

MINUTES OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS

ADJOURNED REGULAR MEETING

Monday, June 24, 2024

1. CALL TO ORDER

The City Council met in Adjourned Regular Session at 5:02 p.m., Monday, June 24, 2024, in the Council Chamber located at 3191 Katella Ave., Los Alamitos, CA 90720, Mayor Nefulda presiding.

2. ROLL CALL

Present: Council Members: Doby, Hibard, Murphy
Mayor Pro Tem Hasselbrink, Mayor Nefulda

Absent: Council Members: None

Present: Staff: Chet Simmons, City Manager
Robert Acosta, Support Services Manager
Jason Bruton, Recreation Manager
Michael Claborn, Chief of Police
Kain Gallagher, Police Captain
Eleanor Granflor, Deputy City Clerk
David Kendig, City Attorney
Craig Koehler, Finance Director
Matthew Lightner, Management Analyst
Nolan McGaughy, OCFA Captain
Emeline Noda, Recreation and Community Services Director
Ron Noda, Development Services Director
Jennifer Sisoiev, Recreation Manager
Luke South, Police Captain

3. CLOSED SESSION

City Attorney Kendig read the items aloud.

A. Public Employee Evaluation

Title: City Manager

Authority: Government Code Section 54957

B. Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to paragraphs (2) and (3) of subdivision (d) of Government Code Section 54956.9: 1 potential case.

RECESS

The City Council recessed into Closed Session at 5:02 p.m.

RECONVENE

The City Council reconvened in Regular Session at 6:13 p.m.

City Attorney Kendig stated there was no reportable action.

4. PLEDGE OF ALLEGIANCE

Mayor Nefulda led the Pledge of Allegiance.

5. INVOCATION

Council Member Murphy gave the Invocation.

6. PRESENTATIONS

A. Welcome Home Los Alamitos Police Officer Christian Cruz and Presentation of the 2023 Mothers Against Drunk Driving (MADD) Award and the Orange County Auto Theft Advisory Commission (OC ATAC) Officer of the Year for Los Alamitos

Chief Claborn welcomed Officer Cruz's return from Deployment of the United States Marine Corps and spoke briefly. Chief Claborn also presented Officer Cruz with the 2023 Mothers Against Drunk Driving Award and the Orange County Auto Theft Advisory Commissioner Officer of the Year for Los Alamitos Award. Officer Cruz spoke briefly.

Michelle Schuetz, Representative for the Office of Assemblyman Tri Ta, Zechariah Jauregui, District Representative for Congresswoman Michelle Steel, and Benjamin Montelongo, District Representative for the Office of Senator Janet Nguyen, presented a Certificate to Officer Cruz. Representatives spoke briefly.

B. Presentation of a Proclamation to Captain McGaughy, of Orange County Fire Authority, in Recognition of Drowning Prevention Awareness

Mayor Nefulda presented a Proclamation to the Orange County Fire Authority. Captain McGaughy spoke briefly.

C. Presentation of a Proclamation to the Parks, Recreation, & Cultural Arts Commission and Recreation & Community Services Team in Recognition of Park and Recreation Month

Mayor Nefulda presented a Proclamation to the Parks, Recreation & Cultural Arts Commission and Community Services Team. Parks, Recreation & Cultural Arts Commission Chair, William Bandak, spoke briefly.

D. Presentation of a Certificate to Lily Habel, of Salt Me Halotherapy, in Recognition of Being Featured in the Mayor's Business Spotlight

Mayor Nefulda presented a Certificate to Ms. Habel. Ms. Habel spoke briefly.

E. Presentation by Dr. Megan Witbracht, of UCI MIND, Regarding Alzheimer's Disease Awareness

Dr. Witbracht gave a presentation and answered questions from the City Council.

7. ORAL COMMUNICATIONS

At this time, any individual in the audience may come forward to speak on any item within the subject matter jurisdiction of the City Council. Remarks are to be limited to not more than five minutes per speaker.

Mayor Nefulda opened Oral Communications.

