

A G E N D A
REGULAR MEETING OF THE EXECUTIVE COMMITTEE AND USER COMMITTEE
TUESDAY, JUNE 18, 2024, 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. Executive Committee
2. User Committee

C. PUBLIC DISCUSSION

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

D. EMPLOYEE RECOGNITION

E. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from May Meeting – May 21, 2024
APPROVE
2. Check Register – May 2024
RECEIVE AND FILE
3. Schedule of Fees and Charges for Fiscal Year 2024/25
**RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT A
RESOLUTION ESTABLISHING A SCHEDULE OF FEES AND CHARGES
FOR FISCAL YEAR 2024/25**
4. Approve FY2024/25 Blanket Purchase Orders for Supplies and in Services in a Total Amount Not-To-Exceed \$1,513,912
APPROVE

F. ITEMS REMOVED FROM THE CONSENT CALENDAR

G. GENERAL BUSINESS

1. Capital Improvements Program Framework and Proposed CIP, and Proposed Debt Policy
PROVIDE DIRECTION

H. USER COMMITTEE CONSENT CALENDAR

1. Minutes from May Meeting – May 21, 2024
APPROVE

I. ITEMS TO BE REMOVED FROM THE CONSENT CALENDAR

J. EXECUTIVE DIRECTORS REPORT

1. The Acting Executive Director will provide updates to the Executive Committee and to the User Committee on the following items:

- *Authority Staffing*
- *Computer-Aided Dispatch Software and Professional Services*
- *Status of Pulse Point Implementation*
- *Authority Events*
- *Strategic Planning*

RECEIVE AND FILE

K. EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS

L. ADJOURNMENT

Posting Date/Time: June 12, 2024/5:00PM

Signature:



John Krok, Acting Executive Director

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

MAY 21, 2024

A. CALL TO ORDER

The Board of Directors, Executive Committee and the User Committee convened in a special/regular joint session at 2:00PM on Tuesday, May 21, 2024, in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

B. ROLL CALL

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

Absent: Chief Rachel Johnson, Manhattan Beach Police Department
City Manager Vontray Norris, City of Hawthorne

Also Present: Interim Executive Director John Krok
Operations Manager Shannon Kauffman
Finance Manager Vanessa Alfaro
Executive Assistant Cristina Manley
Jennifer Petrusis RWG Law

C. PUBLIC DISCUSSION

None.

D. EMPLOYEE RECOGNITION

Interim Director Krok recognized Communications Supervisor Melissa Pimentel for her recent promotion to Supervisor. Congratulations to Melissa on her recent promotion to supervisor.

E. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from April 16, 2024

APPROVE

2. Check Register – April 2024

RECEIVE AND FILE

3. Cash and Investments – March 31, 2024

RECEIVE AND FILE

4. Proposed Amended Workplace Harassment Policy

APPROVE TO RECOMMEND THAT BOARD OF DIRECTORS CONSIDER AND ADOPT AMENDED POLICY

5. Proposed Amended Drug Free Workplace Policy

APPROVE TO RECOMMEND THAT BOARD OF DIRECTORS CONSIDER AND ADOPT AMENDED POLICY

MOTION: City Manager Moe moved to approve the Executive Committee Consent Calendar items 1-5. The motion was seconded by City Manager Osorio and passed by a vote of 2-0.

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

None.

G. **BOARD OF DIRECTORS CONSENT CALENDAR**

1. Minutes from March Meeting – March 19, 2024

APPROVE

MOTION: Councilmember Tanaka moved to approve item 1. The motion was seconded by Councilmember Lesser and passed by a vote of 3-0.

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

None.

I. **BOARD OF DIRECTORS GENERAL BUSINESS**

1. Resolution Amending Workplace Harassment Policy

ADOPT RESOLUTION AMENDING POLICY

Interim Executive Director Krok stated that the Authority is working with RWG to review/update/revise policies and procedures to conform with State and Federal law in addition to recent case law and best practices. Changes to these policies are legal requirements.

MOTION: Councilmember Lesser moved to approve item 1. The motion was seconded by Councilmember Monteiro and passed by a vote 3-0.

2. Resolution Amending Drug Free Workplace Policy

ADOPT RESOLUTION AMENDING POLICY

Interim Executive Director Krok stated changes to this policy are to conform State, Federal, Case Law and best practices.

MOTION: Councilmember Monteiro moved to approve item 2. The motion was seconded by Councilmember Lesser and passed by a vote 3-0.

3. Resolution Amending Uniform/Appearance Policy

ADOPT RESOLUTION AMENDING POLICY

Executive Director Krok stated the changes to this policy conform with State, Federal, Case Law and best practices. A casual dress option was included.

MOTION: Councilmember Lesser moved to approve item 3. The motion was seconded by Councilmember Monteiro and passed by a vote 3-0.

4. Discussion of the Authority's Governance Structure and the Powers and Duties of the Boards of Directors and of the Executive Committee, and Consider Whether the Authority's Bylaws Should be Amended

PROVIDE DIRETION

Jennifer Petrusis from RWG Law, discussed the current governance structure and best practices of Joint Power Authorities (JPA's). A confidential memorandum was provided with options of participation to the Board of Directors (BoD).

Councilmember Lesser discussed the responsibilities as elected officials. Discussed items of interest that he would like to see reported: Technology CAD (Computer Aided Dispatch), Employee Retention, Backup Generator and Finance CIP.

Councilmember Tanka stated if something needs immediate response the Executive Committee should report back.

Jennifer Petrusis reported a consensus:

The Executive Director will provide areas of interest report to the BoD on quarterly basis via email and will report any emergencies (major issues). The chairman or majority of the body of the BoD can request a special meeting to further discuss an issue or area of interest.

J. USER COMMITTEE CONSENT CALENDAR

1. Minutes from April Meeting – April 16, 2024

MOTION: Chief Lang moved to approve the User Committee Consent Calendar Item 1. The motion was seconded by Chief Tomatani and passed by a vote of 4–0.

K. EXECUTIVE DIRECTOR'S REPORT

Interim Director Krok provided an update on the following:

- Authority Staffing:
Current staffing levels are at 74% and three dispatchers were hired and started their academy class on May 15, 2024. 6 of 7 supervisors' positions are filled. The Interim Executive Director meets with Teamsters Union president & stewards weekly.
- Computer Aided Dispatch Software and Professional Services Update:
Versaterm CAD Demo with vendor occurred on April 24, 2024 along with a Police Mobile CAD Demo on May 7, 2024, and a Fire Mobile CAD Demo on May 8, 2024. Site visits are

being coordinated with Versaterm and CentralSquare vendors. Once the site visits are complete, the CAD consultant will complete the last step of the process which is scoring the vendors and a recommendation. There is a 12-18 month process from start to implementation.

Approximate costs for vendors:

CentralSquare: One-time implementation cost 1.5M, reoccurring yearly cost of 450K and over 5 Years 3.3M.

Versaterm: One-time implementation cost 1.5M, reoccurring yearly cost 600K and over 5 Years 3.9M.

