

REGULAR MEETING OF THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE
TUESDAY, JUNE 16, 2020, 2:00 PM
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY

CONDUCTED VIA TELECONFERENCE

PLEASE NOTE: PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER NOS. N-25-20 AND N-29-20, MEMBERS OF THE BOARD OF DIRECTORS, 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/727964333>

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 727-964-333

A. CALL TO ORDER

B. ROLL CALL BY ACTING EXECUTIVE DIRECTOR

1. Executive Committee
2. User Committee

C. PUBLIC DISCUSSION

In the interest of maintaining appropriate social distancing, members of the Executive 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 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 May 19, 2020, Regular Meeting
APPROVE
2. Minutes from May 19, 2020, Special Meeting
APPROVE
3. Check Register and Budget Transfers May 2020
RECEIVE AND FILE
4. Approval of a Change Order to Federal Signal Corporation in the Amount of \$60,000 for a Total Not-to-Exceed Amount of \$135,000 for Equipment and Supplies
APPROVE
5. Approve Payment to the City of Hawthorne in the Amount of \$64,493.38 for Services Related to the Authority's Continued use of the Tiburon Computer Aided Dispatch System
APPROVE

6. Approve a Purchase Order to 911Vehicle Incorporated for Equipment for a Total Amount of \$51,347.64
APPROVE
7. Side Letter Agreement Amending the July 1, 2017 to June 30, 2020 Memorandum of Understanding with Teamsters
APPROVE
8. Side Letter Agreement Amending the July 1, 2017 to June 30, 2020 Memorandum of Understanding with The Communications Workers of America
APPROVE

E. ITEMS TO REMOVE FROM CONSENT CALENDAR

F. EXECUTIVE COMMITTEE GENERAL BUSINESS

1. Approve Fiscal Year 2020/21 Blanket Purchase Orders for Supplies and Services in a Total Amount Not-to-Exceed \$1,251,830
APPROVE
2. Shared Police Dispatch for Manhattan Beach and Hermosa Beach
PROVIDE DIRECTION
3. Fiscal Year 2020/21 Proposed Budget Amendment and Revised Assessments for Member Cities
APPROVE
4. Fiscal Year 2019/20 Budget Surplus
PROVIDE DIRECTION
5. Update on Computer Aided Dispatch System Project with Mark43
RECEIVE AND FILE

G. USER COMMITTEE GENERAL BUSINESS

1. Minutes from May 19, 2020, Regular Meeting
APPROVE

H. ACTING EXECUTIVE DIRECTOR'S REPORT

I. EXECUTIVE 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: Acting Executive Director
Employee Organization: Teamsters Local 911
2. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
Agency Designated Representative: Acting Executive Director
Employee Organization: Communications Workers of America

3. PUBLIC EMPLOYMENT
Pursuant to Government Code Section: 54957(b)(1)
Title: Executive Director Recruitment

K. ADJOURNMENT

Posting Date/Time: June 13, 2020/12:00PM

Signature:



John Krok, Acting Executive Director

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

MAY 19, 2020

A. CALL TO ORDER

The Executive and User Committees convened in a regular joint session at 2:04PM on May 19, 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)
(arrived 2:15PM)
Chief Derrick Abell, Manhattan Beach Police Department
Chief Daryn Drum, Manhattan Beach Fire Department
Chief Mike Saffell, Gardena Police Department
Chief Paul LeBaron, Hermosa Beach 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
Laura Kalty, Liebert Cassidy Whitmore

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

MOTION: City Manager Osorio moved to approve Consent Calendar, Items Numbers 1-5, 7, and 9. The motion was seconded by City Manager Moe and passed by unanimous roll call vote.

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
7. Side Letter Agreement Amending the July 1, 2019 to June 30, 2022 Memorandum of Understanding with Management and Confidential Employees
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

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

MOTION: City Manager Osorio moved to approve amended Item D – 6. The motion was seconded by City Manager Moe and passed by unanimous roll call vote.

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

Item #8 to return at next meeting.

F. EXECUTIVE COMMITTEE GENERAL BUSINESS

1. Update on Computer Aided Dispatch System Project with Mark43
Currently, the project is delayed due to two specific items, Geo files technical issue and GIS database. Mark43 is working to resolve CAD in July, GIS in March 2021. City of Richmond – moving away from Mark43. Will need to consider RFP for this project.
The chiefs plan to meet mid-June to discuss the next steps.
2. Fiscal year 2020-2021 Budget Discussion
The Executive Director reported modifying service levels to reduce expenditures. One possibility is to combine dispatch service channels with another option take action to use general fund to offset expenditures. Staff will review excess revenue over expenditures as well as line item details of expenditures to bring back at the June 16 meeting.
City Manager Moe discussed with Chief Abell the possibility of Hermosa Beach Police Department and Manhattan Beach Police Department sharing dispatching services for significant savings. Chief LeBaron plans to confer with his department to discuss further at the next meeting.
City Manager Osorio would like use surplus to use for the cost assessment for next year.
Assessment for Quarter 1 will be sent out in the coming weeks based on the adopted budget. Assessment schedule for the remaining quarters of fiscal year 2020-2021 will be modified based on discussion from the meeting in June. City Managers Moe and Osorio verbalized they accepted that plan.
Chief Ishii mentioned to sharing frequency for Hawthorne Police Department as another option to review.

G. USER COMMITTEE GENERAL BUSINESS

1. Minutes from April 14, 2020, Special Meeting
Motion: Chief Saffell moved to approve the minutes. The motion was seconded by Chief Abell and passed by unanimous roll call vote.

I. EXECUTIVE DIRECTOR'S REPORT

Executive Director Lee provided updates on COVID-19, recruitment, the Manhattan Beach Water Tower Radio Site.

J. EXECUTIVE COMMITTEE AND USER COMMITTEES COMMENTS

None.

K. EXECUTIVE COMMITTEE CLOSED SESSION AGENDA

At 2:45PM, the Executive Committee entered into a closed session to discuss the following items:

1. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6

Agency Designated Representative: Liebert Cassidy Whitmore & 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
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.

3:09PM, Ms. Petrusis reported the Executive Committee did not take any action in closed session and returned to open session.

L. ADJOURNMENT

The meeting adjourned at 3:11PM.

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**MINUTES OF
SPECIAL MEETING OF THE EXECUTIVE COMMITTEE**

MAY 19, 2020

A. CALL TO ORDER

The Executive Committee convened in a special meeting at 3:11PM on May 19, 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
John Krok, Administrative Services Manager
Clara Choi, Executive Assistant
Jennifer Petrusis, Richards Watson Gershon

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE GENERAL BUSINESS

1. Authorize the Executive Director to Bind and Approve Fiscal Year 2020-2021 Insurance Policies Proposed by Alliant Insurance Services, Inc. for Insurance Necessary to Protect the Authority and its Member Agencies; and

Approve Corresponding Purchase Orders in an Amount not to Exceed \$315,000

MOTION: Chief Ishii moved to authorize the Executive Director to bind and to approve Fiscal Year 2020-2021 Insurance Policies. The motion was seconded by City Manager Osorio and passed by unanimous roll call vote.

E. EXECUTIVE COMMITTEE COMMENTS

None.

F. ADJOURNMENT

The meeting adjourned at 3:14PM.

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Check Register FY 2019-20

May 2020

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
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May 1, 2020	\$63,259.62	
May 8, 2020	\$179,557.03	
May 15, 2020	\$89,778.44	
May 22, 2020	\$108,965.29	
May 29, 2020	\$155,235.14	

Accounts Payable Total	\$596,795.52	
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Payroll Checks Issued Date

May 8, 2020	\$170,373.37	
May 22, 2020	\$170,859.28	

Payroll Total	\$341,232.65	
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Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
1741	4/20/2020	00073	STATE BOARD OF EQUALIZATION 012-6555960	4/20/2020	SALES & USE TAX/ CONFIRM	6,235.00	6,235.00	
1742	5/1/2020	00012	CALIFORNIA WATER SERVICE 4675328235	4/17/2020	WATER SERV HQ/ 3/17/20-4/1	251.17	251.17	
1743	5/1/2020	00069	SOUTHERN CALIFORNIA EDISON 2-23-553-5986	4/16/2020	ELEC SERV/ 3/11/20-4/9/20	7,455.73		
			2-03-672-6511	4/18/2020	ELEC SERV PUNTA/ 3/19/20-4	576.72	8,032.45	
55000	5/1/2020	00868	ALFARO, VANESSA	050120	COVID-19: CELL PHONE REIM	21.00	21.00	
55001	5/1/2020	00297	AT&T, ATT CALNET	000014606335	4/13/2020	PHONE SERV 3/13/20-4/12/20	2,587.33	
			000014556192	4/3/2020	PHONE SERVICE 3/03/20-4/02	717.09		
			000014613535	4/13/2020	PHONE SERVICE 3/13/20-4/12	196.17		
			000014610471	4/13/2020	PHONE SERV 3/13/20-4/12/20	105.89	3,606.48	
55002	5/1/2020	00014	CDW GOVERNMENT, INC.	XQR7766	4/24/2020	BILLABLE PARTS	138.90	138.90
55003	5/1/2020	00019	CINTAS CORPORATION #427	4044656862	3/6/2020	CLEANING SERVICES FOR F'	109.32	
			4045930553	3/20/2020	CLEANING SERVICES FOR F'	109.32	218.64	
55004	5/1/2020	00407	COSCO FIRE PROTECTION INC	1000448273	8/30/2019	ANNUAL INSPECTIONS - HQ	3,560.55	3,560.55
55005	5/1/2020	00008	FEDERAL SIGNAL CORP	7464607	4/15/2020	BILLABLE PARTS	297.65	297.65
55006	5/1/2020	00651	FRONTIER	7002Z664-S-200	4/5/2020	PHONE SERV 4/05/20-5/04/20	75.87	
			Y002Z665-S-200	4/5/2020	PHONE SERV 4/05/20-5/04/20	51.80	127.67	
55007	5/1/2020	00027	HAVIS INC.	IN622426	4/10/2020	BILLABLE PARTS	5,063.79	
			IN622134	4/8/2020	BILLABLE PARTS	2,142.92		
			IN620785	3/25/2020	BILLABLE PARTS	1,505.50	8,712.21	
55008	5/1/2020	00798	HYDREX PEST CONTROL	325504	4/2/2020	PEST CONTROL SERVICES	75.00	
			326735	4/2/2020	PEST CONTROL SERVICES	59.00	134.00	
55009	5/1/2020	00777	JOHN E. PHILLIPS PLUMBING	157215	4/2/2020	PLUMBING SERVICES, PARTS	125.00	125.00
55010	5/1/2020	00799	LA UNIFORMS & TAILORING	4294	2/23/2020	UNIFORMS FOR TECHNICIAN	112.34	
			4287	2/23/2020	UNIFORMS FOR TECHNICIAN	105.73		
			4288	2/23/2020	UNIFORMS FOR TECHNICIAN	105.73		
			4292	2/23/2020	UNIFORMS FOR TECHNICIAN	105.73		
			4293	2/23/2020	UNIFORMS FOR TECHNICIAN	105.73	535.26	
55011	5/1/2020	00442	LAWSON PRODUCTS, INC.	9307529490	4/15/2020	BILLABLE PARTS	50.54	50.54
55012	5/1/2020	00043	MANEY WIRE & CABLE, INC.	20063275	4/14/2020	VEHICLE OUTFITTING PARTS	2,829.07	2,829.07
55013	5/1/2020	00671	MARC R. COHEN, MD	EMSMD-09	4/30/2020	MEDICAL DIRECTOR SVCS	5,083.33	5,083.33
55014	5/1/2020	00926	PONCE DE LEON, BROOKE	050120	5/1/2020	COVID-19: CELL PHONE REIM	19.08	19.08
55015	5/1/2020	00818	RICHARDS, WATSON & GERSH	226337	4/15/2020	GENERAL COUNSEL AND LEG	8,984.91	8,984.91
55016	5/1/2020	00927	ROUND, ALYSSA	050120	5/1/2020	REIMBURSEMENT FOR 3/2/2	228.75	228.75

Bank : union UNION BANK		(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
55017	5/1/2020	00144	SAXE-CLIFFORD PHD, SUSAN20-0408-4	4/8/2020	PRE-EMPLOYMENT PSYCHO	400.00	
			20-0409-6	4/9/2020	PRE-EMPLOYMENT PSYCHO	400.00	800.00
55018	5/1/2020	00145	SETINA MFG CO INC 203026	4/16/2020	BILLABLE PARTS	800.90	800.90
55019	5/1/2020	00824	SMART JANITORIAL, COMPLE11186	3/2/2020	HQ MAINTENANCE	3,585.00	3,585.00
55020	5/1/2020	00803	SPARKLETTS 18193479 04172	4/17/2020	WATER FILTRATION SYSTEM	40.00	40.00
55021	5/1/2020	00460	SPECTRUM BUSINESS 1133787040420	4/4/2020	SPECTRUM BUSINESS INTEF	1,900.00	1,900.00
55022	5/1/2020	00063	WHELEN ENGINEERING CO., 710484	4/16/2020	BILLABLE PARTS	664.15	
			710233	4/16/2020	BILLABLE PARTS	460.40	
			709858	4/15/2020	BILLABLE PARTS	138.92	1,263.47
55023	5/1/2020	00067	XCEL MECHANICAL SYSTEMS21673	3/23/2020	VITAL REPAIRS AND SERVICE	5,678.59	5,678.59
Sub total for UNION BANK:							63,259.62

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20119	5/8/2020	00219	INTERNAL REVENUE SERVICE	Ben29918	5/8/2020	FEDERAL WITHHOLDING TAX	36,234.42	36,234.42
20120	5/8/2020	00223	EMPLOYMENT DEVEL DEPT	Ben29922	5/8/2020	STATE DISABILITY INSURANC	14,070.28	14,070.28
20121	5/8/2020	00222	STATE DISBURSEMENT UNIT	Ben29926	5/8/2020	SUPPORT: PAYMENT	184.62	184.62
20122	5/8/2020	00058	CALPERS	Ben29920	5/8/2020	PERS RETIREMENT: PAYMEN	38,042.88	38,042.88
20123	5/8/2020	00221	ICMA RETIREMENT TRUST	Ben29924	5/8/2020	DEFERRED COMPENSATION	15,581.27	15,581.27
20124	5/10/2020	00058	CALPERS	10000001601511	4/14/2020	HEALTH PREMIUMS - MAY 20	66,194.21	66,194.21
20125	5/1/2020	00696	GUARDIAN	533654-05	4/22/2020	GUARDIAN - DENTAL, VISION,	6,983.38	6,983.38
55024	5/8/2020	00217	CALIFORNIA TEAMSTERS UN	Ben29914	5/8/2020	UNION DUES TEAMSTERS: P	2,008.00	2,008.00
55025	5/8/2020	00218	CWA LOCAL 9400	Ben29916	5/8/2020	UNION DUES CWA: PAYMENT	257.97	257.97
Sub total for UNION BANK:							179,557.03	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
1744	5/15/2020	00012	CALIFORNIA WATER SERVICE	5550731926	4/29/2020	FIRE PROTECTION SERVICE	81.08	81.08
1745	5/15/2020	00621	FIRST BANKCARD					
		00911	ADVANCED ULTRASOUND SC	13726	4/9/2020	COVID-19: DISINFECTING PR	5,316.35	
		00754	OSI HARDWARE, INC	CS-US2517	5/12/2020	COVID-19: OFFICE EQUIPMEI	1,434.22	
		00932	PATROL POWER	SO0005568	4/9/2020	COVID-19: MISCELLANEOUS	1,422.36	
		00485	MONOPRICE, INC.	20102772	4/22/2020	GENERAL TECH SUPPLIES	723.96	
		00480	OFFICE DEPOT	470104944-001-	4/4/2020	COVID-19: JANITORIAL SUPP	404.95	
		00466	AMAZON MARKETPLACE	113-8344187-14	3/31/2020	COVID-19: DISINFECTING PR	361.50	
		00228	COSTCO MEMBERSHIP	281020415	4/22/2020	JANITORIAL SUPPLIES	323.26	
		00035	HOME DEPOT CREDIT SERVI	0620 00053 506	3/31/2020	GENERAL TECH SUPPLIES	302.56	
		00930	KENNY DE BACA GOING GOIN	0002	4/8/2020	COVID-19: MISCELLANEOUS	300.00	
		00466	AMAZON MARKETPLACE	111-9115943-25	4/10/2020	COVID-19: OFFICE EQUIPMEI	275.50	
		00466	AMAZON MARKETPLACE	112-4452567-48	4/2/2020	OFFICE SUPPLIES	248.05	
		00466	AMAZON MARKETPLACE	113-2174968-27	3/30/2020	COVID-19: JANITORIAL SUPP	225.99	
		00610	DIRECTV	37408340007	4/5/2020	CABLE SERVICE	224.71	
		00485	MONOPRICE, INC.	20110289	4/24/2020	GENERAL TECH SUPPLIES	214.58	
		00466	AMAZON MARKETPLACE	112-1295811-87	4/4/2020	OFFICE SUPPLIES	212.66	
		00637	SAFE MART, THE	186402	3/31/2020	PARTS - BILLING	191.63	
		00466	AMAZON MARKETPLACE	113-7787540-00	3/30/2020	COVID-19: OFFICE SUPPLIES	187.38	
		00014	CDW GOVERNMENT, INC.	1C1LXNW	4/10/2020	COVID-19: OFFICE EQUIPMEI	182.10	
		00466	AMAZON MARKETPLACE	113-6262696-10	3/31/2020	COVID-19: MISCELLANEOUS	155.08	
		00466	AMAZON MARKETPLACE	112-6268371-02	4/7/2020	EMPLOYEE SERVICES	153.48	
		00466	AMAZON MARKETPLACE	114-3905683-46	4/14/2020	COVID-19: JANITORIAL SUPP	141.04	
		00637	SAFE MART, THE	033120	3/31/2020	COVID-19: MISCELLANEOUS	137.97	
		00466	AMAZON MARKETPLACE	113-4649204-70	4/2/2020	COVID-19: OFFICE SUPPLIES	133.15	
		00480	OFFICE DEPOT	470104944-001	4/3/2020	COVID-19: JANITORIAL SUPP	132.96	
		00466	AMAZON MARKETPLACE	114-9608224-52	4/7/2020	COVID-19: JANITORIAL SUPP	132.25	
		00466	AMAZON MARKETPLACE	113-3446303-90	4/2/2020	COVID-19: JANITORIAL SUPP	122.34	
		00466	AMAZON MARKETPLACE	114-1584668-86	4/9/2020	COVID-19: JANITORIAL SUPP	122.34	
		00466	AMAZON MARKETPLACE	114-6516877-26	4/12/2020	COVID-19: OFFICE SUPPLIES	121.21	
		00466	AMAZON MARKETPLACE	112-5834512-41	4/21/2020	COVID-19: OFFICE SUPPLIES	56.20	
		00466	AMAZON MARKETPLACE	112-8832729-17	4/5/2020	EMPLOYEE SERVICES	55.72	
		00795	MEDIA TEMPLE	324775-21	4/23/2020	MONTHLY WEBSITE HOSTING	55.00	
		00466	AMAZON MARKETPLACE	114-1084749-48	4/8/2020	COVID-19: JANITORIAL SUPP	53.97	

