

CITY OF LOS ALAMITOS
Council Chamber
3191 Katella Ave., Los Alamitos CA 90720

BUDGET STANDING COMMITTEE AGENDA
SPECIAL MEETING

Monday, September 9, 2024 – 4:30 PM

NOTICE TO THE PUBLIC – This Agenda contains a brief general description of each item to be considered. Except as provided by law, action or discussion shall not be taken on any item not appearing on the agenda. Supporting documents, including staff reports, are available for review at City Hall in the City Clerk's Office or on the City's website at www.cityoflosalamitos.org once the agenda has been publicly posted.

Each matter on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Items listed as "for information" or "for discussion" may also be the subject of an "action" taken by the Budget Standing Committee at the same meeting.

Any written materials relating to an item on this agenda submitted to the Budget Standing Committee after distribution of the agenda packet are available for public inspection online at www.cityoflosalamitos.org.

It is the intention of the City of Los Alamitos to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee, or a participant at this meeting, you will need special assistance beyond what is normally provided, please contact the City Clerk's Office at (562) 431-3538, extension 220, 48 hours prior to the meeting so that reasonable arrangements may be made.

1. CALL TO ORDER

2. ROLL CALL

Mayor Pro Tem Shelley Hasselbrink
Council Member Tanya Doby

3. 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 Budget Standing Committee. Remarks are to be limited to not more than five minutes per speaker.

4. CONSENT CALENDAR

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

A. Minutes (Finance)

Approve the minutes of the Budget Standing Committee Special meeting of June 11, 2024.

Recommendation:

Approve the minutes of the Budget Standing Committee Special meeting of June 11, 2024.

5. DISCUSSION ITEM

A. Project Updates (Finance)

Staff will provide the Budget Standing Committee with updates on work and various projects.

Recommendation:

Review and discuss work and various projects.

6. CLOSED SESSION

A. Conference With Labor Negotiator (Administration)

City Negotiator: Chet Simmons, City Manager

Employee Organization: Executive Management, Non-Represented Authority: Government Code Section 54957.6

B. Conference With Labor Negotiator (Administration)

City Negotiator: Chet Simmons, City

Manager Employee Organization:

Teamsters Local 911 Authority:

Government Code Section 54957.6

C. Conference With Labor Negotiator (Administration)

City Negotiator: Chet Simmons, City Manager

Employee Organization: Police Officers Association

Employees Authority: Government Code Section 54957.6

7. ITEMS FROM STAFF AND THE COMMITTEE

At this time, Committee Members and 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 to provide Staff direction to report back or to place the item on a future Agenda.

8. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted at the Los Alamitos City Hall, 3191 Katella Ave. and online at www.cityoflosalamitos.org not less than 72 hours prior to the meeting.

Craig Koehler, Finance Director

Dated: September 5, 2024

MINUTES OF THE BUDGET STANDING COMMITTEE OF THE CITY OF LOS ALAMITOS

SPECIAL MEETING

Tuesday, June 11, 2024 – 5:00 p.m.

1. CALL TO ORDER

The Budget Standing Committee met for a Special Meeting at 5:06 p.m., Tuesday, June 11, 2024, with Mayor Pro Tem Hasselbrink and Council Member Doby presiding.

2. ROLL CALL

Present: Committee Members: Mayor Pro Tem Hasselbrink
Council Member Doby

Absent: Committee Members: None

Present: Staff: Chet Simmons, City Manager
Ron Noda, Deputy City Manager,
Development Services Director
Craig Koehler, Finance Director, City
Treasurer
Chelsi Wilson, Administrative Services
Manager
Mathew Lightner, Management Analyst

3. Oral Communications

There were none to report.

4. CONSENT CALENDAR

A. Approval of Minutes

Motion/Second: Doby /Hasselbrink

Unanimously Carried: The Budget Standing Committee approved the Minutes of the Special Meeting of May 6, 2024.

5. DISCUSSION ITEMS

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

The Budget Standing Committee received the fiscal year 2022-23 audit reports and recommended forwarding them to Council for approval.

B. City General Fund Reserve (Finance)

The Budget Standing Committee reviewed and discussed the City's General Fund Reserve Policy and requested staff to bring the item back with the recommended changes

C. City Council Chamber Audio and Video Broadcasting (Administration)

The Budget Standing Committee reviewed the audio and visual services for Council meetings concerning the transition to the new Council Chamber facilities and authorized staff to request proposals for services during City Council meetings and other events as required.

