

A G E N D A
REGULAR MEETING OF THE EXECUTIVE COMMITTEE AND USER COMMITTEE
TUESDAY, OCTOBER 15, 2019, 2:00 PM
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
SECOND FLOOR CONFERENCE ROOM
4440 W. BROADWAY, HAWTHORNE, CA

- A. **CALL TO ORDER**
- B. **ROLL CALL**
- C. **ELECTION OF EXECUTIVE COMMITTEE CHAIRPERSON AND VICE CHAIRPERSON FOR THE REMAINDER OF FISCAL YEAR 2019-2020**
- D. **PUBLIC DISCUSSION**
Members of the public will be given the opportunity to directly address the the Executive Committee and the User Committee. Speakers may provide public comments on any matter that is within the subject matter jurisdiction of the Executive Committee and the User Committee, including items on the agenda. While all comments are welcome, the Brown Act does not allow the Executive Committee or the User Committee to take action on any item not on the agenda. Comments will be limited to three (3) minutes per speaker.
- E. **EXECUTIVE COMMITTEE CONSENT CALENDAR**
 - 1. Minutes of the Regular Meeting – September 17, 2019
 - 2. Check Register – September 2019
- F. **ITEMS REMOVED FROM THE CONSENT CALENDAR**
- G. **EXECUTIVE COMMITTEE GENERAL BUSINESS**
 - 1. Resolution of the Executive Committee Establishing a Schedule of Fees and Charges for Fiscal Year 2019-2020
- H. **EXECUTIVE AND USER COMMITTEE GENERAL BUSINESS**
 - 1. Request from the Interoperability Network of the South Bay Joint Powers Authority to Consider Rescheduling the Monthly Regular Joint Meeting of the Executive Committee and User Committee; and
Resolution of the Executive Committee Establishing the Time and Place of Regular Public Meetings; and
Resolution of the User Committee Establishing the Time and Place of Regular Public Meetings
 - 2. Update on the Development of the Mark43 CAD System
 - 3. Upcoming Changes to the Management of Mobile Data Computers

4. Upcoming Changes to the Administration of CLETS Mnemonics
5. Confirmation of Meeting Dates for the Remainder of 2019

I. **EXECUTIVE DIRECTOR'S REPORT**

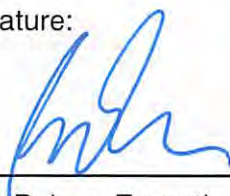
J. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

K. **ADJOURNMENT**

Posting Place: 4440 W. Broadway, Hawthorne, CA 90250 and
www.rcc911.org

Posting Date/Time: October 9, 2019/2:00PM

Signature:



Erick B. Lee, Executive Director

C



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: October 15, 2019

ITEM NUMBER: C

TO: Executive Committee

FROM: Erick B. Lee, Executive Director

SUBJECT: ELECTION OF EXECUTIVE COMMITTEE CHAIRPERSON AND VICE CHAIRPERSON FOR THE REMAINDER OF FISCAL YEAR 2019-2020

ATTACHMENTS: None

RECOMMENDATION

Staff recommends that the Executive Committee elect a new Chairperson, and Vice Chairperson if appropriate, for the remainder of Fiscal Year 2019-2020.

DISCUSSION

With the recent retirement of Gardena's City Manager Edward Medrano, the office of Chairperson of the Executive Committee is now vacant.

The Authority's Bylaws provide for the establishment of Executive Committee Officers as follows:

1. The Executive Committee shall elect from among the membership of the official representatives of said Committee a Chairperson and a Vice Chairperson. The Executive Director of the Authority shall automatically be the Secretary of the Executive Committee.
2. Officers of the Executive Committee shall be elected at the first meeting of said Committee and at the first regular meeting on or after July 1 of each year thereafter. Said election shall be the first item of business at said meetings and the newly elected officers shall assume office immediately following their election.
3. A vacancy shall immediately occur in the office of any officer upon the resignation, death or disability of such person holding such office or in the event that officer ceases to be an employee of the appointing member agency. The Executive

Committee shall fill such vacancy in accordance with the provisions of these Bylaws.

4. The Chairperson shall preside at all meetings of the Executive Committee. The Vice Chairperson shall act as Chairperson in the absence of the Chairperson.
5. The Secretary shall keep a record of all of the proceedings of the Executive Committee and perform the usual duties of such office.

Staff recommends that a new Chairperson be elected from the membership of the Executive Committee to serve for the remainder of Fiscal Year 2019-2020. Current members of the Executive Committee are:

Interim City Manager, Gardena:	Clint Osorio
Interim City Manager, Hawthorne:	Arnold Shadbeh
City Manager, Manhattan Beach:	Bruce Moe

City Manager Moe is currently the Vice Chairperson of the Executive Committee. Should he be elected to serve as Chairperson, a new Vice Chairperson would also need to be elected.

FISCAL IMPACT

None.

E-1

A. **CALL TO ORDER**

B. ROLL CALL

Also Present: Erick B. Lee, Executive Director
John Krok, Administrative Services Manager
Shannon Kauffman, Operations Manager
Vanessa Alfaro, Finance and Performance Audit Manager
Clara Choi, Executive Assistant
Jennifer Petrusis, Richards Watson Gershon
Laura Kalty, Liebert Cassidy Whitmore
Kushboo Hussain, Matrix Consulting Group

C. PUBLIC DISCUSSION

None.

D. BOARD OF DIRECTORS GENERAL BUSINESS

- MOTION:** Councilmember Tanaka moved to nominate Councilmember Awad to serve as Chair and Councilmember Stern to serve as Vice Chair. The motion was seconded and passed by unanimous voice vote.

- MOTION:** Councilmember Awad made a motion to approve the Resolution. There was no discussion and was passed by unanimous voice vote.

- Page 1 of 4

The Board of Directors and Executive Committee discussed the proposed amendments to the Bylaws and cost allocation policy. City Manager Medrano suggested that the revisions to ownership share over the next four years as indicated in the amendments to the Bylaws could be problematic from the perspective of any member cities that had outstanding bonds related to the purchase and construction of the Authority's headquarters facility. After further discussion, the proposed amendments to the Bylaws were amended to indicate that member cities' ownership share in future years would not be changed at this time. Staff will review this issue with each member city and propose another amendment to the Bylaws in the future, if necessary.

MOTION: Councilmember Awad made a motion to adopt the Resolution as amended. The motion was passed by unanimous voice vote.

E. EXECUTIVE COMMITTEE CONSENT CALENDAR

MOTION: City Manager Moe moved to approve the Consent Calendar, Item Numbers 1-6. The motion was seconded by Interim City Manager Shadbehrr and passed by unanimous voice vote.

1. Minutes of the Regular Meeting – August 20, 2019
2. Check Register – July 2019
3. Check Register – August 2019
4. Updated Publicly Available Pay Schedule
5. Approval of a Change Purchase Order to Liebert Cassidy Whitmore, a Professional Corporation, in the Amount of \$30,000 for a Total Not-To-Exceed Amount of \$45,000 for Legal Services; and

Approval of a Change Purchase Order to Richards Watson Gershon in the Amount of \$35,000 for a Total Not-To-Exceed Amount of \$50,000 for Legal Services
6. Fiscal Year 2018-2019 Budget Performance Report – Through June 30, 2019

F. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

G. EXECUTIVE COMMITTEE GENERAL BUSINESS

1. Side Letter Agreement Amending the July 1, 2017 to June 30, 2020 Memorandum of Understanding Between the South Bay Regional Public Communications Authority and the California Teamsters Public, Professional and Medical Employees Union Local 911

MOTION: Interim City Manager Shadbehrr moved to approve the Side Letter Agreement. The motion was seconded by City Manager Moe and passed by unanimous voice vote.

