

**CITY OF MURRIETA
TRANSACTION AND USE TAX
OVERSIGHT COMMITTEE
TELECONFERENCE MEETING**



**JULY 22, 2020
9:00 A.M.
1 TOWN SQUARE
MURRIETA, CA 92562
GO TO MEETING**

The City intends to comply with the Americans with Disabilities Act (ADA). Persons with special needs should call Jennifer Ransom at (951)461-6031 at least 72 hours in advance. Any writings or documents provided to a majority of the Committee regarding any item on this agenda will be made available for public inspection at the Public Counter at City Hall located at 1 Town Square, Murrieta, CA during normal business hours.

9:00 AM REGULAR MEETING

DECORUM: Oversight Committee Members, Employees and the Public are reminded to preserve decorum and order throughout meeting. Therefore, unauthorized remarks, stamping of feet, whistles, yells and similar demonstrations shall not be permitted by the Presiding Officer, who may direct sergeant-at-arms to remove such offenders from the room. A brief audience reaction (for example, clapping, standing ovations, etc.) is permitted at the conclusion of any Presentation listed on the agenda, prior to Public Comments. To show respect to speakers, raise one's hand for agreement and show thumbs down for disagreement. As a courtesy to others, please silence all electronic devices.

PURSUANT TO GOVERNOR GAVIN NEWSOM'S EXECUTIVE ORDER N-29-20 THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE MEETING

YOU MAY VIEW THE MEETING VIA
THE GO TO MEETING APP AT:

<https://www.gotomeet.me/CofMurrieta/city-of-murrieta-transaction-and-use-tax-oversight>

You can also dial in using your phone.
United States: +1 (786) 535-3211

Access Code: 686-256-125

COMMENTS MAY BE SUBMITTED VIA E-MAIL TO CLAUDIA VEGA AT CVEGA@MURRIETACA.GOV AT ANYTIME PRIOR TO CLOSE OF THE PUBLIC COMMENT PORTION OF THE ITEM(S) UNDER CONSIDERATION. COMMENTS MAY ALSO BE SUBMITTED VIA THE GOTO MEETING APP.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Approval of the Agenda of July 22, 2020

APPROVAL OF MINUTES

- 1. Minutes from the meeting of July 15, 2019
- 2. Minutes from the meeting of January 27, 2020

STAFF COMMENTS:

Deputy City Manager Stacey Stevenson

COMMISSIONER COMMENTS / ANNOUNCEMENTS:

PUBLIC COMMENTS:

At this time any person may address the governing bodies on any subject pertaining to City business, which does not relate to any item listed on the printed agenda. Normally no action may be considered or taken by the governing bodies on any matter not listed on the agenda. Each speaker will be limited to three minutes on any single item with 30-seconds warning.

PROTOCOL ITEMS:

- 1. Preliminary financial status report of Measure T for Fiscal Year 2019/20
- 2. Revised report of Measure T budget for Fiscal Year 2020/21
- 3. Committee report to the City Council
- 4. Scheduling of the next meeting

ADJOURNMENT



City of Murrieta

District Sales & Use Tax Report

Amended FY 2020-21 Budget Report

Measure T FY 2020/21 Significant Budget Reductions

Personnel

Positions	4,127,990	MT
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Operations & Maintenance	Amount	Fund
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Community Services District

Reduce Landscape Contract	120,000	MT
Cancel Weed Removal Contract	100,000	MT
Water Efficient Plants	50,000	MT

Fire Department

Development Services-Code Enforcement

Nuisance Abatement Program	25,000	MT
Graffiti Removal Program	100,000	MT

Public Works & Engineering

Water Infrastructure Revolving Funds	500,000	MT
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FY 2020/21 Frozen Positions

Dept	Position	No. of Positions	Total Annual Savings
DSD	Code Officer	1	121,370
CSD	Park Ranger	1	41,710
Fire	Fire Engineer (56 Hour)	3	326,630
	Paramedic/Firefighter (56 Hour)	3	306,530
IT	IT Analyst	1	122,000
	Systems Analyst	1	129,840
Library	Principal Librarian	1	146,930
Planning	Management Analyst	1	122,000
Police Dept	Corporal	3	550,770
	Lieutenant	1	276,180
	Officer	4	670,240
	Police Detective I	2	389,980
PW	Associate Civil Engineer	1	137,450
	Facilities & Fleet Manager	1	200,390
	Maintenance Worker II	2	172,480
	Sr. Civil Engineer	1	202,590
	Traffic Engineer	1	210,900
FY 20/21 Total		28	\$ 4,127,990

Measure T FY21 Significant Budget Increases

Operations & Maintenance	Amount	Fund
Public Works & Engineering		
Vehicle Lease Program	100,000	MT
Transfers Out		
General Fund	5,503,881	MT

