

CITY OF LOS ALAMITOS

3191 Katella Avenue
Los Alamitos, CA 90720

AGENDA BUDGET STANDING COMMITTEE SPECIAL MEETING

MONDAY, December 14, 2015 – 4:00 p.m.

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.

Any written materials relating to an item on this agenda submitted after distribution of the agenda packet are available for public inspection in the City Clerk's Office, 3191 Katella Ave., Los Alamitos CA 90720, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

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. Assisted listening devices may be obtained from the City Clerk at the meeting for individuals with hearing impairments.

Persons wishing to address the Committee on any item on the agenda will be called upon at the time the agenda item is called or during the Committee's consideration of the item and may address the Committee for up to three minutes.

1. CALL TO ORDER

2. ROLL CALL

Mayor Pro Tem Edgar
Mayor Murphy

3. CONSENT CALENDAR

A. Approval of Minutes

Approve the Minutes of the Special Meetings on April 23, 2015; May 4, 2015; June 1, 2015; and, September 4, 2015

4. DISCUSSION ITEMS

A. Online Financial Data Transparency Portal

B. Fiscal Year 2016/17 Budget Calendar

5. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted at the following locations: Los Alamitos City Hall, 3191 Katella Ave.; Los Alamitos Community Center, 10911 Oak Street; and, Los Alamitos Museum, 11062 Los Alamitos Blvd.; not less than 24 hours prior to the meeting.

Jason Al-Imam
Jason Al-Imam, Administrative Services Director

12/9/15
Date

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

SPECIAL MEETING

THURSDAY, April 23, 2015 – 3:00 p.m.

1. CALL TO ORDER

The Budget Standing Committee met in Special Session at 3:00 p.m., Thursday, April 23, 2015, at City Hall, 3191 Katella Avenue, Mayor Murphy presiding.

2. ROLL CALL

Present: Committee Members: Mayor Murphy
Mayor Pro Tem Edgar

Absent: Committee Members: None

Present: Staff: Bret M. Plumlee, City Manager
Jason Al-Imam, Admin. Services Director

3. CONSENT CALENDAR

Motion/Second: Murphy/Edgar

Unanimously Carried: The Budget Standing Committee approved the following Consent Calendar items:

A. Approval of Minutes

1. Approved the Minutes of the Special Meeting of April 3, 2015.

4. DISCUSSION ITEMS

Mayor Murphy opened the item for public comment. There being no one present wishing to speak, Mayor Murphy closed the item for public comment.

A. Update on 2014/15 General Fund Revenues and Expenditures and Proposed Fiscal Year 2015/16 General Fund Operating Budget

The Administrative Services Director discussed the current proposed Fiscal Year 2015/16 General Fund Operating Budget, which projects a preliminary deficit of approximately \$240,134 compared to the preliminary deficit of \$390,872 that had been provided to the City Council in February 2015.

The following gap closure measures were discussed:

Prepay 2015/16 capital replacement charges with a portion of the 2014/15 operating surplus	\$125,000
Financing of capital component for parking meters	100,000
Prepay PERS	<u>20,000</u>
	\$245,000

Staff discussed the following items with the Budget Standing Committee:

- B. City Council Travel Policy**
- C. Calendar of Future Budget Standing Committee Meetings**

5. CLOSED SESSION

A. Conference with Labor Negotiators

City Negotiator: Bret M. Plumlee, City Manager
Subject: Compensation of City Manager Bret M. Plumlee
Authority Government Code Section 54957.6 (a)

RECESS

The Budget Standing Committee recessed into Closed Session at 4:30 p.m.

RECONVENE

The Budget Standing Committee reconvened in Special Session at 4:45 p.m.

There were no reportable actions.

6. ADJOURNMENT

The Budget Standing Committee adjourned at 4:46 p.m.

Richard D. Murphy, Mayor

Attest:

Jason Al-Imam, Director
Administrative Services Department

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

**SPECIAL MEETING
MONDAY, May 4, 2015 – 3:00 p.m.**

1. CALL TO ORDER

The Budget Standing Committee met in Special Session at 3:00 p.m., Monday, May 4, 2015, at City Hall, 3191 Katella Avenue, Mayor Murphy presiding.

