

**A G E N D A**  
**REGULAR JOINT MEETING OF**  
**THE BOARD OF DIRECTORS, THE EXECUTIVE COMMITTEE, AND USER COMMITTEE**  
**TUESDAY, JANUARY 21, 2020, 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**

1. Board of Directors
2. Executive Committee
3. User Committee

**C. PUBLIC DISCUSSION**

Members of the public will be given the opportunity to directly address the Board of Directors, the Executive Committee, and the User Committee. Speakers may provide public comments on any matter that is within the subject matter jurisdiction of the Board of Directors, the Executive Committee and the User Committee, including items on the agenda. While all comments are welcome, the Brown Act does not allow the Board of Directors, 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. RECOGNITION OF NEWLY PROMOTED COMMUNICATIONS SUPERVISOR**  
**JANNETTE VERAMENDI (RECEIVE PRESENTATION)**

**E. BOARD OF DIRECTORS GENERAL BUSINESS**

1. Minutes from September 17, 2019  
**APPROVE**
2. Fiscal Year 2019-2020 Mid-Year Budget Report  
**RECEIVE AND FILE**

**F. EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes of the Special Meeting from December 17, 2019  
**APPROVE**
2. Check Register – December 2019  
**ACCEPT AND APPROVE**
3. Cash & Investments Report/December 31, 2019  
**ACCEPT AND APPROVE**
4. Updated Publicly Available Pay Schedule  
**APPROVE**

5. Credit Card Purchases from Amazon.com Inc.  
**APPROVE**
6. Approve a Change Purchase Order to Setina Manufacturing Corporation in the Amount of \$40,000 for a Total Not-To-Exceed Amount of \$90,000 for Supplies and Equipment  
**APPROVE**
7. Report of Budget Transfers Authorized by the Executive Director from July 1, 2019 Through December 31, 2019  
**APPROVE**

G. **ITEMS REMOVED FROM THE CONSENT CALENDAR**

H. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Request from the City of Palos Verdes Estates for a Phase Two Feasibility Study for the Consolidation of Public Safety Dispatching Services  
(a) **ACCEPT FEES**  
(b) **PROVIDE DIRECTION**
2. Update on Computer Aided Dispatch System Project with Mark43  
**RECEIVE AND FILE**
3. Fiscal Year 2019-2020 Work Plan Update and Staff Resource Needs  
**PROVIDE DIRECTION**
4. Agreement to Use the City of Redondo Beach Fire Department's Dispatch Channel 453/458.200  
**APPROVE**
5. Upcoming Changes to the Management of Mobile Data Computers  
**PROVIDE DIRECTION**
6. Request from the City of El Segundo for Changes to an Agreement with the City of El Segundo for Emergency Police and Fire Dispatch  
**PROVIDE DIRECTION**
7. Radio Spectrum Issue Regarding Section 6103 of Public Law 112-96 & H.R. 451, The Don't Break Up the T-Band Act of 2019  
**RECEIVE AND FILE**

I. **USER COMMITTEE GENERAL BUSINESS**

1. Minutes from Special Meeting – December 17, 2019

J. **EXECUTIVE DIRECTOR'S REPORT**

K. **BOARD OF DIRECTORS, EXECUTIVE COMMITTEE AND USER COMMITTEE  
COMMENTS**

L. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

1. **CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Designated Representative: Executive Director

Employee Organization: Teamsters Local 911

M. **ADJOURNMENT**

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

Posting Date/Time: January 15, 2020/6:30PM

Signature:



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Erick B. Lee, Executive Director

D



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** January 21, 2020

**ITEM NUMBER:** D

**TO:** Board of Directors, Executive Committee, and User Committee

**FROM:** Erick B. Lee, Executive Director

**SUBJECT:** RECOGNITION OF NEWLY PROMOTED COMMUNICATIONS  
SUPERVISOR JANNETTE VERAMENDI

**ATTACHMENTS:** None

After completing a competitive promotional process, the Authority has appointed Jannette Veramendi as its newest Communications Supervisor. Communications Supervisor Veramendi will be recognized by the Authority for being promoted to her new position.

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**MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS  
AND REGULAR MEETING OF THE EXECUTIVE COMMITTEE AND USER COMMITTEE**

**SEPTEMBER 17, 2019**

**A. CALL TO ORDER**

The Board of Directors convened in a special meeting and the Executive and User Committees convened in a regular joint session at 2:04PM on August 20, 2019, on the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

**B. ROLL CALL**

Present: Councilmember Tanaka, City of Gardena  
Councilmember Haidar Awad, City of Hawthorne  
Councilmember Hildy stern, City of Manhattan Beach  
City Manager Bruce Moe, City of Manhattan Beach  
City Manager Edward Medrano, City of Gardena  
Interim City Manager Arnie Shadbeh, City of Hawthorne  
Chief Chris Donovan, El Segundo Fire Department  
Chief Bill Whalen, El Segundo Police Department  
Chief Daryn Drum, Manhattan Beach Fire Department  
Chief Mike Ishii, Hawthorne Police Department  
Lt. Leon Lopez, Culver City Police Department  
Chief Derrick Abell, Manhattan Beach Police Department (arrived 2:09pm)  
City Manager Suja Lowenthal (arrived 2:14PM)

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**

1. Election of Board of Directors Chairperson and Vice-Chairperson for Fiscal Year 2019/2020

**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.

2. Resolution Establishing Vision, Mission, and Values Statements

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

3. Resolution Amending Article X (Finances) of the Bylaws to Modify the Method of Assessment and Approving a Cost Allocation Policy in Connection Therewith

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 Shadbehr 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 Shadbehr 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.

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# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** January 21, 2020

**ITEM NUMBER:** E-2

**TO:** Board of Directors

**FROM:** Vanessa Alfaro, Finance & Performance Audit Manager  
Erick B. Lee, Executive Director

**SUBJECT:** FISCAL YEAR 2019-2020 MID-YEAR BUDGET REPORT

**ATTACHMENTS:**

1. Revenue Status Report
2. Expenditure Status Report

### **RECOMMENDATION**

Staff recommends that the Board of Directors receive and file the Fiscal Year 2019-2020 Mid-Year Budget Performance Report for the period July 1, 2019 through December 31, 2019.

### **DISCUSSION**

Staff has analyzed the Authority's financial activities through December 31, 2019. The Authority has accrued 85% of its assessment revenues from its member cities and 75% of its assessment revenues from its contract cities (Attachment #1). These amounts conform to the terms of the Authority's Bylaws and its agreements with the contract cities.

As it relates to expenditures (Attachment #2), a total of \$6,391,634 has been expended from the Enterprise Fund, which represents 50.6% of the budget in the first half of the fiscal year. However, this percentage also includes the CalPERS unfunded actuarial liability (UAL) lump sum payment of \$421,122 for fiscal year 2019-20 paid in the first quarter. While previously paid on a monthly basis, the lump sum payment generated interest savings of approximately \$15,000 for the Authority. Additionally, the Authority's liability and workers' compensation insurance premiums for the entire fiscal year were also paid in the first quarter totaling approximately \$300,000. When these two amounts are prorated for the periods covering this mid-year report, expenditures total \$6,040,922 with 47.7% of the budget expended through December 31, 2019.

Below is a summary of expenses by category and department for all funds:

Department	Adjusted Appropriation	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Percent Used
<b>SALARY &amp; BENEFITS</b>					
Administration	\$ 1,112,580	\$ 558,898	\$ -	\$ 553,682	50.2%
Operations	7,925,433	4,014,979	-	3,910,454	50.7%
Technical Services	783,770	425,395	-	358,375	54.3%
<b>Salary &amp; Benefits Total</b>	<b>\$ 9,821,783</b>	<b>\$ 4,999,271</b>	<b>\$ -</b>	<b>\$ 4,822,512</b>	<b>50.9%</b>
<b>SUPPLIES, SERVICES &amp; EQUIPMENT</b>					
Administration	\$ 1,159,289	\$ 591,296	\$ 270,098	\$ 297,895	74.3%
Operations	259,528	86,206	8,330	164,992	36.4%
Technical Services	1,256,410	714,861	515,122	26,428	97.9%
<b>Total</b>	<b>\$ 2,675,227</b>	<b>\$ 1,392,363</b>	<b>\$ 793,550</b>	<b>\$ 489,315</b>	<b>81.7%</b>
Other-MB Appropriation	45,450	-	-	\$ 45,450	0.0%
<b>Adjusted Total</b>	<b>\$ 2,720,678</b>	<b>\$ 1,392,363</b>	<b>\$ 793,550</b>	<b>\$ 534,765</b>	<b>80.3%</b>
<b>CAPITAL IMPROV. PROJECTS</b>					
	\$ 125,000	\$ -	\$ -	\$ 125,000	0.0%
<b>ENTERPRISE FUND TOTAL</b>					
	<b>\$ 12,622,010</b>	<b>\$ 6,391,634</b>	<b>\$ 793,550</b>	<b>\$ 5,436,826</b>	<b>56.9%</b>
ENTERPRISE FUND ADJ. TOTAL	\$ 12,667,461	\$ 6,391,634	\$ 793,550	\$ 5,482,277	56.7%

During the first half of the fiscal year, staff has been working diligently to accomplish the Authority's Fiscal Year 2019-2020 work plans. Progress to date is summarized below:

- Interoperability Network of the South Bay ("INSB") Network  
Complete implementation and finalize installation at the rehabilitated water tower site in Manhattan Beach.

*Status: Network has been implemented. Staff continues to work with the City of Manhattan Beach and the INSB JPA to develop a solution for taking the water tower site out of service for a prolonged period of time.*
- Mark43 Computer Aided Dispatch ("CAD") System  
Continue development and go-live.

*Status: Project is behind schedule. As of December 2019, the Authority has assumed project management responsibilities from the City of Hawthorne.*
- Comprehensive Cost of Service & Allocation Study  
Complete study and implement direction from the Board of Directors and the Executive Committee.

*Status: Study was completed and a new Cost Allocation Policy was adopted by the Board of Directors in September 2019.*
- Feasibility Study for the City of Redondo Beach  
Develop a Phase One study.

*Status: Staff is working with the City of Redondo Beach to obtain data necessary to complete Phase One of the study.*

- Successor Agreement with the City of El Segundo  
Current agreement expires on September 30, 2020.  
*Status: Agreement was approved by the Executive Committee in November 2019. El Segundo's City Council is scheduled to consider this item on January 21, 2020.*
- Update of Bylaws  
Identify and implement changes to this governing document.  
*Status: Proposed changes are anticipated to be presented to the Executive Committee for review in February 2020 and to the Board of Directors for adoption in March 2020.*
- Review of Technical Services Division  
Evaluation of workload and practices to ensure proper staffing and administration.  
*Status: Work plan is currently on hold, pending the availability of supervisory resources.*
- Reduce Call Processing and Dispatch Times for Fire Department Calls  
Refine call processing and dispatch procedures.  
*Status: Initial work has been completed, which has resulted in an average reduction of 16 seconds in call processing time. Staff is currently working with the Fire Task Force on the next phase of work.*
- Implement New Performance Measures  
Begin compiling and reporting new metrics on a monthly basis.  
*Status: Dispatch performance standards accepted by the User Committee in August 2019. Codification of the standards in agreements with contract cities regarding call processing time for Fire Calls will be considered by the User Committee in early 2020.*
- Develop Policy for Funding Non-Current Liabilities  
Work with the Executive Committee to develop a strategy for funding the long-term costs of pensions and other post-employment benefits.  
*Status: Initial direction provided by Executive Committee in September 2019. Staff recommendations will be presented in February 2020.*
- FirstNet Implementation in the South Bay  
Monitor the development of FirstNet and provide updates and recommendations to the Executive Committee and User Committee.  
*Status: Work plan is currently on hold, due to lack of interest from the Authority's police and fire departments.*

In addition to the work plans established in the Fiscal Year 2019-2020 budget, staff has also accomplished these other high priority items and projects:

- Hired four (4) Communications Operators.

- Completed an Initial Feasibility Study (Phase One) for the City of Palos Verdes Estates.

**FISCAL IMPACT**

None.

# E-2

# Attachment 1



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01/13/2020 9:50AM  
Periods: 1 through 6

## Revenue Status Report

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South Bay Regional PCA  
7/1/2019 through 12/31/2019

### 10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
10-50 Administration					
10-50-111 Administration					
10-50-111-4110 Gardena	2,391,301.00	2,032,605.85	2,032,605.85	358,695.15	85.00
10-50-111-4120 Hawthorne	3,359,598.00	2,855,658.30	2,855,658.30	503,939.70	85.00
10-50-111-4130 Manhattan Beach	1,703,280.00	1,447,788.00	1,447,788.00	255,492.00	85.00
10-50-111-4140 Hermosa Beach	975,208.00	731,406.30	731,406.30	243,801.70	75.00
10-50-111-4145 El Segundo	1,372,870.00	1,029,652.86	1,029,652.86	343,217.14	75.00
10-50-111-4146 Culver City Assessment	2,587,601.00	1,940,700.51	1,940,700.51	646,900.49	75.00
10-50-111-4150 El Camino Community College	790.00	0.00	0.00	790.00	0.00
10-50-111-4153 Medical Director Service/Manhattan Beach	27,000.00	7,375.00	7,375.00	19,625.00	27.31
10-50-111-4154 Medical Director Services/El Segundo	27,000.00	7,375.00	7,375.00	19,625.00	27.31
10-50-111-4210 Investment Earnings (LAIF)	50,000.00	21,812.38	21,812.38	28,187.62	43.62
10-50-111-4220 POST Reimbursements	600.00	3,089.96	3,089.96	-2,489.96	514.99
10-50-111-4240 911 Reimbursements	0.00	3,000.00	3,000.00	-3,000.00	0.00
10-50-111-4255 Unrealized Gain/Loss on Investments	0.00	-5,481.80	-5,481.80	5,481.80	0.00
10-50-111-4430 Other Miscellaneous Revenue	2,500.00	27,250.00	27,250.00	-24,750.00	1090.00
<b>Total Administration</b>	<b>12,497,748.00</b>	<b>10,102,232.36</b>	<b>10,102,232.36</b>	<b>2,395,515.64</b>	<b>80.83</b>
10-60 Operations					
10-60-211 Communications Center					
10-60-211-4215 DUI Reimbursement-Overtime	2,000.00	0.00	0.00	2,000.00	0.00
10-60-211-4435 Reimbursements Sprint Wireless	77,289.00	0.00	0.00	77,289.00	0.00

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Periods: 1 through 6

## Revenue Status Report

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South Bay Regional PCA  
7/1/2019 through 12/31/2019

### 10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
10-60-211-4440 Reimbursements/Verizon Wireless	15,229.00	0.00	0.00	15,229.00	0.00
10-60-211-4460 Pink Patch Project	0.00	250.00	250.00	-250.00	0.00
<b>Total Operations</b>	94,518.00	250.00	250.00	94,268.00	0.26
10-70 Technical Services					
10-70-311 Technical Services					
10-70-311-4310 Labor-Installation-Member	0.00	125.00	125.00	-125.00	0.00
10-70-311-4340 Labor-Repairs-Non Member	0.00	435.68	435.68	-435.68	0.00
10-70-311-4360 Reimbursements for Billable Parts	600,000.00	260,155.92	260,155.92	339,844.08	43.36
10-70-311-4370 Reimbursements for GST Software	50,000.00	0.00	0.00	50,000.00	0.00
<b>Total Technical Services</b>	650,000.00	260,716.60	260,716.60	389,283.40	40.11
<b>Total SBRPCA Enterprise Fund</b>	13,242,266.00	10,363,198.96	10,363,198.96	2,879,067.04	78.26

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Periods: 1 through 6

## Revenue Status Report

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South Bay Regional PCA  
7/1/2019 through 12/31/2019

### 20 Grant Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
20-80 Capital Infrastructure Projects					
20-80-433 Consulting/Vector Resources					
Total Grant Fund	0.00	0.00	0.00	0.00	0.00
 Grand Total	 13,242,266.00	 10,363,198.96	 10,363,198.96	 2,879,067.04	 78.26

# E-2

## Attachment 2

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Periods: 1 through 6

## Expenditure Status Report

Page: 1

South Bay Regional PCA  
7/1/2019 through 12/31/2019

### 10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
50 Administration						
50-100 Administration						
50-100-5000 Expenditures						
50-111-5101 Salaries (Full-Time)	754,504.00	380,835.87	380,835.87	0.00	373,668.13	50.47
50-111-5107 Merit Pay	2,150.00	2,150.00	2,150.00	0.00	0.00	100.00
50-111-5108 Sick Leave Payoff	21,501.00	15,239.57	15,239.57	0.00	6,261.43	70.88
50-111-5109 Vacation Leave Payoff	35,095.00	14,613.16	14,613.16	0.00	20,481.84	41.64
50-111-5112 Other Pay	7,200.00	0.00	0.00	0.00	7,200.00	0.00
50-111-5201 Medical Insurance	93,161.00	31,204.98	31,204.98	0.00	61,956.02	33.50
50-111-5202 Dental Insurance	6,968.00	3,471.19	3,471.19	0.00	3,496.81	49.82
50-111-5203 Vision Insurance	2,256.00	922.02	922.02	0.00	1,333.98	40.87
50-111-5204 Life Insurance	832.00	363.00	363.00	0.00	469.00	43.63
50-111-5205 Medicare	13,727.00	6,046.63	6,046.63	0.00	7,680.37	44.05
50-111-5207 Workers' Compensation	12,533.00	9,750.04	9,750.04	0.00	2,782.96	77.79
50-111-5208 PERS Contributions	119,629.00	38,994.16	38,994.16	0.00	80,634.84	32.60
50-111-5209 Retirees' Medical Insurance	15,524.00	3,017.40	3,017.40	0.00	12,506.60	19.44
50-111-5212 Deferred Comp Matching Benefit	27,500.00	18,720.79	18,720.79	0.00	8,779.21	68.08
50-111-5219 PERS Contributions-UAL	0.00	33,569.32	33,569.32	0.00	-33,569.32	0.00
50-111-5301 Communications Contract Services	49,000.00	14,642.50	14,642.50	7,910.00	26,447.50	46.03
50-111-5302 Computer Contract Services/CAD-Tiburon	55,000.00	55,000.00	55,000.00	31,350.00	-31,350.00	157.00
50-111-5304 Accounting/Auditing Services	33,000.00	4,850.00	4,850.00	15,750.00	12,400.00	62.42
50-111-5305 Legal Services	147,121.20	42,017.01	42,017.01	51,543.20	53,560.99	63.59
50-111-5306 Recruitment Costs	68,610.00	36,860.78	36,860.78	30,397.44	1,351.78	98.03
50-111-5307 Software Maintenance Services	69,762.00	32,436.25	32,436.25	17,859.25	19,466.50	72.10
50-111-5308 Banking Services (Fees)	6,000.00	2,617.90	2,617.90	0.00	3,382.10	43.63
50-111-5309 Online/Website Maintenance Services	5,000.00	418.48	418.48	0.00	4,581.52	8.37
50-111-5312 Medical Director Services/Paramedics	54,000.00	24,916.65	24,916.65	29,083.35	0.00	100.00
50-111-5313 Temporary Staffing Services	125,100.00	50,873.75	50,873.75	29,026.25	45,200.00	63.87
50-111-5401 Memberships & Dues	390.00	401.20	401.20	0.00	-11.20	102.87
50-111-5402 Publications	350.00	301.07	301.07	0.00	48.93	86.02

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## Expenditure Status Report

