

City of Ridgecrest Measure P Oversight Committee Agenda

**Conference Room B
100 W California Ave
Ridgecrest, CA 93555**



**March 16, 2026
5:30 PM
Regular Meeting**

MEASURE P OVERSIGHT COMMITTEE

Holly Staab, Bradley Patin, Denise Gorman, Elidia Dixon, Forrest Lloyd

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. Approve Draft Minutes of the regular meeting dated 07/21/25.

PUBLIC COMMENT (Items Not on the Agenda)

DISCUSSION AND OTHER ACTION ITEMS

2. What is Measure P?
3. Discussion of Roles and Responsibilities
4. Selection of Committee Chair (Nomination and Vote)
5. Selection of Committee Vice Chair (Nomination and Vote)

COMMITTEE MEMBER COMMENTS

SUPPORT STAFF COMMENTS

FUTURE AGENDA ITEMS

NEXT MEETING April 20, 2026

ADJOURNMENT

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City of Ridgecrest Public Meeting Participation

City of Ridgecrest Committee meetings are OPEN to public attendance. Although meetings are OPEN, public participation is still encouraged via live streaming, call-in or via written correspondence.

TO PARTICIPATE please call, email, or send mail to the contact info provided below:

- Watch and call in to committee meetings via WebEx:
<https://cityofridgecrest.webex.com/j.php?MTID=m747ec2c8cee9dc417833dd157eacae04>
Meeting number: 2553 632 7119
Password: ngQTi6imm24
- Join by video system:
Dial [25536327119@cityofridgecrest.webex.com](tel:25536327119)
You can also dial 173.243.2.68 and enter your meeting number.
- Call in to committee meetings via phone:
1-650-479-3208 Call-in toll number (US/Canada)
Meeting number (access code): 255 363 27119
Meeting password: ngQTi6imm24
- Submit written comments:
We encourage submittal of written comments supporting, opposing, or otherwise commenting on an agenda item, for distribution to the Committee prior to the meeting. Send emails to kisaac@ridgecrest-ca.gov, written correspondence may be sent to Kerisa Isaac, Account Clerk, 100 W. California Ave., Ridgecrest, CA 93555. Please specify to which agenda item your comment relates. All communication, whether it is a formal letter or an online informal email, is distributed to the Committee.

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**City of Ridgecrest
Measure P Oversight Committee Draft Minutes**

**Conference Room B
100 W California Ave
Ridgecrest, CA 93555**



**July 21, 2025
5:30 PM
Regular Meeting**

MEASURE P OVERSIGHT COMMITTEE

Todd St Laurent (Chair), Bradley Patin (Vice Chair), Denise Gorman, Elidia Dixon, Holly Staab

CALL TO ORDER – 5:30 PM

ROLL CALL

Todd St Laurent (Chair), *Present*
Bradley Patin (Vice Chair), *Absent*
Denise Gorman, *Present*
Elidia Dixon, *Absent*
Holly Staab, *Present*

APPROVAL OF AGENDA – Approved

APPROVAL OF MINUTES – Approved

1. Approve Draft Minutes of the regular meeting dated 06/16/25.

PUBLIC COMMENT (Items Not on the Agenda)

DISCUSSION AND OTHER ACTION ITEMS

2. Review and Approve Final FY24 Measure P Report
3 ayes, 2 absent. The committee approved the final draft of the FY24 Measure P Report.
3. Measure P One-Pager and Presentation Discussion
The Committee discussed the one-pager and presentation to Council.

COMMITTEE MEMBER COMMENTS – None

SUPPORT STAFF COMMENTS – None

FUTURE AGENDA ITEMS – None

NEXT MEETING

4. Next Regularly Scheduled Meeting – February 16, 2026

ADJOURNMENT – 7:00 PM

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WHAT IS MEASURE P?

On July 20, 2022, the Ridgecrest City Council unanimously placed Measure P – The City of Ridgecrest Local Services Measure - on the November 8, 2022 Municipal Election ballot.

On December 21, 2022, Measure P was adopted by City Council (Ord 22-06) after voters approved the measure on the ballot.

