

A G E N D A
REGULAR JOINT MEETING OF
THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE
TUESDAY, FEBRUARY 18, 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. Executive Committee
2. User Committee

C. **PUBLIC DISCUSSION**

Members of the public will be given the opportunity to directly address the Executive Committee and the User Committee. Speakers may provide public comments on any matter that is within the subject matter jurisdiction of the Executive Committee and the User Committee, including items on the agenda. While all comments are welcome, the Brown Act does not allow the Executive Committee or the User Committee to take action on any item not on the agenda. Comments will be limited to three (3) minutes per speaker.

D. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes of the Regular Meeting from January 21, 2020
APPROVE
2. Check Register – January 2020
ACCEPT AND APPROVE
3. Approval of a Purchase Order in the Amount of \$119,339.65 to Dell EMC for the Purchase and Integration of a Replacement Server Cluster and Storage Device
APPROVE
4. Update on Audited Financial Statements for the Fiscal Year Ending June 30, 2019
RECEIVE AND FILE

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

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Preliminary Fiscal Year 2020-2021 Budget
PROVIDE DIRECTION
2. Pension and Other Post-Employment Benefits Unfunded Liabilities
PROVIDE DIRECTION

3. Proposed Second Amended and Restated Joint Powers Agreement; and
Proposed Amendment to By-Laws

PROVIDE DIRECTION

4. Update on Computer Aided Dispatch System Project with Mark43

RECEIVE AND FILE

5. Initial Feasibility Study for the Consolidation of Public Safety Dispatching Services for the City of Redondo Beach (Phase One)

APPROVE

I. **USER COMMITTEE GENERAL BUSINESS**

1. Minutes from Regular Meeting – January 21, 2020

J. **EXECUTIVE DIRECTOR'S REPORT**

K. **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: Liebert Cassidy Whitmore & Executive Director

Employee Organization: Teamsters Local 911

M. **ADJOURNMENT**

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

Posting Date/Time: February 12, 2020/2:30PM

Signature:



Erick B. Lee, Executive Director

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

JANUARY 21, 2020

A. CALL TO ORDER

The Board of Directors, the Executive Committee and the User Committee convened in a regular joint session at 2:02PM on Tuesday, January 21, 2020, in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

B. ROLL CALL BY EXECUTIVE DIRECTOR

Present: Councilmember Haidar Awad, City of Hawthorne
Councilmember Rodney Tanaka, City of Gardena
Councilmember Hildy Stern, City of Manhattan Beach
City Manager Bruce Moe, City of Manhattan Beach
City Manager Clint Osorio, City of Gardena
Chief Mike Ishii, Hawthorne Police Department (Alternate for Mr. Shadbehr)
Chief Daryn Drum, Manhattan Beach Fire Department
Chief Mike Saffell, Gardena Police Department

Absent: Chief Derrick Abell, Manhattan Beach Police Department
Interim City Manager Arnie Shadbehr, City of Hawthorne

Also Present: Executive Director Erick B. Lee
Operations Manager Shannon Kauffman
Administrative Services Manager John Krok
Finance and Performance Audit Manager Vanessa Alfaro
Communications Supervisor Jannette Veramendi
LASD Sergeant Carlos Veramendi
Kelsey Laurent, Mark43
ITS Manager Josh Armstrong, Hawthorne Police Department
Carlos Rubio, Teamsters Local 911

C. PUBLIC DISCUSSION

None.

D. RECOGNITION OF NEWLY PROMOTED COMMUNICATIONS SUPERVISOR JANNETTE VERAMENDI

(RECEIVE PRESENTATION)

Executive Director Lee recognized the promotion of Jannette Veramendi to Communications Supervisor.

E. BOARD OF DIRECTORS GENERAL BUSINESS

1. Minutes from September 17, 2019
MOTION: Councilmember Awad moved to approve the minutes from September 17, 2019. The motion was passed by unanimous voice vote.
2. Fiscal Year 2019-2020 Mid-Year Budget Report
Executive Director Lee presented the Mid-Year Budget Report. With appropriate adjustments, the current status of the budget is at 48% at the mid-year. Expenditures and expenses were outlined and reported as expected. It was confirmed that finance managers and directors were included in the stakeholder study of upcoming recommendations regarding unfunded liabilities.

Motion: Councilmember Awad moved to receive and to file the mid-year budget report for fiscal year 2019-2020. The motion was seconded by Councilmember Stern and passed by unanimous voice vote.

F. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

G. **MOTION:** City Manager Osorio moved to approve the Consent Calendar, Item Numbers 1 – 7. The motion was seconded by Chief Ishii and passed by unanimous voice vote.

1. Minutes of the Special Meeting from December 17, 2019
2. Check Register – December 2019
3. Cash & Investments Report/December 31, 2019
4. Updated Publicly Available Pay Schedule
5. Credit Card Purchases from Amazon.com Inc.
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
7. Report of Budget Transfers Authorized by the Executive Director from July 1, 2019 Through December 31, 2019

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

None.

I. **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

MOTION: City Manager Moe moved to accept the fees and direct staff to complete the Phase Two Feasibility Study. The motion was passed by unanimous voice vote.

2. Update on Computer Aided Dispatch System Project with Mark43

Executive Director Lee presented updated report on Computer Aided Dispatch System Project with Mark43. Staff visited the cities of Richmond and Fresno to review their dispatch systems. Kelsey Laurent from Mark43 was present and confirmed the timeline of five to eight months for run card functionality in the Fire CAD. City Manager Moe recommended having Jennifer Petrusis to review the upcoming agreement for edits and input regarding milestones.

3. Fiscal Year 2019-2020 Work Plan Update and Staff Resource Needs

Executive Director Lee provided a report on the updated Work Plan and Staff Resource needs which includes the need for an additional, unfunded Communications Supervisors position. This position will be requested as part of the Fiscal Year 2020-2021 budget process.

4. Agreement to Use the City of Redondo Beach Fire Department's Dispatch Channel 453/458.200

Executive Director Lee presented report on the Redondo Beach Fire Department's Dispatch Channel 453-458.200. These conventional channels would provide another layer of back-up for the RCC cities. Staff recommends approving this agreement. There is a \$1.00 cost associated with the agreement. Additional equipment and services needed to place the channel into service will be presented at a later date.

MOTION: City Manager Moe moved to approve the agreement with City of Redondo Beach Fire Department's Dispatch Channel 453/458.200. The motion was passed by unanimous voice vote.

5. Upcoming Changes to the Management of Mobile Data Computers

Executive Director Lee reported on the Information Technology Directors' working group meetings that were hosted in December 2019 and January 2020. The working group examined the issues and determined that there were only nominal costs and no substantive concerns about the cities assuming this work. Executive Director Lee reported the mobile units will require some additional work for the cities' IT staff, but overall all cities agreed these changes would be helpful for improve end user functionality. City Manager Moe inquired after any change in the cost policy assessment fees since the licenses purchased by Hawthorne expire in June. Executive Director Lee reported that that the services historically provided by Hawthorne were essentially in-kind contributions from Hawthorne and that the cost allocation policy would not be impacted by this change. By June 30, 2020, each city will need to purchase its own licenses and have its server operational.

MOTION: City Manager Moe moved to direct staff to continue with these changes in accordance with the report and the motion was passed by unanimous voice vote.

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

Executive Director Lee presented report on the City of El Segundo requests for changes in the agreement for Emergency Police and Fire Dispatch. City Manager Osorio recommended to keep the agreement as is. City Manager Moe suggested that he would work with Executive Director Lee on potential changes to the agreement if it is not approved by the El Segundo City Council. Any substantive changes to the agreement would still have to be approved by the Executive Committee.

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

Executive Director Lee provided a report on this informational only item in anticipation of what may take place in the near future. New York and Massachusetts are leading way on this legislation, and any substantive updates will be reported back to the Executive Committee.

I. **USER COMMITTEE GENERAL BUSINESS**

1. Minutes from Special Meeting – December 17, 2019

MOTION: Chief Ishii moved to approve the Minutes from December 17, 2019. The motion was seconded by Chief Drum and passed by unanimous voice vote.

J. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lee provided updates on recruitment, the Manhattan Beach Water Tower Radio Site tower and the upcoming Rehabilitation Project, and the feasibility study for the City of Redondo Beach.

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

None.

L. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

At 3:06PM, the Executive Committee entered into a closed session to discuss the following item:

1. **CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6
Agency Designated Representative: Executive Director
Employee Organization: Teamsters Local 911

The meeting returned to open session at 3:16PM with no action taken in closed session.

M. **ADJOURNMENT**

The meeting adjourned at 3:16PM.

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Check Register FY 2019-20

January 2020

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
January 3, 2020	\$120,443.32	
January 10, 2020	\$63,889.72	
January 17, 2020	\$175,162.58	
January 24, 2020	\$41,855.07	
January 31, 2020	<u>\$121,626.52</u>	
Accounts Payable Total	\$522,977.21	
<u>Payroll Checks Issued Date</u>		
January 3, 2020	\$179,855.43	
January 17, 2020	\$178,252.41	
January 31, 2020	<u>\$185,841.64</u>	
Payroll Total	\$543,949.48	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20070	1/3/2020	00219	INTERNAL REVENUE SERVICE	1/3/2020	FEDERAL WITHHOLDING TAX	41,636.87	41,636.87
20071	1/3/2020	00223	EMPLOYMENT DEVEL DEPT	1/3/2020	STATE DISABILITY INSURANCE	16,240.26	16,240.26
20072	1/3/2020	00222	STATE DISBURSEMENT UNIT	1/3/2020	SUPPORT: PAYMENT	184.62	184.62
20073	1/3/2020	00058	CALPERS	1/3/2020	PERS RETIREMENT: PAYMENT	36,753.75	36,753.75
20074	1/3/2020	00696	GUARDIAN	12/18/2019	GUARDIAN - DENTAL, VISION,	6,111.94	6,111.94
54754	1/3/2020	00217	CALIFORNIA TEAMSTERS UN	1/3/2020	UNION DUES TEAMSTERS: P	2,105.50	2,105.50
54755	1/3/2020	00218	CWA LOCAL 9400	1/3/2020	UNION DUES CWA: PAYMENT	257.97	257.97
54756	1/3/2020	00220	FRANCHISE TAX BOARD	1/3/2020	GARNISHMENTS, FLAT: PAYM	818.72	818.72
54757	1/3/2020	00221	ICMA RETIREMENT TRUST	1/3/2020	DEFERRED COMPENSATION	16,333.69	16,333.69
Sub total for UNION BANK:						120,443.32	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1722	1/10/2020	00012	CALIFORNIA WATER SERVICE5550731926	12/30/2019	FIRE PROTECTION SERVICE	72.58	72.58
54758	1/10/2020	00297	AT&T, ATT CALNET 000014129830	1/3/2020	PHONE SERVICE 12/03/19-1/10	986.32	986.32
54759	1/10/2020	00064	AT&T, ATT PAYMENT CENTER960 461-1623 55	1/1/2020	PHONE SERVICE 01/01/2020-	2,062.42	2,062.42
54760	1/10/2020	00014	CDW GOVERNMENT, INC. WHJ0110	1/3/2020	BILLABLE PARTS	4,495.00	4,495.00
54761	1/10/2020	00015	CHEVRON AND TEXACO 62933465	12/23/2019	FLEET: 10/24/19-11/23/19	182.41	182.41
54762	1/10/2020	00019	CINTAS CORPORATION #427 4038570981	12/27/2019	CLEANING SERVICES FOR F	109.32	109.32
54763	1/10/2020	00225	COMMLINE INC 0191660-IN	12/30/2019	OUTSIDE TECH SVC-TOWER	15,000.00	15,000.00
54764	1/10/2020	00651	FRONTIER 3103752741011	1/1/2020	PHONE SERVICE 375-2741/1/	243.69	
			2090518701060	1/1/2020	PHONE SERVICE 051-8701/1/	101.40	
			2091505969092	1/1/2020	PHONE SERVICE 150-5969/1/	61.14	
			2091505978113	1/1/2020	PHONE SERVICE 150-5978/1/	54.32	
			2091510998020	1/1/2020	PHONE SERVICE 151-0998/1/	47.97	
			2091502446103	1/1/2020	PHONE SERVICE 150-2446/1/	47.97	
			2091502447092	1/1/2020	PHONE SERVICE 150-2447/1/	47.97	604.46
54765	1/10/2020	00070	GAS COMPANY, THE 059 194 8982 2	1/6/2020	GAS SERVICE HQ/12/02/19-0	1,184.02	1,184.02
54766	1/10/2020	00760	LAWLES ENTERPRISES, INC. 11322	1/2/2020	RECRUITMENT COSTS	300.00	300.00
54767	1/10/2020	00087	LIEBERT CASSIDY & WHITMO 1490111	11/30/2019	LEGAL SERVICES AGREEME	874.00	
			1490113	11/30/2019	LEGAL SERVICES AGREEME	620.00	
			1490112	11/30/2019	LEGAL SERVICES AGREEME	252.00	
			1490114	11/30/2019	LEGAL SERVICES AGREEME	220.50	
			1490110	11/30/2019	LEGAL SERVICES AGREEME	76.00	2,042.50
54768	1/10/2020	00671	MARC R. COHEN, MD EMSMD-06	1/31/2020	MEDICAL DIRECTOR SVCS	5,083.33	5,083.33
54769	1/10/2020	00331	MITSUBISHI ELECTRIC INC 365586	1/1/2020	ANNUAL MAINTENANCE FOR	677.04	677.04
54770	1/10/2020	00047	MOTOROLA SOLUTIONS, INC.8280895775	1/6/2020	BILLABLE PARTS	4,198.44	4,198.44
54771	1/10/2020	00577	NEW LOOK AUTO DETAIL 2129	12/17/2019	VEHICLE MAINTENANCE ANI	75.00	75.00
54772	1/10/2020	00411	PITNEY BOWES 8000-9090-0888	1/1/2020	POSTAGE METER	20.83	20.83
54773	1/10/2020	00824	SMART JANITORIAL, COMPLE10780	1/2/2020	HQ MAINTENANCE	3,466.81	3,466.81
54774	1/10/2020	00803	SPARKLETT'S 18193479 12271	12/27/2019	WATER FILTRATION SYSTEM	40.00	40.00
54775	1/10/2020	00302	SPRINT 155018370-099	12/29/2019	DAC CHARGES/11-26 TO 12-2	4,420.80	
			107177860-104	12/27/2019	WIRELESS MODEMS/11-24 T	85.98	4,506.78
54776	1/10/2020	00074	STAPLES INC. 2388890091	11/14/2019	OFFICE SUPPLIES	234.27	
			2388629151	11/14/2019	OFFICE SUPPLIES	73.22	307.49
54777	1/10/2020	00044	TYLER TECHNOLOGIES, INC. 045-284610	12/1/2019	TYLER EDEN SOFTWARE SU	13,364.25	13,364.25
54778	1/10/2020	00128	VERAMENDI, JANNETTE 011020	1/10/2020	REIMBURSEMENT FOR 12/2/	389.90	389.90

Bank : union UNION BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54779	1/10/2020	00171	VERIZON WIRELESS	9844918511	12/23/2019 GPD DAC CHARGES/11/24/19	2,654.53	
				9844841156	12/23/2019 MODEM SVC. MBPD/11/24/19	913.06	
				9844857210	12/23/2019 DAC CHARGES HPD/11/24/19	347.60	
				9844499922	12/18/2019 CELL PH. CHGS:11/19/19-12/1	221.56	
				9844841157	12/23/2019 MODEM SVC. MBPD/11/24/19	38.01	4,174.76
54780	1/10/2020	00150	WATTCO	54227	12/5/2019 PARTS - BILLING	546.06	546.06
Sub total for UNION BANK:						63,889.72	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20075	1/10/2020	00058	CALPERS	12/16/2019	HEALTH PREMIUMS -JANUAF	62,326.36	62,326.36
20076	1/17/2020	00219	INTERNAL REVENUE SERVICE	1/17/2020	FEDERAL WITHHOLDING TAX	40,631.02	40,631.02
20077	1/17/2020	00223	EMPLOYMENT DEVEL DEPT	1/17/2020	STATE DISABILITY INSURANC	15,847.64	15,847.64
20078	1/17/2020	00222	STATE DISBURSEMENT UNIT	1/17/2020	SUPPORT: PAYMENT	184.62	184.62
20079	1/17/2020	00058	CALPERS	1/17/2020	PERS RETIREMENT: PAYMEN	36,432.70	36,432.70
54781	1/17/2020	00217	CALIFORNIA TEAMSTERS UN	1/17/2020	UNION DUES TEAMSTERS: P	2,051.00	2,051.00
54782	1/17/2020	00218	CWA LOCAL 9400	1/17/2020	UNION DUES CWA: PAYMENT	257.97	257.97
54783	1/17/2020	00220	FRANCHISE TAX BOARD	1/17/2020	GARNISHMENTS, FLAT: PAYM	818.72	818.72
54784	1/17/2020	00221	ICMA RETIREMENT TRUST	1/17/2020	DEFERRED COMPENSATION	16,612.55	16,612.55
Sub total for UNION BANK:						175,162.58	175,162.58

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1723	1/24/2020	00621			FIRST BANKCARD		
		00466	113-7995621-65	12/17/2019	JANITORIAL SUPPLIES	28.62	
		00466	112-2095977-99	12/9/2019	OFFICE SUPPLIES	25.81	
		00466	111-1583191-82	12/11/2019	OFFICE SUPPLIES	25.16	
		00466	114-7108362-89	12/29/2019	OFFICE SUPPLIES	97.20	
		00761	INV07437748	12/26/2019	SOFTWARE SERVICES	90.00	
		00783	MUNICIPAL MANAGEMENT, A	12/2/2019	MEMBERSHIP FOR EXECUTI'	90.00	
		00847	LEE CLEANERS	12/4/2019	UNIFORMS - COMMUNICAT	88.27	
		00466	114-3553966-39	12/8/2019	JANITORIAL SUPPLIES	86.19	
		00882	LABOR LAW POSTER SERVICE	12/4/2019	LABOR LAWS POSTER	79.50	
		00887	LIMO SERVICE	12/9/2019	CAR SERVICE FROM HOTEL	76.00	
		00466	114-0705710-65	11/28/2019	JANITORIAL SUPPLIES	67.97	
		00466	114-3850564-81	12/9/2019	JANITORIAL SUPPLIES	66.10	
		00035	HOME DEPOT CREDIT SERV	12/5/2019	TECH SUPPLIES	66.08	
		00886	NYC TAXI	12/9/2019	TAXI FARE FROM JFK TO HO	60.30	
		00466	114-7108362-89	12/27/2019	OFFICE SUPPLIES	58.42	
		00884	NATIONAL FIRE PROTECTION	12/19/2019	PUBLICATIONS	56.00	
		00795	MEDIA TEMPLE	12/23/2019	MONTHLY WEBSITE HOSTIN	55.00	
		00466	113-7995621-65	12/17/2019	JANITORIAL SUPPLIES	54.93	
		00466	111-6950297-27	12/29/2019	OFFICE SUPPLIES	51.58	
		00466	111-0309261-11	12/10/2019	OFFICE SUPPLIES	51.28	
		00884	NATIONAL FIRE PROTECTION	12/12/2019	PUBLICATIONS	50.50	
		00466	112-8109444-29	12/18/2019	PUBLICATIONS	47.52	
		00466	114-7315247-84	12/3/2019	OFFICE SUPPLIES	42.91	
			123119	12/31/2019	LATE FEE - REIMBURSABLE	39.00	
		00466	112-3459627-70	12/1/2019	OFFICE SUPPLIES	38.14	
		00466	114-6335720-71	12/17/2019	OFFICE SUPPLIES	38.14	
		00466	112-8935065-50	12/17/2019	OFFICE SUPPLIES	36.55	
		00608	NOAH'S BAGELS	12/4/2019	WELLNESS COMMITTEE WEI	33.09	
		00780	JET BLUE	12/7/2019	LUGGAGE FEE FOR TRAVEL	30.00	
		00780	JET BLUE	12/8/2019	LUGGAGE FEE FOR TRAVEL	30.00	
		00679	UNITED TAXI	12/10/2019	TAXI FARE FROM LAX TO HQ	23.55	
		00854	MANHATTAN POSTAL CENTE	12/10/2019	RECRUITMENT LIVESCAN	23.50	
		00854	MANHATTAN POSTAL CENTE	12/19/2019	RECRUITMENT LIVESCAN	23.50	

Bank : union UNION BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
00466		AMAZON MARKETPLACE	112-0528669-99	12/20/2019	RECRUITMENT SUPPLIES	23.33	
00466		AMAZON MARKETPLACE	111-1478217-88	11/27/2019	OFFICE SUPPLIES	20.54	
00885		UBER	120819	12/9/2019	TAXI FARE FROM HQ TO LAX F	19.41	
00826		LA TIMES	120419	12/4/2019	MONTHLY NEWS SUBSCRIPT	15.96	
00466		AMAZON MARKETPLACE	113-7616221-71	12/29/2019	OFFICE SUPPLIES	14.27	
00466		AMAZON MARKETPLACE	112-0640905-30	12/27/2019	OFFICE SUPPLIES	11.97	
00466		AMAZON MARKETPLACE	114-2189364-36	11/28/2019	OFFICE SUPPLIES	11.80	
00466		AMAZON MARKETPLACE	113-2170831-03	12/17/2019	OFFICE SUPPLIES	11.79	
00466		AMAZON MARKETPLACE	111-7047340-63	11/27/2019	JANITORIAL SUPPLIES	11.21	
00466		AMAZON MARKETPLACE	114-7108362-89	12/27/2019	OFFICE SUPPLIES	11.01	
00466		AMAZON MARKETPLACE	112-2940947-85	12/27/2019	JANITORIAL SUPPLIES	10.79	
00780		JET BLUE	120519	12/5/2019	JET BLUE REFUND	-64.00	
00881		XIMIX BREWING COMPANY	000002	12/26/2019	RCC HOLIDAY PARTY DEPOS	-350.00	
00087		LIEBERT CASSIDY & WHITMO	120519	12/5/2019	LCW ANNUAL CONFERENCE	-595.00	
00780		JET BLUE	REKWKD	12/3/2019	AIRFARE FOR CAD PROJECT	656.60	
00881		XIMIX BREWING COMPANY	000002	12/16/2019	REFUNDABLE DEPOSIT FOR	350.00	
00595		LOMELIS ITALIAN RESTAURAI	121919	12/26/2019	RCC HOLIDAY PARTY CATER	301.00	
00883		ARLO SOHO	131497156	12/3/2019	LODGING FOR CAD PROJEC	296.11	
00478		PAYPAL	000066	12/11/2019	CAL NENA CONFERENCE RC	250.00	
00610		DIRECTV	36960219347	12/5/2019	CABLE SERVICE	217.70	
00637		SAFE MART, THE	182907	12/11/2019	BILLABLE PARTS	191.63	
00466		AMAZON MARKETPLACE	112-8029822-42	12/17/2019	OFFICE SUPPLIES	159.84	
00466		AMAZON MARKETPLACE	113-8524746-10	12/17/2019	OFFICE SUPPLIES	158.81	
00466		AMAZON MARKETPLACE	112-1707615-48	12/3/2019	JANITORIAL SUPPLIES	135.03	
00466		AMAZON MARKETPLACE	114-8861366-70	12/29/2019	JANITORIAL SUPPLIES	108.77	
00466		AMAZON MARKETPLACE	112-7580003-98	12/29/2019	PRINTER TONER	101.07	
00466		AMAZON MARKETPLACE	114-7581996-26	12/29/2019	PRINTER TONER	101.07	
00466		AMAZON MARKETPLACE	114-0073791-77	12/29/2019	PRINTER TONER	101.07	4,012.59
1724	1/24/2020	SOUTHERN CALIFORNIA EDI	52-23-553-5986V	1/15/2020	ELEC SERV 12/4/19-1/10/20	7,272.57	
			2-19-337-1549	1/9/2020	ELEC SERV GRANDVIEW/ 12/	128.09	7,400.66
1725	1/24/2020	CALIFORNIA WATER SERVICE	4675328235	1/16/2020	WATER SERV HQ/ 12/14/19-1/	256.61	256.61
1726	1/24/2020	SOUTHERN CALIFORNIA EDI	52-03-672-6511	1/22/2020	ELEC SERV PUNTA/ 12/19/19-	653.77	653.77
54785	1/24/2020	& INVESTIGATION SERVICES,	2020-01-008 RC	1/8/2020	PRE-EMPLOYMENT POLYGR	225.00	225.00
54786	1/24/2020	ANZA GROUP	81583	1/6/2020	BUSINESS CARDS	199.98	199.98

Final Check List
South Bay Regional PCA

Bank : union UNION BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54787	1/24/2020	00297	AT&T, ATT CALNET	000014165756	1/13/2020	PHONE SERV/12/13/19-1/12/20	2,439.99
				000014172956	1/13/2020	PHONE SERVICE 12/13/19-1/12/20	195.29
				000014169892	1/13/2020	PHONE SERV 12/13/19-1/12/20	96.04
54788	1/24/2020	00014	CDW GOVERNMENT, INC.	WLW3010	1/16/2020	BILLABLE PARTS	1,130.06
				WNJ3587	1/22/2020	BILLABLE PARTS	221.01
				WND7291	1/22/2020	BILLABLE PARTS	50.57
54789	1/24/2020	00019	CINTAS CORPORATION #427	4039714730	1/10/2020	CLEANING SERVICES FOR F	109.32
54790	1/24/2020	00078	COX, CHRISTOPHER	012420	1/24/2020	RETIREE MED PREM/FEB 2020	740.78
54791	1/24/2020	00879	CROWN CASTLE	504593	1/1/2020	DEDICATED INTERNET ACCE	1,100.00
54792	1/24/2020	00005	FEDERAL EXPRESS CORP	6-715-67371	8/23/2019	EXPRESS MAIL SERV/8-12-19	75.88
				6-583-89141	6/14/2019	EXPRESS MAIL SERV/5-22-19	27.59
				6-611-56951	7/12/2019	EXPRESS MAIL SERV/6-27-19	14.40
54793	1/24/2020	00651	FRONTIER	7002Z664-S-20C	1/5/2020	PHONE SERV/1/05/20-2/04/20	65.97
				21303816660831	1/10/2020	PHONE SERVICE 150-5978/1/	47.97
				Y002Z665-S-20C	1/5/2020	PHONE SERV/1/05/20-2/04/20	45.04
54794	1/24/2020	00027	HAVIS INC.	IN612403	1/8/2020	BILLABLE PARTS	466.89
54795	1/24/2020	00880	JUAN CHAVEZ LANDSCAPING	INV0498	1/11/2020	HQ FACILITY LANDSCAPE SE	900.00
54796	1/24/2020	00116	MEADORS, LATANYA	12420	1/24/2020	RETIREE MED PREM/FEB 2020	476.43
54797	1/24/2020	00577	NEW LOOK AUTO DETAIL	2139	1/14/2020	VEHICLE MAINTENANCE ANC	75.00
54798	1/24/2020	00580	PUN GROUP, LLP, THE	112287	11/15/2019	PROFESSIONAL AUDIT SERV	11,000.00
54799	1/24/2020	00060	RIVERA, JOSE	12420	1/24/2020	RETIREE MED PREM/FEB 2020	520.89
54800	1/24/2020	00863	SF MOBILE-VISION INC	0350318-IN	8/16/2019	PARTS FOR VEHICLE OUTFIT	329.00
54801	1/24/2020	00273	SHAW, LILLIAN	12420	1/24/2020	RETIREE MED PREM/FEB 2020	438.83
54802	1/24/2020	00460	SPECTRUM BUSINESS	1133787010420	1/4/2020	SPECTRUM BUSINESS INTEF	1,900.00
54803	1/24/2020	00074	STAPLES INC.	2399192141	12/3/2019	OFFICE SUPPLIES	167.51
54804	1/24/2020	00126	STEVENS, DEBORAH	12420	1/24/2020	RETIREE MED PREM/FEB 2020	608.75
54805	1/24/2020	00034	STEVENS, GARY	12420	1/24/2020	RETIREE MED PREM/FEB 2020	606.50
54806	1/24/2020	00300	UNITED POWER GENERATION	14996	11/25/2019	SBRPCA, PV, & MBWT MAINT	3,556.80
54807	1/24/2020	00063	WHELEN ENGINEERING CO.,	661153	1/14/2020	BILLABLE PARTS	275.18
				661156	1/14/2020	BILLABLE PARTS	275.18
54808	1/24/2020	00735	XEROX FINANCIAL SERVICES	1935396	1/10/2020	MONTHLY LEASE E2B666894	1,149.59
Sub total for UNION BANK:							41,855.07

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1727	1/30/2020	00073	STATE BOARD OF EQUALIZAT012-6555960	1/30/2020	SALES & USE TAX/ CONFIRM	5,891.00	5,891.00
20080	1/31/2020	00219	INTERNAL REVENUE SERVICE Ben29148	1/31/2020	FEDERAL WITHHOLDING TAX	40,950.93	40,950.93
20081	1/31/2020	00223	EMPLOYMENT DEVEL DEPT Ben29152	1/31/2020	STATE DISABILITY INSURANC	15,997.71	15,997.71
20082	1/31/2020	00222	STATE DISBURSEMENT UNIT Ben29154	1/31/2020	SUPPORT: PAYMENT	184.62	184.62
20083	1/31/2020	00058	CALPERS Ben29150	1/31/2020	PERS RETIREMENT: PAYMEN	36,840.97	36,840.97
54809	1/31/2020	00002	AFLAC Ben29142	1/31/2020	AFLAC INSURANCE: PAYMEN	5,928.96	5,928.96
54810	1/31/2020	00220	FRANCHISE TAX BOARD Ben29146	1/31/2020	GARNISHMENTS, FLAT: PAYM	818.72	818.72
54811	1/31/2020	00221	ICMA RETIREMENT TRUST Ben29144	1/31/2020	DEFERRED COMPENSATION	15,013.61	15,013.61
Sub total for UNION BANK:						121,626.52	121,626.52

D - 3



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: February 18, 2020

ITEM NUMBER: D-3

TO: Executive Committee

FROM: John Krok, Administrative Services Manager

SUBJECT: APPROVAL OF A PURCHASE ORDER IN THE AMOUNT OF \$119,339.65 TO DELL EMC FOR THE PURCHASE AND INTEGRATION OF A REPLACEMENT SERVER CLUSTER AND STORAGE DEVICE

ATTACHMENT: 1. Quote

RECOMMENDATION

Staff recommends that the Executive Committee approve a purchase order to Dell EMC for the purchase and integration of a replacement server cluster and storage device in the total amount of \$119,339.65.

DISCUSSION

On February 14, 2017, the City of Hawthorne approved an agreement with Mark43, on behalf of the Authority's member and contract cities, for purchase, development, and support of a new Computer Aided Dispatch and Records Management System ("CAD/RMS"). On December 17, 2019, the Executive Committee approved the bifurcation of the project, with the Authority assuming project management over the CAD system and the City of Hawthorne retaining its responsibilities for the RMS.

The Authority will be hosting the MARK43 CAD Message Switch at its headquarters location. This will necessitate the purchase of a mission critical server and storage system to host California Law Enforcement Telecommunications System (CLETS) message switch servers that must be hosted on the Authority's premises. These servers function as the connection between the Mark43 CAD and the state systems.

The Authority's current server cluster is not robust enough to support the Mark43 Message Switch product. In addition, the current server cluster is within a year of being end of life in its support and replacement cycle. The Authority will also migrate its administrative servers to this new cluster. These servers host email, file shares, the

enterprise resource planning system (Eden), and the radio network service monitoring system (Solarwinds).

FISCAL IMPACT

Funds for this purchase are available in the adopted Fiscal Year 2019-2020 budget for capital outlay.

D - 3
Attachment



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000054290756.1
Total	\$119,339.65
Customer #	74719598
Quoted On	Jan. 23, 2020
Expires by	Feb. 22, 2020
Solution ID	12026700
Deal ID	18469831

Sales Rep	Chris Brant
Phone	(800) 456-3355, 5131024
Email	Chris_Brant@Dell.com
Billing To	PEGGY HOLT CITY OF HAWTHORNE 12501 S HAWTHORNE BLVD ITS BILLING HAWTHORNE, CA 90250

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Chris Brant

Shipping Group

Shipping To	Shipping Method
JOSH ARMSTRONG CITY OF HAWTHORNE 12501 S HAWTHORNE BLVD ITS HAWTHORNE, CA 90250-4404 (310) 970-6778	Standard Delivery

Product	Unit Price	Qty	Subtotal
PowerEdge R640	\$14,702.44	3	\$44,107.32
PowerSwitch S4128 - [amer_s4128_12358]	\$6,037.75	2	\$12,075.50
Dell EMC SCv3020	\$54,682.65	1	\$54,682.65

Subtotal:	\$110,865.47
Shipping:	\$0.00
Non-Taxable Amount:	\$28,190.67
Taxable Amount:	\$82,674.80
Estimated Tax:	\$8,474.18
<hr/>	
Total:	\$119,339.65

Special lease pricing may be available for qualified customers and offers. Please contact your DFS Sales Representative for details.

Shipping Group Details

Shipping To

JOSH ARMSTRONG
CITY OF HAWTHORNE
12501 S HAWTHORNE BLVD
ITS
HAWTHORNE, CA 90250-4404
(310) 970-6778

Shipping Method

Standard Delivery

PowerEdge R640

Estimated delivery if purchased today:

Feb. 24, 2020

Contract # WN03AGW

Customer Agreement # MNWNC-108/7157034003

\$14,702.44 **Qty 3** **Subtotal \$44,107.32**

Description	SKU	Unit Price	Qty	Subtotal
PowerEdge R640 Server	210-AKWU	-	3	-
PowerEdge R640 MLK Motherboard	329-BEIJ	-	3	-
No Trusted Platform Module	461-AADZ	-	3	-
3.5 Chassis with up to 4 Hard Drives and 3PCIe slots	321-BCQF	-	3	-
PowerEdge R640 Shipping	340-BKNE	-	3	-
PowerEdge R640 x4 and x10 Drive Shipping Material	340-BLUC	-	3	-
Intel Xeon Gold 6244 3.6G, 8C/16T, 10.4GT/s, 24.75M Cache, Turbo, HT (150W) DDR4-2933	338-BSHH	-	3	-
Intel Xeon Gold 6244 3.6G, 8C/16T, 10.4GT/s, 24.75M Cache, Turbo, HT (150W) DDR4-2933	338-BSHH	-	3	-
Additional Processor Selected	379-BDCO	-	3	-
DIMM Blanks for System with 2 Processors	370-ABWE	-	3	-
1U Pipe Low Profile Heatsink	412-AAIP	-	3	-
1U Pipe Low Profile Heatsink	412-AAIP	-	3	-
2933MT/s RDIMMs	370-AEPP	-	3	-
Performance Optimized	370-AAIP	-	3	-
RAID 1	780-BCDN	-	3	-
PERC H730P RAID Controller, 2GB NV Cache, Mini card	405-AANT	-	3	-
Windows Server 2019 Datacenter,16CORE,FI,No MED,UnLTD VMs,NO CALs, Multi Language	634-BSFD	-	3	-
Windows Server 2019 Datacenter,16CORE,Digitally Fulfilled Recovery Image, Multi Language	528-CFHY	-	3	-
Windows Server 2019 Datacenter,16CORE,Media Kit, Multi Language	634-BSGG	-	3	-
iDRAC9,Enterprise	385-BBKT	-	3	-
OpenManage Enterprise Advanced	528-BIYY	-	3	-
iDRAC Group Manager, Disabled	379-BCQY	-	3	-
iDRAC,Factory Generated Password	379-BCSF	-	3	-
Riser Config 4, 2x16 LP	330-BBGY	-	3	-

Broadcom 57416 Dual Port 10GbE BASE-T & 5720 Dual Port 1GbE BASE-T, rNDC	540-BBUK	-	3	-
Dell Networking, Cable, SFP+ to SFP+, 10GbE, Copper Twinax Direct Attach Cable, 1 Meter	470-AAGN	-	3	-
DVD +/-RW, SATA, Internal	429-ABBD	-	3	-
8 Performance Fans for R640	384-BBQI	-	3	-
Dual, Hot-plug, Redundant Power Supply (1+1), 750W	450-ADWS	-	3	-
LCD Bezel	325-BCHG	-	3	-
Dell EMC Luggage Tag	350-BBJS	-	3	-
Quick Sync 2 (At-the-box mgmt)	350-BBKC	-	3	-
Performance BIOS Settings	384-BBBL	-	3	-
UEFI BIOS Boot Mode with GPT Partition	800-BBDM	-	3	-
ReadyRails Sliding Rails Without Cable Management Arm	770-BBBC	-	3	-
No Systems Documentation, No OpenManage DVD Kit	631-AACK	-	3	-
US Order	332-1286	-	3	-
Declined Remote Consulting Service	973-2426	-	3	-
iDRAC Service Module (ISM), Pre-Installed in OS	379-BCQW	-	3	-
Dell Hardware Limited Warranty Plus On-Site Service	813-9255	-	3	-
ProSupport Plus Mission Critical: 4-Hour 7x24 On-Site Service with Emergency Dispatch, 3 Years	813-9283	-	3	-
ProSupport Plus Mission Critical: 4-Hour 7x24 On-Site Service with Emergency Dispatch, 4 Years Extended	813-9291	-	3	-
ProSupport Plus Mission Critical: 7x24 HW/SW Technical Support and Assistance, 7 Years	813-9292	-	3	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit //www.dell.com/contactdell	951-2015	-	3	-
Dell Limited Hardware Warranty Plus Service, Extended Year(s)	975-3462	-	3	-
On-Site Installation Declined	900-9997	-	3	-
16GB RDIMM, 2933MT/s, Dual Rank	370-AEQF	-	36	-
240GB SSD SATA Read Intensive 6Gbps 512 2.5in Hot-plug Boot Drive, 3.5in HYB CARR, 1 DWPD, 438 TBW	400-AWHF	-	6	-
Broadcom 57416 Dual Port 10GbE BASE-T Adapter, PCIe Low Profile	540-BBVJ	-	3	-
Broadcom 57412 Dual Port 10GbE SFP+ Adapter, PCIe Low Profile	540-BBVI	-	3	-
NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, North America	450-AALV	-	6	-
			Qty	Subtotal
		\$6,037.75	2	\$12,075.50

PowerSwitch S4128 - [amer_s4128_12358]

Estimated delivery if purchased today:

Feb. 05, 2020

Contract # WN03AGW

Customer Agreement # MNWNC-108/7157034003

Description	SKU	Unit Price	Qty	Subtotal
Dell EMC Switch S4128F-ON, 1U, 28 x 10GbE SFP+, 2 x QSFP28, IO to PSU, 2 PSU, OS10	210-ALSZ	-	2	-
OS10 Enterprise S4128F-ON	619-AMIZ	-	2	-
US Order	332-1286	-	2	-
Dell EMC Networking S4100-ON Americas User Guide	343-BBGC	-	2	-

Dell Hardware Limited Warranty 1 Year	814-1417	-	2	-
ProSupport Plus:Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch,1 Year	814-1460	-	2	-
ProSupport Plus Mission Critical:7x24 HW/SW Technical Support and Assistance, 5 Years	814-1472	-	2	-
ProSupport Plus:Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch, 4 Years Extended	814-1473	-	2	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit //www.dell.com/contactdell	951-2015	-	2	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	2	-
Info 3rd Party Software Warranty provided by Vendor	997-6306	-	2	-
On-Site Installation Declined	900-9997	-	2	-
Power Cord, 125V, 15A, 10 Feet, NEMA 5-15/C13	450-AAFH	-	2	-
Power Cord, 125V, 15A, 10 Feet, NEMA 5-15/C13	450-AAFH	-	2	-
Dell Networking, Cable, SFP+ to SFP+, 10GbE, Passive Copper Twinax Direct Attach Cable, 2 Meter	470-ABOZ	-	22	-
			Qty	Subtotal
Dell EMC SCv3020		\$54,682.65	1	\$54,682.65

Estimated delivery if purchased today:

Feb. 06, 2020

Contract # WN03AGW

Customer Agreement # MNWNC-108/7157034003

Description	SKU	Unit Price	Qty	Subtotal
SCv3020 3Ux30 Drive Storage Array	210-ALVZ	-	1	-
SCv30X0 Dual Controller Components	449-BBLE	-	1	-
SC, RJ45, 4-port, Mezz Card	403-BBPE	-	1	-
SC, RJ45, 4-port, Mezz Card	403-BBPE	-	1	-
IO, 10Gb iSCSI, 4 port, PCI-E, SFP+ w/o Optics, Full Height	406-BBLZ	-	1	-
IO, 10Gb iSCSI, 4 port, PCI-E, SFP+ w/o Optics, Full Height	406-BBLZ	-	1	-
IO,10Gb iSCSI,4x SFP+ Optical Adapter	407-BBPL	-	1	-
IO,10Gb iSCSI,4x SFP+ Optical Adapter	407-BBPL	-	1	-
SHIP,SCV3020,DAO	340-BSDI	-	1	-
Dell SC Storage Reg Label	389-BJUC	-	1	-
Storage Center Core Software Bundle, Base License	634-BJUI	-	1	-
SSN License	634-BKCL	-	1	-
Redundant Power Supply, 1485W, C14	450-AFMD	-	1	-
Rack rail, 2Us, Static	770-BBUJ	-	1	-
No Bezel	350-BBBW	-	1	-
Dell Hardware Limited Warranty	814-3780	-	1	-
ProSupport Plus Mission Critical: 4-Hour 7x24 Onsite Service with Emergency Dispatch,3 Years	814-3820	-	1	-
ProSupport Plus Mission Critical: 4-Hour 7x24 Onsite Service with Emergency Dispatch,4 Years Extended	814-3832	-	1	-
ProSupport Plus Mission Critical: 7x24 HW/SW Technical Support and Assistance,7 Years	814-3833	-	1	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit //www.dell.com/contactdell	951-2015	-	1	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	1	-

ProDeploy Plus Dell Storage SC Series vXXXX SAN - Deployment	805-2828	-	1	-
ProDeploy Plus Dell Storage SC Series vXXXX SAN - Deployment Verification	805-2831	-	1	-
ProDeploy Plus Training Credits 900 Redeem at www.LearnDell.com Expires 1Yr from Order Date	812-4027	-	1	-
US Order	332-1286	-	1	-
SC, 1.92TB, SAS, 12Gb 2.5" RI SSD	400-AICQ	-	18	-
Hard Drive Filler 2.5in, single blank	400-AEPR	-	12	-
Power Cord, C13 to C14, PDU-Style, 12 Amps, .6 meter, Qty 1	492-BBEC	-	2	-

Subtotal:	\$110,865.47
Shipping:	\$0.00
Estimated Tax:	\$8,474.18

Total: \$119,339.65

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at <http://www.dell.com/terms> or www.dell.com/oemterms); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringsspecificterms.

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^Dell Business Credit (DBC):

OFFER VARIES BY CREDITWORTHINESS AS DETERMINED BY LENDER. Offered by WebBank to Small and Medium Business customers with approved credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of account balance. Dell Business Credit is not offered to government or public entities, or business entities located and organized outside of the United States.

D - 4



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: February 18, 2020

ITEM NUMBER: D-4

TO: Executive Committee

FROM: Erick B. Lee, Executive Director

SUBJECT: UPDATE ON AUDITED FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDING JUNE 30, 2019

ATTACHMENTS: None

RECOMMENDATION

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

BACKGROUND

The Authority's Budgetary Policy (Resolution No. 321) requires the Executive Director to present fiscal year-end audited financial statements to the Executive Committee at the Committee's regularly scheduled meeting in February of each year or sooner.

DISCUSSION

In August 2019, The Pun Group LLP was engaged to conduct an audit of the Authority's Fiscal Year 2018-2019 financial transactions and develop the fiscal year-end audited financial statements.

As of February 11, 2020, the auditor's analysis has been completed and the financial statements are ready to be released to the Authority, pending the firm's receipt of outstanding survey information. Staff anticipates receiving the statements by the end of February and presenting them to the Executive Committee for approval at the March 17, 2020 meeting.

FISCAL IMPACT

None.

F - 1



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: February 18, 2020

ITEM NUMBER: F-1

TO: Executive Committee

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

SUBJECT: PRELIMINARY FISCAL YEAR 2020-2021 BUDGET

ATTACHMENTS: 1. Preliminary Fiscal Year 2020-2021 Budget

RECOMMENDATION

Staff recommends that the Executive Committee provide direction on the preliminary budget for Fiscal Year 2020-2021.

DISCUSSION

The Authority derives its revenue from five main sources:

1. Member Cost Allocation Assessments
2. Contract City Assessments
3. Technical Services Division Workload Support Charges
4. Reimbursements from Owner and Contract Agencies and Other Revenues
5. Investment Earnings

Member Cost Allocation Assessments

Assessments for Member Cities are based on the Cost Allocation Policy adopted by the Board of Directors in September 2019 with an 11.95% discount for the City of Manhattan Beach and premiums for the City of Gardena and the City of Hawthorne of 4.93% and 5.30%, respectively. A summary of the Fiscal Year 2020-2021 assessments is as follows:

Member City	FY2019-2020 Assessment	FY2020-2021 Assessment	Increase (Decrease)
Gardena	\$2,391,301	\$2,174,993	\$(216,308)
Hawthorne	3,359,598	2,664,597	(695,001)
Manhattan Beach	1,703,280	1,718,710	15,430
Totals	\$7,454,179	\$6,558,300	\$(895,879)

The above Member City assessment amounts do not include Technical Services Division Workload Support charges. These amounts are described below in the section titled “Technical Services Division Workload Support Charges.”

Contract City Assessments

The assessment for the City of El Segundo is based on the Cost Allocation Policy with discounts to allow cost increases to be phased-in over the next four years. Assessments for Culver City and the City of Hermosa Beach increase in accordance with the terms of each city’s agreement. A summary of these assessments is as follows:

Contract City	FY2019-2020 Assessment	FY2020-2021 Assessment	Increase (Decrease)
Culver City	\$2,587,601	\$2,665,229	\$77,628
El Segundo	1,372,871	1,493,738	120,868
Hermosa Beach	975,208	1,132,062	156,854
Totals	\$4,935,680	\$5,291,029	\$355,350

The above Contract City assessment amounts do not include Technical Services Division Workload Support charges. These amounts are described below in the section titled “Technical Services Division Workload Support Charges.”