2. ROLL CALL

Present: Committee Members: Mayor Murphy
Mayor Pro Tem Edgar

Absent: Committee Members: None

Present: Staff: Bret M. Plumlee, City Manager
Jason Al-Imam, Admin. Services Director
Cary S. Reisman, City Attorney
Steven Mendoza, Community Development/
Public Works Director
Tony Brandyberry, Pub. Works Superintendent
Dave Hunt, City Engineer
Corey Lakin, Rec. & Comm. Services Director

3. CLOSED SESSION

A. Conference with Labor Negotiators

City Negotiator: Cary S. Reisman, City Attorney
Subject: Compensation of City Manager Bret M. Plumlee
Authority Government Code Section 54957.6 (a)

B. Conference with Labor Negotiators

City Negotiators: Bret M. Plumlee, City Manager
Subject: Unrepresented Employee: City Attorney
Authority Government Code Section 54957.6

RECESS

The Budget Standing Committee recessed into Closed Session at 3:01 p.m.

RECONVENE

The Budget Standing Committee reconvened in Special Session at 4:00 p.m.

There were no reportable actions.

4. DISCUSSION ITEMS

Mayor Murphy opened the item for public comment. There being no one present wishing to speak, Mayor Murphy closed the item for public comment.

A. Travel & Reimbursement Policy

Staff discussed the proposed changes to the Travel and Reimbursement Policy, which provides for reimbursement of charitable contributions and charitable event tickets if approved by a majority of the City Council.

B. 7-Year Capital Improvement Program

The City Engineer, Dave Hunt, provided an overview of the City's 7-Year Capital Improvement Program (CIP) and Pavement Management Plan. The 7-Year CIP includes regular scheduled maintenance of streets along with special funded projects such as the Cerritos Avenue project, which will cost \$840,000 over two fiscal years and is funded with Measure M fair-share funds, Arterial Highway Program grant funds, and Gas Tax Funds. Other projects include the Los Alamitos Boulevard Rehabilitation Project which is funded from General Fund reserves. The CIP continues to provide a significant amount of funding for public safety, parks and street projects.

C. Vehicle & Equipment Replacement Schedule

Staff discussed the recommended replacement of two police vehicles (units 3 and 7) and a Public Works tach machine. The police vehicles to be replaced are estimated at approximately \$35,000 each (\$70,000 total). The tach machine is used to apply tach to streets during asphalt repairs and is estimated at approximately \$16,000. The Vehicle and Equipment Fund has approximately \$15,500 available for capital replacements. The proposed 2015/16 capital replacements amount to \$86,000. \$70,500 is needed to replace the recommended vehicles and replacements in fiscal year 2015/16, which could be funded from the anticipated General Fund operating surplus in 2014/15.

D. Personnel Changes

The Administrative Services Director, Jason Al-Imam, provided the Budget Standing Committee with an overview of the various personnel related changes that have been incorporated into the proposed budget for Fiscal Year 2015/16. Staff discussed the proposed adjustment to the pay range for the Police Aide/Cadet to match the corresponding pay scale for Administrative Interns, which have comparable responsibilities. There was also discussion about a new part-time "special projects coordinator", which would be used to provide the Administrative Services Department with additional staff support. In addition, there was discussion about the State-mandated minimum wage increases that go into effect on January 1, 2016, the proposed reorganization of the Recreation and Community Services Department, a 1% increase for non-represented

employees and executive management and the creation of a new position titled Development Services Director.

5. ADJOURNMENT

The Budget Standing Committee adjourned at 5:35 p.m.

Richard D. Murphy, Mayor

Attest:

Jason Al-Imam, Director
Administrative Services Department

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

**SPECIAL MEETING
MONDAY, June 1, 2015 – 6:30 p.m.**

1. CALL TO ORDER

The Budget Standing Committee met in Special Session at 9:30 p.m., Monday, June 1, 2015, at City Hall, 3191 Katella Avenue, Mayor Murphy presiding.