Measure P is a local one-cent sales tax designed to address priorities identified by the public.

- Keeping both fire stations open; Emergency Response Times
- Replacement of Pinney Pool
- Recruitment and Retention
- Public Outreach

As a locally approved funding measure, all Measure P funding is locally controlled by Ridgecrest. No Measure P funding could be taken by the state or county.

Measure P will sunset March 31, 2032.

RALPH M BROWN ACT

Since its adoption in 1953, the Brown Act has established the procedural framework for members of local governmental decision-making bodies to openly meet, debate, and act to provide the means for the public to be informed about the views, discussions and actions of its locally elected and appointed government representatives.

A meeting is defined as a majority of board members (3+) present at the same time and place to “hear, discuss or deliberate” government business.

Guidelines for Brown Act Meetings

Must:

Be noticed in advance (72 hours for regular meeting, 24 hours for special meeting);

Include only business described in the agenda;

Take place within agency boundaries;

Be completely accessible by the public.

Must Not:

Use a telephone, fax machine, e-mail, a chat room, an intermediary or other devices to develop consensus, agreement, or a decision;

A “serial meeting” is a series of meetings to develop a decision, each of which involves less than a majority of members, but which taken together involve a majority of board members;

(A majority) Exchange information in e-mail about their views or positions on public business.

ORDINANCE NO. 22-06

**AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF RIDGECREST ADDING TO THE RIDGECREST
MUNICIPAL CODE CONCERNING A TEMPORARY TRANSACTIONS
AND USE (SALES) TAX, LOCALLY CONTROLLED, TO BE ADMINISTERED BY THE
STATE BOARD OF EQUALIZATION**

WHEREAS, through The Ridgecrest Community Conversation, an extensive community engagement effort over the last year with nearly 1,000 residents and several community groups participating, residents identified local City service needs and priorities they would like addressed; and,

WHEREAS, as the costs of services continue to rise so does the need for locally controlled local funding to allow the City to continue to provide the City services Ridgecrest residents rely on; and,

WHEREAS, residents recently prioritized City services including keeping both Ridgecrest fire stations open full-time, replacing Pinney Pool, continuing to fix potholes on neighborhood streets and City street repair, maintaining 911 emergency response times and preserving recreation programs for all ages; and,

WHEREAS, it is fiscally responsible to maintain City streets, roads and potholes now so they don't deteriorate and become more costly to fix in the future; and,

WHEREAS, the City of Ridgecrest should keep local funding for City services and not allow the state or county to control additional local sales tax funding; and,

WHEREAS, addressing infrastructure and facilities needs, such as parks, sports fields and recreation centers, is essential to maintaining the quality of life in the City of Ridgecrest and providing quality youth programs which are essential to keeping kids away from gangs.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RIDGECREST as follows:

1. Purpose.

This Ordinance adds to the Ridgecrest Municipal Code in order to add a temporary transactions and use tax.

2. Amendment.

The following Division 3 is hereby added to Article III of Chapter 9 of the Ridgecrest Municipal Code to read as follows:

"Division 3 – 2022 TEMPORARY SALES AND USE TAX

Sec. 9-84. Purpose and Operative Date.

(a) The purpose of this Division is to impose a retail transactions and use tax in accordance with the provisions of the Revenue and Taxation Code. Unlike the tax described in Article IV of this Chapter, this tax is set for a fixed term of nine years from the Operative Date.

(b) "Operative Date" means the first day of the first calendar quarter commencing more than 110 days after the adoption of this ordinance and Division, the date of such adoption being as set forth on the ordinance that adopted this Division. However, if the City shall not have entered

into a contract with the State Board as required herein prior to such date, the Operative Date shall be the first day of the first calendar quarter following execution of such a contract.

(c) Prior to the Operative Date, the City shall contract with the State Board of Equalization to perform all functions incident to the administration and operation of this transactions and use tax article; provided, that if the City shall not have contracted with the State Board of Equalization prior to the operative date, it shall nevertheless so contract and in such a case the operative date shall be the first day of the first calendar quarter following the execution of such a contract.

Sec. 9-85. Transactions Tax Rate.

