

A G E N D A
SPECIAL MEETING OF THE BOARD OF DIRECTORS
AND REGULAR JOINT MEETING OF
EXECUTIVE COMMITTEE, AND USER COMMITTEE
TUESDAY, JULY 18, 2023, 2:00 PM
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
SECOND FLOOR CONFERENCE ROOM
4440 W. BROADWAY, HAWTHORNE, CA

A. **CALL TO ORDER**

B. **ROLL CALL**

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

C. **PUBLIC DISCUSSION**

Members of the public will be given the opportunity to directly address the Board of Directors, Executive Committee, and the User Committee on any matter within the subject matter jurisdiction of the Authority, including items on the agenda.

D. **ELECTION OF THE BOARD OF DIRECTORS CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR 2023-2024**

E. **BOARD OF DIRECTORS CONSENT CALENDAR**

1. Minutes from March 21, 2023
APPROVE
2. Schedule of Fees and Charges for Fiscal Year 2023/24 as Described in Exhibit A of the Draft Resolution
ADOPT A RESOLUTION ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR FISCAL YEAR 2023/24
3. Carry Over to FY2023/24 of Purchase Orders Issued in FY2022/23 for Xcel Mechanical Systems Inc., and On Power Industries LLC., and Encumbered Funds Totaling \$155,604.88
APPROVE CARRY OVER OF FUNDS
4. Updated Publicly Available Pay Schedule
APPROVE AND ADOPT

F. **ITEMS REMOVED FROM CONSENT CALENDAR**

G. **BOARD OF DIRECTORS GENERAL BUSINESS**

1. Executive Director's Report on the July 9th Power Outage at the Communications Center; the Effects on the Generator, Radio System, and CAD system; and Recommendations for Preventing or Mitigating Effects of a Similar Failure in the Future
DISCUSS POSSIBLE POLICY ADOPTION AND PROVIDE DIRECTION
2. Resolution Adopting Updated Assessments for Fiscal Year 2023-2024 and Corresponding Assessment Schedule and Authorizing Authority to Utilize Fund Balance of \$19,186 to Offset Assessment Increases, an Overall Increase of \$13,292 From the March Adopted Assessments
ADOPT A RESOLUTION ADOPTING UPDATED ASSESSMENTS AND CORRESPONDING ASSESSMENT SCHEDULE AND AUTHORIZING OFFSET

H. **ELECTION OF THE EXECUTIVE COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR 2023-2024**

I. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Check Register – June 2023
RECEIVE AND FILE
2. Authorize the Executive Director to Bind and Approve FY 2023/24 Insurance Policies Proposed by Alliant Insurance Services, Inc. for Insurance Necessary to Protect the Authority and its Member Agencies; and Approve Purchase Orders Associated With 2023/24 Insurance Policies Proposed by Alliant Insurance Services, Inc. in an Amount Not- To-Exceed \$357,744
AUTHORIZE EXECUTIVE DIRECTOR TO BIND AND APPROVE INSURANCE POLICIES AND APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE PURCHASE ORDERS
3. Resolution Establishing Ad Hoc Committee to Assist Executive Committee in Selecting a Computer Aided Dispatch Consultant
ADOPT RESOLUTION ESTABLISHING AD HOC COMMITTEE

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

K. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Executive Director's Update on Staffing and Recruitment
RECEIVE AND FILE

L. **ELECTION OF THE USER COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR 2023-2024**

M. **USER COMMITTEE CONSENT CALENDAR**

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

O. **USER COMMITTEE GENERAL BUSINESS**

1. Consider Using PulsePoint Community Notification Software for Fire Department Dispatch Needs at South Bay Regional Public Communications Authority
PROVIDE DIRECTION

P. **EXECUTIVE DIRECTOR'S REPORT**

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

R. **ADJOURNMENT**

Posting Date/Time: July 13, 2023/7:00PM

Signature:



M. Ross Klun, Executive Director



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: July 18, 2023

ITEM: D

TO: Board of Directors

FROM: M. Ross Klun, Executive Director

SUBJECT: ELECTION OF BOARD OF DIRECTORS CHAIRPERSON AND VICE CHAIRPERSON FOR FISCAL YEAR 2023/24

ATTACHMENTS: None

RECOMMENDATION

Staff recommends that the Board of Directors elect from among themselves a Chairperson and a Vice Chairperson for Fiscal Year 2023/24.

DISCUSSION

Article III § C.2 of the Authority's Bylaws call for the election of Board of Director officers annually:

Officers of the Board of Directors shall be elected...at the first meeting on or after July 1 of each year... Said election shall be the first item of business at said meetings and the newly elected officers shall assume office immediately following their election.

During Fiscal Year 2022/23, Gardena served as the Chairperson and Manhattan Beach served as the Vice Chairperson.

FISCAL IMPACT

None.

E-1

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

MARCH 21, 2023

A. CALL TO ORDER

The Board of Directors, the Executive Committee and the User Committee convened in a regular joint session at 2:01PM on Tuesday, March 23, 2023, in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

ROLL CALL

Present: Councilmember Rodney Tanaka, City of Gardena
Councilmember David Lesser, City of Manhattan Beach
Councilmember Alex Monteiro, City of Hawthorne
City Manager Vontray Norris, City of Hawthorne
City Manager Bruce Moe, City of Manhattan Beach
Chief Mike Saffell, Gardena Police Department
Chief Gary Tomatani, Hawthorne Police Department
Chief Rachel Johnson, Manhattan Beach Police Department
Chief Mike Lang, Manhattan Beach Fire Department

Absent: City Manager Clint Osorio, Gardena

Also Present: Executive Director M. Ross Klun
Operations Manager Shannon Kauffman
Administrative Services Manager John Krok
Interim Finance Manager Bob Ridley
Executive Assistant Cristina Manley
Jennifer Petrusis, RWG Law
Treasurer Tim Lilligren

C. PUBLIC DISCUSSION

None.

D. BOARD OF DIRECTORS GENERAL BUSINESS

1. Resolution Adopting the Budget for Fiscal Year 2023-2024

APPROVE AND ADOPT RESOLUTION

Executive Director M. Ross Klun & Interim Finance Manager Bob Ridley presented the Fiscal Year 2023-2024 Preliminary Budget Item D-1

Interim Finance Manager B. Ridley discussed recommendations to our Board of Directors regarding Reserve Policy. Discussed general elements for establishing a formal policy and the process for how the reserves would increase or decrease over a specific timeframe. Provide guidance on when and how to replenish reserves should they fall below a certain level. Also, establishing a policy for when reserves exceed formal reserve policy. GASB provide a framework but some limitation on what we can do. Enterprise/Proprietary Fund – reporting using “economic resources” measurement focus. Assessments and billings for service are to be sufficient to cover cost of services provided with funds for equipment replacement. Cannot use rules related to

governmental funds, such as assigned or committed fund balance. Nor can we show as a separate fund to hold just Authority reserves. Past practice has been to reserve “available cash” as part of the budget process. The depreciation expense is included when determining assessments. However, expense does not use up cash. This is a major reason that cash keeps growing. This cash is in essence partly the “equipment replacement fund” and CIP study will be part of developing a Reserve Policy.

- Unrestricted Net Position is deficit \$4 million dollars.
- Pension Liability and OPEB Liability are the major cause of deficit
- Commitment to make additional Pension payments and payment into OPEB Section 115 Trust will make a huge difference in the long term.

Executive Director Klun discussed about what an appropriate reserves would be for operations and capital expenses. With the help of Tim Lilligren (Treasurer) some options were given. We currently operate with 10% for operating and capital combined.

Tim Lilligren discussed review documentation and expressed 10% is about 5 weeks for operating cost (not enough).

MOTION: Councilmember Tanka moved to approve and adopt the Budget Fiscal 2023-2024.
Passed by 3-0

2. Resolution Amending the Policy for Travel and Attendance at Conferences and Meetings

APPROVE AND ADOPT RESOLUTION

MOTION: Councilmember Tanka moved to approve and adopt Travel and Attendance at Conference and Meetings. The motion was seconded by Councilmember David Lesser and passed by unanimous voice vote 3-0.

3. Resolution Delegating Investment Authority to the Treasurer over Authority Funds and the Authority’s Section 115 Trust

APPROVE AND ADOPT RESOLUTION

Jennifer Petrusis commented about the investment Authority, every year we need to delegate - only good for one year. JPA agreement states the Manhattan Beach is the Treasurer for South Bay Regional Public Communications Authority.

MOTION: Councilmember Tanka moves to approve and adopt resolution. The motion was seconded by Councilmember Monteiro. Passed 3-0

E. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Check Register – February 2023

RECEIVE AND FILE

MOTION: City Manager Norris moved to approve the consent calendar. The motion was seconded by City Manager Moe and passed by 3-0.

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

G. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Executive Director's Update on the Status of the Mark43 Project

RECEIVE AND FILE

Executive Director provided a Power Point presentation on the status of the Mark43 Project Executive Review#12. Mark43 needs to build RCC a new CAD Test Tenant. Fire Department Run Cards are crucial part of CAD. During a CAD Test Tenant February 2023 (on-site visit) things were not working well. On the last day, Run Cards stopped working entirely and the project was paused while Mark43 investigated. Last week, Mark43 recommended creating a new Tenant and confident a new Tenant will work. February 2023 overall project completion at 45%, and validation round 1 was completed on Data Migration. All three-fire department will be migrating from Emergency Reporting to First Due for RMS in the near future.

MOTION: City Manager Norris moved to receive and file. The motion was seconded by Councilmember Moe. Passed 3-0

2. Executive Director's Update on Staffing and Recruitment

Executive Director provided a Power Point presentation on recent staffing updates. In February, we hired a class of 5 trainee Operators and one technician. Outlook for April, two operators hired in December and five more operators hired in February – currently at 82%. Expecting to hire 5 more in April -projection is at 90%.

