

A G E N D A
REGULAR JOINT MEETING OF
THE BOARD OF DIRECTORS, THE EXECUTIVE COMMITTEE, AND USER COMMITTEE
TUESDAY, MARCH 17, 2020, 2:00 PM
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
SECOND FLOOR CONFERENCE ROOM
4440 W. BROADWAY, HAWTHORNE, CA

A. **CALL TO ORDER**

B. **ROLL CALL BY EXECUTIVE DIRECTOR**

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

C. **PUBLIC DISCUSSION**

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

D. **BOARD OF DIRECTORS GENERAL BUSINESS**

1. Minutes from January 21, 2020
APPROVE
2. Resolution Adopting the Budget for Fiscal Year 2020-2021
APPROVE
3. Special Meeting Dates for 2020
APPROVE

E. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes of the Regular Meeting from February 18, 2020
APPROVE
2. Check Register and Budget Transfers – February 2020
ACCEPT AND APPROVE
3. Resolution Approving an Amended Position Classification Plan to Facilitate the Administration of Personnel and Repealing Resolution No. 320 and all Amendments thereof
ACCEPT AND APPROVE

4. Appropriation of \$25,000 to Fund Services Related to the Phase Two Feasibility Study for the City of Palos Verdes Estates

APPROVE

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

G. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Fiscal Year 2018-2019 Annual Financial Report
RECEIVE AND FILE
2. Single Audit and Independent Auditors' Reports for the Year Ended June 30, 2019
RECEIVE AND FILE
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. Proposed Catastrophic Leave Policy
PROVIDE DIRECTION

H. **USER COMMITTEE GENERAL BUSINESS**

1. Minutes from Regular Meeting – February 18, 2020
2. Staffing Contingency Plan

I. **EXECUTIVE DIRECTOR'S REPORT**

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

K. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

1. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
Agency Designated Representatives: Liebert Cassidy Whitmore & Executive Director
Employee Organization: Teamsters Local 911
2. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
Agency Designated Representatives: Liebert Cassidy Whitmore & Executive Director
Employee Organization: Communication Workers of America
3. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
Agency Designated Representatives: Liebert Cassidy Whitmore & Executive Director
Employee Organization: Management and Confidential Employees

L. ADJOURNMENT

Posting Place: 4440 W. Broadway, Hawthorne, CA 90250 and www.rcc911.org
Posting Date/Time: March 12, 2020/12:00PM
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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Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: March 17, 2020

ITEM NUMBER: D-2

TO: Board of Directors

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

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

ATTACHMENTS: 1. Resolution
2. Recommended Fiscal Year 2020-2021 Budget

RECOMMENDATION

Staff recommends that the Board of Directors adopt the resolution adopting the 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 Member and Contract Agencies and Other Revenues
5. Investment Earnings

Member Cost Allocation Assessment

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 Cost Allocation Assessment

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 (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%.

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 (Recommended 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 recommended budget continues to fund the Authority’s goal of providing an outstanding level of service to the communities it serves.

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

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Attachment 1

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:

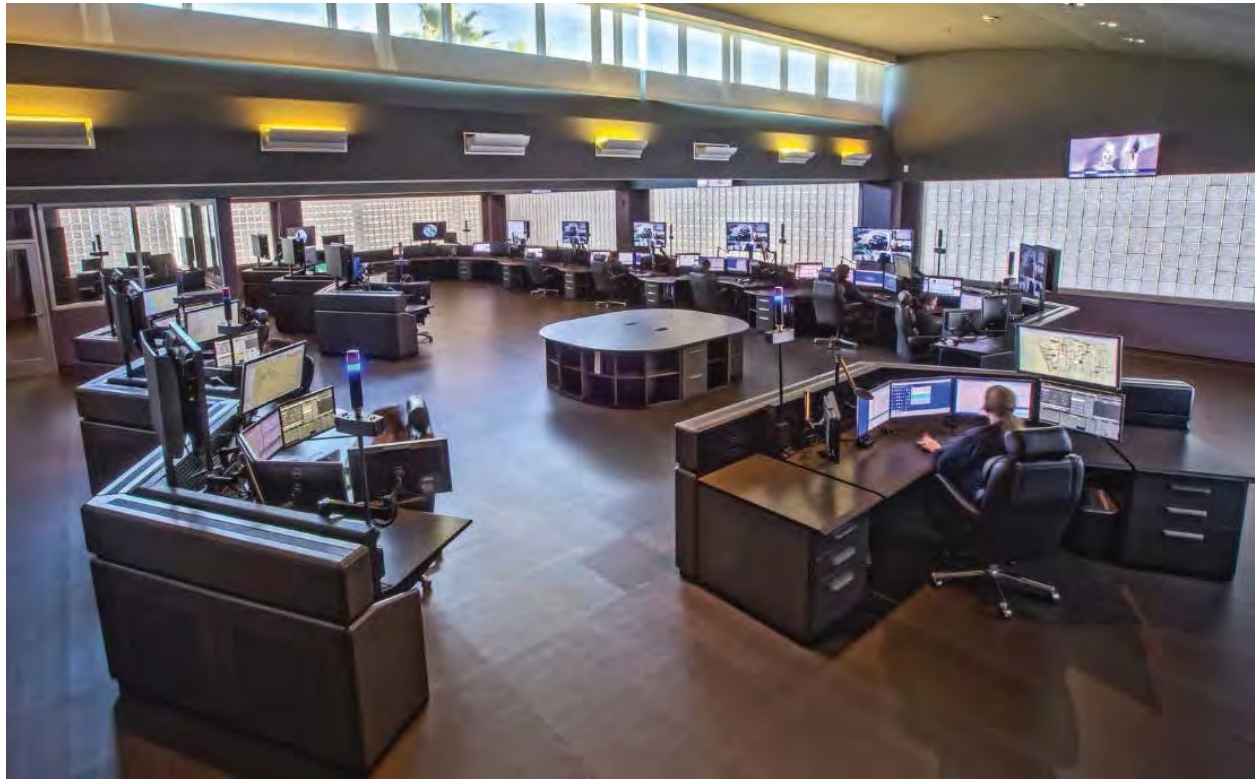
Absent:

Abstain:

Haidar Awad, Councilmember
Chairman, Board of Directors

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

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Attachment 2



South Bay Regional Public Communications Authority



Fiscal Year 2020-2021 Recommended 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

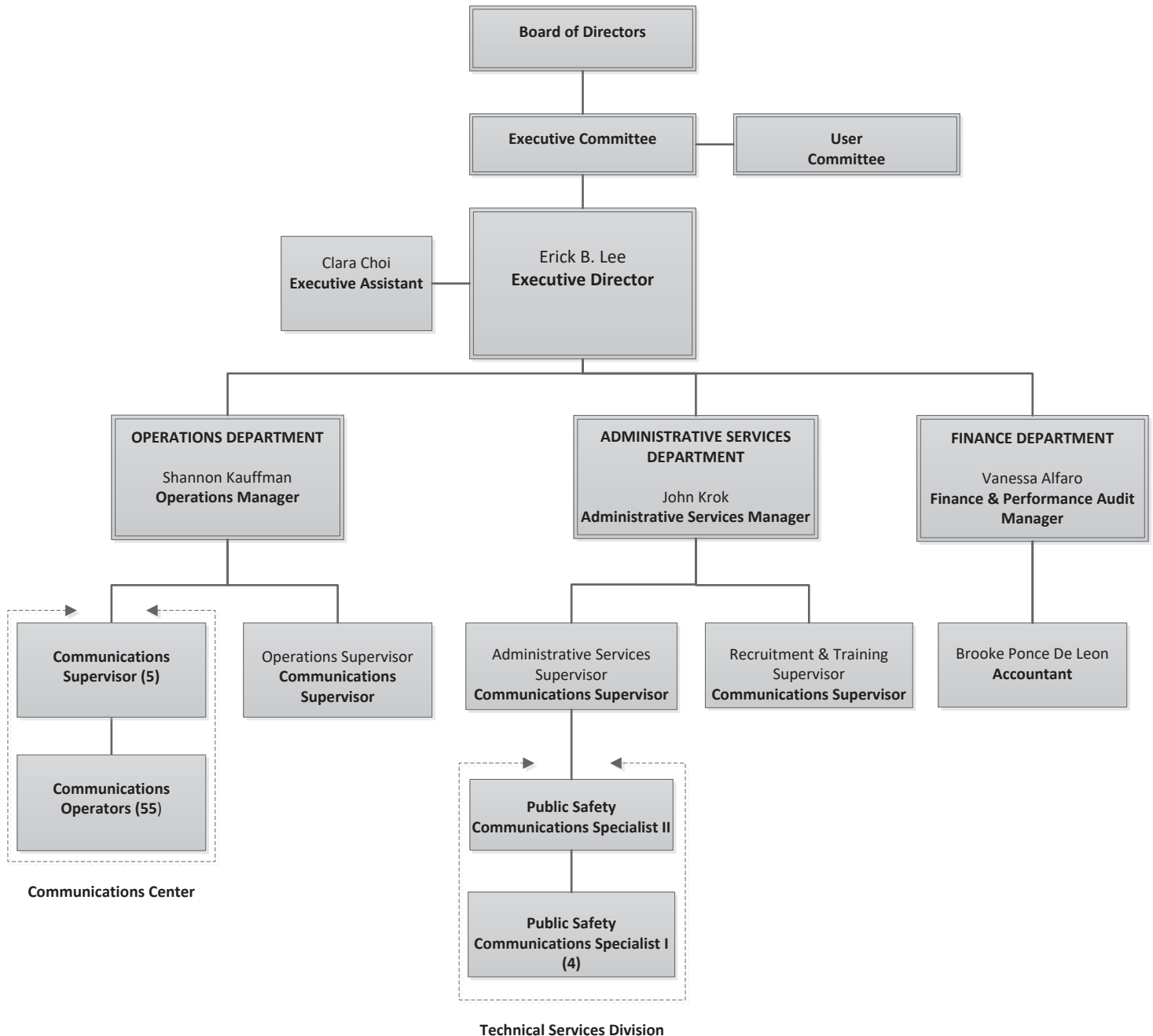
SBRPCA Staff

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

March 17, 2020

Members of the Board of Directors:

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 Recommended 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.

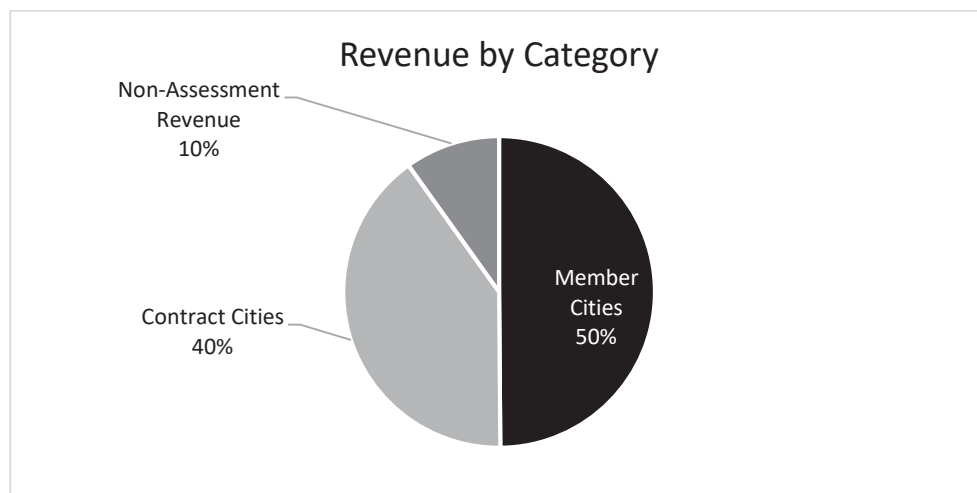
Total revenues are estimated to decrease by 0.70% to \$13,149,258 as a result of changes implemented with the Cost Allocation Policy. Assessment amounts do not include Technical Services Division Workload Support charges, which total \$571,090 for Fiscal Year 2020-2021.

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.

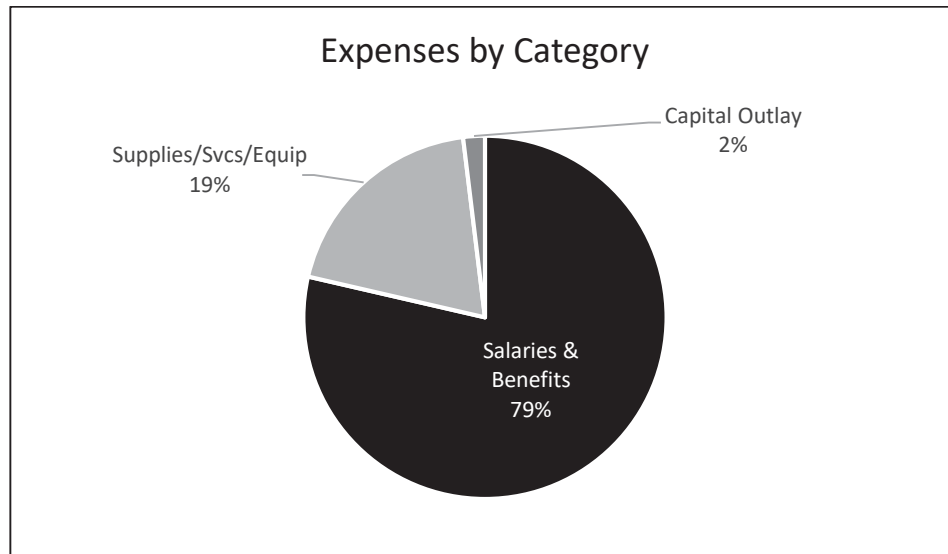
The recommended expenditure budget is \$12,938,443 which represents an increase of \$261,914 in operating expenses (0.96%), and an increase of \$125,000 (100%) in capital outlay expenses compared to the adopted budget in Fiscal Year 2019-2020. The total recommended expenditure budget is an increase of \$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 Recommended	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 Recommended	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 recommended 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 recommended 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 recommended 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 recommended 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	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: For FY20/21: City of Gardena: 4.93%, City of Hawthorne: 5.30%; City of Manhattan Beach: (11.95%) For FY21/22: City of Gardena: 3.33%, City of Hawthorne: 3.50%; City of Manhattan Beach: (7.97%) For FY22/23: City of Gardena: 1.69%, City of Hawthorne: 1.73%; City of Manhattan Beach: (3.98%)										
	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.										
	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 Harrasment 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

D - 3



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: March 17, 2020

ITEM NUMBER: D-3

TO: Board of Directors

FROM: Erick B. Lee, Executive Director

SUBJECT: SPECIAL MEETING DATES FOR 2020

ATTACHMENTS: None

Staff has determined that additional meetings of the Board of Directors in 2020 will be necessary. Proposed meeting dates and tentative agenda items are as follows:

April 21, 2020 at 2:00 PM

- Second Amended Joint Powers Agreement & Amendment to By-Laws

September 15, 2020 at 2:00 PM

- Election of Officers
- Amendment to Budgetary Policy
- Amendment to By-Laws re: Cost Allocation Policy and Technical Services Division Workload Support Charges
- Establishment of Fiscal Year 2020-2021 Investment Policy

Staff respectfully requests that the Board of Directors confirm its availability for these dates, or provide alternatives, so that special meetings for the remainder of the calendar year can be planned and properly noticed.

E - 1

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

FEBRUARY 18, 2020

A. CALL TO ORDER

The Executive and User Committees convened in a special joint session at 2:04PM on February 18, 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: City Manager Bruce Moe, City of Manhattan Beach
City Manager Clint Osorio, City of Gardena (arrived 2:05PM)
Chief Mike Ishii, Hawthorne Police Department (Alternate for Mr. Shadbehr)
Chief Mike Saffell, Gardena Police Department (arrived 2:05PM)
Chief Derrick Abell, Manhattan Beach Police Department
Chief Daryn Drum, Manhattan Beach Fire Department (arrived 2:07PM)

Absent: Interim City Manager Arnie Shadbehr, City of Hawthorne

Also Present: Chief Bill Whalen, El Segundo Police Department
Chief Chris Donovan, El Segundo Fire Department
Executive Director Erick Lee
Administrative Services Manager John Krok
Operations Manager Shannon Kauffman
Finance & Performance Audit Manager Vanessa Alfaro
Executive Assistant Clara Choi
Kelsey Laurent, Mark43
Laura Kalty, Liebert Cassidy Whitmore

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

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

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

None.

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Preliminary Fiscal Year 2020-2021 Budget

Executive Director Lee presented the Preliminary Fiscal Year 2020-2021 Budget.

MOTION: City Manager Osorio moved to accept the preliminary budget and bring back to the Board of Directors for adoption. The motion was seconded by Chief Ishii and passed by unanimous voice vote.

2. Pension and Other Post-Employment Benefits Unfunded Liabilities

Executive Director Lee presented and recapped the Authority's pension and OPEB unfunded liabilities. He also presented strategies for addressing these issues.

MOTION: City Manager Osorio moved to 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.

The motion was seconded by Chief Ishii and passed by unanimous voice vote.

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

City Manager Moe requested that this item be continued to the next meeting. The Executive Committee agreed to continue the item to the March 2020 meeting.

4. Update on Computer Aided Dispatch System Project with Mark43

Executive Director Lee provided update on the Computer Aided Dispatch System project. He advised that timelines for outstanding, needed system functionality are anticipated to be received from Mark43 by February 21, 2020.

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

Executive Director Lee presented Phase One of the Feasibility Study for the City of Redondo Beach and its staffing requirements..

MOTION: Chief Ishii moved to approve Phase one of the Feasibility Study for the City of Redondo Beach. The motion was seconded by City Manager Osorio and passed by unanimous voice vote.

I. **USER COMMITTEE GENERAL BUSINESS**

1. Minutes from Regular Meeting – January 21, 2020.

MOTION: Chief Ishii moved to approve the Minutes from January 21, 2020. 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, and the Phase Two Feasibility Study the City of Palos Verdes Estates.

K. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

None.

L. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

At 2:53PM, 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: Liebert Cassidy Whitmore & Executive Director

Employee Organization: Teamsters Local 911

The meeting returned to open session at 3:17PM with no action taken in closed session.

M. **ADJOURNMENT**

The meeting adjourned at 3:17PM.

E - 2



Check Register FY 2019-20

February 2020

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
February 7, 2020	\$76,714.63	
February 14, 2020	\$179,389.29	
February 21, 2020	\$42,113.95	
February 28, 2020	<u>\$118,732.58</u>	
Accounts Payable Total	\$416,950.45	
<u>Payroll Checks Issued Date</u>		
February 14, 2020	\$179,660.82	
February 28, 2020	<u>\$177,517.85</u>	
Payroll Total	\$357,178.67	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1728	2/7/2020	00012	CALIFORNIA WATER SERVICE5550731926	1/30/2020	FIRE PROTECTION SERVICE	81.08	81.08
1729	2/7/2020	00069	SOUTHERN CALIFORNIA EDI52-19-337-1549	2/5/2020	ELEC SERV GRANDVIEW/ 1/2	129.80	129.80
54812	2/7/2020	00867	& INVESTIGATION SERVICES,2019-11-011 RC	11/11/2019	PRE-EMPLOYMENT POLYGR	225.00	225.00
			2020-01-021 RC	1/21/2020	PRE-EMPLOYMENT POLYGR	225.00	225.00
			2020-01-023RC	1/23/2020	PRE-EMPLOYMENT POLYGR	225.00	225.00
			2020-01-029	1/29/2020	PRE-EMPLOYMENT POLYGR	225.00	225.00
			2019-11-008 RC	11/8/2019	PRE-EMPLOYMENT POLYGR	225.00	1,125.00
54813	2/7/2020	00491	ACCELE ELECTRONICS, INC. 772095	1/8/2020	BILLABLE PARTS	208.28	
			772134	1/9/2020	BILLABLE PARTS	78.70	286.98
54814	2/7/2020	00297	AT&T, ATT CALNET	2/3/2020	PHONE SERVICE 1/03/20-2/02	717.09	717.09
54815	2/7/2020	00014	CDW GOVERNMENT, INC. WNW6919	1/24/2020	BILLABLE PARTS	3,941.44	3,941.44
54816	2/7/2020	00017	CHEM PRO LABORATORY, INI658326	1/23/2020	HQ MAINTENANCE	86.50	86.50
54817	2/7/2020	00015	CHEVRON AND TEXACO 63444111	1/17/2020	FLEET: 12/24/19-1/23/20	75.00	75.00
54818	2/7/2020	00225	COMMLINE INC	1/29/2020	OUTSIDE TECH SVC-TOWER	15,000.00	15,000.00
54819	2/7/2020	00651	FRONTIER	2/1/2020	PHONE SERVICE 375-2741/2/	243.69	
			3103752741011	2/1/2020	PHONE SERVICE 051-8701/2/	101.40	
			2090518701060	2/1/2020	PHONE SERVICE 150-5969/2/	61.14	
			2091505969092	2/1/2020	PHONE SERVICE 150-5978/2/	54.32	
			2091505978113	2/1/2020	PHONE SERVICE 151-0998/2/	47.97	
			2091510998020	2/1/2020	PHONE SERVICE 150-2446/2/	47.97	
			2091502446103	2/1/2020	PHONE SERVICE 150-2447/2/	47.97	604.46
			2091502447092	2/1/2020	GAS SERVICE HQ/1/3/20-1/31	1,032.21	1,032.21
54820	2/7/2020	00070	GAS COMPANY, THE	1/21/2020	BILLABLE PARTS	290.68	290.68
54821	2/7/2020	00027	HAVIS INC.	1/16/2020	RECRUITMENT COSTS	8,900.00	
54822	2/7/2020	00760	LAWLES ENTERPRISES, INC. 11327	2/3/2020	RECRUITMENT COSTS	140.00	9,040.00
			11329	2/3/2020	BILLABLE PARTS	204.79	
54823	2/7/2020	00442	LAWSON PRODUCTS, INC. 9307312840	1/16/2020	BILLABLE PARTS	152.15	
			9307326628	1/22/2020	BILLABLE PARTS	125.69	482.63
			9307319769	1/20/2020	BILLABLE PARTS	10,920.00	
54824	2/7/2020	00087	LIEBERT CASSIDY & WHITMO 1491699	12/31/2019	LEGAL SERVICES FOR FY18-	152.00	11,072.00
			1491698	12/31/2019	LEGAL SERVICES	5,083.33	5,083.33
54825	2/7/2020	00671	MARC R. COHEN, MD EMSMD-05	12/31/2019	MEDICAL DIRECTOR SVCS	677.04	677.04
54826	2/7/2020	00331	MITSUBISHI ELECTRIC INC 367821	2/1/2020	ANNUAL MAINTENANCE FOR	258.00	258.00
54827	2/7/2020	00141	POWERPHONE INC 65586	12/2/2019	TRAINING COURSES FOR OF	5,624.72	5,624.72
54828	2/7/2020	00818	RICHARDS,WATSON & GERSI225204	1/22/2020	GENERAL COUNSEL AND LE		

(Continued)

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54829	2/7/2020	00144	SAXE-CLIFFORD PHD, SUSAN20-0130-2	1/30/2020	PRE-EMPLOYMENT PSYCHO	400.00	400.00
54830	2/7/2020	00145	SETINA MFG CO INC	1/23/2020	BILLABLE PARTS	5,692.92	
			196239	1/3/2020	BILLABLE PARTS	1,408.89	7,101.81
54831	2/7/2020	00824	SMART JANITORIAL, COMPLE11056	2/1/2020	HQ MAINTENANCE	3,585.00	3,585.00
54832	2/7/2020	00803	SPARKLETT'S	1/24/2020	WATER FILTRATION SYSTEM	40.00	40.00
54833	2/7/2020	00302	SPRINT	1/29/2020	DAC CHARGES/12-26 TO 1-25	4,245.80	
			107177860-105	1/27/2020	WIRELESS MODEMS/12-24 T	85.98	4,331.78
54834	2/7/2020	00171	VERIZON WIRELESS	1/23/2020	GPD DAC CHARGES/12/24/19	2,691.91	
			9846913031	1/23/2020	MODEM SVC. MBPD/12/24/19	912.66	
			9846928973	1/23/2020	DAC CHARGES HPD/12/24/19	393.92	
			9846575223	1/18/2020	CELL PH. CHGS:12/19/19-1/18	221.16	
			9846913032	1/23/2020	MODEM SVC. MBPD/12/24/19	38.01	4,257.66
54835	2/7/2020	00150	WATTCO	1/14/2020	BILLABLE PARTS	284.39	284.39
54836	2/7/2020	00063	WHELEN ENGINEERING CO.,	1/23/2020	BILLABLE PARTS	714.42	
			667333	1/23/2020	BILLABLE PARTS	391.61	1,106.03
Sub total for UNION BANK:							76,714.63