Commencing on the Operative Date and continuing for a period of nine years following this date, for the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated territory of the City at a rate of one percent (1%) of the gross receipt of any retailer from the sale of all tangible personal property sold at retail in said territory on and after the Operative Date of this article. Such tax shall be in addition to any other transaction (sales) tax imposed by this Code or applicable state law.

Sec. 9-86. Use Tax Rate.

Commencing on the Operative Date and continuing for a period of nine years following that date, an excise tax is hereby imposed on the storage, use or other consumption in the City of tangible personal property purchased from any retailer on or after the Operative Date of this article for storage, use, or other consumption in the incorporated territory of the City at a rate of one percent (1%) of the sales price of the property. The sales price shall include delivery charges when such charges are subject to state sales or use tax, regardless of the place to which delivery is made. Such tax shall be in addition to any other use tax imposed by this Code or applicable to state law.

Sec. 9-86. Establishment of Committee and Purpose.

A Citizens' Oversight Committee is hereby established to oversee expenditures of the revenues received by the City from the sales and use taxes imposed pursuant to this chapter, and to ensure that tax revenues are spent by the City in a manner consistent with the voter approved measure adopting this chapter as well as any voter approved or council approved priorities adopted to implement the provisions of this chapter. The Citizen Oversight Committee created pursuant to this Division shall be independent of any other existing oversight committee but shall be organized and subject to the provisions of Sections 9-80 through 9-83 of this Chapter."

3. Effective Date.

This Ordinance relates to the levying and collecting of the City transactions and use taxes and is a valid and binding ordinance of the City upon passage and approval by the electorate of the City of Ridgecrest and adopted by the City. This Ordinance shall be considered as adopted upon the date that the vote is declared by the legislative body, and shall go into effect thirty (30) days after that date.

4. CEQA Exemption.

The adoption of this ordinance is not a "project" subject to the requirements of the California Environmental Quality Act (CEQA) (Public Resources Code Section §§ 21000 et seq.). CEQA Guideline 15378(b)(4) provides that the creation of government funding mechanisms or other government fiscal activities that do not involve any commitment to a specific project that may result in a potentially significant physical impact on the environment are not projects subject to the requirements of CEQA.

5. Severability.

If any section, subsection, sentence, clause or phrase of this ordinance or the application thereof to any person or circumstance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The City of Ridgecrest would have passed each subsection, subdivision, paragraph, sentence, clause, or phrase thereof, irrespective of the fact that any one or more subsection, subdivision, paragraph, sentence, clause, or phrase be declared unconstitutional.

6. Determination.

First read and introduced at the July 20, 2022 City Council meeting.

PASSED, APPROVED, AND ADOPTED by the Ridgecrest City Council on December 21, 2022, by the following roll call vote:

AYES: Bruen, Hayman, Gorman, Blades, Rajaratnam
NOES: None
ABSENT: None
ABSTAIN: None



Eric A. Bruen, Mayor

ATTEST:


Ricca Charlon, City Clerk

DIVISION 2. CITIZENS' OVERSIGHT COMMITTEE

Sec. 9-79. Establishment of committee and purpose.

A citizens' oversight committee is hereby established to oversee expenditures of the revenues received by the city from the sales and use taxes imposed pursuant to this division and to ensure that tax revenues are spent by the city in a manner consistent with the voter-approved measure adopting this article as well as any voter-approved or council-approved priorities adopted to implement the provisions of this division.

(Code 1980, § 3-2.113; Ord. No. 16-02, § 2)

Sec. 9-80. Appointment and tenure of committee members.

- (a) The citizens' oversight committee shall consist of five members appointed by the city council. Three members shall constitute a quorum. The city manager shall appoint an ex-officio staff person to serve as the secretary and custodian of records who shall not have a vote.
- (b) Upon their appointment and during their incumbency, members of the committee shall be and remain residents of the city; provided, however, that city employees, other city officials, and city vendors shall not be qualified to serve as committee members at any time they occupy such positions or are engaged in such business. Should a member cease to be a city resident, that office shall be deemed vacant and the term of such member terminated. The secretary shall notify the city council and city manager of such termination as soon as administratively possible.
- (c) All members of the committee shall serve at the pleasure of the city council and may be removed by a majority vote of the city council at any time.

