



## **RESIDENT OVERSIGHT COMMISSION**

### **REGULAR MEETING**

#### **Agenda**

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

March 17, 2020  
5:00 p.m.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
  - a. Special Meeting – November 19, 2019
  - b. Regular Meeting – December 19, 2019
5. Ongoing Business
  - a. Measure Q Reporting Schedule
6. New Business
  - a. Financial Report – Fiscal Year 2019-2020 – 2<sup>nd</sup> Quarter
  - b. Measure Q Sales Tax by Industry Group – Fiscal Year 2019-2020 – 1<sup>st</sup> Quarter
  - c. Measure Q website
7. Commissioner Comments
8. Staff Comments
9. Public Comments
10. Suggest Items for the Next Agenda
11. Next Meeting Date
12. Adjourn



Resident Oversight Commission  
03/17/20 05:00 PM  
City Manager  
Nikki Salas

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## AGENDA ITEM

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### AGENDA MATTER:

RESIDENT OVERSIGHT COMMISSION MINUTES OF SPECIAL MEETING HELD NOVEMBER 19, 2019 AND REGULAR MEETING HELD DECEMBER 19, 2019

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### EXECUTIVE SUMMARY:

### DISCUSSION:

### FISCAL IMPACT:

None.

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### RECOMMENDED ACTION:

Approve the minutes as presented.



## RESIDENT OVERSIGHT COMMISSION

### Minutes

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

November 19, 2019  
5:00 p.m.

#### 1. Call to Order

Chairman Leonard Williams called the meeting to order at 5:05 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 and Commissioners David Mendez, Barbara Rose and John Williams.

Absent: Commissioner Kimberly Johnson

#### 3. Approval of Agenda

RESULT: APPROVED [UNANIMOUS]  
MOVER: Barbara Rose, Commissioner  
SECONDER: John Williams, Commissioner  
AYES: Mendez, Rose, J. Williams, L. Williams  
ABSENT: Johnson

#### 4. Approval of Minutes

##### a. Special Meeting – November 7, 2019

Discussion ensued about referring to the Resident Oversight Commission (ROC) meetings as Special Meetings versus Regular Meetings. City Manager Salas stated that clarification would be provided to the ROC.

Commissioner Rose recommended the meetings be classified as Regular Meetings unless occurring outside of their normal quarterly meeting times.

It was the consensus of the ROC to reference the first initials of Chairman Williams and Commissioner Williams throughout the minutes.

City Manager Salas asked that the typo on her title on the last paragraph of page 1 be corrected from Commissioner to City Manager.

**RESULT: APPROVED AS AMENDED [UNANIMOUS]**

**MOVER: Barbara Rose, Commissioner**

**SECONDER: John Williams, Commissioner**

**AYES: Mendez, Rose, Williams (John), Williams (Leonard)**

**ABSENT: Johnson**

## 5. Ongoing Business

### a. Financial Report – Fiscal Year 2018-2019 – 4<sup>th</sup> Quarter

Commissioner Rose asked Assistant City Manager Prothro for an explanation of the Financial Report Memorandum. Assistant City Manager Prothro discussed the revenue collected and the timeline of when the State of California remits payments to agencies versus when it is actually collected. She discussed the percentage retained by the State (.49% or 10,153.07 for the 4<sup>th</sup> Quarter of FY 18-19) which will be shown as an expenditure. Assistant City Manager Prothro also mentioned that the State has a not-to-exceed amount and a few more quarters need to pass in order to realistically project the amount retained by the State.

Commissioner Rose requested that staff provide the not-to-exceed figure from the State.

Commissioner Mendez asked for an explanation of the .4% Transfers and Unidentified amount listed on the financial report. Assistant City Manager Prothro stated that amount is likely nominal transfers and adjustments that occur outside of the reporting period along with adjustments to the County of San Bernardino pool amount.

Commissioner Rose requested that the rounding on the financial report's pie chart be corrected.

