

A G E N D A
REGULAR JOINT MEETING OF
THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE
TUESDAY, JULY 18, 2017, 2:00 PM
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
SECOND FLOOR CONFERENCE ROOM
4440 W. BROADWAY, HAWTHORNE, CA

1. **CALL TO ORDER**

2. **PUBLIC DISCUSSION**

Anyone wishing to discuss items of interest to the public within the Executive Committee's jurisdiction may do so at this time. Comments shall be limited to five minutes per speaker.

3. **ACTION ITEMS**

3a1. **Approval of Minutes-Regular Meeting June 20, 2017***

3a2. **Approval of Minutes-Special Meeting June 29, 2017***

3b. **Cash & Investments – June 30, 2017***

4. **EXECUTIVE DIRECTOR'S REPORT**

5. **NEW BUSINESS**

6. **ADJOURNMENT**

*Written material attached.

**Written material distributed in closed session.

Posting Place:

4440 W. Broadway, Hawthorne, CA 90250

Posting Date/Time:

July 11, 2017/10:00 AM

Signature:



Ralph Mailloux, Executive Director

**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 2:05 PM on Tuesday, June 20, 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
Chief Robert Espinosa, Manhattan Beach Fire Department
City Manager Mitch Lansdell, City of Gardena
Acting City Manager Arnie Shadbehrr, City of Hawthorne
Chief Pete Bonano, Hermosa Beach Fire Department
Chief Chris Donovan, El Segundo Fire Department
Captain Mike Ishii, Hawthorne Police Department
Chief Ed Medrano, Gardena Police Department
Chief Dave White, Culver City Fire Department

Absent: Chief Scott Bixby, Culver City Police Department
Chief Bob Fager, Hawthorne Police Department
Chief Eve Irvine, Manhattan Beach Police Department
Chief Sharon Papa, Hermosa Beach Police Department
El Segundo 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.

3. **ACTION ITEMS**

3a. **Approval of Minutes –May 16, 2017**

MOTION: City Manager Lansdell moved to approve the minutes of May 16, 2017 as written. The motion was seconded by Interim City Manager Shadbehrr and passed by unanimous voice vote.

3b. **Budget Performance Report – May 31, 2017**

Finance Manager Mohler presented the staff report per written material of record.

MOTION: City Manager Lansdell moved to receive and file the Budget Performance Report as of May 31, 2017 as written. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

3c. **Interoperability Network of the South Bay Grant**

Executive Director Mailloux provided updated information on the status of the Urban Area Security Initiative (UASI) grant for the Interoperability Network of the South Bay (INSB). He shared information on the following: the Executive Committee's previous approval of the three member cities pre-funding the grant; the idea of the INSB submitting an amendment to the grant for a sixth transmission/receiver site on the Chevron property; the two-year term of the grant; and the possibility that the governance and overall management of the grant could fall under the INSB rather than the Authority. He requested input from the member cities on their thoughts about continuing to pre-fund the grant. In answer to questions from the Executive and User Committees, Mr. Mailloux related his understanding that the INSB does not currently have the methodology to pre-fund the grant.

Chief Medrano supported a hybrid approach whereby the member cities would pre-fund the grant and the INSB would take it over once they develop a funding methodology. He noted that the two-year grant performance period will give the INSB a longer time to determine a funding stream; anticipated that the maintenance of the infrastructure will cost less once the INSB is completed; and related his intent to discuss the grant funding methodology with Gardena's Chief Financial Officer.

Executive Director Mailloux related his confidence in the member cities being reimbursed should they reaffirm their previous commitment to pre-fund the grant. However, he reiterated that the term of the grant is now two years and clarified that the project must be completed to receive reimbursement.

City Manager Danaj voiced his agreement with Chief Medrano's hybrid approach. He entertained the idea of using part of the fund balance for some of the pre-funding.

Chief Donovan related his support for adding a sixth site. He thanked the Executive Committee for their endeavors.

Chief Espinosa discussed the importance of the INSB making a commitment to move forward in a timely manner.

MOTION: Interim City Manager Shadbehr moved to approve the addition of a sixth transmission/receiver site and a hybrid approach whereby the member cities will pre-fund the grant with the INSB taking it over once they develop a funding methodology. The motion was seconded by City Manager Lansdell and passed by unanimous voice vote.

Executive Director Mailloux confirmed his intent to assist Chief Espinosa in preparing talking points to present to Manhattan Beach City Council.

3d. **Determine Guidelines for Equipment Replacement Fund**

Executive Director Mailloux provided background information on the Executive Committee's previous discussion of establishing an equipment replacement fund (ERF) with a portion of the undesignated fund balance. He asked that, should an ERF be approved, the member cities determine an amount they will all contribute to it.

Interim City Manager Shadbehr related Hawthorne's commitment to contributing 25% of their undesignated fund balance to an ERF.

City Manager Danaj stated Manhattan Beach's agreement with contributing 25% of their undesignated fund balance to an ERF.

MOTION: City Manager Lansdell moved to approve the member cities allocating 25% of their undesignated fund balances to an equipment replacement fund. The motion was seconded by Interim City Manager Shadbehrr and passed by unanimous voice vote.

3e. **Election of Executive Committee Chairman and Vice-Chairman Fiscal Year 2017-2018**

MOTION: City Manager Lansdell moved to nominate Manhattan Beach to serve as Chairman and Hawthorne as Vice-Chairman of the Executive Committee during Fiscal Year 2017-2018. The motion was seconded by City Manager Shadbehrr and passed by unanimous voice vote.