Councilmember Lesser requested a draft time table with the information discussed.

- Engage Customer Service Survey Program update:
Customer service-based program that send surveys to citizens requesting input on the level of service received. We are still in the development process.
- Status of Pulse Point Implementation:
Free citizen notification app that alerts citizens of FD calls for service, the location and responding equipment. We are close to implementation and are coordinating with cities to allow plenty of time to roll out a communication to their citizens.

- Authority Events:

The Authority participated in the Manhattan Beach Safety Fair on May 11, 2024. Authority staff took care packages to each of the Police Departments during National Police Week as a thank you for their service and care packages were taken to the fire stations for International Firefighter Day. Thank you to all the cities for their acknowledgement of our dispatchers during Dispatch Appreciation Week.

- Capital Improvement Plan (CIP):

Consultant was hired to develop recommendations and a framework to establish a 5-year CIP. The consultant is finalizing their work and expects to bring findings/framework to the Executive Committee for review. Recommendation will be in June and then brought to the BoD for consideration in July or August.

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

M. **ADJOURNMENT**

The meeting was adjourned at 2:40PM.

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Check Register FY 2023-24

May 2024

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
May 3, 2024	\$175,449.42	
May 10, 2024	\$42,459.95	
May 17, 2024	\$95,097.28	
May 24, 2024	\$133,197.05	
May 31, 2024	<u>\$99,482.90</u>	
Accounts Payable Total	\$545,686.60	

<u>Payroll Checks Issued Date</u>	
May 3, 2024	\$170,628.60
May 17, 2024	\$164,301.63
May 31, 2024	<u>\$186,022.58</u>
Payroll Total	\$520,952.81

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20742	5/1/2024	00696	GUARDIAN	533654-05	4/22/2024	GUARDIAN - DENTAL, VISION	7,239.68	7,239.68
20743	5/3/2024	00058	CALPERS	1000000175179	4/15/2024	HEALTH PREMIUMS FOR MA'	66,870.36	66,870.36
20744	5/3/2024	00219	INTERNAL REVENUE SERVIC	Ben38163	5/3/2024	FEDERAL WITHHOLDING TA)	36,547.89	36,547.89
20745	5/3/2024	00223	EMPLOYMENT DEVEL DEPT	Ben38167	5/3/2024	STATE DISABILITY INSURAN	14,786.83	14,786.83
20746	5/3/2024	00222	STATE DISBURSEMENT UNIT	Ben38171	5/3/2024	SUPPORT: PAYMENT	184.62	184.62
20747	5/3/2024	00058	CALPERS	Ben38165	5/3/2024	PERS RETIREMENT: PAYMEN	34,985.94	34,985.94
20748	5/3/2024	00221	MISSIONSQUARE RETIREMEI	Ben38161	5/3/2024	DEFERRED COMPENSATION	12,697.19	12,697.19
57847	5/3/2024	00217	CALIFORNIA TEAMSTERS UN	Ben38159	5/3/2024	UNION DUES TEAMSTERS: P	1,216.50	1,216.50
57848	5/3/2024	00218	CWA LOCAL 9400	Ben38157	5/3/2024	UNION DUES CWA: PAYMEN	170.34	170.34
57849	5/3/2024	00996	WAGeworks INC., HEALTHE	Ben38169	5/3/2024	HEALTH CARE FSA: PAYMEN	750.07	750.07
Sub total for BANK OF THE WEST:							175,449.42	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
2132	5/10/2024	00012	CALIFORNIA WATER SERVICE	5550731926	5/1/2024	FIRE PROTECTION SERVICE	104.45	104.45
2133	5/10/2024	00651	FRONTIER	209-188-0077-04	5/1/2024	PHONE SERVICE 5/1/24 - 5/31	337.87	337.87
2134	5/10/2024	00411	PITNEY BOWES	8000-9090-0888	5/1/2024	POSTAGE AND SHIPPING	103.59	103.59
2135	5/10/2024	00070	GAS COMPANY, THE	059 194 8982 2	5/2/2024	GAS SERVICE HQ/ 4/1/2024-4	1,673.73	1,673.73
2136	5/10/2024	00069	SOUTHERN CALIFORNIA EDI	700610392752	5/3/2024	ELECT SERV GRANDVIEW/ 4	230.04	230.04
2137	5/10/2024	00031	EMPLOYMENT DEVELOPMENT	L0774470992	4/30/2024	UNEMPLOYMENT INS / JAN-M	2,543.00	2,543.00
57850	5/10/2024	00007	ANZA GROUP	84222	4/18/2024	BUSINESS CARDS	123.68	123.68
57851	5/10/2024	00297	AT&T, ATT CALNET	000021650427	5/3/2024	PHONE SERVICE 4/03/24-5/02	511.48	511.48
57852	5/10/2024	00064	AT&T, ATT PAYMENT CENTER	960 461-1623 55	5/1/2024	PHONE SERVICE 5/01/2024-5	2,417.79	2,417.79
57853	5/10/2024	00017	CHEM PRO LABORATORY, IN	IN148520	5/1/2024	WATER TREATMENT SERVIC	96.05	96.05
57854	5/10/2024	00225	COMMLINE INC	0450007-IN	4/26/2024	COMMLINE INC - SUPPORT	15,000.00	15,000.00
57855	5/10/2024	00879	CROWN CASTLE	1565944	5/1/2024	REDUNDANT INTERNET SER	1,100.00	1,100.00
57856	5/10/2024	00146	DARIO A. BANDERA	12229	4/25/2024	STRICTLY TINT BILLABLE PAI	480.00	480.00
57857	5/10/2024	01069	DOCUMENT CONSULTING SE	137052	3/1/2024	COLOR COPIER FOR PRINTII	684.62	
				137056	5/1/2024	COLOR COPIER FOR PRINTII	284.28	
				137053	4/1/2024	COLOR COPIER FOR PRINTII	271.23	
				136766	2/1/2024	COLOR COPIER FOR PRINTII	206.82	1,446.95
57858	5/10/2024	00785	EXPERIAN	CD2501001881	4/26/2024	CREDIT CHCEK	32.00	32.00
57859	5/10/2024	00577	JESSICA RAMOS	3155	4/22/2024	VEHICLE MAINTENANCE & D	105.00	105.00
57860	5/10/2024	01106	JOSE CONSTANTINO VALDES	INV1162	5/4/2024	MONTHLY LANDSCAPING SE	450.00	450.00
57861	5/10/2024	00799	LA UNIFORMS & TAILORING	21516	4/29/2024	UNIFORM SETS	1,143.95	
				21350	4/17/2024	UNIFORM SETS	104.68	1,248.63
57862	5/10/2024	00087	LIEBERT CASSIDY & WHITM	C265598	3/31/2024	FY 23-24 LEGAL SERVICES	481.50	
				265596	3/31/2024	FY 23-24 LEGAL SERVICES	260.00	741.50
57863	5/10/2024	00331	MITSUBISHI ELECTRIC INC	488412	5/1/2024	HQ MAINTENANCE - ELEVATO	805.30	805.30
57864	5/10/2024	00819	OCCUPATIONAL HEALTH CEN	82830653	4/15/2024	PRE-EMPLOYMENT MEDICAL	424.00	424.00
57865	5/10/2024	01022	RACE COMMUNICATIONS	RC1187580	5/1/2024	COMMUNICATION CONTRAC	1,198.50	1,198.50
57866	5/10/2024	00144	SAXE-CLIFFORD PHD, SUSAN	24-0502-11	5/2/2024	PRE-EMPLOYMENT PSYCHO	400.00	400.00
57867	5/10/2024	00824	SMART JANITORIAL, COMPLE	28207	3/1/2024	HQ MAINTENANCE - CLEANII	4,135.00	4,135.00
57868	5/10/2024	00390	SOUTH COAST AQMD	4348745	4/16/2024	FY23-24 AQMD FEE	161.81	161.81
57869	5/10/2024	00194	TORRANCE DAILY BREEZE	901258622	4/22/2024	TORRANCE DAILY BREEZE Y	609.77	609.77