Chairman L. Williams asked if Measure Q's percentages collected by industry group are in line with other sales taxes collected by the City. Assistant City Manager Prothro state fuel is in line, autos will fluctuate and consumer goods will be affected by the County pool.

Commissioner Rose asked for a quarterly and eventually, annual, comparison of Measure Q sales tax data/trends.

6. New Business

- a. None at this time.

7. Commissioner Comments

Commissioner Rose thanked staff for following up on the financial report items requested by the ROC at their November 7, 2019 meeting. She also commended Chairman L. Williams for chairing the meeting and asked that staff not overlook any items requested by the ROC.

Commissioner J. Williams commented on how the City was doing great and exciting things with Measure Q. He discussed the importance of ensuring that any information that is provided to the community be accurate. He also suggested a Measure Q Facebook or online forum. Discussion ensued about an online forum versus providing updates through the City's website. City Manager Salas stated that the ROC is welcome to share information with the community, but cannot comment on each other's posts per Brown Act regulations.

Discussion ensued about comments from the public on the funding of certain positions over public safety positions. City Manager Salas stated that funding of all positions through Measure Q were brought to the City Council for approval.

Commissioner J. Williams emphasized the importance of the ROC being unified and correcting any misinformation about Measure Q.

Chairman L. Williams discussed how he provides the public with factual information based on clarification from City Manager Salas and Assistant City Manager Prothro. He stated that the ROC needs to be unified and not engage in any negativity.

Commissioner Rose encouraged the ROC to function within their parameters although they do have a right to voice their opinions as tax paying citizens.

Chairman L. Williams encouraged the ROC to reach out to City Manager Salas and commended her for being so responsive. He also stated that the Council has followed the Measure Q spending plan.

Commissioner Rose suggested that a cheat sheet be provided to the Chairperson and have the ROC review.

Commissioner Mendez discussed his engagement with the community about Measure Q and agreed with Commissioner J. Williams' suggestion about a Measure Q Facebook page although it does not have to be monitored. He also discussed how a Facebook page would allow staff to qualify any misinformation.

Commissioner Rose advised caution on having a Measure Q Facebook page and stated that she is opposed to the suggestion.

Commissioner Mendez stated that he is not resigning from the ROC and will give it a year. It is not what he anticipated and needs to understand it better in order to make a more informed decision.

## 8. Staff Comments

City Manager Salas discussed recent purchases of new and replacement technology for Police and Fire which was approved at the November 18, 2019 Council meeting. She also discussed recent issues with the Police Department recruitments and candidates not passing background checks, the academy, etc. She also discussed the Barstow Fire Protection District recruitments along with the funding of technology purchases/upgrades since it has been challenging to recruit staff.

Assistant City Manager Prothro discussed some of the challenges with Measure Q spending during the current fiscal year along with the tangible results.

Economic Development Administrator Hernandez stated that she is excited to start working with the Barstow community.

Executive Assistant Rudsell provided the ROC with an updated meeting schedule.

Parks and Recreation Superintendent Wooley agreed with the Measure Q Facebook page if it is not run by the City. City Manager Salas stated she would look into the legalities of a Measure Q Facebook page.

## 9. Public Comment

None.

## 10. Suggested Items for the Next Agenda

1. Financial Report – Fiscal Year 2019-2020 – 1<sup>st</sup> Quarter
2. Recommendation to assign each Commissioner a specific area of interest
3. Measure Q Reporting Schedule
4. Select meeting dates/schedule

## 11. Next Meeting Date

December 19, 2019 at 5 pm

## 12. Adjourn

By consensus of the ROC, the meeting adjourned at 6:40 p.m.



## RESIDENT OVERSIGHT COMMISSION

### Minutes

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

December 19, 2019  
5:00 p.m.

#### 1. Call to Order

Chairman Leonard Williams called the meeting of the Resident Oversight Commission (ROC) to order at 5:02 p.m.

