

A G E N D A
REGULAR JOINT MEETING OF
THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE
TUESDAY, JULY 19, 2016, 2:00 PM
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
SECOND FLOOR CONFERENCE ROOM
4440 W. BROADWAY, HAWTHORNE, CA

1. **CALL TO ORDER**

2. **PUBLIC DISCUSSION**

Anyone wishing to discuss items of interest to the public within the Executive Committee's jurisdiction may do so at this time. Comments shall be limited to five minutes per speaker.

3. **ACTION ITEMS**

3a. Approval of Minutes – June 21, 2016*

3b. Cash & Investments Report – June 30, 2016*

3c. New Assessment Methodology – Hermosa Beach

3d. Election of Executive Committee Chairman and Vice-Chairman for Fiscal Year 2016-2017
(Hawthorne is currently Chairman and Gardena is Vice-Chairman)

3f. Executive Director's Contract – 2016-2018**

4. **EXECUTIVE DIRECTOR'S REPORT**

5. **NEW BUSINESS**

6. **CLOSED SESSION**

Conference Re: Labor Negotiations
Pursuant to Government Code Section 54957.6 (Executive Director's Contract)**

Conference Re: Labor Negotiations
Pursuant to Government Code Section 54957.6 (Management Confidential Bargaining Group)

7. **ADJOURNMENT**

*Written material attached.

**Confidential written material attached - Executive Committee Only.

Posting Place:

4440 W. Broadway, Hawthorne, CA 90250

Posting Date/Time:

July 13, 2016/3:00 PM

Signature:



Ralph Mailloux, Executive Director

June 21, 2016

**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 PM on Tuesday, June 21, 2016, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: City Manager Mark Danaj, City of Manhattan Beach
City Manager Mitch Lansdell, City of Gardena
Interim City Manager Arnie Shadbeh, City of Hawthorne
Chief Robert Espinosa, Manhattan Beach Fire Department
Chief Bob Fager, Hawthorne Police Department
Chief Ed Medrano, Gardena Police Department
Chief Mitch Tavera, El Segundo Police Department

Absent: Interim Chief Pete Bonano, Hermosa Beach Fire Department
Chief Chris Donovan, El Segundo Fire Department
Chief Eve Irvine, Manhattan Beach Police Department
Chief Sharon Papa, Hermosa Beach Police Department

Also Present: Executive Director Ralph Mailloux
Operations Manager Shannon Kauffman
Administration Manager John Krok
Finance Manager Valerie Mohler
Councilman Carl Jacobson, City of El Segundo

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **Approval of Minutes – May 17, 2016**

MOTION: Interim City Manager Shadbeh moved for the approval of the minutes of the joint meeting of the Board of Directors, Executive Committee and User Committee on May 17, 2016 as written. The motion was seconded by City Manager Danaj and passed by unanimous voice vote.

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3b. **Budget Performance Report – May 31, 2016**

Finance Manager Mohler presented the Budget Performance Report as of May 31, 2016 with the recommendation to receive and file.

MOTION: Interim City Manager Shadbehr moved to receive and file the Budget Performance Report as of May 31, 2016 as written. The motion was seconded by City Manager Danaj and passed by unanimous voice vote.

3c. **New Assessment Methodology – Hermosa Beach**

Continued to the next meeting.

3d. **Election of Police User Committee Chairman and Vice-Chairman for Fiscal Year 2016-2017**

By acclamation, it was agreed that Hawthorne will continue as Chairman and Gardena as Vice-Chairman of the Police User Committee during Fiscal Year 2016-2017.

3e. **Election of Fire User Committee Chairman and Vice-Chairman for Fiscal Year 2016-2017**

By acclamation, it was agreed that Manhattan Beach will serve as Chairman and El Segundo as Vice-Chairman of the Fire User Committee during Fiscal Year 2016-2017.

3f. **Executive Director's Contract – 2016-2018**

Considered in closed session.

4. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Mailloux reported on the status of the Area G efforts pertaining to the Interoperability Network of the South Bay (INSB); and the Los Angeles Regional Interoperable Communication System's (LA-RICS) plans to transfer the new shelter at Gardena to the Authority.