Bank : bow BANK OF THE WEST (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>
57870	5/10/2024	00171	VERIZON WIRELESS	9962381001	4/23/2024	DAC CHARGES HPD/ 3/24/24-	2,071.14
				9962441320	4/23/2024	GPD DAC CHARGES/ 3/24/24-	1,875.41
				9962365696	4/23/2024	MODEM SVC. MBPD/ 3/24/24	967.64
				9961975317	4/18/2024	CELL PH. CHGS: 3/19/24-4/18,	895.60
				9962365697	4/23/2024	MODEM SVC. MBPD/ 3/24/24-	78.02
57871	5/10/2024	01065	WAGeworks INC., HEALTHEINV6473131		4/24/2024	WAGework ADMINISTRATION	92.00
							5,887.81
							92.00
						Sub total for BANK OF THE WEST:	42,459.95

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20749	5/17/2024	00219	INTERNAL REVENUE SERVIC Ben38221	5/17/2024	FEDERAL WITHHOLDING TA	33,247.64	33,247.64
20750	5/17/2024	00223	EMPLOYMENT DEVEL DEPT Ben38225	5/17/2024	STATE DISABILITY INSURAN	13,591.96	13,591.96
20751	5/17/2024	00222	STATE DISBURSEMENT UNIT Ben38229	5/17/2024	SUPPORT: PAYMENT	184.62	184.62
20752	5/17/2024	00058	CALPERS Ben38223	5/17/2024	PERS RETIREMENT: PAYMEN	33,674.00	33,674.00
20753	5/17/2024	00221	MISSIONSQUARE RETIREMEI Ben38219	5/17/2024	DEFERRED COMPENSATION	12,319.65	12,319.65
57872	5/17/2024	00217	CALIFORNIA TEAMSTERS UN Ben38217	5/17/2024	UNION DUES TEAMSTERS: P	1,159.00	1,159.00
57873	5/17/2024	00218	CWA LOCAL 9400 Ben38215	5/17/2024	UNION DUES CWA: PAYMEN	170.34	170.34
57874	5/17/2024	00996	WAGeworks INC., HEALTHE Ben38227	5/17/2024	HEALTH CARE FSA: PAYMEN	750.07	750.07
Sub total for BANK OF THE WEST:							95,097.28

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
2138	5/24/2024	00073	STATE BOARD OF EQUALIZA	012-655960	5/24/2024	SALES & USE TAX 2024 Q2 PI	3,556.00	3,556.00
2139	5/24/2024	00012	CALIFORNIA WATER SERVICE	4675328235	5/17/2024	WATER SERV HQ/ 4/18/24-5/1	207.86	207.86
2140	5/24/2024	00069	SOUTHERN CALIFORNIA EDI	700440732476	5/13/2024	ELEC SERV / 4/3/24 - 5/8/24	12,115.97	
				700383926852	5/17/2024	ELEC SERV PUNTA/ 4/18/24 -	867.84	12,983.81
2141	5/24/2024	00621	FIRST BANKCARD					
		00466	AMAZON MARKETPLACE	112-6154785-32	4/23/2024	PARTS BILLING	59.46	
		00466	AMAZON MARKETPLACE	112-4021065-89	4/13/2024	EMPLOYEE SERVICES - DISF	57.81	
		00466	AMAZON MARKETPLACE	114-0290607-44	3/28/2024	PARTS BILLING	52.20	
		00466	AMAZON MARKETPLACE	113-8691954-45	3/31/2024	OFFICE SUPPLIES	51.52	
		00466	AMAZON MARKETPLACE	114-4862994-69	4/1/2024	OFFICE SUPPLIES	49.59	
		00859	PHILZ COFFEE	271487	4/3/2024	EMPLOYEE SERVICES	49.40	
		00466	AMAZON MARKETPLACE	112-2830487-30	4/19/2024	PARTS BILLING	47.35	
		01046	PELTON	040124	4/1/2024	EMPLOYEE SERVICES	44.00	
		00466	AMAZON MARKETPLACE	112-3358341-23	4/19/2024	EMPLOYEE SERVICES - PD/F	34.17	
		00466	AMAZON MARKETPLACE	112-0910182-92	4/12/2024	EMPLOYEE SERVICES - DISF	31.32	
		00923	INSTACART	041924	4/19/2024	EMPLOYEE SERVICES - DISF	27.69	
		00854	MANHATTAN POSTAL CENTE	371998	3/28/2024	RECRUITMENT	27.50	
		00228	COSTCO MEMBERSHIP	410600226878	4/15/2024	EMPLOYEE WELLNESS PRO	25.43	
		00655	STARBUCKS #05688	050624	5/6/2024	REIMBURSABLE CHARGE	20.00	
		00826	LA TIMES	042224	4/22/2024	LA TIMES MONTHLY SUBSCF	15.96	
		01112	CRICUT INC.	131090861	4/26/2024	SOFTWARE SERVICE - CRIC	11.01	
		00466	AMAZON MARKETPLACE	112-9458232-90	4/11/2024	EMPLOYEE SERVICES - DISF	9.91	
		01116	GARDENA HONDA	000310	4/11/2024	GENERAL TECH SUPPLIES	6.52	
		01115	SCOTT ROBINSON HONDA	20673	4/11/2024	GENERAL TECH SUPPLIES	2.76	
		00942	WAYFAIR	4231373227	4/19/2024	FURNITURE	220.49	
		01096	SHIRTSPACE.COM	6283327	4/18/2024	UNIFORMS	213.03	
		00228	COSTCO MEMBERSHIP	408800006846	3/28/2024	EMPLOYEE WELLNESS PRO	206.45	
		00923	INSTACART	041324	4/13/2024	EMPLOYEE SERVICES - DISF	204.93	
		00052	PARADISE AWARDS	35161	3/28/2024	EMPLOYEE SERVICES - SER	185.22	
		00466	AMAZON MARKETPLACE	112-3602347-65	4/9/2024	EMPLOYEE SERVICES - DISF	184.35	
		01096	SHIRTSPACE.COM	6283305	3/30/2024	UNIFORMS	178.27	
		00489	DOMINO'S PIZZA #8226	5	4/15/2024	EMPLOYEE SERVICES - DISF	178.00	
		00714	DOOR DASH	041724	4/17/2024	EMPLOYEE SERVICES - DISF	172.57	
		00052	PARADISE AWARDS	35813	4/8/2024	EMPLOYEE SERVICES - SER	164.27	

