

August 21, 2007

**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 2:00 p.m. on Tuesday, August 21, 2007, 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 Greg Savelli, Hermosa Beach Police Department  
Interim Chief Jerry Gomez, Hermosa Beach Fire Department  
Lt. Derrick Abell, Manhattan Beach Police Department  
Battalion Chief Frank Chiella, Manhattan Beach Fire Department

Absent: City Manager Steve Burrell, City of Hermosa Beach  
City Manager Geoff Dolan, City of Manhattan Beach  
Chief Ed Medrano, Gardena Police Department  
Chief Mike Heffner, Hawthorne Police Department

Also Present: Executive Director Ralph Mailloux  
Operations Manager Janey Hall  
Finance Manager Agnes Walker  
Technical Services Manager Jose Rivera  
Mr. Kunle Aderonmu, Legal Counsel for the Authority  
Mr. Jim Darr, 3SI Security  
Mr. Carl Jacobson, El Segundo Resident

2. **PUBLIC DISCUSSION**

None.

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3. **ACTION ITEMS**

3a. **APPROVAL OF MINUTES – JUNE 19, 2007**

Agenda Item No. 3a was considered later in the meeting (see below).

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Agenda Item No. 3c was considered out of order at this time.

3c. **3SI CASH PROTECTION SYSTEM**

Mr. Jim Darr, 3SI Security Systems, gave a presentation on a cash protection system designed to recover cash stolen from banks and help apprehend the criminals. He clarified that the system has held up in court; that each member police department would be given a hand-held device to assist in tracking suspects; and that the system would be funded by the banks in the member cities, with no costs to the Authority or the member police departments.

Executive Director Mailloux related the support of this system by Authority staff and the Police Task Force. He verified that there would be no cost to the Authority.

**MOTION:** City Manager Lansdell moved to support the implementation of the 3SI Cash Protection System. The motion was seconded by City Manager Pathirana and passed by unanimous vote, absent City Manager Dolan.

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Discussion returned to regular agenda order.

3a. **APPROVAL OF MINUTES – JUNE 19, 2007**

The minutes of the joint meeting of the Executive Committee and User Committee on June 19, 2007 were unanimously approved as written, absent City Manager Dolan.

3b. **CASH & INVESTMENTS REPORT – JUNE 30, 2007**

Finance Manager Walker recommended that the Cash & Investments Report as of June 30, 2007 be received and filed. She explained that the Report is based on un-audited numbers, but staff is confident there will be no significant, if any, changes after the audit and

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that the Authority's cash position is healthy and consists of enough cash flow to fund expenses for the next six months.

The Cash & Investments Report as of June 30, 2007 was received and filed as written.

3c. **3SI CASH PROTECTION SYSTEM**

Considered earlier in the meeting (see page 2).

3d. **RESOLUTION RE BUDGETARY POLICY**

Finance Manager Walker recommended the approval of the proposed budgetary policy and adoption of Resolution No. 256. She reviewed that, at a previous meeting, the Executive Committee directed staff to define the level of budgetary control, which is included in the proposed resolution.

**MOTION:** City Manager Lansdell moved to approve the budgetary policy as written and adopt Resolution No. 256. The motion was seconded by City Manager Pathirana and passed by unanimous vote, absent City Manager Dolan.

3e. **EL CAMINO COMMUNICATIONS EQUIPMENT MAINTENANCE CONTRACT**

Executive Director Mailloux advised that, in response to direction from the Executive Committee at a previous meeting, the proposed charges are a little higher than those charged by private industry and that the contract before the Committee at this time is for one year. Mr. Mailloux affirmed that Chief Port of El Camino Police Department is aware the contract would be for one year.

**MOTION:** City Manager Lansdell moved for the approval of the proposed contract with El Camino Police Department. The motion was seconded by City Manager Pathirana and passed by unanimous vote, absent City Manager Dolan.

4. **EXECUTIVE DIRECTOR'S REPORT**

4a. Executive Director Mailloux related that Operations Manager Janey Hall plans to retire in December 2007; that a written examination for the position will be on August 29<sup>th</sup>; and that the oral interviews for the position will be on September 10<sup>th</sup>.