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20084	2/14/2020	00219	INTERNAL REVENUE SERVICE	2/14/2020	FEDERAL WITHHOLDING TAX	42,006.64	42,006.64
20085	2/14/2020	00223	EMPLOYMENT DEVEL DEPT	2/14/2020	STATE DISABILITY INSURANC	16,156.81	16,156.81
20086	2/14/2020	00222	STATE DISBURSEMENT UNIT	2/14/2020	SUPPORT: PAYMENT	184.62	184.62
20087	2/12/2020	00058	CALPERS	1/14/2020	HEALTH PREMIUMS - FEBRU	57,507.55	57,507.55
20088	2/7/2020	00696	GUARDIAN	1/22/2020	GUARDIAN - DENTAL, VISION,	6,190.36	6,190.36
20089	2/18/2020	00058	CALPERS	2/14/2020	PERS RETIREMENT: PAYMEN	37,206.43	37,206.43
54837	2/14/2020	00217	CALIFORNIA TEAMSTERS UN	2/14/2020	UNION DUES TEAMSTERS: P	2,053.50	2,053.50
54838	2/14/2020	00218	CWA LOCAL 9400	2/14/2020	UNION DUES CWA: PAYMENT	257.97	257.97
54839	2/14/2020	00220	FRANCHISE TAX BOARD	2/14/2020	GARNISHMENTS, FLAT: PAYM	818.72	818.72
54840	2/14/2020	00221	ICMA RETIREMENT TRUST	2/14/2020	DEFERRED COMPENSATION	17,006.69	17,006.69
Sub total for UNION BANK:						179,389.29	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1730	2/21/2020	00621	FIRST BANKCARD				
	00488	00488	0162488449235	1/2/2020	MARK43 FRESNO SITE VISIT	592.80	
	00488	00488	0162488449233	1/2/2020	MARK43 FRESNO SITE VISIT	592.80	
	00488	00488	0162488449234	1/2/2020	MARK43 FRESNO SITE VISIT	592.80	
	00781	00781	123019	12/30/2019	LEADERSHIP CONFERENCE	503.70	
	00889	00889	5262155926316	1/2/2020	MARK43 RICHMOND SITE VIS	379.96	
	00889	00889	5262155926317	1/2/2020	MARK43 RICHMOND SITE VIS	379.96	
	00889	00889	5262155926315	1/2/2020	MARK43 RICHMOND SITE VIS	379.96	
	00610	00610	37143749417	1/5/2020	CABLE SERVICE	217.70	
	00504	00504	17497135	1/7/2020	SOFTWARE SERVICES	199.00	
	00890	00890	RDF72	1/10/2020	PUBLICATIONS	150.48	
	00877	00877	43096	1/22/2020	HR WEBINAR	145.00	
	00450	00450	012120	1/21/2020	EMPLOYEE RECOGNITION L	136.31	
	00583	00583	WALMART SUPERCENTER #52792049-201968	1/10/2020	OFFICE SUPPLIES/ REFRESH	135.37	
	00194	00194	DAILY BREEZE	1/21/2020	ANNUAL NEWS SUBSCRIPTIO	121.51	
	00466	00466	114-1239535-36	1/27/2020	JANITORIAL SUPPLIES	108.77	
	00675	00675	0012399230397	1/15/2020	FINANCE CONFERENCE - AL	96.80	
	00466	00466	113-5976213-28	1/14/2020	OFFICE SUPPLIES	96.00	
	00761	00761	INV07533401	1/26/2020	SOFTWARE SERVICES	90.00	
	00714	00714	012720	1/27/2020	REFRESHMENTS FOR RICH	83.42	
	00896	00896	000013386	1/7/2020	SOFTWARE SERVICES	79.19	
	00466	00466	112-9387976-53	1/15/2020	OFFICE SUPPLIES	76.77	
	00897	00897	764	1/9/2020	TRAVEL MARK43 PER DIEM	75.69	
	00466	00466	111-3694894-46	1/28/2020	JANITORIAL SUPPLIES	72.69	
	00894	00894	1004	1/16/2020	TRAVEL MARK43 PER DIEM	72.31	
	00466	00466	112-3863682-67	1/3/2020	OFFICE SUPPLIES	69.28	
	00829	00829	8	1/3/2020	EMPLOYEE SERVICES MARK	68.79	
	00466	00466	113-9443643-50	1/14/2020	JANITORIAL SUPPLIES	61.68	
	00466	00466	114-8135923-09	1/23/2020	OFFICE SUPPLIES	59.52	
	00895	00895	3346	1/16/2020	TRAVEL MARK43 PER DIEM	58.80	
	00466	00466	112-9194311-62	1/6/2020	OFFICE SUPPLIES	58.16	
	00466	00466	111-9678166-90	1/30/2020	JANITORIAL SUPPLIES	57.14	
	00795	00795	324775-18	1/23/2020	MONTHLY WEBSITE HOSTING	55.00	
	00466	00466	112-6815916-85	1/27/2020	OFFICE SUPPLIES	54.16	

Final Check List
South Bay Regional PCA

Bank : union UNION BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
00035		HOME DEPOT CREDIT SERVICE	010620	1/27/2020	MISCELLANEOUS SUPPLIES	53.17	
00892		KIKES GENERAL AUTO REPAIR	012720	1/27/2020	VEHICLE OPERATION	50.00	
00885		UBER	010920	1/9/2020	TRAVEL MARK43 TRANSPOR	46.24	
00829		HUMMUS HOUSE	4	1/1/2020	EMPLOYEE SERVICES MARK	43.72	
00583		WALMART SUPERCENTER	#52982060-284635	1/28/2020	REFRESHMENTS	42.90	
00872		URTH CAFFE	4891	1/8/2020	TRAVEL MARK43 PER DIEM	42.39	
00466		AMAZON MARKETPLACE	114-1459672-20	1/14/2020	OFFICE SUPPLIES	40.50	
00898		PARKING GARAGE LAX AIRPORT	C179	1/15/2020	TRAVEL MARK43 PARKING	40.00	
00466		AMAZON MARKETPLACE	113-2239832-04	12/30/2019	OFFICE SUPPLIES	37.47	
00467		LOWES BUSINESS	8815845	1/23/2020	MISCELLANEOUS SUPPLIES	36.89	
00891		THE ORIGINAL RINALDI'S	5429	1/21/2020	STAFF DINNER RE: EL SEGUI	35.64	
00829		HUMMUS HOUSE	19	1/17/2020	EMPLOYEE SERVICES MARK	35.03	
00833		PRO-TUFF DECALS	20000582	1/15/2020	NEW DISPATCHERS LOCKER	34.64	
00885		UBER	010920-1	1/9/2020	TRAVEL MARK43 TRANSPOR	27.50	
00715		TAXI SERVICE GARDENA	91936	1/8/2020	TRAVEL MARK43 TRANSPOR	24.95	
00885		UBER	010820	1/8/2020	TRAVEL MARK43 TRANSPOR	24.63	
00854		MANHATTAN POSTAL CENTER	1303564	12/31/2019	RECRUITMENT LIVESCAN	23.50	
00854		MANHATTAN POSTAL CENTER	1303594	1/2/2020	RECRUITMENT LIVESCAN	23.50	
00854		MANHATTAN POSTAL CENTER	1303597	2/2/2020	RECRUITMENT LIVESCAN	23.50	
00854		MANHATTAN POSTAL CENTER	1304549	1/21/2020	RECRUITMENT LIVESCAN	23.50	
00746		LAX TAXICAB SERVICE	011520	1/15/2020	TRAVEL MARK43 TRANSPOR	23.07	
00466		AMAZON MARKETPLACE	113-1633725-52	1/13/2020	PUBLICATIONS	22.78	
00466		AMAZON MARKETPLACE	114-9634482-86	1/14/2020	OFFICE SUPPLIES	21.89	
00466		AMAZON MARKETPLACE	112-9857215-52	1/27/2020	JANITORIAL SUPPLIES	20.54	
00826		LA TIMES	010220	1/2/2020	MONTHLY NEWS SUBSCRIPT	15.96	
00826		LA TIMES	10080959305	1/29/2020	MONTHLY MEWS SUBSCRIPT	15.96	
00885		UBER	011620	1/16/2020	TRAVEL MARK43 TRANSPOR	14.03	
00872		URTH CAFFE	0077	1/24/2020	NEW HIRE LUNCHEON	13.62	
00466		AMAZON MARKETPLACE	112-3073647-85	1/28/2020	JANITORIAL SUPPLIES	11.23	
00466		AMAZON MARKETPLACE	114-6990066-31	1/28/2020	EMPLOYEE SERVICES	10.90	
00893		WATERIA WHITTIER	326332	12/30/2019	OFFICE SUPPLIES	10.35	
00466		AMAZON MARKETPLACE	113-5027698-60	12/30/2019	JANITORIAL SUPPLIES	7.24	
54841	2/21/2020	JOE MAR POLY SERVICES,	2020-02-005	1/23/2020	LATE FEE REIMBURSED	-39.00	6,779.76
54842	2/21/2020	ACCELE ELECTRONICS, INC.	772912	2/5/2020	PRE-EMPLOYMENT POLYGR	225.00	225.00
				2/12/2020	BILLABLE PARTS	275.18	275.18

Bank : union UNION BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
54843	2/21/2020	00868	ALFARO, VANESSA	020420	2/4/2020	REIMBURSEMENT FOR TRAV	82.01
			012920	1/29/2020	REIMBURSEMENT FOR MILE	46.17	
			013020	1/30/2020	REIMBURSEMENT FOR MILE	46.17	174.35
54844	2/21/2020	00297	AT&T, ATT CALNET	000014322171	2/13/2020	PHONE SERV 1/13/20-2/12/20	2,254.80
			000014329371	2/13/2020	PHONE SERVICE 1/13/20-2/12/20	140.98	
			000014326307	2/13/2020	PHONE SERV 1/13/20-2/12/20	99.04	
54845	2/21/2020	00064	AT&T, ATT PAYMENT CENTER	960 461-1623 5	2/1/2020	PHONE SERVICE 01/01/2020-	2,168.76
54846	2/21/2020	00019	CINTAS CORPORATION #427	4042132664	2/7/2020	CLEANING SERVICES FOR F	109.32
			4040920573	1/24/2020	CLEANING SERVICES FOR F	109.32	218.64
54847	2/21/2020	00888	CITY OF GARDENA	Ref000029210	2/5/2020	Refund receipt #: 001513	1,131.50
54848	2/21/2020	00078	COX, CHRISTOPHER	022120	2/21/2020	RETIREE MED PREM/MAR 20	740.78
54849	2/21/2020	00879	CROWN CASTLE	535107	2/1/2020	DEDICATED INTERNET ACCE	1,100.00
54850	2/21/2020	00785	EXPERIAN	CD2010002643	1/31/2020	PRE-EMPLOYMENT CREDIT	29.16
54851	2/21/2020	00651	FRONTIER	7002Z664-S-20	2/5/2020	PHONE SERV 2/05/20-3/04/20	77.19
				Y002Z665-S-20	2/5/2020	PHONE SERV 2/05/20-3/04/20	52.70
				21303816660831	2/10/2020	PHONE SERVICE 150-5978/2/	47.97
54852	2/21/2020	00027	HAVIS INC.	IN615376	2/4/2020	BILLABLE PARTS	2,205.22
54853	2/21/2020	00799	LA UNIFORMS & TAILORING	3954	1/24/2020	UNIFORMS FOR COMMUNIC	216.92
54854	2/21/2020	00810	MAX PARKER & ASSOCIATES	8630	1/17/2020	TROUBLESHOOTING SERVIC	422.00
54855	2/21/2020	00116	MEADORS, LATANYA	022120	2/21/2020	RETIREE MED PREM/MAR 20	476.43
54856	2/21/2020	00047	MOTOROLA SOLUTIONS, INC.	8280915092	2/12/2020	BILLABLE PARTS	4,134.17
54857	2/21/2020	00060	RIVERA, JOSE	022120	2/21/2020	RETIREE MED PREM/MAR 20	520.89
54858	2/21/2020	00144	SAXE-CLIFFORD PHD, SUSAN	20-0213-2	2/13/2020	PRE-EMPLOYMENT PSYCHO	800.00
				20-0204-5	2/4/2020	PRE-EMPLOYMENT PSYCHO	400.00
54859	2/21/2020	00157	SECURE IDLE INC	11059	2/12/2020	VEHICLE OUTFITTING PARTS	311.88
54860	2/21/2020	00145	SETINA MFG CO INC	198775	2/12/2020	BILLABLE PARTS	4,168.46
54861	2/21/2020	00273	SHAW, LILLIAN	022120	2/21/2020	RETIREE MED PREM/MAR 20	438.83
54862	2/21/2020	00460	SPECTRUM BUSINESS	1133787020420	2/4/2020	SPECTRUM BUSINESS INTEF	1,900.00
54863	2/21/2020	00126	STEVENS, DEBORAH	022120	2/21/2020	RETIREE MED PREM/MAR 20	608.75
54864	2/21/2020	00034	STEVENS, GARY	022120	2/21/2020	RETIREE MED PREM/MAR 20	606.50
54865	2/21/2020	00815	SUN WIRELESS	20117	2/3/2020	GARDENA PD TO PUNTA LIN	6,120.00
54866	2/21/2020	00150	WATTCO	54411	2/11/2020	BILLABLE PARTS	1,481.58
54867	2/21/2020	00481	WAYTEK, INC.	2914030	12/3/2019	BILLABLE PARTS	345.57
54868	2/21/2020	00063	WHELEN ENGINEERING CO.,	681076	2/17/2020	BILLABLE PARTS	343.98
54869	2/21/2020	00735	XEROX FINANCIAL SERVICES	1979818	2/9/2020	MONTHLY LEASE E2B666894	1,096.96

Sub total for UNION BANK: 42,113.95

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20090	2/28/2020	00219	INTERNAL REVENUE SERVICE	2/28/2020	FEDERAL WITHHOLDING TAX	38,571.05	38,571.05
20091	2/28/2020	00223	EMPLOYMENT DEVEL DEPT	2/28/2020	STATE DISABILITY INSURANCE	14,920.63	14,920.63
20092	2/28/2020	00222	STATE DISBURSEMENT UNIT	2/28/2020	SUPPORT: PAYMENT	184.62	184.62
20093	2/28/2020	00221	ICMA RETIREMENT TRUST	2/28/2020	DEFERRED COMPENSATION	16,654.31	16,654.31
20094	2/28/2020	00058	CALPERS	2/28/2020	PERS RETIREMENT: PAYMEN	39,256.58	39,256.58
54870	2/28/2020	00002	AFLAC	2/28/2020	AFLAC INSURANCE: PAYMEN	3,952.64	3,952.64
54871	2/28/2020	00217	CALIFORNIA TEAMSTERS UN	2/28/2020	UNION DUES TEAMSTERS: P	2,053.50	2,053.50
54872	2/28/2020	00218	CWA LOCAL 9400	2/28/2020	UNION DUES CWA: PAYMENT	257.97	257.97
54873	2/28/2020	00220	FRANCHISE TAX BOARD	2/28/2020	GARNISHMENTS, FLAT: PAYM	2,881.28	2,881.28
Sub total for UNION BANK:						118,732.58	

**Report of Budget Transfers approved by Executive Director
February 2020**

Item	Date	Reference #	Amount	Description
1	2/11/2020	BA-08	10,000	Transfer from Temporary Staffing Services to Recruitment
2	2/24/2020	BA-09	15,000	Transfer from Temporary Staffing Services to Legal Services

Posting #: 5009 Doc source: budadj Posting date: 02/13/2020 Year: 2020 Date: 02/11/2020
 Document #: 133555 Reference #: BA-08 Group: valfaro Period: Period type: Neither
 Description: TRANSF FROM TEMP STAFF TO RECRUITMENT

Account #	Description	Amount
E 10-50-111-5306	TRANSF FRM TEMP STAFF SVS	10,000.00
E 10-50-111-5313	TRANSF FRM TEMP STAFF SVS	-10,000.00
	Debits :	0.00
	Credits :	0.00
	Total :	0.00

Posting #: 5043 Doc source: budadj Posting date: 03/05/2020 Year: 2020 Date: 02/24/2020
 Document #: 134273 Reference #: BA-09 Group: valfaro Period: Period type: Neither
 Description: TRANSF \$15K FROM TEMP STAFF TO LEGAL SVS

Account #	Description	Amount
E 10-50-111-5305	Transfer from Temp Staffing Sv	15,000.00
E 10-50-111-5313	Transfer to Legal Svs	-15,000.00
	Debits :	0.00
	Credits :	0.00
	Total :	0.00

E - 3



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: March 17, 2020

ITEM NUMBER: E-3

TO: Executive Committee

FROM: John Krok, Administrative Services Manager

SUBJECT: RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY APPROVING AN AMENDED POSITION CLASSIFICATION PLAN TO FACILITATE THE ADMINISTRATION OF PERSONNEL AND REPEALING RESOLUTION NO. 320 AND ALL AMENDMENTS THEREOF

ATTACHMENTS: 1. Resolution
2. Job Classification Descriptions (Tracked Changes)

RECOMMENDATION

Staff recommends that the Executive Committee adopt a resolution approving an amended Position Classification Plan and repealing Resolution No. 320 and all amendments thereof.

DISCUSSION

With the adoption of Resolution No. 320 on December 18, 2018, the Executive Committee established an updated Position Classification Plan as required by the Authority's Rules and Regulations for the Administration of the Competitive Service System. This Position Classification Plan restated all positions in the classified and unclassified service of the Authority and specified the job descriptions for each of these positions.

The purpose of the proposed resolution is for an annual review and update of the Authority's job descriptions. Besides updating job description language and formatting, this amendment would also restate the Authority's authorized positions as follows:

- Accountant
- Administrative Intern (Part-Time)
- Administrative Services Manager
- Communications Operator
- Communications Supervisor

- Executive Assistant
- Executive Director
- Finance & Performance Audit Manager
- Operations Manager
- Public Safety Communications Specialist I
- Public Safety Communications Specialist II

With the exception of the Executive Director, all full-time employees are part of the Authority's Competitive Service System. Under the Authority's Memoranda of Understanding (MOUs) with its three bargaining groups, the Authority retains the exclusive right to determine the content of job classifications.

FISCAL IMPACT

None.

E - 3

Attachment 1

RESOLUTION NO. _____

**RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE SOUTH BAY
REGIONAL PUBLIC COMMUNICATIONS AUTHORITY APPROVING AN
AMENDED POSITION CLASSIFICATION PLAN TO FACILITATE THE
ADMINISTRATION OF PERSONNEL AND REPEALING RESOLUTION NO. 320
AND ALL AMENDMENTS THEREOF**

WHEREAS, Article VI of the Authority's Bylaws grants the Executive Committee full control and management of the affairs of the Authority, and also establishes the Executive Committee as the administrative governing body of the Authority with plenary powers to take all actions necessary and appropriate to accomplish the general purposes of the Authority;

WHEREAS, the South Bay Regional Public Communications Authority, pursuant to Resolution No. 39, has established a competitive classified service system for its employees;

WHEREAS, Section 1.05(c) of Resolution No. 39 authorizes the Executive Director, as the Personnel Officer of the Authority, to recommend to the Executive Committee, revisions and amendments to the Authority's classified service system for its employees;

WHEREAS, Section 1.05(c) of Resolution No. 39 and Rule III, Section 1, of Resolution 283, authorizes the Executive Director to prepare revisions to the Authority's job/position classification plan including position specifications in the classified service, and for such revisions to become effective upon approval by the Executive Committee;

WHEREAS, the Executive Committee, as the governing board of the Authority, has now determined, as a matter of policy, that an amended Position Classification Plan should be approved so as to maintain the efficiency of the Authority's operations.

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee of the South Bay Regional Public Communications Authority does hereby adopt the following plan:

SECTION 1. Class Descriptions: The descriptions of classes of positions contained in the position classification plan cover all positions in the classified and unclassified service of the Authority. Each class description brings together similar positions into a single group for which the same title is used. The descriptions are intended to be descriptive and explanatory, rather than prescribing restrictions as to duties and responsibilities. Each class description includes a class title, definition, examples of typical duties, a statement of minimum qualifications, including training, education and experience, knowledge, skills and abilities and license or certificate requirements which it is desirable that employees possess.

SECTION 2. Class Title: The "class title" is the official label for the class, and is intended to provide a brief descriptive name for positions in the class, and indicate the occupational area of work and the level. By using the prescribed class titles on payrolls, budget estimates, personnel reports, and other official personnel actions dealing with positions of that class, positions will be readily identifiable and all positions will have clearly defined meanings.

SECTION 3. Job Summary: The section covering "job summary" provides a short summary of the class content and level. It is introduced by one of the following phrases indicating the level of supervision received:

- (a) Under immediate supervision - Indicating that methods of performing tasks are explained in specific terms and details of the tasks are reviewed by a supervisor while work is in progress and upon completion.
- (b) Under general supervision - indicating that methods of performing tasks are outlined or explained in general terms and work is reviewed by a supervisor upon completion.
- (c) Under direction - indicating that methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions. Work is reviewed upon completion.
- (d) Under general direction - indicating that methods of performing tasks are the responsibility of the employee, as long as performed within established policies, or as prescribed by rules and regulations and that work is reviewed only periodically to assure conformance and to measure results.
- (e) Under general administrative direction - indicating that methods of performing tasks are the full responsibility of the employee who has wide latitude in interpreting and applying policies, rules and regulations, and whose performance is measured by total results.

Each job summary is concluded by the phrase "and performs other related duties as assigned." This indicates that the specification is not restrictive and that reasonable related duties and responsibilities may be assigned as necessary. This clause is not intended, however, to allow the assignment of completely unrelated duties for a majority of the time. When such major change is necessary, a review of the classification becomes appropriate.

SECTION 4. Major Duties: The "major duties" section is intended to provide a listing of illustrative examples of significant duties which may be performed by employees in the class. The list is not intended to describe all of the work involved in all positions in the class (or even one position in the class), but to illustrate, through use of common and typical examples, the essential nature of the work. In the classes including more than one position, the typical tasks reflect a composite picture of the work of the various individuals whose positions are allocated to the class.

SECTION 5. Minimum Qualifications: The "minimum qualifications" section is a statement of the minimum training, education and experience considered acceptable for employment in the class, together with a list of the particular knowledge, skills and abilities which should be possessed or learned in order to render satisfactory performance.

The qualifications were developed with the following considerations in mind:

- (a) The training, education and experience requirements are intended as general guides setting forth the standard or "norm" against which the qualifications of applicants for employment may be measured. It is intended that reasonable equivalent combinations of training and experience be considered appropriate in future hirings and that discretion be vested in the Executive Director to determine acceptable equivalents.
- (b) The list of knowledge, skills and abilities is not intended to be all that is required. Such qualifications as honesty, diligence and loyalty are not mentioned. These personal traits are required of all employees. Prospective employees must also, of course, meet Authority standards as to physical condition and related matters.

SECTION 6. Classification Plan Adopted: The following class descriptions are hereby adopted and respectively set forth to cover all positions within the classified and unclassified said Authority, to wit:

Classification

Accountant

Administrative Intern

Administrative Services Manager

Communications Operator

Communications Supervisor

Executive Assistant

Executive Director

Finance & Performance Audit Manager

Operations Manager

Public Safety Communications Specialist I

Public Safety Communications Specialist II

SECTION 7. Resolution No.320, passed and adopted on December 18, 2018, and all amendments thereof are hereby repealed.

SECTION 8. This resolution shall become effective immediately, and shall remain in full force and effect until the further order of the Executive Committee. It is provided, however, that the Executive Committee hereby reserves the right, power and authority to make any changes in the class descriptions which may hereafter be considered necessary.

Passed, approved, and adopted in a meeting held on the 17th day of March, 2020 by the following vote:

Ayes:
Noes:
Absent:
Abstain:

Bruce Moe, Chair
Executive Committee

Erick B. Lee, Secretary
Executive Committee

ACCOUNTANT

JOB SUMMARY

Under general supervision, performs professional accounting functions involving the preparation and reconciliation of payroll, purchasing, accounts payable and receivable, and accounting records; prepares accounting schedules and worksheets related to special projects and audits; and performs other related duties as assigned.

MAJOR DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Processes invoices for payment; inputs data on accounts payable, accounts receivable and payroll in computerized environment.
- Prepares and maintains complex accounting clerical records such as accounts payable, accounts receivable, general accounting and payroll.
- Verifies, reconciles, and inputs employee payroll records and prepares direct deposits; updates personnel status information and contribution rates; prepares and transmits various electronic files, tax forms and payroll records.
- Audits and reconciles daily cash report and journal entries, including cash receipts and disbursements.
- Determines if funds are available and expenditures properly classified; provides analysis of available funds at management request.
- Researches and analyzes transactions to resolve budget problems.
- Assists with preparation of annual budgets.
- Prepares and processes journal entries and month-end journal reports.
- Reviews and reconciles monthly bank statements.
- Analyzes invoices and purchase orders for authorized expenses and correct accounting codes.
- Analyzes accounting statements to compare actual and planned revenues, expenditures and sources of variances.
- Allocates interest payments.
- Accrues expenses to balance year-end expenditures.
- Develops and improves internal control policies and procedures with approval from management.
- Creates reports for local, state and federal agencies, including reports for grant filing purposes.
- Develops customized reports and spreadsheets. Provides detailed information to various departments and requesting agencies as needed.
- Participates in the preparation of annual financial reports and assists auditors in the preparation of annual audit reports.
- Ensures compliance with Internal Revenue Service (IRS), Franchise Tax Board (FTB) and Board of Equalization requirements pertaining to vendor-related records; creates income reports for federal and state filings.

- May provide work direction to support staff to complete specific accounting projects and records.
- Provides guidance to administrative staff from various departments regarding accounting related procedures.
- May assist in conducting management, process and organizational studies including workflow analysis, revenue and expense forecasting, process re-engineering, and long range planning.
- May assist in conducting research and performing internal management audit reviews as directed by the Executive Director.
- Provides excellent customer service.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

- A bachelor's degree from an accredited college or university, preferably with concentration in accounting and/or finance.

EXPERIENCE:

- Two years of accounting experience in a professional or governmental agency is required. Experience involving the preparation of financial reporting statements, performing general accounting analysis and the completion of related accounting tasks, and working with computerized financial management systems is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Generally accepted accounting principles (GAAP)
- Government Accounting Standards Board (GASB) guidelines and fund accounting
- Payroll, the Fair Labor Standards Act (FLSA), accounts payable, accounts receivable, purchasing, and cash management reporting practices.
- Federal and state payroll tax codes and filing requirements.
- Internal auditing methods and techniques.
- Local government accounting practices.
- Bank statement reconciliation procedures.
- Applicable federal, state, and local laws and regulations.
- Computerized financial systems.

SKILL IN:

- Using a personal computer and applicable software applications, including word processing, spreadsheets, and presentation software.
- Reading, writing and communicating at an appropriate level.

ABILITY TO:

- Plan, organize, and execute all accounting, budgeting, and financial reporting functions.
- Process payroll, accounts receivable, and accounts payable invoices and checks.
- Prepare quarterly reports for Internal Revenue Service and Employment Development Department and year-end payroll reports including W2's and 1094C and 1095C reporting for the Affordable Care Act.
- Prepare clear and concise reports for the Executive Director, Executive Committee, and Board of Directors.
- Communicate clearly and effectively both orally and in writing
- Demonstrate proficiency in computer-based financial management and system.
- Operate a variety of office equipment.
- Maintain an effective working relationship with Authority staff and auditors.
- Provide excellent customer service to Authority employees, members, clients, and constituents.
- Perform complex financial, statistical analysis using Excel and similar functions with computerized financial management systems.

ADMINISTRATIVE INTERN (PART-TIME)

JOB SUMMARY

Under general supervision, provides short-term staff support to an Authority department, division, function, or special project. Assists in performing specific and miscellaneous duties as assigned, and performs related work as required. The position will expose students to career options within a local government environment.

MAJOR DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Assists in collecting data for department studies, functions, and/or projects.
- Performs basic research.
- Analyzes data.
- Writes reports and summaries.
- Assists in budget preparation and maintenance.
- Uses a personal computer and maintains appropriate records and files.
- Interact with the public in person or via a telephone.
- Assist in administrative and clerical support activities as needed.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

- Must be a student in good standing at an accredited college or university with major course work in public administration or a related field.

LICENSES:

- Possession of a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Research methods and techniques.

SKILL IN:

- Organizing work.

ABILITY TO:

- Work effectively and communicate with other people both orally and in writing.
- Follow directions and complete assignments in a timely and efficient manner.
- Learn and use personal computer hardware and software.

ADMINISTRATIVE SERVICES MANAGER

JOB SUMMARY

Working under the direction of the Executive Director, performs highly responsible and complex professional administrative work and plans, directs, manages, and oversees the functions, programs and operations of the Administrative Services Department including human resources, recruitment and selection; records management; benefits administration; professional standards; risk management; labor relations; facility management; the Technical Services Division; and public relations communications; and performs other related duties as assigned.

