

**SPECIAL MEETING OF THE EXECUTIVE COMMITTEE AND USER
COMMITTEE
TUESDAY, DECEMBER 17, 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 BY EXECUTIVE DIRECTOR

C. PUBLIC DISCUSSION

Members of the public will be given the opportunity to directly address 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.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR (APPROVE)

1. Minutes of the Regular Meeting – November 19, 2019
APPROVE
2. Check Register – November 2019
ACCEPT AND APPROVE
3. Cash & Investments Report/September 30, 2019
ACCEPT AND APPROVE
4. Amendment No. 1 to the Amended and Restated Employment Agreement
Between the South Bay Regional Public Communications Authority and Erick B. Lee
APPROVE

E. ITEMS REMOVED FROM THE EXECUTIVE COMMITTEE CONSENT CALENDAR

F. EXECUTIVE COMMITTEE AND USER COMMITTEE GENERAL BUSINESS

1. Update on Development of the Mark43 CAD System
RECEIVE PRESENTATION AND PROVIDE DIRECTION

G. EXECUTIVE DIRECTOR'S REPORT

H. EXECUTIVE AND USER COMMITTEES' COMMENTS

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Executive Assistant at 310-973-1802 ext. 100. Notification 48 hours prior to the meeting will enable the JPA to make reasonable arrangements to ensure accessibility to this meeting [28CFR35. 102-35. 104 ADA Title II].

I. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Designated Representatives: Liebert Cassidy Whitmore & Executive Director

Employee Organization: Teamsters Local 911

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957

Title: Executive Director

J. ADJOURNMENT

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

Posting Date/Time: December 16, 2019/2:00PM

Signature:



Erick B. Lee, Executive Director

D-1

**MINUTES OF A REGULAR MEETING OF
THE EXECUTIVE COMMITTEE AND USER COMMITTEE**

NOVEMBER 19, 2019

A. CALL TO ORDER

The Executive and User Committees convened in a regular joint session at 2:01PM on November 19, 2019 on the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

B. ROLL CALL BY EXECUTIVE DIRECTOR

Present: City Manager Bruce Moe, City of Manhattan Beach
Interim City Manager Arnie Shadbehr, City of Hawthorne
Acting City Manager Clint Osorio, City of Gardena

Chief Mike Ishii, Hawthorne Police Department
Chief Daryn Drum, Manhattan Beach Fire Department
Deputy Chief Michael Saffell, Gardena Police Department

Also Present: Chief Chris Donovan, El Segundo Fire Department
Battalion Chief Evan Seifke, El Segundo Fire Department
Detective Solve Loken, Culver City Police Department
Executive Director Erick Lee
Administrative Services Manager John Krok
Operations Manager Shannon Kauffman
Finance & Performance Audit Manager Vanessa Alfaro
Executive Assistant Clara Choi
Laura Kalty, Liebert Cassidy Whitmore

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR (APPROVE)

MOTION: Acting City Manager Osorio moved to approve the Consent Calendar, Item Numbers 1 - 4. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

1. Minutes of the Regular Meeting – October 15, 2019
APPROVE

2. Check Register – October 2019
ACCEPT REPORT AND APPROVE

3. Budget Performance Report – FY2019-20 Q1
ACCEPT REPORT AND APPROVE

4. Approve a Purchase Order in the Amount of \$130,000 to Commline, Inc. for Avtec Scout Care Software Maintenance Services; and
Approval of an Operating Budget Transfer in the Amount of \$65,000 from the Salaries & Benefits Category to the Supplies & Services Category of the Adopted Fiscal Year 2019-2020 Budget to Assist with Funding this Purchase
APPROVE

E. ITEMS REMOVED FROM THE EXECUTIVE COMMITTEE CONSENT CALENDAR

None.

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Compensation Plan for Part-Time Communications Operators; and
Compensation Plan for Part-Time Administrative Employees; and
Resolution Establishing a Look-Back Safe Harbor Policy

a) APPROVE

b) ADOPT RESOLUTION

Executive Director Lee presented the Compensation Plan for Part-Time Communications Operators and Part-Time Administrative Employees. Interim City Manager Shadbehr inquired after minimum hours to work to receive health benefits. Ms. Kalty confirmed the minimum is thirty hours a week, on average per federal guidelines.

Interim City Manager Shadbehr moved to approve both compensation plans and the Resolution Establishing a Look-Back Safe Harbor Policy. The motion was seconded by Acting City Manager Osorio and passed by unanimous voice vote.

2. Initial Feasibility Study for the Consolidation of Public Safety Dispatching Services for the City of Palos Verdes Estates (Phase One); and

Resolution of the Executive Committee of the South Bay Regional Public Communications Authority Amending the Schedule of Fees and Charges for Fiscal Year 2019-2020 to Include a Phase Two of Feasibility Study Fee

a) APPROVE

b) ADOPT RESOLUTION

Executive Director Lee presented the Initial Feasibility Study for the Consolidation of Public Safety Dispatching Services for the City of Palos Verdes Estates (Phase One). City Manager Moe indicated interest in the City of Manhattan Beach being considered for shared services as part of the Phase Two study, if the City of Palos Verdes Estates decides to move forward.

Interim City Manager Shadbehr moved to approve the Initial Feasibility Study and Resolution Amending the Schedule of Fees and Charges for Fiscal Year 2019-2020 to include a Phase Two of Feasibility Study Fee. The motion was seconded by Acting City Manager Osorio and passed by unanimous voice vote.

3. Agreement between the City of El Segundo for Emergency Police and Fire Dispatch Services; and

Authorize the Executive Director to Execute the Agreement

APPROVE

Executive Director Lee presented the Agreement with the City of El Segundo for Emergency Police and Fire Dispatch services. He reviewed the terms of the agreement and outlined the next steps should there be any significant changes.

Motion: Interim City Manager Shadbehr moved to approve the Agreement with the City of El Segundo and authorized Executive Director Lee to execute the Agreement. The motion was seconded by Acting City Manager Osorio and passed by unanimous voice vote.

G. **USER COMMITTEE GENERAL BUSINESS**

1. Update on Development of the Mark43 CAD System
RECEIVE PRESENTATION

Chief Ishii reported on the latest update on the development of the Mark43 CAD System. Mark43 continues its testing in Fresno County to resolve significant issues after a big incident. Chief Ishii

requested direction from Fire Chiefs to provide basic framework for development of the CAD. Due to the timeframe, the committees decided that the Fire Departments will meet during the first week of December to discuss their requirements. City Manager Moe requested another update on this project in December. A special meeting will take place on December 17, 2019 at 2:00PM.

H. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lee reported on recruitment, INSB network including Redondo Beach, Manhattan Beach Water Tower and Culver City Fire Update. Also, Executive Director Lee reported the Technical Services Division was finalizing its vehicle inventory list and would send it out shortly to all chiefs to incorporate into next year's budget.

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

Chief Drum requested performance standards included in El Segundo's agreement to be covered by the entire organization.

Chief Drum inquired about costs associated with the radio work needed at the Manhattan Beach Water Tower site. Executive Director Lee indicated the costs and logistics would be begin to be discussed at that already scheduled meeting this Thursday.

J. **CLOSED SESSION AGENDA**

At 2:50PM, the Executive Committee entered into a closed session to discuss the following item:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957

Title: Executive Director

The meeting returned to open session at 3:05PM with no action taken in closed session.

J. **ADJOURNMENT**

The meeting adjourned at 3:05PM.

D-2



Check Register FY 2019-20

November 2019

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
---	---------------------------	--------------

November 1, 2019	\$89,395.03	
November 8, 2019	\$158,651.38	
November 15, 2019	\$48,375.07	
November 22, 2019	<u>\$109,176.15</u>	

Accounts Payable Total	\$405,597.63	
------------------------	--------------	--

Payroll Checks Issued Date

November 8, 2019	\$170,737.35	
November 22, 2019	<u>\$171,833.09</u>	

Payroll Total	\$342,570.44	
---------------	--------------	--

apChkLst
10/31/2019 1:03:09PM

Final Check List
South Bay Regional PCA

Page: 1

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1708	11/1/2019	00069	SOUTHERN CALIFORNIA EDI\$2-23-553-5986	10/16/2019	ELECTRICAL SERVICES	10,586.23	
			2-03-672-6511	10/19/2019	ELECTRICAL SERVICE 9/18/1	672.27	11,258.50
1709	11/1/2019	00073	STATE BOARD OF EQUALIZAT012-6555960	10/30/2019	SALES & USE TAX/ CONFIRM	1,889.00	1,889.00
1710	11/1/2019	00012	CALIFORNIA WATER SERVICE4675328235	10/16/2019	WATER SERVICE HQ 9/17/19-	214.40	
			5550731926	10/28/2019	FIRE PROTECTION SERV/OC	72.58	286.98
54617	11/1/2019	00868	ALFARO, VANESSA	10/23/2019	MILEAGE REIMBURSEMENT	162.40	162.40
54618	11/1/2019	00007	ANZA GROUP	10/15/2019	BUSINESS CARDS	199.14	199.14
54619	11/1/2019	00297	AT&T, ATT CALNET	10/13/2019	PHONE SERVICES 9/13/19-10	2,526.05	
			000013761070	10/13/2019	PHONE SERVICES 9/13/19-10	204.78	
			000013758006	10/13/2019	PHONE SERVICES 9/13/19-10	96.30	2,827.13
54620	11/1/2019	00670	BARTEL ASSOCIATES, LLC	10/23/2019	ACTUARIAL CONSULTING SE	3,800.00	3,800.00
54621	11/1/2019	00747	BIDDLE CONSULTING GROUF62287	10/22/2019	CRITICAL TEST CREDITS	2,275.00	2,275.00
54622	11/1/2019	00014	CDW GOVERNMENT, INC.	8/12/2019	CDW-G BILLABLE PARTS	5,788.13	
			VMV7837	10/28/2019	CDW-G BILLABLE PARTS	3,811.25	
			TWL9499	9/12/2019	CDW-G BILLABLE PARTS	1,878.37	
			TNW6523	8/20/2019	CDW-G BILLABLE PARTS	1,653.75	13,131.50
54623	11/1/2019	00017	CHEM PRO LABORATORY, IN655048	10/23/2019	HQ MAINTENANCE	86.50	86.50
54624	11/1/2019	00225	COMMLINE INC	10/14/2019	OUTSIDE TECH SVC-TOWER	10,074.17	10,074.17
54625	11/1/2019	00696	GUARDIAN	10/22/2019	GUARDIAN - DENTAL, VISION	5,504.94	5,504.94
54626	11/1/2019	00027	HAVIS INC.	10/17/2019	HAVIS, INC BILLABLE PARTS	1,253.06	
			IN602351-1	10/1/2019	BILLABLE PARTS	211.21	1,464.27
54627	11/1/2019	00798	HYDREX PEST CONTROL	10/17/2019	PEST CONTROL SERVICES	59.00	59.00
54628	11/1/2019	00760	LAWLES ENTERPRISES, INC.	9/4/2019	LAWLES ENTERPRISES REC	2,300.00	2,300.00
54629	11/1/2019	00087	LIEBERT CASSIDY & WHITMO1487191	9/30/2019	LEGAL SERVICES AGREEME	1,852.50	
			1486933	9/30/2019	LEGAL SERVICES AGREEME	1,143.75	2,996.25
54630	11/1/2019	00671	MARC R. COHEN, MD	10/31/2019	MEDICAL DIRECTOR SVCS	5,083.33	5,083.33
54631	11/1/2019	00331	MITSUBISHI ELECTRIC INC	11/1/2019	ANNUAL MAINTENANCE FOR	662.64	662.64
54632	11/1/2019	00049	NATIONAL VISUAL SYSTEMS	10/25/2019	DOOR SIGNAGE	908.85	908.85
54633	11/1/2019	00819	OCCUPATIONAL HEALTH CEN65785000	10/9/2019	PRE-EMPLOYMENT MEDIC/	358.00	358.00
54634	11/1/2019	00141	POWERPHONE INC	10/8/2019	TRAINING COURSES FOR OF	903.00	903.00
54635	11/1/2019	00833	PRO-TUFF DECALS	10/14/2019	PERSONALIZED NAMES	29.09	29.09
54636	11/1/2019	00818	RICHARDS,WATSON & GERSI223968	10/21/2019	GENERAL COUNSEL AND LE	4,737.20	4,737.20
54637	11/1/2019	00145	SETINA MFG CO INC	10/15/2019	SETINA MANUFACTURING C	3,439.52	
			192420	10/22/2019	SETINA MANUFACTURING C	1,404.32	4,843.84

apChkLst
10/31/2019 1:03:09PM

Final Check List
South Bay Regional PCA

10 of 38
Page: 2

Bank : union UNION BANK

(Continued)

