



MEASURE Z ADVISORY COMMITTEE AGENDA
REGULAR MEETING
Via Teleconference
Wednesday, April 22, 2020 5:30 P.M.

PUBLIC ADVISORY: THE CITY COUNCIL CHAMBERS WILL NOT BE OPEN TO THE PUBLIC

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the Measure Z Advisory Committee (MZAC) for April 22, 2020 will be conducted telephonically through Go to Webinar.

If you would like to speak on an agenda item, you can access the meeting remotely:

Join from a PC, Mac, iPad, iPhone, or Android device:

Please use this web link: <https://attendee.gotowebinar.com/register/3082987030105392655>

Or join by phone*:

If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.

United States (Toll-free): 1 877 309 2071

United States: +1 (213) 929-4231

Access Code: 281-455-419

Audio PIN: Shown after joining the webinar

*Please note that if you phone in without using the web link, you will be in "listen mode" only, and will not be able to participate or comment.

The City wants you to know that you can also submit your comments by email to virtualhost@cityoflakeport.com.

To give the City Clerk adequate time to print out your comments for consideration at the meeting, please submit your written comments prior to 2:30 p.m. on Wednesday, April 22, 2020.

Please indicate in the email Subject Line "FOR PUBLIC COMMENT" and list the item number you wish to comment on. Comments that you want read to the Committee will be subject to the three minute time limitation (approximately 350 words). Written comments that are only to be provided to Committee and not read at the meeting will be distributed to the Committee prior to the meeting.

The City of Lakeport thanks you in advance for taking all precautions to prevent spreading the COVID-19 virus.



MEASURE Z ADVISORY COMMITTEE AGENDA
REGULAR MEETING
Via Teleconference
Wednesday, April 22, 2020 5:30 P.M.

- 1. CALL TO ORDER** 5:30 p.m.
- 2. APPROVAL OF MINUTES** Approve Minutes of October 9, 2019 meeting
(The January 15, 2020 meeting was cancelled)
- 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. Election of Officers The City Clerk will receive nominations for Chairperson and Vice Chairperson.
 - B. Calendar of Meetings The City Clerk will present the 2020 calendar of meetings
 - C. Comprehensive Annual Financial Report (CAFR), Fiscal Year 2018-19 Receive and review the City's CAFR for the fiscal year ended June 30, 2019 in accordance with section 3.29.180 of the Lakeport Municipal Code.
 - D. 2019-20 Project Update Receive and review a 2019-20 project update report.
 - E. 2020-21 Proposed Expenditures Receive a presentation and review proposed Measure Z revenues and expenditures for the 2020/2021 streamlined budget process.
- 5. ADJOURN**

Kelly Buendia, City Clerk
Posted 04/16/2020

MINUTES
MEASURE Z ADVISORY COMMITTEE
SPECIAL MEETING
October 9, 2019

Chair Hopkins opened the meeting at 5:30 p.m. with Committee Members King, Speed, Rollins and Schaffer present.

- 1. Approval of Minutes** The Committee voted unanimously to approve the Minutes of the July 17, 2019 meeting.

- 2. 2019-19 Budget to Actual Comparison** Finance Director Walker and City Manager Silveira gave a detailed review of the 2018-2019 budget compared to actual expenses.

The Committee reviewed and discussed the report and received clarification.

Chair Hopkins adjourned the meeting at 6:00 p.m. with the next meeting scheduled for Wednesday, January 15, 2020 at 5:30 p.m.

Kelly Buendia, Secretary



CITY OF LAKEPORT

MEASURE Z ADVISORY COMMITTEE

2020 CALENDAR OF MEETINGS

Wednesday, January 15, 2020 - Cancelled
Wednesday, April 22, 2020
Wednesday, July 15, 2020
Wednesday, October 7, 2020

The above calendar is presented in accordance with City of Lakeport Municipal Code section 3.29.180 which states that the advisory committee shall meet publicly on at least a quarterly basis. If not otherwise posted, meetings are held at 5:30 p.m. in the City Council Chamber, City Hall, 225 Park Street, Lakeport, CA 95453. For additional information, contact the City Clerk's Office at 707-263-5615 ext 101 or ext 102.



CITY OF LAKEPORT

Measure Z Advisory Committee

STAFF REPORT	
RE: Comprehensive Annual Financial Report (CAFR), Fiscal Year 2018-19	MEETING DATE: 4/22/20
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, 2019 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, 2019. 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 2, 2020 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 2018-19.

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, 2018-19



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:

cms7.revize.com/revize/lakeportca/Lakeport%20CAFR.pdf

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](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: 2019-20 Project Update	MEETING DATE: 4/22/20
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 2019-20 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 19/20 Measure Z revenue.

OPTIONS:

Receive and review the 2019-20 budget to actual comparison report.

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: 2019-20 Project Update Report

CITY OF LAKEPORT
MEASURE Z ANALYSIS

Fiscal Year 2019-20
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	2019-20
Measure Z: Transaction and Use Tax	\$1,480,000
Net Decline in Other Tax and Other Revenue	(105,000)
Net Increase from Measure Z	<u>\$1,375,000</u>

Maintenance of Services:	
Roads and Public Works Salaries Reallocated to General Fund	94,500
Additional Public Works/ Roads Employee	31,500
12th Police Officer Position	55,000
Police Officer SRO Position	25,000
Police Salary Increases for Improved Retention	100,000
Police Operational Costs	119,000
General Fund Employee and Operations Cost Increases	<u>128,100</u>
Total Maintenance of Services	553,100

Measure Z Revenues Available for 19/20 Projects \$821,900

Fiscal Year 2019-20 Recommended Uses and Projects	Cost	Other Financing Sources	Adopted Measure Z Share	Total Funding	Measure Z Share Expended to Date
2 Police Vehicles	\$ 110,000	\$ 39,000	\$ 71,000	\$ 110,000	\$ 25,000
Pick up for Road Crew	50,000	30,000	20,000	50,000	-
Public Safety Camera System at Library Park	25,000		25,000	25,000	-
Street Repair Material and In- House Road Improvements	326,400	-	326,400	326,400	-
9th St from Manzinita to Tunis					
9th St from Tunis to N. High					
Harry St from 6th to Central Park					
14th St from Mellor to Palm					
2nd St from Crawford to Estep					
Tables, Trash Receptacles and Bike Racks Downtown	20,000	-	20,000	20,000	-
Slip-In Water Tank for Dump Truck	45,000	22,500	22,500	45,000	-
South Main from Peckam Ct. to City Limits	350,000	13,000	337,000	350,000	351,000
	<u>\$ 926,400</u>	<u>\$ 104,500</u>	<u>\$ 821,900</u>	<u>\$ 926,400</u>	<u>\$ 376,000</u>