MAJOR DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Directs and coordinates the administration of the recruitment and selection processes, including background investigations, and the employee benefits, peer support, mentoring, and orientation programs.
- Manages the recruitment program and works with a variety of personnel and consultants to select candidates for the classified service.
- Monitors federal and state laws and regulations as they relate to personnel matters and recommends changes to the Authority's policies and procedures.
- Organizes and maintains a variety of complex, confidential and sensitive records and files related to human resources functions.
- Ensures Authority compliance with various federal and state regulations as they relate to personnel functions such as the American with Disabilities Act, Fair Labor Standards Act, Family and Medical Leave Act, California Family Rights Act, Health Insurance Portability and Accountability Act, and Workers Compensation law.
- Oversees the professional standards program, conducting investigations into allegations of misconduct and recommending disciplinary action in accordance with state law and the Authority's personnel rules and policies.
- Receives and conducts investigations related to employee requests, complaints and/or grievances.
- Serves as a member of the Authority's negotiating team during meet and confer sessions with employee organizations.
- Identifies conditions, elements and situations of liability concerns and makes recommendations to correct or reduce liability exposure.
- Oversees and manages the City's risk management activities, including but not limited to, worker's compensation, liability and property insurance and safety programs. Acts as a liaison with outside entities in the administration of insurance claims.
- Works closely with supervisors and managers to plan, supervise and monitor Authority safety programs to ensure compliance with safety standards and procedures.
- Identifies conditions, elements and situations of liability concerns and makes recommendations to correct or reduce liability exposure.
- Identifies problems, conducts research, analyzes data, and makes recommendations on a variety of administrative and operational issues.
- Develops, coordinates and administers the Authority's emergency preparedness plans.

- Develops and administers the departmental budget.
- Evaluates plans, policies, systems, and procedures to achieve departmental goals and work plans.
- Plans and evaluates the performance of assigned staff, establishing performance requirements and personal development targets.
- Monitors performance and provides coaching for performance improvement.
- Plans, directs, manages, and oversees the functions, programs and operations of the Technical Services Division, including supervising consultants on various projects as required.
- Plans and implements work associated with the maintenance, cleaning, repair, and renovation of Authority buildings, sites, and facilities.
- Administers and maintains all of the Authority's radio frequency licenses from the FCC and coordinates the intergovernmental usage of these frequencies.
- Analyzes major communications problems and recommends solutions.
- Serves as a liaison between the Authority and user agency police and fire officials concerning the installation, maintenance, and repair of communications and public safety equipment.
- Attends various committee and community meetings as assigned by the Executive Director.
- Reviews daily, weekly, and monthly activity reports.
- Prepares written reports, memoranda, letters, resolutions, policies and instructional material.
- Develops, implements and administers management projects and programs.
- Serves as the Authority's custodian of records.
- Serves as the Authority's public information officer.
- Keeps the Executive Director informed of current conditions within the Authority including morale, problem areas and suggestions from subordinate personnel.
- May serve as Acting Executive Director during times when the Executive Director is on leave or otherwise unavailable.
- Provides excellent customer service.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

- A bachelor's degree from an accredited college or university in public or business administration or a closely related field. A master's degree is desirable.

EXPERIENCE:

- Five years of experience working in a public safety dispatching environment, at least two years of which was as a Communications Supervisor for the Authority.

LICENSES:

- Possession of a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Principles and practices of public and business administration.
- Supervisory principles, practices and techniques.
- Authority policies and procedures.
- Applicable federal, state and local laws and regulations.
- Pertinent laws governing human resources management, including the Fair Labor Standards Act, OSHA, CalPERS retirement system administration, benefits administration, workers' compensation administration, grievance procedures, disciplinary measures and labor negotiations.

SKILL IN:

- Using a personal computer and applicable software applications, including word processing, spreadsheets, and presentation software.
- Reading, writing and communicating at an appropriate level.

ABILITY TO:

- Effectively handle confidential matters.
- Plan, assign, coordinate and direct work of a large staff in a demanding, stressful, twenty-four hour operation.
- Organize a large body of work to meet established deadlines.
- Develop and implement programs, goals, objectives, policies and procedures.
- Interpret and apply relevant laws, codes, and regulations.
- Evaluate existing programs, policies and procedures and direct the development of improvements for efficient and effective operation.
- Coordinate administrative and other services and functions with outside agencies.
- Think clearly under stress and respond quickly and accurately.
- Prepare analytical and financial reports.
- Prepare and deliver effective public presentations.
- Communicate effectively both orally and in writing, to a broad spectrum of people ranging from line level employees to elected officials.
- Exercise independent judgment and initiative within established guidelines.
- Analyze and recommend solutions to problems and issues.
- Establish and maintain effective and cooperative working relationships with staff, elected and appointed officials, representatives or other governmental agencies.
- Supervise, train and evaluate staff.
- Provide excellent customer service.

COMMUNICATIONS OPERATOR

JOB SUMMARY

Under immediate supervision, answers all calls for emergency services and maintains radio and mobile data computer contact with police officers and firefighters in the field, acting as a lifeline by providing information and support and monitoring their safety and performs other related duties as assigned.

MAJOR DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Serves as the primary link between the public, police, and fire personnel.
- Maintains radio and mobile data computer contact with officers, firefighters, and parking personnel, acting as a lifeline by providing information and support and monitoring their safety.
- Answers all 9-1-1 calls and coordinates emergency services, determines priorities, dispatches appropriate services.
- Answers emergency and business lines, routes calls, determines needs and dispatches personnel.
- Refers calls to other agencies.
- Makes appropriate notifications.
- Exercises independent judgment in dispatching units and prioritizing calls
- Provides information to police personnel regarding warrants, driving records and property.
- Provides pre-arrival EMS instructions and life-saving directions over the telephone.
- Provide guidance and training to Communications Operator Trainees.
- Reports malfunctioning equipment or equipment that is out of service.
- Provides excellent customer service.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Basic computer usage.

SKILL IN:

- Typing at least 35 net words per minute while conversing on the telephone and/or radio.

ABILITY TO:

- Hear multiple simultaneous conversations from the radio, telephone, and colleagues while being able to readily distinguish between the different voices and sources in order to ascertain relevant information quickly and accurately;

- Read, write, and spell accurately and quickly;
- Speak clearly, distinctly, calmly, and correctly with good, even, modulation;
- Understand, retain and repeat simple and complex oral and written instructions;
- Control conversations, quickly gathering pertinent and relevant information.
- Anticipate needs and evaluate alternatives and contingencies.
- React quickly, efficiently and calmly during emergencies and stressful situations while adopting and implementing effective courses of action;
- Work all shift assignments including nights, weekends and holidays as well as mandatory overtime.

COMMUNICATIONS SUPERVISOR

JOB SUMMARY

Under general supervision, supervises Communications Operators and other personnel in the operation of the South Bay Regional Public Communications Authority and performs other related duties as assigned.

MAJOR DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Leads, directs, and supervises the activities of Communications Operators and other assigned personnel to ensure Authority services are effectively provided.
- Develops and supervises training programs and monitors the progress of newly hired personnel.
- Coordinates Authority activities with outside agencies during routine and emergency incidents.
- Monitors and maintains appropriate staffing levels.
- Maintains supervision and control of the dispatching of police and fire services in accordance with established policies and procedures.
- Monitors morale, personnel problems and complaints of subordinates and makes recommendations for improvements.
- Reviews work of subordinates, evaluating performance, handling performance improvement, writing performance evaluations, providing counseling and guidance, and making recommendations for corrective action and additional training.
- Conducts audits and inspections of various work unit activities.
- Trains and mentors subordinates to help them prepare for future special assignment and/or promotional opportunities.
- Administers discipline when appropriate.
- Performs the duties of a Communications Operator as assigned or in cases of emergencies.
- Testifies in court as required.
- Assists in the planning and implementation of operational plans for major events.
- Investigates complaints and prepares reports in connection therewith.
- Monitors the Authority's headquarter facility and radio sites and functionality of various computer, phone, and radio systems to ensure their proper operation and reports malfunctions or problems with facilities and equipment as appropriate.
- Participates in professional organizations and recommends changes in operational procedures.
- Aids in the preparation of work schedules and re-arranges work schedules and assignments of personnel as emergencies and other unforeseen circumstances arise.
- Exercises good judgment and makes sound decisions when dealing with workplace conflict.

- Ensures that new information and changes in policies and procedures, along with appropriate degrees of understanding, are relayed to subordinates; helps subordinates adapt to change.
- Assists with screening applicants for employment and other recruitment related tasks.
- Assists the Authority's Administration in the performance of administrative tasks as assigned, including the duplication and distribution of business records.
- Provides excellent customer service.
- Acts as the Operations Manager when assigned.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

- High school diploma or equivalent.

EXPERIENCE:

- Three years of experience working in a public safety dispatching environment, at least two years of which was as a Communications Operator for the Authority and trained in handling complaints, police dispatching, and fire dispatching.

LICENSES:

- Possession of a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Authority policies and procedures.
- The methods, procedures, techniques and equipment used in modern computer-aided public safety dispatch systems.
- The geography of the Authority's operational area.

SKILL IN:

- Typing at least 35 net words per minute while conversing on the telephone and/or radio.
- Using Microsoft Office software.

ABILITY TO:

- Supervise subordinates in demanding, stressful, around-the-clock shift work.
- Anticipate and minimize conflict and resolve conflict effectively.
- Maintain a positive attitude amidst adversity and model positivity for subordinates.
- Maintain a professional demeanor at all times and amidst difficult situations.
- Convey empathy to members of the public who are dealing with stressful incidents.
- Adapt to change and assist subordinates with adapting to change.
- Provide effective leadership and direction to subordinates in order to maintain orderly operations.

- Instruct and supervise the instruction of probationary Communications Operators.
- Investigate complaints and prepare reports.
- Identify and address performance issues of subordinates and provide them with constructive and timely feedback for improvement.
- Keep personnel matters confidential.
- Recognize problems, issues, and concerns and respond appropriately.
- Gather information systematically and sort through complex issues.
- Seek input as appropriate from subordinates, peers, and superiors.
- Make timely and difficult decisions.
- Communicate decisions to appropriate levels of the organization.
- Establish and maintain effective working relationships with personnel in other departments and offices of the Authority.
- Hear multiple simultaneous conversations from the radio, telephone, and colleagues while being able to readily distinguish between the different voices and sources in order to ascertain relevant information quickly and accurately.
- Read, write, and spell accurately.
- Speak clearly, distinctly, calmly, and correctly with good, even modulation.
- Understand, retain and repeat simple and complex oral and written instructions.
- Control conversations, quickly gathering pertinent and relevant information.
- Anticipate needs, evaluate alternatives, and develop contingency plans.
- Respond quickly, efficiently and calmly during emergencies and stressful situations while adopting and implementing effective courses of action.
- Work all shift assignments including nights, weekends and holidays as well as mandatory overtime.
- Effectively communicate and collaborate with co-workers and outside agencies in a teamwork environment, exercising strong customer service and group dynamic skills.

EXECUTIVE ASSISTANT

JOB SUMMARY

Under direction, performs a broad range of difficult, complex, and sensitive clerical, administrative, and office management duties for the Executive Director, members of the Board of Directors and Executive Committee, and management staff; independently organizes and completes assigned tasks; maintains complex filing systems; effectively handles confidential matters; and performs other related duties as assigned.

MAJOR DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Performs clerical, administrative, and office management duties in support of the Executive Director, members of the Board of Directors and Executive Committee, and management staff.
- Prepares contracts and resolutions, subject to review.
- Greets and assists public safety personnel, public officials, and members of the public.
- Screens callers and makes appointments.
- Prepares and edits correspondence, staff reports, memos, and activity reports.
- Schedules appointments and meetings and arranges for travel or staff attendance at conferences, workshops, and professional functions.
- Assists executives with preparation of agendas and staff reports, and supporting documents for meeting and presentation purposes.
- Prepares agenda packets, takes minutes, and performs follow-up for meetings subject to the Ralph M. Brown Act, including meetings of the Board of Directors, Executive Committee, User Committee; and various Task Force and other meetings;
- Indexes and maintains complex filing systems, keeping various records and data current.
- Handles confidential or sensitive matters.
- Prepares personnel documents and maintains personnel files and confidential information.
- Has primary responsibility for answering incoming telephone calls and performing reception duties.
- Submits information to and obtains information from outside agencies to support Authority programs.
- Assists with recruitment activities, including application processing, examination and interview coordination, onboard processing, and registration and liaison duties with career fair opportunities.
- Assists with management of employee medical, dental, and vision benefits.
- Maintains office equipment.
- Purchases office supplies and equipment and researches information regarding vendors, contractors, and consultants; compiles budgetary data and tracks account expenditures, as needed.
- Conducts surveys and replies to requests for data; researches Authority and departmental records; prepares tables and exhibits; explains policies and practices; draws conclusions and recommends actions.

- Organizes, prepares, and updates Authority and departmental records and archives, and may recommend how this information may be used in various reports; administers departmental document retention schedule activities in compliance with Authority guidelines.
- Administers contracts and requisitions for professional services and a variety of other materials, equipment, and services; oversees payments of invoices and claims.
- May work weekends and/or holidays as required.
- Provides excellent customer service.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

- Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration, or a closely related field.

EXPERIENCE:

- Four years of recent, paid and progressively responsible administrative support experience. Recent experience providing complex clerical and technical support to a Department Head or Division Head is desirable in a public sector environment is desirable.

LICENSES:

- Possession of a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Administrative processes and procedures.
- Office administration practices and procedures.
- Correct English usage, including spelling, grammar and punctuation.
- Basic functions of public agencies, including the role of governing bodies and elected and appointed officials.
- Rules and procedures governing public notices and conduct of public meetings.
- Word processing, spreadsheet, and graphics software applications.
- Record keeping, filing, purchasing, and accounting practices and procedures.
- Research methods.
- Ralph M. Brown Act.
- California Public Records Act.
- Customer service practices.

SKILL IN:

- Using a personal computer and applicable software applications, including Microsoft Office Suite (Word, Excel, PowerPoint).

- Reading, writing and communicating at an appropriate level.
- Typing at a net rate of 45 words per minute.

ABILITY TO:

- Compose correspondence and many different instruments, such as acknowledgements, resolutions, minutes, and others.
- Maintain a calendar of activities, and to expedite various actions and proceedings.
- Work cooperatively with authority officials, other agencies and the public.
- Operate modern office equipment and computer hardware;
- Use word processing, spreadsheet, graphics, and specialized software applications programs;
- Plan, organize and prioritize administrative assignments to meet deadlines;
- Take minutes and provide administrative support to the executive director, members of the board of directors and executive committee, managers, and various committees;
- Communicate effectively, both orally and in writing;
- Proofread and prepare clear, accurate, and concise records and reports;
- Establish and maintain effective working relationships with staff, management, elected and appointed officials, vendors, contractors, consultants, public and private representatives, and others encountered in the course of work;
- Exercise tact and diplomacy in explaining and obtaining compliance with administrative procedures;
- Establish and maintain departmental files and confidential records.

OPERATIONS MANAGER

JOB SUMMARY

Working under the direction of the Executive Director, performs highly responsible and complex professional administrative work and plans, directs, manages, and oversees the functions, programs and operations of the Operations Department and Communications Center and performs other related duties as assigned.

MAJOR DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Plans, organizes, directs, reviews and coordinates the work of Communications Supervisors and Communications Operators in their role of providing computer-aided public safety and fire dispatching services for member and contract agencies in the Communications Center.
- Administers Authority policies and programs and recommends changes to the Executive Director.
- Confers with the Administrative Services Manager on training issues and the recruitment and selection of personnel to staff the Communications Center.
- Manages the computer aided dispatch (CAD) system for the Communications Center.
- Confers with consultants, outside agencies and the Administrative Services Manager regarding radio, frequency and technical issues.
- Assures the maintenance of minimum staffing levels on all shifts throughout the year.
- Keeps abreast of developments in the field of public safety communications.
- Reviews daily, weekly, and monthly activity reports.
- Represents the Authority with various regional bodies, including the Los Angeles County 9-1-1 Public Safety Answering Point (PSAP) group, and alternate PSAP locations.
- Assists in the development of procedure manuals and the rules and regulations governing the Authority's operations.
- Manages customer premise equipment (CPE) telephone equipment upgrades through the California State 9-1-1 Office;
- Evaluates Communications Supervisors;
- Serves as the Agency CLETS Coordinator (ACC) for the Authority;
- Serves as a member of the Authority's negotiating team during meet and confer sessions with employee organizations.
- Identifies problems, conducts research, analyzes data, and makes recommendations on a variety of administrative and operational issues.
- Develops and administers the departmental budget.
- Evaluates plans, policies, systems, and procedures to achieve departmental goals and work plans.
- Plans and evaluates the performance of assigned staff, establishing performance requirements and personal development targets.
- Monitors performance and provides coaching for performance improvement.

- Plans, directs, manages, and oversees the functions, programs and operations of the Operations Department, including supervising consultants on various projects as required.
- Serves as a liaison between the Authority and user agency police and fire officials concerning the installation, maintenance, and repair of communications and public safety equipment.
- Attends various committee and community meetings as assigned by the Executive Director.
- Prepares written reports, memoranda, letters, resolutions, policies and instructional material.
- Develops, implements and administers management projects and programs.
- Keeps the Executive Director informed of current conditions within the Authority including morale, problem areas and suggestions from subordinate personnel.
- Identifies conditions, elements and situations of liability concerns and makes recommendations to correct or reduce liability exposure.
- Serves as the Authority's public information officer.
- May serve as Acting Executive Director during times when the Executive Director is on leave or otherwise unavailable.
- Provides excellent customer service.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

- A bachelor's degree from an accredited college or university in public or business administration or a closely related field. A master's degree is desirable.

EXPERIENCE:

- Five years of experience working in a public safety dispatching environment, at least two years of which was as a Communications Supervisor for the Authority.

LICENSES:

- Possession of a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Principles and practices of public and business administration.
- Supervisory principles, practices and techniques.
- Authority policies and procedures.
- Applicable federal, state and local laws and regulations.
- Pertinent laws governing human resources management, including the Fair Labor Standards Act, OSHA, CalPERS retirement system administration, benefits administration, workers' compensation administration, grievance procedures, disciplinary measures and labor negotiations.

SKILL IN:

- Using a personal computer and applicable software applications, including word processing, spreadsheets, and presentation software.
- Reading, writing and communicating at an appropriate level.

ABILITY TO:

- Effectively handle confidential matters.
- Plan, assign, coordinate and direct work of a large staff in a demanding, stressful, twenty-four hour operation.
- Organize a large body of work to meet established deadlines.
- Develop and implement programs, goals, objectives, policies and procedures.
- Interpret and apply relevant laws, codes, and regulations.
- Evaluate existing programs, policies and procedures and direct the development of improvements for efficient and effective operation.
- Coordinate administrative and other services and functions with outside agencies.
- Think clearly under stress and respond quickly and accurately.
- Prepare analytical and financial reports.
- Prepare and deliver effective public presentations.
- Communicate effectively both orally and in writing, to a broad spectrum of people ranging from line level employees to elected officials.
- Exercise independent judgment and initiative within established guidelines.
- Analyze and recommend solutions to problems and issues.
- Establish and maintain effective and cooperative working relationships with staff, elected and appointed officials, representatives or other governmental agencies.
- Supervise, train and evaluate staff.
- Provide excellent customer service.

PUBLIC SAFETY COMMUNICATIONS SPECIALIST I

JOB SUMMARY

Under general supervision, maintains, installs, fabricates, and performs minor repairs on public safety equipment, including mobile communications two-way radios, mobile data computers, and wireless modems. Also performs installations, build outs and repairs of public safety emergency vehicles.

MAJOR DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Installs, maintains, and repairs emergency lighting equipment, mobile antenna systems, siren amplifier systems, radio control heads, map lights, strobe lighting equipment, radio consoles, trunk mount transceivers, undercover lighting equipment, scanners, flashing devices and other specialized equipment.
- Performs preventive maintenance on safety equipment, two-way radios and antenna systems.
- Maintains equipment, vehicles, and infrastructure at the main facility and other locations.
- Operates testing and measuring equipment, including voltmeters, ohmmeters, watt meters and current meters.
- Maintains databases and logbooks for service, equipment, maintenance, and inventory records.
- Safely operates a variety of electronic and power equipment, such as chop saws, table saws, grinders, etc.
- Effectively communicates with other employees and vendors for the purpose of resolving technical problems and meeting timelines.
- Establishes and maintains effective working relationships with city officials, employees, the general public and vendors. Maintains an organized, clean, and safe work area.
- Provides excellent customer service.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

- High school diploma or equivalent.

EXPERIENCE:

- One year of experience in the installation, maintenance, and repair of public safety equipment or related education and job experience.

LICENSES:

- Possession of a valid California driver's license.
- Related technical certification(s) highly desirable.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- 12-volt power line installation practices.
- Technical specifications of siren amplifiers and light bar controllers.
- Materials, tools and equipment used in the installation process, maintenance and repair of public safety and communications equipment.
- Required Federal and State regulations with respect to communications equipment and systems, including FCC and Title 13 regulations.
- Safety procedures and practices.

SKILL IN:

- The use and care of electronic test equipment, tools, safety, and materials involved in job-related duties.
- The layout and installation of communications and public safety equipment.
- The design of electrical wiring on specialized and/or custom installations.
- The basic use of computers and familiarity with word processing and spreadsheet software.

ABILITY TO:

- Communicate effectively both orally and in writing.
- Analyze problems and offer recommendations and solutions.
- Understand and apply technical manuals.
- Understand and follow written and verbal instructions.
- Perform multiple tasks simultaneously and in a timely manner.
- Respond to emergency situations in a timely manner.
- Meet established deadlines.

PHYSICAL REQUIREMENTS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Physical demands include, but are not limited to, lifting and carrying up to 50lbs, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lifting, carrying, and adequate vision with no color blindness, and manual dexterity to operate tools and install and/or repair electronic equipment, and use a ladder. Employees are required to work within confined spaces and at heights, drive vehicles and operate a variety of equipment. May be required to be on call, work shifts, weekends and/or holidays.

PUBLIC SAFETY COMMUNICATIONS SPECIALIST II

JOB SUMMARY

Under general supervision, maintains, installs, fabricates and performs repairs to equipment used for public safety, and optimizes, maintains, troubleshoots and repairs analog and digital two-way radios, mobile data computers, wireless modem devices and other wireless communications systems. Also performs installations, build outs and repairs, and schedules the maintenance of public safety emergency vehicles and the workflow within the Technical Services Division of the Administrative Services Department and works directly with the Finance Department for all billing of parts and services.

MAJOR DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Installs, maintains, and repairs emergency lighting equipment, mobile antenna systems, siren amplifier systems, radio control heads, map lights, strobe lighting equipment, radio consoles, trunk mount transceivers, undercover lighting equipment, scanners, flashing devices and other specialized equipment.
- Performs preventive maintenance on safety equipment, radio sites, infrastructure sites, two-way radios and antenna systems.
- Maintains equipment, vehicles, and infrastructure at the main facility and other locations.
- Installs, tests and repairs two-way radio systems, wireless mobile data modems and wireless broadband solutions.
- Operates testing equipment including, but not limited to, voltmeters, ohmmeters, watt meters, current meters, spectrum monitors, TDR and FDR equipment.
- Safely operates a variety of electronic and power equipment, such as chop saws, table saws, grinders, etc.
- Communicates with employees, Authority staff, city personnel and vendors for the purpose of resolving technical problems and meeting timelines.
- Establishes and maintains effective working relationships with city officials, employees, the general public and vendors.
- Maintains databases and logbooks for service, equipment, maintenance, and inventory records.
- Tunes and operates pass cavities, duplexers, combiners and multi-coupler devices to antennas systems.
- Installs, programs, and provides technical support for various types of wireless communications equipment, such as UHF/VHF and 800/900 MHz analog and digital systems, various brands of mobile and portable radio equipment, dispatch center equipment, broadband data modems, in-car video systems and mobile data computers.
- Maintains an organized, clean, and safe work area.
- Works with the Finance Department for all billing of parts, inventory, and services. Provides excellent customer service.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

- High school diploma or equivalent.

EXPERIENCE:

- Five (5) years of experience in the installation, maintenance, and repair of public safety equipment or three (3) years of experience as a Public Safety Communications Specialist I for the Authority.

LICENSES:

- Possession of a valid California driver's license.
- Related technical certification(s) highly desirable.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- 12-volt power line installation practices.
- Technical specifications of siren amplifiers and light bar controllers.
- Materials, tools and equipment used in the installation process, maintenance and repair of public safety and communications equipment.
- Required Federal and State regulations with respect to communications equipment and systems, including FCC and Title 13 regulations.
- Safety procedures and practices.
- Battery back-up systems, base stations, repeaters, multi-couplers and duplexers.
- Basic TCP/IP principles and background in troubleshooting telephone lines, including data, T-1 lines and voice circuits.
- Audio, RF, digital, and microprocessor electronic circuits found in communications equipment at the component level.
- Emergency communications center operations.
- The Authority's computerized databases. Basic T-1 configurations and microwave systems.
- RF propagation characteristics at various frequency bands

SKILL IN:

- The use and care of electronic test equipment, tools, safety, and materials involved in job-related duties.
- The layout and installation of communications and public safety equipment.
- The design of electrical wiring on specialized and/or custom installations.
- The basic use of computers and familiarity with word processing and spreadsheet software.
- The operation of various test equipment including, but not limited to, spectrum analyzers, service monitors, watt-meters, and multi-meters.

- The installation or replacement of all types of coaxial antenna hard line helix connectors used in sites attached to infrastructure.

ABILITY TO:

- Troubleshoot telephone system wired equipment
- Communicate effectively both orally and in writing.
- Analyze problems and offer recommendations and solutions.
- Understand and apply technical manuals.
- Interpret schematics and diagrams.
- Understand and follow written and verbal instructions.
- Work cooperatively and effectively with others
- Perform multiple tasks simultaneously and in a timely manner.
- Respond to emergency situations in a timely manner.
- Meet established deadlines.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Physical demands include, but are not limited to, lifting and carrying up to 50lbs, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lifting, carrying, and adequate vision with no color blindness, and manual dexterity to operate tools and install and/or repair electronic equipment, and use a ladder. Employees are required to work within confined spaces and at heights, drive vehicles and operate a variety of equipment. May be required to be on call, work shifts, weekends and/or holidays.

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Attachment 2

ACCOUNTANT

JOB SUMMARY

Under general supervision, performs professional accounting functions involving the preparation and reconciliation of payroll, purchasing, accounts payable and receivable, and accounting records; prepares accounting schedules and worksheets related to special projects and audits; and performs other related duties as assigned.