2. Pension and Other Post-Employment Benefit Unfunded Liabilities

Executive Director Lee gave a presentation on the Authority's unfunded liabilities with CalPERS and retiree medical benefits. The Executive Committee discussed the issues

and directed staff to conduct further research with the member cities' Finance Directors, CalPERS, and the Authority's actuaries and return at a later date with recommendations on how to proceed.

3. Request from the Interoperability Network of the South Bay Joint Powers Authority to Consider Rescheduling the Monthly Regular Joint Meeting of the Executive Committee and User Committee

The Executive Committee was open to working with the Interoperability Network of the South Bay Joint Powers Authority to reschedule the Executive and User Committee meetings. Item #3 will return to the following meeting.

4. Designation of an Ad Hoc Committee on a Successor Agreement with the City of El Segundo

The Executive Committee designated City Manager Moe as the ad hoc.

5. Request from the City of Palos Verdes Estates for Feasibility Analysis & Cost Estimate

Executive Director Lee advised that the Authority has received a formal request for a feasibility analysis and cost estimate from the City of Palos Verdes Estates. With the adoption of the Authority's new cost allocation policy, staff anticipates developing the initial analysis and cost estimate for presentation to the Executive Committee at its November 19, 2019 meeting.

H. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lee reported on the updated status on Communications Operators' recruitment and the status on the INSB Network Project.

I. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

Chief Donovan praised staff on INSB network transition.

City Manager Medrano advised that he will be retiring from the City of Gardena, effective September 19, 2019. Executive Director Lee recognized City Manager Medrano for his many years of service to the Authority and presented him with a plaque.

J. **CLOSED SESSION AGENDA**

At 3:15PM, the Executive Committee entered into a closed session to discuss the following items:

1. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Designated Representative: Liebert Cassidy Whitmore

Employee Organization: Teamsters Local 911

2. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Designated Representative: Liebert Cassidy Whitmore

Employee Organization: Communications Workers of America

The meeting returned to open session at 3:26PM with no action taken in closed session.

L.

ADJOURNMENT

The meeting adjourned at 3:26PM.

E-2



Check Register FY 2019-20

September 2019

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u> <u>Notes</u>
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September 5, 2019	\$153,377.35
September 13, 2019	\$114,208.77
September 19, 2019	\$133,270.48
September 27, 2019	\$121,846.36

Accounts Payable Total	\$522,702.96
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Payroll Checks Issued Date

September 13, 2019	\$184,535.05
September 27, 2019	\$184,018.84

Payroll Total	\$368,553.89
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09/05/2019 9:12:05AM

Final Check List
South Bay Regional PCA

Page: 1

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1704	9/3/2019	00012	CALIFORNIA WATER SERVICE	4675328235	8/16/2019	WATER SERV HQ/07/17/19-08	226.92
				5550731926	8/29/2019	FIRE PROTECTION SERV/SEI	72.58
54477	8/29/2019	00007	ANZA GROUP	81174	8/13/2019	BUSINESS CARD	82.17
54478	8/29/2019	00014	CDW GOVERNMENT, INC.	TRV1240	8/30/2019	CDW-G BILLABLE PARTS	22,766.63
				TNB3969	8/16/2019	CDW-G BILLABLE PARTS	6,504.75
				SSS4672	6/19/2019	CDW-G BILLABLE PARTS	1,831.99
				TKW6490	8/9/2019	CDW-G BILLABLE PARTS	1,647.14
				QGF6791	12/4/2018	CDW-G BILLABLE PARTS	329.87
				RWN9333	4/16/2019	CDW-G BILLABLE PARTS	238.59
54479	8/29/2019	00017	CHEM PRO LABORATORY, IN	652846	8/23/2019	HQ MAINTENANCE	86.50
54480	8/29/2019	00015	CHEVRON AND TEXACO	60879640	8/23/2019	FLEET:07/24/19-08/23/19	277.86
54481	8/29/2019	00019	CINTAS CORPORATION #427	4027653208	8/9/2019	CLEANING SERVICES FOR F	109.32
54482	8/29/2019	00225	COMMLINE INC	0160974-IN	7/17/2019	OUTSIDE TECH SVC-TOWER	15,435.00
				0167672-IN	8/30/2019	OUTSIDE TECH SVC-TOWER	12,500.00
				0163805-IN	8/1/2019	OUTSIDE TECH SVC-TOWER	2,780.00
54483	8/29/2019	00824	COMPLETE OFFICE CLEANIN	9571	9/3/2019	SMART JANITORIAL HQ MAIN	3,585.00
54484	8/29/2019	00008	FEDERAL SIGNAL CORP	7287739	8/30/2019	FEDERAL SIGNAL CORP BILL	1,252.60
				7287725	8/30/2019	FEDERAL SIGNAL CORP BILL	920.00
				7268477	8/9/2019	FEDERAL SIGNAL CORP BILL	538.42
54485	8/29/2019	00070	GAS COMPANY, THE	0591948982	9/4/2019	GAS SERVICE HQ/08/01/19-08	561.81
54486	8/29/2019	00799	LA UNIFORMS & TAILORING	2837	8/19/2019	UNIFORMS FOR COMMUNIC	165.95
54487	8/29/2019	00087	LIEBERT CASSIDY & WHITMO	1483759	7/31/2019	BLANKET PURCHASE ORDEF	2,350.00
				1483760	7/31/2019	BLANKET PURCHASE ORDEF	1,938.00
				1483758	7/31/2019	BLANKET PURCHASE ORDEF	944.50
				1483761	7/31/2019	BLANKET PURCHASE ORDEF	626.00
54488	8/29/2019	00802	M JACK BROOKS, JD	202019 SBR	8/31/2019	FY19-20 FINANCE CONSULTI	10,887.50
54489	8/29/2019	00092	MANHATTAN BEACH, CITY OI	Ref000028042	8/20/2019	Refund receipt #: 001407	449.88
54490	8/29/2019	00671	MARC R. COHEN, MD	EMSMD-01	8/31/2019	MEDICAL DIRECTOR SVCS	5,083.33
54491	8/29/2019	00047	MOTOROLA SOLUTIONS, INC.	16064480	8/6/2019	MOTOROLA SOLUTIONS, INC	16,277.42
54492	8/29/2019	00577	NEW LOOK AUTO DETAIL	2092	8/30/2019	VEHICLE MAINTENANCE AND	75.00
				2086	8/13/2019	VEHICLE MAINTENANCE AND	75.00
				2082	7/31/2019	VEHICLE MAINTENANCE AND	75.00
54493	8/29/2019	00819	OCCUPATIONAL HEALTH CEN	65109930	8/8/2019	BLANKET PURCHASE ORDEF	716.00
54494	8/29/2019	00818	RICHARDS,WATSON & GERS	223122	8/19/2019	GENERAL COUNSEL AND LE	4,717.99