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
		01040	GOOGLE ADS	520-390-4641	4/1/2024	RECRUITMENT: ONLINE JOB	164.13
		00466	AMAZON MARKETPLACE	114-6050061-04	4/18/2024	HQ MAINTENANCE	154.34
		00467	LOWES BUSINESS	050924	4/3/2024	REIMBURSABLE CC CHARGE	134.72
		00489	DOMINO'S PIZZA #8226	500	4/15/2024	EMPLOYEE SERVICES - DISF	127.01
		00942	WAYFAIR	4236040127	4/19/2024	FURNITURE	116.84
		00915	GOLD GAS	74133153	4/24/2024	FUEL - VAN	116.70
		00761	BOX	INV11820499	4/26/2024	SOFTWARE SERVICES	90.00
		00849	MICHAELS STORES	3300107755263	4/28/2024	EMPLOYEE SERVICES - PD/F	89.20
		00464	TARGET	1020008130880	4/11/2024	OFFICE SUPPLIES	88.19
		00228	COSTCO MEMBERSHIP	410600013717	4/15/2024	EMPLOYEE WELLNESS PRO	87.71
		00466	AMAZON MARKETPLACE	113-7835617-20	4/2/2024	OFFICE SUPPLIES	87.08
		00466	AMAZON MARKETPLACE	114-5248471-28	4/4/2024	OFFICE SUPPLIES	77.16
		01047	GODADDY	3047374418	4/23/2024	MONTHLY WEBSITE HOSTIN	75.99
		00466	AMAZON MARKETPLACE	114-3288602-54	4/17/2024	PARTS BILLING	68.99
		00467	LOWES BUSINESS	782552483	4/2/2024	GENERAL TECH SUPPLIES	63.92
		00466	AMAZON MARKETPLACE	112-9324300-69	3/29/2024	EMPLOYEE SERVICES - HOL	62.02
		00981	SAM'S CLUB	10163653417	4/19/2024	FURNITURE	715.52
		00228	COSTCO MEMBERSHIP	1106625956	4/18/2024	JANITORIAL SUPPLIES	552.22
		00981	SAM'S CLUB	10157632488	3/30/2024	FURNITURE	550.15
		00228	COSTCO MEMBERSHIP	1103425052	4/3/2024	EMPLOYEE WELLNESS PRO	500.90
		00467	LOWES BUSINESS	756065724	5/22/2024	GENERAL TECH SUPPLIES	492.11
		00466	AMAZON MARKETPLACE	114-1927076-50	4/3/2024	GENERAL TECH SUPPLIES	462.96
		00942	WAYFAIR	4225345917	3/30/2024	FURNITURE	440.98
		00228	COSTCO MEMBERSHIP	1107747925	4/24/2024	EMPLOYEE WELLNESS PRO	271.78
		00610	DIRECTV	065190124X240	4/5/2024	CABLE SERVICE	251.98
		01036	CLOUDFLARE INC.	IN-802783	3/28/2024	SOFTWARE SERVICES	250.00
		01036	CLOUDFLARE INC.	IN-1742482	4/28/2024	SOFTWARE SERVICES	250.00
		00467	LOWES BUSINESS	807375967	4/24/2024	GENERAL TECH SUPPLIES	226.89
57875	5/24/2024	00867	& INVESTIGATION SERVICES	2024-05-011	5/11/2024	PRE-EMPLOYMENT POLYGR	250.00
				2024-01-013	1/13/2024	PRE-EMPLOYMENT POLYGR	250.00
				2024-02-027	2/27/2024	PRE-EMPLOYMENT POLYGR	250.00
57876	5/24/2024	00297	AT&T, ATT CALNET	000021704775	5/13/2024	PHONE SERV 4/13/24-5/12/24	4,393.60
				000021711973	5/13/2024	PHONE SERV 4/13/24-5/12/24	1,050.76
				000021708910	5/13/2024	PHONE SERV 4/13/24-5/12/24	244.12
							9,100.67
							750.00
							5,688.48

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
57877	5/24/2024	00014	CDW GOVERNMENT, INC.	QW40813	4/23/2024	CDW-G BILLABLE PARTS	20,946.95
				QX68153	4/26/2024	CDW-G BILLABLE PARTS	3,228.81
							24,175.76
57878	5/24/2024	00225	COMMLINE INC	0445374-IN	3/29/2024	COMMLINE INC - SUPPORT	15,000.00
57879	5/24/2024	00101	CORDOVA, TONY	052424	5/24/2024	RETIREE MED PREM/JUN 202	593.00
							593.00
57880	5/24/2024	00081	COSTON, SHANDER	052424	5/24/2024	RETIREE MED PREM/JUN 202	343.00
							343.00
57881	5/24/2024	00449	DIGI-KEY ELECTRONICS 2465	103956695	4/4/2024	DIGI-KEY ELECTRONICS BILL	1,349.88
							1,349.88
57882	5/24/2024	00103	DIVINITY, TANJI	052424	5/24/2024	RETIREE MED PREM/JUN 202	593.00
							593.00
57883	5/24/2024	00106	FARLEY, SANDRA	052424	5/24/2024	RETIREE MED PREM/JUN 202	343.00
							343.00
57884	5/24/2024	00008	FEDERAL SIGNAL CORP	8589144	4/22/2024	FEDERAL SIGNAL CORP BILL	9,813.15
				8593038	4/25/2024	FEDERAL SIGNAL CORP BILL	2,486.76
				8595581	4/29/2024	FEDERAL SIGNAL CORP BILL	1,272.00
				8594191	4/26/2024	FEDERAL SIGNAL CORP BILL	852.24
							14,424.15
57885	5/24/2024	00651	FRONTIER	7002Z664-S-241	5/5/2024	PHONE SERV 5/05/24-6/04/24	735.11
				7002Z665-S-241	5/5/2024	PHONE SERV 5/05/24-6/04/24	505.28
							1,240.39
57886	5/24/2024	00027	HAVIS INC.	SIN258536	4/24/2024	HAVIS INC BILLABLE PARTS	386.70
							386.70
57887	5/24/2024	00043	MANEY WIRE & CABLE, INC.	20090953	3/21/2024	MANEY WIRE & CABLE BILLA	7,198.79
							7,198.79
57888	5/24/2024	00113	MARTIN, LISA	052424	5/24/2024	RETIREE MED PREM/JUN 202	343.00
							343.00
57889	5/24/2024	00028	MONARCH DISTRIBUTORS LLSI	307700	2/15/2024	VEHICLE OUTFITTING PARTS	1,223.51
							1,223.51
57890	5/24/2024	00121	PINELA, ELIZABETH	052424	5/24/2024	RETIREE MED PREM/JUN 202	593.00
							593.00
57891	5/24/2024	00818	RICHARDS,WATSON & GERSI	247470	4/24/2024	FY 23-34 GENERAL COUNSEI	13,159.59
							13,159.59
57892	5/24/2024	00060	RIVERA, JOSE	052424	5/24/2024	RETIREE MED PREM/JUN 202	747.95
							747.95
57893	5/24/2024	00824	SMART JANITORIAL, COMPLE	28693	4/1/2024	HQ MAINTENANCE - CLEANI	4,135.00
							4,135.00
57894	5/24/2024	00803	SPARKLETTS	18193479	05102	5/10/2024	HQ MAINTENACE - WATER F
							48.60
							48.60
57895	5/24/2024	00034	STEVENS, GARY	052424	5/24/2024	RETIREE MED PREM/JUN 202	593.00
							593.00
57896	5/24/2024	00345	STOMMEL INC.	SI102119	4/19/2024	LEHR AUTO BILLABLE PARTS	3,234.68
							3,234.68
57897	5/24/2024	00046	UNITED PARCEL SERVICE	00005337W120	5/18/2024	USPS EXPENSES - POSTAGE	29.40
							29.40
57898	5/24/2024	00150	WATTCO	63798	4/19/2024	WATTCO BILLABLE PARTS	540.04
							540.04
57899	5/24/2024	00481	WAYTEK, INC.	3702869	4/23/2024	WAYTEK INC BILLABLE PART	1,503.30
							1,503.30
57900	5/24/2024	01028	WESTIN AUTOMATIVE PROD	2154234	4/26/2024	WESTIN AUTOMATIVE BILLAI	4,028.05
				2151538	4/15/2024	WESTIN AUTOMATIVE BILLAI	1,959.44
							5,987.49
57901	5/24/2024	00067	XCEL MECHANICAL SYSTEMS	3457	4/25/2024	FY 23-24 HQ MAINTENANCE	1,670.00
				3468	4/29/2024	FY 23-24 HQ MAINTENANCE	1,454.00
							3,124.00
Sub total for BANK OF THE WEST:							133,197.05