RECEIVE AND FILE

MOTION: City Manager Norris moved to receive and file. The motion was seconded by Councilmember Moe. Passed 3-0

H. **EXECUTIVE DIRECTOR'S REPORT**

Councilmember David Lesser brought to our attention that the agenda was not available for download on our website. Executive Director Klun explained, our vendor was working to improve our site. Last week, the agenda was posted and available to download. Due to the changes on the site (URL changes-technical glitch), it was no longer available. We have since contacted our vendor to correct this technical glitch.

Executive Director discussed about various committees at the Authority.

I. **BOARD OF DIRECTORS' & EXECUTIVE COMMITTEE, AND USER COMMITTEE COMMENTS**

Councilmember Lesser pointed out the importance of publicly posting agenda onsite.

J. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

At 2:51PM, Executive Committee entered into closed session to discuss the following item:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957(b)(1)
Title: Executive Director

The meeting returned to open session at 3:31PM with no action taken in closed session.

K. **ADJOURNMENT**

The meeting was adjourned at 3:32PM.

E-2



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: July 18, 2023

ITEM NUMBER: E-2

TO: Executive Committee

FROM: Ross Klun, Executive Director
John Krok, Administrative Services Manager
Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR FISCAL YEAR 2023/24

ATTACHMENTS: 1. Resolution

RECOMMENDATION

Staff recommends the Board of Directors adopt the resolution establishing an updated schedule of fees and charges for Fiscal Year 2023/24.

BACKGROUND

Article XIII C of the Constitution of the State of California mandates that fees for services not exceed the “costs reasonably borne” by the governmental entity in the delivery of such services.

The Authority utilizes the Matrix Consulting Group’s (“Matrix”) Comprehensive Cost of Service and Allocation Study to determine the cost recovery levels for these fee-based services.

DISCUSSION

On an annual basis, the Authority performs hundreds of vehicle equipment installation, maintenance, and repair service work orders. The vast majority of these services are provided to the Authority’s member and contract cities. The Authority is reimbursed by the agency requesting the service for the direct costs of supplies and equipment associated with completing the work. Per the Cost Allocation Policy effective July 1, 2023, fees for the labor associated with this work is charged as Workload Support for member and contract cities as part of the annual assessment.

Occasionally, the Authority performs these services for outside agencies such as the Redondo Beach Police Department, the El Camino College Police Department, and the Federal Department of Homeland Security. These engagements are authorized only when staff can accommodate this additional work without negatively impacting the service needs of the Authority's member and contract cities. In such cases, these outside agencies are charged the costs of supplies and equipment associated with completing the work plus applicable labor costs.

Technical Services Division labor costs have been established as \$169.59 per hour for FY2023/24. This is an increase of \$5.42 per hour over last year's \$164.17 per hour rate.

In order to ensure the Authority fully recovers its costs for providing services to outside agencies, staff recommends the establishment of the following fees and charges:

- Patrol Vehicle Buildout Fee - \$13,567.20
 - Assumes a flat amount of 80 hours of labor per vehicle.
 - Uses the fully burdened rate of \$169.59 per hour.
 - Recovers Authority costs related to providing this service.
 - Does not apply to work orders for member cities and other agencies with agreements that only provide for the billing of actual costs of parts, supplies, and equipment.

- Unmarked Law Enforcement Vehicle Buildout Fee - \$6,783.60
 - Assumes a flat amount of 40 hours of labor per vehicle.
 - Uses the fully burdened rate of \$169.59 per hour.
 - Recovers Authority costs related to providing this service.
 - Does not apply to work orders for member cities and other agencies with agreements that only provide for the billing of actual costs of parts, supplies, and equipment.

- Specialty Vehicle Buildout Fee - \$169.59 per hour
 - Quotes will be provided prior to work commencing and will be determined by vehicle type and the scope of work.
 - Uses the fully burdened rate of \$169.59 per hour.
 - Recovers Authority costs related to providing this service.
 - Does not apply to work orders for member cities and other agencies with agreements that only provide for the billing of actual costs of parts, supplies, and equipment.

- Maintenance and Repair Fee - \$169.59 per hour
 - Quotes will be provided prior to work commencing and will be determined by vehicle type and the scope of work.
 - Uses the fully burdened rate of \$169.59 per hour.
 - Recovers Authority costs related to providing this service.
 - Does not apply to work orders for member cities and other agencies with agreements that only provide for the billing of actual costs of parts, supplies, and equipment.

- Parts Administrative Charge – 9% of Actual Cost
 - Applied to all parts, supplies, and equipment purchased to complete vehicle equipment installation, maintenance, and repair service work orders.

- Recovers Authority costs related the administrative aspects of procuring and maintaining parts, supplies, and equipment.
- Does not apply to work orders for member cities and other agencies with agreements that only provide for the billing of actual costs of parts, supplies, and equipment.

FISCAL IMPACT

Any upfitting of vehicles for outside agencies during FY2023/24 will generate revenue in excess of the \$584,439 in costs attributed to Workload Support and contribute to a budget surplus for the fiscal year.

E-2

Attachment 1

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR FISCAL YEAR 2023/24

The Board of Directors of the South Bay Regional Public Communications Authority does resolve as follows:

1. The recovery of costs incurred by the Authority for providing services to outside agencies is necessary for the efficient management of the Authority's operations.
2. Resolution No. 347, passed and adopted July 19, 2022, and all amendments thereof are hereby repealed.
3. The Board of Directors hereby establishes, effective July 1, 2023, fees and charges as set forth in Exhibit "A."
4. The secretary shall certify to the adoption of this Resolution by the Board of Directors of the South Bay Regional Public Communications Authority.

Passed, approved, and adopted in a meeting held on the 18th day of July 2023 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

, Councilmember
Chairman, Board of Directors

M. Ross Klun, Executive Director
Secretary, Board of Directors

EXHIBIT A

Maintenance and Repair Fee:	\$169.59 per hour
Parts Administrative Charge:	9% of Actual Cost
Patrol Vehicle Buildout Fee:	\$13,567.20
Specialty Vehicle Buildout Fee:	\$169.59 per hour
Unmarked Law Enforcement Vehicle Buildout Fee:	\$6,783.60

E-3



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: July 18, 2023

ITEM: E-3

TO: Board of Directors

FROM: Ross Klun, Executive Director
Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: CARRY OVER OF FY2022/23 FUNDS AND PURCHASE
ORDERS TOTALING \$155,604.88.

ATTACHMENTS: None

RECOMMENDATION

Staff recommends that the Board of Directors approve a carry over to FY23/24 of the following purchase orders issued in FY22/23 and encumbered funds totaling \$155,604.88.

<u>Vendor</u>	<u>Balance</u>
Xcel Mechanical Systems Inc.	\$136,000.00
On Power Industries LLC.	19,604.88
TOTAL:	\$155,604.88

DISCUSSION

As part of planned capital improvement purchases in FY23, the Authority issued a purchase order to Xcel Mechanical Systems, Inc. in the amount of \$136,000 for replacement of the HVAC chiller unit located in the Authority's headquarters. The Purchase and Install Agreement was approved by the Executive Committee in November 2022 and carried an approximate 30-week lead time for shipment of the equipment and scheduling of the installation. Therefore, the work has not been completed as of June 30, 2023 and requires a carryover of the encumbered funds and purchase order to FY23/24.

Additionally, the Authority issued a purchase order to On Power Industries LLC. in the amount of \$19,604.88 for purchase and replacement of a generator day tank, which is a fuel delivery system and immediate fuel source for the Authority's backup generator in the event of a power outage. The current day tank has reached its end of life and requires

replacement. There is currently a delay in the availability of the day tank and staff expects shipment and installation to take an additional 8-10 weeks. Thus, this work is ongoing and also requires a carryover of the encumbered funds and the purchase order to FY24.

FISCAL IMPACT

The recommended carryovers from FY2022/23 to FY2023/24 total \$155,604.88.

E-4



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: July 18, 2023

ITEM: E-4

TO: Board of Directors

FROM: M. Ross Klun, Executive Director
Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: UPDATED PUBLICLY AVAILABLE PAY SCHEDULE

ATTACHMENTS: 1. Exhibit A – Publicly Available Pay Schedule

RECOMMENDATION

Staff recommends that the Board of Directors approve and adopt the attached pay schedule reflecting all Authority positions and associated salaries in order to meet the California Public Employees' Retirement System (CalPERS) requirements of Government Code § 20636(b)(1) and CCR § 570.5.

BACKGROUND

CalPERS requires that one comprehensive salary schedule be duly approved and adopted by the Authority's governing body which indicates the position title for every employee position and shows the payrate for each position. This payrate is that which is to be reportable as compensation earnable (for the purposes of establishing an employee's pensionable income) to CalPERS.

DISCUSSION

This report updates the Authority's salary schedule based upon the approved and adopted memoranda of understanding (MOUs) that the Authority maintains with its represented employees and the employment agreement it maintains with its non-represented employee. Staff requests that the Board of Directors approve the attached salary schedule, which will fulfill the CalPERS requirement for "publicly available pay schedules" approved by the governing body.

The following changes since the last schedule was adopted include:

- Per the MOU with the Communications Workers of America approved by the Executive Committee on March 15, 2022, the following position received a 2.35% wage increase effective January 1, 2023:
 - Communications Supervisor
- Per the MOU with the California Teamsters Public, Professional and Medical Employees Union Local 911 approved by the Executive Committee on June 21, 2022, the following positions received a 2.35% wage increase effective July 8, 2023:
 - Communications Operator
 - Public Safety Communications Specialist I
 - Public Safety Communications Specialist II
- Per the MOU with the Management and Confidential Employees approved by the Executive Committee on September 20, 2022, the following positions received a 3.50% wage increase effective July 1, 2023:
 - Accountant
 - Administrative Services Manager
 - Executive Assistant
 - Finance & Performance Audit Manager
 - Operations Manager
- Per Amendment No.1 to Employment Agreement with Executive Director Matthew Ross Klun approved by the Executive Committee on May 16, 2023, a 3% salary increase effective May 16, 2023.
- Per California minimum wage law, the Administrative Intern Step A rate is \$15.50 effective January 1, 2023.

