

January 17, 2017

**MINUTES OF A REGULAR JOINT MEETING
OF THE EXECUTIVE COMMITTEE AND
THE USER COMMITTEE**

1. **CALL TO ORDER**

The Executive Committee and the User Committee convened in a regular joint session at 2:10 PM on Tuesday, January 17, 2017, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: City Manager Mark Danaj, City of Manhattan Beach
City Manager Mitch Lansdell, City of Gardena
Acting City Manager Arnie Shadbehrr, City of Hawthorne
Interim Chief Pete Bonano, Hermosa Beach Fire Department
Chief Chris Donovan, El Segundo Fire Department
Chief Robert Espinosa, Manhattan Beach Fire Department
Chief Bob Fager, Hawthorne Police Department
Chief Ed Medrano, Gardena Police Department
Chief Sharon Papa, Hermosa Beach Police Department

Absent: Chief Eve Irvine, Manhattan Beach Police Department
Chief Mitch Tavera, El Segundo Police Department

Also Present: Executive Director Ralph Mailloux
Operations Manager Shannon Kauffman
Administration Manager John Krok
Finance Manager Valerie Mohler
Captain Mike Ishii, Hawthorne Police Department
Mr. Carl Jacobson

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **Approval of Minutes – October 18, 2016**

MOTION: City Manager Lansdell moved for the approval of the October 18, 2016 minutes as written. The motion was seconded by Acting City Manager

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Shadbehr and passed by unanimous vote.

3b. **Budget Performance Report**

3b1. October 31, 2016

3b2. November 30, 2016

Finance Manager Mohler presented the Budget Performance Report as of November 30, 2016 per written material of record in the staff report. She related the staff recommendation to receive and file. In answer to a question from Acting City Manager Shadbehr, Ms. Mohler clarified that 73% of the budgeted funds for salaries is available.

MOTION: City Manager Lansdell moved to receive and file the Budget Performance Reports as of October 31, 2016 and November 30, 2016. The motion was seconded by Acting City Manager Shadbehr and passed by unanimous vote.

3c. **Cash & Investments Report – December 31, 2016**

Finance Manager Mohler presented the Cash & Investments Report as of December 31, 2016 per written material of record in the staff report. She noted that interest rates are slowly increasing and that all idle cash continues to be invested in the Local Agency Investment Fund (LAIF).

MOTION: City Manager Lansdell moved to receive and file the Cash & Investments Report as of December 31, 2016. The motion was seconded by Acting City Manager Shadbehr and passed by unanimous vote.

3d. **Hermosa Beach Assessment**

Discussed later in the meeting (see page 3).

4. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Mailloux shared updated information on Culver City's transition to the Authority, including the new target date of March 1, 2017. He explained that Manhattan and Hermosa Beach Parking and Animal Control (PAC) will utilize mobile data computers (MDCs) and move to their main frequency, which will free up a dispatcher for Culver City. Once the Interoperability Network of the South Bay (INSB) is up and running there will be numerous channels/talk groups that PAC will be able to use to talk to one another. He also provided input about the updated mobile data computer (MDC) guides; the completed contract with the Los Angeles Regional Interoperability Communications System (LA-RICS) for the Gardena shelter; and the upgrades to the Authority's uninterrupted power supply (UPS).

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5. **NEW BUSINESS**

None.

Discussion returned to Agenda Item No. 3d.

3d. **Hermosa Beach Assessment**

City Manager Lansdell explained that a new assessment methodology adopted in 2016 was used for Culver City. He noted that the agreement with Hermosa Beach has been year-to-year since 2008 and related his opinion that it would not be realistic to double their assessment, which would essentially be the case with the new methodology. Mr. Lansdell highlighted the importance of developing a new assessment for Hermosa Beach, particularly since Executive Director Mailloux's employment with the Authority is short-term, that would include some type of a flat rate for the next few years and eventually lead to an increase.

City Manager Danaj suggested that a plan be developed for Hermosa Beach to pay the new assessment over the next few years.

