

REGULAR MEETING OF THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE

TUESDAY, OCTOBER 20, 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 EXECUTIVE COMMITTEE, AND/OR USER COMMITTEE BY JOINING:

Link: <https://us02web.zoom.us/j/89905142345?pwd=L285VGUwN0FWaVNhUVZIV3M1UWowQT09>

Meeting ID: 899 0514 2345

Access Code: 008950

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, User Committee, and staff will participate in this meeting via teleconference. The Authority encourages the public to participate by using one of the following options for public comments:

- Email your public comment to cchoi@rcc911.org by 7:30 AM, the day of the meeting to 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 September 8, 2020, Special Meeting
APPROVE
2. Check Register and Budget Transfers - September 2020
RECEIVE AND FILE
3. Budget Performance Report – FY 2020/21 Q1
APPROVE

E. ITEMS TO REMOVE FROM CONSENT CALENDAR

F. EXECUTIVE COMMITTEE GENERAL BUSINESS

1. Phase Two: Feasibility Study for the Consideration of Public Safety Dispatching Services for the City of Palos Verdes Estates
APPROVE

G. USER COMMITTEE GENERAL BUSINESS

1. Minutes from September 8, 2020, Special Meeting
APPROVE

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

H. ACTING EXECUTIVE DIRECTOR'S REPORT

I. EXECUTIVE AND USER COMMITTEES' COMMENTS

J. EXECUTIVE COMMITTEE CLOSED SESSION AGENDA

1. PUBLIC EMPLOYMENT

Pursuant to Government Code Section 54957(b)(1)

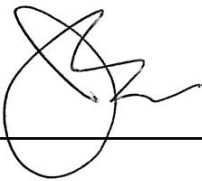
Title: Executive Director Recruitment

K. ADJOURNMENT

Posting Date/Time:

October 15, 2020 4:00PM

Signature:

A handwritten signature in black ink, appearing to be the name 'John', is written over a horizontal line.

John

Executive Director

D-1

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

SEPTEMBER 8, 2020

A. CALL TO ORDER

The Board of Directors, the Executive, and User Committees convened in a regular joint session at 2:06PM on September 8, 2020 by teleconference.

B. ROLL CALL BY ACTING EXECUTIVE DIRECTOR

Present: Councilmember Haidar Awad, City of Hawthorne
Councilmember Rodney Tanaka, City of Gardena
Councilmember Hildy Stern, City of Manhattan Beach
City Manager Bruce Moe, City of Manhattan Beach
City Manager Erick Lee, City of Hawthorne
City Manager Clint Osorio, City of Gardena
Chief Mike Saffell, Gardena Police Department
Chief Derrick Abell, Manhattan Beach Police Department
Chief Wolfgang Knabe, Manhattan Beach Fire Department
Chief Mike Ishii, Hawthorne Police Department

Also Present: Jennifer Petrusis, Richards Watson Gershon
Suja Lowenthal, City of Hermosa Beach
Chief Paul LeBaron, Hermosa Beach Police Department
Carl Jacobson
Lisa Jenkins, Manhattan Beach Human Resources
Captain Gary Tomatani, Hawthorne Police Department
Chief Kenneth Powell, Culver City Fire Department
Captain Eric Lane, Hawthorne Police Department
Acting Executive Director John Krok
Operations Manager Shannon Kauffman
Finance & Performance Audit Manager Vanessa Alfaro

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

MOTION: City Manager Moe moved to approve Consent Calendar, Items 1-3. The motion passed by unanimous voice vote.

1. Minutes from August 18, 2020, Regular Meeting
APPROVE
2. Check Register for August 2020
RECEIVE AND FILE
3. Fiscal Year ~~2020/21~~ 2019/20 Q4 Budget Performance Report
APPROVE

E. EXECUTIVE COMMITTEE GENERAL BUSINESS

1. New Agreement for Emergency Police Dispatch Services with the City of Hermosa Beach Based on Cost Allocation Policy and Shared Police Dispatch Services with the City of Manhattan Beach

APPROVE

Acting Executive Director Krok provided a summary of the new agreement with the City of Hermosa Beach. City Manager Moe wanted to confirm the fund balance would remain within policy limits. City Manager Lee clarified elimination of five positions as they are currently vacant. It was reported no impact to current staffing.

MOTION: City Manager Moe moved to approve the agreement. The motion was seconded by City Manager Osorio and passed by unanimous voice vote.

F. ELECTION OF BOARD OF DIRECTORS CHAIRPERSON AND VICE-CHAIR FOR FISCAL YEAR 2020/21

Councilmember Tanaka nominated Councilmember Stern as Chair seconded by Councilmember Awad. Councilmember Tanaka accepted nomination for Vice Chair.

G. BOARD OF DIRECTORS GENERAL BUSINESS

1. Minutes from April 14, 2020, Special Meeting

APPROVE

MOTION: Councilmember Tanaka moved to approve the minutes from April 14, 2020. The motion was seconded by Councilmember Awad and passed by unanimous voice vote.

2. Revised Technical Services Division Workload Support Charges

APPROVE

Councilmember Tanaka inquired about the priority of the workload and the impact on the current cities. It was reported not to have impact on the current cities. City Manager Lee clarified the policy was adopted last year by Board of Directors. Councilmember Stern inquired about the yearly report to be provided on a regular basis. Acting Executive Director Krok will provide these reports and will continue to report the data.

MOTION: Councilmember Tanaka moved to approve the revised Technical Services Division Workload Support charges. The motion was seconded by Councilmember Awad and passed by unanimous voice vote.

3. Fiscal Year 2019/20 Budget Surplus

APPROVE

FY2019/20 hasn't closed yet until auditors have finalized their reports.

MOTION: Councilmember Tanaka moved to approve the budget surplus for FY 2019/20. The motion was seconded by Councilmember Awad and passed by unanimous voice vote.

4. Fiscal Year 2020/21 Proposed Budget Amendment and Revised Assessments for Member Cities Pending Approval of Hermosa Beach Channel Sharing

APPROVE

MOTION: Councilmember Tanaka moved to approve the proposed budget amendment and revised assessments. The motion was seconded by Councilmember Awad and passed by unanimous voice vote.

5. Fiscal Year 2020/21 Proposed Budget Amendment and Revised Assessments for Member Cities without Hermosa Beach Channel Sharing

APPROVE

This item was removed with the approval of Hermosa Beach Channel Sharing.

6. Establishment of a Section 115 Trust with CERBT

APPROVE

MOTION: Councilmember Tanaka moved to approve the establishment of a Section 115 Trust with CERBT. The motion was seconded by Councilmember Awad and passed by unanimous voice vote.

H. USER COMMITTEE GENERAL BUSINESS

1. Minutes from August 18, 2020, Regular Meeting

APPROVE

Motion: Chief Abell moved to approve the minutes from August 18, 2020. The motion was seconded by Chief Ishii and passed by unanimous voice vote.

I. ACTING EXECUTIVE DIRECTOR'S REPORT

Acting Executive Director Krok provided a report on Recruitment of Communications Operator, Continuity of Operations during COVID-19 pandemic, Phase 2 Feasibility Study for the City of Palos Verdes Estates Update, Second Amended and Restated Joint Powers Agreement Update, and Mark43 CAD update.

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

None.

K. EXECUTIVE COMMITTEE CLOSED SESSION AGENDA

At 2:43PM, the Executive Committee entered into closed session to discuss the following item:

PUBLIC EMPLOYMENT

Pursuant to Government Code Section 54957(b)(1)

Title: Executive Director Recruitment

The meeting returned to open session at 2:59PM with no action taken in closed session.

L. ADJOURNMENT

The meeting adjourned at 2:59PM.

D-2



Check Register FY 2020-21

September 2020

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
---	---------------------------	--------------

September 4, 2020	\$110,456.50	
September 11, 2020	\$171,416.96	
September 18, 2020	\$76,186.18	
September 25, 2020	\$104,826.93	
	<hr/>	
Accounts Payable Total	\$462,886.57	

<u>Payroll Checks Issued Date</u>	
-----------------------------------	--

September 11, 2020	\$165,702.73
September 25, 2020	\$162,966.55
	<hr/>
Payroll Total	\$328,669.28

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1767	9/4/2020	00012	CALIFORNIA WATER SERVICE4675328235	8/18/2020	WATER SERV HQ/ 7/17/20 - 8/	274.85	
			5550731926	8/28/2020	FIRE PROTECTION SERVICE,	81.08	355.93
1768	9/4/2020	00069	SOUTHERN CALIFORNIA EDI\$2-03-672-6511	8/20/2020	ELEC SERV PUNTA/ 7/21/20 -	965.42	965.42
1769	9/4/2020	00058	CALPERS 1000000161503	8/21/2020	GASB 68 REPORTS & SCHED	1,050.00	1,050.00
1770	9/3/2020	00031	EMPLOYMENT DEVELOPMENL1366352352	8/21/2020	UNEMPLOYMENT INS/PERIO	10,031.50	10,031.50
55261	9/4/2020	00868	ALFARO, VANESSA 083120	8/31/2020	COVID-19: CELL PHONE REIM	42.00	42.00
55262	9/4/2020	00670	BARTEL ASSOCIATES, LLC 20-595	8/1/2020	GASB 68 ACTUARIAL REPOR	1,400.00	1,400.00
55263	9/4/2020	00014	CDW GOVERNMENT, INC. ZTZ6806	8/20/2020	CDW-G BILLABLE PARTS	3,583.13	
			ZVN6436	8/21/2020	CDW-G BILLABLE PARTS	63.77	
			ZVW5757	8/25/2020	CDW-G BILLABLE PARTS	57.18	
			ZVV9336	8/24/2020	CDW-G BILLABLE PARTS	37.37	3,741.45
55264	9/4/2020	00008	FEDERAL SIGNAL CORP 7563149	8/27/2020	FEDERAL SIGNAL CORP BILL	2,629.20	
			7552296	8/13/2020	FEDERAL SIGNAL CORP BILL	1,810.48	
			7557572	8/20/2020	FEDERAL SIGNAL CORP BILL	1,078.00	5,517.68
55265	9/4/2020	00070	GAS COMPANY, THE 059 194 8982 2	9/1/2020	GAS SERVICE HQ/ 7/30/20-8/2	581.10	581.10
55266	9/4/2020	00027	HAVIS INC. SIN108099	8/24/2020	HAVIS INC. BILLABLE PARTS	5,185.47	
			SIN107500	8/18/2020	HAVIS INC. BILLABLE PARTS	5,160.25	
			SIN107816	8/20/2020	HAVIS INC. BILLABLE PARTS	779.44	
			SIN107653	8/18/2020	HAVIS INC. BILLABLE PARTS	203.23	11,328.39
55267	9/4/2020	00148	HAWTHORNE, CITY OF IT-20-01-rcc	9/1/2020	COMP COMPUTER SERVICES	50,000.00	
			IT-20-03-01	8/25/2020	LASD MONTHLY DATA CONNI	689.39	50,689.39
55268	9/4/2020	00227	LA COUNTY FIRE DEPT IN0339036	8/17/2020	CERS LATE SUBMITTAL PEN/	437.00	437.00
55269	9/4/2020	00799	LA UNIFORMS & TAILORING 5895	7/20/2020	UNIFORMS FOR COMMUNIC/	180.59	
			5917	7/22/2020	UNIFORMS FOR COMMUNIC/	180.59	
			6007	8/1/2020	UNIFORMS FOR COMMUNIC/	171.77	532.95
55270	9/4/2020	00442	LAWSON PRODUCTS, INC. 9307790043	8/12/2020	LAWSON PRODUCS INC BILL	602.64	602.64
55271	9/4/2020	00087	LIEBERT CASSIDY & WHITMO1504357	7/31/2020	LEGAL SERVICES	49.00	49.00
55272	9/4/2020	00671	MARC R. COHEN, MD EMSMD-13	8/30/2020	MEDICAL DIRECTOR SERVIC	2,541.67	2,541.67
55273	9/4/2020	00926	PONCE DE LEON, BROOKE 090420	9/4/2020	COVID-19: CELL PHONE REIM	37.82	37.82
55274	9/4/2020	00818	RICHARDS,WATSON & GERSF228248	8/31/2020	GENERAL COUNSEL AND LEG	1,537.91	1,537.91
55275	9/4/2020	00824	SMART JANITORIAL, COMPLE12493	7/1/2020	HQ MAINTENANCE	1,890.00	1,890.00
55276	9/4/2020	00038	TORRANCE ELECTRONICS 05123	7/8/2020	PARTS - REIMBURSABLE	44.62	44.62
55277	9/4/2020	00046	UNITED PARCEL SERVICE 00005337W1340	8/22/2020	POSTAGE AND SHIPPING EX	13.81	13.81
55278	9/4/2020	00063	WHELEN ENGINEERING CO., 770960	8/26/2020	WHELEN ENGINEERING CO E	5,520.22	5,520.22

