

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

FEBRUARY 18, 2025

A. CALL TO ORDER

The Executive Committee and User Committee convened in a regular joint session at 1:58PM on Tuesday, February 18, 2025, 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 Talyn Mirzakhani, City of Manhattan Beach City
Manager Vontray Norris, City of Hawthorne
Chief Mike Saffell, Gardena Police Department
Chief Gary Tomatani, Hawthorne Police Department
Division Chief Anthony Gomes, Manhattan Beach Fire Department
Chief Mike Lang, Manhattan Beach Fire Department
Chief Rachel Johnson, Manhattan Beach Police Department
* Amended minutes on March 18, 2025

Absent: City Manager Clint Osorio, City of Gardena

Also Present: Executive Director John Krok
Acting Administrative Services
Operations Manager Shannon Kauffman
Acting Administrative Services Manager Megan Cunningham
Finance Manager Vanessa Alfaro
Executive Assistant Cristina Manley
Jennifer Petrusis, General Counsel, RWG Law
Laura Kalty, Liebert Cassidy Whitmore

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from January 21, 2025

APPROVE

2. Check Register – January 2025

RECEIVE AND FILE

3. Cash Investment Report for December 31, 2024

RECEIVE AND FILE

4. Approve Change Purchase Order Totaling \$50,000 For Commline Incorporated
for Vehicle Uplifting Services

**APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE
PURCHASE ORDER**

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

E. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

F.

EXECUTIVE COMMITTEE GENERAL BUSINESS

1. Fiscal Year 2024-2025 Five-Year Capital Improvement Plan
PROVIDE DIRECTION

Executive Director Krok provided a report on the Five-Year Capital Improvement Plan. In August 2024, the Board of Directors adopted a resolution establishing a Capital Improvement plan with an initial appropriation of \$595,000 for fiscal year 2025.

- Five-Year CIP for Fiscal Years 2026 through 2030 includes reprioritization of some projects and new projects added to the last year
- Plan focuses on improving infrastructure in IT, telecommunications, and facilities
- Thirty-three individual projects totaling nearly \$5.7 million, funded by the Authority's Enterprise Fund

The Executive Committee gave approval for the Executive Director to present the Five-Year CIP to the Board of Directors next month.

2. Fiscal Year 2025-2026 Preliminary Budget
PROVIDE DIRECTION

Finance Manager Alfaro provided an overview of the Authority's main revenue sources and expense categories as follows:

Revenue sources:

- Assessment revenue from member cities 50%
- Contract cities 41%
- Non-assessment revenue 9%

Expense categories:

- Salaries and benefits 75%
- Supplies, services, and equipment 23%
- Capital outlay 2%
- Operations department is approximately 60% of budgeted costs, administration 21% and technical services 17%

Cost Allocation Policy:

The policy was adopted by the Board of Directors in 2019

- Costs are separated into Administrative, Operations, and Technical Services.
- Administrative costs are allocated to operations and technical services
- Operations costs are allocated to call taking, police dispatch, and fire dispatch.
- Technical Services costs are allocated to dedicated support and work order support.

Proposed Assessment for Member Cities – Fiscal Year 2026

- Gardena; \$2,524,078 (approximately \$17,000 increase)
- Hawthorne: \$3,030,749 (approximately \$8,000 increase)
- Manhattan Beach: \$1,994,114 (approximately \$98,000 increase)

Proposed Assessment for Contract Cities – Fiscal Year 2026

Culver City: \$3,084,820 (approximately \$49,000 increase)
El Segundo: \$2,209,980 (approximately \$ 73,000 increase)

Hermosa Beach: \$901,858 (approximately \$3,000 increase)

Altogether with assessments of about \$13.7 million and non-assessment revenue of about \$1.3 million. Revenues are estimated to be over \$15 million, an increase of nearly \$580,000 or 4% compared to revenue projections for fiscal year 2025. The proposed budget for fiscal year 2026 is \$14,347,919.

Salaries, Benefits, Supplies, Services and Equipment

- Salaries and benefits are expected to increase to \$253,000 or 2.4%
- Supplies, services and equipment are expected to increase by \$326,000 or 10.8%.

There is a \$580,000 increase overall or 4.21% budget increase from last year's adopted budget.

- This increase includes reimbursable expenses that are offset by an equal increase in other revenues, such as reimbursable parts.
- The increase in expenses that don't include offsetting revenue total about \$340,000, under a 2.5% increase from last year's adopted budget.

Revenue and Expenses

- Revenues are estimated to be \$15 million, expenses \$14.3 million, with revenues over expenses of about \$740,000.
- Projections over the next five years expect revenues over expenditures to average a steady \$740,000 each year.
- The Board of Directors approved a revision to the budgetary policy that allows ongoing funding for pension and OPEB liabilities using budgetary surplus and unrestricted available fund balance each year.
- Projections include estimates for additional discretionary payments and trust contributions to the Authority's OPEB trust over the next several years.
- Projections now include the newly adopted CIP program and corresponding CIP plan to be considered by the Board of Directors.
- Staff projects a \$6 million-dollar fund balance for fiscal year ending June 30, 2026. The available balance, after considering the 10% required operating and capital reserve, estimated to be about \$4.8 million in fiscal year 2026.

City Manager Mirzakhaniyan requested a break down the 5% change for Manhattan Beach's assessment.

Finance Manager Alfaro explained that about \$70,000 of the 5% change is a result from an increase in technical services division cost. Manhattan Beach had about a 40% increase in the 3-year average work order and about a 20% increase in fleet size. The other cities have had a steadier increase, more in line with the averages from prior years.