Bank : union UNION BANK

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
00466		AMAZON MARKETPLACE	113-1002085-28	4/13/2020	EMPLOYEE SERVICES	53.22	
00466		AMAZON MARKETPLACE	113-5074849-02	3/30/2020	COVID-19: JANITORIAL SUPP	52.91	
00466		AMAZON MARKETPLACE	113-5501382-69	3/31/2020	COVID-19: JANITORIAL SUPP	52.68	
00466		AMAZON MARKETPLACE	111-1017550-23	4/2/2020	COVID-19: JANITORIAL SUPP	52.60	
00466		AMAZON MARKETPLACE	111-3348604-61	4/13/2020	JANITORIAL SUPPLIES	52.60	
00466		AMAZON MARKETPLACE	112-8832729-17	4/2/2020	EMPLOYEE SERVICES	50.94	
00466		AMAZON MARKETPLACE	113-9656088-99	4/15/2020	OFFICE SUPPLIES	50.78	
00930		KENNY DE BACA GOING GOIN	0003	4/9/2020	COVID-19: MISCELLANEOUS	50.00	
00466		AMAZON MARKETPLACE	111-9960258-59	4/5/2020	COVID-19: JANITORIAL SUPP	49.55	
00466		AMAZON MARKETPLACE	113-4987630-81	4/5/2020	COVID-19: JANITORIAL SUPP	49.11	
00466		AMAZON MARKETPLACE	111-2797603-16	4/10/2020	EMPLOYEE SERVICES - DISF	48.71	
00920		WALMART	3582009-075340	4/1/2020	COVID-19: JANITORIAL SUPP	48.30	
00933		EBAY	382058550427	4/16/2020	MOTOROLA POWER SUPPLY	48.23	
00466		AMAZON MARKETPLACE	113-5501426-74	4/4/2020	COVID-19: JANITORIAL SUPP	47.22	
00466		AMAZON MARKETPLACE	111-2321072-61	4/2/2020	OFFICE SUPPLIES	47.07	
00466		AMAZON MARKETPLACE	113-5728123-11	4/16/2020	COVID-19: JANITORIAL SUPP	47.01	
00466		AMAZON MARKETPLACE	113-0420632-45	4/1/2020	COVID-19: JANITORIAL SUPP	46.83	
00014		CDW GOVERNMENT, INC.	1C1LXNW	4/13/2020	COVID-19: OFFICE EQUIPMEI	45.54	
00466		AMAZON MARKETPLACE	113-8576380-49	4/15/2020	COVID-19: JANITORIAL SUPP	44.55	
00920		WALMART	3562008-704454	4/8/2020	COVID-19: OFFICE SUPPLIES	44.01	
00466		AMAZON MARKETPLACE	114-6702508-10	4/13/2020	OFFICE SUPPLIES	39.78	
00466		AMAZON MARKETPLACE	112-4901454-67	4/14/2020	COVID-19: DISINFECTING PR	39.68	
00466		AMAZON MARKETPLACE	111-6208116-86	4/9/2020	EMPLOYEE SERVICES - DISF	39.51	
00466		AMAZON MARKETPLACE	114-5030236-41	4/27/2020	COVID-19: OFFICE SUPPLIES	120.44	
00466		AMAZON MARKETPLACE	114-3488466-80	4/9/2020	COVID-19: DISINFECTING PR	105.78	
00466		AMAZON MARKETPLACE	040820	4/8/2020	COVID-19: OFFICE SUPPLIES	102.39	
00466		AMAZON MARKETPLACE	113-2098952-91	4/1/2020	JANITORIAL SUPPLIES	101.31	
00466		AMAZON MARKETPLACE	114-9316724-96	4/25/2020	COVID-19: JANITORIAL SUPP	96.92	
00466		AMAZON MARKETPLACE	113-6390065-86	3/26/2020	JANITORIAL SUPPLIES	95.08	
00466		AMAZON MARKETPLACE	113-4717786-53	3/30/2020	COVID-19: OFFICE SUPPLIES	93.69	
00466		AMAZON MARKETPLACE	113-0328623-41	4/2/2020	COVID-19: JANITORIAL SUPP	93.55	
00761		BOX	INV07820839	4/26/2020	SOFTWARE SERVICES	90.00	
00931		FEED YOUR SOUL	5272	4/7/2020	EMPLOYEE SERVICES - DISF	89.76	
00466		AMAZON MARKETPLACE	114-4273514-97	4/15/2020	COVID-19: JANITORIAL SUPP	89.22	
00466		AMAZON MARKETPLACE	112-1964346-72	4/10/2020	COVID-19: DISINFECTING PR	88.15	

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
00466		AMAZON MARKETPLACE	113-1900103-26	3/30/2020	COVID-19: JANITORIAL SUPP	87.64	
00466		AMAZON MARKETPLACE	114-5582775-97	3/30/2020	COVID-19: MISCELLANEOUS	79.16	
00934		SANITARY FAIRY	1048	3/30/2020	COVID-19: JANITORIAL SUPP	78.27	
00466		AMAZON MARKETPLACE	112-6443157-10	4/6/2020	EMPLOYEE SERVICES	77.92	
00466		AMAZON MARKETPLACE	114-3434914-56	4/8/2020	COVID-19: OFFICE SUPPLIES	74.94	
00466		AMAZON MARKETPLACE	111-6208116-86	4/8/2020	EMPLOYEE SERVICES - DISF	74.84	
00466		AMAZON MARKETPLACE	113-9894196-30	3/31/2020	JANITORIAL SUPPLIES	72.72	
00466		AMAZON MARKETPLACE	111-8174636-16	4/26/2020	COVID-19: OFFICE SUPPLIES	71.16	
00466		AMAZON MARKETPLACE	113-2139358-63	3/30/2020	COVID-19: JANITORIAL SUPP	66.12	
00466		AMAZON MARKETPLACE	113-5048247-40	4/1/2020	JANITORIAL SUPPLIES	66.12	
00466		AMAZON MARKETPLACE	112-4449226-14	3/31/2020	PARTS - BILLING	65.55	
00466		AMAZON MARKETPLACE	112-2879699-92	4/5/2020	EMPLOYEE SERVICES	65.28	
00466		AMAZON MARKETPLACE	114-4125929-02	4/8/2020	COVID-19: JANITORIAL SUPP	63.90	
00466		AMAZON MARKETPLACE	114-3735008-21	4/1/2020	COVID-19: MISCELLANEOUS	61.68	
00466		AMAZON MARKETPLACE	9166805169485	4/11/2020	EMPLOYEE SERVICES - DISF	37.00	
00632		U-HAUL OF GARDENA	312794	4/16/2020	GENERAL TECH SUPPLIES	36.87	
00920		WALMART	3582009-876534	4/1/2020	COVID-19: JANITORIAL SUPP	35.98	
00199		GOVT FINANCE OFFICERS ASSN	616810	4/20/2020	WEBINAR: MANAGING CASH	35.00	
00466		AMAZON MARKETPLACE	114-6214111-18	4/26/2020	OFFICE SUPPLIES	34.56	
00466		AMAZON MARKETPLACE	111-3897757-96	4/5/2020	COVID-19: JANITORIAL SUPP	33.96	
00466		AMAZON MARKETPLACE	114-8866029-43	4/16/2020	COVID-19: JANITORIAL SUPP	33.06	
00466		AMAZON MARKETPLACE	111-4963926-39	4/16/2020	EMPLOYEE SERVICES - DISF	33.03	
00466		AMAZON MARKETPLACE	113-7794957-52	4/2/2020	COVID-19: JANITORIAL SUPP	33.03	
00466		AMAZON MARKETPLACE	114-4664231-14	4/13/2020	OFFICE SUPPLIES	33.03	
00466		AMAZON MARKETPLACE	113-0254204-75	3/30/2020	COVID-19: JANITORIAL SUPP	32.45	
00466		AMAZON MARKETPLACE	112-0301565-50	4/5/2020	EMPLOYEE SERVICES	30.04	
00466		AMAZON MARKETPLACE	112-0301565-50	4/5/2020	EMPLOYEE SERVICES	30.04	
00466		AMAZON MARKETPLACE	112-8642137-93	4/21/2020	COVID-19: OFFICE SUPPLIES	29.55	
00466		AMAZON MARKETPLACE	113-1877216-66	4/5/2020	COVID-19: JANITORIAL SUPP	29.02	
00466		AMAZON MARKETPLACE	112-6443157-10	4/5/2020	EMPLOYEE SERVICES	26.94	
00466		AMAZON MARKETPLACE	113-3902190-57	4/13/2020	OFFICE SUPPLIES	26.43	
00466		AMAZON MARKETPLACE	9166805169485	4/11/2020	EMPLOYEE SERVICES - DISF	25.36	
00466		AMAZON MARKETPLACE	033020	3/30/2020	COVID-19: OFFICE SUPPLIES	24.06	
00466		AMAZON MARKETPLACE	111-4267591-34	4/12/2000	EMPLOYEE SERVICES - DISF	23.98	
00466		AMAZON MARKETPLACE	111-4963926-39	4/10/2020	EMPLOYEE SERVICES - DISF	23.32	

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
		00466	AMAZON MARKETPLACE	111-9909105-371	4/3/2020	COVID-19: DISINFECTING PR	22.55
		00920	WALMART	3562008-924100	3/30/2020	COVID-19: OFFICE SUPPLIES	21.52
		00923	INSTACART	033120	3/31/2020	COVID-19: JANITORIAL SUPP	20.50
		00466	AMAZON MARKETPLACE	113-9676881-01	3/31/2020	COVID-19: JANITORIAL SUPP	20.05
		00920	WALMART	3562008-924100	4/15/2020	COVID-19: OFFICE SUPPLIES	18.76
		00920	WALMART	3582009-075340	4/7/2020	COVID-19: JANITORIAL SUPP	17.63
		00826	LA TIMES	050420	4/22/2020	LA TIMES MONTHLY SUBSCR	15.96
		00466	AMAZON MARKETPLACE	112-2833291-42	4/16/2020	COVID-19: OFFICE SUPPLIES	15.40
		00929	VIDEO DEPOT	040220	4/2/2020	NOTARY SERVICES TO ACCE	15.00
		00466	AMAZON MARKETPLACE	111-6690791-231	4/9/2020	EMPLOYEE SERVICES - DISF	14.97
		00466	AMAZON MARKETPLACE	113-3978025-72	3/31/2020	COVID-19: JANITORIAL SUPP	14.87
		00466	AMAZON MARKETPLACE	113-0420632-45	4/4/2020	COVID-19: JANITORIAL SUPP	14.79
		00466	AMAZON MARKETPLACE	112-0035384-88	4/25/2020	GENERAL TECH SUPPLIES	14.10
		00466	AMAZON MARKETPLACE	111-7926049-60	4/9/2020	EMPLOYEE SERVICES - DISF	13.99
		00466	AMAZON MARKETPLACE	113-9689792-48	4/12/2020	OFFICE SUPPLIES	11.80
		00466	AMAZON MARKETPLACE	111-5554257-53	4/12/2020	OFFICE SUPPLIES	11.80
		00466	AMAZON MARKETPLACE	112-6505933-90	4/12/2020	OFFICE SUPPLIES	11.80
		00466	AMAZON MARKETPLACE	112-6496934-00	4/9/2020	EMPLOYEE SERVICES - DISF	11.18
		00466	AMAZON MARKETPLACE	112-9972849-29	4/21/2020	COVID-19: JANITORIAL SUPP	9.91
		00466	AMAZON MARKETPLACE	111-4267591-34	4/10/2020	EMPLOYEE SERVICES - DISF	9.31
		00466	AMAZON MARKETPLACE	114-1883725-37	4/14/2020	COVID-19: JANITORIAL SUPP	8.81
		00466	AMAZON MARKETPLACE	114-7884869-93	4/1/2020	JANITORIAL SUPPLIES	4.16
		00920	WALMART	3582009-876534	4/5/2020	COVID-19: JANITORIAL SUPP	3.83
		00466	AMAZON MARKETPLACE	112-0301565-50	4/4/2020	EMPLOYEE SERVICES	0.47
		00074	STAPLES INC.	9811791354	3/29/2020	COVID-19: OFFICE SUPPLIES	-26.42
		00466	AMAZON MARKETPLACE	111-6188987-14	3/25/2020	COVID-19: OFFICE SUPPLIES	-55.11
55026	5/15/2020	00297	AT&T, ATT CALNET	000014681844	5/3/2020	PHONE SERVICE 4/03/20-5/02	596.67
55027	5/15/2020	00064	AT&T, ATT PAYMENT CENTER	960 461-1623 55	5/1/2020	PHONE SERVICE 04/01/2020-	2,792.74
55028	5/15/2020	00014	CDW GOVERNMENT, INC.	XRZ0912	5/1/2020	CDW-G BILLABLE PARTS	494.47
55029	5/15/2020	00017	CHEM PRO LABORATORY, INC.	661513	5/3/2020	HQ MAINTENANCE	86.50
55030	5/15/2020	00019	CINTAS CORPORATION #427	4048308483	4/17/2020	CLEANING SERVICES FOR F'	109.32
55031	5/15/2020	00225	COMMLINE INC	0215703-IN	4/29/2020	OUTSIDE TECH SVC-TOWER	15,000.00
				0215681-IN	4/29/2020	PUBLIC SAFETY VEHICLE UP	2,470.00
				0215866-IN	4/30/2020	PUBLIC SAFETY VEHICLE UP	1,670.00
				0215525-IN	4/28/2020	PUBLIC SAFETY VEHICLE UP	520.00
							19,660.00

Bank : union UNION BANK			(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
55032	5/15/2020	00078	COX, CHRISTOPHER	051520	5/15/2020	RETIREE MED PREM/JUNE 20	740.78	740.78
55033	5/15/2020	00879	CROWN CASTLE	599714	5/1/2020	DEDICATED INTERNET ACCE	1,100.00	1,100.00
55034	5/15/2020	00008	FEDERAL SIGNAL CORP	7476529	5/1/2020	FEDERAL SIGNAL CORP BILL	9,331.67	
				7478731	5/5/2020	FEDERAL SIGNAL CORP BILL	864.36	10,196.03
55035	5/15/2020	00070	GAS COMPANY, THE	059 194 8982 2	5/4/2020	GAS SERVICE HQ/ 4/1/2020-4	738.63	738.63
55036	5/15/2020	00928	GASTIL, ASHLEY	051520	5/15/2020	REIMBURSEMENT FOR 3/2/2	75.27	75.27
55037	5/15/2020	00027	HAVIS INC.	IN623670	4/22/2020	HAVIS, INC BILLABLE PARTS	1,767.33	
				IN623209	4/17/2020	HAVIS, INC BILLABLE PARTS	209.40	
				IN622134-1	4/8/2020	HAVIS, INC BILLABLE PARTS	51.78	2,028.51
55038	5/15/2020	00148	HAWTHORNE, CITY OF	IT-20-05-01	5/9/2020	LASD MONTHLY DATA CONNI	689.39	689.39
55039	5/15/2020	00880	JUAN CHAVEZ LANDSCAPING	INV0530	5/8/2020	HQ FACILITY LANDSCAPE SE	450.00	450.00
55040	5/15/2020	00403	KUSSMAUL ELECTRONICS C	0000168061	4/29/2020	VEHICLE OUTFITTING PARTS	524.44	524.44
55041	5/15/2020	00087	LIEBERT CASSIDY & WHITMO	1496672	3/31/2020	LEGAL SERVICES	1,710.00	
				1496673	3/31/2020	LEGAL SERVICES FOR FY18-	350.00	
				1496674	3/31/2020	LEGAL SERVICES FOR FY18-	114.00	2,174.00
55042	5/15/2020	00043	MANEY WIRE & CABLE, INC.	20063446	4/22/2020	VEHICLE OUTFITTING PARTS	177.88	177.88
55043	5/15/2020	00116	MEADORS, LATANYA	051520	5/15/2020	RETIREE MED PREM/JUNE 20	476.43	476.43
55044	5/15/2020	00331	MITSUBISHI ELECTRIC INC	374081	5/1/2020	ANNUAL MAINTENANCE FOR	677.04	677.04
55045	5/15/2020	00060	RIVERA, JOSE	051520	5/15/2020	RETIREE MED PREM/JUNE 20	520.89	520.89
55046	5/15/2020	00144	SAXE-CLIFFORD PHD, SUSAN	20-0417-5	4/17/2020	PRE-EMPLOYMENT PSYCHO	400.00	
				20-0422-3	4/22/2020	PRE-EMPLOYMENT PSYCHO	400.00	800.00
55047	5/15/2020	00157	SECURE IDLE INC	11087	2/21/2020	VEHICLE OUTFITTING PARTS	112.88	112.88
55048	5/15/2020	00145	SETINA MFG CO INC	204009	4/30/2020	SETINA MANUFACTURING CO	4,325.70	
				204010	4/30/2020	SETINA MANUFACTURING CO	2,999.04	7,324.74
55049	5/15/2020	00273	SHAW, LILLIAN	051520	5/15/2020	RETIREE MED PREM/JUNE 20	438.83	438.83
55050	5/15/2020	00824	SMART JANITORIAL, COMPLE	11943	5/1/2020	SMART JANITORIAL HQ MAIN	5,475.00	
				11746	4/8/2020	COVID-19: SMART JANITORIA	1,575.00	
				11975	5/1/2020	JANITORIAL SUPPLIES	56.00	7,106.00
55051	5/15/2020	00302	SPRINT	155018370-103	4/29/2020	DAC CHARGES/3-26 TO 4-25-	4,015.86	
				107177860-108	4/27/2020	WIRELESS MODEMS/3-24 TO	85.98	4,101.84
55052	5/15/2020	00126	STEVENS, DEBORAH	051520	5/15/2020	RETIREE MED PREM/JUNE 20	608.75	608.75
55053	5/15/2020	00034	STEVENS, GARY	051520	5/15/2020	RETIREE MED PREM/JUNE 20	606.50	606.50

Bank : union UNION BANK		(Continued)						
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
55054	5/15/2020	00171	VERIZON WIRELESS	9853229101	4/23/2020	GPD DAC CHARGES/ 3/24/20-	2,685.15	
				9853153036	4/23/2020	MODEM SVC. MBPD/ 3/24/20-	912.78	
				9850742718	4/18/2020	CELL PH. CHGS: 3/19/20-4/18,	604.69	
				9853153037	4/23/2020	MODEM SVC. MBPD/ 3/24/20-	38.01	4,240.63
55055	5/15/2020	00063	WHELEN ENGINEERING CO.,	720594	5/8/2020	WHELEN ENGINEERING CO B	396.24	
				719648	5/6/2020	WHELEN ENGINEERING CO B	306.94	703.18
55056	5/15/2020	00735	XEROX FINANCIAL SERVICES	2101973	5/11/2020	MONTHLY LEASE E2B666894	1,059.79	1,059.79
Sub total for UNION BANK:							89,778.44	