(Code 1980, § 3-2.114; Ord. No. 16-02, § 2)

Sec. 9-81. Terms of office.

- (a) Of the members of the committee first appointed, two shall be appointed for terms of one year, two shall be appointed for terms of two years, and one shall be appointed for a term of three years. Succeeding members shall be appointed for terms of four years. The secretary's term shall be designated by the city manager. All members shall serve until a successor is appointed and qualified.
- (b) Should a member of the committee fail to attend three consecutive meetings, unless excused for cause by the chairperson, that member's office shall be deemed vacant and the member's term ended. The committee secretary shall immediately notify the city council and city clerk of such termination.

(Code 1980, § 3-2.115; Ord. No. 16-02, § 2)

Sec. 9-82. Organization.

- (a) Each January, a board, commission, or committee shall annually organize and elect a chairperson and vice-chairperson from its membership for a one-year term. In the chairperson's or vice-chairperson's absence or disability, the committee may designate a chairperson or vice-chairperson pro tempore.

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- (b) Regular meetings shall be held on the day and time established by resolution of the board, commission, or committee as amended from time-to-time.
 - (c) Each board commission or committee shall establish a procedure for calling special meetings and may also adopt application requirements, meeting procedures, and other reasonable rules and regulations for conducting business. Minutes shall be kept of all meetings and the secretary shall deliver copies of minutes to the city manager and city clerk for filing and distribution to city council members.
 - (d) Any board, commission, or committee may designate one of its members, or a subcommittee composed of not more than two members, to study, review, consider, or make recommendations concerning any matter within its purview, provided that a board, commission, or committee authorized to consist of seven members may designate one of its members, or a subcommittee composed of not more than three members, to study, review, consider, or make recommendations.

(Code 1980, § 3-2.116; Ord. No. 16-02, § 2)

Sec. 9-83. Duties.

- (a) The committee is charged with the following responsibilities:
 - (1) Reviewing all appropriations of revenues received by the city from the sales and use taxes imposed pursuant to the provisions of this article to determine whether such funds are to be used as provided for in this chapter and the voter-approved measure that adopted this article;
 - (2) Reviewing the audit prepared by an independent auditor retained by the city to perform the city's comprehensive annual financial report to determine whether such funds have been spent as provided for in this chapter and the voter-approved measure; and
 - (3) Prepare and issue the committee's own annual report setting forth their findings in regard to the foregoing.
- (b) The committee shall confine itself specifically to funds received by the city from the sales and use taxes imposed pursuant to the provisions of this chapter. City revenues and funds generated through other sources are outside the scope of the committee.
- (c) In order to preserve the integrity and independence of the oversight process, committee members will not play a formal role in contracting, project management, construction, or any other aspect of the public safety funding. In addition, the committee is not charged with decision-making on spending priorities, construction schedules, project details, funding source decisions (e.g., leveraged funds, developer fees, etc.), financing plans, tax rate assumptions, or selection of consultants, design, and construction firms.

(Code 1980, § 3-2.117; Ord. No. 16-02, § 2)

Secs. 9-84—9-108. Reserved.

What is the role of the chairperson?

Chairing is a key role on any voluntary Management Committee. The Chairperson must ensure that the Management Committee functions properly, that there is full participation during meetings; that all relevant matters are discussed and that effective decisions are made and carried out.

The role of a Chairperson is time consuming, with work between meetings, external representation of the organization, and work with staff. Chairing a large organization requires diplomatic and leadership skills of a high level.

Main duties of the chairperson

The responsibilities of a Chairperson can be summarized under four areas:

1. To ensure the Management Committee functions properly.

The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner. The Chairperson must make the most of all his/her committee members and 'lead the team'. This also involves regularly reviewing the Committee's performance and identifying and managing the process for renewal of the Committee through recruitment of new members.

2. To ensure the organization is managed effectively.

The Chairperson must coordinate the Committee to ensure that appropriate policies and procedures are in place for the effective management of the organization.

