

**AGENDA FOR THE MEETING
OF THE MEASURE I CITIZENS' OVERSIGHT BOARD
JUNE 6, 2019 – 6:30 P.M.
CONFERENCE ROOM 1, CITY HALL, 13700 LA MIRADA BOULEVARD,
LA MIRADA, CALIFORNIA 90638**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a City meeting or other services offered by this City, please call (562) 943-0131 and contact the City Clerk's office or the Human Resources Department. Notification at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

All cell phones, pagers and other audible electronic devices should be in their off or silent position while the meeting is in session.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

**Chairman Scott Watkins
Vice Chairman Hal Malkin
Philip Massey
David Morfin
Lee Olsen**

ACTION ITEMS

1. **SELECTION OF CHAIRMAN AND VICE CHAIRMAN** – It is recommended the Oversight Board select a Chairman and Vice Chairman.
2. **MEETING MINUTES** – It is recommended the Oversight Board approve the minutes of the meeting of March 7, 2019.

REVIEW AND DISCUSSION

3. **MEASURE I REVENUES AND EXPENDITURES UPDATE** – It is recommended the Oversight Board receive and file the report.
4. **ORAL REPORT ON THE CITY'S MEASURE I IMPROVEMENT PROJECTS** – It is recommended the Oversight Board review and discuss the Measure I Improvement Projects update.

PUBLIC COMMENT

(Any information or materials provided during Public Comments are recorded in the minutes and are subject to public disclosure under the Public Records Act. The speaker is requested, but is not required, to orally state or register his or her name and/or address on the sheet located at the podium, for purposes of recording the information accurately in the minutes.)

BOARD MEMBER REPORTS

ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.

Dated this 30th day of May 2019.


Anne Haraksin, City Clerk

**MINUTES OF THE MEETING OF THE
MEASURE I CITIZENS' OVERSIGHT BOARD
March 7, 2019**

The meeting was called to order at 6:30 p.m. in Conference Room 1, 13700 La Mirada Boulevard, La Mirada, California. Responding to roll call were Board Member Philip Massey, Board Member David Morfin, Board Member Lee Olsen, Vice Chairman Hal Malkin and Chairman Scott Watkins. Also present were Public Works Director Mark Stowell and Finance Manager Melissa Pascual.

CALL TO ORDER

Chairman Watkins called the meeting to order.

PLEDGE OF ALLEGIANCE

Chairman Watkins led the pledge of allegiance.

ROLL CALL

Finance Manager Pascual conducted roll call.

ACTION ITEMS

1. APPROVAL OF MINUTES

Member Olsen motioned and Member Massey seconded to approve the Minutes from the December 12, 2018 meeting.

MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: Members Massey, Morfin, Olsen, Vice Chairman Malkin, Chairman Watkins

NOES: None

ABSENT: None

ABSTAIN: None

REVIEW AND DISCUSSION

2. MEASURE I REVENUES AND EXPENDITURES UPDATE

Finance Manager Melissa Pascual reported on payments received by the California Department of Tax and Fee Administration (CDTFA) and Measure I expenditures. She said Measure I generated a total of \$112,666.88 in revenue to date for Fiscal Year 2018-19.

Finance Manager Pascual said expenditures totaling \$265,162.29 were transferred out for Neighborhood Infrastructure Improvement Phases 3 and 4, and planning and design work for Phase 5. The current Fiscal Year 2018-19 fund balance is \$5.73 million.

Members inquired about the CDTFA remittance advises and timing of expenditure invoices.

Members reviewed and discussed the CDTFA tax distribution update and Measure I financial information.

Member Olsen motioned and Vice Chairman Malkin seconded to receive and file the report.

MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

AYES: Members Massey, Morfin, Olsen, Vice Chairman Malkin, Chairman Watkins
NOES: None
ABSENT: None
ABSTAIN: None

4. ORAL REPORT ON THE CITY'S CAPITAL IMPROVEMENT PROJECTS

Public Works Director/City Engineer Mark Stowell provided an update of Measure I funded projects being completed in La Mirada.

Members asked questions about Phase IV, timing of construction invoices and other improvements planned for the upcoming year.

PUBLIC COMMENT

None.

BOARD MEMBER REPORTS

Board Member Olsen provided information on the upcoming Mayor's Prayer Breakfast event.

ADJOURNMENT

The meeting was adjourned at 6:55 p.m.

ATTEST:

Melissa Pascual, Finance Manager

Scott Watkins, Chairman

REVIEW AND DISCUSSION

Measure I Citizens' Oversight Board
June 6, 2019

TO: Chairman and Oversight Board Members

FROM: Jeff Boynton, City Manager

ORIGINATED BY: Melissa Pascual, Finance Manager

SUBJECT: CALIFORNIA DEPARTMENT OF TAX AND FEE
ADMINISTRATION DISTRIBUTION UPDATE

BACKGROUND

At the January 22, 2013 City Council meeting, the City Council adopted Resolution No. 13-05 establishing the Measure I Citizens' Oversight Board. The role of the Oversight Board is to review and report on the revenues and expenditures of Measure I funds; review financial audits and reports; monitor the City's progress on the planning, engineering, and construction of infrastructure projects; and issue an Annual Report.