Los Alamitos resident spoke is regards to being a caretaker for his mother who had dementia and thanked UCI Mind for their research in hopes of finding a cure.

Mayor Nefulda closed Oral Communications.

8. UPDATES FROM THE MAYOR

At this time, the Mayor may report on items not specifically described on the Agenda that are of interest to the community, provided no action or discussion is taken.

Mayor Nefulda spoke regarding the 37th Annual Universal Waste Systems 3rd of July Firework Spectacular at the Los Alamitos Joint Forces Training Base.

9. UPDATES FROM THE CITY STAFF

At this time, City Staff may also report on items not specifically described on the Agenda that are of interest to the community, provided no action or discussion is taken except.

City Manager Simmons received an update on the Senior Services Master Plan and Survey from Community Services Director Noda.

10. WARRANTS

A. Warrants (Finance)

The attached Warrant Register contained checks and electronic funds transfers for the period from May 1, 2024 to May 31, 2024.

Motion/Second: Doby/Hasselbrink

Unanimously Carried: The City Council ratified the Warrants from May 1, 2024 to May 31, 2024, for \$1,663,099.58

ROLL CALL

Mayor Nefulda	Aye
Mayor Pro Tem Hasselbrink	Aye
Council Member Doby	Aye
Council Member Hibard	Abstain
Council Member Murphy	Aye

11. CONSENT CALENDAR

All Consent Calendar items may be acted upon by one motion unless a Council Member requests separate action on a specific item.

Council Member Hibard pulled items A and B.

Council Member Murphy pulled items D, I, and N.

Motion/Second: Hibard/Murphy

Unanimously Carried: The City Council approved the following Consent Calendar items:

C. Annual Appropriations Limit For Fiscal Year 2024-25 (Finance)

Article XIII B of the California Constitution specifies the amount of allowable revenue the City of Los Alamitos can appropriate from the proceeds of taxes.

The City Council adopted Resolution No. 2024-21, entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024-25."

E. Approval of the Fiscal Year 2024-25 Project List for SB 1 Funds towards the Old Town West Street Improvement Project (Development Services)

The City of Los Alamitos receives transportation funding from the State in the form of grants or direct allocation of Motor Vehicle Fuel Tax (Gas Tax) through the Highway Users Tax Account (HUTA). The Road Repair and Accountability Act of 2017 (SB 1) provides funding for the maintenance and repair of local streets and roads through a Road Maintenance and Rehabilitation Account (RMRA). To be eligible for funding, the City must submit a proposed project list to the California Transportation Commission along with a resolution documenting the approval of the City's amended Capital Improvement budget to include the project to receive RMRA funding. Staff recommends the use of RMRA funding for road improvements for the Old Town West Street Improvement Project FY 24-25 for an estimated \$310,410.

The City Council:

1. Determined that the action is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because it will not result in a physical change to the environment, directly or indirectly; and,
2. Adopted Resolution No. 2024-22, entitled, "A Resolution OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, Approving A List Of Projects FOR FISCAL YEAR 2024-25 Funded BY SB 1: THE ROAD REPAIR And ACCOUNTABILITY ACT OF 2017 TOWARDS THE OLD TOWN WEST STREET IMPROVEMENT PROJECT FY 24-25"

F. Measure M2 Seven Year Capital Improvement Program 2024-25 (Development Services)

Annual submittal of Measure M2 eligibility documentation to the Orange County Transportation Authority (OCTA) is required in order to remain eligible to receive Measure M2 sales tax revenue funds. The submittal documentation this year requires City Council approval of an updated Measure M2 Seven Year Capital Improvement Program.

The City Council approved and authorized Staff to submit to the Orange County Transportation Authority the Measure M2 Seven Year Capital Improvement Program for Fiscal Years 2024/25 through 2030/31, to comply with Measure M2 eligibility criteria.