In answer to a question from Chief Tavera, Chief Espinosa clarified that Manhattan Beach's approval to join the INSB joint powers authority (JPA) is pending and Chief Medrano related his understanding that Redondo Beach is scheduled to consider joining the INSB JPA on June 28th.

5. **NEW BUSINESS**

None.

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6. **CLOSED SESSION**

Pursuant to Government Code Section 54957.6 (Conference Re Labor Negotiations), at 2:15 PM, the Executive Committee entered into a closed session to consider the Executive Director's contract.

At 2:24 PM, the meeting returned to open session. Vice-Chairman Lansdell announced that, during closed session, the Executive Committee met to discuss and negotiate the Executive Director's contract. By unanimous vote, the Executive Committee offered Executive Director Mailloux an employment agreement to include the following: a transition period; a contract term of one year, to be evaluated at the end of the year, with a possible one-year option; at least six days' physical presence at the Authority, with additional days as needed; and the appointment of a new Executive Director during the transition period. The draft contract shall be presented in the form of a final contract for consideration at the next Executive Committee meeting.

7. **ADJOURNMENT**

The meeting was adjourned at 2:44 PM.



Staff Report

South Bay Regional Public Communications Authority

TO: Executive Committee

THROUGH: Ralph Mailloux

FROM: Valerie Mohler

COPY TO: Tim Lilligren, Treasurer

DATE: July 19, 2016

SUBJECT: CASH & INVESTMENTS REPORT/JUNE 30, 2016

RECOMMENDATION:

Receive and file the Cash & Investments Report for June 30, 2016.

FISCAL IMPLICATION:

None.

BACKGROUND:

Section 43646 (a) (2) of the Government Code, states that the treasurer or chief fiscal officer may render a quarterly report (regarding the local agency's cash and investments) to the chief executive officer, the internal auditor, and the legislative body of the local agency. The quarterly report shall be so submitted within 30 days following the end of the quarter covered by the report. The legislative body of a local agency may elect to require the report specified in subdivision (b) to be made on a monthly basis instead of quarterly.

At the November 21st 2006 meeting, the Executive Committee elected to receive the Cash & Investments Report on a quarterly basis.

DISCUSSION:

Staff has completed the bank reconciliation for June 30, 2016. Attached is the Cash & Investments Report for the period.

LEGAL REVIEW:

None.

CONCLUSION:

The Authority's investment with the State's Local Agency Investment Fund (LAIF) provides liquidity to fund the Authority's expenses for the next six months, with the assumption that the Member Agencies pay their assessments within the established timeframe. The Authority's cash position remains healthy.

Attachment: Cash & Investment Report for June 30, 2016.

**SBRPCA
CASH AND INVESTMENTS REPORT
JUNE 30, 2016**

	Bank Balance	Deposits in Transit	Outstanding Checks	Book Balance
<u>ACTIVE ACCOUNTS</u>				
MUFG Union Bank (General/Payroll)	\$ 789,025.64	<u> </u>	\$ (24,379.63)	\$ 764,646.01 *
<u>INVESTMENTS</u>				
LAIF*	\$ 2,371,302.13	\$ -	\$ -	\$ 2,371,302.13
Total Investments	\$ 2,371,302.13	\$ -	\$ -	\$ 2,371,302.13
<u>OTHER CASH ON HAND</u>				
Petty Cash	\$ -	\$ -	\$ -	\$ 500.00
Vending Machine Petty Cash	\$ -	\$ -	\$ -	\$ 300.00
Total Other Cash on Hand				\$ 800.00
TOTAL CASH & INVESTMENTS				<u><u>\$ 3,136,748.14</u></u>
<u>*Breakdown of cash by fund:</u>				
Fund 10 (Enterprise Fund)				\$ 3,136,748.14
Fund 20 (SHSGP Grant Fund)				-
Total				<u><u>\$ 3,136,748.14</u></u>

Note: LAIF's interest rate as of June 30, 2016 was not available when the staff report was written. Interest earned for the third quarter ending June 30, 2016 was also not available when the staff report was written. Both will be reported at the Executive Committee meeting on July 19, 2016.