Bank : union UNION BANK

(Continued)

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>
55279	9/4/2020	00067	XCEL MECHANICAL SYSTEMS	22194	8/18/2020	HQ MAINTENANCE	10,946.00
			22240	8/31/2020	HQ MAINTENANCE	600.00	11,546.00
Sub total for UNION BANK:							110,456.50

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20172	9/1/2020	00696	GUARDIAN	533654-09	8/20/2020	GUARDIAN - DENTAL,VISION,	6,511.50	6,511.50
20173	9/10/2020	00058	CALPERS	1000000161440	8/14/2020	HEALTH PREMIUMS - SEPTEI	61,749.78	61,749.78
20174	9/11/2020	00219	INTERNAL REVENUE SERVICE	Ben30765	9/11/2020	FEDERAL WITHHOLDING TAX	33,430.79	33,430.79
20175	9/11/2020	00223	EMPLOYMENT DEVEL DEPT	Ben30769	9/11/2020	STATE DISABILITY INSURANC	12,958.00	12,958.00
20176	9/11/2020	00222	STATE DISBURSEMENT UNIT	Ben30773	9/11/2020	SUPPORT: PAYMENT	184.62	184.62
20177	9/11/2020	00058	CALPERS	Ben30767	9/11/2020	PERS RETIREMENT: PAYMEN	39,518.68	39,518.68
20178	9/11/2020	00221	ICMA RETIREMENT TRUST	Ben30771	9/11/2020	DEFERRED COMPENSATION	14,795.62	14,795.62
55280	9/11/2020	00217	CALIFORNIA TEAMSTERS UN	Ben30761	9/11/2020	UNION DUES TEAMSTERS: P	2,010.00	2,010.00
55281	9/11/2020	00218	CWA LOCAL 9400	Ben30763	9/11/2020	UNION DUES CWA: PAYMENT	257.97	257.97
Sub total for UNION BANK:								171,416.96

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1771	9/18/2020	00651	FRONTIER	209-188-0077-04	9/1/2020	PHONE SERVICE 9/1/20 - 9/30	347.68
1772	9/18/2020	00069	SOUTHERN CALIFORNIA EDI	2-19-337-1549	9/5/2020	ELEC SERV GRANDVIEW/ 8/3	202.60
1773	9/18/2020	00621	FIRST BANKCARD				
		00826	LA TIMES	090120	8/21/2020	LA TIMES MONTHLY SUBSCR	15.96
		00466	AMAZON MARKETPLACE	112-6859749-32	8/21/2020	OFFICE SUPPLIES	12.58
		00466	AMAZON MARKETPLACE	111-3403944-56	8/13/2020	JANITORIAL SUPPLIES	11.38
		00485	MONOPRICE, INC.	20425026-1	7/2/2020	GENERAL TECH SUPPLIES -	-240.21
		00857	JOTFORM INC	184491F-0003	8/27/2020	SOFTWARE SERVICES	390.00
		00035	HOME DEPOT CREDIT SERV	0620 00062 788	8/3/2020	GENERAL TECH SUPPLIES	248.11
		00610	DIRECTV	37659407347	8/5/2020	CABLE SERVICE	224.71
		00466	AMAZON MARKETPLACE	111-4967668-05	9/15/2020	OFFICE SUPPLIES	211.34
		00913	RELIANT HIRING JOB FAIR	6801710	8/17/2020	RECRUITMENT	200.00
		00467	LOWES BUSINESS	7783554	8/6/2020	GENERAL TECH SUPPLIES	194.97
		00942	WAYFAIR	1997931122	8/6/2020	MISCELLANEOUS SUPPLIES	179.70
		00466	AMAZON MARKETPLACE	112-4222001-17	8/26/2020	OFFICE EQUIPMENT	178.86
		00943	YOBITECH	126435	8/21/2020	OFFICE EQUIPMENT	170.00
		00600	CHEVRON G&M #186	00092445	8/4/2020	FUEL - VAN	98.74
		00761	BOX	INV08194176	8/26/2020	SOFTWARE SERVICES	90.00
		00466	AMAZON MARKETPLACE	111-8631741-12	8/2/2020	JANITORIAL SUPPLIES	86.93
		00467	LOWES BUSINESS	80332529	8/13/2020	GENERAL TECH SUPPLIES	85.86
		00466	AMAZON MARKETPLACE	114-5144934-21	8/17/2020	JANITORIAL SUPPLIES	76.60
		00466	AMAZON MARKETPLACE	112-4771361-71	8/4/2020	JANITORIAL SUPPLIES	64.12
		00467	LOWES BUSINESS	7783554	8/18/2020	GENERAL TECH SUPPLIES	63.39
		00466	AMAZON MARKETPLACE	112-4545372-55	8/15/2020	JANITORIAL SUPPLIES	57.80
		00795	MEDIA TEMPLE	324775-25	8/23/2020	MONTHLY WEBSITE HOSTING	55.00
		00466	AMAZON MARKETPLACE	111-1911990-04	8/4/2020	JANITORIAL SUPPLIES	44.87
		00203	GALLS, LLC	16311347	8/12/2020	UNIFORMS	44.23
		00873	PEP BOYS STORE #969	634840	8/24/2020	PARTS - BILLING	44.08
		00920	WALMART	4872053-492934	8/4/2020	JANITORIAL SUPPLIES	40.51
		00466	AMAZON MARKETPLACE	114-3192221-39	8/2/2020	JANITORIAL SUPPLIES	37.49
		00632	U-HAUL OF GARDENA	023014021825	8/17/2020	FUEL - FORKLIFT	30.47
		00466	AMAZON MARKETPLACE	113-9311522-53	8/17/2020	OFFICE SUPPLIES	28.55
		00941	SUBWAY	6F137	8/12/2020	EMPLOYEE SERVICES - TSD	28.32
		00862	AUTOZONE	000771931	8/24/2020	PARTS - BILLING	16.53

Bank : union UNION BANK		(Continued)						
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
		00944	ZOOM VIDEO COMMUNICATI	INV36980363	8/19/2020	TELECONFERENCING SYSTE	449.70	
		00501	ULINE	39902718	8/4/2020	JANITORIAL SUPPLIES	441.29	3,681.88
55282	9/18/2020	00392	ALLEN MANUFACTURING, LL	RINV145776	8/25/2020	VEHICLE OUTFITTING PARTS	1,433.24	1,433.24
55283	9/18/2020	00297	AT&T, ATT CALNET	15318854	9/13/2020	PHONE SERV 8/13/20-9/12/20	2,396.83	
			000015272922	9/3/2020	PHONE SERVICE 8/03/20-9/02	541.46		
			000015326054	9/13/2020	PHONE SERVICE 8/13/20-9/12	200.41		
			000015322990	9/13/2020	PHONE SERV 8/13/20-9/12/20	106.81		3,245.51
55284	9/18/2020	00064	AT&T, ATT PAYMENT CENTER	960 461-1623 55	9/1/2020	PHONE SERVICE 08/01/2020-	3,646.62	3,646.62
55285	9/18/2020	00017	CHEM PRO LABORATORY, IN	665837	8/23/2020	WATER TREATMENT SERVIC	86.50	86.50
55286	9/18/2020	00225	COMMLINE INC	0241955-IN	8/31/2020	OUTSIDE TECH SERVICES	15,000.00	
			0242308-IN	9/1/2020	COMMLINE INC. BILLABLE PA	3,505.00		18,505.00
55287	9/18/2020	00407	COSCO FIRE PROTECTION IN	1000487808	8/21/2020	SERVICE CALL FOR FALSE A	617.50	617.50
55288	9/18/2020	00078	COX, CHRISTOPHER	091820	9/18/2020	RETIREE MED PREM/OCT 20	740.78	740.78
55289	9/18/2020	00879	CROWN CASTLE	669940	9/1/2020	REDUNDANT INTERNET SER	1,100.00	1,100.00
55290	9/18/2020	00005	FEDERAL EXPRESS CORP	6-982-32344	4/10/2020	EXPRESS MAIL SERV/ 3/27/20	50.74	
			6-994-95990	4/24/2020	EXPRESS MAIL SERV/ 4/14/20	31.63		
			7-094-00122	8/14/2020	EXPRESS MAIL SERV/ 7/29/20	27.82		110.19
55291	9/18/2020	00651	FRONTIER	Y002Z665-S-202	9/5/2020	PHONE SERV 9/05/20-10/04/2	51.80	51.80
55292	9/18/2020	00027	HAVIS INC.	SIN109478	9/4/2020	HAVIS INC. BILLABLE PARTS	662.05	662.05
55293	9/18/2020	00940	HAWKINS, JAMES	091820	9/18/2020	TUITION REIMB/FY 2020-21	920.00	920.00
55294	9/18/2020	00798	HYDREX PEST CONTROL	338900	8/28/2020	HQ MAINTENANCE - PEST CO	75.00	
			340714	8/28/2020	HQ MAINTENANCE - PEST CO	59.00		134.00
55295	9/18/2020	00688	IKEY	141391	3/20/2020	PARTS - BILLING	5,271.05	5,271.05
55296	9/18/2020	00880	JUAN CHAVEZ LANDSCAPING	INV0556	9/8/2020	HQ MAINTENANCE - LANDSC	225.00	225.00
55297	9/18/2020	00799	LA UNIFORMS & TAILORING	6065	8/10/2020	UNIFORMS FOR COMMUNIC/	185.00	
			5967	7/28/2020	UNIFORMS FOR COMMUNIC/	180.59		
			5907	7/21/2020	UNIFORMS FOR COMMUNIC/	178.38		
			5918	7/22/2020	UNIFORMS FOR COMMUNIC/	178.38		
			5969	7/28/2020	UNIFORMS FOR COMMUNIC/	178.38		
			6012	8/3/2020	UNIFORMS FOR COMMUNIC/	178.38		
			6035	8/5/2020	UNIFORMS FOR COMMUNIC/	114.55		1,193.66
55298	9/18/2020	00442	LAWSON PRODUCTS, INC.	9307814825	8/21/2020	LAWSON PRODUCS INC BILL	125.69	125.69
55299	9/18/2020	00116	MEADORS, LATANYA	091820	9/18/2020	RETIREE MED PREM/OCT 20	476.43	476.43
55300	9/18/2020	00331	MITSUBISHI ELECTRIC INC	381974	9/1/2020	HQ MAINTENANCE - ELEVATC	677.04	677.04

