

**REGULAR JOINT MEETING OF THE EXECUTIVE COMMITTEE AND THE USER  
COMMITTEE**

**TUESDAY, MAY 19, 2020, 2:00 PM**

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**

**CONDUCTED VIA TELECONFERENCE**

PLEASE NOTE: PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER NO. N-29-20, MEMBERS OF THE EXECUTIVE COMMITTEE, USER COMMITTEE, AND STAFF WILL PARTICIPATE IN THIS MEETING VIA A TELECONFERENCE. IN THE INTEREST OF MAINTAINING APPROPRIATE SOCIAL DISTANCING, THE AUTHORITY ENCOURAGES THE PUBLIC TO PARTICIPATE AND TO PROVIDE COMMENTS ON AGENDA ITEMS OR OTHER SUBJECT MATTER WITHIN THE JURISDICTION OF THE BOARD OF DIRECTORS, EXECUTIVE COMMITTEE, AND/OR USER COMMITTEE BY JOINING:

**Link:** <https://global.gotomeeting.com/join/838807333>

**United States:** +1 (571) 317-3122

**Access Code:** 838-807-333

**A. CALL TO ORDER**

**B. ROLL CALL BY EXECUTIVE DIRECTOR**

1. Executive Committee
2. User Committee

**C. PUBLIC DISCUSSION**

In the interest of maintaining appropriate social distancing, members of the Executive Committee, User Committee, and staff will participate in this meeting via teleconference. The Authority encourages the public to participate by using one of the following options for public comments:

- Email your public comment to [cchoi@rcc911.org](mailto:cchoi@rcc911.org) by 7:30 AM, the day of the meeting and have your comment available to Executive Committee and the public.
- Call (310) 973-1802 ext.100 and leave a message by 7:30 AM, the day of the meeting.

**D. EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from April 14, 2020, Special Meeting  
**APPROVE**
2. Minutes from April 28, 2020, Special Meeting  
**APPROVE**
3. Minutes from May 7, 2020, Special Meeting  
**APPROVE**
4. Check Register and Budget Transfers - April 2020  
**RECEIVE AND FILE**
5. Cash & Investments Report/March 31, 2020  
**RECEIVE AND FILE**

6. Side Letter Agreement Amending the July 1, 2017 to June 30, 2020 Memorandum of Understanding with the California Teamsters Public, Professional and Medical Employees Union Local 911  
**APPROVE**
7. Side Letter Agreement Amending the July 1, 2019 to June 30, 2022 Memorandum of Understanding with Management and Confidential Employees  
**APPROVE**
8. Approve Payment to the City of Hawthorne in the Amount of \$64,494 for Services Related to the Authority's Continued use of the Tiburon Computer Aided Dispatch System  
**APPROVE**
9. Approval of a Change Purchase Order to Richards Watson Gershon in the Amount of \$30,000 for a Total Not-To-Exceed Amount of \$95,000 for Legal Services  
**APPROVE**

**E. ITEMS TO REMOVE FROM CONSENT CALENDAR**

**F. EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Update on Computer Aided Dispatch System Project with Mark43  
**RECEIVE AND FILE**
2. Fiscal Year 2020-2021 Budget Discussion  
**PROVIDE DIRECTION**

**G. USER COMMITTEE GENERAL BUSINESS**

1. Minutes from April 14, 2020, Special Meeting  
**APPROVE**

**H. EXECUTIVE DIRECTOR'S REPORT**

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

**J. EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

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

If you are an individual with a disability and need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act ("ADA") please contact the Executive Assistant at [schedule@rcc911.org](mailto:schedule@rcc911.org) prior to the meeting for assistance.

4. THREAT TO PUBLIC SERVICES

Pursuant to Government Code Section 54957(a)

The Executive Committee will conduct a closed session with General Counsel on a matter posing a threat to the public's right of access to public services or public facilities related to COVID-19.

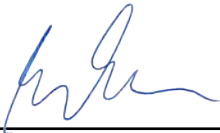
**K. ADJOURNMENT**

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Posting Place: 4440 W. Broadway, Hawthorne, CA 90250 and [www.rcc911.org](http://www.rcc911.org)

Posting Date/Time: May 14, 2020/12:00PM

Signature:

A handwritten signature in blue ink, appearing to read "Erick B. Lee", is written over a horizontal line.

Erick B. Lee, Executive Director

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

**APRIL 14, 2020**

**A. CALL TO ORDER**

The Board of Directors, Executive Committee and User Committee convened in a special joint session at 2:08PM on April 14, 2020 by teleconference.

**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 Derrick Abell, Manhattan Beach Police Department  
Chief Daryn Drum, Manhattan Beach Fire Department  
Chief Mike Saffell, Gardena Police Department

Also Present: Executive Director Erick B. Lee  
Operations Manager Shannon Kauffman  
Administrative Services Manager John Krok  
Finance and Performance Audit Manager Vanessa Alfaro  
Executive Assistant Clara Choi  
Jennifer Petrusis, Richards Watson Gershon  
Diana Chuang Richards Watson Gershon  
Carl Jacobson

**C. PUBLIC DISCUSSION**

None.

**D. BOARD OF DIRECTORS GENERAL BUSINESS**

1. Minutes from March 17, 2020, Special Meeting  
**MOTION:** Councilmember Tanaka moved to approve the Minutes. The motion was seconded by Councilmember Awad and passed by unanimous roll call vote.
2. Minutes from March 17, 2020, Regular Meeting  
**MOTION:** Councilmember Awad moved to approve the Minutes. The motion was seconded by Councilmember Stern and passed by unanimous roll call vote.
3. Resolution Proclaiming the Existence of a Local Emergency  
**MOTION:** Councilmember Stern moved to adopt the Resolution. The motion was seconded by Councilmember Tanaka and passed by unanimous roll call vote.
4. Continuity of Operations Discussion; and Appropriation of \$200,000 to Fund Emergency Purchases Needed to Address the COVID-19 Pandemic  
**MOTION:** Councilmember Awad moved to approve the Appropriation. The motion was seconded by Councilmember Stern and passed by unanimous roll call vote.

5. Designation of Applicant's Agent Resolution for Non-State Agencies  
**MOTION:** Councilmember Awad moved to adopt the Resolution. The motion was seconded by Councilmember Tanaka and passed by unanimous roll call vote.
6. Appropriation of the Fiscal year 2019-2020 Operational and Capital Reserve in the Amount of \$1,255,153 for Contingency Expenses  
**MOTION:** Councilmember Awad moved to approve the Appropriation. The motion was seconded by Councilmember Tanaka and passed by unanimous roll call vote.
7. Emergency Telecommuting Policy; and Wireless Phone Reimbursement During State of Emergency Policy  
**MOTION:** Councilmember Awad moved to approve the Policies. The motion was seconded by Councilmember Stern and passed by unanimous roll call vote.
8. Proposed Second Amended and Restated Joint Powers Agreement; and Resolution Approving Amended By-Laws of the Authority  
**MOTION:** Councilmember Tanaka moved to direct staff to coordinate consideration of the agreement by the member cities and adopt the Resolution. The motion was seconded by Councilmember Awad and passed by unanimous roll call vote.
9. Resolution Adopting an Amended Statement of Investment Policy; and Direction as to Investment of Surplus Funds  
**MOTION:** Councilmember Awad moved to adopt the Resolution and approve the investment program as recommended by staff. The motion was seconded by Councilmember Tanaka and passed by unanimous roll call vote.
10. Appropriation of \$120,000 to Fund Additional Technical Services Division Purchases to upfit Public Safety Vehicles  
**MOTION:** Councilmember Awad moved to approve the Appropriation. The motion was seconded by Councilmember Stern and passed by unanimous roll call vote.

**E. EXECUTIVE COMMITTEE CONSENT CALENDAR**

**MOTION:** Chief Ishii moved to approve the Consent Calendar, Item Numbers 1-9. The motion was seconded by City Manager Moe and passed by unanimous roll call vote.

1. Minutes from March 17, 2020, Special Meeting  
**APPROVE**
2. Minutes from March 17, 2020, Regular Meeting  
**APPROVE**
3. Check Register for March 2020  
**RECEIVE AND FILE**
4. Agreement with Xcel Mechanical Systems Incorporated for the Service and Repair of Heating, Ventilation, and Air Conditioning Equipment at the Headquarters Facility; and Approve a Corresponding Purchase Order in an Amount Not to Exceed \$50,000 for These Services  
**APPROVE**
5. Updated Publicly Available Pay Schedule  
**APPROVE**

6. Fiscal Year 2019-2020 Q3 Budget Performance Report  
**RECEIVE AND FILE**
7. Approve a Blanket Purchase Order to Commline, Inc. for Equipment and Supplies in a Total Amount Not to Exceed \$120,000  
**APPROVE**
8. Approval of Executive Director to Work Remotely as Necessary and Appropriate Under the Emergency Telecommuting Policy  
**APPROVE**
9. Update on Computer Aided Dispatch System Project with Mark43  
**RECEIVE AND FILE**

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

None.

**G. EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Ratification of an Agreement Executed by the Executive Director as an Emergency Purchase with AMBK Incorporated DBA Bio SoCal for On-Call and as Needed Biohazard Cleaning, Remediation and Disinfection Services in an Amount Not to Exceed \$100,000; and Approve a Purchase Order to AMBK Incorporated DBA Bio SoCal in an Amount Not to Exceed \$100,000 for Such Services  
**MOTION:** Chief Ishii moved to approve Ratification. The motion was seconded by City Manager Osorio and passed by unanimous roll call vote.

**H. USER COMMITTEE GENERAL BUSINESS**

**MOTION:** Chief Drum moved to approve both minutes. The motion was seconded by Chief Abell and passed by unanimous roll call vote.

1. Minutes from March 17, 2020, Special Meeting  
**APPROVE**
2. Minutes from March 17, 2020, Regular Meeting  
**APPROVE**

**I. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lee provided updates on Communications Operator recruitment, the Manhattan Beach Water Tower rehabilitation project, the Phase Two Feasibility Study for Palos Verdes Estates, and National Public Safety Telecommunicators Week.