FINDINGS

This report provides information as of May 30, 2019. Attachment "A" includes information on the California Department of Tax and Fee Administration (CDTFA) to the City (revenues) and Measure I-related expenditures. Measure I has generated a total of \$104,686 in revenues to date for Fiscal Year 2018-2019. Attachment "B" includes the CDTFA monthly remittances. Although Measure I expired on March 31, 2018, the City continues to receive residual use tax. The additional revenue may be attributed to the following:

- Measure I funds that were accrued but not remitted based on the prior system, or
- Businesses outside of the City of La Mirada may still be collecting the tax. The CDTFA notifies all businesses of the revised sales tax rates throughout California.

A total of \$29.18 million in Measure I revenues was received since the measure became effective in April 2013.

During this reporting period, expenditures in the amount of \$272,253 were transferred out for Neighborhood Improvement Phases III through V. The current 2018-19 Fiscal Year fund balance is \$5.72 million.

RECOMMENDED ACTION

It is recommended the Oversight Board receive and file the report.

ATTACHMENT A

CITY OF LA MIRADA
BALANCE SHEET-MEASURE I
AS OF MAY 30, 2019

ASSETS:

CASH	\$ 5,719,729
TOTAL ASSETS	<u>\$ 5,719,729</u>

FUND BALANCE:

ASSIGNED FOR CAPITAL PROJECTS	\$ 5,719,729
TOTAL FUND BALANCE	<u>\$ 5,719,729</u>

CITY OF LA MIRADA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
MEASURE I
AS OF MAY 30, 2019

	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	AS OF 5/30/2019
REVENUES							
MEASURE I TRANSACTIONS AND USE TAX	<u>1,524,783.00</u>	<u>4,456,406.00</u>	<u>5,793,139.18</u>	<u>5,743,911.08</u>	<u>6,384,905.46</u>	<u>5,178,916.27</u>	<u>104,685.83</u>
EXPENDITURES							
T/OUT-CAPITAL PROJ. (C1064)- PHASE III	-	-	-	212,685.00	2,803,109.05	4,489,209.78	19,514.41
T/OUT-CAPITAL PROJ. (C1069)- MEASURE I PHASE IV	-	-	-	-	58,764.36	5,504,250.89	238,893.19
T/OUT-CAPITAL PROJ. (C1071)- MEASURE I PHASE V	-	-	-	-	-	323,528.75	13,845.09
T/OUT-CAPITAL PROJ. (C1049)- GENERAL MEASURE I ENG.	-	147,800.00	3,778.00	104,844.11	-	-	-
T/OUT-CAPITAL PROJ. (C1059)- PHASE I	-	-	4,336,719.00	44,547.20	-	-	-
T/OUT-CAPITAL PROJ. (C1068)- STORM DRAIN PROGRAM	-	-	-	5,587.50	575.00	179,022.13	-
T/OUT-CAPITAL PROJ.(C1070)- OLIVE BRANCH DRIVE	-	-	-	-	309,742.00	312.50	-
T/OUT-CAPITAL PROJ. (C1058)- PHASE II	-	-	148,380.00	4,490,349.72	31,560.00	-	-
	-	<u>147,800.00</u>	<u>4,488,877.00</u>	<u>4,858,013.53</u>	<u>3,203,750.41</u>	<u>10,496,324.05</u>	<u>272,252.69</u>
NET CHANGE IN FUND BALANCE	1,524,783.00	4,308,606.00	1,304,262.18	885,897.55	3,181,155.05	(5,317,407.78)	(167,566.86)
FUND BALANCE, BEGINNING OF YEAR	-	1,524,783.00	5,833,389.00	7,137,651.18	8,023,548.73	11,204,703.78	5,887,296.00
FUND BALANCE, END OF YEAR	<u>1,524,783.00</u>	<u>5,833,389.00</u>	<u>7,137,651.18</u>	<u>8,023,548.73</u>	<u>11,204,703.78</u>	<u>5,887,296.00</u>	<u>5,719,729.14</u>

00110-4120.5 MEASURE I SALES TAX REVENUE

YEAR	PER	EFF DATE	AMOUNT	VDR NAME/ITEM DESC
2019	1	7/31/2018	25,967.81	'BOARD OF EQUALIZATION
2019	1	7/31/2018	(25,967.81)	REVERSE FY 17/18 ACCRUAL
2019	2	8/30/2018	64,702.68	'BOARD OF EQUALIZATION
2019	2	8/30/2018	(64,702.68)	REVERSE FY 17/18 ACCRUAL
2019	3	9/30/2018	31,776.11	'BOARD OF EQUALIZATION
2019	4	10/31/2018	10,412.15	'BOARD OF EQUALIZATION
2019	5	11/30/2018	25,586.14	'BOARD OF EQUALIZATION
2019	6	12/31/2018	14,651.72	'BOARD OF EQUALIZATION
2019	7	1/31/2019	1,916.72	'BOARD OF EQUALIZATION
2019	8	2/28/2019	11,755.55	'BOARD OF EQUALIZATION
2019	9	3/31/2019	8,587.44	'BOARD OF EQUALIZATION
2019 (A)		4/30/2019	-	'BOARD OF EQUALIZATION
2019 (A)		5/31/2019	-	'BOARD OF EQUALIZATION
			<u>104,685.83</u>	

(A) Note- the CDTFA has not requested the City to return funds to the CDTFA.
 Per CDTFA- the CDTFA received additional positive tax allocations and will apply funds towards deficit balance.

