

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

**JUNE 18, 2024**

**A. CALL TO ORDER**

The Executive Committee and the User Committee convened in a regular joint session at 2:06PM on Tuesday, June 18, 2024, in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

**B. ROLL CALL**

Present: City Manager Clint Osorio, City of Gardena  
City Manager Bruce Moe, City of Manhattan Beach  
City Manager Vontray Norris, City of Hawthorne  
Chief Mike Saffell, Gardena Police Department  
Chief Gary Tomatani, Hawthorne Police Department  
Chief Rachel Johnson, Manhattan Beach Police Department

Absent: Chief Mike Lang, Manhattan Beach Fire Department

Also Present: Interim Executive Director John Krok  
Operations Manager Shannon Kauffman  
Finance Manager Vanessa Alfaro  
Executive Assistant Cristina Manley  
Jennifer Petrusis, General Counsel, RWG Law  
Communications Operator Brianna Wells

**C. PUBLIC DISCUSSION**

Markus Petrusis shared his appreciation to all the personnel in the South Bay for their service.

**D. EMPLOYEE RECOGNITION**

Interim Director Krok recognized Communications Operator Brianna Wells for her 5 years of service with the Authority.

**1. ADDITION TO THE AGENDA:**

Approve a \$50,000.00 Change Order to Federal Signal Corporation for Supplies and Equipment  
**APPROVE**

Interim Executive Director Krok raised a matter involving an outstanding invoice in excess of \$40,000 - Federal Signal (outfit public safety vehicles), that came to his attention after the agenda for the meeting had been posted. Pursuant to Government Code section 54954.2(b)(2), the Executive Committee determined through a unanimous vote that there was an immediate need to take action.

**MOTION:** City manager Moe moved to approve \$50,000 change order to Federal Signal. The motion was seconded by City Manager Osorio and passed by a vote 3-0.

**E. EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from May 21, 2024

**APPROVE**

2. Check Register – May 2024

**RECEIVE AND FILE**

3. Schedule of Fees and Charges for Fiscal Year 2024/25

**RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT A RESOLUTION ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR FISCAL YEAR 2024/25**

4. Approve FY2024/25 Blanket Purchase Orders for Supplies and in Services in a Total Amount Not-To-Exceed \$1,513,912

**APPROVE**

**MOTION:** City Manager Moe moved to approve the Executive Committee Consent Calendar items 1-4. The motion was seconded by City Manager Osorio and passed by a vote of 3-0.

F. **ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

G. **GENERAL BUSINESS**

1. Capital Improvements Program Framework and Proposed CIP, and Proposed Debt Policy

**PROVIDE DIRECTION**

1. **Establishment of a Budgetary Policy:**

- **Current Proposal:** Interim Executive Director Krok proposed incorporating a section on Capital Improvement Planning into the Authority's Budgetary Policy. This aims to ensure adequate resources for capital assets and stabilize future assessment increases.
- **Consultant Recommendations:** The Matrix Consulting Group was hired to develop a capital improvement policy. Their recommendations include:
  - Criteria for capital asset purchases to be included in the Capital Improvement Plan (CIP).
  - Funding principles for CIP purchases.
  - Guidelines for prioritizing these purchases.
- **Next Steps:** An amendment to the Budgetary Policy will be drafted to cover major improvements and capital purchases. This amendment will be presented to the Board of Directors (BOD) for approval in July.
- **City Manager Feedback:**
  - **City Manager Moe:** Expressed concerns over the proposed threshold of \$25,000 for capital asset purchases, suggesting it be increased to avoid delays. Noted that Manhattan Beach's threshold is \$75,000.
  - **Finance Manager Alfaro:** Explained that Matrix Consulting Group reviewed policies from member cities, and the proposed threshold is lower due to the Authority's size.
  - **City Manager Osorio:** Suggested reviewing past CIP expenditures to better estimate an appropriate threshold. Also inquired about the capitalization threshold for accounting, which is currently \$5,000 and may be updated.
  - **Action:** Interim Director Krok will consider modifying the dollar amount as suggested and incorporate feedback into the policy amendment.