D. Payroll Automation Procurement (Finance)

The Budget Standing Committee discussed the potential outsourcing of the City's payroll process due to the limitations of the current ERP system and authorized staff to explore potential options for outsourcing the payroll process.

E. Short-Term Investment Strategies (Finance)

The Budget Standing Committee received a report on short-term investment strategies that are maintained to maximize returns and retain cash flow and liquidity.

F. Soroptimist Park Renovation Using Proposition 68 Funding (Administration)

The Budget Standing Committee received a report on Proposition 68 grant funding and authorized staff to adhere to the guidelines to receive funding for renovating Soroptimist Park.

G. Delinquent Business License Discussion (Administration)

This item was pulled from the discussion.

H. Printing Expenditures (Administration)

The Budget Standing Committee discussed printing expenditures. Given that documents are available online, the Budget Standing Committee recommended that staff bring back a policy seeking reimbursement for any Council or Commissioner member requests for printed documents.

The budget Standing Committee adjourned the meeting to go into Closed Session at 6:18 p.m.

6. CLOSED SESSION

I. CONFERENCE WITH LABOR NEGOTIATOR (Administration)

City Negotiator Chet Simmons, City Manager
Employee Organization: Teamsters Local 911
Authority: Government Code Section 54957.6

J. CONFERENCE WITH LABOR NEGOTIATOR (Administration)

City Negotiator Chet Simmons, City Manager
Employee Organization: Executive Management, Non-Represented
Authority: Government Code Section 54957.6

K. CONFERENCE WITH LABOR NEGOTIATOR (Administration)

City Negotiator Chet Simmons, City Manager
Employee Organization: Police Officers Association
Authority: Government Code Section 54957.6

The Budget Standing Committee adjourned from the Closed Session with no reportable action.

7. ITEMS FROM STAFF AND THE COMMITTEE

None.

8. ADJOURNMENT

The meeting was adjourned at 6:35 p.m.

Craig Koehler, Finance Director

City of Los Alamitos

BUDGET STANDING COMMITTEE AGENDA REPORT

MEETING DATE: September 9, 2024

ITEM NUMBER: 5A

To: Budget Standing Committee Members

**Presented By: Craig Koehler, Director of Finance
Craig Koehler, Director of Finance**

Subject: Project Updates

SUMMARY

Staff will provide the Budget Standing Committee with updates on work and various projects.

RECOMMENDATION

Review and discuss work and various projects.

BACKGROUND

Staff will provide the Budget Standing Committee with updates on work and various projects.

DISCUSSION

Staff will provide the Budget Standing Committee with updates on the following items:

- Payroll automation
- Reserve Policy
- PFM analysis for pension and OPEB liabilities
- Cost Recovery Study

FISCAL IMPACT

None.

Attachment: None

City of Los Alamitos

BUDGET STANDING COMMITTEE AGENDA REPORT

MEETING DATE: September 9, 2024

ITEM NUMBER: 6A

To: Budget Standing Committee Members

Presented By: Chet Simmons, City Manager

Subject: Conference With Labor Negotiator

SUMMARY

City Negotiator: Chet Simmons, City Manager

Employee Organization: Executive Management, Non-Represented

Authority: Government Code Section 54957.6

RECOMMENDATION

BACKGROUND

DISCUSSION

FISCAL IMPACT

Attachment: None

City of Los Alamitos

BUDGET STANDING COMMITTEE AGENDA REPORT

MEETING DATE: September 9, 2024

ITEM NUMBER: 6B

To: Budget Standing Committee Members

Presented By: Chet Simmons, City Manager

Subject: Conference With Labor Negotiator

SUMMARY

City Negotiator: Chet Simmons, City Manager
Employee Organization: Teamsters Local 911
Authority: Government Code Section 54957.6

RECOMMENDATION

BACKGROUND

DISCUSSION

FISCAL IMPACT

Attachment: None

City of Los Alamitos

BUDGET STANDING COMMITTEE AGENDA REPORT

MEETING DATE: September 9, 2024

ITEM NUMBER: 6C

To: Budget Standing Committee Members

Presented By: Chet Simmons, City Manager

Subject: Conference With Labor Negotiator

SUMMARY

City Negotiator: Chet Simmons, City Manager
Employee Organization: Police Officers Association
Employees Authority: Government Code Section 54957.6

RECOMMENDATION

BACKGROUND

DISCUSSION

FISCAL IMPACT

Attachment: None