Bank : union UNION BANK		(Continued)						
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
55301	9/18/2020	00047	MOTOROLA SOLUTIONS, INC.8280725178	5/2/2019	PARTS - REIMBURSABLE	5,146.44		
			8280754033	6/16/2019	PARTS - REIMBURSABLE	956.14		
			8280684330	3/1/2019	PARTS - REIMBURSABLE	731.95		
			8280698891	3/23/2019	PARTS - REIMBURSABLE	465.87	7,300.40	
55302	9/18/2020	00411	PITNEY BOWES	3104168713	8/30/2020	POSTAGE METER FOR MAIL	180.91	180.91
55303	9/18/2020	00141	POWERPHONE INC	68901	8/11/2020	EMERGENCY MEDICAL DISP	129.00	129.00
55304	9/18/2020	00060	RIVERA, JOSE	091820	9/18/2020	RETIREE MED PREM/OCT 20	520.89	520.89
55305	9/18/2020	00273	SHAW, LILLIAN	091820	9/18/2020	RETIREE MED PREM/OCT 20	438.83	438.83
55306	9/18/2020	00824	SMART JANITORIAL, COMPLE13141	9/1/2020	HQ MAINTENANCE	3,585.00		
			13142	9/1/2020	HQ MAINTENANCE	1,890.00	5,475.00	
55307	9/18/2020	00619	SOLARWINDS	IN494683	9/14/2020	NETWORK PERFORMANCE M	2,234.00	2,234.00
55308	9/18/2020	00803	SPARKLETTS	18193479 09042	9/4/2020	WATER FILTERATION SYSTEI	40.00	40.00
55309	9/18/2020	00460	SPECTRUM BUSINESS	1133787090420	9/4/2020	COMMUNICATION CONTRAC	1,900.00	1,900.00
55310	9/18/2020	00302	SPRINT	155018370-107	8/29/2020	DAC CHARGES/7-26 TO 8-25-	3,527.93	
			107177860-112	8/27/2020	WIRELESS MODEMS/7-24 TO	85.98	3,613.91	
55311	9/18/2020	00126	STEVENS, DEBORAH	091820	9/18/2020	RETIREE MED PREM/OCT 20	608.75	608.75
55312	9/18/2020	00034	STEVENS, GARY	091820	9/18/2020	RETIREE MED PREM/OCT 20	606.50	606.50
55313	9/18/2020	00038	TORRANCE ELECTRONICS	05130	8/3/2020	PARTS - REIMBURSABLE	421.96	421.96
55314	9/18/2020	00711	TROY SHEET METAL WORKS,	29601	8/11/2020	PARTS - REIMBURSABLE	121.90	121.90
55315	9/18/2020	00171	VERIZON WIRELESS	9861434659	8/23/2020	GPD DAC CHARGES/ 7/24/20-	2,736.32	
			9861359780	8/23/2020	MODEM SVC. MBPD/ 7/24/20	1,026.51		
			9861375197	8/23/2020	DAC CHARGES HPD/ 7/24/20-	385.70		
			9861023654	8/18/2020	CELL PH. CHGS: 7/19/20-8/18,	309.68		
			9861359781	8/23/2020	MODEM SVC. MBPD/ 7/24/20-	38.01	4,496.22	
55316	9/18/2020	00150	WATTCO	55728	8/26/2020	WATTCO BILLABLE PARTS	2,168.98	2,168.98
55317	9/18/2020	00067	XCEL MECHANICAL SYSTEMS	22278	9/10/2020	HQ MAINTENANCE	988.00	
			22279	9/10/2020	HQ MAINTENANCE	480.00	1,468.00	
55318	9/18/2020	00735	XEROX FINANCIAL SERVICES	2269631	9/10/2020	MONTHLY LEASE - BLACK & \	1,006.71	1,006.71
Sub total for UNION BANK:							76,186.18	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20179	9/25/2020	00219	INTERNAL REVENUE SERVICE	Ben30881	9/25/2020	FEDERAL WITHHOLDING TAX	32,407.46	32,407.46
20180	9/25/2020	00223	EMPLOYMENT DEVEL DEPT	Ben30885	9/25/2020	STATE DISABILITY INSURANC	12,514.02	12,514.02
20181	9/25/2020	00222	STATE DISBURSEMENT UNIT	Ben30889	9/25/2020	SUPPORT: PAYMENT	184.62	184.62
20182	9/25/2020	00058	CALPERS	Ben30883	9/25/2020	PERS RETIREMENT: PAYMEN	39,039.50	39,039.50
20183	9/25/2020	00221	ICMA RETIREMENT TRUST	Ben30887	9/25/2020	DEFERRED COMPENSATION	14,801.90	14,801.90
55319	9/25/2020	00002	AFLAC	Ben30875	9/25/2020	AFLAC INSURANCE: PAYMEN	3,611.46	3,611.46
55320	9/25/2020	00217	CALIFORNIA TEAMSTERS UN	Ben30877	9/25/2020	UNION DUES TEAMSTERS: P	2,010.00	2,010.00
55321	9/25/2020	00218	CWA LOCAL 9400	Ben30879	9/25/2020	UNION DUES CWA: PAYMENT	257.97	257.97
Sub total for UNION BANK:							104,826.93	

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

Item	Date	Reference #	Amount	Description
1	9/30/2020	BA-2104	1,108	Reallocation of FY21 PERS UAL budget line items

D-3



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: October 20, 2020

ITEM NUMBER: D-3

TO: Executive Committee

FROM: Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: BUDGET PERFORMANCE REPORT – FY 2020/21 Q1

ATTACHMENTS:

1. Revenue Status Report
2. Expenditure Status Report

RECOMMENDATION

Staff recommends the Executive Committee receive and file the Fiscal Year 2020-21 Budget Performance Report for the period July 1, 2020 through September 30, 2020.

DISCUSSION

Staff has analyzed the Authority's financial activities through September 30, 2020. The Authority has accrued assessment revenues (Attachment #1) from its member cities and contract cities in accordance with the Amended Budget and Revised Assessment Schedule adopted by the Board of Directors in September 2020.

As it relates to expenditures (Attachment #2), a total of \$2,910,309 has been expended from the Enterprise Fund, which represents 24.1% of the budget in the first quarter.

Expenses for salary and benefits accounted for 24.6% of their budgeted amounts, across all departments. However, this percentage also includes the CalPERS unfunded actuarial liability (UAL) lump sum payment of \$494,138 for fiscal year 2020-21, which generates interest savings compared to monthly payments. Additionally, the Authority's liability and workers' compensation insurance premiums for the entire fiscal year, totaling approximately \$285,555, were also paid in full during this period.

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

Department	Adjusted Appropriation	Year-to-date Expenditures	Percent Used	Year-to-date Encumbrances	Balance	Percent Used (w/ encumbrances)
SALARY & BENEFITS						
Administration	\$ 1,170,051	\$ 223,619	19.1%	\$ -	\$ 946,432	19.1%
Operations	7,446,166	1,854,964	24.9%	-	5,591,202	24.9%
Technical Services	743,087	222,230	29.9%	-	520,857	29.9%
Salary & Benefits Total	\$ 9,359,304	\$ 2,300,812	24.6%	\$ -	\$ 7,058,492	24.6%
SUPPLIES, SERVICES & EQUIPMENT						
Administration	\$ 1,028,014	\$ 396,515	38.6%	\$ 357,564	\$ 273,935	73.4%
Operations	268,735	38,070	14.2%	9,651	221,014	17.8%
Technical Services	1,178,042	173,083	14.7%	887,431	117,528	90.0%
Total	\$ 2,474,791	\$ 607,668	24.6%	\$ 1,254,646	\$ 612,477	75.3%
Other-FY20 Member Cities' Surplus	1,345,450	504,544	37.5%	-	840,906	37.5%
Adjusted Total	\$ 3,820,241	\$ 1,112,212	29.1%	\$ 1,254,646	\$ 1,453,383	62.0%
CAPITAL IMPROV. PROJECTS						
	\$ 252,500	\$ 1,829	0.7%	\$ -	\$ 250,671	0.7%
ENTERPRISE FUND TOTAL						
	\$ 12,086,595	\$ 2,910,309	24.1%	\$ 1,254,646	\$ 7,921,640	34.5%
ENTERPRISE FUND ADJ. TOTAL	\$ 13,432,045	\$ 3,414,853	25.4%	\$ 1,254,646	\$ 8,762,546	34.8%

FISCAL IMPACT

None.

D-3

Attachment 1

Revenue Status Report

South Bay Regional PCA
7/1/2020 through 9/30/2020

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
10-50 Administration					
10-50-111 Administration					
10-50-111-4110 Gardena	2,083,118.00	1,269,968.46	1,269,968.46	813,149.54	60.96
10-50-111-4120 Hawthorne	2,552,293.00	1,555,942.30	1,555,942.30	996,350.70	60.96
10-50-111-4130 Manhattan Beach	1,387,975.00	905,133.28	905,133.28	482,841.72	65.21
10-50-111-4140 Hermosa Beach	742,528.00	436,186.33	436,186.33	306,341.67	58.74
10-50-111-4145 El Segundo	1,493,738.00	746,869.00	746,869.00	746,869.00	50.00
10-50-111-4146 Culver City Assessment	2,665,229.00	1,332,614.50	1,332,614.50	1,332,614.50	50.00
10-50-111-4150 El Camino Community College	790.00	0.00	0.00	790.00	0.00
10-50-111-4153 Medical Director Service/Manhattan Beach	30,500.00	0.00	0.00	30,500.00	0.00
10-50-111-4154 Medical Director Services/El Segundo	30,500.00	0.00	0.00	30,500.00	0.00
10-50-111-4210 Investment Earnings (LAIF)	50,000.00	0.00	0.00	50,000.00	0.00
10-50-111-4220 POST Reimbursements	1,400.00	0.00	0.00	1,400.00	0.00
10-50-111-4240 911 Reimbursements	8,000.00	0.00	0.00	8,000.00	0.00
10-50-111-4241 Redondo Beach Maintenance Agreement	13,000.00	0.00	0.00	13,000.00	0.00
10-50-111-4255 Unrealized Gain/Loss on Investments	0.00	-22,227.48	-22,227.48	22,227.48	0.00
10-50-111-4430 Other Miscellaneous Revenue	2,500.00	962.47	962.47	1,537.53	38.50
Total Administration	11,061,571.00	6,225,448.86	6,225,448.86	4,836,122.14	56.28
10-60 Operations					
10-60-211 Communications Center					
10-60-211-4215 DUI Reimbursement-Overtime	2,000.00	0.00	0.00	2,000.00	0.00

Revenue Status Report

South Bay Regional PCA
 7/1/2020 through 9/30/2020

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
10-60-211-4435 Reimbursements Sprint Wireless	70,000.00	0.00	0.00	70,000.00	0.00
10-60-211-4440 Reimbursements/Verizon Wireless	25,000.00	0.00	0.00	25,000.00	0.00
Total Operations	97,000.00	0.00	0.00	97,000.00	0.00
10-70 Technical Services					
10-70-311 Technical Services					
10-70-311-4310 Labor-Installation-Member	309,477.00	0.00	0.00	309,477.00	0.00
10-70-311-4320 Labor-Installation-Non Member	125,310.00	0.00	0.00	125,310.00	0.00
10-70-311-4360 Reimbursements for Billable Parts	600,000.00	72,818.80	72,818.80	527,181.20	12.14
10-70-311-4370 Reimbursements for GST Software	52,692.00	0.00	0.00	52,692.00	0.00
Total Technical Services	1,087,479.00	72,818.80	72,818.80	1,014,660.20	6.70
Total SBRPCA Enterprise Fund	12,246,050.00	6,298,267.66	6,298,267.66	5,947,782.34	51.43

Revenue Status Report

South Bay Regional PCA
7/1/2020 through 9/30/2020

20 Grant Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
20-80 Capital Infrastructure Projects					
20-80-433 Consulting/Vector Resources					
Total Grant Fund	0.00	0.00	0.00	0.00	0.00
Grand Total	12,246,050.00	6,298,267.66	6,298,267.66	5,947,782.34	51.43

D-3

Attachment 2

Expenditure Status Report

South Bay Regional PCA
7/1/2020 through 9/30/2020

10 SBRPCA Enterprise Fund

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
50 Administration						
50-100 Administration						
50-100-5000 Expenditures						
50-111-5101 Salaries (Full-Time)	794,052.00	137,285.92	137,285.92	0.00	656,766.08	17.29
50-111-5104 Acting Pay	3,682.00	3,226.31	3,226.31	0.00	455.69	87.62
50-111-5107 Longevity Pay	2,350.00	0.00	0.00	0.00	2,350.00	0.00
50-111-5108 Sick Leave Payoff	33,358.00	0.00	0.00	0.00	33,358.00	0.00
50-111-5109 Vacation Leave Payoff	24,086.00	0.00	0.00	0.00	24,086.00	0.00
50-111-5112 Other Pay	29,790.00	0.00	0.00	0.00	29,790.00	0.00
50-111-5201 Medical Insurance	87,658.00	7,846.95	7,846.95	0.00	79,811.05	8.95
50-111-5202 Dental Insurance	6,998.00	1,553.07	1,553.07	0.00	5,444.93	22.19
50-111-5203 Vision Insurance	1,597.00	331.83	331.83	0.00	1,265.17	20.78
50-111-5204 Life Insurance	759.00	165.00	165.00	0.00	594.00	21.74
50-111-5205 Medicare	12,866.00	2,038.50	2,038.50	0.00	10,827.50	15.84
50-111-5207 Workers' Compensation	7,405.00	7,405.00	7,405.00	0.00	0.00	100.00
50-111-5208 PERS Contributions	85,607.00	15,470.55	15,470.55	0.00	70,136.45	18.07
50-111-5209 Retirees' Medical Insurance	6,000.00	1,827.59	1,827.59	0.00	4,172.41	30.46
50-111-5212 Deferred Comp Matching Benefit	31,875.00	4,500.00	4,500.00	0.00	27,375.00	14.12
50-111-5219 PERS Contributions-UAL	41,968.00	41,968.13	41,968.13	0.00	-0.13	100.00
50-111-5301 Communications Contract Services	48,000.00	10,828.20	10,828.20	33,901.22	3,270.58	93.19
50-111-5302 Computer Contract Services/CAD-Tiburon	55,000.00	50,000.00	50,000.00	5,000.00	0.00	100.00
50-111-5304 Accounting/Auditing Services	46,000.00	2,450.00	2,450.00	23,000.00	20,550.00	55.33
50-111-5305 Legal Services	75,000.00	6,564.07	6,564.07	68,435.93	0.00	100.00
50-111-5306 Recruitment Costs	34,000.00	5,788.00	5,788.00	21,775.00	6,437.00	81.07
50-111-5307 Software Maintenance Services	61,037.00	37,181.79	37,181.79	109.00	23,746.21	61.10
50-111-5308 Banking Services (Fees)	6,000.00	1,720.23	1,720.23	0.00	4,279.77	28.67
50-111-5309 Online/Website Maintenance Services	7,500.00	1,497.00	1,497.00	0.00	6,003.00	19.96
50-111-5312 Medical Director Services/Paramedics	61,000.00	5,083.34	5,083.34	55,916.66	0.00	100.00
50-111-5313 Temporary Staffing Services	40,000.00	0.00	0.00	0.00	40,000.00	0.00
50-111-5401 Memberships & Dues	390.00	131.20	131.20	0.00	258.80	33.64