Technical Services Division Workload Support Charges

In accordance with the Cost Allocation Policy adopted by the Board of Directors, an additional \$571,090 in costs related to vehicle upfitting services provided by the Technical Services Division will be billed back to the Member Cities and the City of El Segundo throughout the year. 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. Under the terms of the current agreements with Culver City and Hermosa Beach, they are not charged for Workload Support.

Revenue Summary

Total revenues are estimated to decrease by 0.70% to \$13,149,258 as a result of changes implemented with the Cost Allocation Policy.

Expense Summary

The preliminary expenditure budget is \$12,938,443 which represents an increase of \$261,914 in operating expenses (2.11%) and an increase of \$125,000 (100%) in capital outlay expenses compared to the adopted budget in Fiscal Year 2019-2020. The total preliminary expenditure budget is an increase of \$386,914 over the prior year, or 3.08%.

Categories	FY 18-19 Actual	FY 19-20 Adopted	FY 20-21 Proposed	Increase (Decrease)	%
Revenue Summary by Category – Enterprise Fund (Fund 10)					
Assessments					
Member Cities	\$7,454,179	\$7,454,179	\$6,558,300	\$(895,879)	-12.02%
Contract Cities	4,666,570	\$4,935,680	5,291,029	355,350	7.20%
Subtotal Assessments	\$12,120,749	\$12,389,858	\$11,849,329	\$(540,529)	-4.36%
Non-Assess Revenue	\$5,629,362	\$852,408	\$1,299,929	447,521	52.50%
Total	\$17,750,111	\$13,242,266	\$13,149,258	\$(93,008)	-0.70%
Expense Summary by Category – Enterprise Fund (Fund 10)					
Operating Budget	\$18,313,045	\$12,426,529	\$12,688,443	\$261,914	2.11%
Capital Outlay	5,867	125,000	250,000	125,000	100.00%
Total	\$18,318,911	\$12,551,529	\$12,938,443	386,914	3.08%
Salaries & Benefits	\$8,784,858	\$9,951,783	10,170,486	\$218,703	2.20%
Supplies/Svcs/Equip	9,528,186	2,474,746	2,517,957	43,211	1.75%
Capital Outlay	5,867	125,000	250,000	125,000	100.00%
Total	\$18,318,911	\$12,551,529	\$12,938,443	386,914	3.08%
Summary of Revenues Over (Under) Expenses					
Total	(\$568,800)	\$690,737	\$210,815		

Changes from Prior Year

The following are the ten most significant increases in budgeted accounts:

- Salaries/Full-Time (\$254,592): Includes contracted and estimated increases from MOUs and agreement with employees.
- PERS Contribution (\$180,488): Increase relates to corollary salary increases and PERS rate increases.
- Capital Outlay (\$125,000): Increase relates to anticipated communications and technology infrastructure replacement purchases.
- Salaries/Part-Time (\$40,000): Increase relates to establishment of an intern program.
- Medical Insurance (\$31,530): Includes contracted increases from MOUs and agreement with employees.
- Recruitment Costs (\$14,920): Increase relates to enhanced recruitment efforts.

- Office Equipment (\$12,000): Increase relates to computer purchases and facility technology enhancements.
- Sick Leave Payoff (\$11,857): Increase relates to anticipated increases in the exercise of this discretionary benefit.
- Conferences, Meeting & Travel (\$11,190): Increase relates to additional staff training needs.
- Maintenance/HQ (\$9,750): Increase relates to anticipated facility maintenance costs including janitorial and landscaping.

Other significant changes from Fiscal Year 2019-2020 that are included in the preliminary Fiscal Year 2020-2021 budget include:

- *CalPERS Unfunded Actuarial Liability (UAL) Payments - \$494,138*
In prior years, these expenses were included and commingled with expenses for employer's normal cost contributions. They are now separated to provide additional transparency and better manage these costs.
- *Addition of One (1) Communications Operator Position*
With the continued planned expansion of dispatch services for the cities of Manhattan Beach and Hermosa Beach in Fiscal Year 2020-2021, the Authority will be staffing 48 hours more of dedicated dispatch services per week than it did in Fiscal Year 2019-2020.
- *Addition of One (1) Communications Supervisor Position*
In order to ensure the Authority is appropriately resourced to handle its current workload, as well as anticipated workload levels in the near future, staff has identified the need to add one (1) Communications Supervisor position.

Work Plans for Fiscal Year 2020-2021

Some of the notable work plans staff anticipates accomplishing in Fiscal Year 2019/2020 include:

1. Mark 43 Computer Aided Dispatch ("CAD") Project
Continue to work with the vendor to develop and go-live on the CAD system.
2. Contract for Services with the City of Culver City
Work with the City of Culver City to develop a successor agreement for dispatch services. The current agreement expires on March 1, 2022.

3. Update of Governing Documents
Implement changes associated with the adoption of the Second Amended Joint Powers Agreement, updated bylaws, and investment policy.
4. Strategic Initiatives to Improve Fire Dispatching
Continue working with the Fire Departments to refine call processing and dispatch procedures in order to reduce the overall emergency response times and develop plans to improve service delivery.
5. 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 is completed within sixty (60) seconds, ninety (90) percent of the time.
6. Implement Policy for Funding Non-Current Liabilities
Implement policy established by the Board of Directors to fund the long-term costs of benefits provided to employees and retirees through pension and Other Post-Employment Benefits (OPEB) plans.
7. Contract for Services with the City of Palos Verdes Estates
Complete the Phase Two Feasibility Study and follow-up to potentially develop a contract for dispatching services with the City of Palos Verdes Estates.
8. Contract for Services for the City of Redondo Beach
Develop a Phase Two Feasibility study, if requested by the City of Redondo Beach, and potentially develop a contract for dispatching services.
9. 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 and engage with related stakeholders as appropriate.

Attachment #1 (Preliminary Fiscal Year 2020-2021 Budget) details staff’s proposed use of budgeted funds along with descriptions of the Authority’s programs, associated work plan objectives, and performance measure data.

This preliminary budget continues to fund the Authority’s goal of providing an outstanding level of service to the communities it serves. Upon receipt of direction from the Executive Committee, the final recommended budget will be presented to the Board of Directors for consideration of adoption at the joint meeting of the Board of Directors, Executive Committee, and User Committee on March 17, 2020.

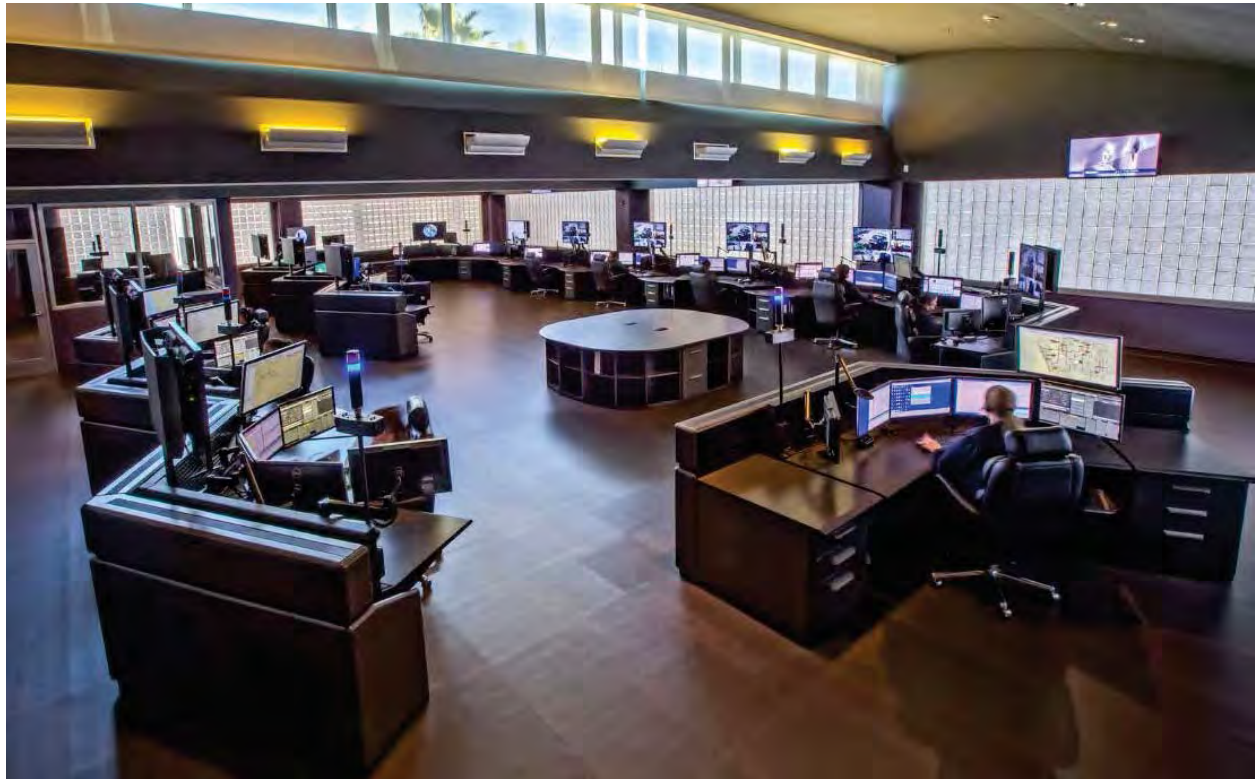
FISCAL IMPACT

As proposed, revenues are anticipated to exceed expenditures by \$210,815 as indicated below:

Estimated Cash Available (Fund 10) as of June 30, 2020	\$2,984,228
FY 2020/21 Revenues	13,149,258
FY 2020/21 Expenditures	12,938,443
Revenues Over Expenditures	210,815
Estimated Cash Available (Fund 10) as of June 30, 2021	\$3,195,043

Allocation of Estimated Cash Available		
Member	June 30, 2020	June 30, 2021
City of Gardena	\$957,340	\$1,024,970
City of Hawthorne	1,344,992	1,440,006
City of Manhattan Beach	681,896	730,067
Total	\$2,984,228	\$3,195,043

F - 1
Attachment



South Bay Regional Public Communications Authority



Fiscal Year 2020-2021 Preliminary Budget

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AUTHORITY OFFICIALS

Board of Directors

Rodney Tanaka
Councilmember
City of Gardena

Haidar Awad
Councilmember
City of Hawthorne

Hildy Stern
Councilmember
City of Manhattan Beach

Executive Committee

Clint Osorio
City Manager
City of Gardena

Arnold Shadbeh
Interim City Manager
City of Hawthorne

Bruce Moe
City Manager
City of Manhattan Beach

User Committee

Michael Saffell
Chief of Police
City of Gardena

Michael Ishii
Chief of Police
City of Hawthorne

Derrick Abell
Chief of Police
City of Manhattan Beach

Daryn Drum
Fire Chief
City of Manhattan Beach

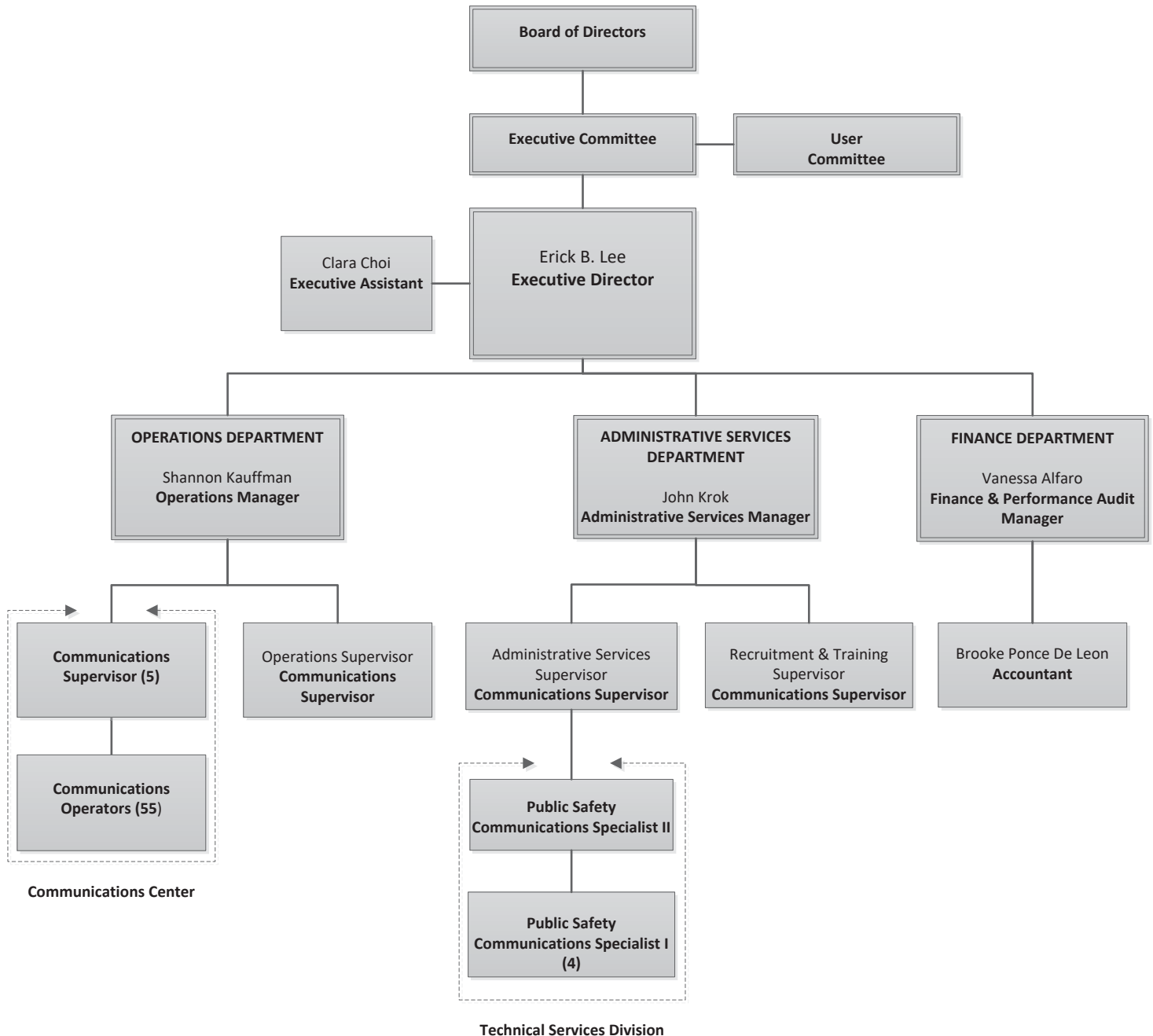
SBRPCA Staff

Erick B. Lee, *Executive Director*
Shannon Kauffman, *Operations Manager*
John Krok, *Administrative Services Manager*
Vanessa Alfaro, *Finance & Performance Audit Manager*
Brooke Ponce De Leon, *Accountant*
Clara Choi, *Executive Assistant*



Organization Chart

Fiscal Year 2020-2021



VISION

To lead the way in regional emergency communications and shape the future of public safety through collaboration with our communities.

MISSION

We are dedicated to professionalism and excellence in public safety communications.

VALUES

TEAMWORK

We collaborate with one another and with our fire and police departments to manage incidents in the field and ensure the safety of the first responders and the public.

PROFESSIONALISM

With our actions and our demeanor, we provide the highest levels of service to our communities.

EMPATHY

A tangible display of empathy to callers shows respect to the people we serve and can help diffuse stressful situations for police officers and firefighters.

INNOVATION

We embrace continuous improvement as the cornerstone of continued service excellence and sustained fiscal viability.



Budget Message

February 18, 2020

Members of the Executive Committee and the User Committee:

This past calendar year has been another eventful year for the Authority. I am pleased to report some of the agency's accomplishments in 2019 as follows:

- Received 352,570 calls
 - 911 Calls: 115,415
 - 7 Digit Calls: 237,155
- Reduced Call Processing Time for Fire Department calls by an average of 16 seconds.
- Participated in 16 career fairs and college presentations to recruit new Communications Operators.
- Processed 347 applications and subsequently hired 10 new Communications Operators.
- Developed a new Academy program for new hires.
- Promoted one (1) Communications Operator to the position of Communications Supervisor.
- Significantly expanded liability insurance coverage with only a minor increase in premiums.
- Completed the Interoperable Network of the South Bay (INSB) project and migrated all of the Authority's radio communications to this network. Also received reimbursement for 100% of the grant funds associated with this project.
- Assumed project management of the Mark43 Computer Aided Dispatch (CAD) system. The system is anticipated to go-live in Fiscal Year 2020-2021.

- Completed the Comprehensive Cost of Service & Allocation Study. The Board of Directors adopted a new Cost Allocation Policy based on this study in September 2019.
- Secured a successor agreement for dispatching services with the City of El Segundo.
- Completed an Initial Feasibility Study for the City of Palos Verdes Estates.
- Implemented new performance measures as adopted by the User Committee in August 2019.
- Developed a system to track Technical Services Division work orders and labor hours.
- Completed 150 installations and 690 repairs of various equipment used in Police, Fire, and Public Works vehicles in CY2019.
- Reviewed and updated organizational governance documents and policies including:
 - Vision, Mission, and Values Statements
 - Schedule of Fees and Charges
 - Compensation Plan for Part-Time Employees

Having these accomplishments in mind, staff is ready to build on these successes and respectfully submits this Preliminary Budget for Fiscal Year 2020-2021. In developing this budget, staff was mindful of the financial impact to the Member Cities, but at the same time kept in mind the Authority's goal of continuing to provide an outstanding level of service to the communities served.

Assessments for Member Cities are based on the Cost Allocation Policy adopted by the Board of Directors in Fiscal Year 2019-20 with an 11.95% discount for the City of Manhattan Beach and premiums for the City of Gardena and the City of Hawthorne of 4.93% and 5.30%, respectively.

The assessment for the City of El Segundo is based on the Cost Allocation Policy with discounts to allow cost increases to be phased-in over the next four years. Assessments for Culver City and the City of Hermosa Beach increase in accordance with the terms of each city's agreement.

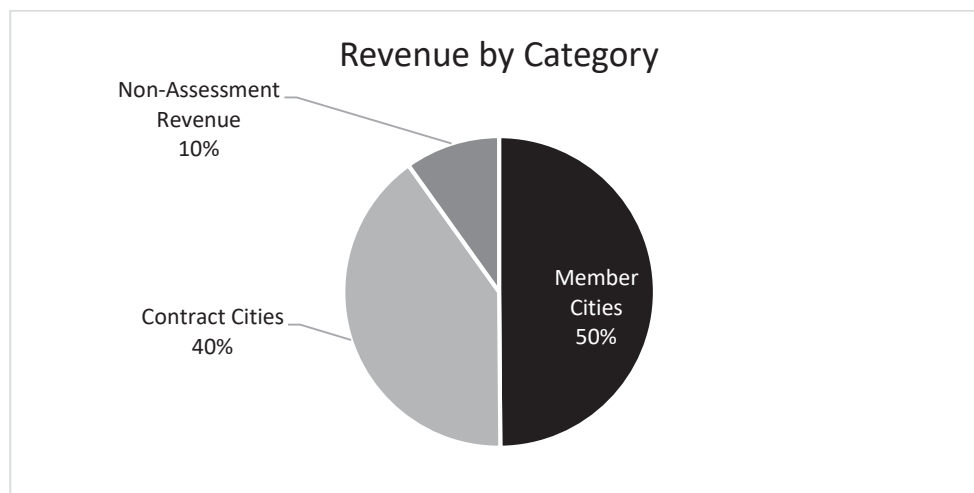
Total revenues are estimated to decrease by 0.70% to \$13,149,258 as a result of changes implemented with the Cost Allocation Policy. Assessment amounts do not include Technical Services Division Workload Support charges, which total \$571,090 for Fiscal Year 2020-2021.

These charges will be billed to the cities of Gardena, Hawthorne, Manhattan Beach, and El Segundo on a quarterly basis in accordance with the Cost Allocation Policy and the Authority's agreement with the City of El Segundo. Under the terms of the current agreements with Culver City and Hermosa Beach, they are not charged for Workload Support.

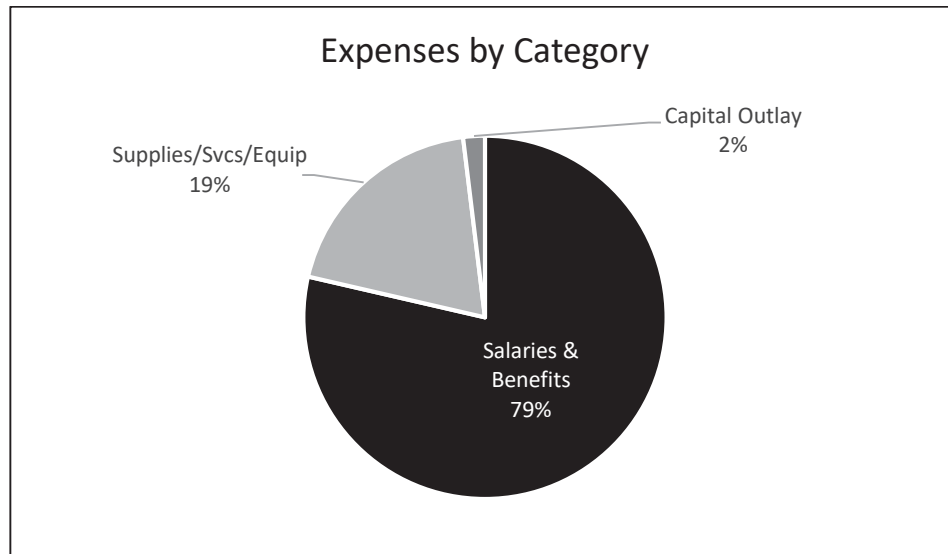
The preliminary expenditure budget is \$12,938,443 which represents an increase of \$261,914 in operating expenses (0.96%), and an increase of \$125,000 (100%) in capital outlay expenses compared to the adopted budget in Fiscal Year 2019-2020. The total preliminary expenditure budget is an increase of \$386,914 over the prior year, or 3.08%.

The following tables and charts illustrate the significant budget categories with their corresponding increases and decreases.

REVENUE SUMMARY BY CATEGORY – ENTERPRISE FUND (FUND 10)				
	FY 19-20 Adopted	FY 20-21 Preliminary	Increase (Decrease)	% Inc (Decrease)
Assessments				
Member Cities	\$7,454,179	\$6,558,300	\$(895,879)	-12.02%
Contract Cities	4,935,679	5,291,029	355,350	7.20%
Subtotal Assessments	\$12,389,858	\$11,849,329	\$(540,529)	-4.36%
Non-Assessment Revenue	852,408	\$1,299,929	\$447,521	52.50%
Grand Total	\$13,242,266	\$13,149,258	\$(93,008)	-0.70%



EXPENSE SUMMARY BY CATEGORY – ENTERPRISE FUND (FUND 10)					
	FY 19-20 Adopted	FY 19-20 Amended	FY 20-21 Preliminary	Inc (Dec) vs. Adopted	% Inc (Dec)
Operating Budget	\$12,426,528	\$12,497,011	\$12,688,443	\$261,914	2.11%
Capital Outlay	125,000	170,450	250,000	125,000	100.00%
Total	\$12,551,528	\$12,667,461	\$12,938,443	\$386,914	3.08%
Salaries & Benefits	\$9,951,782	\$9,886,783	\$10,170,486	\$218,703	2.20%
Supplies/Svcs/Equip	2,474,746	2,610,227	2,517,957	43,211	1.75%
Capital Outlay	125,000	170,450	250,000	125,000	100.00%
Total	\$12,551,528	\$12,667,461	\$12,938,443	\$386,914	3.08%



Changes from the Prior Year:

The following are the ten most significant increases in budgeted accounts:

1. Salaries/Full-Time (\$254,592): Includes contracted and estimated increases from MOUs and agreement with employees.
2. PERS Contribution (\$180,488): Increase relates to corollary salary increases and PERS rate increases.
3. Capital Outlay (\$125,000): Increase relates to anticipated communications and technology infrastructure replacement purchases.

4. Salaries/Part-Time (\$40,000): Increase relates to establishment of an intern program.
5. Medical Insurance (\$31,530): Includes contracted increases from MOUs and agreement with employees.
6. Recruitment Costs (\$14,920): Increase relates to enhanced recruitment efforts.
7. Office Equipment (\$12,000): Increase relates to computer purchases and facility technology enhancements.
8. Sick Leave Payoff (\$11,857): Increase relates to anticipated increases in the exercise of this discretionary benefit.
9. Conferences, Meeting & Travel (\$11,190): Increase relates to additional staff training needs.
10. Maintenance/HQ (\$9,750): Increase relates to anticipated facility maintenance costs including janitorial and landscaping.

Summary of Expenditure Increases				
Line Item	FY 19-20 Adopted	FY 20-21 Proposed	Inc (Dec) vs. Adopted	%
Salaries (Full-Time)	6,616,540	6,871,132	254,592	3.85%
PERS Contribution	1,124,646	1,305,134	180,488	16.05%
Capital Outlay	125,000	250,000	125,000	100.00%
Salaries (Part-Time)	-	40,000	40,000	-
Medical Insurance	778,459	809,989	31,530	4.05%
Recruitment Costs	53,610	68,530	14,920	27.83%
Office Equipment	-	12,000	12,000	-
Sick Leave Payoff	145,594	157,451	11,857	8.14%
Conferences, Meeting & Travel	40,485	51,675	11,190	27.64%
Maintenance/HQ	154,400	164,150	9,750	6.31%

Other significant changes from Fiscal Year 2019-2020 that are included in the preliminary Fiscal Year 2020-2021 budget are as follows:

CalPERS Unfunded Actuarial Liability (UAL) Payments - \$494,138

In prior years, these expenses were included and commingled with expenses for employer's normal cost contributions. They are now separated to provide additional transparency and better manage these costs.

Addition of One (1) Communications Operator Position

With the continued planned expansion of dispatch services for the cities of Manhattan Beach and Hermosa Beach in Fiscal Year 2020-2021, the Authority will be staffing 48 hours more of dedicated dispatch services per week than it did in Fiscal Year 2019-2020. These additional hours equate to 1.2 full-time equivalents (FTE's) in actual hours worked each week, not including the additional time needed for training or backfilling for these employees while they are on leave. This additional position would increase the total number of authorized Communications Operators from 54 to 55 and provide the Communications Center with the resources necessary to effectively provide dispatching services to the six (6) cities served by the Authority.

Addition of One (1) Communications Supervisor Position

In order to ensure the Authority is appropriately resourced to handle its 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.

Additional Budget Information:

Beginning in Fiscal Year 2015-2016, CalPERS began to require payment for each agency's unfunded actuarial liability (UAL) as a separate payment for each coverage plan. These payments are based on each plan's total liability rather than by plan individual payroll, which is to allow employers to track their own UAL and pay it down faster if they choose. The change in the allocation of the UAL results in some employers paying more towards their UAL and some paying less.

For budget purposes, CalPERS provided a percentage of payroll for each plan's UAL contribution. Rates for Fiscal Year 2020-2021 including the UAL contribution are 23.765% for Tier 1 employees, 9.724% for Tier 2 employees and 8.162% for PEPRA employees. For comparison, the Fiscal Year 2019-2020 rates were 20.447% for Tier 1 employees, 8.628% for Tier 2 employees and 7.397% for PEPRA employees. All employees are now paying at least one half of the employee contribution previously paid by the Authority. The total increase in retirement costs for Fiscal Year 2020-2021 is \$180,488.

Additionally, costs for step increases earned by newer employees who have not yet reached the top of the approved salary range for their positions are included. Total costs for salary and benefit increases in the preliminary budget for Fiscal Year 2020-2021 are \$218,703.

The remaining increases to operating expenses are included in a detailed listing by account in the subsequent pages.

Capital Outlay for Fiscal Year 2020-2021:

The capital outlay project request is for \$250,000 for communications and technology infrastructure replacement purchases.

Members' Assessments for Fiscal Year 2020-2021: The calculation of the assessments is found in the Financial Summaries section of the document. The budget, as presented, uses the newly adopted Cost Allocation Policy and applies discounts and premiums outlined in the Authority's ByLaws.

Assessments for Contract Cities:

Culver City's assessment is \$2,665,229, an increase of \$77,628. The assessment reflects the 3.0% Consumer Price Index (CPIU) adjustment as stated in their agreement. The current agreement expires on March 1, 2022.

El Segundo's assessment is \$1,493,738, an increase of \$120,868. A new agreement was finalized in January 2020 which transitions El Segundo to the Cost Allocation Policy over a four-year period. The assessment is based on the Cost Allocation Policy and provides a discount of \$366,714 for the FY20-21 assessment. The current agreement expires on June 30, 2030.

Hermosa Beach's assessment is \$1,132,062, an increase of \$156,854. The assessment reflects the prior year assessment multiplied by the 3.0% Consumer Price Index (CPIU) adjustment and the

three (3) year budget increase amount of 5.0% plus the five (5) year amortized increase of \$78,837. The current agreement expires on June 30, 2028.

Technical Services Division Workload Support Charges

Under the new Cost Allocation Policy, Technical Services Division costs are allocated to the following two functional areas:

Function	Allocation of Technical Services Division Costs	Fiscal Year 2020-2021 Cost Allocation
Dedicated Support	50%	\$571,090
Workload Support	50%	\$571,090
Total	100%	\$1,142,181

Dedicated Support charges are 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 are 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 is included as part of each city's annual assessment.

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. These charges will be billed to the cities of Gardena, Hawthorne, Manhattan Beach, and El Segundo in accordance with the Cost Allocation Policy and the Authority's agreement with the City of El Segundo. Under the terms of the current agreements with Culver City and Hermosa Beach, they are not charged for Workload Support.

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

Other Revenues:

These include interest income from the Authority's investment with the Local Agency Investment Fund (LAIF); and reimbursements from participating agencies for wireless services and GST software maintenance. Staff maintains a daily cash position to determine available funds for investment with LAIF to maximize interest income.

Work Plan Objectives for Fiscal Year 2020-2021:

Staff believes the preliminary budget will provide the necessary funds to accomplish the Authority's objectives for the coming year, which include:

1. Mark 43 Computer Aided Dispatch ("CAD") Project
Continue to work with the vendor to develop and go-live on the CAD system.
2. Contract for Services with the City of Culver City
Work with the City of Culver City to develop a successor agreement for dispatch services. The current agreement expires on March 1, 2022.
3. Update of Governing Documents
Implement changes associated with the adoption of the Second Amended Joint Powers Agreement, updated bylaws, and investment policy.
4. Strategic Initiatives to Improve Fire Dispatching
Continue working with the Fire Departments to refine call processing and dispatch procedures in order to reduce the overall emergency response times and develop plans to improve service delivery.
5. 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 is completed within sixty (60) seconds, ninety (90) percent of the time.
6. Implement Policy for Funding Non-Current Liabilities
Implement policy established by the Board of Directors to fund the long-term costs of benefits provided to employees and retirees through pension and Other Post-Employment Benefits (OPEB) plans.
7. Contract for Services with the City of Palos Verdes Estates
Complete the Phase Two Feasibility Study and follow-up to potentially develop a contract for dispatching services with the City of Palos Verdes Estates.
8. Contract for Services for the City of Redondo Beach
Develop a Phase Two Feasibility study, if requested by the City of Redondo Beach, and potentially develop a contract for dispatching services.

9. 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 and engage with related stakeholders as appropriate.

Fund Balance/Reserves:

In accordance with the Executive Committee's Budget Policy, as established by Resolution No. 321, the preliminary Fiscal Year 2020-2021 budget includes a 10% Operational and Capital Reserve of \$1,293,844.

Additionally, in October 2011 the Executive Committee established a reserve in the amount of \$250,000 for future funding of OPEB liabilities. The Authority continues to maintain this reserve.

The available Enterprise Fund cash balance is projected to be \$2,984,228 by June 30, 2020, and has been allocated to each member based on its ownership percentage of the Authority.

Acknowledgement:

I thank the Board of Directors, the Executive Committee, the User Committee, and the Police and Fire Task Forces for their continued support for another successful year at the Authority. I also want to thank the Authority staff for consistently providing outstanding service to the communities we serve.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Erick B. Lee', written in a cursive style.

Erick B. Lee, Executive Director

Authority Profile

Mission

The South Bay Regional Public Communications Authority (SBRPCA) is dedicated to professionalism and excellence in public safety communications.

Overview

The South Bay Regional Public Communications Authority (Authority) was organized on October 14, 1975 under the provisions of the Joint Exercise of Powers Act of the Government Code of the State of California. The purpose of the Authority is to provide a forum for discussion, study, development, implementation, operations, and maintenance of a consolidated regional public safety services communications system. At the present time, the Authority serves the cities of Gardena, Hawthorne, and Manhattan Beach in the aforementioned capacity. The Authority also provides services to the cities of Culver City, El Segundo and Hermosa Beach under contract.

The Authority's Board of Directors, consisting of one Councilmember from each of the Member Cities, maintains authority over the annual budget for the Authority. Policy management is relegated to the Executive Committee, consisting of City Managers from each of the Member Cities. The Executive Director, who is appointed by the Executive Committee, manages the day-to-day operations. A User Committee, consisting of Police and Fire Chiefs from the Member Cities, provides direction relative to the needs of the organization. Police Officers and Firefighters from the Member Cities make up the Police and Fire Task Forces, which provide feedback and recommendations to facilitate an optimum level of service and safety for citizens, police officers, and firefighters.

The Authority annually processes approximately 375,000 police and fire incidents in the Southern California region of Los Angeles County commonly referred to as the "South Bay."

The RCC is budgeted for 74 full-time positions. Five (5) Technical Services staff members install radio communications equipment, light bars, mobile cameras, computer systems, and all necessary equipment for full-service, emergency vehicles. Staff also coordinates capital projects and provides technical services to the following outside agencies: El Camino College Campus Police Department; Gardena Public Works Department; Hermosa Beach Public Works Department; L.A. Impact; Manhattan Beach Public Works Department; and Palos Verdes Estates.

Brief Profiles of Member/Client Cities

City of Gardena – incorporated on September 11, 1930 as a general law city with a Council-Manager form of government; located 13 miles south of metropolitan Los Angeles in the South Bay area of Los Angeles County; full service city including its own municipal bus lines; 5.9 square miles; population of 60,785; 6 parks, 1 community center, 1 municipal pool, 1 parkette, and 2 gymnasiums. The City provides police protection and contracts with Los Angeles County for fire and emergency medical services. The City has approximately 300 full time employees.

City of Hawthorne – incorporated in 1922 as a general law city with a Council-Manager form of government; ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways; the City of Hawthorne could easily be termed the “Hub of the South Bay”; 6 square miles; population 88,003; 10 parks including 1 skate park; 1 pool; 1 sports center; 1 memorial center; and 1 senior center. The City provides police protection and contracts with Los Angeles County for fire and emergency medical services. The City has approximately 260 full time employees.

City of Manhattan Beach – incorporated on December 7, 1912 as a general law city with a Council-Manager form of government; located 19 miles southwest of downtown Los Angeles on the southerly end of Santa Monica Bay; 3.88 square miles; population of 35,297; full service city with its own police, fire/emergency services personnel; 2.1 miles of beach front and a 928-foot long pier; a 9-hole golf course; 2 community centers; 54 acres of developed parks; 21 acres parkway; and 40 acres of recreational beach. The City has approximately 290 full time employees.

City of Culver City – incorporated in 1917 as a general law city and transitioned to a charter city in 1947. The City operates under a Mayor/City Council-City Manager form of government; located 5 miles north of Los Angeles International Airport; 5.2 square miles; population of 40,448 full service city with its own police and fire/emergency services personnel; 18 parks.

City of El Segundo – incorporated on January 18, 1917 as a general law city with a Council-Manager form of government; located 14 miles southwest of downtown Los Angeles, adjacent to the City of Los Angeles International Airport and borders the Century Freeway (105) on the north and the San Diego Freeway (405) on the east, both of which provide linkages to other major freeways traveling north, south and east; 5.5 square miles; population of 16,646; full service city with its own police, fire/emergency services personnel; 1 police station, 2 fire stations, 22 parks,

13 recreational facilities and 91.2 acres of parks. The city has approximately 270 full time employees.

City of Hermosa Beach – incorporated on January 14, 1907 as a general law city with a Council-Manager form of government; located 4 miles south of Los Angeles International Airport; 1.3 square miles; population of 19,801 full service city with its own police and fire protection; emergency medical services; 20 parks; 36.52 acres of beach; 19.50 acres of open space park; 1 community theatre. The City has approximately 140 full time employees.

Description of Funds

The accounts of the Authority are organized in funds, which is considered a separate accounting entity. The operations of the fund are accounted for with a set of self-balancing accounts that comprise its assets, liabilities, fund equity (net assets), revenues, and expenses. The Authority uses only one Proprietary Fund Type as follows:

Enterprise Fund (Fund 10) – Used to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of the net revenues; (b) has third-party requirements that the cost of providing services, including capital costs, be recovered with fees and charges; or, (c) establishes fees and charges based on a pricing policy designed to recover similar costs.

Grant Fund (Fund 20) – During Fiscal Year 2009-2010, the Authority received a State Homeland Security Grant to equip the “new” Punta Place Radio Site. Revenues and expenses for this grant were accounted for in this Fund. The project was completed in Fiscal Year 2010-2011 and all revenues were received during Fiscal Year 2011-2012. Additionally, the Authority received a grant under the 2016 Urban Area Security Initiative (UASI) program to build out the Interoperability Network of the South Bay. This project was completed in Fiscal Year 2018-2019. Purchases associated with this grant were also made from Fund 20. The fund remains open to account for the equipment (capital assets) purchased with these grants.

Basis of Accounting and Budgeting

Proprietary fund types are accounted for using the “economic resources” measurement focus and accrual basis of accounting. This means that all assets and liabilities (whether current or non-current) associated with the activity are included on the balance sheet. Their reported fund equity presents total net assets. The operating statements of the proprietary funds present increases (revenues) and decreases (expenses) in total net assets.

Revenues are recognized when they are earned and expenses are recognized when the liability is incurred. Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Authority are member assessments and charges for services. Operating expenses include the costs of legal, accounting, and other administrative services. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Budget Process

Departments begin developing their budget requests in October and submit them in November to the Finance Section of the Administration Department. Finance staff compiles all the requests and also calculates the personnel costs based on payroll information, along with any new labor-negotiated items.

In January, the Executive Director reviews the requests with departments and makes necessary changes for the preliminary budget to be submitted to the Executive Committee. Around the same time, staff prepares the mid-year budget report, which is submitted to the Board of Directors and the Executive Committee. In February, the Executive Committee meets with the Executive Director and staff to discuss the preliminary budget and makes recommendations. Finance staff incorporates all of the changes and prepares the recommended budget document. Afterwards staff presents the recommended budget to the Board of Directors for final approval in March.

Budget Amendments

During the year, the Executive Director may execute line item transfers within the following major budget categories as long as the total expenses of each category remain unchanged: Salaries & Benefits; Services & Supplies; and Capital Outlay. However, the legal level of budgetary authority is set at the Fund level, as determined by the Executive Committee. The Board of Directors reviews and approves budget amendments (increases and decreases) at the January meeting when the mid-year budget report is submitted.

Revenue Estimates

Assessments: Revenues that support the Authority's operations come from assessments to its Members.

Prior to the Fiscal Year 2008-2009 budget, assessments were developed based on the percentage of system utilization and the communications equipment maintained. On January 15, 2008, the Board amended the Bylaws to change the assessment formula based on the Member Cities' ownership share instead of system usage. The ownership share was based on the Members' share of the bonds issued in 2001 to finance the Authority's headquarters.

In September 2019, the Board amended the Bylaws to adopt a new Cost Allocation Policy based on a Comprehensive Cost of Service and Allocation Study that was completed in August 2019. This policy ties assessments as closely as possible to the services provided to its Member and Contract Cities. The amended Bylaws provide for Manhattan Beach's assessments to gradually increase to the full amount under the Cost Allocation Policy over a four (4) year period. In order to accomplish this phasing of assessment increases, the City of Manhattan Beach's assessment is calculated according to the Cost Allocation Policy, but it receives a series of diminishing discounts over the next four years. During this same period, assessments for the City of Gardena and the City of Hawthorne are calculated according to the policy, but a premium is added on top of the calculated amounts to make-up for the discount provided to the City of Manhattan Beach. For Fiscal Year 2020-2021, Manhattan Beach receives a 11.95% discount on its assessment. Gardena and Hawthorne pay premiums of 4.93% and 5.30% on their assessments, respectively.

The Authority entered into a new agreement for dispatching services with the City of El Segundo, effective July 1, 2020. Under the new agreement, the City has agreed to be subject to the Cost Allocation Policy after a four year phasing-in of significant increases. The agreement caps the assessment for Fiscal Year 2020-2021 at \$1,493,738.

Agreements with the cities of Culver City and Hermosa Beach were developed prior to the Board's adoption of the new Cost Allocation Policy. Therefore, increases in assessments for Fiscal Year 2020-2021 have been calculated according to those agreements.

Other Revenues:

These include interest income from the Authority's investment with the State's Local Agency Investment Fund (LAIF); installation, repairs and/or maintenance charges to Member Cities (not included in the assessment formula) and other clients. The Authority maintains a daily cash position to maximize its investment with LAIF and interest income.

Operating Departments

Administration – Includes the day-to-day management of the Authority’s operations based on the Board of Directors’ and the Executive Committee’s policy guidelines; managing the Communications Center; Personnel and Training; and Finance (accounting including accounts payable, accounts receivable, payroll, cash receipts, bank reconciliation, budgeting, and financial reporting). The department is staffed with: an Executive Director; an Operations Manager; an Administrative Services Manager; three (3) Communications Supervisors; a Finance & Performance Audit Manager; an Accountant; and an Executive Assistant.

Operations – Five (5) Communications Supervisors and 55 Communications Operators provide 911 services to the Member Cities, the City of Culver City, City of El Segundo and the City of Hermosa Beach. The combined resident population served for all six (6) cities is approximately 261,000 people.

Technical Services – Provides installation, repairs, and maintenance of telecommunications equipment services to the Members Cities and other clients, as well as maintenance of the Authority’s facilities. The department is staffed with one (1) Public Safety Communications Specialist II and four (4) Public Safety Communications Specialist I positions.

Personnel Summary (Full-Time Employees Only)

Department/Position Title	FY 16-17 Budget	FY 17-18 Budget	FY 18-19 Budget	FY 19-20 Budget	FY 20-21 Proposed
Administration Department					
Executive Director	1	1	1	1	1
Operations Manager	1	1	1	1	1
Administration Manager ¹	1	1	1	0	0
Finance & Performance Audit Manager ²	1	1	1	1	1
Information Technology Manager ¹	0	1	1	0	0
Executive Assistant ³	1	1	1	1	1
Administrative Services Manager ⁴	1	1	1	1	1
Accountant	0	0	0	1	1
Subtotal	6	7	7	6	6
Operations Department					
Communications Supervisor ⁵	7	7	7	7	8
Communications Operator ^{6,7}	41	51	51	54	55
Subtotal	48	58	58	61	63
Technical Services Division					
Lead Communications Technician	1	1	1	0	0
Communications Technician ¹	1	0	0	0	0
Public Safety Communications Specialist II	1	1	1	1	1
Public Safety Communications Specialist I	3	5	5	4	4
Subtotal	6	7	7	5	5
Grand Total	60	72	72	72	74

Notes

1. Position eliminated.
2. Formerly titled "Accounting & Finance Manager."
3. Formerly titled "Executive Secretary."
4. Formerly titled "Technical Services Manager."
5. One (1) additional position proposed to provide adequate support in special assignments.
6. One (1) additional position proposed to provide adequate support in Communications Center.
7. Ten (10) positions were added for FY 2017-18 to cover the dispatch requirements for the City of Culver City added as a client on 3/1/2017. Two (2) additional positions added for FY 2019-20 to cover additional requirements of Manhattan Beach and Hermosa Beach.