<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>
54638	11/1/2019	00815	SUN WIRELESS	20012	10/23/2019 ANNUAL MAINTENANCE FOR	8,085.00	8,085.00
54639	11/1/2019	00171	VERIZON WIRELESS	9840374267	10/18/2019 CELL PHONE CHARGES 9/19,	221.56	221.56
54640	11/1/2019	00063	WHELEN ENGINEERING CO.,	620289	10/16/2019 WHELEN ENGINEERING CO B	5,247.74	5,247.74
Sub total for UNION BANK:							89,395.03

apChkLst
11/07/2019 3:15:13PM

Final Check List
South Bay Regional PCA

Page: 1

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20051	11/8/2019	00219	INTERNAL REVENUE SERVICE	Ben28577	11/8/2019	FEDERAL WITHHOLDING TAX	38,665.04	38,665.04
20052	11/8/2019	00223	EMPLOYMENT DEVEL DEPT	Ben28581	11/8/2019	STATE DISABILITY INSURANC	14,440.98	14,440.98
20053	11/8/2019	00222	STATE DISBURSEMENT UNIT	Ben28583	11/8/2019	SUPPORT: PAYMENT	184.62	184.62
20054	11/8/2019	00058	CALPERS	Ben28579	11/8/2019	PERS RETIREMENT: PAYMEN	35,838.70	35,838.70
20055	11/10/2019	00058	CALPERS	1000000158366	10/14/2019	HEALTH PREMIUMS - NOVEN	51,530.37	51,530.37
54641	11/8/2019	00217	CALIFORNIA TEAMSTERS UN	Ben28571	11/8/2019	UNION DUES TEAMSTERS: P	2,105.50	2,105.50
54642	11/8/2019	00218	CWA LOCAL 9400	Ben28575	11/8/2019	UNION DUES CWA: PAYMENT	257.97	257.97
54643	11/8/2019	00221	ICMA RETIREMENT TRUST	Ben28573	11/8/2019	DEFERRED COMPENSATION	15,628.20	15,628.20
Sub total for UNION BANK:							158,651.38	

apChkLst
11/14/2019 10:54:01AM

Final Check List
South Bay Regional PCA

Page: 1

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1711	11/15/2019	00621	FIRST BANKCARD				
		00087	LIEBERT CASSIDY & WHITMO	8412	10/1/2019 LCW ANNUAL CONFERENCE	595.00	
		00781	PEERSPACE	101719	10/15/2019 OFF-SITE SUPERVISOR MEE	558.45	
		00781	PEERSPACE	100919	10/1/2019 OFF-SITE SUPERVISOR MEE	558.45	
		00864	EMBASSY SUITES	102519	10/29/2019 MEETING ROOM RENTAL FOI	528.99	
		00466	AMAZON MARKETPLACE	111-1427010-015	10/31/2019 FINANCE SCANNER	492.69	
		00740	TOTALLY PROMOTIONAL	Q1241036	10/8/2019 RECRUITMENT SUPPLIES	450.37	
		00864	EMBASSY SUITES	84094611	10/24/2019 LODGING FOR LEADERSHIP	436.22	
		00864	EMBASSY SUITES	80168659	10/29/2019 LODGING FOR LEADERSHIP	436.22	
		00864	EMBASSY SUITES	80692723	10/24/2019 LODGING FOR LEADERSHIP	436.22	
		00864	EMBASSY SUITES	85673043	10/24/2019 LODGING FOR LEADERSHIP	436.22	
		00480	OFFICE DEPOT	382866428-001	9/27/2019 OFFICE EQUIPMENT	369.33	
		00466	AMAZON MARKETPLACE	112-6798290-40	10/4/2019 OFFICE SUPPLIES	292.36	
		00035	HOME DEPOT CREDIT SERV	10620 00011 2078	10/23/2019 TECH SUPPLIES	288.84	
		00470	SUPERIOR PLASTIC FABRICA	074924	10/14/2019 TECH SUPPLIES	219.04	
		00864	EMBASSY SUITES	54121392	10/29/2019 LODGING FOR LEADERSHIP	218.11	
		00610	DIRECTV	36765640007	10/5/2019 CABLE SERVICE	217.70	
		00780	JET BLUE	RPKGFR	10/4/2019 LCW ANNUAL CONFERENCE	206.60	
		00466	AMAZON MARKETPLACE	114-3562332-69	10/16/2019 GENERAL TECH SUPPLIES	190.29	
		00492	HOUSTON'S RESTAURANT	101419	10/18/2019 NEW EMPLOYEE LUNCHEON	166.00	
		00714	DOOR DASH	100919	10/9/2019 MEALS FOR SUPERVISORS MTG	140.86	
		00466	AMAZON MARKETPLACE	111-0569446-638	10/7/2019 OFFICE SUPPLIES	127.78	
		00466	AMAZON MARKETPLACE	113-7884491-32	10/15/2019 TECH SUPPLIES	123.90	
		00467	LOWES BUSINESS	20329113	10/17/2019 FACILITY SUPPLIES	108.93	
		00470	SUPERIOR PLASTIC FABRICA	074925	10/14/2019 TECH SUPPLIES	105.12	
		00466	AMAZON MARKETPLACE	113-3113439-328	10/10/2019 PUBLICATIONS	100.84	
		00870	COURTYARD MARRIOTT	7861	9/26/2019 EMPLOYEE APPRECIATION L	97.70	
		00466	AMAZON MARKETPLACE	112-8207908-31	10/17/2019 REFRESHMENT SUPPLIES	97.13	
		00466	AMAZON MARKETPLACE	113-0565959-34	10/23/2019 OFFICE SUPPLIES	94.12	
		00761	BOX	INV07244102	10/26/2019 SOFTWARE SERVICES	90.00	
		00489	DOMINO'S PIZZA	8226	10/8/2019 EMPLOYEE APPRECIATION L	86.66	
		00466	AMAZON MARKETPLACE	111-1631355-558	10/22/2019 JANITORIAL SUPPLIES	81.06	
		00466	AMAZON MARKETPLACE	112-7890819-44	10/15/2019 OFFICE SUPPLIES	69.42	
		00714	DOOR DASH	101719	10/17/2019 MEALS FOR SUPERVISORS MTG	69.40	