Expenditure Status Report

South Bay Regional PCA
7/1/2020 through 9/30/2020

10 SBRPCA Enterprise Fund

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
50-111-5402 Publications	350.00	31.92	31.92	0.00	318.08	9.12
50-111-5403 Conferences, Meetings & Travel	16,725.00	4,250.00	4,250.00	0.00	12,475.00	25.41
50-111-5404 Employee Services/EC-BOD	5,500.00	28.32	28.32	0.00	5,471.68	0.51
50-111-5501 Office Supplies	9,000.00	540.65	540.65	0.00	8,459.35	6.01
50-111-5502 Miscellaneous Supplies	9,100.00	1,846.71	1,846.71	0.00	7,253.29	20.29
50-111-5507 Postage & Shipping	1,600.00	174.31	174.31	1,135.88	289.81	81.89
50-111-5509 Reproduction	1,500.00	0.00	0.00	0.00	1,500.00	0.00
50-111-5511 Office Equipment Lease	15,750.00	2,247.80	2,247.80	12,923.12	579.08	96.32
50-111-5513 General Liability Insurance Premium	198,512.00	194,067.48	194,067.48	0.00	4,444.52	97.76
50-111-5517 Vehicle Operations	2,000.00	0.00	0.00	0.00	2,000.00	0.00
50-111-5601 Telephone - Administration	15,000.00	2,588.55	2,588.55	0.00	12,411.45	17.26
50-111-5701 Maintenance - HQ	194,650.00	38,899.60	38,899.60	135,367.10	20,383.30	89.53
50-111-5703 Electricity - HQ	98,000.00	25,256.75	25,256.75	0.00	72,743.25	25.77
50-111-5704 Electricity - Grandview	2,200.00	418.97	418.97	0.00	1,781.03	19.04
50-111-5705 Electricity - Punta Place	6,600.00	1,835.84	1,835.84	0.00	4,764.16	27.82
50-111-5706 Gas - HQ	11,000.00	1,219.61	1,219.61	0.00	9,780.39	11.09
50-111-5707 Water - HQ	3,850.00	1,087.28	1,087.28	0.00	2,762.72	28.24
50-111-5715 Electricity-MB Water Tower	2,750.00	428.78	428.78	0.00	2,321.22	15.59
50-111-5810 Office Equipment	0.00	348.86	348.86	0.00	-348.86	0.00
Total Administration	2,198,065.00	620,134.11	620,134.11	357,563.91	1,220,366.98	44.48
60 Operations						
60-200 Operations						
60-200-5000 Expenditures						
60-211-5101 Salaries (Full-Time)	5,025,397.00	997,625.64	997,625.64	0.00	4,027,771.36	19.85
60-211-5102 Salaries (Part-Time)	0.00	26,399.34	26,399.34	0.00	-26,399.34	0.00
60-211-5103 Overtime	195,539.00	52,513.03	52,513.03	0.00	143,025.97	26.86
60-211-5104 Acting Pay	10,000.00	2,897.75	2,897.75	0.00	7,102.25	28.98
60-211-5105 Bilingual Pay	8,400.00	1,271.00	1,271.00	0.00	7,129.00	15.13
60-211-5108 Sick Leave Payoff	106,313.00	0.00	0.00	0.00	106,313.00	0.00
60-211-5109 Vacation Leave Payoff	55,000.00	0.00	0.00	0.00	55,000.00	0.00
60-211-5110 Training Pay	15,000.00	3,992.28	3,992.28	0.00	11,007.72	26.62

Expenditure Status Report

South Bay Regional PCA
7/1/2020 through 9/30/2020

10 SBRPCA Enterprise Fund

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
60-211-5114 Holiday Payoff	75,000.00	0.00	0.00	0.00	75,000.00	0.00
60-211-5115 Education Incentive Pay	104,300.00	24,222.04	24,222.04	0.00	80,077.96	23.22
60-211-5201 Medical Insurance	590,236.00	131,387.74	131,387.74	0.00	458,848.26	22.26
60-211-5202 Dental Insurance	36,400.00	9,794.13	9,794.13	0.00	26,605.87	26.91
60-211-5203 Vision Insurance	16,591.00	3,890.73	3,890.73	0.00	12,700.27	23.45
60-211-5204 Life Insurance	7,524.00	1,793.00	1,793.00	0.00	5,731.00	23.83
60-211-5205 Medicare	82,014.00	15,970.41	15,970.41	0.00	66,043.59	19.47
60-211-5206 Unemployment Insurance	5,000.00	0.00	0.00	0.00	5,000.00	0.00
60-211-5207 Workers' Compensation	34,490.00	34,490.00	34,490.00	0.00	0.00	100.00
60-211-5208 PERS Contributions	614,433.00	124,799.40	124,799.40	0.00	489,633.60	20.31
60-211-5209 Retirees' Medical Insurance	50,000.00	9,388.28	9,388.28	0.00	40,611.72	18.78
60-211-5219 PERS Contributions-UAL	414,529.00	414,528.96	414,528.96	0.00	0.04	100.00
60-211-5401 Memberships & Dues	2,290.00	0.00	0.00	0.00	2,290.00	0.00
60-211-5402 Publications	1,710.00	0.00	0.00	0.00	1,710.00	0.00
60-211-5403 Conferences, Meetings & Travel	18,827.00	245.95	245.95	4,659.00	13,922.05	26.05
60-211-5404 Employee Services/EC-BOD	2,500.00	0.00	0.00	0.00	2,500.00	0.00
60-211-5405 Employee Awards	500.00	0.00	0.00	0.00	500.00	0.00
60-211-5406 POST Training	11,908.00	0.00	0.00	0.00	11,908.00	0.00
60-211-5407 Tuition Reimbursement	18,000.00	920.00	920.00	0.00	17,080.00	5.11
60-211-5506 Uniforms/Safety Equipment	12,500.00	7,507.96	7,507.96	4,992.04	0.00	100.00
60-211-5509 Reproduction	500.00	0.00	0.00	0.00	500.00	0.00
60-211-5603 Telephone - El Segundo	3,000.00	352.89	352.89	0.00	2,647.11	11.76
60-211-5604 Telephone - Gardena	3,000.00	166.06	166.06	0.00	2,833.94	5.54
60-211-5606 Telephone - Hawthorne	6,000.00	1,333.82	1,333.82	0.00	4,666.18	22.23
60-211-5607 Telephone - Hermosa Beach	27,000.00	6,955.50	6,955.50	0.00	20,044.50	25.76
60-211-5608 Telephone - Manhattan Beach	6,000.00	892.99	892.99	0.00	5,107.01	14.88
60-211-5611 Telephone - Punta Place	4,500.00	277.11	277.11	0.00	4,222.89	6.16
60-211-5612 Telephone - RCC	11,000.00	1,733.58	1,733.58	0.00	9,266.42	15.76
60-211-5613 Sprint Wireless Reimbursable	70,000.00	7,227.82	7,227.82	0.00	62,772.18	10.33
60-211-5614 Verizon Wireless Reimbursable	25,000.00	8,394.54	8,394.54	0.00	16,605.46	33.58
60-211-5615 Telephone - Culver City	14,500.00	1,580.61	1,580.61	0.00	12,919.39	10.90
60-211-5810 Office Equipment	0.00	480.70	480.70	0.00	-480.70	0.00
60-211-5820 Other Equipment	30,000.00	0.00	0.00	0.00	30,000.00	0.00
Total Operations	7,714,901.00	1,893,033.26	1,893,033.26	9,651.04	5,812,216.70	24.66

Expenditure Status Report

South Bay Regional PCA
 7/1/2020 through 9/30/2020

10 SBRPCA Enterprise Fund

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
70 Technical Services						
70-300 Technical Services						
70-300-5000 Expenditures						
70-311-5101 Salaries (Full-Time)	472,235.00	102,192.05	102,192.05	0.00	370,042.95	21.64
70-311-5103 Overtime	6,850.00	79.38	79.38	0.00	6,770.62	1.16
70-311-5107 Merit Pay	2,000.00	461.50	461.50	0.00	1,538.50	23.08
70-311-5108 Sick Leave Payoff	17,780.00	0.00	0.00	0.00	17,780.00	0.00
70-311-5109 Vacation Leave Payoff	14,386.00	0.00	0.00	0.00	14,386.00	0.00
70-311-5201 Medical Insurance	52,760.00	13,328.71	13,328.71	0.00	39,431.29	25.26
70-311-5202 Dental Insurance	2,800.00	700.11	700.11	0.00	2,099.89	25.00
70-311-5203 Vision Insurance	1,645.00	334.77	334.77	0.00	1,310.23	20.35
70-311-5204 Life Insurance	660.00	165.00	165.00	0.00	495.00	25.00
70-311-5205 Medicare	7,519.00	1,501.66	1,501.66	0.00	6,017.34	19.97
70-311-5207 Workers' Compensation	49,593.00	49,593.00	49,593.00	0.00	0.00	100.00
70-311-5208 PERS Contributions	57,218.00	12,466.00	12,466.00	0.00	44,752.00	21.79
70-311-5209 Retirees' Medical Insurance	20,000.00	3,766.67	3,766.67	0.00	16,233.33	18.83
70-311-5219 PERS Contributions-UAL	37,641.00	37,640.91	37,640.91	0.00	0.09	100.00
70-311-5302 Computer Contract Services/CAD-Tiburon	145,000.00	0.00	0.00	145,000.00	0.00	100.00
70-311-5311 GST Software Reimbursable	52,692.00	13,173.00	13,173.00	39,519.00	0.00	100.00
70-311-5403 Conferences, Meetings & Travel	2,650.00	0.00	0.00	0.00	2,650.00	0.00
70-311-5503 General Technical Supplies	7,500.00	1,313.04	1,313.04	0.00	6,186.96	17.51
70-311-5506 Uniforms/Safety Equipment	2,500.00	0.00	0.00	0.00	2,500.00	0.00
70-311-5507 Postage & Shipping	1,200.00	0.00	0.00	0.00	1,200.00	0.00
70-311-5514 Parts - Billing	600,000.00	113,048.00	113,048.00	489,866.71	-2,914.71	100.49
70-311-5516 Install Wire, Loom & Hardware	30,000.00	0.00	0.00	0.00	30,000.00	0.00
70-311-5517 Vehicle Operations	4,500.00	549.21	549.21	1,475.00	2,475.79	44.98
70-311-5520 Equipment Repair	5,000.00	0.00	0.00	0.00	5,000.00	0.00
70-311-5521 Outside Technical Serv-Towers & Equip	325,000.00	45,000.00	45,000.00	211,570.00	68,430.00	78.94
70-311-5810 Office Equipment	2,000.00	0.00	0.00	0.00	2,000.00	0.00
Total Technical Services	1,921,129.00	395,313.01	395,313.01	887,430.71	638,385.28	66.77

Expenditure Status Report

South Bay Regional PCA
 7/1/2020 through 9/30/2020

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
80-436-5901 CIP Exp-MB Allocation	45,450.18	17,043.82	17,043.82	0.00	28,406.36	37.50
80-454-5901 CIP Expenditures-IT Infrastructure/Equip	252,500.00	1,829.05	1,829.05	0.00	250,670.95	0.72
80-455-5901 City of Gardena Surplus	417,040.00	156,390.00	156,390.00	0.00	260,650.00	37.50
80-456-5901 City of Hawthorne Surplus	585,910.00	219,716.25	219,716.25	0.00	366,193.75	37.50
80-457-5901 City of Manhattan Beach Surplus	297,050.00	111,393.75	111,393.75	0.00	185,656.25	37.50
Total Expenditures	1,597,950.18	506,372.87	506,372.87	0.00	1,091,577.31	31.69
Total CIP	1,597,950.18	506,372.87	506,372.87	0.00	1,091,577.31	31.69
Total Capital Infrastructure Projects	1,597,950.18	506,372.87	506,372.87	0.00	1,091,577.31	31.69
Total SBRPCA Enterprise Fund	13,432,045.18	3,414,853.25	3,414,853.25	1,254,645.66	8,762,546.27	34.76

Expenditure Status Report

South Bay Regional PCA
 7/1/2020 through 9/30/2020

20 Grant Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
Total Grant Fund	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	13,432,045.18	3,414,853.25	3,414,853.25	1,254,645.66	8,762,546.27	34.76

F-1



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: October 20, 2020

ITEM NUMBER: F-1

TO: Executive Committee

FROM: John Krok, Acting Executive Director

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

ATTACHMENTS: 1. Draft Phase Two Feasibility Study

RECOMMENDATION

Staff recommends the Executive Committee:

1. Approve the Phase Two Feasibility Study.
2. Authorize the Acting Executive Director to provide an approved copy to the City of Palos Verdes Estates.