FINANCIAL SUMMARIES



Cash Balance Estimates

Fund 10 - Enterprise Fund	
Beginning Balance	Fund 10
Cash Available as of June 30, 2019	\$ 3,953,266
Operating and Capital Reserve	(1,255,153)
OPEB Reserve	(250,000)
Available Cash	\$ 2,448,113
Gardena - 32.08%	785,355
Hawthorne - 45.07%	1,103,365
Manhattan Beach - 22.85%	559,394
Fiscal Year 2019/20 Estimated Revenues & Expenditures	
Revenues	\$ 13,242,267
Expenditures	12,667,461
Revenues Over (Under) Expenditures	\$ 574,806
Estimated Balance - End of FY2019/20	
Estimated Cash Available on June 30, 2020	\$ 4,528,072
Operating and Capital Reserve (10% of Budget)	(1,293,844)
OPEB Reserve	(250,000)
Estimated Available Cash After Reserve Allocations	\$ 2,984,228
Gardena - 32.08%	957,340
Hawthorne - 45.07%	1,344,992
Manhattan Beach - 22.85%	681,896
Fiscal Year 2020/21 Budget Resources	
Assessments	
Gardena	2,174,993
Hawthorne	2,664,597
Manhattan Beach	1,718,710
Member City Subtotal	\$ 6,558,300
Culver City	2,665,229
El Segundo	1,493,738
Hermosa Beach	1,132,062
Contract City Subtotal	\$ 5,291,029
Non-Assessment Revenues	1,299,929
Total Budget Resources	\$ 13,149,258
Fiscal Year 2020/21 Budget Expenses	
Operating	12,688,443
Capital	250,000
Total Budget Expenses	\$ 12,938,443
Revenues Over (Under) Expenditures	\$ 210,815
Estimated Balance - End of FY2020/21	
Estimated Cash Available on June 30, 2021	\$ 4,738,888
Operating and Capital Reserve	(1,293,844)
OPEB Reserve	(250,000)
Estimated Available Cash After Reserve Allocations	\$ 3,195,043
Gardena - 32.08%	1,024,970
Hawthorne - 45.07%	1,440,006
Manhattan Beach - 22.85%	730,067

Fund 20 - Grant Fund	
Beginning Balance	Fund 20
Cash Available as of June 30, 2019	\$ 41,644
Available Cash	\$ 41,644
Gardena - 45%	18,740
Hawthorne - 10%	4,164
Manhattan Beach - 45%	18,740
Fiscal Year 2019/20 Estimated Revenues & Expenditures	
Revenues	\$ -
Expenditures	41,644
Revenues Over (Under) Expenditures	\$ (41,644)
Estimated Balance - End of FY2019/20	
Estimated Cash Available on June 30, 2020	\$ -
Estimated Available Cash	\$ -
Gardena - 45%	
Hawthorne - 10%	
Manhattan Beach - 45%	
Fiscal Year 2020/21 Budget Resources	
Assessments	
Gardena	
Hawthorne	
Manhattan Beach	
Member City Subtotal	\$ -
Total Budget Resources	\$ -
Fiscal Year 2020/21 Budget Expenses	
Total Budget Expenses	\$ -
Excess Revenues	\$ -
Estimated Balance - End of FY2020/21	
Estimated Cash Available on June 30, 2021	\$ -
Estimated Available Cash	\$ -

Assessments & Methodologies

	FY2019/20 Assessment	FY2020/21 Base	2019 CPIU	3 Year Budget Increases	3 Year Member Increases	Total % Increase	Amortized Adjustment	FY20/21 Bylaws Adjustments	Contract Adjustments	FY2020/21 Assessment	Increase (Decrease) Amount
Assessments											
Member Cities											
Gardena	\$ 2,391,301	\$ 2,072,804						\$ 102,189		\$ 2,174,993	(216,308)
Hawthorne	3,359,598	2,530,481						134,116		\$ 2,664,597	(695,001)
Manhattan Beach	1,703,280	1,951,970						(233,260)		\$ 1,718,710	15,430
Subtotal	7,454,179	6,555,256							-	6,558,300	(895,879)
Contract Cities											
Culver City	\$ 2,587,601	\$ 2,587,601	3.00%	N/A	-	3.00%	-		-	\$ 2,665,229	\$ 77,628
El Segundo	1,372,871	1,860,452	N/A	N/A	N/A	0.00%	-		(366,714)	1,493,738	120,868
Hermosa Beach	975,208	975,208	3.00%	5.00%	N/A	8.00%	78,837		-	1,132,062	156,854
Subtotal	\$ 4,935,680								\$ (366,714)	\$ 5,291,029	\$ 355,350
Total Assessments	\$ 12,389,859									\$ 11,849,329	\$ (540,529)

METHODOLOGIES											
Member Cities											
<p>Per the Authority's Bylaws, member cities will be charged the following premiums or receive the following discounts to allow phase-in of the Cost Allocation Policy:</p> <p>For FY20/21: City of Gardena: 4.93%, City of Hawthorne: 5.30%; City of Manhattan Beach: (11.95%)</p> <p>For FY21/22: City of Gardena: 3.33%, City of Hawthorne: 3.50%; City of Manhattan Beach: (7.97%)</p> <p>For FY22/23: City of Gardena: 1.69%, City of Hawthorne: 1.73%; City of Manhattan Beach: (3.98%)</p> <p>The member assessments do not include Technical Service Division Workload Support Charges. In accordance with the Bylaws, 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.</p>											
Contract Cities											
Culver City	Percentage increase is based upon the prior average 3 year assessment increases for owner cities plus prior year CPIU with no cap. Agreement expires 03/01/2022.										
El Segundo	Starting FY20-21, assessment based on Authority's Cost Allocation Policy to be phased in over a four year period in amounts not-to-exceed as follows: FY20-21 \$1,493,738; FY21-22 \$1,699,634; FY22-23 \$1,869,811; FY23-24 \$2,044,684 Agreement expires 06/30/2030.										
Hermosa Beach	Based upon the prior average 3 year budget increases plus prior year CPIU. It was determined that Hermosa Beach was paying lower than anticipated rates so a new assessment amount was calculated based upon a revised methodology. The difference between the old methodology and revised was then amortized over 5 years and added each year to the proposed amount. Agreement expires 06/30/2028.										

Assessments & Methodologies - Supplemental Information

Unadjusted Assessment Calculations per Cost Allocation Policy - FOR INFORMATION ONLY

Assessments	Gardena	Hawthorne	Manhattan Beach	Culver City ¹	El Segundo	Hermosa Beach ¹	TOTAL
OPERATIONS							
Call-Taking Emergency Calls	\$ 542,738	\$ 817,846	\$ 167,907	\$ 401,496	\$ 198,985	\$ 100,127	\$ 2,229,099
Call-Taking Non-Emergency Support	266,227	302,481	226,307	465,844	124,839	100,368	1,486,066
Police - Dedicated Dispatch Support	747,869	747,869	747,869	747,869	747,869	747,869	4,487,214
Police - Calls for Service Readiness Support	428,337	556,929	224,020	341,064	221,954	150,789	1,923,092
Fire - Dedicated Dispatch Support	-	-	352,167	352,167	352,167	-	1,056,500
Fire - Calls for Service Readiness Support	-	-	105,698	225,006	122,082	-	452,786
TECHNICAL SERVICES							
Technical Support - Dedicated Support	87,633	105,356	128,003	120,126	92,556	37,416	571,090
Total Calculated	\$ 2,072,804	\$ 2,530,481	\$ 1,951,970	\$ 2,653,571	\$ 1,860,452	\$ 1,136,570	\$ 12,205,848

Notes:

1. For illustrative purposes only. See Assessments & Methodologies for actual FY20-21 assessment calculation.

Cost Allocation Data

City	3 Year Average			
	911 Calls	Non-Emergency Calls	Police Calls for Service	Fire Calls for Service
Gardena	26,929	42,342	70,067	-
Hawthorne	40,579	48,108	91,102	-
Manhattan Beach	8,331	35,993	36,645	3,619.00
Culver City	19,921	74,090	55,791	7,704.00
El Segundo	9,873	19,855	36,307	4,180.00
Hermosa Beach	4,968	15,963	24,666	-
3 Year Average	105,306	213,001	295,981	12,935

City	Vehicle Inventories		
	Police	Fire	Total
Gardena	89	-	89
Hawthorne	107	-	107
Manhattan Beach	114	16	130
Culver City	94	28	122
El Segundo	73	21	94
Hermosa Beach	38	-	38
Total	515	65	580

Revenues by Account

Account Number & Title	FY2017/18 Actual	FY2018/19 Actual	FY 2019/20 Adopted	FY 2020/21 Proposed	Amount (Dec)	Inc	Percent Inc (Dec)
Enterprise Fund (Fund 10)							
10-50-111-4110 Gardena	\$ 2,391,301	\$ 2,391,301	\$ 2,391,301	\$ 2,174,993	\$ (216,308)		-9.05%
10-50-111-4120 Hawthorne	3,359,598	3,359,598	3,359,598	2,664,597	(695,001)		-20.69%
10-50-111-4130 Manhattan Beach	1,703,280	1,703,280	1,703,280	1,718,710	15,430		0.91%
Member City Subtotal	7,454,179	7,454,179	7,454,179	6,558,300	(895,879)		-12.02%
10-50-111-4140 Hermosa Beach	700,072	828,439	975,208	1,132,062	156,854		16.08%
10-50-111-4145 El Segundo	1,294,928	1,330,766	1,372,870	1,493,738	120,868		8.80%
10-50-111-4146 Culver City	2,360,551	2,507,365	2,587,601	2,665,229	77,628		3.00%
Contract City Subtotal	4,355,551	4,666,570	4,935,679	5,291,029	355,350		7.20%
Subtotal Assessments	\$ 11,809,730	\$ 12,120,749	\$ 12,389,858	\$ 11,849,329	(540,529)		-4.36%
10-50-111-4150 El Camino Community College	790	-	790	790	-		0.00%
10-50-111-4151 Annual Maint-MDC - Director	-	653			-		0.00%
10-50-111-4152 Medical Director/Hermosa Beach	12,500	-	-	-	-		0.00%
10-50-111-4153 Medical Director/Manhattan Beach	26,250	27,500	27,000	30,500	3,500		12.96%
10-50-111-4154 Medical Director/El Segundo	26,250	27,500	27,000	30,500	3,500		12.96%
10-50-111-4210 Investment Earnings (LAIF)	59,183	96,218	50,000	50,000	-		0.00%
10-50-111-4220 POST Reimbursements	574	120	600	1,400	800		133.33%
10-50-111-4255 Unrealized Gain/Loss on Investments	10,527	-	-	-	-		0.00%
10-50-111-4410 Vending Machine Revenue	-	-	-	-	-		0.00%
10-50-111-4430 Other Miscellaneous Revenue	379	4,853,937	2,500	2,500	-		0.00%
10-50-111-4240 911 Reimbursements	-	-	-	8,000	8,000		0.00%
10-50-111-4241 Redondo Beach Maintenance Agreement	-	-	-	13,000	13,000		0.00%
Subtotal Administration - Other	\$ 136,452	\$ 5,005,928	\$ 107,890	\$ 136,690	28,800		26.69%
10-60-211-4215 DUI Reimbursement-Overtime	2,275	879	2,000	2,000	-		0.00%
10-60-211-4435 Reimbursements Sprint Wireless	80,257	69,887	77,289	70,000	(7,289)		-9.43%
10-60-211-4440 Reimbursements/Verizon Wireless	10,869	23,748	15,229	25,000	9,771		64.16%
10-60-211-4460 Pink Patch Project	-	356	-	-	-		0.00%
Subtotal Operations	\$ 93,401	\$ 94,871	\$ 94,518	\$ 97,000	2,482		2.62%
10-70-311-4310 Labor-Installation-Member		3,126	-	320,991	320,991		0.00%
10-70-311-4320 Labor-Installation-NonMember				92,556	92,556		0.00%
10-70-311-4360 Reimbursements for Billable Parts	710,838	479,845	600,000	600,000	-		0.00%
10-70-311-4370 Reimbursements for GST Software	47,574	45,592	50,000	52,692	2,692		5.38%
10-70-311-4371 Reimbursement ES Chat Software	-	-	-	-	-		0.00%
10-70-311-4375 Reimb Net Motion Licenses & Maint.	-	-	-	-	-		0.00%
10-70-311-4445 GETAC Project Reimbursements	-	-	-	-	-		0.00%
10-70-311-4455 Culver City Transition Reimbursement	15,014	-	-	-	-		0.00%
Subtotal Technical Services	\$ 773,427	\$ 528,563	\$ 650,000	\$ 1,066,239	\$ 416,239		64.04%
Subtotal Non-Assessment Revenues	\$ 1,003,280	\$ 5,629,362	\$ 852,408	\$ 1,299,929	\$ 447,521		52.50%
Total Enterprise Fund (Fund 10) Revenues	\$ 12,813,010	\$ 17,750,111	\$ 13,242,266	\$ 13,149,258	\$ (93,008)		-0.70%
Grant Fund (Fund 20)							
20-80-433-4270 Grant Reimb/P25 Comm Repeater	3,505,856	1,494,144	-	-	-		
Total Grant Fund (Fund 20) Revenues	\$ 3,505,856	\$ 1,494,144	\$ -	\$ -	\$ -		
Grand Total All Funds	\$ 16,318,865	\$ 19,244,256	\$ 13,242,266	\$ 13,149,258	\$ (93,008)		-0.70%

Expenses by Department - Enterprise Fund (10)

Department/Description	FY17-18 Actual	FY18-19 Actual	FY 19-20 Adopted	FY 19-20 Amended	FY 20-21 Proposed	vs Adopted Increase (Decrease)	vs Adopted Increase (Decrease) %	vs Amended Increase (Decrease)	vs Amended Increase (Decrease) %
Administration									
Salaries & Benefits	\$ 1,144,662	\$ 936,648	\$ 1,177,580	\$ 1,112,580	\$ 1,278,828	\$ 101,248	8.60%	\$ 166,248	14.94%
Supplies/Services/Equip	820,423	1,249,035	1,032,068	1,159,289	1,068,710	36,642	3.55%	(90,579)	-7.81%
Subtotal Administration	\$ 1,965,085	\$ 2,185,684	\$ 2,209,648	\$ 2,271,869	\$ 2,347,538	\$ 137,890	6.24%	\$ 75,669	3.33%
Operations									
Salaries & Benefits	\$ 6,736,024	\$ 7,180,642	\$ 7,990,433	\$ 7,990,433	\$ 8,121,218	\$ 130,785	1.64%	\$ 130,785	1.64%
Supplies/Services/Equip	201,499	199,090	259,528	259,528	271,205	11,677	4.50%	11,677	4.50%
Subtotal Operations	\$ 6,937,523	\$ 7,379,731	\$ 8,249,961	\$ 8,249,961	\$ 8,392,423	\$ 142,462	1.73%	\$ 142,462	1.73%
Technical Services									
Salaries & Benefits	\$ 812,266	\$ 667,568	\$ 783,770	\$ 783,770	\$ 770,440	\$ (13,330)	-1.70%	\$ (13,330)	-1.70%
Supplies/Services/Equip	1,202,892	8,080,061	1,183,150	1,191,410	1,178,042	(5,108)	-0.43%	(13,368)	-1.12%
Subtotal Technical Services	\$ 2,015,157	\$ 8,747,630	\$ 1,966,920	\$ 1,975,180	\$ 1,948,482	\$ (18,438)	-0.94%	\$ (26,698)	-1.35%
Total Operating Expenses	\$ 10,917,765	\$ 18,313,045	\$ 12,426,529	\$ 12,497,010	\$ 12,688,443	\$ 261,914	2.11%	\$ 191,432	1.53%
Total Capital Outlay	\$ 130,808	\$ 5,867	\$ 125,000	\$ 170,450	\$ 250,000	\$ 125,000	100.00%	\$ 79,550	46.67%
Grand Total	\$ 11,048,573	\$ 18,318,911	\$ 12,551,529	\$ 12,667,461	\$ 12,938,443	\$ 386,914	3.08%	\$ 270,982	2.14%
Department Summary									
Administration	\$ 1,965,085	\$ 2,185,684	\$ 2,209,648	\$ 2,271,869	\$ 2,347,538	\$ 137,890	6.24%	\$ 75,669	3.33%
Operations	6,937,523	7,379,731	8,249,961	8,249,961	8,392,423	142,462	1.73%	142,462	1.73%
Technical Services	2,015,157	8,747,630	1,966,920	1,975,180	1,948,482	(18,438)	-0.94%	(26,698)	-1.35%
Capital Outlay	130,808	5,867	125,000	170,450	250,000	125,000	100.00%	79,550	46.67%
Grand Total	\$ 11,048,573	\$ 18,318,911	\$ 12,551,529	\$ 12,667,461	\$ 12,938,443	\$ 386,914	3.08%	\$ 270,982	2.14%
Major Category Summary									
Salaries & Benefits	\$ 8,692,952	\$ 8,784,858	\$ 9,951,783	\$ 9,886,783	\$ 10,170,486	\$ 218,703	2.20%	\$ 283,703	2.87%
Supplies/Services/Equip	2,224,814	9,528,186	2,474,746	2,610,227	2,517,957	43,211	1.75%	(92,271)	-3.53%
Capital Outlay	130,808	5,867	125,000	170,450	250,000	125,000	100.00%	79,550	46.67%
Grand Total	\$ 11,048,573	\$ 18,318,911	\$ 12,551,529	\$ 12,667,461	\$ 12,938,443	\$ 386,914	3.08%	\$ 270,982	2.14%

Expenses by Account

ACCT	DESCRIPTION	FY17-18 Actual	FY18-19 Actual	FY 19-20 Adopted	FY 19-20 Amended	FY 20-21 Proposed	vs Adopted Increase (Decrease)	vs Adopted Increase (Decrease) %	vs Amended Increase (Decrease)	vs Amended Increase (Decrease) %
5101	Salaries (Full-Time)	\$ 5,150,558	\$ 5,277,108	\$ 6,616,540	\$ 6,551,540	\$ 6,871,132	\$ 254,592	3.85%	\$ 319,592	4.88%
5102	Salaries (Part-Time)	95,155	110,963	-	-	40,000	40,000	-	40,000	0.00%
5103	Overtime	1,144,879	981,489	390,000	390,000	202,389	(187,611)	-48.11%	(187,611)	-48.11%
5104	Acting Pay	284	3,005	10,000	10,000	10,000	-	0.00%	-	0.00%
5105	Bilingual Pay	9,100	7,900	8,400	8,400	8,400	-	0.00%	-	0.00%
5107	Merit Pay	4,089	81,056	3,650	3,650	4,350	700	19.18%	700	19.18%
5108	Sick Leave Payoff	128,133	127,283	145,594	145,594	157,451	11,857	8.14%	11,857	8.14%
5109	Vacation Leave Payoff	130,209	95,787	112,698	112,698	93,472	(19,226)	-17.06%	(19,226)	-17.06%
5110	Training Pay	7,464	11,963	15,000	15,000	15,000	-	0.00%	-	0.00%
5112	Other Pay	-	-	7,200	7,200	34,680	27,480	381.67%	27,480	381.67%
5114	Holiday Payoff	78,302	146,240	100,000	100,000	75,000	(25,000)	-25.00%	(25,000)	-25.00%
5115	Education Incentive	93,849	99,224	132,406	132,406	104,300	(28,106)	-21.23%	(28,106)	-21.23%
5116	Overtime-Ridealongs	-	-	10,000	10,000	-	(10,000)	-100.00%	(10,000)	-100.00%
5201	Medical Insurance	593,977	530,107	778,459	778,459	809,989	31,530	4.05%	31,530	4.05%
5202	Dental Insurance	31,006	41,880	57,876	57,876	46,807	(11,069)	-19.13%	(11,069)	-19.13%
5203	Vision Care	13,846	19,318	22,361	22,361	21,795	(566)	-2.53%	(566)	-2.53%
5204	Life Insurance	7,016	7,713	9,980	9,980	9,768	(212)	-2.12%	(212)	-2.12%
5205	Medicare	100,802	101,659	105,933	105,933	110,819	4,886	4.61%	4,886	4.61%
5206	Unemployment Insurance	2,934	11,463	6,713	6,713	5,000	(1,713)	-25.52%	(1,713)	-25.52%
5207	Workers' Compensation	165,726	75,637	154,838	154,838	132,500	(22,338)	-14.43%	(22,338)	-14.43%
5208	PERS Contribution	825,215	940,422	1,124,646	1,124,646	810,996	(313,650)	-27.89%	(313,650)	-27.89%
5209	Retirees' Medical Insurance	101,472	85,466	111,099	111,099	76,000	(35,099)	-31.59%	(35,099)	-31.59%
5211	Social Security	589	126	890	890	-	(890)	-100.00%	(890)	-100.00%
5212	Deferred Comp Matching	8,346	29,048	27,500	27,500	36,500	9,000	32.73%	9,000	32.73%
5219	PERS Contribution-UAL	-	-	-	-	494,138	494,138	-	494,138	0.00%
Subtotal Salaries & Benefits		\$ 8,692,952	\$ 8,784,858	\$ 9,951,783	\$ 9,886,783	\$ 10,170,486	\$ 218,703	2.20%	\$ 283,703	2.87%
5300	Maintenance & Operations	-	160	-	-	-	-	0.00%	-	0.00%
5301	Communications Contract Svcs	23,210	23,314	49,000	49,000	54,000	5,000	10.20%	5,000	10.20%
5302	Computer Contract/CAD	360,450	400,360	200,000	200,000	200,000	-	0.00%	-	0.00%
5304	Accountant/Auditing Services	12,250	28,800	33,000	33,000	33,000	-	0.00%	-	0.00%
5305	Legal Services	62,130	61,875	95,000	147,121	95,000	-	0.00%	(52,121)	-35.43%
5306	Recruitment Costs	68,616	76,911	53,610	68,610	68,530	14,920	27.83%	(80)	-0.12%
5307	Software Maintenance Services	43,232	103,554	69,762	69,762	77,537	7,775	11.15%	7,775	11.15%
5308	Banking Services (Fees)	5,753	5,468	6,000	6,000	6,000	-	0.00%	-	0.00%
5309	Website Maintenance Service	3,070	1,740	5,000	5,000	7,500	2,500	50.00%	2,500	50.00%
5311	GST Software Reimbursable	47,574	44,791	50,000	52,692	52,692	2,692	5.38%	-	0.00%
5312	Medical Director Services	65,000	59,619	54,000	54,000	61,000	7,000	12.96%	7,000	12.96%
5313	Temporary Staffing	-	292,605	50,000	125,100	50,000	-	0.00%	(75,100)	-60.03%
5401	Membership Dues	220	818	3,220	3,220	3,220	-	0.00%	-	0.00%
5402	Publications	785	3,343	2,060	2,060	2,060	-	0.00%	-	0.00%
5403	Conferences, Meeting & Travel	36,256	20,083	40,485	40,485	51,675	11,190	27.64%	11,190	27.64%
5404	Employee Services/EC-BOD	4,061	3,771	3,500	3,500	13,000	9,500	271.43%	9,500	271.43%
5405	Employee Awards	-	-	500	500	500	-	0.00%	-	0.00%
5406	POST Training	-	992	23,815	23,815	24,865	1,050	4.41%	1,050	4.41%
5407	Tuition Reimbursement	10,014	6,797	20,000	20,000	18,000	(2,000)	-10.00%	(2,000)	-10.00%
5501	Office Supplies	12,101	31,411	9,000	9,000	9,000	-	0.00%	-	0.00%
5502	Miscellaneous Supplies	160	408	1,100	1,100	9,100	8,000	727.27%	8,000	727.27%
5503	General Technical Supplies	(10,660)	4,009	7,500	7,500	7,500	-	0.00%	-	0.00%
5504	Vending Machine Supplies	-	-	-	-	-	-	0.00%	-	0.00%
5505	Voice Recording Tapes	-	-	-	-	-	-	0.00%	-	0.00%
5506	Uniforms/Safety Equipment	6,087	17,839	11,500	11,500	10,500	(1,000)	-8.70%	(1,000)	-8.70%
5507	Postage	1,224	983	1,600	1,600	1,600	-	0.00%	-	0.00%
5508	Shipping Costs	-	343	-	1,200	1,200	1,200	0.00%	-	0.00%
5509	Reproduction	1,046	80	2,000	2,000	2,000	-	0.00%	-	0.00%
5511	Office Equipment Lease	14,499	14,107	15,750	15,750	15,750	-	0.00%	-	0.00%
5513	General Liability Insurance	172,917	137,703	210,826	210,826	175,678	(35,148)	-16.67%	(35,148)	-16.67%
5514	Parts - Billing	527,416	745,477	600,000	597,308	600,000	-	0.00%	2,692	0.45%
5515	Parts - Telecommunications	6,491	5,073	-	-	-	-	0.00%	-	0.00%
5516	Install Wire, Loom & Hardware	35,533	31,058	40,000	38,800	30,000	(10,000)	-25.00%	(8,800)	-22.68%
5517	Vehicle Operations	4,333	4,293	6,500	6,500	6,500	-	0.00%	-	0.00%
5520	Equipment Repair	-	232	5,000	5,000	5,000	-	0.00%	-	0.00%
5521	Outside Tech Serv-Towers/Equi	237,587	359,890	325,000	325,000	325,000	-	0.00%	-	0.00%
5524	GETAC Project	-	-	-	-	-	-	0.00%	-	0.00%
5525	Culver City Infrastructure Trans	23,321	-	-	-	-	-	0.00%	-	0.00%
5601	Telephone - Administration	15,387	20,123	15,000	15,000	15,000	-	0.00%	-	0.00%
5603	Telephone - El Segundo	2,403	2,149	3,000	3,000	3,000	-	0.00%	-	0.00%
5604	Telephone - Gardena	2,683	1,349	5,000	5,000	3,000	(2,000)	-40.00%	(2,000)	-40.00%
5606	Telephone - Hawthorne	4,419	5,385	6,000	6,000	6,000	-	0.00%	-	0.00%

Expenses by Account

ACCT	DESCRIPTION	FY17-18 Actual	FY18-19 Actual	FY 19-20 Adopted	FY 19-20 Amended	FY 20-21 Proposed	vs Adopted Increase (Decrease)	vs Adopted Increase (Decrease) %	vs Amended Increase (Decrease)	vs Amended Increase (Decrease) %
5607	Telephone - Hermosa Beach	21,838	27,864	25,000	25,000	27,000	2,000	8.00%	2,000	8.00%
5608	Telephone - Manhattan Beach	4,528	5,029	8,000	8,000	6,000	(2,000)	-25.00%	(2,000)	-25.00%
5611	Telephone - Punta Place	3,765	3,897	5,500	5,500	4,500	(1,000)	-18.18%	(1,000)	-18.18%
5612	Telephone - RCC	10,630	10,717	12,000	12,000	11,000	(1,000)	-8.33%	(1,000)	-8.33%
5613	Sprint Wireless Reimbursable	77,632	65,103	77,289	77,289	70,000	(7,289)	-9.43%	(7,289)	-9.43%
5614	Verizon Wireless Reimbursable	15,022	29,194	15,229	15,229	25,000	9,771	64.16%	9,771	64.16%
5615	Telephone-Culver City	22,457	10,327	5,500	5,500	14,500	9,000	163.64%	9,000	163.64%
5701	Maintenance/HQ	146,587	166,757	154,400	139,400	164,150	9,750	6.31%	24,750	17.75%
5702	Maintenance/Other	-	-	-	-	-	-	0.00%	-	0.00%
5703	Electricity - HQ	88,489	86,087	106,700	106,700	98,000	(8,700)	-8.15%	(8,700)	-8.15%
5704	Electricity - Grandview	2,012	900	2,200	2,200	2,200	-	0.00%	-	0.00%
5705	Electricity - Punta	5,552	6,706	6,600	6,600	6,600	-	0.00%	-	0.00%
5706	Gas - HQ	7,991	8,797	11,000	11,000	11,000	-	0.00%	-	0.00%
5707	Water - HQ	3,733	3,360	3,850	3,850	3,850	-	0.00%	-	0.00%
5715	Electricity - MB Water Tower	2,088	2,997	2,750	2,750	2,750	-	0.00%	-	0.00%
5810	Office Equipment	4,382	15,237	-	8,260	12,000	12,000	0.00%	3,740	45.27%
5820	Other Equipment	7,820	6,568,300	15,000	15,000	15,000	-	0.00%	-	0.00%
5830	Furniture & Fixtures	720	-	-	-	-	-	0.00%	-	0.00%
5840	Vehicles	-	-	-	-	-	-	0.00%	-	0.00%
Subtotal Supplies/Services/Equip		\$ 2,224,814	\$ 9,528,186	\$ 2,474,746	\$ 2,610,227	\$ 2,517,957	\$ 43,211	1.75%	\$ (92,271)	-3.53%
Total Operating Expenses		\$ 10,917,765	\$ 18,313,045	\$ 12,426,529	\$ 12,497,010	\$ 12,688,443	\$ 261,914	2.11%	\$ 191,432	1.53%
5901	Total Capital Outlay	130,808	5,867	125,000	170,450	250,000	125,000	100.00%	\$ 79,550	46.67%
Total Enterprise Fund (Fund 10)		\$ 11,048,573	\$ 18,318,911	\$ 12,551,529	\$ 12,667,461	\$ 12,938,443	\$ 386,914	3.08%	\$ 270,982	2.14%
5901	Grant Fund (20)	614,532	1,602,069	-	-	-	-	0.00%	-	0.00%
Grand Total All Funds		11,663,106	19,920,980	12,551,529	12,667,461	12,938,443	386,914	3.08%	\$ 270,982	2.14%

Notes:

Proposed budget excludes non-cash expenses such as accrued leave, depreciation, and gain (loss) on disposal of fixed assets.
FY 2019-20 Amended budget includes appropriations after budget adoption.

5 Year Revenue Projections - Enterprise Fund (10)

Account Number & Title	FY 2019/20 YE Estimate	FY 2020/21 Proposed	FY 2021/22 Projected	FY 2022/23 Projected	FY 2023/24 Projected	FY 2024/25 Projected
Enterprise Fund (Fund 10)						
10-50-111-4110 Gardena	\$ 2,391,301	\$ 2,174,993	\$ 2,300,949	\$ 2,419,286	\$ 2,463,266	\$ 2,466,273
10-50-111-4120 Hawthorne	3,359,598	2,664,597	2,813,683	2,954,707	3,008,411	3,010,886
10-50-111-4130 Manhattan Beach	1,703,280	1,718,710	1,928,862	2,150,114	2,188,967	2,320,872
Member City Subtotal	\$ 7,454,179	\$ 6,558,300	\$ 7,043,494	\$ 7,524,107	\$ 7,660,644	\$ 7,798,031
10-50-111-4140 Hermosa Beach	975,208	1,132,062	1,301,464	1,475,569	1,593,614	1,720,147
10-50-111-4145 El Segundo	1,372,870	1,493,738	1,699,634	1,869,811	2,044,684	2,213,113
10-50-111-4146 Culver City	2,587,601	2,665,229	2,765,708	3,045,561	3,100,834	3,156,997
Contract City Subtotal	\$ 4,935,680	\$ 5,291,029	\$ 5,766,806	\$ 6,390,941	\$ 6,739,132	\$ 7,090,257
Subtotal Assessments	\$ 12,389,859	\$ 11,849,329	\$ 12,810,300	\$ 13,915,048	\$ 14,399,776	\$ 14,888,288
10-50-111-4150 El Camino Community College	\$ 790	\$ 790	\$ 820	\$ 855	\$ 896	\$ 943
10-50-111-4152 Medical Director Service/Hermosa Beach	-	-	-	-	-	-
10-50-111-4153 Medical Director Service/Manhattan Beach	27,000	30,500	31,650	33,001	34,575	36,398
10-50-111-4154 Medical Director Services/El Segundo	27,000	30,500	31,650	33,001	34,575	36,398
10-50-111-4210 Investment Earnings (LAIF)	50,000	50,000	50,000	50,000	50,000	50,000
10-50-111-4220 POST Reimbursements	600	1,400	1,453	1,515	1,587	1,671
10-50-111-4255 Unrealized Gain/Loss on Investments	-	-	-	-	-	-
10-50-111-4410 Vending Machine Revenue	-	-	-	-	-	-
10-50-111-4430 Other Miscellaneous Revenue	2,500	2,500	2,594	2,705	2,834	2,983
10-50-111-4240 911 Reimbursements	-	8,000	8,302	8,656	9,069	9,547
10-50-111-4241 Redondo Beach Maintenance Agreement	-	13,000	13,000	13,000	13,000	13,000
Subtotal Administration - Other	\$ 107,890	\$ 136,690	\$ 139,468	\$ 142,733	\$ 146,537	\$ 150,939
10-60-211-4215 DUI Reimbursement-Overtime	2,000	2,000	2,075	2,164	2,267	2,387
10-60-211-4435 Reimbursements Sprint Wireless	77,289	70,000	72,639	75,741	79,354	83,535
10-60-211-4440 Reimbursements/Verizon Wireless	15,229	25,000	25,943	27,050	28,341	29,834
10-60-211-4460 Pink Patch Project	-	-	-	-	-	-
Subtotal Operations	\$ 94,518	\$ 97,000	\$ 100,657	\$ 104,955	\$ 109,961	\$ 115,756
10-70-311-4310 Labor-Installation-Member	-	320,991	337,431	360,416	365,414	370,911
10-70-311-4320 Labor-Installation-NonMember	-	92,556	97,296	238,804	242,115	245,757
10-70-311-4360 Reimbursements for Billable Parts	600,000	600,000	622,620	649,206	680,173	716,018
10-70-311-4370 Reimbursements for GST Software	50,000	52,692	54,678	57,013	59,733	62,881
10-70-311-4371 Reimbursement ES Chat Software	-	-	-	-	-	-
10-70-311-4375 Reimb Net Motion Licenses & Maint.	-	-	-	-	-	-
10-70-311-4445 GETAC Project Reimbursements	-	-	-	-	-	-
10-70-311-4455 Culver City Transition Reimbursement	-	-	-	-	-	-
Subtotal Technical Services	\$ 650,000	\$ 1,066,239	\$ 1,112,025	\$ 1,305,439	\$ 1,347,435	\$ 1,395,567
Subtotal Non-Assessment Revenues	\$ 852,408	\$ 1,299,929	\$ 1,352,151	\$ 1,553,127	\$ 1,603,933	\$ 1,662,262
Total Enterprise Fund Revenues	\$ 13,242,267	\$ 13,149,258	\$ 14,162,451	\$ 15,468,175	\$ 16,003,709	\$ 16,550,550
Grant Fund (Fund 20)						
20-80-433-4270 Grant Reimb/P25 Comm Repeater Migration	-	-	-	-	-	-
Total Grant Fund Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total All Funds	\$ 13,242,267	\$ 13,149,258	\$ 14,162,451	\$ 15,468,175	\$ 16,003,709	\$ 16,550,550

Notes:

1. Member City assessments are based on the Cost Allocation Policy and adjustments provided through FY22/23 in the Bylaws.
2. El Segundo is based on the Cost Allocation Policy with phase-in discounts through FY23-24.
2. Culver City and Hermosa Beach assessments increase per the contract terms of each city. CPIU Projection is the three (3) year average CPIU, escalated by 50 basis points per year.

5 Year Expense Projections - Enterprise Fund (10)

Department/Description	FY 19-20 YE Est	FY 20-21 Proposed	FY 21-22 Projected	FY 22-23 Projected	FY 23-24 Projected	FY 24-25 Projected
Administration						
Salaries & Benefits	\$ 1,177,578	\$ 1,278,828	\$ 1,328,971	\$ 1,351,545	\$ 1,362,471	\$ 1,367,895
Supplies/Services/Equipment	1,032,068	1,068,710	1,109,000	1,156,355	1,211,513	1,275,359
Subtotal Administration	\$ 2,209,646	\$ 2,347,538	\$ 2,437,971	\$ 2,507,899	\$ 2,573,983	\$ 2,643,254
Operations						
Salaries & Benefits	\$ 7,990,434	\$ 8,121,218	\$ 8,430,200	\$ 8,751,631	\$ 8,911,385	\$ 9,067,664
Supplies/Services/Equipment	259,528	271,205	520,429	532,446	546,444	562,646
Subtotal Operations	\$ 8,249,962	\$ 8,392,423	\$ 8,950,630	\$ 9,284,077	\$ 9,457,829	\$ 9,630,310
Technical Services						
Salaries & Benefits	\$ 783,770	\$ 770,440	\$ 793,219	\$ 811,698	\$ 816,760	\$ 822,068
Supplies/Services/Equipment	1,183,150	1,178,042	1,222,454	1,274,653	1,335,454	1,405,832
Subtotal Technical Services	\$ 1,966,920	\$ 1,948,482	\$ 2,015,673	\$ 2,086,351	\$ 2,152,213	\$ 2,227,900
Total Operating Expenses	\$ 12,426,528	\$ 12,688,443	\$ 13,404,274	\$ 13,878,328	\$ 14,184,026	\$ 14,501,464
Total Capital Outlay	\$ 125,000	\$ 250,000	\$ 500,000	\$ 1,000,000	\$ 1,250,000	\$ 1,250,000
Grand Total	\$ 12,551,528	\$ 12,938,443	\$ 13,904,274	\$ 14,878,328	\$ 15,434,026	\$ 15,751,464
Department Summary						
Administration	\$ 2,209,646	\$ 2,347,538	\$ 2,437,971	\$ 2,507,899	\$ 2,573,983	\$ 2,643,254
Operations	8,249,962	8,392,423	8,950,630	9,284,077	9,457,829	9,630,310
Technical Services	1,966,920	1,948,482	2,015,673	2,086,351	2,152,213	2,227,900
Capital Outlay	125,000	250,000	500,000	1,000,000	1,250,000	1,250,000
Grand Total	\$ 12,551,528	\$ 12,938,443	\$ 13,904,274	\$ 14,878,328	\$ 15,434,026	\$ 15,751,464
Major Category Summary						
Salaries & Benefits	\$ 9,951,782	\$ 10,170,486	\$ 10,552,390	\$ 10,914,874	\$ 11,090,616	\$ 11,257,627
Supplies/Services/Equipment	2,474,746	2,517,957	2,851,884	2,963,454	3,093,410	3,243,838
Capital Outlay	125,000	250,000	500,000	1,000,000	1,250,000	1,250,000
Grand Total	\$ 12,551,528	\$ 12,938,443	\$ 13,904,274	\$ 14,878,328	\$ 15,434,026	\$ 15,751,464

Notes:

- Salaries and benefits projections are based upon known and anticipated increases in employee compensation per MOUs.
- CalPERS increases are based upon projections provided by CalPERS for the normal cost and the UAL. Misc Tier 1 Normal Cost rates shown below:
(Normal Cost %) FY20 10.221%; FY21, FY22, FY23, FY24 11.031%
- Supplies/Services/Equipment are increased by the three (3) year average CPIU, escalated by 50 basis points per year.

5 Year Cash Balance Projections - Enterprise Fund (10)

Cash Balance Projections	FY 2019/20 Estimate	FY 2020/21 Proposed	FY 2021/22 Projected	FY 2022/23 Projected	FY 2023/24 Projected	FY 2024/25 Projected
Beginning Balance	\$ 3,953,266	\$ 4,528,072	\$ 4,738,887	\$ 4,997,064	\$ 5,586,912	\$ 6,156,595
Operating and Capital Reserve	(1,255,153)	(1,293,844)	(1,390,427)	(1,487,833)	(1,543,403)	(1,575,146)
OPEB Reserve	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)
Available Cash	\$ 2,448,113	\$ 2,984,228	\$ 3,098,460	\$ 3,259,232	\$ 3,793,509	\$ 4,331,448
Budget Resources						
Assessments						
Gardena	\$ 2,391,301	\$ 2,174,993	\$ 2,300,949	\$ 2,419,286	\$ 2,463,266	\$ 2,466,273
Hawthorne	3,359,598	2,664,597	2,813,683	2,954,707	3,008,411	3,010,886
Manhattan Beach	1,703,280	1,718,710	1,928,862	2,150,114	2,188,967	2,320,872
Member City Subtotal	\$ 7,454,179	\$ 6,558,300	\$ 7,043,494	\$ 7,524,107	\$ 7,660,644	\$ 7,798,031
Culver City	2,587,601	2,665,229	2,765,708	3,045,561	3,100,834	3,156,997
El Segundo	1,372,870	1,493,738	1,699,634	1,869,811	2,044,684	2,213,113
Hermosa Beach	975,208	1,132,062	1,301,464	1,475,569	1,593,614	1,720,147
Contract City Subtotal	\$ 4,935,680	\$ 5,291,029	\$ 5,766,806	\$ 6,390,941	\$ 6,739,132	\$ 7,090,257
Non-Assessment Revenues	852,408	1,299,929	1,352,151	1,553,127	1,603,933	1,662,262
Total Budget Resources	\$ 13,242,267	\$ 13,149,258	\$ 14,162,451	\$ 15,468,175	\$ 16,003,709	\$ 16,550,550
Budget Expenses						
Operating	\$ 12,497,010	\$ 12,688,443	\$ 13,404,274	\$ 13,878,328	\$ 14,184,026	\$ 14,501,464
Capital	170,450	250,000	500,000	1,000,000	1,250,000	1,250,000
Total Budget Expenses	\$ 12,667,461	\$ 12,938,443	\$ 13,904,274	\$ 14,878,328	\$ 15,434,026	\$ 15,751,464
Revenues Over (Under) Expenditures	\$ 574,806	\$ 210,815	\$ 258,177	\$ 589,848	\$ 569,683	\$ 799,086
Ending Estimated Balance						
Ending Balance	\$ 4,528,072	\$ 4,738,887	\$ 4,997,064	\$ 5,586,912	\$ 6,156,595	\$ 6,955,681
Operating and Capital Reserve	(1,293,844)	(1,390,427)	(1,487,833)	(1,543,403)	(1,575,146)	(1,636,719)
OPEB Reserve	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)
Available Balance After Reserve Allocations	\$ 2,984,228	\$ 3,098,460	\$ 3,259,232	\$ 3,793,509	\$ 4,331,448	\$ 5,068,961
Gardena - 32.08%	957,340	993,986	1,045,562	1,216,958	1,389,529	1,626,123
Hawthorne - 45.07%	1,344,991	1,396,476	1,468,936	1,709,735	1,952,184	2,284,581
Manhattan Beach - 22.85%	681,896	707,998	744,734	866,817	989,736	1,158,258

* 5 year projections do not include long-term plans to address pension & OPEB unfunded liabilities

ADMINISTRATION DEPARTMENT



Administration Department

The department has nine (9) positions: an Executive Director; an Operations Manager; an Administrative Services Manager; three (3) Communications Supervisors; a Finance & Performance Audit Manager; an Accountant; and an Executive Assistant.

Management

The Authority operates under the overall direction of the Executive Director, who implements the policies adopted by the Executive Committee; manages the day-to-day operations; conducts labor negotiations; guides the development of the annual budget; works closely with Authority's legal counsel; oversees construction/ maintenance of all transmission and receiver sites; secures grants; coordinates the agenda for monthly meetings with the Executive Committee, the User Committee, and the Police and Fire Task Force; and negotiates maintenance agreements with other governmental agencies. An Executive Assistant supports the entire organization.

Operations

The Operations Manager and one (1) Communications Supervisors oversee the Communications Center's daily operations, policies and procedures, and technology and equipment, including the activities performed by the Communications Center's 60 employees.

Administrative Services

The Administrative Services Manager and two (2) Communications Supervisors conduct recruitment; maintains personnel records; processes required documents for health and other insurance coverage and retirement benefits for all employees; manages the Technical Services Division; coordinates training for all staff; and may act as the Executive Director during the Executive Director's absence.

Accounting & Finance

The Finance & Performance Audit Manager manages the overall accounting functions; prepares the annual budget; monitors cash flow; invests idle cash; prepares monthly budget performance reports and quarterly cash and investments reports; coordinates the annual financial audit; and advises the Executive Director in financial matters. Payroll, accounts payable, cash receipts, accounts receivable, journal entries; preparation of the Annual Report for Special Districts to the State Controller and the quarterly Sales & Use Tax Report; and other related accounting functions are also performed by the Finance & Performance Audit Manager and an Accountant assigned to the Department.