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20126	5/22/2020	00219	INTERNAL REVENUE SERVICE	Ben30115	5/22/2020	FEDERAL WITHHOLDING TAX	35,559.78	35,559.78
20127	5/22/2020	00223	EMPLOYMENT DEVEL DEPT	Ben30119	5/22/2020	STATE DISABILITY INSURANC	13,633.79	13,633.79
20128	5/22/2020	00222	STATE DISBURSEMENT UNIT	Ben30123	5/22/2020	SUPPORT: PAYMENT	184.62	184.62
20129	5/22/2020	00058	CALPERS	Ben30117	5/22/2020	PERS RETIREMENT: PAYMEN	38,038.19	38,038.19
20130	5/22/2020	00221	ICMA RETIREMENT TRUST	Ben30121	5/22/2020	DEFERRED COMPENSATION	15,570.78	15,570.78
55057	5/22/2020	00002	AFLAC	Ben30109	5/22/2020	AFLAC INSURANCE: PAYMEN	3,712.16	3,712.16
55058	5/22/2020	00217	CALIFORNIA TEAMSTERS UN	Ben30111	5/22/2020	UNION DUES TEAMSTERS: P	2,008.00	2,008.00
55059	5/22/2020	00218	CWA LOCAL 9400	Ben30113	5/22/2020	UNION DUES CWA: PAYMENT	257.97	257.97
Sub total for UNION BANK:							108,965.29	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1746	5/29/2020	00012	CALIFORNIA WATER SERVICE4675328235	5/15/2020	WATER SERV HQ/ 4/17/20-5/1	246.42	246.42
1747	5/27/2020	00069	SOUTHERN CALIFORNIA EDI\$2-19-337-1549	5/8/2020	ELEC SERV GRANDVIEW/ 4/1	163.22	163.22
1748	5/29/2020	00069	SOUTHERN CALIFORNIA EDI\$2-23-553-5986	5/19/2020	ELECTRICITY SERVICE	8,805.24	
			2-03-672-6511	5/20/2020	ELEC SERV PUNTA/ 4/17/20 -	712.98	9,518.22
1749	5/27/2020	00031	EMPLOYMENT DEVELOPMENTL1057302240	4/30/2020	Q1 UNEMPLOYMENT INSURA	8,721.00	8,721.00
55060	5/29/2020	00868	ALFARO, VANESSA	052920	COVID-19: CELL PHONE REIM	42.00	42.00
55061	5/29/2020	00297	AT&T, ATT CALNET	000014748675	5/13/2020	PHONE SERV 4/13/20-5/12/20	2,197.53
				000014755875	5/13/2020	PHONE SERVICE 4/13/20-5/12	191.89
				000014752811	5/13/2020	PHONE SERV 4/13/20-5/12/20	105.89
55062	5/29/2020	00014	CDW GOVERNMENT, INC.	XVC7249	5/13/2020	CDW-G BILLABLE PARTS	1,139.65
				XWL1018	5/21/2020	CDW-G BILLABLE PARTS	728.96
55063	5/29/2020	00225	COMMLINE INC	0218320-IN	5/13/2020	PUBLIC SAFETY VEHICLE UP	74.46
55064	5/29/2020	00008	FEDERAL SIGNAL CORP	7490214	5/20/2020	FEDERAL SIGNAL CORP BILL	745.00
				7487079	5/15/2020	FEDERAL SIGNAL CORP BILL	304.11
				7487386	5/16/2020	FEDERAL SIGNAL CORP BILL	303.03
55065	5/29/2020	00651	FRONTIER	209-188-0077-04	5/1/2020	PHONE SERVICE 5/1/20 - 5/31	479.37
				Y002Z665-S-201	5/5/2020	PHONE SERV 5/05/20-6/04/20	58.56
55066	5/29/2020	00148	HAWTHORNE, CITY OF	IT-19-03-rcc	5/14/2020	COMP COMPUTER SERVICES	50,000.00
				IT-19-04-rcc	5/14/2020	COMP COMPUTER SERVICES	50,000.00
55067	5/29/2020	00798	HYDREX PEST CONTROL	330472	5/15/2020	PEST CONTROL SERVICES	59.00
55068	5/29/2020	00647	MC ELECTRICAL, INC.	0000332	5/4/2020	ELECTRICAL WORK FOR SEP	1,210.00
55069	5/29/2020	00577	NEW LOOK AUTO DETAIL	2215	5/1/2020	VEHICLE MAINTENANCE AND	105.00
				2154	2/11/2020	VEHICLE MAINTENANCE AND	75.00
55070	5/29/2020	00926	PONCE DE LEON, BROOKE	052920	5/29/2020	COVID-19: CELL PHONE REIM	38.12
55071	5/29/2020	00818	RICHARDS,WATSON & GERSH	226401	4/15/2020	GENERAL COUNSEL AND LEG	12,307.04
55072	5/29/2020	00157	SECURE IDLE INC	11106	5/26/2020	PARTS - REIMBURSABLE	211.94
55073	5/29/2020	00145	SETINA MFG CO INC	205298	5/22/2020	SETINA MANUFACTURING CO	8,811.50
55074	5/29/2020	00390	SOUTH COAST AQMD	3639321	4/16/2020	AQMD FEE - FISCAL YEAR 20	137.63
55075	5/29/2020	00803	SPARKLETTS	18193479 05152	5/15/2020	WATER FILTRATION SYSTEM	40.00
55076	5/29/2020	00460	SPECTRUM BUSINESS	1133787050420	5/4/2020	SPECTRUM BUSINESS INTEF	1,900.00
55077	5/29/2020	00171	VERIZON WIRELESS	9853168558	4/23/2020	DAC CHARGES HPD/ 3/24/20-	384.36
55078	5/29/2020	00063	WHELEN ENGINEERING CO.,	723558	5/14/2020	WHELEN ENGINEERING CO B	4,137.15
				726209	5/20/2020	WHELEN ENGINEERING CO B	799.09

Sub total for UNION BANK: 155,235.14

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

Item	Date	Reference #	Amount	Description
1	5/19/2020	BA-15	30,000	Transfer from General Liability Insurance Premiums to Legal Services for RWG change order approved by Executive Committee in May 2020.

D-4



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: June 16, 2020

ITEM NUMBER: D-4

TO: Executive Committee

FROM: John Krok, Acting Executive Director

GTK

SUBJECT: APPROVAL OF A CHANGE ORDER TO FEDERAL SIGNAL CORPORATION IN THE AMOUNT OF \$60,000 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$135,000 FOR EQUIPMENT AND SUPPLIES

ATTACHMENT: None

RECOMMENDATION

Staff recommends the Executive Committee approve a change purchase order to Federal Signal Corporation in the amount of \$60,000 for a total not-to-exceed amount of \$135,000 for equipment and supplies.

DISCUSSION

Federal Signal Corporation (Federal Signal) is an industry leader in the manufacturing of emergency lighting and siren equipment. Federal Signal is one of two vendors used by the Authority as its source for this type of equipment, which is used for upfitting its member and contract agencies' public safety vehicles. The vendor provides lighting and siren equipment that meets or exceeds both state and federal laws. Federal Signal provides a law enforcement agency discount to the Authority that ranges between 25% and 47%, depending on the item.

In order to fund the costs associated with the purchase of equipment and supplies provided by Federal Signal for the remainder of the fiscal year, a change purchase order in the amount of \$60,000 is recommended. Such change would bring the total not-to-exceed amount on the purchase order to \$135,000.

FISCAL IMPACT

None. Funding for these services is available in the amended fiscal year 2019/20 budget. Additionally, all costs associated with the upfitting of vehicles are 100% reimbursable by the member or contract agencies requesting the service.

D-5



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: June 16, 2020

ITEM NUMBER: D-5

TO: Executive Committee

FROM: John Krok, Acting Executive Director

JK

SUBJECT: APPROVE PAYMENT TO THE CITY OF HAWTHORNE IN THE AMOUNT OF \$64,493.38 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
2. Tiburon Costs Spreadsheet
3. Receipts
4. Mission Critical Partners Agreement with City of Hawthorne

RECOMMENDATION

Staff recommends the Executive Committee approve a payment to the City of Hawthorne ("City") in the amount of \$64,493.38 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 2019/20 cost for the Authority continuing to operate on the Tiburon CAD system, as invoiced by the City, is \$64,493.38. 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-5

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-5

Attachment 2

Cost Type	Amount	CAD	RMS/Other
RMS Pre-Tax	\$ 119,485.50		\$ 119,485.50
ARS Pre-Tax			\$ -
CMS Pre-Tax	\$ 50,680.35		\$ 50,680.35
CAD Pre-Tax			
911 Mapping			
MSS	\$ 24,557.40	\$ 12,278.50	\$ 12,278.70
E911			
CARS			
EXT-State	\$ 2,401.35	\$ 2,402.00	
Paging			
SunPro			
GCT	\$ 2,401.35	\$ 2,402.00	
MDC	\$ 2,619.75	\$ 2,619.00	
WestNet			
Oracle	\$ 11,196.15	\$ 5,598.08	\$ 5,598.08
MobileComm	\$ 25,191.00	\$ 25,191.00	
Mobile Mapping			
Property Bar Code			
"El Segundo"	\$ 330.33		\$ 330.33
SubTotal Tiburon	\$ 238,863.18	\$ 50,490.58	\$ 188,372.96
UNIX System Maint (athena)	\$ 13,200.00	\$ 8,800.00	\$ 4,400.00
IBM Server Maint (sys)	\$ 7,804.20	\$ 5,202.80	\$ 2,601.40
Misc Licensing/Services			
Supplies	\$ 7,500.00		\$ 7,500.00
Cisco Maintenance			
Thos Bros			
Geofile Consulting			
Sub Total Maint	\$ 28,504.20	\$ 14,002.80	\$ 14,501.40
SubTotal Operations	\$ 267,367.38	\$ 64,493.38	\$ 202,874.36

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Attachment 3



Invoice

Invoice No
233515

Date
4/22/2019

Page
1 of 1

Tiburon, Inc., a CentralSquare Company
1000 Business Center Drive
Lake Mary, FL 32746
www.centalsquare.com
Toll free 800-727-8088

Billing Inquiries: Accounts.Receivable@centalsquare.com

Bill To
Hawthorne, City of
Josh Armstrong
12501 S Hawthorne Boulevard
HAWTHORNE CA 90250
United States

Ship To
Hawthorne, City of
Josh Armstrong
12501 S Hawthorne Boulevard
HAWTHORNE CA 90250
United States

Customer No	Customer Name	Customer PO #	Currency	Terms	Due Date
12682	Hawthorne, CA		USD	Net 30	5/22/2019

	Description	Units	Rate	Extended
1	MobileCOM Migration Annual Maintenance Fee - Annual Maintenance Fee MobileCOM Migration Annual Maintenance Fee Maintenance: Start:12/1/2018, End: 11/30/2019	1	\$25,191.00	\$25,191.00

Please make remittance payable to Tiburon, Inc ACH / EFT:
Routing Number 121000248
Account Number 4123713752
Wells Fargo (Phone 800-869-3557)
E-mail payment details to: Accounts.Receivable@centalsquare.com

Check:
1000 Business Center Dr.
Lake Mary FL. 32746
United States

Subtotal	\$25,191.00
Tax	\$0.00
Invoice Total	\$25,191.00
Payments Applied	\$0.00
Balance Due	\$25,191.00



Invoice

Invoice No
256309

Date
10/31/2019

Page
2 of 3

Tiburon, Inc., a CentralSquare Company
1000 Business Center Drive
Lake Mary, FL 32746
www.centalsquare.com
Toll free 800-727-8088

Billing Inquiries: Accounts.Receivable@centalsquare.com

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Josh Armstrong
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HAWTHORNE CA 90250
United States

Ship To
Hawthorne, City of
Josh Armstrong
12501 S Hawthorne Boulevard
HAWTHORNE CA 90250
United States

Customer No	Customer Name	Customer PO #	Currency	Terms	Due Date
12682	Hawthorne, CA		USD	Net 30	11/30/2019

	Description	Units	Rate	Extended
10	JailRECORDS Annual Maintenance Fee - Annual Maintenance Fee JailRECORDS Maintenance: Start:12/1/2019, End: 11/30/2020	1	\$50,680.35	\$50,680.35
11	LawRECORDS Annual Maintenance Fee - Annual Maintenance Fee LawRECORDS Maintenance: Start:12/1/2019, End: 11/30/2020	1	\$0.00	\$0.00
12	MDC Annual Maintenance Fee - Annual Maintenance Fee MDC Maintenance: Start:12/1/2019, End: 11/30/2020	1	\$2,619.75	\$2,619.75
13	Mobile Mapping Annual Maintenance Fee - Annual Maintenance Fee Mobile Mapping Maintenance: Start:12/1/2019, End: 11/30/2020	1	\$0.00	\$0.00
14	MobileCOM Migration Annual Maintenance Fee - Annual Maintenance Fee MobileCOM Migration Maintenance: Start:12/1/2019, End: 11/30/2020	1	\$0.00	\$0.00
15	MSS Annual Maintenance Fee - Annual Maintenance Fee MSS Maintenance: Start:12/1/2019, End: 11/30/2020	1	\$24,557.40	\$24,557.40
16	Oracle Annual Maintenance Fee - Annual Maintenance Fee Oracle Maintenance: Start:12/1/2019, End: 11/30/2020	1	\$11,196.15	\$11,196.15
17	Paging Annual Maintenance Fee - Annual Maintenance Fee Paging Maintenance: Start:12/1/2019, End: 11/30/2020	1	\$0.00	\$0.00
18	Prop Room (Property Evidence Bar Code) Annual Maintenance Fee - Annual Maintenance Fee Property Bar Code Maintenance: Start:12/1/2019, End: 11/30/2020	1	\$0.00	\$0.00



Invoice

Invoice No
256309

Date
10/31/2019

Page
1 of 3

Tiburon, Inc., a CentralSquare Company
1000 Business Center Drive
Lake Mary, FL 32746
www.centalsquare.com
Toll free 800-727-8088

Billing Inquiries: Accounts.Receivable@centalsquare.com

Bill To
Hawthorne, City of
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12501 S Hawthorne Boulevard
HAWTHORNE CA 90250
United States

Ship To
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Josh Armstrong
12501 S Hawthorne Boulevard
HAWTHORNE CA 90250
United States

Customer No	Customer Name	Customer PO #	Currency	Terms	Due Date
12682	Hawthorne, CA		USD	Net 30	11/30/2019

Description	Units	Rate	Extended
Contract No. M119518			
1 911 Mapping Annual Maintenance Fee - Annual Maintenance Fee 911 Map Maintenance: Start:12/1/2019, End: 11/30/2020	1	\$0.00	\$0.00
2 Add El Segundo PD Annual Maintenance Fee - Annual Maintenance Fee Add El Segundo PD Maintenance: Start:12/1/2019, End: 11/30/2020	1	\$330.33	\$330.33
3 ARS/MDS Annual Maintenance Fee - Annual Maintenance Fee ARS/MDS Combined Maintenance: Start:12/1/2019, End: 11/30/2020	1	\$0.00	\$0.00
4 CAD/2000 Server License Annual Maintenance Fee - Annual Maintenance Fee CAD/2000 Maintenance: Start:12/1/2019, End: 11/30/2020	1	\$0.00	\$0.00
5 Calculated Routing System (CARS) Annual Maintenance Fee - Annual Maintenance Fee CARS Maintenance: Start:12/1/2019, End: 11/30/2020	1	\$0.00	\$0.00
6 E911 Annual Maintenance Fee - Annual Maintenance Fee E911 Maintenance: Start:12/1/2019, End: 11/30/2020	1	\$0.00	\$0.00
7 EXT-state Annual Maintenance Fee - Annual Maintenance Fee EXT-state Maintenance: Start:12/1/2019, End: 11/30/2020	1	\$2,401.35	\$2,401.35 ✓
8 GCT Annual Maintenance Fee - Annual Maintenance Fee GCT Maintenance: Start:12/1/2019, End: 11/30/2020	1	\$2,401.35	\$2,401.35
9 Interfaces Annual Maintenance Fee - Annual Maintenance Fee Interfaces Maintenance: Start:12/1/2019, End: 11/30/2020	1	\$0.00	\$0.00



Invoice

Invoice No
256309

Date
10/31/2019

Page
3 of 3

Tiburon, Inc., a CentralSquare Company
1000 Business Center Drive
Lake Mary, FL 32746
www.centalsquare.com
Toll free 800-727-8088

Billing Inquiries: Accounts.Receivable@centalsquare.com

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HAWTHORNE CA 90250
United States

Ship To
Hawthorne, City of
Josh Armstrong
12501 S Hawthorne Boulevard
HAWTHORNE CA 90250
United States

Customer No	Customer Name	Customer PO #	Currency	Terms	Due Date
12682	Hawthorne, CA		USD	Net 30	11/30/2019

	Description	Units	Rate	Extended
19	Sun Pro Incident Transfer IF Annual Maintenance Fee - Annual Maintenance Fee SunPro Maintenance: Start:12/1/2019, End: 11/30/2020	1	\$0.00	\$0.00
20	Westnet Interface Annual Maintenance Fee - Annual Maintenance Fee WestNet Intf Maintenance: Start:12/1/2019, End: 11/30/2020	1	\$0.00	\$0.00

Please include invoice number(s) on your remittance advice,
made payable to Tiburon, Inc
ACH / EFT:
Routing Number 121000248
Account Number 4123713752
Wells Fargo (Phone 800-869-3557)
E-mail payment details to: Accounts.Receivable@centalsquare.com

Check:
1000 Business Center Dr.
Lake Mary FL. 32746
United States

Subtotal	\$94,186.68
Tax	\$0.00
Invoice Total	\$94,186.68
Payments Applied	\$0.00
Balance Due	\$94,186.68



Curvature, Inc.
Formerly, SMS Systems Maintenance Services Inc
2810 Coliseum Centre Drive, Ste 600
Charlotte, NC 28217 Ph:(978)293-3657

INVOICE

Page 1 of 1

*** **REMIT TO ADDRESS** ***

Curvature, Inc
14416 Collections Center Drive
Chicago, IL 60693

Tax Registration No. 04-2779058

Information

Invoice No. 90501677
Invoice Date December 31,2019
Customer No. 100899
Contract No. 45001947
Legacy Contract No. ICG1761
Customer PO No. E-003084
Customer Contact
Terms of Payment Net due in 10 days
Contract Period Start January 01,2013
Contract Period End December 31,2020
Billing Period Start January 01,2020
Billing Period End December 31,2020
Sales Person Jonathan Zapp
Currency USD

Bill-To-Party

CITY OF HAWTHORNE
12501 Hawthorne Blvd
Hawthorne, CA 90250-4404
US
Contact:

End-Customer

CITY OF HAWTHORNE

Equipment Location	Description	Total
CITY OF HAWTHORNE	Price	7,804.20
12501 Hawthorne Blvd	Sales Tax	0.00
HAWTHORNE CA 90250-4404	Sub Total	7,804.20
USA		
	Total Before Sales Tax	7,804.20
	Total Sales Tax	0.00
	Balance (USD)	7,804.20

100-2101-222-4051

Note

*Please note: We are changing our brand name to Curvature. Our tax ID, registration number(s) and remittance instructions remain unchanged. See <https://www.curvature.com/legal/accounting/entity-names> for more details.

D-5

Attachment 4



CONTRACT FOR PROFESSIONAL SERVICES

BETWEEN

HAWTHORNE POLICE DEPARTMENT, CALIFORNIA

AND

MISSION CRITICAL PARTNERS, LLC

THIS AGREEMENT made as of the date written below by and between the Hawthorne Police Department, California, a government entity, hereinafter referred to as CLIENT, doing business at 12501 S. Hawthorne Blvd., Hawthorne, CA 90250 and Mission Critical Partners, LLC, a Delaware limited liability company, hereinafter referred to as "PROVIDER", both hereinafter also referred to individually and collectively as "Party" or "Parties."

RECITALS

Whereas, the CLIENT desires to employ PROVIDER to provide monitoring services for the CentralSquare Technologies Computer-aided Dispatch (CAD) and Records Management System (RMS); and

Whereas, PROVIDER represents and acknowledges that they are fully qualified and capable of performing the services called for in this Agreement, and they are willing to perform these services; and

NOW, THEREFORE, CLIENT AND PROVIDER, in consideration of the mutual promises and covenants contained herein, the parties hereto do mutually agree as follows:

SECTION ONE—GENERAL

1.1. Definitions.

Agreement or Contract. Agreement or contract means this Agreement between CLIENT and PROVIDER for professional services, including those exhibits, schedules and attachments listed in this Agreement. To the extent there are any conflicts between this Agreement and any exhibits, schedules and attachments, the provisions of this Agreement shall control.

Term. The Term of this Agreement will commence on July 1, 2019 and end on June 30, 2022.

Services. Services shall mean all services, work, deliverables, and all related professional, technical and administrative activities that are necessary to perform and complete the services required pursuant to the terms and provisions of this Agreement as set forth in Schedule A.

Monitored Devices. Monitored Devices are those individual servers or other devices set forth in Schedule B that will be monitored as part of this Agreement.

Additional Services. Additional Services are those services not set forth in Schedule A of this Agreement and or Services set forth in Schedule A for Monitored Devices not set forth in Schedule B of this Agreement.

Deliverables. Deliverables are those items of work product that are to be delivered to CLIENT as listed in Schedule A of this Agreement.

Direct Expenses. Expenses specifically incurred as the result of providing Services (e.g. travel and per diem costs, materials used).

1.2. Purpose.

The purpose(s) of this Agreement is to provide monitoring services for the CentralSquare Technologies CAD and RMS. The scope of service is as defined in Schedule A attached hereto and by this reference made a part hereof. The individual servers or other devices that will be monitored as part of the Agreement are as specified in Schedule B attached hereto and by this reference made a part hereof.

SECTION TWO—OBLIGATIONS OF THE PROVIDER AND CLIENT

2.1. Provider Responsibilities.

PROVIDER shall have and perform the following duties, obligations and responsibilities to the CLIENT as outlined in Schedule A.

