

**MURFREESBORO CITY COUNCIL
Special Meeting Agenda
Murfreesboro Police Headquarters – Community Room
September 16, 2020 – 11:30 AM**

Workshop Items

1. Discussion of Handling Electric Department Sale Proceeds (Administration)
2. July 2020 Financial Dashboard Information (Administration)

Board Appointments for Council Assignments

Licensing

Payment of Statements

Adjournment

COUNCIL COMMUNICATION

Meeting Date: 09/16/2020

Item Title: Discussion of Handling Electric Department Sale Proceeds

Department: Administration

Presented by: Craig Tindall, City Manager

Summary

Discussion to provide direction regarding the method to be used to manage the sale proceeds.

Background Information

On June 30, 2020, the City closed on the transaction that sold its Electric Department assets and operations to Middle Tennessee Electric Membership Corporation. MTEMC made an initial payment of approximately \$40m and will make annual payments over the next 15 years of approximately \$17.3m.

Council has expressed its desire for these proceeds to be used for capital projects and to maintain a balance over a long period. Staff seeks direction from Council on the structure that will be used to manage these funds and the amounts that will be made available for capital projects on an annual basis.

Council Priorities Served

Responsible budgeting

Proceeds from this transaction may allow the City to invest in the community while responsibly managing its General Fund debt.

Improve economic development

Utilizing the proceeds from this transaction may allow the City to take advantage of economic development opportunities as they come available.

Expand infrastructure

Utilizing the proceeds from this transaction may allow the City accomplishing needed capital infrastructure projects

COUNCIL COMMUNICATION

Meeting Date: 09/09/2020

Item Title: July 2020 Dashboard
Department: Administration
Presented by: Erin Tucker, Budget Director

Summary

July 2020 Dashboard packet

Background Information

July's dashboard information includes relevant Financial, Building & Codes, Risk Management and Construction data.

Council Priorities Served

Responsible budgeting

Providing Council with assessable financial information on a regular basis assists in critical decision-making about the fiscal affairs of the City.

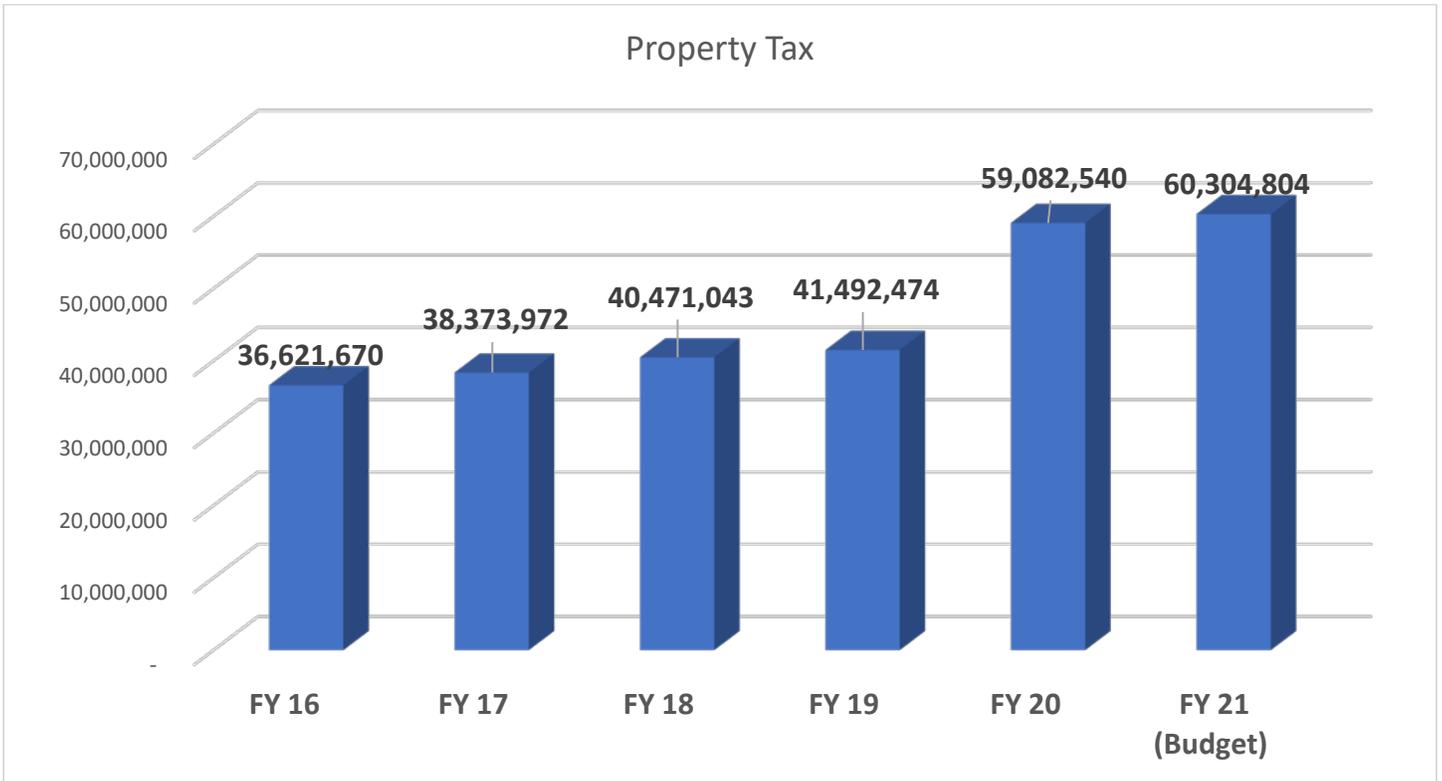
Fiscal Impacts

None

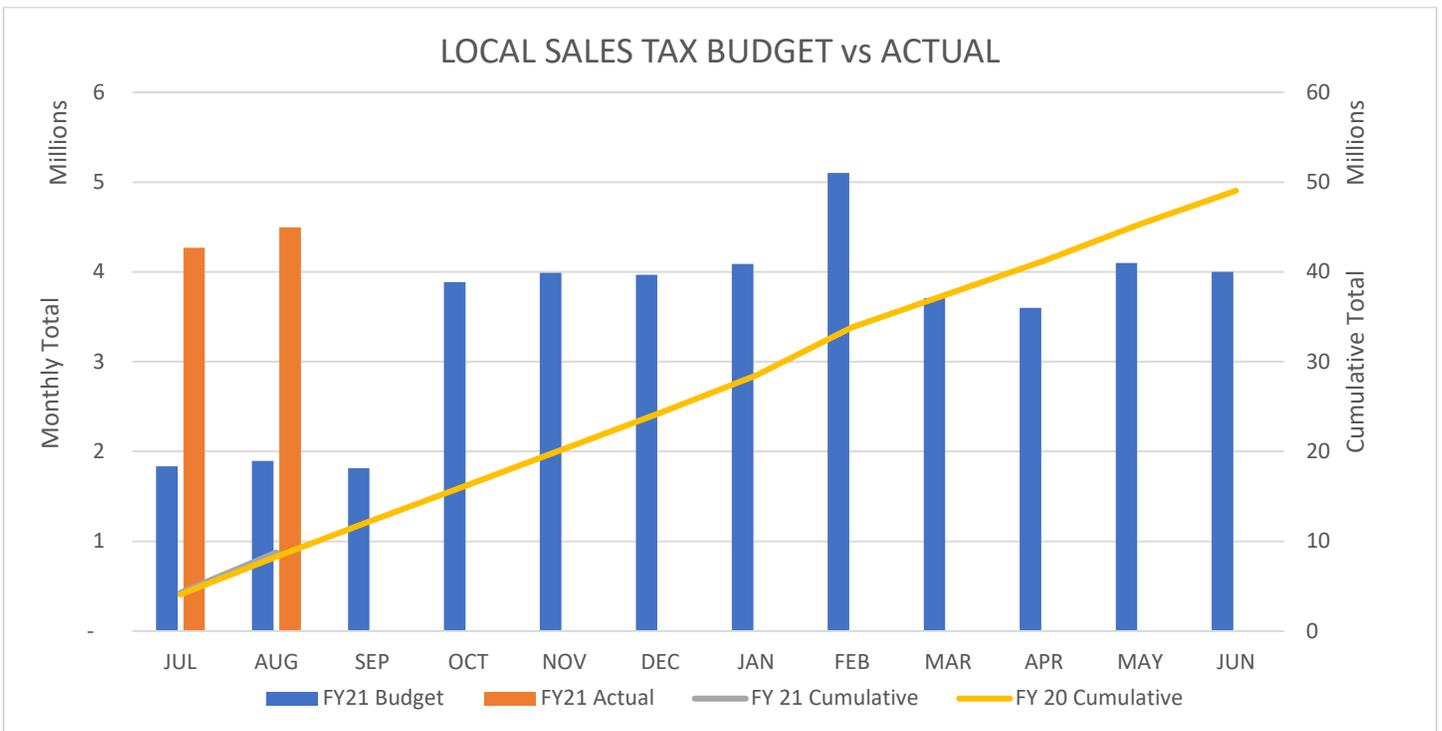
Attachments:

1. July 2020 Dashboard
2. City Schools July Dashboard

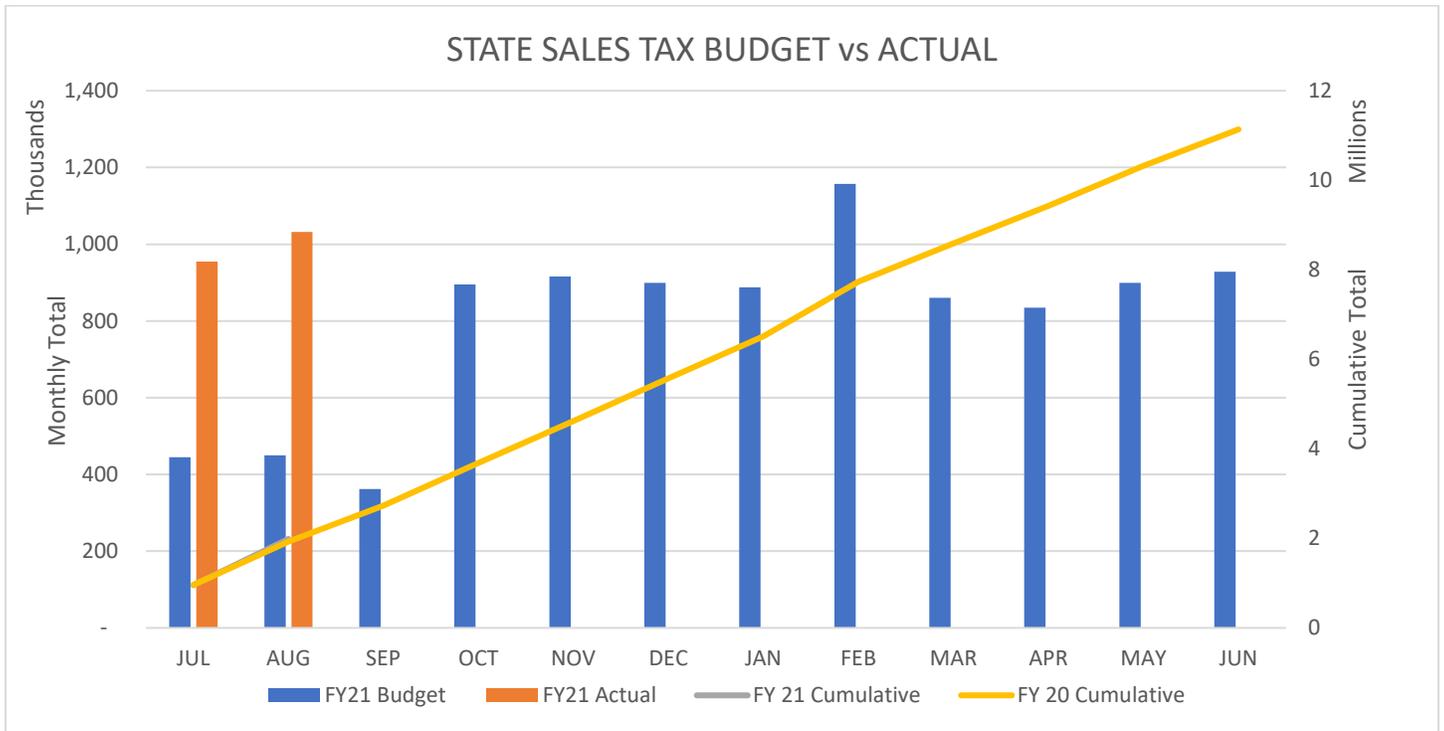
JULY DASHBOARD



Property Tax notices will be mailed in early October. The FY21 Budget assumes a 2% increase. Final assessment information is not yet available.

