

October 18, 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. 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
Chief Dennis Groat, Manhattan Beach Fire Department
Chief Stephen Port, Hawthorne Police Department
Lt. Dale Reissig, Manhattan Beach Police Department
Chief Russell Tingley, Hermosa Beach Fire Department

Absent: City Manager Richard Prentice, City of Hawthorne
Chief Rodney Lyons, Gardena Police Department

Also Present: Executive Director Ralph Mailloux
Operations Manager Janey Hall
Personnel/Training Manager Bonnie Agee
Finance/Accounting Manager John Gilbert
Mr. Kunle Aderonmu, Authority's Legal Counsel

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **APPROVAL OF MINUTES – SEPTEMBER 20, 2005**

The September 20, 2005 minutes of the joint meeting of the Executive and User Committees were approved as written, absent City Manager Prentice and Chief Lyons.

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

Executive Director Mailloux reported that expenditures continue to be under budget. However, salaries appear to be over budget because there were three payrolls during the month of September. Also, insurance premiums were paid in the first quarter of Fiscal Year 2005-2006.

At the suggestion of City Manager Dolan, the Executive Committee (absent City Manager Prentice) agreed that the Authority's monthly financial reports should be emailed to the member cities' finance directors.

The Monthly Financial Report as of September 2005 was received and filed as written, absent City Manager Prentice and Chief Lyons.

3c. **REGIONAL TRAINING CENTER MONTHLY FINANCIAL REPORT - SEPTEMBER 2005**

Executive Director Mailloux advised that he and Chief Port plan to meet with representatives from El Camino College in the near future to discuss El Camino's plans to take over the L.A. South Bay Regional Skills Center.

City Manager Dolan related his understanding that the Executive Committee agrees with this idea and that it should be further pursued.

The September 2005 Monthly Financial Report for the L.A. South Bay Regional Skills Center was received and filed as written, absent City Manager Prentice and Chief Lyons.

Regular Joint Meeting of
the Executive Committee
and the User Committee
October 18, 2005

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

Executive Director Mailloux called attention to the proposal for the Eden Management Software (included in the agenda packets) for the conversion of the Authority's finance system. He advised that, as previously directed by the Executive Committee, Authority staff met with the member cities' finance representatives to review the proposal and the entire project. Mr. Mailloux further advised that the project cost of approximately \$99,100 would be funded out of the Unencumbered Reserves Account (which is approximately \$400,000 as of this time).

City Manager Dolan related his appreciation that Authority staff met with the member cities' finance representatives and he noted that Manhattan Beach's Finance Director concurs with the idea, which is something the Executive Committee has discussed for some time.

City Manager Burrell voiced his support of the staff recommendation to convert to the Eden system. The following motion was offered.

MOTION: City Manager Lansdell moved to amend the Authority's 2005-2006 Operating Budget and appropriate funds in the amount of approximately \$99,100 out of the Unencumbered Reserves Account to purchase the Eden Financial Management System. The motion was seconded by City Manager Dolan and passed unanimously, absent City Manager Prentice.

Finance/Accounting Manager Gilbert anticipated that the project will begin early in 2006 and be completed mid-year.

In an effort to help ease the financial reporting process, City Manager Dolan recommended that the Authority's Eden system be made to be as compatible as is possible with the member cities'.

4. **NEW BUSINESS**

4a. City Manager Dolan expressed the Executive Committee's appreciation of Executive Director Mailloux's performance during 2004-2005. He offered the following motion:

MOTION: City Manager Dolan moved to approve a 5% increase in compensation for Executive Director Mailloux as of August 1, 2005. The motion was seconded by City Manager Lansdell and passed by unanimous vote, absent City Manager Prentice.

Regular Joint Meeting of
the Executive Committee
and the User Committee
October 18, 2005

On behalf of the Executive Committee, City Manager Dolan commended the job done by Executive Director Mailloux, and the Authority's entire staff.

4b. In response to a request from City Manager Dolan and with the agreement of the Executive Committee (absent City Manager Prentice), Executive Director Mailloux verified that emails providing updated information about activities at the Authority will be sent to the member cities' city managers approximately every two weeks.

5. **EXECUTIVE DIRECTOR'S REPORT**

5a. Executive Director Mailloux distributed written material pertaining to Verizon's 9-1-1 Network failure today.

During discussion of the Network failure, City Manager Burrell asked that, as Verizon makes it available, related information on this topic be provided to the member cities. He voiced his mistaken impression that there was redundancy with the Public Safety Answering Points (PSAPs) and his concern that the 9-1-1 system was down for such a long period of time.

5b. Executive Director Mailloux provided updated information on the Beach Cities Health District (BCHD) Infrastructure Upgrade Project, including staff's anticipation that the Project will be completed by the end of this year. Mr. Mailloux advised that the agreements between BCHD, the Authority and other entities using the facilities at BCHD have been signed off and that the agreements between the BCHD, the Authority and other occupants at BCHD explaining the project have also been signed off.

Executive Director Mailloux also shared information on the status of the Infrastructure Upgrade Project at Gardena Police Department. He indicated that, according to Leedco, the pole appears to be structurally sound, but it will be x-rayed for verification purposes, and that the drawings apparently do not show the exact configuration of the foundation. He said that a proposal and related costs for the infrastructure upgrades at Gardena Police Department will be provided to the Executive Committee in the near future and that staff is examining possible funding sources for the Infrastructure Upgrade Project.

City Manager Dolan recommended that Congresswoman Jane Harman be contacted to assist with obtaining grant funds for the Infrastructure Upgrade Project.

Regular Joint Meeting of
the Executive Committee
and the User Committee
October 18, 2005

Executive Director Mailloux explained that, as of this time, the possibility of obtaining grant funds for the Project appears to be fairly optimistic. He clarified that, should the City of Hawthorne's grant writers assist with this effort, they will be paid only if the efforts are successful.

City Manager Burrell observed that it might be easier to obtain grant funds if they are requested only for the Punta Place site, since this portion of the Project has a longer lead time and services to others are provided from Punta Place. He pointed out that Hawthorne's grant writers could offer suggestions on the approach to take with Congresswoman Harman.

City Manager Dolan asked Executive Director Mailloux to compose a draft letter to Congresswoman Harman explaining the Authority's history, the funding needs and why the funding would be helpful to more than the four member cities.

It was agreed that City Manager Burrell will review the draft letter prior to distribution.

5c. Executive Director Mailloux advised that he will be on vacation from October 27, 2005 through November 6, 2005. Operations Manager Hall will serve in his absence. He can be contacted via email.

6. **CLOSED SESSION**

None.

7. **ADJOURNMENT**

The meeting was adjourned at 2:30 p.m.