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4b. Executive Director Mailloux announced the Authority's acquisition of three new frequency pairs. He indicated that interference issues with Arcadia, who has a Letter of Concurrence for one of the frequencies, will be examined in the near future; that a master plan for the frequencies will be developed; and that the idea of selling the Authority's 800 MHz frequency and acquiring another frequency is being considered.

4c. Executive Director Mailloux provided information on the status of hiring efforts for the position of Communications Operator.

5. **NEW BUSINESS**

None.

6. **CLOSED SESSION**

At the suggestion of City Manager Pathirana, the Executive Committee delayed entering into closed session until such time as those City Managers absent from the meeting can be present.

7. **ADJOURNMENT**

At 2:25 p.m., the meeting was adjourned.

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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, September 18, 2007, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

**ROLL CALL**

Present: City Manager Geoff Dolan, City of Manhattan Beach  
City Manager Mitch Lansdell, City of Gardena  
Chief Dennis Groat, Manhattan Beach Police Department  
Chief Mike Heffner, Hawthorne Police Department  
Chief Ed Medrano, Gardena Police Department  
Chief Greg Savelli, Hermosa Beach Police Department

Absent: City Manager Jag Pathirana, City of Hawthorne  
Interim Chief Jerry Gomez, Hermosa Beach Fire Department

Also Present: Executive Director Ralph Mailloux  
Operations Manager Janey Hall  
Finance Director Bruce Moe, City of Manhattan Beach  
Finance Manager Agnes Walker  
Mr. Kunle Aderonmu, Legal Counsel for the Authority  
Mr. Carl Jacobson, El Segundo Resident

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **APPROVAL OF MINUTES – AUGUST 21, 2007**

Continued to the next meeting.

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3b. **PRELIMINARY YEAR-END BUDGET PERFORMANCE REPORT**

Finance Manager Walker related the staff recommendation that the Preliminary Year-End Budget Performance Report for June 30, 2007 be received and filed as written. She advised that, based on cash flow, the Authority's revenues for Fiscal Year 2007-2008 exceeded expenses by \$179,000, with a net budgetary savings of \$207,000 after adjusting for expenses transferred to the fixed assets account and depreciation and non-cash expenses; that the facility bond transactions are no longer recorded in the Authority's books; and that the auditors have completed the field work audit for FY 2006-2007 and the financial statements will be provided no later than December 2007.

City Manager Dolan expressed his pleasure with the change on the bond accounting, as he always thought that the debt should not be recorded in the Authority's books.

The Preliminary Year-End Budget Performance Report for June 30, 2007 was received and filed as written, absent City Manager Pathirana.

3c. **STATEMENT OF INVESTMENT POLICY**

Finance Manager Walker stated the staff recommendation to approve Resolution No. 257, adopting the Authority's Statement of Investment Policy for Fiscal Year 2007-2008. She noted that the proposed Policy was approved by the Authority's Treasurer and that the Policy is too comprehensive for the Authority, as 100 percent of the Authority's investments are with LAIF.

**MOTION:** City Manager Dolan moved to approve the Statement of Investment Policy as written and adopt Resolution No. 257. The motion was seconded by City Manager Lansdell and passed by unanimous vote, absent City Manager Pathirana.

A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ADOPTING THE ANNUAL STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2007-2008 SUPERSEDING RESOLUTION 249

3d. **ASSESSMENT METHODOLOGY**

Finance Manager Walker recalled the Executive Committee's previous direction that the member cities' Finance Directors meet with Authority staff to discuss a five-year rolling average assessment formula. She explained that, during the meeting, various options were explored and the majority of the Directors agreed to an assessment methodology based on ownership shares, which would provide some degree of certainty since it would be based on the cities' share of original bonds issued. Ms. Walker advised that the Bylaws must be modified to reflect changes to the assessment formula, which would be necessary no later than March 2008 for the preparation of the Fiscal Year 2008-2009 Budget.