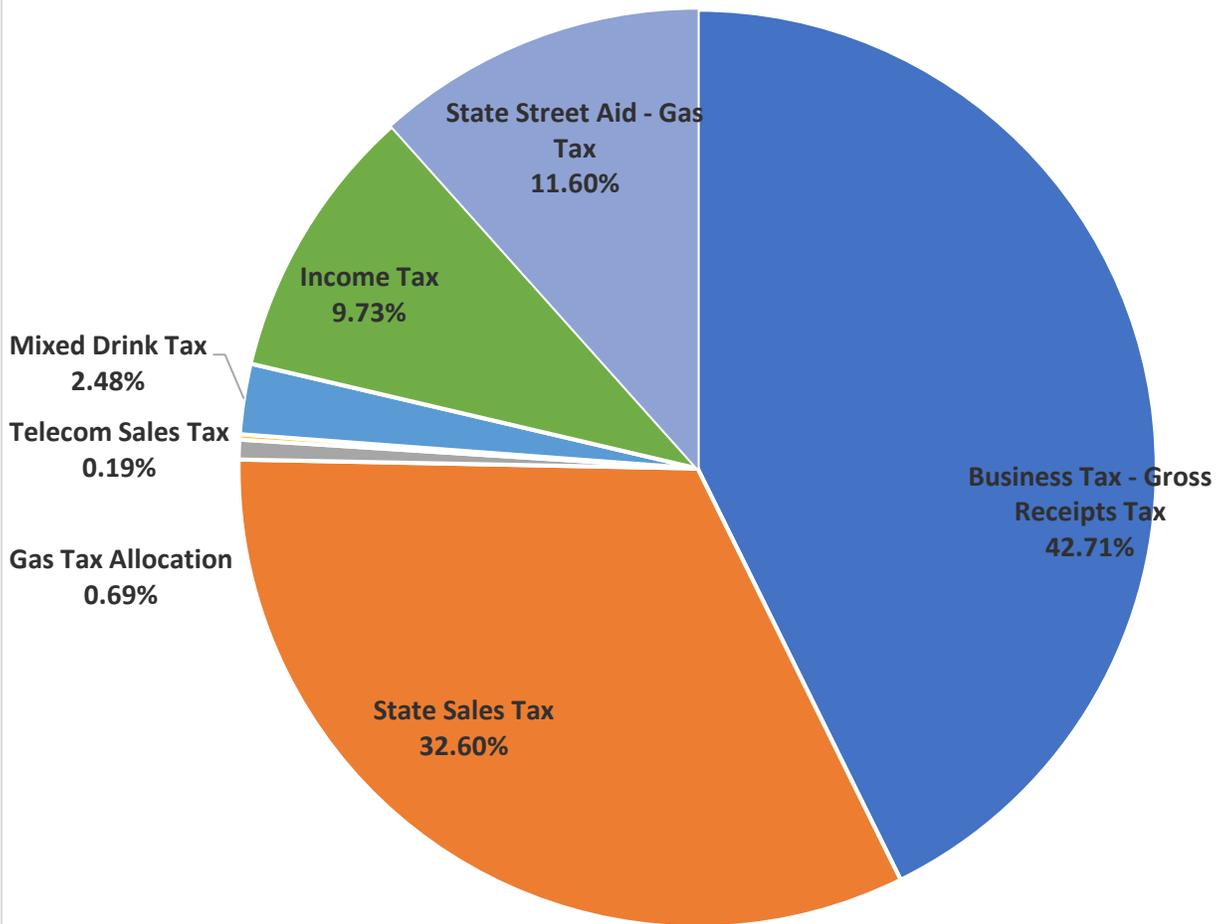


Initial estimates for the COVID-19 impact on Local Sales Tax indicated a 55% decrease as compared to FY20 through the first quarter of FY21. Instead, collections for July were 4.6% above July, 2020 and 132% over budget. This information reflects a 2-month lag – the collections are for June 2020 taxes. Barring any future shut-downs or significant economic downturns, this trend is expected to continue.

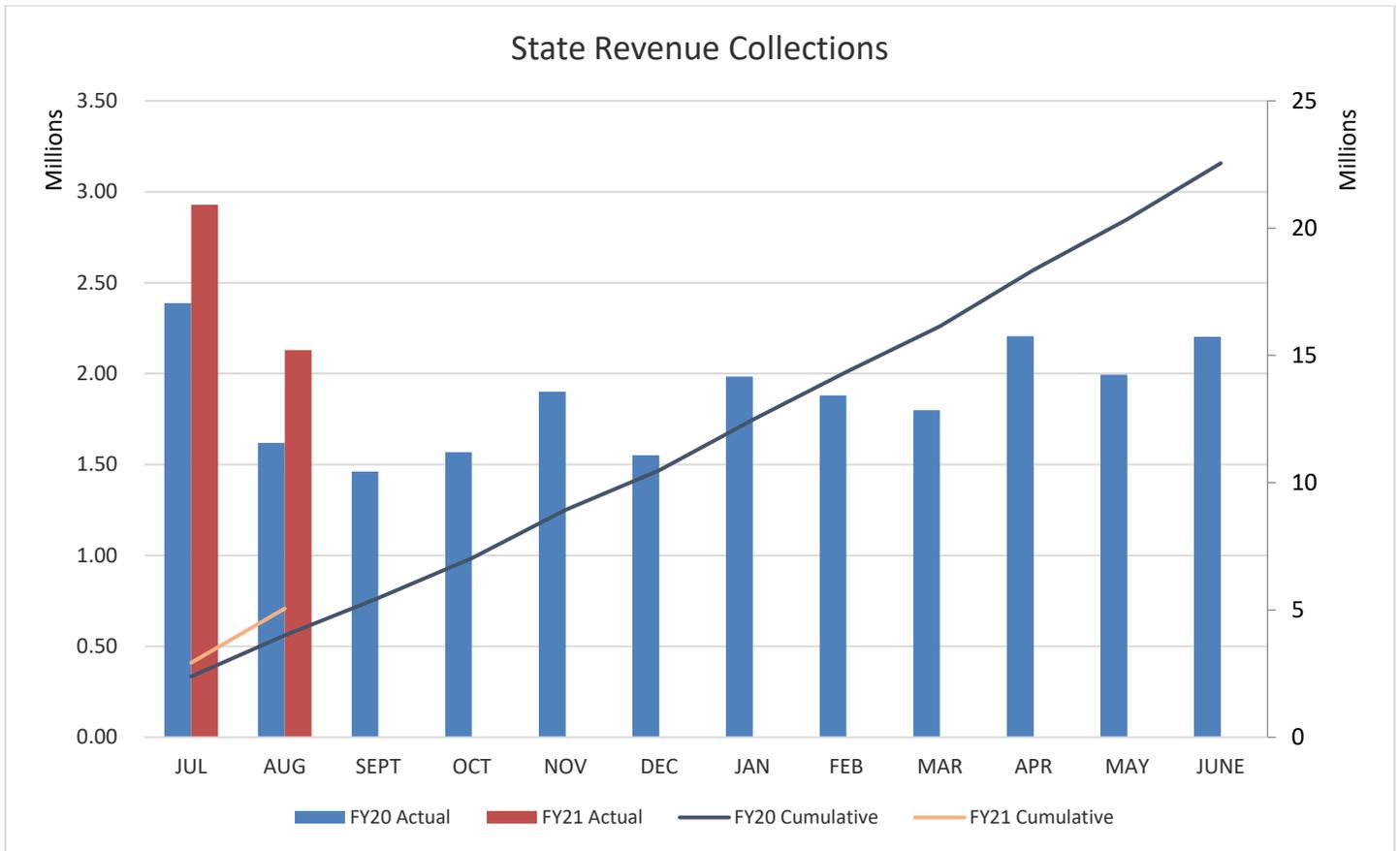


State Sales Tax was also budgeted at a 55% loss as compared to the first quarter of FY20. Actual results show a nearly flat effect with just a slight (0.6%) decrease for July. This information reflects a 2-month lag – the collections are for June 2020 taxes. Again, barring any future shut-downs or significant economic downturns, this trend is expected to continue.

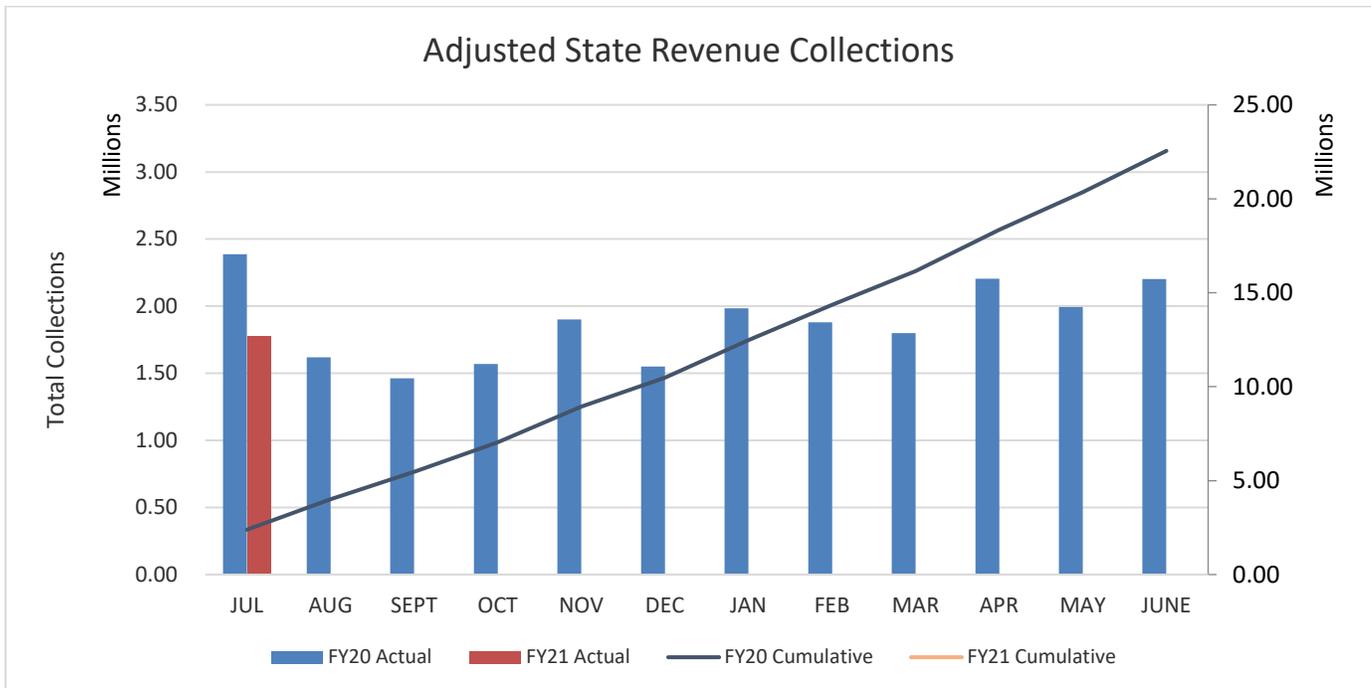
% of Total Current Month Collections



Sales Tax made up nearly 32% of the State Shared collections for July, while the State Street Aid Gas Tax (restricted to road improvements) made up an additional 11.6%. Business License Taxes were down significantly in previous months due to filing extensions as a result of COVID-19. The July receipts for May remittance leveled the revenue source with FY19 collections.