**J. BOARD OF DIRECTORS, EXECUTIVE, AND USER COMMITTEES' COMMENTS**

No comments.

**K. BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

At 2:44PM, the Board of Directors and Executive Committee entered into closed session to discuss the following items.

1. THREAT TO PUBLIC SERVICES OR FACILITIES  
Pursuant to Government Code Section 54957(a)

The Board of Directors and Executive Committee will conduct a closed session with General Counsel on a matter posing a threat to the public's right of access to public services or public facilities related to COVID-19.

The meeting returned to open session at 3:08PM with no action taken during closed session.

**L. ADJOURNMENT**

The meeting adjourned at 3:12PM.



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**A. CALL TO ORDER**

The Executive Committee convened in a special meeting at 3:04PM on April 28, 2020 by teleconference.

**B. ROLL CALL BY EXECUTIVE DIRECTOR**

Present: 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)

Also Present: Executive Director Erick Lee  
Jennifer Petrusis, Richards Watson Gershon

**C. PUBLIC DISCUSSION**

None.

**D. EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

At 3:09PM, the Executive Committee entered in a closed session to discuss the following item.

1. PUBLIC EMPLOYMENT  
Title: Executive Director

**E. RECONVENE INTO OPEN SESSION**

The meeting returned to open session at 3:42PM.

**F. CLOSED SESSION ANNOUNCEMENT IN OPEN SESSION**

Ms. Petrusis announced that the Executive Committee did not take any action in closed session.

**G. ADJOURNMENT**

The meeting adjourned at 3:43PM.

D-3

**A. CALL TO ORDER**

The Executive Committee convened in a special meeting at 4:02PMPM on May 7, 2020 by teleconference.

**B. ROLL CALL BY EXECUTIVE DIRECTOR**

Present: 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)

Also Present: Executive Director Erick Lee  
Jennifer Petrusis, Richards Watson Gershon

**C. PUBLIC DISCUSSION**

None.

**D. EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

At 4:05PM, the Executive Committee entered in a closed session to discuss the following item.

1. PUBLIC EMPLOYMENT  
Title: Executive Director

**E. RECONVENE INTO OPEN SESSION**

The meeting returned to open session at 4:11PM.

**F. CLOSED SESSION ANNOUNCEMENT IN OPEN SESSION**

Ms. Petrusis announced the Executive Committee unanimously voted to:

- Accept Erick Lee's resignation as Executive Director effective as of May 27, 2020
- Direct Erick Lee to work with the City of Manhattan Beach's Human Resources Department to conduct a recruitment process to fill the position of Executive Director
- Appoint John Krok as Acting Executive Director effective May 28, 2020

**G. ADJOURNMENT**

The meeting adjourned at 4:13PM.

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## Check Register FY 2019-20

April 2020

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
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April 3, 2020	\$114,527.46	
April 10, 2020	\$172,447.48	
April 17, 2020	\$65,650.73	
April 24, 2020	\$113,005.79	

Accounts Payable Total	\$465,631.46	
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### Payroll Checks Issued Date

April 10, 2020	\$175,324.72	
April 24, 2020	\$176,824.82	

Payroll Total	\$352,149.54	
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Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1736	4/3/2020	00012	CALIFORNIA WATER SERVICE4675328235	3/17/2020	WATER SERV HQ/ 2/15/20-3/1	270.12	270.12
1737	4/3/2020	00069	SOUTHERN CALIFORNIA EDI\$2-23-553-5986	3/17/2020	ELECTRICITY SERVICE	8,062.95	
			2-03-672-6511	3/20/2020	ELEC SERV PUNTA/ 2/19/20-3	590.47	8,653.42
54944	4/3/2020	00867	& INVESTIGATION SERVICES,2020-03-019	3/19/2020	PRE-EMPLOYMENT POLYGR	200.00	200.00
54945	4/3/2020	00482	A-A BACKFLOW TESTING & M71113	3/9/2020	ANNUAL BACKFLOW TESTIN	128.00	128.00
54946	4/3/2020	00014	CDW GOVERNMENT, INC. XGQ9560	3/17/2020	BILLABLE PARTS	418.85	418.85
54947	4/3/2020	00017	CHEM PRO LABORATORY, IN660484	3/23/2020	HQ MAINTENANCE	86.50	86.50
54948	4/3/2020	00225	COMMLINE INC 0210367-IN	3/30/2020	OUTSIDE TECH SVC-TOWER	15,000.00	
			0209264-IN	3/23/2020	COVID-19: CHARGERS NEED	201.09	15,201.09
54949	4/3/2020	00407	COSCO FIRE PROTECTION IN1000469943	3/10/2020	ALARM SYSTEM SERVICING	965.79	965.79
54950	4/3/2020	00731	D & R ELECTRONICS IN250005578	3/24/2020	VEHICLE OUTFITTING PARTS	4,990.00	4,990.00
54951	4/3/2020	00899	DELL EMC 10381304722	3/18/2020	SERVER CLUSTER STORAGE	47,334.07	47,334.07
54952	4/3/2020	00008	FEDERAL SIGNAL CORP 7453208	3/30/2020	BILLABLE PARTS	4,835.01	
			7445857	3/19/2020	BILLABLE PARTS	2,478.60	7,313.61
54953	4/3/2020	00027	HAVIS INC. IN620039	3/17/2020	BILLABLE PARTS	2,220.61	2,220.61
54954	4/3/2020	00880	JUAN CHAVEZ LANDSCAPINGINV0518	3/30/2020	HQ FACILITY LANDSCAPE SE	450.00	450.00
54955	4/3/2020	00760	LAWLES ENTERPRISES, INC. 11337	4/1/2020	RECRUITMENT COSTS	6,300.00	
			11338	4/1/2020	RECRUITMENT COSTS	105.00	6,405.00
54956	4/3/2020	00442	LAWSON PRODUCTS, INC. 9307459255	3/12/2020	BILLABLE PARTS	488.67	
			9307462912	3/13/2020	BILLABLE PARTS	209.39	698.06
54957	4/3/2020	00028	LEVY CO., INC., DAVID SI297316	3/19/2020	VEHICLE OUTFITTING PARTS	236.08	236.08
54958	4/3/2020	00671	MARC R. COHEN, MD EMSMD-08	3/31/2020	MEDICAL DIRECTOR SVCS	5,083.33	5,083.33
54959	4/3/2020	00047	MOTOROLA SOLUTIONS, INC.8280937726	3/26/2020	BILLABLE PARTS	3,307.34	3,307.34
54960	4/3/2020	00145	SETINA MFG CO INC 201774	3/26/2020	BILLABLE PARTS	347.11	347.11
54961	4/3/2020	00803	SPARKLETTS 18193479 03202	3/20/2020	WATER FILTRATION SYSTEM	40.00	40.00
54962	4/3/2020	00815	SUN WIRELESS 20127	3/10/2020	TROUBLESHOOT COMMUNIC	6,681.72	6,681.72
54963	4/3/2020	00128	VERAMENDI, JANNETTE 040320	4/3/2020	REIMBURSEMENT FOR 3/13/	60.38	60.38
54964	4/3/2020	00171	VERIZON WIRELESS 9850742718	3/18/2020	CELL PH. CHGS: 2/19/20-3/18,	221.16	221.16
54965	4/3/2020	00063	WHELEN ENGINEERING CO., 696080	3/18/2020	BILLABLE PARTS	2,000.22	2,000.22
54966	4/3/2020	00067	XCEL MECHANICAL SYSTEM\$21590	3/4/2020	VALVE REPLACEMENT	735.00	
			21374	1/16/2020	EMERGENCY COOLING AND	480.00	1,215.00
Sub total for UNION BANK:							114,527.46

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Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20107	4/10/2020	00219	INTERNAL REVENUE SERVICE	Ben29610	4/10/2020	FEDERAL WITHHOLDING TAX	38,994.26	38,994.26
20108	4/10/2020	00223	EMPLOYMENT DEVEL DEPT	Ben29614	4/10/2020	STATE DISABILITY INSURANC	15,132.63	15,132.63
20109	4/10/2020	00222	STATE DISBURSEMENT UNIT	Ben29618	4/10/2020	SUPPORT: PAYMENT	184.62	184.62
20110	4/10/2020	00058	CALPERS	Ben29612	4/10/2020	PERS RETIREMENT: PAYMEN	37,409.12	37,409.12
20111	4/10/2020	00221	ICMA RETIREMENT TRUST	Ben29616	4/10/2020	DEFERRED COMPENSATION	15,615.43	15,615.43
20112	4/10/2020	00058	CALPERS	1000000159861	3/16/2020	HEALTH PREMIUMS - APRIL 2	56,759.44	56,759.44
20113	4/1/2020	00696	GUARDIAN	533654-04	3/20/2020	GUARDIAN - DENTAL, VISION,	6,088.01	6,088.01
54967	4/10/2020	00217	CALIFORNIA TEAMSTERS UN	Ben29606	4/10/2020	UNION DUES TEAMSTERS: P	2,006.00	2,006.00
54968	4/10/2020	00218	CWA LOCAL 9400	Ben29608	4/10/2020	UNION DUES CWA: PAYMENT	257.97	257.97
Sub total for UNION BANK:							172,447.48	



Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1738	4/17/2020	00012	CALIFORNIA WATER SERVICE5550731926	3/31/2020	FIRE PROTECTION SERVICE,	81.08	81.08
1739	4/17/2020	00069	SOUTHERN CALIFORNIA EDIS2-19-337-1549	4/4/2020	ELEC SERV GRANDVIEW/ 3/3	144.27	144.27
1740	4/17/2020	00621	FIRST BANKCARD				
		00169	GOLDEN WEST COLLEGE 1271	3/6/2020	POST TRAINING COURSES	1,050.00	
		00919	HYATT REGENCY LA JOLLA 5004354501	3/4/2020	CAL NENA HOTEL ROOM	940.40	
		00466	AMAZON MARKETPLACE 111-5368291-99	3/14/2020	COVID-19: OFFICE EQUIPMEI	727.20	
		00921	VCITA 031120	3/21/2020	RECRUITMENT APPOINTMEN	588.00	
		00466	AMAZON MARKETPLACE 113-7051721-59	3/30/2020	COVID-19: DISINFECTING PR	428.44	
		00912	ADDISON DISTRIBUTING INC.3197A	3/18/2020	COVID-19: OFFICE SUPPLIES	422.25	
		00014	CDW GOVERNMENT, INC. 1C1HND1	3/27/2020	COVID-19: OFFICE SUPPLIES	334.11	
		00922	MARINA GRAPHIC CENTER 117974	3/9/2020	RECRUITMENT BROCHURE F	303.19	
		00466	AMAZON MARKETPLACE 111-1511313-49	2/28/2020	OFFICE EQUIPMENT	286.62	
		00466	AMAZON MARKETPLACE 111-5810652-28	3/5/2020	OFFICE EQUIPMENT	286.62	
		00586	BEST BUY STORE# 104 BBY01-8056991	3/24/2020	COVID-19: OFFICE SUPPLIES	264.58	
		00466	AMAZON MARKETPLACE 114-7058084-74	3/30/2020	COVID-19: TECH SHOP GLOV	253.58	
		00913	RELIANT HIRING JOB FAIR 5899756	3/28/2020	JOB FAIR	250.00	
		00035	HOME DEPOT CREDIT SERVIO0620	3/16/2020	GENERAL TECHNICAL SUPPI	231.91	
		00466	AMAZON MARKETPLACE 111-5377486-17	3/22/2020	COVID-19: FURNITURE SLEE	229.89	
		00610	DIRECTV 37323440057	3/5/2020	CABLE SERVICE	224.71	
		00466	AMAZON MARKETPLACE 111-5812218-61	3/20/2020	COVID-19: FURNITURE SLEE	216.07	
		00466	AMAZON MARKETPLACE 114-6232683-16	3/26/2020	COVID-19: OFFICE SUPPLIES	213.51	
		00466	AMAZON MARKETPLACE 112-9585880-44	3/20/2020	COVID-19: OFFICE SUPPLIES	202.80	
		00466	AMAZON MARKETPLACE 113-1283253-15	3/30/2020	COVID-19: OFFICE SUPPLIES	198.40	
		00466	AMAZON MARKETPLACE 114-8214651-46	3/25/2020	COVID-19: OFFICE SUPPLIES	190.44	
		00466	AMAZON MARKETPLACE 111-6665623-67	3/20/2020	COVID-19: OFFICE SUPPLIES	187.40	
		00466	AMAZON MARKETPLACE 111-3752026-88	3/20/2020	COVID-19: FURNITURE SLEE	184.69	
		00199	GOVT FINANCE OFFICERS AS612125	3/23/2020	GOVT ACCOUNTING EDUCAT	170.00	
		00466	AMAZON MARKETPLACE 113-1452214-50	3/29/2020	COVID-19: OFFICE SUPPLIES	167.35	
		00466	AMAZON MARKETPLACE 111-4595653-56	3/21/2020	COVID-19: FURNITURE SLEE	165.36	
		00466	AMAZON MARKETPLACE 111-8738242-31	3/15/2020	COVID-19: OFFICE SUPPLIES	154.28	
		00905	LOGMEIN 192075238	3/18/2020	CONFERENCE CALL SERVI	152.28	
		00466	AMAZON MARKETPLACE 113-1833827-62	3/5/2020	OFFICE SUPPLIES	149.16	
		00877	TRAINHR 44675	3/17/2020	COVID-19: ONLINE TRAINING	145.00	
		00466	AMAZON MARKETPLACE 113-6797440-44	3/30/2020	COVID-19: OFFICE SUPPLIES	127.84	

Bank : union UNION BANK

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
00466		AMAZON MARKETPLACE	113-5501382-69	3/29/2020	COVID-19: JANITORIAL SUPP	125.44	
00466		AMAZON MARKETPLACE	1137985684-564	3/29/2020	COVID-19: OFFICE SUPPLIES	119.02	
00466		AMAZON MARKETPLACE	112-5567700-18	3/23/2020	COVID-19: JANITORIAL SUPP	116.46	
00466		AMAZON MARKETPLACE	3432093-394587	3/14/2020	COVID-19: OFFICE SUPPLIES	115.50	
00466		AMAZON MARKETPLACE	111-3939433-94	3/13/2020	OFFICE EQUIPMENT	109.10	
00466		AMAZON MARKETPLACE	111-6914194-73	3/16/2020	OFFICE EQUIPMENT	109.10	
00466		AMAZON MARKETPLACE	111-5603217-14	3/9/2020	OFFICE SUPPLIES	105.29	
00466		AMAZON MARKETPLACE	113-7165737-57	3/30/2020	COVID-19: JANITORIAL SUPP	104.72	
00466		AMAZON MARKETPLACE	113-2164468-10	3/4/2020	COVID-19: JANITORIAL SUPP	103.82	
00466		AMAZON MARKETPLACE	113-6616789-68	3/28/2020	COVID-19: THERMOMETER C	100.24	
00915		SILVER CHEVRON 00091796	873709345	3/4/2020	VEHICLE FUEL - VAN	99.36	
00466		AMAZON MARKETPLACE	112-7854508-29	3/11/2020	COVID-19: OFFICE SUPPLIES	99.21	
00466		AMAZON MARKETPLACE	112-7854508-29	3/12/2020	COVID-19: OFFICE SUPPLIES	99.21	
00466		AMAZON MARKETPLACE	112-5611987-87	3/11/2020	COVID-19: JANITORIAL SUPP	95.40	
00761		BOX	INV07725526	3/26/2020	SOFTWARE SERVICES	90.00	
00466		AMAZON MARKETPLACE	112-8758153-42	3/21/2020	COVID-19: JANITORIAL SUPP	89.34	
00466		AMAZON MARKETPLACE	112-5608720-52	3/25/2020	COVID-19: JANITORIAL SUPP	85.41	
00637		SAFE MART, THE	91583	3/23/2020	HQ DOOR LOCK REPLACEME	82.50	
00892		KIKES GENERAL AUTO REPAI	141541	2/27/2020	VEHICLE REPAIR	82.36	
00466		AMAZON MARKETPLACE	111-6309459-85	3/26/2020	COVID-19: OFFICE SUPPLIES	80.83	
00466		AMAZON MARKETPLACE	112-5567700-18	3/20/2020	COVID-19: JANITORIAL SUPP	78.65	
00466		AMAZON MARKETPLACE	112-9836963-34	3/18/2020	COVID-19: JANITORIAL SUPP	78.25	
00466		AMAZON MARKETPLACE	111-5560209-74	3/25/2020	COVID-19: OFFICE SUPPLIES	77.32	
00466		AMAZON MARKETPLACE	112-2554406-31	3/10/2020	JANITORIAL SUPPLIES	77.16	
00920		WALMART	3432093-195411	3/14/2020	COVID-19: OFFICE SUPPLIES	77.00	
00466		AMAZON MARKETPLACE	114-0963192-16	3/28/2020	COVID-19: JANITORIAL SUPP	76.74	
00087		LIEBERT CASSIDY & WHITMO	672-706-237	3/12/2020	WEBINAR	75.00	
00466		AMAZON MARKETPLACE	113-5116306-00	3/30/2020	COVID-19: JANITORIAL SUPP	74.52	
00920		WALMART	3572009-558290	3/29/2020	COVID-19: JANITORIAL SUPP	73.95	
00920		WALMART	3402091-1	3/10/2020	COVID-19: JANITORIAL SUPP	72.70	
00466		AMAZON MARKETPLACE	114-3956713-86	3/30/2020	COVID-19: JANITORIAL SUPP	70.54	
00466		AMAZON MARKETPLACE	113-5023443-23	3/29/2020	COVID-19: DISINFECTING PR	65.92	
00466		AMAZON MARKETPLACE	113-2989077-69	3/29/2020	COVID-19: OFFICE SUPPLIES	65.69	
00464		TARGET	032620	3/28/2020	COVID-19: JANITORIAL SUPP	65.03	
00466		AMAZON MARKETPLACE	113-9622992-04	3/29/2020	COVID-19: DISINFECTING PR	64.62	