South Bay Regional PCA  
7/1/2019 through 12/31/2019

### 10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
50-111-5403 Conferences, Meetings & Travel	13,680.00	7,225.96	7,225.96	0.00	6,454.04	52.82
50-111-5404 Employee Services/EC-BOD	1,000.00	2,145.66	2,145.66	0.00	-1,145.66	214.57
50-111-5407 Tuition Reimbursement	2,000.00	0.00	0.00	0.00	2,000.00	0.00
50-111-5501 Office Supplies	9,000.00	5,105.41	5,105.41	0.00	3,894.59	56.73
50-111-5502 Miscellaneous Supplies	9,100.00	2,051.84	2,051.84	0.00	7,048.16	22.55
50-111-5504 Vending Machine Supplies	0.00	239.84	239.84	0.00	-239.84	0.00
50-111-5507 Postage & Shipping	1,600.00	471.57	471.57	1,010.03	118.40	92.60
50-111-5509 Reproduction	1,500.00	25.00	25.00	0.00	1,475.00	1.67
50-111-5511 Office Equipment Lease	15,750.00	6,854.65	6,854.65	8,247.07	648.28	95.88
50-111-5513 General Liability Insurance Premium	210,826.00	159,707.12	159,707.12	0.00	51,118.88	75.75
50-111-5517 Vehicle Operations	2,000.00	0.00	0.00	0.00	2,000.00	0.00
50-111-5601 Telephone - Administration	15,000.00	5,212.48	5,212.48	0.00	9,787.52	34.75
50-111-5701 Maintenance - HQ	131,400.00	75,390.30	75,390.30	47,921.87	8,087.83	93.84
50-111-5703 Electricity - HQ	106,700.00	49,394.00	49,394.00	0.00	57,306.00	46.29
50-111-5704 Electricity - Grandview	2,200.00	571.92	571.92	0.00	1,628.08	26.00
50-111-5705 Electricity - Punta Place	6,600.00	3,628.74	3,628.74	0.00	2,971.26	54.98
50-111-5706 Gas - HQ	11,000.00	3,317.53	3,317.53	0.00	7,682.47	30.16
50-111-5707 Water - HQ	3,850.00	1,703.57	1,703.57	0.00	2,146.43	44.25
50-111-5715 Electricity-MB Water Tower	2,750.00	2,443.13	2,443.13	0.00	306.87	88.84
50-111-5820 Other Equipment	0.00	471.95	471.95	0.00	-471.95	0.00
<b>Total Administration</b>	<b>2,271,869.20</b>	<b>1,150,194.39</b>	<b>1,150,194.39</b>	<b>270,098.46</b>	<b>851,576.35</b>	<b>62.52</b>
60 Operations						
60-200 Operations						
60-200-5000 Expenditures						
60-211-5101 Salaries (Full-Time)	5,311,530.00	2,118,584.74	2,118,584.74	0.00	3,192,945.26	39.89
60-211-5102 Salaries (Part-Time)	0.00	43,931.87	43,931.87	0.00	-43,931.87	0.00
60-211-5103 Overtime	385,000.00	530,012.43	530,012.43	0.00	-145,012.43	137.67
60-211-5104 Acting Pay	10,000.00	6,940.65	6,940.65	0.00	3,059.35	69.41
60-211-5105 Bilingual Pay	8,400.00	3,600.00	3,600.00	0.00	4,800.00	42.86
60-211-5107 Merit Pay	0.00	63,000.00	63,000.00	0.00	-63,000.00	0.00
60-211-5108 Sick Leave Payoff	81,313.00	80,848.02	80,848.02	0.00	464.98	99.43

## Expenditure Status Report

South Bay Regional PCA  
7/1/2019 through 12/31/2019

### 10 SBRPCA Enterprise Fund

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
60-211-5109 Vacation Leave Payoff	54,217.00	53,832.54	53,832.54	0.00	384.46	99.29
60-211-5110 Training Pay	15,000.00	7,307.77	7,307.77	0.00	7,692.23	48.72
60-211-5114 Holiday Payoff	100,000.00	51,981.74	51,981.74	0.00	48,018.26	51.98
60-211-5115 Education Incentive Pay	101,406.00	51,157.28	51,157.28	0.00	50,248.72	50.45
60-211-5116 Overtime - Ridealongs with Member Cities	10,000.00	0.00	0.00	0.00	10,000.00	0.00
60-211-5201 Medical Insurance	637,435.00	256,183.35	256,183.35	0.00	381,251.65	40.19
60-211-5202 Dental Insurance	47,968.00	18,633.69	18,633.69	0.00	29,334.31	38.85
60-211-5203 Vision Insurance	18,699.00	6,721.83	6,721.83	0.00	11,977.17	35.95
60-211-5204 Life Insurance	8,455.00	3,333.00	3,333.00	0.00	5,122.00	39.42
60-211-5205 Medicare	84,939.00	43,414.94	43,414.94	0.00	41,524.06	51.11
60-211-5206 Unemployment Insurance	6,713.00	1,133.00	1,133.00	0.00	5,580.00	16.88
60-211-5207 Workers' Compensation	58,372.00	45,409.69	45,409.69	0.00	12,962.31	77.79
60-211-5208 PERS Contributions	922,296.00	256,657.81	256,657.81	0.00	665,638.19	27.83
60-211-5209 Retirees' Medical Insurance	62,800.00	17,059.92	17,059.92	0.00	45,740.08	27.17
60-211-5211 Social Security	890.00	0.00	0.00	0.00	890.00	0.00
60-211-5219 PERS Contributions-UAL	0.00	355,234.46	355,234.46	0.00	-355,234.46	0.00
60-211-5401 Memberships & Dues	2,830.00	0.00	0.00	0.00	2,830.00	0.00
60-211-5402 Publications	1,710.00	0.00	0.00	0.00	1,710.00	0.00
60-211-5403 Conferences, Meetings & Travel	24,155.00	6,098.19	6,098.19	1,362.00	16,694.81	30.88
60-211-5404 Employee Services/EC-BOD	2,500.00	99.37	99.37	0.00	2,400.63	3.97
60-211-5405 Employee Awards	500.00	0.00	0.00	0.00	500.00	0.00
60-211-5406 POST Training	23,815.00	0.00	0.00	0.00	23,815.00	0.00
60-211-5407 Tuition Reimbursement	18,000.00	251.00	251.00	0.00	17,749.00	1.39
60-211-5506 Uniforms/Safety Equipment	8,000.00	1,135.45	1,135.45	6,967.64	-103.09	101.29
60-211-5509 Reproduction	500.00	0.00	0.00	0.00	500.00	0.00
60-211-5603 Telephone - El Segundo	3,000.00	1,165.08	1,165.08	0.00	1,834.92	38.84
60-211-5604 Telephone - Gardena	5,000.00	567.89	567.89	0.00	4,432.11	11.36
60-211-5606 Telephone - Hawthorne	6,000.00	3,574.87	3,574.87	0.00	2,425.13	59.58
60-211-5607 Telephone - Hermosa Beach	25,000.00	14,503.37	14,503.37	0.00	10,496.63	58.01
60-211-5608 Telephone - Manhattan Beach	8,000.00	2,297.90	2,297.90	0.00	5,702.10	28.72
60-211-5611 Telephone - Punta Place	5,500.00	2,034.78	2,034.78	0.00	3,465.22	37.00
60-211-5612 Telephone - RCC	12,000.00	4,779.21	4,779.21	0.00	7,220.79	39.83
60-211-5613 Sprint Wireless Reimbursable	77,289.00	22,731.40	22,731.40	0.00	54,557.60	29.41
60-211-5614 Verizon Wireless Reimbursable	15,229.00	18,963.00	18,963.00	0.00	-3,734.00	124.52

## Expenditure Status Report

South Bay Regional PCA  
7/1/2019 through 12/31/2019

### 10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
60-211-5615 Telephone - Culver City	5,500.00	7,976.65	7,976.65	0.00	-2,476.65	145.03
60-211-5810 Office Equipment	0.00	27.55	27.55	0.00	-27.55	0.00
60-211-5820 Other Equipment	15,000.00	0.00	0.00	0.00	15,000.00	0.00
<b>Total Operations</b>	8,184,961.00	4,101,184.44	4,101,184.44	8,329.64	4,075,446.92	50.21
70 Technical Services						
70-300 Technical Services						
70-300-5000 Expenditures						
70-311-5101 Salaries (Full-Time)	485,506.00	227,648.50	227,648.50	0.00	257,857.50	46.89
70-311-5103 Overtime	5,000.00	1,252.46	1,252.46	0.00	3,747.54	25.05
70-311-5107 Merit Pay	1,500.00	8,656.00	8,656.00	0.00	-7,156.00	577.07
70-311-5108 Sick Leave Payoff	17,780.00	13,035.55	13,035.55	0.00	4,744.45	73.32
70-311-5109 Vacation Leave Payoff	14,386.00	10,086.24	10,086.24	0.00	4,299.76	70.11
70-311-5201 Medical Insurance	47,863.00	23,975.51	23,975.51	0.00	23,887.49	50.09
70-311-5202 Dental Insurance	2,940.00	1,516.92	1,516.92	0.00	1,423.08	51.60
70-311-5203 Vision Insurance	1,406.00	669.54	669.54	0.00	736.46	47.62
70-311-5204 Life Insurance	693.00	330.00	330.00	0.00	363.00	47.62
70-311-5205 Medicare	7,267.00	3,858.43	3,858.43	0.00	3,408.57	53.10
70-311-5207 Workers' Compensation	83,933.00	65,294.27	65,294.27	0.00	18,638.73	77.79
70-311-5208 PERS Contributions	82,721.00	26,098.01	26,098.01	0.00	56,622.99	31.55
70-311-5209 Retirees' Medical Insurance	32,775.00	10,654.86	10,654.86	0.00	22,120.14	32.51
70-311-5219 PERS Contributions-UAL	0.00	32,318.22	32,318.22	0.00	-32,318.22	0.00
70-311-5302 Computer Contract Services/CAD-Tiburon	145,000.00	45,000.00	45,000.00	151,150.00	-51,150.00	135.28
70-311-5311 GST Software Reimbursable	52,692.00	39,519.00	39,519.00	13,173.00	0.00	100.00
70-311-5403 Conferences, Meetings & Travel	2,650.00	0.00	0.00	0.00	2,650.00	0.00
70-311-5503 General Technical Supplies	7,500.00	2,101.46	2,101.46	0.00	5,398.54	28.02
70-311-5506 Uniforms/Safety Equipment	3,500.00	0.00	0.00	0.00	3,500.00	0.00
70-311-5508 Shipping Costs	1,200.00	168.91	168.91	918.05	113.04	90.58
70-311-5514 Parts - Billing	597,308.00	322,032.86	322,032.86	279,264.35	-3,989.21	100.67
70-311-5516 Install Wire, Loom & Hardware	38,800.00	0.00	0.00	0.00	38,800.00	0.00
70-311-5517 Vehicle Operations	4,500.00	1,997.25	1,997.25	1,225.00	1,277.75	71.61
70-311-5520 Equipment Repair	5,000.00	0.00	0.00	0.00	5,000.00	0.00



## Expenditure Status Report

South Bay Regional PCA  
7/1/2019 through 12/31/2019

### 10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
70-311-5521 Outside Technical Serv-Towers & Equip	390,000.00	295,643.22	295,643.22	69,391.78	24,965.00	93.60
70-311-5810 Office Equipment	8,260.25	8,260.25	8,260.25	0.00	0.00	100.00
70-311-5820 Other Equipment	0.00	137.75	137.75	0.00	-137.75	0.00
<b>Total</b> Technical Services	2,040,180.25	1,140,255.21	1,140,255.21	515,122.18	384,802.86	81.14
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
80-436-5901 CIP Exp-MB Allocation	45,450.18	0.00	0.00	0.00	45,450.18	0.00
80-454-5901 CIP Expenditures-IT Infrastructure/Equip	125,000.00	0.00	0.00	0.00	125,000.00	0.00
<b>Total</b> Expenditures	170,450.18	0.00	0.00	0.00	170,450.18	0.00
<b>Total</b> CIP	170,450.18	0.00	0.00	0.00	170,450.18	0.00
<b>Total</b> Capital Infrastructure Projects	170,450.18	0.00	0.00	0.00	170,450.18	0.00
<b>Total</b> SBRPCA Enterprise Fund	12,667,460.63	6,391,634.04	6,391,634.04	793,550.28	5,482,276.31	56.72

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Periods: 1 through 6

## Expenditure Status Report

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South Bay Regional PCA  
7/1/2019 through 12/31/2019

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20 Grant Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
Total Grant Fund	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	12,667,460.63	6,391,634.04	6,391,634.04	793,550.28	5,482,276.31	56.72

F-1

SPECIAL MEETING  
OF THE EXECUTIVE COMMITTEE  
AND USER COMMITTEE

DECEMBER 17, 2019

**A. CALL TO ORDER**

The Executive and User Committees convened in a special joint session at 2:01PM on December 17, 2019 on the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

**B. ROLL CALL**

Present: City Manager Bruce Moe, City of Manhattan Beach  
Interim City Manager Arnie Shadbeh, City of Hawthorne  
City Manager Clint Osorio, City of Gardena  
  
Captain Julian Catano, 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  
Chief Bill Whalen, El Segundo Police Department  
Lt. Leon Lopez, 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

**C. PUBLIC DISCUSSION**

None.

**D. EXECUTIVE COMMITTEE CONSENT CALENDAR (APPROVE)**

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

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**

None.

**F. EXECUTIVE COMMITTEE AND USER COMMITTEE GENERAL BUSINESS**

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

Executive Director Lee presented a report on Mark43 CAD system and recommended 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 the vendor to develop a new agreement 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 the vendor.

Interim City Manager Shadbehr moved to move forward as recommended. The motion was seconded by City Manager Osorio and passed by unanimous voice vote.

**G. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lee reported on recruitment, the INSB Network, the Authority's new redundant internet connection, the Culver City Fire transition to the shared Fire frequency, and the Palos Verdes Estates Feasibility Study.

**H. EXECUTIVE AND USER COMMITTEES' COMMENTS**

Chief Donovan commented on the recent direction of the Mark43 CAD project. He emphasized the need to be prepared to execute an alternative option.

**I. CLOSED SESSION**

The closed session agenda was not considered during the meeting.

**J. ADJOURNMENT**

The meeting adjourned at 2:47PM.

F-2



## Check Register FY 2019-20

December 2019

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
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December 6, 2019	\$120,231.55	
December 13, 2019	\$323,546.43	
December 20, 2019	\$113,209.07	
December 27, 2019	\$153,491.65	

Accounts Payable Total	\$710,478.70	
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### Payroll Checks Issued Date

December 6, 2019	\$176,563.10
December 20, 2019	\$177,355.76

Payroll Total	\$353,918.86
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Final Check List  
South Bay Regional PCA

Page: 1

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20060	12/2/2019	00696	GUARDIAN	533654-12	11/20/2019	GUARDIAN PREMIUMS-DECE	6,065.03	6,065.03
20061	12/6/2019	00219	INTERNAL REVENUE SERVICE	Ben28732	12/6/2019	FEDERAL WITHHOLDING TAX	40,005.59	40,005.59
20062	12/6/2019	00223	EMPLOYMENT DEVEL DEPT	Ben28736	12/6/2019	STATE DISABILITY INSURANC	14,771.79	14,771.79
20063	12/6/2019	00222	STATE DISBURSEMENT UNIT	Ben28738	12/6/2019	SUPPORT: PAYMENT	184.62	184.62
20064	12/6/2019	00058	CALPERS	Ben28734	12/6/2019	PERS RETIREMENT: PAYMEN	36,560.71	36,560.71
54672	12/6/2019	00217	CALIFORNIA TEAMSTERS UN	Ben28726	12/6/2019	UNION DUES TEAMSTERS: P	2,105.50	2,105.50
54673	12/6/2019	00218	CWA LOCAL 9400	Ben28730	12/6/2019	UNION DUES CWA: PAYMENT	257.97	257.97
54674	12/6/2019	00221	ICMA RETIREMENT TRUST	Ben28728	12/6/2019	DEFERRED COMPENSATION	20,280.34	20,280.34
Sub total for UNION BANK:							120,231.55	



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Final Check List  
South Bay Regional PCA

Page: 1

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1714	12/3/2019	00069	SOUTHERN CALIFORNIA EDI\$2-23-553-5986	11/14/2019	ELECTRICAL SERVIES	7,846.45	7,846.45
1715	12/9/2019	00069	SOUTHERN CALIFORNIA EDI\$2-03-672-6511	11/20/2019	ELECTRICAL SERVICES - PUI	688.22	688.22
1716	12/3/2019	00012	CALIFORNIA WATER SERVICE4675328235	11/14/2019	WATER SERV HQ 10/16/19-11	222.75	222.75
1717	12/13/2019	00012	CALIFORNIA WATER SERVICE5550731926	11/26/2019	FIRE PROTECTION SERV 12/	72.58	72.58
1718	12/13/2019	00069	SOUTHERN CALIFORNIA EDI\$2-19-337-1549	12/7/2019	ELECTRICAL SERVICES - GR	148.41	148.41
20065	12/10/2019	00058	CALPERS 1000000158674	11/14/2019	HEALTH PREMIUMS - DECEM	51,530.37	51,530.37
54676	12/13/2019	00867	& INVESTIGATION SERVICES,2019-11-013 RC	11/13/2019	PRE-EMPLOYMENT POLYGR	225.00	225.00
54677	12/13/2019	00491	ACCELE ELECTRONICS, INC. 771456	12/4/2019	VEHICLE OUTFITTING PARTS	142.38	
			771192	11/20/2019	VEHICLE OUTFITTING PARTS	121.39	263.77
54678	12/13/2019	00007	ANZA GROUP 81503	11/27/2019	BUSINESS CARDS	79.89	79.89
54679	12/13/2019	00297	AT&T, ATT CALNET 000013899739	11/13/2019	PHONE SERVICE 10/13/19-11	2,649.91	
			000013993793	12/3/2019	PHONE SERVICE 11/03/19-12	717.09	
			000013906939	11/13/2019	PHONE SERVICE 10/13/19-11	186.62	
			000013903875	11/13/2019	PHONE SERVICE 10/13/19-11	96.46	3,650.08
54680	12/13/2019	00064	AT&T, ATT PAYMENT CENTER960 461-1623 55	12/1/2019	PHONE SERVICE 12/01/19-12	2,358.74	2,358.74
54681	12/13/2019	00014	CDW GOVERNMENT, INC. VSG0189	11/13/2019	CDW-G BILLABLE PARTS	8,130.94	
			VPN8321	11/1/2019	CDW-G BILLABLE PARTS	2,067.19	
			VBL8592	9/24/2019	CDW-G BILLABLE PARTS	1,130.06	
			VDP2830	10/1/2019	CDW-G BILLABLE PARTS	716.63	
			VSS9924	11/14/2019	CDW-G BILLABLE PARTS	44.08	12,088.90
54682	12/13/2019	00017	CHEM PRO LABORATORY, IN656136	11/23/2019	HQ MAINTENANCE	86.50	86.50
54683	12/13/2019	00015	CHEVRON AND TEXACO 62418413	11/23/2019	FLEET: 10/24/19-11/23/19	249.55	249.55
54684	12/13/2019	00813	CHOI, CLARA 102219	10/22/2019	MILEAGE REIMBURSEMENT	162.40	162.40
54685	12/13/2019	00019	CINTAS CORPORATION #427 4031773260	10/4/2019	CLEANING SERVICES FOR F'	109.32	
			4032833738	10/18/2019	CLEANING SERVICES FOR F'	109.32	
			4033939818	11/1/2019	CLEANING SERVICES FOR F'	109.32	
			4035120897	11/15/2019	CLEANING SERVICES FOR F'	109.32	
			4036262155	11/29/2019	CLEANING SERVICES FOR F'	109.32	546.60
54686	12/13/2019	00225	COMMLINE INC 0187162-IN	12/2/2019	AVTEC SCOUT CARE ANNUA	65,000.00	
			0187163-IN	12/2/2019	AVTEC SCOUT CARE ANNUA	65,000.00	
			0186422-IN	12/2/2019	OUTSIDE TECH SVC-TOWER	15,000.00	
			0181212-IN	10/29/2019	OUTSIDE TECH SVC-TOWER	15,000.00	160,000.00
54687	12/13/2019	00255	CSMFO 300003483	11/25/2019	CSMFO MEMBERSHIP RENE	110.00	110.00
54688	12/13/2019	00785	EXPERIAN CD2008002658	11/29/2019	PRE-EMPLOYMENT CREDIT C	4.20	4.20