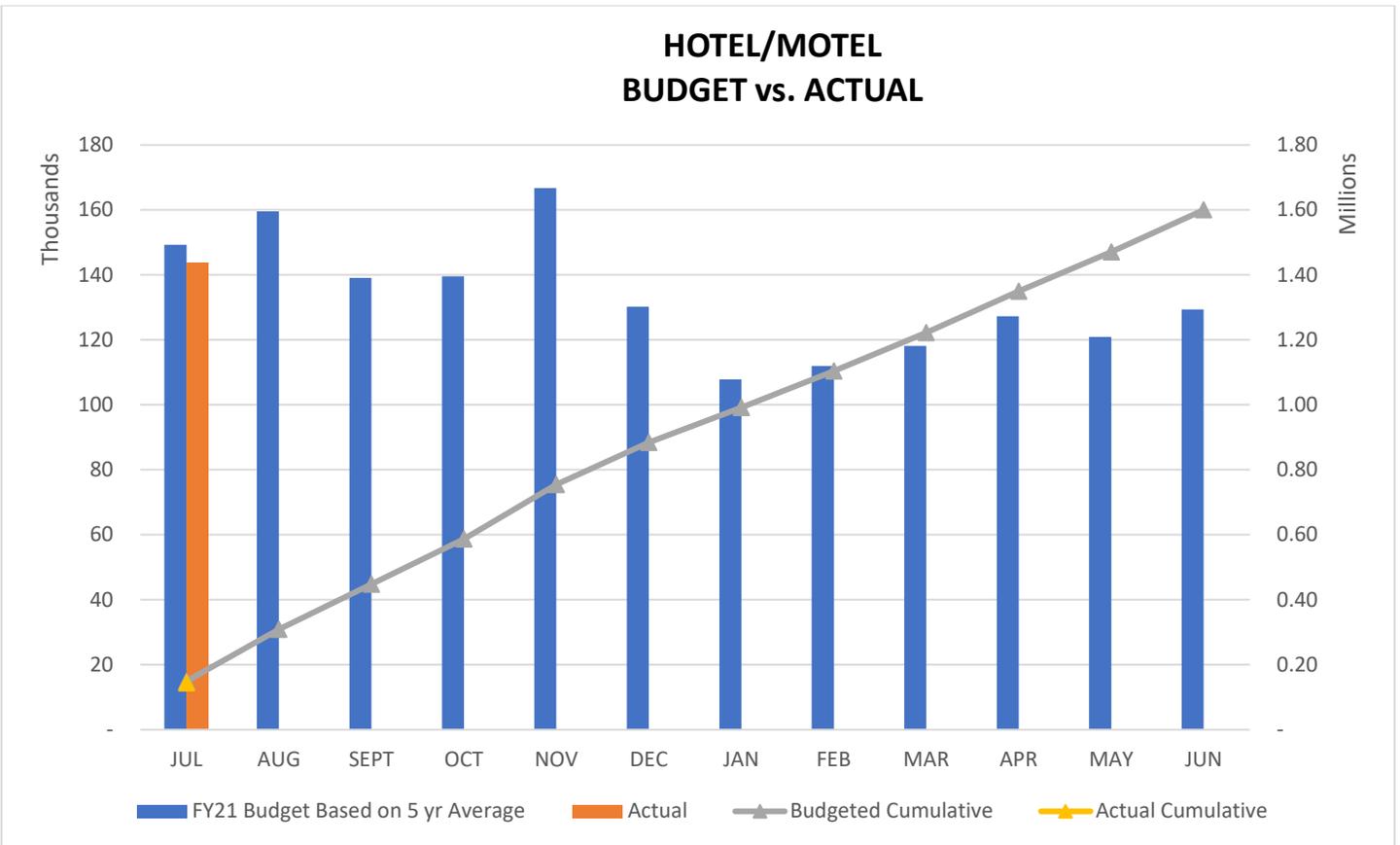


Overall, July's State Shared Revenue collections showed an 18% increase over last year's State Shared revenues for July.

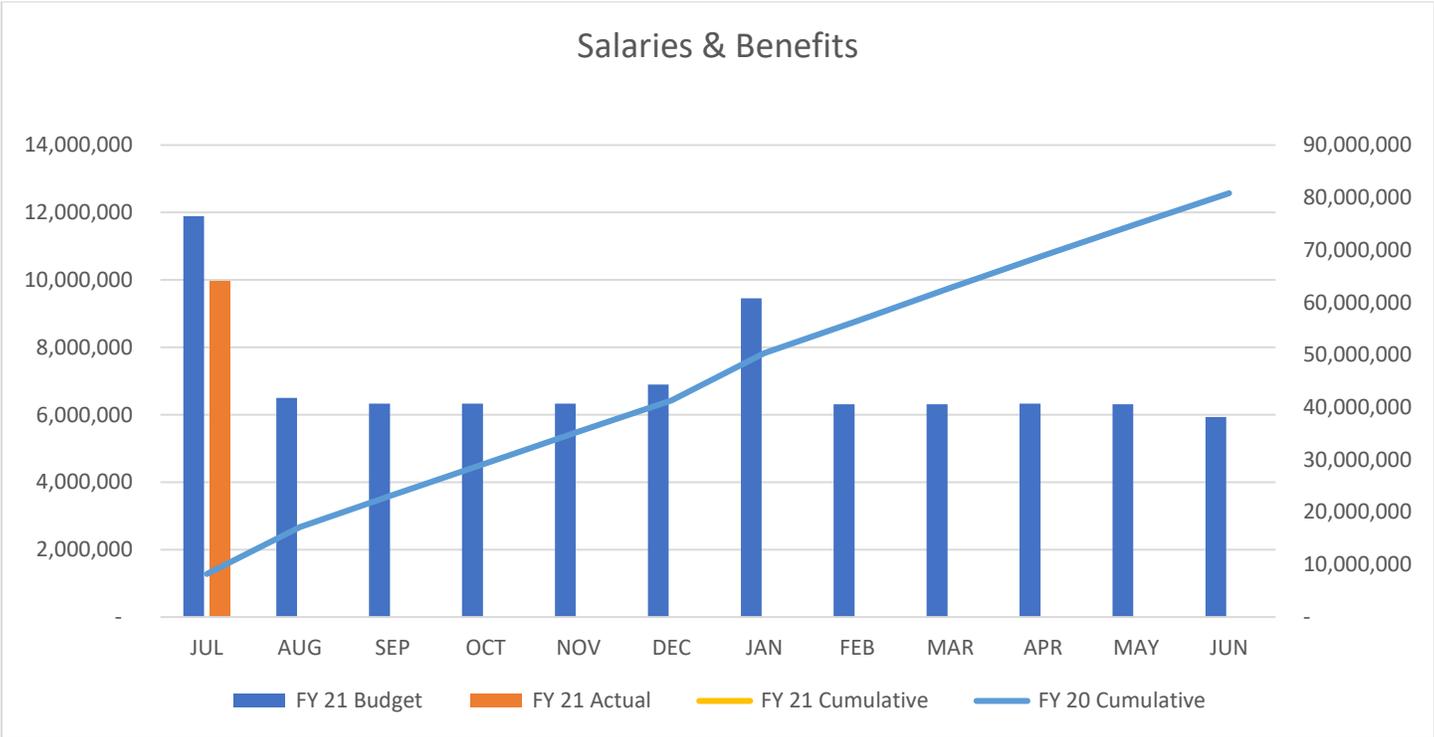


However, when factoring in the delay in Business License taxes, the adjusted comparison to July 2020 equates to a 34% decrease. This is mostly attributed to the Hall Income Tax which is being phased out. FY21 is the last year for this revenue source. This information reflects a 2-month lag – the collections are for May 2020 taxes. Subsequent sales tax receipts show an increase over last year and will be discussed in the August dashboard.

HOTEL/MOTEL BUDGET vs. ACTUAL

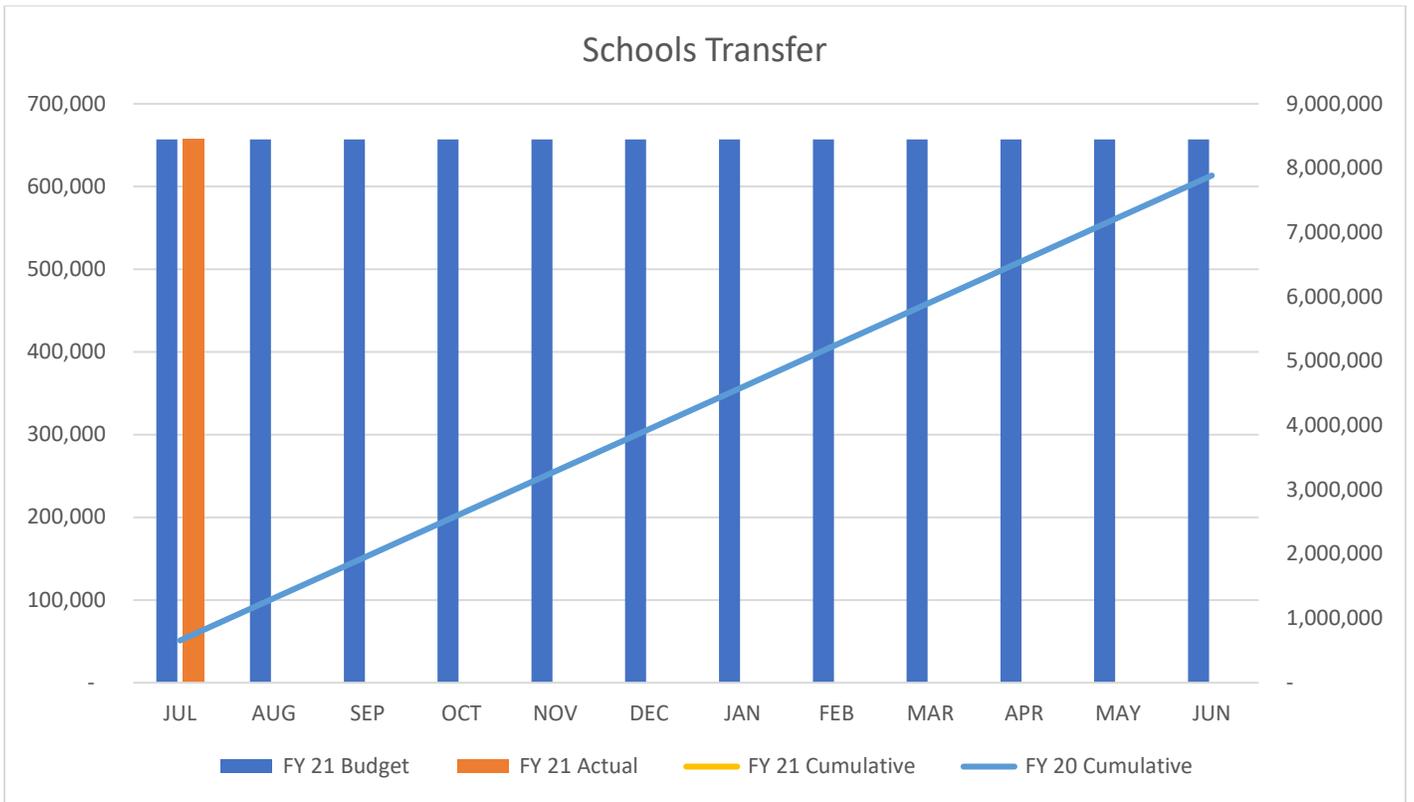


The Hotel/Motel Tax rate doubled in FY20 from 2.5% to 5%. The July remittance, for June taxes, shows a 62% decrease over last year's reported occupancy and a 3.7% decrease from this year's budget. This trend is expected to continue due to the COVID-19 impact on tourism.