- a. PROVIDER shall provide and perform all Services pursuant to this Agreement in accordance with generally accepted standards of professional practice, and in accordance with laws, statutes, ordinances, codes, rules, regulations and requirements of governmental agencies that regulate or have jurisdiction over the Services to be provided and/or performed by the PROVIDER.
- b. PROVIDER shall maintain all necessary licenses, permits or other authorizations necessary to perform the Services of this Agreement until the duties hereunder have been fully satisfied.

- c. PROVIDER shall obtain appropriate Criminal Justice Information Services (CJIS) clearance for all PROVIDER employees who will have access to CJIS data related to this Agreement.
- d. PROVIDER shall prepare all Deliverables required by this Agreement including, but not limited to, all specifications and reports, in such a manner that they shall be accurate, coordinated, and adequate for the purposes intended and shall be in conformity and comply with all applicable law, codes and regulations.

2.2. Client Responsibilities.

CLIENT shall have and perform the following duties, obligations, and responsibilities to PROVIDER:

- a. Provide access to information, sites, servers, devices, personnel, agencies and other sources necessary for PROVIDER to complete the Services.
- b. Designate in writing a person to act as CLIENT's representative with respect to the Services to be performed or furnished by PROVIDER under this Agreement. Such person shall have complete authority to transmit instructions, receive information and interpret and define CLIENT's policies and decisions with respect to the Services. CLIENT's designated representative is Mike Ishii.
- c. CLIENT shall be responsible for, and PROVIDER may rely upon, the accuracy and completeness of all reports, data, and other information furnished by the CLIENT to carry out the Services provided under this Agreement.
- d. Should any agency charge PROVIDER a fee for any required information or data, CLIENT will reimburse PROVIDER for the cost of any fees incurred.

SECTION THREE—BASIC SERVICES

3.1. Basic Services.

The CLIENT will pay PROVIDER for the Services in accordance with Section 6—Compensation.

SECTION FOUR—ADDITIONAL SERVICES

4.1. Additional Services.

Should the CLIENT request PROVIDER provide and perform professional services under this Agreement not set forth in Schedule A and or as set forth in Schedule A for Monitored Devices not set forth in Schedule B, PROVIDER agrees to provide and perform those Additional Services as may be agreed to in writing by both parties to the Agreement.

4.1.1 Additional Services shall be administered and executed as Change Orders or Supplemental Task Authorizations under this Agreement. PROVIDER shall not provide or perform, nor shall CLIENT incur or accept any obligation to compensate PROVIDER for any Additional Services, unless a written Change Order or Supplemental Task Authorization shall be executed by the Parties.

4.1.2 Additional Services will be performed based on PROVIDER's then current rates.

4.1.3 Each such Change Order or Supplemental Task Authorization shall set forth a description of (1) the scope of the Additional Services and or the additional Monitored Devices requested; (2) the basis and amount of compensation; (3) the applicable Hourly Rate Schedule and (4) the period of time and/or schedule for performing and completing the Additional Services.

SECTION FIVE—TIME OF PERFORMANCE

5.1. Notice to Proceed. Upon execution of this Agreement by the CLIENT, the CLIENT will issue a formal Notice to Proceed to PROVIDER. The PROVIDER shall commence work by attending a project kickoff meeting within ten business days of issuance of the Notice to Proceed, or at a mutually acceptable date.

5.2. Time of Performance. The PROVIDER agrees to complete the Services required pursuant to this Agreement within the time period(s) for completion of the various phases and/or tasks of the Services set forth and described in Schedule A of this Agreement.

5.3. Timeline. If Schedule A does not set forth a timeline for the completion of the Services, the Parties mutually agree to develop a schedule that will be made part of this Agreement by amendment signed by both parties. It is expected that both parties will carry out their respective responsibilities diligently and expeditiously so as not to delay each other in completing the mutually agreeable schedule.

5.4. Times for Rendering Services. If, in Schedule A, specific periods of time for rendering Services, specific deadlines for Services to be completed are established, and if such periods of times or dates are changed through no fault of PROVIDER, the rates and amounts of compensation provided for herein shall be subject to equitable adjustment as provided below. If CLIENT has requested changes in scope, extent or character of the Services, the time of performance of PROVIDER's services shall be adjusted equitably as provided below.

If there are changes in the time periods or due dates for a given Deliverable or Service, or there is a change to the scope, extent or character of the Services, PROVIDER shall declare in writing its intent to request an equitable adjustment for any increase in cost or fee and disclose in writing the extent of the increase prior to beginning the work or service. No work will commence under such

circumstances until the parties come to a mutual agreement on a dollar value for the equitable adjustment.

5.5. Excusable Delays. PROVIDER shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of PROVIDER, or its subcontractor(s), and without their fault or negligence. Such causes include, but are not limited to, acts of God; force majeure; natural or public health emergencies; labor disputes; freight embargoes; and abnormally severe and unusual weather conditions.

Upon PROVIDER's request, the CLIENT shall consider the facts and extent of any failure to perform the work, and if the failure to perform of PROVIDER was without it or its subcontractors' fault or negligence, the contract schedule and/or any other affected provision of this Agreement shall be revised accordingly.

SECTION SIX—COMPENSATION

6.1. For and in consideration of the Services described in Schedule A and Schedule B of this Agreement, CLIENT agrees to pay PROVIDER as follows:

6.1.1. A fixed sum, including expenses, of \$13,200.00 for the period from July 1, 2019 to June 30, 2020.

6.1.2. A fixed sum, including expenses, of \$13,464.00 for the period from July 1, 2020 to June 30, 2021.

6.1.3. A fixed sum, including expenses, of \$13,733.00 for the period from July 1, 2021 to June 30, 2022.

6.2. Payment Provisions.

6.2.1 Invoices. During the Term of this Agreement, PROVIDER shall submit to CLIENT, a properly executed invoice, thirty days prior to the annual expiration date, showing Services to be rendered hereunder for the upcoming year. CLIENT shall review each such statement and pay it within 30 days of receipt. Invoices shall be mailed to:

Client Name: Hawthorne Police Department
c/o Mike Ishii
Address: 12501 S. Hawthorne Blvd.
State, Zip: Hawthorne, CA 90250

6.2.1. Unpaid invoices. If CLIENT fails to make payment due to PROVIDER for Services and expenses within thirty days after receipt of invoice, the amounts due to PROVIDER shall be increased at the rate of 1% per month from said thirtieth day. In addition, PROVIDER may suspend Services under this Agreement until PROVIDER has been paid in full for all amounts due. In the event of a disputed or contested billing, only that portion so contested may be withheld from payment, and the undisputed portion shall be paid.

SECTION SEVEN—GENERAL CONSIDERATIONS

7.1. Direction and Control. PROVIDER agrees that PROVIDER will perform the Services under this Agreement as an independent contractor and not as an agent, employee, or servant of the CLIENT. The parties agree that PROVIDER is not entitled to any benefits or rights enjoyed by employees of the CLIENT. PROVIDER specifically has the right to direct and control PROVIDER's own activities in providing the agreed upon Services in accordance with the specifications set out in this Agreement. The CLIENT shall only have the right to ensure performance. Nothing in this Agreement shall be construed to render the parties partners or joint ventures.

7.2. Ownership. All Deliverables, reports, plans, specifications, data and documents produced in the performance of the Services shall become the property of the CLIENT upon receipt of payment from CLIENT.

7.3. Restrictions. CLIENT will not (i) use the Services in any manner or for any purpose other than as expressly permitted by this Agreement, (ii) allow multiple individuals to utilize the same User login credentials, (iii) resell, sublicense, lease or otherwise make the Services available to any third party; (iv) modify, copy or create derivative works based on the Services; (v) reverse engineer, disassemble or decompile the Services, or attempt to derive source code from the Services; (vi) remove, obscure or alter any proprietary right notice related to the Services; (vii) use the Service to send unsolicited or unauthorized junk mail, spam, chain letters, pyramid schemes or any other form of duplicative or unsolicited messages; (viii) store or transmit Content: (A) containing unlawful, defamatory, threatening, pornographic, abusive, or libelous material, (B) containing any material that encourages conduct that could constitute a criminal offense, or (C) that violates the intellectual property rights or rights to the publicity or privacy of others; (ix) use the Services to store or transmit viruses, worms, time bombs, Trojan horses or other harmful or malicious code, files, scripts, agents or programs; (x) interfere with or disrupt use of the Services by other PROVIDER customers or to other servers or networks connected to the Services, or violate the regulations, policies or procedures of such other networks; (xi) access or attempt to access PROVIDER's other accounts, computer systems or networks not covered by this Agreement, through password mining or any other means; (xii) access or use the Services in a way intended to avoid incurring fees; or (xiii) use the Services, or permit their use, for purposes of product evaluation, benchmarking or other comparative analysis intended for publication without PROVIDER's prior written consent.

7.4. Successors and Assigns. The CLIENT and PROVIDER each bind the other and their respective successors and assigns in all respects to all of the terms, conditions, covenants and provisions of this Agreement.

7.5. Changes. No changes or additions shall be made in this Agreement except as agreed to by both parties and reduced to writing and executed with the same formalities as are required for the execution of this Agreement.

7.6. Compliance and Standards. PROVIDER agrees to perform the Services hereunder in accordance with generally accepted standards applicable thereto and shall comply with all applicable state, federal and local laws, ordinances, rules and regulations relating to the Services performed hereunder. PROVIDER shall not access any information which they are not authorized to receive, and under no circumstances shall PROVIDER at any time, during the term of this Agreement or thereafter, release or divulge any confidential material, information or documents received during the performance of the Services hereunder without express written consent of CLIENT, nor shall PROVIDER copy, recreate or use any such confidential information or documents other than for the performance of this Agreement. PROVIDER shall not divulge or otherwise make use of trade secrets or other confidential information, procedures or policies under this Agreement. Neither shall PROVIDER copy, recreate or use any proprietary information of any third party in the performance of this Agreement except to the extent authorized by such third parties.

7.7. Conflict of Interest. PROVIDER represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance or Services required hereunder.

7.8. Termination. Either Party may unilaterally terminate this Agreement for any of the following reasons, so long as the terminating Party has notified the other Party of its intent to terminate, the reason for such termination, and allowed the other Party no less than 30 business days prior to the effective termination date in which to cure the stated reasons:

- a. Actual failure of the other Party to fulfill its obligations hereunder;
- b. Anticipated failure of the other Party to fulfill its obligations hereunder, or anticipated inability of the other Party to perform the work, due to: (1) inadequate financial capability or (ii) loss or material degradation of corporate capabilities which are essential to the other program requirements, including without limitation loss or unavailability of the other Party's key employees;
- c. The insolvency of the other Party or the filing by or against the other Party of a petition, arrangement, or proceeding seeking an order for relief under the bankruptcy laws of the United States, a receivership for any of the assets of the other Party, a composition with or assignment for the benefit of creditors, a readjustment of debt, or the dissolution or liquidation of the other Party.



Upon termination of this Agreement, CLIENT shall pay PROVIDER for services rendered and expenses incurred hereunder which have not been previously paid or disputed by CLIENT for the period up to the date of termination.

7.9. Notices. All notices required in this Agreement shall be in writing and shall be sent by certified mail (return receipt requested), hand delivered, or sent by courier service requiring signed acceptance.

If to CLIENT:

Mike Ishii
Hawthorne Police Department
12501 S. Hawthorne Blvd.
Hawthorne, CA 90250

If to MISSION CRITICAL PARTNERS, LLC

R. Kevin Murray, Chairman and Chief Executive Officer
690 Gray's Woods Boulevard
Port Matilda, PA 16870

7.10. Confidentiality. CLIENT and PROVIDER agree they shall not disclose, transfer, sell or otherwise release confidential information gained by reason of performance under this Agreement to any party. Such information shall be used solely for the purposes necessary to meet the requirements under this Agreement.

7.11. Non-assignment. PROVIDER shall not subcontract or assign any of the rights, duties or obligations covered by this Agreement without the prior express written consent of the CLIENT.

7.12. Governing Laws and Venue. This Agreement shall be governed by the laws of the state in which the Services are provided.

7.13. Signatory. Each signatory to this Agreement represents that he or she has full and sufficient authority to execute this Agreement on behalf of CLIENT or PROVIDER, as the case may be, and that upon execution of this Agreement, it shall constitute a binding obligation of the CLIENT and PROVIDER.

7.14. Counterparts. This Agreement may be executed in any number of and by the different parties hereto on separate counterparts, each of which when so executed shall be deemed to be an original, and such counterparts shall together constitute but one and the same instrument.

7.15. Severability. Should any clause, phrase, sentence or paragraph of this Agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.

7.16. Non-waiver. The failure of any party to exercise any right in this Agreement shall not be considered a waiver of such right.

7.17. Attachments. All exhibits attached to this Agreement are incorporated into and made part of this Agreement by reference.

7.18. Amendments. The parties may amend this Agreement only by mutual written agreement of the parties.

7.19. Captions and Section Headings. Captions and section headings included in this Agreement are intended for convenience only and shall not be used to construe, explain or modify this Agreement in any manner whatsoever.

7.20. Project Records. For a period of two years after completion of all work to be performed, PROVIDER shall keep and make available to CLIENT for inspection and copying, upon written request by CLIENT, all records in PROVIDER's possession relating to this Agreement.

7.21. Entire Agreement. This Agreement constitutes the entire Agreement between the Parties and supersedes all prior written or oral agreements, understandings or representations. No change, modification, alteration or addition to the terms and conditions of this Agreement shall be binding unless in writing and signed by authorized representatives of both Parties.

7.22. Nondiscrimination. PROVIDER warrants and represents that all of its employees are treated **equally** during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, or sexual orientation.

7.23. Affirmative Action and Equal Opportunity Employer. PROVIDER is an Affirmative Action Employer and an Equal Opportunity Employer of Protected Veterans.
EOE/AA - Minorities/Females/Disabled/Veterans

The Contractor or Subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

7.24. Indemnification. CLIENT and PROVIDER shall mutually indemnify, defend and hold the other harmless from and against any and all damages, losses, liabilities, and expenses (including reasonable attorney's fees) arising out of or relating to claims, causes of actions, lawsuits or other proceedings, regardless of legal theory, that result in whole or in part, of each other's officials, officers, directors, agents, employees and contractors/subcontractors: (1) negligence; (2) substantial breach of representation, warrant or covenant made herein, or (3) any claims that products or services provided infringe any other proprietary right of any third party. In a similar manner, the parties shall mutually indemnify, defend and hold harmless from and against damages, etc., that result in whole or in part from each other's officials and officers intentional misconduct or fraud.

Notwithstanding any provision in this Agreement to the contrary, neither party, nor its officials, officers, directors, agents, employees and contractors/subcontractors, shall be liable hereunder for any consequential or indirect loss or damage or any other special or incidental damages incurred or suffered hereunder by the other party or its officials, officers, directors, agents, employees or contractors/subcontractors, unless such damages are based upon the gross negligence or willful misconduct of CLIENT or PROVIDER.

7.25. Nonsolicitation of Employees. During and for one (1) year after the term of this Agreement, CLIENT will not solicit the employment of, or employ the PROVIDER's personnel, without the PROVIDER's prior written consent.

7.26. Arbitration. All disputes arising between the parties in connection with this Agreement, which cannot first be settled amicably and satisfactorily between the parties, shall be finally settled under the rules of arbitration of the American Arbitration Association by a mutually agreeable arbitrator selected by the parties. If the parties cannot agree upon a single arbitrator, the matter shall be submitted to a board of three arbitrators. Each party shall appoint one arbitrator and the two arbitrators so selected shall appoint a third arbitrator. The award of the arbitrator shall be final and binding. No party shall be entitled to, and the arbitrator is not authorized to, award legal fees, expert witness fees, or related costs of a party. The arbitration shall be held in Centre County, Pennsylvania.

7.27. Proprietary Information. The Parties anticipate that performance of this Agreement may require them to disclose to each other information of a proprietary nature. Therefore, as an integral part of this transaction, the Parties agree to the following:

- a. Proprietary information disclosed by either Party may only be used by the other Party in performing its obligations under this Agreement.
- b. This Agreement is confidential and proprietary, and neither Party may disclose its contents without the prior written consent of other Party.



7.28. General Announcement. Notwithstanding any other provision of this Agreement, the Parties agree that PROVIDER may issue a press release or similar public announcement related to the overall Purpose of this Agreement subsequent to notification of CLIENT.

7.29. Insurance. The PROVIDER shall obtain and maintain adequate insurance, including professional liability insurance and any other insurance which CLIENT reasonably may require. Upon CLIENT's request, PROVIDER will promptly furnish CLIENT with certificates of insurance showing such coverage and naming CLIENT as an additional insured for the duration of this Agreement.

7.30. Acceptance. Acceptance of this Agreement shall be indicated by the signature of the duly authorized representative of the Parties in the space below.

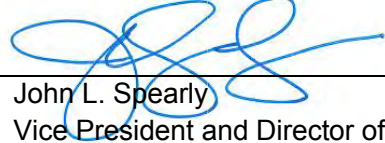
IN WITNESS WHEREOF, the Parties have executed this Agreement effective the day and year below written.

Witness: _____ Hawthorne Police Department, California
(CLIENT)

By: _____

Date: _____

Witness: _____ Mission Critical Partners, LLC
(PROVIDER)

 _____ By:  _____
John L. Spearly
Vice President and Director of Administrative Services

Date: April 11, 2019 _____

SCHEDULE A—SCOPE OF WORK

This program includes a comprehensive set of services:

- Establish secure connection between agency system and the MCP NOC
- Maintain User Guide – including contact information and Helpdesk instructions
- Provide Helpdesk to answer your questions, provide advice and solve problems
- Dynamically collect status information
- Set thresholds for alerts
- Monitor the status of systems and network (see Schedule B for list)
- Respond when something needs attention
- Analyze and report on conditions – provide monthly reports on routine matters – immediate reports on critical conditions
- Provide recommendations to keep systems and networks functioning properly
- Serve as an advocate for the agency when dealing with multiple support providers
- Deploy staff when on-site services are needed

Systems and Network Monitoring

Monitoring utilizes a server to collect and transmit data to the MCP Network Operations Center (NOC) services team. The following are representative of the conditions monitored:

- Server Monitoring
 - Virtual environments
 - Processor and memory utilization
 - Disk utilization
 - Print queues
 - Error reports
 - Event logs
 - Time sync
 - Backup logs
 - Logs for high availability disk arrays
- Network Monitoring
 - Device status (up/down)
 - Average response time (ping) to device
 - Packet loss to device
 - Processor utilization
 - Memory utilization
 - Port utilization

In summary, MCP monitors the environment and engages as soon as a detected issue requires attention.

Problem Resolution

As issues are identified, MCP's CAD Services team follows a triage model to isolate the matter into one or more of the following categories:

- Application
- Hardware
- Server
- Storage
- Database
- Virtualization
- Network
- Remote systems and interfaces

Once the issued is assessed MCP will either resolve the issue or engage your staff and the other parties involved. No matter what the issue is, MCP will monitor the status until the matter has been resolved.

Communication's and Reporting

Critical issues and conditions are communicated to the agency immediately. Any other monitoring results will be reported monthly at a minimum. The monthly reports include:

- All detected issues
- Corrective actions taken
- Summary of disk utilization
- Summary of system performance
- Status of system backups
- Required site actions

In addition to these communications, MCP assists in organizing monthly status calls that are attended by a wide-range of stakeholders including representatives of management, the primary users within the agency, the applications provider, IT support personnel and others.

Helpdesk

This service includes a comprehensive telephone support desk which is available for reporting issues, requesting services, solving routine matters and answering question during normal working hours.

The Helpdesk and support are available 24/7/365 for critical matters.

Prerequisites

This monitoring service success is based upon the condition and capacity of the environment to support the requirements of the application systems. It is also based upon MCP engineers having an in-depth understanding of the requirements and current view into the IT environment.