Bank : union UNION BANK

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
		00466	AMAZON MARKETPLACE	114-3322395-22	10/11/2019 JANITORIAL SUPPLIES	67.68	
		00466	AMAZON MARKETPLACE	113-1288626-81	10/16/2019 PARTS BILLING	66.12	
		00466	AMAZON MARKETPLACE	113-2182146-00	10/11/2019 PUBLICATIONS	63.82	
		00795	MEDIA TEMPLE	324775-15	10/23/2019 MONTHLY WEBSITE HOSTING	55.00	
		00466	AMAZON MARKETPLACE	111-0750181-41	10/9/2019 OFFICE SUPPLIES	50.78	
		00870	COURTYARD MARRIOTT	8764	10/3/2019 NEW HIRE LUNCHEON	49.71	
		00466	AMAZON MARKETPLACE	112-4648662-58	10/8/2019 JANITORIAL SUPPLIES	46.05	
		00035	HOME DEPOT CREDIT SERVICES	6617 00052 207	10/21/2019 TECH SUPPLIES	44.07	
		00466	AMAZON MARKETPLACE	112-9674663-76	11/13/2019 JANITORIAL SUPPLIES	43.45	
		00466	AMAZON MARKETPLACE	111-5774824-73	10/22/2019 OFFICE SUPPLIES	35.92	
		00466	AMAZON MARKETPLACE	111-6424093-22	10/21/2019 PUBLICATIONS	35.24	
		00714	DOOR DASH	101219	10/12/2019 REIMBURSED	34.14	
		00466	AMAZON MARKETPLACE	112-8510204-19	10/3/2019 OFFICE SUPPLIES	31.41	
		00833	PRO-TUFF DECALS	INV019022606	10/16/2019 NEW DISPATCHER LOCKERS	29.09	
		00466	AMAZON MARKETPLACE	111-7469397-46	10/17/2019 OFFICE SUPPLIES	27.55	
		00466	AMAZON MARKETPLACE	111-0443425-28	10/15/2019 PUBLICATIONS	25.21	
		00854	MANHATTAN POSTAL CENTER	299801	10/17/2019 LIVESCAN	23.50	
		00854	MANHATTAN POSTAL CENTER	299869	10/18/2019 LIVESCAN	23.50	
		00714	DOOR DASH	101119	10/11/2019 REIMBURSED	22.41	
		00466	AMAZON MARKETPLACE	114-9175522-30	10/22/2019 OFFICE SUPPLIES	22.04	
		00637	SAFE MART, THE	181393	10/28/2019 OFFICE SUPPLIES	21.90	
		00826	LA TIMES	110619	10/9/2019 MONTHLY NEWS SUBSCRIPTION	15.96	
		00841	LAZ PARKING	100919-3	10/9/2019 PARKING FOR OFF-SITE MEETING	15.00	
		00841	LAZ PARKING	100919-2	10/9/2019 PARKING FOR OFF-SITE MEETING	15.00	
		00841	LAZ PARKING	100919	10/9/2019 PARKING FEE FOR OFF-SITE MEETING	15.00	
		00466	AMAZON MARKETPLACE	114-1428638-08	10/10/2019 OFFICE SUPPLIES	11.30	
		00466	AMAZON MARKETPLACE	112-9159596-21	10/8/2019 JANITORIAL SUPPLIES	10.79	
		00466	AMAZON MARKETPLACE	112-3287027-81	10/8/2019 JANITORIAL SUPPLIES	10.09	9,401.75
1712	11/15/2019	00069	SOUTHERN CALIFORNIA ELECTRIC	2-19-337-1549	11/8/2019 ELEC SERVICE GRANDVIEW/	146.02	146.02
1713	11/15/2019	00031	EMPLOYMENT DEVELOPMENT CENTER	1579308896	10/30/2019 Q3 UNEMPLOYMENT INSURANCE	1,084.00	1,084.00
54644	11/15/2019	00297	AT&T, ATT CALNET	000012989652	5/3/2019 PHONE SERVICE FROM 04/01/19	717.09	
				000013850881	11/3/2019 PHONE SERVICE FROM 10/01/19	717.09	
				000013131920	6/3/2019 PHONE SERVICE FROM 05/01/19	708.01	
				000013279277	7/3/2019 PHONE SERVICE FROM 06/01/19	589.53	2,731.72
54645	11/15/2019	00064	AT&T, ATT PAYMENT CENTER	960 461-1623	11/1/2019 PHONE SERVICE FROM 11/01/19	2,529.54	2,529.54