BACKGROUND

On November 9th, 2019, the Executive Committee approved the Phase One Feasibility Study and authorized the Executive Director to provide an approved copy to Palos Verdes Estates ("City"). In addition, the Executive Committee approved the adoption of Resolution 327 amending the schedule of fees and charges for Fiscal Year 2019-2020 to include a Phase Two Feasibility Study fee in the amount of \$25,000.

On December 12, 2019, the City of Palos Verdes Estates formally requested a Phase Two Feasibility Study for the consolidation of dispatching services with the Authority. The purpose of the Phase Two study is to further evaluate the City's radio infrastructure and compatibility with the Authority's current radio system, to approximate annual and one-time transition costs to the City for consolidation, and to determine the potential fiscal impact of consolidation on the Authority's existing member and contract cities.

DISCUSSION

Authority staff has spent considerable time working with City staff, thoroughly reviewing the City's phone call and calls for service metrics, radio coverage models, radio infrastructure, vehicle fleet and subscriber units, to develop estimated one-time transition costs and timelines associated with a consolidation.

The annual budget for the City's Communications Center totals \$907,450 (not including workers' compensation insurance, general liability insurance, or equipment replacement costs). Additionally, the department's capital improvement project to replace its mobile and portable radios and dispatch consoles has been placed on hold, pending further direction from the City Council. The City also anticipates the need to upgrade its Computer Aided Dispatch and Records Management System ("CAD/RMS") in the future.

Based on the Authority's Fiscal Year 2020-2021 Amended Budget, if the City were to contract for services during this same period, the costs under the Dedicated Services Model would be \$1,150,000 and one-time transition costs ranging from \$1,300,000 to \$1,500,000. Staff estimates a timeframe of twelve (12) to eighteen (18) months from the official decision date to cutover date, to allow time to hire additional staff and to accomplish work as outlined within the Phase 2 study.

Police Dispatching Services

If the City were to contract with the Authority for services, the Authority would process approximately 35,000 additional emergency and non-emergency phone calls and 27,000 additional calls for service each year. This equates to a 10% increase in phone calls handled by the Authority and a 9% increase in police calls for service each year.

In order to handle the workload associated with the 10% increase in phone calls, two (2) additional Communications Operators would need to be hired. These employees would provide an average of 70 additional hours of staff time each week to the Authority's call-taking function and placed strategically on shifts to cover the hours that the majority of 9-1-1 calls are received, from 0800 hours to 2200 hours per day.

For Police Dispatching services, the Authority would hire an additional six (6) Communications Operators to staff one (1) dedicated police dispatch position for PVEPD 24/7/365 to handle all of its calls for service.

Vehicle Upfitting Services

The City maintains a fleet of 19 Police Department vehicles. The Authority could handle the influx of vehicle upfitting service work associated with this modest amount of vehicles without hiring additional Technical Services personnel.

Financial Analysis

The Authority is unable to provide shared police dispatching services to the City of Palos Verdes Estates at this time. Therefore, a financial analysis was developed that considers only a Dedicated Services Model. Under the Dedicated Services Model, the City would be provided its own police dispatcher 24/7/365.

Dedicated Services Model

Under this model, the Authority would need to hire eight (8) additional Communications Operators that would be deployed as follows:

- Call-Takers two (2) staffed at strategic times of the week to handle increased levels of phone calls.
- Police Dispatchers six (6) added to the Authority's staffing pool to provide dedicated, around the clock service.

Based on the Authority's Fiscal Year 2020-2021 Amended Budget, if the City were to contract for services during this same period, the costs under the Dedicated Services Model would be as follows:

OPERATIONS	COST
Call-Taking Emergency Calls	\$48,782
Call-Taking Non-Emergency Calls	\$176,943
Police—Dedicated Dispatch Support	\$740,384
Police—Calls for Service Readiness Support	\$149,626
TECHNICAL SERVICES	
Workload Support ¹	\$17,363
Dedicated Support	\$17,363
TOTAL	\$1,150,461

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

If the City were to have contracted for dedicated police dispatching services throughout Fiscal Year 2020-2021 utilizing the Cost Allocation Policy adopted by the Board of Directors, the impacts to the Authority's existing cities would be as follows¹:

City	FY20/21 Modeled Assessment	Revised Operations Allocation	Revised Tech. Services Allocation	Revised Total Allocation	\$ Decrease Existing Cities	% Decrease Existing Cities
Culver City	\$2,741,978	\$2,420,173	\$199,827	\$2,620,000	(\$121,978)	-4%
El Segundo	\$1,955,326	\$1,715,301	\$174,239	\$1,889,540	(\$65,786)	-3%
Gardena	\$2,108,567	\$1,890,009	\$169,670	\$2,059,678	(\$48,889)	-2%
Hawthorne	\$2,548,809	\$2,305,836	\$186,119	\$2,491,955	(\$56,853)	-2%
Hermosa Beach	\$834,295	\$692,485	\$123,064	\$815,549	(\$18,746)	-2%
Manhattan Beach	\$1,668,116	\$1,389,165	\$207,137	\$1,596,302	(\$71,814)	-4%
Palos Verdes Est.	N/A	\$1,115,735	\$34,726	\$1,150,461	-	-
TOTAL	\$11,857,091	\$11,528,704	\$1,094,781	\$12,623,486	(\$384,066)	-

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

Benefits of Consolidation

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

- Peace of mind that mission-critical police dispatching services are provided day in and day out by an agency that has been solely dedicated to this aspect of public safety operations for over 40 years.
- A Communications Center staffed with over fifty (50) trained professionals who currently process approximately 2,500 9-1-1 calls every week (over 130,000 annually). Such call volume provides dispatchers with regular exposure in the processing of calls involving major crimes and high-risk incidents. This, in turn, allows staff to develop an unrivaled depth and breadth of experience in managing public safety communications and leads to the Communications Center routinely performing at an outstanding level during critical incidents.
- Communications Supervisors overseeing the performance of the operations in the Communications Center 24/7/365.
- Surge capacity: The ability for the Communications Center to scale up with “all hands-on deck” during major incidents. Minimum staffing is currently 11-13 employees at all times.
- Improved and more efficient communications and coordination between allied agencies.
- Current budget savings due to economies of scale and reduction of costly unnecessary capital redundancies.
- Long-term budget savings related to contracting for services that would reduce, or curtail the growth of, CalPERS Unfunded Accrued Liability (“UAL”) and other post-employment benefits (“OPEB”) costs.
- Access to more advanced emergency communications systems and technology than would be affordable or practical by a traditional single city Communications Center.
- Onsite Technical Services Division for repairs and vehicle upfitting.

FISCAL IMPACT

None at this time. If the City ultimately contracts for services with the Authority, over \$150,000 in collective costs to member cities could be reduced annually.

F-1

Attachment 1



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



OCTOBER 2020

TABLE OF CONTENTS

Section	Page
1. Introduction & Executive Summary	2
2. Profile of Authority	3
3. Profile of City and Its Public Safety Services	4
4. Communications Technology	5
5. Operational Analysis	14
6. Financial Analysis	16
7. Benefits of Consolidation	17
8. Transition Plan for Existing City Employees	18
9. Limitations of Phase Two Study and Other Stipulations	20
10. Conclusion	21

1. INTRODUCTION & EXECUTIVE SUMMARY

Background

In November of 2019, the Authority issued a Phase One Feasibility Study, which concluded the consolidation of the City of Palos Verdes Estates (“City”) dispatching services was technologically feasible, was mutually beneficial for the City and the Authority’s existing member and contract cities, and would provide the City with improved response capabilities.

On December 12, 2019, the City of Palos Verdes Estates formally requested a Phase Two Feasibility Study for the consolidation of dispatching services with the Authority. The purpose of the Phase Two study is to further evaluate the City’s radio infrastructure and compatibility with the Authority’s current radio system, to approximate annual and one-time transition costs to the City for consolidation, and to determine the potential fiscal impact of consolidation on the Authority’s existing member and contract cities.

Findings

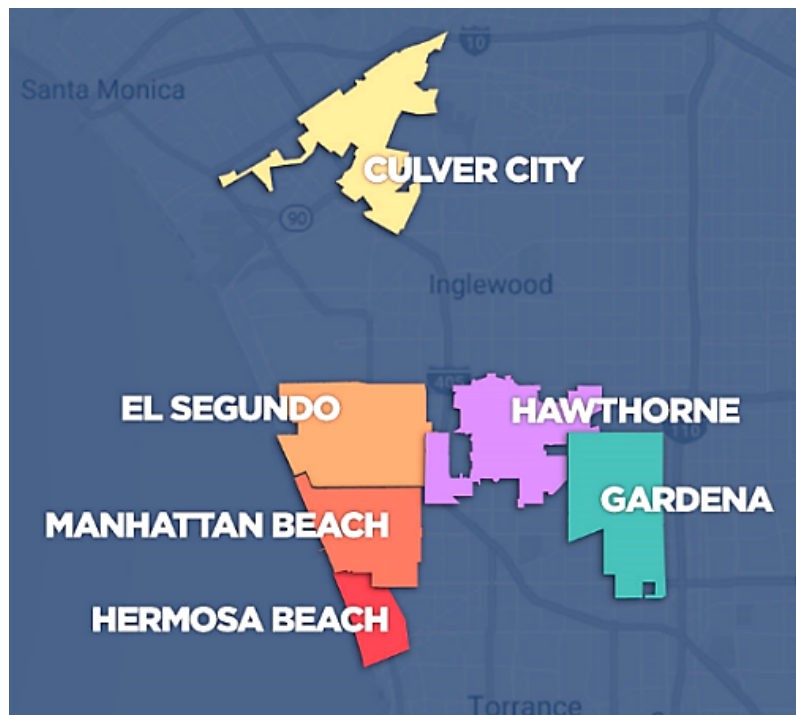
The annual cost for consolidation of dispatch services would be approximately \$1,150,000 and one-time transition costs ranging from \$1,300,000 to \$1,500,000.

The City’s overall public safety services would be enhanced by the Authority’s consolidated dispatch capabilities that include:

- A Communications Center staffed with over 50 trained professionals who currently process approximately 2,500 9-1-1 calls every week (over 130,000 annually). Such call volume provides dispatchers with regular exposure in the processing of calls for service related to major crimes and high-risk incidents. This, in turn, allows staff to develop an unrivaled depth and breadth of experience in managing public safety communications and leads to the Communications Center routinely performing at an outstanding level during critical incidents.
- Communications Supervisors overseeing the performance of the operations in the Communications Center 24/7/365.
- Surge capacity: The ability for the Communications Center to scale up with “all hands-on deck” during major incidents. Minimum staffing is currently 11-13 employees at all times.
- Improved and more efficient communications and coordination between allied agencies.
- Access to more advanced emergency communications systems and technology than would be affordable or practical for a traditional single city dispatch center.
- Onsite Technical Services Division for repairs and vehicle upfitting.

2. PROFILE OF AUTHORITY

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

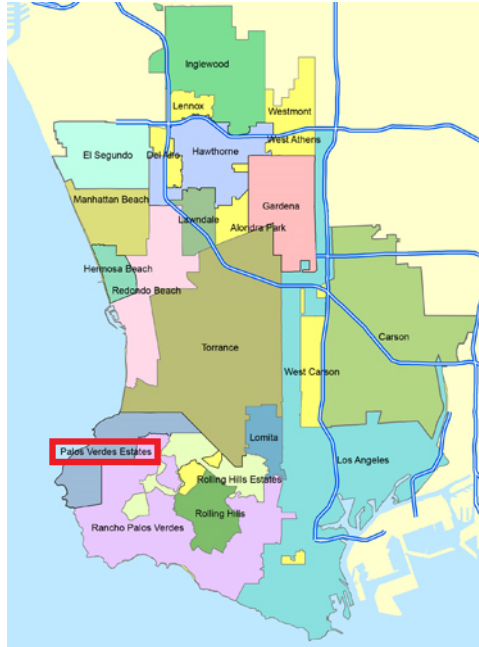


The Board of Directors, consisting of one Councilmember from each of the member cities, maintains authority over the annual budget for the Authority. Policy management is relegated to the Executive Committee, consisting of City Managers from each of the member cities. The Executive Director, who is appointed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

The Authority is currently budgeted for 68 full-time positions. In addition to Communications Center and administrative staff, the Authority’s Technical Services Division performs vehicle upfitting services which consist of installing radio communications equipment, light bars, mobile cameras, computer systems, and all necessary equipment into emergency vehicles.