2. ROLL CALL

Present: Committee Members: Mayor Murphy
Mayor Pro Tem Edgar

Absent: Committee Members: None

Present: Staff: Bret M. Plumlee, City Manager
Jason Al-Imam, Admin. Services Director
Cary S. Reisman, City Attorney
Todd Mattern, Police Chief

3. CLOSED SESSION

A. Conference with Labor Negotiators

City Negotiator: Cary S. Reisman, City Attorney
Subject: City Manager Bret M. Plumlee
Authority Government Code Section 54957.6 (a)

B. Conference with Real Property Negotiators

Property: 10650 Los Alamitos Blvd, Los Alamitos, CA 90720
Agency Negotiator: Bret M. Plumlee, City Manager
Cary Reisman, City Attorney
Jason Al-Imam, Administrative Services Director

Negotiating Parties: Net Development, Kevin Coleman
Under Negotiation: Price and terms of payment re trust deed

RECESS

The Budget Standing Committee recessed into Closed Session at 9:31 p.m.

RECONVENE

The Budget Standing Committee reconvened in Special Session at 9:50 p.m.

There were no reportable actions.

4. DISCUSSION ITEMS

Mayor Murphy opened the item for public comment. There being no one present wishing to speak, Mayor Murphy closed the item for public comment.

A. Refinancing of 2006 Certificates of Participation

Administrative Services Director, Jason Al-Imam discussed the bond financing timeline and staff's recommendation to select Best, Best & Krieger to serve as bond counsel and disclosure counsel.

B. Police Success Planning

City Manager, Bret M. Plumlee, discussed with the Budget Standing Committee that Chief Todd Mattern has recently expressed his tentative intention to retire in October of this year. In order to fill the position created by his anticipated separation from employment, Staff intends to initiate an open recruitment in the coming weeks for the position of Police Chief. Staff indicated that recruitment would likely attract qualified Police Chief applicants if the recruitment was done at the Tier 1 salary range, which is approximately 9% higher than Tier 2.

5. ADJOURNMENT

The Budget Standing Committee adjourned at 10:30 p.m.

Richard D. Murphy, Mayor

Attest:

Jason Al-Imam, Director
Administrative Services Department

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

SPECIAL MEETING

FRIDAY, September 4, 2015 – 8:00 a.m.

1. CALL TO ORDER

The Budget Standing Committee met in Special Session at 8:00 a.m., Friday, September 4, 2015, at City Hall, 3191 Katella Avenue, Mayor Murphy presiding.

2. ROLL CALL

Present: Committee Members: Mayor Murphy
Mayor Pro Tem Edgar

Absent: Committee Members: None

Present: Staff: Bret M. Plumlee, City Manager
Jason Al-Imam, Admin. Services Director

3. DISCUSSION ITEMS

Mayor Murphy opened the item for public comment. There being no one present wishing to speak, Mayor Murphy closed the item for public comment.

A. Fiscal Year 2014-15 Results

Administrative Services Director, Jason Al-Imam, provided an overview of the year-end actual (unaudited) revenues over expenditures, which were approximately \$330,000 better than projected primarily due to revenues. In June 2015 revenues were projected to be \$15,547,036. However, actual revenues were approximately \$295,000 higher than projected primarily due to permit revenue (\$100,000), reimbursements from the State of California (\$56,000), Red Light Camera Fine revenue (\$77,643) and an accounting adjustment related to Pool CIP user fee revenue (\$56,040).

B. Fund Balance Reservations

Staff discussed the revised Fund Balance Policy, which includes the recommendation that the amount set aside for Other Post-Employment Benefits (OPEB) be increased by \$250,000 (bringing the reserve balance to \$500,000). The amount set-aside for emergencies was also reset based on the amount of non-capital expenditures budgeted for Fiscal Year 2015-16. It was also recommended that language be inserted into the Fund Balance Policy to define a "financial emergency" and to provide the conditions for which PERS reserves may be used. The Budget Standing Committee also recommended that the

Fiscal Year 2014-15 operating surplus be used to fund capital improvements/replacements with the transfer of \$100,000 to the Vehicle & Equipment Fund and \$100,000 to the Police Capital Internal Service Fund.

In Fiscal Year 2016-17 and 2017-18, it is estimated that approximately \$700,000 of vehicles and equipment will need to be replaced. The Vehicle & Equipment Fund currently has no funds available to fund future capital replacements other than the amounts budgeted for Fiscal Year 2015-16. The Police Capital Expenditures Internal Service Fund has approximately \$727,000 available to fund the 800 MHz project and the CAD/RMS project. There is approximately \$470,000 of remaining costs on the 800 MHz project, which leaves approximately \$257,000 available for CAD/RMS. While the total project cost for the CAD/RMS project is currently not yet known, it is expected to exceed the amount currently set aside for this project.