**City of Murrieta
Measure T Reserves
Fiscal Year 2020/21**

	FY 2019/20 Est. Beginning Balance	FY 2020/21 Additions	FY 2020/21 uses	Est. Ending Balance
Fleet Replacement	803,000	350,000	-	1,153,000
Facility Repair	685,000	250,000	-	935,000
Operating Reserve (30%)	2,200,000		-	2,200,000
Pension Rate Stabilization	1,000,000	2,000,000	-	3,000,000
Economic Contingency	-	2,544,284	-	2,544,284
Continuing Operations	695,702		(695,702)	-
Total	5,383,702	5,144,284	(695,702)	9,832,284



City of Murrieta

District Sales & Use Tax Report

Preliminary FY 2019/20 Financial Report

City of Murrieta

**FY 2019/20 4th Quarter
Revenue and Expenditures (Year-To-Date)**

Measure T (District Sales Tax)

FY 2019/20 Revenues¹

July 2019	1,318,100
August 2019	1,382,665
September 2019	1,859,760
October 2019	1,410,321
November 2019	1,353,810
February 2020	1,226,398
March 2020	937,653
April 2020	1,303,682
May 2020	-
June 2020	-
Total Revenues	<u><u>14,531,068</u></u>

FY 2019/20 Expenses^{2 3}

Personnel Costs	2,927,054
Operations & Maintenance	1,514,253
Capital Outlay	2,019,703
Capital Outlay-CIP	244,659
Internal Svcs Charges & Alloc. Cost	289,951

Total Expenses	<u><u>6,995,620</u></u>
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¹ Revenues reported through April 2020

² Expenses reported through June 2020

³ Includes remaining encumbrances not yet expended

City of Murrieta

FY 2019/20 4th Quarter
Budget to Actuals Report

Measure T Fund	FY 2019/20 Amended Budget	FY 2019/20 Actuals	FY 2019/20 Balance
District Sales & Use Tax	16,250,000	14,531,068 ²	1,718,932
Total Revenues - Measure T Fund	16,250,000	14,531,068	1,718,932

Measure T Fund	FY 2019/20 Amended Budget	FY 2019/20 Actuals	FY 2019/20 Balance
Personnel Costs	3,911,558	2,927,054	984,504
Operations & Maintenance	1,970,603	1,514,253	456,350
Capital Outlay	2,540,000	2,019,703	520,297
Capital Outlay-CIP	278,530	244,659	33,871
Internal Svcs Charges & Alloc. Cost	316,310	289,951	26,359
Total Expenditures - Measure T Fund	9,017,001	6,995,620	2,021,381
Fund Balance	7,232,999	7,535,448	(302,449)

¹ Expenses reported through June 2020

² The California Department of Taxes and Fee Administration is experiencing delays in the monthly apportionments due to new sales tax reporting system. Receipts are through April 2020.

³ Includes remaining encumbrances not yet expended

City of Murrieta

**FY 2019/20 4th Quarter
Budget to Actuals Report**

	FY 2019/20 Budget	FY 2019/20 Actuals ^{1 2}	FY 2019/20 Balance
Non-Departmental/CIP	20,145	12,291	7,854
Administrative Services	122,286	106,838	15,448
Finance	102,301	101,212	1,089
City Clerk	9,900	1,361	8,539
Police	3,222,696	2,249,395	973,301
Fire District	3,324,493	3,182,259	142,234
Development Services	854,197	479,572	374,625
Public Works & Engineering	613,909	302,486	311,423
Community Services	378,543	315,547	62,996
Library	90,000	-	90,000
Capital Improvement Projects	278,530	244,659	33,871
Total	9,017,000	6,995,620	2,021,380

¹ Expenses reported through June 2020

² Includes remaining encumbrances not yet expended

City of Murrieta

FY 2019/20 4th Quarter
Budget to Actuals Report

Measure "T" Fund	FY 2019/20 Budget	FY 2019/20 Actuals ^{1 2}	FY 2019/20 Balance
Non-Departmental	20,145	12,291	7,854
Administrative Services			
Human Resources	102,843	96,801	6,042
Information Services	19,443	10,037	9,406
Finance	102,301	101,212	1,089
City Clerk	9,900	1,361	8,539
Police Department			
Administration	681,000	420,555	260,445
Operations	1,834,934	993,257	841,677
Support	706,762	835,583	(128,821)
Development Services Department			
Economic Development	97,000	57,154	39,846
Planning	279,073	11,953	267,120
Building & Safety	449,153	399,153	50,000
Code Enforcement	28,971	11,312	17,659
Fire District			
Administration	580,362	557,758	22,604
Fleet Sub-Division	1,784,000	1,517,999	266,001
Ops & Emergency Response	882,682	1,033,818	(151,136)
Prev and Emergency Prev	77,449	72,684	4,765
Public Works & Engineering			
Engineering	132,245	25,522	106,723
Maintenance	155,000	114,394	40,606
Streetlight	-	-	-
Facilities	179,664	62,349	117,315
Fleet	147,000	100,221	46,779
Community Services Department			
Support	108,543	45,547	62,996
Recreation	-	-	-
General Maintenance	270,000	270,000	-
Sports Field	-	-	-
Community Events	-	-	-
Community Services Dist (LLDs Zns)	-	-	-
Library	90,000	-	90,000
Capital Improvement Project	278,530	244,659	33,871
	<u>9,017,000</u>	<u>6,995,620</u>	<u>2,021,380</u>