3. PROFILE OF CITY AND ITS PUBLIC SAFETY SERVICES

The City of Palos Verdes Estates is 4.75 square miles, located on the north side of the Palos Verdes Peninsula, and has a population of 13,500 residents. In terms of public safety services, the City maintains its own police department and contracts with the Los Angeles County Fire Department for fire protection services.



The Palos Verdes Estates Police Department (“PVEPD”) is staffed by 23 sworn officers and 12 civilian employees. The department prides itself on a response time of two (2) minutes or less to emergency calls.

PVEPD’s Communications Center is currently managed by a Lead Service Officer and staffed by seven (7) police dispatchers and one (1) working supervisor. All dispatchers are classified as Service Officers. In addition to serving as dispatchers, these employees also perform jail, records, and property and evidence work as well as front counter duties, which includes answering business phone lines, sending mass notifications to the public, preparing court packages, and performing other clerical tasks.

The Communications Center receives approximately 2,500 9-1-1 calls and 32,000 non-emergency calls per year. 9-1-1 call answer times are well within the National Emergency Number Association (“NENA”) Call Answering Standard of 90% of calls at the busy hour being answered within 10 seconds or less and 95% of all calls being answered within 20 seconds. PVEPD responds to approximately 27,000 calls for service each year.

The annual budget for the Communications Center totals \$907,450 (not including workers’ compensation insurance, general liability insurance, or equipment replacement costs). Additionally, the department’s capital improvement project to replace its mobile and portable radios and dispatch consoles has been placed on hold, pending further direction from the City Council. PVEPD also anticipates the need to upgrade its Computer Aided Dispatch and Records Management System (“CAD/RMS”) in the future.

4. COMMUNICATIONS TECHNOLOGY

Radio Communications Infrastructure and Subscriber Units

Over the past few months, staff performed an in-depth analysis of the City of Palos Verdes Estates current radio communications system infrastructure and radio subscriber units. This review included on-site inspections at each of the City's radio sites, multiple coverage tests on the City's existing communications network and on the Interoperability Network of the South Bay (INSB), which is an independent subsystem of the Interagency Communications Interoperability (ICI) System, the Long Beach System, and the Los Angeles Regional Interoperable Communications System (LA-RICS). As a result, the Authority recommends that the City purchases new subscriber units, make upgrades to the City's current communications system, and become an affiliate of the INSB system to allow for immediate interoperable communications with regional public safety partners.

The recommendations within this report are designed to create a seamless path to both maintain the City's independent communications system while ensuring complete compatibility with the Interoperability Network of the South Bay (INSB).

A complete upgrade to the City's current radio network is estimated to cost between \$1,300,000 and \$1,500,000.

Overview of City's Current Radio Communications System

The City's Police Department radio communications currently consists of:

1. Two (2) positions of the Centracom Gold Elite dispatch system with related back-room equipment.
2. One single-channel UHF T-Band RF subsystem.
 - a. Four sites transmit simulcast using the Motorola Quantar platform
 - i. Three (3) of the transmit sites are also voted receive sites
 - ii. Comparator equipment is located at the Police Department building
 - iii. Project25 Common Air Interface, Encrypted with ADP
3. The connectivity between the Centracom Gold Elite dispatch system at 340 Palos Verde Drive and the RF subsystem is accomplished through:
 - a. 2240 Via Cerritos, connected by copper telco circuit
 - b. 514 N. Prospect Avenue, connected by copper telco circuit
 - c. 30940 Hawthorne Boulevard, connected by copper telco circuit
 - d. 1700 Punta Place, connected by copper telco circuit

4. Subscriber Units

- a. The Police Department currently fields Motorola ASTRO25 radio equipment
 - i. (32) Portable radios are the Motorola XTS2500 and (2) APX 6000
 - ii. (27) Mobile radios are the Motorola XTL2500

Upgrade Recommendation

A multi-faceted upgrade plan to the Police Department's communications platform will provide the City with a reliable communications platform implemented in a series of stages designed to maintain complete operational reliability and redundancy.

The City's UHF single-channel system would continue to serve as the Department's primary communications system based on the known coverage, and the INSB regional system which is Public Safety Grade (PSG) would serve as a backup system, and other regional systems will be used for interoperability when mission requirements dictate. The existing infrastructure, based on the copper-reliant Quantar repeaters and Gold Elite consoles which are no longer supported would need to be upgraded to packet-switched (Ethernet-based) base stations and consoles which will use PSG point-to-point microwave links configured with redundant network paths.

The City's current Gold Elite radio console system is manufacturer-discontinued and unsupported since December of 2018. Therefore, the City's Gold Elite radio console system would not be an option for radio communications should the City decide to bring dispatch services to the Authority. The Authority's existing AVTEC radio consoles have the technology to be networked to either the ICI or LA-RICS systems directly, and connect natively to the City's base stations digital repeater, allowing for dispatch to maintain the same level of operations they have today, with the advantage of a direct connection to the regional radio systems.

The Authority recommends connecting the City's conventional radio system at two points for redundancy in operations. The initial connection will be at Punta Place, and the second connection will be at South Bay Hospital. With this redundant connection to the protected ring-configured wide area network, single-points of failure are virtually eliminated, increasing the reliability of the overall system for the City.

The network would require the addition of software endpoint licenses to provide the City access to their own frequencies and INSB trunking talk-groups for both redundancy and interoperability. Additional licenses for the Stancil Recording System would also need to be purchased to allow for the radio frequencies to be recorded.

The estimated cost for software and licensing fees is \$50,000.

Backup Control Stations

The City's current backup control stations are utilized to communicate during a failure of the radio console system. The Authority determined that the City's existing backup control stations are manufacturer-disconnected, unsupported, and are not capable of P25 trunking on the INSB network. Therefore, we propose the back up control stations are replaced with radio consolettes, this equipment will allow the use of a local resource through the console in the event of either a critical failure or loss of connection between the City and the INSB system. The equipment will also allow for local communications on mutual aid resources that are more geographically appropriate.

Each consolette will connect to a single talk-group or conventional channel via RF requiring an antenna be installed on the communications tower to allow for communication. The consolettes would be installed in the radio room at the Authority Radio Tower Site.

The cost of each consolette is \$8,500 plus \$5,000 for transmission lines, and labor costs associated with accessory installation and connection to the Avtec radio console. The City would need to provide the quantity of backup consolettes desired, based on frequency use.

The Authority recommends the City purchase a minimum four (4) consolettes for the following frequencies:

1. PVE PD Backup
2. LASD Interoperability
3. INSB Interoperability
4. CALAW Interoperability

The estimated cost of the four (4) backup control stations and installation upgrade is \$50,000.

Networking and Microwave

As discussed earlier, the existing connections between the Gold Elite console equipment and the Quantar base stations are copper telco circuits, the recommendation for the next generation of the communications system is twofold:

1. Convert the existing telco copper analog circuits to become digital network circuits. As this is an existing service between the City and the telco carrier, the City will be responsible for arranging this conversion.
2. Link the digital network that is created to the SBRPCA PSG microwave system at both Punta Place and South Bay Hospital.
3. Convert the Via Cerritos site to a PSG microwave link, with the understanding that FCC coordination, FCC licensing, and the procurement of equipment is expected to take five (5) months.

The estimated cost to upgrade to the microwave system to the Via Cerritos site is \$50,000.

RF Infrastructure

The existing Quantar-based RF infrastructure will remain in place during the migration and will continue to use the 4-wire connection over copper telco circuit to the City. As both the Gold Elite console system and Quantar base stations are no longer supported by the manufacturer, we propose to replace the console system as described above. The Quantar base stations would be replaced with P25 Digital Conventional Harris/Tait simulcast base station connected via the new circuits (network and microwave) to the City using the Digital Fixed Station Interface (DFSI) standard.

The time to acquire, configure, program, test, and install the replacement base stations is approximately five (5) months.

The estimated cost to upgrade to the RF Base Station infrastructure is \$250,000.

Battery Backup Systems

The City's radio sites do not have battery backup systems to maintain equipment in working order during a power outage, therefore, the Authority recommends installing a -48 VDC backup system at each remote site to provide at least four (4) hours runtime to allow for continued operation during routine power outages or generator maintenance windows. Inverters would also be installed for all equipment that is not capable of operating on -48 VDC to maintain fully functioning sites during outages. A further study of the backup power supplies and generators at each of the sites will be required for a complete analysis of emergency power operations.

The design, procurement, installation, and provisioning of the backup power system is four (4) months.

The estimated cost to supply the backup power system is \$7,000 per site.

Radio Subscriber Units

The existing subscriber units in use by the City are the Motorola ASTRO25 family XTS2500 portable and XTL2500 mobile radios. These models within the ASTRO25 family were discontinued by Motorola in December of 2014, and were officially deemed to be end-of-life in 2019. The current serviceability at the factory level is limited to "best effort" due to scarcity of parts. The Authority recommends the City purchase fully supported portable and mobile radios.

Multiple agencies within the Los Angeles County have upgraded their fleets of front-line XTS and XTL radios to Motorola's multi-band APX family. The advantage of considering

the Motorola APX radio is regional uniformity. New code plug updates, operational assistance, and overall uniformity is part of the purchase of the Motorola APX line. The estimated cost for the Motorola portable is \$7,500 and \$8,000 per mobile radio, plus additional costs for accessories, programming, and an encryption key loader.

Another fully functional and compliant solution for subscriber units is the L3 Harris XL185 subscriber unit, which is completely compatible with the City's radio system, and has been tested and approved for use with the ICI System. The Long Beach Police Department, Los Angeles Police Department, and LA-RICS systems have not yet tested the L3 Harris radios on their networks, but are expected to approve their use prior to these systems coming online. The major advantage of the L3 Harris radio is the BeOn network which provides access to the City's radio system beyond the traditional coverage area provided by the base stations. Connection over Wi-Fi or LTE will allow users to communicate directly to dispatch in any area of the world that they find themselves, as long as there is network connectivity.

The estimated cost of the L3 Harris XL185 is \$7,000 per portable and \$7,500 per mobile radio, plus additional costs for accessories, programming, and an encryption key loader. These additional costs could be up to \$1,800 per unit. Current records show the City has thirty-four (34) portable radios and twenty-seven (27) mobile radios in use.

Estimated cost for purchase of new portable and mobile radios \$550,000.

Mobile Data Computers/Modem/Router

The Authority recommends the City upgrade all Mobile Data Computers. The Mobile Data Computers proposed will provide the City with multiple years of reliable service in what is traditionally the most unforgiving environment. The Getac K120 rugged tablet features the Intel Core 7 processor, 16 GB RAM, and 256 GB solid state hard drive for the most reliable operation available.

Coverage to connect back to the Authority's CAD/RMS system is proposed to be provided by the Cradlepoint IBR1700 router and a Cradlepoint 9-in-1 dome antenna for high-capacity throughput in fringe areas. The estimated cost of the combined MDC/Modem/Router system is \$13,000 per vehicle to be equipped.

The estimated cost for new Mobile Data Computers, Modem, and Routers for nineteen (19) vehicles is \$250,000. This amount does not include reoccurring monthly data charges from a wireless carrier.

Coverage Testing on the INSB NETWORK

The Authority's staff along with Palos Verdes Police Department staff conducted several coverage tests on the INSB Network.

The following coverage maps display the results of the coverage tests within city boundaries and outside of city limits. The Authority believes the Harris radios would

provide adequate coverage on the cellular network in problem areas. Should the City elect to vacate their current radio system and become a member of the INSB Network more coverage testing would be required.

