

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

BUDGET STANDING COMMITTEE AGENDA
SPECIAL MEETING

Tuesday, January 7, 2025 – 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 Shelley Hasselbrink
Mayor Pro Tem 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 Standard 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)

Minutes are recorded and represent the business conducted and items discussed at the Special Meeting of December 9, 2024.

Recommendation:

Approve the minutes of the Budget Standing Committee Special Meeting of

December 9, 2024.

5. DISCUSSION ITEM

A. 2025 Budget Calendar (Finance)

This report seeks to establish the 2025 budget calendar.

Recommendation:

Approve the recommended budget calendar for 2025.

B. Approval to Upgrade Council Chamber Video Equipment (Finance)

This item discusses the potential purchase and installation of upgraded video equipment for the City Council Chamber.

Recommendation:

Authorize staff to initiate an informal bidding process to acquire upgraded video equipment for the Los Alamitos City Council Chamber.

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: January 6, 2025

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

SPECIAL MEETING

Monday, December 9, 2024 – 4:30 p.m.

1. CALL TO ORDER

The Budget Standing Committee met for a Special Meeting at 4:33 p.m., Monday, December 9, 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
Barbara Biscocho, Finance Manager

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 September 9, 2024.

5. DISCUSSION ITEMS

A. Minimum Hourly Wage Increase Effective January 1, 2025 (Finance)

The Budget Standing Committee reviewed and discussed the minimum hourly wage schedule and recommended the proposed changes for Council approval. The changes will become effective January 1, 2025.

B. Request for Proposals for Professional Auditing Services (Finance)

The Budget Standing Committee reviewed the Request for Proposals for Professional Auditing Services and recommended that the Council approve its publication.

C. Other items for discussion. (Finance)

The Budget Standing Committee reviewed and discussed other items.

The Budget Standing Committee adjourned the meeting to go into Closed Session at 6:01 p.m.

6. CLOSED SESSION

D. CONFERENCE WITH LABOR NEGOTIATOR (Administration)

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

E. CONFERENCE WITH LABOR NEGOTIATOR (Administration)

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

F. 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 7:19 p.m.

Craig Koehler, Finance Director

City of Los Alamitos

BUDGET STANDING COMMITTEE AGENDA REPORT

MEETING DATE: January 7, 2025

ITEM NUMBER: 5A

To: Budget Standing Committee Members

Presented By: Craig Koehler, Director of Finance

Subject: 2025 Budget Calendar

SUMMARY

This report seeks to establish the 2025 budget calendar.

RECOMMENDATION

Approve the recommended budget calendar for 2025.

BACKGROUND

In accordance with the City's Charter Section 1202 and 1203, the proposed budget shall be prepared and submitted to City Council "at least thirty-five (35) days prior to the beginning of each fiscal year." After reviewing the budget and making revisions as it may deem advisable, "the City Council shall hold a public hearing on the proposed budget, at which interested persons desiring to be heard shall be given such opportunity."

DISCUSSION

To provide ample time for review, analysis, and revision of the fiscal year 2024-2025 proposed budget, staff recommends the following meetings with the Budget Standing Committee (BSC) and City Council:

February 10	BSC - Mid-year review of FY24-25 budget
February 18	Regular City Council Meeting - Mid-year review of FY24-25 budget / Cost Recovery
April 7	BSC Review #1 of FY25-26 draft budget
April 14	BSC Review #2 of FY25-26 draft budget
April 28	Regular City Council Meeting - Presentation of draft budget FY25-26
May 5	BSC Review #3 of FY25-26 draft budget (if needed)
May 19	Regular City Council Meeting - Budget adoption (Public Hearing)

This budget calendar is subject to change as needed and provided for general planning purposes.

FISCAL IMPACT

There is no fiscal impact to this report.

Attachment: None

City of Los Alamitos

BUDGET STANDING COMMITTEE AGENDA REPORT

MEETING DATE: January 7, 2025

ITEM NUMBER: 5B

To: Budget Standing Committee Members

**Presented By: Craig Koehler, Director of Finance
Matthew Lightner, Management Analyst**

Subject: Approval to Upgrade Council Chamber Video Equipment

SUMMARY

This item discusses the potential purchase and installation of upgraded video equipment for the City Council Chamber.

RECOMMENDATION

Authorize staff to initiate an informal bidding process to acquire upgraded video equipment for the Los Alamitos City Council Chamber.

BACKGROUND

The Los Alamitos City Council Chamber currently relies on Hitachi HV-D15 Digital cameras to record City Council and Planning Commission meetings. These cameras were introduced in the early 2000s and, while they were once considered state-of-the-art, they have not been upgraded in many years. As technology has advanced significantly since then, the video quality produced by these outdated cameras no longer meets the expectations of modern audiences. The footage recorded is noticeably substandard compared to current video standards, impacting the clarity and overall quality of public broadcasts. This issue has highlighted the need for significant upgrades to ensure the video quality aligns with the public's demand for transparency, accessibility, and high-definition recordings of important civic meetings.

DISCUSSION

The City currently records all City Council and Planning Commission meetings in the Los Alamitos City Council Chamber using outdated video equipment that is long overdue for replacement. As video technology has advanced significantly over the years, the current system fails to deliver the clarity, reliability, and quality that the public expects when viewing important civic discussions. The outdated equipment results in poor video quality, which can hinder the public's ability to clearly follow meeting proceedings, presentations, and discussions.

To address this issue, the City must invest in upgraded equipment for the Chamber. This upgrade will significantly improve the video quality of all recorded meetings, providing sharper images and a more professional broadcast. The improved recordings will not only benefit those who watch the meetings live but also make it easier for the public to access and review past

meetings through archived footage. High-quality recordings will enhance transparency by allowing residents to follow decision-making processes more closely, stay informed on local issues, and engage more effectively with their community.

FISCAL IMPACT

The initial estimate for equipment purchases and labor installation is approximately \$50,000, which will be funded through the Los Alamitos PEG Fund.

Attachment: None

City of Los Alamitos

BUDGET STANDING COMMITTEE AGENDA REPORT

MEETING DATE: January 7, 2025

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: January 7, 2025

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: January 7, 2025

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