Executive Director Krok mentioned that the pandemic caused delays in vehicle deliveries so as they start showing up cities should expect an increase in work order numbers to occur over the next several years because there's been a backlog of cars. An update to fleet sizes was obtained from all the cities and was received within the last couple months, to reflect current vehicle allocations. The size of a city is irrelevant to tech service costs: it's the usage of tech services and fleet size.

Chief Lang asked for further clarification on the increase of Manhattan Beach Assessment increase.

Finance Manager Alfaro explained the cost allocation policy has a three-year rolling average. The workload support section of it was previously billed quarterly based on that agency's quarterly use, which resulted in very large variances each quarter because there are fixed costs. The cities decided that it was fairer to average labor hours over a rolling three-year period to better reflect use of that resource versus doing it quarterly. Fixed costs for the technical services divisions are \$658,000. Costs are distributed to agencies based on fleet size (dedicated support) and a three-year average of labor hours (workload support). The cost allocation model and study can be reviewed and adjusted if stakeholders desire. The policy was adopted in 2019 and revisions can be considered when that time comes.

City Manager Mirzakhian suggested to agendaize a report on the current cost allocation model to see if it needs to be changed or further discussed. Finance Manager Alfaro informed that the cost allocation policy states that it should be reviewed every five to seven years (effective in 2021) so that review is forthcoming.

Chief Lang inquired if the IT Support was included in the technical services costs. Executive Director Krok explained that the cost is a separate line item in the budget not associated with technical services. He also suggested that RCC has their own IT person for the organization.

Chief Saffell inquired about the \$300,000 increase in supply, services, and equipment. Finance Manager Alfaro explained that largest factors were \$130,000 for parts reimbursable and \$100,000 for a Vesta 911 Operating System which are reimbursable items and do not increase assessments.

3. Resolutions Authorizing an Exception to CalPERS 180-day Wait Period

APPROVE AND RECOMMEND CONSIDERATION BY THE BOARD OF DIRECTORS

Director Krok discussed the two recent retirees, returning on a part-time basis to offset overtime and staffing issues. CalPERS requires a 180-day separation before retirees can work part-time, but there's an exemption if the employer certifies the position is critically needed. Resolutions were created to address staffing need. If approved by the Board of Directors, two Part-time Communications Operators would be added to eliminate additional overtime hours. CalPERS was consulted regarding potential issues.

MOTION: City Manager Norris motioned to approve and recommend to the Board of Directors. The motion was seconded by City Manager Mirzakhian and passed by a vote of 3-0.

4. Executive Director's Update on Staffing and Recruitment

RECEIVE AND FILE

Executive Director Krok provided a report on staffing in the communications center for the month of January:

- One full-time Communications Operator was hired.

- Twenty (20) applications were received.
- Seven (7) Criti-Call tests were scheduled, five applicants took the test, and one passed.
- The Authority participated in the Women's Expo recruiting event in Gardena.
- A temporary dispatcher was hired, bringing the total to three, with a fourth starting in March.
- Communications Supervisors started sitting in dispatch positions to assist with overtime hours.
- The Authority averages approximately 2,000 hours of overtime per month:
 - 900 of those hours are attributed to scheduled or unscheduled absences.
 - Temporary Dispatchers and Part-Time Communications Operators alleviate approximately 600 hours of overtime per month.
 - Supervisors sitting in dispatch positions alleviate approximately 360 hours per month.

These extra positions have helped reduce overtime for the full-time dispatchers.

5. Executive Director's Update on Medical Director

RECEIVE AND FILE

Executive Director Krok provided a report on LA County Medical Services Department requires any PSAP providing EMD instructions to contract with a Medical Director. The position has been included in the fiscal year 25-26 budget, and final candidates have been identified. He stated he is currently working with LA County Medical Services to develop and define the scope of work and anticipates implementing the position at the beginning of the budget year. A professional services agreement for approval should be available within the next couple of months.

6. Executive Director's Update on Implementation of New Computer Aided Dispatch System

RECEIVE AND FILE

- Executive Director Krok reported that Authority Staff, CAD consultant Bill Romesburg, Legal Counsel Jennifer Petrusis, and CAD Vendor Versaterm are currently working on edits/terms to the Professional Services Agreement, Scope of Work, and payment schedule. He anticipates completion of the Professional Services Agreement in March.
- Total implementation cost is approximately \$1.6 million, with a scheduled timeline for benchmarks, and payments. There is currently two million dollars available in the Enterprise Fund and there will be a \$650,000 yearly subscription fee in the next budget cycle.
- Still expect the 18-month completion from kickoff to implementation.

G. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes for January 21, 2025

APPROVE

MOTION: Chief Saffell moved to approve the User Committee Consent Calendar.
The motion was seconded by Chief Lang and passed by a vote of 3 – 0

H. **ITEMS REMOVED FROM CONSENT CALENDAR**

None.

I. **EXECUTIVE AND USER COMMITTEES' COMMENTS**

Chief Tomatani mentioned concerns about the footprint for Hawthorne's IT under the existing agreement for CAD implementation.

J. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

The Executive Committee entered closed session at 2:37PM.

1. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6

Agency Designated Representatives: Executive Director and Liebert, Cassidy, Whitmore

Employee Organization: The California Teamsters Public, Professional and Medical Employees Union Local 911

The Executive Committee returned from closed session at 3:12PM, no reportable action taken.

K. **ADJOURNMENT**

The meeting was adjourned at 3:12 PM.