California Code of Regulations (CCR) 570.5 outlines the requirements to satisfy CalPERS' definition of "publicly available pay schedules," as follows:

(a) For purposes of determining the amount of "compensation earnable" pursuant to Government Code Sections 20630, 20636, and 20636.1, payrate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:

1. Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws;
2. Identifies the position title for every employee position;
3. Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
4. Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
5. Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
6. Indicates an effective date and date of any revisions;
7. Is retained by the employer and available for public inspection for not less than five years; and

8. Does not reference another document in lieu of disclosing the payrate.

The comprehensive pay schedule for all Authority positions must be independent from the salary schedules attached to any memoranda of understanding (MOUs) or included in an employment agreement.

FISCAL IMPACT

None

E-4

Attachment 1

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY

Publicly Available Pay Schedule

MONTHLY SALARY STEPS OF REPRESENTED POSITIONS

Salary Effective Date	Position Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G
07/01/2023	Accountant	\$ 7,431.27	\$ 7,791.69	\$ 8,169.59	\$ 8,565.81	\$ 8,981.25	\$ 9,205.78	\$ 9,435.93
07/01/2023	Administrative Services Manager	\$ 11,248.91	\$ 11,794.49	\$ 12,366.51	\$ 12,966.29	\$ 13,595.16	\$ 13,935.04	\$ 14,283.42
07/08/2023	Communications Operator	\$ 6,021.70	\$ 6,311.44	\$ 6,615.69	\$ 6,935.23	\$ 7,270.66	\$ 7,622.91	\$ 7,992.68
01/07/2023	Communications Supervisor	\$ 7,253.15	\$ 7,605.46	\$ 7,975.35	\$ 8,363.74	\$ 8,771.57	\$ 9,199.77	\$ 9,649.40
07/01/2023	Executive Assistant	\$ 7,975.80	\$ 8,362.62	\$ 8,768.21	\$ 9,193.47	\$ 9,639.35	\$ 9,880.33	\$ 10,127.34
07/01/2023	Finance & Performance Audit Manager	\$ 11,530.90	\$ 12,090.16	\$ 12,676.52	\$ 13,291.34	\$ 13,935.97	\$ 14,284.37	\$ 14,641.48
07/08/2023	Public Safety Communications Specialist I	\$ 6,755.66	\$ 7,093.44	\$ 7,448.12	\$ 7,820.51	\$ 8,211.54	N/A	N/A
07/08/2023	Public Safety Communications Specialist II	\$ 7,093.45	\$ 7,448.11	\$ 7,820.52	\$ 8,211.54	\$ 8,622.12	N/A	N/A
07/01/2023	Operations Manager	\$ 11,757.18	\$ 12,345.02	\$ 12,962.27	\$ 13,610.39	\$ 14,290.91	\$ 14,648.18	\$ 15,014.39

MONTHLY SALARY STEPS OF UNREPRESENTED POSITIONS

Salary Effective Date	Position Title	Salary
05/16/2023	Executive Director	\$ 17,166.66

HOURLY RATE STEPS FOR PART-TIME EMPLOYEES

Salary Effective Date	Position Title	Step A	Step B	Step C	Step D	Step E
01/01/2023	Administrative Intern	\$ 15.50	\$ 16.50	\$ 18.15	N/A	N/A
07/08/2023	Communications Operator	\$ 34.74	\$ 36.41	\$ 38.17	\$ 40.01	\$ 41.95
11/20/2019	Office Assistant	\$ 18.00	\$ 19.80	\$ 21.78	N/A	N/A

G-2



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: July 18, 2023

ITEM NUMBER: G-2

TO: Board of Directors

FROM: M. Ross Klun, Executive Director
Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: RESOLUTION ADOPTING UPDATED ASSESSMENTS FOR FISCAL YEAR 2023-2024 AND CORRESPONDING ASSESSMENT SCHEDULE AND AUTHORIZING UTILIZING ENTERPRISE FUND BALANCE OF \$19,186 TO OFFSET ASSESSMENT INCREASES

ATTACHMENTS:

1. Page 25 of FY23-24 Adopted Budget – Assessments & Methodologies
2. Assessments & Methodologies - Revised
3. Resolution
4. Exhibit A: Assessment Schedule

RECOMMENDATION

Staff recommends that the Board of Directors approve the resolution adopting the updated assessments (Attachment #2) as set forth in the Assessment Schedule for Fiscal Year 2023-2024 (Attachment #4) with modifications and authorizing the Authority to utilize Enterprise fund balance of \$19,186 to offset assessment increases.

BACKGROUND

On March 21, 2023, the Board of Directors reviewed and adopted the budget for Fiscal Year 2023-2024 with the following allocations:

Administration Department	\$2,667,924
Operations Department	8,573,377
Technical Services Division	2,077,629
Capital Outlay	200,000
Total Budget	\$13,518,929

DISCUSSION

During a review, staff encountered two items requiring attention:

1. Adoption of the Fiscal Year 2023-2024 Assessment Schedule that accompanies the budget.
2. A discrepancy in the timeframe of the metrics used to derive the assessments for each city based on the Cost Allocation Policy.

Article IV, Section J of the Authority’s Bylaws requires that the Board of Directors adopt an annual budget and assessment schedule. The Board of Directors adopted the budget for Fiscal Year 2023-2024 on March 21, 2023 but inadvertently omitted adoption of the assessment schedule.

During a review of the assessment schedule, it was discovered that the rolling three-year averages used for metrics, such as number of 911 calls, non-emergency calls, police calls for service, and fire calls, were not appropriately updated to include new data for the 2022 calendar year. While the aforementioned adopted budget and allocations remain unaffected, the assessments as presented on page 25 of the budget document (Attachment #1) are slightly affected as follows:

<i>Assessments</i>				
City	As Adopted	Actual	Increase/ (Decrease)	% Diff
Member City				
Gardena	\$2,465,655	\$2,474,182	\$8,527	0.35%
Hawthorne	2,975,629	2,977,528	1,899	0.06%
Manhattan Beach	1,827,220	1,830,007	2,787	0.15%
Member City Total	7,268,504	7,281,717	13,213	0.18%
Contract City				
Culver City	3,042,921	3,029,629	(13,292)	-0.44%
El Segundo*	2,044,684	2,044,684	-	0.00%
Hermosa Beach	881,869	887,842	5,973	0.68%
Contract City Total	5,969,474	5,962,155	(7,319)	-0.12%
Total	\$13,237,978	\$13,243,872	\$5,894	0.04%

*Per agreement, assessment is phased-in and capped at \$2,044,684 for FY24, which results in a difference of \$5,894.

To reduce the administrative burden to our member and contract cities, staff recommends that the Board of Directors authorize staff to bill each city based on the assessment totals originally adopted by the Board on March 21, 2023 (Attachment #1) with the exception of Culver City, which experienced a decrease in the assessment amount, and utilize the Authority’s fund balance to offset the increase in costs of \$19,186 for the remaining cities.

FISCAL IMPACT

The revised assessments total for FY24 (Attachment #2) is \$13,243,872, of which the Authority will bill member and contract cities \$13,224,686, or \$19,186 less that will be offset by the Authority's Enterprise fund balance. In comparison to the original assessments total adopted on March 21, 2023 (Attachment #1), the Authority will collect \$13,292 less, which is the decrease in assessment for Culver City.

G-2

Attachment 1

Assessments & Methodologies

Assessments	FY22-23 Assessment	FY23-24 Base	FY23-24 Bylaws Adjustments	Contract Adjustments	Other Adjustments	FY23-24 Assessment	Increase (Decrease) Amount
Member Cities							
Gardena	\$ 2,233,811	\$ 2,465,655	-	-	-	\$ 2,465,655	231,844
Hawthorne	2,729,338	2,975,629	-	-	-	2,975,629	246,291
Manhattan Beach	1,606,565	1,827,220	-	-	-	1,827,220	220,655
Subtotal	6,569,714	7,268,503	-	-	-	7,268,504	698,790
Contract Cities							
Culver City	\$ 2,762,991	3,042,921	-	-	-	3,042,921	\$ 279,930
El Segundo	1,869,811	2,120,457	-	(75,773)	-	2,044,684	174,873
Hermosa Beach	798,138	881,869	-	-	-	881,869	83,731
Subtotal	\$ 5,430,940	6,045,248	-	(75,773)	-	\$ 5,969,474	\$ 538,534
Total Assessments	\$ 12,000,654	\$ 13,313,751	-	\$ (75,773)	-	\$ 13,237,978	\$ 1,237,324

METHODOLOGIES

Member Cities	Effective FY23-24, the Board of Directors amended the Cost Allocation Policy to include Technical Services Division Workload Support Charges in the annual assessment by using a rolling three-year average of labor hours associated with vehicle installation and repair work orders. Previously, Workload Support Charges were billed quarterly and derived by each agency's percentage of labor hours associated with work orders for the quarter being billed.
Contract Cities	Starting FY22-23, assessment based on Authority's Cost Allocation Policy. Agreement expires 06/30/2027.
Culver City	Effective FY23-24, the Board of Directors amended the Cost Allocation Policy to include Technical Services Division Workload Support Charges in the annual assessment by using a rolling three-year average of labor hours associated with vehicle installation and repair work orders. Previously, Workload Support Charges were billed quarterly and derived by each agency's percentage of labor hours associated with work orders for the quarter being billed.
El Segundo	Starting FY20-21, assessment based on Authority's Cost Allocation Policy to be phased in over a four year period in amounts not-to-exceed as follows: FY20-21 \$1,493,738; FY21-22 \$1,699,634; FY22-23 \$1,869,811; FY23-24 \$2,044,684 Agreement expires 06/30/2030. Effective FY23-24, the Board of Directors amended the Cost Allocation Policy to include Technical Services Division Workload Support Charges in the annual assessment by using a rolling three-year average of labor hours associated with vehicle installation and repair work orders. Previously, Workload Support Charges were billed quarterly and derived by each agency's percentage of labor hours associated with work orders for the quarter being billed.
Hermosa Beach	Starting FY20-21, assessment based on Authority's Cost Allocation Policy and shared dispatching services with the City of Manhattan Beach. Agreement expires 06/30/2030. Effective FY23-24, the Board of Directors amended the Cost Allocation Policy to include Technical Services Division Workload Support Charges in the annual assessment by using a rolling three-year average of labor hours associated with vehicle installation and repair work orders. Previously, Workload Support Charges were billed quarterly and derived by each agency's percentage of labor hours associated with work orders for the quarter being billed.

