



CITY OF LAKEPORT MEASURE Z ADVISORY COMMITTEE AGENDA

REGULAR MEETING

City Council Chamber, City Hall, 225 Park Street, Lakeport, CA

Wednesday, April 17, 2019

5:30 P.M.

- 1. CALL TO ORDER** 5:30 p.m.
- 2. APPROVAL OF MINUTES** Approve Minutes of January 16, 2019 meeting.
- 3. CITIZEN INPUT**
Any citizen may speak for three minutes about any subject of concern to her or him provided that the subject is not already on the agenda. Person's wishing to address the MZAC should complete a Citizen's Input form and submit it to the MZAC Secretary prior to the meeting being called to order.
- 4. DISCUSSION/ACTION ITEMS**
 - A. Comprehensive Annual Financial Report (CAFR), Fiscal Year 2017-18 Receive and review the City's CAFR for the fiscal year ended June 30, 2018 in accordance with section 3.29.180 of the Lakeport Municipal Code.
 - B. 2018-19 Project Update Receive and review a 2018-19 project update report.
 - C. Proposed Expenditures Receive a presentation and review proposed Measure Z revenues and expenditures for the 2019/2020 Budget.
- 5. ADJOURN** The next meeting is scheduled for Wednesday, July 17, 2019 at 5:30 p.m.

Kelly Buendia, Secretary
Posted 04/12/2019

The City of Lakeport, in complying with the Americans with Disabilities Act (ADA), requests individuals who require special accommodations to access, attend and/or participate in the City meeting due to disability, to please contact the City Clerk's Office, (707) 263-5615, 72 hours prior to the scheduled meeting to ensure reasonable accommodations are provided.

CITIZEN MEMBERS: Annette Hopkins, Susan King, Dennis Rollins, Nathan Speed, Verna Schaffer

STAFF MEMBERS: Margaret Silveira; City Manager; Nick Walker, Finance Director; Kelly Buendia, City Clerk/Secretary

MINUTES
MEASURE Z ADVISORY COMMITTEE
REGULAR MEETING
JANUARY 16, 2019

1. **CALL TO ORDER** Chair Hopkins opened the meeting at 5:30 p.m.

2. **APPROVAL OF MINUTES** A motion was made by Committee Member King, seconded by Committee Member Speed, and carried 4-0-1 to approve the Minutes of October 17, 2018 meeting, with Committee Member Schaffer abstaining from vote.

3. **PUBLIC INPUT** Secretary/City Clerk Buendia administered the Oath of Office to all the members of the Measure Z Advisory Committee.

4. **DISCUSSION/ACTION ITEMS**
 - A. Election of Officers Committee Member Speed nominated Annette Hopkins as Chair with a term ending 12/31/2019. Chair Hopkins accepted the nomination, which was carried unanimously.

Committee Member Speed nominated Dennis Rollins as Vice Chair with a term ending 12/31/2019. Vice Chair Rollins accepted the nomination, which was carried unanimously.

 - B. Calendar of Meetings After review of the Calendar of Meetings, staff received direction to calendar the suggested dates for 2019 MZAC meetings.

 - C. Brown Act Overview Secretary/City Clerk Buendia presented an overview on the Ralph M. Brown Act.

5. **ADJOURN** Chair Hopkins adjourned the meeting at 6:12 p.m.

Kelly Buendia, Secretary/City Clerk



CITY OF LAKEPORT

Measure Z Advisory Committee

STAFF REPORT	
RE: Comprehensive Annual Financial Report (CAFR), Fiscal Year 2017-18	MEETING DATE: 4/17/19
SUBMITTED BY: Nicholas Walker, Finance Director	
PURPOSE OF REPORT: <input checked="" type="checkbox"/> Information only <input type="checkbox"/> Discussion <input type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The Committee is being asked to receive and review the City's CAFR for the fiscal year ended June 30, 2018 in accordance with section 3.29.180 of the Lakeport Municipal Code.

BACKGROUND/DISCUSSION:

Management is pleased to present the City's CAFR for the year ended June 30, 2018. This document is the official, audited financial report of the City and includes the audit report (Page 1) from the City's external, independent auditor, JJACPA. It was issued on March 15, 2019 and posted to the City's website. General Fund financial information, where Measure Z revenues and expenditures are recorded can be found on pages 28-33.

The information presented throughout the year has not been materially revised in the CAFR, and the auditor recommended no significant changes to the City's financial report.

OPTIONS:

Receive and review the CAFR for the fiscal year 2017-18.