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00466		AMAZON MARKETPLACE	111-4552904-04	3/25/2020	COVID-19: OFFICE SUPPLIES	63.18	
00914		CORNER BAKERY CAFE MB	515595919	3/16/2020	EMPLOYEE LUNCHEON	61.97	
00466		AMAZON MARKETPLACE	114-2829629-55	3/28/2020	COVID-19: TECH SERVICES S	61.68	
00466		AMAZON MARKETPLACE	113-0169132-34	3/29/2020	COVID-19: OFFICE SUPPLIES	61.40	
00466		AMAZON MARKETPLACE	113-4858052-97	3/5/2020	COVID-19: JANITORIAL SUPP	58.87	
00466		AMAZON MARKETPLACE	113-8737073-82	3/21/2020	COVID-19: DISINFECTING PR	56.22	
00466		AMAZON MARKETPLACE	113-6514536-05	3/4/2020	COVID-19: JANITORIAL SUPP	55.11	
00466		AMAZON MARKETPLACE	113-6378721-67	3/11/2020	COVID-19: OFFICE SUPPLIES	55.11	
00466		AMAZON MARKETPLACE	111-6188987-14	3/25/2020	COVID-19: OFFICE SUPPLIES	55.11	
00466		AMAZON MARKETPLACE	112-5608720-52	3/20/2020	COVID-19: JANITORIAL SUPP	55.08	
00795		MEDIA TEMPLE	324775-20	3/23/2020	MONTHLY WEBSITE HOSTING	55.00	
00466		AMAZON MARKETPLACE	113-1535752-94	3/4/2020	JANITORIAL SUPPLIES	54.60	
00466		AMAZON MARKETPLACE	2331014-398903	3/20/2020	COVID-19: JANITORIAL SUPP	54.38	
00466		AMAZON MARKETPLACE	114-3036309-43	3/4/2020	COVID-19: JANITORIAL SUPP	53.57	
00466		AMAZON MARKETPLACE	111-5581332-02	3/25/2020	COVID-19: OFFICE SUPPLIES	53.14	
00466		AMAZON MARKETPLACE	111-0115209-95	3/25/2020	COVID-19: OFFICE SUPPLIES	52.57	
00466		AMAZON MARKETPLACE	113-1571671-40	3/27/2020	OFFICE SUPPLIES	52.36	
00466		AMAZON MARKETPLACE	113-0061490-47	3/20/2020	COVID-19: JANITORIAL SUPP	51.86	
00466		AMAZON MARKETPLACE	113-1996149-52	3/25/2020	COVID-19: OFFICE SUPPLIES	51.54	
00466		AMAZON MARKETPLACE	113-9095408-57	3/29/2020	COVID-19: JANITORIAL SUPP	50.66	
00466		AMAZON MARKETPLACE	111-6059068-87	3/23/2020	COVID-19: OFFICE SUPPLIES	47.96	
00466		AMAZON MARKETPLACE	113-1095432-87	3/30/2020	COVID-19: JANITORIAL SUPP	47.31	
00920		WALMART	3472098-109332	3/19/2020	COVID-19: JANITORIAL SUPP	47.30	
00466		AMAZON MARKETPLACE	113-3976322-69	3/29/2020	COVID-19: JANITORIAL SUPP	46.85	
00466		AMAZON MARKETPLACE	111-8390436-26	3/15/2020	OFFICE SUPPLIES	45.75	
00466		AMAZON MARKETPLACE	111-3039088-83	3/10/2020	OFFICE SUPPLIES	45.21	
00466		AMAZON MARKETPLACE	111-1662217-34	3/7/2020	UNIFORMS	45.14	
00466		AMAZON MARKETPLACE	111-7744731-03	3/13/2020	UNIFORMS	45.14	
00489		DOMINO'S PIZZA #8226	22	3/27/2020	RCC ACCADEMY LUNCHEON	44.81	
00586		BEST BUY STORE# 104	BBY01-8056991	3/24/2020	COVID-19: OFFICE SUPPLIES	44.09	
00466		AMAZON MARKETPLACE	111-3251546-52	3/27/2020	COVID-19: OFFICE SUPPLIES	43.99	
00466		AMAZON MARKETPLACE	114-3742263-74	3/29/2020	COVID-19: JANITORIAL SUPP	42.96	
00915		SILVER CHEVRON 00091796	873714255	3/16/2020	VEHICLE FUEL - EXPLORER	42.04	
00917		NEWEGG INC	465318994	3/19/2020	COVID-19: OFFICE SUPPLIES	41.87	
00466		AMAZON MARKETPLACE	112-0758829-78	3/14/2020	JANITORIAL SUPPLIES	41.86	

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
00466		AMAZON MARKETPLACE	112-0479933-64	3/27/2020	COVID-19: OFFICE SUPPLIES	40.75	
00920		WALMART	3422093-216767	3/12/2020	COVID-19: JANITORIAL SUPP	40.40	
00466		AMAZON MARKETPLACE	111-4552904-04	3/24/2020	COVID-19: OFFICE SUPPLIES	39.98	
00466		AMAZON MARKETPLACE	111-2388213-77	3/24/2020	OFFICE SUPPLIES	39.78	
00466		AMAZON MARKETPLACE	112-7580906-54	3/10/2020	JANITORIAL SUPPLIES	36.37	
00466		AMAZON MARKETPLACE	113-0257061-07	3/10/2020	COVID-19: JANITORIAL SUPP	36.37	
00466		AMAZON MARKETPLACE	114-4028011-63	3/28/2020	COVID-19: JANITORIAL SUPP	34.12	
00466		AMAZON MARKETPLACE	111-9859925-61	3/19/2020	COVID-19: JANITORIAL SUPP	33.03	
00074		STAPLES INC.	9811755643	3/29/2020	COVID-19: OFFICE SUPPLIES	33.02	
00466		AMAZON MARKETPLACE	113-9711647-48	3/3/2020	COVID-19: JANITORIAL SUPP	32.35	
00466		AMAZON MARKETPLACE	112-3642063-46	3/19/2020	OFFICE SUPPLIES	31.92	
00466		AMAZON MARKETPLACE	111-5562442-02	3/27/2020	COVID-19: OFFICE SUPPLIES	30.99	
00915		SILVER CHEVRON 00091796	873714299	3/16/2020	VEHICLE FUEL - TRUCK	30.97	
00466		AMAZON MARKETPLACE	111-4038400-32	3/18/2020	COVID-19: JANITORIAL SUPP	30.75	
00466		AMAZON MARKETPLACE	113-5811881-68	3/3/2020	JANITORIAL SUPPLIES	30.29	
00466		AMAZON MARKETPLACE	112-0586050-75	3/19/2020	COVID-19: JANITORIAL SUPP	29.78	
00466		AMAZON MARKETPLACE	113-6153500-15	3/24/2020	COVID-19: JANITORIAL SUPP	29.76	
00920		WALMART	3342086-342658	3/3/2020	COVID-19: JANITORIAL SUPP	29.71	
00466		AMAZON MARKETPLACE	112-3048035-14	3/27/2020	JANITORIAL SUPPLIES	29.31	
00466		AMAZON MARKETPLACE	113-1877216-66	3/30/2020	COVID-19: JANITORIAL SUPP	29.02	
00466		AMAZON MARKETPLACE	111-9743163-44	3/18/2020	COVID-19: JANITORIAL SUPP	28.75	
00833		PRO-TUFF DECALS	ORD20004128	3/5/2020	NEW DISPATCHER LOCKER 1	28.59	
00466		AMAZON MARKETPLACE	111-4582276-13	3/15/2020	OFFICE SUPPLIES	27.60	
00918		DOMINO'S PIZZA #8214	18	3/27/2020	RCC ACCADEMY LUNCHEON	27.34	
00466		AMAZON MARKETPLACE	113-4662113-99	3/30/2020	COVID-19: JANITORIAL SUPP	26.65	
00466		AMAZON MARKETPLACE	111-6250928-35	3/18/2020	COVID-19: JANITORIAL SUPP	26.45	
00466		AMAZON MARKETPLACE	111-5648957-22	3/18/2020	COVID-19: JANITORIAL SUPP	26.44	
00074		STAPLES INC.	9811791354	3/29/2020	COVID-19: OFFICE SUPPLIES	26.42	
00466		AMAZON MARKETPLACE	113-2500936-81	3/4/2020	COVID-19: JANITORIAL SUPP	25.09	
00466		AMAZON MARKETPLACE	114-5296656-51	3/29/2020	COVID-19: OFFICE SUPPLIES	24.78	
00466		AMAZON MARKETPLACE	111-0849481-23	3/20/2020	OFFICE SUPPLIES	23.13	
00466		AMAZON MARKETPLACE	113-4758082-48	3/10/2020	COVID-19: JANITORIAL SUPP	21.99	
00466		AMAZON MARKETPLACE	114-2132257-44	3/4/2020	JANITORIAL SUPPLIES	21.29	
00923		INSTACART	032620	3/28/2020	COVID-19: JANITORIAL SUPP	21.15	
00466		AMAZON MARKETPLACE	112-9596998-86	3/28/2020	COVID-19: OFFICE SUPPLIES	20.94	

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
		00466	AMAZON MARKETPLACE	112-5133697-34	3/5/2020	JANITORIAL SUPPLIES	20.54
		00915	SILVER CHEVRON 00091796	873714268	3/16/2020	VEHICLE FUEL - VAN	20.36
		00466	AMAZON MARKETPLACE	111-6059068-87	3/27/2020	COVID-19: OFFICE SUPPLIES	18.99
		00466	AMAZON MARKETPLACE	112-7389263-69	3/13/2020	COVID-19: OFFICE SUPPLIES	18.74
		00466	AMAZON MARKETPLACE	113-6474164-27	3/29/2020	COVID-19: OFFICE SUPPLIES	17.63
		00466	AMAZON MARKETPLACE	113-8431218-36	3/5/2020	COVID-19: JANITORIAL SUPP	17.49
		00466	AMAZON MARKETPLACE	113-4841518-71	3/25/2020	OFFICE SUPPLIES	16.46
		00466	AMAZON MARKETPLACE	113-2692305-08	3/26/2020	OFFICE SUPPLIES	16.43
		00826	LA TIMES	040620	3/25/2020	LA TIMES MONTHLY SUBSCR	15.96
		00466	AMAZON MARKETPLACE	113-8716214-25	3/24/2020	COVID-19: OFFICE SUPPLIES	15.86
		00466	AMAZON MARKETPLACE	113-9156575-51	3/9/2020	COVID-19: JANITORIAL SUPP	15.42
		00466	AMAZON MARKETPLACE	112-2833291-42	3/24/2020	COVID-19: JANITORIAL SUPP	15.40
		00466	AMAZON MARKETPLACE	111-4050150-09	3/27/2020	COVID-19: OFFICE SUPPLIES	14.98
		00466	AMAZON MARKETPLACE	113-6153500-15	3/15/2020	COVID-19: JANITORIAL SUPP	14.87
		00466	AMAZON MARKETPLACE	111-9839944-80	3/24/2020	JANITORIAL SUPPLIES	14.27
		00466	AMAZON MARKETPLACE	111-2187819-67	3/23/2020	COVID-19: OFFICE SUPPLIES	13.56
		00074	STAPLES INC.	9811755522	3/28/2020	OFFICE SUPPLIES	13.21
		00466	AMAZON MARKETPLACE	113-8991432	3/3/2020	OFFICE SUPPLIES	12.37
		00466	AMAZON MARKETPLACE	112-9879261-27	3/27/2020	COVID-19: OFFICE SUPPLIES	12.12
		00920	WALMART	3402091	3/10/2020	COVID-19: JANITORIAL SUPP	12.08
		00466	AMAZON MARKETPLACE	112-0947699-77	3/23/2020	OFFICE SUPPLIES	11.30
		00466	AMAZON MARKETPLACE	112-9042034-75	3/5/2020	JANITORIAL SUPPLIES	11.21
		00466	AMAZON MARKETPLACE	111-6309459-85	3/21/2020	COVID-19: OFFICE SUPPLIES	11.08
		00466	AMAZON MARKETPLACE	114-7050075-61	3/27/2020	COVID-19: JANITORIAL SUPP	11.01
		00916	SOUTH BAY TIRES	004925	3/19/2020	VEHICLE TIRE REPAIR	11.00
		00466	AMAZON MARKETPLACE	111-2344111-00	3/23/2020	COVID-19: OFFICE SUPPLIES	10.05
		00466	AMAZON MARKETPLACE	113-1394709-80	3/4/2020	OFFICE SUPPLIES	9.89
		00466	AMAZON MARKETPLACE	114-5355510-79	3/26/2020	COVID-19: OFFICE SUPPLIES	8.82
		00466	AMAZON MARKETPLACE	113-8041599-09	3/26/2020	COVID-19: OFFICE SUPPLIES	8.47
		00466	AMAZON MARKETPLACE	113-2685708-62	3/26/2020	JANITORIAL SUPPLIES	8.37
		00466	AMAZON MARKETPLACE	113-6810219-64	3/5/2020	JANITORIAL SUPPLIES	7.68
		00466	AMAZON MARKETPLACE	113-2105185-83	3/20/2020	OFFICE SUPPLIES	5.09
		00466	AMAZON MARKETPLACE	114-4028011-63	3/29/2020	OFFICE SUPPLIES	5.00
		00466	AMAZON MARKETPLACE	113-2105185-83	3/19/2020	OFFICE SUPPLIES	3.79
54969	4/17/2020	00064	AT&T, ATT PAYMENT CENTER	960 461-1623 55	4/2/2000	PHONE SERVICE 03/01/2020-	2,746.59
							15,821.95
							2,746.59