#### 2. Roll Call

Present:

City Manager Nikki Salas  
Assistant City Manager Cindy Prothro  
Fire Chief Jamie Williams  
Executive Assistant Christina Rudsell  
Park and Recreation Superintendent Kyle Wooley  
Economic Development Administrator Amanda Hernandez  
Chairman Leonard Williams  
Commissioner Kimberly Johnson  
Commissioner John Williams

Absent:

David Mendez

Commissioner Barbara Rose arrived at 5:07 p.m.

#### 3. Approval of Agenda

RESULT: APPROVED [UNANIMOUS]  
MOVER: Leonard Williams, Chairman  
SECONDER: John Williams, Commissioner  
AYES: Johnson, J. Williams, L. Williams  
ABSENT: Mendez, Rose

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

It was the consensus of the Commission to carry this item to the next Commission meeting.

5. Ongoing Business
  - a. None at this time

6. New Business
  - a. Financial Report – Fiscal Year 2019-2020 – 1<sup>st</sup> Quarter

City Manager Salas presented the Measure Q Financial Report for the 1<sup>st</sup> Quarter of Fiscal Year 2019-2020.

Chairman L. Williams asked about the cost allocation expenditure item. City Manager Salas explained that item is for paying for services provided by the General Fund such as Human Resources, Finance, Planning, etc.

Discussion ensued about the City's retirement incentives that were previously offered to former employees (Fall 2015) whose positions were budgeted in the General Fund and how some of those positions were replaced with Measure Q funded positions.

City Manager Salas also stated that Measure Q personnel expenditures are budgeted at no more than 50% in expected revenue.

Sales tax revenue was also discussed. Commissioner J. Williams asked about the percentage of sales tax that is generated from the Lenwood area. Assistant City Manager Prothro explained that approximately 70% of sales tax revenue is generated from Lenwood.

The Parks and Recreation Measure Q budget was discussed. Parks and Recreation Superintendent Kyle Wooley discussed upcoming senior programs along with a needs assessment that will be done for all parks and recreation services.

Fire Chief J. Williams discussed the status of recruitment for three Battalion Chief positions. Discussion ensued about the Barstow Fire Protection District's (BFPD) debt service to the City. City Manager Salas stated that Measure Q will help BFPD to eventually sustain itself financially. Assistant City Manager Prothro explained that BFPD's unfunded retirement liability is approximately 50% and would be higher without Measure Q. This helps with attracting and retaining quality fire personnel.



Assistant City Manager also mentioned that a pie chart and bar graph of the 2<sup>nd</sup> Quarter's financial data will not be available until January. That information will always trail by a quarter.

RESULT: APPROVED [UNANIMOUS]  
MOVER: John Williams, Commissioner  
SECONDER: Kimberly Johnson, Commissioner  
AYES: Johnson, Rose, J. Williams, L. Williams  
ABSENT: Mendez

b. Recommendation to assign each Commissioner a specific area of interest

Commissioner J. Williams discussed why he believes it would benefit the ROC to be assigned specific areas of interest.

City Manager Salas read a written statement from Commissioner Mendez in his absence. To summarize, he stated that he is opposed to being assigned to just one entity as a Commissioner and does believe it is fair to those entities being segregated from all of the Commissioners. He is concerned this will create animosity and dissention.

Commissioner Rose does not believe having specific areas of interest assigned creates animosity and supports the idea.

City Manager Salas stated that this proposal would have to be approved by the City Council to formally expand the role of the ROC.

Commissioner Johnson stated she is supportive of both ideas, but always has an open-door policy for other entities.

Chairman L. Williams expressed that ROC members should have a knowledge and understanding about all specific areas of interest in order to be well-rounded.

It was the consensus of the Commission to close this item and not carry it forward.

c. Measure Q Reporting Schedule

City Manager Salas provided the Measure Q Reporting and Meeting schedule.

Commissioner Rose requested that the years also be included on the schedule.

d. Select meeting dates/schedule

It was the consensus of the Commission to conduct regular meetings quarterly with the next meeting scheduled for March 19, 2020.

