,980.81	88,469.00		
GRAND TOTAL	\$ 7,205,027.00	\$ 1,583,222.89	\$ 6,727,495.51		

Measure Q Fund Balance	
Beginning Balance	\$ 5,207,455.94
Q4 Revenues	2,638,906.53
Q4 Expenditures	(1,583,222.89)
Q4 Ending Fund Balance	\$ 6,263,139.58



AGENDA ITEM

AGENDA MATTER:

MEASURE Q FUND ANNUAL FINANCIAL REPORT – FISCAL YEAR 2020-2021

EXECUTIVE SUMMARY:

DISCUSSION:

FISCAL IMPACT:

None.

RECOMMENDED ACTION:

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

- July 1, 2020 – June 30, 2021



MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Resident Oversight Commission

SUBJECT: Measure Q Fund Annual Financial Report - Fiscal Year 2020-2021

DATE: October 7, 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 • Annual (July 1, 2020 – June 30, 2021)

TOTAL REVENUES:	\$ 8,851,984.38
TOTAL EXPENDITURES:	<u>(\$ 6,727,495.51)</u>
EXCESS OF REVENUES OVER EXPENDITURES:	<u>\$ 2,124,488.87</u>

See EXHIBIT A for breakdown of revenues and expenditures

Kimberly Johnson, Chairperson

Date

Marc Puckett, Interim Finance Director

Date

Measure Q Revenues and Expenditure Annual Report

July 1, 2020 - June 30, 2021

Revenues	
Q1 7/1 - 9/30/2020	\$ 2,276,098.37
Q2 10/1 - 12/31/2020	\$ 1,890,940.69
Q3 1/1/ - 3/31/2021	\$ 2,046,038.79
Q4 4/1 - 6/30/2021	\$ 2,638,906.53
TOTAL	\$ 8,851,984.38

Expenditures	Appropriation	Total Expenditures	Description
General Government - Transfers & Other			
Benefits	56,369.00	55,958.76	Pension Unfunded Liability
Cost Allocation	\$ 500,000.00	500,000.00	Annual Cost Allocation \$500K to General Fund
Total	556,369.00	555,958.76	
City Manager Division			
Operations	26,840.00	24,652.29	Hdl Transaction Tax Audit for Compliance
Total	26,840.00	24,652.29	
General Government - IT Division			
Salaries	52,117.00	45,113.10	1 IT Coordinator (Shared Position)
Benefits	5,003.00	4,712.26	1 IT Coordinator (Shared Position)
Operations	-	-	
Total	57,120.00	49,825.36	
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	1,080,101.10	8 Police Officers
Benefits	197,951.00	223,462.63	8 Police Officers
Operations	337,372.00	280,505.23	
Capital & Equipment	311,402.00	139,391.80	
Total	1,899,019.00	1,723,460.76	
Police Dispatch Division			
Salaries	153,314.00	142,040.20	1 Dispatcher
Benefits	16,931.00	13,449.81	1 Dispatcher
Operations	-	29.69	
Total	170,245.00	155,519.70	
Police Administration Division			
Salaries	58,674.00	55,910.15	1 Police Services Assistant
Benefits	7,941.00	6,689.54	1 Police Services Assistant
Total	66,615.00	62,599.69	
Public Works - Streets Maintenance			
Salaries	107,297.00	111,785.09	2 Public Services Assistant I
Benefits	10,520.00	14,942.59	2 Public Services Assistant I
Operations	25,000.00	28,118.96	
Capital & Equipment	66,000.00	510.09	
Total	208,817.00	155,356.73	
Public Works - Fleet Maintenance			
Salaries	67,962.00	73,509.05	1 Mechanic
Benefits	7,831.00	8,283.21	1 Mechanic
Operations	10,000.00	3,599.44	
Total	85,793.00	85,391.70	

**Measure Q Revenues and Expenditure Annual Report
July 1, 2020 - June 30, 2021**

Expenditures	Total		Description
	Appropriation	Expenditures	
Community Development - Community Promotional Fund			
Planned Community Promotions	11,500.00	-	
Downtown Xmas Lights	6,750.00	1,565.86	
Mural Program	-	-	
4th of July Community Event	20,000.00	21,500.00	
Military Banners	3,500.00	2,906.60	
Community Promotional Fund (Unplanned)	2,500.00	-	
Senior/Youth Funds	50,000.00	30,230.65	
Total	94,250.00	56,203.11	
Parks & Recreation Division			
Capital & Equipment	166,921.00	43,743.06	Includes Carryforward Budget from FY 20
Total	166,921.00	43,743.06	
Barstow Fire Protection District - MQ Fund 102			
Operations	83,602.00	83,601.48	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
Capital & Equipment	215,100.00	156,846.87	• HVAC FS361 \$50K • BC Vehicle \$90,100 • HW/SW/Network \$75K
Transfer to Measure Q Fund 103	3,409,093.00	3,409,093.00	3 Battalion Chiefs, 6 FF/Paramedic, Operations and Capital Equipment
Total	3,707,795.00	3,649,541.35	
Barstow Fire Protection District Admin - MQ Fund 102			
Transfer to Measure Q Fund 103	88,469.00	88,469.00	1 Fire Inspector/Arson Investigator
Total	88,469.00	88,469.00	
GRAND TOTAL	\$ 7,205,027.00	\$ 6,727,495.51	

Measure Q Fund Balance

Beginning Balance	\$ 4,130,793.65	
FY 21 Revenues	8,851,984.38	
FY 21 Expenditures	(6,727,495.51)	
Q2 Expenditure posted on 7/15/21	7,857.06	*City Manager Operations Reclass HDL check #82778. Posted to General Ledger
FY 21 Ending Fund Balance	\$ 6,263,139.58	7/15/21, Journal Entry 128320