3. To provide support and supervision to the chief officer.

The Chairperson will often be the direct line manager for the chief officer (the most senior staff member).

4. To represent the organization as its figurehead.

The Chairperson may from time to time be called upon to represent the organization and sometimes be its spokesperson at, for example, functions or meetings.

Role of vice-chair

The Vice-Chair acts for the Chair when she/he is not available and undertakes assignments at the request of the Chair. To ensure continuity every organization should ensure that the chair has a deputy who can assume their responsibility and is familiar with their work should a sudden absence occur.

Chairing meetings

One of the most important roles of the Chairperson is steering a Management Committee through its business effectively and efficiently. A good Chair will be mindful of the following basic points!

Before the Meeting

1. Plan the agenda with the chief officer and officers. Include items brought to you by other members. Decide the order and timing of the agenda, and who will introduce each one.
2. Identify which agenda items are for information, discussion or a decision.
3. Be well briefed about each item, and actions taken since the last meeting.
4. Ensure all necessary background papers (including the last meeting's minutes) are sent out with the agenda beforehand.
5. Check with staff that all relevant practical arrangements have been made, e.g. room layout, visual aids, etc.
6. Arrive in good time before the meeting is due to start.

During the Meeting

Communicate

- Start the meeting. Welcome any new members. Make any necessary introductions.
- Receive apologies for absence.
- Ensure that additions or amendments to minutes are recorded.
- Set the scene. State the objectives of the meeting and each item.
- Try to be brief when making a point.

Control

- Maintain control. Set out any time limits.
- Allow flexibility and freedom of expression.
- Keep to the agenda.
- Ensure quorum is present.
- Ensure time is used effectively.
- Ensure that proper minutes are taken.

Coax

- Ensure full participation.
- Draw out quieter members and discourage those who are monopolizing the meeting.
- Be prepared to highlight issues that no-one else will, and to be the one who always has to ask the awkward questions.

Compare

- Weigh up contributions impartially.
- All points in favor of a point should be summarized against all points not in favor.

Clarify

- Ensure everyone understands what is being discussed.
- Summarize.
- Ensure that if jargon and abbreviations are used, all present understand them.
- Ensure that decisions are recorded, together with who is going to implement them. It can be useful to record decisions on a flip-chart as they are made.

Decision Making

- Ensure that decisions are taken in the context of the organizations strategy and that they are recorded, together with who is going to implement them.

Guide

- Remember that above all you are there to guide the meeting.
- Steer members to work harmoniously and purposefully as a team.
- Keep an eye on time.

At the End of the Meeting

1. Summarize decisions taken and action points to be followed up e.g. who's responsible, by when.
2. Agree a date for the next meeting - it is usually best to set dates for the year's meetings well in advance.
3. Agree what special items will be put on the agenda of the next meeting and what work needs to be done, by whom etc.
4. Ensure that the minutes are written up, checked by the Chair and sent out in good time.

Making and Handling Motions Following Robert's Rules

In an organization that's following Robert's Rules, when that light bulb goes off in your head and you have a great idea, you make a motion to get your idea discussed and a decision made. Here are the eight steps required from start to finish to make a motion and get the decision of the assembly. Each step is a required part of the process.

Step	What to say
1. The member rises and addresses the chair.	"Mr./Madam Chairman."
2. The chair recognizes the member.	"The chair recognizes Ms. Gliggenschlapp."
3. The member makes a motion.	"I move to purchase a copy of <i>Robert's Rules For Dummies</i> for our president."
4. Another member seconds the motion.	"Second."
5. The chair states the motion.	"It is moved and seconded to purchase a copy of <i>Robert's Rules For Dummies</i> for your president. Are you ready for the question?"
6. The members debate the motion.	"The chair recognizes Ms. Gliggenschlapp to speak to her motion. . . ."
7. The chair puts the question, and the members vote.	"Those in favor of adopting the motion to buy a copy of <i>Robert's Rules For Dummies</i> for your president, say 'Aye.' [pause] Those opposed, say 'No.'"
8. The chair announces the result of the vote.	"The ayes have it, and the motion carries. A copy of <i>Robert's Rules For Dummies</i> will be purchased for your president."