## 7. Commissioner Comments

Commissioner J. Williams thanked staff for compiling the Measure Q financial report.

Commissioner Johnson stated that she appreciates staff and their prompt responsiveness.

Commissioner Rose wished everyone a happy holiday and prosperous new year.

Chairman L. Williams stated that staff and the ROC are making improvements and wished everyone a happy holiday.

## 8. Staff Comments

City Manager Salas expressed appreciation to staff and the ROC for their hard work.

Assistant City Manager Prothro wished everyone a happy holiday.

Executive Assistant Rudsell wished everyone a happy holiday.

## 9. Public Comment

Marilyn Dyer Kruse suggested that the ROC meet more than quarterly in order to help educate the community about Measure Q. She also agreed that all Commissioners should have a diverse group in the community to represent and asked by the Economic Development Administrator position is funded from Measure Q instead of the General Fund.

Mike Hernandez asked about the payment for BFPD and how much is owed to the General Fund and General Fund II.

## 10. Suggested Items for the Next Agenda

1. Financial Report – Fiscal Year 2019-2020 – 2<sup>nd</sup> Quarter
2. Update on Measure Q website

## 11. Next Meeting Date

March 19, 2020 at 5 pm.

## 12. Adjourn

By consensus of the ROC, the meeting adjourned at 6:58 p.m.



Resident Oversight Commission  
03/17/20 05:00 PM  
City Manager  
Nikki Salas

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## AGENDA ITEM

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### AGENDA MATTER:

MEASURE Q FUND FINANCIAL REPORT – FISCAL YEAR 2019-2020 – 2<sup>ND</sup> QUARTER

### EXECUTIVE SUMMARY:

#### DISCUSSION:

#### FISCAL IMPACT:

None.

### RECOMMENDED ACTION:

Approve the Measure Q Fund Financial Report for Fiscal Year 2019-2020 – 2<sup>nd</sup> Quarter,  
October 1, 2019 – December 31, 2019.



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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 – 2<sup>nd</sup> Quarter  
**DATE:** March 17, 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 • 2<sup>nd</sup> Quarter (October 1, 2019 – December 31, 2019)**

<b>TOTAL REVENUES:</b>	<b>\$1,889,735.80</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$443,301.56</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES:</b>	<b>\$1,446,434.24</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, Ed.D., City Manager

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Date

EXHIBIT A

Measure Q Revenues and Expenditure Summary  
October 1, 2019 - December 31, 2019

<b>Revenues</b>	
10/1 - 10/31/2019	\$ 587,067.67
11/1 - 11/30/2019	539,114.51
12/1 - 12/31/2019	773,707.32
State of California Processing Fee	(10,153.70)
<b>TOTAL</b>	<b>\$ 1,889,735.80</b>