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total		
54970	4/17/2020	00019	CINTAS CORPORATION #427	4047165301	4/3/2020	CLEANING SERVICES FOR F	109.32	109.32	
54971	4/17/2020	00078	COX, CHRISTOPHER	041720	4/17/2020	RETIREE MED PREM/MAY 20	740.78	740.78	
54972	4/17/2020	00879	CROWN CASTLE	583208	4/1/2020	DEDICATED INTERNET ACCE	1,100.00	1,100.00	
54973	4/17/2020	00785	EXPERIAN	CD2012002629	3/27/2020	PRE-EMPLOYMENT CREDIT C	4.20	4.20	
54974	4/17/2020	00651	FRONTIER	3103752741011	4/1/2020	PHONE SERVICE 375-2741/4/	243.27		
				2090518701060	4/1/2020	PHONE SERVICE 051-8701/4/	101.40		
				2091505969092	4/1/2020	PHONE SERVICE 150-5969/4/	61.14		
				2091505978113	4/1/2020	PHONE SERVICE 150-5978/4/	54.32		
				2091510998020	4/1/2020	PHONE SERVICE 151-0998/4/	47.97		
				2091502446103	4/1/2020	PHONE SERVICE 150-2446/4/	47.97		
				2091502447092	4/1/2020	PHONE SERVICE 150-2447/4/	47.97		
				2130381666083	4/10/2020	PHONE SERVICE 150-5978/4/	38.94	642.98	
54975	4/17/2020	00070	GAS COMPANY, THE	059 194 8982 2	4/3/2020	GAS SERVICE HQ/3/3/20-4/1/2	830.60	830.60	
54976	4/17/2020	00027	HAVIS INC.	IN621554	4/1/2020	BILLABLE PARTS	2,584.96	2,584.96	
54977	4/17/2020	00799	LA UNIFORMS & TAILORING	4463	3/9/2020	UNIFORMS FOR COMMUNIC	216.92		
				4468	3/10/2020	UNIFORMS FOR COMMUNIC	216.92		
				4471	3/10/2020	UNIFORMS FOR COMMUNIC	216.92		
				4467	3/10/2020	UNIFORMS FOR COMMUNIC	210.30	861.06	
54978	4/17/2020	00760	LAWLES ENTERPRISES, INC.	11344	4/6/2020	RECRUITMENT COSTS	2,000.00		
				11343	4/6/2020	RECRUITMENT COSTS	35.00	2,035.00	
54979	4/17/2020	00087	LIEBERT CASSIDY & WHITMO	1494977	2/29/2020	LEGAL SERVICES	5,662.00		
				1494978	2/29/2020	LEGAL SERVICES FOR FY18-	1,950.00		
				1494979	2/29/2020	LEGAL SERVICES	494.00	8,106.00	
54980	4/17/2020	00116	MEADORS, LATANYA	041720	4/17/2020	RETIREE MED PREM/MAY 20	476.43	476.43	
54981	4/17/2020	00331	MITSUBISHI ELECTRIC INC	371881	4/1/2020	ANNUAL MAINTENANCE FOR	677.04	677.04	
54982	4/17/2020	00047	MOTOROLA SOLUTIONS, INC.	8280941022	4/2/2020	BILLABLE PARTS	1,040.76	1,040.76	
54983	4/17/2020	00577	NEW LOOK AUTO DETAIL	2169	3/20/2020	VEHICLE MAINTENANCE AND	75.00	75.00	
54984	4/17/2020	00141	POWERPHONE INC	66547	2/5/2020	TRAINING COURSES FOR OF	798.00		
				66417	1/30/2020	TRAINING COURSES FOR OF	129.00	927.00	
54985	4/17/2020	00818	RICHARDS,WATSON & GERSI	226023	3/23/2020	GENERAL COUNSEL AND LE	2,208.00	2,208.00	
54986	4/17/2020	00060	RIVERA, JOSE	041720	4/17/2020	RETIREE MED PREM/MAY 20	520.89	520.89	
54987	4/17/2020	00145	SETINA MFG CO INC	202600	4/9/2020	BILLABLE PARTS	1,076.93	1,076.93	
54988	4/17/2020	00273	SHAW, LILLIAN	041720	4/17/2020	RETIREE MED PREM/MAY 20	438.83	438.83	
54989	4/17/2020	00824	SMART JANITORIAL, COMPLE	11481	4/1/2020	HQ MAINTENANCE	3,585.00		
				11720	4/1/2020	JANITORIAL SUPPLIES	183.00	3,768.00	

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
54990	4/17/2020	00302	SPRINT	155018370-102	3/29/2020	DAC CHARGES/2-26 TO 3-25-	4,091.84	
				107177860-107	3/27/2020	WIRELESS MODEMS/2-24 TO	85.98	4,177.82
54991	4/17/2020	00126	STEVENS, DEBORAH	041720	4/17/2020	RETIREE MED PREM/MAY 20:	608.75	608.75
54992	4/17/2020	00034	STEVENS, GARY	041720	4/17/2020	RETIREE MED PREM/MAY 20:	606.50	606.50
54993	4/17/2020	00036	TALLEY INCORPORATED	10359426	3/31/2020	BILLABLE PARTS	1,161.62	1,161.62
54994	4/17/2020	00171	VERIZON WIRELESS	9851160478	3/23/2020	GPD DAC CHARGES/ 2/24/20-	2,687.91	
				9851082382	3/23/2020	MODEM SVC. MBPD/ 2/24/20-	912.78	
				9851098274	3/23/2020	DAC CHARGES HPD/ 2/24/20-	385.18	
				9851082383	3/23/2020	MODEM SVC. MBPD/ 2/24/20-	38.01	4,023.88
54995	4/17/2020	00063	WHELEN ENGINEERING CO.,	706218	4/8/2020	BILLABLE PARTS	4,000.44	
				707490	4/9/2020	BILLABLE PARTS	3,081.55	7,081.99
54996	4/17/2020	00735	XEROX FINANCIAL SERVICES	2060231	4/10/2020	MONTHLY LEASE E2B666894	972.50	972.50
Sub total for UNION BANK:							65,650.73	

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20114	4/24/2020	00219	INTERNAL REVENUE SERVICE	Ben29853	4/24/2020	FEDERAL WITHHOLDING TAX	38,952.76	38,952.76
20115	4/24/2020	00223	EMPLOYMENT DEVEL DEPT	Ben29857	4/24/2020	STATE DISABILITY INSURANC	14,869.32	14,869.32
20116	4/24/2020	00222	STATE DISBURSEMENT UNIT	Ben29861	4/24/2020	SUPPORT: PAYMENT	184.62	184.62
20117	4/24/2020	00058	CALPERS	Ben29855	4/24/2020	PERS RETIREMENT: PAYMEN	37,462.05	37,462.05
20118	4/24/2020	00221	ICMA RETIREMENT TRUST	Ben29859	4/24/2020	DEFERRED COMPENSATION	15,560.91	15,560.91
54997	4/24/2020	00002	AFLAC	Ben29847	4/24/2020	AFLAC INSURANCE: PAYMEN	3,712.16	3,712.16
54998	4/24/2020	00217	CALIFORNIA TEAMSTERS UN	Ben29849	4/24/2020	UNION DUES TEAMSTERS: P	2,006.00	2,006.00
54999	4/24/2020	00218	CWA LOCAL 9400	Ben29851	4/24/2020	UNION DUES CWA: PAYMENT	257.97	257.97
Sub total for UNION BANK:							113,005.79	



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

Item	Date	Reference #	Amount	Description
1	4/20/2020	BA-13	15,000	Transfer from Temporary Staffing to Legal Services.
2	4/21/2020	BA-14	30,000	Transfer from Temporary Staffing to Maintenance-HQ.