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Attachment 2

Assessments & Methodologies

Assessments	FY22-23 Assessment	FY23-24 Base	FY23-24 Bylaws Adjustments	Contract Adjustments	Other Adjustments	FY23-24 Assessment	Increase (Decrease) Amount
Member Cities							
Gardena	\$ 2,233,811	\$ 2,474,182	-	-	-	\$ 2,474,182	240,371
Hawthorne	2,729,338	2,977,528	-	-	-	2,977,528	248,190
Manhattan Beach	1,606,565	1,830,007	-	-	-	1,830,007	223,442
Subtotal	6,569,714	7,281,718	-	-	-	7,281,717	712,003
Contract Cities							
Culver City	\$ 2,762,991	3,029,629	-	-	-	3,029,629	\$ 266,638
El Segundo	1,869,811	2,114,563	-	(69,879)	-	2,044,684	174,873
Hermosa Beach	798,138	887,842	-	-	-	887,842	89,704
Subtotal	\$ 5,430,940	6,032,033	-	(69,879)	-	\$ 5,962,155	\$ 531,215
Total Assessments	\$ 12,000,654	\$ 13,313,751	-	\$ (69,879)	-	\$ 13,243,872	\$ 1,243,218

METHODOLOGIES	
Member Cities	Effective FY23-24, the Board of Directors amended the Cost Allocation Policy to include Technical Services Division Workload Support Charges in the annual assessment by using a rolling three-year average of labor hours associated with vehicle installation and repair work orders. Previously, Workload Support Charges were billed quarterly and derived by each agency's percentage of labor hours associated with work orders for the quarter being billed.
Contract Cities	
Culver City	Starting FY22-23, assessment based on Authority's Cost Allocation Policy. Agreement expires 06/30/2027. Effective FY23-24, the Board of Directors amended the Cost Allocation Policy to include Technical Services Division Workload Support Charges in the annual assessment by using a rolling three-year average of labor hours associated with vehicle installation and repair work orders. Previously, Workload Support Charges were billed quarterly and derived by each agency's percentage of labor hours associated with work orders for the quarter being billed.
El Segundo	Starting FY20-21, assessment based on Authority's Cost Allocation Policy to be phased in over a four year period in amounts not-to-exceed as follows: FY20-21 \$1,493,738; FY21-22 \$1,699,634; FY22-23 \$1,869,811; FY23-24 \$2,044,684 Agreement expires 06/30/2030. Effective FY23-24, the Board of Directors amended the Cost Allocation Policy to include Technical Services Division Workload Support Charges in the annual assessment by using a rolling three-year average of labor hours associated with vehicle installation and repair work orders. Previously, Workload Support Charges were billed quarterly and derived by each agency's percentage of labor hours associated with work orders for the quarter being billed.
Hermosa Beach	Starting FY20-21, assessment based on Authority's Cost Allocation Policy and shared dispatching services with the City of Manhattan Beach. Agreement expires 06/30/2030. Effective FY23-24, the Board of Directors amended the Cost Allocation Policy to include Technical Services Division Workload Support Charges in the annual assessment by using a rolling three-year average of labor hours associated with vehicle installation and repair work orders. Previously, Workload Support Charges were billed quarterly and derived by each agency's percentage of labor hours associated with work orders for the quarter being billed.

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Attachment 3

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ADOPTING UPDATED ASSESSMENTS FOR FISCAL YEAR 2023-2024 AND CORRESPONDING ASSESSMENT SCHEDULE AND AUTHORIZING UTILIZING ENTERPRISE FUND BALANCE OF \$19,186 TO OFFSET ASSESSMENT INCREASES

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

WHEREAS, Article IV, Section J of the Bylaws requires the Board adopt an annual budget and assessment schedule;

WHEREAS, in a public session, on March 21, 2023, the Board of Directors adopted the budget for Fiscal Year 2023-2024 as outlined below:

Administration Department	\$2,667,924
Operations Department	8,573,377
Technical Services Division	2,077,629
Capital Outlay	200,000
Total Budget	\$13,518,929

WHEREAS, the Board of Directors desires to adopt updated assessments and to adopt a corresponding assessment schedule.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of said Authority adopts the Assessment Schedule in Exhibit A, as well as the updated assessments set forth therein, for Fiscal Year 2023-2024.

BE IT FURTHER RESOLVED that the Board of Directors authorizes utilizing Enterprise fund balance of \$19,186 to offset the assessment increases.

BE IT FURTHER RESOLVED that the Finance & Performance Audit Manager of the Authority is authorized to issue assessments to the Member Cities and to the cities with which the Authority contracts for dispatch services in accordance with the terms, conditions, and formulas contained in Article X of the Authority Bylaws, and as shown on page 25 of the budget.

WE HEREBY CERTIFY that the foregoing is a true copy of the resolution adopted by the Board of Directors of the South Bay Regional Public Communications Authority in a meeting thereof held on the 18th day of July 2023, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Rodney Tanaka, Councilmember
Chairman, Board of Directors

Ross Klun, Executive Director
Secretary, Board of Directors

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Attachment 4



Annual Assessments

Fiscal Year 2023-24

Quarter	1st	2nd	3rd	4th	
Due Date	7/15/2023	10/15/2023	1/15/2024	4/15/2024	Total
Member Cities					
Gardena	\$ 865,963.70	\$ 618,545.50	\$ 618,545.50	\$ 371,127.30	\$ 2,474,182.00
Less: FY24 Adj	(2,984.45)	(2,131.75)	(2,131.75)	(1,279.05)	(8,527.00)
	862,979.25	616,413.75	616,413.75	369,848.25	2,465,655.00
Hawthorne	1,042,134.80	744,382.00	744,382.00	446,629.20	2,977,528.00
Less: FY24 Adj	(664.65)	(474.75)	(474.75)	(284.85)	(1,899.00)
	1,041,470.15	743,907.25	743,907.25	446,344.35	2,975,629.00
Manhattan Beach	640,502.45	457,501.75	457,501.75	274,501.05	1,830,007.00
Less: FY24 Adj	(975.45)	(696.75)	(696.75)	(418.05)	(2,787.00)
	639,527.00	456,805.00	456,805.00	274,083.00	1,827,220.00
Contract Cities					
Culver City	760,730.25	760,730.25	760,730.25	760,730.25	3,042,921.00
Less: FY24 Adj	(3,323.00)	(3,323.00)	(3,323.00)	(3,323.00)	(13,292.00)
	757,407.25	757,407.25	757,407.25	757,407.25	3,029,629.00
El Segundo	511,171.00	511,171.00	511,171.00	511,171.00	2,044,684.00
Less: FY24 Adj	-	-	-	-	-
	511,171.00	511,171.00	511,171.00	511,171.00	2,044,684.00
Hermosa Beach	221,960.50	221,960.50	221,960.50	221,960.50	887,842.00
Less: FY24 Adj	(1,493.25)	(1,493.25)	(1,493.25)	(1,493.25)	(5,973.00)
	220,467.25	220,467.25	220,467.25	220,467.25	881,869.00
Total	\$ 4,033,021.90	\$ 3,306,171.50	\$ 3,306,171.50	\$ 2,579,321.10	\$ 13,224,686.00

Late Payment Penalties

- Gardena, Hawthorne, and Manhattan Beach
5% penalty applies 15 days past due
10% penalty applies 30 days past due
- Culver City
5% penalty applies 15 days past due
10% penalty applies 30 days past due
- El Segundo
5% penalty applies 15 days past due
10% penalty applies 30 days past due
- Hermosa Beach
5% penalty applies 15 days past due
10% penalty applies 30 days past due

Notes

- Gardena, Hawthorne, and Manhattan Beach are billed in the following proportions:
Q1-35%, Q2-25%, Q3-25%, Q4-15%
- Culver City, El Segundo, and Hermosa Beach are billed evenly throughout the year, 25% per quarter.
- GST Maintenance, Verizon Wireless DAC charges, Sprint DAC Charges, and Sprint modems are billed with 4th quarter assessments.
- In accordance with the Cost Allocation Policy, Technical Services Division Workload Support Charges are now included in this assessment which is billed quarterly.
- Revised assessments as of 7-18-23.

H



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: July 18, 2023

ITEM: H

TO: Executive Committee

FROM: M. Ross Klun, Executive Director

SUBJECT: ELECTION OF EXECUTIVE COMMITTEE CHAIRPERSON AND VICE CHAIRPERSON FOR FISCAL YEAR 2023/24

ATTACHMENTS: None

RECOMMENDATION

Staff recommends that the Executive Committee elect from among themselves a Chairperson and a Vice Chairperson for Fiscal Year 2023/24.

DISCUSSION

Article V § C.2 of the Authority's Bylaws call for the election of Executive Committee officers annually:

Officers of the Executive Committee shall be elected...at the first meeting on or after July 1 of each year... Said election shall be the first item of business at said meetings and the newly elected officers shall assume office immediately following their election.

At the end of Fiscal Year 2022/23, Hawthorne served as the Chairperson and Gardena served as the Vice Chairperson.

FISCAL IMPACT

None.

