



RESIDENT OVERSIGHT COMMISSION

REGULAR MEETING

Agenda

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

December 16, 2021
5:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Installation of Newly Appointed Commissioners
4. Roll Call
5. Introductions
6. Approval of Agenda
7. Approval of Minutes
 - a. Regular Meeting – October 7, 2021
8. Ongoing Business
 - a. None
9. New Business
 - a. Financial Report – Fiscal Year 2021-2022 – 1st Quarter
 - b. Financial Report Format
 - c. Meeting Frequency
10. Commissioner Comments
11. Staff Comments
12. Public Comments

13. Suggest Items for the Next Agenda

14. Next Meeting Date

15. Adjourn

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



Resident Oversight Commission
12/16/21 05:00 PM
City Clerk Services Department
Christina Rudsell
ITEM NO. 7 a.

AGENDA ITEM

AGENDA MATTER:

RESIDENT OVERSIGHT COMMISSION MINUTES OF REGULAR MEETING HELD OCTOBER 7, 2021

EXECUTIVE SUMMARY:

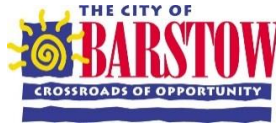
DISCUSSION:

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)

October 7, 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	Absent	
Mark Barnes	Commissioner	Present	
At-Large	Commissioner	Vacant	

4. Introductions

Introductions were made by all attendees present.

5. Approval of Agenda

RESULT: APPROVED [3-0-2-0]
MOVER: Kimberly Johnson, Chairperson
SECONDER: Peggi Fries, Vice-Chairperson
AYES: Eason, Fries, Johnson
ABSENT/VACANT: Two

- 6. Approval of Minutes
 - a. Regular Meeting – August 4, 2021

RESULT: APPROVED [3-0-2-0]
MOVER: Peggi Fries, Vice-Chairperson
SECONDER: Kimberly Johnson, Chairperson
AYES: Eason, Fries, Johnson
ABSENT/VACANT: Two

- 7. Ongoing Business

- a. None

- 8. New Business

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

Interim Finance Director Marc Puckett presented the Financial Report for the 4th Quarter of Fiscal Year 2020-2021.

John “Tex” Williams asked if a detailed breakdown of expenditures could be provided. Asked for clarification on if the funds could be used to purchase equipment for firefighters who are funded out of the General Fund.

Interim Finance Director Marc Puckett stated that staff can provide a detailed report of expenditures. Also noted that Measure Q is a general tax that can be used to purchase equipment for existing firefighting staff which is determined during the budget process.

RESULT: APPROVED [3-0-2-0]
MOVER: Peggi Fries, Vice-Chairperson
SECONDER: Mark Barnes, Commissioner
AYES: Barnes, Fries, Johnson
ABSENT/VACANT: Two

- b. Annual Financial Report – Fiscal Year 2020-2021

Interim Finance Director Marc Puckett presented the Annual Financial Report for Fiscal Year 2020-2021.

Commissioner Barnes asked if sales tax revenue has returned to pre-COVID levels.

City Administrator Willie Hopkins explained that sales tax revenues have increased particularly in the auto industry.

Commissioner Barnes asked if the carryover and increase in revenues is an opportunity to for the units to prepare a five-year plan.

Interim Finance Director Marc Puckett explained that the five-year plan could be prepared as part of the budget process.

Vice-Chairperson Fries asked about the differences in benefits percentages allocated among departments.

Interim Finance Director Marc Puckett explained how benefits vary among full time, part time and casual positions.

Discussion ensued about budget reductions due to the COVID-19 pandemic.

Parks and Recreation Superintendent Kyle Wooley stated that staff has brought Measure Q budget appropriation requests before the City Council as the need arises.

Discussion ensued about Fire Department staffing levels and attrition.

Vice-Chairperson Fries expressed concerns about community members suggesting that pension unfunded liabilities be funded with Measure Q funds.

Chairperson Johnson asked about the reclassification of \$7,857.06 from the 2nd Quarter.

Interim Finance Director Marc Puckett stated the reclassification is an accrual that was posted to the 2nd Quarter on July 15, 2021.

Chairperson Johnson asked if funds used for overtime are separate from salaries.

John "Tex" Williams discussed concerns with the lack of parks maintenance staff and recommended funding 3-4 positions from Measure Q for Parks and Recreation.