Agency Support and Facilities

The following are needed for MCP to monitor and perform troubleshooting triage of the systems and network:

- Remote access to the site using VPN or other secure access facility
- Server to support monitoring – can be a virtual machine
- Ability to send email alerts and reports from the monitoring system to MCP
- Agency contact to assist in coordinating support services
- On-site assistance during triage and other problem-solving activities



SCHEDULE B—MONITORED DEVICES

1. Monitor devices:

- | | |
|-----------------------|---------------|
| a. Primary CAD Server | cadpri |
| b. Backup CAD Server | cadbak |
| c. RMS Server | rms2008 |
| d. Fortinet Firewall | FotiGate 800C |



April 11, 2019

Mike Ishii
Hawthorne Police Department
12501 S. Hawthorne Blvd.
Hawthorne, CA 90250

Re: Renewal of Agreement for Technology Services dated July 1, 2011

Dear Mike:

Mission Critical Partners (MCP) is pleased to provide you with a proposal to continue the current system monitoring of your CentralSquare Technologies public safety systems at the Hawthorne Police Department. This proposal provides the same services that were provided during 2018, at the same price of \$13,200 per year. This is a comprehensive umbrella program which includes:

- Proactive System and Network Monitoring – dynamic monitoring to detect and resolve issues before they cause failures – including the detection of performance issues
- Proactive System and Network Monitoring – proactive monitoring of servers, devices and processes to recognize performance issues and assist in problem resolution
- Helpdesk – 24/7 for critical matters
- Support Services – 24/7 for critical matters
- On-Request Services – provision to quickly engage MCP for special projects and/or onsite work

As part of this proposal, MCP is offering a multi-year service agreement, which accompanies this letter. The agreement describes the services that you can expect from MCP going forward. Pricing in the agreement will remain consistent with 2018 pricing at \$13,200 per year with provisions for small annual increases thereafter. The coverage period for your next renewal is July 1, 2019 to June 30, 2020.

Entering into an Agreement with Mission Critical Partners will replace the prior Technology Services Agreement dated July 1, 2011 from Athena Advanced Networks. To ensure continuous service, please sign the new Services Agreement with Mission Critical Partners by June 30, 2019.

There are several factors that make MCP well qualified to ensure the success of the City's public safety systems, to include:

- Dedication to Public Safety – We specialize in support services for high-availability, high-performance and high-reliability mission critical systems.



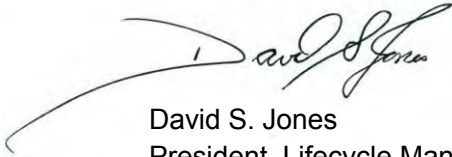
- Knowledge of the environment – We have previously performed a system assurance review of your site, therefore, we are familiar with the environment and applications being employed. When the system is not working correctly, we know what to look for.
- Track record – MCP possesses a track record that can be collaborated by our clients who will attest to the value of our services, reliability and responsiveness to their needs.
- Secure Network Operations Center – We understand the importance of security and your specific needs include CJIS policy compliance.
- Flexible – We work with our clients to tailor our services to meet your specific needs.

Please do not hesitate to contact Mark Moloney at 321.848.2273 (cell), or by email at MarkMoloney@MissionCriticalPartners.com, if you have any questions or need additional information. I may also be contacted at 815.355.8409 (cell) or at DavidSJones@MissionCriticalPartners.com.

The entire MCP team is grateful for your business and looks forward to continuing our long standing relationship and opportunity to provide our services.

Sincerely,

Mission Critical Partners, LLC



David S. Jones
President, Lifecycle Management Services

D-6



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: June 16, 2020

ITEM NUMBER: D-6

TO: Executive Committee

FROM: John Krok, Acting Executive Director

JK

SUBJECT: APPROVE A PURCHASE ORDER TO 911VEHICLE INCORPORATED FOR EQUIPMENT FOR A TOTAL AMOUNT OF \$51,347.64

ATTACHMENT: None

RECOMMENDATION

Staff recommends the Executive Committee approve a purchase order to 911Vehicle Incorporated in the amount of \$51,347.64 for equipment.

BACKGROUND

As reported to the Executive Committee on June 19, 2018, staff plans to issue fiscal year 2019/20 purchase orders to vendors that provide goods and services to the Authority throughout the fiscal year on an as-needed basis. The cost associated with the proposed purchase exceeds \$15,000 and therefore requires approval of the Executive Committee, per Resolution 316 adopted on August 21, 2018.

DISCUSSION

911Vehicle has over three decades of experience working with the public safety industry. Since 1999, they have built command, utility, under-cover, and specialty vehicle custom cabinets.

Culver City Police Department requested the Authority to work specifically with 911Vehicle on the upfitting of two command vehicles. These cabinets will be installed in the command vehicles. As such, the purchase order is necessary to procure the cabinets for the project.

FISCAL IMPACT

None. Funds for the above requested purchase order, which total \$51,347.64, are available in the fiscal year 2019/20 Adopted Budget. Additionally, all costs associated with the upfitting of vehicles are 100% reimbursable by the member or contract agencies requesting the service.

D-7



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: June 16, 2020

ITEM NUMBER: D-7

TO: Executive Committee

FROM: John Krok, Acting Executive Director *JK*

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 TEAMSTERS PUBLIC, PROFESSIONAL AND MEDICAL EMPLOYEES UNION LOCAL 911

ATTACHMENTS: 1. Side Letter Agreement

RECOMMENDATION

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

DISCUSSION

The Teamsters bargaining group represents all Communications Operators and Public Safety Specialist employees within the Authority. The Authority previously negotiated and executed an MOU with the Teamsters for a three (3) year term from July 1, 2017 to June 30, 2020.

The Authority and Teamsters have negotiated and agreed to make changes to the MOU in regards to extending the agreement for an additional six (6) month term. The agreement shall apply from July 1, 2017 through December 31, 2020. The Side Letter Agreement contains the entire agreement between the parties related to the amendment and restatement of the term of the agreement. No other term or condition of the MOU is modified or amended by this Side Letter Agreement.

FISCAL IMPACT

There is no cost increase related to this side letter agreement.

D-7

Attachment 1

**SIDE LETTER AGREEMENT AMENDING
THE JULY 1, 2017 TO JUNE 30, 2020
MEMORANDUM OF UNDERSTANDING BETWEEN
THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
AND THE 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 the term of the Agreement, and specifically extending the Agreement for an additional six (6) months, as set forth in the Preamble of the MOU, and in the following specific particularities only.

PREAMBLE

Amendment of the term of the MOU, as stated in the Preamble, shall be amended and restated as follows:

THIS AGREEMENT is made and entered into by and between the SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY (Authority) and the CALIFORNIA TEAMSTERS PUBLIC, PROFESSIONAL, AND MEDICAL EMPLOYEES UNION, LOCAL 911, and affiliate of the International Brotherhood of Teamsters (Union). This Agreement is binding on Authority only upon approval of the Authority's Executive Committee, and shall apply from July 1, 2017 through December 31, 2020.

This **Side Letter Agreement** contains the entire agreement between the parties related to the amendment and restatement of the term of the Agreement, as set forth in the Preamble of the MOU. 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

SOUTH BAY REGIONAL PUBLIC
COMMUNICATIONS AUTHORITY

By: _____

By: _____

Carlos Rubio, Senior Business Representative

John Krok, Acting Executive Director

Date: _____

Date: _____

By: _____

David Lopez, Steward

Date: _____

By: _____

Jeffrey Williams, Steward

Date: _____

By: _____

Rhonda Zeck, Steward

Date: _____

By: _____

James Hawkins, Steward

Date: _____

D-8



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: June 16, 2020

ITEM NUMBER: D-8

TO: Executive Committee

FROM: John Krok, Acting Executive Director *JK*

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 COMMUNICATIONS WORKERS OF AMERICA

ATTACHMENTS: 1. Side Letter Agreement

RECOMMENDATION

Staff recommends the Executive Committee approve and authorize the Acting Executive Director to execute a side letter agreement amending the July 1, 2017 to June 30, 2020 Memorandum of Understanding ("MOU") between Communications Workers of America ("CWA") and the Authority.

DISCUSSION

The CWA bargaining group represents all Communications Supervisors within the Authority. The Authority previously negotiated and executed an MOU with the CWA for a three (3) year term from July 1, 2017 to June 30, 2020.

The Authority and CWA have negotiated and agreed to make changes to the MOU in regards to extending the agreement for an additional six (6) month term. The agreement shall apply from July 1, 2017 through December 31, 2020. The Side Letter Agreement contains the entire agreement between the parties related to the amendment and restatement of the term of the agreement. No other term or condition of the MOU is modified or amended by this Side Letter Agreement.

FISCAL IMPACT

There is no cost increase related to this side letter agreement.

D-8

Attachment 1

**SIDE LETTER AGREEMENT AMENDING
THE JULY 1, 2017 TO JUNE 30, 2020
MEMORANDUM OF UNDERSTANDING BETWEEN
THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
AND THE COMMUNICATIONS WORKERS OF AMERICA**

The Communications Workers of America (CWA) 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 term of the Agreement, and specifically extending the Agreement for an additional six (6) months, as set forth in the Preamble of the MOU, and in the following specific particularities only.

PREAMBLE

Amendment of the term of the MOU, as stated in the Preamble, shall be amended and restated as follows:

THIS AGREEMENT is made and entered into by and between the SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY (Authority) and the COMMUNICATIONS WORKERS OF AMERICA (Union). This Agreement is binding upon Authority only upon approval of the Authority's Executive Committee, and shall apply from July 1, 2017 through December 31, 2020.

This **Side Letter Agreement** contains the entire agreement between the parties related to the amendment and restatement of the term of the Agreement, as set forth in the Preamble of the MOU. 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**.

COMMUNICATIONS WORKERS OF
AMERICA

By: _____

Lena Maria Ramos, Steward

Date: _____

By: _____

Megan Cunningham, Steward

Date: _____

SOUTH BAY REGIONAL PUBLIC
COMMUNICATIONS AUTHORITY

By: _____

John Krok, Acting Executive Director

Date: _____

F-1



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: June 16, 2020

ITEM NUMBER: F-1

TO: Executive Committee

FROM: John Krok, Acting Executive Director *JK*

SUBJECT: APPROVE FISCAL YEAR 2020/21 BLANKET PURCHASE ORDERS FOR SUPPLIES AND SERVICES IN A TOTAL AMOUNT NOT-TO-EXCEED \$1,251,830

ATTACHMENT: None

RECOMMENDATION

Staff recommends the Executive Committee approve fiscal year 2020/21 blanket purchase orders for supplies and services in a total amount not to exceed \$1,251,830.

DISCUSSION

Staff plans to issue blanket purchase orders (BPOs) to vendors that provide goods and services to the Authority throughout the fiscal year on an as-needed basis. The costs associated with each proposed purchase exceed \$15,000 and therefore require approval of the Executive Committee, per Resolution 316 adopted on August 21, 2018.

This report is a request for the Executive Committee to review the requests and authorize corresponding BPO's as described.

A summary of these requested purchases is below:

Request #	Vendor	Account	Account Name	Not to Exceed
1	CDW-G	10-70-311-5514	Parts – Billing (Reimbursed)	\$115,000
2	City of Hawthorne (ITS)	10-50-111-5302 10-70-311-5302	Comp Contract Services/CAD	\$200,000
3	Commline Inc.	10-70-311-5514	Parts – Billing (Reimbursed)	\$60,000
4	Commline Inc.	10-70-311-5521	Outside Tech Svc-Towers/Equip	\$250,000
5	Federal Signal Corp.	10-70-311-5514	Parts – Billing (Reimbursed)	\$50,000
6	GeoSpatial Technologies	10-70-311-5311	GST Software (Reimbursed)	\$52,692
7	Havis, Inc.	10-70-311-5514	Parts – Billing (Reimbursed)	\$50,000
8	LCW	10-50-111-5305	Legal Services	\$30,000
9	Marc Cohen	10-50-111-5312	Medical Director Services (Reimbursed)	\$61,000
10	Motorola Solutions, Inc.	10-70-311-5514	Parts – Billing (Reimbursed)	\$50,000
11	PVP Communications	10-70-311-5514	Parts – Billing (Reimbursed)	\$22,500
12	RWG	10-50-111-5305	Legal Services	\$45,000
13	Setina Manufacturing Corp.	10-70-311-5514	Parts – Billing (Reimbursed)	\$65,000
14	Smart Janitorial	10-50-111-5701	HQ Maintenance	\$45,000

15	Spectrum Business	10-50-111-5301	Communications Contract Services	\$22,800
16	Wattco	10-70-311-5514	Parts – Billing (Reimbursed)	\$50,000
17	Whelen Engineering Co.	10-70-311-5514	Parts – Billing (Reimbursed)	\$50,000
18	Xcel Mechanical	10-50-111-5701	HQ Maintenance	\$32,838
Total				\$1,251,830

Additional details about these requested purchases are below.

Request #1

Vendor: CDW-G

Purchase Order Amount Not to Exceed: \$115,000

CDW Corporation was founded in 1984 and remains a leader in providing technology products and services for business, government and education. The company has a secondary division known as CDW-G, devoted solely to United States government entities, including Local, State and the Federal government.

The Authority routinely orders computers, modems, cables and other related accessories from CDW for the installation work performed by the Technical Services Division. The proposed BPO will provide staff with the ability to order supplies and equipment in a timely and efficient manner, cutting down on both lead and build time.

Request #2

Vendor: City of Hawthorne (ITS)

Purchase Order Amount Not to Exceed: \$200,000

The Authority maintains an agreement with the City of Hawthorne for all of its information technology services. A corresponding BPO is required to pay for the services associated with this agreement.

Request #3

Vendor: Commline Incorporated

Purchase Order Amount Not to Exceed: \$60,000

Commline an authorized dealer for Motorola, Kenwood, Vertex Standard, Icom and many other leading manufacturers of communications equipment. As such, this vendor is used by the Technical Services Division to procure equipment and supplies used for upfitting the Authority's member and contract agencies' public safety vehicles.

Request #4

Vendor: Commline Incorporated

Purchase Order Amount Not to Exceed: \$250,000

The Authority maintains an agreement with Commline Incorporated for all of its radio programming and infrastructure maintenance needs. A corresponding BPO is required to pay for the services associated with this agreement.

Request #5

Vendor: Federal Signal Corporation

Purchase Order Amount Not to Exceed: \$50,000

Federal Signal Corporation (Federal Signal) is an industry leader in the manufacturing of emergency lighting and siren equipment. Federal Signal is one of two vendors used by the Authority as its source for this type of equipment, which is used for upfitting its member and contract agencies' public safety vehicles. The vendor provides lighting and siren equipment that meets or exceeds both state and federal laws. Federal Signal provides a law enforcement agency discount to the Authority that ranges between 25% and 47%, depending on the item.

Request #6

Vendor: GeoSpatial Technologies, Inc.

Purchase Order Amount Not to Exceed: \$52,692

GeoSpatial Technologies, Inc. (GST) software provides Automatic Vehicle Location (AVL) and Mobile Mapping services for vehicles utilized by the following agencies:

- El Segundo Fire and Police Departments
- Gardena Police Department
- Hawthorne Police Department
- Hermosa Beach Police Department
- Manhattan Beach Police Department

The software allows end users and the Authority's Communications Operators to map available units on a computer display. For a number of years, the Authority has maintained agreements with GST and billed the agencies utilizing the system their proportional shares.

Request #7

Vendor: Havis, Inc.

Purchase Order Amount Not to Exceed: \$50,000

Havis, Inc. (Havis) is a manufacturer of mobile workspace solutions for public safety and public works vehicles. Their products include laptops, tablets, docking stations, cradles, prisoner transport accessories, and K9 transportation equipment. Havis provides a wide variety of safe, secure, and up-to-date mobile mounting solutions, which are used for upfitting the Authority's member and contract agencies' public safety vehicles. The Authority is an authorized reseller for Havis, Inc. and receives a 37% discount off all Havis parts. These discounts are passed along to owner and contract cities alike.

Request #8

Vendor: Liebert Cassidy Whitmore

Purchase Order Amount Not to Exceed: \$30,000

The Authority contracts with the law firm of Liebert Cassidy Whitmore ("LCW") for certain legal services. This BPO is necessary in order to fund the anticipated costs associated with the services to be provided by LCW.

Request #9

Vendor: Marc Cohen

Purchase Order Amount Not to Exceed: \$61,000

The Authority maintains an agreement with Marc Cohen for Medical Director services provided to the Manhattan Beach and El Segundo Fire Departments. A

corresponding BPO is required to pay for the services associated with this agreement.

Request #10

Vendor: Motorola Solutions, Inc.

Purchase Order Amount Not to Exceed: \$50,000

The Authority routinely orders mobile and portable radios, microphones, chargers and other related accessories from Motorola for the installation work performed by the Technical Services Division. The proposed BPO will provide staff with the ability to order supplies and equipment in a timely and efficient manner, cutting down on both lead and build time. Motorola provides the Authority a 10%-20% discount depending on the item. These discounts are passed along to member and contract cities alike.

Request #11

Vendor: PVP Communications

Purchase Order Amount Not to Exceed: \$22,500

PVP Communications was founded over 25 years ago in Southern California. PVP Communications provides professional and complete "turn-key" communications solutions for Motor officers. The Authority routinely sends Motors to have helmet to radio communications installed for both member and contracts agencies.

Request #12

Vendor: Richards Watson Gershon

Purchase Order Amount Not to Exceed: \$45,000

The Authority contracts with the law firm of Richards Watson Gershon ("RWG") for general counsel legal services. This BPO is necessary in order to fund the anticipated costs associated with the services to be provided by RWG for the year.

Request #13

Vendor: Setina Manufacturing Corporation

Purchase Order Amount Not to Exceed: \$65,000

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

Request #14

Vendor: Smart Janitorial

Purchase Order Amount Not to Exceed: \$45,000

The Authority maintains an agreement with Smart Janitorial for janitorial services at the headquarters site. A corresponding BPO is required to pay for the services associated with this agreement.

Request #15

Vendor: Spectrum Business

Purchase Order Amount Not to Exceed: \$22,800

The Authority contracts with Spectrum Business for dedicated internet access. Spectrum Business provides the Authority dedicated internet access at a bandwidth of 500 megabits per second (Mbps). This capacity and speed of data transfer ensures the Authority can access all existing cloud-based technologies and provides room for growth.

Request #16

Vendor: Wattco

Purchase Order Amount Not to Exceed: \$50,000

Wattco is an emergency lighting equipment vendor for public safety vehicles. The Authority utilizes the vendor for upfitting its member and contract agencies' public safety vehicles. Wattco has over 70 years of combined experience providing emergency equipment.

Request #17

Vendor: Whelen Engineering Company

Purchase Order Amount Not to Exceed: \$50,000

Whelen Engineering Company (Whelen) is an industry leader in the manufacturing of emergency lighting and siren equipment. Whelen is one of two vendors used by the Authority as its source for this type of equipment, which is used for upfitting its member and contract agencies' public safety vehicles. The vendor provides lighting and siren equipment that meets or exceeds both state and federal laws. The Authority is an authorized reseller for Whelen and receives a 40% discount off all of Whelen parts.

Request #18

Vendor: Xcel Mechanical Systems Incorporated

Purchase Order Amount Not to Exceed: \$32,838

Xcel Mechanical Systems Incorporated (Xcel) is one of Southern California's leading mechanical, construction and service firms. The Authority contracts with Xcel for the service and repair of the heating, ventilation, and air conditioning equipment at its headquarters facility.

FISCAL IMPACT

Funds for each of the above requested BPOs, which total \$1,251,830 are included in the approved Fiscal Year 2020/21 Budget. Additionally, all costs associated with upfitting of vehicles, Geospatial Tech, and the Medical Director Services are 100% reimbursable by the member or contract agencies requesting the service.

F-2



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: June 16, 2020

ITEM NUMBER: F-2

TO: Executive Committee

FROM: John Krok, Acting Executive Director *JK*
Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: Shared Police Dispatch for Manhattan Beach and Hermosa Beach

ATTACHMENTS: None.

RECOMMENDATION

Staff recommends the Executive Committee provide direction on plans to pursue shared police dispatching between the cities of Manhattan Beach and Hermosa Beach.

BACKGROUND

During the May 2020 Executive Committee meeting, the City of Manhattan Beach requested staff to provide a projection of current and future assessments for shared police dispatch services between the city of Manhattan Beach and Hermosa Beach.

The City of Hermosa Beach has a current agreement with the Authority that expires June 30, 2028. Based on this agreement, the assessment for Hermosa Beach is calculated using the prior year assessment multiplied by the prior year Consumer Price Index (CPIU), plus the three (3) year average budget increase, not to exceed five (5) percent.