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Check Register FY 2022-23

June 2023

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
June 2, 2023	\$193,360.97	
June 9, 2023	\$241,573.28	
June 16, 2023	\$102,784.69	
June 23, 2023	\$189,287.50	
June 30, 2023	\$107,914.26	
Accounts Payable Total	\$834,920.70	
<u>Payroll Checks Issued Date</u>		
June 2, 2023	\$195,054.60	
June 16, 2023	\$170,822.96	
June 30, 2023	\$187,564.10	
Payroll Total	\$553,441.66	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20598	6/2/2023	00696	GUARDIAN	533654-06	5/22/2023	GUARDIAN - DENTAL, VISION	8,460.24	8,460.24
20599	6/2/2023	00058	CALPERS	1000000171748	5/15/2023	HEALTH PREMIUMS - JUNE 2	69,964.00	69,964.00
20600	6/2/2023	00219	INTERNAL REVENUE SERVICE	Ben36301	6/2/2023	FEDERAL WITHHOLDING TAX	45,499.23	45,499.23
20601	6/2/2023	00223	EMPLOYMENT DEVELOPMENT	Ben36305	6/2/2023	STATE DISABILITY INSURANCE	17,483.74	17,483.74
20602	6/2/2023	00222	STATE DISBURSEMENT UNIT	Ben36309	6/2/2023	SUPPORT: PAYMENT	184.62	184.62
20603	6/2/2023	00058	CALPERS	Ben36303	6/2/2023	PERS RETIREMENT: PAYMENT	34,105.35	34,105.35
20604	6/2/2023	00221	MISSIONSQUARE RETIREMENT	Ben36299	6/2/2023	DEFERRED COMPENSATION	15,215.42	15,215.42
57170	6/2/2023	00217	CALIFORNIA TEAMSTERS UNION	Ben36297	6/2/2023	UNION DUES TEAMSTERS: PAYMENT	1,543.50	1,543.50
57171	6/2/2023	00218	CWA LOCAL 9400	Ben36295	6/2/2023	UNION DUES CWA: PAYMENT	164.42	164.42
57172	6/2/2023	00996	WAGeworks INC., HEALTHCARE	Ben36307	6/2/2023	DEPENDENT CARE FSA: PAYMENT	740.45	740.45
Sub total for BANK OF THE WEST:							193,360.97	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
2031	6/9/2023	00012	CALIFORNIA WATER SERVICE	5550731926	6/1/2023	FIRE PROTECTION SERVICE	101.00	101.00
2032	6/9/2023	00070	GAS COMPANY, THE	059 194 8982 2	6/1/2023	GAS SERVICE HQ/ 5/2/23-6/1/	1,367.21	1,367.21
2033	6/6/2023	00069	SOUTHERN CALIFORNIA EDI	700383926852	5/17/2023	ELEC SERV PUNTA/ 4/18/23 -	864.38	864.38
2034	6/9/2023	00651	FRONTIER	209-188-0077-04	6/1/2023	PHONE SERVICE 6/1/23 - 6/30	336.37	336.37
20598	6/2/2023	00696	GUARDIAN	533654-06	5/22/2023	GUARDIAN - DENTAL, VISION	8,460.24	8,460.24
20599	6/2/2023	00058	CALPERS	1000000171748	5/15/2023	HEALTH PREMIUMS - JUNE 2	69,964.00	69,964.00
20600	6/2/2023	00219	INTERNAL REVENUE SERVICE	Ben36301	6/2/2023	FEDERAL WITHHOLDING TAX	45,499.23	45,499.23
20601	6/2/2023	00223	EMPLOYMENT DEVELOPMENT	Ben36305	6/2/2023	STATE DISABILITY INSURANCE	17,483.74	17,483.74
20602	6/2/2023	00222	STATE DISBURSEMENT UNIT	Ben36309	6/2/2023	SUPPORT: PAYMENT	184.62	184.62
20603	6/2/2023	00058	CALPERS	Ben36303	6/2/2023	PERS RETIREMENT: PAYMENT	34,105.35	34,105.35
20604	6/2/2023	00221	MISSIONSQUARE RETIREMENT	Ben36299	6/2/2023	DEFERRED COMPENSATION	15,215.42	15,215.42
57170	6/2/2023	00217	CALIFORNIA TEAMSTERS UNION	Ben36297	6/2/2023	UNION DUES TEAMSTERS: PAY	1,543.50	1,543.50
57171	6/2/2023	00218	CWA LOCAL 9400	Ben36295	6/2/2023	UNION DUES CWA: PAYMENT	164.42	164.42
57172	6/2/2023	00996	WAGeworks INC., HEALTHCARE	Ben36307	6/2/2023	DEPENDENT CARE FSA: PAY	740.45	740.45
57173	6/9/2023	00867	& INVESTIGATION SERVICES	2023-05-027	5/27/2023	PRE-EMPLOYMENT POLYGRAPH	250.00	
				2023-05-030	5/30/2023	PRE-EMPLOYMENT POLYGRAPH	250.00	
				2023-06-003	6/3/2023	PRE-EMPLOYMENT POLYGRAPH	250.00	750.00
57174	6/9/2023	00297	AT&T, ATT CALNET	000020032833	6/3/2023	PHONE SERVICE 5/03/23-6/02	509.27	509.27
57175	6/9/2023	00064	AT&T, ATT PAYMENT CENTER	960 461-1623 55	6/1/2023	PHONE SERVICE 6/01/2023-6	1,577.96	1,577.96
57176	6/9/2023	00014	CDW GOVERNMENT, INC.	JM88559	5/10/2023	CDW-G BILLABLE PARTS	5,457.56	5,457.56
57177	6/9/2023	00225	COMMLINE INC	0408063-IN	5/30/2023	MONTHLY FEE FOR TECH SE	15,000.00	15,000.00
57178	6/9/2023	00008	FEDERAL SIGNAL CORP	8323319	5/18/2023	FEDERAL SIGNAL CORP BILL	2,895.00	
				8322235	5/17/2023	FEDERAL SIGNAL CORP BILL	1,215.00	
				8324352	5/19/2023	FEDERAL SIGNAL CORP BILL	693.00	4,803.00
57179	6/9/2023	00227	LA COUNTY FIRE DEPT	L-IN0383015	5/23/2023	LACO/CUPA# AR0044522 - CE	499.00	499.00
57180	6/9/2023	00671	MARC R. COHEN, MD	FY22-23-11	5/31/2023	MEDICAL DIRECTOR SERVICE	2,541.67	2,541.67
57181	6/9/2023	01005	ORKIN PEST CONTROL	243788810	5/26/2023	HQ MAINTENANCE - PEST CONTROL	63.99	63.99
57182	6/9/2023	01022	RACE COMMUNICATIONS	RC916467	6/1/2023	COMMUNICATION CONTRACT	1,198.50	1,198.50
57183	6/9/2023	00824	SMART JANITORIAL, COMPLETE	25009	6/1/2023	HQ MAINTENANCE - CLEANING	3,585.00	3,585.00
57184	6/9/2023	00803	SPARKLETTS	18193479 05122	5/12/2023	HQ MAINTENANCE~	53.99	53.99

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
57185	6/9/2023	00171	VERIZON WIRELESS	9935593429	5/23/2023	DAC CHARGES HPD/ 4/24/23-	2,109.01
				9935656176	5/23/2023	GPD DAC CHARGES/ 4/24/23-	1,772.53
				9935577426	5/23/2023	MODEM SVC. MBPD/ 4/24/23	922.52
				9935206790	5/18/2023	CELL PH. CHGS: 4/19/23-5/18,	410.36
				9935577427	5/23/2023	MODEM SVC. MBPD/ 4/24/23-	78.04
57186	6/9/2023	00996	WAGeworks INC., HEALTHEINV5208988		5/24/2023	MONTHLY COMPLIANCE FEE	92.00
57187	6/9/2023	00063	WHELEN ENGINEERING CO., 302766		5/22/2023	WHELEN ENGINEERING CO	2,564.42
			299208		5/15/2023	WHELEN ENGINEERING CO	1,554.53
Sub total for BANK OF THE WEST:							241,573.28

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20605	6/16/2023	00219	INTERNAL REVENUE SERVIC Ben36348	6/16/2023	FEDERAL WITHHOLDING TAX	36,146.67	36,146.67
20606	6/16/2023	00223	EMPLOYMENT DEVEL DEPT Ben36352	6/16/2023	STATE DISABILITY INSURANCE	14,193.64	14,193.64
20607	6/16/2023	00222	STATE DISBURSEMENT UNIT Ben36356	6/16/2023	SUPPORT: PAYMENT	184.62	184.62
20608	6/16/2023	00058	CALPERS Ben36350	6/16/2023	PERS RETIREMENT: PAYMENT	34,385.59	34,385.59
20609	6/16/2023	00221	MISSIONSQUARE RETIREMENT BENEFITS Ben36346	6/16/2023	DEFERRED COMPENSATION	15,425.80	15,425.80
57188	6/16/2023	00217	CALIFORNIA TEAMSTERS UNION BENEFITS Ben36344	6/16/2023	UNION DUES TEAMSTERS: PAYMENT	1,543.50	1,543.50
57189	6/16/2023	00218	CWA LOCAL 9400 Ben36342	6/16/2023	UNION DUES CWA: PAYMENT	164.42	164.42
57190	6/16/2023	00996	WAGeworks INC., HEALTH BENEFITS Ben36354	6/16/2023	DEPENDENT CARE FSA: PAYMENT	740.45	740.45
Sub total for BANK OF THE WEST:							102,784.69