4. **ADJOURNMENT**

The Budget Standing Committee adjourned at 9:15 a.m.

Richard D. Murphy, Mayor

Attest:

Jason Al-Imam, Director
Administrative Services Department

City of Los Alamitos

Budget Standing Committee

Agenda Report
Discussion Items

December 14, 2015
Item No: 4A

To: Budget Standing Committee Members
Via: Bret M. Plumlee, City Manager
From: Jason Al-Imam, Administrative Services Director
Subject: Online Financial Data Transparency Portal

Summary: Discuss the recently-completed online financial data transparency portal that provides users the ability to view and analyze the City's revenues and expenditures directly via the internet.

Recommendation: That the Budget Standing Committee receive a presentation of the online financial data transparency portal.

Background

Recognizing that easy access to the City's financial data is of increasing importance today, the City undertook a project to evaluate options to increase the transparency and availability of the City's revenues and expenditures. A company known as OpenGov has developed an online platform that is used by over 500 governmental agencies nationwide, which provides financial data via the web in the form of interactive charts and graphs where users can evaluate 'big picture' trends and perform multi-year analysis at the click of a mouse.

Discussion

The portal contains six years of revenue and expenditure data, which can be viewed and analyzed in a number of ways. The City is very excited about this new service made available to the public via the City's website. Citizens and other interested parties such as bondholders and rating agencies will now be able to directly access and evaluate the City's revenues and expenditures by using this new easy-to-use interactive tool.

Staff will provide a demonstration of the portal at the Budget Standing Committee meeting so that the full functionality can be illustrated.

Fiscal Impact

There is no fiscal impact associated with this report. The existing budget contains sufficient funds to cover the annual cost associated with the financial data transparency portal, which cost \$3,400 and includes a one-time implementation fee of \$700.

Submitted By:



Jason Al-Imam
Administrative Services Director

Approved By:



Bret M. Plumlee
City Manager

City of Los Alamitos

Budget Standing Committee

Agenda Report
Consent Calendar

December 14, 2015
Item No: 4B

To: Budget Standing Committee Members
Via: Bret M. Plumlee, City Manager
From: Jason Al-Imam, Administrative Services Director
Subject: Fiscal Year 2016/17 Budget Calendar

Summary: This report seeks the Budget Standing Committee's feedback on the Fiscal Year 2016-17 Budget Calendar.

Recommendation: Discuss the recommended Budget Calendar for Fiscal Year 2016-17.

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

In order to provide ample time for review, analysis and revision of the fiscal year 2016-17 Proposed Budget, staff recommends the following budget workshops with the City Council and Budget Standing Committee:

Proposed Meeting Dates with the Budget Standing Committee:

February 5 th	Preliminary 2016-17 General Fund Budget Review
April 5 th	Strategic Planning/Departmental Goal Setting Session
April 25 th	2016-17 Budget Workshop
May 9 th	2016-17 Budget Workshop
May 31 st	2016-17 Budget Workshop*

* if needed

Proposed Meeting Dates with the City Council:

February 16 th	5 PM Special Meeting (prior to Regular Meeting)	Preliminary 2016-17 General Fund Budget
April 11 th	5 PM Special Meeting (no Regular Meeting)	Strategic Planning/Departmental Goal Setting
May 2 nd	5 PM Special Meeting (no Regular Meeting)	2016-17 Budget Workshop
May 16 th	5 PM Special Meeting (prior to Regular Meeting)	2016-17 Budget Workshop
June 6 th	5 PM Special Meeting (no Regular Meeting)	2016-17 Budget Workshop*
June 20 th	6 PM Regular Meeting	Public Hearing – Budget Adoption

* if needed

Fiscal Impact

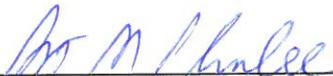
None.

Submitted By:

Approved By:



Jason Al-Imam
Administrative Services Director



Bret M. Plumlee
City Manager