

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

SPECIAL MEETING MONDAY, June 6, 2016 – 4:00 p.m.

1. CALL TO ORDER

The Budget Standing Committee met in Special Session at 4:00 p.m., Monday, June 6, 2016, at City Hall, 3191 Katella Avenue, Mayor Murphy presiding.

2. ROLL CALL

Present: Committee Members: Mayor Murphy
Council Member Edgar

Absent: Committee Members: None

Present: Staff: Bret M. Plumlee, City Manager
Jason Al-Imam, Admin. Services Director
Rich Kikuchi, Lance, Soll & Lunghard

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. Rich Kikuchi, Managing Partner at Lance, Soll & Lunghard, LLP discussed the following items:

- Audit Responsibilities and Process
- Auditor Communication Letter

There was discussion about the audit process, including but not limited to the risk assessment of internal control and procedures to be performed during the planning phase of the audit, which is scheduled to take place during the week of June 13th. Rich Kikuchi agreed to return to the Budget Standing Committee with the results from the planning phase of the audit at a future meeting.

B. Review and discussion of the City Attorney's request for an increase in fees

The Committee reviewed and discussed the request for the following modifications to the City Attorney's contract:

- Increase in the monthly retainer by 6% to \$6,360 per month
- Increase in the hourly rate for excess retainer time by 6.67% to \$250/hour
- Increase in the hourly rate for hours reimbursed by 3rd parties by 6% to \$265 per hour

- Increase in reimbursement for training and conferences to \$1,200 per year
- Payment for travel time of no more than one hour total per meeting for all non-routine meetings
- Clarification that West-Comm hours are non-routine services

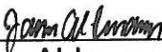
4. ADJOURNMENT

The Budget Standing Committee adjourned at 4:45 p.m.



Richard D. Murphy, Mayor

Attest:



Jason Al-Imam, Director
Administrative Services Department