

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

BUDGET STANDING COMMITTEE AGENDA
SPECIAL MEETING

Monday, July 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
Council Member Tanya Doby

3. ORAL COMUNICATIONS

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 of Special Meeting May 5, 2025 (Finance)

Minutes are recorded and represent the business conducted and items discussed at the Special Meeting of May 5, 2025.

Recommendation:

Approve the minutes of the Budget Standing Committee Special Meeting of May 5, 2025.

5. DISCUSSION ITEM

A. Cost Recovery (User Fee) Study (Finance)

This report provides the Budget Standing Committee with an update of the Cost Recovery (User Fee) Study.

Recommendation:

Receive and file the report.

B. Discussion of New Revenue Sources (Finance)

This report provides the Budget Standing Committee with a discussion of potential new revenue sources for consideration.

Recommendation:

Receive and file the report.

C. Upcoming Topics (Administration)

Staff will present upcoming topics for discussion with the Budget Standing Committee.

Recommendation:

Review and discuss upcoming topics.

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: 7/2/25

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

SPECIAL MEETING

Monday, May 5, 2025 – 4:30 p.m.

1. CALL TO ORDER

The Budget Standing Committee met for a Special Meeting at 4:33 p.m., Monday, May 5, 2025, with Mayor Hasselbrink and Mayor Pro Tem Doby presiding.

2. ROLL CALL

Present: Committee Members: Mayor Hasselbrink
Mayor Pro Tem Doby

Absent: Committee Members: None

Present: Staff: Chet Simmons, City 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 April 14, 2025.

5. DISCUSSION ITEMS

A. Draft Budget Fiscal Year 2025-26, 2026-27 (Finance)

Staff reviewed the draft budget for Fiscal Years 2025-26 and 2026-27 for the Committee. The draft budget will be presented to the Council for consideration of adoption at the May 19, 2025, meeting. The report was received and filed.

The Budget Standing Committee adjourned the meeting to go into Closed Session at 5:00 p.m.

7. CLOSED SESSION

A. CONFERENCE WITH LABOR NEGOTIATOR (Administration)

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

B. CONFERENCE WITH LABOR NEGOTIATOR (Administration)

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

C. 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.

8. ADJOURNMENT

The meeting was adjourned at 6:15 p.m.

Craig Koehler, Finance Director

City of Los Alamitos

BUDGET STANDING COMMITTEE AGENDA REPORT

MEETING DATE: July 7, 2025

ITEM NUMBER: 5A

To: Budget Standing Committee Members

Presented By: Craig Koehler, Director of Finance

Subject: Cost Recovery (User Fee) Study

SUMMARY

This report provides the Budget Standing Committee with an update of the Cost Recovery (User Fee) Study.

RECOMMENDATION

Receive and file the report.

BACKGROUND

An RFP was issued on June 16, 2022, to conduct a Cost Recovery (User Fee) Study. The Council entered into an agreement with Willdan Financial Services on September 6, 2022. The initial work was concluded in early 2023. Pending final completion of the study, the Master Fee Schedule was updated on May 20, 2024, with Resolution 2024-19, in accordance with the Consumer Price Index (CPI) report for the Los Angeles area (inclusive of Orange County) for all Urban Consumers. For 2025, an estimate of the potential fee increases was incorporated into the budget, pending final approval of the study. Revenue estimates generated from the final Cost Recovery Study will be adjusted during the mid-year 2025-26 review.

DISCUSSION

As part of a general cost recovery strategy, local governments adopt user fees to fund programs and services that provide limited or no direct benefit to the community as a whole ("User Fees") Fees in California are required to conform to the statutory requirements of the California Constitution, Proposition 218, Proposition 26, and the California Code of Regulations.

The Code also requires that the City Council adopt fees by either ordinance or resolution, and that any fees in excess of the estimated total cost of rendering the related services must be approved by a popular vote of two-thirds of those electors voting because the charge would be considered a tax and not a fee. There are no fees suggested to be set above the cost of service, and as such, a public vote is not required.

The Cost Recovery (User Fee) Study focused on the cost of City services, as City staff currently provide them at existing, known, or reasonably anticipated service and staff level needs. results, and a general description of the approach and methods Willdan and City staff used to determine the recommended fee schedule.

The scope of this study encompassed a review and calculation of the user fees charged by the following Los Alamitos departments and fee groups:

- Administration
- Development Services
- Public Works
- Building
- Planning
- Police
- Recreation & Community Services

The study involved identifying existing and potential new fees, restructuring fee schedules, data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs (fees) or program cost recovery levels.

Willdan Financial Services will present the draft report at the next Budget Standing Committee meeting.

FISCAL IMPACT

Pending approval of the final Cost Recovery Study, the Master Fee Schedule will be updated to determine the appropriate level of cost recovery and resulting revenue.

Attachment: None

City of Los Alamitos

BUDGET STANDING COMMITTEE AGENDA REPORT

MEETING DATE: July 7, 2025

ITEM NUMBER: 5B

To: Budget Standing Committee Members

Presented By: Craig Koehler, Director of Finance

Subject: Discussion of New Revenue Sources

SUMMARY

This report provides the Budget Standing Committee with a discussion of potential new revenue sources for consideration.

RECOMMENDATION

Receive and file the report.

BACKGROUND

Pursuing potential new revenue sources is prudent in light of increasing expenditures and operating costs, and to maintain a balanced budget.

DISCUSSION

Staff will provide the Budget Standing Committee with a discussion of potential new revenue sources for consideration.

FISCAL IMPACT

Potential increases in revenue are possible based on the development of the specific revenue categories.

Attachment: None

City of Los Alamitos

BUDGET STANDING COMMITTEE AGENDA REPORT

MEETING DATE: July 7, 2025

ITEM NUMBER: 5C

To: Budget Standing Committee Members

Presented By: Chet Simmons, City Manager

Subject: Upcoming Topics

SUMMARY

Staff will present upcoming topics for discussion with the Budget Standing Committee.

RECOMMENDATION

Review and discuss upcoming topics.

BACKGROUND

Upcoming topics.

DISCUSSION

Staff will present upcoming topics for discussion with the Budget Standing Committee.

FISCAL IMPACT

None.

Attachment: None

City of Los Alamitos

BUDGET STANDING COMMITTEE AGENDA REPORT

MEETING DATE: July 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: July 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: July 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