Expenses by Account - Administration Department

ACCT	DESCRIPTION	FY17-18 Actual	FY18-19 Actual	FY 19-20 Adopted	FY 19-20 Amended	FY 20-21 Proposed	vs Adopted Increase (Decrease)	vs Adopted Increase (Decrease) %	vs Amended Increase (Decrease)	vs Amended Increase (Decrease) %
5101	Salaries (Full-Time)	\$ 811,470	\$ 663,617	\$ 819,504	\$ 754,504	\$ 847,612	\$ 28,108	3.43%	\$ 93,108	12.34%
5102	Salaries (Part-Time)	-	-	-	-	40,000	40,000	-	40,000	0.00%
5104	Acting Pay	-	189	-	-	-	-	0.00%	-	0.00%
5107	Longevity Pay	2,800	2,950	2,150	2,150	2,350	200	9.30%	200	9.30%
5108	Sick Leave Payoff	20,409	14,418	21,501	21,501	33,358	11,857	55.15%	11,857	55.15%
5109	Vacation Leave Payoff	88,078	34,686	35,095	35,095	24,086	(11,009)	-31.37%	(11,009)	-31.37%
5112	Other Pay	-	-	7,200	7,200	34,680	27,480	381.67%	27,480	381.67%
5114	Holiday Payoff	-	2,423	-	-	-	-	0.00%	-	0.00%
5201	Medical Insurance	54,858	54,655	93,161	93,161	88,393	(4,768)	-5.12%	(4,768)	-5.12%
5202	Dental Insurance	3,271	5,080	6,968	6,968	7,607	639	9.17%	639	9.17%
5203	Vision Care	1,068	1,488	2,256	2,256	1,726	(530)	-23.49%	(530)	-23.49%
5204	Life Insurance	595	590	832	832	792	(40)	-4.81%	(40)	-4.81%
5205	Medicare	13,796	10,778	13,727	13,727	13,660	(67)	-0.49%	(67)	-0.49%
5206	Unemployment Insurance	32	-	-	-	-	-	0.00%	-	0.00%
5207	Workers' Compensation	9,612	4,053	12,533	12,533	10,725	(1,808)	-14.43%	(1,808)	-14.43%
5208	PERS Contribution	115,893	100,364	119,629	119,629	90,317	(29,312)	-24.50%	(29,312)	-24.50%
5209	Retirees' Medical Insurance	14,434	12,310	15,524	15,524	6,000	(9,524)	-61.35%	(9,524)	-61.35%
5212	Deferred Comp Matching	8,346	29,048	27,500	27,500	36,500	9,000	32.73%	9,000	32.73%
5219	PERS Contribution-UAL	-	-	-	-	41,022	41,022	-	41,022	0.00%
Subtotal Salaries & Benefits		\$ 1,144,662	\$ 936,648	\$ 1,177,580	\$ 1,112,580	\$ 1,278,828	\$ 101,248	8.60%	\$ 166,248	14.94%
5301	Communications Contract	23,210	23,314	49,000	49,000	54,000	5,000	10.20%	5,000	10.20%
5302	Computer Contract/CAD	30,450	90,360	55,000	55,000	55,000	-	0.00%	-	0.00%
5304	Accountant/Auditing Service	12,250	28,800	33,000	33,000	33,000	-	0.00%	-	0.00%
5305	Legal Services	62,130	61,875	95,000	147,121	95,000	-	0.00%	(52,121)	-35.43%
5306	Recruitment Costs	68,616	76,911	53,610	68,610	68,530	14,920	27.83%	(80)	-0.12%
5307	Software Maintenance Services	43,232	103,554	69,762	69,762	77,537	7,775	11.15%	7,775	11.15%
5308	Banking Services (Fees)	5,753	5,468	6,000	6,000	6,000	-	0.00%	-	0.00%
5309	Website Maintenance Services	3,070	1,740	5,000	5,000	7,500	2,500	50.00%	2,500	50.00%
5312	Medical Director Services	65,000	59,619	54,000	54,000	61,000	7,000	12.96%	7,000	12.96%
5313	Temporary Staffing	-	292,605	50,000	125,100	50,000	-	0.00%	(75,100)	-60.03%
5401	Membership Dues	220	789	390	390	390	-	0.00%	-	0.00%
5402	Publications	-	1,714	350	350	350	-	0.00%	-	0.00%
5403	Conferences, Meeting & Travel	22,950	3,209	13,680	13,680	21,725	8,045	58.81%	8,045	58.81%
5404	Employee Services/EC-BOD	2,218	3,294	1,000	1,000	10,500	9,500	950.00%	9,500	950.00%
5407	Tuition Reimbursement	-	-	2,000	2,000	-	(2,000)	-100.00%	(2,000)	-100.00%
5501	Office Supplies	12,101	31,411	9,000	9,000	9,000	-	0.00%	-	0.00%
5502	Miscellaneous Supplies	160	408	1,100	1,100	9,100	8,000	727.27%	8,000	727.27%
5507	Postage & Shipping	1,224	983	1,600	1,600	1,600	-	0.00%	-	0.00%
5509	Reproduction	693	80	1,500	1,500	1,500	-	0.00%	-	0.00%
5511	Office Equipment Lease	14,499	14,107	15,750	15,750	15,750	-	0.00%	-	0.00%
5513	General Liability Insurance	172,917	137,703	210,826	210,826	175,678	(35,148)	-16.67%	(35,148)	-16.67%
5517	Vehicle Operations	366	125	2,000	2,000	2,000	-	0.00%	-	0.00%
5601	Telephone - Administration	15,387	20,123	15,000	15,000	15,000	-	0.00%	-	0.00%
5701	Maintenance/HQ	146,587	166,757	154,400	139,400	164,150	9,750	6.31%	24,750	17.75%
5703	Electricity - HQ	88,489	86,087	106,700	106,700	98,000	(8,700)	-8.15%	(8,700)	-8.15%
5704	Electricity - Grandview	2,012	900	2,200	2,200	2,200	-	0.00%	-	0.00%
5705	Electricity - Punta	5,552	6,706	6,600	6,600	6,600	-	0.00%	-	0.00%
5706	Gas - HQ	7,991	8,797	11,000	11,000	11,000	-	0.00%	-	0.00%
5707	Water - HQ	3,733	3,360	3,850	3,850	3,850	-	0.00%	-	0.00%
5715	Electricity - MB Water Tower	2,088	2,997	2,750	2,750	2,750	-	0.00%	-	0.00%
5810	Office Equipment	4,382	15,237	-	-	10,000	10,000	0.00%	10,000	0.00%
5820	Other Equipment	2,421	-	-	-	-	-	0.00%	-	0.00%
5830	Furniture & Fixtures	720	-	-	-	-	-	0.00%	-	0.00%
Subtotal Supplies/Services/Equip		\$ 820,423	\$ 1,249,035	\$ 1,032,068	\$ 1,159,289	\$ 1,068,710	\$ 36,642	3.55%	\$ (90,579)	-7.81%
Total Expenses - Administration		\$ 1,965,085	\$ 2,185,684	\$ 2,209,648	\$ 2,271,869	\$ 2,347,538	\$ 137,890	6.24%	\$ 75,669	3.33%

Account Detail Explanations - Administration Department

Account	Account Description	Comments/Explanation
5101	Salaries (Full-Time)	Includes contracted and estimated increases from MOUs and agreement with employees
5104	Acting Pay	Per MOU with Management & Confidential Employees
5107	Longevity Pay	Based on longevity starting at 10 years of service @ \$250 plus \$50 increase for each additional year
5108	Sick Leave Payoff	Per MOU paid @ 100% of pay rate; max 120 hours paid (twice/year)
5109	Vacation Leave Payoff	Per MOU paid @ 100% of pay rate; max 100 hours paid (twice/year)
5112	Other Pay	Includes automobile allowance
5201	Medical Insurance	Per MOU and employment agreement - cafeteria plan limit
5202	Dental Insurance	Per MOU and employment agreement - cafeteria plan limit
5203	Vision Care	Per MOU and employment agreement - 100% employer paid
5204	Life Insurance	Per MOU \$100,000 coverage employee only
5205	Medicare	1.45% employer rate
5207	Workers' Compensation	Based on prior year premium
5208	PERS Contribution	Rates reflect increases in the Normal Cost from 10.221% to 11.031% for Tier 1 employees plus 3.5% of employee contributions; increase from 8.081% to 8.794% for Tier 2 employees hired after October 25, 2011; increase from 7.397% to 7.732% for PEPRA employees hired after January 1, 2013. UAL portion is allocated to a different account (see account # 5219).
5209	Retirees' Medical Insurance	Covers retired employees
5212	Deferred Comp Matching	Per MOU and employment agreement
5219	PERS Contribution-UAL	Unfunded Accrued Liability determined by CalPERS Actuarial Report
5301	Communications Contract Svcs	Consultant for frequency issues; Monthly charge for Time Warner internet services
5302	Computer Contract Svcs/CAD	IT support from Hawthorne; CAD consultant
5304	Accountant/Auditing Services	Annual independent audit and GASB75 Valuation (as needed); GASB 68/71 calculation services added for 2018-19; As needed consulting services
5305	Legal Services	Authority's legal counsel; ongoing general consulting and labor negotiations consulting
5306	Recruitment Costs	See attached detail sheet
5307	Software Maintenance Services	See attached detail sheet
5308	Banking Services (Fees)	Union Bank services (not offset by earnings allowance)
5309	Website Maintenance Service	Hosting/licensing fees
5312	Medical Director Services	Administrative services for review and provision of input into the development of agencies' fire departments' policies and procedures that impact patient care. State mandated.
5401	Membership Dues	See attached detail sheet
5402	Publications	See attached detail sheet
5403	Conferences, Meetings & Travel	See attached detail sheet
5404	Employee Services/EC-BOD	Includes Exec Comm/Board of Directors' meeting expenses/other employee services
5405	Employee Awards	Employee recognition
5407	Tuition Reimbursement	Reimbursement of college/university class tuition and eligible expenses
5501	Office Supplies	Pens, paper, envelopes, folders, printer cartridges, and other office supplies
5502	Miscellaneous Supplies	Cleaning and other supplies
5504	Vending Machine Supplies	None. Vending machine contractor took over in February 2017.
5505	Voice Recording Tapes	Voice recording tape/dvd supplies
5507	Postage & Shipping	Postage/UPS/Express mail services
5509	Reproduction	Accounts Payable & Payroll checks; W-2's; 1099's; budget doc, etc.
5511	Office Equipment Lease	Copier and postage meter
5513	General Liability Insurance	See attached detail sheet, plus anticipated increases
5517	Vehicle Operations	Gasoline/maintenance cost
5601	Telephone - Administration	Telephone for Administration
5701	Maintenance/HQ	See attached detail sheet
5702	Maintenance/Other	Fuel tank cleaning, permit fees, and other maintenance costs for other sites
5703	Electricity - HQ	Electricity for HQ
5704	Electricity - Grandview	Electricity for Grandview site
5705	Electricity - Punta	Electricity for Punta Place site
5706	Gas - HQ	Gas for HQ
5707	Water - HQ	Water for HQ
5810	Office Equipment	Computers, printers, laptops, etc., each generally costing \$1,000 or more
5820	Other Equipment	Television, tools, etc., each costing \$5,000 or more
5830	Furniture & Fixtures	Chairs, work stations, etc., each costing \$5,000 or more

Account Detail Explanations - Administration Department

Communications Contract Services	
10-50-111-5301	
Spectrum internet	30,800
Crown Castle internet	13,200
Sheriffs Data Network (SDN)	10,000
Total	\$ 54,000
Recruitment	
10-50-111-5306	
Advertising - Daily Breeze and job websites (NeoGov, etc.)	2,500
Job Fairs - Various agencies	5,000
Community events (As Requested)	500
Background investigations (15 @ \$2,000 each full; 3 @ \$500 each partial)	31,500
Psychological exams (15 @ \$400 each)	6,000
Physical exams	5,400
Polygraph exams	3,750
Credit Report	720
Criticall Annual Subscription	4,000
Marketing Materials	5,000
Fingerprinters/LiveScan/DOJ/SS# check	2,160
Criticall Personality Tests	2,000
Total	\$ 68,530
Software Maintenance Services	
10-50-111-5307	
EDEN annual maintenance cost (software support and licensing updates)	14,000
EDEN Operating Systems & Database Administration - online service to manage server & update software	5,785
Annual Barracuda Spam updates for Server	1,500
Schedule Express - staff scheduling software maintenance @ \$756/month	9,072
Powerphone annual maintenance (digital system)	700
Hiperwall second year maintenance and licensing fees	15,000
Email certificate renewal	200
ESC shop software annual maintenance cost	1,000
Extreme Routers Annual Maintenance	3,500
Jot Forms	1,200
Solar Winds Annual Maintenance	3,000
Other Software Maintenance	10,000
Fortiguard security software for network	10,000
Box Subscription - Distribution of 9-1-1 and radio recordings	1,080
LEFTA software licensing and maintenance	1,500
Total	\$ 77,537
Memberships	
10-50-111-5401	
CAL Chiefs (Fire Chiefs Communications Section) - Group membership annual dues	50
California Society of Municipal Finance Officers (CSMFO) - Finance Manager/Accountant annual dues	110
California Background Investigators Association (CBIA)	70
Government Finance Officers Association (GFOA) - Finance Manager annual dues	160
Total	\$ 390
Publications	
10-50-111-5402	
Labor Law Compliance Center - Labor Law posters	150
Government Finance Officers Association publications as needed	200
Total	\$ 350

Account Detail Explanations - Administration Department

Conferences, Meetings, & Travel	
10-50-111-5403	
LA County PSAP quarterly meetings - Operations Manager/Administration Supervisor	225
CSDA Board Secretary/Clerk Conference & Certificate Program	2,000
Labor Law Seminars and Conferences	10,000
California Society of Municipal Finance Officers (CSMFO) - annual conference/ February	1,500
Leadership Retreat	5,000
CSMFO bi-monthly Chapter meetings - Finance Manager	275
CalPERS Ed Forum, Anaheim (Fin Mgr & Accountant)	1,250
Government Tax Seminar -Finance Mgr	475
GFOA/CSMFO finance workshops (Fin Mgr & Accountant)	1,000
Total	\$ 21,725
Maintenance/HQ	
10-50-111-5701	
Gardening Service (grounds)	6,000
Janitorial Service	45,000
Tree Trimming Services	6,500
Fuel Tank Cleaning and diesel refills	5,000
Generator Service (contract and repairs) - includes HQ, Punta, MBWT, Grandview, & 1500 Gal Diesel	12,000
Various permit fees - South Coast Air Quality Management District (AQMD) & LA County Fire Hazmat Program	2,500
Fire Alarm, Fire Alarm Inspection & Fire Extinguishers Service and Repairs	7,500
Elevator Maintenance Contract - \$7,600 for contract; \$2,000 for repairs	9,600
Water Treatment (for HVAC closed loop system)	1,200
HVAC Maintenance - Contract plus necessary repairs	33,350
DirecTV Services	2,500
Roll-up door Annual Maintenance - Tech Services Bay	2,500
Floor Mat Cleaning	2,500
Exterminator Service	1,000
Water Filtration Service	1,000
Uninterrupted Power Supply (UPS) Maintenance - includes Tower Radio Room	12,000
Building Exterior Annual Cleaning	5,000
Plumbing, Security Gate & Other repairs	7,500
Facility replacement light bulbs/hardware	1,500
Total	\$ 164,150

OPERATIONS DEPARTMENT



Operations Department

The Operations Department is the Communications Center which is staffed with five (5) Communications Supervisors and 55 Communications Operators. Communications Operators must attend and graduate from an accredited 120-hour Basic Academy hosted by Golden West College, Rio Hondo College, or the Riverside County Sheriffs' Department. The Basic Academy is accredited by the California Commission on Peace Officer Standards and Training (POST).

A new part-time program was implemented in Fiscal Year 2012-2013 which authorizes 5 part-time Communications Operators working a maximum of 999 hours each per year. The program's goal is to reduce overtime through the use of these part-time employees.

The Communications Center personnel answer all 9-1-1 and 7-digit emergency police and fire calls for the Cities of Manhattan Beach, Gardena, and Hawthorne (Members), as well as the cities of Culver City, El Segundo and Hermosa Beach (under contract). These calls are processed utilizing a computer-aided dispatch (CAD) system, and then dispatched to the appropriate police or fire department field units. The Communications Center operates 24 hours a day, 7 days a week.

When working the Complaint Operator position, a Communications Operator is responsible for receiving and responding appropriately and quickly to all incoming calls for service. These calls for service may be received via police and fire emergency lines, 9-1-1 lines, SMS/Text-to-911, TTY/TDD (Telecommunication Device for the Deaf), police and fire department hotlines, as well as hotlines from Chevron, Northrop, or the Hawthorne Airport Tower. Upon receipt of the call, the operator must determine the validity, nature, and priority of the call. These calls are entered as incidents to be dispatched to police and fire personnel or may be transferred appropriately.

When functioning as a Police or Fire Dispatcher, the Communications Operator is responsible for prompt and effective transmissions of dispatches as well as the coordination and intercommunication of all field units. The job requires considerable exercise of initiative and independent judgment in determining priorities and coordinating a variety of simultaneous activities of a critical nature. The operator processes requests for other city services and information from outside agencies as well as requests for information from law enforcement data bases.

Prior Year Accomplishments:

- Received 352,570 calls in CY2019
 - 911 Calls: 115,415
 - 7 Digit Calls: 237,155
- Averaged 40 seconds for Police dispatch (Priority E and 1 calls) and 20 seconds for Fire dispatch in CY2019.
- Answered 95.49% of overall calls and 96.08% at the busiest hour within 10 seconds, and 98.33% of overall calls within 15 seconds in CY2019.
- Responded to 313 Text-to-911 Sessions in CY2019.

Expenses by Account - Operations Department

ACCT	DESCRIPTION	FY17-18 Actual	FY18-19 Actual	FY 19-20 Adopted	FY 19-20 Amended	FY 20-21 Proposed	vs Adopted Increase (Decrease)	vs Adopted Increase (Decrease) %	vs Amended Increase (Decrease)	vs Amended Increase (Decrease) %
5101	Salaries (Full-Time)	\$ 3,843,426	\$ 4,176,042	\$ 5,311,530	\$ 5,311,530	\$ 5,546,631	\$ 235,101	4.43%	\$ 235,101	4.43%
5102	Salaries (Part-Time)	95,155	110,963	-	-	-	-	0.00%	-	0.00%
5103	Overtime	1,143,975	980,650	385,000	385,000	195,539	(189,461)	-49.21%	(189,461)	-49.21%
5104	Acting Pay	284	2,815	10,000	10,000	10,000	-	0.00%	-	0.00%
5105	Bilingual Pay	9,100	7,900	8,400	8,400	8,400	-	0.00%	-	0.00%
5107	Merit Pay	-	69,000	-	-	-	-	0.00%	-	0.00%
5108	Sick Leave Payoff	92,696	96,478	106,313	106,313	106,313	-	0.00%	-	0.00%
5109	Vacation Leave Payoff	36,694	49,221	63,217	63,217	55,000	(8,217)	-13.00%	(8,217)	-13.00%
5110	Training Pay	7,464	11,963	15,000	15,000	15,000	-	0.00%	-	0.00%
5114	Holiday Payoff	68,025	143,818	100,000	100,000	75,000	(25,000)	-25.00%	(25,000)	-25.00%
5115	Education Incentive	90,403	99,224	132,406	132,406	104,300	(28,106)	-21.23%	(28,106)	-21.23%
5116	Overtime-Ridealongs	-	-	10,000	10,000	-	(10,000)	-100.00%	(10,000)	-100.00%
5201	Medical Insurance	479,885	442,163	637,435	637,435	668,836	31,401	4.93%	31,401	4.93%
5202	Dental Insurance	25,103	34,282	47,968	47,968	36,400	(11,568)	-24.12%	(11,568)	-24.12%
5203	Vision Care	11,449	16,623	18,699	18,699	18,424	(275)	-1.47%	(275)	-1.47%
5204	Life Insurance	5,680	6,467	8,455	8,455	8,316	(139)	-1.64%	(139)	-1.64%
5205	Medicare	79,000	83,751	84,939	84,939	89,572	4,633	5.45%	4,633	5.45%
5206	Unemployment Insuranc	2,873	11,463	6,713	6,713	5,000	(1,713)	-25.52%	(1,713)	-25.52%
5207	Workers' Compensation	56,347	24,605	58,372	58,372	49,951	(8,421)	-14.43%	(8,421)	-14.43%
5208	PERS Contribution	631,635	767,603	922,296	922,296	662,899	(259,397)	-28.13%	(259,397)	-28.13%
5209	Retirees' Medical Insurai	56,240	45,484	62,800	62,800	50,000	(12,800)	-20.38%	(12,800)	-20.38%
5211	Social Security	589	126	890	890	-	(890)	-100.00%	(890)	-100.00%
5219	PERS Contribution-UAL	-	-	-	-	415,637	415,637	-	415,637	0.00%
Subtotal Salaries & Benefits		\$ 6,736,024	\$ 7,180,642	\$ 7,990,433	\$ 7,990,433	\$ 8,121,218	\$ 130,785	1.64%	\$ 130,785	1.64%
5300	Maintenance & Operatic	-	160	-	-	-	-	0.00%	-	0.00%
5401	Membership Dues	-	29	2,830	2,830	2,830	-	0.00%	-	0.00%
5402	Publications	785	1,629	1,710	1,710	1,710	-	0.00%	-	0.00%
5403	Conferences, Meeting &	13,306	15,382	24,155	24,155	27,300	3,145	13.02%	3,145	13.02%
5404	Employee Services/EC-Bi	1,843	477	2,500	2,500	2,500	-	0.00%	-	0.00%
5405	Employee Awards	-	-	500	500	500	-	0.00%	-	0.00%
5406	POST Training	-	992	23,815	23,815	24,865	1,050	4.41%	1,050	4.41%
5407	Tuition Reimbursement	10,014	6,797	18,000	18,000	18,000	-	0.00%	-	0.00%
5506	Uniforms/Safety Equipm	4,422	7,862	8,000	8,000	8,000	-	0.00%	-	0.00%
5509	Reproduction	353	-	500	500	500	-	0.00%	-	0.00%
5603	Telephone - El Segundo	2,403	2,149	3,000	3,000	3,000	-	0.00%	-	0.00%
5604	Telephone - Gardena	2,683	1,349	5,000	5,000	3,000	(2,000)	-40.00%	(2,000)	-40.00%
5606	Telephone - Hawthorne	4,419	5,385	6,000	6,000	6,000	-	0.00%	-	0.00%
5607	Telephone - Hermosa Be	21,838	27,864	25,000	25,000	27,000	2,000	8.00%	2,000	8.00%
5608	Telephone - Manhattan	4,528	5,029	8,000	8,000	6,000	(2,000)	-25.00%	(2,000)	-25.00%
5611	Telephone - Punta Place	3,765	3,897	5,500	5,500	4,500	(1,000)	-18.18%	(1,000)	-18.18%
5612	Telephone - RCC	10,630	10,717	12,000	12,000	11,000	(1,000)	-8.33%	(1,000)	-8.33%
5613	Sprint Wireless Reimbur:	77,632	65,103	77,289	77,289	70,000	(7,289)	-9.43%	(7,289)	-9.43%
5614	Verizon Wireless Reimbu	15,022	29,194	15,229	15,229	25,000	9,771	64.16%	9,771	64.16%
5615	Telephone-Culver City	22,457	10,327	5,500	5,500	14,500	9,000	163.64%	9,000	163.64%
5820	Other Equipment	5,399	4,749	15,000	15,000	15,000	-	0.00%	-	0.00%
Subtotal Supplies/Services/Equip		\$ 201,499	\$ 199,090	\$ 259,528	\$ 259,528	\$ 271,205	\$ 11,677	4.50%	\$ 11,677	4.50%
Total Expenses - Operations		\$ 6,937,523	\$ 7,379,731	\$ 8,249,961	\$ 8,249,961	\$ 8,392,423	\$ 142,462	1.73%	\$ 142,462	1.73%

Account Detail Explanations - Operations Department

Account	Account Description	Comments/Explanation
5101	Salaries (Full-Time)	Includes contracted and estimated increases from MOUs
5102	Salaries (Part-Time)	Part-time Communications Operators
5103	Overtime	Covers overtime for staffing, training, and other needs as necessary
5104	Acting Pay	Communications Operators acting as Communications Supervisors per MOU with the Teamsters
5105	Bilingual Pay	Per MOU \$100/month for designated employees
5108	Sick Leave Payoff	Per MOU - max Teamsters 120 hours/CWA 120 hours @ 85% of base rate
5109	Vacation Leave Payoff	Per MOU - max 90 hours Teamsters @ 85%; CWA @ 90% of base rate
5110	Training Pay	Per MOU - Incentive pay when Communications Operators train new employees
5114	Holiday Payoff	Payoff for unused holiday time at year-end
5115	Education Incentive	Per MOU - Incentive pay when employees obtain certificates and/or degrees
5116	Overtime - Ridealongs with Cities	Overtime for operators and supervisors to go on ride-alongs with member cities.
5201	Medical Insurance	Per MOUs - cafeteria plan limit
5202	Dental Insurance	Per MOUs - cafeteria plan limit
5203	Vision Insurance	Per MOUs - 100% employer paid
5204	Life Insurance	Per MOU \$100,000 coverage employee only
5205	Medicare	1.45% employer rate
5206	State Unemployment	Based on estimated reimbursements to EDD for actual claims
5207	Workers' Compensation	Based on prior year premium
5208	PERS Contribution	Rates reflect increases in the Normal Cost from 10.221% to 11.031% for Tier 1 employees plus 3.5% of employee contributions; increase from 8.081% to 8.794% for Tier 2 employees hired after October 25, 2011; increase from 7.397% to 7.732% for PEPRA employees hired after January 1, 2013. UAL portion is allocated to a different account (see account # 5219).
5209	Retirees' Medical Insurance	Covers retired employees
5219	PERS Contribution-UAL	Unfunded Accrued Liability determined by CalPERS Actuarial Report
5401	Membership Dues	See attached detail
5402	Publications	See attached detail
5403	Conferences, Meetings & Travel	See attached detail
5404	Employee Services/EC-BOD	Employee Assistance Program; miscellaneous employee operations expenses
5405	Employee Awards	Employee recognition
5406	POST Training	Mandated training; some reimbursed by State. See attached detail.
5407	Tuition Reimbursement	Reimbursement of college/university class tuition and eligible expenses
5506	Uniforms/Safety Equipment	Uniform purchases for new hires and replacements for existing employees
5509	Reproduction	Training manuals
5603	Telephone - El Segundo	Data and hotline phone circuits
5604	Telephone - Gardena	Data and hotline phone circuits
5606	Telephone - Hawthorne	Data and hotline phone circuits
5607	Telephone - Hermosa Beach	Data and hotline phone circuits
5608	Telephone - Manhattan Beach	Data and hotline phone circuits
5611	Telephone - Punta Place	Data and hotline phone circuits
5612	Telephone - RCC	Data and hotline phone circuits
5613	Sprint Wireless Reimbursable	Data charges that will be reimbursed to the Authority on the 4th qtr Assessment each year.
5614	Verizon Wireless Reimbursable	Data charges that will be reimbursed to the Authority on the 4th qtr Assessment each year.

Account Detail Explanations - Operations Department

Membership Dues	
10-60-211-5401	
Association of Police Communications Officials (APCO) - Group Membership	1,080
National Emergency Number Association (NENA) - Group Membership	700
CWA Association Memberships	1,050
Total	\$ 2,830
Publications	
10-60-211-5402	
Haines Directory Software (telephone criss-cross directory) for Dispatch Center	800
ACTIVE 9-1-1 Yearly Subscription	850
California Penal Code - annual new book - for Dispatch Center	60
Total	\$ 1,710
Conferences, Meetings & Travel	
10-60-211-5403	
Emergency Medical Dispatch (EMD) 24-hour course - Operators - 12/year @ \$399 each	4,788
EMD Recertification - Operators - 25/year @ \$129 each	3,225
Association of Police Communications Officials (APCO) Conference - Manager/Supervisor - August 2-5, 2020 Orlando, FL	5,910
ca 9-1-1 Training Allotment for CAL-NENA, NENA and Next Gen 9-1-1 Training (Reimbursed by State)	10,000
Civilian Management Seminars PMW Associates - 2 managers/supervisors @ \$561 registration each for 3 days	2,563
Mandatory Supervisor Harrasment Training 7 @ \$42.00 each	294
Employee Mandatory Harrassment Training 20@ \$26 each	520
Total	\$ 27,300
POST Training	
10-60-211-5406	
Haines Directory Software (telephone criss-cross directory) for Dispatch Center	12,900
ACTIVE 9-1-1 Yearly Subscription	10,915
California Penal Code - annual new book - for Dispatch Center	1,050
Total	\$ 24,865

TECHNICAL SERVICES DIVISION



Technical Services Division

The Technical Services Division is staffed with a Public Safety Communications Specialist II and four (4) Public Safety Communications Specialist I positions. The division provides technical services for vehicles and equipment used by the Member Cities and client cities Police, Fire, and Public Works personnel. The division also provides the same services to outside agencies including the City of Palos Verdes Estates, El Camino College Campus Police Department, and Los Angeles Interagency Metropolitan Police Apprehension Crime Taskforce (LA IMPACT).

Services provided include: installation of radios, emergency lighting, sirens, mobile computer systems, prisoner cages, prisoner restraint systems, prisoner seats, trunk boxes, slide out equipment trays, support wiring, and electrical equipment on patrol vehicles; repairs and maintenance of above equipment; repairs of mobile radios, portable radios, mobile computers, sirens, light bars, and mobile video equipment.

The division is responsible managing contracts for the maintenance and upgrade of the Authority's remote receivers and transmitters at the following sites: The Authority's Tower in Hawthorne; Punta Place in Palos Verdes Estates; South Bay Hospital in Redondo Beach; Grandview in Manhattan Beach; Water Tower in Manhattan Beach; Pacific Corporate Towers in El Segundo; Water Tower in El Segundo; Pier in Hermosa Beach; and Gardena Police Department.

The technologies that the division maintains under contract include: a microwave "ring" (1+1) network; IP voted conventional analog radio communications; networking equipment at all transmit and receive sites (firewalls, switches, routers, site monitoring equipment); Orion Solarwinds Network monitoring 24/7; generator and backup systems.

Technical Services also coordinates the maintenance requirements for the Authority facility and capital improvement projects; is responsible for upkeep of the Authority's FCC licenses and processing applications for new channels; and prepares/plans for future frequency needs of the Authority, Member Agencies and client cities.

Prior Year Accomplishments:

- Completed 150 installations and 690 repairs of various telecommunications equipment used by Police, Fire and Public Works from members and client agencies in CY2019.

Expenses by Account - Technical Services Department

ACCT	DESCRIPTION	FY17-18 Actual	FY18-19 Actual	FY 19-20 Adopted	FY 19-20 Amended	FY 20-21 Proposed	vs Adopted Increase (Decrease)	vs Adopted Increase (Decrease) %	vs Amended Increase (Decrease)	vs Amended Increase (Decrease) %
5101	Salaries (Full-Time)	\$ 495,661	\$ 437,449	\$ 485,506	\$ 485,506	\$ 476,889	\$ (8,617)	-1.77%	\$ (8,617)	-1.77%
5103	Overtime	904	839	5,000	5,000	6,850	1,850	37.00%	1,850	37.00%
5104	Acting Pay	-	-	-	-	-	-	0.00%	-	0.00%
5106	Call Back Pay	-	-	-	-	-	-	0.00%	-	0.00%
5107	Merit Pay	1,289	9,106	1,500	1,500	2,000	500	33.33%	500	33.33%
5108	Sick Leave Payoff	15,028	16,387	17,780	17,780	17,780	-	0.00%	-	0.00%
5109	Vacation Leave Payoff	5,437	11,880	14,386	14,386	14,386	-	0.00%	-	0.00%
5114	Holiday Payoff	10,277	-	-	-	-	-	0.00%	-	0.00%
5115	Education Incentive	3,446	-	-	-	-	-	0.00%	-	0.00%
5201	Medical Insurance	59,234	33,289	47,863	47,863	52,760	4,897	10.23%	4,897	10.23%
5202	Dental Insurance	2,632	2,519	2,940	2,940	2,800	(140)	-4.76%	(140)	-4.76%
5203	Vision Care	1,330	1,208	1,406	1,406	1,645	239	17.00%	239	17.00%
5204	Life Insurance	741	656	693	693	660	(33)	-4.76%	(33)	-4.76%
5205	Medicare	8,006	7,130	7,267	7,267	7,587	320	4.40%	320	4.40%
5206	Unemployment Insura	29	-	-	-	-	-	0.00%	-	0.00%
5207	Workers' Compensatic	99,767	46,978	83,933	83,933	71,824	(12,109)	-14.43%	(12,109)	-14.43%
5208	PERS Contribution	77,688	72,456	82,721	82,721	57,780	(24,941)	-30.15%	(24,941)	-30.15%
5209	Retirees' Medical Insu	30,798	27,672	32,775	32,775	20,000	(12,775)	-38.98%	(12,775)	-38.98%
5219	PERS Contribution-UAI	-	-	-	-	37,479	37,479	-	37,479	0.00%
Subtotal Salaries & Benefits		\$ 812,266	\$ 667,568	\$ 783,770	\$ 783,770	\$ 770,440	\$ (13,330)	-1.70%	\$ (13,330)	-1.70%
5302	Computer Contract/CA	330,000	310,000	145,000	145,000	145,000	-	0.00%	-	0.00%
5311	GST Software Reimbur	47,574	44,791	50,000	52,692	52,692	2,692	5.38%	-	0.00%
5403	Conferences, Meeting	-	1,491	2,650	2,650	2,650	-	0.00%	-	0.00%
5503	General Technical Sup	(10,660)	4,009	7,500	7,500	7,500	-	0.00%	-	0.00%
5506	Uniforms/Safety Equip	1,664	9,977	3,500	3,500	2,500	(1,000)	-28.57%	(1,000)	-28.57%
5507	Postage & Shipping	-	-	-	-	1,200	1,200	0.00%	1,200	0.00%
5508	Shipping Costs	-	343	-	1,200	-	-	0.00%	(1,200)	-100.00%
5514	Parts - Billing	527,416	745,477	600,000	597,308	600,000	-	0.00%	2,692	0.45%
5515	Parts - Telecommunic	6,491	5,073	-	-	-	-	0.00%	-	0.00%
5516	Install Wire, Loom & H	35,533	31,058	40,000	38,800	30,000	(10,000)	-25.00%	(8,800)	-22.68%
5517	Vehicle Operations	3,967	4,168	4,500	4,500	4,500	-	0.00%	-	0.00%
5520	Equipment Repair	-	232	5,000	5,000	5,000	-	0.00%	-	0.00%
5521	Outside Tech Serv-Tov	237,587	359,890	325,000	325,000	325,000	-	0.00%	-	0.00%
5524	GETAC Project	-	-	-	-	-	-	0.00%	-	0.00%
5525	Culver City Infrastruct	23,321	-	-	-	-	-	0.00%	-	0.00%
5810	Office Equipment	-	-	-	8,260	2,000	2,000	0.00%	(6,260)	-75.79%
5820	Other Equipment	-	6,563,550	-	-	-	-	0.00%	-	0.00%
Subtotal Supplies/Serv/Equip		\$ 1,202,892	\$ 8,080,061	\$ 1,183,150	\$ 1,191,410	\$ 1,178,042	\$ (5,108)	-0.43%	\$ (13,368)	-1.12%
Total Expenses - Tech Services		\$ 2,015,157	\$ 8,747,630	\$ 1,966,920	\$ 1,975,180	\$ 1,948,482	\$ (18,438)	-0.94%	\$ (26,698)	-1.35%

Account Detail Explanations - Technical Services Department

Account	Account Description	Comments/Explanation
5101	Salaries (Full-Time)	Includes contracted and estimated increases from MOUs
5103	Overtime	As needed; reimbursed by Member Agencies requesting OT when appropriate
5104	Acting Pay	Per MOU
5106	Call Back Pay	If called back to work after hours
5107	Merit Pay	Based on longevity starting @ 7 years of service \$250; \$50 each additional year
5108	Sick Leave Payoff	Max 120 hrs @ 85% of base rate
5109	Vacation Leave Payoff	Max 90 hrs @ 85% of base rate
5113	Accrued Leave	Account used to adjust compensated absences at year-end/non-cash so no budget impact
5201	Medical Insurance	Per MOUs - cafeteria plan limit
5202	Dental Insurance	Per MOUs - cafeteria plan limit
5203	Vision Insurance	Per MOUs - 100% employer paid
5204	Life Insurance	Per MOU \$100,000 coverage employee only
5205	Medicare	1.45% employer contribution rate
5206	State Unemployment	Based on estimated reimbursements to Employment Development Department for actual claims
5207	Workers' Compensation	Based on increase in claims costs filed since last year
5208	PERS Contribution	Rates reflect increases in the Normal Cost from 10.221% to 11.031% for Tier 1 employees plus 3.5% of employee contributions; increase from 8.081% to 8.794% for Tier 2 employees hired after October 25, 2011; increase from 7.397% to 7.732% for PEPRAs employees hired after January 1, 2013. UAL portion is allocated to a different account (see account # 5219).
5209	Retirees' Medical Insurance	Covers retired employees
5219	PERS Contribution-UAL	Unfunded Accrued Liability determined by CalPERS Actuarial Report
5302	Comp Contract Services/CAD	IT support from Hawthorne; CAD consultant
5403	Conferences, Meetings & Travel	See attached detail
5503	General Technical Supplies	Chemical cleaners, switches, cables, jumpers, etc.
5506	Uniforms/Safety Equipment	Uniform purchases for new hires and replacements for existing employees
5510	Equipment Rent	Boom lift/test equipment, as needed
5514	Parts - Billing	Reimbursable expense for parts billed to members/customers - revenue offset
5515	Parts - Telecommunications	Combined all parts accounts
5516	Install Wire, Loom & Hardware	Miscellaneous parts used for installations
5517	Vehicle Operations	Fuel/other maintenance for Authority's van/truck
5520	Equipment Repair	Various factory equipment repairs including MDC hardware
5521	Outside Tech Svcs-Towers/Equipment	CommLine contract for servicing radios, microwave and tower equipment
5810	Office Equipment	Computers, printers, laptops, etc., each generally costing \$1,000 or more
5820	Other Equipment	Television, tools, etc., each costing \$5,000 or more
Conferences, Meetings & Travel		
10-70-311-5403		
	Technical Services Software/Support training	2,500
	COPS West - Palm Springs - October 2017	150
	Total	\$ 2,650
Outside Tech Svcs-Towers/Equipment		
10-70-311-5521		
	Annual hardware support for (17) position Avtec/Servers, (106) Tait Base Stations and (9) Sites, microwave support.	180,000
	Avtec Annual Software support - provides 3 updates per year for 17 positions	70,000
	Support for Microwave maintenance	75,000
	Total	\$ 325,000

APPENDIX



Acronyms

APCO – Association of Police Communications Officials

AQMD – Air Quality Management District

CAD – Computer Aided Dispatch

CAHN – California Association of Hostage Negotiators

RMS – Records Management System

CalPERS – California Public Employees Retirement System

CLETS - California Law Enforcement Telecommunications System

CPI – Consumer Price Index

CSMFO – California Society of Municipal Finance Officers

CWA – Communications Workers of America

DOJ – Department of Justice

DUI – Driving Under the Influence

EDD – Employment Development Department

EMD – Emergency Medical Dispatch

FCC – Federal Communications Commission

FY – Fiscal Year

GASB – Governmental Accounting Standards Board

GFOA – Government Finance Officers Association

HQ – Headquarters

IFR – Injury Frequency Radio

IP – Internet Protocol

IWCE – International Wireless Communications Expo

LAIF – Local Agency Investment Fund

LASO – Los Angeles Sheriff's Office

MB – Manhattan Beach

MBWT – Manhattan Beach Water Tower

MDC - Mobile Data Computer

MHz – Megahertz

MOU – Memorandum of Understanding

NENA – National Emergency Number Association

OPEB – Other Post-Employment Benefits

OT – Overtime

PERS – Public Employees Retirement System

POST – Police Officer Standards and Training

PSAP – Public Safety Answering Point

PSTC – Public Safety Training Center

TMS – Training Management System

UAAL - Unfunded Actuarial Accrued Liability

UHF – Ultra High Frequency

VOIP - Voice over Internet Protocol

VHF - Very High Frequency

Glossary

ACCRUAL BASIS: Revenues are recognized when both measurable and available; expenditures are recorded when services have been substantially performed or goods have been received and the liabilities incurred.

ADOPTED BUDGET: The official budget as approved by the Board of Directors at the start of each fiscal year.

AMENDED BUDGET: The adopted budget as amended by the Board of Directors or the Executive Committee through the course of a fiscal year.

APPROPRIATIONS: A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and to the time when it may be expended.

AGENCY: A state or local unit of government created to perform a single activity or a limited group of functions and authorized by the state legislature to issue bonded debt.

ASSESSMENTS: The annual prorated and predetermined charges to the Member Cities (Gardena, Hawthorne, and Manhattan Beach) based on ownership share; for the Client Cities of El Segundo and Hermosa Beach (under contract), the assessment is annually adjusted based on the Consumer Price Index (CPI) for the preceding year.

AUTHORITY: The South Bay Regional Public Communications Authority, a governmental agency that provides a consolidated regional public communications system.

BOND: A security whereby an issuer borrows money from an investor and agrees and promises, by written contract, to pay a fixed principal sum on a specified date (maturity date) and at a specified rate of interest.

BOND PREMIUM: The amount at which a bond or note is bought or sold above its par value or face value without including accrued interest.

BUDGET: A plan of financial operation comprised of estimated expenditures for a given period (usually a single fiscal year) and the proposed means of financing the expenditures (through revenues).

BUDGET MESSAGE: A written discussion of the budget presented by the Executive Director to the Board of Directors and/or the Executive Committee.

CAPITAL OUTLAY BUDGET: A budget which focuses on capital projects (e.g., transmission/receiver or radio sites); includes fixed assets with a value per item of \$1,000 or more and with a minimum life expectancy of two years.

CONTRACTED SERVICES: Services rendered in support of the Authority's operations and activities by external parties. These may be based upon either formal contracts or ad hoc charges.

DEPARTMENT: A major organizational group of the Authority with overall management responsibility for an operation or a group of related operations within a functional area.

ENCUMBRANCE: The commitment of appropriated funds to purchase goods, which have not yet been received, or services which have yet to be rendered

ENTERPRISE FUND: The fund used to account for any activity for which a fee is charged to external users of goods and services.

EXPENDITURES: Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

EXPENSES: Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FISCAL AGENT: Also known as the Paying Agent, the bank, designated by the issuer, to pay interest and principal to the bondholder.

FISCAL YEAR: A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position, the results of its operations, and adopts a budget for the coming year. The Authority's fiscal year is from July 1 to June 30.

FIXED ASSETS: Equipment costing \$1,000 or more, including tax, with a useful life longer than one year, and not qualifying as a capital improvement project. Includes automotive equipment, office equipment, office furniture, acquisitions, landscaping improvements, etc.

FUND: An independent fiscal and accounting entity with a self-balancing set of accounts, recording resources, related liabilities, obligations, reserves, and equities segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

FUND BALANCE: The equity (assets minus liabilities) of governmental fund and fiduciary fund types. However, for budgeting purposes, a working capital definition of current assets minus current liabilities is used for the computation.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP): Uniform minimum standards of and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations.

INVESTMENT GRADE: Bond issues by the three major bond rating agencies, Moody's, Standard & Poor's, and Fitch, rated BBB, Baa or better. Many fiduciaries, trustees, and some mutual fund managers can only invest in securities with an investment grade rating.

ISSUER: A state or local unit of government that borrows money through the sale of bonds and/or notes.

JOINT POWERS AUTHORITY (JPA): The formation of two or more public entities with common powers to consolidate their forces to acquire or construct a joint-use facility. Their bonding authority and taxing ability are the same as their powers as separate units.

LETTER OF CREDIT: A form of supplement or, in some cases, direct security for a municipal bond under which a commercial bank or private corporation guarantees payment on the bond under certain specified conditions.

OBJECTIVE: A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objective should imply a specific standard of performance for a given program.

OBJECT CODE: The classification of expenditures in terms of what is bought and paid for grouped into major object codes by subject.

OPERATING BUDGET: A budget which focuses on everyday operating activities and programs. Usually includes personnel, maintenance and operations, and capital equipment.

PERSONNEL EXPENSES: Compensation paid to or on behalf of Authority employees for salaries and wages, overtime and benefits.

PREMIUM: The amount, if any, by which the price exceeds the principal amount (par value) of a bond. Its current yield will be less than its coupon rate.

PROPOSED BUDGET: The budget as formulated and proposed by the Executive Director. It is submitted to the Executive Committee and the Board of Directors for review and approval.

REFUNDING BOND: The issuance of a new bond for the purpose of retiring an already outstanding bond issue.

RETAINED EARNINGS: An equity account reflecting the accumulated earnings of Proprietary Fund types. For budgeting purposes, the working capital definition of fund balance is used.

REVENUE: Moneys that the City receives as income such as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.

REVENUE BOND: A municipal bond whose debt service is payable solely from the revenues received from operating the facilities acquired or constructed with the proceeds of the bonds.

TRUSTEE: A bank designated as the custodian of funds and official representative of bondholders. Appointed to ensure compliance with trust indenture.

USER CHARGES: Payments made by users or customers of publicly-provided services that benefit specific individuals. These services exhibit “public good” characteristics. Examples of user charges are fees paid for recreational activities, building fees, police fees, etc. For the Authority, the user charges are in the form of assessments to the members; billings to customers for equipment installation, repairs, and maintenance.

BUDGET POLICY



RESOLUTION NO. 321

RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ESTABLISHING A BUDGETARY POLICY

WHEREAS, Article IV (E & F) of the Bylaws of the South Bay Regional Public Communications Authority (Authority) authorizes the Board of Directors to establish an annual budget for the Authority and to exercise any other power to implement the annual budget; and

WHEREAS, Article IV (D) of the Bylaws of the Authority has appointed the Executive Committee to be responsible for the day-to-day management and control of the operations of the Authority; and

WHEREAS, the Authority recognizes the need to establish a budgetary policy to assure efficient and effective management of the funds entrusted to the Authority by its Members; and

WHEREAS, the Executive Director of the Authority shall be authorized to commit and expend the budgeted funds to carry out the mission of the Authority; and

WHEREAS, the Executive Committee, on August 21, 2007, established the Authority's budgetary policy by repealing Section 1.0 and 4.0 of Resolution No. 69 and Sections 1 and 2 of Resolution 194 and adopting Resolution No. 256.

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee of the Authority hereby adopts the following budgetary policy:

SECTION 1: DEFINITIONS/SCOPE OF THE BUDGET

- **Fiscal Period:** The year beginning July 1 and ending June 30
- **Budgeted Funds:** Fund 10/SBRPCA Enterprise Fund and Fund 20/Grant Fund
- **Budget Components:** Operating Budget; Capital Improvement Projects
- **Budget Categories:** Salaries & Benefits; Supplies & Services; Capital Outlay
- **Object Codes:** Line accounts such as Salaries; Overtime; Office Supplies; Legal Services; etc.
- **Departments:** Administration, Operations, Technical Services

SECTION 2: POLICY

- The Executive Director shall prepare a preliminary operating and capital outlay budget and present it to the Executive Committee at the Committee's regularly scheduled meeting in February of each year.
- The preliminary budget shall include an estimated amount that each Member City will be charged to support the budget appropriation during the coming fiscal year.
- The preliminary budget will also include a 10% Operational and Capital Reserve for operating and/or capital expense contingencies. The initial starting point for these reserves will be the combined Operating Reserve and Equipment Replacement Fund amounts detailed in the adopted Fiscal Year 2018/2019 budget.
- In circumstances where reserves have been appropriated by the Board of Directors and/or the Executive Committee, the budget will include a plan to replenish the reserves to this prescribed level within three (3) years.
- After the Executive Committee has reviewed and approved the preliminary budget, this recommended budget shall be submitted to the Board of Directors at the Board's regularly scheduled meeting in March of each year.
- The Board of Directors shall adopt the budget in March of each year according to the Authority's Bylaws.

SECTION 3: LEGAL LEVEL OF BUDGETARY CONTROL

- The legal level of budgetary control for management purposes is set by the Board of Directors and/or the Executive Committee at the fund level.

SECTION 4: BUDGET AMENDMENTS

- The Executive Director may 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.
- Changes to the capital improvement projects budget will require pre-approval by the Board of Directors and/or the Executive Committee.
- Budget amendments that are between budget categories or increase the total amount of the budget will require pre-approval by the Board of Directors and/or the Executive Committee.
- Appropriations from the Reserve will require pre-approval by the Board of Directors and/or the Executive Committee.

- Unencumbered appropriations lapse at year-end. Any carryover appropriations will require approval by the Board of Directors and/or the Executive Committee.

SECTION 5 - FINANCIAL REPORTING

- The Executive Director shall present a quarterly budget performance report to the Executive Committee.
- The Executive Director shall present a mid-year budget report to the Board of Directors at the Board's meeting in January of each year.
- The Executive Director shall present a fiscal year-end audited financial statements to the Executive Committee at the Committee's regularly scheduled meeting in February of each year or sooner.

SECTION 6 – EXCESS FUNDS

- Based on the fiscal year-end audited financial statements, the unreserved Fund 10 Enterprise Fund balance shall be eligible to be remitted to each member in proportion to each member's ownership share in the Authority, in accordance with its Bylaws.
- The actual amount to be remitted shall be determined by the Board of Directors and/or the Executive Committee.

BE IT FURTHER RESOLVED, that Sections 1 through 4 of Resolution No. 256 adopted on August 21, 2007 are hereby repealed.

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

Passed, approved, and adopted in a meeting held on the 18th day of December, 2018 by the following vote:

Ayes: Medrano, Moe, Shadbehr,

Noes: None.

Absent: None.