D-5



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** May 19, 2020

**ITEM NUMBER:** D-5

**TO:** Executive Committee

**COPY TO:** Tim Lilligren, Treasurer

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

**SUBJECT:** Cash & Investments Report/March 31, 2020

**ATTACHMENTS:**

1. Cash & Investments Report for March 31, 2020
2. LAIF Month End Statement for March 31, 2020
3. PMIA Performance Report as of March 31, 2020

### **RECOMMENDATION**

Staff recommends that the Executive Committee receive and file the Cash & Investments Report for March 31, 2020.

### **BACKGROUND**

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

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

### **DISCUSSION**

Staff has completed the bank reconciliation for March 31, 2020. Attached is the Cash & Investments Report for the period.

All idle cash of the Authority is invested 100% with the State's Local Agency Investment Fund (LAIF). This complies with the Statement of Investment Policy. LAIF's monthly performance exhibits a slight decrease from the monthly average yields in 2019.

**FISCAL IMPACT**

None.

D-5

Attachment 1



## Cash and Investments Report *As of March 31, 2020*

Funding Source	Bank Balance	Deposits in Transit	Outstanding Checks	Book Balance
<b><u>Active Accounts</u></b>				
MUFG Union Bank (General/Payroll)	\$ 6,255,454.77		\$ (112,494.72)	\$ 6,142,960.05
<b><u>Investments</u></b>				
LAIF	\$ 983.14	\$ -	\$ -	\$ 983.14
Total Investments	\$ 983.14	\$ -	\$ -	\$ 983.14
<b><u>Other Cash on Hand</u></b>				
Petty Cash	\$ -	\$ -	\$ -	\$ 500.00
				\$ 500.00
<b>Total Cash &amp; Investments</b>				<b>\$ 6,144,443.19</b>
<b><u>Breakdown of cash by fund:</u></b>				
Fund 10 (Enterprise Fund)				\$ 6,143,460.05
Fund 20 (SHSGP Grant Fund)				-
Total				<b>\$ 6,143,460.05</b>

D-5

Attachment 2

# California State Treasurer

## Fiona Ma, CPA



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

April 01, 2020

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

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

[Tran Type Definitions](#)

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

March 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
3/23/2020	3/21/2020	RW	1634577	1596318	ERICK LEE	-1,570,000.00
3/24/2020	3/24/2020	RW	1634640	1596380	ERICK LEE	-3,201,000.00

### Account Summary

Total Deposit:	0.00	Beginning Balance:	4,771,983.14
Total Withdrawal:	-4,771,000.00	Ending Balance:	983.14



D-5

Attachment 3



## PMIA/LAIF Performance Report as of 05/06/20



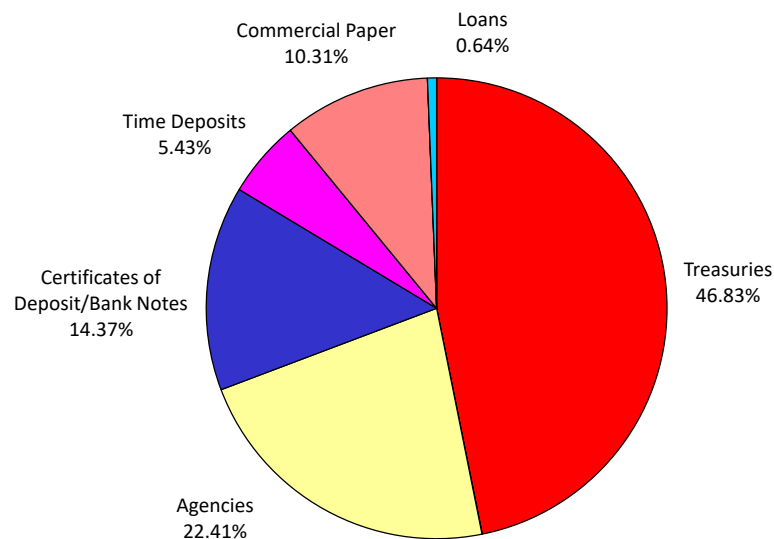
### PMIA Average Monthly Effective Yields<sup>(1)</sup>

Apr	1.648
Mar	1.787
Feb	1.912

### LAIF Quarterly Performance Quarter Ended 03/31/20

Apportionment Rate <sup>(2)</sup> :	2.03
Earnings Ratio <sup>(2)</sup> :	0.00005535460693046
Fair Value Factor <sup>(1)</sup> :	1.007481015
Daily <sup>(1)</sup> :	1.73%
Quarter to Date <sup>(1)</sup> :	1.89%
Average Life <sup>(1)</sup> :	208

### Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 03/31/20 \$98.1billion



Percentages may not total 100% due to rounding

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

<sup>(1)</sup> State of California, Office of the Treasurer

<sup>(2)</sup> State of California, Office of the Controller

D-6



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** May 19, 2020

**ITEM NUMBER:** D-6

**TO:** Executive Committee

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

**SUBJECT:** SIDE LETTER AGREEMENT AMENDING THE JULY 1, 2017 TO JUNE 30, 2020 MEMORANDUM OF UNDERSTANDING BETWEEN THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY AND THE CALIFORNIA TEAMSTERS PUBLIC, PROFESSIONAL AND MEDICAL EMPLOYEES UNION LOCAL 911

**ATTACHMENTS:** 1. Side Letter Agreement

### **RECOMMENDATION**

Staff recommends that the Executive Committee approve and authorize the Executive Director to execute a side letter agreement amending the July 1, 2017 to June 30, 2020 Memorandum of Understanding ("MOU") between the California Teamsters Public, Professional And Medical Employees Union Local 911 ("Teamsters") and the Authority.

### **DISCUSSION**

The Teamsters bargaining group represents all Communications Operators within the Authority. The Authority entered into the current MOU with the Teamsters on January 15, 2019. The agreement has a term of three (3) years from July 1, 2017 to June 30, 2020.

The Authority and Teamsters have agreed to make changes to the MOU in regards to special pay provided to employees. Specifically, the side letter would provide Communications Operators who were unable to utilize enough of their Floating Holiday Leave hours in 2019, and therefore received cash payment for these leave hours, the opportunity to voluntarily elect to repay the Authority for the entire amount of Floating Holiday Leave hours that were converted to cash in order to receive a commensurate amount of Special Floating Holiday Leave to be used at a later date. Under the side letter, a maximum of 200 hours for the entire bargaining unit may be re-converted from cash to these Special Floating Holiday Leave hours. If more than 200 hours are requested, requests will be considered in order of seniority until all 200 hours are accounted for.

### **FISCAL IMPACT**

Under this side letter agreement, up to \$8,705 in payments for unused Floating Holiday Leave hours could be recouped by the Authority.

D-6

Attachment 1

3/4/20  
LK.

**SIDE LETTER AGREEMENT AMENDING  
THE JULY 1, 2017 TO JUNE 30, 2020  
MEMORANDUM OF UNDERSTANDING BETWEEN THE SOUTH BAY  
REGIONAL PUBLIC COMMUNICATIONS AUTHORITY AND THE TEAMSTERS  
PUBLIC, PROFESSIONAL AND MEDICAL EMPLOYEES UNION LOCAL 911**

Teamsters Local 911 and the South Bay Regional Public Communications Authority (Authority), having previously negotiated and executed a Memorandum of Understanding for the period July 1, 2017 to June 30, 2020 ("MOU"), do hereby agree and adopt this side letter agreement ("Side Letter Agreement") amending the MOU related to MOU SECTION 12.6 – ANNUAL PAYMENT FOR UNUSED HOLIDAY, AND FLOATING HOLIDAY LEAVE (OPTIONAL) and in the following specific particularities only.

**MOU SECTION 12.6 – ANNUAL PAYMENT FOR UNUSED HOLIDAY, AND FLOATING HOLIDAY LEAVE (OPTIONAL)**

**Amendment of Section 12.6** of the MOU shall be amended and restated as follows:

Section 12.6 - Annual Payment for Unused Holiday, and Floating Holiday Leave (Optional). Annually, each Communications Operator employee may convert, for cash, any amount of hours of holiday leave. No one shall be required to do this, but may if desired. Floating holiday leave balances shall be determined and may be cashed out as of the end of the pay period nearest to, but not past, October 31 each year. Unused holiday leave balances shall be determined and may be cashed out as of the end of the pay period nearest to, but not past, May 31 each year. The holiday hours will be at 100% of the Communications Operator employee's base rate of pay which is defined as the Communications Operator employee's base salary per the salary schedule without any special pay.

Communications Operators who received cash payment for Floating Holiday Leave hours in November of 2019 may voluntarily elect to repay the Authority for the entire amount of Floating Holiday Leave hours that were converted to cash in order to receive a commensurate amount of Special Floating Holiday Leave. A maximum of 200 hours for the entire bargaining unit may be re-converted from cash to these Special Floating Holiday Leave hours. If more than 200 hours are requested, requests will be considered in order of seniority until all 200 hours are accounted for.

For each employee who elects to repay the Authority for the entire amount of Floating Holiday Leave hours that were converted to cash in order to receive a commensurate amount of Special Floating Holiday Leave, repayment will be done in one lump sum via the payroll process for the pay period ending April 3, 2020. Upon repayment, the Floating Holiday hours will be restored to the employees' banks of leave time as "Special Floating Holiday" hours. The scheduling of Special Floating Holiday leave will occur during the regular vacation and holiday selection period, subject to the approval of the Operations Manager. Special Floating Holiday hours will remain in employees' banks of leave time

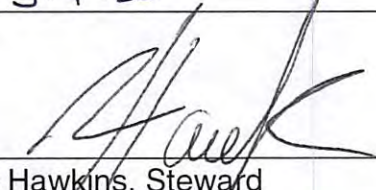
until December 31, 2021. Any hours not used by this date will be automatically converted to cash at 100% of the base rate of pay.