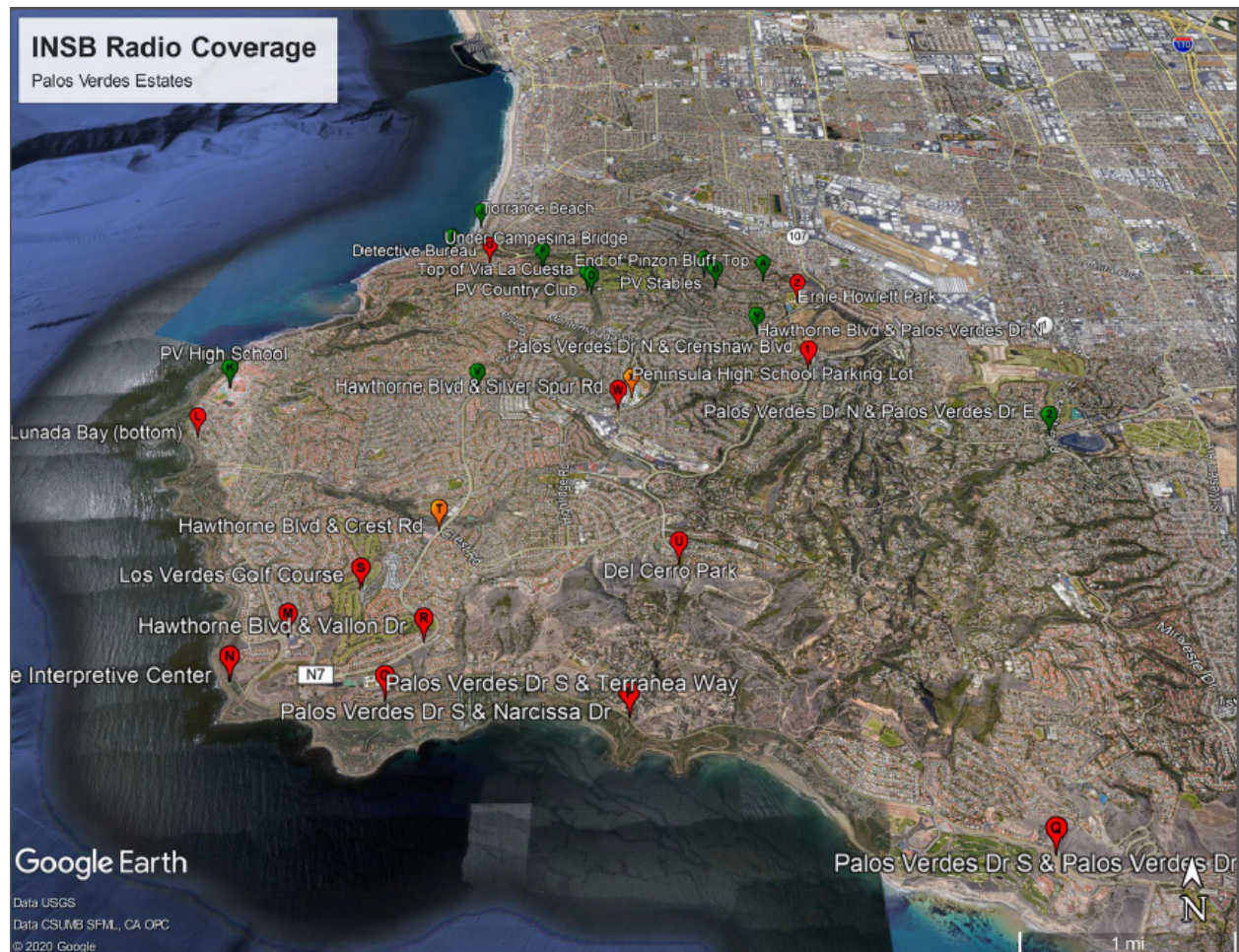
Coverage Maps Indicators

- The “Red” plots indicate poor/no coverage
- The “Orange” plots indicate fair/static coverage
- The “Green” plots indicate good coverage

Coverage Map—INSB Radio System (City Boundaries only)



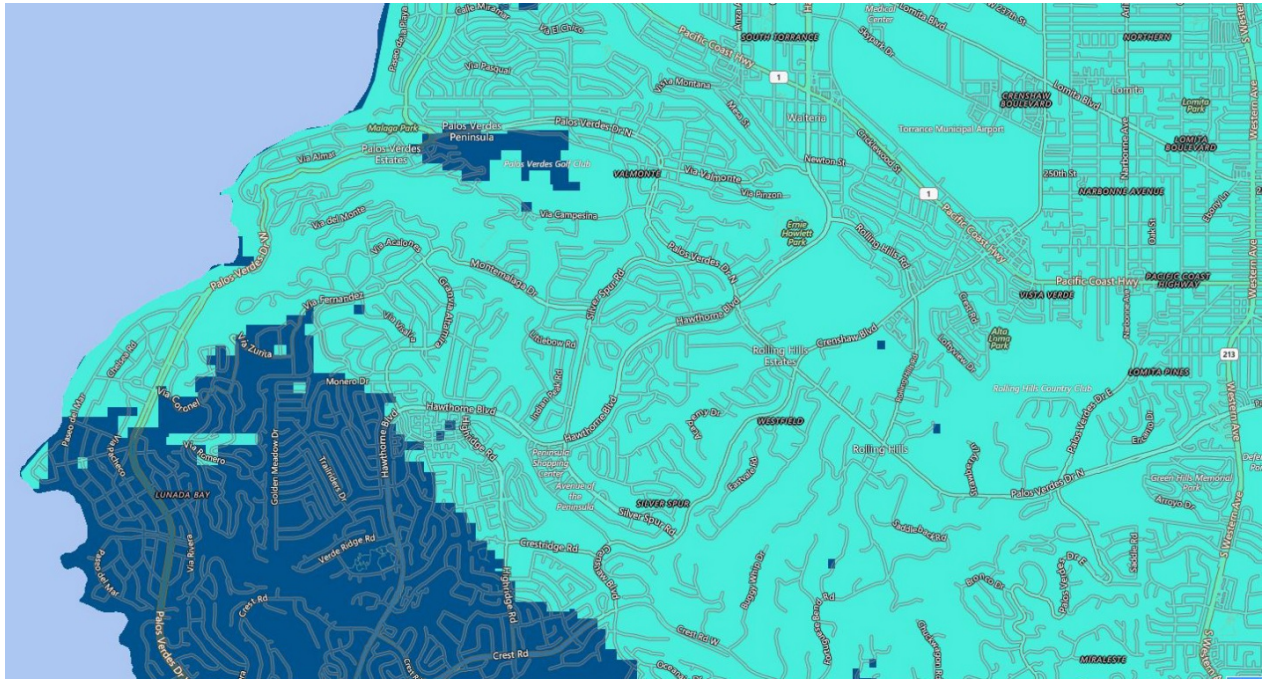
Coverage Map—INSB Radio System (Roaming Outside of the City Limits)



Verizon 5G Coverage Map from Carrier



AT&T Wireless 5G and 4G Coverage Map from Carrier



The legacy radio equipment currently in use by the City of Palos Verdes Estates Police Department is in need of an immediate upgrade due to un-supported hardware and out of date technologies that do not allow for redundancy should their system go down. The Authority recommends that the City begin the process of upgrading the communications system based upon the findings.

It is our estimation that a project of this scale would take twelve (12) to fifteen (15) months to accomplish.

Computer Aided Dispatch and Records Management System

PVEPD utilizes Spillman's CAD/RMS product for their Computer Aided Dispatch ("CAD") system. This system is not compatible with the Authority's CAD system.

If the City were to contract with the Authority for dispatching services, it would need to transition to the CAD system utilized by the Authority and decide the best option for RMS.

Currently, the Authority utilizes the Tiburon CAD system. However, this system has reached end of life and is in the process of being replaced with Mark43's multi-jurisdictional CAD/RMS. The Authority anticipates migrating to the Mark43 CAD system in 2021. As the Mark43 product is a cloud-based system, PVEPD would connect to the CAD/RMS via the internet.

If the City were to contract with the Authority for dispatching services prior to the Authority's transition to the Mark43 CAD system, PVEPD could access the Tiburon CAD system via a virtual private network ("VPN") which would require the installation of a firewall. Licensing fees and equipment would be required to transition the City to the current CAD network. Cost would be dependent on the number of CAD and MDC terminals that would access the network.

The following items would need to be addressed in relation to the City's transition to the Authority's current Tiburon CAD or Mark43 CAD and some costs may be associated:

1. The Authority would request assistance from the City's own Geographic Information System Specialist regarding geo-file configurations for CAD or the City could elect to utilize the Authority's IT Specialist for such services, cost to be determined.
2. California Law Enforcement Telecommunications System ("CLETS") Application and maintenance of CLETS Mnemonics for MDC's and CAD terminals
3. Interface with Spillman Records Management System ("RMS") or transition to Mark43 RMS

As stated previously, the Authority anticipates movement to Mark43 CAD sometime in the year 2021, which would likely occur before a transition of dispatch services from the City to the Authority could be accomplished. The Authority is currently in the process of establishing an amended contract with Mark43 for CAD and it has not been determined how contract cities would be charged for CAD utilization. If the City desired to continue with Spillman RMS, it is unknown if Mark43 CAD could provide an interface between Spillman RMS and Mark43 CAD, and if feasible, what the cost would be for this integration.

9-1-1 Trunks and 10-Digit Lines

If the City were to consolidate dispatch services with the Authority, the California Governor's Office of Emergency Services would redirect the City's 9-1-1 trunks to the Authority at no cost. The Authority's current 9-1-1 Telephone System is VESTA which is under contract with AT&T for support through 2023. The Authority would add two additional public Non-Emergency 10-digit lines for the Palos Verdes Estates Police Department and a direct hotline from the dispatch center to the Watch Commander's Office. The 10-digit lines and direct hotline would display and be answered by dispatch on the VESTA system in the Communications Center.

After touring the City of Palos Verdes Estates dispatch center, staff determined dispatch personnel are responsible for answering all incoming calls from the public at the police station and then transfer those calls to the appropriate department if not related to dispatch, similar to a desk officer at the front desk of a Police Department. The Authority has designated 10-digit Non-Emergency lines for each of its member and contract cities. Although calls received on these lines could be non-related to dispatch, the majority of calls terminating on these lines are dispatch related.

The City's current administrative telephone system is not capable of capturing the number of telephone calls received per year in the dispatch center and dispatch personnel answers the general public line number (310) 378-2411, therefore, the City is unable to account for the actual number of calls associated to dispatch. The Authority noted in the Phase One Feasibility study that the number of 10-digit calls received by PVEPD's Communication Center are over 10 times the amount of 9-1-1 calls that it receives. This raised concern because the Authority's other cities have ratios that range between 1:1 and 5:1.

The Authority recommends that if the City elects to consolidate dispatch services, a new 10-digit Non-Emergency dispatch number be established and distributed to the public prior to cutover. The City would retain their current general public line number (310) 378-2411 that terminates at their Police Department and calls received on that line after the transition related to dispatch would be transferred to the Authority on the newly established PVEPD non-emergency line. The Authority would then be able to account for the exact number of calls received for PVEPD. The Authority's Cost Allocation Policy utilizes the number of 10-digit calls as part of the calculations to determine the annual assessment for contract cities.

AT&T costs are estimated at approximately \$20,000, which includes additional equipment, gateways, installation, programming, and support. AT&T requires six (6) to nine (9) months of time prior to the cutover date for work to be completed.

5. OPERATIONAL ANALYSIS

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

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

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

YEAR	911 Calls Received	10 Digit Calls Received	Calls for Service
2017	2,405	32,239	26,473
2018	2,637	Not Available	28,297
2019	2,443	Not Available	25,726
Average	2,495	32,239	26,832

Additionally, the City maintains a fleet of nineteen (19) Police Department vehicles.

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

City	911 Calls	10 Digit Calls	Police Calls for Service	# of Vehicles
Culver City	19,921	74,090	55,791	122
El Segundo	9,873	19,855	36,307	94
Gardena	26,929	42,342	70,067	89
Hawthorne	40,579	48,108	91,102	107
Hermosa Beach	4,968	15,963	24,666	38
Manhattan Beach	8,331	35,993	36,645	130
Palos Verdes Estates	2,495	32,239	26,832	19
Total	113,096	268,950	341,410	599

Police Dispatching Services

If the City were to contract with the Authority for services, the Authority would process approximately 35,000 additional emergency and non-emergency phone calls and 27,000 additional calls for service each year. This equates to a 10% increase in phone calls handled by the Authority and a 9% increase in police calls for service each year.

In order to handle the workload associated with the 10% increase in phone calls, two (2) additional Communications Operators would need to be hired. These employees would provide an average of 70 additional hours of staff time each week to the Authority's call-taking function and placed strategically on shifts to cover the hours that the majority of 9-1-1 calls are received, from 0800 hours to 2200 hours per day.

For Police Dispatching services, the Authority would hire an additional six (6) Communications Operators to staff one (1) dedicated police dispatch position for PVEPD 24/7/365 to handle all of its calls for service.

Vehicle Upfitting Services

The City maintains a fleet of nineteen (19) Police Department vehicles. The Authority could handle the influx of vehicle upfitting service work associated with this modest amount of vehicles without hiring additional Technical Services personnel.

6. FINANCIAL ANALYSIS

The Authority is unable to provide shared police dispatching services to the City of Palos Verdes Estates at this time. Therefore, a financial analysis was developed that considers only a Dedicated Services Model. Under the Dedicated Services Model, the City would be provided its own police dispatcher 24/7/365.