Abstain: None



Edward Medrano, Chair
Executive Committee



Erick B. Lee, Secretary
Executive Committee

FISCAL YEAR 2020-2021

BUDGET RESOLUTION



RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS
AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR
2020-2021**

WHEREAS, the South Bay Regional Public Communications Authority has been established for the purpose of implementing, operating, and maintaining a consolidated regional public safety services communications system for the mutual benefit of its membership;

WHEREAS, funds are required of the Member Agencies to support such operations;

WHEREAS, in a public session, on March 17, 2020, the Board of Directors examined and adopted the budget for Fiscal Year 2020-2021 as outlined below;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of said Authority has adopted a budget in the amount of \$12,938,443 for the period of July 1, 2020 through June 30, 2021 in accordance with the following allocations:

Administration Department	\$2,347,538
Operations Department	8,392,423
Technical Services Division	1,948,482
Capital Outlay	250,000
Total Budget	\$12,938,443

BE IT FURTHER RESOLVED that the Finance & Performance Audit Manager of the Authority is authorized to issue assessments and quarterly billings for Technical Services Workload Support charges to the Member Cities in accordance with the terms, conditions, and formulas contained in Article X of the Authority Bylaws, and as shown on page 25 of the budget.

WE HEREBY CERTIFY that the foregoing is a true copy of the resolution adopted by the Board of Directors of the South Bay Regional Public Communications Authority in a meeting thereof held on the 17th day of March 2020, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Haidar Awad, Councilmember
Chairman, Board of Directors

Erick B. Lee, Executive Director
Secretary, Board of Directors

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Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: February 18, 2020

ITEM NUMBER: F-2

TO: Executive Committee

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

SUBJECT: PENSION AND OTHER POST-EMPLOYMENT BENEFIT
UNFUNDED LIABILITIES

ATTACHMENTS: None

RECOMMENDATION

Staff recommends that the Executive Committee direct staff to:

- Implement strategies to reduce the Authority's unfunded CalPERS pension ("UAL") and Other post-employment benefits ("OPEB") liabilities to 90% and 100%, respectively.
- Implement strategies to reduce the Authority's UAL and OPEB liability amortization periods to 15 and 20 years, respectively.
- Develop an amendment to the Budgetary Policy that includes provisions for the Authority to make additional discretionary payments ("ADP") as any budget surplus becomes available in Fiscal Years 2019-2020 and 2020-2021 and to include actuarial determined contributions in accordance with the shortened amortization periods in its annual budgets beginning in Fiscal Year 2022-2023.
- Begin the process of establishing a Section 115 trust for OPEB liabilities to be presented to the Board of Directors for approval during the summer of 2020 with the corresponding transfer of the \$250,000 OPEB reserve.

BACKGROUND

During the September 17, 2019 Executive Committee meeting, staff was directed to consult with the member cities' Finance Directors to obtain information on how each respective city was addressing its unfunded pension and OPEB liabilities. Over the course

of the next several months, staff met with finance personnel from the cities of Gardena, Hawthorne, and Manhattan Beach. The following summarizes findings as they relate to the Authority's member cities.

City of Gardena

To address its pension liabilities, the City of Gardena elected to make additional payments to CalPERS under a process known as a "Fresh Start." A fresh start irrevocably combines an agency's various CalPERS UAL amortization bases into one base to be paid over a shorter period of time. For Gardena, this action combined the City's amortization bases into a shorter period from 30 to 20 years, generating savings of nearly \$10 million for the City.

To address its OPEB liabilities, and after reviewing proposals from California Employers' Retiree Benefit Trust ("CERBT") and Public Agency Retirement Services ("PARS"), the City of Gardena has opened a Section 115 Trust with CERBT. As of the date of our meeting with Gardena staff, an annual funding plan was still being developed. Additionally, the City has negotiated a tiered reduction in retiree benefits with its labor groups.

City of Hawthorne

After considering a Section 115 trust and available resources to make additional discretionary payments to CalPERS, the City of Hawthorne issued over \$100 million in Pension Obligation Bonds ("POBs") to address its pension liabilities. This action targets stabilizing the City's UAL payments for the next 30 years by paying off 100% of the CalPERS pension liability, at the time the bonds were issued, at a lower interest rate. The City has not yet implemented a plan for addressing its OPEB liabilities.

City of Manhattan Beach

To address its pension liabilities, the City of Manhattan Beach opened a Section 115 trust with PARS to use as a rate stabilization fund. However, after additional analysis, the City will instead be electing to make ADPs by simulating a Fresh Start with a shortened amortization period from 30 to 20 years. The City plans to use its rate stabilization fund to make the ADP and will likely discontinue the trust as a strategy for pension obligations. The City did not pursue POBs as an option for its pension liabilities.

To address its OPEB liabilities, the City Manhattan Beach opened a Section 115 trust with CERBT in 2002 and developed a funding plan based on actuarial recommendations. As of today, the City has fully funded its OPEB obligations and uses trust funds to reimburse the City's retiree pay-as-you-go costs.

DISCUSSION

Staff reviewed the Authority's pension and OPEB liabilities, conducted additional research to develop recommendations to move forward, and met with the Authority's CalPERS actuary to discuss its pension liabilities. Additionally, staff consulted with the Authority's contracted actuary, Bartel Associates, to derive an OPEB pre-funding analysis.

CalPERS UAL

CalPERS actuaries recommend agencies aim to reach a 90-95% funded status. As of the last CalPERS valuation reports dated June 30, 2018 (released in August 2019), the Authority's unfunded accrued pension liabilities totaled \$7,675,409 apportioned as follows:

Classic – Tier 1	\$7,602,163	99%
Classic – Tier 2	\$37,327	0.5%
PEPRA	\$35,919	0.5%

The Authority's current funded ratios for its different tier groups are 76.3%, 91.3%, 90.4%, respectively.

In order to begin addressing the growing pension unfunded liability, staff recommends that the Authority begin a "soft" Fresh Start with a shortened amortization base from 25 to 15 years. Under such approach, the Authority would make ADPs following CalPERS's Fresh Start schedule without being contractually obligated to CalPERS to make these payments, thereby preserving flexibility for the Authority in future years if—for whatever reason—the increased levels of payments were not economically feasible. Simulating a Fresh Start allows the Authority to generate savings of approximately \$1.88 million over 15 years.

The following table illustrates savings for the Authority's Classic – Tier 1 group. It summarizes past and forecasts future UAL payments on the current amortization schedule of 25 years and compares the increase in payment if the Authority paid off the UAL in 15 years:

Total Payments \$ 15,024,410			Total Payments \$ 13,140,801		
Total Interest \$ 7,046,256			Total Interest \$ 5,162,647		
			Total Savings \$ 1,883,609		
Original Schedule			15-Year Fresh Start Level %		
Year	Balance	Payment	Balance	Payment	Soft Fresh Start Payment
2018-19	\$ 7,602,164	\$ 281,703	\$ 7,602,164	\$ 281,703	\$ -
2019-20	\$ 7,842,919	\$ 400,006	\$ 7,842,920	\$ 400,006	\$ -
2020-21	\$ 7,978,154	\$ 498,776	\$ 7,978,155	\$ 719,579	\$ 220,804
2021-22	\$ 8,020,687	\$ 583,829	\$ 7,792,287	\$ 739,368	\$ 155,539
2022-23	\$ 7,978,218	\$ 654,593	\$ 7,572,939	\$ 759,700	\$ 105,107
2023-24	\$ 7,859,577	\$ 694,745	\$ 7,317,204	\$ 780,592	\$ 85,847
2024-25	\$ 7,691,097	\$ 738,360	\$ 7,021,958	\$ 802,059	\$ 63,699
2025-26	\$ 7,465,709	\$ 758,665	\$ 6,683,839	\$ 824,115	\$ 65,451
2026-27	\$ 7,203,540	\$ 779,528	\$ 6,299,236	\$ 846,778	\$ 67,250
2027-28	\$ 6,901,437	\$ 800,965	\$ 5,864,269	\$ 870,065	\$ 69,100
2028-29	\$ 6,556,014	\$ 822,991	\$ 5,374,765	\$ 893,991	\$ 71,000
2029-30	\$ 6,163,626	\$ 845,624	\$ 4,826,247	\$ 918,576	\$ 72,953
2030-31	\$ 5,720,359	\$ 868,878	\$ 4,213,902	\$ 943,837	\$ 74,959
2031-32	\$ 5,222,010	\$ 892,773	\$ 3,532,562	\$ 969,793	\$ 77,020
2032-33	\$ 4,664,059	\$ 881,813	\$ 2,776,680	\$ 996,462	\$ 114,649
2033-34	\$ 4,078,389	\$ 869,576	\$ 1,940,300	\$ 1,023,865	\$ 154,289
2034-35	\$ 3,464,380	\$ 841,260	\$ 1,017,027	\$ 1,052,021	\$ 210,761
2035-36	\$ 2,836,681	\$ 793,008	\$ 0	\$ -	\$ (793,008)
2036-37	\$ 2,214,955	\$ 704,367	\$ 0	\$ -	\$ (704,367)
2037-38	\$ 1,641,398	\$ 420,633	\$ 0	\$ -	\$ (420,633)
2038-39	\$ 1,321,191	\$ 357,381	\$ 0	\$ -	\$ (357,381)
2039-40	\$ 1,043,996	\$ 307,213	\$ 0	\$ -	\$ (307,213)
2040-41	\$ 799,292	\$ 274,310	\$ 0	\$ -	\$ (274,310)
2041-42	\$ 571,495	\$ 213,838	\$ 0	\$ -	\$ (213,838)
2042-43	\$ 390,304	\$ 204,508	\$ 0	\$ -	\$ (204,508)
2043-44	\$ 206,080	\$ 161,642	\$ 0	\$ -	\$ (161,642)
2044-45	\$ 53,302	\$ 55,136	\$ 0	\$ -	\$ (55,136)
2045-46	\$ -	\$ -	\$ 0	\$ -	\$ -
2046-47	\$ -	\$ -	\$ 0	\$ -	\$ -
2047-48	\$ -	\$ -	\$ 0	\$ -	\$ -
2048-49	\$ -	\$ -	\$ 0	\$ -	\$ -
2049-50	\$ -	\$ -	\$ 0	\$ -	\$ -

While FY2020-21 experiences an increase of \$220,804, the variance between the two amortization schedules begins to stabilize after three years and the Authority's pension liability position will subsequently improve. In other words, the shorter period benefits the Authority by paying off the UAL faster while only increasing payments an average of just over \$100,000 in the 15-year period.

OPEB

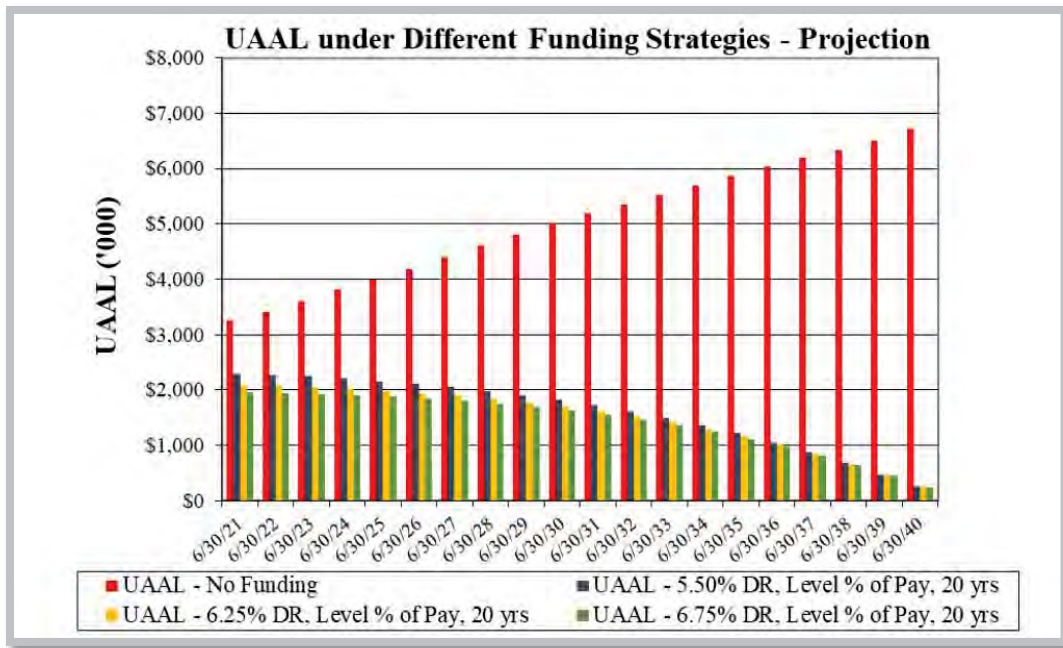
In addition to the unfunded accrued pension liability, the Authority's OPEB liability as of June 30, 2018 totaled \$2,810,101. Staff consulted with Bartel Associates to analyze this liability and develop a schedule to fund these benefits. The study uses the current \$250,000 reserve held in the Enterprise fund for OPEB obligations as the initial funding amount once a Section 115 Trust has been established. The study then models the Authority's Actuarially Determined Contribution ("ADC") under amortization periods of 15, 20, and 25 years using discount rates (projected rates of return) of 5.5%, 6.25%, and 6.75%. Under GASB 75, the ADC represents the target contribution each year to fully fund an agency's OPEB plan.

The following table illustrates the contribution to a Section 115 Trust in FY20-21 if the Authority adopts a funding policy using a discount rate of 6.25% and amortization periods of 15, 20, and 25 years, respectively. For an amortization period of 20 years and assuming a 6.25% rate of return, the trust contribution in Fiscal Year 2020-2021 would be \$132,850.

6.25% Discount Rate	Amortization Period		
	15 years	20 years	25 years ⁴
■ ADC			
• Normal Cost	\$ 93,951	\$ 93,951	\$ 93,951
• UAAL Amortization	<u>181,849</u>	<u>146,373</u>	<u>125,425</u>
• Total ADC	275,800	240,324	219,376
■ Cash and Implied Subsidy Benefit Payments	<u>107,094</u>	<u>107,474</u>	<u>107,727</u>
■ Net Trust Contributions FY 2020/21	168,706	132,850	111,649

With such a funding approach, the Authority's funded ratio for OPEB obligations would reach approximately 25% within four years and improve the Authority's net position as reported in its financial statements.

Additionally, prefunding retiree benefits can reduce the Authority's future cash flow requirements and free up future budget resources. The chart below illustrates the Authority's OPEB unfunded liability if it continues its current practice of "pay-as-you-go." Within 20 years, the UAL reaches nearly \$7 million, while prefunding leads to a fully funded retiree benefit plan. Once fully funded, trust assets can be used to reimburse the Authority for its pay-as-you-go costs, effectively removing retiree costs from the Authority's annual operating expenses.



FISCAL IMPACT

None at this time. Based on the Authority's most current five (5) year budget projections, the Authority could attempt to utilize any available year-end budget savings from FY19-20 and FY20-21 to make the first two years' ADPs and then begin to include the scheduled Fresh Start payments in the FY22-23 budget.

Budget Projections	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25
Revenues	\$13,149,258	\$14,162,451	\$15,468,175	\$16,003,709	\$16,550,550
Expenses	\$12,938,443	\$13,904,274	\$14,878,328	\$15,434,026	\$15,751,464
Revenues Over Expenses	\$210,815	\$258,177	\$589,848	\$569,683	\$799,086

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Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: February 18, 2020

ITEM NUMBER: F-3

TO: Executive Committee

FROM: Erick B. Lee, Executive Director

SUBJECT: PROPOSED SECOND AMENDED AND RESTATED JOINT POWERS AGREEMENT; AND
PROPOSED AMENDMENT TO BY-LAWS

ATTACHMENTS:

1. Proposed Second Amended and Restated Joint Powers Agreement
2. Proposed Second Amended and Restated Joint Powers Agreement (Tracked Changes)
3. Proposed Amendment to By-Laws
4. Proposed Amendment to By-Laws (Tracked Changes)

RECOMMENDATION

Staff recommends that the Executive Committee:

1. Provide direction on outstanding information needed in Section 4 of the Second Amended and Restated Joint Powers Agreement (Powers of the Authority; Restrictions on Powers).
2. Provide direction on outstanding information needed in Section 5 of the Second Amended and Restated Joint Powers Agreement (Accounts and Reports).
3. Direct staff to present the proposed amendments to the Joint Powers Agreement ("JPA") and By-Laws to the Board of Directors for consideration at its meeting on March 17, 2020.

BACKGROUND

The member cities entered into the original Joint Powers Agreement and established the Authority in 1975. In 2001, the member cities amended their agreement with an Amended and Restated Joint Powers Agreement.

DISCUSSION

In February 2019, the Authority contracted with Richards, Watson & Gershon (“RWG”), A Professional Corporation, for General Counsel legal services. Under this agreement, RWG performs a variety of legal services, including legal research and legal advice to the Board of Directors, the Executive Committee, the Executive Director, and Authority Staff.

As part of its review of proposed policies, General Counsel has identified deficiencies and inconsistencies within and between the Authority’s Amended and Restated Joint Powers Agreement and its By-Laws. In order to address these issues, General Counsel recommends that a Second Amended and Restated Joint Powers Agreement be adopted by the Authority’s three (3) member cities and that the By-Laws be comprehensively amended.

As proposed, the Second Amended and Restated Joint Powers Agreement would clarify and/or explicitly state that:

- The Second Amended and Restated Joint Powers Agreement (“Agreement”) replaces and supersedes the First Amended Joint Powers Agreement in its entirety.
- Authority for entering into this agreement is derived from the “Joint Powers Act.”
- The By-Laws must be consistent with state law and the Agreement.
- If a conflict arises between the Agreement and the By-Laws, the Agreement prevails.
- Per Section 6509 of the Joint Powers Act, the Authority is restricted in the exercise of its powers in the same manners as one of its member cities. (Direction requested from the Executive Committee as to which member city should be indicated in this section).
- Pursuant to Government Code Section 6508.1, the retirement liabilities of the Authority shall be debts, liabilities, and obligations of the individual public agencies which are signatory to this Agreement to the extent and in such manner provided by the Joint Powers Act, including but not limited to Sections 6508.1 and 6508.2 therein (i.e., upon termination of the retirement plan contract, or a decision by the Board of Directors to dissolve or cease the operations of the Authority).
- The Treasurer and Controller of the Authority is the City Treasurer of one of its member cities. (Direction requested from the Executive Committee as to which member city should be indicated in this section).
- The governing body of the Authority is its Board of Directors, specify the criteria for member representation on the Board of Directors, and outline how its meetings shall be conducted.
- The Board of Directors is vested with all of the rights, powers, duties, privileges and immunities of the Authority, including the powers to adopt Authority policy, amend the By-Laws, and adopt the annual budget, none of which not be delegated to any other body.

- The Executive Director is required to file an official bond in a minimum amount of \$100,000, which may be in the form of a public employees blanket bond purchased by the Authority from an appropriate insurance company. The Authority shall pay the cost of premiums associated with the bond.
- Upon dissolution, the member cities agree to apportion the Authority's public agencies' retirement obligations among themselves in such a manner that the agreement equals 100 percent of the Authority's retirement liability.

As proposed, the amended By-Laws would clarify and/or explicitly state that:

- Board of Directors
 - The Board of Directors shall be appointed in accordance with the Joint Powers Agreement.
 - The Executive Director and Chair of the User Committee are non-voting, ex-officio members of the Board of Directors.
 - Notice for meetings of the Board of Directors shall be in accordance with the Ralph M. Brown Act ("the Brown Act").
 - 10-day notice on resolutions increasing or decreasing the budget is not required.
 - The annual budget must be adopted by the Board of Directors prior to April 1 of each year.
- Executive Committee
 - Official representatives on the Executive Committee shall be the City Manager or equivalent officer from each member city.
 - The Executive Director and Chair of the User Committee are non-voting, ex-officio members of the Executive Committee.
 - Notice for meetings of the Executive Committee shall be in accordance with the Brown Act.
 - The Executive Committee does not have the power to appropriate funds or amend the By-Laws.
 - Any salary or compensation for serving on the Executive Committee must be established by resolution of the Board of Directors.
 - The Executive Committee shall be responsible to the Board of Directors for the administration and management of Authority affairs, the provision of assistance and advice to the Board of Directors, adhering to the budget adopted by the Board of Directors (including any budget amendment or other appropriation approved by the Board of Directors), and supervision of the Executive Director.
 - The Executive Committee shall be responsible for recommending the annual budget and implementing the Board-approved budget and

managing the work plan of the Authority within the budget approved by the Board of Directors.

- The Board of Directors delegates to the Executive Committee the Board's powers and duties for the purposes of program development, policy formulation, and program implementation, but not policy adoption, which shall be reserved to the Board of Directors and may not be delegated.
- The Executive Committee shall have the authority to approve expenditures, including but not limited to contracts, contract amendments, purchase orders and change orders to existing contracts provided that such expenditures are consistent with the adopted annual budget or with a budget amendment or other appropriation approved by the Board of Directors.

- User Committee

- Membership of User Committee does not necessarily include a Fire Chief and Chief of Police from each member city.
- The Executive Director is a non-voting, ex-officio member of the User Committee.
- Notice for meetings of the User Committee shall be in accordance with the Brown Act.
- The User Committee does not have the power request special meetings of the Board of Directors or the User Committee regarding matters of urgency.

- Executive Director

- Budget transfers shall be in accordance with the budgetary policy established by the Board of Directors

- Finances

- The Treasurer and Controller is designated in the Joint Powers Agreement, not by appointment by the Executive Committee.
- The Board of Directors may delegate to the Treasurer and Controller its authority to invest and reinvest funds on an annual basis in accordance with and subject to the laws applicable to the investment of public funds.

- Equipment and Operations

- The Communications Center is located at 4440 West Broadway in Hawthorne, CA.
- Bid specifications for police and fire communication equipment issued by the Authority or a member agency do not need to be reviewed or approved by the Executive Director and User Committee prior to issuance.

- Dissolution
 - Upon dissolution, the member cities agree to apportion the Authority's public agencies' retirement obligations among themselves in such a manner that the agreement equals 100 percent of the Authority's retirement liability.
- Amendment to By-Laws
 - Notice to the Board of Directors and the Executive Committee for meetings in which the Board of Directors will consider amendments to the By-Laws may be provided by written or verbal communication.

If the proposed amendments to the JPA and By-Laws are acceptable to the Executive Committee, staff will present the amendments as recommendations to the Board of Directors for adoption at the March 17, 2020 meeting. If adopted by the Board, the Executive Director will coordinate the Board's request to each of member cities to consider and approve the proposed Second Amended Joint Powers Agreement by June 30, 2020. The amended By-Laws would effective immediately upon the approval of the Second Amended Joint Powers Agreement by all three cities.

FISCAL IMPACT

None at this time.

F - 3

Attachment 1

SECOND AMENDED AND RESTATED JOINT POWERS AGREEMENT

This Second Amended And Restated Joint Powers Agreement (this “Agreement”) is entered into on the Effective Date set forth herein by and between the public agencies signatory hereto and also those which may hereinafter become signatory hereto (hereinafter “public agencies”):

WITNESSETH:

WHEREAS, said public agencies recognize the dire communications congestion problem and the resultant ramifications thereof within that certain geographical region of the County of Los Angeles known as the “South Bay”; and,

WHEREAS, the State Legislature, in 1972, added Article 6 to Title 5, Division 2, Part 1, Chapter 1, of the Government Code of the State of California which mandates the implementation of a uniform emergency telephone number designated “911” by January 31, 1982, for use throughout the State of California; and,

WHEREAS, said public agencies have heretofore determined that the system through which the uniform emergency telephone number service is to be provided should be a regional center responsive to the local needs of the citizenry of said public agencies; and,

WHEREAS, said public agencies have heretofore determined a need to establish a consolidated, regional, computer-assisted dispatch operation to best serve the needs of all of the citizens of said public agencies; and,

WHEREAS, said public agencies have heretofore determined that the interests of the citizens of each of said public agencies can best be served by the coordinated use of public safety radio channels; and,

WHEREAS, said public agencies recognize the mutual benefit of a consolidated, regional joint effort for the development, implementation and the subsequent operation and maintenance of such a consolidated regional system; and,

WHEREAS, said public agencies desire to consolidate and provide emergency call receiving, dispatching, and related operations; and,

WHEREAS the cost of developing, implementing, operating and maintaining said consolidated regional system is more than can be borne by one or a few municipalities within the “South Bay” area; and,

WHEREAS, said public agencies have heretofore determined that it is desirable and necessary to collectively direct the management policies and operational practices of said consolidated regional system; and,

WHEREAS, the Joint Exercise of Powers Act, being Title 1, Division 7, Chapter 5 of the Government Code of the State of California (the “Joint Powers Act”), authorizes said public agencies to enter into agreements for the joint exercise of any power common to them; and,

WHEREAS, said public agencies possess the power to consolidate public safety services communications by the execution and implementation of this Agreement.

WHEREAS, in light of the facts set forth in the above recitals, the public agencies previously entered in that certain Joint Powers Agreement effective as of November 4, 1975 (the “Original JPA”) to establish a joint exercise of powers authority known and as designated as the “South Bay Regional Public Communications Authority” (the “Authority”); and

WHEREAS, the public agencies have previously amended and restated the Original JPA by entering in that certain Amended and Restated Joint Powers Agreement effective as of April

25, 2001 (the “First Amended JPA”), which clarifies the method by which the Authority’s purpose will be accomplished; and

WHEREAS, the public agencies believe it to be in their best interests to further amend and restate the First Amended JPA to make certain clarifications and address certain amendments to the Joint Powers Act by entering into this Agreement, which will replace and supersede the First Amended JPA in its entirety;

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL ADVANTAGES TO BE DERIVED THEREFROM, AND IN CONSIDERATION OF THE EXECUTION OF THIS AGREEMENT BY OTHER PUBLIC AGENCIES ELIGIBLE FOR MEMBERSHIP IN THE AUTHORITY, each of the parties hereto does hereby agree as follows:

1. Authority Established by Original JPA; Authority as a Separate Public Entity; Amendment and Restatement of First Amended JPA. Pursuant to the joint powers authorization of the Government Code, the Authority has been established by the Original JPA and designated as the “South Bay Regional Public Communications Authority.” The members of the Authority consist of all of the public agencies signatory hereto and those public agencies which may hereafter become signatory hereto. Said Authority is an agency and public entity separate from the parties to this Agreement. The Original JPA was amended, restated, and superseded by the First Amended JPA. As of the Effective Date set forth herein, this Agreement amends, restates, and supersedes the First Amended JPA.

2. By-Laws. The Authority shall be subject to, and shall be governed by, those certain By-Laws originally adopted on October 14, 1975 by the unanimous express consent of all public agencies signatory hereto, as heretofore amended, together with any amendments not inconsistent with or contrary to the laws of the State of California or this Agreement which hereafter may be

made by the Board of Directors to said By-Laws in the manner and means therein set forth, provided that the Board of Directors may not delegate to any other body, officer or person its authority hereunder to amend the By-Laws. The By-Laws shall be consistent with this Agreement and shall provide for the administration and management of the Authority, the regulation of its business, and the conduct of its affairs. In the event of a conflict between the provisions of the By-Laws and the provisions of this Agreement, the provisions of this Agreement shall govern.

3. Purpose. The purpose of this Agreement shall be as set forth in the recitals hereinabove and the preamble to the By-Laws. Said purpose shall be accomplished and carried out, in part, through the issuance by the Authority of its Revenue Bonds, pursuant to Article 2 or Article 4 of the Joint Powers Act (together, the “Bond Acts”) to pay the cost and expenses of acquiring or constructing a project for any of the purposes permitted thereby and hereby, and in the manner set forth in said By-Laws. In addition, said purpose shall be accomplished and carried out through entering into project operating and service agreements with public agencies, pursuant to which the authority will operate a project in conformity with the recitals hereinabove.

4. Powers of the Authority; Restrictions on Powers. The Authority shall have all of the powers common to the public agencies and all additional powers set forth in the Joint Powers Act (including but not limited to those set forth in Article 4 thereof) and other statutes applicable to the Authority, and is hereby authorized to do all acts necessary or appropriate for the exercise of such powers toward and in connection with accomplishing the purposes of the Authority. Without limiting the foregoing, the Authority shall have the power in its own name, to make and enter into contracts and leases, to employ agents and employees, to acquire, hold and dispose of property, real and personal, to sue and be sued in its own name, and to incur debts, liabilities or obligations necessary for the accomplishment of the purposes of this Agreement, including but not

limited to, the issuance of bonds, notes, commercial paper, certificates of participation, and any other evidences of indebtedness pursuant to the Bond Acts and any other applicable state law providing authority therefor. However, the debts, liabilities and obligations of the Authority shall not constitute any debt, liability or obligation to any of the individual public agencies which are signatory to this Agreement; provided, pursuant to Government Code Section 6508.1, if the Authority contracts with a public retirement system (as defined in Section 6508.1(b)), the retirement liabilities of the Authority shall be debts, liabilities, and obligations of the individual public agencies which are signatory to this Agreement to the extent and in such manner provided by the Joint Powers Act, including but not limited to Sections 6508.1 and 6508.2 therein (i.e., upon termination of the retirement plan contract, or a decision by the Board of Directors to dissolve or cease the operations of the Authority). The Authority shall have the power of eminent domain which power shall not be exercised except with the unanimous consent of all member agencies.

Pursuant to and to the extent required by Section 6509 of the Joint Powers Act, the Authority shall be restricted in the exercise of its powers in the same manner as the City of [insert name of member agency] is restricted in its exercise of similar powers.

5. Accounts and Reports. The Authority shall strictly account for all funds and compile a report of all receipts and disbursements made by the Authority. The Authority hereby designates the [insert name of member agency] City Treasurer as the Treasurer and Controller of the Authority, and such Treasurer and Controller shall have the powers and duties set forth in Sections 6505 and 6505.5 of the Joint Powers Act. The Authority hereby designates its Finance & Performance Audit Manager as the Auditor of the Authority, and such Auditor shall have the duties and functions set forth in Section 6505.6 of the Joint Powers Act.

Unless the financial statements of the Authority are audited by the Controller of the State of California to satisfy federal audit requirements, the Auditor shall either make or contract with a certified public accountant to make an annual audit of the accounts and records of the Authority; provided, however, that if the Auditor is an officer or employee of the Authority but not the treasurer of one of the public agencies signatory hereto, the Auditor must contract with a certified public accountant to perform such audit. In any case, the minimum requirements of the audit shall be those prescribed by the California State Controller for special districts under Section 26909 of the Government Code, and shall comply with generally accepted auditing standards. A report of said audit shall be filed as a public record with each of the contracting parties listed on the signature page hereto, as well as with the county auditor of Los Angeles County within twelve months of the end of the Authority's fiscal year. The Authority shall send a copy of the audit report to any public agency or person in California that submits a written request for such report to the Authority.

Any costs of the audit, including contracts with, or employment of, certified public accountants, shall be borne by the Authority and shall be a charge against any unencumbered funds of the Authority available for such purpose.

6. Disposition of Assets. Upon dissolution as provided herein and in the Bylaws, any assets or surplus cash owned by the Authority after the payment of all liabilities, costs, expenses and charges validly incurred hereunder shall be divided among the then Authority members in proportion to the amount of contributions made by such member agencies.

7. Surplus Moneys. After completion of the purpose set forth in Section 3, any surplus money on hand after payment of all expenses, including but not limited to all expenses incurred in connection with the issuance of any bonds by the Authority, shall be returned to the constituent entities of the Authority in proportion to the contributions made by each such entity.

8. Membership. Each public agency signatory to this Agreement, and each additional public agency eligible for membership pursuant to the provisions of said By-Laws, which may hereafter sign said Agreement, is a member of said Authority and is entitled to all the rights and privileges and is subject to the obligations of membership, all as provided in said By-Laws.

9. Termination of Membership. This Agreement shall remain in full force and effect as to all member agencies from and after the Effective Date hereof. Any party to this Agreement may cease to be a party hereto and may withdraw from membership in Authority by the adoption by its legislative body of a resolution of intention to withdraw and the giving of written notice thereof to the Executive Director of the Authority and to each of the other public agencies signatory to this Agreement at least ninety (90) days prior to the end of the then current fiscal year. Said termination shall be effective at midnight on the last day of said current fiscal year. Notwithstanding anything herein to the contrary, no termination of membership by a public agency shall be effective unless such termination is in compliance with such public agency's project operating and service agreement. A member withdrawing from membership at a time when such withdrawal does not result in dissolution of the Authority or any member agency terminated from membership as provided herein, shall forever forfeit its claim to any assets of the Authority. Upon withdrawal or termination of any member of the Authority, the equipment in the sole possession and use of that member agency shall be returned to the Authority within 30 days unless otherwise prohibited by any law, contract or grant.

In the event said member agencies cannot unanimously agree upon the manner of disposition of such assets, said assets (other than any fixtures or improvements made to the premises or property by any member agency which cannot reasonably be removed therefrom) shall be sold by the Authority and the cash derived from said sale shall be distributed in the manner

hereinabove provided. Any fixtures or improvements not so removed from any member agency shall become the property of such member agency and the then current market value of such fixtures or improvements shall be credited to such agency for purposes of determining the distribution to be made hereunder.

10. Administration. Pursuant to the provisions of the Joint Powers Act, the Authority, as established by this Agreement and as governed by said By-Laws, shall be the joint powers agency authorized to administer this Agreement.

11. Board of Directors. The governing body of the Authority shall be known as the Board of Directors. The Board of Directors shall be vested with all of the rights, powers, duties, privileges and immunities of the Authority.

A. Membership. Representation on the Board of Directors shall be as follows:

1) The membership of the Board of Directors shall be composed of one representative from each member agency of the Authority.

2) Only the official representative or designated alternate representative from each member agency, as hereinafter provided, shall represent such member agency on the Board of Directors.

3) The official representative and alternate representative from each member agency shall be members of the legislative body of each such agency. The legislative body of each member agency shall designate in writing to the Authority the names of the official representative and the alternate representative to the Board of Directors. Such notice of designation shall include the mailing address of the persons so appointed. The names and addresses shown on such notice shall be used as the official mailing roster for the purpose of giving any notices required by this Agreement or the By-Laws.

4) An official representative or alternate representative shall serve until a successor is appointed by the respective member agency, except if an official representative or alternate representative ceases to be a member of the legislative body of the appointing member agency, in which case, the seat of the official representative or alternate representative shall be vacant until a successor is appointed.

5) Each public agency that is a member of the Authority shall be entitled to one vote on the Board of Directors. Such votes shall be cast only by the official representative in actual attendance, or by the designated alternate representative if the official representative is absent. No proxy votes or absentee voting shall be permitted.

6) Non-voting, ex-officio members of the Board of Directors may be established by the By-Laws.

B. Meetings. Regular public meetings of the Board of Directors shall be held at least twice annually. The Board of Directors shall fix by resolution the date, time and place at which each regular meeting is to be held. Each meeting of the Board of Directors shall be called, noticed, held, and conducted in accordance with the Ralph M. Brown Act, being California Government Code Section 54950, et seq. The Board of Directors shall have minutes of regular, adjourned regular, and special meetings kept by the Secretary of the Board of Directors appointed in the manner set forth in the By-Laws. A majority of the members of the Board of Directors shall be a quorum for the transaction of business. However, less than a quorum may adjourn a meeting from time to time.

12. Powers of the Board of Directors; Officers. Except as otherwise provided in this Agreement, the Board of Directors shall exercise all powers and conduct all business of the Authority, either directly or, with respect to its functions of program development, policy

formulation (but not policy adoption, which shall be reserved to the Board of Directors and may not be delegated), or program implementation, by delegation to other bodies, officers, or persons as may be provided for by the Authority in its By-Laws. Subject to the foregoing, the officers of the Authority shall include (i) a Treasurer and Controller, as designated in Section 5; (ii) an Auditor, as designated in Section 5; (iii) an Executive Director who shall be the chief administrative officer of the Authority and have such powers and duties and be appointed in the manner set forth in the By-Laws; and (iv) a Secretary who shall keep minutes of the meetings of the Board of Directors as specified in Section 11.B and have such powers and be appointed in the manner set forth in the By-Laws. The Board of Directors may not delegate its authority under Section 2 to amend the By-Laws. The Board of Directors may establish any other officers and administrative or advisory bodies of the Authority as may be provided in By-Laws of the Authority, in each instance subject to the limitations and provisions set forth in this Section 12. The Board of Directors shall cause to be prepared, and shall review, modify as necessary, and adopt the annual operating budget of the Authority. Adoption of the budget may not be delegated. The Board of Directors shall receive, review and act upon periodic reports and audits of the funds of the Authority. The Board of Directors shall have such other powers and duties as are reasonably necessary to carry out the purposes of the Authority.

13. Bonding Persons Having Access to Property. The public agencies signatory to this Agreement hereby designate the Executive Director of the Authority and the Treasurer and Controller of the Authority, and the designee or designees of each of them, as the persons who shall have charge of, handle, or have access to any property of the Authority. Such person or persons shall file an official bond in the amount required by the Board of Directors by resolution adopted from time to time, which shall be in a minimum amount of \$100,000 and may be in the

form of a public employees blanket bond purchased by the Authority from an appropriate insurance company. The Authority shall pay the cost of premiums associated with the bond.

14. Amendment. This Agreement may not be amended, except by written agreement of all the then parties to it, provided, however, that the By-Laws hereafter adopted may be amended from time to time by the method and means provided therein.

15. Duration of Agreement; Dissolution. This Agreement shall continue in effect until terminated by unanimous consent of the then parties to it or until dissolution of the Authority in the manner provided in said By-Laws. Upon such termination, or dissolution, the assets remaining, including any surplus money, shall be disposed of in the manner set forth in this Agreement, including but not limited to Sections 6 and 7, and in said By-Laws.

The public agencies signatory hereto shall comply with Section 6508.2 of the Joint Powers Act. Without limiting the foregoing, the public agencies signatory hereto shall mutually agree as to the apportionment of the public agencies' retirement obligations among themselves in such a manner that the agreement equals 100 percent of the Authority's retirement liability in the event of any of the following: (a) if the Authority contracts with the California Public Employees' Retirement System (CalPERS), prior to filing a notice of termination pursuant to Section 20570 or 20571 of the Public Employees Retirement Law (California Government Code Section 20000 et seq.); or (b) if the Authority does not contract with CalPERS, a decision by the Board of Directors to dissolve or cease the operations of the Authority. If such an event occurs and the public agencies are unable to mutually agree upon the apportionment of the public agencies' retirement obligations among themselves, the board of the pension or retirement system with which the Authority contracts shall apportion the retirement liability of the Authority among such public agencies in the manner provided by Section 6508.2 of the Joint Powers Act.

16. Enforcement. Authority is hereby given the power to enforce this Agreement. If suit is necessary to enforce any of the provisions hereof, including any provision of the By-Laws, the defaulting member shall pay reasonable attorney fees to Authority as adjudicated and determined by the Court.

17. Effective Date of Agreement. This Agreement shall become effective (the “Effective Date”) upon its execution by the Cities of Gardena, Hawthorne and Manhattan Beach.

IN WITNESS WHEREOF, the undersigned public agencies have set their signatures on the respective dates set forth below.

Dated: _____

CITY OF GARDENA

Attest: _____

City Clerk

By: _____

Mayor

Dated: _____

CITY OF HAWTHORNE

Attest: _____

City Clerk

By: _____

Mayor

Dated: _____

CITY OF MANHATTAN BEACH

Attest: _____

City Clerk

By: _____

Mayor

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Attachment 2

SECOND AMENDED AND RESTATED JOINT POWERS AGREEMENT

This Second Amended And Restated Joint Powers Agreement (~~the~~this ~~“Amended-~~ Agreement”) is entered into on the ~~effective-date~~Effective Date set forth herein by and between the public agencies signatory hereto and also those which may hereinafter become signatory hereto (hereinafter “public agencies”):

WITNESSETH:

WHEREAS, said public agencies recognize the dire communications congestion problem and the resultant ramifications thereof within that certain geographical region of the County of Los Angeles known as the “South Bay”; and,

WHEREAS, the State Legislature, in 1972, added Article 6 to Title 5, Division 2, Part 1, Chapter 1, of the Government Code of the State of California which mandates the implementation of a uniform emergency telephone number designated “911” by January 31, 1982, for use throughout the State of California; and,

WHEREAS, said public agencies have heretofore determined that the system through which the uniform emergency telephone number service is to be provided should be a regional center responsive to the local needs of the citizenry of said public agencies; and,

WHEREAS, said public agencies have heretofore determined a need to establish a consolidated, regional, computer-assisted dispatch operation to best serve the needs of all of the citizens of said public agencies; and,

WHEREAS, said public agencies have heretofore determined that the interests of the citizens of each of said public agencies can best be served by the coordinated use of public safety radio channels; and,

WHEREAS, said public agencies recognize the mutual benefit of a consolidated, regional joint effort for the development, implementation and the subsequent operation and maintenance of such a consolidated regional system; and,

WHEREAS, said public agencies desire to consolidate and provide emergency call receiving, dispatching, and related operations; and,

WHEREAS the cost of developing, implementing, operating and maintaining said consolidated regional system is more than can be borne by one or a few municipalities within the “South Bay” area; and,

WHEREAS, said public agencies have heretofore determined that it is desirable and necessary to collectively direct the management policies and operational practices of said consolidated regional system; and,

WHEREAS, [the Joint Exercise of Powers Act, being](#) Title 1, Division 7, Chapter 5 of the Government Code of the State of California [\(the “Joint Powers Act”\)](#), authorizes said public agencies to enter into agreements for the joint exercise of any power common to them; and,

WHEREAS, said public agencies possess the power to consolidate public safety services communications by the execution and implementation of this Agreement.

WHEREAS, in light of the facts set forth in the above recitals, the public agencies previously entered in that certain Joint Powers Agreement effective as of November 4, 1975 (the “Original JPA”) [to establish a joint exercise of powers authority known and as designated as the “South Bay Regional Public Communications Authority” \(the “Authority”\)](#); and

[WHEREAS, the public agencies have previously amended and restated the Original JPA by entering in that certain Amended and Restated Joint Powers Agreement effective as of April](#)

25, 2001 (the "First Amended JPA"), which clarifies the method by which the Authority's purpose will be accomplished; and

WHEREAS, the public agencies believe it to be in their best interests to further amend and restate the ~~Original JPA~~First Amended JPA to make certain clarifications and address certain amendments to the Joint Powers Act by entering into this Agreement, which will replace and supersede the First Amended JPA in its entirety;

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL ADVANTAGES TO BE DERIVED THEREFROM, AND IN CONSIDERATION OF THE EXECUTION OF THIS AGREEMENT BY OTHER PUBLIC AGENCIES ELIGIBLE FOR MEMBERSHIP IN THE AUTHORITY ~~HEREINAFTER ESTABLISHED~~, each of the parties hereto does hereby agree as follows:

1. Authority Established by Original JPA; Authority as a Separate Public Entity; Amendment and Restatement of First Amended JPA. Pursuant to the joint powers authorization of the Government Code, ~~an~~the Authority ~~is hereby~~has been established ~~to be known by the~~Original JPA and designated as the "South Bay Regional Public Communications Authority"~~(hereinafter designated as "The members of the Authority") which shall~~ consist of all of the public agencies signatory hereto and those public agencies which may hereafter become signatory hereto. Said Authority ~~shall be~~is an agency and public entity separate from the parties to ~~the Agreement~~this Agreement. The Original JPA was amended, restated, and superseded by the First Amended JPA. As of the Effective Date set forth herein, this Agreement amends, restates, and supersedes the First Amended JPA.

2. By-Laws. The Authority shall be subject to, and shall be governed by, those certain By-Laws ~~hereafter~~originally adopted on October 14, 1975 by the unanimous express

consent of all public agencies signatory hereto, as heretofore amended, together with any amendments ~~which~~not inconsistent with or contrary to the laws of the State of California or this Agreement which hereafter may be made by the Board of Directors to said By-Laws in the manner and means therein set forth, provided that the Board of Directors may not delegate to any other body, officer or person its authority hereunder to amend the By-Laws. The By-Laws shall be consistent with this Agreement and shall provide for the administration and management of the Authority, the regulation of its business, and the conduct of its affairs. In the event of a conflict between the provisions of the By-Laws and the provisions of this Agreement, the provisions of this Agreement shall govern.

3. Purpose. The purpose of this Agreement shall be as set forth in the recitals hereinabove and the preamble to the By-Laws. Said purpose shall be accomplished and carried out, in part, through the issuance by the Authority of its Revenue Bonds, pursuant to Article 2 ~~of Chapter 5 of Division 7 of Title 1 of the Government Code of California (the "Bond Act") or~~ Article 4 of the Joint Powers Act (together, the "Bond Acts") to pay the cost and expenses of acquiring or constructing a project for any of the purposes permitted thereby and hereby, and in the manner set forth in said By-Laws. In addition, said purpose shall be accomplished and carried out through entering into project operating and service agreements with public agencies, pursuant to which the authority will operate a project in conformity with the recitals hereinabove.

4. Powers of the Authority; Restrictions on Powers. The Authority shall have all of the powers common to the public agencies and all additional powers set forth in the Joint Powers Act (including but not limited to those set forth in Article 4 thereof) and other statutes applicable to the Authority, and is hereby authorized to do all acts necessary or appropriate for the exercise of such powers toward and in connection with accomplishing the purposes of the Authority.

Without limiting the foregoing, the Authority shall have the power in its own name, to make and enter into contracts and leases, to employ agents and employees, to acquire, hold and dispose of property, real and personal, to sue and be sued in its own name, and to incur debts, liabilities or obligations necessary for the accomplishment of the purposes of this Agreement, including but not limited to, the issuance of bonds, notes, commercial paper, certificates of participation, and any other evidences of indebtedness pursuant to the Bond ~~Act~~ Acts and any other applicable state law providing authority therefor. However, the debts, liabilities and obligations of the Authority shall not constitute any debt, liability or obligation to any of the individual public agencies which are signatory to this Agreement; provided, pursuant to Government Code Section 6508.1, if the Authority contracts with a public retirement system (as defined in Section 6508.1(b)), the retirement liabilities of the Authority shall be debts, liabilities, and obligations of the individual public agencies which are signatory to this Agreement to the extent and in such manner provided by the Joint Powers Act, including but not limited to Sections 6508.1 and 6508.2 therein (i.e., upon termination of the retirement plan contract, or a decision by the Board of Directors to dissolve or cease the operations of the Authority). The Authority shall have the power of eminent domain which power shall not be exercised except with the unanimous consent of all member agencies.

Pursuant to and to the extent required by Section 6509 of the Joint Powers Act, the Authority shall be restricted in the exercise of its powers in the same manner as the City of [insert name of member agency] is restricted in its exercise of similar powers.