G. Award of Bid for the Signing and Striping Improvements on Los Alamitos Boulevard Between Katella Avenue and Coyote Creek Trail (CIP No. 23/24-06) (Development Services)

This item recommended the award of a bid to begin the installation of the Signage and Striping Improvements on Los Alamitos Boulevard between Katella Avenue and Coyote Creek Trail (CIP No. 23/24-06) for an amount not exceeding \$110,000.

The City Council:

1. Awarded construction for the Signing and Striping Improvements on Los Alamitos Boulevard Between Katella Avenue and Coyote Creek Trail (CIP No. 23/24-06) Project to WGJ Enterprises Inc., dba PCI in the amount of \$82,148.25; and,
2. Authorized the Mayor to execute the contract with WGJ Enterprises Inc., dba PCI, for the project; and,

3. Authorize the City Engineer to add work and execute change orders in the amount not to exceed the contingency reserve of 15% or \$12,300.00

H. Award of Bid for Animal Control and Sheltering Services (RFP 2024-05) (Development Services)

This item was for the awarding of the City's Animal Control and Sheltering Services to the City of Long Beach Animal Care Services (LBACS) for a two-year contract in the annual amount of \$166,526.73.

The City Council:

1. Awarded of bid for Animal Control and Sheltering Services in the amount not to exceed \$166,526.73 annually for a two-year contract to City of Long Beach Animal Care Services; and,
2. Authorized the City Manager to approve one 2-year contract with one optional 2- year extension for a possible four-year term; and,
3. Authorized the City Manager to execute the contract with City of Long Beach Animal Care Services in a form approved by the City Attorney.

J. Award of Bid for the Laurel Park Tennis Court Fence Replacement Project (RFP No. 2024-02) (Development Services)

This item recommended awarding a bid to Harris Steel Fence Co., Inc. to begin the Laurel Park Tennis Court Fence Replacement Project (RFP No. 2024-02) in the amount of \$86,412.00.

The City Council:

1. Awarded of contract for the Laurel Park Tennis Court Fence Replacement Project (RFP No. 2024-02) in the amount of \$86,412.00 to Harris Steel Fence Co., Inc.; and,
2. Authorized the Mayor to execute the contract with Harris Steel Fence Co., Inc. for the project.

K. Award of Bid for the Laurel Park Tennis Court Resurfacing Project (RFP No. 2024-03) (Development Services)

This item recommended awarding a bid to Trueline Construction & Surfacing, Inc. to begin the Laurel Park Tennis Court Resurfacing Project (RFP No. 2024-03) in the amount of \$188,338.40.

The City Council:

1. Awarded of contract for the Laurel Park Tennis Court Resurfacing Project (RFP No. 2024-03) in the amount of \$188,338.40 to Trueline Construction & Surfacing, Inc.; and,
2. Authorized the Mayor to execute the contract with Trueline Construction & Surfacing, Inc. for the project.

L. Tree City USA Proclamation (Development Services)

The City continues its commitment to expanding its urban forest program through education, events, and efforts made to apply for national recognition of Tree City USA honors by completing the final steps of a Proclamation.

The City Council:

1. Reviewed the proclamation and authorized the Mayor to endorse it; and,
2. Authorized Staff to proceed with the completion and submittal of Tree City USA recognition.

M. Orange County Transportation Authority (OCTA) Project V Community-Based Transit/Circulators Program: Los Alamitos Circuit (Recreation)

This item sought a resolution endorsing and authorizing Staff to file an application for the Los Alamitos Circuit. The application is to the Orange County Transportation Authority for funding under the Project V Community-Based Transit/Circulators Program. The grant funds would be used for an on-demand micro transit operation for the City of Los Alamitos.

The City Council adopted Resolution No. 2024-23, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, APPROVING THE SUBMITTAL OF LOS ALAMITOS CIRCUIT APPLICATION TO THE ORANGE COUNTY TRANSPORTATION AUTHORITY FOR FUNDING UNDER THE PROJECT V COMMUNITY-BASED TRANSIT/CIRCULATORS PROGRAM"

O. Annual Military Equipment Report (Police)

Assembly Bill 481 requires the Police Department to submit an Annual Military Equipment Report to City Council.