C1064 RESIDENTIAL STREET PHASE III

9/1/2018	58,198.10	KABBARA	3572441
9/30/2018	(49,884.09)	REVERSE PY ACCRUAL	
11/1/2018	4,200.00	KABBARA	3573087
3/4/2019	7,000.40	KABBARA	3574352
	<u>19,514.41</u>		

C1069 MEASURE I PHASE IV

9/1/2018	366.50	ANDERSONPENNA	3572394
11/8/2018	5,799.00	ANDERSONPENNA	3573198
2/13/2019	2,095.00	ANDERSONPENNA	
9/1/2018	29,340.00	ENGINEERING	3572422
9/17/2018	17,310.00	ENGINEERING	3572578
9/17/2018	2,160.00	ENGINEERING	3572578
1/2/2019	3,630.00	ENGINEERING	3573683
2/13/2019	8,370.00	ENGINEERING	
9/1/2018	704.00	GEO-ADVANTEC	3572430
10/1/2018	17,150.00	GEO-ADVANTEC	3572746
10/12/2018	1,230.00	GEO-ADVANTEC	3572889
1/2/2019	1,650.00	GEO-ADVANTEC	3573687
2/13/2019	9,600.00	GEO-ADVANTEC	
10/12/2018	157,913.69	SEQUEL CONTRACTORS	3572943
10/1/2018	2,560.00	TWINING	3572803
	(6,075.00)	CHECKS RECEIVED FROM SEQUEL CONTRACTORS	
	(6,075.00)	CHECKS RECEIVED FROM SEQUEL CONTRACTORS	
	(2,235.00)	CHECKS RECEIVED FROM SEQUEL CONTRACTORS	
	(6,600.00)	CHECKS RECEIVED FROM SEQUEL CONTRACTORS	
	<u>238,893.19</u>		

C1071 MEASURE I PHASE V

10/1/2018	5,288.50	HARRIS AND ASSOCIATES	3572751
12/13/2018	5,830.00	HARRIS AND ASSOCIATES	3573591
3/15/2019	90.00	HARRIS AND ASSOCIATES	3574520
1/2/2019	1,517.80	IS BLUEPRINT SERVICE	3573693
1/9/2019	654.90	LOS CERRITOS NEWS	3573848
2/1/2019	463.89	LOS CERRITOS NEWS	3574027
	<u>13,845.09</u>		
	<u>272,252.69</u>		

Local Jurisdiction Statement of Tax Distribution

Juris Code: 308

Date: 04/19/2019

For the periods shown below

**Payee: CITY OF LA MIRADA TRANS & USE
DEPUTY CITY MANAGER**

Current Distributions	FEB 2019	-10,567.32
Current Advance	FEB 2019	0.00
Prior Credits		0.00
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Balance	FEB 2019	0.00
Total Payment (by EFT)		0.00
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Current Distributions Breakdown by Period:

Distribution Prior to 3rd Quarter 2018	-11,366.55
Distribution 3rd Quarter 2018	-249.77
Distribution 4th Quarter 2018	845.93
Distribution 1st Quarter 2019	203.07
Distribution 2nd Quarter 2019	0.00
Current Distributions (As Above)	-10,567.32

If you have any questions, please contact CDTFA Local Revenue Branch by phone at (916) 324-3000 or mail:

California Department of Tax and Fee Administration
Local Revenue Branch, MIC: 27
PO Box 942879
Sacramento, CA 94279-0027

Back to Query Page (www.cdtfa.ca.gov/webservices/localJur.jsp)

Local Jurisdiction Statement of Tax Distribution

Juris Code: 308

Date: 05/21/2019

For the periods shown below

**Payee: CITY OF LA MIRADA TRANS & USE
DEPUTY CITY MANAGER**

Total Due	1ST QTR 19	5,826.68
Prior Credits		0.00
Prior Distributions	1ST QTR 19	-8,587.44
Prior Advances	1ST QTR 19	0.00
Cost of Admin		0.00

Balance	1ST QTR 19	-2,760.76
Total Payment (by EFT)		0.00

Total Due Breakdown by Period:

Distribution Prior to 3rd Quarter 2018	-3,671.67
Distribution 3rd Quarter 2018	-231.83
Distribution 4th Quarter 2018	6,333.22
Distribution 1st Quarter 2019	3,396.96
Distribution 2nd Quarter 2019	0.00
Total Due (As Above)	5,826.68

If you have any questions, please contact CDTFA Local Revenue Branch by phone at (916) 324-3000 or mail:

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