



**East Bay Regional
Communications
System Authority**



Participating agencies include Alameda and Contra Costa Counties and the following cities and special districts: Alameda, Albany, Antioch, Berkeley, Brentwood, Clayton, Concord, Danville, Dublin, El Cerrito, Emeryville, Fremont, Hayward, Hercules, Lafayette, Livermore, Martinez, Moraga, Newark, Oakley, Pinole, Pittsburg, Pleasant Hill, Pleasanton, Richmond, San Leandro, San Pablo, San Ramon, Union City, Walnut Creek, East Bay Regional Park District, Kensington Police Community Services District, Livermore Amador Valley Transit Authority, Moraga-Orinda Fire District, Rodeo-Hercules Fire District, San Ramon Valley Fire District, California Department of Transportation, Ohlone Community College District, Contra Costa Community College District, Dublin-San Ramon Services District and University of California, Berkeley

FINANCE COMMITTEE MEETING

REGULAR MEETING

DATE: April 27, 2018

TIME: 11:00 a.m.

PLACE: Alameda County Office of Homeland Security and Emergency Services,
Room 1013
4985 Broder Blvd., Dublin, CA 94568

MINUTES

1. Call to Order: 11:00 a.m.

Committee Members Present:

M. Casten, Undersheriff, Contra Costa County Sheriff's Office
T. Dupuis, Chief Information Officer, Alameda County
S. Haggerty, Supervisor, Alameda County
S. Perkins, Councilmember, City of San Ramon
C. Silva, Councilmember, City of Walnut Creek
D. Twa, County Administrator, Contra Costa County

Staff:

T. McCarthy, Executive Director
A. Tyrvanen, Auditor, County of Alameda
C. Soto, Administrative Assistant

Public:

G. Poole, Motorola

2. Public Comments: None.

3. Approval of Minutes of the February 2, 2018, Finance Committee Meeting

On motion of Bm. Twa, seconded by Bm. Silva and by unanimous vote, the Finance Committee approved the minutes of the February 2, 2018 Regular Finance Committee meeting.

4. Amendment to the Three-Year Agreement with Motorola for Monitoring, Intrusion Detection, Technical Support, Preventive Maintenance and Infrastructure Response for Master Site

Director McCarthy presented the Staff Report and advised this amendment was to include new equipment that had been added in the last two years. This allowed for monitoring and support of equipment 24x7x365 days a year. This would be for one-year of the three-year contract. This agreement provided for the fact that if there was an issue, Motorola would see it and inform Alameda or Contra Costa County technicians. If the technicians needed support over the phone to resolve the issues, Motorola would then provide support. The amount of this amendment was \$35,762. This agreement would run through next year's expiration date. The next agreement, whether 3- or 5-years, would include all System equipment. This would give the same level of service for all equipment.

Bm. Silva asked what item on the proposed FY budget would contain the \$35,762. Could the Authority consider another provider?

Auditor Tyrvanen stated it would be added to the \$931,000 Service Agreement line item under Maintenance.

Director McCarthy stated this was a sole source item.

Bm. Haggerty arrived at 11:08 a.m.

On motion of Bm. Silva, seconded by Bm. Perkins and by unanimous vote, the Finance Committee recommended for approval to the full Board, an Amendment to the Three-Year Agreement with Motorola for Monitoring, Intrusion Detection, Technical Support, Preventive Maintenance and Infrastructure Response to Master Site.

5. Renewal of Annual Service Agreement with Motorola for System Manager

Director McCarthy presented the Staff Report and advised that this agreement was for renewal of an agreement with Motorola for a team of three people that ensured that the System was up and running. There was so much that changed with the technological portion of the System, that it did not allow the Authority to send technicians to learn all this information. Motorola technicians were able to apply their knowledge and work with the System. For example, the System was recently upgraded to 7.17 under the SUA. This team of three, along with the technicians from Alameda and Contra Costa Counties, successfully worked on this upgrade. This contract allowed the three Motorola technicians to work on the System.