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2035	6/23/2023	00069	SOUTHERN CALIFORNIA EDI:700440732476	6/12/2023	ELEC SERV / 5/2/23 - 6/7/23	13,521.70	
			700383926852	6/16/2023	ELEC SERV PUNTA/ 5/17/23 -	975.51	
			700610392752	6/5/2023	ELECT SERV GRANDVIEW/ 5	230.69	14,727.90
2037	6/23/2023	00621	FIRST BANKCARD				
		00141	POWERPHONE INC	80102	4/30/2023	EMD COURSES & ANNUAL M	1,795.00
		00961	GCAT, LLC, DBA TARGET DIS	239836	5/2/2023	OTHER EQUIPMENT - CORDI	1,637.37
		01082	NORTHSTOCK	2411896	4/28/2023	GENERAL TECH SUPPLIES	727.44
		00141	POWERPHONE INC	80101	4/30/2023	EMD COURSES & ANNUAL M	645.00
		00485	MONOPRICE, INC.	23483702	5/3/2023	PARTS - BILLING	561.02
		00228	COSTCO MEMBERSHIP	1029400370	5/15/2023	OFFICE & JANITORIAL SUPPI	544.30
		00889	SOUTHWEST AIRLINES	2P3QYJ	5/11/2023	TRAVEL TO APCO CONFEREI	543.46
		00470	SUPERIOR PLASTIC FABRICA	090354	5/4/2023	PARTS - BILLING	498.33
		00480	OFFICE DEPOT	2740-2-370-140	5/25/2023	GENERAL TECH SUPPLIES	489.87
		00466	AMAZON MARKETPLACE	114-3450619-93	5/18/2023	GENERAL TECH SUPPLIES	293.74
		00035	HOME DEPOT CREDIT SERVI	0620 00012 722	5/4/2023	GENERAL TECH SUPPLIES	255.66
		01036	CLOUDFLARE INC.	CFUSA7052712	5/28/2023	SOFTWARE SERVICES	250.00
		00610	DIRECTV	065190124X230	5/5/2023	CABLE SERVICE	247.99
		00466	AMAZON MARKETPLACE	113-3278274-51	4/28/2023	GEN TECHNICAL SUPPLIES	210.55
		01036	CLOUDFLARE INC.	CFUSA6827762	4/28/2023	SOFTWARE SERVICES	200.00
		00466	AMAZON MARKETPLACE	113-5608831-08	5/20/2023	PARTS - BILLING	193.92
		00466	AMAZON MARKETPLACE	114-4031736-86	5/9/2023	GENERAL TECH SUPPLIES	168.70
		01040	GOOGLE ADS	520-390-4641	5/1/2023	ONLINE JOB POSTING - 911 I	128.59
		00467	LOWES BUSINESS	20580019	5/10/2023	HQ MAINTENANCE - LANDSC	115.61
		01077	BOULEVARD FLORIST	01652786	5/24/2023	EMPLOYEE SERVICES - KAU	93.44
		00761	BOX	INV10994195	5/26/2023	SOFTWARE SERVICES	90.00
		01081	SENDFLOWERS.COM	103379791	5/3/2023	EMPLOYEE SERVICES - GAS	85.37
		00466	AMAZON MARKETPLACE	112-6838589-71	5/16/2023	OFFICE SUPPLIES	80.21
		00795	MEDIA TEMPLE	2582392036	5/24/2023	MONTHLY WEBSITE HOSTIN	75.99
		00466	AMAZON MARKETPLACE	113-1355329-48	5/15/2023	GENERAL TECH SUPPLIES	74.36
		01077	BOULEVARD FLORIST	01646125	4/27/2023	EMPLOYEE SERVICES - RAM	71.39
		00467	LOWES BUSINESS	130328161	5/4/2023	GENERAL TECH SUPPLIES	57.73
		00466	AMAZON MARKETPLACE	113-6428328-53	5/2/2023	OFFICE SUPPLIES	55.09
		00467	LOWES BUSINESS	20569891	5/10/2023	HQ MAINTENANCE - LANDSC	55.06
		01046	PELTON	050123	5/1/2023	EMPLOYEE SERVICES	44.00

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
		00466	AMAZON MARKETPLACE	113-7161996-331	5/16/2023	GENERAL TECH SUPPLIES	29.15
		00854	MANHATTAN POSTAL CENTE	I258808	5/11/2023	RECRUITMENT	27.50
		00854	MANHATTAN POSTAL CENTE	I358987	5/12/2023	RECRUITMENT	27.50
		00854	MANHATTAN POSTAL CENTE	I358873	5/16/2023	RECRUITMENT	27.50
		00466	AMAZON MARKETPLACE	112-2280736-55	5/18/2023	OFFICE SUPPLIES	21.44
		00826	LA TIMES	052423	5/24/2023	LA TIMES MONTHLY SUBSC	15.96
		00690	WALGREENS #10069	281 7584	5/16/2023	EMPLOYEE SERVICES - BOT	10.98
		00539	RALPHS GROCERY	984085	5/26/2023	OFFICE SUPPLIES	9.15
57191	6/23/2023	00810	& ASSOCIATES, MAX PARKE	F9674	6/10/2023	WEBSITE MAINTENANCE SE	250.00
57192	6/23/2023	00392	ALLEN MANUFACTURING, LL	RINV313662	5/26/2023	RAY ALLEN MANUFACTURIN	999.21
57193	6/23/2023	00297	AT&T, ATT CALNET	000020084898	6/13/2023	PHONE SERV 5/13/23-6/12/23	2,776.73
				000020089034	6/13/2023	PHONE SERV 5/13/23-6/12/23	241.72
				000020092098	6/13/2023	PHONE SERV 5/13/23-6/12/23	199.66
57194	6/23/2023	00014	CDW GOVERNMENT, INC.	JT55880	5/24/2023	CDW-G BILLABLE PARTS	924.50
57195	6/23/2023	00017	CHEM PRO LABORATORY, IN	IN115394	6/1/2023	WATER TREATMENT SERVIC	91.50
57196	6/23/2023	00225	COMMLINE INC	0410355-IN	6/16/2023	REPLACEMENT HQ TOWER I	7,694.87
57197	6/23/2023	00101	CORDOVA, TONY	062323	6/23/2023	RETIREE MED PREM/JULY 20	599.00
57198	6/23/2023	00407	COSCO FIRE PROTECTION IN	1000598656	1/20/2023	HQ MAINTENANCE - FIRE SP	514.00
				1000590950	11/28/2022	HQ MAINTENANCE - FIRE SP	9,846.87
				1000592188	12/5/2022	HQ MAINTENANCE - FIRE SP	2,255.00
				1000567154	5/27/2022	HQ MAINTENANCE - FIRE SP	795.00
				1000584602	10/5/2022	HQ MAINTENANCE - FIRE SP	760.00
				1000610370	4/11/2023	ANNUAL FIRE SPRINKLER &	540.00
57199	6/23/2023	00081	COSTON, SHANDER	062323	6/23/2023	RETIREE MED PREM/JULY 20	349.00
57200	6/23/2023	00879	CROWN CASTLE	13600989	6/1/2023	REDUNDANT INTERNET SER	1,100.00
57201	6/23/2023	01070	CSG CONSULTANTS INC.	51545	6/13/2023	CAPITAL EXPENDITURES PR	11,550.00
				50367	4/14/2023	CAPITAL EXPENDITURES PR	11,448.97
				51300	5/18/2023	CAPITAL EXPENDITURES PR	11,270.00
57202	6/23/2023	00146	DARIO A. BANDERA	06726	6/6/2023	VEHICLE OUTFITTING - WINI	2,880.00
57203	6/23/2023	00103	DIVINITY, TANJI	062323	6/23/2023	RETIREE MED PREM/JULY 20	599.00
57204	6/23/2023	01069	DOCUMENT CONSULTING SE	135116	5/1/2023	OFFICE EQUIPMENT LEASE	328.83
				134979	4/1/2023	OFFICE EQUIPMENT LEASE	230.11
				135625	6/1/2023	OFFICE EQUIPMENT LEASE	206.62
57205	6/23/2023	01048	ERIC JASON ARROYO	3094	6/9/2023	BACKGROUND INVESTIGATI	1,500.00
57206	6/23/2023	00785	EXPERIAN	CD2402002446	5/26/2023	CREDIT CHCEK	32.72

