

**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 p.m. on Tuesday, March 17, 2009, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

**ROLL CALL**

Present: City Manager Mitch Lansdell, City of Gardena  
City Manager Jag Pathirana, City of Hawthorne  
Chief Scott Ferguson, Manhattan Beach Fire Department  
Chief Mike Heffner, Hawthorne Police Department  
Chief Ed Medrano, Gardena Police Department  
Chief David Lantzer, Hermosa Beach Fire Department  
Chief Greg Savelli, Hermosa Beach Police Department  
Chief Rod Uyeda, Manhattan Beach Police Department

Absent: City Manager Steve Burrell, City of Hermosa Beach  
City Manager Geoff Dolan, City of Manhattan Beach  
Finance Manager Agnes Walker

Also Present: Executive Director Ralph Mailloux  
Administration Manager Bonnie Agee  
Staff Services John Krok  
Technical Services Manager Jose Rivera  
Mr. Kunle Aderonmu, Authority's Legal Counsel

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Executive Director Mailloux introduced Staff Services John Krok.

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2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **APPROVAL OF MINUTES – FEBRUARY 17, 2009**

**MOTION:** City Manager Lansdell moved to approve the minutes of the February 17, 2009 joint meeting of the Board of Directors, Executive Committee and User Committee as written. The motion was seconded by City Manager Pathirana and passed by unanimous voice vote, absent City Manager Dolan.

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3b. **BUDGET PERFORMANCE REPORT – FEBRUARY 2009**

Executive Director Mailloux reported that, as of February 28, 2009, revenues and expenses continue to be on track with the budget; that year-to-date revenues are approximately \$2,100,000 over expenses; and that a budget savings of approximately \$250,000 is anticipated during Fiscal Year 2008-2009. He related staff's recommendation to receive and file the Budget Performance Report as of February 28, 2009.

**MOTION:** City Manager Lansdell moved to receive and file the Budget Performance Report as of February 28, 2009 as written. The motion was seconded by City Manager Pathirana and passed by unanimous voice vote, absent City Manager Dolan.

3c. **PRELIMINARY 2009-2010 BUDGET**

Executive Director Mailloux presented the following information on the Preliminary 2009-2010 Operating & Capital Budget: that a budget savings of approximately \$250,000 during Fiscal Year 2008-2009 is anticipated; that approximately \$800,000 is available to offset the 2009-2010 Budget; and that the 2009-2010 Budget of \$7,457,784 is a 10.81% decrease over Fiscal Year 2008-2009. He explained the 2009-2010 Preliminary Budget Assessment Options; the anticipated revenue to be received during 2009-2010; the Authority's operating reserve policy of 10% of the current fiscal year operating expenses; accomplishments during 2008-2009; and objectives for 2009-2010.

Mr. Mailloux clarified that the anticipated budget savings of approximately \$250,000 during Fiscal Year 2008-2009 is not included in the \$800,000 available to offset the 2009-2010 Budget; that the Executive Committee previously agreed not to use revenue from Hermosa Beach's contract to offset the Authority's budget; and that the anticipated revenue to be received from the State Homeland Security Grant Program (SHSGP) for equipment at Punta Place was not included as an offset to the Budget. He offered information about future major funding issues, such as the Manhattan Beach Pier Infrastructure Upgrade Project; a possible transmission/receiver site at the Chevron facility; the automatic vehicle location (AVL) upgrades; the migration of the member agencies' mobile data computers (MDCs) from VHF to 800 MHz; the migration of the Hawthorne and Gardena Public Works' Departments from 800 MHz to UHF; and the purchase of equipment for the Authority's three new frequency pairs.

The Executive Committee, absent City Manager Dolan, agreed that a portion of the \$800,000 available to offset the Budget should be retained for future years. They supported Assessment Option C with a reduction in the fund balance to \$400,000 to lower the member cities' assessments, for a total of \$6,184,951 to be assessed the member cities for 2009-2010.

**MOTION:** City Manager Lansdell moved to approve Assessment Option C, with a modification to utilize only \$400,000 of the fund balance to lower the member cities' assessments for 2009-2010. The motion was seconded by City Manager Pathirana and passed by unanimous voice vote, absent City Manager Dolan.

3d. **FINANCIAL POLICIES**

Executive Director Mailloux advised that the new Finance Policies & Procedures were developed as a result of auditors noting the need for them; that the auditors have not yet reviewed them; and that deviations from the Finance Policies & Procedures will require the Executive Director's written authority.

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The Executive Committee, absent City Manager Dolan, asked that copies of the Authority's Finance Policies & Procedures be emailed for their review prior to considering them at a future meeting.

3e. **REMOVAL OF EQUIPMENT MAINTENANCE CHARGES FROM ANNUAL ASSESSMENTS**

Executive Director Mailloux recommended that equipment maintenance charges be eliminated from the member cities' annual assessments, for a total cost savings to the member cities of approximately \$134,000. He affirmed that this was reflected in the 2009-2010 Preliminary Budget.

**MOTION:** City Manager Lansdell moved to approve the removal of equipment maintenance charges from the annual assessments. The motion was seconded by City Manager Pathirana and passed by unanimous voice vote, absent City Manager Dolan.

3f. **INFRASTRUCTURE EQUIPMENT FOR NEW FREQUENCIES**

Executive Director Mailloux advised that the Authority received approval from the Federal Communications Commission to operate on the three newly-acquired frequency pairs and that the frequencies must be occupied within twelve months of licensing. He related staff's recommendation that \$37,000 from the Punta Place Project budget savings be utilized to meet the basic requirements to operate on the frequencies.

**MOTION:** City Manager Lansdell moved to approve an expenditure not to exceed \$37,000 from Account No. 10-80-415-5901 (Punta Place Project budget savings) to purchase basic equipment to make the three new frequency pairs operational. The motion was seconded by City Manager Pathirana and passed by unanimous voice vote, absent City Manager Dolan.

4. **EXECUTIVE DIRECTOR'S REPORT**

4a. Executive Director Mailloux reported on the status of the generator project to alleviate the exhaust on Hawthorne Police Department and the status of the Punta Place and Manhattan Beach Water Tower Infrastructure Upgrade Projects. He noted that the Authority recently hosted a meeting to discuss standards for the member agencies' mobile and portable radios that meet P-25 grant requirements.

5. **COMMENDATIONS**

5a. **Shannon Kauffman and John Krok**

Executive Director Mailloux called attention to a letter from El Monte Police Chief Thomas Armstrong commending Operations Manager Shannon Kauffman and Staff Services John Krok for their participation and professionalism at El Monte's reverse job fair.

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6. **NEW BUSINESS**

6a. Chief Medrano encouraged attendance at an upcoming LA-RICS meeting on April 2<sup>nd</sup>. He emphasized the importance of representatives from the member agencies serving on the LA-RICS Steering Committee and suggested a meeting to discuss this after the Chiefs' meeting on Thursday, March 20<sup>th</sup>.

Executive Director Mailloux mentioned that he attended a meeting at Los Angeles County Department of Health Services regarding EMD protocol and that he offered to serve on the Steering Committee, but has not been contacted.

7. **CLOSED SESSION**

Per Government Code Section 54957.6, at 2:48 p.m. the Executive Committee entered into a closed session to discuss labor negotiations for the Management Confidential and Communications Workers of America bargaining groups. At 3:15 p.m., the meeting returned to open session with no action taken in closed session.

8. **ADJOURNMENT**

The meeting was adjourned at 3:15 p.m.