MAJOR DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Processes invoices for payment; inputs data on accounts payable, accounts receivable and payroll in computerized environment.
- Prepares and maintains complex accounting clerical records such as accounts payable, accounts receivable, general accounting and payroll.
- Verifies, reconciles, and inputs employee payroll records and prepares direct deposits; updates personnel status information and contribution rates; prepares and transmits various electronic files, tax forms and payroll records.
- Audits and reconciles daily cash report and journal entries, including cash receipts and disbursements.
- Determines if funds are available and expenditures properly classified; provides analysis of available funds at management request.
- Researches and analyzes transactions to resolve budget problems.
- Assists with preparation of annual budgets.
- Prepares and processes journal ~~vouchers~~ entries and month-end journal reports.
- Reviews and reconciles monthly bank statements.
- Analyzes invoices and purchase orders for authorized expenses and correct accounting codes.
- Analyzes accounting statements to compare actual and planned revenues; ~~and~~ expenditures and sources of variances s.
- Allocates interest payments.
- Accrues expenses to balance year-end expenditures.
- Develops and improves internal control policies and procedures with approval from management.
- Creates reports for local, State~~state~~ and Federal~~federal~~ agencies, ~~and including grants~~ reports for grant filing purposes.
- Develops customized reports and spreadsheets. Provides detailed information to various departments and requesting agencies as needed.
- Participates in the preparation of annual financial reports and assists auditors in the preparation of annual audit reports.
- Ensures compliance with Internal Revenue Service (IRS), Franchise Tax Board (FTB) and Board of Equalization requirements pertaining to vendor-related records; creates income reports for Federal~~federal~~ and State~~state~~ filings.

- May provide work direction to ~~accounting and administrative~~ support staff to complete specific accounting projects and records.
- Provides guidance to administrative staff from various departments regarding accounting related procedures.
- May assist in conducting management, process and organizational studies including workflow analysis, revenue and expense forecasting, process re-engineering, and long range planning.
- May assist in conducting research and performing internal management audit reviews as directed by the Executive Director.
- Provides excellent customer service.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

- A bachelor's degree from an accredited college or university, preferably with concentration in accounting and/or finance.

EXPERIENCE:

- Two years of accounting experience in a professional or governmental agency is required. Experience involving the preparation of financial reporting statements, performing general accounting analysis and the completion of related accounting tasks, and working with computerized financial management systems is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Generally accepted accounting principles (GAAP)
- Government Accounting Standards Board (GASB) guidelines and fund accounting
- Payroll, [the Fair Labor Standards Act \(FLSA\)](#), accounts payable, accounts receivable, purchasing, and cash management reporting practices.
- Federal and ~~State-state~~ payroll tax codes and filing requirements.
- Internal auditing methods and techniques.
- Local government accounting practices.
- Bank statement reconciliation procedures.
- Applicable ~~Federal~~[federal](#), ~~State~~[state](#), and local laws and regulations.
- Computerized financial systems.

SKILL IN:

- Using a personal computer and applicable software applications, including word processing, spreadsheets, and presentation software.
- Reading, writing and communicating at an appropriate level.

ABILITY TO:

- Plan, organize, and execute all accounting, budgeting, and financial reporting functions.
- Process payroll, accounts receivable, and accounts payable invoices and checks.
- Prepare quarterly reports for Internal Revenue Service and Employment Development Department and year-end payroll reports including W2's and 1094C and 1095C reporting for the Affordable Care Act.
- Prepare clear and concise reports for the Executive Director, Executive Committee, and Board of Directors.
- Communicate clearly and effectively both orally and in writing
- Demonstrate proficiency in computer-based financial management and system.
- Operate a variety of office equipment.
- Maintain an effective working relationship with Authority staff and auditors.
- Provide excellent customer service to Authority [employees](#), members, clients, and constituents.
- Perform complex financial, statistical analysis using Excel and similar functions with computerized financial management systems.

ADMINISTRATIVE INTERN (PART-TIME)

JOB SUMMARY

Under general supervision, provides short-term staff support to an Authority department, division, function, or special project. Assists in performing specific and miscellaneous duties as assigned, and ~~de~~-performs related work as required. The position will expose students to career options within a local government environment.

MAJOR DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Assists in collecting data for department studies, functions, and/or projects.
- Performs basic research.
- Analyzes data.
- Writes reports and summaries.
- Assists in budget preparation and maintenance.
- Uses a personal computer and maintains appropriate records and files.
- Interact with the public in person or via a telephone.
- Assist in administrative and clerical support activities as needed.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

- Must be a student in good standing at an accredited college or university with major course work in public administration or a related field.

LICENSES:

- Possession of a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Research methods and techniques.

SKILL IN:

- Organizing work.

ABILITY TO:

- Work effectively and communicate with other people both orally and in writing.
- Follow directions and complete assignments in a timely and efficient manner.
- Learn and use personal computer hardware and software.

ADMINISTRATIVE SERVICES MANAGER

JOB SUMMARY

Working under the direction of the Executive Director, performs highly responsible and complex professional administrative work and plans, directs, manages, and oversees the functions, programs and operations of the Administrative Services Department including human resources, recruitment and selection; records management; benefits administration; professional standards; risk management; labor relations; facility management; the Technical Services Division; and public relations communications; and performs other related duties as assigned.

MAJOR DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Directs and coordinates the administration of the recruitment and selection processes, including background investigations, and the employee benefits, peer support, mentoring, and orientation programs.
- Manages the recruitment program and works with a variety of personnel and consultants to select candidates for the classified service.
- Monitors federal and state laws and regulations as they relate to personnel matters and recommends changes to the Authority's policies and procedures.
- Organizes and maintains a variety of complex, confidential and sensitive records and files related to human resources functions.
- Ensures Authority compliance with various federal and state regulations as they relate to personnel functions such as the American with Disabilities Act, Fair Labor Standards Act, Family and Medical Leave Act, California Family Rights Act, Health Insurance Portability and Accountability Act, and Workers Compensation law.
- Oversees the professional standards program, conducting investigations into allegations of misconduct and recommending disciplinary action in accordance with state law and the Authority's personnel rules and policies.
- Receives and conducts investigations related to employee requests, complaints and/or grievances.
- Serves as a member of the Authority's negotiating team during meet and confer sessions with employee organizations.
- [Identifies conditions, elements and situations of liability concerns and makes recommendations to correct or reduce liability exposure.](#)
- Oversees and manages the City's risk management activities, including but not limited to, worker's compensation, liability and property insurance and safety programs. Acts as a liaison with outside entities in the administration of insurance claims.
- Works closely with supervisors and managers to plan, supervise and monitor Authority safety programs to ensure compliance with safety standards and procedures.
- Identifies conditions, elements and situations of liability concerns and makes recommendations to correct or reduce liability exposure.
- Identifies problems, conducts research, analyzes data, and makes recommendations on a variety of administrative and operational issues.
- Develops, coordinates and administers the Authority's emergency preparedness plans.

- Develops and administers the departmental budget.
- Evaluates plans, policies, systems, and procedures to achieve departmental goals and work plans.
- Plans and evaluates the performance of assigned staff, establishing performance requirements and personal development targets.
- Monitors performance and provides coaching for performance improvement.
- Plans, directs, manages, and oversees the functions, programs and operations of the Technical Services Division, including supervising consultants on various projects as required.
- Plans and implements work associated with the maintenance, cleaning, repair, and renovation of Authority buildings, sites, and facilities.
- Administers and maintains all of the Authority's radio frequency licenses from the FCC and coordinates the intergovernmental usage of these frequencies.
- Analyzes major communications problems and recommends solutions.
- Serves as a liaison between the Authority and user agency police and fire officials concerning the installation, maintenance, and repair of communications and public safety equipment.
- Attends various committee and community meetings as assigned by the Executive Director.
- [Reviews daily, weekly, and monthly activity reports.](#)
- Prepares written reports, memoranda, letters, resolutions, policies and instructional material.
- Develops, implements and administers management projects and programs.
- Serves as the Authority's custodian of records.
- [Serves as the Authority's public information officer.](#)
- [Keeps the Executive Director informed of current conditions within the Authority including morale, problem areas and suggestions from subordinate personnel.](#)
- May serve as Acting Executive Director during times when the Executive Director is on leave or otherwise unavailable.
- Provides excellent customer service.
- [Performs related duties as assigned.](#)

MINIMUM QUALIFICATIONS:

EDUCATION:

- A bachelor's degree from an accredited college or university in public or business administration or a closely related field. A master's degree is desirable.

EXPERIENCE:

- Five years of experience working in a public safety dispatching environment, at least two years of which was as a Communications Supervisor for the Authority.

LICENSES:

- Possession of a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Principles and practices of public and business administration.
- Supervisory principles, practices and techniques.
- Authority policies and procedures.
- Applicable federal, state and local laws and regulations.
- Pertinent laws governing human resources management, including the Fair Labor Standards Act, OSHA, CalPERS retirement system administration, benefits administration, workers' compensation administration, grievance procedures, disciplinary measures and labor negotiations.

SKILL IN:

- Using a personal computer and applicable software applications, including word processing, spreadsheets, and presentation software.
- Reading, writing and communicating at an appropriate level.

ABILITY TO:

- Effectively handle confidential matters.
- Plan, assign, coordinate and direct work of a large staff in a demanding, stressful, twenty-four hour operation.
- Organize a large body of work to meet established deadlines.
- Develop and implement programs, goals, objectives, policies and procedures.
- Interpret and apply relevant laws, codes, and regulations.
- Evaluate existing programs, policies and procedures and direct the development of improvements for efficient and effective operation.
- Coordinate administrative and other services and functions with outside agencies.
- Think clearly under stress and respond quickly and accurately.
- Prepare analytical and financial reports.
- Prepare and deliver effective public presentations.
- Communicate effectively both orally and in writing, to a broad spectrum of people ranging from line level employees to elected officials.
- Exercise independent judgment and initiative within established guidelines.
- Analyze and recommend solutions to problems and issues.
- Establish and maintain effective and cooperative working relationships with staff, elected and appointed officials, representatives or other governmental agencies.
- Supervise, train and evaluate staff.
- Provide excellent customer service.

COMMUNICATIONS OPERATOR

JOB SUMMARY

Under immediate supervision, answers all calls for emergency services and maintains radio and mobile data computer contact with police officers and firefighters in the field, acting as a lifeline by providing information and support and monitoring their safety and performs other related duties as assigned.

MAJOR DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Serves as the primary link between the public, police, and fire personnel.
- Maintains radio and mobile data computer contact with officers, firefighters, and parking personnel, acting as a lifeline by providing information and support and monitoring their safety.
- Answers all 9-1-1 calls and coordinates emergency services, determines priorities, dispatches appropriate services.
- Answers emergency and business lines, routes calls, determines needs and dispatches personnel.
- Refers calls to other agencies.
- Makes appropriate notifications.
- Exercises independent judgment in dispatching units and prioritizing calls
- Provides information to police personnel regarding warrants, driving records and property.
- Provides pre-arrival EMS instructions and life-saving directions over the telephone.
- Provide guidance and training to Communications Operator Trainees.
- Reports malfunctioning equipment or equipment that is out of service.
- Provides excellent customer service.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Basic computer usage.

SKILL IN:

- Typing at least 35 net words per minute while conversing on the telephone and/or radio.

ABILITY TO:

- Hear multiple simultaneous conversations from the radio, telephone, and colleagues while being able to readily distinguish between the different voices and sources in order to ascertain relevant information quickly and accurately;

- Read, write, and spell accurately and quickly;
- Speak clearly, distinctly, calmly, and correctly with good, even, modulation;
- Understand, retain and repeat simple and complex oral and written instructions;
- Control conversations, quickly gathering pertinent and relevant information.
- Anticipate needs and evaluate alternatives and contingencies.
- React quickly, efficiently and calmly during emergencies and stressful situations while adopting and implementing effective courses of action;
- Work all shift assignments including nights, weekends and holidays as well as mandatory overtime.

COMMUNICATIONS SUPERVISOR

JOB SUMMARY

Under general supervision, supervises Communications Operators and other personnel in the operation of the South Bay Regional Public Communications Authority and performs other related duties as assigned.

MAJOR DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Leads, directs, and Supervises ~~supervises the activities of~~ Communications Operators and other assigned personnel to ensure Authority services are effectively provided.
- Develops and supervises training programs and monitors the progress of newly hired personnel.
- Coordinates Authority activities with outside agencies during routine and emergency incidents.
- Monitors and maintains appropriate staffing levels.
- Maintains supervision and control of the dispatching of police and fire services in accordance with established policies and procedures.
- Monitors morale, personnel problems and complaints of subordinates and makes recommendations for improvements.
- Reviews work of subordinates, evaluating performance, handling performance improvement, writing performance evaluations, providing counseling and guidance, and making recommendations for corrective action and additional training.
- Conducts audits and inspections of various work unit activities.
- Trains and mentors subordinates to help them prepare for future special assignment and/or promotional opportunities.
- Administers discipline when appropriate.
- Performs the duties of a Communications Operator as assigned or in cases of emergencies.
- Testifies in court as required.
- Assists in the planning and implementation of operational plans for major events.
- Investigates complaints and prepares reports in connection therewith.
- Monitors the Authority's headquarter facility and radio sites and functionality of various computer, phone, and radio systems to ensure their proper operation and reports malfunctions or problems with facilities and equipment as appropriate.
- Participates in professional organizations and recommends changes in operational procedures.
- Aids in the preparation of work schedules and re-arranges work schedules and assignments of personnel as emergencies and other ~~unforeseen~~unforeseen circumstances arise.
- Exercises good judgment and makes sound decisions when dealing with workplace conflict.

- Ensures that new information and changes in policies and procedures, along with appropriate degrees of understanding, are relayed to subordinates; ~~helps~~; helps subordinates adapt to change.
- Assists with screening applicants for employment and other recruitment related tasks.
- Assists the Authority's Administration in the performance of administrative tasks as assigned, including the duplication and distribution of business records.
- Provides excellent customer service.
- Acts as the Operations Manager when assigned.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

- High school diploma or equivalent.

EXPERIENCE:

- Three years of experience working in a public safety dispatching environment, at least two years of which was as a Communications Operator for the Authority and trained in handling complaints, police dispatching, and fire dispatching.

LICENSES:

- Possession of a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Authority policies and procedures.
- The methods, procedures, techniques and equipment used in modern computer-aided public safety dispatch systems.
- The geography of the Authority's operational area.

SKILL IN:

- Typing at least 35 net words per minute while conversing on the telephone and/or radio.
- Using Microsoft Office software.

ABILITY TO:

- Supervise subordinates in demanding, stressful, around-the-clock shift work.
- Anticipate and minimize conflict and resolve conflict effectively.
- Maintain a positive attitude amidst adversity and model positivity for subordinates.
- Maintain a professional demeanor at all times and amidst difficult situations.
- Convey empathy to members of the public who are dealing with stressful incidents.
- Adapt to change and assist subordinates with adapting to change.
- Provide effective leadership and direction to subordinates in order to maintain orderly operations.

- Instruct and supervise the instruction of probationary Communications Operators.
- Investigate complaints and prepare reports.
- Identify and address performance issues of subordinates and provide them with constructive and timely feedback for improvement.
- Keep personnel matters confidential.
- Recognize problems, issues, and concerns and respond appropriately.
- Gather information systematically and sort through complex issues.
- Seek input as appropriate from subordinates, peers, and superiors.
- Make timely and difficult decisions.
- Communicate decisions to appropriate levels of the organization.
- Establish and maintain effective working relationships with personnel in other departments and offices of the Authority.
- Hear multiple simultaneous conversations from the radio, telephone, and colleagues while being able to readily distinguish between the different voices and sources in order to ascertain relevant information quickly and accurately.
- Read, write, and spell accurately.
- Speak clearly, distinctly, calmly, and correctly with good, even modulation.
- Understand, retain and repeat simple and complex oral and written instructions.
- Control conversations, quickly gathering pertinent and relevant information.
- Anticipate needs, evaluate alternatives, and develop contingency plans.
- Respond quickly, efficiently and calmly during emergencies and stressful situations while adopting and implementing effective courses of action.
- Work all shift assignments including nights, weekends and holidays as well as mandatory overtime.
- Effectively communicate and collaborate with co-workers and outside agencies in a teamwork environment, exercising strong customer service and group dynamic skills.

EXECUTIVE ASSISTANT

JOB SUMMARY

Under direction, performs a broad range of difficult, complex, and sensitive clerical, administrative, and office management duties for the Executive Director, members of the Board of Directors and Executive Committee, and management staff; independently organizes and completes assigned tasks; maintains complex filing systems; effectively handles confidential matters; and performs other related duties as assigned.

MAJOR DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Performs clerical, administrative, and office management duties in support of the Executive Director, members of the Board of Directors and Executive Committee, and management staff.
- Prepares contracts and resolutions, subject to review.
- Greets and assists public safety personnel, public officials, and members of the public.
- Screens callers and makes appointments.
- Prepares and edits correspondence, staff reports, memos, and activity reports.
- Schedules appointments and meetings and arranges for travel or staff attendance at conferences, workshops, and professional functions.
- Assists executives with preparation of agendas and staff reports, and supporting documents for meeting and presentation purposes.
- Prepares agenda packets, takes minutes, and performs follow-up for meetings subject to the Ralph M. Brown Act, including meetings of the Board of Directors, Executive Committee, User Committee; and various Task Force and other meetings;
- Indexes and maintains complex filing systems, keeping various records and data current.
- Handles confidential or sensitive matters.
- Prepares personnel documents and maintains personnel files and confidential information.
- Has primary responsibility for answering incoming telephone calls and performing reception duties.
- ~~Responsible for taking requests for technical equipment repair and documentation.~~
- Submits information to and obtains information from outside agencies to support Authority programs.
- Assists with recruitment activities, including application processing, examination and interview coordination, onboard processing, and registration and liaison duties with career fair opportunities.
- Assists with management of employee medical, dental, and vision benefits.
- Maintains office equipment.
- Purchases office supplies and equipment and researches information regarding vendors, contractors, and consultants; compiles budgetary data and tracks account expenditures, as needed.

- Conducts surveys and replies to requests for data; researches Authority and departmental records; prepares tables and exhibits; explains policies and practices; draws conclusions and recommends actions.
- Organizes, prepares, and updates Authority and departmental records and archives, and may recommend how this information may be used in various reports; administers departmental document retention schedule activities in compliance with Authority guidelines.
- Administers contracts and requisitions for professional services and a variety of other materials, equipment, and services; oversees payments of invoices and claims.
- May work weekends and/or holidays as required.
- Provides excellent customer service.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

- Graduation from an accredited college or university with a Bachelor's degree in Public or Business Administration, or a closely related field.

EXPERIENCE:

- Four years of recent, paid and progressively responsible administrative support experience. Recent experience providing complex clerical and technical support to a Department Head or Division Head is desirable in a public sector environment is desirable.

LICENSES:

- Possession of a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Administrative processes and procedures.
- Office administration practices and procedures.
- Correct ~~english~~[English](#) usage, including spelling, grammar and punctuation.
- Basic functions of public agencies, including the role of governing bodies and elected and appointed officials.
- Rules and procedures governing public notices and conduct of public meetings.
- Word processing, spreadsheet, and graphics software applications.
- Record keeping, filing, purchasing, and accounting practices and procedures.
- Research methods.
- [Ralph M. Brown Act.](#)
- [California Public Records Act.](#)
- Customer service practices.

SKILL IN:

- Using a personal computer and applicable software applications, including Microsoft Office Suite (Word, Excel, PowerPoint).
- Reading, writing and communicating at an appropriate level.
- Typing at a net rate of 45 words per minute.

ABILITY TO:

- Compose correspondence and many different instruments, such acknowledgements, resolutions, minutes, and others.
- Maintain a calendar of activities, and to expedite various actions and proceedings.
- Work cooperatively with authority officials, other agencies and the public.
- Operate modern office equipment and computer hardware;
- Use word processing, spreadsheet, graphics, and specialized software applications programs;
- Plan, organize and prioritize administrative assignments to meet deadlines;
- Take minutes and provide administrative support to the executive director, members of the board of directors and executive committee, managers, and various committees;
- Communicate effectively, both orally and in writing;
- Proofread and prepare clear, accurate, and concise records and reports;
- Establish and maintain effective working relationships with staff, management, elected and appointed officials, vendors, contractors, consultants, public and private representatives, and others encountered in the course of work;
- Exercise tact and diplomacy in explaining and obtaining compliance with administrative procedures;
- Establish and maintain departmental files and confidential records.

OPERATIONS MANAGER

JOB SUMMARY

Working under the direction of the Executive Director, performs highly responsible and complex professional administrative work and plans, directs, manages, and oversees the functions, programs and operations of the Operations Department and Communications Center and performs other related duties as assigned.

MAJOR DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Plans, organizes, directs, [reviews](#) and coordinates the work of Communications Supervisors and Communications Operators in their role of providing computer-aided public safety and fire dispatching services for member and contract agencies in the Communications Center.
- Administers Authority policies and programs and recommends changes to the Executive Director.
- Confers with the Administrative Services Manager on training issues and the recruitment and selection of personnel to staff the Communications Center.
- Manages the computer aided dispatch (CAD) system for the Communications Center.
- Confers with consultants, outside agencies and the Administrative Services Manager regarding radio, frequency and technical issues.
- Assures the maintenance of minimum staffing levels on all shifts throughout the year.
- [Keeps abreast of developments in the field of public safety communications.](#)
- [Reviews daily, weekly, and monthly activity reports.](#)
- Represents the Authority with various regional bodies, including the Los Angeles County 9-1-1 Public Safety Answering Point (PSAP) group, and alternate PSAP locations.
- Assists in the development of procedure manuals and the rules and regulations governing the Authority's operations.
- Manages customer premise equipment (CPE) telephone equipment upgrades through the California State 9-1-1 Office;
- Evaluates Communications Supervisors;
- Serves as the Agency CLETS Coordinator (ACC) for the Authority;
- Serves as a member of the Authority's negotiating team during meet and confer sessions with employee organizations.
- Identifies problems, conducts research, analyzes data, and makes recommendations on a variety of administrative and operational issues.
- Develops and administers the departmental budget.
- Evaluates plans, policies, systems, and procedures to achieve departmental goals and work plans.
- Plans and evaluates the performance of assigned staff, establishing performance requirements and personal development targets.
- Monitors performance and provides coaching for performance improvement.

- Plans, directs, manages, and oversees the functions, programs and operations of the Operations Department, including supervising consultants on various projects as required.
- Serves as a liaison between the Authority and user agency police and fire officials concerning the installation, maintenance, and repair of communications and public safety equipment.
- Attends various committee and community meetings as assigned by the Executive Director.
- Prepares written reports, memoranda, letters, resolutions, policies and instructional material.
- Develops, implements and administers management projects and programs.
- Keeps the Executive Director informed of current conditions within the Authority including morale, problem areas and suggestions from subordinate personnel.
- Identifies conditions, elements and situations of liability concerns and makes recommendations to correct or reduce liability exposure.
- Serves as the Authority's public information officer.
- May serve as Acting Executive Director during times when the Executive Director is on leave or otherwise unavailable.
- Provides excellent customer service.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

- A bachelor's degree from an accredited college or university in public or business administration or a closely related field. A master's degree is desirable.

EXPERIENCE:

- Five years of experience working in a public safety dispatching environment, at least two years of which was as a Communications Supervisor for the Authority.

LICENSES:

- Possession of a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- Principles and practices of public and business administration.
- Supervisory principles, practices and techniques.
- Authority policies and procedures.
- Applicable federal, state and local laws and regulations.
- Pertinent laws governing human resources management, including the Fair Labor Standards Act, OSHA, CalPERS retirement system administration, benefits administration, workers' compensation administration, grievance procedures, disciplinary measures and labor negotiations.

SKILL IN:

- Using a personal computer and applicable software applications, including word processing, spreadsheets, and presentation software.
- Reading, writing and communicating at an appropriate level.

ABILITY TO:

- Effectively handle confidential matters.
- Plan, assign, coordinate and direct work of a large staff in a demanding, stressful, twenty-four hour operation.
- Organize a large body of work to meet established deadlines.
- Develop and implement programs, goals, objectives, policies and procedures.
- Interpret and apply relevant laws, codes, and regulations.
- Evaluate existing programs, policies and procedures and direct the development of improvements for efficient and effective operation.
- Coordinate administrative and other services and functions with outside agencies.
- Think clearly under stress and respond quickly and accurately.
- Prepare analytical and financial reports.
- Prepare and deliver effective public presentations.
- Communicate effectively both orally and in writing, to a broad spectrum of people ranging from line level employees to elected officials.
- Exercise independent judgment and initiative within established guidelines.
- Analyze and recommend solutions to problems and issues.
- Establish and maintain effective and cooperative working relationships with staff, elected and appointed officials, representatives or other governmental agencies.
- Supervise, train and evaluate staff.
- Provide excellent customer service.

PUBLIC SAFETY COMMUNICATIONS SPECIALIST I

JOB SUMMARY

Under general supervision, maintains, installs, fabricates, and performs minor repairs on public safety equipment, including mobile communications two-way radios, mobile data computers, and wireless modems. Also performs installations, build outs and repairs of public safety emergency vehicles.

MAJOR DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Installs, maintains, and repairs emergency lighting equipment, mobile antenna systems, siren amplifier systems, radio control heads, map lights, strobe lighting equipment, radio consoles, trunk mount transceivers, undercover lighting equipment, scanners, flashing devices and other specialized equipment.
- Performs preventive maintenance on safety equipment, two-way radios and antenna systems.
- Maintains equipment, vehicles, and infrastructure at the main facility and other locations.
- Operates testing and measuring equipment, including voltmeters, ohmmeters, watt meters and current meters.
- Maintains databases and logbooks for service, equipment, maintenance, and inventory records.
- Safely operates a variety of electronic and power equipment, such as chop saws, table saws, grinders, etc.
- Effectively communicates with other employees and vendors for the purpose of resolving technical problems and meeting timelines.
- Establishes and maintains effective working relationships with city officials, employees, the general public and ~~vendors.~~Maintains vendors. Maintains an organized, clean, and safe work area.
- Provides excellent customer service.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

- High school diploma or equivalent.

EXPERIENCE:

- One year of experience in the installation, maintenance, and repair of public safety equipment or related education and job experience.

LICENSES:

- Possession of a valid California driver's license.
- Related technical certification(s) highly desirable.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- 12-volt power line installation practices.
- Technical specifications of siren amplifiers and light bar controllers.
- Materials, tools and equipment used in the installation process, maintenance and repair of public safety and communications equipment.
- Required Federal and State regulations with respect to communications equipment and systems, including FCC and Title 13 regulations.
- Safety procedures and practices.

SKILL IN:

- The use and care of electronic test equipment, tools, safety, and materials involved in job-related duties.
- The layout and installation of communications and public safety equipment.
- The design of electrical wiring on specialized and/or custom installations.
- The basic use of computers and familiarity with word processing and spreadsheet software.