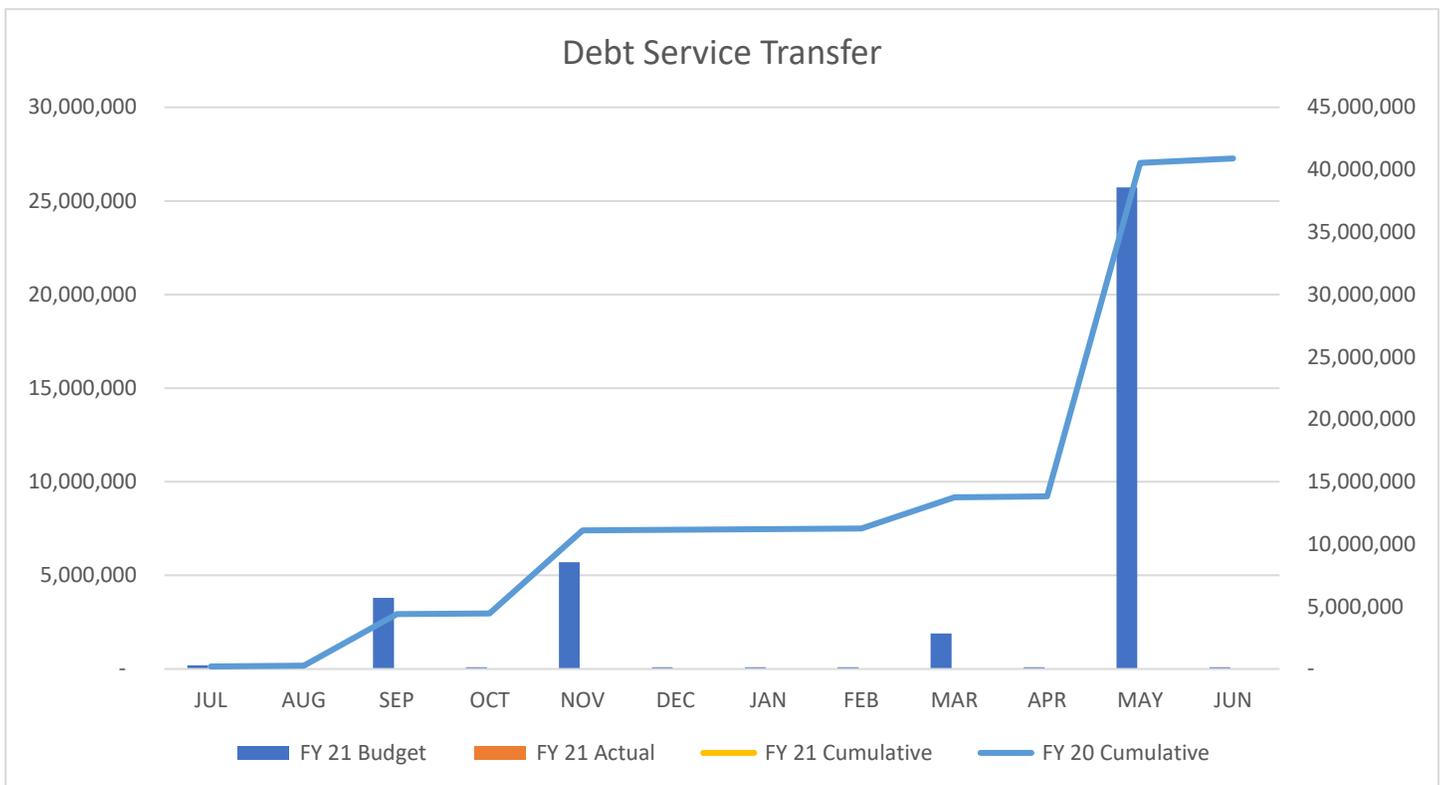


Effective 3/19/20, a hiring freeze was implemented with only critical vacancies being filled. As a result, Salaries & Benefits were trending a little under budget due to unfilled vacancies within the City through July. As of 7/31/20, there were 937 filled full-time positions and 51 vacancies – which is up from 40 vacancies in June. Police had 23 open positions at the end of July, including 9 sworn officer positions and 11 emergency communications staff. Fire had 9 open positions.

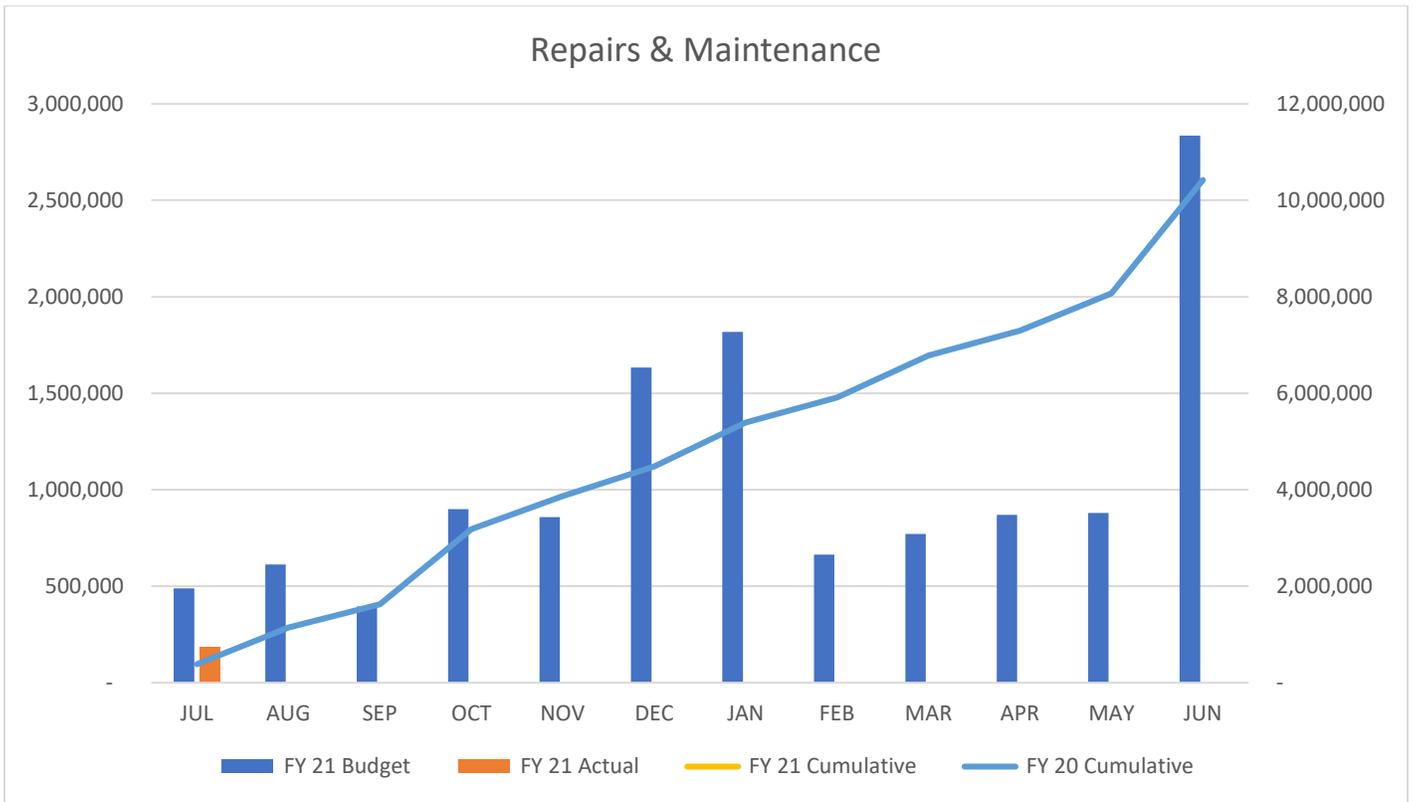
Department	Position	# of Vacancies
City Manager's Office	Director of Project Development	1
Facilities Maintenance Department	Custodian	1
Human Resources	Assistant Human Resources Director	1
Police Department	Sergeant	5
Police Department	Police Officer	4
Police Department	Communications Shift Supervisor	1
Police Department	Dispatcher	10
Police Department	Parking Enforcement Aide	1
Police Department	Administrative Support Specialist II	2
Fire & Rescue Department	Fire Captain	3
Fire & Rescue Department	Firefighter	6
Building and Codes Department	Plan Examiner	1
Planning Department	Principal Planner	1
Planning Department	Administrative Support Specialist I	1
Street Department	Director - Street	1
Street Department	Equipment Operator	-1
Street Department	Laborer (Full time)	1
Street Department	W/WW Maintenance Worker	-3
Street Department	Lead Landscaper/Greenskeeper	1
Street Department	Landscaper/Greenskeeper	3
Information Technology Department	GIS Analyst	1
Fleet Services Department	Administrative Support Specialist II	1
Fleet Services Department	Heavy Equipment Mechanic	1
Parks and Recreation	Recreation Facility Coordinator	1
Parks and Recreation	Assistant Recreation Facility Coordinator	1
Parks and Recreation	Facility Maintenance Foreman	1
Parks and Recreation	Custodian	1
Golf Course	Irrigation Technician	1
Solid Waste Department	Driver	1
Solid Waste Department	Laborer	1
Airport	Airport Manager	1
		51