Bank : union UNION BANK			(Continued)				
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54689	12/13/2019	00008	FEDERAL SIGNAL CORP	7363990	12/3/2019	BILLABLE PARTS	696.00
				7365095	12/4/2019	BILLABLE PARTS	506.71
				7363967	12/3/2019	BILLABLE PARTS	216.09
54690	12/13/2019	00651	FRONTIER	3103752741011	12/1/2019	PHONE SERVICE 375-2741 / 1	244.69
				2090518701060	12/1/2019	PHONE SERVICE 051-8701 / 1	101.40
				2091505969092	12/1/2019	PHONE SERVICE 150-5969 / 1	61.14
				2091505978113	12/1/2019	PHONE SERVICE 150-5978 / 1	54.32
				2091510998020	12/1/2019	PHONE SERVICE 151-0998 / 1	47.97
				2091502446103	12/1/2019	PHONE SERVICE 150-2446 / 1	47.97
				2091502447092	12/1/2019	PHONE SERVICE 150-2447 / 1	47.97
54691	12/13/2019	00070	GAS COMPANY, THE	059 194 8982 2	12/4/2019	GAS SERVICE HQ / 10/30/19-	892.01
				059 194 8982 2	11/1/2019	GAS SERVICE HQ / 10/01/19-	618.83
54692	12/13/2019	00322	GEOSPATIAL TECHNOLOGIES	17396	12/4/2019	SOFTWARE MAINTENANCE F	13,173.00
54693	12/13/2019	00199	GOVT FINANCE OFFICERS AS	0153769	10/29/2019	GFOA MEMBERSHIP RENEW	160.00
54694	12/13/2019	00027	HAVIS INC.	IN605418	10/29/2019	BILLABLE PARTS	2,173.58
				IN605235	10/28/2019	BILLABLE PARTS	1,032.29
				IN606476	11/9/2019	BILLABLE PARTS	970.49
54695	12/13/2019	00760	LAWLES ENTERPRISES, INC.	11315	12/2/2019	RECRUITMENT COSTS	2,600.00
				11317	12/2/2019	RECRUITMENT COSTS	35.00
54696	12/13/2019	00442	LAWSON PRODUCTS, INC.	9307173044	11/14/2019	BILLABLE PARTS	511.44
				9307110543	10/21/2019	BILLABLE PARTS	416.35
				9307114063	10/22/2019	BILLABLE PARTS	51.93
				9307117645	10/23/2019	BILLABLE PARTS	21.70
				9307114064	10/22/2019	BILLABLE PARTS	21.70
54697	12/13/2019	00087	LIEBERT CASSIDY & WHITMO	1488491	10/31/2019	LEGAL SERVICES	4,475.00
				1488489	10/31/2019	LEGAL SERVICES	4,332.00
				1488490	10/31/2019	LEGAL SERVICES FOR FY18-	578.00
54698	12/13/2019	00802	M JACK BROOKS, JD	232019 SBR	11/30/2019	FY19-20 FINANCE CONSULTI	1,125.00
54699	12/13/2019	00671	MARC R. COHEN, MD	EMSMD-04	11/30/2019	MEDICAL DIRECTOR SVCS F	5,083.33
54700	12/13/2019	00331	MITSUBISHI ELECTRIC INC	363539	12/1/2019	ANNUAL MAINTENANCE FOR	662.64
54701	12/13/2019	00047	MOTOROLA SOLUTIONS, INC.	8280875616	11/25/2019	BILLABLE PARTS	1,644.68
54702	12/13/2019	00791	MUNITEMPS	129454	8/23/2019	TEMP STAFFING-OFFICE ASS	1,207.50
54703	12/13/2019	00577	NEW LOOK AUTO DETAIL	2117	11/5/2019	VEHICLE MAINTENANCE ANC	100.00
				2128	11/22/2019	VEHICLE MAINTENANCE ANC	75.00
54704	12/13/2019	00804	PETTY CASH, SBRPCA	121019	12/10/2019	PETTY CASH REIMB 6/29/201	269.48

Bank : union UNION BANK		(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54705	12/13/2019	00411	PITNEY BOWES	3103561306	11/29/2019 POSTAGE METER	162.07	
				8000-9090-0888	12/1/2019 POSTAGE METER	108.99	271.06
54706	12/13/2019	00141	POWERPHONE INC	61222	12/5/2018 TRAINING COURSES FOR OF	1,842.00	
				63106	5/8/2019 TRAINING COURSES FOR OF	1,032.00	
				64549	9/11/2019 TRAINING COURSES FOR OF	258.00	3,132.00
54707	12/13/2019	00142	PVP COMMUNICATIONS INC	126674	10/31/2019 INSTALLATION OF NEW APX I	3,325.00	3,325.00
54708	12/13/2019	00818	RICHARDS,WATSON & GERSI	224434	11/20/2019 GENERAL COUNSEL AND LEG	4,776.00	
				223517	9/17/2019 GENERAL COUNSEL AND LEG	1,872.00	6,648.00
54709	12/13/2019	00871	SECRETARY OF STATE	120119	12/1/2019 CERTIFIED COPIES OF DOCL	25.00	25.00
54710	12/13/2019	00145	SETINA MFG CO INC	194190	11/19/2019 SETINA MANUFACTURING CO	3,061.20	
				195010	12/6/2019 SETINA MANUFACTURING CO	1,211.30	
				194099	11/18/2019 SETINA MANUFACTURING CO	115.80	4,388.30
54711	12/13/2019	00824	SMART JANITORIAL, COMPLE	10451	12/3/2019 SMART JANITORIAL HQ MAIN	3,585.00	3,585.00
54712	12/13/2019	00803	SPARKLETTS	18193479 11291	11/29/2019 WATER FILTRATION SYSTEM	40.00	40.00
54713	12/13/2019	00460	SPECTRUM BUSINESS	1133787120419	12/4/2019 SPECTRUM BUSINESS INTEF	1,900.00	1,900.00
54714	12/13/2019	00302	SPRINT	155018370-097	11/29/2019 DAC CHARGES/10-26-19 TO 1	4,415.52	
				107177860-103	11/27/2019 WIRELESS MODEMS/10-24-20	85.98	4,501.50
54715	12/13/2019	00036	TALLEY INCORPORATED	10350009	11/21/2019 TALLEY INC BILLABLE PARTS	4,471.91	
				10350495	11/27/2019 TALLEY INC BILLABLE PARTS	226.44	4,698.35
54716	12/13/2019	00038	TORRANCE ELECTRONICS	04741	11/11/2019 PARTS FOR VEHICLE OUTFIT	56.94	56.94
54717	12/13/2019	00046	UNITED PARCEL SERVICE	00005337W1499	12/7/2019 SHIPPING	43.05	43.05
54718	12/13/2019	00171	VERIZON WIRELESS	9842840633	11/23/2019 GPD DAC CHARGES/10/24/19	2,654.83	
				9842763531	11/23/2019 MODEM SVC. MBPD/10/24/19	912.72	
				9842779556	11/23/2019 DAC CHARGES HPD/10/24/19	347.78	
				9842424966	11/18/2019 CELL PH. CHGS:10/19/19-11/1	221.56	
				9842763532	11/23/2019 MODEM SVC. MBPD/10/24/19	38.01	4,174.90
54719	12/13/2019	00481	WAYTEK, INC.	2891723	10/10/2019 BILLABLE PARTS	508.77	
				2902783	11/5/2019 VEHICLE OUTFITTING PARTS	257.13	765.90
54720	12/13/2019	00627	WESTERN GRAPHIX	52704	11/22/2019 SERVICE CALL - FULL SUPPC	95.00	95.00
54721	12/13/2019	00063	WHELEN ENGINEERING CO.,	638696	11/22/2019 WHELEN ENGINEERING CO B	222.93	222.93
54722	12/13/2019	00735	XEROX FINANCIAL SERVICES	1858274	11/11/2019 MONTHLY LEASE E2B666894	1,083.88	1,083.88
Sub total for UNION BANK:							323,546.43

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**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>	
20066	12/20/2019	00219	INTERNAL REVENUE SERVICE	Ben28902	12/20/2019	FEDERAL WITHHOLDING TAX	40,003.63	40,003.63
20067	12/20/2019	00223	EMPLOYMENT DEVEL DEPT	Ben28906	12/20/2019	STATE DISABILITY INSURANC	14,576.06	14,576.06
20068	12/20/2019	00222	STATE DISBURSEMENT UNIT	Ben28908	12/20/2019	SUPPORT: PAYMENT	184.62	184.62
20069	12/20/2019	00058	CALPERS	Ben28904	12/20/2019	PERS RETIREMENT: PAYMEN	36,331.33	36,331.33
54724	12/20/2019	00002	AFLAC	Ben28894	12/20/2019	AFLAC INSURANCE: PAYMEN	4,121.84	4,121.84
54725	12/20/2019	00217	CALIFORNIA TEAMSTERS UN	Ben28896	12/20/2019	UNION DUES TEAMSTERS: P	2,105.50	2,105.50
54726	12/20/2019	00218	CWA LOCAL 9400	Ben28900	12/20/2019	UNION DUES CWA: PAYMENT	257.97	257.97
54727	12/20/2019	00221	ICMA RETIREMENT TRUST	Ben28898	12/20/2019	DEFERRED COMPENSATION	15,628.12	15,628.12
<b>Sub total for UNION BANK:</b>							<b>113,209.07</b>	

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Final Check List  
South Bay Regional PCA

Page: 1

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1719	12/27/2019	00621	FIRST BANKCARD				
		00255	CSMFO	200006188	11/13/2019 FINANCE CONFERENCE	425.00	
		00878	AMERICAN UPHOLSTERY	8852D	11/20/2019 BILLABLE PARTS	340.75	
		00610	DIRECTV	36863461927	11/5/2019 CABLE SERVICE	217.70	
		00877	TRAINHR	41734	10/31/2019 HR 1-9 UPDATE WEBINAR	195.00	
		00466	AMAZON MARKETPLACE	113-7091483-64	11/11/2019 TECH SUPPLIES	189.56	
		00872	URTH CAFFE	80	11/19/2019 EMPLOYEE RECOGNITION B	165.00	
		00466	AMAZON MARKETPLACE	113-1646664-13	11/20/2019 BILLABLE PARTS	156.26	
		00035	HOME DEPOT CREDIT SERVI	96441	10/29/2019 TECH SUPPLIES	151.90	
		00502	TRADER JOES	112519	11/25/2019 ALL EMPLOYEE STAFF MEET	146.77	
		00873	PEP BOYS STORE #969	608617	11/20/2019 TECH SUPPLIES	126.72	
		00829	HUMMUS HOUSE	110619	11/6/2019 INSB TECH RECRUITING CO	126.00	
		00480	OFFICE DEPOT	2740	10/30/2019 OFFICE SUPPLIES	120.41	
		00847	LEE CLEANERS	2011	11/20/2019 UNIFORMS REPURPOSE	102.14	
		00761	BOX	INV07341374	11/26/2019 SOFTWARE SERVICES	90.00	
		00829	HUMMUS HOUSE	12	11/1/2019 MEALS FOR STAFF RECOGN	86.35	
		00035	HOME DEPOT CREDIT SERVI	96441	11/20/2019 TECH SUPPLIES	76.98	
		00087	LIEBERT CASSIDY & WHITMO	8812	11/5/2019 WEBINAR 2020 LEGISLATIVE	75.00	
		00466	AMAZON MARKETPLACE	114-6458642-62	11/1/2019 JANITORIAL SUPPLIES	69.92	
		00466	AMAZON MARKETPLACE	111-1111551-970	11/2/2019 JANITORIAL SUPPLIES	69.42	
		00466	AMAZON MARKETPLACE	111-1188292-712	11/14/2019 OFFICE SUPPLIES	61.73	
		00795	MEDIA TEMPLE	324775-16	11/23/2019 MONTHLY WEBSITE HOSTING	55.00	
		00754	OSI HARDWARE, INC	CS-US2258	11/12/2019 INTERNET NETWORKING EQ	51.51	
		00466	AMAZON MARKETPLACE	114-6426425-04	11/4/2019 JANITORIAL SUPPLIES	46.69	
		00466	AMAZON MARKETPLACE	5200	11/13/2019 PUBLICATIONS	44.04	
		00872	URTH CAFFE	0038	11/4/2019 REFRESHMENTS FOR WELLI	42.37	
		00466	AMAZON MARKETPLACE	114-0447753-12	11/19/2019 OFFICE SUPPLIES	36.37	
		00876	ONE HOUR CLEANERS	7269	11/19/2019 UNIFORMS REPURPOSE	35.35	
		00831	RASCALS TERIYAKI GRILL	20552	11/15/2019 RCC ACADEMY LUNCH FOR	34.77	
		00874	MARTIN CHEVROLET	782728	11/11/2019 BILLABLE PARTS	29.08	
		00466	AMAZON MARKETPLACE	111-8043601-61	11/5/2019 OFFICE SUPPLIES	26.88	
		00466	AMAZON MARKETPLACE	111-8509747-80	11/2/2019 JANITORIAL SUPPLIES	26.45	
		00466	AMAZON MARKETPLACE	112-6353087-98	11/15/2019 OFFICE SUPPLIES	26.38	
		00466	AMAZON MARKETPLACE	111-7518655-40	11/3/2019 OFFICE SUPPLIES	25.39	

Final Check List  
South Bay Regional PCA

Bank : union UNION BANK		(Continued)						
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
		00466	AMAZON MARKETPLACE	113-2887653-78	10/30/2019	BILLABLE PARTS	25.35	
		00854	MANHATTAN POSTAL CENTE	f300577	11/1/2019	RECRUITMENT LIVE SCAN	23.50	
		00854	MANHATTAN POSTAL CENTE	f301276	11/20/2019	RECRUITMENT LIVE SCAN	23.50	
		00466	AMAZON MARKETPLACE	111-5327180-00	11/26/2019	JANITORIAL SUPPLIES	21.29	
		00466	AMAZON MARKETPLACE	112-6718330-17	11/21/2019	OFFICE SUPPLIES	20.94	
		00466	AMAZON MARKETPLACE	112-0103748-56	11/19/2019	OFFICE SUPPLIES	20.37	
		00466	AMAZON MARKETPLACE	111-6439085-53	11/25/2019	OFFICE SUPPLIES	19.83	
		00466	AMAZON MARKETPLACE	113-0194463-66	11/19/2019	OFFICE SUPPLIES	18.73	
		00826	LA TIMES	120219	11/6/2019	MONTHLY NEWS SUBSCRIPT	15.96	
		00466	AMAZON MARKETPLACE	112-2402171-48	11/17/2019	OFFICE SUPPLIES	15.00	
		00466	AMAZON MARKETPLACE	111-9201938-71	11/4/2019	JANITORIAL SUPPLIES	14.93	
		00466	AMAZON MARKETPLACE	111-7292895-42	11/13/2019	FINANCE RECEIPT BOOK	12.45	
		00466	AMAZON MARKETPLACE	112-3188961-99	11/2/2019	JANITORIAL SUPPLIES	10.79	
		00466	AMAZON MARKETPLACE	114-4777274-40	11/24/2019	OFFICE SUPPLIES	9.39	
		00466	AMAZON MARKETPLACE	111-7292895-42	11/14/2019	FINANCE RECEIPT BOOK	7.71	
		00875	BH PARKING	062222	11/14/2019	PARKING FEES	3.00	3,735.63
1720	12/27/2019	00069	SOUTHERN CALIFORNIA EDI	S2-23-553-5986	12/18/2019	ELECTRICITY SERVICES	8,278.62	
				2-03-672-6511	12/20/2019	ELECTRICITY SERVICES - PL	596.66	8,875.28
1721	12/27/2019	00012	CALIFORNIA WATER SERVICE	4675328235	12/16/2019	WATER SERVICE - HQ	222.75	222.75
54728	12/27/2019	00297	AT&T, ATT CALNET	00014023575	12/13/2019	PHONE SERVICE 11/13/19-12	2,584.75	
				000014030775	12/13/2019	PHONE SERVICE 11/13/19-12	203.16	
				000014027711	12/13/2019	PHONE SERVICE 11/13/19-12	96.38	
				000012902704	4/13/2019	PHONE SERVICES 3/13/19-4/	95.63	
				000013047879	5/13/2019	PHONE SERVICES 4/13/19-5/	87.61	3,067.53
54729	12/27/2019	00014	CDW GOVERNMENT, INC.	WCG0832	12/12/2019	BILLABLE PARTS	3,390.19	
				WCL2613	12/12/2019	BILLABLE PARTS	2,260.13	
				WFJ4177	12/20/2019	BILLABLE PARTS	1,433.25	
				WDD7025	12/16/2019	BILLABLE PARTS	1,130.06	
				WCL2615	12/12/2019	BILLABLE PARTS	1,130.06	
				WFJ4180	12/20/2019	BILLABLE PARTS	716.63	
				WFJ4183	12/20/2019	BILLABLE PARTS	716.63	10,776.95
54730	12/27/2019	00017	CHEM PRO LABORATORY, IN	657228	12/23/2019	HQ MAINTENANCE	86.50	86.50
54731	12/27/2019	00019	CINTAS CORPORATION #427	4037430625	12/13/2019	CLEANING SERVICES FOR F	109.32	109.32
54732	12/27/2019	00078	COX, CHRISTOPHER	122019	12/20/2019	RETIREE MEDICAL PREMIUM	740.78	740.78
54733	12/27/2019	00879	CROWN CASTLE	470792	12/1/2019	DEDICATED INTERNET ACCE	2,090.00	2,090.00

Bank : union UNION BANK		(Continued)						
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
54734	12/27/2019	00008	FEDERAL SIGNAL CORP	7321724	10/9/2019 BILLABLE PARTS	3,275.98		
				7374520	12/16/2019 BILLABLE PARTS	833.02		
				7372973	12/13/2019 BILLABLE PARTS	718.72		
				7370729	12/11/2019 BILLABLE PARTS	391.16		
				7371834	12/12/2019 BILLABLE PARTS	309.20	5,528.08	
54735	12/27/2019	00651	FRONTIER	7002Z664-S-193	12/5/2019 PHONE SERVICE 12/05/19-1/0	65.97		
				2130381666083	12/10/2019 PHONE SERVICE 150-5978 / 1	47.97		
				Y002Z665-S-193	12/5/2019 PHONE SERVICE 12/05/19-1/0	45.04	158.98	
54736	12/27/2019	00148	HAWTHORNE, CITY OF	IT-19-02-rcc	12/18/2019 COMP COMPUTER SERVICES	50,000.00		
				IT-19-01-rcc	12/18/2019 COMP COMPUTER SERVICES	50,000.00	100,000.00	
54737	12/27/2019	00798	HYDREX PEST CONTROL	306796	11/20/2019 PEST CONTROL SERVICES	75.00		
				315740	12/19/2019 PEST CONTROL SERVICES	75.00	150.00	
54738	12/27/2019	00654	INNOVATIVE PRODUCTS, INC	55796	11/27/2019 VEHICLE OUTFITTING PARTS	1,600.15	1,600.15	
54739	12/27/2019	00777	JOHN E. PHILLIPS PLUMBING	156726	12/9/2019 PLUMBING SERVICES, PARTS	485.25	485.25	
54740	12/27/2019	00403	KUSSMAUL ELECTRONICS C	0000158644	12/3/2019 VEHICLE OUTFITTING PARTS	252.37	252.37	
54741	12/27/2019	00442	LAWSON PRODUCTS, INC.	9307236487	12/11/2019 BILLABLE PARTS	580.83	580.83	
54742	12/27/2019	00116	MEADORS, LATANYA	122019	12/20/2019 RETIREE MEDICAL PREMIUM	476.43	476.43	
54743	12/27/2019	00819	OCCUPATIONAL HEALTH CEN	66323226	12/3/2019 PRE-EMPLOYMENT MEDICA	358.00	358.00	
54744	12/27/2019	00818	RICHARDS, WATSON & GERS	224762	12/12/2019 GENERAL COUNSEL AND LEG	5,552.07	5,552.07	
54745	12/27/2019	00060	RIVERA, JOSE	122019	12/20/2019 RETIREE MEDICAL PREMIUM	520.89	520.89	
54746	12/27/2019	00144	SAXE-CLIFFORD PHD, SUSAN	19-1213-4	12/13/2019 PRE-EMPLOYMENT PSYCHO	400.00	400.00	
54747	12/27/2019	00145	SETINA MFG CO INC	195720	12/18/2019 BILLABLE PARTS	2,049.66		
				195721	12/18/2019 BILLABLE PARTS	1,412.45		
				195794	12/19/2019 BILLABLE PARTS	1,409.45	4,871.56	
54748	12/27/2019	00273	SHAW, LILLIAN	122019	12/20/2019 RETIREE MEDICAL PREMIUM	438.83	438.83	
54749	12/27/2019	00126	STEVENS, DEBORAH	122019	12/20/2019 RETIREE MEDICAL PREMIUM	608.75	608.75	
54750	12/27/2019	00034	STEVENS, GARY	122019	12/20/2019 RETIREE MEDICAL PREMIUM	606.50	606.50	
54751	12/27/2019	00046	UNITED PARCEL SERVICE	00005337W1509	12/14/2019 SHIPPING	3.41	3.41	
54752	12/27/2019	00063	WHELEN ENGINEERING CO.,	649905	12/17/2019 WHELEN ENGINEERING CO B	189.19	189.19	
54753	12/27/2019	00735	XEROX FINANCIAL SERVICES	1894991	12/10/2019 MONTHLY LEASE E2B666894	1,005.62	1,005.62	
Sub total for UNION BANK:							153,491.65	

F-3





# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** January 21, 2020

**ITEM NUMBER:** F-3

**TO:** Executive Committee

**COPY TO:** Tim Lilligren, Treasurer

**FROM:** Vanessa Alfaro, Finance & Performance Audit Manager

**SUBJECT:** Cash & Investments Report/December 31, 2019

**ATTACHMENTS:** 1. Cash & Investments Report for December 31, 2019  
2. LAIF Month End Statement for December 31, 2019

### **RECOMMENDATION**

Staff recommends that the Executive Committee receive and file the Cash & Investments Report for December 31, 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 December 31, 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.