¹ Expenses reported through June 2020

² Includes remaining encumbrances not yet expended

Measure T FY 2019/20 Significant Uses Update

Department	Budget Amount ¹	Completed	In progress	Deferred	Status
CSD					
Landscape Improvements and Expanded Weed Removal	270,000		X		Underway
Park Ranger Truck Lease/Up-Fitting	40,000	X			Completed
DSD					
Permit Software Upgrade & Support	445,000		X		Kick-off springs 2020/Module Testing
Housing Element Update	150,000		X		EIR distribution in Feb. 2020
Fire					
Radio Infrastructure Microwave	1,300,000			X	Postpone until economy recovers
Type 1 Fire Engine & Up-Fitting	951,000		X		Currently build process in week 5
(2) type 6 Fire Vehicles	833,000		X		Expect delivery in July 2020
SCBA Equipment	130,000	X			Equipment received
Structure Personal Protective Equipment	140,000	X			Equipment received
Fire Station Repairs	100,000			X	Postpone until economy recovers
Library					
Self-Checkout Machines	90,000		X		RFP to be completed
Video/Security Upgrades	50,000		X		Contract awarded
Police					
PSEC Repeater	800,000			X	Postpone until economy recovers
New Vehicle Replacement	412,000		X		5 vehicles ordered, not received
Video/Security Upgrades	50,000				Contract awarded
Public Works					
Keller Rd/215 Interchange	2,000,000			X	Postpone until economy recovers
Parking Lot Resurfacing	278,530	X			Completed
Emergency Slope, Erosion and Sediment Repairs	155,000	X			Completed
Pavement Assessment Study/CIP 10015	100,000			X	Project funded through CIP 10015
Enterprise Vehicle Lease - 16 Vehicles Leased/Up-Fitting	100,000	X			Completed

¹ Unspent budget will be carried over to FY 2020/21 to use and complete projects

Measure T FY2019/20 Significant Budget Reductions

Department	Amount	Fund
Non-Departmental		
Citywide Press Relation	57,655	MT
Training for All Departments	35,000	MT
Police Department		
Mobile Command Post	50,000	MT
Fire Department		
CAD Interface Dispatch	30,900	MT
Radio Infrastructure Microwave	1,300,000	MT
Development Services-Code Enforcement		
Nuisance Abatement Program	25,000	MT
Graffiti Removal Program	100,000	MT
Development Services-Planning		
Housing Element Update	225,000	MT
Development Services-Building & Safety		
Interactive Voice Response	45,847	MT
Public Works & Engineering		
Contract-Pavement Assessment	100,000	MT
Transfers Out		
CIP - Keller Road	2,000,000	MT
CIP - PSEC	800,000	MT

Measure T Budgeted Positions Update

Filled Positions

Fire

- (3) Firefighter/Paramedic
- (1) Executive Assistant
- (1) Fire Inspector
- (3) Fire Engineer

Police

- (2) Police Officer - Patrol
- (2) Public Safety Dispatcher II
- (1) Police Officer - School Resource Officer
- (1) Police Officer - Motor
- (1) Police Lieutenant - Patrol
- (1) Police Detective I
- (1) Police Sergeant - Probation/HOT/Parole
- (1) Police Officer - Probation/HOT/Parole
- (1) Public Safety Communications Mrg
- (2) Police Cadet - 1FTE

PW/ENG

- (2) Maintenance Worker I
- (1) Sr. Public Works Inspector

Unfilled Positions (Deferred)

DSD

- (1) Code Enforcement Officer II
- (1) Management Analyst

CSD

- (1) Park Ranger

ASD

- (1) IT System Administrator
- (1) IT Analyst

City of Murrieta
FY 2019/20 4th Quarter
Fiscal Year 2019/20

	FY 2018/19	FY 2019/20	FY 2019/20	Est. Ending
	Additions	Additions	Mid-Year	Balance
			Request	
Fleet Replacement	500,000	350,000	(47,000)	803,000
Facility Repair	500,000	250,000	(65,000)	685,000
Operating Reserve (30%)	2,200,000	-	-	2,200,000
Pension Rate Stabilization	-	1,000,000	-	1,000,000
Economic Contingency	-	-	-	-
Continuing Operations	-	1,222,822	(527,120)	695,702
Total	3,200,000	2,822,822	(639,120)	5,383,702