Bank : union UNION BANK		(Continued)						
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54495	8/29/2019	00302	SPRINT	155018370-095	8/29/2019	DAC CHARGES/7-26 TO 8-25-	4,516.91	
				107177860-100	8/27/2019	WIRELESS MODEMS/7-24 TO	85.98	4,602.89
54496	8/29/2019	00851	TOBIAS INTERNATIONAL, INC	2019-131	8/30/2019	SOLARWINDS DASHBOARD S	1,600.00	1,600.00
54497	8/29/2019	00837	TRUCKVAULT WASHINGTON	200917	8/26/2019	PARTS FOR IMPACT UNIT FO	3,669.12	3,669.12
54498	8/29/2019	00046	UNITED PARCEL SERVICE	00005337W1319	8/3/2019	BLANKET PURCHASE ORDEF	59.73	
				00005337W1359	8/31/2019	BLANKET PURCHASE ORDEF	50.55	
				00005337W1309	7/27/2019	BLANKET PURCHASE ORDEF	46.97	
				00005337W1349	8/24/2019	BLANKET PURCHASE ORDEF	2.82	160.07
54499	8/29/2019	00300	UNITED POWER GENERATION	4889	6/20/2019	MANHATTAN BEACH WATER	2,104.54	
				4893	6/19/2019	SBRPCA MAIN GENERATOR S	2,038.62	
				4894	6/12/2019	PALOS VERDES TOWER SITE	322.98	4,466.14
54500	8/29/2019	00682	VALLEY WIDE AIR	39548	8/21/2019	ANNUAL PREVENTIATIVE MA	9,454.00	9,454.00
54501	8/29/2019	00171	VERIZON WIRELESS	9836338674	8/18/2019	CELL PH. CHGS:07/19/19-08/1	221.36	221.36
54502	8/29/2019	00481	WAYTEK, INC.	2847513	7/2/2019	VECHILE PARTS	3,582.55	
				2851880	7/12/2019	VEHICLE OUTFITTING PARTS	2,024.14	
				2852304	7/15/2019	VEHICLE OUTFITTING PARTS	111.52	5,718.21
54503	8/29/2019	00063	WHELEN ENGINEERING CO.,	590498	8/15/2019	WHELEN ENGINEERING CO B	5,520.22	
				585464	8/6/2019	WHELEN ENGINEERING CO B	907.58	
				591725	8/19/2019	WHELEN ENGINEERING CO B	222.93	
				590989	9/15/2019	WHELEN ENGINEERING CO B	128.99	
				557901	6/10/2019	WHELEN ENGINEERING CO B	27.12	6,806.84
54504	8/29/2019	00299	WYENN & ASSOCIATES	08/23/19	8/23/2019	PRE-EMPLOYMENT POLYGR	275.00	
				082819	8/28/2019	PRE-EMPLOYMENT POLYGR	275.00	550.00
Sub total for UNION BANK:							153,377.35	

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Final Check List
South Bay Regional PCA

Page: 1

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>	
20033	9/13/2019	00219	INTERNAL REVENUE SERVICE	Ben28179	9/13/2019	FEDERAL WITHHOLDING TAX	42,458.06	42,458.06
20034	9/13/2019	00223	EMPLOYMENT DEVEL DEPT	Ben28183	9/13/2019	STATE DISABILITY INSURANC	16,507.38	16,507.38
20035	9/13/2019	00222	STATE DISBURSEMENT UNIT	Ben28185	9/13/2019	SUPPORT: PAYMENT	184.62	184.62
20036	9/13/2019	00058	CALPERS	Ben28181	9/13/2019	PERS RETIREMENT: PAYMEN	35,842.02	35,842.02
54505	9/13/2019	00217	CALIFORNIA TEAMSTERS UN	Ben28173	9/13/2019	UNION DUES TEAMSTERS: P	2,097.00	2,097.00
54506	9/13/2019	00218	CWA LOCAL 9400	Ben28177	9/13/2019	UNION DUES CWA: PAYMENT	257.97	257.97
54507	9/13/2019	00221	ICMA RETIREMENT TRUST	Ben28175	9/13/2019	DEFERRED COMPENSATION	16,861.72	16,861.72
Sub total for UNION BANK:							114,208.77	

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Final Check List
South Bay Regional PCA

Page: 1

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1705	9/19/2019	00621	FIRST BANKCARD				
		00838	TONNEAU COVERS WORLD	1761935	7/31/2019	UNDERCOVER ULTRA FLEX T	1,057.30
		00826	LA TIMES	7614012	8/16/2019	RECRUITMENT JOB FAIR	695.00
		00466	AMAZON MARKETPLACE	113-8227757-16	8/23/2019	OFFICE SUPPLIES	457.93
		00857	JOTFORM INC	184491F-0002	8/27/2019	SOFTWARE SERVICE	390.00
		00466	AMAZON MARKETPLACE	113-4585118-10	8/23/2019	HQ MAINTENANCE	368.71
		00466	AMAZON MARKETPLACE	114-5457192-88	8/21/2019	OFFICE SUPPLIES	239.84
		00610	DIRECTV	36559967687	8/4/2019	CABLE SERVICE	217.70
		00466	AMAZON MARKETPLACE	113-0240619-52	8/15/2019	JANITORIAL SUPPLIES	215.06
		00466	AMAZON MARKETPLACE	112-2744948-30	8/9/2019	JANITORIAL SUPPLIES	195.00
		00467	LOWES BUSINESS	9684782	8/1/2019	HQ SUPPLIES	191.84
		00466	AMAZON MARKETPLACE	114-2093043-74	8/8/2019	OFFICE SUPPLIES	169.19
		00466	AMAZON MARKETPLACE	111-6822190-83	8/28/2019	OFFICE SUPPLIES	148.94
		00452	CALIFORNIA PIZZA KITCHEN	320025	8/2/2019	ADMINISTRATION OFFSITE P	143.54
		00466	AMAZON MARKETPLACE	114-8867868-05	8/22/2019	JANITORIAL SUPPLIES	142.55
		00466	AMAZON MARKETPLACE	111-5716493-54	8/9/2019	OFFICE SUPPLIES	138.39
		00466	AMAZON MARKETPLACE	112-7649657-47	8/30/2019	OFFICE SUPPLIES	134.70
		00502	TRADER JOES	1851923350111	8/23/2019	TRAINING REFRESHMENTS	119.46
		00829	HUMMUS HOUSE	2	8/13/2019	ADMINISTRATION WORKING	105.54
		00466	AMAZON MARKETPLACE	112-7905560-20	8/12/2019	JANITORIAL SUPPLIES	94.70
		00761	BOX	INV07052676	8/26/2019	SOFTWARE SERVICE	90.00
		00502	TRADER JOES	4192244917428	8/15/2019	TRAINING REFRESHMENTS	86.06
		00833	PRO-TUFF DECALS	ORD19015460	8/6/2019	HQ MAINTENANCE	77.35
		00858	TIMES MEDIA GROUP -CA	00022636	8/7/2019	RECRUITMENT ADVERTISING	72.00
		00466	AMAZON MARKETPLACE	112-8209938-29	8/30/2019	OFFICE SUPPLIES	65.40
		00466	AMAZON MARKETPLACE	112-8792531-32	8/7/2019	JANITORIAL SUPPLIES	55.08
		00795	MEDIA TEMPLE	324775-13	8/23/2019	MONTHLY WEBSITE HOSTING	55.00
		00466	AMAZON MARKETPLACE	114-3279585-43	8/6/2019	RECRUITMENT JOB FAIR	54.99
		00466	AMAZON MARKETPLACE	114-0052185-43	8/2/2019	OFFICE SUPPLIES	49.60
		00466	AMAZON MARKETPLACE	113-7158745-70	8/6/2019	RECRUITMENT JOB FAIR	45.04
		00859	PHILZ COFFEE	667810	8/21/2019	RECRUITMENT REFRESHMENT	44.00
		00829	HUMMUS HOUSE	1	8/22/2019	RECRUITMENT REFRESHMENT	41.00
		00466	AMAZON MARKETPLACE	112-2744948-30	8/6/2019	JANITORIAL SUPPLIES	26.40
		00854	MANHATTAN POSTAL CENTER	296803	8/13/2019	RECRUITMENT LIVESCAN	23.50