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
57207	6/23/2023	00008	FEDERAL SIGNAL CORP	8332490	5/31/2023	FEDERAL SIGNAL CORP BILL	3,975.00	
				8332475	5/31/2023	FEDERAL SIGNAL CORP BILL	795.00	
				8326756	5/23/2023	FEDERAL SIGNAL CORP BILL	693.00	
				8337434	6/6/2023	FEDERAL SIGNAL CORP BILL	549.40	6,012.40
57208	6/23/2023	00651	FRONTIER	7002Z664-S-231	6/5/2023	PHONE SERV 6/05/23-7/04/23	235.95	
				7002Z665-S-231	6/5/2023	PHONE SERV 6/05/23-7/04/23	162.18	398.13
57209	6/23/2023	00148	HAWTHORNE, CITY OF	IT-22-04-rcc	6/15/2023	COMPUTER SERVICES/ CAD	50,000.00	50,000.00
57210	6/23/2023	00577	JESSICA RAMOS	2930	6/13/2023	VEHICLE MAINTENANCE & D	70.00	70.00
57211	6/23/2023	00442	LAWSON PRODUCTS, INC.	9310652292	5/30/2023	LAWSON PRODUCTS BILLAB	989.24	
				9310678680	6/8/2023	LAWSON PRODUCTS BILLAB	63.83	
				9310671274	6/6/2023	LAWSON PRODUCTS BILLAB	45.18	1,098.25
57212	6/23/2023	00043	MANEY WIRE & CABLE, INC.	20085453	5/23/2023	MANEY WIRE & CABLE BILLA	567.01	
				20085451	5/23/2023	MANEY WIRE & CABLE BILLA	522.99	1,090.00
57213	6/23/2023	00113	MARTIN, LISA	062323	6/23/2023	RETIREE MED PREM/JULY 20	349.00	349.00
57214	6/23/2023	00331	MITSUBISHI ELECTRIC INC	456298	6/1/2023	HQ MAINTENANCE - ELEVATO	786.90	786.90
57215	6/23/2023	00121	PINELA, ELIZABETH	062323	6/23/2023	RETIREE MED PREM/JULY 20	599.00	599.00
57216	6/23/2023	00959	QUADRINO, JAMES	022723	2/27/2023	PARKING FEE REIMBURSEM	22.50	22.50
57217	6/23/2023	00122	RAMOS, LENA	08	6/12/2023	EMPLOYEE SERVICES - ALL	149.05	149.05
57218	6/23/2023	00060	RIVERA, JOSE	062323	6/23/2023	RETIREE MED PREM/JULY 20	605.21	605.21
57219	6/23/2023	00145	SETINA MFG CO INC	266009	5/30/2023	SETINA MANUFACTURING CO	14,508.78	14,508.78
57220	6/23/2023	00803	SPARKLETTS	18193479 06092	6/9/2023	HQ MAINTENANCE~	53.99	53.99
57221	6/23/2023	00074	STAPLES INC.	8070573864	6/10/2023	STAPLES SUPPLIES - OFFICE	1,512.02	
				8070645785	6/17/2023	STAPLES SUPPLIES - OFFICE	1,263.44	2,775.46
57222	6/23/2023	00073	STATE BOARD OF EQUALIZA	012-655960	6/23/2023	SALES & USE TAX 2023 Q2 PI	492.00	492.00
57223	6/23/2023	00034	STEVENS, GARY	062323	6/23/2023	RETIREE MED PREM/JULY 20	599.00	599.00
57224	6/23/2023	00036	TALLEY INCORPORATED	10434613	5/23/2023	TALLEY BILLABLE PARTS	663.87	
				10435245	6/7/2023	TALLEY BILLABLE PARTS	118.01	781.88
57225	6/23/2023	00194	TORRANCE DAILY BREEZE	901258622	6/5/2023	TORRANCE DAILY BREEZE Y	478.35	478.35
57226	6/23/2023	00481	WAYTEK, INC.	3545286	5/24/2023	WAYTEK BILLABLE PARTS	417.88	417.88
57227	6/23/2023	01028	WESTIN AUTOMATIVE PROD	2093677	6/9/2023	WESTIN AUTOMATIVE BILLAI	1,364.06	
				2089978	5/23/2023	WESTIN AUTOMATIVE BILLAI	757.34	
				2093058	6/7/2023	WESTIN AUTOMATIVE BILLAI	7,315.90	9,437.30
57228	6/23/2023	00063	WHELEN ENGINEERING CO.,	305410	5/25/2023	WHELEN ENGINEERING CO I	2,603.00	
				311617	6/6/2023	WHELEN ENGINEERING CO I	611.23	
				311151	6/6/2023	WHELEN ENGINEERING CO I	178.61	3,392.84

Sub total for BANK OF THE WEST: 189,287.50

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20610	6/30/2023	00219	INTERNAL REVENUE SERVIC Ben36472	6/30/2023	FEDERAL WITHHOLDING TA	40,829.47	40,829.47
20611	6/30/2023	00223	EMPLOYMENT DEVEL DEPT Ben36476	6/30/2023	STATE DISABILITY INSURAN	15,939.72	15,939.72
20612	6/30/2023	00222	STATE DISBURSEMENT UNIT Ben36480	6/30/2023	SUPPORT: PAYMENT	184.62	184.62
20613	6/30/2023	00058	CALPERS Ben36474	6/30/2023	PERS RETIREMENT: PAYMEN	34,455.41	34,455.41
20614	6/30/2023	00221	MISSIONSQUARE RETIREMEI Ben36470	6/30/2023	DEFERRED COMPENSATION	11,557.63	11,557.63
57229	6/30/2023	00002	AFLAC Ben36468	6/30/2023	AFLAC INSURANCE: PAYMEN	4,206.96	4,206.96
57230	6/30/2023	00996	WAGeworks INC., HEALTH Ben36478	6/30/2023	DEPENDENT CARE FSA: PAY	740.45	740.45
Sub total for BANK OF THE WEST:							107,914.26

1-2



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: July 18, 2023

ITEM NUMBER: I-2

TO: Executive Committee

FROM: M. Ross Klun, Executive Director

SUBJECT: AUTHORIZE THE EXECUTIVE DIRECTOR TO BIND AND APPROVE FISCAL YEAR 2023/2024 INSURANCE POLICIES PROPOSED BY ALLIANT INSURANCE SERVICES, INC. FOR INSURANCE NECESSARY TO PROTECT THE AUTHORITY AND ITS MEMBER AGENCIES; AND

APPROVE CORRESPONDING PURCHASE ORDERS IN AN AMOUNT NOT TO EXCEED \$357,744

ATTACHMENTS: 1. Executive Summary of Insurance Proposal

2. Liability Program Comparison

RECOMMENDATION

Staff recommends the Executive Committee authorize the Executive Director to bind and to approve Fiscal Year 2023-2024 insurance policies as proposed by Alliant Insurance Services, Inc. for insurance necessary to protect the Authority and its member agencies and approve corresponding purchase orders in an amount not to exceed \$357,744.

BACKGROUND

The Authority's By-laws provide the Executive Committee with the powers and duties to purchase, and maintain in force, public liability insurance for the Authority and its officers, agents and employees. The By-laws also require the Authority to obtain and to maintain workers' compensation insurance, liability insurance, and other such insurance as deemed necessary by the Executive Committee to fully protect the Authority and each of the member agencies.

DISCUSSION

The Authority has received proposals for insurance renewals from Alliant Insurance Services, Inc. ("Alliant"). A summary of these proposals is as follows:

Line of Coverage	FY22/23 Coverage	FY23/24 Proposed Coverage	
	Premium	Premium	Δ%
Workers' Compensation	\$78,502	\$91,057	15.9
<i>Excess Liability</i>	\$89,434	\$86,072	(3.9)
<i>General / Professional Liability</i>	\$49,481	\$47,208	(4.6)
Earthquake Coverage	\$30,459	\$37,017	21.5
<i>Public Officials & Employment Practices Liability</i>	\$30,367	\$30,223	(0.4)
Property	\$20,267	\$28,289	39.6
<i>Cyber Liability</i>	\$15,709	\$15,048	(4.2)
Commercial Auto Coverage	\$11,923	\$12,480	4.7
Deadly Weapons Coverage	\$5,090	\$6,099	19.8
<i>Garage Keepers Coverage</i>	\$2,164	\$2,042	(5.7)
Government Crime Coverage	\$1,737	\$1,823	5.0
<i>Auto Physical Damage</i>	\$459	\$387	(15.7)
Totals	\$352,940	\$357,744	6.6

The total cost of the Fiscal Year 2023-2024 insurance program is proposed at \$357,744 which is a 6.6% increase over the prior year. Alliant has restructured the Authority's Excess Liability coverage to keep premium increases under 10% while maintaining the same coverage. Highlights of the costliest increases due to the challenging current insurance market include:

Workers' Compensation	↑ \$12,555
Property Coverage	↑ \$8,022
Earthquake Coverage	↑ \$6,558
Deadly Weapon Coverage	↑ \$1,009

Staff recommends that the Executive Committee authorize the Executive Director to bind and to approve Fiscal Year 2022-2023 insurance policies with Alliant in an amount not to exceed \$357,744.

FISCAL IMPACT

Funds for the premiums for the proposed insurance policies are available in the adopted Fiscal Year 2023-2024 budget (Accounts #5207 Workers' Compensation Insurance and #5513 General Liability Insurance).

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Attachment 1



South Bay Regional Public Communications Authority Program Comparison

Coverage	Expiring Program 2022 - 2023				Proposed Program 2023 - 2024				Variance		NOTES	Premium Payable
	Carrier	Policy Limit	Deductible/SIR	Premium	Carrier	Policy Limit	Deductible/SIR	Premium				
GL/PL	Indian Harbor Insurance Company (AXA XL Group)	\$3,000,000 Limit Claims Made Retro - Full Prior Acts Def. of PL includes Premises Liability/General Liability	\$15,000	\$ 49,480.50	Indian Harbor Insurance Company (AXA XL Group)	\$3,000,000 Limit Claims Made Retro - Full Prior Acts Def. of PL includes Premises Liability/General Liability	\$15,000	\$ 47,205.88	\$ (2,274.62)	-5%	Renewal Bound - Premium Due to Alliant per Invoice	Alliant
Auto	Scottsdale	\$1,000,000 CSL Symbol 7 \$5,000 Medpay \$60,000 UIM	N/A	\$ 11,923.31	Scottsdale	\$1,000,000 CSL Symbol 7 \$5,000 Medpay \$60,000 UIM	N/A	\$ 12,480.65	\$ 557.34	5%	Renewal Bound - Premium Due to Alliant per Invoice	Alliant
Auto Physical Damage	AGCS Marine	\$47,167	\$1,000 Comp \$1,000 Collision	\$ 459.00	AGCS Marine	\$38,958	\$1,000 Comp \$1,000 Collision	\$ 387.00	\$ (72.00)	-16%	Renewal Bound - Premium Due to Alliant per Invoice	Alliant
GarageKeepers	Colony	\$450,000 Comp \$450,000 Coll	\$2,500 Comp \$2,500 Coll	\$ 2,164.12	Colony	\$450,000 Comp \$450,000 Coll	\$2,500 Comp \$2,500 Coll	\$ 2,041.93	\$ (122.19)	-6%	Renewal Bound - Premium Due to Alliant per Invoice	Alliant
Excess Liability	Kinsale Insurance	\$5,000,000 Limit/Aggregate over D&O/EPLI \$7,000,000 Limit/Aggregate over GL/PL	N/A	\$ 89,434.12	Kinsale Insurance	\$5,000,000 Limit/Aggregate over D&O/EPLI \$7,000,000 Limit/Aggregate over GL/PL	N/A	\$ 86,071.72	\$ (3,362.40)	-4%	Renewal Bound - Premium Due to Alliant per Invoice	Alliant