It was the consensus of the Commission to present the Annual Report to the City Council on October 18, 2021.

RESULT: APPROVED [3-0-2-0]
MOVER: Mark Barnes, Chairperson
SECONDER: Peggi Fries, Vice-Chairperson
AYES: Eason, Fries, Johnson
ABSENT/VACANT: Two

9. Commissioner Comments

Vice-Chairperson Fries stated she would like the Commission to present the Quarterly Financial Reports to the City Council.

Vice-Chairperson Fries asked if another five-year plan from the departments could be provided by the departments.

Interim Finance Director Marc Puckett stated that he and the City Manager could meet to discuss the five-year plan. Also stated that the Commission can provide input on the Measure Q budget during the public participation portion of the budget workshop for the next fiscal year.

Chairperson Johnson thanked the community for allowing her to serve the Commission and encouraged them to ask questions and be patient as most Commissioners are new and still learning.

10. Staff Comments

Acting Fire Chief Nick DiNapoli stated the previous administration did provide a five-year plan and it could be reevaluated and updated. Parks and Recreation Superintendent Kyle Wooley concurred the same for parks and recreation.

Economic Development Administrator Amanda Hernandez asked Interim Finance Director Marc Puckett if the Fiscal Year 2022-2023 budget workshop would be held in April.

Interim Finance Director Marc Puckett confirmed the budget workshop would likely be in April or May.

City Clerk Services Manager Christina Rudsell informed the Commission that Commissioner Eason was unable to attend due to working late.

11. Public Comment

John "Tex" Williams discussed concerns with the Measure Q Fund being associated with the General Fund when it is composed of five different sections.

Council Member Barbara Rose thanked the Commission for their dedication and for wanting to provide input during the budget process.

12. Suggested Items for the Next Agenda

- a. Financial Report – Fiscal Year 2021-2022 – 1st Quarter

11. Next Meeting Date

Thursday, December 16, 2021, 5:00 p.m.

12. Adjourn

By consensus of the ROC, the meeting adjourned at 6:41 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 2021-2022 – 1ST QUARTER

EXECUTIVE SUMMARY:

DISCUSSION:

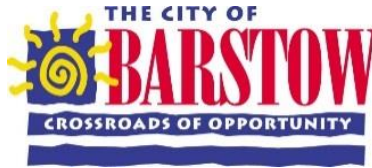
FISCAL IMPACT:

None.

RECOMMENDED ACTION:

Approve the Measure Q Fund Financial Report for Fiscal Year 2021-2022.

- 1st Quarter, July 1, 2021 – September 30, 2021



MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Resident Oversight Commission

SUBJECT: Measure Q Fund Financial Report - Fiscal Year 2021-2022 – 1st Quarter

DATE: December 16, 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 2021-2022 • 1st Quarter (July 1, 2021 – September 30, 2021)

TOTAL REVENUES:	\$2,458,734.80
TOTAL EXPENDITURES:	<u>(\$ 2,408,163.70)</u>
EXCESS OF REVENUES OVER EXPENDITURES:	<u>\$ 50,571.10</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 Summary
July 1, 2021 - September 30, 2021**

Revenues	
7/1 - 7/31/2021	\$ 767,422.29
8/1 - 8/31/2021	724,065.42
9/1 - 9/30/2021	\$ 967,247.09
TOTAL	\$ 2,458,734.80