DISCUSSION

Staff used the Authority's Cost Allocation Policy and the FY2020/21 Adopted Budget to illustrate assessment projections if the cities of Manhattan Beach and Hermosa Beach elected to combine police dispatch services.

Shared dispatch between these two cities would eliminate the need for five (5) Communications Operators, a reduction of approximately \$483,000 in salaries and benefits in FY2020/21. The table below summarizes the effect of combined police dispatch services for Manhattan Beach and Hermosa Beach on assessments based on the Cost Allocation Policy.

Account Number & Title	FY 2020/21 Increase/ (Decrease)	FY 2021/22 Increase/ (Decrease)	FY 2022/23 Increase/ (Decrease)	FY 2023/24 Increase/ (Decrease)	FY 2024/25 Increase/ (Decrease)
Enterprise Fund (Fund 10)					
10-50-111-4110 Gardena	\$ 19,040	\$ 26,184	\$ 28,036	\$ 25,719	\$ 23,693
10-50-111-4120 Hawthorne	17,452	25,804	27,716	24,867	22,274
10-50-111-4130 Manhattan Beach	(280,036)	(310,686)	(345,923)	(368,669)	(377,305)
Member City Subtotal	\$ (243,544)	\$ (258,698)	\$ (290,171)	\$ (318,083)	\$ (331,338)
10-50-111-4140 Hermosa Beach	\$ (361,988)	\$ (472,184)	\$ (589,407)	\$ (692,214)	\$ (803,306)
10-50-111-4145 El Segundo	-	-	-	-	87,070
10-50-111-4146 Culver City	-	-	115,828	114,851	113,662
Contract City Subtotal	\$ (361,988)	\$ (472,184)	\$ (473,579)	\$ (577,363)	\$ (602,574)
Subtotal Assessments	\$ (605,532)	\$ (730,882)	\$ (763,750)	\$ (895,446)	\$ (933,912)

The cities of Manhattan Beach and Hermosa Beach experience a significant decrease in assessments, with a slight increase to other Member Cities due mostly to redistribution of associated administrative costs. In FY2020/21, Manhattan Beach's assessment decreases by \$280,036 by combining police dispatch services with Hermosa Beach.

Similarly, Hermosa Beach's assessment decreases by \$361,988 in FY2020/21 and by \$803,306 in FY2024/25 compared to current assessment projections as established in under the existing agreement.

FISCAL IMPACT

Shared police dispatch services between Manhattan Beach and Hermosa Beach would require a new agreement with Hermosa Beach. Based on projections using the Cost Allocation Policy to derive assessments, the Authority's fund balance would experience a decrease of approximately \$1 million in FY2024/25 compared to current projections.

	FY 2020/21 Projected	FY 2021/22 Projected	FY 2022/23 Projected	FY 2023/24 Projected	FY 2024/25 Projected
Difference in Projected Fund Bal	\$ (34,636)	\$ (234,358)	\$ (433,964)	\$ (743,212)	\$ (1,046,603)
Gardena - 32.08%	(11,111)	(75,182)	(139,215)	(238,422)	(335,750)
Hawthorne - 45.07%	(15,611)	(105,625)	(195,587)	(334,966)	(471,704)
Manhattan Beach - 22.85%	(7,914)	(53,551)	(99,161)	(169,824)	(239,149)
Totals	\$ (34,636)	\$ (234,358)	\$ (433,964)	\$ (743,212)	\$ (1,046,603)

F-3



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: June 16, 2020

ITEM NUMBER: F-3

TO: Executive Committee

FROM: John Krok, Acting Executive Director
Vanessa Alfaro, Finance & Performance Audit Manager

JK

SUBJECT: Fiscal Year 2020/21 Proposed Budget Amendment and Revised Assessments for Member Cities

ATTACHMENTS: FY2020/21 Proposed Budget Amendment

RECOMMENDATION

Staff recommends the Executive Committee approve the FY2020/21 Proposed Budget Amendment and Revised Assessments for Member Cities to be presented to the Board of Directors in the September 2020 meeting.

BACKGROUND

During the May 2020 Executive Committee meeting, staff was directed to revisit the FY2020/21 Adopted Budget to reduce or eliminate operating expenses where possible, in light of the recent economic downturn related to the global COVID-19 pandemic. The current adopted budget is \$12,938,443 as summarized below.

Budget Category	FY20-21
	Adopted Budget
Salaries & Benefits	\$ 10,170,486
Supplies/Services/Equip	2,517,957
Capital Outlay	250,000
Grand Total	\$ 12,938,443

Additionally, the adopted budget provides for assessments to Member Cities as follows:

Account Number & Title	FY 2020/21
	Adopted
Enterprise Fund (Fund 10)	
10-50-111-4110 Gardena	\$ 2,174,993
10-50-111-4120 Hawthorne	2,664,597
10-50-111-4130 Manhattan Beach	1,718,710
Member City Subtotal	\$ 6,558,300

DISCUSSION

Upon careful review, staff was able to reduce or eliminate expenses totaling \$470,247 in the FY2020/21 Adopted Budget. The Proposed Budget Amendment also includes revisions to budget line items such as insurance premiums, for which the Authority will save approximately \$18,000 for early binding as authorized during the May 2020 Executive Committee Meeting. The following table summarizes proposed reductions in the budget.

Description	Budget Category	Amount
Elimination of 8th Communications Supervisor	Salaries & Benefits	\$ 121,268
Elimination of 55th Communications Operator	Salaries & Benefits	\$ 96,618
Other Salaries and Benefits	Salaries & Benefits	\$ 63,212
Elimination of Intern Program	Supplies/Services/Equip	\$ 40,000
Reduction of Recruitment Costs	Supplies/Services/Equip	\$ 34,000
Reduction of Legal Services	Supplies/Services/Equip	\$ 20,000
General Liability Insurance and Workers' Compensation Savings for early binding	Supplies/Services/Equip	\$ 18,178
Elimination of Hiperwall Maintenance	Supplies/Services/Equip	\$ 15,000
Reduction of PSTC Seminars and Golden West	Supplies/Services/Equip	\$ 11,908
Postponement of Conference Room Upgrades	Supplies/Services/Equip	\$ 10,000
Reduction of Consulting Services	Supplies/Services/Equip	\$ 10,000
Reduction in Communications Contract Services	Supplies/Services/Equip	\$ 6,000
Reduction in Conferences	Supplies/Services/Equip	\$ 5,910
Reduction in Employee Services	Supplies/Services/Equip	\$ 5,000
Elimination of Leadership Retreat	Supplies/Services/Equip	\$ 5,000
Elimination of Civilian Management Seminars	Supplies/Services/Equip	\$ 2,563
Elimination of Floor Mat Cleaning	Supplies/Services/Equip	\$ 2,500
Elimination of LEFTA Software	Supplies/Services/Equip	\$ 1,500
Elimination of CA Penal Code Annual Book	Supplies/Services/Equip	\$ 1,050
Reduction in APCO Memberships	Supplies/Services/Equip	\$ 540
Totals		\$ 470,247

This budget reduction translates to a savings of \$242,697 in member cities' assessments for FY2020/21 as follows:

Account Number & Title	FY 2020/21 Adopted	FY 2020/21 Revised	Decrease
Enterprise Fund (Fund 10)			
10-50-111-4110 Gardena	\$ 2,174,993	\$ 2,094,298	\$ (80,695)
10-50-111-4120 Hawthorne	2,664,597	2,565,990	\$ (98,607)
10-50-111-4130 Manhattan Beach	1,718,710	1,655,315	\$ (63,394)
Member City Subtotal	\$ 6,558,300	\$ 6,315,603	\$ (242,697)
10-50-111-4140 Hermosa Beach	1,132,062	1,132,062	\$ -
10-50-111-4145 El Segundo	1,493,738	1,493,738	\$ -
10-50-111-4146 Culver City	2,665,229	2,665,229	\$ -
Contract City Subtotal	\$ 5,291,029	\$ 5,291,029	\$ -
Subtotal Assessments	\$ 11,849,329	\$ 11,606,632	\$ (242,697)

As with the current adopted assessments, the revised assessments above do not include Technical Services Division Workload Support charges. In accordance with the Cost Allocation Policy adopted by the Board of Directors, an additional \$552,525 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 2020/21, 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.

Upon direction from the Executive Committee, the proposed budget amendment will be presented to the Board of Directors for approval in September and a revised assessment schedule will be distributed shortly thereafter. Member Cities would see a reduction in assessments beginning with the second quarter assessment billing.

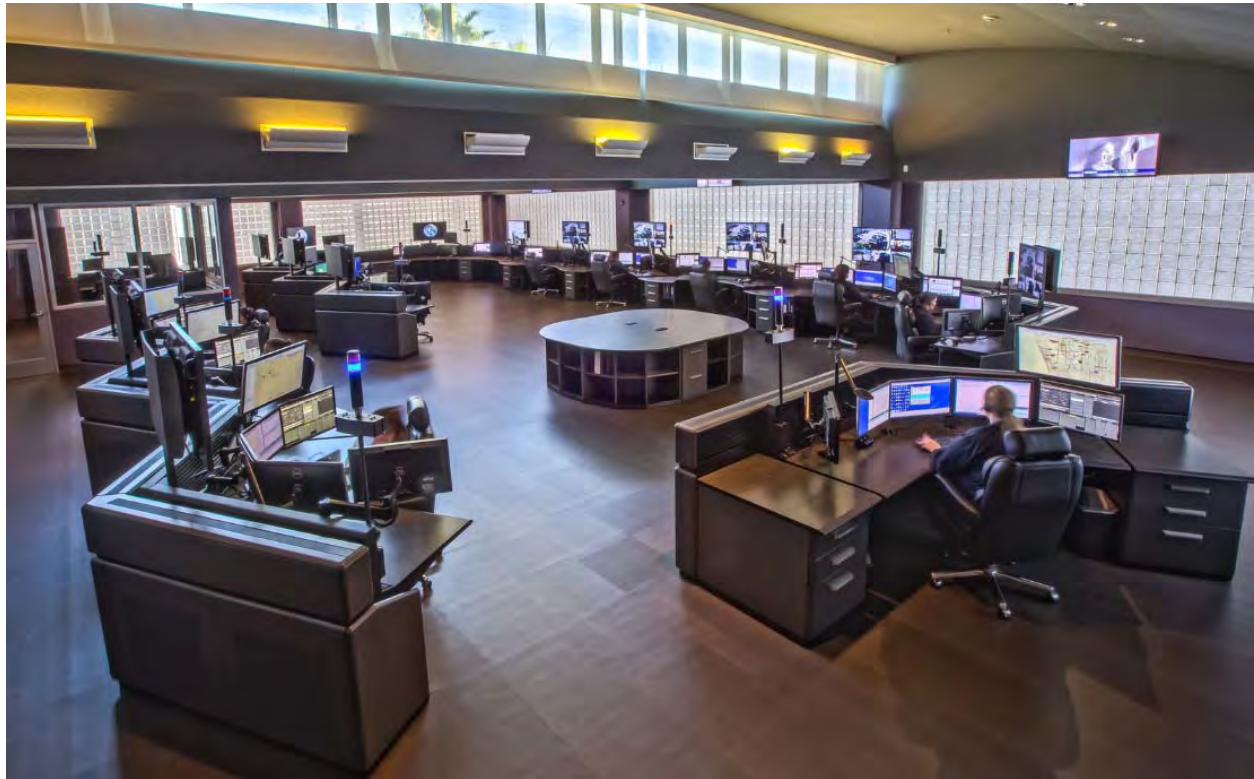
FISCAL IMPACT

The budget reduction of \$470,247 results in a decrease of \$242,697 in Member Cities' assessments and an increase in the projected surplus for FY2020/21 of \$214,107 as highlighted below.

Fiscal Year 2020/21	Adopted	Revised
Estimated Cash Available (Fund 10) as of June 30, 2020	\$ 2,984,228	\$ 3,570,343
FY 2020/21 Revenues	\$ 13,149,258	\$ 12,893,117
FY 2020/21 Expenditures	\$ 12,938,443	\$ 12,468,196
Revenues Over Expenditures	\$ 210,815	\$ 424,922
Estimated Cash Available (Fund 10) as of June 30, 2021	\$ 3,195,043	\$ 3,995,265
Allocation of Estimated Cash Available	Adopted	Revised
City of Gardena	\$ 1,024,970	\$ 1,281,681
City of Hawthorne	\$ 1,440,006	\$ 1,800,666
City of Manhattan Beach	\$ 730,067	\$ 912,918
Total	\$ 3,195,043	\$ 3,995,265

F-3

Attachment 1



South Bay Regional Public Communications Authority



Fiscal Year 2020-2021 Proposed Budget Amendment

FINANCIAL SUMMARIES



Personnel Summary (Full-Time Employees Only)

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

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. ELIMINATED
6. One (1) additional position proposed to provide adequate support in Communications Center. ELIMINATED
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.

Cash Balance Estimates

Fund 10 - Enterprise Fund			
Beginning Balance	Adopted	Revised	Increase/ (Decrease)
Cash Available as of June 30, 2019	\$ 3,953,266	\$ 3,953,266	\$ -
Operating and Capital Reserve	(1,255,153)	(1,255,153)	-
OPEB Reserve	(250,000)	(250,000)	-
Available Cash	\$ 2,448,113	\$ 2,448,113	\$ -
Gardena - 32.08%	785,355	785,355	-
Hawthorne - 45.07%	1,103,365	1,103,365	-
Manhattan Beach - 22.85%	559,394	559,394	-
Fiscal Year 2019/20 Estimated Revenues & Expenditures			
Revenues	13,242,267	13,242,267	-
Expenditures	12,667,461	12,128,369	(539,091)
Revenues Over (Under) Expenditures	\$ 574,806	\$ 1,113,898	\$ 539,091
Estimated Balance - End of FY2019/20			
Estimated Cash Available on June 30, 2020	4,528,072	5,067,164	539,091
Operating and Capital Reserve (10% of Budget)	(1,293,844)	(1,246,820)	47,025
OPEB Reserve	(250,000)	(250,000)	-
Estimated Available Cash After Reserve Allocations	\$ 2,984,228	\$ 3,570,344	\$ 586,116
Gardena - 32.08%	957,340	1,145,366	188,026
Hawthorne - 45.07%	1,344,992	1,609,154	264,162
Manhattan Beach - 22.85%	681,896	815,824	133,927
Fiscal Year 2020/21 Budget Resources			
Assessments			
Gardena	2,174,993	2,094,298	(80,695)
Hawthorne	2,664,597	2,565,990	(98,607)
Manhattan Beach	1,718,710	1,655,315	(63,394)
Member City Subtotal	6,558,300	6,315,603	(242,697)
Culver City	2,665,229	2,665,229	-
El Segundo	1,493,738	1,493,738	-
Hermosa Beach	1,132,062	1,132,062	-
Contract City Subtotal	5,291,029	5,291,029	-
Non-Assessment Revenues	1,299,929	1,286,485	(13,444)
Total Budget Resources	13,149,258	12,893,117	(256,141)
Fiscal Year 2020/21 Budget Expenses			
Operating	12,688,443	12,218,196	(470,247)
Capital	250,000	250,000	-
Total Budget Expenses	12,938,443	12,468,196	(470,247)
Revenues Over (Under) Expenditures	\$ 210,815	\$ 424,922	\$ 214,106
Estimated Balance - End of FY2020/21			
Estimated Cash Available on June 30, 2021	4,738,888	5,492,085	753,197
Operating and Capital Reserve	(1,293,844)	(1,246,820)	47,025
OPEB Reserve	(250,000)	(250,000)	-
Estimated Available Cash After Reserve Allocations	\$ 3,195,043	\$ 3,995,265	\$ 800,222
Gardena - 32.08%	1,024,970	1,281,681	256,711
Hawthorne - 45.07%	1,440,006	1,800,666	360,660
Manhattan Beach - 22.85%	730,067	912,918	182,851

Assessments & Methodologies

Assessments	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
Member Cities											
Gardena	\$ 2,391,301	\$ 1,995,900						\$ 98,398		\$ 2,094,298	(297,003)
Hawthorne	3,359,598	2,436,838						129,152		\$ 2,565,990	(793,608)
Manhattan Beach	1,703,280	1,879,972						(224,657)		\$ 1,655,315	(47,965)
Subtotal	7,454,179	6,312,710							-	6,315,603	(1,138,576)
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	1,791,639	N/A	N/A	N/A	0.00%	-		(297,901)	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								\$ (297,901)	\$ 5,291,029	\$ 355,350
Total Assessments	\$ 12,389,859									\$ 11,606,632	\$ (783,226)

METHODOLOGIES

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

Assessments & Methodologies - Supplemental Information

Unadjusted Assessment Calculations per Cost Allocation Policy - FOR INFORMATION ONLY

Assessments	Gardena	Hawthorne	Manhattan Beach	Culver City ¹	El Segundo	Hermosa Beach ¹	TOTAL
OPERATIONS							
Call-Taking Emergency Calls	\$ 523,097	\$ 788,249	\$ 161,830	\$ 386,966	\$ 191,783	\$ 96,504	\$ 2,148,429
Call-Taking Non-Emergency Support	256,592	291,534	218,117	448,985	120,321	96,736	1,432,286
Police - Dedicated Dispatch Support	719,397	719,397	719,397	719,397	719,397	719,397	4,316,383
Police - Calls for Service Readiness Support	412,030	535,726	215,491	328,079	213,504	145,049	1,849,878
Fire - Dedicated Dispatch Support	-	-	339,422	339,422	339,422	-	1,018,266
Fire - Calls for Service Readiness Support	-	-	101,873	216,863	117,664	-	436,400
TECHNICAL SERVICES							
Technical Support - Dedicated Support	84,784	101,931	123,842	116,221	89,547	36,200	552,525
Total Calculated	\$ 1,995,900	\$ 2,436,838	\$ 1,879,972	\$ 2,555,933	\$ 1,791,639	\$ 1,093,885	\$ 11,754,167

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
Culver City	19,921	74,090	55,791	7,704
El Segundo	9,873	19,855	36,307	4,180
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 Adopted	FY 2020/21 Revised	Amount Inc (Dec)	Percent Inc (Dec)
Enterprise Fund (Fund 10)							
10-50-111-4110 Gardena	\$ 2,391,301	\$ 2,391,301	\$ 2,391,301	\$ 2,174,993	\$ 2,094,298	\$ (80,695)	-3.37%
10-50-111-4120 Hawthorne	3,359,598	3,359,598	3,359,598	2,664,597	2,565,990	(98,607)	-2.94%
10-50-111-4130 Manhattan Beach	1,703,280	1,703,280	1,703,280	1,718,710	1,655,315	(63,394)	-3.72%
Member City Subtotal	7,454,179	7,454,179	7,454,179	6,558,300	6,315,603	(242,697)	-3.26%
10-50-111-4140 Hermosa Beach	700,072	828,439	975,208	1,132,062	1,132,062	-	0.00%
10-50-111-4145 El Segundo	1,294,928	1,330,766	1,372,870	1,493,738	1,493,738	-	0.00%
10-50-111-4146 Culver City	2,360,551	2,507,365	2,587,601	2,665,229	2,665,229	-	0.00%
Contract City Subtotal	4,355,551	4,666,570	4,935,679	5,291,029	5,291,029	-	0.00%
Subtotal Assessments	\$ 11,809,730	\$ 12,120,749	\$ 12,389,858	\$ 11,849,329	\$ 11,606,632	(242,697)	-1.96%
10-50-111-4150 El Camino Community College	790	-	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	30,500	-	0.00%
10-50-111-4154 Medical Director/El Segundo	26,250	27,500	27,000	30,500	30,500	-	0.00%
10-50-111-4210 Investment Earnings (LAIF)	59,183	96,218	50,000	50,000	50,000	-	0.00%
10-50-111-4220 POST Reimbursements	574	120	600	1,400	1,400	-	0.00%
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	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	\$ 136,690	-	0.00%
10-60-211-4215 DUI Reimbursement-Overtime	2,275	879	2,000	2,000	2,000	-	0.00%
10-60-211-4435 Reimbursements Sprint Wireless	80,257	69,887	77,289	70,000	70,000	-	0.00%
10-60-211-4440 Reimbursements/Verizon Wireless	10,869	23,748	15,229	25,000	25,000	-	0.00%
10-60-211-4460 Pink Patch Project	-	356	-	-	-	-	0.00%
Subtotal Operations	\$ 93,401	\$ 94,871	\$ 94,518	\$ 97,000	\$ 97,000	-	0.00%
10-70-311-4310 Labor-Installation-Member	-	3,126	-	320,991	310,556	(10,435)	0.00%
10-70-311-4320 Labor-Installation-NonMember	-	-	-	92,556	89,547	(3,009)	0.00%
10-70-311-4360 Reimbursements for Billable Parts	710,838	479,845	600,000	600,000	600,000	-	0.00%
10-70-311-4370 Reimbursements for GST Software	47,574	45,592	50,000	52,692	52,692	-	0.00%
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	\$ 1,052,795	\$ (13,444)	-2.07%
Subtotal Non-Assessment Revenues	\$ 1,003,280	\$ 5,629,362	\$ 852,408	\$ 1,299,929	\$ 1,286,485	\$ (13,444)	-1.58%
Total Enterprise Fund (Fund 10) Revenues	\$ 12,813,010	\$ 17,750,111	\$ 13,242,266	\$ 13,149,258	\$ 12,893,117	\$ (256,141)	-1.93%
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	\$ 12,893,117	\$ (256,141)	-1.93%