5. Accounts and Reports. The Authority shall strictly account for all funds and compile a report of all receipts and disbursements made by the Authority. The Authority hereby designates the ~~Hawthorne~~ [insert name of member agency] City Treasurer as the Treasurer

and Controller of the Authority, and such Treasurer and Controller shall have the powers and duties set forth in Sections 6505 and 6505.5 of the ~~Code~~Joint Powers Act. The Authority hereby designates its ~~financial assistant~~Finance & Performance Audit Manager as the ~~auditor~~Auditor of the Authority~~;~~, and such Auditor shall have the duties and functions set forth in Section 6505.6 of the Joint Powers Act.

Unless the financial statements of the Authority are audited by the Controller of the State of California to satisfy federal audit requirements, the ~~auditor~~Auditor shall either make or contract with a certified public accountant to make an annual audit of the accounts and records of the Authority; provided, however, that if the ~~auditor~~Auditor is an officer or employee of the Authority~~, the auditor~~ but not the treasurer of one of the public agencies signatory hereto, the Auditor must contract with a certified public accountant to perform such audit. In any case, the minimum requirements of the audit shall be those prescribed by the California State Controller for special districts under Section 26909 of the Government Code, and shall comply with generally accepted auditing standards. A report of said audit shall be filed as a public record with each of the contracting parties listed on the signature page hereto, as well as with the county auditor of Los Angeles County within twelve months of the end of the Authority's fiscal year. The Authority shall send a copy of the audit report to any public agency or person in California that submits a written request for such report to the Authority.

Any costs of the audit, including contracts with, or employment of, certified public accountants, shall be borne by the Authority and shall be a charge against any unencumbered funds of the Authority available for such purpose.

6. Disposition of Assets. Upon dissolution as provided herein and in the Bylaws, any assets or surplus cash owned by the Authority after the payment of all liabilities, costs, expenses

and charges validly incurred hereunder shall be divided among the then Authority members in proportion to the amount of contributions made by such member agencies.

7. Surplus Moneys. After completion of the purpose set forth in Section 3, any surplus money on hand after payment of all expenses, including but not limited to all expenses incurred in connection with the issuance of any bonds by the Authority, shall be returned to the constituent entities of the Authority in proportion to the contributions made by each such entity.

8. Membership. Each public agency signatory to this Agreement, and each additional public agency eligible for membership pursuant to the provisions of said By-Laws, which may hereafter sign said Agreement, is a member of said Authority and is entitled to all the rights and privileges and is subject to the obligations of membership, all as provided in said By-Laws.

9. Termination of Membership. This Agreement shall remain in full force and effect as to all member agencies from and after the ~~effective date~~Effective Date hereof. Any party to this Agreement may cease to be a party hereto and may withdraw from membership in Authority by the adoption by its legislative body of a resolution of intention to withdraw and the giving of written notice thereof to the Executive Director of the Authority and to each of the other public agencies signatory to this Agreement at least ninety (90) days prior to the end of the then current fiscal year. Said termination shall be effective at midnight on the last day of said current fiscal year. Notwithstanding anything herein to the contrary, no termination of membership by a public agency shall be effective unless such termination is in compliance with such public agency's project operating and service agreement. A member withdrawing from membership at a time when such withdrawal does not result in dissolution of the Authority or any member agency terminated from membership as provided herein, shall forever forfeit its claim to any assets of the Authority. Upon withdrawal or termination of any member of the Authority, the equipment in the

sole possession and use of that member agency shall be returned to the Authority within 30 days unless otherwise prohibited by any law, contract or grant.

In the event said member agencies cannot unanimously agree upon the manner of disposition of such assets, said assets (other than any fixtures or improvements made to the premises or property by any member agency which cannot reasonably be removed therefrom) shall be sold by the Authority and the cash derived from said sale shall be distributed in the manner hereinabove provided. Any fixtures or improvements not so removed from any member agency shall become the property of such member agency and the then current market value of such fixtures or improvements shall be credited to such agency for purposes of determining the distribution to be made hereunder.

10. Administration. Pursuant to the provisions of ~~Title 1, Division 7, Chapter 5 of the Government Code of the State of California~~the Joint Powers Act, the Authority, as established by this Agreement and as governed by said By-Laws, shall be the joint powers agency authorized to administer this Agreement.

11. Board of Directors. The governing body of the Authority shall be known as the Board of Directors. The Board of Directors shall be vested with all of the rights, powers, duties, privileges and immunities of the Authority.

A. Membership. Representation on the Board of Directors shall be as follows:

1) The membership of the Board of Directors shall be composed of one representative from each member agency of the Authority.

2) Only the official representative or designated alternate representative from each member agency, as hereinafter provided, shall represent such member agency on the Board of Directors.

3) The official representative and alternate representative from each member agency shall be members of the legislative body of each such agency. The legislative body of each member agency shall designate in writing to the Authority the names of the official representative and the alternate representative to the Board of Directors. Such notice of designation shall include the mailing address of the persons so appointed. The names and addresses shown on such notice shall be used as the official mailing roster for the purpose of giving any notices required by this Agreement or the By-Laws.

4) An official representative or alternate representative shall serve until a successor is appointed by the respective member agency, except if an official representative or alternate representative ceases to be a member of the legislative body of the appointing member agency, in which case, the seat of the official representative or alternate representative shall be vacant until a successor is appointed.

5) Each public agency that is a member of the Authority shall be entitled to one vote on the Board of Directors. Such votes shall be cast only by the official representative in actual attendance, or by the designated alternate representative if the official representative is absent. No proxy votes or absentee voting shall be permitted.

6) Non-voting, ex-officio members of the Board of Directors may be established by the By-Laws.

B. Meetings. Regular public meetings of the Board of Directors shall be held at least twice annually. The Board of Directors shall fix by resolution the date, time and place at which each regular meeting is to be held. Each meeting of the Board of Directors shall be called, noticed, held, and conducted in accordance with the Ralph M. Brown Act, being California Government Code Section 54950, et seq. The Board of Directors shall have minutes of regular,

adjourned regular, and special meetings kept by the Secretary of the Board of Directors appointed in the manner set forth in the By-Laws. A majority of the members of the Board of Directors shall be a quorum for the transaction of business. However, less than a quorum may adjourn a meeting from time to time.

12. Powers of the Board of Directors; Officers. Except as otherwise provided in this Agreement, the Board of Directors shall exercise all powers and conduct all business of the Authority, either directly or, with respect to its functions of program development, policy formulation (but not policy adoption, which shall be reserved to the Board of Directors and may not be delegated), or program implementation, by delegation to other bodies, officers, or persons as may be provided for by the Authority in its By-Laws. Subject to the foregoing, the officers of the Authority shall include (i) a Treasurer and Controller, as designated in Section 5; (ii) an Auditor, as designated in Section 5; (iii) an Executive Director who shall be the chief administrative officer of the Authority and have such powers and duties and be appointed in the manner set forth in the By-Laws; and (iv) a Secretary who shall keep minutes of the meetings of the Board of Directors as specified in Section 11.B and have such powers and be appointed in the manner set forth in the By-Laws. The Board of Directors may not delegate its authority under Section 2 to amend the By-Laws. The Board of Directors may establish any other officers and administrative or advisory bodies of the Authority as may be provided in By-Laws of the Authority, in each instance subject to the limitations and provisions set forth in this Section 12. The Board of Directors shall cause to be prepared, and shall review, modify as necessary, and adopt the annual operating budget of the Authority. Adoption of the budget may not be delegated. The Board of Directors shall receive, review and act upon periodic reports and audits

of the funds of the Authority. The Board of Directors shall have such other powers and duties as are reasonably necessary to carry out the purposes of the Authority.

13. Bonding Persons Having Access to Property. The public agencies signatory to this Agreement hereby designate the Executive Director of the Authority and the Treasurer and Controller of the Authority, and the designee or designees of each of them, as the persons who shall have charge of, handle, or have access to any property of the Authority. Such person or persons shall file an official bond in the amount required by the Board of Directors by resolution adopted from time to time, which shall be in a minimum amount of \$100,000 and may be in the form of a public employees blanket bond purchased by the Authority from an appropriate insurance company. The Authority shall pay the cost of premiums associated with the bond.

14. ~~11.~~ Amendment. This Agreement may not be amended, except by written agreement of all the then parties to it, provided, however, that the By-Laws hereafter adopted may be amended from time to time by the method and means provided therein.

15. ~~12.~~ Duration of Agreement; Dissolution. This Agreement shall continue in effect until terminated by unanimous consent of the then parties to it or until dissolution of the Authority in the manner provided in said By-Laws. Upon such termination, or dissolution, the assets remaining, including any surplus money, shall be disposed of in the manner set forth in this Agreement, including but not limited to Sections 6 and 7, and in said By-Laws.

The public agencies signatory hereto shall comply with Section 6508.2 of the Joint Powers Act. Without limiting the foregoing, the public agencies signatory hereto shall mutually agree as to the apportionment of the public agencies' retirement obligations among themselves in such a manner that the agreement equals 100 percent of the Authority's retirement liability in the event of any of the following: (a) if the Authority contracts with the California Public Employees'

Retirement System (CalPERS), prior to filing a notice of termination pursuant to Section 20570 or 20571 of the Public Employees Retirement Law (California Government Code Section 20000 et seq.); or (b) if the Authority does not contract with CalPERS, a decision by the Board of Directors to dissolve or cease the operations of the Authority. If such an event occurs and the public agencies are unable to mutually agree upon the apportionment of the public agencies' retirement obligations among themselves, the board of the pension or retirement system with which the Authority contracts shall apportion the retirement liability of the Authority among such public agencies in the manner provided by Section 6508.2 of the Joint Powers Act.

16. ~~13.~~ Enforcement. Authority is hereby given the power to enforce this Agreement. If suit is necessary to enforce any of the provisions hereof, including any provision of the By-Laws, the defaulting member shall pay reasonable attorney fees to Authority as adjudicated and determined by the Court.

17. ~~14.~~ Effective Date of Agreement. This Agreement shall become effective (the "Effective Date") upon its execution by the Cities of Gardena, Hawthorne and Manhattan Beach.

IN WITNESS WHEREOF, the undersigned public agencies have set their signatures on the respective dates set forth below.

Dated: _____	CITY OF GARDENA
Attest: _____	By: _____
City Clerk	Mayor

Dated: _____	CITY OF HAWTHORNE
Attest: _____	By: _____
City Clerk	Mayor

Dated: _____

CITY OF MANHATTAN BEACH

Attest: _____

City Clerk

By: _____

Mayor

Document comparison by Workshare 9.5 on Friday, January 24, 2020 1:26:59 PM

Input:	
Document 1 ID	interwovenSite://RWGDM1/RWGIMAN1/2361608/1
Description	#2361608v1<RWGIMAN1> - Amended and Restated Joint Powers Agreement (South Bay RPCA)
Document 2 ID	interwovenSite://RWGDM1/RWGIMAN1/2361608/5
Description	#2361608v5<RWGIMAN1> - Second Amended and Restated Joint Powers Agreement (South Bay RPCA)
Rendering set	Standard

Legend:	
<u>Insertion</u>	
Deletion	
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Statistics:	
	Count
Insertions	79
Deletions	32
Moved from	1
Moved to	1
Style change	0
Format changed	0
Total changes	113

F - 3

Attachment 3



***SOUTH BAY REGIONAL PUBLIC
COMMUNICATIONS AUTHORITY***

BYLAWS

(ADOPTED OCTOBER 14, 1975)

(Amended by Board Action on October 21, 1981),

Resolution 10 [May 19, 1977], Resolution 23 [July 20, 1979],

Resolution 31 [June 26, 1980], Resolution 38 [October 15, 1980],

Resolution 54 [December 16, 1981], Resolution 61 [August 18, 1982],

Resolution 73 [December 21, 1983], Resolution 103 [August 20, 1986],

Resolution 117 [March 16, 1988], Resolution 129 [December 21, 1988],

Resolution 131 [February 15, 1989], Resolution 145 [February 21, 1990],

Resolution 159 [July 17, 1991], Resolution 186 [December 20, 1995],

Resolution 206 [November 17, 1999], Resolution 210 [September 18, 2000],

Resolution 216 [January 3, 2001], Resolution 262 [January 15, 2008],

**Resolution 324 [September 17, 2019], and Resolution ____ [_____,
2020]**

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PREAMBLE

The South Bay Regional Public Communications Authority (hereinafter "Authority") is an agency voluntarily established by the public agencies signatory to the Joint Powers Agreement attached hereto (hereinafter "member agencies") pursuant to the Joint Exercise of Powers Act of the Government Code of the State of California for the purpose of providing a forum for discussion, study, development, implementation, operation and maintenance of a consolidated regional public safety services communications system for the mutual benefit of the membership. A substantial function of said Authority is to provide a computerized criminal justice information system dedicated to purposes related solely to the administration of criminal justice and, for such purposes, the Authority is a criminal justice system.

ARTICLE I

FUNCTIONS

The functions of the Authority are:

- A.** To enter into contracts;
- B.** To employ agents and employees;
- C.** To acquire, hold and dispose of property, real and personal;
- D.** To acquire, construct, manage, operate and maintain any building or portion thereof for the purposes of carrying out the functions of the Authority; and
- E.** To incur debts, liabilities and obligations for the purpose of carrying out the functions of the Authority.

ARTICLE II

MEMBERSHIP

- A.** Any public agency is eligible for membership in the Authority.
- B.** Membership shall be contingent upon the execution of the Joint Powers Agreement creating and establishing this Authority (as amended from time to time, the "Agreement") and the payment by each such member agency of all membership assessments and costs as specified herein.
- C.** Subsequent to the effective date of said Agreement, any public agency wishing membership in the Authority shall be admitted only upon a two-thirds vote of the total membership of the Board of Directors if the Authority has four or more members, or upon a unanimous vote of the Board if the Authority has less than four members. However, whenever any member of the Authority has given notice pursuant to these By-Laws of its intention to withdraw as a member from the Authority, such member shall not be eligible to vote on any action of the Board to add one or more new members to the Authority. The Board of Directors may, by a similar

vote, impose conditions governing the admission of such new members in addition to the terms, costs and assessment charges as specified in the Agreement or Bylaws. Any revenue derived from the imposition of such conditions shall be apportioned among the then existing members by an advance payment credit in proportion to the respective cash contributions of each of said members to the Authority to date.

ARTICLE III

BOARD OF DIRECTORS

- A. The governing body of this Authority shall be known as the “Board of Directors”.**
- B. Representation on the Board of Directors shall be as follows:**
1. The membership of the Board of Directors shall be composed of one representative from each member agency of the Authority and be appointed as set forth in Section 11 of the Agreement.
 2. Pursuant to Section 11.A.6 of the Agreement, the Executive Director and the Chair of the User Committee shall be non-voting, ex-officio members of the Board of Directors.
- C. Board Officers.**
1. The Board of Directors shall elect from among the membership of the official representatives of said Board a Chairperson and a Vice Chairperson. The Executive Director of the Authority shall automatically be the Secretary of the Board of Directors.
 2. Officers of the Board of Directors shall be elected at the first meeting of said Board and at the first meeting on or after July 1 of each year thereafter. Said election shall be the first item of business at said meetings and the newly elected officers shall assume office immediately following their election.
 3. A vacancy shall immediately occur in the office of any officer upon the resignation, death or disability of such person holding such office or in the event that officer ceases to be a member of the legislative body of the appointing member agency. The Board of Directors shall fill such vacancy in accordance with the provisions of these Bylaws.
 4. The Chairperson shall preside at all meetings of the Board of Directors. The Vice Chairperson shall act as Chairperson in the absence of the Chairperson.
 5. The Secretary shall keep a record of all of the proceedings of the Board and perform the usual duties of such office.

D. Meetings.

1. Per Section 11.B of the Agreement, regular public meetings of the Board of Directors shall be held at least twice annually at a date, time and place established by resolution of the Board pursuant to the provisions of the Ralph M. Brown Act (the "Brown Act"), being California Government Code Section 54950, et seq., including but not limited to Section 54954 therein. Special meetings of the Board may be called by its Chairperson or by the written request of a majority of the members of said Board. The last regularly scheduled meeting of the Board shall be held prior to April 1 of each year at which meeting the Board shall consider and adopt the annual budget for the Authority for the following fiscal year.
2. Notice of regular meetings shall be given to the official representative of each member agency at or before the same time as the agenda for the subject meeting is posted in accordance with the Brown Act. Such notice shall also be provided in the same manner to any owner of property located within any of the member cities who has filed a written request for each notice with the Secretary. An agenda for each such meeting shall accompany the notice; regular meetings shall be limited to the matters set forth in such agenda. Explanatory agenda documentation shall also accompany each notice.
3. Notice of special meetings shall be given to the official representative of each member agency in accordance with the Brown Act. Similar notice shall be provided in the same manner to any owner of property located within any of the member cities who has filed a written request for such notice with the Secretary. The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public, or at such time and in such manner as may otherwise be specified in the Brown Act. An agenda specifying the subject of the special meeting shall accompany the notice, as will explanatory agenda documentation.
4. At least 72 hours before a regular meeting (or at such time and in such manner as may otherwise be specified in the Brown Act), the Secretary, or his or her designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public. No action shall be taken on any item not appearing on the posted agenda. Notwithstanding the above, the Board of Directors may take action on items of business not appearing on the posted agenda under any of the following conditions:

- a. Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Section 54956.5 of the Government Code.
- b. Upon a determination by a two-thirds vote of the Board, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that the need to take action arose subsequent to the agenda being posted as specified above.
- c. The item was posted for a prior meeting of the legislative body occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

E. Voting in the Board of Directors shall be conducted in the following manner:

1. Each public agency that is a member of the Authority shall be entitled to one vote on the Board of Directors. Such votes shall be cast only by the official representative in actual attendance, or by the designated alternate representative if the official representative is absent. No proxy votes or absentee voting shall be permitted.
2. A quorum of the Board of Directors shall consist of representation of a majority of the member agencies, and the Board shall act only upon a majority vote of the quorum. Pursuant to Article XV, resolutions amending the Bylaws require ten (10) days' prior notice to all member agencies before a vote may be taken by the Board of Directors.
3. Voting may be either by voice or roll call vote. A roll call vote shall be conducted upon the request of any representative present.

F. Board Rules.

1. The Board shall establish rules governing its own conduct and procedures, and shall have such expressed or implied authority as is not inconsistent with or contrary to the laws of the State of California, the Agreement or these Bylaws.
2. Representatives of member agencies, while serving on the Board, shall receive such salary or compensation as may be established by resolution of the Board. Reimbursement of reasonable and necessary expenses may also be approved by the Board on a case-by-case basis.

ARTICLE IV

POWERS AND DUTIES OF THE BOARD

- A.** The Board of Directors is hereby designated as the governing body of the Authority and shall have the powers and duties set forth in this Article.
- B.** The Board shall take such action as it deems necessary and appropriate to accomplish the general purposes of the organization.
- C.** Except as otherwise provided in these Bylaws, the Board shall have full control of the affairs of this Authority.
- D.** The Board of Directors shall appoint an Executive Committee which shall be composed of the City Manager/equivalent officer (or his or her designee) from each member of the Authority. The Executive Committee shall be responsible for the day-to-day management and control of the operations of the Authority and shall have the powers and duties set forth in these By-Laws.
- E.** The Board shall establish the annual budget for the Authority as provided in these Bylaws.
- F.** The Board may exercise any other power necessary and incidental to the implementation of its powers and duties.
- G.** The Board shall make all policy decisions and determinations for the Authority.
- H.** Any representative who desires to propose any policy matter for determination by the Board of Directors may, but is not required to, submit the matter to the Executive Committee in the form of a proposed resolution prior to the regular meeting of the Board of Directors at which such matter will be considered. The Executive Committee shall consider each such resolution and may submit its recommendations for action to the Board of Directors. A copy of each such proposed resolution together with the Executive Committee's recommendations thereon, shall be included in the agenda materials for the next scheduled meeting of the Board of Directors.
- I.** Any representative may, at any meeting of the Board of Directors, request review by the Board of Directors of any action of the Executive Committee or the User Committee which has been taken between meetings of the Board of Directors or Executive Committee.
- J.** At its last regularly scheduled meeting held prior to April 1 of each year, the Board of Directors shall review the proposed budget and assessment schedule submitted by the Executive Director and shall adopt an annual budget and an assessment schedule.

ARTICLE V

EXECUTIVE COMMITTEE

A. An Executive Committee is hereby established for this Authority.

B. Representation on the Executive Committee shall be as follows:

1. The membership of the Executive Committee shall be composed of one representative from each member agency of the Authority.
2. Only the official representative or designated alternate representative from each member agency, as hereinafter provided, shall represent such member agency on the Executive Committee.
3. The official representative and alternate representative from each member agency shall be the City Manager/equivalent officer (or his or her designee) from each member of the Authority. The legislative body of each member agency shall designate in writing to the Authority the names of the official representative and the alternate representative to the Executive Committee. Such notice of designation shall include the mailing address of the persons so appointed. The names and addresses shown on such notice shall be used as the official mailing roster for the purpose of giving any notices required by this Agreement or by these Bylaws.
4. An official representative or alternate representative shall serve until a successor is appointed by the respective member agency.
5. The Executive Director and the Chair of the User Committee shall be non-voting, ex-officio members of the Executive Committee.

C. Executive Committee Officers.

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

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

D. Meetings.

1. Regular public meetings of the Executive Committee shall be held monthly at a regular date, time and place established by resolution of the Committee pursuant to the provisions of the Brown Act, including but not limited to Section 54954 therein. Special meetings of the Committee may be called by its Chairperson or by the written request of a majority of the members of said Committee.
2. Notice of regular meetings shall be given to the official representative of each member agency at or before the same time as the agenda for the subject meeting is posted in accordance with the Brown Act. Such notice shall also be provided in the same manner to any owner of property located within any of the member cities who has filed a written request for each notice with the Secretary. An agenda for each such meeting shall accompany the notice; regular meetings shall be limited to the matters set forth in such agenda. Explanatory agenda documentation shall also accompany each notice.
3. Notice of special meetings shall be given to the official representative of each member agency in accordance with the Brown Act. Similar notice shall be provided in the same manner to any owner of property located within any of the member cities who has filed a written request for such notice with the Secretary. The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public, or at such time and in such manner as may otherwise be specified in the Brown Act. An agenda specifying the subject of the special meeting shall accompany the notice, as will explanatory agenda documentation.
4. At least 72 hours before a regular meeting (or at such time and in such manner as may otherwise be specified in the Brown Act), the Secretary, or his or her designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public. No action shall be taken on any item not appearing on the posted agenda. Notwithstanding the above, the Executive Committee may take action on items of business not appearing on the posted agenda under any of the following conditions:

- a. Upon a determination by a majority vote of the Committee that an emergency situation exists, as defined in Section 54956.5 of the Government Code.
- b. Upon a determination by a two-thirds vote of the Committee, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that the need to take action arose subsequent to the agenda being posted as specified above.
- c. The item was posted for a prior meeting of the Executive Committee occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

E. Voting in the Executive Committee shall be conducted in the following manner:

- 1. Each public agency that is a member of the Authority shall be entitled to one vote on the Executive Committee. Such votes shall be cast only by the official representative in actual attendance, or by the designated alternate representative if the official representative is absent. No proxy votes or absentee voting shall be permitted.
- 2. A quorum of the Executive Committee shall consist of representation of a majority of the member agencies, and the Committee shall act only upon a majority vote of the quorum.
- 3. Voting may be either by voice or roll call vote. A roll call vote shall be conducted upon the request of any representative present.

F. Executive Committee Rules.

- 1. The Executive Committee shall establish rules governing its own conduct and procedures, and shall have such expressed or implied authority as is not inconsistent with or contrary to the laws of the State of California, the Agreement or these Bylaws.
- 2. Representatives of member agencies, while serving on the Committee, shall receive such salary or compensation as may be established by resolution of the Board of Directors. Reimbursement of reasonable and necessary expenses may also be approved by the Committee on a case-by-case basis.

ARTICLE VI

POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

- A.** The Executive Committee shall be responsible to the Board of Directors for the administration and management of Authority affairs, the provision of assistance and advice to the Board of Directors, adhering to the budget adopted by the Board of Directors (including any budget amendment or other appropriation approved by the Board of Directors), and supervision of the Executive Director, and shall have the powers and duties set forth in this Article.
- B.** Subject to the limitations set forth in Section 12 of the Agreement and in paragraph C below, the Committee shall take such action as it deems necessary and appropriate to accomplish the general purposes of the organization and administer the budget adopted by the Board of Directors (including any budget amendment or other appropriation approved by the Board of Directors), including the establishing of mobile digital and radio communications system; establishing of "9-1-1" service; establishing the requisite data processing and information system; engaging in the development and implementation of necessary programs thereto; acquiring any necessary site; maintaining any system for communications; and for the handling of data processing and management information. Any of the foregoing activities, or any other activities authorized by the Agreement or these Bylaws, may be accomplished by entering into contracts, leases or other agreements whenever the Committee shall deem such to be advisable.
- C.** The Executive Committee shall be responsible for implementing the Board-approved budget of the Authority and managing the work plan of the Authority within the budget approved by the Board of Directors (including any budget amendment or other appropriation approved by the Board of Directors). The Board of Directors hereby delegates to the Executive Committee the Board's powers and duties for the purposes of program development, policy formulation (but not policy adoption, which shall be reserved to the Board of Directors and may not be delegated), and program implementation, including but not limited to the following: to provide for the prosecution and defense or other participation in actions or proceedings at law in which it may have an interest; to employ such persons as it deems necessary to accomplish its duties and powers on a full-time, part-time or consulting basis; to conduct such research and investigation as it deems necessary on any matter related to or affecting the general purposes of the organization; to acquire, hold and dispose of property both real and personal as the Committee deems necessary; and to contract for or purchase any necessary space, materials, supplies, equipment, machinery and personnel with one or more member agencies or other parties. Without limiting the foregoing, the Executive Committee shall have the authority to approve expenditures, including but not limited to contracts, contract amendments, purchase orders and change orders to existing contracts, provided that such expenditures are consistent with

the adopted annual budget or with a budget amendment or other appropriation approved by the Board of Directors.

- D.** The Committee, on behalf of the Authority, may accept contributions or donations and may apply for and use grants or loans of money or other property from the state, or any other governmental units, or individuals, foundations or organizations, and may enter into agreements required in connection therewith any may hold, use and dispose of such monies or property in accordance with the terms of the grant, donation, loan or agreement relating thereto. However, nothing in this section should be construed as to require the participation or financial obligation of any member agency without the expressed written authorization in the form of a resolution by its legislative body and only to the extent so authorized.
- E.** The Committee shall work with the Auditor established by Section 5 of the Agreement to cause an annual independent audit of the books to be made and shall make an annual financial accounting and report in writing to the members as required by Section 6505 of the Government Code. Its books and records shall be available for and open to examination by its members at all reasonable times or as may be required by other Authority agreements.
- F.** The Committee shall recommend the annual budget for the Authority, which must be approved and adopted by the Board of Directors as provided in these Bylaws.
- G.** The Committee may create special commissions or sub-committees which may include non-Committee members. The creation of special commissions or sub-committees shall be by resolution of the Committee and may be conditioned in such manner as the Committee may determine.
- H.** Subject to any reserve policy adopted from time to time by the Board of Directors, the Committee may accumulate, administer (in a manner consistent with the Board-approved budget or any budget amendment or other appropriation approved by the Board of Directors), and maintain reasonable working capital reserves.
- I.** The Committee shall have the authority to enter into contracts with one or more of its member agencies for data processing and management information services which are beyond the basic services being provided as specified here but which are closely related to public safety operational activities. Members entering into such arrangements with the Authority shall be subjected to reasonable charges beyond the basic assessments otherwise provided herein to cover the cost of development and performance of said services and shall be the only recipients of the results of said services unless otherwise authorized and approved by the Committee and each participating member agency.
- J.** The Committee may provide for any of the Authority's employees to be members of a retirement system and may make any required employer

contribution to that organization and any other employer contributions which municipalities are authorized or required by law to make.

- K.** The Committee shall purchase, and maintain in force, public liability insurance for the Authority and its officers, agents and employees.
- L.** The Committee may exercise any other power necessary and incidental to the implementation of its powers and duties.
- M.** Any representative may, at any meeting of the Executive Committee, propose a subject or subjects for study by the Authority.
- N.** The Committee shall make all management/operational decisions and determinations for the Authority.
- O.** Any representative who desires to propose any management/operational matter for determination by the Executive Committee may, but is not required to, submit the matter to the User Committee in the form of a proposed resolution prior to the regular meeting of the Executive Committee at which such matter will be considered. The User Committee shall consider each such resolution and may submit its recommendations for action to the Executive Committee. A copy of each such proposed resolution together with the User Committee's recommendations thereon, shall be included in the agenda materials for each regular meeting of the Executive Committee.
- P.** Any representative may, at any meeting of the Executive Committee, request review by the Executive Committee of any action of the User Committee which has been taken between meetings of the Executive Committee.
- Q.** The Executive Committee shall fix the salary of all employees of the Authority, including the Executive Director, and shall have the authority to create or abolish employment positions within the Authority.
- R.** The Executive Committee shall have the power to appoint, remove and discipline the Executive Director. The Executive Committee may request the recommendation of the User Committee or others regarding the exercise of this power.

ARTICLE VII

USER COMMITTEE

- A. A User Committee is hereby established for this Authority.**
- B. Representation on the User Committee shall be as follows:**
 - 1. The membership of the User Committee shall be composed of two representatives from each member agency of the Authority, subject to adjustment as provided in paragraph 3 below.

2. Only the official representatives or designated alternate representatives from each member agency, as hereinafter provided, shall represent such member agency in the User Committee.
3. The official representatives from each member agency shall be the Fire Chief and the Chief of Police/Director of Public Safety of such member agency. In a member agency with a Director of Public Safety, that Director may appoint a senior fire representative and/or a senior police representative to represent that agency. If a member agency provides only fire service or only police service, that member agency shall have only one official representative (and one designated alternate representative) on the User Committee, and the total membership of the User Committee shall be reduced accordingly under such circumstances. The Executive Director shall be a non-voting, ex-officio member of the User Committee.
4. The Fire Chief and the Chief of Police/Director of Safety of each member agency shall designate in writing to the Authority the name of their respective alternate representatives to the User Committee. Such notice of designation shall include the mailing address of the official representative and alternate representatives so appointed. The names and addresses shown on such notice shall be used as the official mailing roster for the purpose of giving any notices required by this Agreement or by these Bylaws.
5. An official representative or alternate representative shall serve until a successor is appointed, except if an official representative or alternate representative ceases to be an employee of the appointing member agency, in which case the seat of the official representative or alternate representative shall be vacant until a successor is appointed.

C. User Committee Officers.

1. The User Committee shall elect, from among the membership of the official representatives of said Committee, a Chairperson and a Vice Chairperson. The Vice Chairperson shall not be a member of the same member agency or public safety service as the Chairperson of such Committee.
2. Officers of the User Committee shall be elected at the first meeting of the Committee and at the first meeting on or after July 1 of each year thereafter. Said election shall be the first item of business at said meetings and the newly elected officers shall assume office immediately following their election.
3. A vacancy shall immediately occur in the office of any officer upon the resignation, death or disability of the person holding such office, or in the event that an officer ceases to be an official

representative of a member agency. The Committee shall fill such vacancy in accordance with the provisions of these Bylaws.

4. The Chairperson shall preside at all meetings of the User Committee. The Vice Chairperson shall act as Chairperson in the absence of the Chairperson. In the absence of both officers, those members present shall elect a temporary chair to serve at that meeting. Said temporary chair shall have all the duties and responsibilities of the Chairperson.
5. A recording secretary shall be appointed by the Chairperson and shall keep a record of all proceedings of the User Committee.

D. Meetings.

1. Meetings of the User Committee shall be held at a date, time and place established by resolution of the Committee pursuant to the provisions of the Brown Act, including but not limited to Section 54954 therein. Meetings of the User Committee may be called by the Chairperson or by the written request of any member of said Committee. All meetings shall be held only within the corporate jurisdiction of any of the member agencies.
2. Notice of meetings, agendas and explanatory documentation shall be given to the official representatives and alternate representatives of each member agency and property owners in accordance with the Brown Act. An agenda for each such meeting shall accompany the notice.
3. The date, time and location of all special meetings shall be determined by the Committee Chairperson. Call and notice shall be provided in accordance with the Brown Act.

E. Voting in the User Committee shall be conducted in the following manner:

1. Each public agency that is a member of the Authority shall be entitled to one vote for each of its representatives present at such meeting. Each vote shall be cast only by the official representative in actual attendance, or by the designated alternate representative if such official representative is absent. No proxy votes or absentee voting shall be permitted.
2. A quorum of the User Committee shall consist of a majority of the Committee members, and the Committee shall act only upon a majority vote of the membership present.
3. Voting may be either by voice or roll call vote. A roll call shall be conducted upon the request of any representative present.

F. Rules of the User Committee.

1. The User Committee shall establish rules governing its own conduct and procedures, and have such expressed or implied authority as is not inconsistent with or contrary to the laws of the State of California, the Agreement or the Bylaws, including the power to establish and maintain subcommittees.
2. No one serving on the User Committee shall receive any salary or compensation from the Authority for attending any meeting of such Committee, except to reimburse reasonable and necessary expenses as may be approved by the Executive Committee.

ARTICLE VIII

POWER AND DUTIES OF THE USER COMMITTEE

- A. The powers and duties of the User Committee shall include the powers set forth in this Article.
- B. The User Committee shall provide technical and operational coordination and information to the Executive Director on issues as they affect the Authority. The User Committee shall also provide technical and operational information to the Executive Committee on issues as they affect the Authority goals and objectives.
- C. In the event of an unresolved impasse between the User Committee and the Executive Director on any substantial issue affecting the Authority, the User Committee shall have the right of appeal directly to the Executive Committee. The Executive Committee shall also receive appropriate recommendations from the Executive Director. The decision of the Executive Committee by majority vote of representatives present shall be final.

ARTICLE IX

EXECUTIVE DIRECTOR

- A. The Executive Director shall be the Chief Administrative Officer of the Authority and shall be appointed by, and serve at the pleasure of, the Executive Committee.
- B. The Executive Director shall receive such compensation as may be fixed by the Executive Committee.
- C. The powers and duties of the Executive Director are:
 1. To administer the affairs of the Authority.
 2. To appoint, direct, discipline, demote and remove all employees of the Authority.

3. To annually prepare and present a proposed budget to the Executive Committee and Board of Directors, to control the approved budget and to transfer funds between accounts in each budget section, within total budgeted amounts in order to meet unanticipated needs of changed situations, in accordance with the provisions of State Law and the Authority's budgetary policy as established by resolution of the Board of Directors.
4. To serve as Secretary of the Board of Directors and Executive Committee of the Authority.
5. To participate in all meetings of the User Committee, the Executive Committee and the Board of Directors, and to consult and cooperate with each group toward mutual ends.
6. To review all bid specifications for the purchase of all communications equipment prior to issuance and equipment modifications by member agencies.
7. To perform such other duties as may be authorized by these Bylaws or as may be required by the Executive Committee or Board of Directors.

ARTICLE X

FINANCES

- A. **Fiscal Year.** The fiscal year of the Authority shall begin July 1 of each year. If more than fifty percent of the finances for the Authority during any twelve-month period are provided by grant funds, the fiscal year may be modified by the Board of Directors to coincide with the contract period of such grant.
- B. **Budget Submission and Adoption.** The Authority budget of the following fiscal year shall be submitted by the Executive Director to the Executive Committee in February of each year and the Board of Directors in March of each year. The Board of Directors shall approve and adopt the annual budget for the Authority not later than March 31 of each year. The annual budget shall include the necessary funds with which the Authority shall obtain and maintain workers' compensation insurance, liability insurance and other such insurance as deemed necessary by the Executive Committee to fully protect the Authority and each of the member agencies. Said insurance shall be obtained and maintained in force at all times during the effective term of this Agreement.
- C. **Yearly Membership Assessment.** Each year, concurrent with the adoption of the annual budget, the Board of Directors shall fix membership assessments for all member agencies in the amounts sufficient to provide the funds required by the budget and shall advise the legislative body of each member agency thereof on or before May 1 of each year. Said assessments shall be due and payable to the Authority

by each member agency quarterly, July 15 (35% of total due); October 15 and January 15 (25%) and April 15 (15%). If any member agency fails to pay its entire assessment prior to the foregoing date, such agency shall be deemed in default for the purposes of Paragraph "E" hereof.

The amount of each member agency's assessment shall be determined in accordance with the formula set forth in Paragraph "D" hereof.

D. Method of Assessment.

Computation of assessments to be paid by the member agencies for the operation and maintenance of the Authority shall be as follows:

1. Beginning Fiscal Year 2008-2009, the annual budgeted expenditures and indebtedness incurred by the Authority shall be divided among the member agencies in accordance with the formula based 100% on each member's ownership share of the Authority as follows:

City of Gardena	32.08%
City of Hawthorne	45.07%
City of Manhattan Beach	22.85%

2. Beginning Fiscal Year 2020-2021, each member shall pay an assessment that is the total of the sum of the Member Cost Allocation Assessment, the Deficit Assessment, and the Debt Assessment, as such terms are defined below.
 - a. The "Member Cost Allocation Assessment" shall mean an amount that is determined by dividing the annual budgeted expenditures among the member agencies in accordance with the Cost Allocation Policy, adopted by resolution of the Board of Directors. To allow cost increases for the City of Manhattan Beach to be phased in over a four year period, for each fiscal year through fiscal year 2022-23, the Member Cost Allocation Assessment shall be further adjusted as follows:
 - i. For Fiscal Year 2020-2021, the City of Manhattan Beach will receive an 11.95% discount on its Member Cost Allocation Assessment. The City of Gardena will pay a 4.93% premium on its Member Cost Allocation Assessment. The City of Hawthorne will pay a 5.30% premium on its Member Cost Allocation Assessment.
 - ii. For Fiscal Year 2021-2022, the City of Manhattan Beach will receive a 7.97% discount on its Member Cost Allocation Assessment. The City of Gardena will pay a 3.33% premium on its Member Cost Allocation Assessment. The City of Hawthorne will pay a 3.50% premium on its Member Cost Allocation Assessment.

iii. For Fiscal Year 2022-2023, the City of Manhattan Beach will receive a 3.98% discount on its Member Cost Allocation Assessment. The City of Gardena will pay a 1.69% premium on its Member Cost Allocation Assessment. The City of Hawthorne will pay a 1.73% premium on its Member Cost Allocation Assessment.

b. The "Deficit Assessment" shall mean an amount that represents each member's Ownership Share (defined below) of the sum of the following: any budgeted expenditures not covered by (i) the total amount of the Member Cost Allocation Assessments and (ii) all assessments paid by a non-member agency pursuant to contract.

c. The "Debt Assessment" shall mean an amount that represents each member's Ownership Share (defined below) of the annual cost of any indebtedness incurred by the Authority.

3. The "Ownership Share" shall mean:

City of Gardena	32.08%
City of Hawthorne	45.07%
City of Manhattan Beach	22.85%

This assessment formula shall be reviewed and revised whenever the Executive Committee determines that there is a material change in the operational costs of the Authority. A material change in operating costs shall mean such circumstances that would compel the Authority to substantially increase staffing levels to provide dispatch services to its members or to a new contracting or member agency. Individual member agency's communications equipment maintenance shall be paid for entirely by such member agency.

E. Default on Obligations. If any member agency fails to make payment of its membership assessment on the due date, the following penalties shall be imposed automatically:

Payment Received by the Authority

- 15 days past due - 5% of the amount due.

Payment Received by the Authority

- 30 days past due - 10% of the amount due.

The levying of a default membership assessment shall not limit the Authority's power to seek any other remedies in the law, or as contained in these Bylaws.

Notwithstanding any other provision of the Agreement or the Bylaws to the contrary, an official representative or alternate from any member agency to the Board of Directors, Executive Committee, User Committee or any other Board or Committee of the Authority as may be established, shall not be eligible to vote on any matter before such Board or Committee during any period that such member agency is in default on any financial obligation to the Authority. During the existence of such default, such representative shall not be counted as a member of any such Board or Committee for purposes of determining a quorum or any requisite vote required pursuant to any provision of these Bylaws. After the initial five year mandatory term of membership as provided in the Agreement and these Bylaws, if a member agency remains in default on any obligation to the Authority for a period of more than ninety consecutive days thereafter, the membership of such agency shall automatically be terminated.

The Authority shall have the power to commence an action in its own name against any member agency in default to recover the amount of the obligation due to the Authority hereunder.

- F. **Treasurer and Controller.** The Treasurer and Controller shall be the chief financial officer of the Authority and is designated by Section 5 of the Agreement. The Treasurer and Controller shall receive such compensation as may be fixed by the Executive Committee. Said Treasurer and Controller shall have the powers and duties as set forth in Sections 6505 and 6505.5 of the Government Code, any other provision of state law, an agreement, these Bylaws or as may be established by the Executive Committee. Pursuant to Section 53607 of the Government Code, the Board of Directors annually may delegate to the Treasurer and Controller its authority to invest and reinvest funds not currently needed for the purposes of the organization, subject to review and annual renewal, at the sole discretion of the Board of the Directors, of such delegated investment authority. Such investment and reinvestment shall be in accordance with and subject to the laws applicable to the investment of public funds.
- G. **Property Custodian.** Pursuant to Government Code Section 6505.1, Section 13 of the Agreement designates the public officers or persons who have charge of, handle, or have access to any property of the Authority. From time to time, the Executive Committee shall review and recommend to the Board of Directors the amount of the official bond required pursuant to Section 13 of the Agreement, which shall be in a minimum amount of \$100,000.
- H. **Indemnification of Tort Liability.** Pursuant to Section 895 et seq. Of the Government Code of the State of California, each member agency shall be liable for any debts and liabilities imposed by law upon any one or more of the member agencies for injury caused by a negligent or wrongful act or omission occurring in the performance of this Agreement in the same proportions as specified for membership assessments set forth in Paragraph D of Article VIII hereof. To achieve such purpose,

each member agency hereby indemnifies and holds harmless the other member agencies for any loss, cost or expense that may be imposed upon such other member agencies in excess of such prorated liability. The rules for interpreting agreement of indemnity as set forth in Section 2778 of the Civil Code are hereby made a part of these Bylaws.

ARTICLE XI

EQUIPMENT AND OPERATIONS

- A. Emergency Call Receiving, Dispatch and Operations Center Site.** The Emergency Call Receiving, Dispatch and Operations Center site (hereinafter "Regional Communications Center") shall provide all emergency call receiving and dispatching services to member agencies 24 hours a day, every day of the year.
1. **Operations Center Location.** The Center (hereinafter "RCC") shall be located at 4440 West Broadway in Hawthorne, California or at any other building or facility so designated by the Executive Committee.
 2. **RCC Access.** Access to the Regional Communications Center shall be provided equally to all member agencies and shall be under the exclusive control of the Executive Director.
- B. Title of Equipment.** The Authority shall hold title to, and have care, custody and control of, all equipment purchased by the Authority other than any equipment specifically allocated to an individual member agency.
- C. Equipment Installation and Maintenance.** The Authority shall employ or contract with a licensed supervising technician who shall hold a valid general radio telephone license issued by the Federal Communications Commission and who shall supervise all radio site installation and maintenance. However, nothing in this Agreement shall authorize or require the Authority to install or maintain any equipment of any nature or kind in vehicles, buildings or premises not owned by or under lease to and under full time control of any member agency.
- D. Equipment Purchases.**
1. All costs for the purchase of equipment, material, apparatus and parts required for use by the Authority, or all member agencies thereof, shall be purchased by the Authority and proportionally assessed to the member agencies pursuant to the provision of these Bylaws.
 2. All costs for the purchase of equipment, material, apparatus and parts required or desired for the use of one agency or less than all of the member agencies shall be borne by, and at the sole expense of, said agency or agencies. In purchasing equipment,

each agency agrees to conform to the established communications systems and operations presently in effect.

- E. **Use of Equipment.** All member agencies agree to use said Authority and its communication systems only for such purposes and in such manner as may be permitted by the Federal Communications Commission (hereinafter "FCC").
- F. **FCC Licenses.** FCC licenses held by the member agencies shall be in the name of the Authority as the primary user, in accordance with the FCC rules and regulations. Local public safety services of member agencies shall continue to hold radio base station licenses as the secondary user for such frequencies as said member agencies are licensed upon their effectuation of this Agreement. The Authority, upon the withdrawal of any member agency, shall provide, with FCC approval, the equivalent or better radio frequency spectrum capability than that which was licensed to said agency on the day and date the agency effected this Agreement.
- G. **Radio Frequencies.** The member agencies shall share those certain radio frequencies, as licensed by the FCC and as provided by separate agreement, for the mutual use of the public safety services of all member agencies and the Authority.
- H. **Amendment of Article.** Notwithstanding any other provision of the Agreement or these Bylaws to the contrary, no provision of this Article shall be amended except upon the unanimous consent of the Board of Directors.

ARTICLE XII

WITHDRAWAL BY MEMBER AGENCIES

- A. **Withdrawal.** Following the initial five-year minimum term of membership as provided in the Agreement, any member agency may withdraw from membership in the Authority in the manner provided in Section 9 of the Agreement.
- B. **Assets.** A member withdrawing from membership at a time when such withdrawal does not result in dissolution of the Authority or any member agency terminated from membership as provided herein, shall forever forfeit its claim to any assets of the Authority. Upon withdrawal or termination of any member of the Authority, the equipment in the sole possession and use of that member agency shall be returned to the Authority within 30 days unless otherwise prohibited by any law, contract or grant.