Final Check List
South Bay Regional PCA

Bank : union UNION BANK		(Continued)						
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
		00854	MANHATTAN POSTAL CENTE	296487	8/5/2019	RECRUITMENT LIVESCAN	23.50	
		00855	CHIPOTLE	182	8/12/2019	ADMINSTRATION OFFSITE W	20.56	
		00452	CALIFORNIA PIZZA KITCHEN	320025-1	8/2/2019	ADMINISTRATION OFFSITE P	20.46	
		00826	LA TIMES	20190814	8/14/2019	MONTHLY SUBSCRIPTION	15.96	
		00856	CULVER CITY, CITY OF	030448	8/12/2019	PARKING	12.00	
		00466	AMAZON MARKETPLACE	112-9246246-30	8/8/2019	OFFICE SUPPLIES	11.27	
		00466	AMAZON MARKETPLACE	112-3312706-51	8/7/2019	OFFICE SUIPLIES	8.26	
		00583	WALMART SUPERCENTER #50	2781	8/1/2019	OFFICE SUPPLIES	5.80	
		00466	AMAZON MARKETPLACE	112-3312706-51	8/28/2019	OFFICE SUPPLIES	-8.26	
		00466	AMAZON MARKETPLACE	113-4585118-10	8/28/2019	HQ MAINTENANCE	-77.84	6,042.52
20032	9/10/2019	00058	CALPERS	1000000157741	8/14/2019	PERS HEALTH PREMIUMS - S	47,528.75	47,528.75
20037	9/19/2019	00058	CALPERS	1000000157801	8/20/2019	FEES FOR GASB-68 REPORT	1,050.00	1,050.00
54508	9/19/2019	00491	ACCELE ELECTRONICS, INC.	769322	8/26/2019	USB SURF/MT 3 USB 4.2 A	237.65	237.65
54509	9/19/2019	00064	ATT PAYMENT CENTER	960 461-1623 55	9/1/2019	PHONE SERV/09/01/19-09/30/	2,578.48	2,578.48
54510	9/19/2019	00097	BASINGER, WILLIAM	TUITION REIMB	9/5/2019	REIMBURSEMENT/INFORMAT	251.00	251.00
54511	9/19/2019	00668	CHUBB	0002 2154 4039	7/1/2019	FY19-20 COMMERCIAL AUTO	7,443.28	7,443.28
54512	9/19/2019	00019	CINTAS CORPORATION #427	4028629440	8/23/2019	CLEANING SERVICES FOR F	109.32	109.32
54513	9/19/2019	00225	COMMLINE INC	0171073-IN	9/10/2019	OUTSIDE TECH SVC-TOWER	374.85	374.85
54514	9/19/2019	00824	COMPLETE OFFICE CLEANIN	9005	7/25/2019	SMART JANITORIAL HQ MAIN	3,585.00	3,585.00
54515	9/19/2019	00078	COX, CHRISTOPHER	91719	9/17/2019	RETIREE MED PREM/OCT 20	675.22	675.22
54516	9/19/2019	00785	EXPERIAN	CD2005002670	9/17/2019	CREDIT CHECK	4.20	4.20
54517	9/19/2019	00008	FEDERAL SIGNAL CORP	7296013	9/11/2019	FEDERAL SIGNAL CORP BILL	8,313.09	
				7290931	9/5/2019	FEDERAL SIGNAL CORP BILL	1,491.60	9,804.69
54518	9/19/2019	00651	FRONTIER	3103752741011	9/1/2019	PHONE SERV 151-0998/09/01	233.13	
				2090518701060	9/1/2019	PHONE SERV 151-0998/09/01	92.37	
				7002Z664-S-192	9/5/2019	PHONE SERV/09/05/19-10/04/	65.97	
				2091505969092	9/1/2019	PHONE SERV 151-0998/09/01	52.11	
				2091502447092	9/1/2019	PHONE SERV 151-0998/09/01	47.97	
				2091505978113	9/1/2019	PHONE SERV 151-0998/09/01	45.29	
				7002Z665-S-192	9/5/2019	PHONE SERV/09/05/19-10/04/	45.04	
				2091510998020	9/1/2019	PHONE SERV 151-0998/09/01	38.94	
				2091502446103	9/1/2019	PHONE SERV 151-0998/09/01	38.94	659.76
54519	9/19/2019	00322	GEOSPATIAL TECHNOLOGIES	17290	9/9/2019	SOFTWARE MAINTENANCE F	13,173.00	13,173.00
54520	9/19/2019	00027	HAVIS INC.	IN599869	9/9/2019	HAVIS, INC BILLABLE PARTS	1,789.65	
				IN598268	8/23/2019	HAVIS, INC BILLABLE PARTS	969.93	2,759.58

