

March 18, 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 2:10 p.m. on Tuesday, March 18, 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
Interim Chief Jerry Gomez, Hermosa Beach Fire Department
Chief Mike Heffner, Hawthorne Police Department
Captain Bob Michaelsen, Gardena Police Department
Chief Rod Uyeda, Manhattan Beach Police Department

Absent: Chief Greg Savelli, Hermosa 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

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **APPROVAL OF MINUTES – FEBRUARY 19, 2008**

MOTION: City Manager Dolan moved for the approval of the February 19, 2008 minutes as written. The motion was seconded by City Manager Lansdell and passed by unanimous voice vote.

3b. **BUDGET PERFORMANCE REPORT – FEBRUARY 29, 2008**

Finance Manager Walker related the staff recommendation to receive and file the Budget Performance Report as of February 29, 2008. She advised that expenses are on track with the budget as of February 29, 2008, with the exception of billable parts, which are reimbursed by the member agencies.

3c. **PRELIMINARY BUDGET FISCAL YEAR 2008-2009**

Executive Director Mailloux gave a Power Point presentation on the Preliminary Budget for Fiscal Year 2008-2009. He outlined the Capital outlay proposed and provided detailed information regarding the Punta Place Infrastructure Upgrade Project and reviewed accomplishments during Fiscal Year 2007-2008.

Finance Manager Walker advised that the Preliminary Budget for Fiscal Year 2008-2009 totals \$8,168,497 and that, because the LAIF interest rate is less than anticipated, investment earnings will be less than estimated. She reviewed the various funding scenarios presented for the Executive Committee's consideration.

The Executive Committee agreed that the Fund Balance of \$713,303 should be applied to the proposed Budget for 2008-2009 and that the member cities' assessments should be calculated using Option C as shown in the Preliminary Budget for Fiscal Year 2008-2009 and reflected below:

Option C

Total Preliminary Budget	\$8,168.497
Less: Hermosa Beach Contract	(596,650)
Other Revenues	(357,600)
Use of Fund Balance	<u>(713,303)</u>
Balance to be Assessed	<u>\$6,500,944</u>

City Manager Dolan related his appreciation of the Preliminary Budget for Fiscal 2008-2009. He said that he could support Option C in that it is easy to understand and responsive and it would fund the entire budget, including Capital projects, and would provide for approximately 10% in reserves.

In answer to a question from City Manager Dolan, Finance Manager Walker clarified that GASB 45 OPEB is not addressed in the proposed Budget and that funding of OPEB is not required, but the related liability must be shown.

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City Manager Dolan pointed out that GASB 45 OPEB could be discussed in the future after the major Capital projects have been completed.

MOTION: City Manager Lansdell moved to approve Assessment Option C as reflected in the Preliminary Budget for Fiscal Year 2008-2009. The motion was seconded by City Manager Dolan and passed by unanimous vote.

The Executive Committee verified that they do not need to review the proposed Budget prior to the Board of Directors' consideration of the Budget at the May meeting.

3d. **EXECUTIVE DIRECTOR'S VEHICLE LEASE**

In response to the Executive Committee's direction at a previous meeting, Executive Director Mailloux explained that the cost of a hybrid vehicle would be significantly greater than the Ford Explorer previously proposed.

The Executive Committee agreed to Option A, authorizing the Executive Director to enter into a three-year lease for a Ford Explorer. The following motion was offered.

MOTION: City Manager Pathirana moved to approve Option A, authorizing the Executive Director to enter into a three-year lease for a Ford Explorer. The motion was seconded by City Manager Lansdell and passed by unanimous vote.

City Manager Dolan thanked Authority staff for looking into the possibility of a hybrid vehicle.

4. **EXECUTIVE DIRECTOR'S REPORT**

4a. Executive Director Mailloux reported that he denied a recent request from the City of El Segundo to program one of the Authority's frequencies into their consoles; that El Segundo appears to be looking for ways to do normal business on some of the Authority's frequencies; and that he told them they must obtain permission before using doing so.

Mr. Kunle Aderonmu, Legal Counsel for the Authority, advised that El Segundo appears to be building a record to use against the Authority in order to obtain use of the Authority's frequencies in the future.

The Executive Committee agreed with Executive Director Mailloux's position on this matter and they directed him to send a letter to the City of El Segundo advising them that, with the exception of emergencies, they must obtain approval prior to using the Authority's frequencies.

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4b. Executive Director Mailloux noted that negotiations of the Teamsters' contract will begin in the near future.

5. **NEW BUSINESS**

None.

6. **CLOSED SESSION**

Pursuant to Government Code Section 54957.6, at 2:42 p.m., the Executive Committee entered into closed session to discuss labor negotiations with the Teamster's bargaining group. The meeting returned to open session at 2:50 p.m., with no action taken in closed session.

7. **ADJOURNMENT**

The meeting was adjourned at 2:51 p.m.