	Annual Appropriation	Quarterly Expenditures	Year-to-Date Expenditures	Quarterly Expenditure Description	Changes this Quarter
<b>Expenditures</b>					
<b>General Government - Transfers &amp; Other</b>					
Cost Allocation	\$ 400,000.00	\$ 99,999.99	\$ 199,999.98		
<b>Total</b>	<b>400,000.00</b>	<b>99,999.99</b>	<b>199,999.98</b>		
<b>City Manager Division</b>					
Salaries	141,414.00	36,534.62	43,930.82	1 Economic Development Administrator	1 Economic Development Administrator added
Benefits	26,693.00	8,665.20	10,674.81	1 Executive Assistant	
Operations	-	-	-	1 Economic Development Administrator	1 Economic Development Administrator added
<b>Total</b>	<b>168,107.00</b>	<b>45,199.82</b>	<b>54,605.63</b>		
<b>Administrative Services - IT Division</b>					
Salaries	26,525.00	10,531.15	17,381.38	1 IT Coordinator 40% (shared)*	
Benefits	9,267.00	1,553.09	3,228.68	1 IT Coordinator 40% (shared)*	
Operations	35,792.00	12,084.24	20,610.06		
<b>Total</b>	<b>71,584.00</b>	<b>24,168.48</b>	<b>41,220.12</b>		
<b>Police Uniform Division</b>					
Salaries	484,352.00	23,424.99	36,118.14	1 Police Officer	No Police Officer Trainee during Quarter 2
Benefits	149,221.00	12,946.88	18,112.61	1 Police Officer	No Police Officer Trainee during Quarter 2
Operations	1,007,760.00	6,575.84	6,575.84	Patrol car equipment, delivery, etc	\$775K Budget Adj - MDT/In Dash/Radios, License Plate Readers, Custody Transport City Council approved 11/18/19
<b>Total</b>	<b>1,641,333.00</b>	<b>42,947.71</b>	<b>60,806.59</b>		
<b>Police Dispatch Division</b>					
Salaries	102,284.00	19,163.79	24,875.81	1 Dispatcher	
Benefits	18,240.00	3,787.74	4,815.22	1 Dispatcher	
Operations	-	-	-		
<b>Total</b>	<b>120,524.00</b>	<b>22,951.53</b>	<b>29,691.03</b>		
<b>Police Administration Division</b>					
Salaries	58,265.00	15,496.46	28,140.71	1 Police Services Assistant	
Benefits	10,106.00	3,677.63	6,289.96	1 Police Services Assistant	
Operations	-	-	-		
<b>Total</b>	<b>68,371.00</b>	<b>19,174.09</b>	<b>34,430.67</b>		

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

**EXHIBIT A**

**Measure Q Revenues and Expenditure Summary  
October 1, 2019 - December 31, 2019**

<b>Expenditures</b>	<b>Annual Appropriation</b>	<b>Quarterly Expenditures</b>	<b>Year-to-Date Expenditures</b>	<b>Quarterly Expenditure Description</b>	<b>Changes this Quarter</b>
<b>Public Works - Streets Maintenance</b>					
Salaries	87,421.00	29,122.58	38,828.42	2 Public Services Assistant I	
Benefits	15,730.00	5,380.16	7,666.11	2 Public Services Assistant I	
Operations	25,000.00	-	-		
Capital & Equipment	311,677.12	21,479.97	21,479.97	Air Compressor	
ADA Curb & Gutter	100,000.00	-	-		
<b>Total</b>	<b>539,828.12</b>	<b>55,982.71</b>	<b>67,974.50</b>		
<b>Public Works - Building Maintenance</b>					
Salaries	45,751.00	14,360.22	25,775.67	1 Public Services Assistant I	
Benefits	7,864.00	4,267.40	8,309.74	1 Public Services Assistant I	
Operations	-	-	-		
<b>Total</b>	<b>53,615.00</b>	<b>18,627.62</b>	<b>34,085.41</b>		
<b>Public Works - Fleet Maintenance</b>					
Salaries	55,451.00	18,136.51	23,318.37	1 Mechanic	
Benefits	10,982.00	3,566.41	5,048.76	1 Mechanic	
Operations	-	-	-		
<b>Total</b>	<b>66,433.00</b>	<b>21,702.92</b>	<b>28,367.13</b>		
<b>Community Development - Admin Division</b>					
Salaries	56,015.00	14,039.20	25,557.40	1 Office Assistant	
Benefits	11,082.00	2,655.40	5,142.27	1 Office Assistant	
Operations	-	-	-		
<b>Total</b>	<b>67,097.00</b>	<b>16,694.60</b>	<b>30,699.67</b>		
<b>Community Development - Building &amp; Safety Division</b>					
Salaries	77,350.00	20,445.25	31,628.25	1 Fire Inspector/Arson Investigator	
Benefits	14,277.00	4,496.26	7,040.65	1 Fire Inspector/Arson Investigator	
Operations	-	-	-		
<b>Total</b>	<b>91,627.00</b>	<b>24,941.51</b>	<b>38,668.90</b>		
<b>Community Development - Community Promotional Fund</b>					
Salaries	-	6,760.30	6,760.30	Overtime for Mardi Gras parade	City Council approved 9/16/19
Benefits	-	162.57	162.57	Overtime for Mardi Gras parade	City Council approved 9/16/19
Planned Community Promotions	23,000.00	500.00	1,000.00		
Downtown Xmas Lights	13,500.00	9,881.25	9,881.25		
Mural Program	10,000.00	-	-		
4th of July Community Event	60,000.00	-	53,752.39		
Military Banners	7,000.00	1,744.05	2,535.66		
Community Promotional Fund (Unplanned)	5,000.00	-	800.00		
Senior/Youth Funds	100,000.00	-	-		
<b>Total</b>	<b>218,500.00</b>	<b>19,048.17</b>	<b>74,892.17</b>		