3f. **Election of Police User Committee Chairman and Vice-Chairman Fiscal Year 2017-2018**

The Police User Committee agreed that Hawthorne will serve as Chairman and Gardena as Vice-Chairman of the Police User Committee during Fiscal Year 2017-2018.

3g. **Election of Fire User Committee Chairman and Vice-Chairman Fiscal Year 2017-2018**

The Fire User Committee agreed that Manhattan Beach will serve as Chairman and El Segundo as Vice-Chairman of the Fire User Committee during Fiscal Year 2017-2018.

4. **EXECUTIVE DIRECTOR'S REPORT**

4a. Executive Director Mailloux announced Finance Manager Valerie Mohler's plans to retire at the end of November 2017. Authority staff is in the process of examining replacement options.

4b. Executive Director Mailloux presented a plaque to retiring City Manager Lansdell in appreciation of his 17 years of dedicated service to the Executive Committee.

City Manager Lansdell advised that, beginning June 23rd, Chief Medrano will serve as Gardena's Interim City Manager and Captain Niko as Interim Police Chief.

4c. Executive Director Mailloux shared information on the status of negotiations with the Teamsters' and CWA bargaining groups.

4d. Executive Director Mailloux related Hermosa Beach's request to meet prior to the next Executive Committee meeting to discuss their contract.

City Manager Danaj pointed out that it will be necessary to post and distribute an agenda for this special meeting since the Executive and User Committee members plan to attend.

Executive Director Mailloux stated his intent to provide pertinent information to the Executive Committee prior to the meeting. He noted the importance of Chief Irvine's attendance.

5. **NEW BUSINESS**

5a. City Manager Danaj reported that he obtained information on his assignment as discussed in closed session at the meeting last month, but he did not receive it in time to place it on the agenda. The Executive Committee agreed to discuss the topic via conference call, with the understanding that all Brown Act requirements will be complied with.

6. **ADJOURNMENT**

The meeting was adjourned at 2:33 PM.

**SPECIAL MEETING OF THE
EXECUTIVE COMMITTEE**

1. **CALL TO ORDER**

The Executive Committee convened in a special session at 10:35 AM on Thursday, June 29, 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
Interim City Manager Ed Medrano, City of Gardena
Interim City Manager Arnie Shadbeh, City of Hawthorne

Absent: None.

Also Present: Management Analyst George Gabriel, City of Manhattan Beach

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **Recruitment of SBRPCA Executive Director**

City Manager Danaj advised that he obtained quotes to recruit for the Authority's Executive Director position from three executive recruiting firms (per written material of record). He explained that the purpose of this meeting was to follow up on previous discussions and further discuss this topic, including a determination on a recruiting firm, in order to begin the recruitment process.

In answer to a question from Interim City Manager Shadbeh, Interim City Manager Medrano advised that West Cities Police Communications referenced as a client in Avery Associates' proposal is much smaller than the Authority. Interim City Manager Medrano acknowledged that the cost of Teri Black & Associates is not significantly greater than the other proposals. He asked who plans to prepare information to recruit for the position, such as the duties of the position, etc.

City Manager Danaj discussed the recruiting process, including options for meeting with the recruiter. He noted that the recruiter will spend much time obtaining an understanding of what the Executive Committee is looking for in an Executive Director and that it might be good for the Committee to meet with the recruiter at the Authority so they can tour the facility.

Interim City Manager Medrano pointed out that both internal and external candidates will be considered. He noted the importance of making sure the salary and benefits for the position are competitive, but not above the marketplace.

City Manager Danaj volunteered to do a market study to obtain comparable salaries and benefits. He asked that Authority staff email the job description and the current Executive Director contract to the Executive Committee.

Interim City Manager Shadbehr, City Manager Danaj, and Interim City Manager Medrano expressed their support for Teri Black & Associates based upon the submitted proposal. They agreed that, in order to attract viable candidates, it would be good to have some idea of salary and benefits before the recruitment process formally begins.

By consensus, the Executive Committee agreed to move forward with Teri Black & Associates to recruit for the position of Executive Director and for City Manager Danaj to schedule a meeting between the Executive Committee and Teri Black & Associates.

Interim City Managers Medrano and Shadbehr thanked City Manager Danaj for his efforts.

4. **ADJOURNMENT**

The meeting was adjourned at 10:45 AM.

**SBRPCA
CASH AND INVESTMENTS REPORT
JUNE 30, 2017**

	Bank Balance	Deposits in Transit	Outstanding Checks	Book Balance
<u>ACTIVE ACCOUNTS</u>				
MUFG Union Bank (General/Payroll)	<u>\$ 1,024,186.04</u>	<u> </u>	<u>\$ (28,468.13)</u>	<u>\$ 995,717.91</u>
<u>INVESTMENTS</u>				
LAIF*	<u>\$ 1,788,392.15</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,788,392.15</u>
Total Investments	<u>\$ 1,788,392.15</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,788,392.15</u>
<u>OTHER CASH ON HAND</u>				
Petty Cash	\$ -	\$ -	\$ -	\$ 500.00
Vending Machine Petty Cash	\$ -	\$ -	\$ -	<u>\$ 300.00</u>
Total Other Cash on Hand				\$ 800.00
TOTAL CASH & INVESTMENTS				<u><u>\$ 2,784,910.06</u></u>
<u>*Breakdown of cash by fund:</u>				
Fund 10 (Enterprise Fund)				\$ 995,717.91
Fund 20 (SHSGP Grant Fund)				-
Total				<u><u>\$ 995,717.91</u></u>

Note: LAIF's interest rate as of June 30, 2017 was not available when the staff report was written. Interest earned for the fourth quarter ending June 30, 2017 was also not available when the staff report was written. Both will be reported at the Executive Committee meeting on July 18, 2017.