# F-3

# Attachment 1



## Cash and Investments Report

### *As of December 31, 2019*

Funding Source	Bank Balance	Deposits in Transit	Outstanding Checks	Book Balance
<b><u>Active Accounts</u></b>				
MUFG Union Bank (General/Payroll)	\$ 2,111,531.73		\$ (41,965.01)	\$ 2,069,566.72
<b><u>Investments</u></b>				
LAIF	\$ 4,744,719.71	\$ -	\$ -	\$ 4,744,719.71
Total Investments	\$ 4,744,719.71	\$ -	\$ -	\$ 4,744,719.71
<b><u>Other Cash on Hand</u></b>				
Petty Cash	\$ -	\$ -	\$ -	\$ 500.00
				\$ 500.00
<b>Total Cash &amp; Investments</b>				<b>\$ 6,815,286.43</b>
<b><u>Breakdown of cash by fund:</u></b>				
Fund 10 (Enterprise Fund)				\$ 2,070,066.72
Fund 20 (SHSGP Grant Fund)				-
Total				<b>\$ 2,070,066.72</b>

# F-3

## Attachment 2

California State Treasurer  
**Fiona Ma, CPA**



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

January 02, 2020

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

[Tran Type Definitions](#)

**Account Number:** 15-19-001

December 2019 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	4,744,719.71
Total Withdrawal:	0.00	Ending Balance:	4,744,719.71

F-4



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** January 21, 2020

**ITEM NUMBER:** F-4

**TO:** Executive Committee

**FROM:** Vanessa Alfaro, Finance & Performance Audit Manager

**SUBJECT:** UPDATED PUBLICLY AVAILABLE PAY SCHEDULE

**ATTACHMENTS:** 1. Salary Schedule

### **RECOMMENDATION**

Staff recommends that the Executive Committee approve the attached salary schedule reflecting all Authority positions and associated salaries in order to meet the California Public Employees' Retirement System (CalPERS) requirements of Government Code § 20636(b)(1) and CCR § 570.5.

### **BACKGROUND**

CalPERS requires that one comprehensive salary schedule be duly approved and adopted by the Authority's governing body which indicates the position title for every employee position and shows the payrate for each position. This payrate is that which is to be reportable as compensation earnable (for the purposes of establishing an employee's pensionable income) to CalPERS.

### **DISCUSSION**

This report updates the Authority's salary schedule based upon the approved and adopted memoranda of understanding (MOUs) that the Authority maintains with its represented employees and the employment agreement it maintains with its non-represented employee. Staff requests that the Executive Committee approve the attached salary schedule, which will fulfill the CalPERS requirement for "publicly available pay schedules" approved by the governing body.

The following changes since the last schedule was adopted include:

- A 4% wage increase for the position of Executive Director effective December 28, 2019 per the Amended and Restated Employment Agreement between the South Bay Regional Public Communications Authority and Erick B. Lee approved on December 17, 2019.



California Code of Regulations (CCR) 570.5 outlines the requirements to satisfy CalPERS' definition of "publicly available pay schedules," as follows:

(a) For purposes of determining the amount of "compensation earnable" pursuant to Government Code Sections 20630, 20636, and 20636.1, payrate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:

1. Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws;
2. Identifies the position title for every employee position;
3. Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
4. Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
5. Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
6. Indicates an effective date and date of any revisions;
7. Is retained by the employer and available for public inspection for not less than five years; and
8. Does not reference another document in lieu of disclosing the payrate.

The comprehensive pay schedule for all Authority positions must be independent from the salary schedules attached to any memoranda of understanding (MOUs) or included in an employment agreement.

#### **FISCAL IMPACT**

None.

F-4

Attachment 1

# SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY

## Publicly Available Pay Schedule

### MONTHLY SALARY STEPS OF REPRESENTED POSITIONS

Salary Effective Date	Position Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G
07/13/2019	Accountant	\$ 6,590.69	\$ 6,920.13	\$ 7,266.22	\$ 7,629.01	\$ 8,010.58	N/A	N/A
07/13/2019	Administrative Services Manager	\$ 9,976.51	\$ 10,451.06	\$ 10,953.77	\$ 11,476.56	\$ 12,031.55	N/A	N/A
07/13/2019	Communications Operator	\$ 5,684.48	\$ 5,958.00	\$ 6,245.21	\$ 6,546.85	\$ 6,863.50	\$ 7,196.02	\$ 7,545.08
07/01/2019	Communications Supervisor	\$ 6,846.97	\$ 7,179.55	\$ 7,528.73	\$ 7,895.37	\$ 8,280.36	\$ 8,684.58	\$ 9,109.03
07/13/2019	Executive Assistant	\$ 7,073.63	\$ 7,568.31	\$ 8,062.96	\$ 8,557.62	\$ 9,052.30	N/A	N/A
07/13/2019	Finance & Performance Audit Manager	\$ 10,226.60	\$ 10,712.80	\$ 11,227.08	\$ 11,764.06	\$ 12,331.75	N/A	N/A
07/13/2019	Public Safety Communications Specialist I	\$ 6,377.34	\$ 6,696.20	\$ 7,031.02	\$ 7,382.56	\$ 7,751.69	N/A	N/A
07/13/2019	Public Safety Communications Specialist II	\$ 6,696.21	\$ 7,031.01	\$ 7,382.57	\$ 7,751.69	\$ 8,139.28	N/A	N/A
07/13/2019	Operations Manager	\$ 10,427.28	\$ 10,948.63	\$ 11,496.06	\$ 12,070.86	\$ 12,674.41	N/A	N/A

### MONTHLY SALARY STEPS OF UNREPRESENTED POSITIONS

Salary Effective Date	Position Title	Salary
12/28/2019	Executive Director	17,853.33

F-5



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** January 21, 2020

**ITEM NUMBER:** F-5

**TO:** Executive Committee

**FROM:** Clara Choi

**SUBJECT:** Credit Card Purchases from Amazon.com, Inc.

**ATTACHMENTS:** None

### **RECOMMENDATION**

Staff recommends that the Executive Committee approve combined purchases from Amazon.com, Inc. in an amount not to exceed \$26,000 for Fiscal Year 2019-2020.

### **DISCUSSION**

Under Section 11 of the Authority's Purchasing Policy, the Authority maintains a credit card program to provide a convenient method of making small purchases and to reduce the need for purchase orders, expense reimbursements, and the use of petty cash. Such purchases are subject to the following restrictions:

- A. The amount of a single purchase cannot exceed five thousand dollars (\$5,000.00).
- B. Purchases shall not be split in order to stay within the single purchase limit.
- C. The credit cards may not be used for services, unless the services have an approved contract on file, the contract amount does not exceed five thousand dollars (\$5,000.00), and the use is approved in writing by the Purchasing Officer.
- D. Purchases related to lodging, airfare, and other travel-related expenses shall only be made after receiving prior written approval from the Purchasing Officer.

Throughout the fiscal year, the Authority purchases various supplies from Amazon.com, Inc. ("Amazon") via credit card in accordance with the Purchasing Policy. These purchases are generally for office supplies, janitorial supplies, and other goods that are less than \$5,000 and meet the criteria established under the credit card program. However, in aggregate, these purchases are collectively estimated to exceed the Executive Director's purchasing limit of \$15,000 for Fiscal Year 2019-2020.

Amazon routinely offers the most competitive pricing for goods regularly purchased by the Authority. Below is a sample of goods recently purchased and the pricing offered by various vendors:

Item	Amazon	Staples	Office Max	Costco	Price Savings Offered by Amazon
Paper Towels 250/pack, 16 packs	\$25.86	\$25.99	\$30.39	\$30.08	\$0.13
Printing Paper 4,000 sheets, 8 reams	\$25.99	\$29.99	\$28.99	\$49.99	\$4.00
Disinfecting Wipes 3 packs	\$8.49	\$17.09	\$9.79	\$13.49	\$1.30

Amazon maintains an inventory of over 100 million products that are available for free two-day delivery. Additionally, Amazon also provides personalized subscription plans for janitorial and office supplies that provide convenient methods for the Authority to manage its inventories. Prior to making purchases from Amazon, other vendors are queried for pricing and availability of products to ensure the Authority receives the most value for its purchases.

As of November 30, 2019, the Authority has spent \$9,680.93 on purchases from Amazon. Staff estimates these expenses will total \$26,000 by the end of the fiscal year.

### **FISCAL IMPACT**

None. Funds for these purchases are available in the Adopted Fiscal Year 2019-2020 Budget.

F-6



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** January 21, 2020

**ITEM NUMBER:** F-6

**TO:** Executive Committee

**FROM:** John Krok, Administrative Services Manager

**SUBJECT:** APPROVE A CHANGE PURCHASE ORDER TO SETINA MANUFACTURING CORPORATION IN THE AMOUNT OF \$40,000 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$90,000 FOR SUPPLIES AND EQUIPMENT

**ATTACHMENT:** None

### **RECOMMENDATION**

Staff recommends that the Executive Committee approve a change purchase order in the amount of \$40,000 to Setina Manufacturing Corporation for supplies and equipment.

### **BACKGROUND**

The Executive Committee approved a blanket purchase order ("BPO") to Setina Manufacturing Corporation ("Setina") in the amount of \$50,000 on June 18, 2019. Because year-end expenditures associated with purchases from this vendor are anticipated to total \$90,000, approval of the Executive Committee for this change purchase order is required, per Resolution 316 adopted on August 21, 2018.

### **DISCUSSION**

Setina provides equipment for upfitting both the exterior and interior of law enforcement vehicles. Typical items purchased by the Authority from this vendor include push bumpers, fender guards, prisoner transport equipment, mounting equipment, firearms securing systems, and a large variety of modular cargo storage systems designed to meet the needs of specific vehicle configurations. The Authority is an authorized reseller for Setina and receives a 30% discount off the list price on all items.



**FISCAL IMPACT**

Funds for the above requested change purchase order, which total \$40,000, are included in the Fiscal Year 2019/20 Adopted Budget. Additionally, all costs associated with the upfitting of vehicles are 100% reimbursable by the member or contract agencies requesting the service.

**F-7**



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** January 21, 2020

**ITEM NUMBER:** F-7

**TO:** Executive Committee

**FROM:** Erick B. Lee, Executive Director

**SUBJECT:** REPORT OF BUDGET TRANSFERS AUTHORIZED BY THE EXECUTIVE DIRECTOR FROM JULY 1, 2019 THROUGH DECEMBER 31, 2019

**ATTACHMENTS:**

1. Summary Report of Transfers
2. Detailed Report of Transfers

### **RECOMMENDATION**

Staff recommends that the Executive Committee receive and file the report of budget transfers authorized by the Executive Director from July 1, 2019 through December 31, 2019.

### **DISCUSSION**

According to the Authority's current budgetary policy, the Executive Director is authorized to execute operating budget transfers between object codes within the budget categories and between departments, provided that such transfers do not result in an increase to the overall budget. Under Article IX of the Authority's bylaws, such transfers are to be reported to the Executive Committee at its next regular meeting.

The Executive Director has authorized four (4) budget transfers totaling \$26,892 through the first half of the fiscal year are summarized and detailed in Attachments #1 and #2. Going forward these reports of budget transfers will be reported as they occur.

### **FISCAL IMPACT**

None.

F-7

Attachment 1

**Report of Budget Transfers approved by Executive Director**  
**July 1, 2019 - December 31, 2019**

61 of 140

Item	Date	Reference #	Amount	Description
1	8/22/2019	BA-02	15,000	Transfer from HQ Maintenance to Recruitment
2	8/22/2019	BA-03	1,200	Transfer from Install Wire, Loom & Hardware to Shipping
3	9/30/2019	BA-05	2,692	Transfer from Parts-Billing to GST Software Reimbursable
4	10/31/2019	BA-06	8,000	Transfer from HQ Maintenance to Miscellaneous Supplies

# F-7

## Attachment 2

# Report of Budget Transfers approved by Executive Director through December 31, 2019

63 of 140

glJrnHst  
1/13/2020 8:52:30AM

## General Journal History South Bay Regional PCA

Page: 1

Posting # : 4785      Doc source : budadj      Posting date : 08/26/2019      Year : 2020      Date : 08/22/2019  
Document # : 128463      Reference # : BA-02      Group : valfaro      Period :      Period type : Neither  
Description : TRANSFER FROM HQ MAINT TO RECRUITMENT

Account #	Description	Amount
E 10-50-111-5701	TRANSF TO RECRUITMENT 5306	-15,000.00
E 10-50-111-5306	TRANSF FRM HQ MAINT 5701	15,000.00
Debits :	0.00	Credits : 0.00
	Total :	0.00

Posting # : 4785      Doc source : budadj      Posting date : 08/26/2019      Year : 2020      Date : 08/22/2019  
Document # : 128465      Reference # : BA-03      Group : valfaro      Period :      Period type : Neither  
Description : TRANSF FRM TECH HARDWARE TO SHIPPING

Account #	Description	Amount
E 10-70-311-5516	TRANSF TO SHIPPING 5516	-1,200.00
E 10-70-311-5508	TRANSF FRM HARDWARE 5516	1,200.00
Debits :	0.00	Credits : 0.00
	Total :	0.00

Posting # : 4841      Doc source : budadj      Posting date : 09/30/2019      Year : 2020      Date : 09/30/2019  
Document # : 129510      Reference # : BA-05      Group : valfaro      Period :      Period type : Neither  
Description : TRANSF FRM PARTS-BILLING TO GST REIMB

Account #	Description	Amount
E 10-70-311-5514	TRANSF TO GST SOFTWARE REIMB	-2,692.00
E 10-70-311-5311	TRANSF FRM PARTS-BILLING	2,692.00
Debits :	0.00	Credits : 0.00
	Total :	0.00

Posting # : 4928      Doc source : budadj      Posting date : 12/10/2019      Year : 2020      Date : 10/31/2019  
Document # : 131262      Reference # : BA-06      Group : valfaro      Period :      Period type : Neither  
Description : TRANSF FRM HQ MAINT TO MISC SUPPLIES

Page: 1

General Journal History  
South Bay Regional PCA

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Account #	Description	Amount
E 10-50-111-5502	TRANSF FRM MAINTENANCE-HQ	8,000.00
E 10-50-111-5701	TRANSF TO MISC SUPPLIES	-8,000.00
Debits :	0.00 Credits :	0.00
	Total :	0.00

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H-1



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** January 21, 2020

**ITEM NUMBER:** H-1

**TO:** Executive Committee

**FROM:** Erick B. Lee, Executive Director

**SUBJECT:** REQUEST FROM THE CITY OF PALOS VERDES ESTATES FOR A PHASE TWO FEASIBILITY STUDY FOR THE CONSOLIDATION OF PUBLIC SAFETY DISPATCHING SERVICES

**ATTACHMENTS:** 1. Correspondence from the City of Palos Verdes Estates

### **RECOMMENDATION**

Staff recommends that the Executive Committee accept the \$25,000 Phase Two of Feasibility Study Fee from the City of Palos Verdes Estates and direct staff to develop the next phase of this study.

### **DISCUSSION**

On August 26, 2019, the City of Palos Verdes Estates ("City") requested a feasibility study and quote for consolidation of its dispatching and vehicle upfitting services from the Authority. On November 19, 2019, the Executive Committee approved the Initial Feasibility Study (Phase One) which determined that consolidation is technologically feasible, the annual costs to the City for consolidation, the potential fiscal impact of consolidation on the Authority's existing member and contract cities. Costs to the City for consolidation of services would range from approximately \$800,000 to \$1,100,000 per year, depending on the level of police dispatcher support required by the City.

On December 10, 2019, the City Council of the City of Palos Verdes Estates voted to move forward with Phase Two of the Feasibility Study and appropriated \$25,000 for the Authority's Phase Two of Feasibility Study fee. A formal request for Phase Two of the study was received on December 12, 2019, and the \$25,000 fee was received on January 6, 2020.

If the Authority accepts the request from the City to move forward with Phase Two of the Feasibility Study, staff would expend considerable amounts of time working with the City to thoroughly review its phone call and calls for service metrics, develop staffing models,

determine one-time and ancillary recurring costs related to the proposed consolidation, and develop timelines associated with consolidation. Additionally, staff would work with the City of Manhattan Beach to determine if shared police dispatching service is feasible and what the operational impacts of such sharing would be on the Authority, the Manhattan Beach Police Department, and the Palos Verdes Estates Police Department.

If directed to develop the Phase Two Feasibility Study, staff anticipates this work to be completed and submitted to the Executive Committee for approval in July 2020.

### **FISCAL IMPACT**

None at this time. If the City ultimately contracts for services with the Authority, approximately \$120,000 in collective costs to member cities could be reduced annually.

# H-1

# Attachment 1



December 12, 2019

Erick B. Lee  
Executive Director  
South Bay Regional Public Communications Authority  
4440 West Broadway  
Hawthorne, California 90250

Subject: Request for Phase Two Feasibility Study

Dear Mr. Lee:

Thank you for attending our City Council meeting last Tuesday night and staying late into the evening. Your input was very helpful and greatly appreciated. Based on the Council's action and appropriation of funds, this letter is to formally request a Phase Two Feasibility Study of consolidating dispatch services with the Authority.

It's been a pleasure working with you during my time with the City. As of December 13, 2019, Ken Rukavina will be Acting City Manager. Please feel free to contact Mr. Rukavina at (310) 750-9819 or [krukavina@pvestates.org](mailto:krukavina@pvestates.org) if you have any questions or need any additional information.

Kind regards,

Carolynn Petru  
Interim City Manager

cc: Mayor Kenneth Kao  
Mayor Pro Tem David McGowan  
Acting City Manager Ken Rukavina  
Police Chief Mark Velez

# H-2



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** January 21, 2020

**ITEM NUMBER:** H-2

**TO:** Executive Committee

**FROM:** Erick B. Lee, Executive Director

**SUBJECT:** Update on Computer Aided Dispatch System Project with Mark43

**ATTACHMENTS:** None

### **RECOMMENDATION**

Staff recommends that the Executive Committee receive and file this report.

### **DISCUSSION**

On December 17, 2019, the Executive Committee directed staff to 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.

Over the past month, staff has worked extensively with Mark43 to determine the as-is functionality of Mark43's current CAD system. This work has included:

- Obtaining the current test version of the CAD system.
- Correspondence with Mark43 about current system functionality, interfaces and planned functional improvements.
- Two full days of system testing during the week of December 30, 2019, including one day with Mark43 staff on-site at the Authority's headquarters facility.
- Full day site visit to Richmond, CA on January 8, 2020 where the CAD is currently deployed in a multijurisdictional police and fire setting.
- One full day of system testing on January 9, 2020, with Mark43 staff on-site at the Authority's headquarters facility.

- Full day site visit to Fresno, CA on January 15, 2020 where the system is deployed at an agency that is comparable in size to the Authority.
- One full day of system testing on January 16, 2020, with Mark43 staff on-site at the Authority's headquarters facility.

As a result of this work, staff has a much clearer understanding of the current state of Mark43's CAD product. Key points include:

- The current test version of the system installed at the Authority's headquarters differs significantly from the live version deployed at agencies currently utilizing the software.
- The system currently utilizes Google Maps. The vendor is working to incorporate ESRI functionality.
- The system is currently being utilized successfully by the City of Richmond to dispatch police and fire units.
  - Extensive resources were provided to Richmond by Mark43 upon go-live to ensure a seamless transition. Support has tapered-off as the project has stabilized.
  - The system has successfully interfaced with third party software.
  - Richmond's communications center staff report being satisfied with the police dispatching and administrative, back office aspects of the system. The cloud-based foundations of the system eliminate the need for the City's Information Technology staff to be involved in the regular maintenance of the system.
  - Richmond Police personnel are very satisfied with the integration between CAD and RMS.
  - Fire dispatching is currently very rudimentary, with dispatchers having to lookup call type codes on a paper list to determine the proper units to send on calls and then manually enter those units into the CAD system.
  - The Authority's dispatching procedures are more detailed (extensive) than those utilized by Richmond and will require enhanced levels of CAD functionality in order for the Authority to migrate to the Mark43 system.

