



MEASURE Z ADVISORY COMMITTEE AGENDA
REGULAR MEETING
Via Teleconference
Wednesday, April 21, 2021 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 21, 2021** will be conducted telephonically through Zoom. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Council Members will be participating telephonically and will not be physically present in the Council Chambers.

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

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

Please click the link to join: <https://zoom.us/j/93188201539?pwd=LzBla2JqaC9TSEpvVDd1azVpYmxvUT09>

Passcode: 282288

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 646 558 8656 or +1 301 715 8592
or +1 312 626 6799

Webinar ID: 931 8820 1539

Passcode: 282288

International numbers available: <https://zoom.us/j/93188201539>

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 **3:30 p.m. on Wednesday April 21, 2021.**

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.

CITIZEN MEMBERS: Meg Harper, Zach Jordan, Susan King, Dennis Rollins, and Verna Schaffer

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



MEASURE Z ADVISORY COMMITTEE AGENDA
REGULAR MEETING
Via Teleconference
Wednesday, April 21, 2021 5:30 P.M.

1. **CALL TO ORDER** 5:30 p.m.
2. **APPROVAL OF MINUTES** Approve Minutes of January 20, 2021 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.*
4. **DISCUSSION/ACTION ITEMS**
 - A. Comprehensive Annual Financial Report (CAFR), Fiscal Year 2019-20 Receive and review the City's CAFR for the fiscal year ended June 30, 2020 in accordance with section 3.29.180 of the Lakeport Municipal Code.
 - B. 2020-21 Project Update Receive and review a 2020-21 project update report.
 - C. 2021-22 Proposed Expenditures Receive a presentation and review proposed Measure Z revenues and expenditures for the 2021-22 budget process.
5. **COMMITTEE COMMUNICATIONS**
6. **ADJOURN** The next regular meeting is scheduled for Wednesday, July 21, 2021 at 5:30 p.m.

Kelly Buendia, City Clerk
Posted 04/15/2021



MINUTES
MEASURE Z ADVISORY COMMITTEE
REGULAR MEETING
Via Teleconference
January 20, 2021

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 **January 20, 2021** will be conducted telephonically through Zoom. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Council Members will be participating telephonically and will not be physically present in the Council Chambers.

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

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

Please click the link to join: <https://zoom.us/j/93188201539?pwd=LzBla2JqaC9TSEpvVDd1azVpYmxvUT09>

Passcode: 282288

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 646 558 8656 or +1 301 715 8592
or +1 312 626 6799

Webinar ID: 931 8820 1539

Passcode: 282288

International numbers available: <https://zoom.us/u/a9Z9RMoL6>

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 **3:30 p.m. on Wednesday Jan 20, 2021.**

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.



MINUTES
MEASURE Z ADVISORY COMMITTEE
REGULAR MEETING
Via Teleconference
January 20, 2021

- 1. CALL TO ORDER**

Vice Chair Rollins opened the meeting at 5:50 p.m. with Committee Members Harper, Jordan, King and Schaffer present.
- 2. APPROVAL OF MINUTES**

Committee member King made a motion; seconded by Committee member Schaffer to approve Minutes of the October 7, 2020 meeting.

The motion was carried by the following roll call vote: Committee member Harper – aye; Jordan – aye; King - aye; Rollins – aye; Schaffer – aye.
- 3. CITIZEN INPUT**

There was no input offered from the public.
- 4. DISCUSSION/ACTION ITEMS**

 - A. Election of Officers**

The Clerk received nominations for Chairperson and Vice Chairperson for the term ending 12/31/2021.

Committee member Schaffer nominated Dennis Rollins for Chairperson, who was then elected by the following roll call vote: Committee member Harper – aye; Jordan – aye; King - aye; Rollins – aye; Schaffer – aye.

Committee member King nominated Verna Schaffer for Vice Chairperson who was then elected by the following roll call vote: Committee member Harper – aye; Jordan – aye; King - aye; Rollins – aye; Schaffer – aye.
 - B. Calendar of Meetings**

The Clerk will present the 2021 calendar of meetings. The Committee received and filed the meeting calendar for 2021 with the following meetings established: January 20; April 21; July 21; and October 20, 2021.
 - C. Brown Act Overview**

City Clerk Buendia presented an overview on the Ralph M. Brown Act as it relates to the Measure Z Advisory Committee.
 - D. Commissioner Budget Orientation**

Finance Director Walker presented an overview and introduction to the city budget and Measure Z revenues.
- 5. ADJOURN**

Chair Rollins adjourned the meeting at 6:49 p.m. with the next meeting is scheduled for Wednesday, April 21, 2021 at 5:30 p.m.

Kelly Buendia, City Clerk



CITY OF LAKEPORT

Measure Z Advisory Committee

STAFF REPORT	
RE: Comprehensive Annual Financial Report (CAFR), Fiscal Year 2019-20	MEETING DATE: 4/21/21
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, 2020 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, 2020. 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 February 5, 2021 and posted to the City's website. General Fund financial information, where Measure Z revenues and expenditures are recorded can be found on pages 26-31.

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 2019-20.

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, 2019-20



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 2019/20 can be found on the City of Lakeport website in the Finance Department Document Center:

<https://www.cityoflakeport.com/Comprehensive%20Annual%20Financial%20Report%20FY%2019-20.pdf>

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

https://www.cityoflakeport.com/commissions_and_committees/measure_z_advisory_committee.php



CITY OF LAKEPORT

Measure Z Advisory Committee

STAFF REPORT	
RE: 2020-21 Project Update	MEETING DATE: 4/21/21
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 20-21 project update report.

BACKGROUND/DISCUSSION:

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 20/21 Measure Z revenue.

OPTIONS:

Receive and review the 2020-21 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: 2020-21 Project Update Report

CITY OF LAKEPORT
MEASURE Z ANALYSIS

Fiscal Year 2020-21
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	2020-21
Measure Z: Transaction and Use Tax	\$1,374,000
Net Decline in Other Tax and Other Revenue	(820,900)
Net Increase from Measure Z	<u>\$553,100</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 \$0

Fiscal Year 2020-21 Recommended Uses and Projects	Cost	Adopted Measure Z Share	Measure Z Budget Amendments	Other Funding Sources	Total Funding
N. Main St	\$ 590,000	\$ -	\$ 228,800	\$ 300,299	\$ 529,099
Police Vehicle	40,000	-	40,000	-	40,000
	<u>\$ 630,000</u>	<u>\$ -</u>	<u>\$ 268,800</u>	<u>\$ 300,299</u>	<u>\$ 569,099</u>