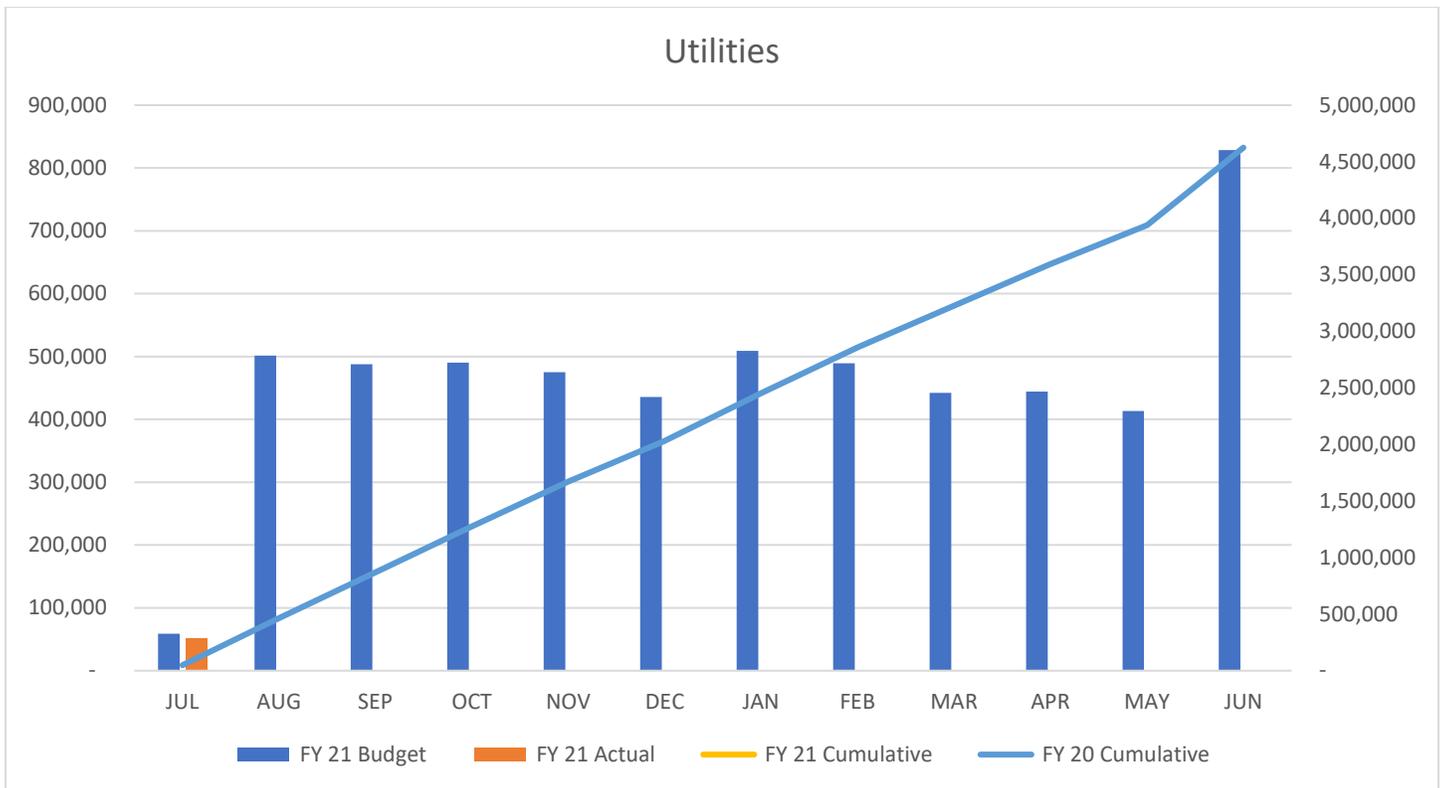
Budgeted Transfers to City Schools is budgeted at \$7.885M. This transfer is made in monthly increments evenly distributed throughout the year.



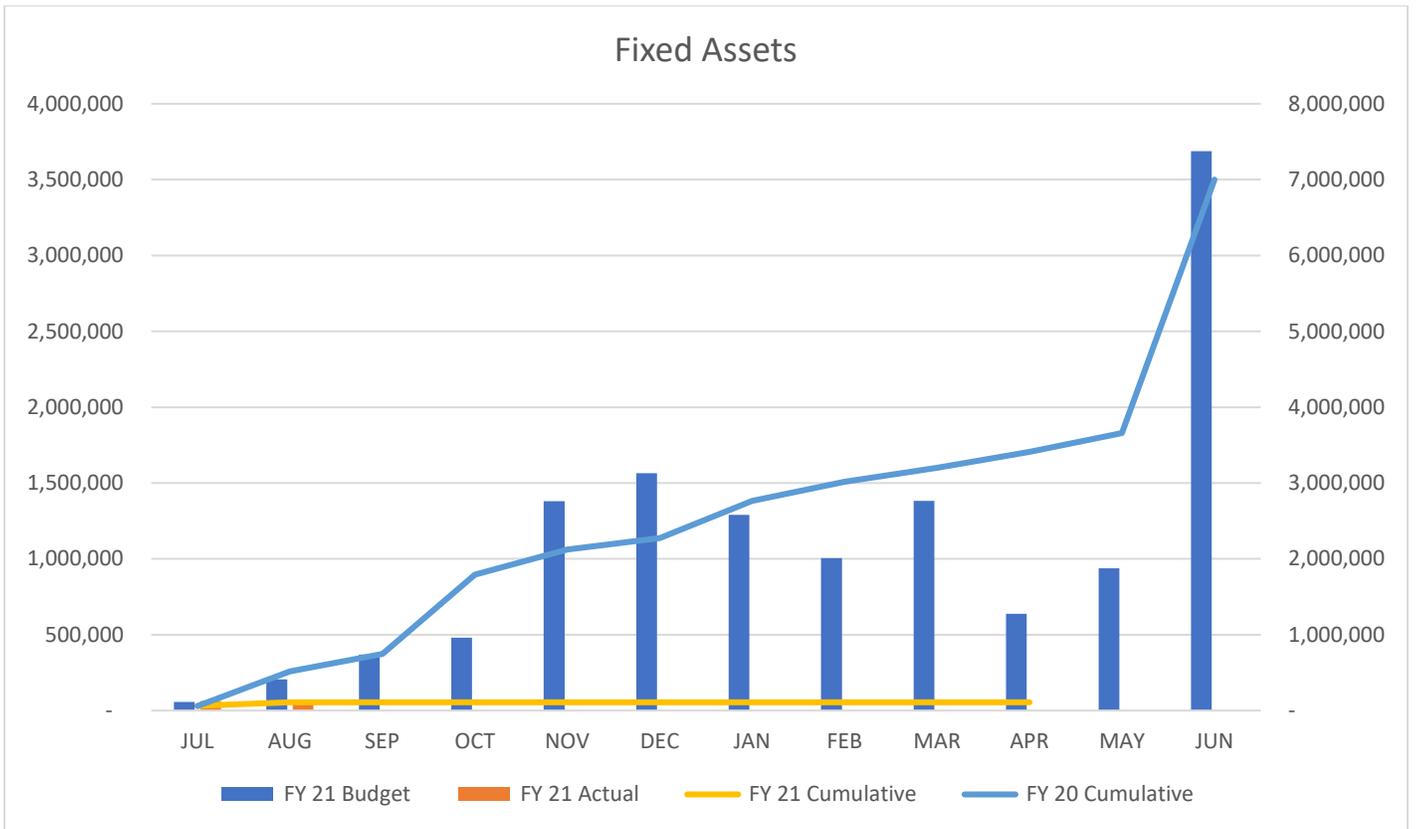
The budgeted Debt Service Transfer decreased by \$3.3M in FY21. This is due to debt payoff (\$2.8M), refinanced debt (with budgeted savings of \$236,600) and no new debt service for FY21.



Repairs & Maintenance make up 7% of General Fund budgeted expenses. This includes maintenance of software (\$1.2M), fleet services (\$2.7M), and Police R&M for radios, mobile data terminals, etc. (\$1.4M). State Street Aid R&M of streets, markings and right of way totals \$4.4M. These expenses are seasonal and fluctuate depending on contract timing and timing of repairs. This was trending 62% under budget and 52% less than FY20 through July.



Utilities were budgeted to stay relatively flat in FY20 as compared to FY19 and were running 14% under budget for the year through July.

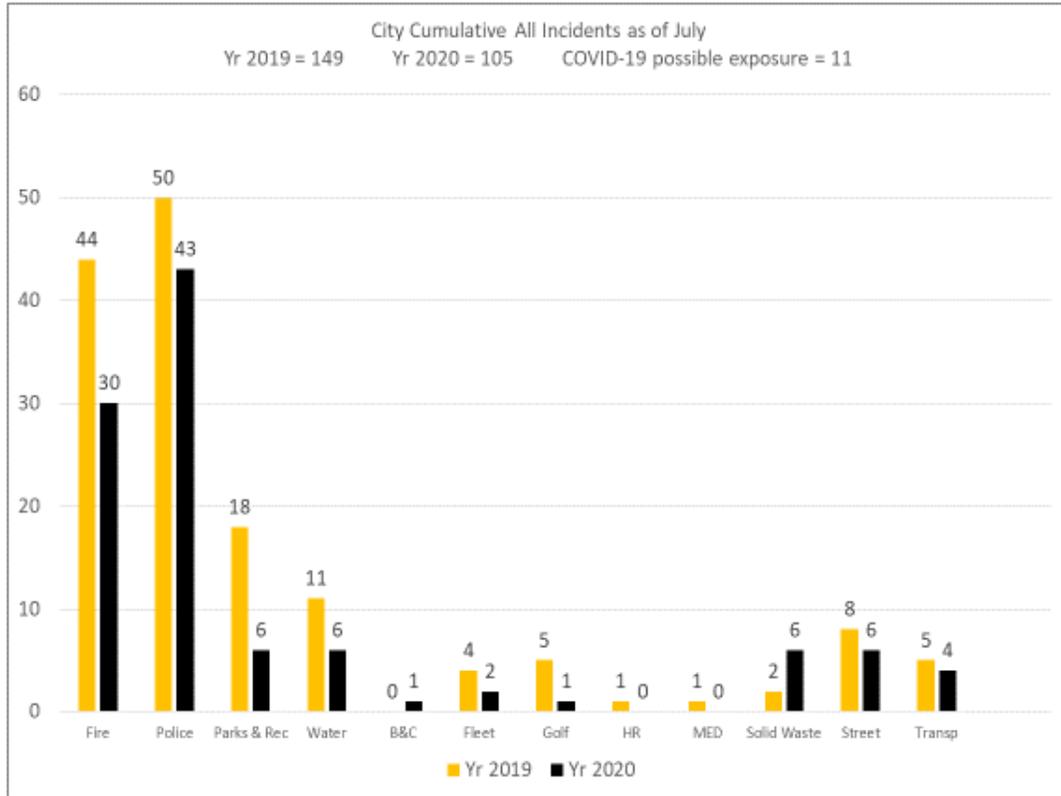


\$13M budgeted for Fixed Assets in FY 21 includes:

- \$9.25M in Infrastructure for grant funded road construction
- \$1.4M – Transit Facility
- \$1.1M – Rover bus replacement (grant funded portion)
- \$111k software & computer hardware
- \$98k Recreation equipment
- \$436k public safety;

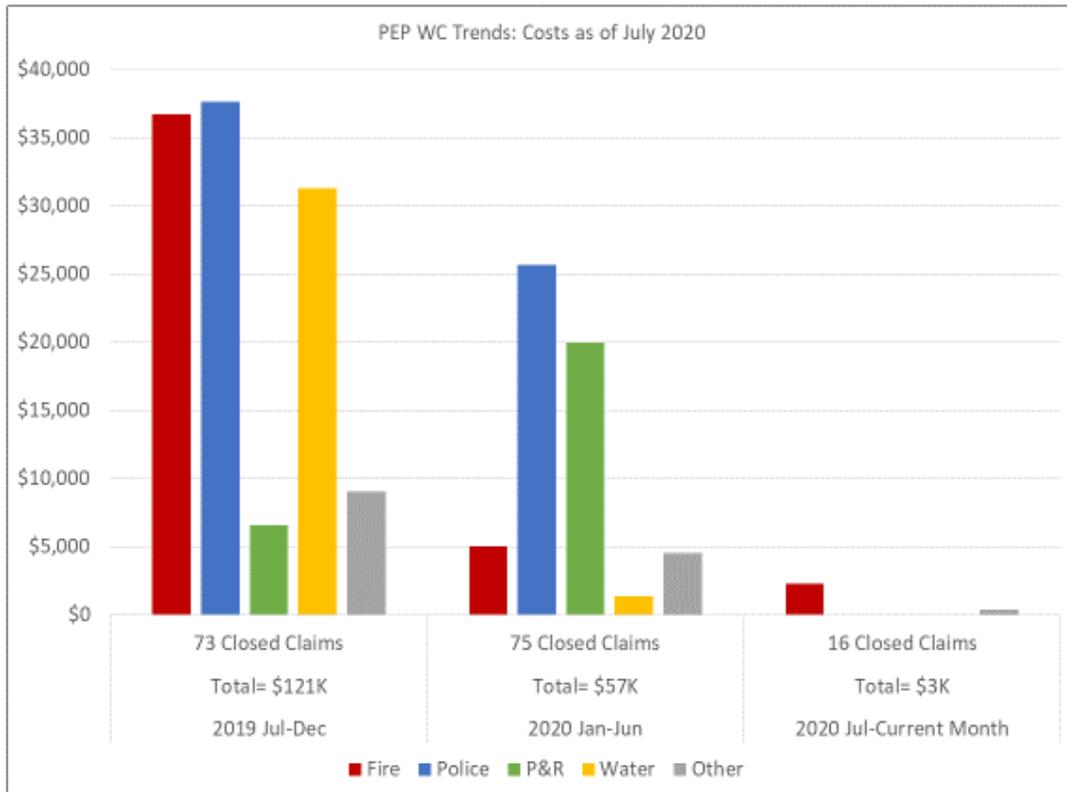
Timing on spending in Fixed Assets is also seasonal and can fluctuate based on the construction schedules and delivery of equipment. Through July, fixed asset spending was relatively flat as compared to last year due to the City-wide non-essential spending freeze and timing of road construction projects funded through the Infrastructure Department.