The site visit to Fresno, CA occurred on January 15, 2020, after this report was written. Additional information obtained from that visit will be reported orally during January 21, 2020 meeting.

Based on the work that has occurred over the past month, staff has identified two significant issues with the CAD that will need to be corrected by Mark43 before the Authority could transition to this system:

1. Log-on/Log-off Issue

During shift change and periodically throughout the day, when one user logs off and another user logs on, the system is unavailable for 45-60 seconds. During these times, Richmond staff revert to manual mode and utilize pen and paper to



keep track of units' activities. This issue represents a significant loss of functionality when compared to the Authority's current CAD system and needs to be resolved.

2. Fire CAD Functionality

The system is currently incapable of recommending the proper units to send to a call via run cards. This issue represents a significant loss of functionality when compared to the Authority's current CAD system and needs to be resolved. Per Mark43, run card functionality is scheduled to be available within 5-8 months.

Despite the above-mentioned issues, staff is cautiously optimistic about the Authority's Mark43 CAD project. Over the past three (3) years, the vendor has developed a working CAD system from scratch that now provides base level functionality. Based on conversations with Mark43's executive team and project managers, enhanced levels of functionality will be available in the near future.

Over the next two months, staff anticipates the following:

- Work with the City of Hawthorne to extend the current agreement with Mark43 for 90 days and preserve contracted pricing until a new agreement between the Authority and the vendor can be secured.
- Determine Mark43's timeline for delivering outstanding functionality that is necessary to be completed prior to the Authority transitioning to the system.
- Draft a new agreement for the development and implementation of the CAD system with Mark43, Cit-Com (Hawthorne's CAD/RMS consultant), and the Authority's General Counsel.

**FISCAL IMPACT**

None at this time.

# H-3



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** January 21, 2020

**ITEM NUMBER:** H-3

**TO:** Executive Committee

**FROM:** Erick B. Lee, Executive Director

**SUBJECT:** FISCAL YEAR 2019-2020 WORK PLAN UPDATE AND STAFF RESOURCE NEEDS

**ATTACHMENTS:** None

### **RECOMMENDATION**

Staff recommends that the Executive Committee provide direction to staff as appropriate.

### **DISCUSSION**

At the outset of the fiscal year, the Authority's work plans were established as:

**1. Interoperability Network of the South Bay ("INSB") Network**

Complete implementation and finalize installation at the rehabilitated water tower site in Manhattan Beach.

*Status: Network has been implemented. Staff continues to work with the City of Manhattan Beach and the INSB JPA to develop a solution for taking the water tower site out of service for a prolonged period of time.*

**2. Mark43 Computer Aided Dispatch ("CAD") System**

Continue development and go-live.

*Status: Project is behind schedule. As of December 2019, the Authority has assumed project management responsibilities from the City of Hawthorne.*

**3. Comprehensive Cost of Service & Allocation Study**

Complete study and implement direction from the Board of Directors and the Executive Committee.

*Status: Study was completed and a new Cost Allocation Policy was adopted by the Board of Directors in September 2019.*

**4. Feasibility Study for the City of Redondo Beach**

Develop a Phase One study.

*Status: Staff is working with the City of Redondo Beach to obtain data necessary to complete Phase One of the study.*

**5. Successor Agreement with the City of El Segundo**

Current agreement expires on September 30, 2020.

*Status: Agreement was approved by the Executive Committee in November 2019. El Segundo's City Council is scheduled to consider this item on January 21, 2020.*

**6. Update of Bylaws**

Identify and implement changes to this governing document.

*Status: Proposed changes are anticipated to be presented to the Executive Committee for review in February 2020 and to the Board of Directors for adoption in March 2020.*

**7. Review of Technical Services Division**

Evaluation of workload and practices to ensure proper staffing and administration.

*Status: Work plan is currently on hold, pending the availability of supervisory resources.*

**8. Reduce Call Processing and Dispatch Times for Fire Department Calls**

Refine call processing and dispatch procedures.

*Status: Initial work has been completed, which has resulted in an average reduction of 16 seconds in call processing time. Staff is currently working with the Fire Task Force on the next phase of work.*

**9. Implement New Performance Measures**

Begin compiling and reporting new metrics on a monthly basis.

*Status: Dispatch performance standards accepted by the User Committee in August 2019. Codification of the standards in agreements with contract cities regarding call processing time for Fire Calls will be considered by the User Committee in early 2020.*

**10. Develop Policy for Funding Non-Current Liabilities**

Work with the Executive Committee to develop a strategy for funding the long-term costs of pensions and other post-employment benefits.

*Status: Initial direction provided by Executive Committee in September 2019. Staff recommendations will be presented in February 2020.*

**11. FirstNet Implementation in the South Bay**

Monitor the development of FirstNet and provide updates and recommendations to the Executive Committee and User Committee.

*Status: Work plan is currently on hold, due to lack of interest from the Authority's police and fire departments.*

Since the Fiscal Year 2019-2020 budget was adopted in March of 2019, the following additional initiatives have been taken on by staff:

**12. Update of Joint Powers Agreement**

Development and implementation of a second amended agreement.

*Status: Proposed changes are anticipated to be presented to the Executive Committee for review in February 2020 and to the Board of Directors for adoption in March 2020.*

**13. Technical Services Division Workload Support Charges**

Develop a system to track staff time associated with work orders.

*Status: Work is ongoing and will be used to develop recommendations for the Executive Committee and Board of Directors to consider as part of the process for revisiting how Technical Services Division costs are allocated.*

**14. Development of a Fire Dispatching Strategic Plan**

Work to optimize fire dispatching services.

*Status: In early 2020, staff will begin working with the Authority's three (3) Fire Chiefs and their command staff to identify the dispatching needs and expectations of their Fire Departments, determine what service delivery gaps exist, and develop mitigation plans.*

**15. Compliance with National Fire Protection Association ("NFPA") Standard 1221**

Review and refinement of data collection and dispatching procedures to ensure event processing time for emergency fire events are completed within sixty (60) seconds, ninety (90) percent of the time.

*Status: This standard is included in the successor agreement with the City of El Segundo. Once adopted, staff will determine if the Authority's fire dispatching service is meeting this standard and work with its three (3) Fire Departments to develop any necessary mitigation plans.*

**16. Feasibility Study for the City of Palos Verdes Estates**

Develop both Phase One and Phase Two of this study.

*Status: Phase One of the study was completed in November 2019. Phase Two, the more time consuming work, has not started yet.*

**17. Regional Fire Dispatching**

Monitor the developments of the Fire Departments in Mutual Aid Areas A & G to determine feasibility of establishing a regional fire dispatching communications center.

*Status: In early 2020, staff plans to become engaged with this working group to determine if the Authority can offer any assistance to this project.*

As indicated above in Item #2, the Authority has assumed project management responsibilities on the Mark43 CAD System project from the City of Hawthorne. While the scope of the actual project with the vendor should remain the same, the Authority's involvement in this project has significantly increased, and staff anticipates dedicating

considerably more time than was originally envisioned at the outset of the fiscal year to bring this project to completion.

Additionally, the prospect of developing a Phase Two Feasibility Study for the City of Palos Verdes Estates was not including in the Authority's work plan for Fiscal Year 2019-2020. If the Authority accepts the request from the City to move forward with Phase Two of the Feasibility Study (Item #H-1 on the January 21, 2020 agenda), staff would expend considerable amounts of time working with the City to thoroughly review its phone call and calls for service metrics, develop staffing models, determine one-time and ancillary recurring costs related to the proposed consolidation, and develop timelines associated with consolidation. Additionally, staff would work with the City of Manhattan Beach to determine if shared police dispatching service is feasible and what the operational impacts of such sharing would be on the Authority, the Manhattan Beach Police Department, and the Palos Verdes Estates Police Department.

With the changes outline above in mind, including the six (6) additional initiatives that the Authority has taken on since the beginning of the fiscal year (Items #12 through #17), the current workload is more than available staff can adequately handle, and additional resources are needed.

In order to ensure the Authority is appropriately resourced to handle this current workload, as well as anticipated workload levels in the near future, staff has identified the need to add one (1) Communications Supervisor position. This additional position would increase the total number of authorized Communications Supervisors from seven (7) to eight (8) and provide the Authority's administrative team with the resources necessary to effectively manage a growing body of projects and tasks that are crucial for both the Authority's current day-to-day operations and its long-term sustainability. To accomplish this, staff plans to:

1. Open a competitive promotional process as soon as possible to establish a new eligibility list for the position of Communications Supervisor.
2. Utilize the Acting Supervisor provisions of the collective bargaining agreement with Teamsters Local 911 to fulfill the aforementioned supervisory needs until a new eligibility list is established.
3. Use the new eligibility list to fill one (1) authorized Communications Supervisor that is currently vacant.
4. Request one (1) additional Communications Supervisor position as part of the Fiscal Year 2020-2021 budget process.
5. Use the new eligibility list to fill the one (1) aforementioned additional Communications Supervisor position, if it is ultimately approved by the Board of Directors as part of the Adopted Fiscal Year 2020-2021 Budget.

### **FISCAL IMPACT**

None. Any expenses related to the current fiscal year are available in the Adopted Fiscal Year 2019-2020 budget.

H-4



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** January 21, 2020

**ITEM NUMBER:** H-4

**TO:** Executive Committee

**FROM:** Erick B. Lee, Executive Director

**SUBJECT:** AGREEMENT TO USE THE CITY OF REDONDO BEACH FIRE DEPARTMENT'S DISPATCH CHANNEL 453/458.200

**ATTACHMENTS:** 1. Agreement

### **RECOMMENDATION**

Staff recommends that the Executive Committee approve an agreement with the City of Redondo Beach for the Authority's exclusive use of its Fire Dispatch Channel 453/458.200.

### **DISCUSSION**

The Authority, along with the cities of Torrance, Redondo Beach, El Segundo, Gardena, Hawthorne, Hermosa Beach, and Manhattan Beach have collectively joined with the Interoperability Network of the South Bay Joint Powers Authority ("INSB") to develop a 12 channel, wide area P25 trunked communication system. As part of this development, the Authority contributed eight (8) channels, and the City of Torrance contributed four (4) channels.

While this new trunked communications system greatly enhances the operational capabilities of all the participating INSB member agencies, it also creates a concern of a how non-participating agencies will be able to contact the Authority's police and fire agencies on the trunked digital network. The Authority maintains seven (7) conventional channels for this purpose. However, given the scope and size of its operations, this amount of conventional channels may not be enough to support emergency operations during a critical incident. The addition of an eighth channel is highly desirable and would significantly improve the Authority's available radio frequency resources.

In order to mitigate this concern, the Authority has identified an opportunity to utilize a channel that is currently licensed to the City of Redondo Beach ("City") and is now underutilized since its Fire and Police Departments have complete their migrations to the



INSB radio network. Under the proposed agreement, the Authority would secure exclusive access to the Redondo Beach Fire Department's Fire Dispatch Channel 453/458.200 ("Channel") for use as a conventional access gateway during INSB outages and also to conduct interoperable communications with fire and law enforcement agencies that are not affiliated or do not have access to the INSB radio network. The proposed agreement is for a 10 year term and can only be extended by mutual agreement of both parties.

### **FISCAL IMPACT**

None at this time. However, staff anticipates the costs associated with placing the Channel into service to be approximately \$150,000. As this project was not anticipated as part of the Authority's Fiscal Year 2019-2020 budget, an appropriation of approximately \$150,000 would be necessary to take advantage of this opportunity.

Upon approval of the agreement, staff will work with the Authority's radio frequency and equipment consultant to develop a scope of services and an itemization of costs that will need to be paid by the Authority to secure the needed licenses and purchase and install the equipment necessary for the Authority's member and contract cities to make use of the Channel. Once these costs are fully known and an agreement has been negotiated with the consultant, that agreement, along with a request for the appropriation and the related purchase order will be submitted to the Executive Committee for approval. Assuming the agreement is approved by the Redondo Beach City Council by early February, staff anticipates being able to place the Channel into service by August 2020.

# H-4

## Attachment 1

## **AGREEMENT TO USE THE CITY OF REDONDO BEACH FIRE DEPARTMENT'S DISPATCH CHANNEL 453/458.200**

THIS AGREEMENT to use the City of Redondo Beach Fire Department's Dispatch Channel 453/458.200 ("Agreement") is entered into as of January 21, 2020 by and between the City of Redondo Beach, a charter city and municipal corporation ("City"), and the South Bay Regional Public Communications Authority, a joint powers authority ("Authority").

### **RECITALS**

- A. WHEREAS, the Authority, by way of its member and contract cities (El Segundo, Gardena, Hawthorne, Hermosa Beach, and Manhattan Beach) and along with the Cities of Redondo Beach and Torrance, is actively working with the Interoperability Network of the South Bay ("INSB") Joint Powers Authority to develop an area-wide P25 trunked communication system for the South Bay region ("INSB Radio Network").
- B. WHEREAS, the Authority is concerned about how agencies not participating in INSB will be able to contact the Authority's police and fire agencies on the trunked digital network.
- C. WHEREAS, the Authority has identified a need for an additional conventional radio channel, which can be met with a channel that is currently licensed to the City of Redondo Beach and which may be underutilized by the City once the City's Fire and Police Departments complete their migrations to the INSB Radio Network.
- D. WHEREAS, the City desires to contribute to the INSB Radio Network by authorizing the Authority to use one of its surplus conventional radio channels.

NOW, THEREFORE, in consideration of the foregoing, and the promises and covenants hereinafter set forth, the parties agree as follows:

- 1. Term of Agreement. The initial term of this Agreement shall be for a period of ten (10) years commencing January 21, 2020, and expiring on December 31, 2029. Thereafter, the parties may mutually agree to renew this Agreement for additional designated periods by amendment to the Agreement.
- 2. Use of Channel.
  - a. The City will allow the Authority's dispatch operations to have exclusive use of the City's Fire Department's dispatch channel 453/458.200 ("Dispatch Channel") for utilization as an access channel for the Authority's normal and routine operations. The Authority's exclusive use of the Dispatch Channel shall commence no earlier than 60 days after the City's Fire and Police Departments have both transitioned to the INSB radio network for their day-to-day operations ("Commencement Date").



- b. The Authority's use of the Dispatch Channel shall be in accordance with the FCC's Rules and Regulations, including but not limited to Section 90.421 and 90.421(a). City, in its sole discretion, shall have the right to terminate this Agreement immediately upon any violation of these Rules and Regulations or applicable laws.
  - c. Rights to Dispatch Channel Upon Termination. City and Authority agree that, upon termination of this agreement: (i) any and all rights to the Dispatch Channel vest exclusively in City; (ii) Authority expressly waives any claims or rights to the Dispatch Channel; (iii) Authority must promptly modify any FCC authorizations it holds and cause its members to modify any FCC authorizations they hold to delete authority permitting the use of the Dispatch Channel by Authority or its members; and (iv) at the City's request, Authority must promptly modify any equipment it operates and cause its members to modify any equipment they operate to remove the ability of that equipment to use the Dispatch Channel.
3. Consideration for Services. In consideration for the Dispatch Channel provided by City to Authority, Authority shall pay the City a nominal fee of one dollar (\$1.00). The purpose of this Agreement is to memorialize language for the loan of a specific conventional radio frequency to the Authority to enable the Authority and its member and contract cities to communicate with agencies not participating in the INSB trunked digital network.
4. Indemnification. The Authority agrees to hold harmless and indemnify the City and its officers, officials, and employees from any and all liability arising out of Authority's negligence or willful misconduct in connection with its performance of its obligations pursuant to the terms of this Agreement. The City agrees to hold harmless and indemnify the Authority, and all of the Authority's officers, officials, committee members, and employees, and all of the officers, officials, and employees of each of the cities that are members of the Authority at the time this Agreement is in effect from any and all liability arising out of the City's sole negligence or willful misconduct in connection with its performance of its obligations pursuant to the terms of this Agreement.
5. Default. In the event of default by either party hereto, upon written notice by the non-defaulting party, the defaulting party shall have thirty (30) days to cure any default hereunder unless such relates to the provision of emergency services, in which event the defaulting party shall be required to cure a default as soon as is practicable. Failure to cure a default as required by this section shall constitute a material breach of this Agreement and grounds for immediate termination for cause.
6. Integration. This Agreement constitutes the entire agreement between the parties concerning the subject matter hereof and supersedes any previous oral or written agreement.



7. No Relationship. This Agreement does not constitute and shall not be construed as constituting a partnership, joint venture or any other type of relationship between City and Authority. Neither party shall have any right to obligate or bind the other party in any manner whatsoever, and nothing herein contained shall give or is intended to give any rights of any kind to any third parties.
8. Amendment. This Agreement may be amended or modified only by a subsequent written instrument executed by both parties and approved by the City Council of the City of Redondo Beach and the Authority's Executive Committee.
9. Severability. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other of the provisions of this Agreement.
10. Authority to Execute. City warrants and represents that upon City Council approval, the Mayor of the City of Redondo Beach is duly authorized to enter into and execute this Agreement on behalf of City. The party signing on behalf of Authority warrants and represents that he or she is duly authorized to enter into and execute this Agreement on behalf of Authority, and shall be personally liable to City if he or she is not duly authorized to enter into and execute this Agreement on behalf of Authority.
11. Notices. Notices shall be given pursuant to this Agreement by personal service on the party to be notified, or by written notice upon such party sent by certified mail of the United States Postal Service, with a copy via First Class Mail, addressed as follows:

City: City of Redondo Beach  
 415 Diamond Street  
 Redondo Beach, CA 90277  
 Attention: Chief Robert Metzger, Fire Chief

Authority: South Bay Regional Public Communications Authority  
 4440 West Broadway  
 Hawthorne, CA. 90250  
 Attention: Executive Director

The notices shall be deemed to have been given as of the date of personal service, or three days after deposit of the same in the custody of the United States Postal Service. City agrees to provide any required notice to Authority at or addressed to any new headquarters/facility that Authority may move to, upon the City being advised of Authority's new address. Authority agrees to provide any required notice to City at or addressed to any new headquarters/facility that City may move to, upon the Authority being advised of City's new address.



IN WITNESS WHEREOF, the parties have executed this Agreement in Redondo Beach, California, as of this 21<sup>st</sup> day of January, 2020.

CITY OF REDONDO BEACH,  
a Charter City and Municipal Corporation

SOUTH BAY REGIONAL PUBLIC  
COMMUNICATIONS AUTHORITY,  
a Joint Powers Authority

\_\_\_\_\_  
William C. Brand, Mayor

\_\_\_\_\_  
Bruce Moe, Executive Committee Chair

ATTEST:

ATTEST:

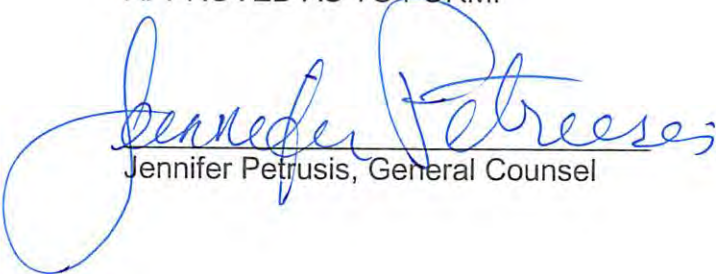
\_\_\_\_\_  
Eleanor Manzano, City Clerk

\_\_\_\_\_  
Erick B. Lee, Executive Director

APPROVED:

APPROVED AS TO FORM:

\_\_\_\_\_  
Jill Buchholz, Risk Manager

  
Jennifer Petrusis, General Counsel

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael W. Webb, City Attorney



# H-5



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** January 21, 2020

**ITEM NUMBER:** H-5

**TO:** Executive Committee

**FROM:** Erick B. Lee, Executive Director

**SUBJECT:** UPCOMING CHANGES TO THE MANAGEMENT OF MOBILE DATA COMPUTERS

**ATTACHMENTS:**

1. Technical Services Division Scope of Services
2. Summary of MDCs by City

### **RECOMMENDATION**

Staff recommends that the Executive Committee discuss this issue and provide direction to staff as necessary.

### **DISCUSSION**

For many years, the City of Hawthorne has served as the central manager of MDCs for all of the Authority's member and contract cities, with the exception of Culver City. This arrangement was originally established due to technology constraints and regulations promulgated by the Department of Justice ("DOJ") regarding the administration of California Law Enforcement Telecommunications System ("CLETS") mnemonics, which required the City of Hawthorne, as host of the consortium's Computer Aided Dispatch/Records Management System ("CAD/RMS") system, to serve in this central administrative role.