City Manager Lansdell entertained the idea of charging Hermosa Beach a fixed fee assessment over the next few years with an increase greater than the consumer price index (CPI) and implementing the new assessment methodology when El Segundo's contract is negotiated in 2020.

Executive Director Mailloux advised that, should the Executive Committee agree to apply the new assessment methodology to Hermosa Beach at some point, a plan to bring them up to the new amount, an increase of approximately \$495,000, could be formulated and a new long-term Hermosa Beach contract could be entered into. He pointed out that, should an increase be implemented and a long-term contract signed, consideration could be given to Hermosa Beach having a full-time dispatcher.

Noting that Hermosa Beach has been a good partner and the new methodology came about very quickly, Chief Medrano entertained the idea of increasing their annual charges by \$50,000 for the next three years and renegotiating their contract in 2020 when El Segundo's contract is up for renewal. He commented that the numerous big projects under way make it more difficult to increase Hermosa Beach's annual charges at this time.

City Manager Danaj questioned the value of renegotiating Hermosa and Manhattan Beach's contracts at the same time. He related his initial thoughts in favor of a fast approach, but one that would result in matching the new methodology. Mr. Danaj commented that increasing Hermosa Beach's annual fee sooner than 2020 would send a message to El Segundo on what to expect.

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Executive Director Mailloux indicated that El Segundo is aware of the new formula since it was discussed at previous meetings.

Chief Fager observed that the three member agencies would be subsidizing Hermosa Beach for the next three years and he recommended that the feasibility of bringing Hermosa Beach up to the new annual charge be examined.

In response to a question from City Manager Danaj, Executive Director Mailloux shared information about Hermosa Beach's contract being year-to-year since 2008. He explained that the topic of how to address the adjustment with new contract agencies has been discussed and that, other than Friday and Saturday nights, Hermosa Beach has shared a dispatch frequency and dispatcher.

Executive Director Mailloux provided input for Acting City Manager Shadbehr on the specifics of the new assessment methodology, which was adopted late in 2015. He confirmed for City Manager Danaj that Hermosa Beach has not offered a counter proposal to the new assessment. For Chief Fager, he advised that approximately 95% of the assessment methodology is based on calls for service.

Interim Chief Bonano advised City Manager Danaj that, should Hermosa Beach Fire go to Los Angeles County, the \$495,000 increase would be reduced by approximately \$73,000, for a total of \$425,000.

City Manager Danaj asked Authority staff to prepare a comparison of the estimated increase to Hermosa Beach over five and ten years.

At the request of Chief Donovan, Executive Director Mailloux shared information on the previous formula for determining annual costs. He advised that El Segundo's annual increases are based on the Los Angeles County CPI and that the new assessment formula was distributed to the Executive and User Committees some time ago.

Chief Donovan asked for another copy of the new cost methodology.

Acting City Manager Shadbehr commented that Hermosa Beach's contract is, essentially, eight years behind since it expired in 2008. He noted that much equipment must be purchased for the INSB and related his support for negotiating a five-year contract with Hermosa Beach.

Chief Medrano discussed that the new assessment methodology adopted in 2015 could be significantly changed based on a number of factors that could be considered. He suggested that it be examined to see if it can be further refined.

Interim Chief Bonano related his understanding that Hermosa Beach does not have an additional \$425,000. He entertained the idea of forming a subcommittee to discuss an incremental process for increasing Hermosa Beach's annual fees.

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Chief Donovan suggested that, since dispatch services are related to both fire and police, as many representatives as possible from both serve on a subcommittee.

Executive Director Mailloux affirmed that Authority staff will look at five- and ten-year increases and will further discuss with Hermosa Beach to obtain feedback.

City Manager Danaj offered to assist with this process.

4. **EXECUTIVE DIRECTOR'S REPORT**

Considered earlier in the meeting (see page 2).

5. **NEW BUSINESS**

Captain Ishii offered information about the status of the Mark 43 computer aided dispatch/records management system (CAD/RMS), for which Hawthorne will be invoiced and ultimately be paid by the member and contract cities.

6. **CLOSED SESSION**

None.

7. **ADJOURNMENT**

The meeting was adjourned at 3:10 PM.