Dedicated Services Model

Under this model, the Authority would need to hire eight (8) additional Communications Operators that would be deployed as follows:

- Call-Takers two (2) staffed at strategic times of the week to handle increased levels of phone calls.
- Police Dispatchers six (6) added to the Authority's staffing pool to provide dedicated, around the clock service.

Based on the Authority's Fiscal Year 2020-2021 Amended Budget, if the City were to contract for services during this same period, the costs under the Dedicated Services Model would be as follows:

OPERATIONS	COST
Call-Taking Emergency Calls	\$48,782
Call-Taking Non-Emergency Calls	\$176,943
Police—Dedicated Dispatch Support	\$740,384
Police—Calls for Service Readiness Support	\$149,626
TECHNICAL SERVICES	
Workload Support ¹	\$17,363
Dedicated Support	\$17,363
TOTAL	\$1,150,461

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

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

If the City were to have contracted for dedicated police dispatching services throughout Fiscal Year 2020-2021 utilizing the Cost Allocation Policy adopted by the Board of Directors, the impacts to the Authority's existing cities would be as follows²:

City	FY20/21 Modeled Assessment	Revised Operations Allocation	Revised Tech. Services Allocation	Revised Total Allocation	\$ Decrease Existing Cities	% Decrease Existing Cities
Culver City	\$2,741,978	\$2,420,173	\$199,827	\$2,620,000	(\$121,978)	-4%
El Segundo	\$1,955,326	\$1,715,301	\$174,239	\$1,889,540	(\$65,786)	-3%
Gardena	\$2,108,567	\$1,890,009	\$169,670	\$2,059,678	(\$48,889)	-2%
Hawthorne	\$2,548,809	\$2,305,836	\$186,119	\$2,491,955	(\$56,853)	-2%
Hermosa Beach	\$834,295	\$692,485	\$123,064	\$815,549	(\$18,746)	-2%
Manhattan Beach	\$1,668,116	\$1,389,165	\$207,137	\$1,596,302	(\$71,814)	-4%
Palos Verdes Est.	N/A	\$1,115,735	\$34,726	\$1,150,461	-	-
TOTAL	\$11,857,091	\$11,528,704	\$1,094,781	\$12,623,486	(\$384,066)	-

7. BENEFITS OF CONSOLIDATION

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

- Peace of mind that mission-critical police dispatching services are provided day in and day out by an agency that has been solely dedicated to this aspect of public safety operations for over 40 years.
- A Communications Center staffed with over fifty (50) trained professionals who currently process approximately 2,500 9-1-1 calls every week (over 130,000 annually). Such call volume provides dispatchers with regular exposure in the processing of calls involving major crimes and high-risk incidents. This, in turn,

² The modeled assessments and revised technical services allocations include estimates for Workload Support Charges and thus these net impacts are approximations.

allows staff to develop an unrivaled depth and breadth of experience in managing public safety communications and leads to the Communications Center routinely performing at an outstanding level during critical incidents.

- Communications Supervisors overseeing the performance of the operations in the Communications Center 24/7/365.
- Surge capacity: The ability for the Communications Center to scale up with “all hands-on deck” during major incidents. Minimum staffing is currently 11-13 employees at all times.
- Improved and more efficient communications and coordination between allied agencies.
- Current budget savings due to economies of scale and reduction of costly unnecessary capital redundancies.
- Long-term budget savings related to contracting for services that would reduce, or curtail the growth of, CalPERS Unfunded Accrued Liability (“UAL”) and other post-employment benefits (“OPEB”) costs.
- Access to more advanced emergency communications systems and technology than would be affordable or practical by a traditional single city Communications Center.
- Onsite Technical Services Division for repairs and vehicle upfitting.

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

8. TRANSITION PLAN FOR EXISTING CITY EMPLOYEES

Should the City ultimately contract for dispatching services, the Authority would intend to hire up to eight (8) existing PVEPD Service Officers who are interested in becoming Communications Operators with the Authority. The Authority would begin the hiring process with those interested individuals at the inception of an agreement between the City and the Authority to contract services. The estimated timeframe for the Authority to hire eight (8) Communications Operators would range from six (6) to 18 (eighteen) months. Under regulations established by the State of California’s Commission on Peace Officer Standards and Training (“POST”), the Authority is required to confirm that prospective employees meet the following minimum standards:

- Verbal, reasoning, memory, and perceptual abilities assessment (POST Public Safety Dispatchers' Basic Course certificate)

- Oral communication skills evaluation (employment interview)
- Background investigation (including fingerprint and DMV records check)
- Medical examination (including a psychological screening)

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

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

The Authority provides excellent pay and benefits to its Communications Operators.

Highlights of the compensation package are as follows:

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

Vacation leave is earned and accrued as follows:

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

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

9. LIMITATIONS OF PHASE TWO STUDY AND OTHER STIPULATIONS

1. The Dedicated Services Model are based on the phone calls (911 and 10-digit), calls for service data, and vehicle fleet data provided by the City:

911 Calls	10-Digit Calls	Police Calls for Service	# of Vehicles
2,495	32,239	26,832	19

Staff determined the City is accounting for a significant number of 10 digit calls that are currently handled by its Communications Center now, but would not be handled by the Authority if PVEPD contracted for dispatching services, the Authority's cost for providing dispatching services to the City would be reduced (as would the projected cost savings for the Authority's existing member and contract cities). The Authority recommends a new PVEPD non-emergency dispatch number be established to accurately track the number of calls received for dispatch.

2. The Authority is currently in the process of establishing an amended contract with Mark43 for CAD, and the costs associated with adding an additional department to the CAD are unknown at this time. The fees and requirements of the Tiburon CAD system versus the Mark43 CAD are inherently different; consequently, further discussion would be required to determine costs that would dependent on the timing of the anticipated cutover of services.

3. Currently, PVEPD dispatchers perform front desk, records, and jail duties. The Authority would not provide these services to the City.

10. CONCLUSION

The models presented in this Phase Two Study are approximations of the costs likely required of the City in order to contract for services with the Authority during Fiscal Year 2020/2021. Should the City choose to contract for services, the actual costs would be determined annually based on the formula established by the Cost Allocation Policy, the Authority's operating costs during that fiscal year, and the assessment schedule approved by the Board of Directors.

The Authority estimates the one-time transition costs for the City are approximately \$1,300,000 to \$1,500,000, with the majority of costs associated with radio infrastructure and equipment and a timeframe of twelve (12) to eighteen (18) months from the official decision date to cutover date, to allow for time to hire additional staff and accomplish work as outlined within this report.

If the City of Palos Verdes Estates elects to proceed with the consolidation of its dispatching and vehicle upfitting services with the Authority, the City should provide the Authority with a written request.

G-1

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

SEPTEMBER 8, 2020

A. CALL TO ORDER

The Board of Directors, the Executive, and User Committees convened in a regular joint session at 2:06PM on September 8, 2020 by teleconference.

B. ROLL CALL BY ACTING EXECUTIVE DIRECTOR

Present: Councilmember Haidar Awad, City of Hawthorne
Councilmember Rodney Tanaka, City of Gardena
Councilmember Hildy Stern, City of Manhattan Beach
City Manager Bruce Moe, City of Manhattan Beach
City Manager Erick Lee, City of Hawthorne
City Manager Clint Osorio, City of Gardena
Chief Mike Saffell, Gardena Police Department
Chief Derrick Abell, Manhattan Beach Police Department
Chief Wolfgang Knabe, Manhattan Beach Fire Department
Chief Mike Ishii, Hawthorne Police Department

Also Present: Jennifer Petrusis, Richards Watson Gershon
Suja Lowenthal, City of Hermosa Beach
Chief Paul LeBaron, Hermosa Beach Police Department
Carl Jacobson
Lisa Jenkins, Manhattan Beach Human Resources
Captain Gary Tomatani, Hawthorne Police Department
Chief Kenneth Powell, Culver City Fire Department
Captain Eric Lane, Hawthorne Police Department
Acting Executive Director John Krok
Operations Manager Shannon Kauffman
Finance & Performance Audit Manager Vanessa Alfaro

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

MOTION: City Manager Moe moved to approve Consent Calendar, Items 1-3. The motion passed by unanimous voice vote.

1. Minutes from August 18, 2020, Regular Meeting
APPROVE
2. Check Register for August 2020
RECEIVE AND FILE
3. Fiscal Year ~~2020/21~~ 2019/20 Q4 Budget Performance Report
APPROVE

E. EXECUTIVE COMMITTEE GENERAL BUSINESS

1. New Agreement for Emergency Police Dispatch Services with the City of Hermosa Beach Based on Cost Allocation Policy and Shared Police Dispatch Services with the City of Manhattan Beach

APPROVE

Acting Executive Director Krok provided a summary of the new agreement with the City of Hermosa Beach. City Manager Moe wanted to confirm the fund balance would remain within policy limits. City Manager Lee clarified elimination of five positions as they are currently vacant. It was reported no impact to current staffing.

MOTION: City Manager Moe moved to approve the agreement. The motion was seconded by City Manager Osorio and passed by unanimous voice vote.

F. ELECTION OF BOARD OF DIRECTORS CHAIRPERSON AND VICE-CHAIR FOR FISCAL YEAR 2020/21

Councilmember Tanaka nominated Councilmember Stern as Chair seconded by Councilmember Awad. Councilmember Tanaka accepted nomination for Vice Chair.

G. BOARD OF DIRECTORS GENERAL BUSINESS

1. Minutes from April 14, 2020, Special Meeting

APPROVE

MOTION: Councilmember Tanaka moved to approve the minutes from April 14, 2020. The motion was seconded by Councilmember Awad and passed by unanimous voice vote.

2. Revised Technical Services Division Workload Support Charges

APPROVE

Councilmember Tanaka inquired about the priority of the workload and the impact on the current cities. It was reported not to have impact on the current cities. City Manager Lee clarified the policy was adopted last year by Board of Directors. Councilmember Stern inquired about the yearly report to be provided on a regular basis. Acting Executive Director Krok will provide these reports and will continue to report the data.

MOTION: Councilmember Tanaka moved to approve the revised Technical Services Division Workload Support charges. The motion was seconded by Councilmember Awad and passed by unanimous voice vote.

3. Fiscal Year 2019/20 Budget Surplus

APPROVE

FY2019/20 hasn't closed yet until auditors have finalized their reports.

MOTION: Councilmember Tanaka moved to approve the budget surplus for FY 2019/20. The motion was seconded by Councilmember Awad and passed by unanimous voice vote.

4. Fiscal Year 2020/21 Proposed Budget Amendment and Revised Assessments for Member Cities Pending Approval of Hermosa Beach Channel Sharing

APPROVE

MOTION: Councilmember Tanaka moved to approve the proposed budget amendment and revised assessments. The motion was seconded by Councilmember Awad and passed by unanimous voice vote.

5. Fiscal Year 2020/21 Proposed Budget Amendment and Revised Assessments for Member Cities without Hermosa Beach Channel Sharing

APPROVE

This item was removed with the approval of Hermosa Beach Channel Sharing.

6. Establishment of a Section 115 Trust with CERBT

APPROVE

MOTION: Councilmember Tanaka moved to approve the establishment of a Section 115 Trust with CERBT. The motion was seconded by Councilmember Awad and passed by unanimous voice vote.

H. USER COMMITTEE GENERAL BUSINESS

1. Minutes from August 18, 2020, Regular Meeting

APPROVE

Motion: Chief Abell moved to approve the minutes from August 18, 2020. The motion was seconded by Chief Ishii and passed by unanimous voice vote.

I. ACTING EXECUTIVE DIRECTOR'S REPORT

Acting Executive Director Krok provided a report on Recruitment of Communications Operator, Continuity of Operations during COVID-19 pandemic, Phase 2 Feasibility Study for the City of Palos Verdes Estates Update, Second Amended and Restated Joint Powers Agreement Update, and Mark43 CAD update.

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

None.

K. EXECUTIVE COMMITTEE CLOSED SESSION AGENDA

At 2:43PM, the Executive Committee entered into closed session to discuss the following item:

PUBLIC EMPLOYMENT

Pursuant to Government Code Section 54957(b)(1)

Title: Executive Director Recruitment

The meeting returned to open session at 2:59PM with no action taken in closed session.

L. ADJOURNMENT

The meeting adjourned at 2:59PM.

H



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: October 20, 2020

ITEM: H

TO: Executive Committee and User Committee

FROM: John Krok, Acting Executive Director

GTK

SUBJECT: EXECUTIVE DIRECTOR'S REPORT

ATTACHMENTS: None

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

- **Continuity of Operations During COVID-19 Pandemic**
- **Recruitment of Communications Operators**
- **Second Amended and Restated Joint Powers Agreement**
- **Mark 43 CAD Update**