On October 15, 2019, the City of Hawthorne's Information Technology staff reported on the need to change the manner in which the Authority's member and contract cities managed their mobile data computers ("MDCs"). Due to advancements in technology and new direction received from DOJ, Hawthorne no longer needs to serve as the central manager of MDCs. This change will allow cities to customize their MDCs to meet the local needs of their police officers and firefighters and will prepare the way for the Authority's police and fire departments to maximize their use of the new CAD system when it is ultimately deployed.



Following Hawthorne's presentation, the Executive Committee and User Committee discussed this item, especially as it relates to the eventual need for the Authority's member and contract cities to absorb work currently performed by the City of Hawthorne. The Executive Committee directed staff to develop a working group of the cities' Information Technology Directors to investigate this issue and its impacts on their cities and return with a report at the January 2020 meeting.

The Authority hosted two meetings of this working group. The first meeting was conducted on December 5, 2019 and was attended by representatives from the cities of Hawthorne, Hermosa Beach, and Manhattan Beach. The working group discussed the relevant issues and costs associated with the proposed transition and agreed to meet again in early January 2020 after they discussed the impacts with their internal stakeholders.

On January 14, 2020, the working group reconvened with representatives from the cities of El Segundo, Gardena, Hermosa Beach, and Manhattan Beach in attendance. Staff recapped in the information provided during the December 5, 2019 meeting and requested feedback from the cities on the proposed transition. All representatives present agreed that the impacts from this change are nominal from a cost perspective and will be manageable from a workload perspective. The only concern brought up about this change related to the vehicle upfitting work currently performed by the Authority's Technical Services Division ("TSD") and whether this work would continue to be performed by the Authority once the management of MDCs becomes decentralized. Staff advised that the scope of services provided by the TSD will not be reduced. A copy of the services provided by the TSD is included in this report as Attachment #1.

Hard costs associated with the transition to decentralized management of MDCs relate to software licensing. The current MDC data encryption and management software licenses were purchased years ago and expire on June 30, 2020. In order to ensure continuity of operations, the cities of El Segundo, Gardena, Hermosa Beach, and Manhattan Beach will need to purchase server software and related licenses before the expiration date, as follows:

- \$1,500 server software license fee (One-Time)
- \$1,000 for four hours of technical support from vendor for server set-up (One-Time)
- \$100 per MDC for software licensing per year (Recurring)

A summary of MDC counts by city is included as Attachment #2. Additionally, if a city does not have adequate existing server capacity, either physical or virtual, it may need to purchase an additional server which would cost approximately \$7,000. (This amount was previously identified as \$5,000 during our stakeholder meetings. However, Hawthorne IT subsequently advised staff that Microsoft changed its cost structure and that the server cost has been increased by \$2,000).

Soft costs relate to the need for cities to ultimately assume the information technology work associated with managing the MDCs that is currently performed by the City of Hawthorne. This work includes the administration and provisioning of:

- MDC data encryption and management software for access to resources and network routing.
- Operating system patching, upgrades, and anti-virus software.

- Filtered internet and managing what websites the MDCs can access.
- The backbone data path that interconnects the MDCs to a city's network.
- Access to the Los Angeles County Sheriff's Department's Sheriff's Data Network ("SDN") and related SDN websites.
- Installation support for blue check devices.
- Initial support for MobileCom issues. (More complicated issues and profile customization will continue to be provided by the City of Hawthorne, as the servers for this system are maintained in the Hawthorne Police Department.)

Chief Ishii from the Hawthorne Police Department advised staff that the City of Hawthorne is committed to the consortium's ongoing success and is available to assist all cities impacted by these changes in navigating the process to establish protocols for managing this new body of information technology work—before, during, and after the transition. Additionally, Hawthorne will work with the cities on their procurement of the MDC data encryption and management software to ensure legacy customer discount pricing is honored.

### **FISCAL IMPACT**

None for the Authority. The cities of El Segundo, Gardena, Hermosa Beach, and Manhattan Beach will need to purchase and install the MDC data encryption and management software as outlined above.

# H-5

# Attachment 1



## Technical Services Division

### Scope of Services

The South Bay Regional Public Communications Authority's Technical Services Division is staffed with professionally trained Public Safety Communication Specialists who provide high-quality vehicle equipment installation, maintenance, and repairs for all types of Police and Fire vehicles.

The itemized list below is a comprehensive list of services provided by the Technical Services Division:

#### **FIRE DEPARTMENT SERVICES**

Install, maintain, repair and provide technical support for:

- Lighting Equipment
  - Emergency lighting equipment
  - Flashing devices
  - Light bar equipment
  - LED exterior lighting
  - Map lights
  - Opticom System
  - Strobe lighting equipment
- Mobile Antenna Systems
  - Cellular
  - GPS
  - Modem
  - UHV/VHF
  - Wi-Fi
- Sound Equipment
  - Intercomm equipment
  - Siren amplifier systems

- Mobile Data Computers
  - Wireless broadband solutions
  - Wireless mobile data modems
  - Software Installation and Program updates
- Radio Equipment
  - Trunk mount transceivers
  - Radio consoles
  - Radio control heads
  - Radio repairs
  - Portable chargers
  - Two-way radio systems
  - UHF/VHF and 800/900 MHz analog and digital systems
  - Various brands of mobile and portable radio equipment
  - Annual fleet programming of subscriber portables and mobiles
  - Code plug management and creation for Motorola XTS, XTL and APX subscriber units
  - Flash firmware upgrading
  - Feature set firmware upgrading
- Other specialized equipment
  - Backup cameras
  - iPad charging docks

**POLICE DEPARTMENT SERVICES**

Install, maintain, repair and provide technical support for:

- Lighting Equipment
  - Emergency lighting equipment
  - Flashing devices
  - Lightbar equipment
  - LED exterior lighting
  - Opticom system
  - Strobe lighting equipment
  - Undercover lighting equipment
- Mobile Antenna Systems
  - Cellular
  - GPS
  - Modem
  - UHV/VHF
  - Wi-Fi
- Sound Equipment
  - Intercomm equipment
  - Siren amplifier systems
  - Airhorn equipment
- Mobile Data Computers
  - Wireless broadband solutions
  - Wireless mobile data modems
  - Programming updates
- Vehicle Safety Equipment
  - Push bars and wrap around equipment
  - Weapon mounts
  - Window guards

- Radio Equipment
  - Radio consoles
  - Radio control heads
  - Radio repairs
  - Scanners
  - Two-way radio systems
  - UHF/VHF and 800/900 MHz analog and digital systems
  - Various brands of mobile and portable radio equipment
  - Annual fleet programming of subscriber portables and mobiles
  - Code plug management and creation for Motorola XTS, XTL and APX subscriber units
  - Flash firmware upgrading
  - Feature set firmware upgrading
- Officer Safety Equipment
  - Body worn equipment
- Other specialized equipment
  - K9 vehicle equipment such as kennels
  - Automated License Plate Recognition (ALPR) equipment
  - Bait vehicles
  - In-car video systems
  - Surveillance Equipment
  - SWAT, Bearcat, Medcat vehicles

## **RADIO SITE INFRASTRUCTURE SERVICES**

24/7 technical support and general repair and maintenance of the Authority's radio sites including:

- Monitoring of system performance and change management for firmware and features
- Monitoring of INSB microwave and network routing
- Repeater/Receiver programming, monitoring and servicing
- Combiner, antenna, multi-coupler, light arrestor and polyphaser maintenance and service
- Network equipment monitoring
- Avtec dispatch console programming and status monitoring
- Battery backup maintenance
- Generator service and fuel refill

Radio Site Locations:

- Beach Cities Health District, 514 N. Prospect, Redondo Beach
- Punta Place, 1700 Punta Pl., Palos Verdes Estates
- Manhattan Beach Water Tower, 1431 6<sup>th</sup> St., Manhattan Beach
- SBRPCA, 4440 W. Broadway, Hawthorne
- Gardena Police Department, 1718 W. 162nd St., Gardena
- Pacific Corporate Towers, 100 N. Pacific Coast Hwy., El Segundo
- Grandview, 3516 Grandview Ave., Manhattan Beach
- El Segundo Water Tower, 400 Lomita Street, El Segundo
- Baldwin Hills, 9690 Jefferson Blvd., Culver City
- Hermosa Parking Garage, 13<sup>th</sup> St., Hermosa

## **CONSULTATION SERVICES**

The Technical Services Division's Public Safety Communication Specialists serve as specialized consultants, and also work with outside vendors upon request, for public safety services, radio system and equipment needs.



# H-5

## Attachment 2

## Summary of MDC Counts Provided by the City of Hawthorne

As of January 14, 2020

CITY	FIRE	POLICE	TOTAL
EL SEGUNDO	12	17	29
GARDENA	0	45	45
HAWTHORNE	0	58	58
HERMOSA BEACH	0	23	23
MANHATTAN BEACH	13	37	50
<b>TOTAL</b>	<b>25</b>	<b>180</b>	<b>205</b>

H-6



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** January 21, 2020

**ITEM NUMBER:** H-6

**TO:** Executive Committee

**FROM:** Erick B. Lee, Executive Director

**SUBJECT:** REQUEST FROM THE CITY OF EL SEGUNDO FOR CHANGES TO AN AGREEMENT BETWEEN THE CITY OF EL SEGUNDO AND THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY FOR EMERGENCY POLICE AND FIRE DISPATCH SERVICES

**ATTACHMENTS:** 1. Agreement

### **RECOMMENDATION**

Staff recommends that the Executive Committee provide direction on this request.

### **BACKGROUND**

On September 17, 2019, the Executive Committee designated Chair Bruce Moe to serve as an ad hoc committee to advise the Executive Director on developing a successor agreement with the City of El Segundo ("City").

On November 19, 2019, the Executive Committee approved a new 10 year agreement with the City for emergency police and fire dispatch services, effective July 1, 2020 and authorized the Executive Director to execute the agreement, with any minor, non-substantive changes that may be requested by the City, provided that such changes are approved by the Authority's General Counsel and the Chair of the Executive Committee. This agreement is scheduled to be considered by El Segundo's City Council on January 21, 2020 in the evening.

Under the agreement approved by the Executive Committee, the City's costs are limited to the following amounts during the first four (4) years:

- Fiscal Year 2020-2021 - Year 1: \$1,493,738
- Fiscal Year 2021-2022 - Year 2: \$1,699,634
- Fiscal Year 2022-2023 - Year 3: \$1,869,811
- Fiscal Year 2023-2024 - Year 4: \$2,044,684

In years 5 through 10 of the agreement, the City would be subject to the Cost Allocation Policy

adopted by the Authority's Board of Directors in September 2019.

## **DISCUSSION**

On January 7, 2019, representatives from the City contacted staff and requested that additional provisions be added to the agreement to limit potential cost increases to the City in the last six (6) years of the agreement.

Options that are available to the Executive Committee on this request include, but are not limited to:

- A. Do not authorize any changes to the agreement approved on November 19, 2019.
- B. Develop a cap for increases that could be imposed on the City in years 5-10 of the agreement.
- C. Allow for a "reopener clause" in the agreement that would allow for the costs of the agreement to be renegotiated if increases in years 5-10 reached a certain threshold.
- D. Provide additional direction to the Executive Director and the Chair of the Executive Committee to negotiate additional terms and conditions of the agreement related to costs in years 5-10, subject to the ultimate re-approval of the agreement by the Executive Committee.

Over the past five (5) years, the Consumer Price Index for All Urban Consumers (CPI-U) for the Los Angeles area has averaged 2.76% each year. Additionally, over the past 10 years, annual assessment increases to the Authority's member cities have averaged 2.3% per year.

## **FISCAL IMPACT**

None, if the Executive Committee does not authorize any changes to the agreement. If changes are authorized, fiscal impacts would be determined on the actual changes made.

# H-6

# Attachment 1

## **AGREEMENT FOR EMERGENCY POLICE & FIRE DISPATCH SERVICES**

THIS AGREEMENT FOR EMERGENCY POLICE AND FIRE DISPATCH SERVICES ("Agreement") is entered into as of the date set forth below by and between the City of El Segundo, a general law city and municipal corporation ("City") and the South Bay Regional Public Communications Authority, a joint powers authority ("Authority").

### R E C I T A L S

- A. City desires that the Authority provide dispatch services to its police and fire departments.
- B. Authority represents that it possesses the requisite expertise, equipment, personnel and qualifications to provide such services to City.
- C. By this Agreement, the parties desire to set forth the terms and conditions under which the services are to be provided to City.
- D. Authority and City acknowledge that by executing this Agreement they are terminating the agreement commencing October 1, 2010 and expiring September 30, 2020 ("Initial Agreement") three months early, on June 30, 2020 at 11:59 pm. The price point of \$343,217 associated with the last three months of the Initial Agreement is honored and incorporated into the first three months (1st quarter billing) pricing of the new fee structure within this Agreement beginning July 1, 2020.

NOW, THEREFORE, in consideration of the foregoing, and the promises and covenants hereinafter set forth, the parties agree as follows:

- 1. Term of Agreement. The term of this Agreement shall be for a period of ten (10) years commencing from July 1, 2020, and expiring on June 30, 2030. Thereafter, the parties may mutually agree to renew this Agreement for additional designated periods by amendment to the Agreement.
- 2. Frequency Sharing.
  - a. Authority Channels. Subject to and in conformance with Section 90.421 and 90.421(a) of the rules and regulations of the Federal Communications Commission (FCC) and any such successor rules and regulations, and for as long as this Agreement is in effect, Authority shall permit the City to use in the City's mobile and portable transmitter units all radio frequency assignments that are licensed to Authority and its members and not licensed to City (the "Authority Channels") for the City's use in connection with emergency police and fire communications services provided by Authority.

- b. City Channels. City will continue to maintain in its own name FCC authorizations covering the use of the frequency assignments 453.775, 155.430, 154.130, 154.280, 154.355, 153.860, 155.055, 471/474.3375, and 472/475.5375 (the "City Channels") in the mobile, portable transmitter units, and/or City Site Transmitters (defined as the sites located at the Water Tower at 400 Lomita Street and at Pacific Corporate Towers) licensed by the FCC for use by City for emergency police and fire communications. The City hereby designates, pursuant to and in conformance with Section 90.463(a) of the FCC's rules and any successor regulations, the Authority as its agent to control the City Site Transmitters. The foregoing notwithstanding, Authority acknowledges that City also operates certain of the City Channels pursuant to the FCC authorization bearing the call sign WQKG689 and will not interpose an objection to City's continued use of those City Channels consistent with that authorization, so long as such use causes no harmful interference to Authority's use of the City Channels on behalf of City. If City obtains the use of additional frequency assignments, those frequency assignments are not subject to this Agreement and are for the exclusive use of City unless City otherwise specifies in writing.
- c. Rights to City Channels Upon Termination. City and Authority agree that, upon termination of this Agreement: (i) any and all rights to the City Channels vest exclusively in City; (ii) Authority expressly waives any claims or rights to the City Channels; (iii) Authority must promptly modify any FCC authorizations it holds and cause its members to modify any FCC authorizations they hold to delete authority permitting the use of the City Channels by Authority or its members; (iv) at the City's request, Authority must promptly modify any equipment it operates and cause its members to modify any equipment they operate to remove the ability of that equipment to use the City Channels; and (v) Authority shall promptly modify its dispatch console and related equipment so that it is no longer capable of controlling the City Site Transmitters.
- d. Rights to Authority Channels Upon Termination. City and Authority further agree that, upon termination of this Agreement: (i) any and all rights to the Authority Channels shall vest exclusively in Authority; (ii) City expressly waives any claims or rights to the Authority Channels; (iii) City must promptly modify any FCC authorizations it holds to delete authority permitting use of the Authority Channels by City; and (iv) at the Authority's request, the City must promptly modify any equipment it operates to remove the ability of that equipment to use the Authority Channels.



- e. Shared Channels. City and Authority further agree that as to any frequencies that are licensed to both City and Authority by the FCC as of the date of this Agreement (the "Shared Channels"), this Agreement shall not in any way effect a change in the rights and obligations of City and Authority under those licenses.

3. Dispatch Services.

- a. Authority shall provide City with emergency police and fire dispatch services on a 24 hours, 7 days per week basis utilizing Authority's dispatch and control station transmitter facilities located in the City of Hawthorne. Authority shall establish a separate dispatch console for providing dispatch services to City's Police Department. City's Fire Department shall be dispatched by the Authority's multi-agency fire dispatch.
- b. The Authority shall, to the extent permitted by the FCC rules, provide access to and share its radio telecommunications infrastructure and facilities with City in connection with emergency police and fire dispatch services provided by Authority to City.
- c. The Authority shall provide fire dispatch services, to the best of its abilities, in a manner that conforms with the following industry standards:

9-1-1 Call Answering Time: Ninety percent (90%) of all 9-1-1 calls shall be answered within ten (10) seconds during the busy hour (the hour each day with the greatest call volume) and ninety-five (95%) of all 9-1-1 calls shall be answered within twenty (20) seconds [*National Emergency Number Association 56-005.1, Revised August 31, 2017*].

Call Processing Time: Call processing time for emergency events, as measured from the time a call is answered to the time Fire Department personnel are dispatched, shall be completed within sixty (60) seconds, ninety (90) percent of the time [*National Fire Protection Association 1221, 2019 Edition*].

The Authority shall provide City with reports documenting its 9-1-1 Call Answering Times periodically and upon request. Once City and Authority transition to a Computer Aided Dispatch ("CAD") system capable of providing reports necessary to determine compliance with the Call Processing Time benchmarks established by National Fire Protection Association ("NFPA") Standard 1221, Authority shall provide City with reports documenting its Call Processing Times periodically and upon request.

If at any time 9-1-1 Call Answering Times and/or Call Processing Times are determined not to be within the standards established above, City and Authority mutually agree to use reasonable efforts in order to meet these standards including, but not limited to:

- i. Review and refinement of fire call taking and fire dispatching policies and procedures.
- ii. Review of staffing levels and recommendation of modifications.
- iii. Consultation with third parties about best practices.

Except as provided in Section 3d of this Agreement, failure of Authority to meet any of the standards established in this section shall not constitute a default under this Agreement nor shall it be grounds for City to terminate this Agreement.

- d. City's Right to Terminate Fire Dispatching Services. Authority acknowledges that City is exploring options related to regional fire-specific dispatching for City's Fire Department. If City in its sole opinion determines that its Fire Department's dispatching needs would be better served by an entity other than the Authority, City has the right to terminate Authority's provisioning of fire dispatch services. In order to exercise this right, City must provide the Authority with a notice of intent to terminate Authority's provisioning of fire dispatch services at least 12 months prior to the termination date. Such notice shall include a termination fee in the amount equal to 10 percent of the total annual assessment fees assessed by Authority on City for fire dispatch services only for the fiscal year in which the notice is served.

Authority and City shall collaboratively work together to be in compliance with the industry standards listed in Section 3c of this Agreement. If, by July 2023 or three years after City and Authority transition to a CAD system capable of providing reports necessary to determine compliance with the Call Processing Time benchmarks established by NFPA Standard 1221, whichever is later, the industry standards listed in Section 3c of this Agreement are not met, on average, during the previous 12 months (or thereafter are not met during two consecutive 12 month periods), then the 10% termination fee shall be waived if the Fire Department exercises its right to terminate Authority's provisioning of fire dispatch services. City acknowledges that termination of fire dispatching services will cause a reallocation of its annual assessment fees according to Section 6 (Consideration for Services) of this Agreement.

- 4. Equipment Installation, Maintenance & Repair Services of Mobile and Portable Equipment. Equipment installation, maintenance and repair services apply to current and future emergency lighting, sirens, mobile data computers ("MDCs"), mobile and portable radio equipment, and audio/video equipment (collectively "Emergency Equipment") used in vehicles of City Police Department, Fire

Department, and Public Works Department. Authority shall install and maintain Emergency Equipment. City shall bear the cost of purchasing new or replacement lights, sirens and Authority-installed Emergency Equipment, including mobile and portable radios. When possible, the repairs required of the mobile and portable radios and MDCs will be done by Authority staff. However, repairs exceeding the capabilities of Authority staff will be sent to an outside vendor for an estimate of charges and after obtaining City's approval of such estimate, the Authority may authorize the repair of such equipment, the costs of which shall be billed by Authority back to City. As a result of Police and Fire Task Force action, the Authority's Technical Department maintains specific types of mobile radios, portable radios and MDCs. For standardization purposes, City will be provided specifications for Authority-recognized equipment. If City requests in writing that Authority purchase equipment, material, apparatus and parts specifically and solely intended for installation and or maintenance of City's equipment under this Section, City will be billed separately by Authority for the cost of such purchases.