**EXHIBIT A**

**Measure Q Revenues and Expenditure Summary  
October 1, 2019 - December 31, 2019**

Expenditures	Annual Appropriation	Quarterly Expenditures	Year-to-Date		Quarterly Expenditure Description	Changes this Quarter
			Expenditures	Expenditures		
<b>Parks &amp; Recreation Division</b>						
Salaries	-	-	-	-		
Benefits	-	-	-	-		
Operations	-	-	-	-		
Capital & Equipment	185,000.00	-	-	-		
<b>Total</b>	<b>185,000.00</b>					
<b>Barstow Fire Protection District</b>						
Salaries	782,699.00	23,481.17	23,481.17	23,481.17	3 Battalion Chiefs	\$65K Budget Adj - 3rd Battalion Chief City Council approved 12/16/19
Benefits	1,148,764.00	14,371.66	850,544.13	850,544.13	3 Battalion Chiefs	\$65K Budget Adj - 3rd Battalion Chief City Council approved 12/16/19
Operations	597,000.00	3,879.80	35,841.98	35,841.98	Safety equipment/supplies	Budget Adj - \$25K Training, \$100K Gear City Council approved 12/16/19
Capital & Equipment	375,000.00	2,214.52	2,214.52	2,214.52	Facility improvement supplies	Budget Adj - \$50K Station Upgrades (City Council approved 12/16/19), \$75K iPads/mounts (City Council approved 11/18/19)
<b>Total</b>	<b>2,903,463.00</b>	<b>43,946.65</b>	<b>912,081.80</b>	<b>912,081.80</b>		
<b>GRAND TOTAL</b>	<b>\$ 6,559,690.12</b>	<b>\$ 443,301.56</b>	<b>\$ 1,586,913.54</b>	<b>\$ 1,586,913.54</b>		



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**AGENDA ITEM**

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**AGENDA MATTER:**

**MEASURE Q SALES TAX BY INDUSTRY GROUP – FISCAL YEAR 2019-2020 – 1<sup>ST</sup> QUARTER**

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**EXECUTIVE SUMMARY:**

**DISCUSSION:**

**FISCAL IMPACT:**

None.