ABILITY TO:

- Communicate effectively both orally and in writing.
- Analyze problems and offer recommendations and solutions.
- Understand and apply technical manuals.
- Understand and follow written and verbal instructions.
- Perform multiple tasks simultaneously and in a timely manner.
- Respond to emergency situations in a timely manner.
- Meet established deadlines.

PHYSICAL REQUIREMENTS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Physical demands include, but are not limited to, lifting and carrying up to 50lbs, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lifting, carrying, and adequate vision with no color blindness, and manual dexterity to operate tools and install and/or repair electronic equipment, and use a ladder. Employees are required to work within confined spaces and at heights, drive vehicles and operate a variety of equipment. May be required to be on call, work shifts, weekends and/or holidays.

PUBLIC SAFETY COMMUNICATIONS SPECIALIST II

JOB SUMMARY

Under general supervision, maintains, installs, fabricates and performs repairs to equipment used for public safety, and optimizes, maintains, troubleshoots and repairs analog and digital two-way radios, mobile data computers, wireless modem devices and other wireless communications systems. Also performs installations, build outs and repairs, and schedules the maintenance of public safety emergency vehicles and the workflow within the Technical Services Division of the Administrative Services Department and works directly with the Finance Department for all billing of parts and services.

MAJOR DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Installs, maintains, and repairs emergency lighting equipment, mobile antenna systems, siren amplifier systems, radio control heads, map lights, strobe lighting equipment, radio consoles, trunk mount transceivers, undercover lighting equipment, scanners, flashing devices and other specialized equipment.
- Performs preventive maintenance on safety equipment, radio sites, infrastructure sites, two-way radios and antenna systems.
- Maintains equipment, vehicles, and infrastructure at the main facility and other locations.
- Installs, tests and repairs two-way radio systems, wireless mobile data modems and wireless broadband solutions.
- Operates testing equipment including, but not limited to, voltmeters, ohmmeters, watt meters, current meters, spectrum monitors, TDR and FDR equipment.
- Safely operates a variety of electronic and power equipment, such as chop saws, table saws, grinders, etc.
- Communicates with employees, Authority staff, city personnel and vendors for the purpose of resolving technical problems and meeting timelines.
- Establishes and maintains effective working relationships with city officials, employees, the general public and vendors.
- Maintains databases and logbooks for service, equipment, maintenance, and inventory records.
- Tunes and operates pass cavities, duplexers, combiners and multi-coupler devices to antennas systems.
- Installs, programs, and provides technical support for various types of wireless communications equipment, such as UHF/VHF and 800/900 MHz analog and digital systems, various brands of mobile and portable radio equipment, dispatch center equipment, broadband data modems, in-car video systems and mobile data computers.
- Maintains an organized, clean, and safe work area.
- Works with the Finance Department for all billing of parts, inventory, and services. Provides excellent customer service.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION:

- High school diploma or equivalent.

EXPERIENCE:

- Five (5) years of experience in the installation, maintenance, and repair of public safety equipment or three (3) years of experience as a Public Safety Communications Specialist I for the Authority.

LICENSES:

- Possession of a valid California driver's license.
- Related technical certification(s) highly desirable.

KNOWLEDGE, SKILLS, AND ABILITIES

KNOWLEDGE OF:

- 12-volt power line installation practices.
- Technical specifications of siren amplifiers and light bar controllers.
- Materials, tools and equipment used in the installation process, maintenance and repair of public safety and communications equipment.
- Required Federal and State regulations with respect to communications equipment and systems, including FCC and Title 13 regulations.
- Safety procedures and practices.
- Battery back-up systems, base stations, repeaters, multi-couplers and duplexers.
- Basic TCP/IP principles and background in troubleshooting telephone lines, including data, T-1 lines and voice circuits.
- Audio, RF, digital, and microprocessor electronic circuits found in communications equipment at the component level.
- Emergency communications center operations.
- The Authority's computerized databases. Basic T-1 configurations and microwave systems.
- RF propagation characteristics at various frequency bands

SKILL IN:

- The use and care of electronic test equipment, tools, safety, and materials involved in job-related duties.
- The layout and installation of communications and public safety equipment.
- The design of electrical wiring on specialized and/or custom installations.
- The basic use of computers and familiarity with word processing and spreadsheet software.
- The operation of various test equipment including, but not limited to, spectrum analyzers, service monitors, watt-meters, and multi-meters.

- The installation or replacement of all types of coaxial antenna hard line helix connectors used in sites attached to infrastructure.

ABILITY TO:

- Troubleshoot telephone system wired equipment
- Communicate effectively both orally and in writing.
- Analyze problems and offer recommendations and solutions.
- Understand and apply technical manuals.
- Interpret schematics and diagrams.
- Understand and follow written and verbal instructions.
- Work cooperatively and effectively with others
- Perform multiple tasks simultaneously and in a timely manner.
- Respond to emergency situations in a timely manner.
- Meet established deadlines.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Physical demands include, but are not limited to, lifting and carrying up to 50lbs, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lifting, carrying, and adequate vision with no color blindness, and manual dexterity to operate tools and install and/or repair electronic equipment, and use a ladder. Employees are required to work within confined spaces and at heights, drive vehicles and operate a variety of equipment. May be required to be on call, work shifts, weekends and/or holidays.

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Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: March 17, 2020

ITEM NUMBER: E-4

TO: Executive Committee

FROM: John Krok, Administrative Services Manager

SUBJECT: APPROPRIATION OF \$25,000 TO FUND SERVICES RELATED TO THE PHASE TWO FEASIBILITY STUDY FOR THE CITY OF PALOS VERDES ESTATES

ATTACHMENTS: None

RECOMMENDATION

Staff recommends that the Executive Committee appropriate \$25,000 from the Fund 10 Enterprise Fund Balance to the Outside Technical Services – Towers and Equipment Account (10-70-311-5521) to fund services related to the Phase Two Feasibility Study for the City of Palos Verdes Estates.

DISCUSSION

On November 19, 2019, the Executive Committee adopted Resolution 327 amending the Schedule of Fees and Charges for Fiscal Year 2019-2020 to include a Phase Two of Feasibility Study Fee. The Phase Two of Feasibility Study Fee was established at \$25,000.

The \$25,000 fee, along with a request for the Authority to conduct Phase Two for the Feasibility Study process, was received from the City of Palos Verdes Estates on January 6, 2020. An appropriation of these funds is needed to procure supplies and services associated with completing this study, including radio coverage studies and reports.

FISCAL IMPACT

An appropriation of \$25,000 is necessary to complete the study. Funds for this project have been received from the City of Palos Verdes Estates and are available for this purpose.

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Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: March 17, 2020

ITEM: G-1

TO: Executive Committee

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

SUBJECT: FISCAL YEAR 2018-2019 ANNUAL FINANCIAL REPORT

ATTACHMENTS: 1. Audited Financial Statements for the Fiscal Year Ended June 30, 2019

RECOMMENDATION

Staff recommends that the Executive Committee receive and file the attached audited Financial Statements for the Fiscal Year Ended June 30, 2019.

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. At the February 18, 2020 meeting, staff informed the Executive Committee that the audited financial statements would be presented at the March 17, 2020 meeting pending the auditor's receipt of outstanding survey information.

The Pun Group LLP, the Authority's independent auditing firm, has completed the audit of the Authority's fiscal activities for the fiscal year ended June 30, 2019. Accordingly, they have issued the Authority's Financial Statements for the period.

DISCUSSION

The auditors have rendered an unqualified opinion on the Authority's Financial Statements for the Fiscal Year Ended June 30, 2019. In their opinion, the financial statements present fairly, in all material respects, the respective financial position of the Authority, as of June 30, 2019 and 2018, and the respective changes in financial position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

The Authority's net position was \$4,903,469 for the fiscal year ended June 30, 2019 reflecting a decrease of approximately 26.4% since June 30, 2018. The change in net

position is primarily the result of the use of unrestricted fund balance to complete the purchase of mobile and portable radios and accessories with Motorola Solutions. Operating revenues for the Authority increased 0.8% to \$12,748,224 and operating expenses increased by 25.0% to \$15,463,621. The increases in operating expenses are due primarily as a result of the completion of purchases related to the Urban Areas Security Initiative (UASI) grant in the amount of \$1,602,473 and completion of the purchase agreement with Motorola Solutions for mobile and portable radios.

As illustrated in the Required Supplementary Information (RSI) of the financial statements, the Authority's net pension liability decreased by \$141,225 to \$6,570,432 as of June 30, 2019 for the measurement date of June 30, 2018. Section 20814(c) of the California Public Employees' Retirement Law (PERL) requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through CalPERS' annual actuarial valuation process. The Plan's actuarially determined rate is based on the estimated amount necessary to pay the Plan's allocated share of the risk pool's costs of benefits earned by employees during the year and any unfunded accrued liability. The Authority is required to contribute the difference between the actuarially determined rate and the contribution rate of members. For the year ending June 30, 2019, the Authority recognized pension expense in the amount of \$920,324.

Additionally, as required under GASB Statement No. 75, Net Other Postemployment Benefits (OPEB) liability is reported in the Statement of Net Position in the amount of \$2,805,233 using a June 30, 2018 measurement date, a decrease of \$4,868 from the previous fiscal year. The net OPEB liability is calculated by actuaries using estimates and actuarial techniques from an actuarial valuation as of June 30, 2017. The Authority currently funds OPEB obligations on a pay-as-you-go basis (i.e., as medical insurance premiums become due) and records a liability for the difference between pay-as-you-go and the actuarially determined cost of the benefit plan. For fiscal year 2019, the Authority recognized OPEB expense in the amount of \$210,898 with pay-as-you-go contributions comprising of \$137,416 of the total OPEB expense.

In the February 18, 2020 meeting, the Executive Committee directed staff to develop funding plans for pension and OPEB liabilities to reach 90% and 100% funded status, respectively, and to begin the process of establishing a Section 115 trust for OPEB liabilities. Staff expects to bring budgetary policy amendments allowing the use of budget surplus to make additional discretionary payments ("ADPs") to CalPERS to address pension liabilities and Section 115 trust options for direction to the Executive Committee during the summer of 2020.

Under the budgetary policy adopted by the Executive Committee, 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, based on the fiscal year-end audited financial statements. Staff projects that this unreserved cash balance will be \$2,984,228 by the end of Fiscal Year 2019-2020.

In order to plan for funding non-current liabilities in future years, staff recommends that the projected Fund 10 Enterprise Fund unreserved cash balance be retained until such policies are developed.

FISCAL IMPACT

None. The financial statements reflect the overall financial condition of the Authority, and the audit represents an objective evaluation of financial activities.

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Attachment 1

South Bay Regional Public Communications Authority

Hawthorne, California

Annual Financial Report

For the Years Ended June 30, 2019 and 2018





Board of Directors as of June 30, 2019

Name	City Represented	Title
Rodney Tanaka	City of Gardena	Chairman
Haidar Awad	City of Hawthorne	Vice-Chairman
Hildy Stern	City of Manhattan Beach	Member

*South Bay Regional Public Communications Authority
4440 West Broadway
Hawthorne, California 90250*

South Bay Regional Public Communications Authority
Annual Financial Report
For the Years Ended June 30, 2019 and 2018

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
of the South Bay Regional Public Communications Authority
Hawthorne, California

Report on the Financial Statements

We have audited the accompanying financial statements of the South Bay Regional Public Communications Authority (the "Authority"), as of June 30, 2019 and 2018 and for the years then ended, and the related notes to the basic financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Authority, as of June 30, 2019 and 2018, and the changes in financial position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 3 to 6, and the Schedule of the Authority's Proportionate Share of the Plan's Net Pension Liability and Related Ratio, the Schedule of Contributions – Pensions, the Schedule of Changes in Net Other Postemployment Benefits Liability and Related Ratio, and the Schedule of Contributions – Other Postemployment Benefits on pages 39 through 43, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by Government Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 12, 2020, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

The Pw Group, LLP

Santa Ana, California
February 12, 2020

South Bay Regional Public Communications Authority
Management's Discussion and Analysis (Unaudited)
For the Years Ended June 30, 2019 and 2018

The following Management's Discussion and Analysis (MD&A) of activities and financial performance of the South Bay Regional Public Communications Authority (Authority) provides an introduction to the financial statements of the Authority for the years ended June 30, 2019 and 2018. We encourage readers to consider the information presented here in conjunction with the basic financial statements and related notes, which follow this section.

Financial Highlights

- In 2019, the Authority's net position decreased 26.4% or \$1,755,278, due primarily to the use of unrestricted net position in the amount of \$1,733,647 to complete the purchase of mobile and portable radios and accessories with Motorola Solutions.
- In 2018, the Authority's net position increased 41.6% or \$3,366,966 (including the restatement due to implementation of GASB Statement No. 75 amounted to \$(1,410,584)) from \$4,702,365 to 6,658,747.
- In 2019, the Authority's operating revenues increased 0.8% or \$98,899, due primarily to additional assessment received from member and contract cities for purchase agreement with Motorola Solutions.
- In 2018, the Authority's operating revenues increased 13.2% or \$1,472,626 due primarily to the annual assessment received from Culver City and the increase of billable parts revenue received.
- In 2019, the Authority's operating expenses increased 25.0% or \$3,236,599, due primarily to the completion of purchases related to the Urban Areas Security Initiative (UASI) grant in the amount of \$1,602,473 and completion of the purchase agreement with Motorola Solutions for mobile and portable radios.
- In 2018, the Authority's operating expenses increased 17.1% or \$1,888,746 due primarily to provide services for Culver City and the increase of Pension liability.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Authority's financial statements. The financial statements are comprised of two components: 1) financial statements and, 2) notes to financial statements.

This report also contains other supplementary information in addition to the financial statements themselves. The financial statements are designed to provide readers with a broad overview of the Authority's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the Authority's assets, deferred outflow of resources, liabilities, and deferred inflow of resources with the difference between the four reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Authority is improving or deteriorating.

The *statement of revenues, expenses and changes in net position* presents information showing how net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation leave).

The *statement of cash flows* presents information showing the sources and uses of cash related to operating activities, noncapital financing activities, capital and related financing activities and investing activities. In addition, the statement provides information about significant non-cash investing, capital and financing activities.

South Bay Regional Public Communications Authority
Management's Discussion and Analysis (Unaudited) (Continued)
For the Years Ended June 30, 2019 and 2018

Notes to the Basic Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the basic financial statements.

Financial Analysis of the Authority

One of the most important questions asked about the Authority's finances is, "*Is the Authority better off or worse off as a result of this year's activities?*" The Balance Sheet and the Statement of Revenues, Expenses and Changes in Net Position report information about the Authority in a way that helps answer this question.

These statements include all assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private sector companies. All of the current year's revenues and expenses are taken into account regardless of when the cash is received or paid.

These two statements report the Authority's *net position* and changes in them. One can think of the Authority's net position – the difference between assets, deferred outflows of resources, liabilities and deferred inflows of resources – as a way to measure the Authority's financial health, or *financial position*. Over time, *increases or decreases* in the Authority's net position are one indicator of whether its *financial health* is improving or deteriorating. However, one will need to consider other non-financial factors such as changes in economic conditions.

Condensed Statements of Net Position

	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>Change</u>
Assets:			
Current assets	\$ 5,866,572	\$ 5,916,916	\$ (50,344)
Capital assets, net	9,776,435	10,454,687	(678,252)
Total assets	<u>15,643,007</u>	<u>16,371,603</u>	<u>(728,596)</u>
Deferred outflows of resources	<u>2,303,885</u>	<u>2,575,190</u>	<u>(271,305)</u>
Liabilities:			
Current liabilities	2,292,840	1,488,518	804,322
Noncurrent liabilities	9,778,868	9,903,837	(124,969)
Total liabilities	<u>12,071,708</u>	<u>11,392,355</u>	<u>679,353</u>
Deferred inflows of resources	<u>971,715</u>	<u>895,691</u>	<u>76,024</u>
Net position:			
Investment in capital assets	9,776,435	10,454,687	(678,252)
Unrestricted (Deficit)	(4,872,966)	(3,795,940)	(1,077,026)
Total net position	<u>\$ 4,903,469</u>	<u>\$ 6,658,747</u>	<u>\$ (1,755,278)</u>

South Bay Regional Public Communications Authority
Management's Discussion and Analysis (Unaudited) (Continued)
For the Years Ended June 30, 2019 and 2018

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Authority, assets and deferred outflows of resources of the Authority exceeded liabilities and deferred inflows of resources by \$4,903,469 and \$6,658,747 as of June 30, 2019 and 2018.

By far the largest portion of the Authority's net position reflects its investment in capital assets (net of accumulated depreciation) less any related debt used to acquire those assets that is still outstanding. The Authority uses these capital assets to provide services to its members and client agencies; consequently, these assets are *not* available for future spending.

At the end of fiscal year 2019 and 2018, the Authority shows a negative balance in its unrestricted net position of (\$4,872,966) and (\$3,795,940) respectively, which is due primarily to the net pension liability on the statement of net position of \$6,570,432 and \$6,711,657, respectively. The Executive Committee has taken action to reserve aspects of the unrestricted net position for specified purposes such as operating reserves and future other post-employment benefits funding.

Condensed Statements of Revenues, Expenses, and Changes in Net Position

	June 30, 2019	June 30, 2018	Change
Revenues:			
Operating revenues	\$ 12,842,859	\$ 12,743,300	\$ 99,559
Non-operating revenues	1,590,362	3,575,566	(1,985,204)
Total revenues	<u>14,433,221</u>	<u>16,318,866</u>	<u>(1,885,645)</u>
Expenses:			
Operating expenses	15,463,621	12,262,734	3,200,887
Depreciation expense	724,878	689,166	35,712
Total expenses	<u>16,188,499</u>	<u>12,951,900</u>	<u>3,236,599</u>
Change in net position	<u>(1,755,278)</u>	<u>3,366,966</u>	<u>(5,122,244)</u>
Net Position:			
Beginning of year	<u>6,658,747</u>	<u>3,291,781</u>	<u>3,366,966</u>
End of year	<u>\$ 4,903,469</u>	<u>\$ 6,658,747</u>	<u>\$ (1,755,278)</u>

The Statement of Revenues, Expenses, and Changes in Net Position show how the Authority's net position changed during the fiscal year. In the case of the Authority, net position decreased by 1,755,278 and increased by \$3,366,966, respectively, for the years ended June 30, 2019 and 2018.

In 2019, a closer examination of the sources of changes in net position reveals that the Authority's total revenues decreased by \$1,885,645, due primarily to additional revenue received from member cities for the purchase of mobile and portable radio equipment. In addition, total expenses increased by \$3,236,599 due primarily to the completion of purchase agreements with Motorola Solutions.

In 2018, a closer examination of the sources of changes in net position reveals that the Authority's total revenues increased by \$5,124,911, due primarily to the annual assessment received from Culver City and the additional revenue received from the billable parts as well as federal capital grants passed through by the City of Los Angeles. In addition, total expenses increased by \$1,888,766 due primarily to provide services for Culver City and the increase of pension liability.

South Bay Regional Public Communications Authority
Management's Discussion and Analysis (Unaudited) (Continued)
For the Years Ended June 30, 2019 and 2018

Capital Asset Administration

Capital assets balances consisted of the following:

	<u>June 30, 2019</u>	<u>June 30, 2018</u>
Non-depreciable assets	\$ 495,554	\$ 495,554
Depreciable assets	15,659,501	15,612,875
Accumulated depreciation	<u>(6,378,620)</u>	<u>(5,653,742)</u>
Total capital assets, net	<u>\$ 9,776,435</u>	<u>\$ 10,454,687</u>

The capital asset activities of the Authority are summarized above and in Note 3 to the basic financial statements.

Conditions Affecting Current Financial Position

The operations of the Authority are funded by assessments from its members. Changes in the economy are unlikely to directly impact the Authority. Management is not aware of past, present or future conditions that would have a significant impact on the Authority's financial position and/or net position.

Requests for Information

This financial report is designed to provide the Authority's funding sources, customers, stakeholders and other interested parties with an overview of the Authority's financial operations and financial condition. Questions regarding the information included in this report, or requests for additional financial information should be addressed to South Bay Regional Public Communications Authority, 4440 West Broadway, Hawthorne, CA 90250.

BASIC FINANCIAL STATEMENTS

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South Bay Regional Public Communications Authority
Statements of Net Position
June 30, 2019 and 2018

ASSETS	2019	2018
Current assets:		
Cash and investments	\$ 4,000,395	\$ 5,186,709
Accounts receivable	1,706,055	166,679
Accrued interest receivable	20,529	19,958
Prepaid items	35,031	74,483
Materials and supplies inventory	104,562	469,087
Total current assets	5,866,572	5,916,916
Noncurrent assets:		
Capital assets, not being depreciated	495,554	495,554
Capital assets, being depreciated, net	9,280,881	9,959,133
Total noncurrent assets	9,776,435	10,454,687
Total assets	15,643,007	16,371,603
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflows of resource related to pensions	2,180,994	2,434,654
Deferred outflows of resources related to other postemployment benefits	122,891	140,536
Total deferred outflows of resources	2,303,885	2,575,190
LIABILITIES		
Current liabilities:		
Accounts payable and accrued expenses	1,822,617	127,733
Accrued salaries and benefits	335,822	304,585
Member deposits and unearned revenue	-	928,840
Compensated absences, due within one year	134,401	127,360
Total current liabilities	2,292,840	1,488,518
Noncurrent liabilities:		
Compensated absences, due within more than one year	403,203	382,079
Net pension liability	6,570,432	6,711,657
Net other postemployment benefits liability	2,805,233	2,810,101
Total noncurrent liabilities	9,778,868	9,903,837
Total liabilities	12,071,708	11,392,355
DEFERRED INFLOWS OF RESOURCES		
Deferred inflows of resources related to pensions	617,583	616,789
Deferred inflows of resources related to other postemployment benefits	354,132	278,902
Total deferred inflows of resources	971,715	895,691
NET POSITION		
Investment in capital assets	9,776,435	10,454,687
Unrestricted (Deficit)	(4,872,966)	(3,795,940)
Total net position	\$ 4,903,469	\$ 6,658,747

See accompanying Notes to the Basic Financial Statements.

South Bay Regional Public Communications Authority
Statements of Revenues, Expenses, and Changes in Net Position
For the Years Ended June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
Operating revenues:		
Assessments from member cities	\$ 12,120,749	\$ 11,809,730
Charges for services	584,578	839,216
Reimbursement revenue	94,635	93,975
Other revenue	42,897	379
Total operating revenues	<u>12,842,859</u>	<u>12,743,300</u>
Operating expenses:		
Administration	2,413,667	2,424,003
Operations	7,455,599	7,066,802
Technical services	3,986,420	2,026,589
Other projects	1,607,935	745,340
Depreciation expense	513,272	533,902
Depreciation expense – SHSG Punta	211,606	155,264
Total operating expenses	<u>16,188,499</u>	<u>12,951,900</u>
Operating loss	<u>(3,345,640)</u>	<u>(208,600)</u>
Nonoperating revenues:		
Investment income	96,218	69,710
Contributed capital	1,494,144	3,505,856
Total nonoperating revenues	<u>1,590,362</u>	<u>3,575,566</u>
Changes in net position	<u>(1,755,278)</u>	<u>3,366,966</u>
Net position:		
Beginning of year	6,658,747	3,291,781
End of year	<u>\$ 4,903,469</u>	<u>\$ 6,658,747</u>

South Bay Regional Public Communications Authority
Statements of Cash Flows
For the Years Ended June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
Cash flows from operating activities:		
Cash receipts for dispatching services	\$ 10,374,643	\$ 13,377,760
Cash paid to vendors and suppliers for materials and services	(4,313,075)	(3,286,301)
Cash paid for salaries and wages	(8,791,047)	(8,377,199)
Net cash provided by (used in) operating activities	<u>(2,729,479)</u>	<u>1,714,260</u>
Cash flows from capital and related financing activities:		
Acquisition of capital assets	(46,626)	(2,872,825)
Capital grant received	1,494,144	3,505,856
Net cash provided by capital and related financing activities	<u>1,447,518</u>	<u>633,031</u>
Cash flows from investing activities:		
Interest Received	95,647	55,716
Net cash provided by investing activities	<u>95,647</u>	<u>55,716</u>
Net increase (decrease) in cash and cash equivalents	(1,186,314)	2,403,007
Cash and cash equivalents:		
Beginning of year	5,186,709	2,783,702
End of year	<u>\$ 4,000,395</u>	<u>\$ 5,186,709</u>
Reconciliation of operating income to net cash provided by (used in) operating activities:		
Operating loss	\$ (3,345,640)	\$ (208,600)
Adjustments to reconcile operating income to net cash provided by (used in) operating activities:		
Depreciation expense	724,878	689,166
Operating assets, deferred outflows of resources, liabilities and deferred inflows of resources		
(Increase) decrease in accounts receivable	(1,539,376)	29,352
(Increase) decrease prepaid items	39,452	53,042
(Increase) decrease materials and supplies inventory	364,525	(94,458)
(Increase) decrease pensions related deferred outflows of resources	253,660	(672,585)
(Increase) decrease OPEB related deferred outflows of resources	17,645	(140,536)
Increase (decrease) accounts payable and accrued expenses	1,694,884	57,254
Increase (decrease) accrued salaries and benefits	31,237	22,835
Increase (decrease) member deposits and unearned revenue	(928,840)	605,108
Increase (decrease) compensated absences	28,165	32,567
Increase (decrease) net pension liability	(141,225)	1,091,522
Increase (decrease) net other postemployment benefits liability	(4,868)	(52,045)
Increase (decrease) pensions related deferred inflows of resources	794	22,736
Increase (decrease) OPEB related deferred inflows of resources	75,230	278,902
Total adjustments	<u>616,161</u>	<u>1,922,860</u>
Net cash provided by (used in) operating activities	<u>\$ (2,729,479)</u>	<u>\$ 1,714,260</u>

See accompanying Notes to the Basic Financial Statements.

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NOTES TO THE BASIC FINANCIAL STATEMENTS

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South Bay Regional Public Communications Authority
Notes to the Basic Financial Statements
For the Years Ended June 30, 2019 and 2018

Note 1 – Reporting Entity and Summary of Significant Accounting Policies

Organization and Operations of the Reporting Entity

The South Bay Regional Public Communications Authority (the “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. Additionally, the Authority serves the Cities of Culver City, Hermosa Beach and El Segundo in a non-member capacity.

Basis of Presentation

Financial statement presentation follows the recommendations promulgated by the Governmental Accounting Standards Board (“GASB”) commonly referred to as accounting principles generally accepted in the United States of America (“U.S. GAAP”). GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting standards.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The financial statements (i.e., the statement of net position, the statement of revenues, expenses and changes in net position, and statement of cash flows) report information on all of the activities of the primary government. The Authority accounts for its operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services on a continuing basis be financed or recovered primarily through member assessments and charges for services; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

The Financial Statements are reported using the “*economic resources*” measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as all eligibility requirements have been met. Interest associated with the current fiscal period is considered to be susceptible to accrual and so has been recognized as revenue of the current fiscal period.