JULY SAFETY REPORT

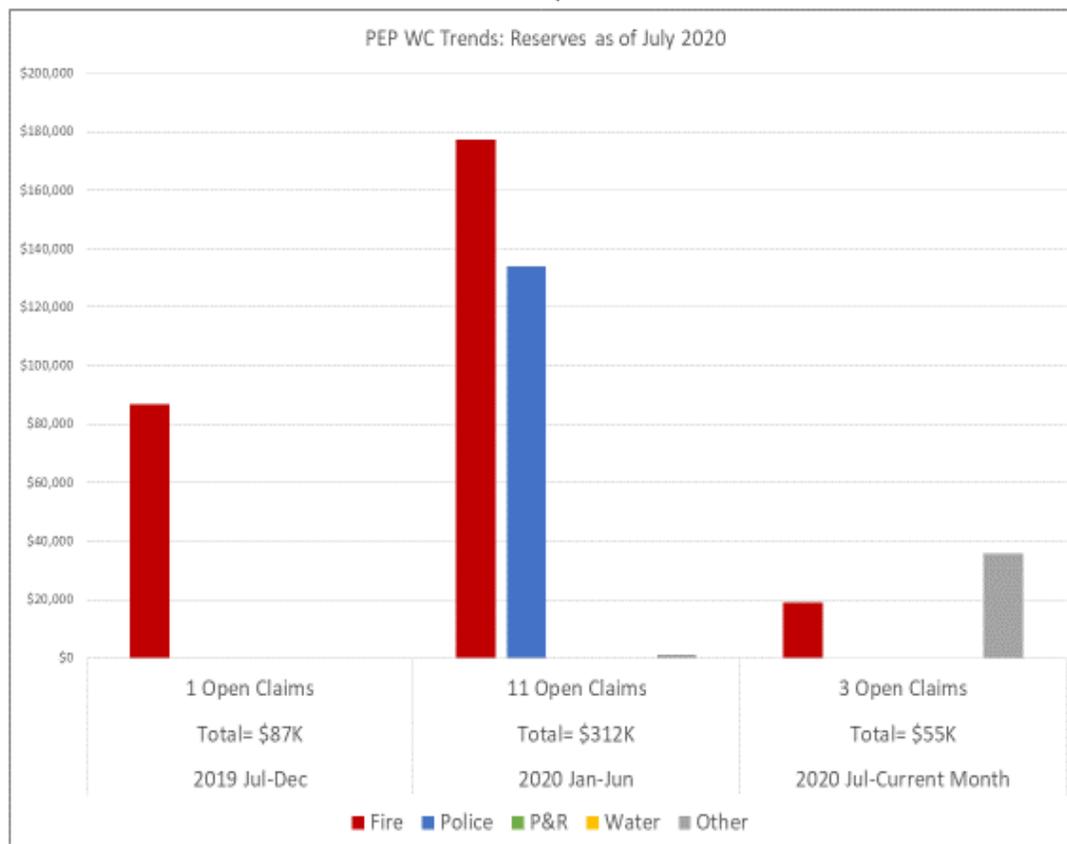


Overall for the City, total incidents showed a 29% decrease over the same time period last year. The City is showing 11 possible COVID-19 related Workers Compensation claims. A claim is filed when an employee states that they may have been exposed to COVID-19 as part of their job duties. This is not a measure of COVID-19 testing. COVID-19 testing results will not be a part of this report.

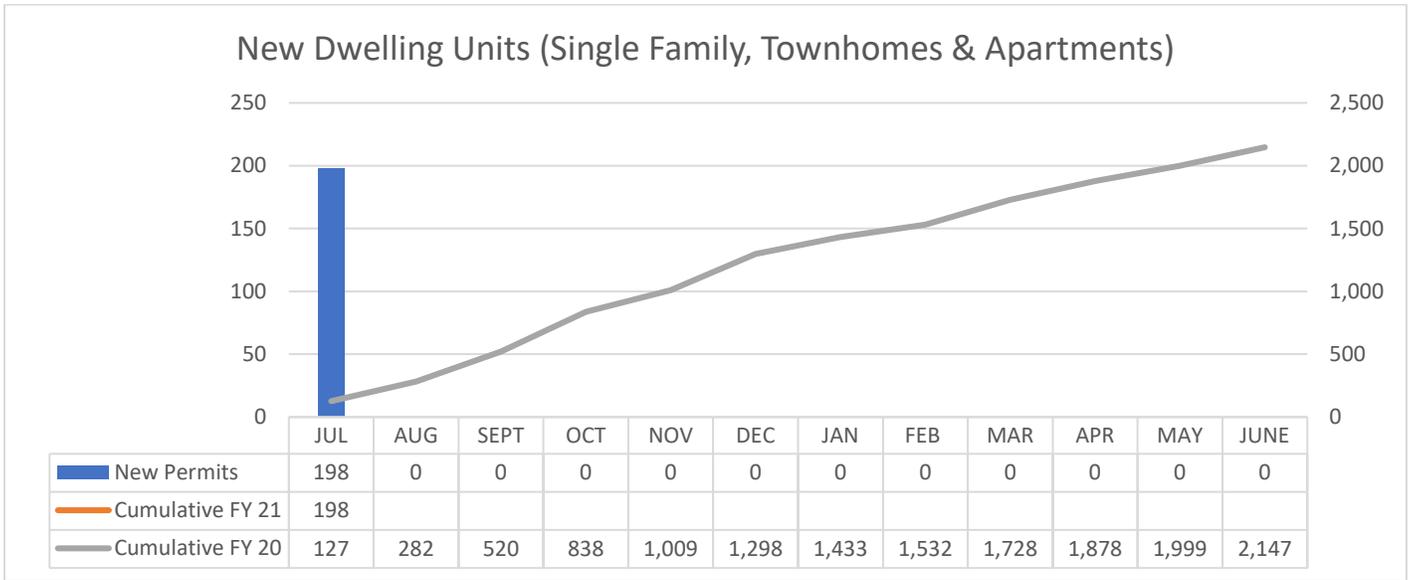
Workers' Compensation



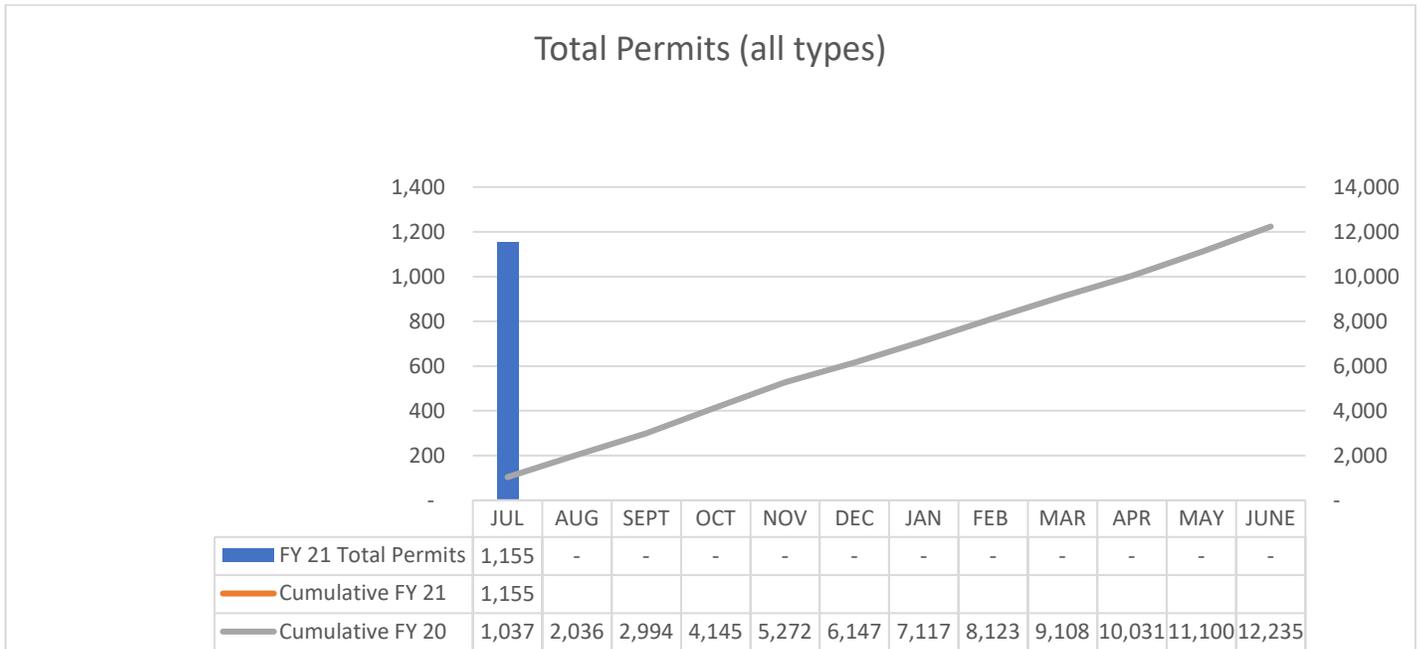
Workers' Compensation



BUILDING & CODES

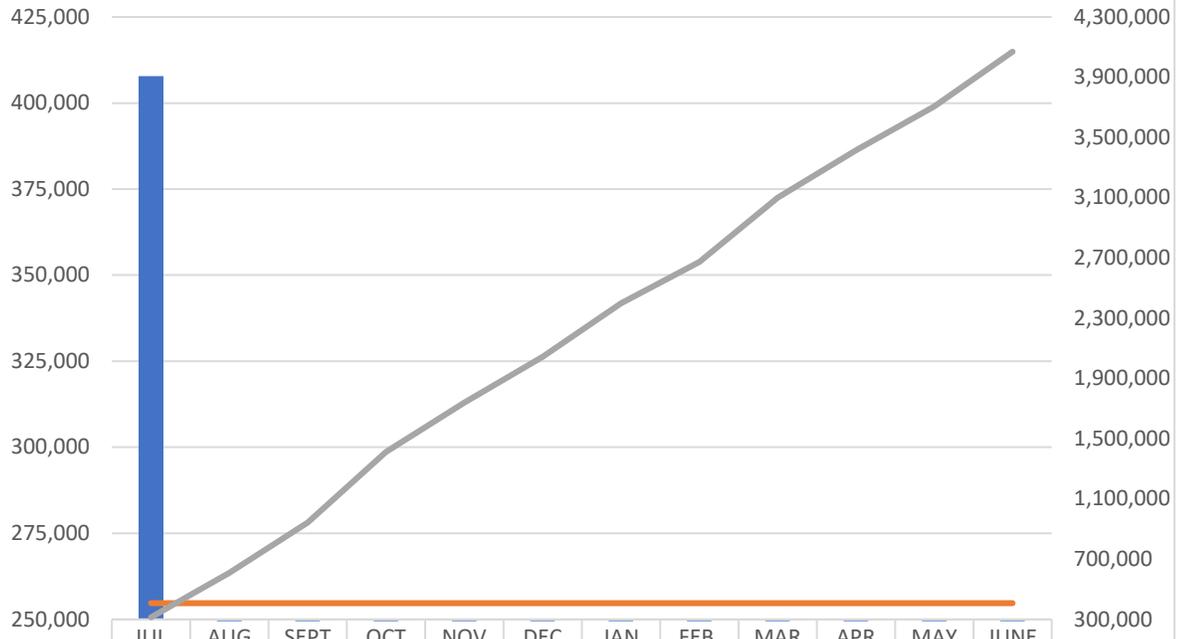


July dwelling permits were up 56% as compared to FY20.