Bank : union UNION BANK		(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54646	11/15/2019	00015	CHEVRON AND TEXACO	61906804	10/23/2019 FLEET: 09/24/19-10/23/19	190.33	190.33
54647	11/15/2019	00824	COMPLETE OFFICE CLEANIN	10138	11/1/2019 SMART JANITORIAL HQ MAIN	3,585.00	3,585.00
54648	11/15/2019	00078	COX, CHRISTOPHER	111519	11/15/2019 RETIREE MED PREM / NOV 2	675.22	675.22
54649	11/15/2019	00785	EXPERIAN	CD2007002672	10/25/2019 PRE-EMPLOYMENT CREDIT C	16.56	16.56
54650	11/15/2019	00651	FRONTIER	7002Z664-S-193	11/5/2019 PHONE SERVICE 11/05/19-12/	581.94	
			3103752741011	11/1/2019	PHONE SERVICE 375-2741 / 1	244.69	
			2090518701060	11/1/2019	PHONE SERVICE 051-8701 / 1	101.40	
			Y002Z665-S-193	11/5/2019	PHONE SERVICE 11/05/19-12/	90.08	
			2091505969092	11/1/2019	PHONE SERVICE 150-5969 / 1	61.14	
			20915059781130	11/1/2019	PHONE SERVICE 150-5978 / 1	54.32	
			2091510998020	11/1/2019	PHONE SERVICE 151-0998 / 1	47.97	
			2091502446103	11/1/2019	PHONE SERVICE 150-2446 / 1	47.97	
			2091502447092	11/1/2019	PHONE SERVICE 150-2447 / 1	47.97	
			2130381666083	11/10/2019	PHONE SERV 150-5978/11/10/	47.97	1,325.45
54651	11/15/2019	00022	GO RHINO PUBLIC SFTY DIVI	RI-264130	3/31/2016 PARTS-BILLABLE	273.77	
				RI-373157	10/2/2018 PARTS-BILLABLE	259.07	
				RI-391931	4/3/2019 PARTS-BILLABLE	258.80	
				RI-339332	12/5/2017 PARTS-BILLABLE	246.74	
				RI-369467	8/28/2018 PARTS-BILLABLE	246.74	1,285.12
54652	11/15/2019	00799	LA UNIFORMS & TAILORING	3356	10/22/2019 UNIFORMS FOR COMMUNIC	167.08	
				3390	10/26/2019 UNIFORMS FOR COMMUNIC	167.08	334.16
54653	11/15/2019	00760	LAWLES ENTERPRISES, INC.	11307	11/1/2019 LAWLES ENTERPRISES REC	4,300.00	
				11309	11/1/2019 LAWLES ENTERPRISES REC	70.00	4,370.00
54654	11/15/2019	00802	M JACK BROOKS, JD	222019 SBR	10/31/2019 FY19-20 FINANCE CONSULTI	5,806.25	5,806.25
54655	11/15/2019	00116	MEADORS, LATANYA	111519	11/15/2019 RETIREE MED PREM / NOV 2	486.57	486.57
54656	11/15/2019	00577	NEW LOOK AUTO DETAIL	2107	10/8/2019 VEHICLE MAINTENANCE AND	75.00	
				2116	10/22/2019 VEHICLE MAINTENANCE AND	75.00	150.00
54657	11/15/2019	00060	RIVERA, JOSE	111519	11/15/2019 RETIREE MED PREM / NOV 2	480.39	480.39
54658	11/15/2019	00144	SAXE-CLIFFORD PHD, SUSAN	19-1106-6	11/6/2019 PRE-EMPLOYMENT PSYCHO	400.00	400.00
54659	11/15/2019	00145	SETINA MFG CO INC	192580	10/24/2019 SETINA MANUFACTURING CO	76.33	76.33
54660	11/15/2019	00273	SHAW, LILLIAN	111519	11/15/2019 RETIREE MED PREM / NOV 2	441.50	441.50
54661	11/15/2019	00803	SPARKLETTS	18193479 11011	11/1/2019 WATER FILTRATION SYSTEM	40.00	40.00
54662	11/15/2019	00460	SPECTRUM BUSINESS	1133787110419	11/4/2019 SPECTRUM BUSINESS INTEF	1,900.00	1,900.00
54663	11/15/2019	00302	SPRINT	155018370-097	10/29/2019 DAC CHARGES 09/26/19-10/2	4,426.08	
				107177860-102	10/27/2019 WIRELESS MODEMS 09/24/19	85.98	4,512.06

Bank : union UNION BANK			(Continued)						
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total		
54664	11/15/2019	00126	STEVENS, DEBORAH	111519	11/15/2019 RETIREE MED PREM / NOV 2	611.75	611.75		
54665	11/15/2019	00034	STEVENS, GARY	111519	11/15/2019 RETIREE MED PREM / NOV 2	609.50	609.50		
54666	11/15/2019	00046	UNITED PARCEL SERVICE	00005337W1459	11/9/2019 SHIPPING SERVICE	46.46	95.67		
				00005337W1409	10/5/2019 SHIPPING SERVICE	46.42			
				00005337W1449	11/2/2019 SHIPPING SERVICE	2.79			
54667	11/15/2019	00171	VERIZON WIRELESS	9840787846	10/23/2019 GPD DAC CHARGES 09/24/19	2,665.30	5,090.18		
				9840710912	10/23/2019 MODEM SERVICE MBPD 10/2	1,349.57			
				9840726920	10/23/2019 DAC CHARGES HPD 09/24/19	348.38			
				9830735630	5/23/2019 DAC CHARGES HPD 04/24/19	346.77			
				9830719961	5/23/2019 MODEM SERVICE MBPD 04/2	342.15			
				9840710913	10/23/2019 MODEM SERVICE MBPD 10/2	38.01			
Sub total for UNION BANK:							48,375.07		

apChkLst
11/21/2019 2:21:54PM

Final Check List
South Bay Regional PCA

Page: 1

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20056	11/22/2019	00219	INTERNAL REVENUE SERVICE	Ben28713	11/22/2019	FEDERAL WITHHOLDING TAX	37,590.94	37,590.94
20057	11/22/2019	00223	EMPLOYMENT DEVEL DEPT	Ben28717	11/22/2019	STATE DISABILITY INSURANC	13,805.28	13,805.28
20058	11/22/2019	00222	STATE DISBURSEMENT UNIT	Ben28719	11/22/2019	SUPPORT: PAYMENT	184.62	184.62
20059	11/22/2019	00058	CALPERS	Ben28715	11/22/2019	PERS RETIREMENT: PAYMEN	36,009.70	36,009.70
54668	11/22/2019	00002	AFLAC	Ben28705	11/22/2019	AFLAC INSURANCE: PAYMEN	4,121.84	4,121.84
54669	11/22/2019	00217	CALIFORNIA TEAMSTERS UN	Ben28707	11/22/2019	UNION DUES TEAMSTERS: P	2,064.50	2,064.50
54670	11/22/2019	00218	CWA LOCAL 9400	Ben28711	11/22/2019	UNION DUES CWA: PAYMENT	257.97	257.97
54671	11/22/2019	00221	ICMA RETIREMENT TRUST	Ben28709	11/22/2019	DEFERRED COMPENSATION	15,141.30	15,141.30
Sub total for UNION BANK:							109,176.15	

D-3



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: December 17, 2019

ITEM NUMBER: D-3

TO: Executive Committee

COPY TO: Tim Lilligren, Treasurer

FROM: Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: Cash & Investments Report/September 30, 2019

ATTACHMENTS:

1. Cash & Investments Report for September 30, 2019
2. LAIF Month End Statement for September 30, 2019
3. PMIA Performance Report as of September 30, 2019

RECOMMENDATION

Staff recommends that the Executive Committee receive and file the Cash & Investments Report for September 30, 2019.

BACKGROUND

Section 53646 (a) (2) of the Government Code, states that the treasurer or chief fiscal officer may render a quarterly report (regarding the local agency's cash and investments) to the chief executive officer, the internal auditor, and the legislative body of the local agency. The quarterly report shall be so submitted within 30 days following the end of the quarter covered by the report. The legislative body of a local agency may elect to require the report specified in subdivision (b) to be made on a monthly basis instead of quarterly.

At the November 21, 2006 meeting, the Executive Committee elected to receive the Cash & Investments Report on a quarterly basis.

DISCUSSION

Staff has completed the bank reconciliation for September 30, 2019. Attached is the Cash & Investments Report for the period.