Bank : union UNION BANK		(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54521	9/19/2019	00799	LA UNIFORMS & TAILORING 2847	8/20/2019	UNIFORMS FOR COMMUNIC/	165.95	165.95
54522	9/19/2019	00442	LAWSON PRODUCTS, INC. 9306964529	8/22/2019	BILLABLE PARTS	381.53	
			9306971540	8/26/2019	BILLABLE PARTS	29.77	411.30
54523	9/19/2019	00087	LIEBERT CASSIDY & WHITMO 1485559	8/31/2019	BLANKET PURCHASE ORDER	1,353.00	
			1485560	8/31/2019	BLANKET PURCHASE ORDER	882.00	
			1485562	8/31/2019	BLANKET PURCHASE ORDER	615.00	
			1485561	8/31/2019	BLANKET PURCHASE ORDER	456.00	3,306.00
54524	9/19/2019	00561	LOTUS COMMUNICATIONS 19-0009-01	3/18/2019	HQ SITE NETWORK CABLING	3,503.00	3,503.00
54525	9/19/2019	00331	MITSUBISHI ELECTRIC INC 357678	9/1/2019	ANNUAL MAINTENANCE FOR	662.64	662.64
54526	9/19/2019	00411	PITNEY BOWES 8000-9090-0888	8/23/2019	POSTAGE METER	320.99	
			3103364341	8/30/2019	POSTAGE METER	162.07	483.06
54527	9/19/2019	00060	RIVERA, JOSE 91719	9/17/2019	RETIREE MED PREM/OCT 20	480.39	480.39
54528	9/19/2019	00145	SETINA MFG CO INC 190305	9/17/2019	SETINA MANUFACTURING CO	1,404.32	1,404.32
54529	9/19/2019	00273	SHAW, LILLIAN 91719	9/17/2019	RETIREE MED PREM/OCT 20	441.50	441.50
54530	9/19/2019	00069	SOUTHERN CALIFORNIA EDI 3-020-1732-98	9/14/2019	ELEC SERV HQ/08/09/19-09/1	6,758.97	
			3-050-6076-67	9/14/2019	ELEC SERV HQ/08/09/19-09/1	5,651.04	
			3-035-4150-32	9/14/2019	ELEC SERV MBWT/08/09/19-0	241.80	
			3-050-5508-59	9/14/2019	ELEC. SERV. MBWT /08/09/19	214.01	
			3-014-5379-55	9/5/2019	ELEC SERV GRANDVIEW/08/0	178.10	13,043.92
54531	9/19/2019	00803	SPARKLETTS 18193479 09061	9/6/2019	WATER FILTRATION SYSTEM	44.00	44.00
54532	9/19/2019	00460	SPECTRUM BUSINESS 1133787060419	9/4/2019	BUSINESS INTERNET: 09/04/	1,900.00	1,900.00
54533	9/19/2019	00126	STEVENS, DEBORAH 91719	9/17/2019	RETIREE MED PREM/OCT 20	611.75	611.75
54534	9/19/2019	00034	STEVENS, GARY 91719	9/17/2019	RETIREE MED PREM/OCT 20	609.50	609.50
54535	9/19/2019	00036	TALLEY INCORPORATED 10343738	9/11/2019	TALLEY INC BILLABLE PARTS	182.60	182.60
54536	9/19/2019	00046	UNITED PARCEL SERVICE 00005337W1369	9/7/2019	SHIPPING	64.86	64.86
54537	9/19/2019	00171	VERIZON WIRELESS 9836743803	8/23/2019	GPD DAC CHARGES/07/24/19	2,581.32	
			9836683582	8/23/2019	DAC CHARGES HPD/07/24/19	347.76	
			9836667772	8/23/2019	MODEM SVC. MBPD/07/24/19	342.09	
			9836667773	8/23/2019	MODEM SVC. MBPD/07/24/19	38.01	3,309.18
54538	9/19/2019	00063	WHELEN ENGINEERING CO., 600512	9/5/2019	WHELEN ENGINEERING CO B	522.59	
			603144	9/11/2019	WHELEN ENGINEERING CO B	421.38	943.97
54539	9/19/2019	00067	XCEL MECHANICAL SYSTEMS 20913	9/4/2019	EMERGENCY REPAIR IN RAC	2,592.00	2,592.00
54540	9/19/2019	00735	XEROX FINANCIAL SERVICES 1776652	9/10/2019	MONTHLY LEASE E2B666894	1,275.93	
			1739932	8/11/2019	MONTHLY LEASE E2B666894	1,070.74	2,346.67

Sub total for UNION BANK: 132,783.91

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09/19/2019 11:47:01AM

Final Check List
South Bay Regional PCA

Page: 1

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
54541	9/19/2019	00116	MEADORS, LATANYA	82219	8/22/2019	RETIREE MED PREM/SEPT 20	486.57	
				91719	9/17/2019	RETIREE MED PREM/OCT 20	486.57	
				072519CR	7/25/2019	RETIREE MED PREM/AUG 20	-486.57	486.57
Sub total for UNION BANK:							486.57	

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09/26/2019 12:59:37PM

Final Check List
South Bay Regional PCA

Page: 1

Bank : union UNION BANK

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>	
20038	9/27/2019	00219	INTERNAL REVENUE SERVICE	Ben28312	9/27/2019	FEDERAL WITHHOLDING TAX	41,496.46	41,496.46
20039	9/27/2019	00223	EMPLOYMENT DEVEL DEPT	Ben28316	9/27/2019	STATE DISABILITY INSURANC	16,086.68	16,086.68
20040	9/27/2019	00222	STATE DISBURSEMENT UNIT	Ben28318	9/27/2019	SUPPORT: PAYMENT	184.62	184.62
20041	9/27/2019	00058	CALPERS	Ben28314	9/27/2019	PERS RETIREMENT: PAYMEN	35,924.33	35,924.33
54542	9/27/2019	00002	AFLAC	Ben28302	9/27/2019	AFLAC INSURANCE: PAYMEN	4,001.00	4,001.00
54543	9/27/2019	00217	CALIFORNIA TEAMSTERS UN	Ben28306	9/27/2019	UNION DUES TEAMSTERS: P	2,097.00	2,097.00
54544	9/27/2019	00218	CWA LOCAL 9400	Ben28310	9/27/2019	UNION DUES CWA: PAYMENT	257.97	257.97
54545	9/27/2019	00696	GUARDIAN	Ben28304	9/27/2019	DENTAL HMO PLAN: PAYMEN	6,191.22	6,191.22
54546	9/27/2019	00221	ICMA RETIREMENT TRUST	Ben28308	9/27/2019	DEFERRED COMPENSATION	15,607.08	15,607.08
Sub total for UNION BANK:							121,846.36	

G-1



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: October 15, 2019

ITEM NUMBER: G-1

TO: Executive Committee

FROM: Erick B. Lee, Executive Director

SUBJECT: RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR FISCAL YEAR 2019-2020

ATTACHMENTS:

1. Resolution
2. Technical Services Division Cost of Services Analysis

RECOMMENDATION

Staff recommends that the Executive Committee adopt the resolution establishing an updated schedule of fees and charges for Fiscal Year 2019-2020.

BACKGROUND

Article XIII C of the Constitution of the State of California mandates that fees for services not exceed the “costs reasonably borne” by the governmental entity in the delivery of such services.

As part of the Matrix Consulting Group’s (“Matrix”) Comprehensive Cost of Service and Allocation Study, the consultant performed a cost study on the Technical Services Division to determine the cost of providing services to outside agencies and to recommend cost recovery levels for these fee-based services.

DISCUSSION

On an annual basis, the Authority performs hundreds of vehicle equipment installation, maintenance, and repair service work orders. The vast majority of these services are provided to the Authority’s three (3) member cities under the provisions of the Amended and Restated Joint Powers Agreement and the cities of Culver City, El Segundo, and Hermosa Beach under agreements the Authority maintains directly with each city. Under these arrangements, the Authority is reimbursed by the agency requesting the service for

the direct costs of supplies and equipment associated with completing the work. Generally, fees for the labor associated with this work is not charged to the requesting agency.

Occasionally, the Authority performs these services for outside agencies such as the Redondo Beach Police Department, the El Camino College Police Department, and the federal Department of Homeland Security. These engagements are authorized only when staff can accommodate this additional work without negatively impacting the service needs of the Authority's member and contract cities. In such cases, these outside agencies are charged the costs of supplies and equipment associated with completing the work plus applicable labor costs.

Based on Matrix's study (Attachment #2), which was adopted by the Executive Committee on August 20, 2019, Technical Services Division labor costs have been established as \$162.85 per hour for FY2019/20.