This **Side Letter Agreement** contains the entire agreement between the parties related to the amendment and restatement of MOU SECTION 12.6. The terms of this **Side Letter Agreement** have been reached by the parties after negotiations and fulfillment of all legally required meet and confer obligations. Except as specifically provided herein, no other term or condition of the **MOU** is modified or amended by this **Side Letter Agreement**.

TEAMSTERS LOCAL 911

By:   
Carlos Rubio, Senior Business Representative

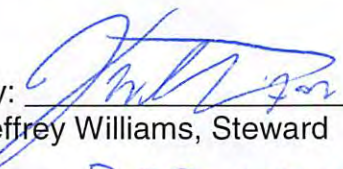
Date: 3.4.20

By:   
James Hawkins, Steward

Date: 4/3/20

By:   
David Lopez, Steward

Date: 4-4-20

By:   
Jeffrey Williams, Steward

Date: 3-30-2020

By:   
Rhonda Zeck, Steward

Date: 3-30-2020

SOUTH BAY REGIONAL PUBLIC  
COMMUNICATIONS AUTHORITY

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

Date: \_\_\_\_\_

D-7





# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** May 19, 2020

**ITEM NUMBER:** D-7

**TO:** Executive Committee

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

**SUBJECT:** SIDE LETTER AGREEMENT AMENDING THE JULY 1, 2019 TO JUNE 30, 2022 MEMORANDUM OF UNDERSTANDING BETWEEN MANAGEMENT AND CONFIDENTIAL EMPLOYEES AND THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY

**ATTACHMENTS:** 1. Side Letter Agreement

### **RECOMMENDATION**

Staff recommends that the Executive Committee approve and authorize the Executive Director to execute a side letter agreement amending the July 1, 2019 to June 30, 2022 Memorandum of Understanding ("MOU") between the Management and Confidential Employees and the Authority.

### **DISCUSSION**

The Management and Confidential Employees bargaining group is comprised of the Authority's management employees and other staff responsible for administering financial and other confidential matters. The Authority entered into the current MOU with this group on August 20, 2019. The agreement has a term of three (3) years from July 1, 2019 to June 30, 2022.

The Authority and the Management and Confidential Employees have agreed to make changes to the MOU in regards to special pay provided to employees. Specifically, the side letter amends the MOU to allow either the Executive Director or the Executive Committee to assign an employee to a higher position in an acting status during the absence of an incumbent or to fill a vacancy until the vacancy can be filled by an appointment.

### **FISCAL IMPACT**

None. Under existing terms of the MOU, an employee assigned in an acting status receives an additional 10% above his or her base salary.

D-7

Attachment 1

**SIDE LETTER AGREEMENT AMENDING  
THE JULY 1, 2019 TO JUNE 30, 2022  
MEMORANDUM OF UNDERSTANDING BETWEEN  
MANAGEMENT AND CONFIDENTIAL EMPLOYEES  
AND THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
("AUTHORITY")**

Management and Confidential Employees and the South Bay Regional Public Communications Authority ("Authority"), having previously negotiated and executed a Memorandum of Understanding for the period July 1, 2019 to June 30, 2022 ("MOU"), do hereby agree and adopt this side letter agreement ("Side Letter Agreement") amending the **MOU** related to MOU ARTICLE 7 – SPECIAL PAY and in the following specific particularities only.

**MOU ARTICLE 7 – SPECIAL PAY, SECTION 7.1 (ACTING PAY)**

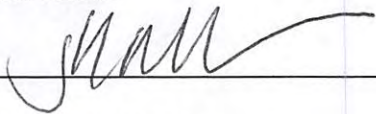
**Section 7.1 (Acting Pay) of Article 7** of the **MOU** shall be amended and restated as follows:

Section 7.1 – Acting Pay. Employees assigned by the Executive Director or the Executive Committee to a higher position in an acting status during the absence of an incumbent or to fill a vacancy until the vacancy can be filled by appointment shall receive an additional rate of 10% above their regular base salary.

During the absence of an incumbent, eligibility for compensation shall begin only when the incumbent of the higher position certifies the ability of the employee to fill the higher position.

This **Side Letter Agreement** contains the entire agreement between the parties related to the amendment and restatement of MOU ARTICLE 7, SECTION 7.1 (ACTING PAY). The terms of this **Side Letter Agreement** have been reached by the parties after negotiations and fulfillment of all legally required meet and confer obligations. Except as specifically provided herein, no other term or condition of the **MOU** is modified or amended by this **Side Letter Agreement**.

MANAGEMENT AND CONFIDENTIAL  
EMPLOYEES

By: 

Shannon Kauffman

Date: 5/6/20

By: 

John Krok

Date: 5/6/20

SOUTH BAY REGIONAL PUBLIC  
COMMUNICATIONS AUTHORITY

By: \_\_\_\_\_

Erick Lee

Date: \_\_\_\_\_

D-8



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** May 19, 2020

**ITEM NUMBER:** D-8

**TO:** Executive Committee

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

**SUBJECT:** APPROVE PAYMENT TO THE CITY OF HAWTHORNE IN THE AMOUNT OF \$64,494 FOR SERVICES RELATED TO THE AUTHORITY'S CONTINUED USE OF THE TIBURON COMPUTER AIDED DISPATCH SYSTEM

**ATTACHMENTS:** 1. City of Hawthorne Invoice #IT-20-01-RCC

### **RECOMMENDATION**

Staff recommends that the Executive Committee approve a payment to the City of Hawthorne ("City") in the amount of \$64,494 for services related to the Authority's continued use of the Tiburon Computer Aided Dispatch ("CAD") system.

### **DISCUSSION**

The Authority's current CAD system has reached the end of its useful life and is in the process of being replaced with the Mark43 system. Under the agreement with Mark43, the new CAD system was to be ready for use and deployed by September 2017.

According to the initial project schedule, the vendor is nearly three (3) years behind on its development of the CAD. This delay has resulted in the Authority and its stakeholder agencies having to rely on its current Tiburon CAD system for significantly longer than was originally envisioned when the consortium contracted with Mark43. While there have been no stability issues with the Tiburon CAD system during this period, it does not use contemporary technology, the parent company has been sold at least twice, and its original developers ceased to be associated with the current iteration of the firm years ago. Consequently, the City of Hawthorne's Information Technology Department has been obligated to develop an expertise in maintaining the Tiburon CAD system, which was anticipated to have been retired well before May 2020.

In order to maintain the Tiburon CAD system, the City continues to pay CentralSquare (the new owner of the Tiburon System) for the annual license fees associated with

operating various modules of the system (including interfaces to local and state law enforcement databases and mapping systems) and procured vendor services to maintain the CAD system's computer servers. Additionally, the City continues to provide staff resources to ensure the system continues to be operational.

### **FISCAL IMPACT**

None. The Fiscal Year 2019-2020 cost for the Authority continuing to operate on the Tiburon CAD system, as invoiced by the City, is \$64,494. Staff proposes that funds in the amount of \$132,500 previously placed in escrow for the Authority by the City to facilitate the consortium's ultimate transition to the Mark43 system be utilized for this purchase. If approved, the funds will be transferred from the escrow account to pay the invoice.

D-8

Attachment 1





# CITY OF HAWTHORNE

4455 W. 126TH STREET, HAWTHORNE, CA 90250

CUSTOMER NAME:	South Bay Regional Public Communications Authority
CUSTOMER ADDRESS:	ATTN: Accounts Payable 4440 Broadway Hawthorne, CA 90250

PLEASE MAKE CHECK PAYABLE TO "CITY OF HAWTHORNE" AND REMIT TO THE ADDRESS LISTED BELOW.

PLEASE INCLUDE THE INVOICE NUMBER ON YOUR CHECK TO ENSURE PROPER CREDIT.

INVOICE DATE:	4/20/2020	INVOICE NUMBER:	IT-20-01-rcc
DUE DATE:	5/21/2020	AMOUNT DUE:	\$64,494.00

INVOICE SUMMARY	
Annual Cost for 2019-2020 TriTech/Tiburon CAD	\$64,494.00

REMIT PAYMENT TO:
CITY OF HAWTHORNE FINANCE DEPARTMENT 4455 W. 126TH STREET HAWTHORNE, CA 90250 (310) 349-2935

ENTERED BY:	Ishii	REVENUE ACCOUNT:	100-109-1998
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D-9



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** May 19, 2020

**ITEM NUMBER:** D-9

**TO:** Executive Committee

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

**SUBJECT:** APPROVAL OF A CHANGE PURCHASE ORDER TO RICHARDS WATSON GERSHON IN THE AMOUNT OF \$30,000 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$95,000 FOR LEGAL SERVICES

**ATTACHMENTS:** None

### **RECOMMENDATION**

Staff recommends that the Executive Committee a change purchase order to Richards Watson Gershon in the amount of \$30,000 for a total not-to-exceed amount of \$95,000 for legal services.

### **DISCUSSION**

The Authority contracts with the law firm of Richards Watson Gershon ("RWG") for general counsel legal services. In order to fund the costs associated with the services provided by RWG for the remainder of the year, a change purchase order in the amount of \$30,000 is recommended. Such change would bring the total not-to-exceed amount on the purchase order to \$95,000. A summary of purchase order authorizations for the current fiscal year is as follows:

Original Amount Authorized by Executive Director	\$15,000
Change Order Authorized by Executive Committee on 09/17/2019	35,000
Change Order Authorized by Executive Director on 04/20/2020	15,000
Change Order Requested on 05/19/2020	30,000
<b>Total Not-to-Exceed Amount</b>	<b>\$95,000</b>

### **FISCAL IMPACT**

None. Funding for these services is available in the amended Fiscal Year 2019-2020 budget.

F-1



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** May 19, 2020

**ITEM NUMBER:** F-1

**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**

Progress on the Computer Aided Dispatch (“CAD”) System Project with Mark43 continues to be delayed. As such, staff conducted a teleconference with the Authority’s three (3) Fire Chiefs on April 16, 2020 to update them on this project. During that conference, staff was advised that one of Mark43’s clients (City of Richmond) is considering a move away from the Mark43 Fire CAD product. Additionally, all three (3) Fire Chiefs advised that they believed it was time for the Authority to consider an alternative plan and to issue a new Request for Proposals (“RFP”) to determine if other software products may be more appropriate for the Authority’s joint police and fire dispatching needs (in the event that Mark43 is ultimately unable to deliver the required CAD system in a reasonable amount of time).

