

March 27, 2018

**MINUTES OF SPECIAL 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 2:05 PM on Tuesday, March 27, 2018, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: City Manager Ed Medrano, City of Gardena (arrived at 2:20 PM)
City Manager Bruce Moe, City of Manhattan Beach
Acting City Manager Arnie Shadbehrr, City of Hawthorne
Chief Chris Donovan, El Segundo Fire Department
Chief Robert Espinosa, Manhattan Beach Fire Department
Chief Bob Fager, Hawthorne Police Department
Deputy Chief Tom Kang, Gardena Police Department
Chief Sharon Papa, Hermosa Beach Police Department
Chief Bill Whalen, El Segundo Police Department

Absent: Chief Derrick Abell, Manhattan Beach Police Department
Chief Scott Bixby, Culver City Police Department
Chief Dave White, Culver City Fire Department

Also Present: Executive Director Ralph Mailloux
Operations Manager Shannon Kauffman
Administration Manager John Krok
Finance Manager Scott Arbuckle
Captain Uiki Niko, Gardena Police Department
Mr. Carl Jacobson, El Segundo Resident
Laura Kalty, Liebert, Cassidy, Whitmore
Danny Yoo, Liebert, Cassidy, Whitmore

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **Approval of Minutes-Special Meeting – February 20, 2018**

MOTION: City Manager Moe moved to approve the minutes of February 20, 2018 as written. The motion was seconded by Acting City Manager Shadbehrr and passed by unanimous voice vote, absent City Manager Medrano.

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3b. **Budget Performance Report – February 28, 2018**

Finance Manager Arbuckle presented the Budget Performance Report as of February 28, 2018 per written material of record. In answer to a question from City Manager Moe, Finance Manager Arbuckle confirmed that, by year-end, vehicle build out costs will be directly offset by reimbursement revenue.

City Manager Moe related his appreciation of the additional written information pertaining to the budget status provided by Finance Manager Arbuckle.

MOTION: City Manager Moe moved to receive and file the Budget Performance Report as of February 28, 2018. The motion was seconded by Acting City Manager Shadbehrr and passed by unanimous voice vote, absent City Manager Medrano.

3c. **Discussion and Approval of Equipment Replacement Fund**

Considered later in the meeting (see page 3).

3d. **CAD Annual Maintenance Fee**

Executive Director Mailloux presented the staff report. He provided information on the Authority's difficulty in recruiting an employee with expertise in information technology and explained that this would allow the Authority to enter into an agreement for a fee with the City of Hawthorne to provide much-needed information technology services to the Authority, including annual maintenance to support the new Mark 43 computer aided dispatch/records management system (CAD/RMS). Mr. Mailloux clarified for City Manager Moe that this would be a flat-fee contract; that the actual contract has not yet been finalized, but this item is before the Executive Committee at this time due to the Authority's need for information technology services; and that Gardena's City Attorney reviews the Authority's contracts.

City Manager Moe asked that contracts be included with future agenda items such as this.

Acting City Manager Shadbehrr requested that the Executive Committee receive a copy of the contract when it is finalized. He noted that the Authority contracting for information technology services with the City of Hawthorne would be financially beneficial over hiring an employee and that Hawthorne's Information Technology Department has assisted the Authority in the past.

MOTION: City Manager Moe moved to approve transferring the approximately \$200,000 difference between the renegotiated and previous annual maintenance fee (AMF) costs to a City of Hawthorne escrow account that will carry over to support the new Mark 43 CAD/RMS Project and applying any funds remaining at the end of the Project to the new Mark 43 AMF on behalf of the member agencies. The motion was seconded by Acting City Manager Shadbehrr and passed by unanimous voice vote, absent City Manager Medrano.

4. **EXECUTIVE DIRECTOR'S REPORT**

4a. **UASI Grant Funding Information Report**

Executive Director Mailloux provided information on the status of the Urban Area Security Initiative (UASI) Grant funding. He advised that the El Segundo water tower will replace Chevron as the sixth site and offered input on the anticipated timeline for the Grant reimbursement.

Chief Fager indicated that updated information on the Mark 43 CAD/RMS Project will be emailed to the Executive and User Committees.

4b. Executive Director Mailloux announced that his last day will be April 8th and that new Executive Director Erick Lee will begin on April 9th. He indicated that the Draft Fiscal Year 2018-2019 Budget will be presented for the Executive Committee's review at the next meeting and that a formal request for a proposal (distributed to the Executive Committee) was received from the City of Redondo Beach. Executive Director Mailloux provided information on the Authority's continuing efforts to hire communications operators.

In response to questions from the Executive and User Committees, Executive Director Mailloux related his anticipation that, as was the case last year, the member cities' assessments for Fiscal Year 2018-2019 will not increase and that the fund balance is not affected by the fact that all the communications operator positions are not filled at this time.

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City Manager Medrano arrived at 2:20 PM.

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At this time, discussion returned to Agenda Item No. 3c.

3c. **Discussion and Approval of Equipment Replacement Fund**

Acting City Manager Medrano recalled discussion at the last Executive/User Committee regarding the idea of the three owner cities contributing a fixed 20% of their share of the approximately \$2,500,000 in surplus funds to an equipment replacement fund (ERF), to be allocated to each member city according to the ownership formula as follows: Gardena – 32.08%; Hawthorne – 45.07%; and Manhattan Beach – 22.85%.

Executive Director Mailloux confirmed for City Manager Moe that this has nothing to do with the funds dedicated for radio purchases and that, as of this time, the approximately \$2,500,000 in surplus funds has not been allocated.

Finance Manager Arbuckle shared information on where the approximately \$2,500,000 in surplus funds can be found in the financial reports.

There was a consensus of the Executive Committee for the three owner cities to contribute a fixed 20% of their share of the approximately \$2,500,000 in surplus funds to an equipment replacement fund (ERF), to be allocated to each member city according to

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the ownership formula as follows: Gardena – 32.08%; Hawthorne – 45.07%; and Manhattan Beach – 22.85%.

5. **NEW BUSINESS**

Chief Espinosa related his continued concern over the lack of information regarding the status of the new Mark 43 CAD/RMS Project. He stated his impression that information on the status of the Project would be provided on a monthly basis at the Executive/User Committee meetings.

Chief Fager voiced his intent to look into this and report back.

6. **CLOSED SESSION**

At 2:40 PM, per Government Code Section 54957.6, Conference Re Labor Negotiations, the Executive Committee entered into a closed session to discuss the Executive Director's post-retirement oversight, as well as the labor negotiations with the Communications Workers of America (CWA) and the Teamsters Local 9-1-1 with Laura Kalty and Danny Yoo, Liebert, Cassidy, Whitmore. At 3:30 PM, the meeting returned to open session, with no action taken in closed session.

7. **ADJOURNMENT**

The meeting was adjourned at 3:31 PM.