In order to ensure the Authority fully recovers its costs for providing services to outside agencies, staff recommends the establishment of the following fees and charges:

- Patrol Vehicle Buildout Fee - \$13,028.00
 - Assumes a flat amount of 80 hours of labor per vehicle
 - Uses the fully burdened rate of \$162.85 per hour
 - Recovers Authority costs related to providing this service.
 - Does not apply to work orders for member cities and other agencies with agreements that only provide for the billing of actual costs of parts, supplies, and equipment.
- Unmarked Law Enforcement Vehicle Buildout Fee - \$6,514.00
 - Assumes a flat amount of 40 hours of labor per vehicle
 - Uses the fully burdened rate of \$162.85 per hour
 - Recovers Authority costs related to providing this service.
 - Does not apply to work orders for member cities and other agencies with agreements that only provide for the billing of actual costs of parts, supplies, and equipment.
- Specialty Vehicle Buildout Fee - \$162.85 per hour
 - Quotes will be provided prior to work commencing and will be determined by vehicle type and the scope of work.
 - Uses the fully burdened rate of \$162.85 per hour
 - Recovers Authority costs related to providing this service.
 - Does not apply to work orders for member cities and other agencies with agreements that only provide for the billing of actual costs of parts, supplies, and equipment.
- Maintenance and Repair Fee - \$162.85 per hour
 - Quotes will be provided prior to work commencing and will be determined by vehicle type and the scope of work.
 - Uses the fully burdened rate of \$162.85 per hour
 - Recovers Authority costs related to providing this service.

- Does not apply to work orders for member cities and other agencies with agreements that only provide for the billing of actual costs of parts, supplies, and equipment.
- Parts Administrative Charge – 10% of Actual Cost
 - Applied to all parts, supplies, and equipment purchased to complete vehicle equipment installation, maintenance, and repair service work orders.
 - Recovers Authority costs related the administrative aspects of procuring and maintaining parts, supplies, and equipment.
 - Does not apply to work orders for member cities and other agencies with agreements that only provide for the billing of actual costs of parts, supplies, and equipment.

FISCAL IMPACT

Staff anticipates building approximately five (5) vehicles for outside agencies during FY2019/20. The fees and charges associated with this work are estimated to exceed \$61,000 as indicated below:

FEES AND CHARGES	ESTIMATED QUANTITY	AMOUNT	TOTAL
Patrol Vehicle Buildout Fee	3	\$13,028.00	\$39,084.00
Parts Administrative Charge (Patrol)	3	\$2,650.98	\$7,952.94
Unmarked LE Vehicle Buildout Fee	2	\$6,514.00	\$13,028.00
Parts Administrative Charge (Unmarked)	2	\$560.58	\$1,121.16
ESTIMATED TOTAL FOR FY2019/20			\$61,186.10

G-1

Attachment 1

RESOLUTION NO. _____**RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR FISCAL YEAR 2019-2020**

The Executive Committee of the South Bay Regional Public Communications Authority does resolve as follows:

1. The recovery of costs incurred by the Authority for providing services to outside agencies is necessary for the efficient management of the Authority's operations.
2. The Executive Committee hereby establishes, effective November 14, 2019, fees and charges as set forth in Exhibit "A."
3. The secretary shall certify to the adoption of this Resolution by the Executive Committee of the South Bay Regional Public Communications Authority.

Passed, approved, and adopted in a meeting held on the 15th day of October, 2019 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

_____, Chair
Executive Committee

Erick B. Lee, Secretary
Executive Committee

EXHIBIT A

Maintenance and Repair Fee:	\$162.85 per hour
Parts Administrative Charge:	10% of Actual Cost
Patrol Vehicle Buildout Fee:	\$13,028.00
Specialty Vehicle Buildout Fee:	\$162.85 per hour
Unmarked Law Enforcement Vehicle Buildout Fee:	\$6,514.00

G-1

Attachment 2

9. Technical Services Division Cost of Services Analysis

As briefly discussed in the allocation metrics section and the current methodology, the best practice for Technical Services Division is to bill for time and materials. Santa Clara County Communications Agency is one of the few agencies surveyed through the comparative survey; which also has a Technical Services component. Their Technical Services Division is fully reimbursable based upon the fully burdened hourly rates, parts costs, and markup on parts costs.

If the Technical Services Division were to transition to the billing of time and materials for its services, including services to member and contracted agencies, their costs would not be included in the assessment amount. The Technical services labor, materials, and any other overhead related costs would be removed from the assessment calculation and amounts. The member and contracted agencies would, similar to the current process of being billed for parts, be billed for both parts and labor. The removal of Technical Services from the assessment calculation would eliminate any danger of potentially double-charging any member or contracted agency.

For any miscellaneous or external services that Technical Services provides, it should have fully burdened hourly rate(s) as well as an established rate mark-up methodology in place. This type of methodology does not require the Authority to develop a pre-established fee schedule or rate sheet; rather, agencies are billed directly based upon the services that they receive. The following subsections discuss the methodology used by the project team to develop the two key components to charge for miscellaneous services.

1 PARTS

As part of the scope of services of this analysis, the project team was asked to evaluate best practices related to purchasing and acquisition of parts for Technical Services. The typical best practice for parts is to not only charge directly for those parts, but to also account for administrative overhead associated with the acquisition of those parts.

Currently, the Technical Services Division staff is responsible for putting together quotes based upon the scope of work. These quotes require staff to contact multiple vendors, determine the best and most cost efficient deal for the Authority, as well as the member or contracted agency; and if there are any parts that can be surplussed, calculate the appropriate credit to the member or contracted agency. Therefore, there is a significant amount of administrative work, which should be factored into determining the markup percentage on parts.

The following table shows the total administrative cost calculated for parts and invoicing support:

Category	Amount
Public Safety Communications Specialist II – Salaries & Benefits	\$153,823
Total % of time spent on administrative support for parts	40%
TOTAL ADMINISTRATIVE COST	\$61,529

Based upon the table the PSC Specialist II (the lead Technical Services Division position) spends approximately 40% of their time managing the parts and invoicing process. As such, the direct administrative cost for this position is approximately \$61,500.

In order to calculate the total markup percentage, the project team took the total administrative cost and divided it by the projected cost for parts in FY19-20. The following table shows the markup percentage calculation:

Category	Amount
Total Administrative Cost	\$61,529
FY19-20 Projected Parts Cost	\$600,000
Parts Markup %	10%

As the table indicates, the proposed parts markup percentage being calculated for the Authority is at 10%. The typical range for parts markup ranges from a low of 5% to a high of 20%. Therefore, the Authority at 10% seems to be within the acceptable range of typical markups seen for parts.

It is recommended that at a minimum the authority begin to utilize this 10% markup on external agencies such as El Camino Community College. However, best practices would dictate that this markup should also be applied to internal agencies (member agencies and contracted agencies).

Due to this being a shift from the current practice of not marking up internal agencies, the project team would recommend that the Authority have a discussion with member and contracted agencies before implementing the internal markup policy. Additionally, the 10% noted above is merely meant to reflect the maximum amount of markup that could be charged. The Authority may choose to adopt a policy that has different markups for internal agencies versus external agencies.

Overall, the Authority should review the information in this report and document if there would be a markup, the percentage, and if there is no markup then that should be documented as well, per best practices. This enables the Authority, to review historical information and purposes behind not marking up parts and services.

Recommendation #26: The Authority should continue to charge a mark-up on external agencies for parts. This markup should be no less than 10% of the cost of the billable parts.

Recommendation #27: The Authority should review the markup information and determine if there should be a markup percentage applied for member and contract agencies, and if so, what percentage (up to 10%) should be applied to member and contracted agencies.