ARTICLE XIII DISSOLUTION OF AUTHORITY

- A.** Terms and Conditions of Dissolution. The Authority shall be dissolved whenever a sufficient number of member agencies withdraw or are terminated from the Authority to reduce the total number of continuing member agencies to less than two in number, provided, however, that withdrawal by a current member that would cause the dissolution of the Authority prior to repayment of the Authority's outstanding Bonds shall not be permitted. If dissolution is necessitated by the provisions of this section, the Executive Committee or the Board of Directors must notify its current members of its intent to so dissolve and also must continue to provide services to its continuing member agencies for a period of at least one hundred eighty days from the date of said notice.
- B.** Retirement Liabilities. As set forth in Section 15 of the Agreement, the member agencies shall comply with Government Code Section 6508.2, which governs retirement liabilities of the Authority. Without limiting the foregoing, the member agencies shall mutually agree as to the apportionment of the public agencies' retirement obligations among themselves in such a manner that the agreement equals 100 percent of the Authority's retirement liability in the event of any of the following: (a) if the Authority contracts with the California Public Employees' Retirement System (CalPERS), prior to filing a notice of termination pursuant to Section 20570 or 20571 of the Public Employees Retirement Law (California Government Code Section 20000 et seq.); or (b) if the Authority does not contract with CalPERS, a decision by the Board of Directors to dissolve or cease the operations of the Authority. If such an event occurs and the member agencies are unable to mutually agree upon the apportionment of the member agencies' retirement obligations among themselves, the board of the pension or retirement system with which the Authority contracts shall apportion the retirement liability of the Authority among such member agencies in the manner provided by Government Code Section 6508.2.

ARTICLE XIV DISPOSITION OF ASSETS

Upon dissolution as provided herein or rescission of the Agreement as provided in Section 9 thereof, any assets or surplus cash owned by the Authority after the payment of all liabilities, costs, expenses and charges validly incurred hereunder shall be divided among the then agency members in proportion to the amount of contributions made by such member agencies, as specified in Section 6 of the Agreement.

In the event said member agencies cannot unanimously agree upon the manner of disposition of such assets, said assets (other than any fixtures or improvements made to the premises or property of any member agency which cannot reasonably be removed therefrom) shall be sold by the Authority and the cash derived from said sale shall be distributed in the manner hereinabove provided. Any fixtures or improvements not so removed from any member agency shall become the property of such member agency and the then current market value of such

fixtures or improvements shall be credited to such agency for purposes of determining the distribution to be made hereunder.

ARTICLE XV

AMENDMENT TO BYLAWS

Amendments to these Bylaws may be proposed by any representative to the Board of Directors or the Executive Committee, the Executive Director or the User Committee. Except as otherwise provided herein, amendments to the Bylaws shall require a majority vote of the total membership of the Board of Directors.

Resolutions amending the Bylaws require ten (10) days' prior notice to all member agencies before a vote may be taken by the Board of Directors. Such notice shall specify the date of the Board meeting at which the Board of Directors will consider a resolution amending the Bylaws and shall be provided to the official representatives of each member agency then seated on the Board of Directors and on the Executive Committee. Such notice may be provided by any written communication (including electronic mail) or verbal communication (including at an earlier occurring meeting), and a record of such notice shall be maintained by the Secretary.

Pursuant to Section H of Article XI, no provision of Article XI (Equipment and Operations) shall be amended except upon the unanimous consent of the Board of Directors.

ARTICLE XVI

EFFECTIVE DATE OF AMENDED BYLAWS

Unless specified otherwise, any amendment to these Bylaws shall become effective immediately upon adoption.

F - 3

Attachment 4



**SOUTH BAY REGIONAL PUBLIC
COMMUNICATIONS AUTHORITY**

BYLAWS

(ADOPTED OCTOBER 14, 1975)

(Amended by Board Action on October 21, 1981),

Resolution 10 [May 19, 1977], Resolution 23 [July 20, 1979],

Resolution 31 [June 26, 1980], Resolution 38 [October 15, 1980],

Resolution 54 [December 16, 1981], Resolution 61 [August 18, 1982],

Resolution 73 [December 21, 1983], Resolution 103 [August 20, 1986],

Resolution 117 [March 16, 1988], Resolution 129 [December 21, 1988],

Resolution 131 [February 15, 1989], Resolution 145 [February 21, 1990],

Resolution 159 [July 17, 1991], Resolution 186 [December 20, 1995],

Resolution 206 [November 17, 1999], Resolution 210 [September 18, 2000],

Resolution 216 [January 3, 2001], Resolution 262 [January 15, 2008],
~~and~~ Resolution 324 [September 17, 2019], and Resolution [_____,
2020]

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PREAMBLE

The South Bay Regional Public Communications Authority (hereinafter "Authority") is an agency voluntarily established by the public agencies signatory to the Joint Powers Agreement attached hereto (hereinafter "member agencies") pursuant to the Joint Exercise of Powers Act of the Government Code of the State of California for the purpose of providing a forum for discussion, study, development, implementation, operation and maintenance of a consolidated regional public safety services communications system for the mutual benefit of the membership. A substantial function of said Authority is to provide a computerized criminal justice information system dedicated to purposes related solely to the administration of criminal justice and, for such purposes, the Authority is a criminal justice system.

ARTICLE I

FUNCTIONS

The functions of the Authority are:

- A.** To enter into contracts;
- B.** To employ agents and employees;
- C.** To acquire, hold and dispose of property, real and personal;
- D.** To acquire, construct, manage, operate and maintain any building or portion thereof for the purposes of carrying out the functions of the Authority; and
- E.** To incur debts, liabilities and obligations for the purpose of carrying out the functions of the Authority.

ARTICLE II

MEMBERSHIP

- A.** Any public agency is eligible for membership in the Authority.
- B.** Membership shall be contingent upon the execution of the Joint Powers Agreement creating and establishing this Authority (~~hereinafter~~ as amended from time to time, the "Agreement") and the payment by each such member agency of all membership assessments and costs as specified herein.
- C.** Subsequent to the effective date of said Agreement, any public agency wishing membership in the Authority shall be admitted only upon a two-thirds vote of the total membership of the Board of Directors if the Authority has four or more members, or upon a unanimous vote of the Board if the Authority has less than four members. However, whenever any member of the Authority has given notice pursuant to these By-Laws of its intention to withdraw as a member from the Authority, such member shall not be eligible to vote on any action of the Board to add

one or more new members to the Authority. The Board of Directors may, by a similar vote, impose conditions governing the admission of such new members in addition to the terms, costs and assessment charges as specified in the Agreement or Bylaws. Any revenue derived from the imposition of such conditions shall be apportioned among the then existing members by an advance payment credit in proportion to the respective cash contributions of each of said members to the Authority to date.

ARTICLE III

BOARD OF DIRECTORS

- A. ~~A Board of Directors is hereby established for~~The governing body of this Authority shall be known as the "Board of Directors".
- B. Representation on the Board of Directors shall be as follows:
1. The membership of the Board of Directors shall be composed of one representative from each member agency of the Authority and be appointed as set forth in Section 11 of the Agreement.
 - ~~2. Only the official representative or designated alternate representative from each member agency, as hereinafter provided, shall represent such member agency on the Board of Directors.~~
 - ~~3. The official representative and alternate representative from each member agency shall be members of the legislative body of each such agency. The legislative body of each member agency shall designate in writing to the Authority the names of the official representative and the alternate representative to the Board of Directors. Such notice of designation shall include the mailing address of the persons so appointed. The names and addresses shown on such notice shall be used as the official mailing roster for the purpose of giving any notices required by this Agreement or by these Bylaws.~~
 - ~~4. An official representative or alternate representative shall serve until a successor is appointed by the respective member agency, except if an official representative or alternate representative ceases to be a member of the legislative body of the appointing member agency, in which case, the seat of the official representative or alternate representative shall be vacant until a successor is appointed.~~
 2. 5. The Pursuant to Section 11.A.6 of the Agreement, the Executive Director and the Chair of the User Committee shall be non-voting, ex-officio members of the Board of Directors. (Amended by Resolution 31, 6/26/80.)

C. Board Officers.

1. The Board of Directors shall elect from among the membership of the official representatives of said Board a Chairperson and a Vice Chairperson. The Executive Director of the Authority shall automatically be the Secretary of the Board of Directors.
2. Officers of the Board of Directors shall be elected at the first meeting of said Board and at the first ~~regular~~ meeting on or after July 1 of each year thereafter. Said election shall be the first item of business at said meetings and the newly elected officers shall assume office immediately following their election. ~~-(Amended by Resolution 31, 6/26/80)-~~
3. A vacancy shall immediately occur in the office of any officer upon the resignation, death or disability of such person holding such office or in the event that officer ceases to be a member of the legislative body of the appointing member agency. The Board of Directors shall fill such vacancy in accordance with the provisions of these Bylaws.
4. The Chairperson shall preside at all meetings of the Board of Directors. The Vice Chairperson shall act as Chairperson in the absence of the Chairperson.
5. The Secretary shall keep a record of all of the proceedings of the Board and perform the usual duties of such office.

D. Meetings.

1. ~~Regular~~ Per Section 11.B of the Agreement, regular public meetings of the Board of Directors shall be held at least twice annually at a date, time and place established by resolution of the Board pursuant to the provisions of ~~Section 54954 of the~~ Ralph M. Brown Act (the "Brown Act"), being California Government Code Section 54950, et seq., including but not limited to Section 54954 therein. Special meetings of the Board may be called by its ~~chairperson~~ Chairperson or by the written request of a majority of the members of said Board. The last regularly scheduled meeting of the Board shall be held prior to ~~May~~ April 1 of each year at which meeting the Board shall consider and adopt the annual budget for the Authority for the following fiscal year.
2. Notice of regular meetings shall be given to the official representative of each member agency at ~~least one week prior to such meeting~~ or before the same time as the agenda for the subject meeting is posted in accordance with the Brown Act. Such notice shall also be provided in the same manner to any owner of property located within any of the member cities who has filed a written request for each notice with the

~~secretary~~Secretary. An agenda for each such meeting shall accompany the notice; regular meetings shall be limited to the matters set forth in such agenda. Explanatory agenda documentation shall also accompany each notice. ~~(Amended by Resolution 31, 6/26/80, Board Action 10/21/81 and Resolution 117, 3/16/88.)~~

3. Notice of special meetings shall be given to the official representative of each member agency in ~~the manner specified by the Government Code of the State of California~~accordance with the Brown Act. Similar notice shall be provided in the same manner to any owner of property located within any of the member cities who has filed a written request for such notice with the ~~secretary~~Secretary. The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public, or at such time and in such manner as may otherwise be specified in the Brown Act. An agenda specifying the subject of the special meeting shall accompany the notice, as will explanatory agenda documentation. ~~(Amended by Board Action, 10/21/81 and Resolution 117, 3/16/88.)~~
4. At least 72 hours before a regular meeting, ~~the secretary~~ (or at such time and in such manner as may otherwise be specified in the Brown Act), the Secretary, or his or her designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public. No action shall be taken on any item not appearing on the posted agenda. Notwithstanding the above, the Board of Directors may take action on items of business not appearing on the posted agenda under any of the following conditions:
 - a. Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Section 54956.5 of the Government Code.
 - b. Upon a determination by a two-thirds vote of the Board, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that the need to take action arose subsequent to the agenda being posted as specified above.
 - c. The item was posted for a prior meeting of the legislative body occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken. ~~(Article III.D.4 added by Resolution 117, 3/16/88.)~~

E. Voting in the Board of Directors shall be conducted in the following manner:

1. Each public agency that is a member of the Authority shall be entitled to one vote on the Board of Directors. Such votes shall be cast only by the official representative in actual attendance, or by the designated alternate representative if the official representative is absent. No proxy votes or absentee voting shall be permitted.
2. A quorum of the Board of Directors shall consist of representation of a majority of the member agencies, and the Board shall act only upon a majority vote of the quorum. ~~Resolutions increasing or decreasing the budget or~~ Pursuant to Article XV, resolutions amending the Bylaws require ten-day (10 days) prior notice to all member agencies before a vote may be taken. ~~(Amended by Resolution No. 131, 02/15/89.)~~ by the Board of Directors.
3. Voting may be either by voice or roll call vote. A roll call vote shall be conducted upon the request of any representative present.

F. Board Rules.

1. The Board shall establish rules governing its own conduct and procedures, and shall have such expressed or implied authority as is not inconsistent with or contrary to the laws of the State of California, the Agreement or these Bylaws.
2. Representatives of member agencies, while serving on the Board, shall receive such salary or compensation as may be established by resolution of the Board. Reimbursement of reasonable and necessary expenses may also be approved by the Board on a case-by-case basis. ~~(Amended by Resolution 129, 12/21/88.)~~

ARTICLE IV

POWERS AND DUTIES OF THE BOARD

- A. The Board of Directors is hereby designated as the governing body of the Authority and shall have the powers and duties set forth in this Article.
- B. The Board shall take such action as it deems necessary and appropriate to accomplish the general purposes of the organization.
- C. Except as otherwise provided in these Bylaws, the Board shall have full control of the affairs of this Authority.
- D. The Board of Directors shall appoint an Executive Committee which shall be composed of the City Manager/equivalent officer (or his or her

designee) from each member of the Authority. The Executive Committee shall be responsible for the day-to-day management and control of the operations of the Authority and shall have the powers and duties set forth in these By-Laws.

- E.** The Board shall establish the annual budget for the Authority as provided in these Bylaws.
- F.** The Board may exercise any other power necessary and incidental to the implementation of its powers and duties.
- G.** The Board shall make all policy decisions and determinations for the Authority.
- H.** Any representative who desires to propose any policy matter for determination by the Board of Directors may, but is not required to, submit the matter to the Executive Committee in the form of a proposed resolution prior to the regular meeting of the Board of Directors at which such matter will be considered. The Executive Committee shall consider each such resolution and may submit its recommendations for action to the Board of Directors. A copy of each such proposed resolution together with the Executive Committee's recommendations thereon, shall be included in the agenda materials for the next scheduled meeting of the Board of Directors.
- I.** Any representative may, at any meeting of the Board of Directors, request review by the Board of Directors of any action of the Executive Committee or the User Committee which has been taken between meetings of the Board of Directors or Executive Committee.
- J.** At its last regularly scheduled meeting held prior to ~~May~~April 1 of each year, the Board of Directors shall review the proposed budget and assessment schedule submitted by the Executive Director and shall adopt an annual budget and an assessment schedule.

ARTICLE V

EXECUTIVE COMMITTEE

- A.** **An Executive Committee is hereby established for this Authority.**
- B.** **Representation on the Executive Committee shall be as follows:**
 - 1. The membership of the Executive Committee shall be composed of one representative from each member agency of the Authority.
 - 2. Only the official representative or designated alternate representative from each member agency, as hereinafter provided, shall represent such member agency on the Executive Committee.

3. The official representative and alternate representative from each member agency shall be ~~members of the legislative body of each such agency~~ the City Manager/equivalent officer (or his or her designee) from each member of the Authority. The legislative body of each member agency shall designate in writing to the Authority the names of the official representative and the alternate representative to the Executive Committee. Such notice of designation shall include the mailing address of the persons so appointed. The names and addresses shown on such notice shall be used as the official mailing roster for the purpose of giving any notices required by this Agreement or by these Bylaws.
4. An official representative or alternate representative shall serve until a successor is appointed by the respective member agency.
5. The Executive Director and the Chair of the User Committee shall be non-voting, ex-officio members of the Executive Committee.

C. Executive Committee Officers.

1. The Executive Committee shall elect from among the membership of the official representatives of said Committee a Chairperson and a Vice Chairperson. The Executive Director of the Authority shall automatically be the Secretary of the Executive Committee.
2. Officers of the Executive Committee shall be elected at the first meeting of said Committee and at the first ~~regular~~ meeting on or after July 1 of each year thereafter. Said election shall be the first item of business at said meetings and the newly elected officers shall assume office immediately following their election.
3. A vacancy shall immediately occur in the office of any officer upon the resignation, death or disability of such person holding such office or in the event that officer ceases to be an employee of the appointing member agency. The Executive Committee shall fill such vacancy in accordance with the provisions of these Bylaws.
4. The Chairperson shall preside at all meetings of the Executive Committee. The Vice Chairperson shall act as Chairperson in the absence of the Chairperson.
5. The Secretary shall keep a record of all of the proceedings of the Executive Committee and perform the usual duties of such office.

D. Meetings.

1. Regular public meetings of the Executive Committee shall be held monthly at a regular date, time and place established by

resolution of the Committee pursuant to the provisions of the Brown Act, including but not limited to Section 54954 ~~of the Government Code~~ therein. Special meetings of the Committee may be called by its ~~chairperson~~ Chairperson or by the written request of a majority of the members of said Committee.

2. Notice of regular meetings shall be given to the official representative of each member agency at ~~least one week prior to such meeting~~ or before the same time as the agenda for the subject meeting is posted in accordance with the Brown Act. Such notice shall also be provided in the same manner to any owner of property located within any of the member cities who has filed a written request for each notice with the ~~secretary~~ Secretary. An agenda for each such meeting shall accompany the notice; regular meetings shall be limited to the matters set forth in such agenda. Explanatory agenda documentation shall also accompany each notice.
3. Notice of special meetings shall be given to the official representative of each member agency in ~~the manner specified by the Government Code of the State of California~~ accordance with the Brown Act. Similar notice shall be provided in the same manner to any owner of property located within any of the member cities who has filed a written request for such notice with the ~~secretary~~ Secretary. The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public, or at such time and in such manner as may otherwise be specified in the Brown Act. An agenda specifying the subject of the special meeting shall accompany the notice, as will explanatory agenda documentation.
4. At least 72 hours before a regular meeting, ~~the secretary~~ (or at such time and in such manner as may otherwise be specified in the Brown Act), the Secretary, or his or her designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public. No action shall be taken on any item not appearing on the posted agenda. Notwithstanding the above, the Executive Committee may take action on items of business not appearing on the posted agenda under any of the following conditions:
 - a. Upon a determination by a majority vote of the Committee that an emergency situation exists, as defined in Section 54956.5 of the Government Code.
 - b. Upon a determination by a two-thirds vote of the Committee, or, if less than two-thirds of the members are

present, a unanimous vote of those members present, that the need to take action arose subsequent to the agenda being posted as specified above.

- c. The item was posted for a prior meeting of the Executive Committee occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

E. Voting in the Executive Committee shall be conducted in the following manner:

1. Each public agency that is a member of the Authority shall be entitled to one vote on the Executive Committee. Such votes shall be cast only by the official representative in actual attendance, or by the designated alternate representative if the official representative is absent. No proxy votes or absentee voting shall be permitted.
2. A quorum of the Executive Committee shall consist of representation of a majority of the member agencies, and the Committee shall act only upon a majority vote of the quorum. ~~Resolutions increasing or decreasing the budget or amending the Bylaws require ten (10) days' prior notice to all member agencies before a vote may be taken.~~
3. Voting may be either by voice or roll call vote. A roll call vote shall be conducted upon the request of any representative present.

F. Executive Committee Rules.

1. The Executive Committee shall establish rules governing its own conduct and procedures, and shall have such expressed or implied authority as is not inconsistent with or contrary to the laws of the State of California, the Agreement or these Bylaws.
2. Representatives of member agencies, while serving on the Committee, shall receive such salary or compensation as may be established by resolution of the Board of Directors. Reimbursement of reasonable and necessary expenses may also be approved by the Committee on a case-by-case basis.

ARTICLE VI

POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

~~(Article Established by Resolution 210, 9/18/2000)~~

- A. The Executive Committee ~~is hereby designated as the administrative governing body of the Authority~~ shall be responsible to the Board of Directors for the administration and management of Authority affairs, the provision of assistance and advice to the Board of Directors, adhering to the budget adopted by the Board of Directors (including any budget amendment or other appropriation approved by the Board of Directors), and supervision of the Executive Director, and shall have the powers and duties set forth in this Article.
- B. ~~The~~ Subject to the limitations set forth in Section 12 of the Agreement and in paragraph C below, the Committee shall take such action as it deems necessary and appropriate to accomplish the general purposes of the organization and administer the budget adopted by the Board of Directors (including any budget amendment or other appropriation approved by the Board of Directors), including the establishing of mobile digital and radio communications system; establishing of "9-1-1" service; establishing the requisite data processing and information system; engaging in the development and implementation of necessary programs thereto; acquiring any necessary site; maintaining any system for communications; and for the handling of data processing and management information. Any of the foregoing activities, or any other activities authorized by the Agreement or these Bylaws, may be accomplished by entering into contracts, leases or other agreements whenever the Committee shall deem such to be advisable.
- C. ~~Except as otherwise provided in these Bylaws, the Committee shall have full control and management of the affairs of this Authority, including the power to be exercised by this Authority pursuant to the Agreement and these Bylaws;~~ The Executive Committee shall be responsible for implementing the Board-approved budget of the Authority and managing the work plan of the Authority within the budget approved by the Board of Directors (including any budget amendment or other appropriation approved by the Board of Directors). The Board of Directors hereby delegates to the Executive Committee the Board's powers and duties for the purposes of program development, policy formulation (but not policy adoption, which shall be reserved to the Board of Directors and may not be delegated), and program implementation, including but not limited to the following: to provide for the prosecution and defense or other participation in actions or proceedings at law in which it may have an interest; to employ such persons as it deems necessary to accomplish its duties and powers on a full-time, part-time or consulting basis; to conduct such research and investigation as it deems necessary on any matter related to or affecting the general purposes of the organization; to acquire, hold and dispose of property both real and personal as the Committee deems necessary; and to contract for or purchase any necessary space, materials, supplies, equipment, machinery and personnel with one or more member agencies or other parties. Without limiting the foregoing, the Executive Committee shall have the authority to approve expenditures, including but not limited to contracts, contract amendments, purchase orders and change orders to existing contracts,

provided that such expenditures are consistent with the adopted annual budget or with a budget amendment or other appropriation approved by the Board of Directors.

- D. The Committee, on behalf of the Authority, may accept contributions or donations and may apply for and use grants or loans of money or other property from the state, or any other governmental units, or individuals, foundations or organizations, and may enter into agreements required in connection therewith any may hold, use and dispose of such monies or property in accordance with the terms of the grant, donation, loan or agreement relating thereto. However, nothing in this section should be construed as to require the participation or financial obligation of any member agency without the expressed written authorization in the form of a resolution by its legislative body and only to the extent so authorized.
- E. The Committee shall work with the Auditor established by Section 5 of the Agreement to cause an annual independent audit of the books to be made and shall make an annual financial accounting and report in writing to the members as required by Section 6505 of the Government Code. Its books and records shall be available for and open to examination by its members at all reasonable times or as may be required by other Authority agreements.
- F. The Committee shall ~~establish~~recommend the annual budget for the Authority, which must be approved and adopted by the Board of Directors as provided in these Bylaws.
- G. The Committee may create special commissions or sub-committees which may include non-Committee members. The creation of special commissions or sub-committees shall be by resolution of the Committee and may be conditioned in such manner as the Committee may determine.
- H. ~~The~~Subject to any reserve policy adopted from time to time by the Board of Directors, the Committee may accumulate, administer (in a manner consistent with the Board-approved budget or any budget amendment or other appropriation approved by the Board of Directors), and maintain reasonable working capital reserves ~~and may invest and reinvest funds not currently needed for the purposes of the organization. Such investment and reinvestment shall be in accordance with and subject to the laws applicable to the investment of public funds.~~
- I. The Committee shall have the authority to enter into contracts with one or more of its member agencies for data processing and management information services which are beyond the basic services being provided as specified here but which are closely related to public safety operational activities. Members entering into such arrangements with the Authority shall be subjected to reasonable charges beyond the basic assessments otherwise provided herein to cover the cost of development and performance of said services and shall be the only recipients of the

results of said services unless otherwise authorized and approved by the Committee and each participating member agency.

- J. The Committee may provide for any of the Authority's employees to be members of a retirement system and may make any required employer contribution to that organization and any other employer contributions which municipalities are authorized or required by law to make.
- K. The Committee shall purchase, and maintain in force, public liability insurance for the Authority and its officers, agents and employees.
- L. The Committee may exercise any other power necessary and incidental to the implementation of its powers and duties.
- M. Any representative may, at any meeting of the Executive Committee, propose a subject or subjects for study by the Authority.
- N. The Committee shall make all management/operational decisions and determinations for the Authority.
- O. Any representative who desires to propose any management/operational matter for determination by the Executive Committee may, but is not required to, submit the matter to the User Committee in the form of a proposed resolution prior to the regular meeting of the Executive Committee at which such matter will be considered. The User Committee shall consider each such resolution and may submit its recommendations for action to the Executive Committee. A copy of each such proposed resolution together with the User Committee's recommendations thereon, shall be included in the agenda materials for each regular meeting of the Executive Committee.
- P. Any representative may, at any meeting of the Executive Committee, request review by the Executive Committee of any action of the User Committee which has been taken between meetings of the Executive Committee.
- ~~Q. Each year at its annual meeting, the Executive Committee shall review the proposed budget and assessment schedule submitted by the Executive Director and shall adopt an annual budget and an assessment Schedule.~~
- Q. ~~R.~~ The Executive Committee shall fix the salary of all employees of the Authority, including the Executive Director, and shall have the authority to create or abolish employment positions within the Authority.
- R. ~~S.~~ The Executive Committee shall have the power to appoint, remove and discipline the Executive Director. The Executive Committee may request the recommendation of the User Committee or others regarding the exercise of this power.

ARTICLE VII

USER COMMITTEE

~~(Article Established by Resolution 31, 6/26/80)~~
~~(Article Amended by Resolution 103, 8/20/86)~~

A. A User Committee is hereby established for this Authority.

B. Representation on the User Committee shall be as follows:

1. The membership of the User Committee shall be composed of two representatives from each member agency of the Authority, subject to adjustment as provided in paragraph 3 below.
2. Only the official representatives or designated alternate representatives from each member agency, as hereinafter provided, shall represent such member agency in the User Committee.
3. The official representatives from each member agency shall be the Fire Chief and the Chief of Police-~~Chief~~/Director of Public Safety of such member agency. In a member agency with a Director of Public Safety, that Director ~~shall~~may appoint a senior fire representative and /or a senior police representative to represent that agency. If a member agency provides only fire service or only police service, that member agency shall have only one official representative (and one designated alternate representative) on the User Committee, and the total membership of the User Committee shall be reduced accordingly under such circumstances. The Executive Director shall be ~~an~~ a non-voting, ex-officio member of the User Committee.
4. The Fire Chief and the Chief of Police-~~Chief~~/Director of Safety of each member agency shall designate in writing to the Authority the name of their respective alternate representatives to the User Committee. Such notice of designation shall include the mailing address of the official representative and alternate representatives so appointed. The names and addresses shown on such notice shall be used as the official mailing roster for the purpose of giving any notices required by this Agreement or by these Bylaws.
5. An official representative or alternate representative shall serve until a successor is appointed, except if an official representative or alternate representative ceases to be an employee of the appointing member agency, in which case the seat of the official representative or alternate representative shall be vacant until a successor is appointed.

C. User Committee Officers.

1. The User Committee shall elect, from among the membership of the official representatives of said Committee, a ~~chair~~Chairperson and ~~vice-chair~~a Vice Chairperson. The ~~vice-chair~~Vice Chairperson shall not be a member of the same member agency or public safety service as the ~~chair~~Chairperson of such Committee.
2. Officers of the User Committee shall be elected at the first meeting of the Committee and at the first ~~regular~~ meeting on or after July 1 of each year thereafter. Said election shall be the first item of business at said meetings and the newly elected officers shall assume office immediately following their election.
3. A vacancy shall immediately occur in the office of any officer upon the resignation, death or disability of the person holding such office, or in the event that an officer ceases to be an official representative of a member agency. The Committee shall fill such vacancy in accordance with the provisions of these Bylaws.
4. The ~~chair~~Chairperson shall preside at all meetings of the User Committee. The ~~vice-chair~~Vice Chairperson shall act as ~~chair~~Chairperson in the absence of the ~~chair~~Chairperson. In the absence of both officers, those members present shall elect a temporary chair to serve at that meeting. Said temporary chair shall have all the duties and responsibilities of the ~~chair~~Chairperson.
5. A recording secretary shall be appointed by the ~~chair~~Chairperson and shall keep a record of all proceedings of the User Committee.

D. Meetings.

1. Meetings of the User Committee shall be held at a date, time and place established by resolution of the Committee pursuant to the provisions of the Brown Act, including but not limited to Section 54954 ~~of the Government Code~~therein. Meetings of the User Committee may be called by the ~~chair~~Chairperson or by the written request of any member of said Committee. All meetings shall be held only within the corporate jurisdiction of any of the member agencies.
2. Notice of meetings, agendas and explanatory documentation shall be given to the official representatives and alternate representatives of each member agency and property owners ~~at least one week prior to such meetings~~in accordance with the Brown Act. An agenda for each such meeting shall accompany the notice; ~~however, regular meetings shall not be limited to the matters set forth in such agenda. (Amended by Resolution 117, 3/16/88.)~~

3. The date, time and location of all special meetings shall be determined by the Committee ~~chair~~Chairperson. Call and notice ~~requirements shall be the same as specified for the Board of Directors at Article III D. (Amended by Resolution 117, 3/16/88.)~~shall be provided in accordance with the Brown Act.

E. Voting in the User Committee shall be conducted in the following manner:

1. Each public agency that is a member of the Authority shall be entitled to one vote for each of its representatives present at such meeting. Each vote shall be cast only by the official representative in actual attendance, or by the designated alternate representative if such official representative is absent. No proxy votes or absentee voting shall be permitted.
2. A quorum of the User Committee shall consist of ~~representation by at least three fire representatives and three police/public safety representatives from a majority of the member agencies~~Committee members, and the Committee shall act only upon a majority vote of the ~~total membership of the Authority~~present.
3. Voting may be either by voice or roll call vote. A roll call shall be conducted upon the request of any representative present.

F. Rules of the User Committee.

1. The User Committee shall establish rules governing its own conduct and procedures, and have such expressed or implied authority as is not inconsistent with or contrary to the laws of the State of California, the Agreement or the Bylaws, including the power to establish and maintain subcommittees.
2. No one serving on the User Committee shall receive any salary or compensation from the Authority for attending any meeting of such Committee, except to reimburse reasonable and necessary expenses as may be approved by the Executive Committee.

ARTICLE VIII

POWER AND DUTIES OF THE USER COMMITTEE

~~(Article Established by Resolution 31, 6/26/80)~~

- A. The powers and duties of the User Committee shall include the powers set forth in this Article.
- B. The User Committee shall provide technical and operational coordination and information to the Executive Director on issues as they affect the Authority. The User Committee shall also provide technical and

operational information to the Executive Committee on issues as they affect the Authority goals and objectives.

- C. In the event of an unresolved impasse between the User Committee and the Executive Director on any substantial issue affecting the Authority, the User Committee shall have the right of appeal directly to the Executive Committee. The Executive Committee shall also receive appropriate recommendations from the Executive Director. The decision of the Executive Committee by majority vote of representatives present shall be final.

~~D. The User Committee shall have the authority to request special meetings of the Board of Directors or Executive Committee regarding matters of urgency, subject to the requirements of Articles III D and VD.~~

ARTICLE IX

EXECUTIVE DIRECTOR

~~(Article Renumbered by Resolution 31, 6/26/80,
Formerly Article IX)~~

- A. The Executive Director shall be the Chief Administrative Officer of the Authority and shall be appointed by, and serve at the pleasure of, the Executive Committee.
- B. The Executive Director shall receive such compensation as may be fixed by the Executive Committee.
- C. The powers and duties of the Executive Director are:
1. To administer the affairs of the Authority.
 2. To appoint, direct, discipline, demote and remove all employees of the Authority.
 3. To annually prepare and present a proposed budget to the Executive Committee and Board of Directors, to control the approved budget and to transfer funds between accounts in each budget section, within total budgeted amounts in order to meet unanticipated needs of changed situations, in accordance with the provisions of State Law. ~~Such transfers shall be reported to the Executive Committee at its next regular meeting. Transfers between budget sections may not be made without prior Executive Committee approval~~ and the Authority's budgetary policy as established by resolution of the Board of Directors.
 4. To serve as ~~secretary~~ Secretary of the Board of Directors and Executive Committee of the Authority.

5. To participate in all meetings of the User Committee, the Executive Committee and the Board of Directors, and to consult and cooperate with each group toward mutual ends.
6. To review all bid specifications for the purchase of all communications equipment prior to issuance and equipment modifications by member agencies.
7. To perform such other duties as may be authorized by these Bylaws or as may be required by the Executive Committee or Board of Directors.

ARTICLE X

FINANCES

~~(Article Renumbered by Resolution 31, 6/26/80,
Formerly Article X)~~

- A. **Fiscal Year.** The fiscal year of the Authority shall begin July 1 of each year. If more than fifty percent of the finances for the Authority during any twelve-month period are provided by grant funds, the fiscal year may be modified by the Board of Directors to coincide with the contract period of such grant.
- B. **Budget Submission and Adoption.** The Authority budget of the following fiscal year shall be submitted by the Executive Director to the Executive Committee in February of each year and the Board of Directors in March of each year. The Board of Directors shall approve and adopt the annual budget for the Authority not later than March 31 of each year. The annual budget shall include the necessary funds with which the Authority shall obtain and maintain workers' compensation insurance, liability insurance and other such insurance as deemed necessary by the Executive Committee to fully protect the Authority and each of the member agencies. Said insurance shall be obtained and maintained in force at all times during the effective term of this Agreement.
- C. **Yearly Membership Assessment.** Each year, concurrent with the adoption of the annual budget, the Board of Directors shall fix membership assessments for all member agencies in the amounts sufficient to provide the funds required by the budget and shall advise the legislative body of each member agency thereof on or before May 1 of each year. Said assessments shall be due and payable to the Authority by each member agency quarterly, July 15 (35% of total due); October 15 and January 15 (25%) and April 15 (15%). If any member agency fails to pay its entire assessment prior to the foregoing date, such agency shall be deemed in default for the purposes of Paragraph "E" hereof.

The amount of each member agency's assessment shall be determined in accordance with the formula set forth in Paragraph "D" hereof.

~~(Amended by Resolution 31, 6/26/80 and Resolution 73 (12/21/83.)~~

D. Method of Assessment.

~~(Phase III assessment schedule deleted by Resolution 31, 7/02/80;
Phase IV assessment schedule deleted by Resolution 54, 12/16/81;
Amended by Resolution 262, 1/15/08.)~~

Computation of assessments to be paid by the member agencies for the operation and maintenance of the Authority shall be as follows:

1. Beginning Fiscal Year 2008-2009, the annual budgeted expenditures and indebtedness incurred by the Authority shall be divided among the member agencies in accordance with the formula based 100% on each member's ownership share of the Authority as follows:

City of Gardena	32.08%
City of Hawthorne	45.07%
City of Manhattan Beach	22.85%

2. Beginning Fiscal Year 2020-2021, each member shall pay an assessment that is the total of the sum of the Member Cost Allocation Assessment, the Deficit Assessment, and the Debt Assessment, as such terms are defined below.
 - a. The "Member Cost Allocation Assessment" shall mean an amount that is determined by dividing the annual budgeted expenditures among the member agencies in accordance with the Cost Allocation Policy, adopted by resolution of the Board of Directors. To allow cost increases for the City of Manhattan Beach to be phased in over a four year period, for each fiscal year through fiscal year 2022-23, the Member Cost Allocation Assessment shall be further adjusted as follows:
 - i. For Fiscal Year 2020-2021, the City of Manhattan Beach will receive an 11.95% discount on its Member Cost Allocation Assessment. The City of Gardena will pay a 4.93% premium on its Member Cost Allocation Assessment. The City of Hawthorne will pay a 5.30% premium on its Member Cost Allocation Assessment.
 - ii. For Fiscal Year 2021-2022, the City of Manhattan Beach will receive a 7.97% discount on its Member Cost Allocation Assessment. The City of Gardena will pay a 3.33% premium on its Member Cost Allocation

Assessment. The City of Hawthorne will pay a 3.50% premium on its Member Cost Allocation Assessment.

- iii. For Fiscal Year 2022-2023, the City of Manhattan Beach will receive a 3.98% discount on its Member Cost Allocation Assessment. The City of Gardena will pay a 1.69% premium on its Member Cost Allocation Assessment. The City of Hawthorne will pay a 1.73% premium on its Member Cost Allocation Assessment.

- b. The "Deficit Assessment" shall mean an amount that represents each member's Ownership Share (defined below) of the sum of the following: any budgeted expenditures not covered by (i) the total amount of the Member Cost Allocation Assessments and (ii) all assessments paid by a non-member agency pursuant to contract.
- c. The "Debt Assessment" shall mean an amount that represents each member's Ownership Share (defined below) of the annual cost of any indebtedness incurred by the Authority.

3. The "Ownership Share" shall mean:

City of Gardena	32.08%
City of Hawthorne	45.07%
City of Manhattan Beach	22.85%

This assessment formula shall be reviewed and revised whenever the Executive Committee determines that there is a material change in the operational costs of the Authority. A material change in operating costs shall mean such circumstances that would compel the Authority to substantially increase staffing levels to provide dispatch services to its members or to a new contracting or member agency. Individual member agency's communications equipment maintenance shall be paid for entirely by such member agency.

- E. **Default on Obligations.** If any member agency fails to make payment of its membership assessment on the due date, the following penalties shall be imposed automatically:

Payment Received by the Authority

- 15 days past due - 5% of the amount due.

Payment Received by the Authority

- 30 days past due - 10% of the amount due.

The levying of a default membership assessment shall not limit the Authority's power to seek any other remedies in the law, or as contained in these Bylaws. ~~(First paragraph added by Resolution 10, 5/19/77.)~~

Notwithstanding any other provision of the Agreement or the Bylaws to the contrary, an official representative or alternate from any member agency to the Board of Directors, Executive Committee, User Committee or any other Board or Committee of the Authority as may be established, shall not be eligible to vote on any matter before such Board or Committee during any period that such member agency is in default on any financial obligation to the Authority. During the existence of such default, such representative shall not be counted as a member of any such Board or Committee for purposes of determining a quorum or any requisite vote required pursuant to any provision of these Bylaws. After the initial five year mandatory term of membership as provided in the Agreement and these Bylaws, if a member agency remains in default on any obligation to the Authority for a period of more than ninety consecutive days thereafter, the membership of such agency shall automatically be terminated.

The Authority shall have the power to commence an action in its own name against any member agency in default to recover the amount of the obligation due to the Authority hereunder.

- F. **Treasurer and Controller.** The Treasurer and Controller shall be the chief financial officer of the Authority and ~~shall be appointed by, and hold office at the pleasure of,~~ is designated by Section 5 of the Executive Committee Agreement. The Treasurer and Controller shall receive such compensation as may be fixed by the Executive Committee. Said ~~controller~~ Treasurer and ~~treasurer~~ Controller shall have the powers and duties as set forth in Sections 6505 and 6505.5 of the Government Code, any other provision of state law, an agreement, these Bylaws or as may be established by the Executive Committee. Pursuant to Section 53607 of the Government Code, the Board of Directors annually may delegate to the Treasurer and Controller its authority to invest and reinvest funds not currently needed for the purposes of the organization, subject to review and annual renewal, at the sole discretion of the Board of the Directors, of such delegated investment authority. Such investment and reinvestment shall be in accordance with and subject to the laws applicable to the investment of public funds.
- G. **Property Custodian.** ~~The Executive Committee shall, by resolution, designate~~ Pursuant to Government Code Section 6505.1, Section 13 of the Agreement designates the public officers or persons who have charge of, handle, or have access to any property of the Authority ~~and shall require such public officers or persons to file an official bond in an amount to be fixed by said resolution.~~ From time to time, the Executive Committee shall review and recommend to the Board of Directors the amount of the official bond required pursuant to Section 13 of the Agreement, which shall be in a minimum amount of \$100,000.

- H. **Indemnification of Tort Liability.** Pursuant to Section 895 et seq. Of the Government Code of the State of California, each member agency shall be liable for any debts and liabilities imposed by law upon any one or more of the member agencies for injury caused by a negligent or wrongful act or omission occurring in the performance of this Agreement in the same proportions as specified for membership assessments set forth in Paragraph D of Article VIII hereof. To achieve such purpose, each member agency hereby indemnifies and holds harmless the other member agencies for any loss, cost or expense that may be imposed upon such other member agencies in excess of such prorated liability. The rules for interpreting agreement of indemnity as set forth in Section 2778 of the Civil Code are hereby made a part of these Bylaws.

ARTICLE XI

EQUIPMENT AND OPERATIONS

~~(Article Renumbered by Resolution 31, 6/26/80;
Formerly Article XI)~~

- A. **Emergency Call Receiving, Dispatch and Operations Center Site.** The Emergency Call Receiving, Dispatch and Operations Center site (hereinafter "Regional Communications Center") shall provide all emergency call receiving and dispatching services to member agencies 24 hours a day, every day of the year.
1. **Operations Center Location.** The Center (hereinafter "RCC") shall be located at ~~12227 South Hawthorne Way~~4440 West Broadway in Hawthorne, California or at any other building or facility so designated by the Executive Committee.
 2. **RCC Access.** Access to the Regional Communications Center shall be provided equally to all member agencies and shall be under the exclusive control of the Executive Director. ~~(Section amended by Resolution 73, 12/21/83.)~~
- B. **Title of Equipment.** The Authority shall hold title to, and have care, custody and control of, all equipment purchased by the Authority other than any equipment specifically allocated to an individual member agency.
- C. **Equipment Installation and Maintenance.** The Authority shall ~~furnish~~employ or contract with a licensed supervising technician who shall hold a valid general radio telephone license issued by the Federal Communications Commission and who shall supervise all ~~equipment~~radio site installation and maintenance. However, nothing in this Agreement shall authorize or require the Authority to install or maintain any equipment of any nature or kind in vehicles, buildings or premises not owned by or under lease to and under full time control of any member agency.

D. Equipment Purchases.

1. All costs for the purchase of equipment, material, apparatus and parts required for use by the Authority, or all member agencies thereof, shall be purchased by the Authority and proportionally assessed to the member agencies pursuant to the provision of these Bylaws.
2. All costs for the purchase of equipment, material, apparatus and parts required or desired for the use of one agency or less than all of the member agencies shall be borne by, and at the sole expense of, said agency or agencies. In purchasing equipment, each agency agrees to conform to the established communications systems and operations presently in effect. ~~Bid specifications for police and fire communication equipment issued by the Authority or a member agency shall be reviewed and approved by the executive director and User Committee prior to issuance.~~

E. Use of Equipment. All member agencies agree to use said Authority and its communication systems only for such purposes and in such manner as may be permitted by the Federal Communications Commission (hereinafter "FCC").

F. FCC Licenses. FCC licenses held by the member agencies shall be in the name of the Authority as the primary user, in accordance with the FCC rules and regulations. Local public safety services of member agencies shall continue to hold radio base station licenses as the secondary user for such frequencies as said member agencies are licensed upon their effectuation of this Agreement. The Authority, upon the withdrawal of any member agency, shall provide, with FCC approval, the equivalent or better radio frequency spectrum capability than that which was licensed to said agency on the day and date the agency effected this Agreement.

G. Radio Frequencies. The member agencies shall share those certain radio frequencies, as licensed by the FCC and as provided by separate agreement, for the mutual use of the public safety services of all member agencies and the Authority.

H. Amendment of Article. Notwithstanding any other provision of the Agreement or these Bylaws to the contrary, no provision of this Article shall be amended except upon the unanimous consent of the Board of Directors.

ARTICLE XII

WITHDRAWAL BY MEMBER AGENCIES

~~(Article Renumbered by Resolution 31, 6/26/80;
Formerly Article XII)~~

- A. **Withdrawal.** Following the initial five-year minimum term of membership as provided in the Agreement, any member agency may withdraw from membership in the Authority in the manner provided in ~~Paragraph 5~~Section 9 of the Agreement.
- B. **Assets.** A member withdrawing from membership at a time when such withdrawal does not result in dissolution of the Authority or any member agency terminated from membership as provided herein, shall forever forfeit its claim to any assets of the Authority. Upon withdrawal or termination of any member of the Authority, the equipment in the sole possession and use of that member agency shall be returned to the Authority within 30 days unless otherwise prohibited by any law, contract or grant.

~~(Note: Disposition of assets upon dissolution of the Authority is covered by Article XII.)~~

ARTICLE XIII

DISSOLUTION OF AUTHORITY

~~(Article Renumbered by Resolution 31, 6/26/80;
Formerly Article XIII)~~

- A. Terms and Conditions of Dissolution. The Authority shall be dissolved whenever a sufficient number of member agencies withdraw or are terminated from the Authority to reduce the total number of continuing member agencies to less than two in number, provided, however, that withdrawal by a current member that would cause the dissolution of the Authority prior to repayment of the Authority's outstanding Bonds shall not be permitted. If dissolution is necessitated by the provisions of this section, the Executive Committee or the Board of Directors must notify its current members of its intent to so dissolve and also must continue to provide services to its continuing member agencies for a period of at least one hundred eighty days from the date of said notice.
- B. Retirement Liabilities. As set forth in Section 15 of the Agreement, the member agencies shall comply with Government Code Section 6508.2, which governs retirement liabilities of the Authority. Without limiting the foregoing, the member agencies shall mutually agree as to the apportionment of the public agencies' retirement obligations among themselves in such a manner that the agreement equals 100 percent of the Authority's retirement liability in the event of any of the following: (a) if the Authority contracts with the California Public Employees' Retirement System (CalPERS), prior to filing a notice of termination

pursuant to Section 20570 or 20571 of the Public Employees Retirement Law (California Government Code Section 20000 et seq.); or (b) if the Authority does not contract with CalPERS, a decision by the Board of Directors to dissolve or cease the operations of the Authority. If such an event occurs and the member agencies are unable to mutually agree upon the apportionment of the member agencies' retirement obligations among themselves, the board of the pension or retirement system with which the Authority contracts shall apportion the retirement liability of the Authority among such member agencies in the manner provided by Government Code Section 6508.2.

ARTICLE XIV

DISPOSITION OF ASSETS

**~~(Article Renumbered by Resolution 31, 6/26/80;
Formerly Article XIV)~~**

Upon dissolution as provided herein or rescission of the Agreement as provided in ~~Paragraph~~Section 9 thereof, any assets or surplus cash owned by the Authority after the payment of all liabilities, costs, expenses and charges validly incurred hereunder shall be divided among the then agency members in proportion to the amount of contributions made by such member agencies, as specified in Section 6 of the Agreement.

In the event said member agencies cannot unanimously agree upon the manner of disposition of such assets, said assets (other than any fixtures or improvements made to the premises or property of any member agency which cannot reasonably be removed therefrom) shall be sold by the Authority and the cash derived from said sale shall be distributed in the manner hereinabove provided. Any fixtures or improvements not so removed from any member agency shall become the property of such member agency and the then current market value of such fixtures or improvements shall be credited to such agency for purposes of determining the distribution to be made hereunder.

