

July 15, 2008

**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 2:01 p.m. on Tuesday, July 15, 2008, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: City Manager Steve Burrell, City of Hermosa Beach
City Manager Geoff Dolan, City of Manhattan Beach
City Manager Mitch Lansdell, City of Gardena
City Manager Jag Pathirana, City of Hawthorne
Chief Scott Ferguson, Manhattan Beach Fire Department
Lt. Andy Harrod, Manhattan Beach Police Department
Chief Ed Medrano, Gardena Police Department
Chief Greg Savelli, Hermosa Beach Police Department

Absent: Chief Mike Heffner, Hawthorne Police Department
Interim Chief Steve Parker, Hermosa Beach Fire Department
Chief Rod Uyeda, Manhattan Beach Police Department

Also Present: Executive Director Ralph Mailloux
Administration Manager Bonnie Agee
Operations Manager Shannon Kauffman
Technical Services Manager Jose Rivera
Finance Manager Agnes Walker
Mr. Kunle Aderonmu, Legal Counsel for the Authority

2. **PUBLIC DISCUSSION**

None.

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3. **ACTION ITEMS**

3a. **APPROVAL OF MINUTES – JUNE 17, 2008**

MOTION: City Manager Dolan moved for the approval of the minutes of the joint meeting of the Executive and User Committees on June 17, 2008. The motion was seconded by City Manager Lansdell and passed by unanimous vote.

3b. **PRELIMINARY BUDGET PERFORMANCE REPORT – JUNE 30, 2008**

Finance Manager Walker related staff's recommendation to receive and file the Preliminary Budget Performance Report as of June 30, 2008 as written. She advised that, with certain exceptions, projected revenues and expenditures as of June 30th are within the budgeted amounts; that some budgetary savings is anticipated, but the final amount will be determined after the year-end audit is completed in September; and that some of the capital projects' fund balances have been closed and approximately \$102,000 has been returned to the fund balance. In answer to a question from City Manager Dolan, Finance Manager Walker anticipated that the budgetary savings for Fiscal Year 2007-2008 will be approximately \$150,000, which is what was anticipated at the time the 2008-2009 Budget was adopted.

MOTION: City Manager Dolan moved to receive and file the Preliminary Budget Report as of June 30, 2008 as written. The motion was seconded by City Manager Lansdell and passed by unanimous vote.

3c. **CASH & INVESTMENTS REPORT/JUNE 30, 2008**

Finance Manager Walker related staff's recommendation to receive and file the unaudited Cash & Investments Report as of June 30, 2008 as written. She explained that staff does not anticipate any changes to the Report after the audit in September; that the only account closed was the \$300 Petty Cash Account for the vending machines; and that, as of June 30, 2008, the Authority has a healthy cash position which can fund Authority expenses for the next six months.

MOTION: City Manager Dolan moved to receive and file the Cash & Investment Report as of June 30, 2008 as written. The motion was seconded by City Manager Lansdell and passed by unanimous vote.

4. **EXECUTIVE DIRECTOR'S REPORT**

4a. **FOURTH OF JULY STATISTICS**

Executive Director Mailloux called attention to the Fourth of July statistics in the agenda packets prepared by Staff Services Gary Stevens.

Chief Savelli expressed Hermosa Beach Police Department's appreciation of the frequencies and extra communications operators provided to Hermosa Beach over the Fourth of July Holiday.

4b. Executive Director Mailloux reported that the Authority's insurance policies for 2008-2009, including Worker's Compensation, will be with Traveler's, which has an A+15 rating, and will be approximately \$30,000 under budget.

4c. Executive Director Mailloux noted El Segundo's tour of the Authority's facility on August 8, 2008, 11:00 a.m. Mr. Mailloux related his understanding of those who will attend on El Segundo's behalf.

Chief Savelli affirmed his intent to attend; City Manager Burrell indicated that he is unable to attend; and City Manager Dolan advised that Chief Ferguson and Chief Uyeda will represent Manhattan Beach.

Chief Medrano related his receipt of positive interaction from El Segundo's Police and Fire Chiefs regarding the possibility of the Authority providing El Segundo's emergency dispatch services.

5. **NEW BUSINESS**

5a. Chief Medrano related his understanding that the Independent Cities support the submission of the Punta Place Infrastructure Upgrade Project for the UASI Grant.

6. **CLOSED SESSION**

Pursuant to Government Code Section 54957.6, at 2:09 p.m., the Executive Committee entered into a closed session to discuss labor negotiations for the Teamsters' bargaining group. The meeting returned to open session at 2:30 p.m., with no action taken in closed session.

7. **ADJOURNMENT**

The meeting was adjourned at 2:31 p.m.

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