2 LABOR

The second component to the miscellaneous fees and charges for Technical Services is related to the cost of labor. In order for the Authority to fully recover the costs for its services, it must ensure that not only all of the direct costs associated with parts are included, but also the cost associated with labor. Including labor costs would require tracking time. Currently, the Technical Services Division only tracks time on job requests or work orders for external entities.

The project team calculated fully burdened hourly rates for Technical Services Division staff. These fully burdened hourly rates have the following components:

- **Salaries and Benefits (Direct Costs):** This cost component refers to the actual salaries and benefits paid to the staff in Technical Services.
- **Billable Hours:** The staff in Technical Services work approximately 2,080 hours a year; however, they are not billable for all of those hours. The billability of staff depends upon holidays, vacations, sick leave, and mandatory breaks. Additionally, due to the nature of being available for this type of work, there is some unbillable time also built into this calculation. The project team reviewed the Authority's MOU and calculated the following for billable hours:

Category	Amount
Total Annual Hours	2,080
Holidays ⁵	116
Vacation	144
Sick	96
Breaks (45 min per day)	187.5
Subtotal Hours	543.5
<i>Subtotal Net Available Hours</i>	<i>1,536.5</i>
Billability Rate ⁶	87%
Total Billable Hours	1,336.75

As the table indicates, the total billable hours being utilized for the fully burdened hourly rate are approximately 1,336.75 hours. This represents an overall productivity or billable rate of 64%. On average when calculating productivity and billable rates, the rate ranges from a low of 60% to a high of 70%. Utilizing a rate of 64% is somewhere in the middle and ties to the Authority's operations.

⁵ Assumes 14.5 days of holidays, which includes floating/administrative holidays

⁶ The rate meant to account for time actually actively spent working on equipment, infrastructure, or vehicles.

- **Operating Expenses Overhead:** This cost component spreads the costs associated with general supplies, uniforms, and other line item costs that are necessary for Technical Services staff to operate effectively. Any operating costs not directly related to the operations of Technical Services were excluded such as costs associated with CAD Tiburon and equipment and maintenance of Towers. Additionally, any revenue offsets associated with parts were also excluded.
- **Authority-Wide Overhead:** The last component of the fully burdened rate is the authority-wide overhead. This is the cost that is calculated from the Administrative Division in support of all of the Technical Services activities. Including this cost component ensures that the Authority does not need to account for time spent by Finance staff to review, approve, issue, and collect invoices, or support staff to answer phones and questions regarding invoices, etc. This is a fairly standardized overhead component and is in lieu of a Citywide Overhead or Countywide Overhead calculation.

Based upon these different cost components, the following table shows the fully burdened hourly rate for Technical Services.

Cost Component	Public Safety Communications Specialist II	Public Safety Communications Specialist I	Technical Services Position Blend
Direct Cost Per Hour	\$115.07	\$99.04	\$102.25
Operating Expenses Per Hour	\$6.00	\$6.00	\$6.00
Authority-Wide Overhead Per Hour	\$54.60	\$54.60	\$54.60
FULLY BURDENED RATE	\$175.67	\$159.64	\$162.85

As the table indicates there are two positions within Technical Services. The primary difference between these two positions is their direct cost per hour. In order to ensure the most streamlined and consistent use of hourly rates, the project team is proposing a blended fully burdened hourly. The blended rate of \$162.85 would help recover the costs associated with direct employee costs, billable hours, services and supplies, as well as authority overhead.

Similar to the parts discussion, the Authority should utilize this fully burdened hourly rate to bill any external entities to allow for the greatest amount of cost recovery possible. However, as it relates to billing internal customers – member or contracted agencies, a policy decision should be made by the Authority regarding the appropriate cost recovery level for the fully burdened rate.

The Authority has the ability to charge at any rate up to \$162.85 for its Technical Services Division staff. For example, to be competitive in the market, the Authority may only choose

to recover for its direct and operating expenses per hour, which would reduce the hourly rate from \$162.85 to \$108.25 per hour.

As the Technical Services Division starts to track time spent per job request (internal or external) there are two options for the Authority:

1. **Option #1 – Allocate Technical Services through Cost Allocation:** This option assumes that the only change from tracking time would be that instead of utilizing number of job requests, the Authority would utilize the amount of labor hours to allocate to member and contracted jurisdictions. This would mean that the Authority is capturing the labor cost through the assessment calculation. Member and contracted agencies would not be billed for labor separately under this methodology. The labor hours would only be used for allocation purposes.
2. **Option #2 – Bill Time and Materials:** This option assumes that once the Authority starts tracking time spent on internal activities, that similar to external clients it would bill internal agencies (member and contract agencies) based upon the fully burdened hourly rate and parts (including markup). This would mean that the Authority is removing Technical Services from the assessment calculation and member and contracted agencies would only be billed for actual time spent (labor hours) and parts for Technical Services. There would be no Technical Services as part of the assessment calculation, to mitigate any danger of double-charging member or contracted agencies.

For Option #2, the Authority has the ability to adopt different hourly rates and markup percentages that would be used to bill to the member or contracted agencies relative to external agencies, as discussed above.

Utilizing either of these options would enable the Authority to recover for its costs. The Cost Allocation methodology is more predictable and defined; whereas billing for time and materials is harder to budget for from the perspective of the contracted or member agencies.

Recommendation #28: The Authority has the ability to charge the maximum fully burdened blended hourly rate of \$162.85 to fully recover for Technical Service staff support provided to external agencies.

Recommendation #29: The Authority should review and determine through which methodology (Cost Allocation or Time and Materials) it would like to charge the contracted and member agencies.

If Cost Allocation, there would be no separate charges for labor for member and contracted agencies, as that would be accounted for through the assessment.

If Time and Materials, then Technical Services would be excluded from the assessment calculation and member and contracted agencies would only be billed for Technical Services through an invoicing process. The Assessment calculation would only include the cost for dispatching and administrative support functions.

Recommendation #30: If the Authority chooses time and materials, it should review the fully burdened hourly rate and determine if all components (direct, supplies indirect, and authority overhead) should be charged and recovered through the fully burdened hourly rate. The Authority has the option to choose to charge a rate lower than the fully burdened hourly rate.

3 SUMMARY OF TECHNICAL SERVICES CHARGES

Overall, in order for the Authority to accurately recover for its miscellaneous fees and services it provides through Technical Services it should apply a 10% markup on parts and utilize the fully burdened hourly rate of \$162.85 per hour for its specialists. The rates calculated in this study are based upon a fixed point in time (FY19-20); as such, these rates should be reviewed and updated every year based upon proposed increases in operating expense, labor costs, and any changes in billable hour assumptions. Utilizing this type of rate and markup would enable the Authority to more accurately recover for its charges. Additionally, if there are any services that are added or expanded, the time and materials methodology allows for the Authority to fully recover its costs for those services.

Recommendation #31: The parts markup percentage and fully burdened hourly rate should be reviewed and updated every year to account for the most accurate cost. The updates should be based upon actual salaries, benefits, billable hours, and operating expense increases.