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 Adopted	FY 20-21 Revised	vs Adopted Increase (Decrease)	vs Adopted Increase (Decrease) %
Administration								
Salaries & Benefits	\$ 1,144,662	\$ 936,648	\$ 1,177,580	\$ 1,112,580	\$ 1,278,828	\$ 1,235,508	\$ (43,320)	-3.39%
Supplies/Services/Equip	820,423	1,249,035	1,032,068	1,159,289	1,068,710	982,014	(86,696)	-8.11%
Subtotal Administration	\$ 1,965,085	\$ 2,185,684	\$ 2,209,648	\$ 2,271,869	\$ 2,347,538	\$ 2,217,522	\$ (130,016)	-5.54%
							-	-
Operations							\$ -	\$ -
Salaries & Benefits	\$ 6,736,024	\$ 7,180,642	\$ 7,990,433	\$ 7,990,433	\$ 8,121,218	\$ 7,830,472	\$ (290,746)	-3.58%
Supplies/Services/Equip	201,499	199,090	259,528	259,528	271,205	249,235	(21,970)	-8.10%
Subtotal Operations	\$ 6,937,523	\$ 7,379,731	\$ 8,249,961	\$ 8,249,961	\$ 8,392,423	\$ 8,079,707	\$ (312,716)	-3.73%
							-	-
Technical Services							\$ -	\$ -
Salaries & Benefits	\$ 812,266	\$ 667,568	\$ 783,770	\$ 783,770	\$ 770,440	\$ 742,925	\$ (27,515)	-3.57%
Supplies/Services/Equip	1,202,892	8,080,061	1,183,150	1,191,410	1,178,042	1,178,042	-	0.00%
Subtotal Technical Services	\$ 2,015,157	\$ 8,747,630	\$ 1,966,920	\$ 1,975,180	\$ 1,948,482	\$ 1,920,967	\$ (27,515)	-1.41%
							-	-
Total Operating Expenses	\$ 10,917,765	\$ 18,313,045	\$ 12,426,529	\$ 12,497,010	\$ 12,688,443	\$ 12,218,196	\$ (470,247)	-3.71%
							-	-
Total Capital Outlay	\$ 130,808	\$ 5,867	\$ 125,000	\$ 170,450	\$ 250,000	\$ 250,000	\$ -	0.00%
							-	-
Grand Total	\$ 11,048,573	\$ 18,318,911	\$ 12,551,529	\$ 12,667,461	\$ 12,938,443	\$ 12,468,196	\$ (470,247)	-3.63%
							-	-
Department Summary							-	-
Administration	\$ 1,965,085	\$ 2,185,684	\$ 2,209,648	\$ 2,271,869	\$ 2,347,538	\$ 2,217,522	\$ (130,016)	-5.54%
Operations	6,937,523	7,379,731	8,249,961	8,249,961	8,392,423	8,079,707	(312,716)	-3.73%
Technical Services	2,015,157	8,747,630	1,966,920	1,975,180	1,948,482	1,920,967	(27,515)	-1.41%
Capital Outlay	130,808	5,867	125,000	170,450	250,000	250,000	-	0.00%
Grand Total	\$ 11,048,573	\$ 18,318,911	\$ 12,551,529	\$ 12,667,461	\$ 12,938,443	\$ 12,468,196	\$ (470,247)	-3.63%
							-	-
Major Category Summary							-	-
Salaries & Benefits	\$ 8,692,952	\$ 8,784,858	\$ 9,951,783	\$ 9,886,783	\$ 10,170,486	\$ 9,808,905	\$ (361,581)	-3.56%
Supplies/Services/Equip	2,224,814	9,528,186	2,474,746	2,610,227	2,517,957	2,409,291	(108,666)	-4.32%
Capital Outlay	130,808	5,867	125,000	170,450	250,000	250,000	-	0.00%
Grand Total	\$ 11,048,573	\$ 18,318,911	\$ 12,551,529	\$ 12,667,461	\$ 12,938,443	\$ 12,468,196	\$ (470,247)	-3.63%

Expenses by Account

ACCT	DESCRIPTION	FY17-18 Actual	FY18-19 Actual	FY 19-20 Adopted	FY 19-20 Amended	FY 20-21 Adopted	FY 20-21 Revised	vs Adopted Increase (Decrease)	vs Adopted Increase (Decrease) %
5101	Salaries (Full-Time)	\$ 5,150,558	\$ 5,277,108	\$ 6,616,540	\$ 6,551,540	\$ 6,871,132	\$ 6,648,012	\$ (223,120)	-3.25%
5102	Salaries (Part-Time)	95,155	110,963	-	-	40,000	-	(40,000)	(1.00)
5103	Overtime	1,144,879	981,489	390,000	390,000	202,389	202,389	-	0.00%
5104	Acting Pay	284	3,005	10,000	10,000	10,000	10,000	-	0.00%
5105	Bilingual Pay	9,100	7,900	8,400	8,400	8,400	8,400	-	0.00%
5107	Merit Pay	4,089	81,056	3,650	3,650	4,350	4,350	-	0.00%
5108	Sick Leave Payoff	128,133	127,283	145,594	145,594	157,451	157,451	-	0.00%
5109	Vacation Leave Payoff	130,209	95,787	112,698	112,698	93,472	93,472	-	0.00%
5110	Training Pay	7,464	11,963	15,000	15,000	15,000	15,000	-	0.00%
5112	Other Pay	-	-	7,200	7,200	34,680	34,680	-	0.00%
5114	Holiday Payoff	78,302	146,240	100,000	100,000	75,000	75,000	-	0.00%
5115	Education Incentive	93,849	99,224	132,406	132,406	104,300	104,300	-	0.00%
5116	Overtime-Ridealongs	-	-	10,000	10,000	-	-	-	0.00%
5201	Medical Insurance	593,977	530,107	778,459	778,459	809,989	782,269	(27,720)	-3.42%
5202	Dental Insurance	31,006	41,880	57,876	57,876	46,807	46,807	-	0.00%
5203	Vision Care	13,846	19,318	22,361	22,361	21,795	21,184	(611)	-2.80%
5204	Life Insurance	7,016	7,713	9,980	9,980	9,768	9,504	(264)	-2.70%
5205	Medicare	100,802	101,659	105,933	105,933	110,819	107,583	(3,236)	-2.92%
5206	Unemployment Insurance	2,934	11,463	6,713	6,713	5,000	5,000	-	0.00%
5207	Workers' Compensation	165,726	75,637	154,838	154,838	132,500	91,488	(41,012)	-30.95%
5208	PERS Contribution	825,215	940,422	1,124,646	1,124,646	810,996	785,378	(25,618)	-3.16%
5209	Retirees' Medical Insurance	101,472	85,466	111,099	111,099	76,000	76,000	-	0.00%
5211	Social Security	589	126	890	890	-	-	-	0.00%
5212	Deferred Comp Matching	8,346	29,048	27,500	27,500	36,500	36,500	-	0.00%
5219	PERS Contribution-UAL	-	-	-	-	494,138	494,138	-	-
Subtotal Salaries & Benefits		\$ 8,692,952	\$ 8,784,858	\$ 9,951,783	\$ 9,886,783	\$ 10,170,486	\$ 9,808,905	\$ (361,581)	-3.56%
5300	Maintenance & Operations	-	160	-	-	-	-	-	0.00%
5301	Communications Contract Svcs	23,210	23,314	49,000	49,000	54,000	48,000	(6,000)	-11.11%
5302	Computer Contract/CAD	360,450	400,360	200,000	200,000	200,000	200,000	-	0.00%
5304	Accountant/Auditing Services	12,250	28,800	33,000	33,000	33,000	33,000	-	0.00%
5305	Legal Services	62,130	61,875	95,000	147,121	95,000	75,000	(20,000)	-21.05%
5306	Recruitment Costs	68,616	76,911	53,610	68,610	68,530	34,000	(34,530)	-50.39%
5307	Software Maintenance Services	43,232	103,554	69,762	69,762	77,537	61,037	(16,500)	-21.28%
5308	Banking Services (Fees)	5,753	5,468	6,000	6,000	6,000	6,000	-	0.00%
5309	Website Maintenance Service	3,070	1,740	5,000	5,000	7,500	7,500	-	0.00%
5311	GST Software Reimbursable	47,574	44,791	50,000	52,692	52,692	52,692	-	0.00%
5312	Medical Director Services	65,000	59,619	54,000	54,000	61,000	61,000	-	0.00%
5313	Temporary Staffing	-	292,605	50,000	125,100	50,000	40,000	(10,000)	-20.00%
5401	Membership Dues	220	818	3,220	3,220	3,220	2,680	(540)	-16.77%
5402	Publications	785	3,343	2,060	2,060	2,060	2,060	-	0.00%
5403	Conferences, Meeting & Travel	36,256	20,083	40,485	40,485	51,675	38,202	(13,473)	-26.07%
5404	Employee Services/EC-BOD	4,061	3,771	3,500	3,500	13,000	8,000	(5,000)	-38.46%
5405	Employee Awards	-	-	500	500	500	500	-	0.00%
5406	POST Training	-	992	23,815	23,815	24,865	11,908	(12,957)	-52.11%
5407	Tuition Reimbursement	10,014	6,797	20,000	20,000	18,000	18,000	-	0.00%
5501	Office Supplies	12,101	31,411	9,000	9,000	9,000	9,000	-	0.00%
5502	Miscellaneous Supplies	160	408	1,100	1,100	9,100	9,100	-	0.00%
5503	General Technical Supplies	(10,660)	4,009	7,500	7,500	7,500	7,500	-	0.00%
5504	Vending Machine Supplies	-	-	-	-	-	-	-	0.00%
5505	Voice Recording Tapes	-	-	-	-	-	-	-	0.00%
5506	Uniforms/Safety Equipment	6,087	17,839	11,500	11,500	10,500	10,500	-	0.00%
5507	Postage	1,224	983	1,600	1,600	1,600	1,600	-	0.00%
5508	Shipping Costs	-	343	-	1,200	1,200	1,200	-	0.00%
5509	Reproduction	1,046	80	2,000	2,000	2,000	2,000	-	0.00%
5511	Office Equipment Lease	14,499	14,107	15,750	15,750	15,750	15,750	-	0.00%
5513	General Liability Insurance	172,917	137,703	210,826	210,826	175,678	198,512	22,834	13.00%
5514	Parts - Billing	527,416	745,477	600,000	597,308	600,000	600,000	-	0.00%
5515	Parts - Telecommunications	6,491	5,073	-	-	-	-	-	0.00%
5516	Install Wire, Loom & Hardware	35,533	31,058	40,000	38,800	30,000	30,000	-	0.00%
5517	Vehicle Operations	4,333	4,293	6,500	6,500	6,500	6,500	-	0.00%
5520	Equipment Repair	-	232	5,000	5,000	5,000	5,000	-	0.00%
5521	Outside Tech Serv-Towers/Equip	237,587	359,890	325,000	325,000	325,000	325,000	-	0.00%

Expenses by Account

ACCT	DESCRIPTION	FY17-18 Actual	FY18-19 Actual	FY 19-20 Adopted	FY 19-20 Amended	FY 20-21 Adopted	FY 20-21 Revised	vs Adopted Increase (Decrease)	vs Adopted Increase (Decrease) %
5524	GETAC Project	-	-	-	-	-	-	-	0.00%
5525	Culver City Infrastructure Trans	23,321	-	-	-	-	-	-	0.00%
5601	Telephone - Administration	15,387	20,123	15,000	15,000	15,000	15,000	-	0.00%
5603	Telephone - El Segundo	2,403	2,149	3,000	3,000	3,000	3,000	-	0.00%
5604	Telephone - Gardena	2,683	1,349	5,000	5,000	3,000	3,000	-	0.00%
5606	Telephone - Hawthorne	4,419	5,385	6,000	6,000	6,000	6,000	-	0.00%
5607	Telephone - Hermosa Beach	21,838	27,864	25,000	25,000	27,000	27,000	-	0.00%
5608	Telephone - Manhattan Beach	4,528	5,029	8,000	8,000	6,000	6,000	-	0.00%
5611	Telephone - Punta Place	3,765	3,897	5,500	5,500	4,500	4,500	-	0.00%
5612	Telephone - RCC	10,630	10,717	12,000	12,000	11,000	11,000	-	0.00%
5613	Sprint Wireless Reimbursable	77,632	65,103	77,289	77,289	70,000	70,000	-	0.00%
5614	Verizon Wireless Reimbursable	15,022	29,194	15,229	15,229	25,000	25,000	-	0.00%
5615	Telephone-Culver City	22,457	10,327	5,500	5,500	14,500	14,500	-	0.00%
5701	Maintenance/HQ	146,587	166,757	154,400	139,400	164,150	161,650	(2,500)	-1.52%
5702	Maintenance/Other	-	-	-	-	-	-	-	0.00%
5703	Electricity - HQ	88,489	86,087	106,700	106,700	98,000	98,000	-	0.00%
5704	Electricity - Grandview	2,012	900	2,200	2,200	2,200	2,200	-	0.00%
5705	Electricity - Punta	5,552	6,706	6,600	6,600	6,600	6,600	-	0.00%
5706	Gas - HQ	7,991	8,797	11,000	11,000	11,000	11,000	-	0.00%
5707	Water - HQ	3,733	3,360	3,850	3,850	3,850	3,850	-	0.00%
5715	Electricity - MB Water Tower	2,088	2,997	2,750	2,750	2,750	2,750	-	0.00%
5810	Office Equipment	4,382	15,237	-	8,260	12,000	2,000	(10,000)	-83.33%
5820	Other Equipment	7,820	6,568,300	15,000	15,000	15,000	15,000	-	0.00%
5830	Furniture & Fixtures	720	-	-	-	-	-	-	0.00%
5840	Vehicles	-	-	-	-	-	-	-	0.00%
Subtotal Supplies/Services/Equip		\$ 2,224,814	\$ 9,528,186	\$ 2,474,746	\$ 2,610,227	\$ 2,517,957	\$ 2,409,291	\$ (108,666)	-4.32%
Total Operating Expenses		\$ 10,917,765	\$ 18,313,045	\$ 12,426,529	\$ 12,497,010	\$ 12,688,443	\$ 12,218,196	\$ (470,247)	-3.71%
5901	Total Capital Outlay	130,808	5,867	125,000	170,450	250,000	250,000	-	0.00%
Total Enterprise Fund (Fund 10)		\$ 11,048,573	\$ 18,318,911	\$ 12,551,529	\$ 12,667,461	\$ 12,938,443	\$ 12,468,196	\$ (470,247)	-3.63%
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	12,468,196	(470,247)	-3.63%

Notes:

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.

ADMINISTRATION 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 Adopted	FY 20-21 Revised	vs Adopted Increase (Decrease)	vs Adopted Increase (Decrease) %
5101	Salaries (Full-Time)	\$ 811,470	\$ 663,617	\$ 819,504	\$ 754,504	\$ 847,612	\$ 847,612	\$ -	0.00%
5102	Salaries (Part-Time)	-	-	-	-	40,000	-	(40,000)	-100.00%
5104	Acting Pay	-	189	-	-	-	-	-	0.00%
5107	Longevity Pay	2,800	2,950	2,150	2,150	2,350	2,350	-	0.00%
5108	Sick Leave Payoff	20,409	14,418	21,501	21,501	33,358	33,358	-	0.00%
5109	Vacation Leave Payoff	88,078	34,686	35,095	35,095	24,086	24,086	-	0.00%
5112	Other Pay	-	-	7,200	7,200	34,680	34,680	-	0.00%
5114	Holiday Payoff	-	2,423	-	-	-	-	-	0.00%
5201	Medical Insurance	54,858	54,655	93,161	93,161	88,393	88,393	-	0.00%
5202	Dental Insurance	3,271	5,080	6,968	6,968	7,607	7,607	-	0.00%
5203	Vision Care	1,068	1,488	2,256	2,256	1,726	1,726	-	0.00%
5204	Life Insurance	595	590	832	832	792	792	-	0.00%
5205	Medicare	13,796	10,778	13,727	13,727	13,660	13,660	-	0.00%
5206	Unemployment Insurance	32	-	-	-	-	-	-	0.00%
5207	Workers' Compensation	9,612	4,053	12,533	12,533	10,725	7,405	(3,320)	-30.96%
5208	PERS Contribution	115,893	100,364	119,629	119,629	90,317	90,317	-	0.00%
5209	Retirees' Medical Insurance	14,434	12,310	15,524	15,524	6,000	6,000	-	0.00%
5212	Deferred Comp Matching	8,346	29,048	27,500	27,500	36,500	36,500	-	0.00%
5219	PERS Contribution-UAL	-	-	-	-	41,022	41,022	-	0.00%
Subtotal Salaries & Benefits		\$ 1,144,662	\$ 936,648	\$ 1,177,580	\$ 1,112,580	\$ 1,278,828	\$ 1,235,508	\$ (43,320)	-3.39%
5301	Communications Contract Sv	23,210	23,314	49,000	49,000	54,000	48,000	(6,000)	-11.11%
5302	Computer Contract/CAD	30,450	90,360	55,000	55,000	55,000	55,000	-	0.00%
5304	Accountant/Auditing Service	12,250	28,800	33,000	33,000	33,000	33,000	-	0.00%
5305	Legal Services	62,130	61,875	95,000	147,121	95,000	75,000	(20,000)	-21.05%
5306	Recruitment Costs	68,616	76,911	53,610	68,610	68,530	34,000	(34,530)	-50.39%
5307	Software Maintenance Servi	43,232	103,554	69,762	69,762	77,537	61,037	(16,500)	-21.28%
5308	Banking Services (Fees)	5,753	5,468	6,000	6,000	6,000	6,000	-	0.00%
5309	Website Maintenance Servic	3,070	1,740	5,000	5,000	7,500	7,500	-	0.00%
5312	Medical Director Services	65,000	59,619	54,000	54,000	61,000	61,000	-	0.00%
5313	Temporary Staffing	-	292,605	50,000	125,100	50,000	40,000	(10,000)	-20.00%
5401	Membership Dues	220	789	390	390	390	390	-	0.00%
5402	Publications	-	1,714	350	350	350	350	-	0.00%
5403	Conferences, Meeting & Tra	22,950	3,209	13,680	13,680	21,725	16,725	(5,000)	-23.01%
5404	Employee Services/EC-BOD	2,218	3,294	1,000	1,000	10,500	5,500	(5,000)	-47.62%
5407	Tuition Reimbursement	-	-	2,000	2,000	-	-	-	0.00%
5501	Office Supplies	12,101	31,411	9,000	9,000	9,000	9,000	-	0.00%
5502	Miscellaneous Supplies	160	408	1,100	1,100	9,100	9,100	-	0.00%
5507	Postage & Shipping	1,224	983	1,600	1,600	1,600	1,600	-	0.00%
5509	Reproduction	693	80	1,500	1,500	1,500	1,500	-	0.00%
5511	Office Equipment Lease	14,499	14,107	15,750	15,750	15,750	15,750	-	0.00%
5513	General Liability Insurance	172,917	137,703	210,826	210,826	175,678	198,512	22,834	13.00%
5517	Vehicle Operations	366	125	2,000	2,000	2,000	2,000	-	0.00%
5601	Telephone - Administration	15,387	20,123	15,000	15,000	15,000	15,000	-	0.00%
5701	Maintenance/HQ	146,587	166,757	154,400	139,400	164,150	161,650	(2,500)	-1.52%
5703	Electricity - HQ	88,489	86,087	106,700	106,700	98,000	98,000	-	0.00%
5704	Electricity - Grandview	2,012	900	2,200	2,200	2,200	2,200	-	0.00%
5705	Electricity - Punta	5,552	6,706	6,600	6,600	6,600	6,600	-	0.00%
5706	Gas - HQ	7,991	8,797	11,000	11,000	11,000	11,000	-	0.00%
5707	Water - HQ	3,733	3,360	3,850	3,850	3,850	3,850	-	0.00%
5715	Electricity - MB Water Tower	2,088	2,997	2,750	2,750	2,750	2,750	-	0.00%
5810	Office Equipment	4,382	15,237	-	-	10,000	-	(10,000)	-100.00%
5820	Other Equipment	2,421	-	-	-	-	-	-	0.00%
5830	Furniture & Fixtures	720	-	-	-	-	-	-	0.00%
Subtotal Supplies/Services/Equip		\$ 820,423	\$ 1,249,035	\$ 1,032,068	\$ 1,159,289	\$ 1,068,710	\$ 982,014	\$ (86,696)	-8.11%
Total Expenses - Administration		\$ 1,965,085	\$ 2,185,684	\$ 2,209,648	\$ 2,271,869	\$ 2,347,538	\$ 2,217,522	\$ (130,016)	-5.54%