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20754	5/31/2024	00219	INTERNAL REVENUE SERVIC Ben38335	5/31/2024	FEDERAL WITHHOLDING TA	36,212.63	36,212.63
20755	5/31/2024	00223	EMPLOYMENT DEVEL DEPT Ben38339	5/31/2024	STATE DISABILITY INSURAN	14,919.30	14,919.30
20756	5/31/2024	00222	STATE DISBURSEMENT UNIT Ben38343	5/31/2024	SUPPORT: PAYMENT	184.62	184.62
20757	5/31/2024	00058	CALPERS Ben38337	5/31/2024	PERS RETIREMENT: PAYMEN	34,206.82	34,206.82
20758	5/31/2024	00221	MISSIONSQUARE RETIREMEI Ben38333	5/31/2024	DEFERRED COMPENSATION	9,822.25	9,822.25
57902	5/31/2024	00002	AFLAC Ben38331	5/31/2024	AFLAC INSURANCE: PAYMEN	3,387.21	3,387.21
57903	5/31/2024	00996	WAGeworks INC., HEALTH Ben38341	5/31/2024	HEALTH CARE FSA: PAYMEN	750.07	750.07
Sub total for BANK OF THE WEST:							99,482.90

E-3



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: June 18, 2024

ITEM NUMBER: E - 3

TO: Executive Committee

FROM: John Krok, Acting Executive Director
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 2024/25

ATTACHMENTS: 1. Resolution

RECOMMENDATION

Staff recommends the Executive Committee recommend the Board of Directors adopt the resolution establishing an updated schedule of fees and charges for Fiscal Year 2024/25.

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 \$181.70 per hour for FY2024/25. This is an increase of \$12.11 per hour over last year's \$169.59 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 - \$14,536
 - Assumes a flat amount of 80 hours of labor per vehicle.
 - Uses the fully burdened rate of \$181.70 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 - \$7,268
 - Assumes a flat amount of 40 hours of labor per vehicle.
 - Uses the fully burdened rate of \$181.70 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 - \$181.70 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 \$181.70 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 - \$181.70 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 \$181.70 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 FY2024/25 will generate revenue in excess of budgeted costs attributed to the Technical Services Division.

E-3

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 2024/25

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. 356, passed and adopted July 18, 2023, and all amendments thereof are hereby repealed.
3. The Board of Directors hereby establishes, effective July 1, 2024, 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 16th day of July 2024 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

, Councilmember
Chairman, Board of Directors

John Krok, Acting Executive Director
Secretary, Board of Directors

EXHIBIT A

Maintenance and Repair Fee:	\$181.70 per hour
Parts Administrative Charge:	9% of Actual Cost
Patrol Vehicle Buildout Fee:	\$14,536
Specialty Vehicle Buildout Fee:	\$181.70 per hour
Unmarked Law Enforcement Vehicle Buildout Fee:	\$7,268

E-4



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: June 18, 2024

ITEM NUMBER: E - 4

TO: Executive Committee

FROM: John Krok, Acting Executive Director

SUBJECT: APPROVE FISCAL YEAR 2024/25 BLANKET PURCHASE ORDERS FOR SUPPLIES AND SERVICES IN A TOTAL AMOUNT NOT-TO-EXCEED \$1,513,912

ATTACHMENT: None

RECOMMENDATION

Staff recommends the Executive Committee approve Fiscal Year 2024/25 blanket purchase orders for supplies and services in a total amount not to exceed \$1,513,912.

DISCUSSION

Staff plans to issue blanket purchase orders (BPOs) to vendors that provide goods and services to the Authority throughout the fiscal year on an as-needed basis. The costs associated with the proposed BPOs exceed \$25,000, approval of the Executive Committee for these purchase orders is required, per Resolution 352 adopted on September 29, 2022.

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

A summary of these requested purchases is below:

Request #	Vendor	Account	Account Name	Not to Exceed
1	Arroyo Background Investigations	10-50-111-5306	Recruitment	\$30,000
2	CDW-G	10-70-311-5514	Parts – Billing (Reimbursed)	\$90,000
3	City of Hawthorne (ITS)	10-50-111-5302 10-70-311-5302	Comp Contract Services/CAD	\$200,000
5	Comline Inc.	10-70-311-5521	Outside Tech Svc-Towers/Equip	\$335,000
6	Federal Signal Corp.	10-70-311-5514	Parts – Billing (Reimbursed)	\$180,000
7	Geospatial Tech	10-70-311-5311	GST Software (Reimbursed)	\$52,692
8	Havis	10-70-311-5514	Parts – Billing (Reimbursed)	\$100,000
9	LCW	10-50-111-5305	Legal Services	\$25,000

10	Lehr Auto	10-70-311-5514	Parts – Billing (Reimbursed)	\$85,000
12	Motorola Solutions, Inc.	10-70-311-5514	Parts – Billing (Reimbursed)	\$30,000
13	RWG	10-50-111-5305	Legal Services	\$80,000
14	Setina Manufacturing Corp.	10-70-311-5514	Parts – Billing (Reimbursed)	\$50,000
15	Smart Janitorial	10-50-111-5701	HQ Maintenance	\$56,220
16	Westin	10-70-311-5514	Parts – Billing (Reimbursed)	\$65,000
17	Whelen Engineering Co.	10-70-311-5514	Parts – Billing (Reimbursed)	\$90,000
18	Xcel Mechanical	10-50-111-5701	HQ Maintenance	\$45,000
Total				\$1,513,912

Additional details about these requested purchases are below.