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Finance Director Moe explained that the majority of the Finance Directors supported an assessment formula based on ownership shares for reasons of predictability and that they agreed to phase the new formula in for Hawthorne, which would realize the greatest impact.

City Manager Dolan related his understanding that the rationale in favor of an assessment formula based on ownership shares is predictability and the ownership in the building.

The Executive and User Committees briefly discussed the proposed assessment formula based on ownership shares compared to the current formula based on usage. It was agreed that this item would be continued to the next meeting for all members to be present.

3e. **EDEN PROJECT UPDATE**

Finance Manager Walker advised that the Authority went live with CORE financials as of July 1, 2007; that MOM continues to be used for payroll and Eden payroll is scheduled to go live in February 2008; that the Position Budgeting module was added to the EDEN contract at a cost of approximately \$3,000, which was absorbed in the current budget for EDEN; and that the module will not be used until the Fiscal Year 2009-2010 budget cycle.

The Executive Committee received and filed the Eden Project Update as written.

3f. **COMMUNICATIONS CONTRACT SERVICES**

Executive Director Mailloux recommended the approval of a consultant contract with Mr. Mel Samples of CADSTAR, in the amount of approximately \$6,000, to assist Authority staff with staying informed about and participating in future interoperability opportunities, as well as addressing numerous other issues, such as the infrastructure. He advised that, should the contract be approved, it will be reviewed by the Authority's legal counsel.

Chief Medrano emphasized the importance of the Authority providing expertise in the future regarding the member agencies' equipment purchases.

Executive Director Mailloux verified that the Authority has specifications for equipment to be purchased by the member agencies and that the Police and Fire Task Force members have been asked to contact Authority staff regarding the compatibility of equipment they plan to purchase. He related his intent to organize a meeting of the User Committee members to discuss strategic action planning and develop the Authority's infrastructure frequency allocation models and equipment procurements necessary to participate in a wide variety of interoperability systems.

**MOTION:** City Manager Lansdell moved to authorize the Executive Director to enter into an agreement for approximately \$6,000 with CADSTAR, Inc. The motion was seconded by City Manager Dolan and passed by unanimous vote, absent City Manager Pathirana.

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3g. **PURCHASE OF NEW CARPET FOR COMMUNICATIONS CENTER**

Operations Manager Hall requested an approval to purchase new carpet for the communications center at a cost of approximately \$27,120 which, she noted, is approximately \$20,000 under budget.

**MOTION:** City Manager Dolan moved to approve the purchase of new carpet for the communications center at a cost of approximately \$27,120. The motion was seconded by City Manager Lansdell and passed by unanimous vote, absent City Manager Pathirana.

3h. **AUTHORITY'S 30-YEAR ANNIVERSARY**

Executive Director Mailloux requested input on ideas to celebrate the Authority's 30-Year Anniversary.

City Manager Dolan recommended that the Authority's 30-Year anniversary be recognized by the member city councils and that Executive Director Mailloux attend the member council meetings to provide input about the evolution of the Authority as well as current activities. He also suggested a press release about the anniversary and a celebration involving Authority employees, with invitations extended to the Executive Committee.

4. **EXECUTIVE DIRECTOR'S REPORT**

4a. Executive Director Mailloux reported his recent participation in an internet course on internal controls. He will also attend a financial workshop in November.

4b. Executive Director Mailloux mentioned that some Authority staff is at a Tiburon course this week.

4c. Executive Director Mailloux noted the recent oral interviews for the position of Operations Manager. Executive Director interviews for the position will be in October.

5. **NEW BUSINESS**

None.

6. **CLOSED SESSION**

Pursuant to Government Code Section 54956.6, at 2:42 p.m., the Executive Committee entered into a closed session to discuss the Executive Director's annual review, the Finance Manager's annual review and the Operations Manager position. The meeting returned to open session at 2:55 p.m., with no action reported in closed session.

7. **ADJOURNMENT**

The meeting was adjourned at 2:56 p.m.

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