H-1



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: October 15, 2019

ITEM NUMBER: H-1

TO: Executive Committee and User Committee

FROM: Erick B. Lee, Executive Director

SUBJECT: REQUEST FROM THE INTEROPERABILITY NETWORK OF THE SOUTH BAY JOINT POWERS AUTHORITY TO CONSIDER RESCHEDULING THE MONTHLY REGULAR JOINT MEETING OF THE EXECUTIVE COMMITTEE AND USER COMMITTEE; AND

RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ESTABLISHING THE TIME AND PLACE OF REGULAR PUBLIC MEETINGS; AND

RESOLUTION OF THE USER COMMITTEE OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ESTABLISHING THE TIME AND PLACE OF REGULAR PUBLIC MEETINGS

ATTACHMENTS:

1. Executive Committee Resolution
2. User Committee Resolution

RECOMMENDATION

Staff recommends that the Executive Committee and User Committee discuss the request from the Interoperability Network of the South Bay ("INSB") Joint Powers Authority to consider rescheduling the monthly regular joint meeting of the Executive Committee and User Committee and adopt resolutions changing the time and place of regular public meetings, if appropriate.

DISCUSSION

Since 2003, regular meetings of the Executive Committee have occurred on the third Tuesday of each month at 2:00 PM at the Authority's headquarters facility at 4440 West Broadway in Hawthorne, CA. The User Committee has joined the Executive Committee

at this day and time each month, creating a joint meeting of both bodies, since at least 2009.

At the August 20, 2019 meeting of the INSB Governance Board, that agency discussed the potential for changing the date, time, and location of its regular monthly meeting. The board's regular meetings occur on the third Tuesday of each month at 10:00 AM and alternates locations between the Hawthorne Police Department and Torrance City Hall each month. The board is comprised of each member city's Chief of Police or Fire Chief.

Since five (5) of the seven (7) INSB member cities are also members of the Authority or receive services under contract from the Authority, these five (5) chiefs often attend the INSB Governance Board meeting at 10:00 AM on the third Tuesday of the month and then the Authority's joint meeting of the Executive Committee and User Committee at 2:00 PM that same day. This creates a situation where the chiefs are off-site and away from their jurisdictions for a significant amount of time on the third Tuesday of each month.

Due to the competing schedules of seven (7) public safety executives, their respective City Council meeting cycles, and the Executive Committee's long-established regular meeting cycle, the opportunity for the INSB Governance Board to find a different day and time of the month to meet that is mutually agreeable to all parties is limited. Before the INSB Governance Board contemplates making this change, it has respectfully requested that the Executive Committee advise if it is interested and has the availability to change the date and time of its regular meeting.

The Executive Committee discussed this request at its September 17, 2019 meeting and expressed its interest in changing the day and time of its regular meeting, subject to the availability of its members. The INSB Governance Board will be discussing this item at its meeting during the morning of October 15, 2019. Staff will be in attendance at that meeting and will provide an oral report summarizing the actions taken by the INSB Governance Board to the Executive Committee and User Committee later in the afternoon.

FISCAL IMPACT

None.

H-1

Attachment 1

RESOLUTION NO. _____**RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ESTABLISHING THE TIME AND PLACE OF REGULAR PUBLIC MEETINGS**

WHEREAS, Article V, Section D of the Authority's Bylaws specifies that regular public meetings of the Executive Committee shall be held at a regular date, time and place established by resolution of the Executive Committee pursuant to the provisions of Section 54954 of the Government Code.

NOW, THEREFORE, BE IT RESOLVED by the Executive Committee of the South Bay Regional Public Communications Authority:

The regular meetings of the Executive Committee of the South Bay Regional Public Communications Authority shall be on the _____ of the month beginning at _____. The meetings shall be held in the Authority's Conference Room located at 4440 West Broadway in Hawthorne, California.

The secretary shall certify to the adoption of this Resolution by the Executive Committee of the South Bay Regional Public Communications Authority.

Passed, approved, and adopted in a meeting held on the 15th day of October, 2019 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

_____, Chair
Executive Committee

Erick B. Lee, Secretary
Executive Committee

H-1

Attachment 2

RESOLUTION NO. _____**RESOLUTION OF THE USER COMMITTEE OF THE SOUTH BAY
REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
ESTABLISHING THE TIME AND PLACE OF REGULAR PUBLIC
MEETINGS**

WHEREAS, Article VII, Section D of the Authority's Bylaws specifies that regular public meetings of the User Committee shall be held at a regular date, time and place pursuant to the provisions of Section 54954 of the Government Code.

NOW, THEREFORE, BE IT RESOLVED by the User Committee of the South Bay Regional Public Communications Authority:

The regular meetings of the User Committee of the South Bay Regional Public Communications Authority shall be on the _____ of the month beginning at _____. The meetings shall be held in the Authority's Conference Room located at 4440 West Broadway in Hawthorne, California.

The secretary shall certify to the adoption of this Resolution the User Committee of the South Bay Regional Public Communications Authority.

Passed, approved, and adopted in a meeting held on the 15th day of October, 2019 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

, Chair
User Committee

Erick B. Lee, Secretary
User Committee

H-2



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: October 15, 2019

ITEM NUMBER: H-2

TO: Executive Committee and User Committee

FROM: Erick B. Lee, Executive Director

SUBJECT: UPDATE ON THE DEVELOPMENT OF THE MARK43 CAD SYSTEM

ATTACHMENTS: None

Hawthorne Chief of Police Michael Ishii will give an oral report on status of developing the Mark43 Computer Aided Dispatch ("CAD") System.

H-3



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: October 15, 2019

ITEM NUMBER: H-3

TO: Executive Committee and User Committee

FROM: Erick B. Lee, Executive Director

SUBJECT: UPCOMING CHANGES TO THE MANAGEMENT OF MOBILE DATA COMPUTERS

ATTACHMENTS: None

Hawthorne Chief of Police Michael Ishii will give an oral report on upcoming changes to the management of Mobile Data Computers ("MDCs") and the long-term role of the Hawthorne Police Department in supporting these devices once the Authority transitions to the Mark43 CAD System.

H-4



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: October 15, 2019

ITEM NUMBER: H-4

TO: Executive Committee and User Committee

FROM: Erick B. Lee, Executive Director

SUBJECT: UPCOMING CHANGES TO THE ADMINISTRATION OF CLETS
MNEMONICS

ATTACHMENTS: None

Hawthorne Chief of Police Michael Ishii will give an oral report on upcoming changes to the administration of California Law Enforcement Telecommunications System ("CLETS") mnemonics that the Authority is anticipating from the California Department of Justice. These changes are being prompted by the pending CLETS upgrade application for the Authority to transition to the Mark43 CAD System.

H-5



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: October 15, 2019

ITEM NUMBER: H-5

TO: Executive Committee and User Committee

FROM: Erick B. Lee, Executive Director

SUBJECT: CONFIRMATION OF MEETING DATES FOR REMAINDER OF 2019

ATTACHMENTS: None

The dates for the regular joint meetings of the Executive Committee and User Committee for the remainder of 2019 are as follows:

November 19, 2019 at 2:00 PM (Week Before Thanksgiving)

December 17, 2019 at 2:00 PM (Week Before Christmas)

Since the November 19, 2019 meeting is near a major holiday, staff recommends that the Executive and User Committees confirm the meeting date to ensure a quorum will be present to conduct Authority business. Additionally, staff recommends that the December 17, 2019 meeting be canceled.

I



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: October 15, 2019

ITEM: I

TO: Executive Committee and User Committee

FROM: Erick B. Lee, Executive Director

SUBJECT: EXECUTIVE DIRECTOR'S REPORT

ATTACHMENTS: None

The Executive Committee and User Committee will be provided an oral report on the following topics:

- Recruitment of Communications Operators
- INSB Network Project Update