



MEASURE Z ADVISORY COMMITTEE AGENDA REGULAR MEETING

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

Wednesday, October 20, 2021 - 5:30 P.M.

In accordance with updated guidelines from the State of California and revised Cal OSHA Emergency Temporary Standards, persons that are NOT fully vaccinated for COVID-19 are required to wear a face covering at this meeting. For more information contact City Clerk, Kelly Buendia at (707) 263-5615 ext. 101.

1. **CALL TO ORDER** 5:30 p.m.
2. **APPROVAL OF MINUTES** Approve Minutes of July 21, 2021 meeting.
3. **PUBLIC INPUT** *Any person 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 Clerk prior to the meeting being called to order.*
4. **DISCUSSION/ACTION ITEMS**
 - A. 2020-21 Budget to Actual Comparison Report
5. **ADJOURN** The next meeting is scheduled for Wednesday, October 20, 2021 at 5:30 p.m.

Kelly Buendia, City Clerk

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



MINUTES
MEASURE Z ADVISORY COMMITTEE
REGULAR MEETING
City Council Chamber, City Hall, 225 Park Street, Lakeport, CA
July 21, 2021

1. CALL TO ORDER

Chair Rollins opened the meeting at 5:30 p.m. with Committee Members Harper, Jordan, King, Schaffer and Rollins present. Staff present: City Manager Kevin Ingram; Assistant City Manager Nick Walker; Police Chief Brad Rasmussen and Administrative Services Director Kelly Buendia

2. APPROVAL OF MINUTES

Committee member King made a motion; seconded by Committee member Harper to approve minutes of the April 21, 2021 meeting. The motion was carried 5-0.

3. PUBLIC INPUT

There was no input offered from the public.

4. DISCUSSION/ACTION ITEMS

A. 2021-22 Budget

Assistant City Manager Walker and City Manager Ingram presented a review the 2021-22 Budget adopted by the City Council on June 15, 2021 and answered questions of the Committee.

5. ADJOURNMENT

Chair Rollins adjourned the meeting at 6:13 p.m. with the next meeting scheduled for Wednesday, October 20, 2021 at 5:30 p.m.

Kelly Buendia, City Clerk



CITY OF LAKEPORT

Measure Z Advisory Committee

STAFF REPORT	
RE: 2020-21 Budget to Actual Comparison	MEETING DATE: 10/20/21
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 2020-21 budget to actual comparison report.

BACKGROUND/DISCUSSION:

The accounting for the fiscal year ended June 30, 2021 is substantially closed. We will be submitting balances to the auditors and will start the process of preparing the Comprehensive Annual Financial Report (CAFR) which can sometimes result in adjustments to balances for financial statement presentation purposes. Staff is providing this information as an update to the status of the revenues and expenditures for the year ended June 30, 2020.

General Fund Update:

The General Fund is anticipated to have an operating surplus for the year ended June 30, 2021 in the amount of \$641,658. The primary cause of this surplus is a result of 3rd Quarter and 4th Quarter sales tax collections that significantly exceeded budgetary estimates.

2020-21 Adjusted Budget deficit	\$ (1,807,223)
2020-21 Unaudited Actual Surplus	301,905
Net Difference	2,109,128
Projects Carried Over	
Design Standards	60,000
Police Vehicle	40,000
RIPPA	25,000
N. Main Roadway	537,470
Total Projects Carried Over	662,470
Reserve Spending Lakeside Park	805,000
Carry Over Available Resources	641,658

On October 5, 2021 City Council approved the following list of priorities for the year end surplus:

		Notes	Strategic Plan
2020-21 Carry Over Available Resources	\$ 641,658		
Road Improvement and Maintenance Fund (RIMF)	88,492	Calculated at \$0 according to reserve policy (S Main Rehab)	Reserve Policy
Vehicle and Equipment Replacement Fund (VERF)	30,000	Estimated Min contribution planned for 22/23 according to reserve policy	Reserve Policy
Phase 2 Recreation Feasibility Study	31,000	8/3/21 Approved Budget Adjustment	Council Goal #3
Zoning Ordinance	100,000	Update existing zoning ordinance	CDD Goal #1 Regulatory Compliance
Radios	320,000	Police \$200,000 PW \$120,000 Radios to be compatible with current technologies	Council Goal #8
License Plate Readers	22,000	Lease 8 readers \$20,000 One time installation approx \$2,000	Council Goal #8
Carry Over Remaining	<u>\$ 81,166</u>		

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 Budget to Actual Comparison Report