On April 27, 2020 staff met with Mark43’s leadership team who are supporting these key aspects of the Authority’s project. They advised that the current COVID-19 pandemic has impacted its ability to hire staff and make anticipated progress on timelines associated with the Authority’s project. Additionally, they advised that Mark43’s fully functional Fire CAD has been delayed and now will not be ready for release until September 2020. Furthermore, the Authority’s other requirements as it relates to geofile issues have been similarly delayed. As a result, the earliest the Authority anticipates going-live on the system is now June 2021. This date could be as late as December 2021 and may be further delayed if other unforeseen challenges are encountered by the vendor. Mark43’s leadership advised that they were unaware of Richmond FD’s intent to explore other

available Fire CAD options and advised that the City of Placentia is scheduled to go-live on the Mark43 Fire CAD this summer.

Staff is in the process of scheduling a special meeting of the User Committee, along with the contract city Police and Fire Chiefs, to discuss this project and determine if the development of an alternative plan and possible issuance of a new RFP is warranted. Depending on the outcome of the special meeting, staff will work with General Counsel to develop a new agreement to govern the CAD project or present options for moving away from the Mark43 product for the Executive Committee to consider at its regular meeting in June 2020.

**FISCAL IMPACT**

None at this time.

F-2



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** May 19, 2020

**ITEM NUMBER:** F-2

**TO:** Executive Committee

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

**SUBJECT:** Fiscal Year 2020-2021 Budget Discussion

**ATTACHMENTS:** None

### **RECOMMENDATION**

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

### **DISCUSSION**

The Board of Directors adopted the Fiscal Year 2020-20201 budget during its regular meeting on March 17, 2020. This budget provides for assessments to member cities as follows:

CITY	FY2019/20	FY2020/21
Gardena	\$2,391,301	\$2,174,993
Hawthorne	\$3,359,598	\$2,664,597
Manhattan Beach	\$1,703,280	\$1,718,710
<b>TOTAL</b>	<b>\$7,454,179</b>	<b>\$6,558,300</b>

In light of the significant global economic downturn that has occurred over the past two months and is expected to persist into next fiscal year, staff understands that this budget may have impacts on the member cities that were not anticipated at the time of its development and subsequent adoption. As such, the Executive Committee may have interest in discussing opportunities to modify service levels or otherwise reduce required member city assessment amounts.

As of April 30, 2020, the Authority's balance of cash and investments totaled \$7,043,030. This includes operating funds needed for the remainder of the fiscal year as well as the following reserve allocations established by policy and other actions of the Executive Committee:



<b>RESERVE</b>	<b>AMOUNT</b>
Fiscal Year 2020-2021 Operational & Capital Reserve	\$1,293,844
OPEB Reserve	\$250,000
<b>TOTAL</b>	<b>\$1,543,844</b>

**FISCAL IMPACT**

None at this time.

G-1

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

**APRIL 14, 2020**

**A. CALL TO ORDER**

The Board of Directors, Executive Committee and User Committee convened in a special joint session at 2:08PM on April 14, 2020 by teleconference.

**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 Derrick Abell, Manhattan Beach Police Department  
Chief Daryn Drum, Manhattan Beach Fire Department  
Chief Mike Saffell, Gardena Police Department

Also Present: Executive Director Erick B. Lee  
Operations Manager Shannon Kauffman  
Administrative Services Manager John Krok  
Finance and Performance Audit Manager Vanessa Alfaro  
Executive Assistant Clara Choi  
Jennifer Petrusis, Richards Watson Gershon  
Diana Chuang Richards Watson Gershon  
Carl Jacobson

**C. PUBLIC DISCUSSION**

None.

**D. BOARD OF DIRECTORS GENERAL BUSINESS**

1. Minutes from March 17, 2020, Special Meeting  
**MOTION:** Councilmember Tanaka moved to approve the Minutes. The motion was seconded by Councilmember Awad and passed by unanimous roll call vote.
2. Minutes from March 17, 2020, Regular Meeting  
**MOTION:** Councilmember Awad moved to approve the Minutes. The motion was seconded by Councilmember Stern and passed by unanimous roll call vote.
3. Resolution Proclaiming the Existence of a Local Emergency  
**MOTION:** Councilmember Stern moved to adopt the Resolution. The motion was seconded by Councilmember Tanaka and passed by unanimous roll call vote.
4. Continuity of Operations Discussion; and Appropriation of \$200,000 to Fund Emergency Purchases Needed to Address the COVID-19 Pandemic  
**MOTION:** Councilmember Awad moved to approve the Appropriation. The motion was seconded by Councilmember Stern and passed by unanimous roll call vote.

5. Designation of Applicant's Agent Resolution for Non-State Agencies  
**MOTION:** Councilmember Awad moved to adopt the Resolution. The motion was seconded by Councilmember Tanaka and passed by unanimous roll call vote.
6. Appropriation of the Fiscal year 2019-2020 Operational and Capital Reserve in the Amount of \$1,255,153 for Contingency Expenses  
**MOTION:** Councilmember Awad moved to approve the Appropriation. The motion was seconded by Councilmember Tanaka and passed by unanimous roll call vote.
7. Emergency Telecommuting Policy; and Wireless Phone Reimbursement During State of Emergency Policy  
**MOTION:** Councilmember Awad moved to approve the Policies. The motion was seconded by Councilmember Stern and passed by unanimous roll call vote.
8. Proposed Second Amended and Restated Joint Powers Agreement; and Resolution Approving Amended By-Laws of the Authority  
**MOTION:** Councilmember Tanaka moved to direct staff to coordinate consideration of the agreement by the member cities and adopt the Resolution. The motion was seconded by Councilmember Awad and passed by unanimous roll call vote.
9. Resolution Adopting an Amended Statement of Investment Policy; and Direction as to Investment of Surplus Funds  
**MOTION:** Councilmember Awad moved to adopt the Resolution and approve the investment program as recommended by staff. The motion was seconded by Councilmember Tanaka and passed by unanimous roll call vote.
10. Appropriation of \$120,000 to Fund Additional Technical Services Division Purchases to upfit Public Safety Vehicles  
**MOTION:** Councilmember Awad moved to approve the Appropriation. The motion was seconded by Councilmember Stern and passed by unanimous roll call vote.

**E. EXECUTIVE COMMITTEE CONSENT CALENDAR**

**MOTION:** Chief Ishii moved to approve the Consent Calendar, Item Numbers 1-9. The motion was seconded by City Manager Moe and passed by unanimous roll call vote.

1. Minutes from March 17, 2020, Special Meeting  
**APPROVE**
2. Minutes from March 17, 2020, Regular Meeting  
**APPROVE**
3. Check Register for March 2020  
**RECEIVE AND FILE**
4. Agreement with Xcel Mechanical Systems Incorporated for the Service and Repair of Heating, Ventilation, and Air Conditioning Equipment at the Headquarters Facility; and Approve a Corresponding Purchase Order in an Amount Not to Exceed \$50,000 for These Services  
**APPROVE**
5. Updated Publicly Available Pay Schedule  
**APPROVE**

6. Fiscal Year 2019-2020 Q3 Budget Performance Report  
**RECEIVE AND FILE**
7. Approve a Blanket Purchase Order to Commline, Inc. for Equipment and Supplies in a Total Amount Not to Exceed \$120,000  
**APPROVE**
8. Approval of Executive Director to Work Remotely as Necessary and Appropriate Under the Emergency Telecommuting Policy  
**APPROVE**
9. Update on Computer Aided Dispatch System Project with Mark43  
**RECEIVE AND FILE**

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

None.

**G. EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Ratification of an Agreement Executed by the Executive Director as an Emergency Purchase with AMBK Incorporated DBA Bio SoCal for On-Call and as Needed Biohazard Cleaning, Remediation and Disinfection Services in an Amount Not to Exceed \$100,000; and Approve a Purchase Order to AMBK Incorporated DBA Bio SoCal in an Amount Not to Exceed \$100,000 for Such Services  
**MOTION:** Chief Ishii moved to approve Ratification. The motion was seconded by City Manager Osorio and passed by unanimous roll call vote.

**H. USER COMMITTEE GENERAL BUSINESS**

**MOTION:** Chief Drum moved to approve both minutes. The motion was seconded by Chief Abell and passed by unanimous roll call vote.

1. Minutes from March 17, 2020, Special Meeting  
**APPROVE**
2. Minutes from March 17, 2020, Regular Meeting  
**APPROVE**

**I. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lee provided updates on Communications Operator recruitment, the Manhattan Beach Water Tower rehabilitation project, the Phase Two Feasibility Study for Palos Verdes Estates, and National Public Safety Telecommunicators Week.

**J. BOARD OF DIRECTORS, EXECUTIVE, AND USER COMMITTEES' COMMENTS**

No comments.

**K. BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

At 2:44PM, the Board of Directors and Executive Committee entered into closed session to discuss the following items.

1. THREAT TO PUBLIC SERVICES OR FACILITIES  
Pursuant to Government Code Section 54957(a)

The Board of Directors and Executive Committee will conduct a closed session with General Counsel on a matter posing a threat to the public's right of access to public services or public facilities related to COVID-19.

The meeting returned to open session at 3:08PM with no action taken during closed session.

**L. ADJOURNMENT**

The meeting adjourned at 3:12PM.

H-1



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** May 19, 2020

**ITEM:** H

**TO:** Executive Committee and User Committee

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

**SUBJECT:** EXECUTIVE DIRECTOR'S REPORT

**ATTACHMENTS:** None

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

- Continuity of Operations During COVID-19 Pandemic
- Recruitment of Communications Operators
- Manhattan Beach Water Tower Radio Site