OPERATIONS DEPARTMENT



Expenses by Account - Operations Department

ACCT	DESCRIPTION	FY17-18 Actual	FY18-19 Actual	FY 19-20 Adopted	FY 19-20 Amended	FY 20-21 Adopted	FY 20-21 Revised	vs Adopted Increase (Decrease)	vs Adopted Increase (Decrease) %
5101	Salaries (Full-Time)	\$ 3,843,426	\$ 4,176,042	\$ 5,311,530	\$ 5,311,530	\$ 5,546,631	\$ 5,328,165	\$ (218,466)	-3.94%
5102	Salaries (Part-Time)	95,155	110,963	-	-	-	-	-	0.00%
5103	Overtime	1,143,975	980,650	385,000	385,000	195,539	195,539	-	0.00%
5104	Acting Pay	284	2,815	10,000	10,000	10,000	10,000	-	0.00%
5105	Bilingual Pay	9,100	7,900	8,400	8,400	8,400	8,400	-	0.00%
5107	Merit Pay	-	69,000	-	-	-	-	-	0.00%
5108	Sick Leave Payoff	92,696	96,478	106,313	106,313	106,313	106,313	-	0.00%
5109	Vacation Leave Payoff	36,694	49,221	63,217	63,217	55,000	55,000	-	0.00%
5110	Training Pay	7,464	11,963	15,000	15,000	15,000	15,000	-	0.00%
5114	Holiday Payoff	68,025	143,818	100,000	100,000	75,000	75,000	-	0.00%
5115	Education Incentive	90,403	99,224	132,406	132,406	104,300	104,300	-	0.00%
5116	Overtime-Ridealongs	-	-	10,000	10,000	-	-	-	0.00%
5201	Medical Insurance	479,885	442,163	637,435	637,435	668,836	641,116	(27,720)	-4.14%
5202	Dental Insurance	25,103	34,282	47,968	47,968	36,400	36,400	-	0.00%
5203	Vision Care	11,449	16,623	18,699	18,699	18,424	17,813	(611)	-3.32%
5204	Life Insurance	5,680	6,467	8,455	8,455	8,316	8,052	(264)	-3.17%
5205	Medicare	79,000	83,751	84,939	84,939	89,572	86,404	(3,168)	-3.54%
5206	Unemployment Insurance	2,873	11,463	6,713	6,713	5,000	5,000	-	0.00%
5207	Workers' Compensation	56,347	24,605	58,372	58,372	49,951	34,490	(15,461)	-30.95%
5208	PERS Contribution	631,635	767,603	922,296	922,296	662,899	637,843	(25,056)	-3.78%
5209	Retirees' Medical Insuranc	56,240	45,484	62,800	62,800	50,000	50,000	-	0.00%
5211	Social Security	589	126	890	890	-	-	-	0.00%
5219	PERS Contribution-UAL	-	-	-	-	415,637	415,637	-	0.00%
Subtotal Salaries & Benefits		\$ 6,736,024	\$ 7,180,642	\$ 7,990,433	\$ 7,990,433	\$ 8,121,218	\$ 7,830,472	\$ (290,746)	-3.58%
5300	Maintenance & Operation:	-	160	-	-	-	-	-	0.00%
5401	Membership Dues	-	29	2,830	2,830	2,830	2,290	(540)	-19.08%
5402	Publications	785	1,629	1,710	1,710	1,710	1,710	-	0.00%
5403	Conferences, Meeting & Ti	13,306	15,382	24,155	24,155	27,300	18,827	(8,473)	-31.04%
5404	Employee Services/EC-BOI	1,843	477	2,500	2,500	2,500	2,500	-	0.00%
5405	Employee Awards	-	-	500	500	500	500	-	0.00%
5406	POST Training	-	992	23,815	23,815	24,865	11,908	(12,957)	-52.11%
5407	Tuition Reimbursement	10,014	6,797	18,000	18,000	18,000	18,000	-	0.00%
5506	Uniforms/Safety Equipmer	4,422	7,862	8,000	8,000	8,000	8,000	-	0.00%
5509	Reproduction	353	-	500	500	500	500	-	0.00%
5603	Telephone - El Segundo	2,403	2,149	3,000	3,000	3,000	3,000	-	0.00%
5604	Telephone - Gardena	2,683	1,349	5,000	5,000	3,000	3,000	-	0.00%
5606	Telephone - Hawthorne	4,419	5,385	6,000	6,000	6,000	6,000	-	0.00%
5607	Telephone - Hermosa Beac	21,838	27,864	25,000	25,000	27,000	27,000	-	0.00%
5608	Telephone - Manhattan Be	4,528	5,029	8,000	8,000	6,000	6,000	-	0.00%
5611	Telephone - Punta Place	3,765	3,897	5,500	5,500	4,500	4,500	-	0.00%
5612	Telephone - RCC	10,630	10,717	12,000	12,000	11,000	11,000	-	0.00%
5613	Sprint Wireless Reimbursa	77,632	65,103	77,289	77,289	70,000	70,000	-	0.00%
5614	Verizon Wireless Reimburs	15,022	29,194	15,229	15,229	25,000	25,000	-	0.00%
5615	Telephone-Culver City	22,457	10,327	5,500	5,500	14,500	14,500	-	0.00%
5820	Other Equipment	5,399	4,749	15,000	15,000	15,000	15,000	-	0.00%
Subtotal Supplies/Services/Equip		\$ 201,499	\$ 199,090	\$ 259,528	\$ 259,528	\$ 271,205	\$ 249,235	\$ (21,970)	-8.10%
Total Expenses - Operations		\$ 6,937,523	\$ 7,379,731	\$ 8,249,961	\$ 8,249,961	\$ 8,392,423	\$ 8,079,707	\$ (312,716)	-3.73%

TECHNICAL SERVICES DIVISION



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 Adopted	FY 20-21 Revised	vs Adopted Increase (Decrease)	vs Adopted Increase (Decrease) %
5101	Salaries (Full-Time)	\$ 495,661	\$ 437,449	\$ 485,506	\$ 485,506	\$ 476,889	\$ 472,235	\$ (4,654)	-0.98%
5103	Overtime	904	839	5,000	5,000	6,850	6,850	-	0.00%
5104	Acting Pay	-	-	-	-	-	-	-	0.00%
5106	Call Back Pay	-	-	-	-	-	-	-	0.00%
5107	Merit Pay	1,289	9,106	1,500	1,500	2,000	2,000	-	0.00%
5108	Sick Leave Payoff	15,028	16,387	17,780	17,780	17,780	17,780	-	0.00%
5109	Vacation Leave Payoff	5,437	11,880	14,386	14,386	14,386	14,386	-	0.00%
5114	Holiday Payoff	10,277	-	-	-	-	-	-	0.00%
5115	Education Incentive	3,446	-	-	-	-	-	-	0.00%
5201	Medical Insurance	59,234	33,289	47,863	47,863	52,760	52,760	-	0.00%
5202	Dental Insurance	2,632	2,519	2,940	2,940	2,800	2,800	-	0.00%
5203	Vision Care	1,330	1,208	1,406	1,406	1,645	1,645	-	0.00%
5204	Life Insurance	741	656	693	693	660	660	-	0.00%
5205	Medicare	8,006	7,130	7,267	7,267	7,587	7,519	(68)	-0.90%
5206	Unemployment Insuran	29	-	-	-	-	-	-	0.00%
5207	Workers' Compensation	99,767	46,978	83,933	83,933	71,824	49,593	(22,231)	-30.95%
5208	PERS Contribution	77,688	72,456	82,721	82,721	57,780	57,218	(562)	-0.97%
5209	Retirees' Medical Insura	30,798	27,672	32,775	32,775	20,000	20,000	-	0.00%
5219	PERS Contribution-UAL	-	-	-	-	37,479	37,479	-	0.00%
Subtotal Salaries & Benefits		\$ 812,266	\$ 667,568	\$ 783,770	\$ 783,770	\$ 770,440	\$ 742,925	\$ (27,515)	-3.57%
5302	Computer Contract/CAC	330,000	310,000	145,000	145,000	145,000	145,000	-	0.00%
5311	GST Software Reimburs:	47,574	44,791	50,000	52,692	52,692	52,692	-	0.00%
5403	Conferences, Meeting &	-	1,491	2,650	2,650	2,650	2,650	-	0.00%
5503	General Technical Suppl	(10,660)	4,009	7,500	7,500	7,500	7,500	-	0.00%
5506	Uniforms/Safety Equipn	1,664	9,977	3,500	3,500	2,500	2,500	-	0.00%
5507	Postage & Shipping	-	-	-	-	1,200	1,200	-	0.00%
5508	Shipping Costs	-	343	-	1,200	-	-	-	0.00%
5514	Parts - Billing	527,416	745,477	600,000	597,308	600,000	600,000	-	0.00%
5515	Parts - Telecommunicat	6,491	5,073	-	-	-	-	-	0.00%
5516	Install Wire, Loom & Ha	35,533	31,058	40,000	38,800	30,000	30,000	-	0.00%
5517	Vehicle Operations	3,967	4,168	4,500	4,500	4,500	4,500	-	0.00%
5520	Equipment Repair	-	232	5,000	5,000	5,000	5,000	-	0.00%
5521	Outside Tech Serv-Towe	237,587	359,890	325,000	325,000	325,000	325,000	-	0.00%
5524	GETAC Project	-	-	-	-	-	-	-	0.00%
5525	Culver City Infrastructur	23,321	-	-	-	-	-	-	0.00%
5810	Office Equipment	-	-	-	8,260	2,000	2,000	-	0.00%
5820	Other Equipment	-	6,563,550	-	-	-	-	-	0.00%
Subtotal Supplies/Serv/Equip		\$ 1,202,892	\$ 8,080,061	\$ 1,183,150	\$ 1,191,410	\$ 1,178,042	\$ 1,178,042	\$ -	0.00%
Total Expenses - Tech Services		\$ 2,015,157	\$ 8,747,630	\$ 1,966,920	\$ 1,975,180	\$ 1,948,482	\$ 1,920,967	\$ (27,515)	-1.41%

F-4



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: June 16, 2020

ITEM NUMBER: F-4

TO: Executive Committee

FROM: John Krok, Acting Executive Director
Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: Fiscal Year 2019/20 Budget Surplus

ATTACHMENTS: None

RECOMMENDATION

Staff recommends the Executive Committee provide direction on the use of FY2019/20 surplus funds.

BACKGROUND

During the February 2020 Executive Committee meeting, staff was directed to develop an amendment to the Budgetary Policy that includes provisions for the Authority to make additional discretionary payments ("ADP") to CalPERS for the pension Unfunded Actuarial Liability ("UAL") as any budget surplus becomes available in Fiscal Years 2019/20 and 2020/21, and to include actuarial determined contributions in accordance with the shortened amortization periods in its annual budgets beginning in FY2022/23. The ADP simulates a "Fresh Start" by shortening the amortization period from 25 to 15 years, with expected savings of approximately \$1.88 million. For FY2020/21, the ADP payment is expected to be approximately \$220,000.

During the May 2020 Executive Committee meeting, the City of Gardena requested use of FY2019/20 surplus funds to offset FY2020/21 assessments for Member Cities in light of the recent economic downturn.

DISCUSSION

Staff has reviewed and revised the FY2019/20 year-end projections. The operating budget surplus for FY2019/20 is expected to be approximately \$1.1 million.

FY19-20 Summary	Year End Projected	Year End Projected (Revised)
Revenues	\$ 13,242,267	\$ 13,242,266
Expenditures	12,667,461	12,128,369
Revenues Over (Under) Expenditures	\$ 574,806	\$ 1,113,897
Gardena - 32.08%	\$ 184,398	\$ 357,338
Hawthorne - 45.07%	259,065	502,033
Manhattan Beach - 22.85%	131,343	254,525
	\$ 574,806	\$ 1,113,897

For illustrative purposes, the table below shows the assessment schedule if the Board of Directors adopts the FY2020/21 Proposed Budget Amendment in September 2020 as described in agenda item F-3, and Member Cities elect to utilize the entire (projected) FY2019/20 budget surplus to reduce FY2020/21 assessments:

Quarter	1st	2nd	3rd	4th	
Due Date	7/15/2020	10/15/2020	1/15/2021	4/15/2021	Total
Member Cities					
Gardena	\$ 761,247.55	\$ 512,983.28	\$ 512,983.28	\$ 307,083.89	\$ 2,094,298.00
Less: FY19-20 Surplus	-	(134,001.75)	(134,001.75)	(89,334.50)	\$ (357,338.00)
	761,247.55	378,981.53	378,981.53	217,749.39	1,736,960.00
Hawthorne	932,608.95	628,555.33	628,555.33	376,270.39	2,565,990.00
Less: FY19-20 Surplus	-	(188,262.38)	(188,262.38)	(125,508.25)	\$ (502,033.00)
	932,608.95	440,292.96	440,292.96	250,762.14	2,063,957.00
Manhattan Beach	601,548.50	405,508.16	405,508.16	242,750.19	1,655,315.00
Less: FY19-20 Surplus	-	(95,446.88)	(95,446.88)	(63,631.25)	\$ (254,525.00)
	601,548.50	310,061.28	310,061.28	179,118.94	1,400,790.00

Additionally, the Authority continues to maintain a fund balance of \$45,450.18 for the City of Manhattan Beach for equipment expenditures related to grant reimbursements for the Punta Place Radio Site project. The City of Manhattan Beach can elect to apply this balance in a similar manner to further offset its FY2020/21 assessment.

FISCAL IMPACT

Reduction in fund balance of up to approximately \$1.1 million should Member Cities elect to apply all or a portion of the FY2019/20 budget surplus to reduce FY2020/21 assessments. Projected fund balance after reserves for FY2019/20 is \$3,570,343 and would decrease from \$3,890,816 to \$2,776,920 for the year ending June 30, 2021.

F-5



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: June 16, 2020

ITEM NUMBER: F-5

TO: Executive Committee

FROM: John Krok, Acting Executive Director *GTK*

SUBJECT: Update on Computer Aided Dispatch System Project with Mark43

ATTACHMENTS: None

RECOMMENDATION

Staff recommends the Executive Committee receive and file this report.

DISCUSSION

Over the past month, staff has continued to participate in web-based meetings with Mark43 representatives and started discussions related to the first phase of the Fire CAD Development.

Progress on the Computer Aided Dispatch ("CAD") System Project with Mark43 remains delayed. The earliest the Authority anticipates going-live on the system is still June 2021 and could be as late December 2021. The project may be further delayed if the vendor encounters other unforeseen challenges.

The Authority has scheduled a meeting with the Police and Fire Chiefs, on June 16, 2020 to discuss and to 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 July 2020.

FISCAL IMPACT

None at this time.

G-1

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

MAY 19, 2020

A. CALL TO ORDER

The Executive and User Committees convened in a regular joint session at 2:04PM on May 19, 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)
(arrived 2:15PM)
Chief Derrick Abell, Manhattan Beach Police Department
Chief Daryn Drum, Manhattan Beach Fire Department
Chief Mike Saffell, Gardena Police Department
Chief Paul LeBaron, Hermosa Beach 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
Laura Kalty, Liebert Cassidy Whitmore

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

MOTION: City Manager Osorio moved to approve Consent Calendar, Items Numbers 1-5, 7, and 9. The motion was seconded by City Manager Moe and passed by unanimous roll call vote.

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
7. Side Letter Agreement Amending the July 1, 2019 to June 30, 2022 Memorandum of Understanding with Management and Confidential Employees
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

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

MOTION: City Manager Osorio moved to approve amended Item D – 6. The motion was seconded by City Manager Moe and passed by unanimous roll call vote.

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

Item #8 to return at next meeting.

F. EXECUTIVE COMMITTEE GENERAL BUSINESS

1. Update on Computer Aided Dispatch System Project with Mark43
Currently, the project is delayed due to two specific items, Geo files technical issue and GIS database. Mark43 is working to resolve CAD in July, GIS in March 2021. City of Richmond – moving away from Mark43. Will need to consider RFP for this project.
The chiefs plan to meet mid-June to discuss the next steps.
2. Fiscal year 2020-2021 Budget Discussion
The Executive Director reported modifying service levels to reduce expenditures. One possibility is to combine dispatch service channels with another option take action to use general fund to offset expenditures. Staff will review excess revenue over expenditures as well as line item details of expenditures to bring back at the June 16 meeting.
City Manager Moe discussed with Chief Abell the possibility of Hermosa Beach Police Department and Manhattan Beach Police Department sharing dispatching services for significant savings. Chief LeBaron plans to confer with his department to discuss further at the next meeting.
City Manager Osorio would like use surplus to use for the cost assessment for next year.
Assessment for Quarter 1 will be sent out in the coming weeks based on the adopted budget. Assessment schedule for the remaining quarters of fiscal year 2020-2021 will be modified based on discussion from the meeting in June. City Managers Moe and Osorio verbalized they accepted that plan.
Chief Ishii mentioned to sharing frequency for Hawthorne Police Department as another option to review.

G. USER COMMITTEE GENERAL BUSINESS

1. Minutes from April 14, 2020, Special Meeting
Motion: Chief Saffell moved to approve the minutes. The motion was seconded by Chief Abell and passed by unanimous roll call vote.

I. EXECUTIVE DIRECTOR'S REPORT

Executive Director Lee provided updates on COVID-19, recruitment, the Manhattan Beach Water Tower Radio Site.

J. EXECUTIVE COMMITTEE AND USER COMMITTEES COMMENTS

None.

K. EXECUTIVE COMMITTEE CLOSED SESSION AGENDA

At 2:45PM, the Executive Committee entered into a closed session to discuss the following items:

1. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6

Agency Designated Representative: Liebert Cassidy Whitmore & 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
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.

3:09PM, Ms. Petrusis reported the Executive Committee did not take any action in closed session and returned to open session.

L. ADJOURNMENT

The meeting adjourned at 3:11PM.

H



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: June 16, 2020

ITEM: H

TO: Executive Committee and User Committee

FROM: John Krok, Acting Executive Director *JK*

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
- Manhattan Beach Water Tower Radio Site
- Assembly Bill 1945
- Phase 2 Feasibility Study for the City of Palos Verdes Estates