Total permits were trending up over last year by 11.4% through July.

Revenues

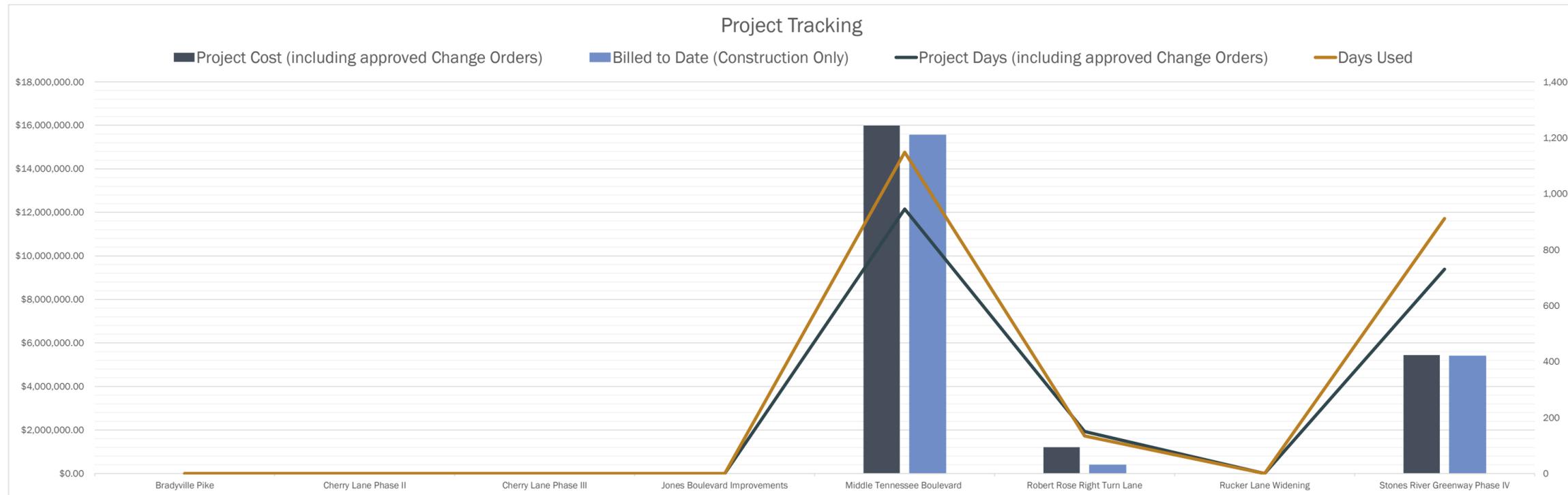


	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
■ FY 21 Monthly Revenues	407,829	0	0	0	0	0	0	0	0	0	0	0
— 407,829	407,829	407,829	407,829	407,829	407,829	407,829	407,829	407,829	407,829	407,829	407,829	407,829
— FY 20 Cumulative Revenues	314,210	609,448	943,237	1,413,241	1,739,292	2,042,962	2,398,272	2,672,403	3,099,823	3,414,533	3,706,824	4,069,222

July Building & Code revenues increased by 30% as compared to last year.

ENGINEERING CONSTRUCTION UPDATE

AUGUST 13, 2020



Project Limits				Project Cost (including approved Change Orders)	Billed to Date (Construction Only)	Project Days (including approved Change Orders)	Days Used	Percent Days	Today / Substantial Completion	N.T.P.
Project Name	From	To	Distance							
Bradyville Pike	SE Broad St	S Rutherford Blvd	2.10 Miles	\$10,570,000 (Est Cost)	\$0.00	0	0	0%		
Cherry Lane Phase II	Siegel Soccer Park	Sulphur Springs Road	1.73 Miles	\$13,800,000 (Est Cost)	\$0.00	0	0	0%		
Cherry Lane Phase III	Broad Street	Memorial Blvd (231)	1.10 Miles	\$46,000,000 (Est Cost)	\$0.00	0	0	0%		
Jones Boulevard Improvements	Medical Center Parkway	Clark Boulevard	0.54 Mile	\$3,419,212 (Est Cost)	\$0.00	0	0	0%		
Middle Tennessee Boulevard	East Main Street	Greenland Drive	0.8 Mile	\$15,986,859	\$15,550,141	945	1148	121%	3/4/2019	1/11/2016
Robert Rose Right Turn Lane	Robert Rose	Thompson Lane	0.14 Mile	\$1,208,196	\$390,485.37	150	134	0%	8/11/2020	3/30/2020
Rucker Lane Widening	Highway 96 (Franklin Road)	Veterans Parkway	2.5 Miles	\$13,200,000 (Est Cost)	\$0.00	0	0	0%		
Stones River Greenway Phase IV	Barfield Road	Barfield Crescent Park	2.65 Miles	\$5,445,977	\$5,400,021	730	911	125%	3/10/2020	9/11/2017
Total				\$109,630,244	\$21,340,647					

ENGINEERING CONSTRUCTION UPDATE

AUGUST 13, 2020

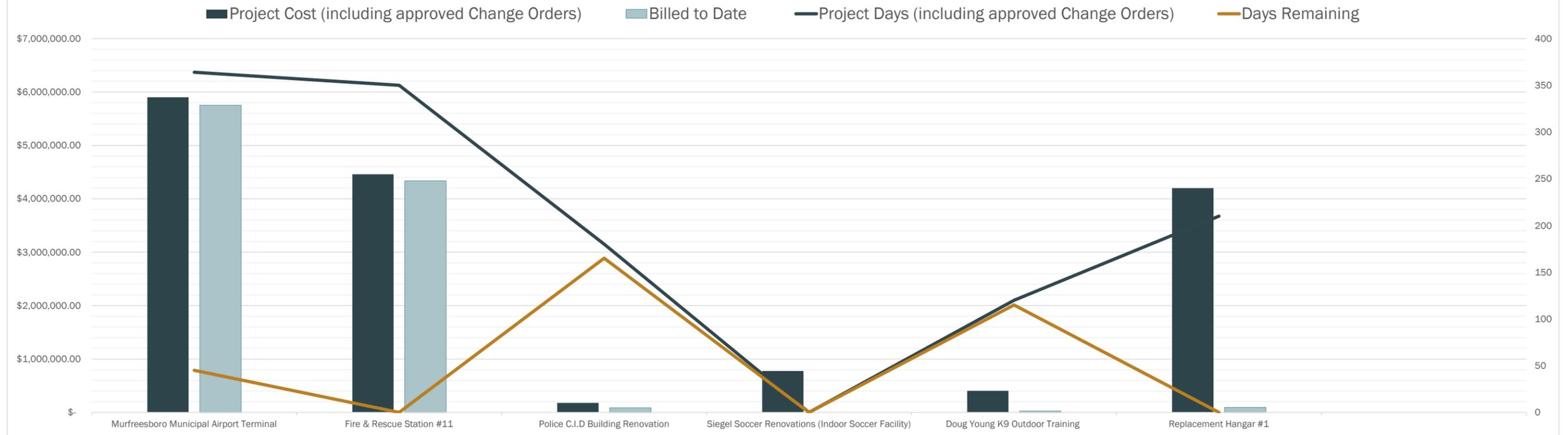


Project	Project Status / Comments
Cherry Lane Phase II	Alignment study for final environmental review ongoing. ROW legal documents being drafted by consultant.
Middle Tennessee Boulevard	Working on close out documentation.
Robert Rose Drive	Contractor began working on footing for the retaining wall. Electric poles set.
Rucker Lane Widening	Bid 3/10/20, with Rogers Group being the apparent low bidder. Project on hold till further notice.
Stones River Greenway Phase IV	Punchlist completed. Change Order #5 pending.

Project	ROW Updates
Bradyville Pike	12% of ROW Acquisition completed
Cherry Lane Phase II	On hold; under environmental review
Cherry Lane Phase III	Vendor selection pending
Jones Blvd	87% ROW Acquisition completed

Project Tracking

Ending Date 08/28/20



Project Name	Project Limits			Project Cost (including approved Change Orders)	Billed to Date	Project Days (including approved Change Orders)	Days Remaining	Percent Days	Today / Substantial Completion	Construction Opportunities
	Start Date	Delivery Method	Completion							
Murfreesboro Municipal Airport Terminal	4/17/2019	Design Build	4/17/2020	\$ 5,901,969.76	5,752,544.94	364	45	12%	Working on Punch List	Directional Signage
Fire & Rescue Station #11	7/2/2019	Hard Bid	6/16/2020	\$ 4,460,869.16	\$ 4,336,003.67	350	0	0%	Closing out financials	N/A
Police C.I.D Building Renovation	4/15/2020	Hard Bid	6 months	177,785.00	\$ 85,492.50	180	165		Continued Framing	None
Siegel Soccer Renovations (Indoor Soccer Facility)	4/23/2020	Hard Bid	7 months	\$ 776,800.00	\$0.00	N/A	N/A	N/A	On Hold	Funding
Doug Young K9 Outdoor Training	4/1/2020	Hard Bid	3 months	\$ 403,868.00	\$ 24,566.40	120	115	0%	Masonry Block and concrete complete	None
Replacement Hangar #1	In Design	Design Build	6 months	\$ 4,200,000.00	\$ 93,553.99	210	0	0%	Reviewing Contract	Construction Cost
								#DIV/0!		
Total				\$15,921,291.92	\$10,292,161.50					

COUNCIL COMMUNICATION

Meeting Date: 9/9/2020

Item Title: July 2020 MCS Cash Flow Statement and Revenue and Expenditure Budget Comparison Reports

Department: Murfreesboro City Schools

Presented by: Gary Anderson

Requested Council Action:

- Ordinance
 - Resolution
 - Motion
 - Direction
 - Information
-

Summary

FY21 Cash Flow Statement (July 2020)

FY21 Revenue and Expenditure Budget Comparison Reports (July 2020)

Background Information

The State has recommended the Schools provide a Cash Flow Statement to the City Council on a monthly basis to indicate enough cash reserves are forecasted to be available to pay monthly expenses. We also will be including Revenue and Expenditure Budget Comparison Reports, that is provided to the Murfreesboro City School Board each month. This information will be included in the Wednesday agenda each month. A formal presentation will not be made each month, however there will be an opportunity for questions and comments.