5. Fiscal Year. The fiscal years referred to in this Agreement shall refer to an annual period beginning on July 1 and ending the following calendar year on June 30.
6. Consideration for Services. In consideration for all services provided by Authority to City in this Agreement, City shall pay to Authority the fees described in this Section:
  - a. An annual assessment fee as determined by the Cost Allocation Policy adopted by resolution of the Authority's Board of Directors. For reference purposes, the current Cost Allocation Policy in effect at the time of the execution of this Agreement is incorporated into this Agreement as Exhibit A. Authority will notify City of any amendments to this policy adopted by the Board of Directors within 30 days of such adoption.

The annual assessment fee shall be increased or decreased each year this Agreement is in effect based on the Cost Allocation Policy adopted by resolution of the Authority's Board of Directors. Authority shall notify City by April 1 of each year this Agreement is in effect of the annual assessment fee for the ensuing fiscal year. To allow cost increases for City to be phased in over a four year period, for each fiscal year through Fiscal Year 2023-24, the annual assessment fee shall be adjusted as follows:

- i. For Fiscal Year 2020-2021, year 1 of this Agreement, City's annual assessment fee shall not exceed \$1,493,738. The annual assessment fee will be billed in four equal quarterly payments in the amount of \$373,434.50.
- ii. For Fiscal Year 2021-2022, year 2 of this Agreement, City's annual assessment fee shall not exceed \$1,699,634.

- iii. For Fiscal Year 2022-2023, year 3 of this Agreement, the City's annual assessment fee shall not exceed \$1,869,811.
- iv. For Fiscal Year 2023-2024, year 4 of this Agreement, the City's annual assessment fee shall not exceed \$2,044,684.
- b. A workload support fee for Technical Services Division equipment installation, maintenance and repair services as determined by the Cost Allocation Policy adopted by resolution of the Authority's Board of Directors.

In accordance with the policy, the billing of workload support fees will occur on a quarterly basis.

- c. The annual assessment fee for services to be paid to Authority by City shall be paid in four equal installments and on a quarterly basis, due by July 15th, October 15th, January 15th, and April 15th of each fiscal year.
- d. At City's election, Authority shall furnish City quarterly invoices, at least thirty (30) days before the due date of installment payments. A five percent (5%) penalty shall attach to service payments received by Authority's Treasurer 15 to 29 days late, and a ten percent (10%) penalty shall attach to service payments received by Authority's Treasurer that are 30 or more days late.
- e. Maintenance of Radio Equipment at City Sites: The Authority maintains the following radio sites for City ("City Sites"):
  - i. Transmitter and Receiver Site located at Pacific Corporate Towers
  - ii. Receiver Site located at west-side of Chevron refinery
  - iii. Transmitter and Receiver Site located at the Water Tower at 400 Lomita Street

Authority is responsible for all costs related to the maintenance of the equipment located at the City Sites and must pay the costs of upgrading or replacing the equipment located at the City Sites when required. There are no rental costs or written leases associated with the City Sites, except for the site designated as Pacific Corporate Towers. City agrees that the cost of renting space at the transmitter and receiver site located at Pacific Corporate Towers shall remain City's obligation and City shall continue to be the lessee of that transmitter and receiver site.

- 7. Nature of Agreement. This Agreement shall not convey to City any duties, obligations, responsibilities or privileges of membership in Authority; City is contracting for service only. Authority and City agree that this Agreement shall not confer on City any rights to the assets of Authority.

8. Dispute Resolution. City and Authority shall attempt to settle any claim, dispute or controversy arising from this Agreement through consultation and negotiation in good faith and in a spirit of mutual cooperation. If those attempts fail, the dispute shall be mediated by a mediator chosen jointly by City and Authority within thirty (30) days after notice by one of the parties demanding non-binding mediation. Neither party may unreasonably withhold consent to the selection of a mediator, and City and Authority shall share the cost of the mediation equally. The parties may agree to engage in some other form of non-binding alternate dispute resolution ("ADR") procedure in lieu of mediation. Any dispute that cannot be resolved between the parties through negotiation or mediation within two months after the date of the initial demand for non-binding mediation may then be submitted to a court of competent jurisdiction in the County of Los Angeles, California. If a lawsuit is necessary to resolve any dispute arising out of any of the provisions of this Agreement, the prevailing party in such action shall be entitled to reasonable attorney's fees and costs of suit as adjudicated and determined by the Court.
9. Indemnification.
  - a. City agrees to indemnify, hold harmless and defend Authority and all its successors and assignees, and its officers, directors, agents and employees, and all of the officers, officials, and employees of each of the cities that are members of the Authority at the time the Agreement is in effect from any and all claims, demands, losses, damages, actions, causes of action, suits, expenses and or liability whatsoever, including attorney's fees and costs of suit, arising from or occasioned by any act, omission or negligence of the City of El Segundo or its agents, officers, servants or employees, in the performance of this Agreement.
  - b. Authority agrees to indemnify, hold harmless and defend City and all its successors and assignees, and its officers, directors agents and employees from any and all claims, demands, loss, damages, actions, causes of action, suits, expenses and or liability whatsoever, including attorney's fees and costs of suit, arising from or occasioned by any act, omission or negligence of Authority or its agents, officers, servants or employees, in the performance of this Agreement.
10. Governing Law. The rights and obligations of the parties hereunder shall be governed by, construed and enforced in accordance with the laws of the State of California. Venue for any action arising from this Agreement shall be the Los Angeles Superior Court or appropriate federal district court for the Central District of California.

11. Entire Agreement. This Agreement contains the full and entire agreement between and among the parties with respect to the entire subject matter hereof and supersedes any and all previous or contemporaneous agreements and discussions, whether written or oral. Any and all prior or contemporaneous discussions, negotiations, writings, commitments and/or undertakings are merged herein, and no representations by any party not embodied herein shall be valid or binding.
12. Amendments to Agreement. This Agreement may be amended only by a subsequent agreement in writing signed by all parties to this Agreement.
13. Severability. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other of the provisions of this Agreement.
14. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original; however, all such counterparts shall constitute but one and the same instrument with the effective date hereof being the date set forth below herein.
15. Authority to Execute. Each person signing this Agreement warrants and represents that, to the extent he or she is executing this Agreement for and on behalf of an entity, he or she has been fully empowered and properly authorized to execute this Agreement for and behalf of said entity, and instructed by those having the requisite authority to cause said entity to make and enter into this Agreement.
16. Notices. Notices shall be given pursuant to this Agreement by personal service on the party to be notified, or by written notice upon such party sent by Registered Mail of the United States Postal Service addressed as follows:

CITY:                      Attention: City Clerk  
                                  City of El Segundo  
                                  350 Main Street  
                                  El Segundo, CA 90245

AUTHORITY:            Attention: Executive Director  
                                  South Bay Regional Public Communications Authority  
                                  4440 West Broadway  
                                  Hawthorne, CA 90250

The notices shall be deemed to have been given as of the date of personal service, or three days after deposit of the same in the custody of the United States Postal Service. City agrees to provide any required notice to

Authority at or addressed to any new headquarters/facility that Authority may move to, upon the City being advised of Authority's new address. Authority agrees to provide any required notice to City at or addressed to any new headquarters/facility that City may move to, upon the Authority being advised of City's new address.

17. Default. In the event of default by either party hereto, upon written notice by the non- defaulting party, the defaulting party shall have 30 days to cure any default hereunder unless such relates to the provision of emergency services, in which event the defaulting party shall be required to cure a default as soon as is practicable. Failure to cure a default as required by this section shall constitute a material breach of this Agreement and grounds for immediate termination for cause.
18. Joint Drafting. Should a dispute arise respecting this Agreement, the Agreement shall be interpreted as though it were jointly drafted by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement entered into  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CITY OF EL SEGUNDO

SOUTH BAY REGIONAL PUBLIC  
COMMUNICATIONS AUTHORITY

\_\_\_\_\_  
DREW BOYLES, Mayor

\_\_\_\_\_  
BRUCE MOE, Chairperson  
Executive Committee

\_\_\_\_\_  
BILL WHALEN, Chief of Police

\_\_\_\_\_  
ERICK B. LEE, Executive Director

\_\_\_\_\_  
CHRIS DONOVAN, Fire Chief

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
MARK HENSLEY, City Attorney

\_\_\_\_\_  
JENNIFER PETRUSIS, General Counsel



## EXHIBIT “A”

### Cost Allocation Policy

**Section 1. Background.** This Cost Allocation Policy is based on the Matrix Consulting Group’s *Report on the Cost of Services and Cost Allocation Study – August 2019* that was accepted by the Executive Committee on August 20, 2019.

**Section 2. Updating of Policy.** In accordance with the consultant’s recommendations, the assessment methodologies and corresponding cost allocation model that serve as the foundation of this Cost Allocation Policy should be updated every 5-7 years or when a new agency begins to receive, or an existing agency ceases to receive, services from the Authority.

**Section 3. Total Fiscal Year Costs.** As established by the Authority’s Budgetary Policy, staff shall develop a preliminary fiscal year operating and capital outlay budget for presentation to the Executive Committee in February of each year. This budget will include the total costs to operate the Authority for the fiscal year (“Total Fiscal Year Costs”). Based on this preliminary budget, staff shall separate the Total Fiscal Year Costs into the following three categories:

1. Administrative costs
2. Operations Department costs
3. Technical Services Division costs

Each agency shall be assessed its proportionate share of Operations Department and Technical Services Division costs, including commensurate allocations of indirect Administrative costs, as part of the fiscal year budget adopted by the Board of Directors in March of each year.

**Section 4. Administrative Costs.** The portion of the Total Fiscal Year Costs relating to the Authority’s Administration shall be determined to be its Administrative costs. Such costs shall include:

1. Personnel Costs: Administration Department salaries and benefits
2. Operating Costs: Administration Department supplies, equipment, and services
3. Fixed Assets: Annual depreciation costs associated with building and equipment
4. Capital Outlay: Any capital improvement program expenses
5. Reallocation of Technical Services Costs: Any Authority-wide costs budgeted in the Technical Services Division
6. Revenue Offsets: Reimbursement and investment earnings revenues

**Section 4.A. Administrative Functions.** Administrative costs shall be allocated to the following four functional areas:

Function	Allocation of Administrative Costs
Authority-wide support	14%
Financial support	10%
Personnel and support services support	54%
Operations support	22%
<b>Total</b>	<b>100%</b>

**Section 4.B. Allocation of Administrative Costs.** Administrative costs from the four functional areas shall be allocated between the Operations Department and the Technical Services Division in accordance with the following schedule:

Function	Operations Department	Technical Services Division	Total
Authority-wide support	81%	19%	<b>100%</b>
Financial support	50%	50%	<b>100%</b>
Personnel and support services support	92%	8%	<b>100%</b>
Operations support	100%	0%	<b>100%</b>

**Section 5. Operations Department Costs.** The portion of the Total Fiscal Year Costs relating to dispatching services shall be determined to be the Operations Department costs. Such costs shall include:

1. Personnel Costs: Operations Department salaries and benefits
2. Operating Costs: Operations Department supplies, equipment, and services
3. Revenue Offsets: Reimbursement revenues
4. Incoming Indirect Support: Administrative costs and support received from the Technical Services Division

**Section 5.A. Operations Department Functions.** As part of the annual budget development process, the Executive Director shall develop a staffing allocation plan that allocates Communications Operator staffing between the Operations Department's three functional areas of Call-Taking, Police Dispatch and Fire Dispatch. All Operations Department costs shall be allocated according to this staffing allocation plan.

Beginning in Fiscal Year 2020-2021 and until a modified staffing allocation plan is recommended by the Executive Director and approved by the Executive Committee, the staffing allocation plan and corollary allocation of Operations Department costs between the three functional areas is as follows:

Function	Position Allocations	Allocation of Operations Department Costs
Call-Taking	3.5	32%
Police Dispatch	6.0	55%
Fire Dispatch	1.5	13%
<b>Total</b>	<b>11.0</b>	<b>100%</b>

**Section 5.B. Allocation of Operations Department Costs.** The allocation of Operations Department costs between its three functional areas shall be in accordance with the following schedules:

<b>Call-Taking</b>	<b>Percent of Call-Taking Allocation</b>	<b>Percent of Total Operations Department Costs</b>
9-1-1 Calls	60%	19%
Non-Emergency Calls	40%	13%
<b>Total</b>	<b>100%</b>	<b>32%</b>

Call-Taking charges will be derived by each agency's corresponding percentage of 9-1-1 calls and non-emergency calls. In developing the Call-Taking allocations, a rolling three-year average of calls for each agency, as of December 31, shall be used, except in cases where three years of reliable data is not available. In such cases, a two-year average, one year of actual data, or an annual projection may be used.

<b>Police Dispatch</b>	<b>Percent of Police Dispatch Allocation</b>	<b>Percent of Total Operations Department Costs</b>
Assigned Staff	70%	39%
CAD Incident Volume	30%	16%
<b>Total</b>	<b>100%</b>	<b>55%</b>

For Police Dispatch, Assigned Staff costs for each agency will be determined by the assessment year's staffing allocation plan. CAD Incident Volume charges will be derived by each agency's corresponding percentage of all police calls for service. In developing the CAD Incident Volume allocation, a rolling three-year average of calls for service for each agency, as of December 31, shall be used, except in cases where three years of reliable data is not available. In such cases, a two-year average, one year of actual data, or an annual projection may be used.

<b>Fire Dispatch</b>	<b>Percent of Fire Dispatch Allocation</b>	<b>Percent of Total Operations Department Costs</b>
Assigned Staff	70%	9%
CAD Incident Volume	30%	4%
<b>Total</b>	<b>100%</b>	<b>13%</b>

For Fire Dispatch, Assigned Staff costs for each agency will be determined by the assessment year's staffing allocation plan. CAD Incident Volume charges will be derived by each agency's corresponding percentage of all fire calls for service. In developing the CAD Incident Volume allocation, a rolling three-year average of calls for service for each agency, as of December 31, shall be used, except in cases where three years of reliable data is not available. In such cases, a two-year average, one year of actual data, or an annual projection may be used.

**Section 6. Technical Services Division Costs.** The portion of the Total Fiscal Year Costs relating to vehicle upfitting services shall be determined to be the Technical Services Division costs. Such costs shall include:

1. Personnel Costs: Technical Services Division salaries and benefits
2. Operating Costs: Technical Services Division supplies, equipment, and services
3. Excluded Costs: Certain line items relating to Authority-wide functions and support

4. Revenue Offsets: Reimbursement revenues
5. Incoming Indirect Support: Administrative costs

**Section 6.A. Technical Services Division Functions.** The Technical Services Division costs shall be allocated to the following two functional areas:

Function	Allocation of Technical Services Division Costs
Dedicated Support	50%
Workload Support	50%
<b>Total</b>	<b>100%</b>

**Section 6.B. Allocation of Technical Services Division Costs.** The Technical Services Division's functional costs will be allocated in accordance with the following schedules:

Dedicated Support	Percent of Dedicated Support Allocation	Percent of Total Technical Services Division Costs
Number of Police & Fire Vehicles	100%	50%
<b>Total</b>	<b>100%</b>	<b>50%</b>

Dedicated Support charges will be derived by each agency's corresponding percentage of police and fire vehicles that are anticipated to be active in inventory (either in-service or pending commissioning/decommissioning) during the assessment year. All such vehicles shall be listed on each agency's "Active Vehicle Inventory List" and certified annually by its Chief of Police or Fire Chief. Accounting of and billing for Dedicated Support will occur as part of the annual assessment process.

Workload Support	Percent of Workload Support Allocation	Percent of Total Technical Services Division Costs
Number of Work Orders	100%	50%
<b>Total</b>	<b>100%</b>	<b>50%</b>

For Fiscal Year 2020-2021, Workload Support charges will be derived by each agency's corresponding percentage of vehicle installation and repair work orders. Accounting of and billing for Workload Support will occur on a quarterly basis.

Beginning in Fiscal Year 2021-2022, the Authority anticipates changing the calculation of Workload Support charges from a three-year average of work orders to the actual percentage of labor hours associated with vehicle installation and repair work orders. The Executive Director shall present recommendations on implementing this anticipated change to the Executive Committee by September 30, 2020.

**Section 7. Cost Adjustment Surcharge for Contract Agencies.** In addition to the assessments for Operations Department and Technical Services Division costs, each contract agency shall be required to pay any cost adjustment surcharge as established by a resolution of the Executive Committee. This cost adjustment surcharge can be assessed in order to fund future costs related to unfunded liabilities associated with the California Public Employees' Retirement System ("CalPERS"), Other Post-Employment

Benefits ("OPEB") and/or long-term capital improvement needs, which are not currently accounted for in annual budgets. The aforementioned resolution shall specify the source(s) of costs for the surcharge, provide for surcharge funds to accumulate in a separate restricted fund, and designate parameters and conditions under which surcharge funds may be expended.

**Section 8. Policy Exceptions.** This policy shall be not be applicable to any contract agency that has entered into an agreement with the Authority which authorizes a specific assessment amount that is less than this policy would otherwise require.

H-7



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** January 21, 2020

**ITEM NUMBER:** H-7

**TO:** Executive Committee

**FROM:** Erick B. Lee, Executive Director

**SUBJECT:** RADIO SPECTRUM ISSUE REGARDING SECTION 6103 OF PUBLIC LAW 112-96 & H.R. 451, THE DON'T BREAK UP THE T-BAND ACT OF 2019

**ATTACHMENTS:**

1. ICI System White Paper on T-Band in the Los Angeles Region
2. Text of H.R. 451, the Don't Break Up the T-Band Act of 2019
3. Joint Letter from LA-RICS and ICI-System
4. FCC Statement on Repeal of T-Band Mandate

### **RECOMMENDATION**

Staff recommends that the Executive Committee receive and file this report.

### **BACKGROUND**

The Authority and its member and contract cities, along with its regional partners including the Interoperability Network of the South Bay ("INSB") and the 60+ police and fire departments which operate on the Interagency Communications Interoperability System ("ICI System"), have utilized the T-Band (470-512 MHz) spectrum for radio communications for decades. This spectrum provides critical day-to-day radio communications service for individual public safety agencies, enables interoperability among mutual aid providers, and supports communication with regional, state, and federal agencies in the event of a natural or man-made disaster. Without access to T-Band, our police and fire departments would be unable to adequately and effectively perform these daily, critical operational tasks for our communities.

The T-Band is used in 11 metropolitan areas around the nation to support critical public safety communications and provide regional interoperability among first responders. These areas are Boston, Chicago, Dallas, Houston, Los Angeles, Miami, New York, Philadelphia, Pittsburgh, San Francisco, and Washington, D.C.

In 2012, Congress passed legislation as part of the Middle Class Tax Relief and Job Creation Act (signed into law as Public Law 112-96) that requires the Federal Communications Commission

(“FCC”) to begin auctioning the public safety T-Band spectrum by February 2021 and clear all public safety operations from the band within two (2) years of auction close. Funds generated from the auction are to be used to relocate displaced public safety agencies in other spectrum. The law is silent on identifying a new spectrum home.

If this auction were to take place, the Authority and its member and contract cities would need to purchase new radio system infrastructure and subscriber units, which would cost millions of dollars.

In 2013, the National Public Safety Telecommunications Council (“NPSTC”) analyzed Public Law 112-96 and determined that at least five (5) of the identified 11 metropolitan areas do not have sufficient spectrum in any band to relocate their existing T-Band operations. These areas are the Boston, Chicago, Los Angeles, New York, and Philadelphia metros. In its report on the issue, NPSTC concluded:

“Given the lack of alternative spectrum, cost of relocation, major disruption to vital public safety services, and likelihood that the spectrum auction would not even cover relocation costs, NPSTC believes implementing the T-Band legislation is not feasible, provides no public interest benefit, and the matter should be re-visited by Congress.”

## **DISCUSSION**

The Authority’s regional and national public safety partners have labored since 2013 to bring this issue to the attention of lawmakers and called for a repeal of the T-Band provisions of Public Law 112-96.

On January 10, 2019, Representative Eliot Engel (D-NY-16) introduced H.R. 451, the Don’t Break Up the T-Band Act of 2019. The bill is two sentences long and simply calls for the repeal of the T-Band provisions of Middle Class Tax Relief and Job Creation Act of 2012 (Section 6103 of Public Law 112-96). As of January 2020, the bill has 20 cosponsors, including three (3) from California: Adam Schiff (D-CA-28), Norma Torres (D-CA-35), and Grace Napolitano (D-CA-32).

On October 30, 2019, Senator Edward Markey (D-MA) introduce S.B. 2748 as companion legislation in the Senate. The bill has six (6) cosponsors.