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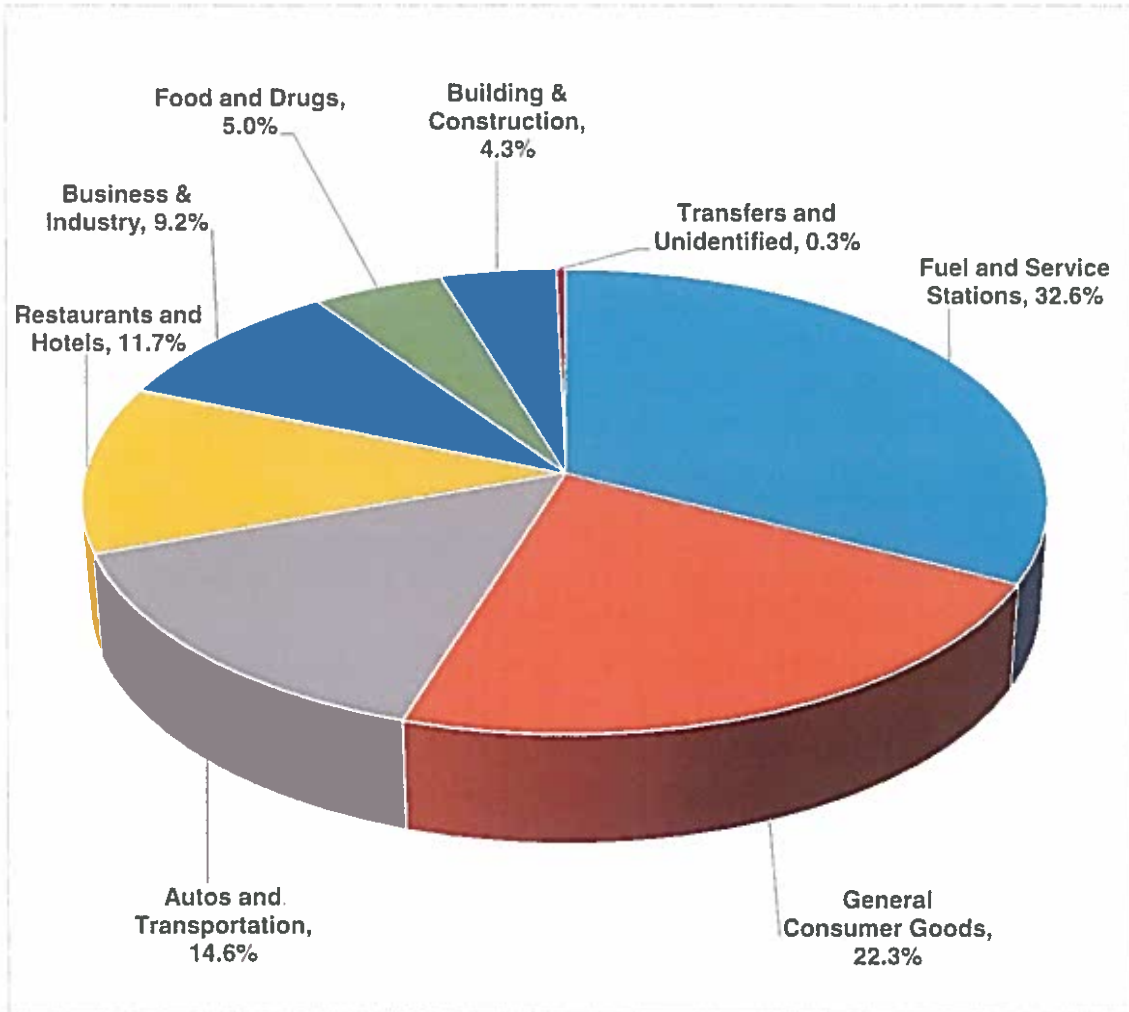
**RECOMMENDED ACTION:**

Receive and file.