All idle cash of the Authority is invested 100% with the State's Local Agency Investment Fund (LAIF). This complies with the Statement of Investment Policy. LAIF's monthly performance continues on a stable path with moderate increases on a regular basis.

FISCAL IMPACT

None.

D-3

Attachment 1



Cash and Investments Report

As of September 30, 2019

Funding Source	Bank Balance	Deposits in Transit	Outstanding Checks	Book Balance
<u>Active Accounts</u>				
MUFG Union Bank (General/Payroll)	\$ 1,370,479.01		\$ (28,778.43)	\$ 1,341,700.58
<u>Investments</u>				
LAIF	\$ 3,972,907.33	\$ -	\$ -	\$ 3,972,907.33
Total Investments	\$ 3,972,907.33	\$ -	\$ -	\$ 3,972,907.33
<u>Other Cash on Hand</u>				
Petty Cash	\$ -	\$ -	\$ -	\$ 500.00
				\$ 500.00
Total Cash & Investments				\$ 5,315,607.91
<u>Breakdown of cash by fund:</u>				
Fund 10 (Enterprise Fund)				\$ 1,342,200.58
Fund 20 (SHSGP Grant Fund)				-
Total				\$ 1,342,200.58

D-3

Attachment 2

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

October 01, 2019

[LAIF Home](#)
[PMIA Average](#)
[Monthly Yields](#)

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS
AUTHORITY
TREASURER
4440 WEST BROADWAY
HAWTHORNE, CA 90250

[Tran Type Definitions](#)

Account Number: 15-19-001

September 2019 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	3,972,907.33
Total Withdrawal:	0.00	Ending Balance:	3,972,907.33

D-3

Attachment 3



CALIFORNIA STATE TREASURER FIONA MA, CPA



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
11/04/19	2.14	2.18	208
11/05/19	2.14	2.18	208
11/06/19	2.14	2.18	208
11/07/19	2.12	2.18	213
11/08/19	2.12	2.18	214
11/09/19	2.12	2.18	214
11/10/19	2.12	2.18	214
11/11/19	2.12	2.18	214
11/12/19	2.12	2.17	212
11/13/19	2.11	2.17	212
11/14/19	2.10	2.17	213
11/15/19	2.10	2.17	216
11/16/19	2.10	2.17	216
11/17/19	2.10	2.17	216
11/18/19	2.10	2.16	215
11/19/19	2.10	2.16	214
11/20/19	2.09	2.16	212
11/21/19	2.08	2.16	213
11/22/19	2.08	2.16	212
11/23/19	2.08	2.16	212
11/24/19	2.08	2.16	212
11/25/19	2.08	2.15	212
11/26/19	2.08	2.15	211
11/27/19	2.07	2.15	220
11/28/19	2.07	2.15	220
11/29/19	2.07	2.15	220
11/30/19	2.07	2.15	218
12/01/19	2.07	2.15	217
12/02/19	2.07	2.15	219
12/03/19	2.07	2.14	218
12/04/19	2.07	2.14	218

*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

LAIF Performance Report

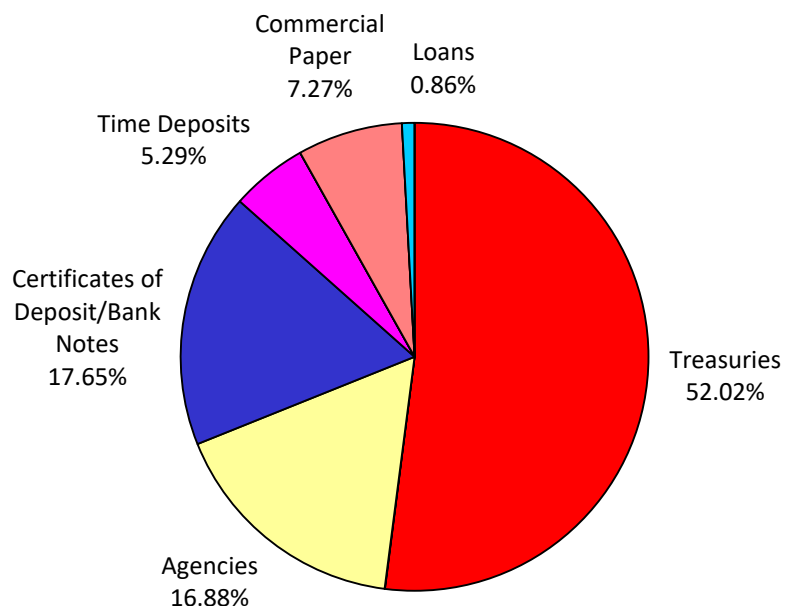
Quarter Ending 09/30/19

Apportionment Rate: 2.45
 Earnings Ratio: .00006701807521016
 Fair Value Factor: 1.001642817
 Daily: 2.25%
 Quarter to Date: 2.34%
 Average Life: 185

PMIA Average Monthly Effective Yields

Nov 2019 2.103
 Oct 2019 2.190
 Sep 2019 2.280

Pooled Money Investment Account Portfolio Composition 10/31/19 \$91.4 billion



Percentages may not total 100% due to rounding

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).
 Based on data available as of 12/04/2019

D-4



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: December 17, 2019

ITEM NUMBER: D-4

TO: Executive Committee

FROM: Erick B. Lee, Executive Director

SUBJECT: AMENDMENT NO. 1 TO THE AMENDED AND RESTATED EMPLOYMENT AGREEMENT BETWEEN THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY AND ERICK B. LEE

ATTACHMENTS: 1. Amendment No. 1

RECOMMENDATION

Staff recommends that the Executive Committee approve Amendment No. 1 to the Amended and Restated Employment Agreement with Executive Director Erick B. Lee.

DISCUSSION

The terms and conditions of Erick B. Lee's employment by the Authority as Executive Director are specified in an employment agreement between the Authority and Mr. Lee. The agreement provides that the Authority will review his performance annually and, in its sole discretion, may award a merit-based increase in his basic salary. Following this year's review by the Executive Committee, the proposed Amendment to the employment agreement provides for a 4.0% basic salary increase.

FISCAL IMPACT

If approved, the amended employment agreement will provide the Executive Director with a salary increase of \$8,240 per year, increasing his salary to \$17,853.33 per month.