South Bay Regional Public Communications Authority Program Comparison

Coverage	Expiring Program 2022 - 2023				Proposed Program 2023 - 2024				Variance		NOTES	Premium Payable
	Carrier	Policy Limit	Deductible/SIR	Premium	Carrier	Policy Limit	Deductible/SIR	Premium				
D&O/EPLI	Indian Harbor Insurance Company (AXA XL Group)	\$5,000,000 Limit/Agg - Shared D&O/EPLI Claims Made Retro 7/1/14	\$35,000	\$ 30,637.37	Indian Harbor Insurance Company (AXA XL Group)	\$5,000,000 Limit/Agg - Shared D&O/EPLI Claims Made Retro 7/1/14	\$35,000	\$ 30,223.49	\$ (413.88)	-1%	Renewal Bound - Premium Due to Alliant per Invoice	Alliant
Workers' Compensation	Berkshire Hathaway Insurance Company	WC: Statutory EL: \$1,000,000	N/A	\$ 78,502.00	Berkshire Hathaway Insurance Company	WC: Statutory EL: \$1,000,000	N/A	\$ 91,057.00	\$ 12,555.00	16%	Renewal Bound - Premium due direct to BHHC per invoice	BHHC
Property (SPIP)	Various	\$25,000,000	\$10,000	\$ 20,267.09	Various	\$25,000,000	\$10,000	\$ 28,289.01	\$ 8,021.92	40%	Renewal Bound - Premium Due to Alliant per Invoice	Alliant
Crime (ACIP)	National Union Fire Ins. Co. of Pittsburgh, PA (AIG)	\$1,000,000	\$2,500	\$ 1,737.00	National Union Fire Ins.	\$1,000,000	\$2,500	\$ 1,823.00	\$ 86.00	5%	Renewal Bound - Premium Due to Alliant per Invoice	Alliant
Deadly Weapons Protection (ADWRP)	Lloyds of London	\$500,000 Limit/Aggregate	\$10,000	\$ 5,090.23	Lloyds of London	\$500,000 Limit/Aggregate	\$10,000	\$ 6,098.97	\$ 1,008.74	20%	Renewal Bound - Premium Due to Alliant per Invoice	Alliant
Cyber Liability (PRISM)	Lloyds of London	\$25,000,000 Limit/Aggregate	\$5,000	\$ 15,709.00	Lloyds of London	\$25,000,000 Limit/Aggregate	\$5,000	\$ 15,048.00	\$ (661.00)	-4%	Renewal Bound Includes Retention Buy Down	PRISM
Earthquake (DIC)	Arch Specialty	\$5,000,000 Limit/Aggregate	5%/\$25,000 Minimum	\$ 30,458.75	Arch Specialty	\$5,000,000 Limit/Aggregate	5%/\$25,000 Minimum	\$ 37,016.86	\$ 6,558.11	22%	Renewal Bound - Premium Due to Alliant per Invoice	Alliant
TOTAL	Total	\$		335,862.49	Total	\$		357,743.51		7%		

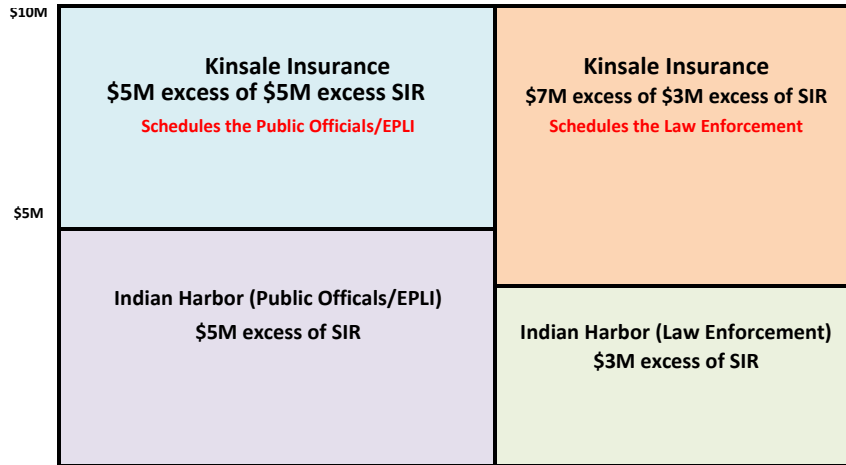
This summary is for information purposes only and does not amend, extend or alter the policy in any way.
Please refer to the policy form for complete coverage and exclusions

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Attachment 2

South Bay Regional Public Communications Authority
Program Structure 2022 vs 2023

A.
EXPIRING BOUND
2022



Coverage:	Excess Public Officials & Employment Practices Liab	Excess Public Officials & Employment Practices Liab	Excess Law Enforcement Liability	Excess Law Enforcement Liability
Total Limits:	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
SIR:	\$35,000	\$35,000	\$15,000	\$15,000

Program Premium: **\$1,000,000.99**

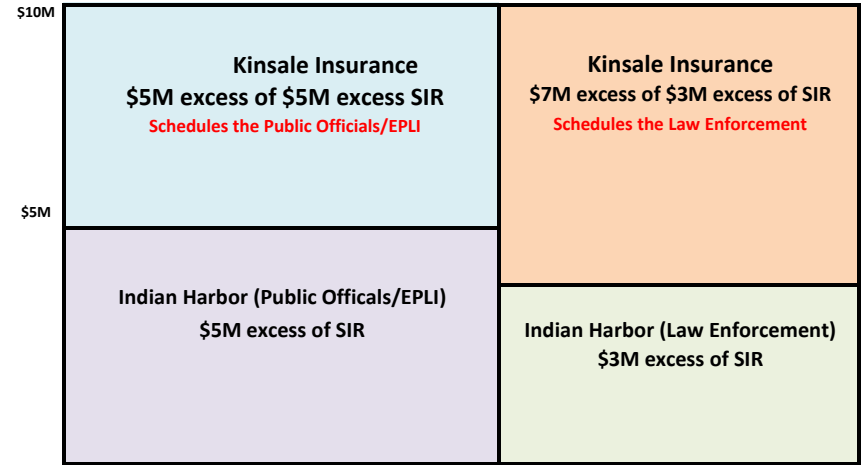
(includes CA SLT if applicable)

(4) Fourth Layer	\$5M xs \$5M	\$2,336.69	CA SLT & Fees included
(3) Third Layer	\$7M xs \$3M	\$65,335.03	CA SLT & Fees included
(2) Second Layer	\$5M Primary	\$30,003.49	CA SLT & Fees included
(1) First Layer	\$3M Primary	\$47,005.88	CA SLT & Fees included

Coverage Trigger: **Claims-Made**

Inception Date: **7/1/2022**

B.
RENEWAL PROGRAM
2023



Coverage:	Excess Public Officials & Employment Practices Liab	Excess Public Officials & Employment Practices Liab	Excess Law Enforcement Liability	Excess Law Enforcement Liability
Total Limits:	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000
SIR:	\$35,000	\$35,000	\$15,000	\$15,000

Program Premium: **\$1,630,000.09**

Kinsale(POL/EPLI)	\$5M xs \$5M	\$20,336.69	CA SLT & Fees included
Kinsale (LEL)	\$7M xs \$3M	\$65,335.03	CA SLT & Fees included
Indian Harbor (POL/EPLI)	\$5M Primary	\$30,003.49	CA SLT & Fees included
Indian Harbor (LEL)	\$3M Primary	\$47,005.88	CA SLT & Fees included

Coverage Trigger: **Claims-Made**

Inception Date: **7/1/2023**

I-3

RESOLUTION NO. _____

**A RESOLUTION OF THE EXECUTIVE COMMITTEE OF
THE SOUTH BAY REGIONAL PUBLIC
COMMUNICATIONS AUTHORITY ESTABLISHING AD
HOC COMMITTEE TO SELECT CAD CONSULTANT**

WHEREAS, pursuant to the Bylaws of the South Bay Regional Public Communications Authority, Article VI, Section G, the Executive Committee may create special commissions or sub-committees which may include non-Committee members, and the creation of a special commission or sub-committee shall be by resolution of the Executive Committee and may be conditioned in such manner as the Committee may determine; and

WHEREAS, during its June 28, 2023 meeting, the Executive Committee decided to terminate the Authority's contract with Mark43 for computer aided dispatch ("CAD") software and professional services; and

WHEREAS, the Executive Committee desires to establish an ad hoc committee to assist the Executive Committee in selecting a consultant that will assist the Authority in finding and contracting with another vendor to provide CAD software and professional services,

NOW, THEREFORE, BE IT RESOLVED by the Executive Committee of the South Bay Regional Public Communications Authority:

SECTION 1. The Executive Committee establishes an Ad Hoc Committee to Select CAD Consultant. This Ad Hoc Committee shall be strictly advisory and shall be responsible for gathering and evaluating information about consultants who specialize in computer aided dispatch systems and who are available to assist the Authority in finding and contracting with a vendor to provide CAD software and professional services. The Ad Hoc Committee will provide its recommendations to the Executive Committee. The decision on which consultant to retain will be made by the Executive Committee. The Ad Hoc Committee shall exist until a CAD consultant has been selected and retained by the Executive Committee.

SECTION 2. The Ad Hoc Committee shall be composed of 9 members, consisting of one representative each from the Police Departments of the Cities of Manhattan Beach, Hawthorne, Gardena, El Segundo, Culver City, and Hermosa Beach and from the Fire Departments of the Cities of Manhattan Beach, El Segundo, and Culver City. The representative from each participating agency shall be selected by the Chief of that participating Police Department or Fire Department. An alternate may also be selected by each Chief of a participating agency.

SECTION 3. The Ad Hoc Committee is a "legislative body" for purposes of the Ralph M. Brown Act (Government Code sections 54950-54963, hereinafter "the Brown Act"). The Ad Hoc Committee shall operate under the requirements of the Brown Act in regard to the conduct of business and meetings.

WE HEREBY CERTIFY that the foregoing is a true copy of the resolution adopted by the Executive Committee of the South Bay Regional Public Communications Authority in a meeting thereof held on the 18th day of July, 2023, by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Chair, Executive Committee

Secretary, Executive Committee