The City Council received and filed the Annual Military Equipment Report per Assembly Bill No. 481.

End of Consent Calendar

Items Pulled from Consent Calendar

A. Approval of Minutes (Administration)

This item facilitated the approval of the Regular Meeting Minutes of May 20, 2024, and the Special Meeting Minutes of June 3, 2024.

Council Member Hibard requested edits to Consent Calendar Item G of the Regular Meeting Minutes of May 20, 2024 be edited to read “The City Council received and filed the Treasurer’s Quarterly Investment Report ending March 31, 2024”. Minutes will be amended and voted on at next City Council meeting.

Motion/Second: Hasselbrink/Doby

Carried 3/2 (Hibard and Murphy abstained): The City Council approved the Special Meeting Minutes of June 3, 2024.

B. Los Alamitos Museum Association: Proposed Schedule, Yearly Recap, and Budget (Development Services)

This item facilitated the approval of the Los Alamitos Museum Association’s proposed schedule, yearly recap, and budget for Fiscal Year 2024-2025.

City Manager Simmons introduced Los Alamitos Museum Association’s President, Marilyn Poe, who summarized the proposed schedule, yearly recap, and budget for Fiscal Year 2024-2025 and answered questions from the City Council.

Motion/Second: Doby/Hibard

Unanimously Carried: The City Council:

1. Approved the Los Alamitos Museum Association’s proposed schedule, activity plan, and budget for Fiscal Year 2024-2025; and,
2. Authorized the City Manager and/or his designee to approve any change to the schedule, activity plan, and budget.

D. Annual Comprehensive Financial Report for June 30, 2023 (Finance)

This item facilitated the Council's consideration, receiving Fiscal Year 2022-23 audit reports.

Finance Director Koehler summarized the Staff report and introduced Gardenya Duran, CPA of Rogers, Anderson, Malody & Scott.

City Council and Staff discussed the following topics:

- Percentage of sales tax received from Rossmoor
- Calculation of growth factor
- Appropriations limit
- Final correction date for Recording Cash Disbursements and the request for a representative from Tyler Technologies to present information to review the period of March 1 – June 30, 2024
- Closing procedures
- Bank reconciliations
- Journal entries
- Finance Department policies and procedures
- Findings made by the auditor and suggested remedies
- Suggestions made by the Department to fix the findings

Council Members Murphy and Hibard requested the Finance Department to provide the single check that does not have supporting documentation in regard to page 240 of the Agenda Packet, “2023-001 – Cash Disbursement Support”. City Manager Simmons confirmed that could be done.

Motion/Second: Murphy/Hibard

Motion Failed 2/3 (Doby, Hasselbrink, and Nefulda voted no): Direct the Finance Department to provide a closing checklist for year end procedures and a closing process that was implemented to show the reconciliation of balance sheet accounts with supporting statements and subsidiary ledgers for 2023.

Mayor Pro Tem Hasselbrink asked the City Manager if the audit was accepted by the State. City Manager Simmons stated the audit was accepted.

Motion/Second: Murphy/Hibard

Motion directed the Finance Department to have all bank reconciliations be prepared, reviewed and approved in a timely manner and documentation of when the preparation and review were completed be provided to Council.

Mayor Pro Tem Hasselbrink called for a Point of Order and advised the Finance Department is overseen by the City Manager. City Manager Simmons and Ms. Duran spoke briefly about what the audit entails and the improvements being made by the City.

Council Member Murphy requested to review the Finance Department’s financial policies or procedures. Director Craig Koehler stated the policies and procedures can be made available to Council.

Council Member Hibard requested to receive a copy of bank reconciliations when they are completed by the Finance Department. Director Koehler stated a hard copy can be provided and can be time consuming for staff to complete.

Council Member Hibard requested a copy of the year end checklist be provided. Director Koehler stated a copy will be provided.