2. **Initial Five-Year Capital Improvement Plan:**

- **Initial Appropriation:** An initial appropriation of \$595,000 from the Enterprise Fund balance is proposed.
- **Assessment and Recommendations:**
  - A report from CSG Consultants assessed the Authority's headquarters and facilities, identifying needed repairs and replacements.
  - The first year of the CIP includes \$595,000 for capital purchases such as radio communication networks, equipment, and facilities.

- The full five-year plan includes:
    - \$800,000 for radios
    - \$800,400 for information technology
    - \$865,000 for facilities
    - \$2,000,000 for the CAD system
    - **Total:** \$4,465,400
  - The Authority's current fund balance is \$6,508,629 (as of June 30, 2023), which includes a 10% Operating & Capital Reserve.
  - **Future Costs:** The CAD system's implementation cost is estimated, with annual maintenance costs expected to be \$400,000 - \$650,000. These will be part of the operating budget and affect assessments.
  - **City Manager Feedback:**
    - **City Manager Norris:** Suggested factoring in inflation for the five-year projection.
    - **City Manager Moe:** Recommended performing a five-year forecast with inflation adjustments for the July meeting.
    - **Finance Manager Alfaro:** Mentioned an attachment with fund balance projections as part of the five-year budget process.
3. **Debt Policy:**
- **Consultant Recommendation:** Matrix Consulting Group recommended adopting a Debt Policy to govern the use of debt for capital asset purchases. The policy may include revenue bonds, loans, and other short-term debt, with guidelines to ensure debt does not exceed the asset's useful life.
  - **City Manager Feedback:**
    - **City Manager Osorio:** Inquired if best practices were considered, suggesting reference to the California Debt and Investment Advisory Commission (CDIAC).
    - **Finance Manager Alfaro:** Confirmed that Matrix is considering best practices and reviewing other member cities' debt policies.
4. **Consensus and Next Steps:**
- **Jennifer Petrusis:** Confirmed that the Interim Executive Director will proceed with the provided direction and prepare to present the updated policies and plans to the Board of Directors.

The Interim Executive Director will move forward with integrating the feedback, finalizing the Budgetary Policy amendment, and preparing detailed reports for the upcoming BOD meeting.

H. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from Meeting – May 21, 2024

**MOTION:** Chief Lang moved to approve the User Committee Consent Calendar Item 1. The motion was seconded by Chief Johnson and passed by a vote of 4–0.

I. **ITEMS TO BE REMOVED FROM THE CONSENT CALENDAR**

None.

J. **EXECUTIVE DIRECTORS REPORT**

1. **Authority Staffing:**

- **Current Status:** Staffing levels are at 70%.
- **Recent Developments:**
  - Three new dispatchers completed academy training in May and are now in training for phone positions.

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- One dispatcher has successfully completed police dispatch training, which is helping to reduce overtime slots.
  - We currently have three new dispatcher candidates undergoing background checks.
  - **Ongoing Efforts:** We are continuously exploring ways to reduce overtime. Supervisors are being utilized to fill shifts during peak times to assist with staffing needs and overtime management.
2. **Computer Aided Dispatch (CAD) Software and Professional Services Update:**
- **Recent Activities:**
    - Staff conducted an onsite visit with Versaterm in Santa Monica.
    - Two virtual site visits were completed: one with Versaterm in Salt Lake City and another with Central Square JefComm in Colorado.
  - **Next Steps:** We will be meeting with our CAD consultant to review recommendations and make a selection. We anticipate making a decision in July or August.
3. **Status of Pulse Point Implementation:**
- **Current Status:** Pulse Point, a free citizen notification app, is now implemented and operational. This app alerts citizens about fire department calls for service, including the location and responding equipment.
  - **Current Limitations:** Not all features are active due to restrictions of the current CAD system.
4. **Authority Events:**
- **Upcoming Event:** The Authority will be hosting the El Segundo Citizen Academy on Wednesday, June 19, 2024.
5. **Strategic Planning:**
- **Background:** A strategic planning initiative was started during former Executive Director Klun's tenure with the assistance of a consultant.
  - **Current Status:** Interim Executive Director Krok is reviewing the existing reports and will provide an update on the progress soon.
- K. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**
- City Manager Moe inquired if the City of Redondo Beach has shown interest in contracting with the Authority. Interim Director Krok stated the City of Redondo Beach has not contacted the Authority.
- L. **ADJOURNMENT**
- The meeting was adjourned at 2:34PM.