On December 2, 2019, FCC Chairman Ajit Pai issued a statement calling on Congress to protect public safety and repeal the T-Band mandate. In his statement, Chairman Pai declared:

“The [FCC] has extensively analyzed the T-Band and concluded that moving forward is not viable—relocation costs for public safety licensees would likely far exceed any potential auction revenue, making it impossible to fund the relocation and comply with the mandate. The Government Accountability Office has agreed—reporting to Congress that the T-Band mandate is unworkable and could deprive first responders of their current ability to communicate by radio. Because of these concerns, I’m calling on Congress to repeal the T-Band mandate. I’m hopeful that Congress can resolve this matter without delay.”

As the February 2021 deadline for the T-Band auction rapidly approaches, the public safety community will be monitoring the progress of this legislation closely. Unless otherwise directed, staff will provide updates to the Executive Committee on this issue as needed.



**FISCAL IMPACT**

None.

# H-7

## Attachment 1



**T-BAND (UHF 470-512 MHz)**  
**IMPACTS ON THE LOS ANGELES REGION**  
**THE INTERAGENCY COMMUNICATIONS INTEROPERABILITY SYSTEM JPA NETWORK**  
**A CALL FOR THE REPEAL OF SECTION 6103 OF PUBLIC LAW 112-96**

**Interagency Communications Interoperability System, JPA**

The Interagency Communications Interoperability (ICI) System is a public agency formed as a Joint Powers Authority in 2003 for purposes of establishing direct radio interoperability among independent cities comprising the patchwork quilt known as the Los Angeles Operational Area. The network has been functioning regionally since 2004 and has been proven instrumental in sustaining mission critical communications during many significant regional events, including wildland fires, train derailments, mutual aid operations, tactical emergencies, and major storm, mudslide, and flooding activity.

ICI is one of two major regional networks in the greater Los Angeles area, along with the LARICS LMR System. Both of these region-wide networks, as well as those of the Los Angeles City Police Department and City of Long Beach, are engineered on identical platforms, making the networks fully interoperable through direct system-to-system connectivity.

**ICI Serves More than 60 Agencies and Thousands of First Responders**

The ICI System Network serves more than 60 municipal Fire and Police agencies and their more than 25 Regional 9-1-1 Emergency Dispatch Centers as a primary Land Mobile Radio System. The network provides seamless mission critical voice communications to more than 6,000 police and fire first responders within their respective municipalities located throughout Los Angeles County. Additionally, the system supports the general government, transportation, public utilities, and public works resources of its member cities, providing every potential emergency resource with direct radio communications capability on a single system. There are presently more than 22,000 public safety radios affiliated to the network.

A listing of the public safety agencies which use the ICI network is included as Appendix A of this paper. The dozens of general government, transportation, public works, and public utility departments served by the ICI System Network are in addition to these many organizations.

**Millions of Residents Affected**

The presence of the ICI System Network enables protection of the 3,000,000 residents of our collective member cities, as well as enhanced services for the 13,000,000 million citizens - and millions more in visitors annually - across the entire Los Angeles Operational Area. Because the system supports region-wide agencies, such as the LA-IMPACT Narcotics Task Force, the US Marshal's Fugitive Task Force, the American Red Cross, and seamless regional Fire Mutual Aid task forces, our network touches and supports every community in the county. The LA-IMPACT narcotics task force is the largest in the nation.

### **ICI System is a T-Band Network**

The ICI system operates in the T-Band (470-512 MHz) and adjacent UHF band (450-470 MHz), and its existence would not be possible without the availability of adequate radio spectrum. The ICI System employs 105 T-Band channels in its regional network. Accordingly, Section 6103 of Public Law 112-96, which requires the Federal Communications Commission (FCC) to auction public safety T-Band spectrum and clear public safety agencies from the band, places the ICI system at great risk. In turn, Section 6103 places the first responders who rely on the ICI system, and the public they protect and serve, at risk as well. The agencies using the ICI network support repeal of Section 6103 of Public Law 112-96.

### **The Los Angeles Region is T-Band Dependent**

In addition to the ICI System Network, the Los Angeles Police Department, Los Angeles Sheriff's Department, and the LARICS Regional LMR Systems are all T-Band Networks. There are 546 channels of T-Band licensed to public safety agencies in the Los Angeles basin. Even as agencies seek to develop hybrid systems employing 700 or 800 MHz spectrum, there are not sufficient quantities of this alternative spectrum to fully replace the T-Band. The major licensees of T-Band in the region, the City of Los Angeles, County of Los Angeles, and ICI System JPA, have each submitted letters of opposition to the FCC concerning the T-Band displacement.

### **A Clear Need to Repeal**

*"Displacement of the T-Band spectrum would result in significant service interruptions to mission critical communications and the costs of rebuilding our radio systems would be in the hundreds of millions of dollars. Additionally, there is no alternative spectrum available within our region to which the systems could relocate. There is simply no compelling reason to proceed with the reallocation of T-Band Spectrum."* - Pomona Police Captain Michael Ellis, Chairman of the ICI System JPA

If implemented, Section 6103 of Public Law 112-96 will undo more than a decade of intense work, strand many millions of dollars of infrastructure, and place public safety and the public it serves at risk. There exists no viable alternative spectrum to the T-Band and, even if alternative spectrum was identified, attempting to migrate these systems is clearly cost prohibitive and would be wholly counterproductive. The T-Band displacement is in direct conflict with the federal priority to establish and sustain interoperable communications amongst first responders and adversely affects the most at-risk urban areas in the nation.

Section 6103 of Public Law 112-96 should be repealed.

### **Interagency Communications Interoperability System**

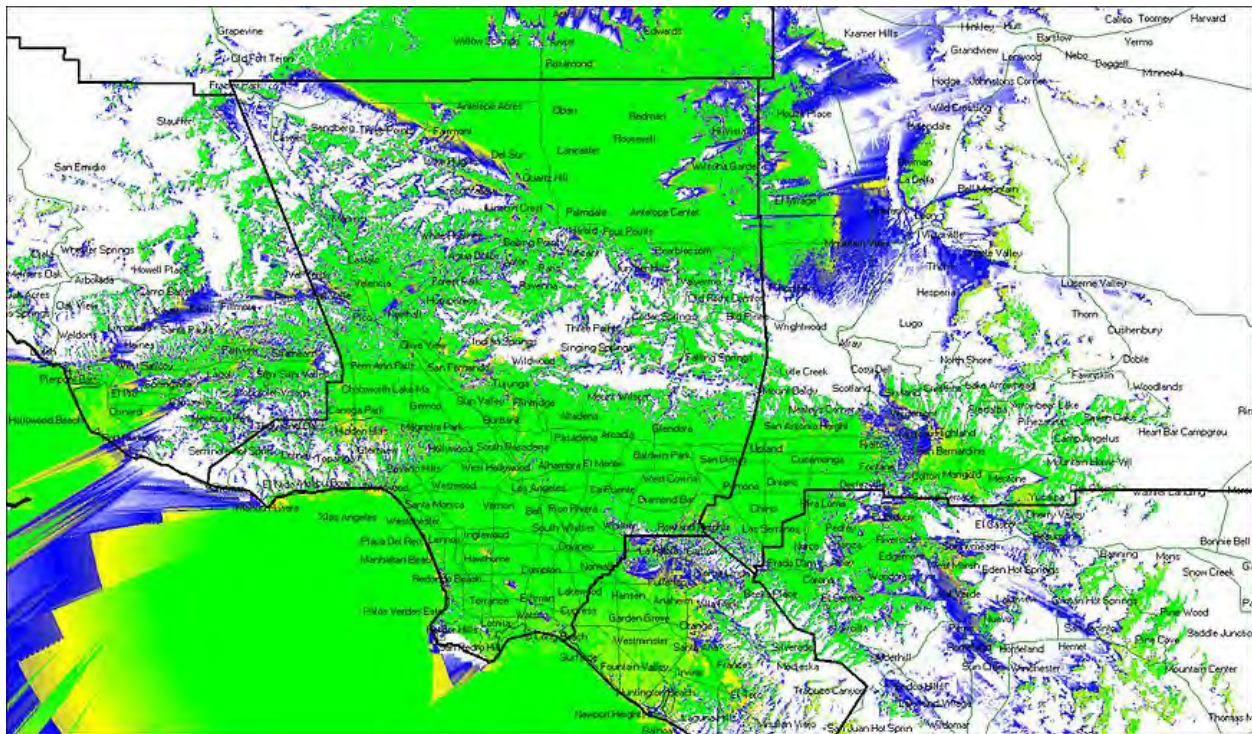
A Joint Powers Authority Public Safety Agency  
613 East Broadway  
Glendale, CA 91206

Raymond A. Edey, MS  
Executive Director  
[REdey@GlendaleCA.gov](mailto:REdey@GlendaleCA.gov)  
O:(818)548-3151 C:(818)535-2970

## Appendix A: ICI System Public Safety Network Agencies

### Police & Fire Agencies (\*\*in engineering):

Alhambra Fire	Monterey Park Fire
Alhambra Police**	Monterey Park Police
Arcadia Fire	Pasadena Fire
Arcadia Police**	Pasadena Police
Azusa Police	Pomona Police
Baldwin Park Police	Redondo Beach Fire
Bell Gardens**	Redondo Beach Police
Beverly Hills Fire	San Fernando Police
Beverly Hills Police	San Gabriel Fire
Burbank Fire	San Marino Fire
Burbank Police	San Marino Police
Compton Fire**	Santa Fe Springs Fire**
Covina Police	Santa Monica Fire
Culver City Fire	Santa Monica Police
Culver City Police	Sierra Madre Fire
Downey Police**	Sierra Madre Police
Downey Fire**	South Pasadena Fire
El Monte Police Narcotics	South Pasadena Police
El Segundo Fire	Torrance Fire
El Segundo Police	Torrance Police
Gardena Police	Vernon Fire
Glendale Fire	Vernon Police
Glendale Police	West Covina Police
Glendora Police	Whittier Police**
Hawthorne Police	LA-IMPACT Regional Task Force
Hermosa Beach Fire	US Marshal Fugitive Task Force
Hermosa Beach Police	American Red Cross – Los Angeles
Irwindale Police	Bob Hope Airport Fire
La Verne Police	Bob Hope Airport Police
Manhattan Beach Fire	Burbank School District
Manhattan Beach Police	Cal Poly Pomona University Police
Monrovia Fire	Glendale College Police
Montebello Fire	Montebello School District Police
Montebello Police	

**Appendix B:****ICI Regional Coverage Map**

# H-7

## Attachment 2

I

116TH CONGRESS  
1ST SESSION

# H. R. 451

To repeal the section of the Middle Class Tax Relief and Job Creation Act of 2012 that requires the Federal Communications Commission to reallocate and auction the T-Band spectrum.

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## IN THE HOUSE OF REPRESENTATIVES

JANUARY 10, 2019

Mr. ENGEL (for himself, Mr. ZELDIN, Mr. GREEN of Texas, and Mr. KING of New York) introduced the following bill; which was referred to the Committee on Energy and Commerce

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## A BILL

To repeal the section of the Middle Class Tax Relief and Job Creation Act of 2012 that requires the Federal Communications Commission to reallocate and auction the T-Band spectrum.

1 *Be it enacted by the Senate and House of Representa-*  
2 *tives of the United States of America in Congress assembled,*

3 **SECTION 1. SHORT TITLE.**

4 This Act may be cited as the “Don’t Break Up the  
5 T-Band Act of 2019”.



1 **SEC. 2. REPEAL OF REQUIREMENT TO REALLOCATE AND**  
2 **AUCTION T-BAND SPECTRUM.**

3 (a) REPEAL.—Section 6103 of the Middle Class Tax  
4 Relief and Job Creation Act of 2012 (47 U.S.C. 1413)  
5 is repealed.

6 (b) CLERICAL AMENDMENT.—The table of contents  
7 in section 1(b) of such Act is amended by striking the  
8 item relating to section 6103.

○

# H-7

## Attachment 3



November 1, 2019

The Honorable Nancy Patricia Pelosi  
Speaker of the House  
H-232 Capitol Building  
Washington, DC 20515

The Honorable Kevin McCarthy  
House Minority Leader  
H-204 Capitol Building  
Washington, DC 20515

Dear Speaker Pelosi and Minority Leader McCarthy:

On behalf of the Los Angeles Regional Interoperable Communications System (LA-RICS) Authority and the Interagency Communications Interoperability (ICI) System Authority, responsible for the safety of more than 10 million Los Angeles County residents, we respectfully urge you to enact H.R. 451, Don't Break Up the T-Band Act of 2019, either as a stand-alone bill or as a provision in one of the fiscal 2020 spending measures or some other must-pass, year-end legislation. Unless Congress revisits Section 6103 of Public Law 112-96 (Spectrum Act), public safety agencies in some of the largest metropolitan regions of the country, including Los Angeles County, will likely experience significant disruptions in mission critical voice communications and interoperability.

T-Band (470-512 MHz) is a band of radio spectrum that is employed by public safety agencies across the nation – particularly in eleven regions of the country including New York City, Boston, Chicago, Philadelphia and L.A. County – for their primary Land Mobile Radio (LMR) communications for 9-1-1 Dispatch Centers and all field resources. For Public Safety agencies dependent on T-Band, the spectrum is essential to effective communications and interoperability. The LA-RICS and ICI System radio networks, for example, depend on T-Band to provide critical day-to-day radio communications service for individual public safety agencies, enable interoperability among member agencies and mutual aid providers; and support communication with regional, state, and federal agencies in the event of a natural or man-made disaster. Without access to T-Band, our radio systems would be unable to adequately and effectively perform these daily, critical operational tasks.

The National Public Safety Telecommunications Council (NPSTC), in reports released in 2013 and 2016, found that Section 6103 -- which calls on the Federal Communications Commission (FCC) to initiate the auction of public safety T-Band by February 2021 and requires public safety to vacate the frequency within two-years of the auction close – to serve no apparent public

benefit nor commercial interest. NPSTC, moreover, found that there is presently no alternative spectrum available in New York City, Boston, Chicago, Los Angeles County and Philadelphia to replace the T-Band that is in use by countless of first responders. NPSTC also found the cost of displacing impacted agencies to be staggering -- estimated at \$5.9 billion -- far exceeding the potential revenues that may be generated by any auction of the T-Band spectrum itself. More recently, the Government Accountability Office (GAO), in a June 2019 report, recommended, like NPSTC, that public safety agencies be allowed to continue to operate on T-Band.

Finally, LA-RICS and ICI System want and need to remain within the highly robust and effective T-Band spectrum range to ensure interoperability and mission critical voice communications is available to first responders throughout Los Angeles County. We join the International Association of Fire Chiefs, International Association of Chiefs of Police, Major Cities Chiefs Association, Greater Boston Police Council, National Sheriffs' Association, Major County Sheriffs of America, Channel Industries Mutual Aid, the U.S. Conference of Mayors and the National League of Cities in endorsing H.R. 451 and ask for your support in getting this measure enacted into law.

Sincerely,

*Scott Edson*

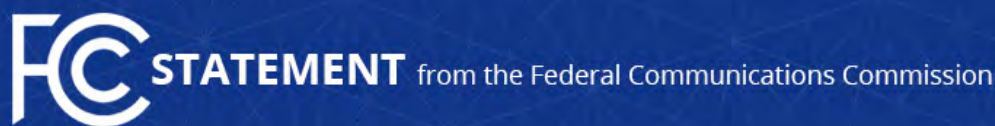
Scott Edson, Executive Director  
LA-RICS Authority  
2525 Corporate Place, Suite 100  
Monterey Park, CA 91754  
(323)881-8291

*Ray Edey*

Raymond Edey, Executive Director  
ICI System Authority  
613 East Broadway, Suite 200  
Glendale, CA 91206  
(818)535-2970

# H-7

## Attachment 4

**Media Contact:**

Tina Pelkey, (202) 418-0536

Tina.Pelkey@fcc.gov

**For Immediate Release**

## **CHAIRMAN PAI CALLS ON CONGRESS TO PROTECT PUBLIC SAFETY AND REPEAL T-BAND MANDATE**

### *Agency Announces Suspension of Application Processing for T-Band Licenses and Renewals Because of Current Mandate to Hold an Auction in 2021*

WASHINGTON, December 2, 2019—Federal Communications Commission Chairman Ajit Pai issued the following statement calling on Congress to repeal the mandate to auction T-Band spectrum and allow public safety officials to continue saving lives through T-Band communications:

“In 2012, Congress passed legislation requiring the FCC to reallocate and auction T-Band spectrum used for decades by public safety licensees and fund the relocation of those licensees elsewhere. The agency has extensively analyzed the T-Band and concluded that moving forward is not viable—relocation costs for public safety licensees would likely far exceed any potential auction revenue, making it impossible to fund the relocation and comply with the mandate. The Government Accountability Office has agreed—reporting to Congress that the T-Band mandate is unworkable and could deprive first responders of their current ability to communicate by radio.”

“Because of these concerns, I’m calling on Congress to repeal the T-Band mandate. I’m hopeful that Congress can resolve this matter without delay. Doing so will not only protect public safety communications in the T-Band but will also allow our dedicated auction staff to focus in 2020 on auctions that will make new airwaves available for 5G, like spectrum in the 3.5 GHz and 3.7 GHz bands.”

The agency issued a [Public Notice](#) today suspending the processing of applications for T-Band licenses, including renewals, in accordance with the current T-Band mandate to hold an auction in 2021.

**Additional background:**

- The *Middle Class Tax Relief and Job Creation Act of 2012 (Spectrum Act)* required the Commission to reallocate T-Band spectrum used by public safety licensees and “begin a system of competitive bidding” for reallocated spectrum by 2021 (the T-Band mandate).
- Wireless use of the T-Band consists of otherwise unused broadcast spectrum in TV channels 14-20 in 11 cities. It contains approximately 925 public safety entities and 700 industrial/business entities. T-Band provides push-to-talk, mission-critical voice communications for local government, law enforcement, and first responder entities

(including fire management, emergency medical, road maintenance, transit, public works, and others).

- The GAO report, *Required Auction of Public Safety Spectrum Could Harm First Responder Capabilities*, is available [here](#).

###

**Office of Chairman Pai: (202) 418-1000 / Twitter: @AjitPaiFCC / [www.fcc.gov/leadership/ajit-pai](http://www.fcc.gov/leadership/ajit-pai)**

*This is an unofficial announcement of Commission action. Release of the full text of a Commission order constitutes official action. See MCI v. FCC, 515 F.2d 385 (D.C. Cir. 1974).*

I-1



SPECIAL MEETING  
OF THE EXECUTIVE COMMITTEE  
AND USER COMMITTEE

DECEMBER 17, 2019

**A. CALL TO ORDER**

The Executive and User Committees convened in a special joint session at 2:01PM on December 17, 2019 on the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

**B. ROLL CALL**

Present: City Manager Bruce Moe, City of Manhattan Beach  
Interim City Manager Arnie Shadbehr, City of Hawthorne  
City Manager Clint Osorio, City of Gardena  
  
Captain Julian Catano, 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  
Chief Bill Whalen, El Segundo Police Department  
Lt. Leon Lopez, 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

**C. PUBLIC DISCUSSION**

None.

**D. EXECUTIVE COMMITTEE CONSENT CALENDAR (APPROVE)**

**MOTION:** 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 – 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**

None.

**F. EXECUTIVE COMMITTEE AND USER COMMITTEE GENERAL BUSINESS**

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

Executive Director Lee presented a report on Mark43 CAD system and recommended 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 the vendor to develop a new agreement 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 the vendor.

Interim City Manager Shadbehr moved to move forward as recommended. The motion was seconded by City Manager Osorio and passed by unanimous voice vote.

**G. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lee reported on recruitment, the INSB Network, the Authority's new redundant internet connection, the Culver City Fire transition to the shared Fire frequency, and the Palos Verdes Estates Feasibility Study.

**H. EXECUTIVE AND USER COMMITTEES' COMMENTS**

Chief Donovan commented on the recent direction of the Mark43 CAD project. He emphasized the need to be prepared to execute an alternative option.

**I. CLOSED SESSION**

The closed session agenda was not considered during the meeting.

**J. ADJOURNMENT**

The meeting adjourned at 2:47PM.

J



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** January 21, 2020

**ITEM:** J

**TO:** Board of Directors, Executive Committee, and User Committee

**FROM:** Erick B. Lee, Executive Director

**SUBJECT:** EXECUTIVE DIRECTOR'S REPORT

**ATTACHMENTS:** None

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

- Recruitment of Communications Operators
- Update on the Manhattan Beach Water Tower Site
- Phase One of Feasibility Study for the City of Redondo Beach