Bm. Haggerty asked how often did the System have to go through physical hardware upgrades, and when might the next one happen.

Director McCarthy stated computer software updates would be needed in two years.

Bm. Dupuis stated that he had spoken to Director McCarthy about what was happening with Microsoft, and since the System was Microsoft-based, one of the items that would need to be negotiated in the next agreement for support from Motorola, was that Microsoft was having an upgrade every six months. This would have to be written into the next agreement.

Bm. Haggerty asked how often would there be the need for upgrades to radios and/or hardware. For how long would these new computers be good?

Director McCarthy stated this was why there was a need for a capital equipment replacement plan.

Bm. Dupuis stated the computers would probably be good for four to five years. The master agreement put the burden on Motorola to roll through this. They were the ones required to provide the Authority with the required hardware on the backend and this was built into the ten-year agreement that would be renegotiated in five years. So, for five years, the Authority had that locked in.

Director McCarthy stated the microwave had been purchased in 2004, and that would need to be replaced in two to three years.

Bm. Silva stated there was hardware, software and maintenance that needed to be considered and there needed to be a point of reference for all of these items.

Bm. Dupuis stated he and Director McCarthy had discussed the need to put together a five- or ten-year plan for capital maintenance and replacement.

On motion of Bm. Twa, seconded by Bm. Silva and by unanimous vote, the Finance Committee recommended for approval to the full Board, the Renewal of Annual Service Agreement with Motorola for System Manager.

6. Budget Review FY 2018/2019

Auditor Tyrvanen presented the Staff Report and advised that for Fiscal Year 18/19, it totaled \$7.2 million in Revenues; with \$5.9 million in Operating Payments. This included the increase of \$3 per radio, per month that was approved by the Board. This would equate to an approximate \$900,000 increase over Fiscal Year 17/18. Currently, the System was billing about 18,000 radios per year; there was an increase of about \$100,000 of service payments from members; currently billing about 8,000 for service payments for the members. The budget totals \$6.5 million in total Expenses; \$400,000 increase in Operating Expenses, primarily driven by the SUA, which resulted in \$100,000, compared to the previous year; and \$200,000 for the CSI communications agreement. There was \$1.9 million in Capital Expenditures; the majority was the \$1.7 million approved by the Board for the TDMA upgrade. In addition, there was another \$250,000 for the DC Power upgrades. The debt service of \$650,000 remained consistent.

In total, the Authority was budgeting a net income of \$770,000, minus the \$36,000 that was just approved for the amendment to the agreement with Motorola. Project reserves at the end of FY 19 would result in \$11.4 million. That would consist of about \$1.9 million of Operating Reserves; Debt Reserve of \$1 million, and Capital Reserves of \$8.5 million.

Bm. Haggerty asked what was the outlook on grant monies.

Director McCarthy replied the outlook on grant monies was not good because grant monies were reduced, and the Authority did not have anything that was grant allowable. There were less monies. They were no longer giving partial payments. The line item would decrease or zero-out in the near future.

Bm. Silva stated that it would be helpful to have footnotes where line item were increased or where it reflected decisions that were made earlier in the year, so as to remind the members what decisions had been made. These footnotes could be applied to the Lease line, Software Maintenance, Service Agreements, CSI, and TDMA lines.

On motion of Bm. Silva, seconded Bm. Perkins and by unanimous vote, the Finance Committee recommended for approval to the full Board, the East Bay Regional Communications System Authority FY 2018/2019 Budget.

7. Receive an update concerning the RFP regarding the Multi-Year Plan of System Equipment Replacement and Upgrade

It was currently being worked on.

8. Receive and update on the 7.17 Upgrade

The 7.17 Upgrade went smoothly. 155 computers were upgraded.

9. Agenda Items for Next Meeting

- Policy and Procedure for Records Management/Retention/Destruction

10. Adjournment:

With no further business coming before the Finance Committee, the meeting was adjourned at 11:37 p.m.



Caroline P. Soto
Authority Secretary