Motion/Second: Hasselbrink/Murphy

Unanimously Carried: The City Council received and filed the Fiscal Year 2022-23 audit reports.

I. Pine StrEATs and Revive Phase II Grant Programs (Development Services)

This item facilitated the Council's consideration for appropriating funds to benefit the second installment of Pine strEATs and Revive Los Alamitos Phase II Grant Program.

Development Services Director Noda summarized the Staff report.

Council and Staff discussed the number of participants for the first phase of the Revive Los Alamitos program, the start of Phase I, funding for program marketing, other homeowner programs and the possibility of down payment assistance, and adult oriented business.

RECESS

The City Council recessed at 8:01 p.m.

RECONVENE

The City Council reconvened in Regular Session at 8:05 p.m.

Motion/Second: Doby/Hibard

Unanimously Carried: The City Council:

1. Reviewed Pine strEATs Grant Program and Revive Los Alamitos Grant Program Phase II; and,
2. Appropriated \$80,000 for the Pine strEATS Grant program; and,
3. Appropriated \$105,000 for the Revive Los Alamitos Phase II Grant Program.

N. Part-Time Economic Development Assistant (Development Services)

This item facilitated the Economic Development Division seeking to recruit a Part-Time Economic Development Assistant who will provide direct support in the expansion of economic development-related programs and initiatives.

Development Services Director Noda summarized the Staff report.

Council and Staff discussed pension for part-time employees, duration between job classification steps, and additional health benefits.

Motion/Second: Doby/Hasselbrink

Carried 4/1 (Hibard voted no): The City Council:

1. Adopted Resolution No. 2024-24, entitled "A RESOLUTION OF CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, ADOPTING A JOB DESCRIPTION FOR PART-TIME ECONOMIC DEVELOPMENT ASSISTANT"; and,
2. Approved and authorized staff to proceed with the recruitment for this position.

12. COUNCIL ANNOUNCEMENTS

At this time, Council Members may also report on items not specifically described on the Agenda that are of interest to the community, provided no action or discussion is taken except to provide Staff direction to report back or to place the item on a future Agenda.

Council Member Doby spoke regarding her attendance to Orange County Council of Governments (OCCOG) Board Meeting; Library Advisory Committee; Community, Economic & Human Development Committee (CEHD) Meeting and Active Transportation Plans; Orange County Transportation Agency (OCTA) Elected Officials Roundtable; the Sunburst Youth Academy Graduation; and League of California Cities.

Council Member Hibard spoke regarding her attendance to the Grand Re-Opening of the Los Alamitos Museum; the Sterns Park Groundbreaking; the 80th anniversary of D-Day in Normandie, France at the Normandie American Cemetery and read a portion of a newspaper article dated in 1944 in remembrance of Harold Hibard; and she encouraged her neighbors to reach out to her.

Council Member Murphy recognized Alex Duran, former Chair of Parks, Recreation, and Cultural Arts Commission, for his demonstration and commitment to the Commission and the community; and spoke regarding Optima Medical team who performed lung exams and assessments for Los Alamitos High School athletes.

Mayor Pro Tem Hasselbrink spoke regarding her attendance to Orange County Fire Authority (OCFA) Board of Directors meeting; Sterns Park Groundbreaking; Party on Pine Concerts on Thursdays; Precious Life Santa Maria barbecue event at St. Isidore; Special City Council Meeting; Los Alamitos High School Graduation; Los Alamitos Museum Grand Re-opening; Richard Murphy, former Los Alamitos Mayor's 70th birthday; and her usage of the MyLosAl app.

Mayor Nefulda thanked the Police Department for the vehicle provided for the Senior Parade in Rossmoor; spoke regarding the League of California Cities Division meeting, and encouraged the community to attend the Party on Pine Concerts.

13. ADJOURNMENT

The City Council adjourned at 8:25 p.m. to Monday, July 22, 2024, at 6:00 p.m.

Signed by:



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Jordan B. Nefulda, Mayor

Attest:

DocuSigned by:



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Windmera Quintanar, MMC, City Clerk