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$

Affected fund(s): General Fund Water OM Fund Sewer OM Fund Other:

Comments:

SUGGESTED MOTIONS:

None

Attachments: Lakeport CAFR, 2017-18



Due to the size of the City of Lakeport Comprehensive Report (CAFR) it is not provided in this agenda packet but is available in the following manner:

The City of Lakeport Comprehensive Report (CAFR) FY 2017/18 can be found on the City of Lakeport website in the Finance Department Document Center:

http://cms7.revize.com/revize/lakeportca/finance_it_and_utility_accounts_and_billing/publications_finance.php#

It may also be found with on the City of Lakeport website under Agendas & Minutes for the Measure Z Advisory Committee (MZAC) at:

http://cms7.revize.com/revize/lakeportca/commissions_and_committees/agendas_and_minutes_measure_z_advisory.php

A copy is available for review at the office of the City Clerk, City of Lakeport, 225 Park Street, Lakeport, CA 95453.



CITY OF LAKEPORT

Measure Z Advisory Committee

STAFF REPORT	
RE: 2018-19 Project Update	MEETING DATE: 4/17/19
SUBMITTED BY: Nicholas Walker, Finance Director	
PURPOSE OF REPORT: <input checked="" type="checkbox"/> Information only <input type="checkbox"/> Discussion <input type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The Committee is being asked to receive and review a 2018-19 project update report.

BACKGROUND/DISCUSSION:

As a new construction season is rapidly approaching, staff is taking this opportunity to provide the Committee with an update on the status of the council approved projects to be completed with budgeted 18/19 Measure Z revenue.

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$

Affected fund(s): General Fund Water OM Fund Sewer OM Fund Other:

Comments:

SUGGESTED MOTIONS:

None

Attachments: 2018-19 Project Update Report

CITY OF LAKEPORT
MEASURE Z ANALYSIS

Fiscal Year 2018-19
Eligible Measure Z Costs

Measure Z: Transaction and Use Tax

Measure Z, passed by a simple majority (50% plus 1) of Lakeport voters in November of 20016, is a general (unrestricted) transaction and use tax. A general, unrestricted tax is one that can be used to fund any program, function, service, or project at the discretion of the City Council. It is not a special, restricted tax, which would require approval of two-thirds of the voting public. The language for the ballot measure was as follows:

Ballot Measure "Z":

"LAKEPORT PUBLIC SAFETY/ESSENTIAL CITY SERVICES MEASURE. To maintain/enhance general City services such as: recruiting, hiring, retaining qualified police officers to improve neighborhood patrols/maintain response to property, burglary, violent crimes; paving/repairing local streets/potholes; enhancing business attraction/youth recreational programs; keeping Lakeport's parks/pool safe/clean; shall the City enact a one-cent sales tax until ended by voters, providing about \$1,500,000 annually, requiring independent audits, citizens' oversight, all revenues controlled locally?"

Estimated Revenue	2018-19
Measure Z: Transaction and Use Tax	\$1,480,000
Net Decline in Other Tax and Other Revenue	(130,000)
Net Increase from Measure Z	\$1,350,000

Maintenance of Services:	
Roads and Public Works Salaries Reallocated to General Fund	90,000
Additional Public Works/ Roads Employee	30,000
12th Police Officer Position	50,000
Police Officer SRO Position	25,000
Police Salary Increases for Improved Retention	90,000
Police Operational Costs	145,500
General Fund Employee and Operations Cost Increases	122,000
Total Maintenance of Services	552,500

Measure Z Revenues Available for 18/19 Projects \$797,500

Fiscal Year 2018-19 Recommended Uses and Projects	Cost	Other Financing Sources	Council Approved Budget Adjustments	18/19 Recommended Measure Z Share	Total Funding	Measure Z Share Expended to Date
2 Police Vehicles	\$ 90,000	\$ -	\$ 90,000	\$ 90,000	\$ 180,000	\$ 90,000
Pick up Chassis for Road Crew	48,000	-	-	48,000	48,000	-
Public Safety Camera System at Library Park	25,000	-	-	25,000	25,000	-
Street Repair Material and In- House Road Improvements	178,500	-	-	178,500	178,500	-
Upgraded Tables, Trash Receptacles at Library Park	20,000	-	-	20,000	20,000	-
Skip Loader	120,000	90,000	-	30,000	120,000	22,100
South Main Street Surface Treatment	183,000	-	-	183,000	183,000	154,130
11th Street Surface Treatment	210,000	-	-	210,000	210,000	176,870
South Main Encumbrance	400,000	350,000	-	13,000	363,000	-
	\$ 1,274,500	\$ 440,000		\$ 797,500	\$ 1,327,500	\$ 443,100