

May 16, 2017

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

1. **CALL TO ORDER**

The Board of Directors, Executive Committee and User Committee convened in a regular session at 2:00 PM on Tuesday, May 16, 2017, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: Mayor Pro Tem Haidar Awad, City of Hawthorne
Mayor David Lesser, City of Manhattan Beach
Councilman Rodney Tanaka, City of Gardena
City Manager Mark Danaj, City of Manhattan Beach
City Manager Mitch Lansdell, City of Gardena
Interim City Manager Arnie Shadbeh, City of Hawthorne
Captain Julian Catano, Hawthorne Police Department
Chief Chris Donovan, El Segundo Fire Department
Chief Robert Espinosa, Manhattan Beach Fire Department
Chief Eve Irvine, Manhattan Beach Police Department
Chief Ed Medrano, Gardena Police Department
Chief Sharon Papa, Hermosa Beach Police Department
Chief Mitch Tavera, El Segundo Police Department
Chief David White, Culver City Police Department

Absent: Chief Pete Bonano, Hermosa Beach Fire Department
Chief Bob Fager, Hawthorne Police Department

Also Present: Executive Director Ralph Mailloux
Operations Manager Shannon Kauffman
Administration Manager John Krok
Finance Manager Valerie Mohler
Management Analyst George Gabriel, City of Manhattan Beach
Mr. Carl Jacobson, City of El Segundo

2. **PUBLIC DISCUSSION**

None.

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3. **ACTION ITEMS**

3a. **Approval of Minutes –April 18, 2017**

MOTION: City Manager Danaj moved to approve the minutes of April 18, 2017 as written. The motion was seconded by City Manager Lansdell and passed by unanimous voice vote.

3b. **Budget Performance Report – April 30, 2017**

Finance Manager Mohler presented the staff report per written material of record. She related staff's recommendation to receive and file.

MOTION: City Manager Lansdell moved to receive and file the Budget Performance Report as of April 30, 2017 as written. The motion was seconded by Interim City Manager Shadbehrr and passed by unanimous voice vote.

3c. **Approval of Fiscal Year 2017-2018 Investment Policy and Resolution No. 309**

Finance Manager Mohler presented the staff report with the recommendation to approve the Fiscal Year 2017-2018 Investment Policy and adopt Resolution No. 309. Ms. Mohler explained that the Investment Policy is presented for the Executive Committee's approval annually and that no changes were made to the Policy for Fiscal Year 2016-2017.

MOTION: City Manager Lansdell moved to approve the Fiscal Year 2017-2018 Investment Policy and adopt Resolution No. 309. The motion was seconded by Interim City Manager Shadbehrr and passed by unanimous voice vote.

RESOLUTION NO. 309

A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ADOPTING THE ANNUAL STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2017-2018 SUPERSEDING RESOLUTION 307

3d. **Approval of Fiscal Year 2017-2018 Budget and Resolution No. 308**

With the aid of a Power Point presentation, Executive Director Mailloux reviewed the proposed Fiscal Year 2017-2018 Budget in the amount of \$11,224,274. He explained that the transition of Culver City into the Authority provided a surplus that will be applied to the three owner cities' assessments, resulting in no increase for Fiscal Year 2017-2018, and that the member cities can use the undesignated fund balance, allocated according to the ownership formula, at their discretion.

In answer to a question from Mayor Lesser, Executive Director Mailloux advised that a percentage of the undesignated fund balance could be allocated to an equipment replacement fund for the future.

Referring to discussion at the last meeting, Chief Medrano related the City of

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Gardena's request to place 25% of their undesignated fund balance into the equipment replacement fund.

City Manager Danaj entertained the idea of the member cities allocating a portion of their undesignated fund balance toward the up-front grant funding for the Interoperability Network of the South Bay (INSB).

Executive Director Mailloux explained that the coverage map provided by Motorola was inadequate near the northwest border, so it appears it will be necessary to add a site for the INSB; that Chevron agreed to the use of their site for this purpose; and that, at this time, it is unclear how this additional site will be funded.

Executive Director Mailloux recommended that the Executive Committee discuss the use of their undesignated fund balances with their city councils. He confirmed for Mayor Lesser that the Authority currently has a reserve fund in the amount of approximately \$326,000 and verified for Chief White that the proposed overtime budget should be sufficient.

MOTION: Mayor Lesser moved to approve the Fiscal Year 2017-2018 Budget and adopt Resolution No. 308. The motion was seconded by Mayor Pro Tem Awad and passed by unanimous voice vote.

RESOLUTION NO. 308

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR 2017-2018

3e. **Election of Board of Directors' Chairman and Vice-Chairman for Fiscal Year 2017-2018**

MOTION: Mayor Lesser moved to nominate Councilman Tanaka as Chairman of the Board of Directors during Fiscal Year 2017-2018. The motion was seconded by Mayor Pro Tem Awad and passed by unanimous voice vote.

MOTION: Mayor Lesser moved to nominate Mayor Pro Tem Awad as Vice-Chairman of the Board of Directors during Fiscal Year 2017-2018. The motion was seconded by Councilman Tanaka and passed by unanimous voice vote.

4. **EXECUTIVE DIRECTOR'S REPORT**

None.

5. **NEW BUSINESS**

5a. Answering a question from Mayor Lesser, Executive Director Mailloux related his understanding that Redondo Beach is not interested in joining the Authority at this time.

Chief Espinosa asked if it would be beneficial to have a discussion in the near future with Redondo Beach about joining the Authority due to the forthcoming development of the Mark 43 computer aided dispatch (CAD) system.

Executive Director Mailloux suggested that this topic be discussed with Captain Ishii, in that Hawthorne Police Department is in charge of the new CAD.

Captain Catano related his understanding that Redondo Beach plans to have Mark 43 develop a new CAD system for them. He stated his intent to relate this discussion to Captain Ishii.

Executive Director Mailloux assured City Manager Danaj that the Executive Committee will be notified should Redondo Beach voice an interest in joining the Authority.

6. **CLOSED SESSION**

Pursuant to Government Code Section 54957.6 (Conference Re Personnel Matters), at 2:37 PM the Executive Committee entered into a closed session to consider the Executive Director's Evaluation. At 3:00 PM the meeting returned to open session. City Manager Danaj announced that the Executive Committee agreed to contract with a recruiter for a new executive director to replace Executive Director Mailloux who, the Executive Committee determined, will depart the Authority by the end of this year.

7. **ADJOURNMENT**

The meeting was adjourned at 3:05 PM.