Council Priorities Served

Strong and Sustainable Financial and Economic Health

Fiscal Impact

None

Attachments

July 2020 MCS Cash Flow Statement

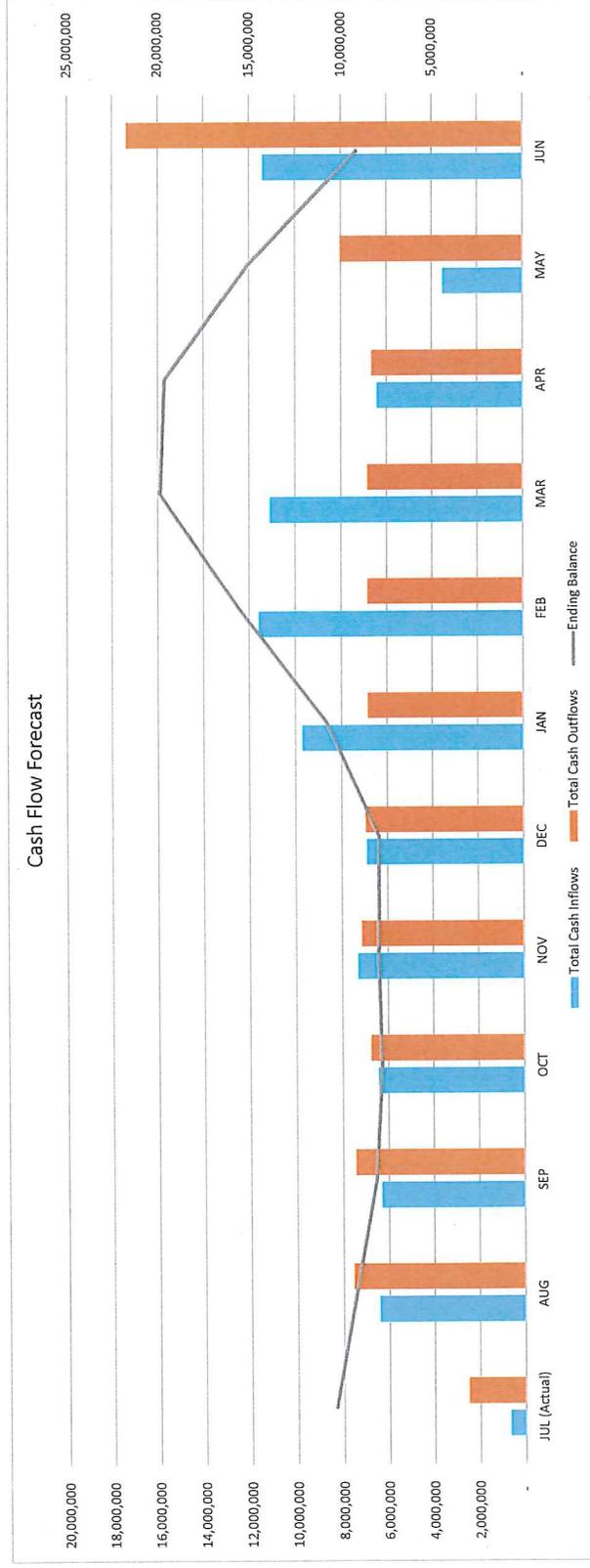
July 2020 MCS Revenue and Expenditure Budget Comparison Reports

FY21 GENERAL PURPOSE CITY SCHOOL FUND

**Cash Flow Forecast Schedule **
FY 2021**

General Purpose School Fund	JUL (Actual)	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Cash Receipts	\$ 678,493	\$ 6,400,000	\$ 6,300,000	\$ 6,400,000	\$ 7,300,000	\$ 6,900,000	\$ 9,700,000	\$ 11,600,000	\$ 11,100,000	\$ 6,400,000	\$ 3,500,000	\$ 11,423,535	\$ 87,702,028
Loan Proceeds	678,493	6,400,000	6,300,000	6,400,000	7,300,000	6,900,000	9,700,000	11,600,000	11,100,000	6,400,000	3,500,000	11,423,535	87,702,028
Total Cash Inflows	12,229,127	10,433,658	9,301,678	8,169,698	7,837,718	8,005,738	7,973,758	10,841,778	15,609,798	19,877,818	19,645,838	15,113,858	
Beg Cash Bal	12,907,620	16,833,658	15,601,678	14,569,698	15,137,718	14,905,738	17,673,758	22,441,778	26,709,798	26,277,818	23,145,838	26,537,393	
Available Cash	\$ 2,441,982	\$ 7,500,000	\$ 6,700,000	\$ 6,700,000	\$ 7,100,000	\$ 6,900,000	\$ 6,800,000	\$ 6,800,000	\$ 6,800,000	\$ 6,600,000	\$ 8,000,000	\$ 17,303,391	90,345,373
Cash Payments	31,980	31,980	31,980	31,980	31,980	31,980	31,980	31,980	31,980	31,980	31,980	57,420	409,200
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Outflows	2,473,962	7,531,980	7,431,980	7,431,980	7,131,980	6,931,980	6,831,980	6,831,980	6,831,980	6,631,980	8,031,980	17,360,811	90,754,573
Ending Balance	10,433,658	9,301,678	8,169,698	7,837,718	8,005,738	7,973,758	10,841,778	15,609,798	19,877,818	19,645,838	15,113,858	9,176,582	
Cash Inflows - Outflows	\$ (1,795,469)	\$ (1,131,980)	\$ (1,131,980)	\$ (331,980)	\$ 168,020	\$ (31,980)	\$ 2,868,020	\$ 4,768,020	\$ 4,268,020	\$ (231,980)	\$ (4,531,980)	\$ (5,937,276)	\$ (3,052,545)

**Amounts are estimated unless otherwise indicated.



COMPARISON OF BUDGET TOTALS
July 1, 2020 Through July 31, 2020

TOTAL INCOME	7/1/20 - 7/31/20	\$	678,493
TOTAL EXPENSES	7/1/20 - 7/31/20		<u>2,473,963</u>
NET INCOME	7/31/20	\$	<u><u>(1,795,470)</u></u>

YEAR-TO-DATE REVENUE COMPARISON

JULY 2020

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	BUDGET CLASS.	2019-20 BUDGET	2019-20 YTD REV.	2019-20 OVR/(UNDR) BUDGET	2019-20 %	2020-21 BUDGET	2020-21 YTD REV.	2020-21 OVR/(UNDR) BUDGET	2020-21 %
1	40110-Current Prop. Tax	14,308,810	-	(14,308,810)	0.0%	15,312,150	-	(15,312,150)	0.0%
2	40210-Local Option Sales Tax	11,843,830	-	(11,843,830)	0.0%	12,330,550	-	(12,330,550)	0.0%
3	40000-41110-Other County Rev	1,830,000	20,363	(1,809,637)	1.1%	1,850,000	14,500	(1,835,500)	0.8%
4	44000-Other Local Revenue	594,500	10,723	(583,777)	1.8%	634,500	6,901	(627,599)	1.1%
5	46511-Basic Educ. Program	46,301,465	-	(46,301,465)	0.0%	48,350,000	-	(48,350,000)	0.0%
6	46512-BEP ARRA	-	-	-	N/A	-	-	-	N/A
7	46530-Energy Efficient Sch	-	-	-	N/A	-	-	-	N/A
8	46615-Ext. Contract-ARRA	-	-	-	N/A	-	-	-	N/A
9	46990-Other State Funds	370,600	-	(370,600)	0.0%	217,600	-	(217,600)	0.0%
10	46592-CONNECT TEN ARRA	-	-	-	N/A	-	-	-	N/A
11	46595-Family Resource ARRA	-	-	-	N/A	-	-	-	N/A
12	46595-SSMS ARRA	-	-	-	N/A	-	-	-	N/A
13	47000- Federal Funds	1,109,977	-	(1,109,977)	0.0%	1,122,125	-	(1,122,125)	0.0%
14	49100-49800 Bond & City Transfers	-	-	-	N/A	-	-	-	N/A
15	49810-Approp./City Gen. Fund	7,885,103	657,092	(7,228,011)	8.3%	7,885,103	657,092	(7,228,011)	8.3%
16	49820-Operating Transfers	1,300,000	-	(1,300,000)	N/A	-	-	-	N/A
	TOTALS	\$ 85,544,285	\$688,178	\$ (84,856,107)	0.8%	\$87,702,028.00	\$ 678,493	\$ (87,023,535)	0.8%

YEAR-TO-DATE EXPENDITURE COMPARISON

JULY 2020

PAGE 1

BUDGET CLASS.	2019-20 BUDGET	2019-20 YTD EXP.	2019-20 OVR/(UNDR) BUDGET	2019-20 %	2020-21 BUDGET	2020-21 YTD EXP.	2020-21 OVR/(UNDR) BUDGET	2020-21 %
1 71100-Reg. Instruction	46,539,548	257,480	(46,282,068)	0.6%	48,863,591	331,408	(48,532,183)	0.7%
2 71200-Sp. Ed. Instruction	9,147,978	10,758	(9,137,220)	0.1%	9,646,900	11,359	(9,635,541)	0.1%
3 71400-Student Body Ed.	-	-	-	N/A	-	-	-	N/A
4 72110-Attendance	167,489	19,773	(147,716)	11.8%	157,489	10,479	(147,010)	6.7%
5 72120-Health Services	951,390	30,783	(920,607)	3.2%	948,039	28,261	(919,778)	3.0%
6 72130-Guidance	2,667,036	52,541	(2,614,495)	2.0%	2,601,101	43,425	(2,557,676)	1.7%
7 72210-Reg. Instr. Support	2,130,181	78,118	(2,052,063)	3.7%	2,225,349	173,485	(2,051,864)	7.8%
8 72220-Sp. Ed. Support	1,793,880	51,735	(1,742,145)	2.9%	1,841,650	50,863	(1,790,787)	2.8%
9 72250-Technology	1,793,131	80,437	(1,712,694)	4.5%	1,938,863	202,865	(1,735,998)	10.5%
10 72310-Bd. Of Education	1,525,937	594,754	(931,183)	39.0%	1,492,877	577,652	(915,225)	38.7%
11 72320-Office of Supt.	381,240	31,969	(349,271)	8.4%	388,039	19,253	(368,786)	5.0%
12 72410-Office of Principal	4,663,756	200,192	(4,463,564)	4.3%	4,717,965	196,309	(4,521,656)	4.2%
13 72510-Fiscal Services	579,593	82,971	(496,622)	14.3%	470,480	82,045	(388,435)	17.4%
14 72520-Personnel Services	428,543	58,267	(370,276)	13.6%	587,033	85,622	(501,411)	14.6%
15 72610-Oper. Of Plant	6,051,082	207,061	(5,844,021)	3.4%	6,304,017	205,825	(6,098,192)	3.3%
16 72620-Maint. Of Plant	2,724,053	126,144	(2,597,909)	4.6%	2,732,833	113,446	(2,619,387)	4.2%
17 72710-Pupil Transp.	3,230,544	52,312	(3,178,232)	1.6%	3,578,755	252,285	(3,326,470)	7.0%
18 73300-Community Service	540,533	44,688	(495,845)	8.3%	557,708	43,898	(513,810)	7.9%
19 73400-Early Childhood Educ.	1,251,966	288	(1,251,678)	0.0%	1,162,684	438	(1,162,246)	0.0%
20 76100-Reg. Cap. Outlay	1,505,500	5,039	(1,500,461)	0.3%	130,000	13,065	(116,935)	10.1%
21 82130-Education Debt Serv.	-	-	-	N/A	-	-	-	N/A
22 99100-Operating Transfers	413,105	31,980	(381,125)	7.7%	409,200	31,980	(377,220)	7.8%
TOTALS	88,486,485	2,017,290	(86,469,195)	2.3%	90,754,573	2,473,963	(88,280,610)	2.7%