Use of Estimates

The preparation of the basic financial statements in accordance with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts and disclosures. Accordingly, actual results most likely will differ from those estimates.

Cash and Cash Equivalents

For the purpose of the statements of cash flows, the Authority considers cash and cash equivalents as cash on hand, demands deposits and short-term investments with original maturity of three months or less from the date of acquisition.

South Bay Regional Public Communications Authority
Notes to the Basic Financial Statements (Continued)
For the Years Ended June 30, 2019 and 2018

Note 1 – Reporting Entity and Summary of Significant Accounting Policies (Continued)

Investments

Changes in fair value that occur during a fiscal year are recognized as investment income reported for that fiscal year. Investment income includes interest earnings, changes in fair value, and any gains or losses realized upon the liquidation or sale of investments.

Accounts Receivable

Management deems all accounts receivable as collectible at year-end. Accordingly, an allowance for doubtful accounts has not been reported. Historical experience indicates that uncollectible accounts receivable is immaterial.

Prepaid Items

Certain payments to vendors reflect costs or deposits applicable to future accounting periods and are recorded as prepaid items in the basic financial statements.

Materials and Supplies Inventory

Materials and supplies inventory consist primarily of equipment for police vehicles such as sirens, modems, light fixtures and wire harness. Inventory is valued at cost using a weighted average cost method. Inventory items are charged to expense at the time that individual items are inventoried at year-end.

Capital Assets

Capital assets acquired and/or constructed are capitalized at historical cost. The Authority's policy has set the capitalization threshold for reporting capital assets at \$5,000. Donated assets are recorded at estimated acquisition value at the date of donation. Upon retirement or other disposition of capital assets, the cost and related accumulated depreciation are removed from the respective balances and any gains or losses are recognized. Depreciation is recorded on a straight-line basis over the estimated useful life of the assets. The estimated useful life of buildings, automobiles, property, and equipment ranges from five to forty years.

Construction-in-Process

The costs associated with developmental stage projects are accumulated in an in-progress account until the project is fully developed. Once the project is complete and in use, the entire cost of the project is transferred to a capital asset account and depreciated over its estimated useful life.

Deferred Outflows of Resources and Deferred Inflows of Resources

In accordance with U.S. GAAP, the Statement of Net Position reports separate sections for deferred outflows of resources, and deferred inflows of resources, when applicable.

Deferred Outflows of Resources represent outflows of resources (consumption of net position) that apply to future periods; therefore, will not be recognized as an expense until that time.

Deferred Inflows of Resources represent inflows of resources (acquisition of net position) that apply to future periods; therefore, will not be recognized as a revenue until that time.

South Bay Regional Public Communications Authority
Notes to the Basic Financial Statements (Continued)
For the Years Ended June 30, 2019 and 2018

Note 1 – Reporting Entity and Summary of Significant Accounting Policies (Continued)

Compensated Absences

The Authority accounts for compensated absences (unpaid vacation, compensatory time and holiday leave) in accordance with U.S. GAAP. The Authority is required to accrue a liability, with a corresponding charge to current operations, for employees' right to receive compensation in future years when certain conditions are met. The Authority accrues unpaid vacation, compensatory time and holiday leave.

Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions and pension expense, information about the fiduciary net pension of the Authority's pension plans and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

The following timeframes are used for pension reporting:

For the year ended June 30, 2019

Valuation Date	June 30, 2017
Measurement Date	June 30, 2018
Measurement Period	July 1, 2017 to June 30, 2018

For the year ended June 30, 2018

Valuation Date	June 30, 2016
Measurement Date	June 30, 2017
Measurement Period	July 1, 2016 to June 30, 2017

Gains and losses related to changes in total pension liability and fiduciary net position are recognized in pension expense systematically over time. The first amortized amounts are recognized in pension expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to pensions and are to be recognized in future pension expense. The amortization period differs depending on the source of the gain or loss. The difference between projected and actual earnings is amortized straight-line over 5 years. All other amounts are amortized straight-line over the average expected remaining service lives of all members that are provided with benefits (active, inactive and retirees) as of the beginning of the measurement period.

Other Postemployment Benefits ("OPEB")

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the Authority's OPEB Plans and additions to/deductions from the OPEB Plans' fiduciary net position have been determined on the same basis as they are reported by the Plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

South Bay Regional Public Communications Authority
Notes to the Basic Financial Statements (Continued)
For the Years Ended June 30, 2019 and 2018

Note 1 – Reporting Entity and Summary of Significant Accounting Policies (Continued)

Other Postemployment Benefits (“OPEB”) (Continued)

The following timeframes are used for OPEB reporting:

For the year ended June 30, 2019

Valuation Date	June 30, 2017
Measurement Date	June 30, 2018
Measurement Period	July 1, 2017 to June 30, 2018

For the year ended June 30, 2018

Valuation Date	June 30, 2017
Measurement Date	June 30, 2017
Measurement Period	July 1, 2016 to June 30, 2017

Gains and losses related to changes in total OPEB liability and fiduciary net position are recognized in OPEB expense systematically over time. The first amortized amounts are recognized in pension expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to OPEB and are to be recognized in future OPEB expense. The amortization period differs depending on the source of the gain or loss. The difference between projected and actual earnings is amortized using the straight-line method over 5 years. All other amounts are amortized straight-line over the average expected remaining service lives of all members that are provided with benefits (active, inactive, and retired) as of the beginning of the measurement period.

Net Position

The financial statements utilize a net position presentation. Net position is categorized as follows:

Investment in capital assets – This component of net position consists of capital assets, net of accumulated depreciation.

Restricted – This component of net position consists of external constraints placed on net position imposed by creditors, grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation. There is no restricted net position reported by the Authority at June 30, 2019 and 2018.

Unrestricted – This component of net position is the amount of the assets, deferred outflows or resources, liabilities, and deferred inflows of resources that are not included in the determination of investments in capital assets or the restricted component of net position.

Reclassification

The reimbursement from the state and other governmental agencies revenue in the amount of \$93,975 was reclassified from operating revenue to nonoperating revenue in the Statements of Revenues, Expenses, and Changes in Net Position for the year ended June 30, 2018. The reclassification also resulted in reclassifying the same amount from cash provided by operating activities to cash provided by noncapital financing activities in the Statements of Cash Flows for the year ended June 30, 2018.

South Bay Regional Public Communications Authority
Notes to the Basic Financial Statements (Continued)
For the Years Ended June 30, 2019 and 2018

Note 1 – Reporting Entity and Summary of Significant Accounting Policies (Continued)

Accounting Changes

GASB Statement No. 89, *Accounting for Interest Cost Incurred before the end of a Construction Period*. This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund.

Note 2 – Cash and Investments

Cash and investments consisted of the following:

Description	June 30, 2019	June 30, 2018
Cash on hand	\$ 500	\$ 816
Demand deposits with financial institutions	792,035	568,680
Investments	3,207,860	4,617,213
Total cash and investments	<u>\$ 4,000,395</u>	<u>\$ 5,186,709</u>

Demand Deposits

At June 30, 2019 and 2018, the carrying amount of the Authority's demand deposits was \$792,035 and \$568,680, respectively, and the financial institution balance was \$860,362 and \$653,877, respectively. The differences of \$68,327 and \$85,197 at June 30, 2019 and 2018, respectively, represent outstanding checks, deposits-in-transit and/or other reconciling items.

The California Government Code requires California banks and savings and loan associations to secure an entity's deposits by pledging government securities with a value of 110% of an entity's deposits. California law also allows financial institutions to secure entity deposits by pledging first trust deed mortgage notes having a value of 150% of an entity's total deposits. The entity's Treasurer may waive the collateral requirement for deposits which are fully insured up to \$250,000 by the FDIC.

The collateral for deposits in federal and state-chartered banks is held in safekeeping by an authorized agent of depository recognized by the State of California Department of Banking. The collateral for deposits with savings and loan associations is generally held in safekeeping by the Federal Home Loan Bank in San Francisco, California as an agent of depository. These securities are physically held in an undivided pool for all California public agency depositors. Under Government Code Section 53655, the placement of securities by a bank or savings and loan association with an agent of depositor has the effect of perfecting the security interest in the name of the local governmental agency. Accordingly, all collateral held by California agents of depository are considered to be held for, and in the name of, the local government.

South Bay Regional Public Communications Authority
Notes to the Basic Financial Statements (Continued)
For the Years Ended June 30, 2019 and 2018

Note 2 – Cash and Investments (Continued)

Authorized Investments and Investment Policy

The Authority has adopted an investment policy directing the Fiscal Officer to deposit funds in financial institutions. Investments are to be made in the following areas:

State Investment Pool	100% of portfolio, maximum
County Investment Pool	50% of portfolio, maximum
U.S. Federal Agencies	33-1/3% maximum for each agency; 60% maximum overall
U.S. Treasuries	No Limit
Certificates of Deposits	20% Maximum
Negotiable certificates of deposit	20% Maximum

Custodial Credit Risk

The custodial credit risk for *deposits* is the risk that in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. The Authority's investment policy requires that collateral be held by an independent third party with whom the Authority has a current custodial agreement.

The custodial credit risk for *investments* is the risk that in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. The Authority's investment policy requires that all security transactions are conducted on a delivery-versus-payment (DVP) method and that all securities are held by a qualified, third-party custodian, as evidenced by safekeeping receipts. The trust department of the Authority's bank may act as third-party custodian, provided that the custodian agreement is separate from the banking agreement. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools (such as LAIF).

As of June 30, 2019, and 2018 none of the Authority's deposits and investments was exposed to custodial credit risk.

Investments

The Authority's investments as of June 30, 2019 were as follows:

Investments	Measurement Input	Credit Rating	Maturity	
			June 30, 2019 Fair Value	12 Months or Less
External Investment Pools:				
California Local Agency Investment Fund (LAIF)	Uncategorized	Not Rated	\$ 3,207,860	\$ 3,207,860
Total investments			\$ 3,207,860	\$ 3,207,860

South Bay Regional Public Communications Authority
Notes to the Basic Financial Statements (Continued)
For the Years Ended June 30, 2019 and 2018

Note 2 – Cash and Investments (Continued)

Investments (Continued)

The Authority's investments as of June 30, 2018 were as follows:

Investments	Measurement Input	Credit Rating	Maturity	
			June 30, 2018 Fair Value	12 Months or Less
External Investment Pools:				
California Local Agency Investment Fund (LAIF)	Uncategorized	Not Rated	\$ 4,617,213	\$ 4,617,213
Total investments			\$ 4,617,213	\$ 4,617,213

Investment in California – Local Agency Investment Fund (LAIF)

The Authority is a voluntary participant in LAIF which is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The fair value of the Authority's investment in this pool is reported in the accompanying financial statements at amounts based upon the entity's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. Further information about LAIF is available on the California State Controller's website: www.treasurer.ca.gov/pmia-laif/

The Authority's investments with LAIF at June 30, 2019 and 2018, included a portion of the pool funds invested in structured notes and asset-backed securities:

Structured Notes: debt securities (other than asset-backed securities) whose cash flow characteristics (coupon rate, redemption amount, or stated maturity) depend upon one or more indices and/or that have embedded forwards or options.

Asset-Backed Securities: generally, mortgage-backed securities that entitle their purchasers to receive a share of the cash flows from a pool of assets such as principal and interest repayments from a pool of mortgages (for example, Collateralized Mortgage Obligations) or credit card receivables.

The Authority had \$3,207,860 and \$4,617,213 invested in LAIF, which had invested 1.77% and 2.67% of the pooled investment funds at June 30, 2019 and June 30, 2018, respectively, in structured notes and medium-term asset-backed securities. The investment in LAIF is reported at amortized cost.

South Bay Regional Public Communications Authority
Notes to the Basic Financial Statements (Continued)
For the Years Ended June 30, 2019 and 2018

Note 3 – Capital Assets

A summary of changes in the capital assets for the year ended June 30, 2019 is as follows:

	Balance July 1, 2018	Additions	Deletions	Balance June 30, 2019
Nondepreciable assets:				
Land and easements	\$ 495,554	\$ -	\$ -	\$ 495,554
Total nondepreciable assets	495,554	-	-	495,554
Depreciable assets:				
Buildings and improvements	6,389,356	-	-	6,389,356
Vehicles and equipment	9,223,519	46,626	-	9,270,145
Total depreciable assets	15,612,875	46,626	-	15,659,501
Accumulated depreciation:				
Buildings and improvements	(2,523,081)	(179,098)	-	(2,702,179)
Vehicles and equipment	(3,130,661)	(545,780)	-	(3,676,441)
Total accumulated depreciation	(5,653,742)	(724,878)	-	(6,378,620)
Total depreciable assets, net	9,959,133	(678,252)	-	9,280,881
Total capital assets, net	\$ 10,454,687	\$ (678,252)	\$ -	\$ 9,776,435

A summary of changes in the capital assets for the year ended June 30, 2018 is as follows:

	Balance July 1, 2017	Additions	Deletions	Balance June 30, 2018
Nondepreciable assets:				
Land and easements	\$ 495,554	\$ -	\$ -	\$ 495,554
Total nondepreciable assets	495,554	-	-	495,554
Depreciable assets:				
Buildings and improvements	6,389,356	-	-	6,389,356
Vehicles and equipment	6,350,694	2,872,825	-	9,223,519
Total depreciable assets	12,740,050	2,872,825	-	15,612,875
Accumulated depreciation:				
Buildings and improvements	(2,343,983)	(179,098)	-	(2,523,081)
Vehicles and equipment	(2,620,593)	(510,068)	-	(3,130,661)
Total accumulated depreciation	(4,964,576)	(689,166)	-	(5,653,742)
Total depreciable assets, net	7,775,474	2,183,659	-	9,959,133
Total capital assets, net	\$ 8,271,028	\$ 2,183,659	\$ -	\$ 10,454,687

South Bay Regional Public Communications Authority
Notes to the Basic Financial Statements (Continued)
For the Years Ended June 30, 2019 and 2018

Note 4 – Member Deposits and Unearned Revenue

As of June 30, 2018, the City of El Segundo prepaid its fiscal year 2018-2019 first-quarter installment to the Authority of in the amount \$928,840.

Note 5 – Compensated Absences

A summary of changes in compensated absences for the year ended June 30, 2019 and 2018 is as follows:

<u>Year Ended</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>	<u>Due within One Year</u>	<u>Due in More Than One Year</u>
June 30, 2019	\$ 509,439	\$ 989,070	\$ (960,905)	\$ 537,604	\$ 134,401	\$ 403,203
June 30, 2018	\$ 476,872	\$ 990,987	\$ (958,420)	\$ 509,439	\$ 127,360	\$ 382,079

Note 6 – Deferred Compensation Savings Plan

For the benefit of its employees, the Authority participates in a 457 Deferred Compensation Programs (Programs). The purpose of this Program is to provide deferred compensation for public employees that elect to participate in the Program. Generally, eligible employees may defer receipt of a portion of their salary until termination, retirement, death, or unforeseeable emergency. Until the funds are paid or otherwise made available to the employee, the employee is not obligated to report the deferred salary for income tax purposes. Federal law requires deferred compensation assets to be held in trust for the exclusive benefit of the participants. Accordingly, the Authority is in compliance with this legislation. Therefore, these assets are not the legal property of the Authority, and are not subject to claims of the Authority's general creditors and are not included in the accompanying financial statements. Market value of all plan assets held in trust by ICMA-RC Services, LLC at June 30, 2019 and 2018 was \$4,053,986 and \$2,270,780, respectively.

Note 7 – Defined Benefit Pension Plan

General Information about the Pension Plans

Plan Description

The Authority contributes to the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer defined benefit pension plan. CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. A full description of the pension plan, benefit provisions, assumptions (for funding, but not accounting purposes), and membership information are listed in the June 30, 2017 and 2016 Annual Actuarial Valuation Reports. This report and CalPERS' audited financial statements are publicly available reports that can be obtained at CalPERS' website under Forms and Publications.

South Bay Regional Public Communications Authority
Notes to the Basic Financial Statements (Continued)
For the Years Ended June 30, 2019 and 2018

Note 7 – Defined Benefit Pension Plan (Continued)

General Information about the Pension Plans (Continued)

Members Covered by Benefit Terms

At June 30, 2017 and 2016, valuation dates, the following members were covered by the benefit terms:

Plan Members	2017			2016		
	Classic Tier 1	Classic Tier 2	PEPRA Tier 3	Classic Tier 1	Classic Tier 2	PEPRA Tier 3
Active members	43	8	14	45	3	9
Transferred and terminated members	82	5	6	87	4	4
Retired members and beneficiaries	67	-	-	58	-	-
Total plan members	192	13	20	190	7	13

Benefits Provided

CalPERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. A classic CalPERS member becomes eligible for Service Retirement upon attainment of age 55 with at least five (5) years of credited service. Public Employee Pension Reform Act (PEPRA) miscellaneous members become eligible for service retirement upon attainment of age 62 with at least five (5) years of service. The service retirement benefit is a monthly allowance equal to the product of the benefit factor, years of service, and final compensation. The final compensation is the highest average annual compensation during any consecutive 12-or 36-month period of employment. Retirement benefits for classic miscellaneous employees are calculated as 2% of the highest average annual compensation during any consecutive 12-or 36-month period of employment. Retirement benefits for PEPRA miscellaneous employees are calculated as 2% of the average final three (3) year compensation.

Participant is eligible for non-industrial disability retirement if they become disabled and has at least five (5) years of credited service. There is no special age requirement. The standard non-industrial disability retirement benefit is a monthly allowance equal to 1.8% of final compensation, multiplied by service. Industrial disability benefits are not offered to miscellaneous employees.

An employee's beneficiary may receive the basic death benefit if the employee dies while actively employed. The employee must be actively employed with the Authority to be eligible for this benefit. An employee's survivor who is eligible for any other pre-retirement death benefit may choose to receive that death benefit instead of this basic death benefit. The basic death benefit is a lump sum in the amount of the employee's accumulated contributions, where interest is currently credited at 7.5% per year, plus a lump sum in the amount of one month salary for each completed year of current service, up to a maximum of six months' salary. For purposes of this benefit, one month salary is defined as the member's average monthly full-time rate of compensation during the 12 months preceding death.

Upon the death of a retiree, a one-time lump sum payment of \$500 will be made to the retiree's designated survivor(s), or to the retiree's estate.

Benefit terms provide for annual cost-of-living adjustments to each employee's retirement allowance. Beginning the second calendar year after the year of retirement, retirement and survivor allowances will be annually adjusted on a compound basis by 2%.

South Bay Regional Public Communications Authority
Notes to the Basic Financial Statements (Continued)
For the Years Ended June 30, 2019 and 2018

Note 7 – Defined Benefit Pension Plan (Continued)

General Information about the Pension Plans (Continued)

Contributions

Section 20814(c) of the California Public Employees' Retirement Law (PERL) requires that the employer contribution rates for all public employers will be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through CalPERS' annual actuarial valuation process. The public agency cost-sharing plans covered by the Miscellaneous risk pool, the Plan's actuarially determined rate is based on the estimated amount necessary to pay the Plan's allocated share of the risk pool's costs of benefits earned by employees during the year, and any unfunded accrued liability. The employer is required to contribute the difference between the actuarially determined rate and the contribution rate of members.

For the measurement period ended June 30, 2017, the active member contribution rates for the Classic Miscellaneous Plan Tier 1, Tier 2 and the PEPRA Miscellaneous Plan are 7.00%, 7.00% and 6.25% of annual pay, respectively, and the employer contribution rates are 8.880%, 7.159% and 6.555% of annual payroll, respectively.

For the measurement period ended June 30, 2018, the active member contribution rates for the Classic Miscellaneous Plan Tier 1, Tier 2 and the PEPRA Miscellaneous Plan are 7.00%, 7.00% and 6.25% of annual pay, respectively, and the employer contribution rates are 8.921%, 7.200% and 6.533% of annual payroll, respectively.

Net Pension Liability, Pension Expenses, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension Plans

Actuarial Methods and Assumptions Used to Determine the Total Pension Liability

The June 30, 2017 and 2016 valuations were rolled forward to determine the June 30, 2018 and 2017 total pension liabilities, based on the following actuarial methods and assumptions:

Actuarial Cost Method	Entry Age Normal in accordance with the requirements of GASB 68
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Salary Increases	Varies by Entry Age and Service
Mortality Rate Table ¹	Derived using CalPERS' Membership Data for all Funds.
Post Retirement Benefit Increase	Contract COLA up to 2.00% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.50% thereafter

¹The mortality table used in 2018 was developed based on CalPERS' specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP 2016. For more details on this table, please refer to December 2017 Experience Study Report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website at www.calpers.ca.gov under Forms and Publications.

The mortality table used in 2017 was developed based on CalPERS' specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB. For more details on this table, please refer to 2014 experience study report.

South Bay Regional Public Communications Authority
Notes to the Basic Financial Statements (Continued)
For the Years Ended June 30, 2019 and 2018

Note 7 – Defined Benefit Pension Plan (Continued)

Net Pension Liability, Pension Expenses, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension Plans (Continued)

Change of Assumption

In 2018, demographic assumptions and inflation rate were changed in accordance to the CalPERS Experience Study and Review of Actuarial Assumptions December 2017. There were no changes in the discount rate. In 2017, the accounting discount rate was reduced from 7.65 to 7.15 percent.

Long-Term Expected Rate of Return

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all of the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11+ years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The expected real rates of return by asset class are as followed:

Asset Class¹	Assumed Asset Allocation	Real Return Years 1 - 10²	Real Return Years 11+³
Global Equity	50.00%	4.80%	5.98%
Fixed Income	28.00%	1.00%	2.62%
Inflation Assets	0.00%	0.77%	1.81%
Private Equity	8.00%	6.30%	7.23%
Real Estate	13.00%	3.75%	4.93%
Liquidity	1.00%	0.00%	-0.92%
	<u>100.00%</u>		

¹In the Calpers CAFR, Fixed Income is included in Global Debt Securities; Liquidity is included in Short-term Investments, Inflation Assets are included in both Global Equity Securities and Global Debt Securities.

²An Expected inflation of 2.00% used for this period

³An Expected inflation of 2.92% used for this period

Discount Rate

The discount rate used to measure the 2018 and 2017 total pension liabilities were both 7.15 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

South Bay Regional Public Communications Authority
Notes to the Basic Financial Statements (Continued)
For the Years Ended June 30, 2019 and 2018

Note 7 – Defined Benefit Pension Plan (Continued)

Net Pension Liability, Pension Expenses, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension Plans (Continued)

Sensitivity of the Authority's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Authority's proportionate share of the net pension liability of the Plan as of the measurement date, calculated using the discount rate of 7.15%, as well as what the Authority's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower (6.15%) or 1 percentage-point higher (8.15%) than the current rate for the June 30, 2018 and 2017 Measurement Date as follows:

Measurement Date	Plan's Net Pension Liability/(Asset)		
	Discount Rate - 1%	Current Discount	Discount Rate + 1%
	6.15%	Rate 7.15%	8.15%
June 30, 2018	\$ 10,868,988	\$ 6,570,432	\$ 3,022,044
June 30, 2017	\$ 10,796,509	\$ 6,711,657	\$ 3,328,510

Pension Plan Fiduciary Net Position

Detail information about the plan's fiduciary net position is available in the separately issued CalPERS financial report and can be obtained from CalPERS' website under Forms and Publications.

Proportionate Share of Net Pension Liability and Pension Expense

The following table shows the plan's proportionate share of the risk pool collective net pension liability over the measurement period:

	Increase (Decrease)		
	Total Pension Liability	Fiduciary Net Position	Net Pension Liability/(Asset)
Balance as of June 30, 2017 (Valuation Date)	\$ 29,697,882	\$ 22,986,225	\$ 6,711,657
Balance as of June 30, 2018 (Measurement Date)	31,777,327	25,206,895	6,570,432
Net Changes during 2017-2018	2,079,445	2,220,670	(141,225)
Balance as of June 30, 2016 (Valuation Date)	\$ 26,135,516	\$ 20,515,381	\$ 5,620,135
Balance as of June 30, 2017 (Measurement Date)	29,697,882	22,986,225	6,711,657
Net Changes during 2016-2017	3,562,366	2,470,844	1,091,522

South Bay Regional Public Communications Authority
Notes to the Basic Financial Statements (Continued)
For the Years Ended June 30, 2019 and 2018

Note 7 – Defined Benefit Pension Plan (Continued)

Net Pension Liability, Pension Expenses, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension Plans (Continued)

Proportionate Share of Net Pension Liability and Pension Expense (Continued)

The following is the approach established by the plan actuary to allocate the net pension liability and pension expense to the individual employers within the risk pool for the measurement periods ended June 30, 2018 and 2017.

- (1) In determining a cost-sharing plan's proportionate share, total amounts of liabilities and assets are first calculated for the risk pool as a whole on the valuation date (June 30, 2017 and 2016). The risk pool's fiduciary net position ("FNP") subtracted from its total pension liability ("TPL") determines the net pension liability ("NPL") at the valuation date.
- (2) Using standard actuarial roll forward methods, the risk pool TPL is then computed at the measurement date (June 30, 2018 and 2017). Risk pool FNP at the measurement date is then subtracted from this number to compute the NPL for the risk pool at the measurement date. For purposes of FNP in this step and any later reference thereto, the risk pool's FNP at the measurement date denotes the aggregate risk pool's FNP at June 30, 2018 and 2017 less the sum of all additional side fund (or unfunded liability) contributions made by all employers during the measurement period (2017-2018 and 2016-2017).
- (3) The individual plan's TPL, FNP and NPL are also calculated at the valuation date. TPL is allocated based on the rate plan's share of the actuarial accrued liability. FNP is allocated based on the rate plan's share of the market value assets.
- (4) Two ratios are created by dividing the plan's individual TPL and FNP as of the valuation date from (3) by the amounts in step (1), the risk pool's total TPL and FNP, respectively.
- (5) The plan's TPL as of the measurement date is equal to the risk pool TPL generated in (2) multiplied by the TPL ratio generated in (4). The plan's FNP as of the Measurement Date is equal to the FNP generated in (2) multiplied by the FNP ratio generated in (4) plus any additional side fund (or unfunded liability) contributions made by the employer on behalf of the plan during the measurement period.
- (6) The plan's NPL at the measurement date is the difference between the TPL and FNP calculated in (5).

Deferred outflows of resources, deferred inflows of resources, and pension expense is allocate based on the Authority's share of risk pool actuarial accrued liability at the beginning of measurement period.