Request #1

Vendor: Arroyo Background Investigations

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

Arroyo Background Investigations is an established company that serves multiple law enforcement agencies in Southern California. Arroyo Background Investigations conducts all applicant background investigations based on agency policies and California P.O.S.T. (Peace Officers Standards and Training) requirements.

Request #2

Vendor: CDW-G

Purchase Order Amount Not to Exceed: \$90,000

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

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

Request #3

Vendor: City of Hawthorne (ITS)

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

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

Request #4

Vendor: Commline Incorporated

Purchase Order Amount Not to Exceed: \$335,000

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

Request #5

Vendor: Federal Signal Corporation

Purchase Order Amount Not to Exceed: \$180,000

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

Request #6

Vendor: GeoSpatial Technologies, Inc.

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

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

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

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

Request #7

Vendor: Havis, Inc.

Purchase Order Amount Not to Exceed: \$100,000

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

for Havis, Inc. and receives a 37% discount off all Havis parts. These discounts are passed along to member and contract cities alike.

Request #8

Vendor: Liebert Cassidy Whitmore

Purchase Order Amount Not to Exceed: \$25,000

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

Request #9

Vendor: Lehr Auto

Purchase Order Amount Not to Exceed: \$85,000

Lehr Auto is one of California's largest suppliers of light bars, siren controllers, computer mounts and corner strobe systems. Lehr Auto warehouses thousands of these products to expedite shipping.

Lehr Auto is an alternative vendor and source for the Authority's upfitting needs to order supplies and equipment in a timely and efficient manner, cutting down on both lead and build time.

Request #10

Vendor: Motorola Solutions, Inc.

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

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

Request #11

Vendor: Richards Watson Gershon

Purchase Order Amount Not to Exceed: \$80,000

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

Request #12

Vendor: Setina Manufacturing Corporation

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

Setina Manufacturing Corporation (Setina) provides equipment for upfitting both the exterior and interior of law enforcement vehicles. Typical items purchased by the Authority from this vendor include push bumpers, fender guards, prisoner transport equipment, mounting equipment, firearms securing systems, and a

large variety of modular cargo storage systems designed to meet the needs of specific vehicle configurations. The Authority is an authorized reseller for Setina and receives a 30% discount off the list price on all items. These discounts are passed along to member and contract cities alike.

Request #13

Vendor: Smart Janitorial

Purchase Order Amount Not to Exceed: \$56,220

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

Request #14

Vendor: Westin

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

Westin law enforcement products are designed, tested and engineered in San Dimas, California. Westin has been an industry leading manufacturer for over 40 years. Westin provides a diverse range of law enforcement products at a 50% discounted rate.

Request #15

Vendor: Whelen Engineering Company

Purchase Order Amount Not to Exceed: \$90,000

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

Request #18

Vendor: Xcel Mechanical Systems Incorporated

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

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

FISCAL IMPACT

Funds for each of the above requested BPOs, which total \$1,513,912 are included in the approved Fiscal Year 2024/25 Budget. Additionally, all costs associated with upfitting of vehicles and Geospatial Tech are 100% reimbursable by the member or contract agencies requesting the service.

G-1



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: June 18, 2024

ITEM NUMBER: G - 1

TO: Executive Committee

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

SUBJECT: Capital Improvements Program Framework and Proposed CIP,
and Proposed Debt Policy

ATTACHMENTS: 1. Capital Improvements Program Framework and Proposed CIP
and Debt Policies Report
2. Initial Five-Year Capital Improvement Plan Summary

RECOMMENDATION

Staff recommends the Executive Committee provide direction on the following initiatives:

1. An amendment to the Budgetary Policy to include a section on Capital Improvement Planning
2. The initial Five-Year Capital Improvement Plan effective FY24-25 with initial appropriation of \$595,000 from the Enterprise Fund balance
3. Establishment of a Debt Policy

BACKGROUND

Staff was directed to establish a five-year Capital Improvement Plan (CIP) to ensure sufficient resources exist to fund the Authority's capital asset needs and to help stabilize future increases in assessments.

The Authority hired third-party consultant, Matrix Consulting Group ("Matrix"), to assist with the development of a capital improvement policy and framework. Matrix has extensive experience working with local government agencies and assisted with the development of the Authority's Cost Allocation Policy.

To aid in developing the CIP, a building assessment was conducted by an additional third-party, CSG Consultants. The report provided an assessment of the condition of the Authority's headquarters, including building, building systems and components, and parking lot, and other remote structures under the Authority's control. The report included

recommendations for needed repairs and/or replacement of components within the next five years.

To gather information regarding the Authority’s technology and communications needs, Authority staff collaborated with the City of Hawthorne’s Information Technology Services Director.

Currently, the Authority’s annual budget includes a Capital Outlay component that is approximately 1-2% of total expenses for the budget year, typically ranging from \$200,000 to \$250,000. Those funds are utilized for planned capital expenditures in the budget year. Capital expenditures that are not part of the planned purchases for the budget year but deemed necessary are paid for through an increase in assessment revenues or through the allocation of undesignated fund balance with approval from the Board of Directors. The Authority has a total fund balance of \$6,508,629 as of June 30, 2023, which includes the required 10% Operating and Capital Reserve required under the Authority’s Budgetary Policy established under Resolution No. 344.

DISCUSSION

CIP Policy and Framework via Amendment to Budgetary Policy

Matrix recommends integrating the Five-Year CIP into the Authority’s annual budget process by amending the Budgetary Policy to include a section related to Capital Improvement Planning. This new section would require the five-year CIP be included in the annual budget presentation and incorporate the first year as part of the annually adopted budget. Additionally, the new section would 1) establish the criteria for a capital asset purchase to be included in the CIP, 2) include funding principles to govern CIP purchases, and 3) provide guidelines for prioritization of such purchases.

- 1) A capital improvement project or purchase must meet the following criteria in order to be included in the Five-Year CIP:
 - Real property acquisition (Land of any amount and useful life).
 - Construction of a new facility (Facility with a minimum useful life of five years).
 - Addition (a modification that changes the structural “footprint” of a facility) to existing facilities greater than or equal to \$25,000. (Of any useful life)
 - Remodeling/repair/preservation of the interior/exterior of any facility and its components greater than or equal to \$25,000 (Minimum useful life of ten years).
 - Major equipment items or projects, including computer and communications infrastructure, which are greater than or equal to \$25,000 and five years of useful life (includes all vehicles).