D-4

Attachment 1

**AMENDMENT NO. 1 TO THE AMENDED AND RESTATED EMPLOYMENT
AGREEMENT BETWEEN THE SOUTH BAY REGIONAL PUBLIC
COMMUNICATIONS AUTHORITY AND ERICK B. LEE**

The Amended and Restated Employment Agreement (“Agreement”), entered into as of December 18, 2018, between the South Bay Regional Public Communications Authority (“Authority”) and Erick B. Lee (“Lee”), a copy of which is on file in Authority’s Administrative Office, is amended by this Amendment No. 1 (“Amendment”), effective as of December 17, 2019.

- A. Authority and Lee entered into the Agreement providing for employment of Lee as Executive Director.
- B. In the Agreement, Authority and Lee agreed to an annual evaluation of Lee’s performance, including an option to consider a merit-based increase of his basic salary based on factors including, but not limited to, Lee’s performance during the past year.
- C. The Executive Committee conducted its annual performance evaluation for 2019 pursuant to Section 3, Paragraph (B) of the Agreement. Based on its evaluation of Lee’s performance for the period ending October 9, 2019, Authority desires to grant a 4.0% basic salary increase to Lee.

NOW, THEREFORE, the parties amend their Agreement as follows:

- 1. Section 3, Paragraph B, Sub-Paragraph 1, titled “2019 Annual Performance Evaluation,” is added to read as follows:

“2019 Annual Performance Evaluation

Based on its 2019 annual performance evaluation for the period ending October 9, 2019, Authority grants Lee a 4.0% basic salary increase pursuant to Section 3, Paragraph B of the Agreement.”

- 2. Sub-Paragraph 1, titled “Salary Increase for 2019,” is added to Section 3 (Compensation), Paragraph A (Basic Salary) as follows:

“Basic Salary Effective December 2019

The basic salary will be increased to \$17,853.33 per month effective the first full pay period following the effective date of this Amendment.”


- 3. Except as expressly amended by this Amendment, all of the provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Amendment to be signed and executed personally or on its behalf by its duly authorized representative.

**SOUTH BAY REGIONAL PUBLIC
COMMUNICATIONS AUTHORITY**

ERICK B. LEE

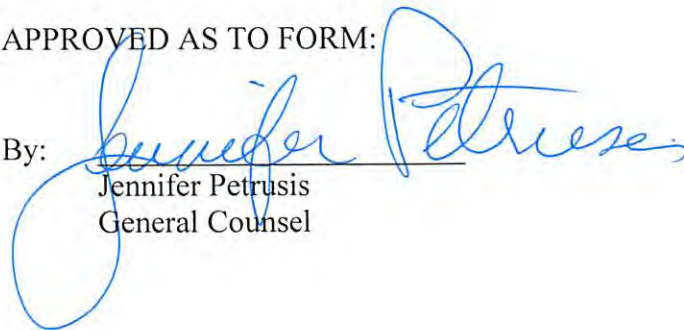
By: _____
Bruce Moe
Chair of the Executive Committee

By: 
Erick B. Lee

Date: _____

Date: 12/17/2019

APPROVED AS TO FORM:

By: 
Jennifer Petrusis
General Counsel

F-1



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: December 17, 2019

ITEM NUMBER: F-1

TO: Executive Committee & User Committee

FROM: Erick B. Lee, Executive Director

SUBJECT: Computer Aided Dispatch System Project with Mark43

ATTACHMENTS: None

RECOMMENDATION

Staff recommends that the Executive Committee direct staff to:

1. Assume project management responsibilities for the Computer Aided Dispatch aspects of the Computer Aided Dispatch/Records Management System ("CAD/RMS") project from the City of Hawthorne.
2. Work with Mark43 to develop a new agreement between the Authority and Mark43 for the development and implementation of the CAD system.
3. Develop a project management structure that clarifies expectations, increases accountability, accelerates project progress, and improves communication and transparency between and among the Authority, its stakeholders, and Mark43.

BACKGROUND

In June 2014, the Executive Committee and User Committee began its discussions on the Authority's need to purchase a new CAD/RMS system. Members of these committees received a presentation from Bill Romesburg, a consultant with Cit-Com, that outlined the functional and technical limitations of the Authority's current Tiburon CAD/RMS system and the options available to upgrade or replace this system. Following this presentation, the stakeholders collectively agreed to move ahead with a Request for Proposal ("RFP") process to determine which options were most beneficial for the Authority.

Over the next ten months, end-users from the Authority's member and contract agencies participated in focus groups that defined 2,439 contemporary technical and functional

requirements that were included in the comprehensive RPF. This RFP was issued in April 2015.

Four vendors responded to the RFP:

1. Intergraph (now Hexagon)
2. Mark43
3. SunGard
4. TriTech (which at the time had purchased Tiburon and is now Central Square)

Each proposal was thoroughly evaluated against sixteen (16) weighted selection criteria, as defined in the RFP, by a selection committee comprised of representatives from each of the Authority's member and contract cities.

All four proposals were considered viable solutions, with comparable functional and technical capabilities. In October 2015, each vendor provided an onsite product demonstration and corporate overview. Based on their observations and the input from end-users, the selection committee invited Mark43 and TriTech to continue in the evaluation process as semi-finalists. Both companies provided additional onsite rounds of technical and end-user product demonstrations in January and February 2016.

At the conclusion of the selection committee's semi-finalist interviews, the two companies were invited to submit a "best and final offer." These offers were analyzed, and the selection committee assigned final scoring to each proposal, as follows:

	Criteria Summary	Weight	mark43	TRITECH
1	Adherence to Format	2	1.2	1.2
2	Completeness of Proposal	5	3	3
3	Quality/Depth of References	5	2	4
4	Post Implementation Support	5	5	4
5	Financial Stability/Resources	5	2	4.5
6	Experience/Expertise of Staff	5	4.5	4
7	Business and Technical Functionality	15	14.00	13.08
8	References	5	2	3.5
9	Integration and Interfaces	10	8	9
10	Hardware	5	4	4.5
11	Cost	10	10.00	4.37
12	Willingness to Negotiate	10	10	6
13	Implementation and Data Conversion	5	2.5	4
14	Project Management	6	3	4.8
15	Training	5	4	4
16	Documentation	2	1.2	1.6
		100	76.40	75.55
			1	2

In May 2016, the selection committee recommended proceeding with Mark43. While based in New York, the vendor had recently opened a local office in El Segundo that was staffed by the proposed project team. The vendor was one of the newest within the public safety software marketplace and provided the opportunity for the Authority and its stakeholder cities to implement some of the most contemporary technology available. Of the four companies that responded to the RFP, the selection committee determined that Mark43 was the best fit for the consortium, particularly in the following areas:

- Law Enforcement Records Management System (RMS): Mark43's RMS is a comprehensive web-based solution that is uniquely scalable and configurable for each of the consortium's agencies.
- Technical Support: Mark43 provides 24/7 technical support plus continuous application monitoring and tuning. Enhancements and upgrades are included at no additional cost.
- Intuitive Design: During semi-finalist demonstrations, 82% of end-user participants ranked Mark43's software as "Extremely or Very Easy to Use" (compared to 36% for the TriTech solution).
- Cost: Mark43's cost was the least expensive of the four submitted proposals. Total cost for both CAD and RMS was \$1,400,000. The TriTech proposal exceeded \$3,000,000.