The Authority's proportionate share of the net pension liability was as follows:

2019		2018	
Measurement Date		Measurement Date	
June 30, 2017	0.067677%	June 30, 2016	0.064949%
June 30, 2018	0.068180%	June 30, 2017	0.067677%
Change - Increase		Change - Increase	
(Decrease)	0.000503%	(Decrease)	0.002728%

South Bay Regional Public Communications Authority
Notes to the Basic Financial Statements (Continued)
For the Years Ended June 30, 2019 and 2018

Note 7 – Defined Benefit Pension Plan (Continued)

Net Pension Liability, Pension Expenses, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension Plans (Continued)

Proportionate Share of Net Pension Liability and Pension Expense (Continued)

For the years ended June 30, 2019 and 2018, the Authority recognized pension expense in the amount of \$920,324 and \$1,134,356, respectively.

The amortization period differs depending on the source of the gain or loss. The difference between projected and actual earnings is amortized over 5-years straight line. All other amounts are amortized straight-line over the average expected remaining service lives of all members that are provided with benefits (active, inactive and retired) as of the beginning of the measurement period.

The expected average remaining service lifetime (“EARSL”) is calculated by dividing the total future service years by the total number of plan participants (active, inactive, and retired) in the risk pool. The EARSL for risk pool for the measurement date ended June 30, 2018 and 2017 are both 3.8 years, which was obtained by dividing the total service years of 516,147 and 490,088 (the sum of remaining service lifetimes of the active employees) by 135,474 and 130,595 (the total number of participants: active, inactive, and retired), respectively.

Deferred Outflows of Resources and Deferred Inflows of Resources

At June 30, 2019 and 2018, the Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	2019		2018	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Contributions made after the measurement date	\$ 807,095	\$ -	\$ 692,687	\$ -
Adjustment due to differences in proportions	340,271	-	212,489	(68,321)
Differences between expected and actual experience	252,096	(85,787)	9,988	(143,091)
Differences between projected and actual earnings on pension plan investments	32,483	-	280,262	-
Difference between actual and proportionate share of employer contributions	-	(348,219)	1,239,228	(310,885)
Changes in assumptions	749,049	(183,577)	-	(94,492)
Total Deferred Outflows/(Inflows) of Resources	\$ 2,180,994	\$ (617,583)	\$ 2,434,654	\$ (616,789)

Deferred outflows of resources related to pensions resulting from Authority’s contributions subsequent to the measurement date in the amount of \$807,095 and \$692,687 will be recognized as a reduction of the collective net pension liability in the years ending June 30, 2020 and 2019, respectively.

South Bay Regional Public Communications Authority
Notes to the Basic Financial Statements (Continued)
For the Years Ended June 30, 2019 and 2018

Note 7 – Defined Benefit Pension Plan (Continued)

Net Pension Liability, Pension Expenses, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension Plans (Continued)

Deferred Outflows of Resources and Deferred Inflows of Resources (Continued)

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be amortized to pension expense in future periods as follows:

Year Ending June 30,	Deferred Outflows / (Inflows) of Resources	Year Ending June 30	Deferred Outflows / (Inflows) of Resources
	2019		2018
2020	\$ 634,026	2019	\$ 168,350
2021	369,765	2020	702,380
2022	(188,378)	2021	420,845
2023	(59,097)	2022	(166,397)
2024	-	2023	-
Thereafter	-	Thereafter	-
Total	\$ 756,316	Total	\$ 1,125,178

Note 8 – Other Postemployment Benefits (“OPEB”)

General Information about the OPEB Plan

Plan Description

The Authority provides certain health insurance benefits, in accordance with a memorandum of understanding with its retired employees. Employees, who are at least 50 years of age and have 10 years continuous service with the Authority, become eligible for benefits if they reach normal retirement age while working for the Authority. The benefits for various bargaining groups are as follows:

Teamsters (Communications Operators):

- 10 years of service – will get \$200/mo. from retirement date till age 65
- 15 years of service – will get \$300/mo. from retirement date till age 65
- 20 years of service – will get \$500/mo. from retirement date till age 65

Those who retired prior to July 1, 2008, shall continue to receive \$582 per month, until age 65 as long as the Authority remains in the Public Employees’ Medical & Hospital Care Act (PEMHCA); if no longer in PEMHCA, they will receive above depending on years of service. This includes the minimum contribution required under Government Code Section 22892(b) of PEMHCA, \$133 per month for 2019 and 2018.

Teamsters (Communications Technicians):

- 10 years of service – will get \$200/mo. from retirement date till age 65
- 15 years of service – will get \$300/mo. from retirement date till age 65
- 20 years of service – will get \$500/mo. from retirement date till age 65

South Bay Regional Public Communications Authority
Notes to the Basic Financial Statements (Continued)
For the Years Ended June 30, 2019 and 2018

Note 8 – Other Postemployment Benefits (“OPEB”) (Continued)

General Information about the OPEB Plan (Continued)

Plan Description (Continued)

Teamsters (Communications Technicians) (Continued):

Those who retire prior to July 1, 2008, shall continue to receive \$960 per month, until age 65 as long as the Authority remains in PEMHCA; if no longer in PEMHCA, they will receive above depending on years of service. This includes the minimum contribution required under Government Code Section 22892(b) of PEMHCA, \$133 per month for 2019 and 2018.

CWA (Communications Supervisors):

15 years of service – will get \$250/mo. from retirement date till age 65
20 years of service – will get \$450/mo. from retirement date till age 65

Those who retire from the Authority before July 1, 2014 receive \$750 per month, until age 65 as long as the Authority remains in PEMHCA, or the above if no longer in PEMHCA. This includes the minimum contribution required under Government Code Section 22892(b) of PEMHCA, \$133 per month for 2019 and \$122 for 2018.

Management & Confidential

Management and confidential employees receive a benefit of \$40 times the number of years of service as a monthly benefit from their retirement date until the age of 65 (with minimum 10 years of service with the Authority). Those who retire before July 1, 2019 with a minimum 10 years of service shall receive \$960 per month until age 65 as long as the Authority remains in PEMHCA, or the above if no longer in PEMHCA. This includes the minimum contribution required under Government Code Section 22892(b) of PEMHCA, \$133 per month for 2019 and \$115 for 2018.

All Bargaining Groups

The Authority currently contracts with CalPERS for employee group insurance health benefits. If the Authority should terminate its contract with CalPERS, all employees hired prior to April 1, 1986, who are ineligible to participate in Medicare and retire from a classification covered by the memorandum of understanding of each bargaining unit, are receiving retirement benefits from CalPERS and have a minimum of twenty (20) years of full-time employment, shall be entitled to enroll in an Authority-selected health benefit plan. The benefits provided in the health plan selected by the Authority shall equal or exceed the benefits the employee would have received had he/she been eligible to participate in Medicare. The Authority agrees to pay the cost of coverage for the plan in which the employee is enrolled. If the employee resides outside the State of California at the time of eligibility, the Authority agrees to pay the employee the cash equivalent of the cost of coverage for the plan in which the employee would have been enrolled had he/she lived in California. This benefit commences upon the employee reaching the age of 65, at which time he/she would have otherwise been eligible to participate in Medicare. The benefit shall cease if and when the employee becomes eligible to participate in Medicare or an equivalent Government health benefit program.

Employees Covered by the Benefit Term

The following employees were covered by the benefit terms at June 30, 2017, valuation date:

Active employees	57
Inactive employees or beneficiaries currently receiving benefits	12
Inactive employees entitled to, but not yet receiving benefits	1
Total	<u>70</u>

South Bay Regional Public Communications Authority
Notes to the Basic Financial Statements (Continued)
For the Years Ended June 30, 2019 and 2018

Note 8 – Other Postemployment Benefits (“OPEB”) (Continued)

General Information about the OPEB Plan (Continued)

Contributions

The contribution requirements of plan members and the Authority is established and may be amended by the Authority’s Management or the Board of Directors. For the years ended June 30, 2019 and 2018, the average contribution rate was not applicable. Employees are not required to contribute to the plan. The Authority made contributions on pay-as-you-go basis.

Net OPEB Liability

The Authority’s 2019 and 2018 net OPEB liabilities were measured as of June 30, 2018 and 2017, respectively, and the total OPEB liabilities used to calculate the net OPEB liabilities were determined by an actuarial valuation as of June 30, 2017.

Actuarial Assumptions

Total OPEB liability in the June 30, 2017 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Actuarial Valuation Date	June 30, 2017																
Contribution Policy	No Pre-funding																
Discount Rate	3.87% at June 30, 2018 (Bond Buyer 20-year index) 3.58% at June 30, 2017 (Bond Buyer 20-year index)																
Expected Long-term Rate of Return on investment	N/A																
General Inflation	2.75% per annum																
Mortality, Retirement, Disability, Termination	CalPERS 1997-2015 Experience Study																
Mortality Improvement	Mortality projected fully generation with Scale MP-17 for post-retirement mortality																
Salary increases	Aggregate 3% annually Merit - CalPERS 1997-2015 Experience Study																
Medical Trend	Non Medicare - 7.5% for 2019, decreasing to an ultimate rate of 4.0% in 2076 and later years Medicare - 6.5% for 2019, decreasing to an ultimate rate of 4.0% in 2076 and later years																
PEHCA Minimum Increase	4.25% annually																
Participation at Retirement	Actives: Based on the supplemental benefit amount																
	<table><tr><th>Suppl Benefit</th><th>Participation</th><th>Suppl Benefit</th><th>Participation</th></tr><tr><td>\$0-\$99</td><td>50.0%</td><td>\$300-\$499</td><td>85.0%</td></tr><tr><td>\$100-\$199</td><td>75.0%</td><td>\$500+</td><td>90.0%</td></tr><tr><td>\$200-\$299</td><td>80.0%</td><td></td><td></td></tr></table>	Suppl Benefit	Participation	Suppl Benefit	Participation	\$0-\$99	50.0%	\$300-\$499	85.0%	\$100-\$199	75.0%	\$500+	90.0%	\$200-\$299	80.0%		
Suppl Benefit	Participation	Suppl Benefit	Participation														
\$0-\$99	50.0%	\$300-\$499	85.0%														
\$100-\$199	75.0%	\$500+	90.0%														
\$200-\$299	80.0%																
	Retirees: Based on current coverage																
Spouse Coverage	Actives: current election if covered, 20% if waived Retirees: current election																

South Bay Regional Public Communications Authority
Notes to the Basic Financial Statements (Continued)
For the Years Ended June 30, 2019 and 2018

Note 8 – Other Postemployment Benefits (“OPEB”) (Continued)

Net OPEB Liability (Continued)

Discount Rate

The discount rates of 3.87% and 3.58% were used during measurement periods June 30, 2018 and 2017, respectively. The Authority used the Bond Buyer 20-Bond GO index along with the assumed long-term inflation assumption to set the discount rate.

Change in Assumption

The discount rate change from 3.87% to 3.58% from measurement periods ended June 30, 2017 to June 30, 2018.

Change in Total OPEB Liability

	2019		
	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability
Balance at June 30, 2017 (measurement date)	\$ 2,810,101	\$ -	\$ 2,810,101
Changes Recognized for the Measurement Period:			
Service Cost	143,129	-	143,129
Interest on the total OPEB liability	103,266	-	103,266
Change of benefit terms	-	-	-
Difference between expected and actual experience	-	-	-
Changes in assumptions	(113,847)	-	(113,847)
Contribution from the employer	-	137,416	(137,416)
Net investment income	-	-	-
Administrative expenses	-	-	-
Benefit payments	(137,416)	(137,416)	-
Net changes during measurement 2017-2018	(4,868)	-	(4,868)
Balance at June 30, 2018 (measurement date)	\$ 2,805,233	\$ -	\$ 2,805,233
	2018		
	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability
Balance at June 30, 2016 (measurement date)	\$ 2,992,097	\$ -	\$ 2,992,097
Changes Recognized for the Measurement Period:			
Service Cost	163,778	-	163,778
Interest on the total OPEB liability	88,136	-	88,136
Changes in benefit terms	-	-	-
Difference between expected and actual experience	-	-	-
Changes in assumptions	(307,074)	-	(307,074)
Contribution from the employer	-	126,836	(126,836)
Net investment income	-	-	-
Administrative expenses	-	-	-
Benefit payments	(126,836)	(126,836)	-
Net changes during measurement 2016-2017	(181,996)	-	(181,996)
Balance at June 30, 2017 (measurement date)	\$ 2,810,101	\$ -	\$ 2,810,101

South Bay Regional Public Communications Authority
Notes to the Basic Financial Statements (Continued)
For the Years Ended June 30, 2019 and 2018

Note 8 – Other Postemployment Benefits (“OPEB”) (Continued)

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability of the Authority, as well as what the total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate, for the measurement periods ended June 30, 2018 and June 30, 2017:

Measurement Date	Plan's Total OPEB Liability		
	Discount Rate -1% (2.87%)	Current Discount Rate (3.87%)	Discount Rate +1% (4.87%)
June 30, 2018	\$ 3,230,612	\$ 2,805,233	\$ 2,461,515
Measurement Date	Discount Rate -1% (2.58%)	Current Discount Rate (3.58%)	Discount Rate +1% (4.58%)
	June 30, 2017	\$ 3,244,596	\$ 2,810,101
			\$ 2,461,674

Sensitivity of the Total OPEB Liability to Changes in Healthcare Cost Trend Rates

The following presents the total OPEB liability of the Authority, as well as what the total OPEB liability would be if it were calculated using a health care cost trend rates that are one percentage point lower or one percentage point higher than the current rates, for the measurement periods ended June 30, 2018 and June 30, 2017:

Measurement Date	Plan's Total OPEB Liability		
	Healthcare Cost Trend Rate -1%	Current Healthcare Cost Trend Rate	Healthcare Cost Trend Rate +1%
June 30, 2018	\$ 2,405,530	\$ 2,805,233	\$ 3,323,970
June 30, 2017	\$ 2,423,574	\$ 2,810,101	\$ 3,313,095

OPEB Expense and Deferred Outflows/Inflows of Resources Related to OPEB

For the years ended June 30, 2019, and June 30, 2018, the Authority recognize OPEB expense in the amount of \$210,898 and \$226,862, respectively. At June 30, 2019 and 2018, the Authority reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	2019		2018	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Contributions made after measurement date	\$ 122,891	\$ -	\$ 140,536	\$ -
Changes in assumptions	-	354,132	-	278,902
Total	\$ 122,891	\$ 354,132	\$ 140,536	\$ 278,902

The Expected Average remaining service Lifetime (“EARSL”) is calculated by dividing the total future service years by total number of covered participants in the plan. The EARSL for the plan at the beginning of measurement period June 30, 2018 and June 30, 2017 are both 10.9 years, which was obtained by dividing the total services years of 753 by 69 covered participants.

Other amounts reported as deferred inflows of resources related to OPEB will be recognized as OPEB expense as follows:

South Bay Regional Public Communications Authority
Notes to the Basic Financial Statements (Continued)
For the Years Ended June 30, 2019 and 2018

Note 8 – Other Postemployment Benefits (“OPEB”) (Continued)

Deferred outflows of resources related to OPEB resulting from Authority’s contributions subsequent to the measurement date in the amounts of \$122,891 and \$140,536 will be recognized as a reduction of the net OPEB liability in the years ending June 30, 2020 and 2019, respectively.

Year Ending June 30,	Deferred Outflows/ (Inflows) of Resources	Year Ending June 30,	Deferred Outflows/ (Inflows) of Resources
	2019		2018
2020	\$ (38,617)	2019	\$ (28,172)
2021	(38,617)	2020	(28,172)
2022	(38,617)	2021	(28,172)
2023	(38,617)	2022	(28,172)
2024	(38,617)	2023	(28,172)
Thereafter	(161,047)	Thereafter	(138,042)
Total	\$ (354,132)	Total	\$ (278,902)

Note 9 – Conduit Debt

The Authority issued 3 series of bonds to finance the costs of acquisition, construction, installation, and equipping of main facility with emergency communications equipment (the “Project”) in January 2001 on behalf of the cities of Gardena, Hawthorne, and Manhattan Beach. The 2001 Revenue Bonds Series A in the amount of \$3,060,000 (Gardena), the 2001 Variable Rate Demand Revenue Bonds Series B in the amount of \$4,300,000 (Hawthorne), and the 2001 Variable Rate Demand Revenue Bonds Series C in the amount of \$2,180,000 (Manhattan Beach), are payable from the revenues derived primarily from project financing and operating by the Cities of Gardena, Hawthorne, and Manhattan Beach, respectively.

In 2007, the Authority issued the 2007 Refunding Revenue Bonds, Series A in the amount of \$2,800,000 to fully refunded the 2001 Series A on behalf of the City of Gardena. The outstanding balances of the 2007 Series A was in the amount of \$1,645,000 as of June 30, 2019. The 2001 Revenue Bonds, Series B, were fully refunded by the City of Hawthorne’s private placement in 2016. The 2001 Revenue Bonds, Series C, were paid off by the City of Manhattan Beach.

The bonds were not reflected as the Agency’s long-term debt because the debt is solely payable from and secured by specific revenue sources described in the official statement. Neither the faith and credit of the Authority, nor the taxing power of the State of California or any political subdivision thereof, is pledged for payment of these bonds. Accordingly, since this debt does not constitute an obligation of the Authority, it is not included in the accompanying basic financial statements.

Note 10 – Risk Management

The Authority is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Authority is insured for all risks of loss through insurance companies. The following is a summary of the insurance policies carried by the Authority as of June 30, 2019:

South Bay Regional Public Communications Authority
Notes to the Basic Financial Statements (Continued)
For the Years Ended June 30, 2019 and 2018

Note 10 – Risk Management (Continued)

Insurance Risk	Coverage per Incident	Coverage in Aggregate	Deductible
Commerical general liability	\$ 1,000,000	\$ 1,000,000	\$ 15,000
Automobile	1,000,000	N/A	N/A
Automobile physical damage	Actual Cash Value	N/A	1,000
Professional Liability	1,000,000	1,000,000	15,000
Umbrella Excess Liability	4,000,000	4,000,000	N/A
Workers' compensation	Statutory	N/A	N/A
Property	5,200,000	5,200,000	2,500
Cyber liability	1,000,000	1,000,000	N/A

Note 11 – Commitments and Contingencies

Grant Awards

Grant funds received by the Authority are subject to audit by the grantor agencies. Such audit could lead to requests for reimbursements to the grantor agencies for expenditures disallowed under terms of the grant. Management of the Authority believes that such disallowances, if any, would not be significant.

Litigation

In the ordinary course of operations, the Authority is subject to claims and litigation from outside parties. In the opinion of the Authority's management, there is no pending litigation which is likely to have a material adverse effect on the financial position of the Authority.

REQUIRED SUPPLEMENTARY INFORMATION

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South Bay Regional Public Communications Authority
Required Supplementary Information (Unaudited)
Schedule of the Authority's Proportionate Share of the Plan's Net Pension Liability and Related Ratio
For the Years Ended June 30, 2019 and 2018

Last Ten Fiscal Years

California Public Employees' Retirement System (CalPERS) Miscellaneous Plan

Measurement date	June 30, 2014 ¹	June 30, 2015	June 30, 2016	June 30, 2017	June 30, 2018
Authority's proportion of the net pension liability	0.059500%	0.059500%	0.064949%	0.067677%	0.068180%
Authority's proportionate share of the net pension liability	\$ 4,084,007	\$ 4,084,007	\$ 5,620,134	\$ 6,711,657	\$ 6,570,432
Authority's covered payroll	\$ 4,485,167	\$ 4,665,871	\$ 4,773,439	\$ 5,184,067	\$ 5,270,919
Authority's proportionate share of the net pension liability as a percentage of covered payroll	91.06%	87.53%	117.74%	129.47%	124.65%
Plan's fiduciary net position as a percentage of the plan's total pension liability	79.82%	78.40%	74.06%	73.31%	75.26%

¹ Historical information is presented only for measurement periods for which GASB No. 68 is available.

South Bay Regional Public Communications Authority
Required Supplementary Information (Unaudited)
Schedule of Contributions - Pensions
For the Years Ended June 30, 2019 and 2018

Last Ten Fiscal Years

California Public Employees' Retirement System (CalPERS) Miscellaneous Plan

Fiscal Year	2013-14 ¹	2014-15	2015-16	2016-17	2017-18
Actuarially determined contribution	\$ 480,107	\$ 507,694	\$ 553,317	\$ 634,790	\$ 692,687
Contribution in relation to the actuarially determined contribution	(480,107)	(507,694)	(553,317)	(634,790)	(692,687)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -
Authority's covered payroll	\$ 4,485,167	\$ 4,665,871	\$ 4,773,439	\$ 5,184,067	\$ 5,270,919
Contributions as a percentage of covered payroll	10.70%	10.88%	11.59%	12.25%	13.14%

¹ Historical information is presented only for measurement periods for which GASB No. 68 is available.

Notes to the Schedule:

Change in Benefit Terms: There were no changes to benefit Terms.

Change of Assumptions: In 2018, demographic assumptions and inflation rate were changed in accordance to the CalPERS Experience Study and Review of Actuarial Assumptions December 2017. There were no changes in the discount rate. In 2017, the accounting discount rate reduced from 7.65 percent to 7.15 percent. In 2016, there were no changes. In 2015, amounts reported reflect an adjustment of the discount rate from 7.5 percent (net of administrative expense) to 7.65 percent (without a reduction for pension plan administrative expense. In 2014, amounts reported were based on the 7.5 percent discount rate

South Bay Regional Public Communications Authority
Required Supplementary Information (Unaudited)
Schedule of Contributions - Pensions (Continued)
For the Years Ended June 30, 2019 and 2018

Last Ten Fiscal Years

California Public Employees' Retirement System (CalPERS) Miscellaneous Plan

Fiscal Year	<u>2018-19</u>
Actuarially determined contribution	\$ 807,058
Contribution in relation to the actuarially determined contribution	<u>(807,095)</u>
Contribution deficiency (excess)	<u>\$ (37)</u>
Authority's covered payroll	<u>\$ 5,408,034</u>
Contributions as a percentage of covered payroll	<u>14.92%</u>

South Bay Regional Public Communications Authority
Required Supplementary Information (Unaudited)
Schedule of Changes in Net Other Postemployment Benefits Liability and Related Ratio
For the Years Ended June 30, 2019 and 2018

Measurement Period	2016-2017 ¹	2017-2018
Total OPEB Liability		
Service Cost	\$ 163,778	\$ 143,129
Interest on the total OPEB liability	88,136	103,266
Changes in benefit terms	-	-
Difference between expected and actual experience	-	-
Changes in assumptions	(307,074)	(113,847)
Contribution from the employer	-	-
Benefit payments	(126,836)	(137,416)
Net changes in total OPEB liability	(181,996)	(4,868)
Total OPEB liability, beginning	2,992,097	2,810,101
Total OPEB liability, ending (a)	\$ 2,810,101	\$ 2,805,233
Plan fiduciary net position:		
Employer contribution	\$ 126,836	\$ 137,416
Employee contributions	-	-
Net investment income	-	-
Benefit payments	(126,836)	(137,416)
Other	-	-
Net changes in fiduciary net position	-	-
Plan fiduciary net position, beginning	-	-
Plan fiduciary net position, ending (b)	\$ -	\$ -
Plan net OPEB liability - ending (a) - (b)	\$ 2,810,101	\$ 2,805,233
Plan's fiduciary net position as a percentage of the total OPEB liability	0.00%	0.00%
Covered payroll	\$ 5,996,321	\$ 7,010,558
Plan Net OPEB liability as a percentage of covered payroll	46.86%	40.01%

¹Historical information is presented only for measurement periods for which GASB 75 is available

South Bay Regional Public Communications Authority
Required Supplementary Information (Unaudited)
Schedule of Contributions – Other Postemployment Benefits
For the Years Ended June 30, 2019 and 2018

Last Ten Fiscal Years

Other Postemployment Benefits ("OPEB")

Fiscal year	2016-17 ¹	2017-18	2018-19
Actuarially determined contribution	\$ 126,836	\$ 140,536	\$ 122,891
Contribution in relation to the actuarially determined contribution	(126,836)	(140,536)	(122,891)
Contribution deficiency / (excess)	\$ -	\$ -	\$ -
Authority's covered payroll ²	\$ 5,996,321	\$ 7,010,558	\$ 7,220,875
Contributions as a percentage of covered payroll	2.12%	2.00%	1.70%

¹ Historical information is presented only for measurement periods for which GASB 75 is available.

² Payroll from 2018-2019 is \$7,220,875 was assumed to increase by the 3.00 percentage payroll growth assumption.

Notes to Schedule:

Valuation date:	June 30, 2017
Methods and assumptions used to determine contribution rates:	
Contribution Policy:	No pre-funding
Inflation:	2.75% per year
Investment return/discount rate:	3.87% at June 30, 2018 (Bond Buyer 20-year index) 3.58% at June 30, 2017 (Bond Buyer 20-year index)
Medical Trend	Non Medicare - 7.5% for 2019, decreasing to an ultimate rate of 4.0% in 2076 and later years Medicare - 6.5% for 2019, decreasing to an ultimate rate of 4.0% in 2076 and later years
Payroll increase:	Aggregate 3% annually with merit - CalPERS 1997-2015 Experience Study
Mortality:	CalPERS 1997-2015 Experience Study

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Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: March 17, 2020

ITEM: G-2

TO: Executive Committee

FROM: Erick B. Lee, Executive Director

SUBJECT: SINGLE AUDIT AND INDEPENDENT AUDITORS' REPORTS
FOR THE YEAR ENDED JUNE 30, 2019

ATTACHMENTS: 1. Single Audit and Independent Auditor's Reports for the Year
Ended June 30, 2019

RECOMMENDATION

Staff recommends that the Executive Committee receive and file the attached Single Audit and Independent Auditor's Reports for the Year Ended June 30, 2019.

BACKGROUND

On November 17, 2015, the Executive Committee adopted Resolution No. 305 accepting grant funding in the amount of \$5,000,000 from the Los Angeles/Long Beach UASI program to fund a project to establish a communications system that would integrate with the Interagency Communications Interoperability System (ICI System) network and provide South Bay public safety agencies with wide area and interoperable communications capabilities throughout the Los Angeles County region. The grant is administered locally by the City of Los Angeles, and the Authority is a subrecipient of its grant. This grant project eventually came to be known locally as the Interoperability Network of the South Bay (INSB) project.

DISCUSSION

Under the terms of its subaward agreement with the City of Los Angeles, the Authority is a subject to the provisions set forth in 2 CFR Part 200 Subpart F ("Audit Requirements"). The agreement mandates the Authority to comply with all provisions applicable to a non-Federal entity and an "auditee" (as defined in 2 CFR §200.6) as set forth in such Audit Requirements, including the requirement to conduct a single audit when expenditures exceed \$750,000 in a fiscal year.

The Pun Group LLP, the Authority's independent auditing firm, has completed the audit of the Authority's fiscal activities related to its UASI 2016 grant for the fiscal year ended June

30, 2019. Accordingly, they have issued the Authority's Single Audit and Independent Auditors' Reports for the period.