ARTICLE XV

AMENDMENT TO BYLAWS

**~~(Article Renumbered by Resolution 31, 6/26/80;
Formerly Article XV)~~**

Amendments to these Bylaws may be proposed by any representative to the Board of Directors or the Executive Committee, the ~~executive director or the User Committee. If proposed by a representative or the executive director, the amendment may be, but is not required to be, submitted to the User Committee for consideration at the next regularly scheduled monthly meeting of the User Committee. The User Committee may consider and make a written recommendation to the Executive Committee or Board of Directors relating to said amendment. Such recommendation shall not be deemed to be required, however, prior to action by the Executive Committee or Board of Directors~~Executive Director or the User Committee. Except as otherwise provided herein, amendments to the Bylaws shall require a majority vote of the total membership of the ~~Executive Committee or~~Board of Directors.

Resolutions amending the Bylaws require ten (10) days' prior notice to all member agencies before a vote may be taken by the Board of Directors. Such notice shall specify the date of the Board meeting at which the Board of Directors will consider a resolution amending the Bylaws and shall be provided to the official representatives of each member agency then seated on the Board of Directors and on the Executive Committee. Such notice may be provided by any written communication (including electronic mail) or verbal communication (including at an earlier occurring meeting), and a record of such notice shall be maintained by the Secretary.

Pursuant to Section H of Article XI, no provision of Article XI (Equipment and Operations) shall be amended except upon the unanimous consent of the Board of Directors.

ARTICLE XVI

EFFECTIVE DATE OF AMENDED BYLAWS

~~(Article Renumbered by Resolution 31, 6/26/80; Formerly Article XVI)~~

~~Any~~Unless specified otherwise, any amendment to these Bylaws shall become effective immediately upon adoption.

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Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: February 18, 2020

ITEM NUMBER: F-4

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

Over the past month, staff has continued to work extensively with Mark43 to determine the as-is functionality of Mark43's current CAD system and move this project forward. This work has included:

- Weekly on-site and web-based meetings with representatives from Mark43.
- Half day training on February 6, 2020 to obtain detailed information about the CAD system.
- Documentation of High Priority Workflow and Functionality issues that must be corrected prior to the Authority transitioning to the system.
- Correspondence with Mark43 about High Priority Workflow and Functionality issues and timelines associated with resolution.

Additionally, staff has worked with the Hawthorne Police Department's CAD/RMS consultant (Cit-Com) to determine that an extension of Hawthorne's current agreement is not immediately necessary to preserve the pricing offered by Mark43.

Mark43 has advised that it will respond to the Authority's request for timelines associated with resolving the High Priority Workflow and Functionality issues by February 21, 2020.

Over the next month, staff anticipates the following:

- Continue working with Mark43 to develop the Authority's CAD workspace environment. Once the workspace has been configured with all of the Authority's commands and shortcut keys, staff will be able to fully exercise the system in its current state and provide further feedback to the developers and our stakeholders.
- Review Mark43's timeline for resolving the High Priority Workflow and Functionality issues that are necessary to be completed prior to the Authority transitioning to the system and work with the vendor to develop a framework for continuing to move the project forward.
- Work with Mark43, Cit-Com, and the Authority's General Counsel to draft a new agreement for the development and implementation of the CAD system.

FISCAL IMPACT

None at this time.

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Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: February 18, 2020

ITEM NUMBER: F-5

TO: Executive Committee

FROM: Erick B. Lee, Executive Director

SUBJECT: INITIAL FEASIBILITY STUDY FOR THE CONSOLIDATION OF PUBLIC SAFETY DISPATCHING SERVICES FOR THE CITY OF REDONDO BEACH (PHASE ONE)

ATTACHMENTS: 1. Phase One Initial Feasibility Study

RECOMMENDATION

Staff recommends that the Executive Committee:

1. Approve the Initial Feasibility Study.
2. Authorize the Executive Director to provide an approved copy to the City of Redondo Beach.

BACKGROUND

On March 9, 2018, the City of Redondo Beach ("City") requested a feasibility study and quote for consolidation of its dispatching and vehicle upfitting services from the Authority. This request was put on hold, pending the outcome of the Authority's Comprehensive Cost of Service and Allocation Study. In September 2019, an outside consultant completed this work and the Board of Directors adopted its recommendations as part of a new Cost Allocation Policy.

Staff has conducted Phase One of this study to determine if such consolidation is technologically feasible, to approximate the annual costs to the City for consolidation, and to determine the potential fiscal impact of consolidation on the Authority's existing member and contract cities.

DISCUSSION

The City of Redondo Beach is 6.21 square miles, has a population of 66,784 residents, and is located along the South Bay coast between Hermosa Beach, Manhattan Beach, Hawthorne, Lawndale, and Torrance. In terms of public safety services, the City maintains its own police department and fire department.

The Redondo Beach Police Department ("RBPD") is staffed by 95 sworn and 58 civilian employees. The department prides itself being one of the region's most respected and

innovative police departments by serving and protecting citizens and fighting crime both unique to beach-city life as well as rapidly changing times.

The Redondo Beach Fire Department ("RBFD") is staffed by 62 sworn and 5 civilian employees. The department's mission is to serve the community by protecting life, property and the environment through prevention, education and emergency services.

The City's Communications Center is managed by the Police Department's Administrative Manager and staffed by 10 dispatchers and four (4) supervisors. Dispatchers are trained to handle both police and fire calls. The Communications Center receives over 22,000 emergency calls and 53,000 non-emergency calls per year. 9-1-1 call answer times are well within the National Emergency Number Association ("NENA") Call Answering Standard of 90% of calls at the busy hour being answered within 10 seconds or less. RBPD and RBFD respond to approximately 70,000 and 8,000 calls for service each year, respectively.

The annual budget for the Communications Center totals \$2,805,839 (excluding equipment and capital improvements, but including internal service fund charges). The City's budget for police and fire vehicle upfitting services was not considered as part of this initial feasibility study.

Staff has determined that the consolidation of City dispatching services is technologically feasible, would be mutually beneficial for the City and the Authority's existing member and contract cities, and would provide the City with improved response capabilities. Costs to the City for consolidation of services would total approximately \$2,500,000 annually.

Call Taking Services

If the City were to contract with the Authority for services, the Authority would process approximately 75,000 additional emergency and non-emergency phone calls each year. This equates to a 23% increase in phone calls handled by the Authority.

In order to handle the workload associated with the 23% increase in phone calls, eight (8) additional Communications Operators would need to be hired. These employees would provide approximately 14,235 hours of additional staff time annually to the Authority's call-taking function.

Police Dispatching Services

If the City were to contract with the Authority for services, the Authority would process approximately 70,000 additional police calls for service each year. This equates to a 21% increase in police calls for service handled by the Authority.

To meet this need, the Authority would hire a team of additional Communications Operators to staff a dedicated police dispatching position 24/7/365 to handle all of RBPD's calls for service. Such staffing would necessitate hiring six (6) additional Communications Operators to provide service "around the clock."

Fire Dispatching Services

If the City were to contract with the Authority for services, the Authority would process approximately 8,000 additional fire calls for service each year. This equates to a 56% increase in fire calls for service handled by the Authority.

To meet this need, the Authority would include RBFD in the Authority's shared multi-agency fire dispatch along with the cities of Culver City, El Segundo, and Manhattan Beach. RBFD could be added to this shared service without the addition of staffing resources if all four (4) fire departments are willing to transition to "voiceless dispatching." Under a voiceless dispatching protocol, firefighters are dispatched via mobile data computers ("MDCs") installed in their vehicles, radio traffic is minimized on the dispatch channel, and communication

between field personnel occurs mostly on tactical channels that are not regularly monitored by dispatchers. This would allow the Authority's dispatchers to handle a larger volume of calls for service more efficiently and reduce unnecessary radio traffic for all users while also increasing the speed in which all users are notified of important information related to the calls.

Vehicle Upfitting Services

The City maintains a fleet of 91 Police Department vehicles and 14 Fire Department vehicles. Based on current staffing levels, the Authority could handle the influx of vehicle upfitting service work associated with Redondo Beach's public safety fleet without hiring additional Technical Services personnel.

Financial Analysis

In order to provide dispatching services to the City, the Authority would need to hire 14 additional Communications Operators that would be deployed as follows:

- Call-Takers (8) staffed at strategic times of the week to handle increased levels of phone calls.
- Police Dispatchers (6) added to the Authority's staffing pool to provide dedicated, around the clock service.

With the addition of 14 Communications Operators, the Authority's total number of staff providing front line dispatch services would increase to 68 employees. This includes the 13 additional Communications Operators that have been added since 2017 and would equate to a cumulative increase of 65% in recent years. In order to ensure the Authority's growing workforce continues to be properly administered, the Authority would also add a Human Resources Manager to its Administration Department. The costs associated with this administrative position would not be borne solely by the City. Rather, they would be allocated to all member and contract cities, in accordance with the Authority's Board-adopted Cost Allocation Policy.

Based on the Authority's Fiscal Year 2019-2020 adopted budget and negotiated costs effective during this period, if the City were to contract for services during this same period, the costs would be as follows:

OPERATIONS	COST
Call-Taking Emergency Calls	\$524,668
Call-Taking Non-Emergency Calls	\$357,107
Police - Dedicated Dispatch Support	\$670,851
Police - Calls for Service Readiness Support	\$356,089
Fire - Dedicated Dispatch Support	\$250,676
Fire - Calls for Service Readiness Support	\$154,422
TECHNICAL SERVICES	
Workload Support ¹	\$88,056
Dedicated Support	\$88,056
TOTAL	\$2,489,925

¹ The amount identified as Workload Support is an approximation only. Under the Cost Allocation Policy, Workload Support charges are derived by each agency's corresponding percentage of vehicle installation and repair work orders. Accounting of and billing for Workload Support charges would occur on a quarterly basis.

Besides the costs associated with the additional employees that would need to be hired to service the City, the above costs include the City's share of the Authority's administration expenses. By absorbing these expenses, the Authority's central costs would be spread over an additional, seventh city. Therefore, the Authority's existing member and contract cities' annual assessment fees, as calculated under the Cost Allocation Policy, would be reduced by a corollary amount.

If the City were to have contracted for dedicated police dispatching services throughout Fiscal Year 2019-2020 and the Cost Allocation Policy adopted by the Board of Directors in September 2019 had been in place at the outset of the fiscal year, the impacts to the Authority's existing cities would be as follows:

City	FY19/20 Modeled Assessment	Revised Assessment	\$ Decrease Existing Cities	% Decrease Existing Cities
Culver City	\$2,620,619	\$2,398,398	(\$222,221)	-8%
El Segundo	\$1,852,694	\$1,646,329	(\$206,365)	-11%
Gardena	\$2,067,757	\$2,007,466	(\$60,290)	-3%
Hawthorne	\$2,645,895	\$2,589,566	(\$56,328)	-2%
Hermosa Beach	\$1,175,233	\$1,105,501	(\$69,733)	-6%
Manhattan Beach	\$2,026,090	\$1,812,373	(\$213,717)	-11%
Redondo Beach	N/A	\$2,489,925	N/A	N/A
TOTAL	\$12,388,288	\$14,049,558	(\$828,655)	-

Benefits of Consolidation

If the City were to contract with the Authority for dispatching services, RBPD and RBFD would join six (6) other police departments and three (3) fire departments that have determined that consolidated dispatching services provide tangible benefits to their agencies and communities. Such benefits include:

- Peace of mind that mission-critical police dispatching services are provided day in and day out by an agency that has been solely dedicated to this aspect of public safety operations for over 40 years.
- A Communications Center staffed with over 50 trained professionals who currently process over 130,000 9-1-1 calls annually. Such call volume provides dispatchers with regular exposure in the processing of calls involving major crimes and high-risk incidents. This, in turn, allows staff to develop an unrivaled depth and breadth of experience in managing public safety communications and leads to the Communications Center routinely performing at an outstanding level during critical incidents.
- Surge capacity: The ability for the Communications Center to scale up with "all hands on deck" during major incidents. As envisioned by this feasibility study, minimum staffing would be 13-15 employees at all times.

- Reduced Fire Department response times to emergency calls due to seamless mutual aid and automatic aid dispatching capabilities with Manhattan Beach and El Segundo.
- Improved and faster communications and coordination between allied agencies.
- Current budget savings of over \$300,000 per year due to economies of scale and reduction of costly unnecessary capital redundancies.
- Long-term budget savings related to contracting for services that would reduce, or curtail the growth of, the City's CalPERS Unfunded Accrued Liability ("UAL") and other post-employment benefits ("OPEB") costs.
- Access to more advanced emergency communications systems and technology than would be affordable or practical by a traditional single-city Communications Center.

Besides the aforementioned benefits to the City, the Authority's existing member and contract cities would also benefit from the City contracting for police and fire dispatching services. With each agency that becomes a client of the Authority, more of the Authority's fixed and central costs are spread over a larger base, making the Authority's services more affordable to all participating cities. Additionally, the expansion of the client base diversifies the risk taken by the Authority's member and contract cities, strengthening their resilience and increasing fiscal sustainability.

Other Information for Executive Committee

This feasibility study does not include additional costs savings that the City would realize with the Authority becoming responsible for the City's vehicle upfitting services. If the City currently contracts with an outside vendor for these services, labor costs associated with those contracts would be eliminated and parts/equipment charges could be reduced. If City staff currently performs this work, that staff time could be reallocated to other tasks. This costs savings could be in excess of \$100,000 per year and would be thoroughly explored if the City requests the Authority to conduct Phase Two of this study.

Additionally, if the Authority's existing member and contract cities are not interested in expanding the number of agencies serviced by the Authority's shared multi-agency fire dispatch and the requisite transition to "voiceless dispatching," shared fire dispatching service as determined by this feasibility study would not be an option for the City. However, additional work could be done to determine if reconfiguring the multi-agency fire dispatch program would work for all involved stakeholders. Should the City elect to proceed with Phase Two of this study, staff would work with the City and the Authority's existing fire departments to fully explore these issues and develop a firm understanding of what it would take to move forward with shared fire dispatching services.

FISCAL IMPACT

None at this time. If the City ultimately contracts for services with the Authority, over \$300,000 in collective costs to member cities could be reduced annually.

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Attachment 1



**PHASE ONE: INITIAL FEASIBILITY STUDY
FOR THE CONSOLIDATION OF PUBLIC SAFETY
DISPATCHING SERVICES**

FOR

THE CITY REDONDO BEACH



FEBRUARY 2020

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1. INTRODUCTION & EXECUTIVE SUMMARY

Background

On March 9, 2018, the City of Redondo Beach (“City”) requested a feasibility study and quote for consolidation of its dispatching and vehicle upfitting services from the Authority. This request was put on hold, pending the outcome of the Authority’s Comprehensive Cost of Service and Allocation Study. In September 2019, an outside consultant completed this work and the Board of Directors adopted its recommendations as part of a new Cost Allocation Policy.

The purpose of this Phase One feasibility study is to determine if consolidation is technologically feasible, approximate the annual costs to the City for consolidation, and determine the potential fiscal impact of consolidation on the Authority’s existing member and contract cities.

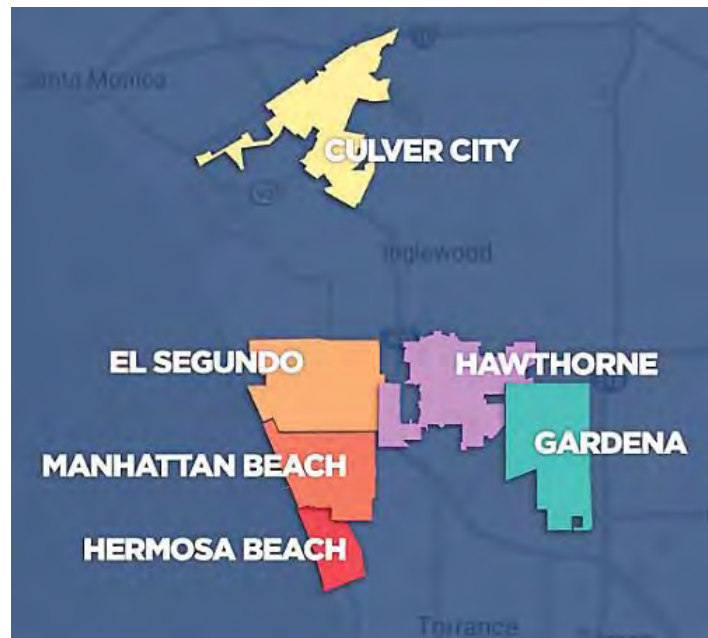
Findings

The Authority has determined that the consolidation of City dispatching services is technologically feasible, would be mutually beneficial for the City and the Authority’s existing member and contract cities, and would provide the City with improved response capabilities. Costs to the City for consolidation of services would total approximately \$2,500,000 annually. Operationally, the City’s overall public safety services would be enhanced by the Authority’s consolidated dispatch capabilities that include:

- A Communications Center staffed with over 50 trained professionals who currently process over 130,000 9-1-1 calls annually. Such call volume provides dispatchers with regular exposure in the processing of calls involving major crimes and high-risk incidents. This, in turn, allows staff to develop an unrivaled depth and breadth of experience in managing public safety communications and leads to the Communications Center routinely performing at an outstanding level during critical incidents.
- Surge capacity: The ability for the Communications Center to scale up with “all hands on deck” during major incidents. As envisioned by this feasibility study, minimum staffing would be 13-15 employees at all times.
- Reduced Fire Department response times to emergency calls due to seamless mutual aid and automatic aid dispatching capabilities with Manhattan Beach and El Segundo.
- Improved and faster communications and coordination between allied agencies.
- Current budget savings of over \$300,000 per year due to economies of scale and reduction of costly unnecessary capital redundancies. Long-term budget savings related to contracting for services that would reduce, or curtail the growth of, the City’s CalPERS Unfunded Accrued Liability (“UAL”) and other post-employment benefits (“OPEB”) costs.
- Access to more advanced emergency communications systems and technology than would be affordable or practical by a traditional single-city Communications Center.

2. PROFILE OF AUTHORITY

The South Bay Regional Public Communications Authority (“Authority”) was organized on October 14, 1975 under the provisions of the Joint Exercise of Powers Act of the Government Code of the State of California. At the present time, the Authority provides police and fire dispatching services and vehicle upfitting services to the cities of Gardena, Hawthorne, and Manhattan Beach. The Authority also provides these services to the cities of Culver City, El Segundo, and Hermosa Beach under contract. The Authority processes approximately 375,000 police and fire incidents annually and serves a population of over 250,000 residents.

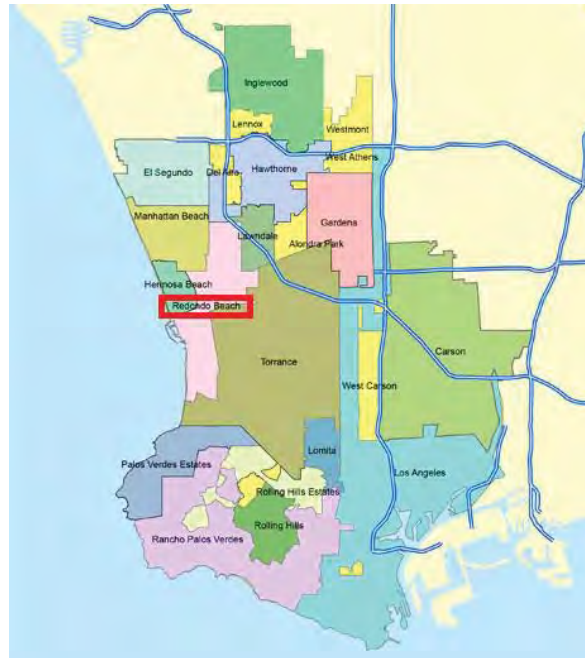


The Board of Directors, consisting of one Councilmember from each of the member cities, maintains authority over the annual budget for the Authority. Policy management is relegated to the Executive Committee, consisting of City Managers from each of the member cities. The Executive Director, who is appointed by the Executive Committee, manages the day-to-day operations of the Authority. The User Committee, consisting of Police and Fire Chiefs from the member cities, provides direction relative to the needs of the organization. Police officers and firefighters from member and contract cities make up the Police and Fire Task Forces, which provide feedback and recommendations to staff to facilitate optimum levels of service and safety for citizens, police officers, and firefighters.

The Authority is currently budgeted for 72 full-time positions. In addition to Communications Center and administrative staff, the Authority’s Technical Services Division performs vehicle upfitting services, which consist of installing radio communications equipment, light bars, mobile cameras, computer systems, and all necessary equipment into emergency vehicles for member and contract cities.

3. PROFILE OF CITY AND ITS PUBLIC SAFETY SERVICES

The City of Redondo Beach is 6.21 square miles, has a population of 66,784 residents, and is located along the South Bay coast between Hermosa Beach, Manhattan Beach, Hawthorne, Lawndale, and Torrance. In terms of public safety services, the City maintains its own police department and fire department.



The Redondo Beach Police Department (“RBPD”) is staffed by 95 sworn and 58 civilian employees. The department prides itself being one of the region’s most respected and innovative police departments by serving and protecting citizens and fighting crime both unique to beach-city life as well as rapidly changing times.

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The City’s Communications Center is managed by the Police Department’s Administrative Manager and staffed by 10 dispatchers and four (4) supervisors. Dispatchers are trained to handle both police and fire calls. The Communications Center receives over 22,000 emergency calls and 53,000 non-emergency calls per year. 9-1-1 call answer times are well within the National Emergency Number Association (“NENA”) Call Answering Standard of 90% of calls at the busy hour being answered within 10 seconds or less. RBPD and RBFD respond to approximately 70,000 and 8,000 calls for service each year, respectively.

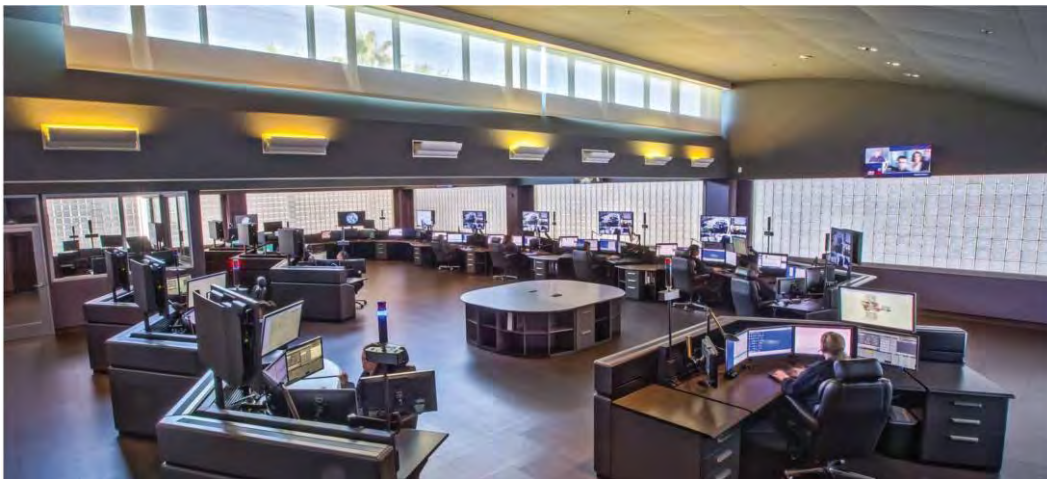
The annual budget for the Communications Center totals \$2,805,839 (excluding equipment and capital improvements, but including internal service fund charges). The City’s budget for police and fire vehicle upfitting services was not considered as part of this study.

4. TECHNOLOGICAL FEASIBILITY

The City is a member of the Interoperability Network of the South Bay and currently enjoys seamless interoperable radio communications with El Segundo, Gardena, Hawthorne, Hermosa Beach, Manhattan Beach, and Torrance. Additionally, the City currently utilizes the Authority's trunking gateway, microwave network, and four (4) trunking licenses to access the INSB network.

While the City is in the process of migrating to Mark43's Computer Aided Dispatch/Records Management System ("CAD/RMS"), it currently utilizes a Hitech CAD/RMS. RBFD utilizes Firehouse for its RMS. The Hitech CAD system is not compatible with the Authority's CAD system. If the City were to contract with the Authority for dispatching services, it would need to transition to the CAD system utilized by the Authority.

Currently, the Authority utilizes the Tiburon CAD system. However, this system has reached the end of its useful life and is in the process of being replaced with Mark43's multi-jurisdictional CAD/RMS. The Authority anticipates migrating to the Mark43 CAD system in 2020. As the Mark43 product is a cloud-based system, the City would connect to the CAD/RMS via the internet. If the City were to contract with the Authority for dispatching services prior to the Authority's transition to the Mark43 CAD system, it could access the Tiburon CAD system via (1) a dedicated fiber connection or (2) a virtual private network ("VPN").



5. OPERATIONAL ANALYSIS

On September 17, 2019, the Board of Directors adopted the Authority's current Cost Allocation Policy. This policy calls for the Authority's operational and administrative expenses to be allocated to its member and contract agencies in a manner that ties assessments as closely as possible to the actual costs incurred by the Authority for providing its services. Under this policy, each city is charged for its share of:

- 9-1-1 and non-emergency calls received
- Actual dispatcher services provided to its police and/or fire department
- Surge capacity dispatching capabilities
- Vehicle upfitting services
- Administrative overhead charges

As part of the Authority's feasibility evaluation, the City provided the following data about its current Communications Center:

YEAR	911 Calls Received	10 Digit Calls Received	Police Calls for Service	Fire Calls for Service
2016	22,372	Significant Variance	70,356	8,017
2017	22,168	Significant Variance	68,447	8,283
2018	22,377	53,224	69,547	8,584
Average	22,306	53,224	69,450	8,295

Additionally, the City maintains a fleet of 91 Police Department vehicles and 14 Fire Department vehicles.



The data provided by the City was modeled alongside the same information for the Authority's current member and contract cities as follows:

City	911 Calls	10 Digit Calls	Police Calls for Service	Fire Calls for Service	# of Vehicles
Culver City	16,464	73,046	61,536	7,280	123
El Segundo	9,068	19,251	33,739	4,005	76
Gardena	23,757	40,371	68,849		89
Hawthorne	38,936	46,956	86,923		107
Hermosa Beach	4,229	15,879	29,525		43
Manhattan Beach	7,037	35,931	69,450	3,503	133
Redondo Beach	22,306	53,224	69,450	8,295	105
Total	101,970	265,932	349,447	23,083	590

Call Taking

If the City were to contract with the Authority for services, the Authority would process approximately 75,000 additional emergency and non-emergency phone calls each year. This equates to a 23% increase in phone calls handled by the Authority.

In order to handle the workload associated with the 23% increase in phone calls, eight (8) additional Communications Operators would need to be hired. These employees would provide approximately 14,235 hours of additional staff time annually to the Authority's call-taking function.

Police Dispatching Services

If the City were to contract with the Authority for services, the Authority would process approximately 70,000 additional police calls for service each year. This equates to a 21% increase in police calls for service handled by the Authority.

To meet this need, the Authority would hire a team of additional Communications Operators to staff a dedicated police dispatching position 24/7/365 to handle all of RBPB's calls for service. Such staffing would necessitate hiring six (6) additional Communications Operators to provide service "around the clock."

Fire Dispatching Services

If the City were to contract with the Authority for services, the Authority would process approximately 8,000 additional fire calls for service each year. This equates to a 56% increase in fire calls for service handled by the Authority.

To meet this need, the Authority would include RBFD in the Authority's shared multi-agency fire dispatch along with the cities of Culver City, El Segundo, and Manhattan Beach. RBFD could be added to this shared service without the addition of staffing resources if all four (4) fire departments are willing to transition to "voiceless dispatching." Under a voiceless dispatching protocol, firefighters are dispatched via mobile data computers ("MDCs") installed in their vehicles, radio traffic is minimized on the dispatch channel, and communication between field personnel occurs mostly on tactical channels that are not regularly monitored by dispatchers. This would allow the Authority's dispatchers to handle a larger volume of calls for service more efficiently and reduce unnecessary radio traffic for all users while also increasing the speed in which all users are notified of important information related to the calls.

Vehicle Upfitting Services

The City maintains a fleet of 91 Police Department vehicles and 14 Fire Department vehicles. Based on current staffing levels, the Authority could handle the influx of vehicle upfitting service work associated with Redondo Beach's public safety fleet without hiring additional Technical Services personnel.



6. FINANCIAL ANALYSIS

In order to provide dispatching services to the City, the Authority would need to hire 14 additional Communications Operators that would be deployed as follows:

- Call-Takers (8) staffed at strategic times of the week to handle increased levels of phone calls.
- Police Dispatchers (6) added to the Authority's staffing pool to provide dedicated, around the clock service.

With the addition of 14 Communications Operators, the Authority's total number of staff providing front line dispatch services would increase to 68 employees. This includes the 13 additional Communications Operators that have been added since 2017 and would equate to a cumulative increase of 65% in recent years. In order to ensure the Authority's growing workforce continues to be properly administered, the Authority would also add a Human Resources Manager to its Administration Department. The costs associated with this administrative position would not be borne solely by the City. Rather, they would be allocated to all member and contract cities, in accordance with the Authority's Board-adopted Cost Allocation Policy.

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TECHNICAL SERVICES	
Workload Support ¹	88,056
Dedicated Support	88,056
TOTAL	\$2,489,925

¹ The amount identified as Workload Support is an approximation only. Under the Cost Allocation Policy, Workload Support charges are derived by each agency's corresponding percentage of vehicle installation and repair work orders. Accounting of and billing for Workload Support charges would occur on a quarterly basis.

Besides the costs associated with the additional employees that would need to be hired to service the City, the above costs include the City's share of the Authority's administration expenses. By absorbing these expenses, the Authority's central costs would be spread over an additional, seventh city. Therefore, the Authority's existing member and contract cities' annual assessment fees, as calculated under the Cost Allocation Policy, would be reduced by a corollary amount.

If the City were to have contracted for dedicated police dispatching services throughout Fiscal Year 2019-2020 and the Cost Allocation Policy adopted by the Board of Directors in September 2019 had been in place at the outset of the fiscal year, the impacts to the Authority's existing cities would be as follows:

City	FY19/20 Modeled Assessment	Revised Operations Allocation	Revised Tech. Services Allocation	Revised Total Allocation	\$ Decrease Existing Cities	% Decrease Existing Cities
Culver City	\$2,620,619	\$2,249,936	\$148,462	\$2,398,398	(\$222,221)	-8%
El Segundo	\$1,852,694	\$1,511,538	\$134,792	\$1,646,329	(\$206,365)	-11%
Gardena	\$2,067,757	\$1,853,534	\$153,932	\$2,007,466	(\$60,290)	-3%
Hawthorne	\$2,645,895	\$2,347,423	\$242,143	\$2,589,566	(\$56,328)	-2%
Hermosa Beach	\$1,175,233	\$1,028,248	\$77,253	\$1,105,501	(\$69,733)	-6%
Manhattan Beach	\$2,026,090	\$1,611,244	\$201,130	\$1,812,373	(\$213,717)	-11%
Redondo Beach	N/A	\$2,313,814	\$176,111	\$2,489,925	-	-
TOTAL	\$12,388,288	\$12,915,736	\$1,133,822	\$14,049,558	(\$828,655)	-

7. BENEFITS OF CONSOLIDATION

If the City were to contract with the Authority for dispatching services, RBPd and RBFD would join six (6) other police departments and three (3) fire departments that have determined that consolidated dispatching services provide tangible benefits to their agencies and communities. Such benefits include:

- Peace of mind that mission-critical police dispatching services are provided day in and day out by an agency that has been solely dedicated to this aspect of public safety operations for over 40 years.
- A Communications Center staffed with over 50 trained professionals who currently process over 130,000 9-1-1 calls annually. Such call volume provides dispatchers with regular exposure in the processing of calls involving major crimes and high-risk incidents. This, in turn, allows staff to develop an unrivaled depth and breadth of experience in managing public safety communications and leads to the Communications Center routinely performing at an outstanding level during critical incidents.
- Surge capacity: The ability for the Communications Center to scale up with “all hands on deck” during major incidents. As envisioned by this feasibility study, minimum staffing would be 13-15 employees at all times.
- Reduced Fire Department response times to emergency calls due to seamless mutual aid and automatic aid dispatching capabilities with Manhattan Beach and El Segundo.
- Improved and faster communications and coordination between allied agencies.
- Current budget savings of over \$300,000 per year due to economies of scale and reduction of costly unnecessary capital redundancies.
- Long-term budget savings related to contracting for services that would reduce, or curtail the growth of, the City’s CalPERS Unfunded Accrued Liability (“UAL”) and other post-employment benefits (“OPEB”) costs.
- Access to more advanced emergency communications systems and technology than would be affordable or practical by a traditional single-city Communications Center.

Besides the aforementioned benefits to the City, the Authority’s existing member and contract cities would also benefit from the City contracting for police and fire dispatching services. With each agency that becomes a client of the Authority, more of the Authority’s fixed and central costs are spread over a larger base, making the Authority’s services more affordable to all participating cities. Additionally, the expansion of the client base diversifies the risk taken by the Authority’s member and contract cities, strengthening their resilience and increasing fiscal sustainability.

8. TRANSITION PLAN FOR EXISTING CITY EMPLOYEES

Should the City ultimately contract for dispatching services, the Authority would intend to hire existing POST Certified City employees who are interested in becoming Communications Operators with the Authority. Under regulations established by the State of California's Commission on Peace Officer Standards and Training ("POST"), the Authority is required to confirm that prospective employees meet the following minimum standards:

- Verbal, reasoning, memory, and perceptual abilities assessment (POST Public Safety Dispatchers' Basic Course certificate)
- Oral communication skills evaluation (employment interview)
- Background investigation (including fingerprint and DMV records check)
- Medical examination (including a psychological screening)

The process for selection and employment of the City's Service Officers as Authority Communications Operators would be as follows:

1. City provides Authority with a list of City employees who are interested in transitioning their careers to employment to the Authority, along with copies of their POST Public Safety Dispatchers' Basic Course certificates.
2. Authority managers interview interested City employees.
3. Authority conducts background investigations, including polygraph examinations, on City employees who successfully pass their interviews.
4. Authority issues conditional offers of employment to City employees who successfully pass their background investigations.
5. Authority's psychologist conducts psychological screenings of City employees who accept conditional offers of employment.
6. Authority's physician conducts pre-employment medical examinations of City employees who successfully pass their psychological screenings.
7. Authority issues final offers of employment to City employees who successfully pass pre-employment medical examinations.

The Authority provides excellent pay and benefits to its Communications Operators. Highlights of the compensation package are as follows:

- Salary: \$5,684 to \$7,545 per month
- Insurance: \$1,060 per month for health and dental insurance premiums. Authority pays 100% of the premium cost for vision care and \$100,000 in life insurance.
- Retirement: 2% at 60 formula for existing “Classic” CalPERS members with less than a six-month break in service from another CalPERS or CalPERS reciprocal agency; or 2% at 62 formula for new CalPERS members.
- Vacation: Full-time employees who have completed twelve months of continuous service are eligible for paid vacation leave. A one-time award of 48 hours vacation leave is granted upon successful completion of probation.

Vacation leave is earned and accrued as follows:

- Less than 5 years of service – 6 hours per month
 - 5 through 9 years – 8 hours per month
 - 10 or more years – 10 hours per month
- Holidays: Eight (8) fixed holidays and six (6) floating holidays annually.
- Sick Leave: Full-time employees who have completed three (3) months of continuous service are eligible for paid sick leave. Sick leave is earned at a rate of seven (7) hours per month.
- Probation Period: 15 Months

Per the Authority’s Memorandum of Understanding (“MOU”) with Teamsters Local 911, any City employees hired as Authority Communications Operators would be assigned seniority dates equal to their first day of employment with the Authority.

9. LIMITATIONS OF PHASE ONE STUDY AND OTHER STIPULATIONS

1. This Phase One Initial Feasibility Study is based on the phone call, calls for service data, and vehicle fleet data provided by the City:

911 Calls	10 Digit Calls	Police Calls for Service	Fire Calls for Service	# of Vehicles
22,306	53,224	69,450	8,295	105

The Authority notes that the number of 10 digit calls received by the City's Communication Center is over twice the amount of 9-1-1 calls that it receives. If the City is accounting for a significant number of 10 digit calls that are currently handled by its Communications Center now, but would not be handled by the Authority if the City contracted for dispatching services, the Authority's cost for providing dispatching services to the City would be reduced (as would the projected cost savings for the Authority's existing member and contract cities). Should the City elect to proceed with Phase Two of this study, staff would work with the City to get a clearer understanding of the workload associated with these non-emergency calls to refine this cost analysis. Staff would also work with the City to develop plans to prevent 10 digit calls that have no bearing on calls for service or field unit activities from being handled by the Authority.

2. The models presented in Phase One of this study are approximations of the costs that the City would likely be required to pay if it contracted for services with the Authority during Fiscal Year 2019-2020. Should the City ultimately contract for services, the actual costs would be determined annually based on the formula established in the Cost Allocation Policy, the Authority's operating costs during that fiscal year, and the assessment schedule approved by the Board of Directors.
3. This feasibility study does not include additional costs savings that the City would realize with the Authority becoming responsible for the City's vehicle upfitting services. If the City currently contracts with an outside vendor for these services, labor costs associated with those contracts would be eliminated and parts/equipment charges could be reduced. If City staff currently performs this work, that staff time could be reallocated to other tasks. This costs savings could be in excess of \$100,000 per year and would be thoroughly explored if the City requests the Authority to conduct Phase Two of this study.
4. If the Authority's existing member and contract cities are not interested in expanding the number of agencies serviced by the Authority's shared multi-agency fire dispatch and the requisite transition to "voiceless dispatching," shared fire dispatching service as determined by this feasibility study would not be an option for the City. However, additional work could be done to determine if reconfiguring the multi-agency fire dispatch program would work for all involved stakeholders. Should the City elect to proceed with Phase Two of this study, staff would work with the City and its existing fire

departments to fully explore these issues and develop a firm understanding of what it would take to move forward with shared fire dispatching services.

5. If the City were to contract with the Authority for dispatching services, a number of one-time and recurring costs would be borne by the City. These costs could include, but are not limited to:
 - Radio system integration services.
 - Fees associated with transitioning to the Authority's CAD system.
 - Fees to outside entities and regulatory agencies re: transfer of phone lines.
 - Upgrades to installed technology equipment in the City's fleet of public safety vehicles (MDC's, modems, antennas, etc.)
 - Fees for Information Technology services from the City of Hawthorne to facilitate transition.



10. PHASE TWO OF FEASIBILITY STUDY

As indicated above, the purpose of this Phase One study was to determine if consolidation of dispatching services is technologically feasible, to approximate the annual costs to the City for consolidation, and to determine the potential fiscal impact of consolidation on the Authority's existing member and contract cities.

If the City elects to proceed with Phase Two of this study, Authority staff would expend considerable amounts of time working with City staff to thoroughly review the City's phone call and calls for service metrics, develop vehicle upfitting cost estimates, develop staffing models, determine one-time and ancillary recurring costs related to the proposed consolidation, and develop timelines associated with consolidation.

In order to proceed, the City should provide the Authority with a written request to conduct Phase Two of the study. Such request shall include a Phase Two Feasibility Study Evaluation Fee in the amount of \$25,000, which will be used to offset costs incurred by the Authority for conducting the research and developing the plans necessary for the City to determine if consolidation is the appropriate decision for its dispatching needs.

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

JANUARY 21, 2020

A. CALL TO ORDER

The Board of Directors, the Executive Committee and the User Committee convened in a regular joint session at 2:02PM on Tuesday, January 21, 2020, in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

B. ROLL CALL BY EXECUTIVE DIRECTOR

Present: Councilmember Haidar Awad, City of Hawthorne
Councilmember Rodney Tanaka, City of Gardena
Councilmember Hildy Stern, City of Manhattan Beach
City Manager Bruce Moe, City of Manhattan Beach
City Manager Clint Osorio, City of Gardena
Chief Mike Ishii, Hawthorne Police Department (Alternate for Mr. Shadbehr)
Chief Daryn Drum, Manhattan Beach Fire Department
Chief Mike Saffell, Gardena Police Department

Absent: Chief Derrick Abell, Manhattan Beach Police Department
Interim City Manager Arnie Shadbehr, City of Hawthorne

Also Present: Executive Director Erick B. Lee
Operations Manager Shannon Kauffman
Administrative Services Manager John Krok
Finance and Performance Audit Manager Vanessa Alfaro
Communications Supervisor Jannette Veramendi
LASD Sergeant Carlos Veramendi
Kelsey Laurent, Mark43
ITS Manager Josh Armstrong, Hawthorne Police Department
Carlos Rubio, Teamsters Local 911

C. PUBLIC DISCUSSION

None.

D. RECOGNITION OF NEWLY PROMOTED COMMUNICATIONS SUPERVISOR JANNETTE VERAMENDI

(RECEIVE PRESENTATION)

Executive Director Lee recognized the promotion of Jannette Veramendi to Communications Supervisor.

E. BOARD OF DIRECTORS GENERAL BUSINESS

1. Minutes from September 17, 2019
MOTION: Councilmember Awad moved to approve the minutes from September 17, 2019. The motion was passed by unanimous voice vote.
2. Fiscal Year 2019-2020 Mid-Year Budget Report
Executive Director Lee presented the Mid-Year Budget Report. With appropriate adjustments, the current status of the budget is at 48% at the mid-year. Expenditures and expenses were outlined and reported as expected. It was confirmed that finance managers and directors were included in the stakeholder study of upcoming recommendations regarding unfunded liabilities.

Motion: Councilmember Awad moved to receive and to file the mid-year budget report for fiscal year 2019-2020. The motion was seconded by Councilmember Stern and passed by unanimous voice vote.

F. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

G. **MOTION:** City Manager Osorio moved to approve the Consent Calendar, Item Numbers 1 – 7. The motion was seconded by Chief Ishii and passed by unanimous voice vote.

1. Minutes of the Special Meeting from December 17, 2019
2. Check Register – December 2019
3. Cash & Investments Report/December 31, 2019
4. Updated Publicly Available Pay Schedule
5. Credit Card Purchases from Amazon.com Inc.
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
7. Report of Budget Transfers Authorized by the Executive Director from July 1, 2019 Through December 31, 2019

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

None.

I. **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

MOTION: City Manager Moe moved to accept the fees and direct staff to complete the Phase Two Feasibility Study. The motion was passed by unanimous voice vote.

2. Update on Computer Aided Dispatch System Project with Mark43

Executive Director Lee presented updated report on Computer Aided Dispatch System Project with Mark43. Staff visited the cities of Richmond and Fresno to review their dispatch systems. Kelsey Laurent from Mark43 was present and confirmed the timeline of five to eight months for run card functionality in the Fire CAD. City Manager Moe recommended having Jennifer Petrusis to review the upcoming agreement for edits and input regarding milestones.

3. Fiscal Year 2019-2020 Work Plan Update and Staff Resource Needs

Executive Director Lee provided a report on the updated Work Plan and Staff Resource needs which includes the need for an additional, unfunded Communications Supervisors position. This position will be requested as part of the Fiscal Year 2020-2021 budget process.

4. Agreement to Use the City of Redondo Beach Fire Department's Dispatch Channel 453/458.200

Executive Director Lee presented report on the Redondo Beach Fire Department's Dispatch Channel 453-458.200. These conventional channels would provide another layer of back-up for the RCC cities. Staff recommends approving this agreement. There is a \$1.00 cost associated with the agreement. Additional equipment and services needed to place the channel into service will be presented at a later date.

MOTION: City Manager Moe moved to approve the agreement with City of Redondo Beach Fire Department's Dispatch Channel 453/458.200. The motion was passed by unanimous voice vote.

5. Upcoming Changes to the Management of Mobile Data Computers

Executive Director Lee reported on the Information Technology Directors' working group meetings that were hosted in December 2019 and January 2020. The working group examined the issues and determined that there were only nominal costs and no substantive concerns about the cities assuming this work. Executive Director Lee reported the mobile units will require some additional work for the cities' IT staff, but overall all cities agreed these changes would be helpful for improve end user functionality. City Manager Moe inquired after any change in the cost policy assessment fees since the licenses purchased by Hawthorne expire in June. Executive Director Lee reported that that the services historically provided by Hawthorne were essentially in-kind contributions from Hawthorne and that the cost allocation policy would not be impacted by this change. By June 30, 2020, each city will need to purchase its own licenses and have its server operational.

MOTION: City Manager Moe moved to direct staff to continue with these changes in accordance with the report and the motion was passed by unanimous voice vote.

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

Executive Director Lee presented report on the City of El Segundo requests for changes in the agreement for Emergency Police and Fire Dispatch. City Manager Osorio recommended to keep the agreement as is. City Manager Moe suggested that he would work with Executive Director Lee on potential changes to the agreement if it is not approved by the El Segundo City Council. Any substantive changes to the agreement would still have to be approved by the Executive Committee.

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

Executive Director Lee provided a report on this informational only item in anticipation of what may take place in the near future. New York and Massachusetts are leading way on this legislation, and any substantive updates will be reported back to the Executive Committee.

I. **USER COMMITTEE GENERAL BUSINESS**

1. Minutes from Special Meeting – December 17, 2019

MOTION: Chief Ishii moved to approve the Minutes from December 17, 2019. The motion was seconded by Chief Drum and passed by unanimous voice vote.

J. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lee provided updates on recruitment, the Manhattan Beach Water Tower Radio Site tower and the upcoming Rehabilitation Project, and the feasibility study for the City of Redondo Beach.

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

None.

L. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

At 3:06PM, the Executive Committee entered into a closed session to discuss the following item:

1. **CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6
Agency Designated Representative: Executive Director
Employee Organization: Teamsters Local 911

The meeting returned to open session at 3:16PM with no action taken in closed session.

M. **ADJOURNMENT**

The meeting adjourned at 3:16PM.

J



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: February 18, 2020

ITEM: J

TO: Executive Committee and User Committee

FROM: Erick B. Lee, Executive Director

SUBJECT: EXECUTIVE DIRECTOR'S REPORT

ATTACHMENTS: None

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

- Recruitment of Communications Operators
- Update on the Manhattan Beach Water Tower Site
- Phase Two of Feasibility Study for the City of Palos Verdes Estates