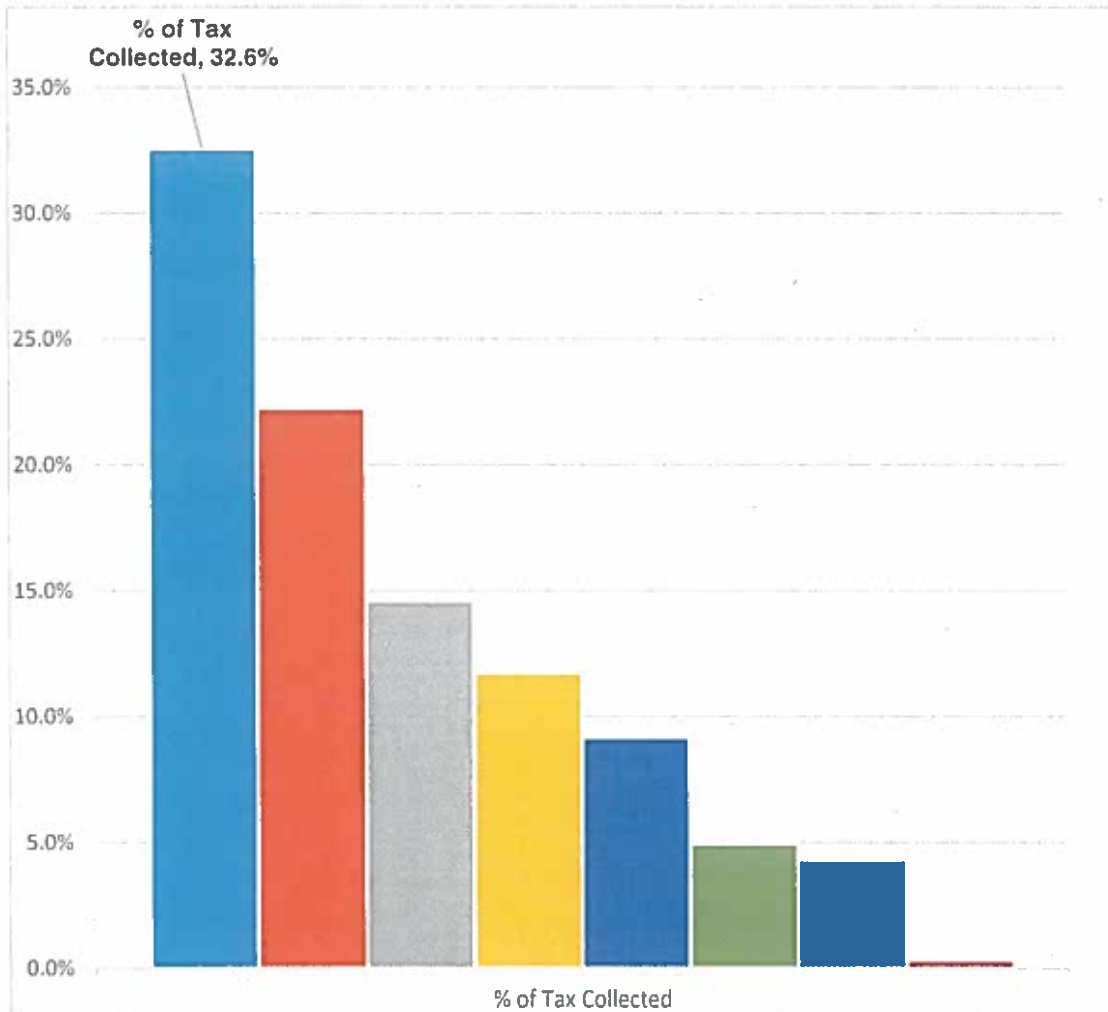
# EXHIBIT A

## City of Barstow Measure Q - 1% Transaction Tax Percent Collected by Industry Group July 1 - September 30, 2019



<u>Major Industry Group</u>	<u>% of Tax Collected</u>
Fuel and Service Stations	32.6%
General Consumer Goods	22.3%
Autos and Transportation	14.6%
Restaurants and Hotels	11.7%
Business & Industry	9.2%
Food and Drugs	5.0%
Building & Construction	4.3%
Transfers and Unidentified	0.3%
<b>Total Collected</b>	<b>\$ 2,058,112</b>

**City of Barstow**  
**Measure Q - 1% Transaction Tax**  
**Percent Collected by Industry Group**  
**July 1 - September 30, 2019**



<u>Major Industry Group</u>	<u>% of Tax Collected</u>
Fuel and Service Stations	32.6%
General Consumer Goods	22.3%
Autos and Transportation	14.6%
Restaurants and Hotels	11.7%
Business & Industry	9.2%
Food and Drugs	5.0%
Building & Construction	4.3%
Transfers and Unidentified	0.3%
<b>Total Collected</b>	<b>\$ 2,058,112</b>