The Authority had \$1,602,473 in UASI 2016 grant expenditures during Fiscal Year 2018-2019. In the auditors' opinion, the Authority complied, in all material respects, with the types of compliance requirements that could have a direct and material effect on its federal program expenditures for the year ended June 30, 2019. Additionally, the auditors did not identify any deficiencies in internal control over compliance that it considers a material weakness. In the auditors' opinion, the Authority's Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the Authority's financial statements for the year ended June 30, 2019 as a whole.

FISCAL IMPACT

None.

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Attachment 1

South Bay Regional Public Communications Authority

Hawthorne, California

Single Audit and Independent Auditors' Reports

For the Year Ended June 30, 2019



South Bay Regional Public Communications Authority

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Independent Auditors' Reports:

**Report on Internal Control Over Financial Reporting and on Compliance and
Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards* 1**

**Report on Compliance for Each Major Federal Program;
Report on Internal Control Over Compliance; and Report on the Schedule
of Expenditures of Federal Awards Required by the Uniform Guidance 3**

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Notes to the Schedule of Expenditures of Federal Awards 6

Schedule of Findings and Questioned Costs..... 7

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Independent Auditors' Report

To the Board of Directors
of the South Bay Regional Public Communications Authority
Hawthorne, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the South Bay Regional Public Communications Authority, California (the "Authority") as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprises the Authority's basic financial statements, and have issued our report thereon dated February 12, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Authority's internal control over financial reporting ("internal control") to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

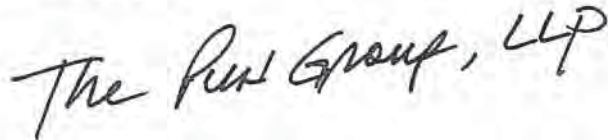
To the Board of Directors
of the South Bay Regional Public Communications Authority
Hawthorne, California
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Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "The PwC Group, LLP". The signature is written in a cursive, flowing style.

Santa Ana, California
February 12, 2020



**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM;
REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON THE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE**

Independent Auditors' Report

To the Board of Directors
of the South Bay Regional Public Communications Authority
Hawthorne, California

Report on Compliance for Each Major Federal Program

We have audited the South Bay Regional Public Communications Authority, California's (the "Authority") compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Authority's major federal programs for the year ended June 30, 2019. The Authority's major federal programs are identified in the summary of the auditors' results section of the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

Management is responsible for compliance with the federal statutes, regulations, and terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the Authority's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the "Uniform Guidance"). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Authority's compliance.

Opinion on Each Major Federal Program

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

Report on Internal Control Over Compliance

Management of the Authority is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Authority's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over compliance.

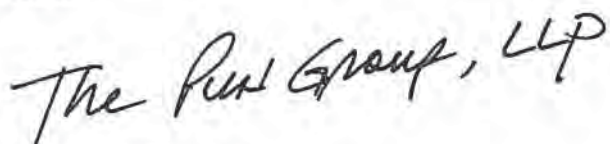
A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the Authority as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements. We issued our report thereon dated February 12, 2020, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinion on the financial statements that collectively comprise the basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the basic financial statements as a whole.



Santa Ana, California
February 12, 2020

South Bay Regional Public Communications Authority
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2019

Federal Grantor/Pass-Through Grantor Program Title	Federal CFDA Number	Agency or Pass-Through Number	Federal Expenditures
U.S. Department of Homeland Security			
<i>Pass-through the City of Los Angeles:</i>			
Homeland Security Grant Program	97.067	EM W-2016-SS-00102	\$ 1,602,473
Total Homeland Security Grant Program			<u>1,602,473</u>
Total U.S. Department of Homeland Security			<u>1,602,473</u>
Total Expenditures of Federal Awards			<u><u>\$ 1,602,473</u></u>

See accompanying Notes to the Schedule of Expenditures of Federal Awards.

South Bay Regional Public Communications Authority
Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2019

Note 1 – Reporting Entity

The financial reporting entity, as defined by the Governmental Accounting Standards Board (“GASB”) Codification, consists of the primary government, which is the South Bay Regional Public Communications Authority, California (the “Authority”), organizations for which the primary government is financially accountable, and other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the Authority’s financial statements to be misleading or incomplete.

Note 2 – Summary of Significant Accounting Policies

Basis of Accounting

Funds received under the grant programs have been recorded within the grant fund of the Authority. The Authority’s financial statements are reported using the “economic resources” measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue when all eligibility requirements are met. The accompanying Schedule of Expenditures of Federal Awards (the “Schedule”) is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations (CFR)* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the “Uniform Guidance”). Therefore, some amounts presented in the Schedule may differ from amounts presented in, or used in, the preparation of Authority’s basic financial statements.

Schedule of Expenditures of Federal Awards

The accompanying Schedule presents the activity of all federal financial assistance programs of the Authority. Federal financial assistance received directly from federal agencies, as well as federal financial assistance passed through the City of Los Angeles, are included in the Schedule. The Schedule was prepared from only the accounts of various grant programs and, therefore, does not present the financial position or results of operations of the Authority.

Catalog of Federal Domestic Assistance (CFDA) Numbers

The CFDA numbers included in the accompanying Schedule were determined based on the program name, review of grant contract information, and the Office of Management and Budget’s Catalog of Federal Domestic Assistance.

Indirect Cost Rate

The Authority did not elect to use the 10% de minimis cost rate.

Subrecipient

There were no subrecipient for the year ended June 30, 2019.

South Bay Regional Public Communications Authority
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2019

Section I – Summary of Auditors’ Results

Financial Statements

Types of report the auditors issued on whether the financial statements audited were prepared in accordance with GAAP:	Unmodified
Internal control over financial reporting:	
• Material weakness(es) identified?	No
• Significant deficiency(ies) identified?	None Reported
Noncompliance material to financial statements noted?	No

Federal Awards

Internal control over major federal programs:	
• Material weakness(es) identified?	No
• Significant deficiency(ies) identified?	None Reported
Type of auditors’ report issued on compliance for major federal programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	No
Identification of major federal programs:	

CFDA Numbers	Name of Federal Program or Cluster	Federal Expenditures
97.067	Homeland Security Grant Program	\$ 1,602,473
	Total Expenditures of All Major Federal Programs	\$ 1,602,473
	Total Expenditures of Federal Awards	\$ 1,602,473
	Percent of Total Expenditures of Federal Awards	100%

Dollar threshold used to distinguish between type A and type B programs:	\$750,000
Auditee qualified as a low-risk auditee in accordance with 2 CFR 200.520?	No

South Bay Regional Public Communications Authority
Schedule of Findings and Questioned Costs (Continued)
For the Year Ended June 30, 2019

Section II – Financial Statement Findings

A. Current Year Findings – Financial Statement

No current year findings were noted.

B. Prior Year Findings – Financial Statement

No prior year findings were noted.

Section III – Federal Award Findings and Questioned Costs

A. Current Year Findings and Questioned Costs – Major Federal Award Program Audit

No current year findings were noted.

B. Prior Year Findings and Questioned Costs – Major Federal Award Program Audit

No prior year findings were noted.

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Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: March 17, 2020

ITEM NUMBER: G-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 a future meeting.

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 or an insurance policy providing coverage equivalent to or greater than the loss protections provided by such a fidelity bond. 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 a future 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. 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.

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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, or an insurance policy providing coverage to the Authority equivalent to or greater than the loss protections provided by such a fidelity 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, or an insurance policy providing coverage to the Authority equivalent to or greater than the loss protections provided by such a fidelity 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: _____

City Clerk

By: _____

Mayor

Dated: _____

CITY OF MANHATTAN BEACH

Attest: _____

City Clerk

By: _____

Mayor

Document comparison by Workshare 9.5 on Monday, March 2, 2020 4:01:22 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/RWGIMAN1/2361608/6
Description	#2361608v6<RWGIMAN1> - Second Amended and Restated Joint Powers Agreement (South Bay RPCA)
Rendering set	Standard

Legend:	
<u>Insertion</u>	
Deletion	
Moved from	
<u>Moved to</u>	
Style change	
Format change	
Moved deletion	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	79
Deletions	32
Moved from	1
Moved to	1
Style change	0
Format changed	0
Total changes	113

G - 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.

G - 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. 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.

Document comparison by Workshare 9.5 on Friday, January 24, 2020 4:34:50 PM

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Format changed	0
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Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: March 17, 2020

ITEM NUMBER: G-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 diligently on the Computer Aided Dispatch ("CAD") System Project. This work has primarily centered on the Authority's list High Priority Workflow and Functionality issues ("High Priorities"), which are issues with the software that must be corrected prior to the Authority transitioning to the system, and has included:

- Meeting with top representatives from Mark43 on February 25, 2020 to discuss the vendor's response to the Authority's High Priorities.
- In depth, line-by-line review of Mark43's response to the Authority's High Priorities throughout the weeks of February 25, 2020 and March 2, 2020.
- Meeting with top representatives from Mark43 on March 5, 2020 to follow-up on the Authority's High Priorities and timelines associated with resolution.
- Continued weekly on-site and web-based meetings with representatives from Mark43 to develop further understanding of the as-is state of the CAD software.

As a culmination of the work that the Authority has performed over the past three months, staff has determined that the CAD system is highly functional and meets all of the Authority's needs, with the following four (4) exceptions:

Global Geofile Issues

1. The system allows for the entry of incidents for locations that do not exist in the jurisdictional boundaries of the six (6) cities currently served by the Authority. This is problematic, as it allows call-takers to enter incidents that should be handled by other jurisdictions and creates the potential for delays in response by police and fire personnel.

Proposed Solution: *Mark43 is committed to resolving this issue in a future release of the software. Staff has been advised that Mark43 will provide details about the timeline associated with this resolution by March 13, 2020, after this report is published. Staff will provide updated information to the Executive Committee and User Committee at the March 17, 2020 meeting.*

2. Apartment, unit, and suite numbers associated with data provided by the 9-1-1 system do not automatically port into the address line of the CAD system. This requires the call-taker to manually enter these details into a separate field, thereby creating the potential for erroneous or omitted data entries. This is problematic, as erroneous or omitted data creates the potential for delays in response by police and fire personnel.

Proposed Solution: *Mark43 is committed to resolving this issue in a future release of the software. Staff has been advised that Mark43 will provide details about the timeline associated with this resolution by March 13, 2020, after this report is published. Staff will provide updated information to the Executive Committee and User Committee at the March 17, 2020 meeting.*

Fire Dispatching Issues

3. A fully functional Fire CAD with run card capabilities has not been developed. This lack of functionality is a critical gap that must be resolved in order to ensure fire calls are dispatched correctly and in an expeditious manner.

Proposed Solution: *Mark43 is in the process of developing its fully functional Fire CAD and has scheduled its release for July 2020, which will be deployed in Richmond, CA shortly thereafter. The Authority will be partnering with the software developers to guide them on user needs for fire dispatching and will be reviewing the various iterations of the Fire CAD throughout its development this spring.*

4. Call source data is not retained by the system or accessible to users. This is problematic because the Authority receives emergency calls from a variety of sources and a precise accounting of call source data is needed in order to demonstrate compliance with National Fire Protection Association standards related to call processing times for fire calls.

Proposed Solution: *Mark43 is committed to resolving this issue in a future release of the software. Staff has been advised that Mark43 will provide details about the timeline associated with this resolution by March 13, 2020, after this report is published. Staff will provide updated information to the Executive Committee and User Committee at the March 17, 2020 meeting.*

Additionally, Mark43 has advised that the CAD system stability issues that drastically impacted Fresno County have been practically resolved. Staff will be following-up with Fresno County staff to confirm this information. Additionally, Mark43 advised that its CAD deployment at the Jersey City Police Department in Jersey City, NJ has not experienced the stability issues encountered by Fresno County. Jersey City handles a call volume that is similar in size to both the Authority and Fresno County. Staff will be corresponding with Jersey City about their use of the CAD system and may conduct a site visit to more fully-investigate these issues.

In summary, the Authority continues to make good progress on this project, and staff is awaiting additional information regarding the timelines proposed by Mark43 for resolving our High Priorities. On March 24, 2020, staff will be providing an updated on this project to the Authority's three (3) Fire Chiefs and will begin discussions on fire-specific needs that have been presented. Based on the outcome of that meeting, staff anticipates beginning to work with Authority's General Counsel and the project consultant (Cit-Com) to develop a new agreement with Mark43 for the development and implementation of the CAD system. This agreement is anticipated to be submitted for the Executive Committee's approval in April or May of 2020.

FISCAL IMPACT

None at this time.

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Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: March 17, 2020

ITEM NUMBER: G-5

TO: Executive Committee

FROM: Erick B. Lee, Executive Director
John Krok, Administrative Services Manager

SUBJECT: PROPOSED CATASTROPHIC LEAVE POLICY

ATTACHMENTS: 1. Proposed Policy

RECOMMENDATION

Staff recommends that the Executive Committee direct staff to present the proposed Catastrophic Leave Policy to the Board of Directors for consideration at a future meeting.

DISCUSSION

Staff proposes the establishment of a Catastrophic Leave Policy. Under this policy, employees would have the ability to donate accrued leave to a Catastrophic Leave account for use by another employee who is unable to work due to a "Catastrophic Occurrence" experienced by the employee or his or her immediate family.

Such policy is contemplated in Section 7.14 of the Memorandum of Understanding between the Authority and its Management and Confidential Employees. Under that agreement, the employees are provided with the opportunity to donate accrued leave hours within the bargaining unit, subject to the Authority's right to develop policies regarding the determination of qualifying events and establishing limitations on the number of hours that can be donated. The proposed Catastrophic Leave Policy is intended to exercise the Authority's right to develop this policy. Additionally, the proposed policy would cover all of the Authority's full-time employees, regardless of bargaining unit, and allow donations of accrued leave time between employees of different bargaining units.

Under the policy, a "Catastrophic Occurrence" is a non-industrial, verifiable illness or injury which disables an individual. As it relates to an employee, the illness or injury is expected to preclude an employee from returning to work for an extended period of time estimated

to be greater than 30 calendar days and that forces the employee to exhaust all of his or her accumulated leave balances, resulting in a loss of compensation from the Authority.

“Catastrophic Occurrence” is intended to mean life threatening or physically debilitating occurrences, and to involve life-altering circumstances. Conditions that are short term in nature, including but not limited to common illnesses such as colds, influenza, measles or other illnesses or injuries, are not catastrophic. In addition, pregnancy, labor, and delivery are not catastrophic.

In accordance with the policy, an eligible employee would submit a written request for Catastrophic Leave. If the request met the criteria of the policy and is approved, the Authority would notify all employees that a request for Catastrophic Leave by the requesting employee has been approved and that donations of accrued leave time may be made on the requesting employee’s behalf. Such donated leave hours will be converted to Catastrophic Leave hours for use by the requesting employee. Some general provisions of the policy include:

- Catastrophic Leave requests shall not exceed an initial period of six months.
- One hour of leave donated by one employee will be considered equal to one hour of Catastrophic Leave for the receiving employee, no matter the hourly rates of the employees donating and receiving the leave hours. Catastrophic Leave will be paid at the receiving employee’s base rate of pay.
- Should the receiving employee not use all of the donated leave hours for the catastrophic illness or injury, any balance will revert to an Authority’s Catastrophic Leave Account for future use by employees with need for donated time pursuant to the provisions of this policy. Said leave will neither be retained by the recipient employee nor returned to the donor employee.

FISCAL IMPACT

Staff anticipates that this policy will be utilized infrequently. Additionally, costs associated with providing Catastrophic Leave to a requesting employee will be offset by reductions of accrued leave balances of donor employees.

G - 5
Attachment 1

PROPOSED CATASTROPHIC LEAVE POLICY

1. **BACKGROUND.** The Catastrophic Leave Policy establishes guidelines for the appropriate donation of leave by employees and the use of donated leave.

2. **DEFINITIONS.**

- A. "Catastrophic Occurrence" is a non-industrial, verifiable illness or injury which disables an individual. As it relates to an employee, the illness or injury is expected to preclude an employee from returning to work for an extended period of time estimated to be greater than 30 calendar days and that forces the employee to exhaust all of his or her accumulated leave balances, resulting in a loss of compensation from the Authority. "Catastrophic Occurrence" is intended to mean life threatening or physically debilitating occurrences, and to involve life-altering circumstances. Conditions that are short term in nature, including but not limited to common illnesses such as colds, influenza, measles or other illnesses or injuries are not catastrophic. In addition, pregnancy, labor, and delivery are not catastrophic.
- B. "Catastrophic Leave" is a type of paid leave with an initial authorization that shall not exceed six months due to a Catastrophic Occurrence as set forth in this policy.
- C. "Eligible Forms of Accrued Leave" means general leave, vacation leave, and/or sick leave that has been earned or accrued.
- D. "Eligible Recipient Employee" means a permanent full-time South Bay Regional Public Communications Authority Employee.
- E. "Immediate Family Member" means the employee's spouse, registered domestic partner, parent or child.

3. **POLICY.**

- A. Subject to the terms and conditions of this policy and subject to approval by the Executive Director, Authority employees may donate Eligible Forms of Accrued Leave to a Catastrophic Leave account established for use by an Eligible Recipient Employee because of a Catastrophic Occurrence to the Eligible Recipient Employee or his or her Immediate Family Member. An Eligible Recipient Employee can request use of donated Eligible Forms of Accrued Leave because of a Catastrophic Occurrence to him or herself or an Immediate Family Member.
- B. An employee must be an Eligible Recipient Employee to receive time from a Catastrophic Leave account.
- C. The Eligible Recipient Employee must present medical certification of catastrophic need. This certification shall be presented in advance of the absence, whenever possible.

- D. A request for Catastrophic Leave must be submitted by the Eligible Recipient Employee or his or her legally recognized representative, and the request must be approved by the Executive Director.
- E. The proposed Eligible Recipient Employee must exhaust all paid leave balances of compensatory time, administrative leave, floating holiday, vacation, holiday, and sick leave (if sick leave is available for the proposed Eligible Recipient Employee's use during the particular Catastrophic Occurrence) prior to becoming eligible to utilize Catastrophic Leave.
- F. The proposed Eligible Recipient Employee or, if incapacitated, the employee's legally recognized representative must agree to accept the donations if donations are approved under this policy.
- G. The Executive Director shall review the request and shall approve or deny the request from the Eligible Recipient Employee.
- H. The Executive Director shall establish the maximum amount of Eligible Forms of Accrued Leave that may be deposited into a Catastrophic Leave Account for the benefit of the Eligible Recipient Employee and reserves the right to adjust the maximum as appropriate. Upon approval of a request, the Administrative Services Manager shall notify all employees of the opportunity for them to donate Eligible Forms of Accrued Leave on behalf of the Eligible Recipient Employee and the timelines associated with making such donations.
- I. If an Eligible Recipient Employee needs additional Catastrophic Leave time, he or she will be required to submit a request for continuation of Catastrophic Leave to the Administrative Services Manager. Requests for continuation of leave shall be approved or denied by the Executive Director.
- J. All determinations regarding the use of Catastrophic Leave are made at the Authority's discretion and shall be final and non-grievable.

4. PROCEDURES FOR ELIGIBLE RECIPIENT EMPLOYEE.

- A. The proposed Eligible Recipient Employee or, if incapacitated, the employee's legally recognized representative shall submit to the Administrative Services Manager a signed written request on a form provided by the Authority requesting Catastrophic Leave. This request may be made after the employee has exhausted all of his/her paid leave balances as described in Section 3.D of this policy. Once all of the employee's available paid leave time and other available options have been exhausted, donated Catastrophic Leave time may be utilized immediately after it is approved.
- B. Upon receipt of a request, the Administrative Services Manager shall review the request for qualification under this policy, verify that the employee has exhausted all of his or her accrued leave, and submit a written recommendation for approval or denial to the Executive Director.

- C. Upon approval of a written request by the Executive Director and verification that all required forms have been executed, any donated accrued leave hours will be deposited into a Catastrophic Leave Account for the benefit of the Eligible Recipient Employee.
- D. The Eligible Recipient Employee or, if incapacitated, the employee's legally recognized representative will be required to provide verification of the illness or injury, for the employee or Immediate Family Member (as the case may be), from an attending physician before and while using time donated under this policy. All information provided by the attending physician will remain confidential, except as otherwise required by law.
- E. The Eligible Recipient Employee may make additional requests for leave, if additional donated leave hours are needed.
- F. Should the Eligible Recipient Employee not use all of the donated time for the catastrophic illness or injury, any balance will revert to an Authority Catastrophic Leave Account for future use by employees with need for donated time pursuant to the provisions of this policy. Said leave will neither be retained by the Eligible Recipient Employee for whom it was donated to, nor returned to the donor employee.
- G. Payments to the employee on Catastrophic Leave are subject to required payroll deductions.
- H. While on Catastrophic Leave, the employee shall not accrue any vacation or sick leave.

5. PROCEDURES FOR DONOR EMPLOYEE.

- A. Employees who desire to voluntarily donate Eligible Forms of Accrued Leave shall use the "Donation of Leave Form" to make donations of accrued leave and submit the form to the Administrative Services Manager. All donations will be reviewed for compliance with this policy. After review and approval, the form will be forwarded to Payroll for action and adjustment to the donor's accrued leave balances and the recipient's Catastrophic Leave Account.
- B. An employee may not donate Eligible Forms of Accrued Leave which would reduce his or her total accrued sick leave balance to less than 40 hours after the donation.
- C. Employees who have announced their separation from Authority service are not eligible to make donations of Eligible Forms of Accrued Leave.
- D. The donation of Eligible Forms of Accrued Leave is final, irrevocable and irreversible.

6. GENERAL PROVISIONS.

- A. Any information on the usage of the Catastrophic Leave Accounts and status of the Authority Catastrophic Leave Account is considered private and confidential and will not be made known without the approval of the recipient employee or designated legal representative or except as otherwise required by law. Reports for Authority authorized use will reveal information only to the extent permissible under applicable privacy and other laws. To minimize the chance of undue pressure or coercion, the identity of donors will not be revealed in any report.
- B. One hour of an Eligible Form of Accrued Leave from one employee will be considered equal to one hour of Catastrophic Leave for the receiving employee, no matter the hourly rates of the employees donating and receiving the leave hours. Catastrophic Leave will be paid at the receiving employee's base rate of pay.
- C. Benefits under this policy will be coordinated with benefits or compensation from all other Authority associated sources. Under no circumstances may a recipient employee receive more in combined compensation from the program established under this policy and all other Authority associated sources than the employee would have received had the employee continued working. If the employee is receiving long-term disability benefits, the amount of accrued leave under the Catastrophic Leave Program shall be in an amount that is no greater than the employee would have received had the employee continued working.
- D. The donor employee who surrenders accrued leave is not required to recognize compensation for the value of accrued leave surrendered to the leave bank. State and Federal income tax on the value of time donated shall be deducted from the recipient employee's pay at the time the donated hours are used. All applicable taxes and withholding will be handled as required by applicable law or regulation.
- E. Participation in the Catastrophic Leave Program does not affect an employee's right to Family and Medical Leave (FMLA) and/or leave pursuant to the California Family Rights Act (CFRA). Time paid through this program will be charged as FMLA and/or CFRA as long as the employee meets the eligibility requirements and the leave has been designated as FMLA or CFRA.
- F. Except as otherwise required by law, the benefits under this policy may not be used to delay the effective date of an employee's disability retirement under the California Public Employees Retirement System.

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

FEBRUARY 18, 2020

A. CALL TO ORDER

The Executive and User Committees convened in a special joint session at 2:04PM on February 18, 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: City Manager Bruce Moe, City of Manhattan Beach
City Manager Clint Osorio, City of Gardena (arrived 2:05PM)
Chief Mike Ishii, Hawthorne Police Department (Alternate for Mr. Shadbehr)
Chief Mike Saffell, Gardena Police Department (arrived 2:05PM)
Chief Derrick Abell, Manhattan Beach Police Department
Chief Daryn Drum, Manhattan Beach Fire Department (arrived 2:07PM)

Absent: Interim City Manager Arnie Shadbehr, City of Hawthorne

Also Present: Chief Bill Whalen, El Segundo Police Department
Chief Chris Donovan, El Segundo Fire Department
Executive Director Erick Lee
Administrative Services Manager John Krok
Operations Manager Shannon Kauffman
Finance & Performance Audit Manager Vanessa Alfaro
Executive Assistant Clara Choi
Kelsey Laurent, Mark43
Laura Kalty, Liebert Cassidy Whitmore

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

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

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

None.

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Preliminary Fiscal Year 2020-2021 Budget

Executive Director Lee presented the Preliminary Fiscal Year 2020-2021 Budget.

MOTION: City Manager Osorio moved to accept the preliminary budget and bring back to the Board of Directors for adoption. The motion was seconded by Chief Ishii and passed by unanimous voice vote.

2. Pension and Other Post-Employment Benefits Unfunded Liabilities

Executive Director Lee presented and recapped the Authority's pension and OPEB unfunded liabilities. He also presented strategies for addressing these issues.

MOTION: City Manager Osorio moved to 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.

The motion was seconded by Chief Ishii and passed by unanimous voice vote.

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

City Manager Moe requested that this item be continued to the next meeting. The Executive Committee agreed to continue the item to the March 2020 meeting.

4. Update on Computer Aided Dispatch System Project with Mark43

Executive Director Lee provided update on the Computer Aided Dispatch System project. He advised that timelines for outstanding, needed system functionality are anticipated to be received from Mark43 by February 21, 2020.

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

Executive Director Lee presented Phase One of the Feasibility Study for the City of Redondo Beach and its staffing requirements..

MOTION: Chief Ishii moved to approve Phase one of the Feasibility Study for the City of Redondo Beach. The motion was seconded by City Manager Osorio and passed by unanimous voice vote.

I. **USER COMMITTEE GENERAL BUSINESS**

1. Minutes from Regular Meeting – January 21, 2020.

MOTION: Chief Ishii moved to approve the Minutes from January 21, 2020. 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, and the Phase Two Feasibility Study the City of Palos Verdes Estates.

K. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

None.

L. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

At 2:53PM, 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: Liebert Cassidy Whitmore & Executive Director

Employee Organization: Teamsters Local 911

The meeting returned to open session at 3:17PM with no action taken in closed session.

M. **ADJOURNMENT**

The meeting adjourned at 3:17PM.

H - 2



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: March 17, 2020

ITEM NUMBER: H-2

TO: User Committee

FROM: Erick B. Lee, Executive Director

SUBJECT: STAFFING CONTINGENCY PLAN

ATTACHMENTS: None

The User Committee will be provided an oral report on the Authority's plan to operate if a widespread emergency prevents employees from being able to report to work.

I



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: March 17, 2020

ITEM: I

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

FROM: Erick B. Lee, Executive Director

SUBJECT: EXECUTIVE DIRECTOR'S REPORT

ATTACHMENTS: None

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

- Recruitment of Communications Operators
- Update on the Manhattan Beach Water Tower Site
- Recent UASI Grant Monitoring Visit by the City of Los Angeles