Expenditures	Appropriation	Expenditures	Year-to-Date Expenditures	Description
General Government - Transfers & Other				
Benefits	70,021.00	72,647.02	72,647.02	Pension Unfunded Liability
Cost Allocation	\$ 500,000.00	\$ 124,999.97	\$ 124,999.97	Annual Cost Allocation \$500K to General Fund
Total	570,021.00	197,646.99	197,646.99	
City Manager Division				
Operations	-	-	-	
Total	-	-	-	
General Government - IT Division				
Salaries	52,117.00	10,044.91	10,044.91	1 IT Coordinator (Shared Position)
Benefits	5,070.00	1,278.67	1,278.67	1 IT Coordinator (Shared Position)
Operations	-	-	-	
Total	57,187.00	11,323.58	11,323.58	
General Government - Insurance/Risk Mgmt Division				
Operations	93,192.00	92,959.00	92,959.00	Annual Liability Insurance Premium
Total	93,192.00	92,959.00	92,959.00	
Police Uniform Division				
Salaries	1,052,294.00	294,932.56	294,932.56	1 Police Officer Trainee 7 Police Officers
Benefits	230,032.00	139,650.09	139,650.09	1 Police Officer Trainee 7 Police Officers
Operations	504,372.00	57,071.54	57,071.54	
Capital & Equipment	-	-	-	
Total	1,786,698.00	491,654.19	491,654.19	
Police Dispatch Division				
Salaries	153,314.00	65,407.61	65,407.61	1 Dispatcher
Benefits	17,086.00	5,994.87	5,994.87	1 Dispatcher
Operations	-	-	-	
Total	170,400.00	71,402.48	71,402.48	
Police Administration Division				
Salaries	58,674.00	12,537.14	12,537.14	1 Police Services Assistant
Benefits	8,036.00	1,918.27	1,918.27	1 Police Services Assistant
Total	66,710.00	14,455.41	14,455.41	
Public Works - Streets Maintenance				
Salaries	107,297.00	24,263.67	24,263.67	2 Public Services Assistant I
Benefits	10,689.00	3,326.20	3,326.20	2 Public Services Assistant I
Operations	165,000.00	2,039.36	2,039.36	
Capital & Equipment	105,698.00	-	-	
Total	388,684.00	29,629.23	29,629.23	

**Measure Q Revenues and Expenditure Summary
July 1, 2021 - September 30, 2021**

Expenditures	Appropriation	Expenditures	Year-to-Date Expenditures	Description
Public Works				
Capital & Equipment	47,100.00	-	-	John Deere 210L Diesel Mower
Total	47,100.00	-	-	
Public Works - Fleet Maintenance				
Salaries	67,962.00	16,296.29	16,296.29	1 Mechanic
Benefits	7,945.00	2,253.92	2,253.92	1 Mechanic
Operations	10,000.00	122.15	122.15	
Total	85,907.00	18,672.36	18,672.36	
Community Development - Community Promotional Fund				
Planned Community Promotions	11,500.00	-	-	
Downtown Xmas Lights	6,750.00	-	-	
Mural Program	-	-	-	
4th of July Community Event	20,000.00	20,900.00	20,900.00	
Military Banners	3,500.00	-	-	
Community Promotional Fund (Unplanned)	2,500.00	-	-	
Senior/Youth Funds	50,000.00	2,397.50	2,397.50	
Total	94,250.00	23,297.50	23,297.50	
Parks & Recreation Division				
Capital & Equipment	-	-	-	
Total	-	-	-	
Barstow Fire Protection District - MQ Fund 102				
Operations	167,203.00	-	-	Holman Capital Lease Payment - April 2021 • New Fire Engine • KME Fire Engine Refurbishment • Hydraulic Lift for Servicing Fire Apparatus
Capital & Equipment	-	-	-	
<i>Transfer to Measure Q Fund 103 (see detail below)</i>				
Salaries	1,371,017.00	499,374.85	499,374.85	3 Battalion Chiefs, 6 FF/Paramedic, Operations and Capital Equipment
Benefits	1,299,196.00	927,573.21	927,573.21	3 Battalion Chiefs, 6 FF/Paramedic, Operations and Capital Equipment
Operations	646,250.00	9,646.06	1,436,594.12	
Total Transfer to Measure Q Fund 103	3,316,463.00	1,436,594.12	1,436,594.12	
Total	3,483,666.00	1,436,594.12	1,436,594.12	
Barstow Fire Protection District Admin - MQ Fund 102				
Benefits	-	880.97	880.97	
<i>Transfer to Measure Q Fund 103 (see detail below)</i>				
Salaries	76,204.00	499,374.85	499,374.85	1 Fire Inspector/Arson Investigator
Benefits	9,397.00	927,573.21	927,573.21	1 Fire Inspector/Arson Investigator
Transfer to Measure Q Fund 103	85,601.00	19,647.87	19,647.87	
Total	85,601.00	20,528.84	20,528.84	
GRAND TOTAL	\$ 6,929,416.00	\$ 2,408,163.70	\$ 2,408,163.70	

Measure Q Fund Balance	
Beginning Balance	\$ 6,263,139.58
Q1 Revenues	2,458,734.80
Q1 Expenditures	<u>(2,408,163.70)</u>
Q1 Ending Fund Balance	<u>\$ 6,313,710.68</u>