

August 16, 2005

**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 2:06 p.m. on Tuesday, August 16, 2005, 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 Richard Prentice, City of Hawthorne  
Chief Dennis Groat, Manhattan Beach Fire Department  
Chief Ernie Klevesahl, Manhattan Beach Police Department  
Chief Rodney Lyons, Gardena Police Department  
Captain John Beerling, Hawthorne Police Department  
Chief Russell Tingley, Hermosa Beach Fire Department

Absent: Chief Michael Lavin, Hermosa Beach Police Department

Also Present: Executive Director Ralph Mailloux  
Operations Manager Janey Hall  
Finance/Accounting Manager John Gilbert  
Technical Services Manager Jose Rivera  
Mr. Kunle Aderonmu, Authority's Legal Counsel  
Mr. Carl Jacobson, El Segundo Resident

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **APPROVAL OF MINUTES – JULY 19, 2005**

The July 19, 2005 minutes of the joint meeting of the Executive and User Committees were approved as written.

Agenda Item Nos. 3b and 3c were considered together.

3b. **MONTHLY FINANCIAL REPORT – JULY 2005**

3c. **REGIONAL TRAINING CENTER MONTHLY FINANCIAL REPORT – JULY 2005**

Executive Director Mailloux advised that El Camino College's take over of the L.A. South Bay Regional Skills Center is proceeding as scheduled and that, as part of the take over, El Camino will make the lease payments for the space at the TRW facility.

The July 2005 Monthly Financial Report and the July 2005 Regional Training Center Monthly Financial Report were received and filed as written.

3d. **BEACH CITIES HEALTH DISTRICT INFRASTRUCTURE UPGRADE PROJECT**

Executive Director Mailloux explained that the quote in the amount of \$29,080 for the remaining tower upgrade at the Beach Cities Health District (BCHD) site is well below the \$169,000 remaining for this purpose; that the agreement between the Authority and the BCHD is being finalized; that the agreements with the other agencies at the site are pending; and that the upgrades at the BCHD should be completed by the end of 2005.

**MOTION:** City Manager Lansdell moved to approve the remaining tower upgrade at the Beach Cities Health District site in the amount of \$29,000. The motion was seconded by City Manager Prentice and passed by unanimous vote.

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3e. **RESOLUTION NO. 248 RE ACCESS TO CRIMINAL HISTORY INFORMATION**

Executive Director Mailloux clarified that the City of Hawthorne provides fingerprinting for the Authority's applicants; that they have previously received the related criminal history information; and that proposed Resolution No. 248 allows the Authority to access State and Federal level summary criminal history information for employment, licensing or certification purposes.

**MOTION:** City Manager Prentice moved to approve the Authority's access to State and Federal level summary criminal history information and adopt Resolution No. 248. The motion was seconded by City Manager Lansdell and passed by unanimous vote.

3f. **FINANCIAL MANAGEMENT SOFTWARE CONVERSION PROJECT**

Providing background information on this topic, Executive Director Mailloux noted that the Executive Committee previously directed Authority staff to examine the idea of converting to the EDEN financial management system.

Finance/Accounting Manager Gilbert explained that the EDEN system is a true Windows based financial management software system that would allow for much more versatility and easy access than the current MOM system. He further explained that the total cost of the EDEN system would be \$78,000 and he distributed/reviewed a list of the project cost according to tasks.

Executive Director Mailloux recalled that the Executive Committee's recommendation to examine the idea of converting to the EDEN system arose during a time when the Authority had many financial issues that are now resolved. He said that, at this time, he would recommend using the \$78,000 cost of the EDEN system on the infrastructure upgrade project.

Finance/Accounting Manager Gilbert verified that the EDEN system is used by the member cities; that the proposal was reviewed by the Manhattan Beach Finance Department; and that the Authority already has Crystal Reports writing capability.

City Manager Burrell stated his support for purchasing the EDEN system in a timely manner. He pointed out that money left over from the Beach Cities Health District infrastructure upgrade could be used to purchase the EDEN system.

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City Manager Dolan related his agreement with City Manager Burrell's support for purchasing the EDEN system. He recommended that the proposal be reviewed by the member cities' finance departments.

City Manager Prentice noted that, if need be, reserve funds could be used to purchase the EDEN system.

City Manager Lansdell observed that, considering the few number of employees who would be trained on the EDEN system, the proposed training cost appears to be high.

Executive Director Mailloux expressed staff's anticipation that the cost of training on the EDEN system would go down and the proposed amount is the worst case scenario.

4. **NEW BUSINESS**

None.

5. **EXECUTIVE DIRECTOR'S REPORT**

5a. Executive Director Mailloux explained the need to evaluate problems with the monopole at the Gardena Police Department and obtain a proposal to remedy the problems as part of the infrastructure upgrade project.

The Executive Committee agreed with the need to evaluate the problems with the monopole at the Gardena Police Department and requested that a staff report related thereto be provided at a future meeting.

6. **CLOSED SESSION**

At 2:50 p.m., pursuant to Government Code Section 54957.6, the Executive and User Committees entered into a closed session to discuss "Teamsters' Negotiations." At 3:20 p.m., the meeting returned to open session with no action taken in closed session.

7. **ADJOURNMENT**

The meeting was adjourned at 3:21 p.m.

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