The major categories are summarized in the table below:

Purchase Type	Minimum Amount (\$)	Minimum Useful Life (Years)
Real Property/Land	Any	Any
Construction of a new facility	Any	5
Addition to an existing facility	\$25,000	Any
Remodeling/Repair/Facility Preservation	\$25,000	10
Major Equipment or Projects (incl. Vehicles & Technology)	\$25,000	5

- 2) CIP purchases should be funded by considering funding sources in the following order:
 - Assessment revenues or unobligated Enterprise fund balance
 - Grants
 - Low-interest state-sponsored loans
 - Other debt financing such as Revenue Bonds
 - If the purchase is financed with debt, it should in accordance with a debt policy
- 3) The Authority shall prioritize capital projects by weighing the following factors:
 - Existing project with contractual obligations
 - Mandated project by State or Federal agency
 - Project impacts Health & Safety
 - Goals and priorities as defined by the Board of Directors
 - Preservation of or improvement of existing capital assets

Staff requests direction from the Executive Committee related to the CIP policy and framework. If recommended, staff would present an amendment to the Budgetary Policy to include Section 7 – Capital Improvement Planning as found on page 11 of the Matrix report (Attachment 1) and summarized above.

Initial Five-Year CIP

Matrix gathered data from various sources and utilized the aforementioned guidelines to develop the initial Five-Year CIP Summary (Attachment 2). The capital projects identified for the five-year CIP can be summarized as follows:

Capital Request Type	Total Requests
Communications (Radios)	\$800,000
Information Technology	\$800,400
Facilities	\$865,000
New Computer Aided Dispatch (CAD) System	\$2,000,000
Total Project Costs	\$4,465,400

The first year of the five-year CIP includes \$595,000 in capital purchases, which includes radio communications network equipment and facility-related projects.

As the selection process for a new Computer Aided Dispatch (CAD) System is still underway, the initial five-year CIP includes a \$2 million-dollar projected CAD purchase in FY25-26 based on vendor responses to the Request for Proposal (RFP). However, due to various factors, payments towards the CAD purchase can occur sooner in FY24-25. Therefore, staff believes it is in the best interest of the Authority to review any additional appropriations or changes to the CIP related to the CAD system separately when the information is known and available. Additionally, it is important to note that the CIP contains only an estimate for implementation costs. Annually recurring subscription costs are anticipated in the range of \$400,000-\$650,000 per year. These annual subscription costs will be part of the operating budget in future years and thus increase assessments to all agencies.

Staff requests direction from the Executive Committee related to the initial Five-Year CIP. If recommended by the Executive Committee, the initial Five-Year CIP and detailed supporting project sheets would be presented to the Board for approval. It would also

include a budget amendment for FY24-25 to appropriate \$595,000 from the Authority's undesignated fund balance for the first year.

Debt Policy

As part of their work related to the CIP policy, Matrix recommends that the Authority adopt a debt policy. The debt policy establishes guidelines for the effective governance, management, and administration of utilizing debt to make purchases, especially as they relate to capital assets.

The Debt Policy defines the acceptable use of debt for financing the construction, acquisition, and rehabilitation of capital assets owned and operated by the Authority when the following conditions exist for the project:

1. It is necessary to provide basic services
2. It will provide a benefit in excess of one year
3. It will not impose an unreasonable burden

In addition, the Debt Policy summarizes types of debt the Authority may consider including revenue bonds, loans, and other short-term debt, such as lease-purchase financing. It further states that any debt issued by the Authority should not exceed the capital asset's useful life.

Staff requests direction from the Executive Committee related to the Debt Policy. If recommended, the proposed Debt Policy (Attachment 1, Page 13) would be presented to the Board of Directors for approval.

FISCAL IMPACT

The Five-Year CIP effective for FY24-25 totals \$4.4 million dollars and the Authority's available fund balance as of June 30, 2024 is projected to be approximately \$5.4 million dollars. Therefore, sufficient funds are available in the Enterprise Fund to fund the CIP projects for the next five years.

G-1

Attachment 1

Capital Improvements Program Framework and
Proposed CIP and Debt Policies

SOUTH BAY REGIONAL PUBLIC
COMMUNICATIONS AUTHORITY

June 12, 2024

matrix 
consulting group

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1. INTRODUCTION AND BACKGROUND

The Matrix Consulting Group was retained by the South Bay Regional Public Communications Authority (SBRPCA, or the Authority) to create an initial 5-year Capital Improvement Program (CIP) and an associated CIP framework and policy. This document includes the initial proposed framework for the CIP process.

1.1 Background

SBRPCA is a regional Public Safety Answering Point (PSAP) and public safety dispatch provider for southern California agencies and has been in existence since 1977. The Authority is a joint powers authority owned by the cities of Gardena, Hawthorne, and Manhattan Beach while also providing communications services under contract to the cities of Culver City, El Segundo, and Hermosa Beach. The Authority dispatches over 300,000 police and fire incidents annually.

The Authority is governed by a Board of Directors that consists of city council members from each member city. This Board oversees the Authority's annual budget and decides upon the assessment rates that each member city must pay to maintain the budget and cover the annual costs of the communications center. The Board delegates management oversight to an Executive Committee made up of the City Managers of each member city, who then appoints an Executive Director to manage the day-to-day operations of the Authority. Finally, a User Committee made up of the chiefs of member departments provides operational guidance to staff.

The Authority's budget is set using revenues from assessments to member and contract cities that are allocated based upon a Cost Allocation Policy that was adopted in 2019-2020. 51% of the revenues in the budget come from assessments to Member Cities, 42% from Contract Cities, and 7% from non-assessment sources. Current year projected revenues total \$14,188,254.

Expenditures in the budget are allocated to operating and capital expenses, with 77% of funds paying for salaries & benefits of staff, 22% for supplies and equipment, and 1% for capital outlay. The 1% comes out to \$200,000 in the current year, while in previous years capital outlay has varied from \$200,000 to \$250,000. Each year funds from budget surplus or available fund balance are also used to cover future pension and other post-employment benefits (OPEB) liabilities and a required minimum cash on hand of 10% of proposed expenditures. The Authority has a fund balance of \$6,508,629 as of June 30, 2023, which includes the current 10% reserves allocation. After the 10% Operating and

Capital Reserve allocation and estimated pension and OPEB payments, \$5,443,853 remains as an unrestricted, undesignated fund balance.

Currently, major capital or large expenditures that are not planned in normal operations are either paid for through an increase in assessment revenues or through the allocation of undesignated fund balance with approval from the Board of Directors.

This year, the Executive Committee has requested that needed capital improvements be documented by maintenance vendors and management team members to plan out whether the Authority has funding available in the current budget planning year and in the years to come, thereby ensuring that any assessment or other available revenues can be planned for in consideration of long-term financial planning for the Authority.