On February 14, 2017, the City of Hawthorne approved an agreement with Mark43, on behalf of the Authority's member and contract cities, for the purchase, development, and support of a new CAD/RMS. The agreement was for a three-year term and automatically renews for additional one-year terms unless terminated by the City. At the time the agreement was executed, Mark43 did not have an operational CAD system. Under the agreement's initial project schedule, the CAD system was to be developed, ready for use, and deployed by September 2017.

DISCUSSION

While the RMS portion of this project has been implemented, albeit later than originally anticipated and with a number of deliverables still outstanding, the CAD portion has been delayed for over two years. This delay has resulted in the Authority and its stakeholder agencies having to rely on its current, outdated Tiburon CAD system for significantly longer than was originally envisioned when the consortium embarked on its journey with Mark43. While there have been no stability issues with the Tiburon CAD system during this period, it does not use contemporary technology, its parent company has been sold at least twice, and its original developers ceased to be associated with the current iteration of the firm years ago. Consequently, the City of Hawthorne's Information Technology Department, which is contracted by the Authority for its information technology needs, has been obligated to develop an expertise in maintaining the current CAD system, which as of December 2019 was anticipated to have been retired.

On December 3, 2019, the Authority hosted a meeting between its three (3) Fire Chiefs and their staff to discuss the CAD system project. All three fire departments expressed some degree of concern with the project. Reasons for this concern were related to the vendor's lack of experience in developing fire department-specific software and its inability to deliver the promised software solution within agreed-upon timelines. Potential solutions or mitigation measures suggested by this group included the development of a drop-dead date for the vendor to perform, the development of a contingency plan to activate in the event that Mark43 ultimately does not perform, and the incorporation of performance measures into any new agreement with the vendor.

On December 9, 2019, the Authority's Executive Director, Hawthorne's Chief of Police, and Manhattan Beach's Fire Chief met with the top leadership from Mark43. This series of meetings included a presentation of the vendor's current CAD system capabilities, a presentation of its plan to develop the system functionality needed by our joint police/fire

communications center, a discussion of the current contract and outstanding deliverables, and a discussion about the vendor's willingness to commit to meet our agencies' expectations going forward.

During these meetings, representatives from Mark43 provided the following information:

- The vendor acknowledges that it is very behind schedule in delivering the CAD system in accordance with the terms of the agreement.
- Delays in system development have been related to stability issues that were encountered with its CAD system deployment in Fresno, CA, which consumed the entire company's resources for most of 2019 and were only recently resolved.
- With the CAD system stability issues now resolved, Mark43 is wholly committed to delivering the CAD system, with the functionality specified in the contract, to the Authority by the end of 2020.

While the delays in the Mark43 project have prevented the Authority from benefitting from the enhanced levels of functionality and technological advances in system architecture that a new CAD system that will provide, the most significant problem associated with this delay is much more pragmatic: The Authority's current CAD system is no longer supported by its manufacturer. For this reason, the Authority and its stakeholder cities are rightfully concerned about the vendor's ability to perform, and mitigation efforts are needed. In short, time is of the essence.

Staff proposes that the Mark43 CAD/RMS project be bifurcated, with the Authority assuming project management over the CAD system and the City of Hawthorne retaining its responsibilities for the RMS. Under such an arrangement, the Authority would secure a new agreement with the vendor for the CAD system aspects of the project only, subject to the general terms and conditions negotiated by the City of Hawthorne in the original agreement. The Authority would also develop a project management structure that clarifies expectations, increases accountability, accelerates project progress, and improves communication and transparency between and among the Authority, its stakeholders, and the vendor. Staff has discussed these proposals with representatives of the City of Hawthorne and the vendor. Both parties are supportive of such moves and believe they will positively influence the outcomes of this project.

If directed by the Executive Committee to move forward with this proposal, staff is prepared to assume these project management responsibilities. The first order of business would be to determine the as-is functionality of Mark43's current CAD system. While this version of the system certainly does not have all of the contracted functionality or any fire dispatching capabilities, the vendor asserts that the CAD is operational in a multijurisdictional setting and correctly enables dispatchers from multiple agencies to manage incidents in the field. Additionally, Mark43 anticipates that rudimentary fire CAD capabilities will be available in the software in early 2020.

The Authority is in the process of obtaining the most current version of the software and will be extensively testing it over the next few weeks. Additionally, staff plans to conduct site visits in Fresno to observe the CAD's capabilities first-hand in a live environment. Following this work, staff will have clear grasp of the current state of the CAD product and will work with the vendor to determine its timeline for delivering outstanding, needed functionality that is critical before the Authority could consider a "go-live" with the system. Once this timeline is established, the Authority should have the information necessary to critically evaluate its options—including the development of any backup plan(s)—and

determine how much longer it may be willing to provide Mark43 with the opportunity to fulfill the terms of the agreement. Staff anticipates bringing this information back to the Executive Committee and User Committee at the January 2020 meeting.

FISCAL IMPACT

None at this time. If the Authority ultimately contracts with the vendor for the development and implementation of the CAD system, the costs associated with this project would total \$780,000 after various milestones are completed. Additional annual subscription fees of \$238,971 would be charged upon system acceptance. Neither of these amounts are included in the Authority's Adopted Fiscal Year 2019-2020 Budget or its five-year expense projections.

G



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: December 17, 2019

ITEM: G

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
- Redundant Internet Connection
- Culver City Fire Department's Transition to Fire Main Frequency
- Phase One of Feasibility Study for City of Redondo Beach
- Phase Two of Feasibility Study for City of Palos Verdes Estates