These potential projects have come in various forms, including a Building Assessment Report¹, communication upgrade needs for the radio system, and technology needs and requests that are intended to keep the Authority current or improve efficiency. From these requests the following total amounts have been submitted (for the five-year period):

Capital Request Type	Total Requests
Communications (Radios)	\$800,000
Information Technology	\$800,400
Facilities	\$865,000
New Computer Aided Dispatch (CAD) System	\$2,000,000
Total Project Costs	\$4,465,400

Developing this CIP will allow the Authority to utilize existing and projected fund balance by prioritizing projects. Additionally, the Authority can minimize the need for excessive assessment increases in any given year or the incursion of debt.

1.2 SBRPCA Budget Process

The current budgetary process utilized within the Authority is designed to ensure that the Authority's budget is developed and approved in time to be integrated into member and contract city budgets for the same fiscal year. These entities need to be aware of their assessment in order to incorporate it into their respective budget development process.

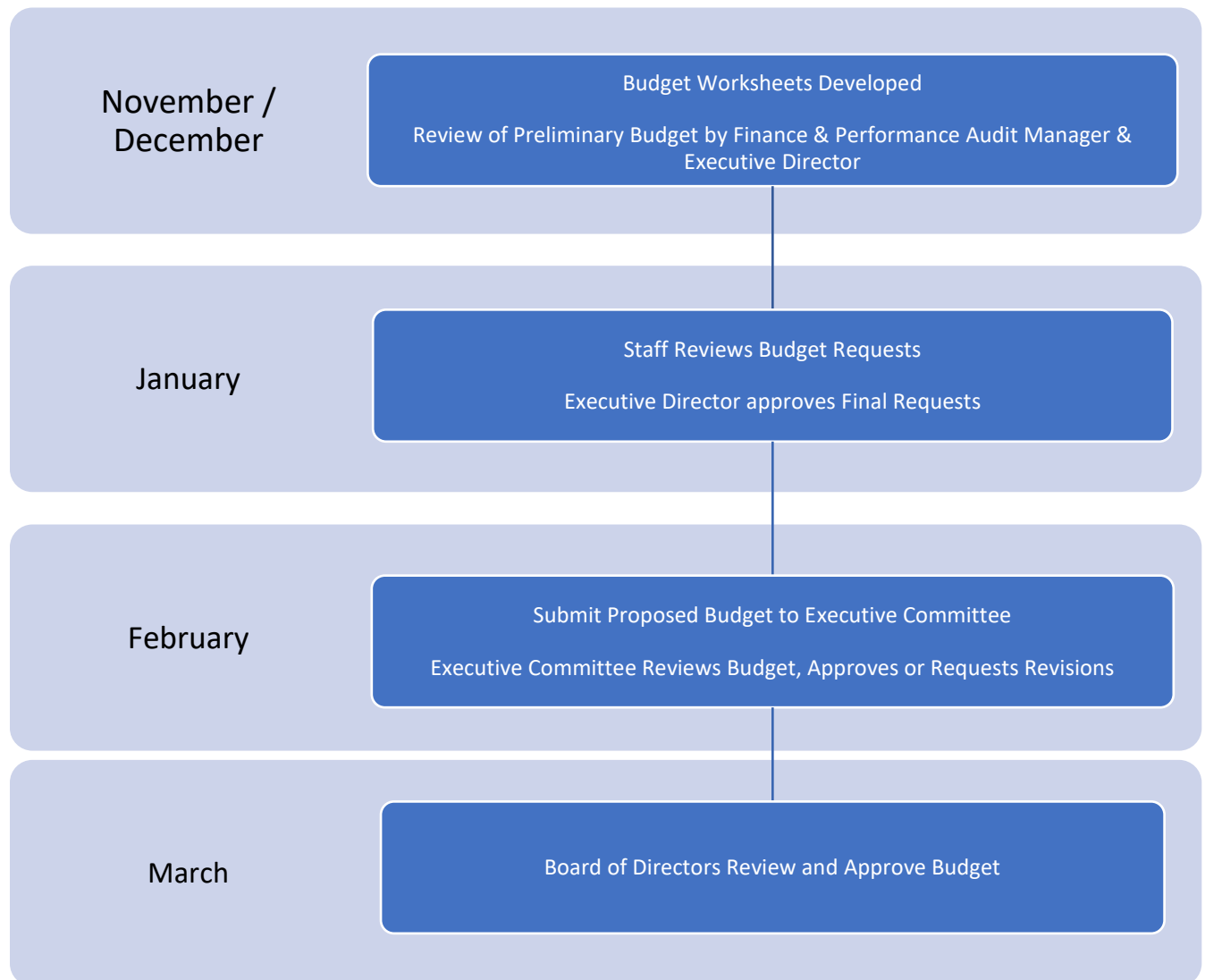
The Authority's budget process is overseen by the Authority's Finance Department and commences in November of each year. At that time, the Finance & Performance Audit Manager (Finance Manager) presents a review of revenues and expenditures from the previous year, and the management team, under the direction of the Executive Director

¹ CSG Consultants, Inc. (2023) *Building Assessment Report for a Five-Year Capital Improvement Plan*.

decides if any major changes need to be incorporated for presentation for the coming year. The Executive Director approves or denies budget increase requests by January.

The Finance Manager then develops the proposed budget submission for consideration by the Executive Committee in February. The Executive Committee reviews and provides direction on changes or revisions to the budget, and if necessary, requests another review. If another review is not needed, the Finance Manager will update the proposed budget if needed, and the Executive Director (on behalf of the Executive Committee) will submit to the Board of Directors for approval in March. The budget must be approved by the end of March to communicate assessments to the member and contract cities before the end of their budget processes.

SBRPCA Budget Development Process



The following framework and policy integrate the annual request of capital projects and development of a Capital Improvement Program into the existing budget process, so that the Executive Committee and the Board of Directors can review capital investments for the coming five years along with current year planned revenues and expenditures.

2. CAPITAL IMPROVEMENT PROGRAM FRAMEWORK

In developing an appropriate policy for the Authority to utilize in maintaining a quality annual CIP, a framework is needed to understand the steps necessary to develop a CIP effectively and how these steps may impact the budget and member and contract city assessments.

2.1 Overarching Framework

The framework is separated into two primary workflows, the Five-Year CIP and the Annual CIP.

Five-Year Capital Improvement Program (5-Yr. CIP)

The Five-Year CIP should serve as the foundation for the entire program. A solid five-year plan benefits all stakeholders of the program. It allows for time to plan, fund, and staff the program. It also shows the Board of Directors and Executive Committee the future needs and can build trust between policymakers and staff by showing that the Authority's needs are being planned and vetted well ahead of the budget request year.

Annual Capital Improvement Planning

The CIP process is a cycle that will recur annually. The schedule should follow the basic timelines established below, with specific milestone dates developed at the beginning of each year and published/available to the management team. Each year a five-year plan will be developed with the first year adopted and incorporated in the budget.

2.2 Defining a Capital Project

The first step to implementing the framework is to define what types of expenditures should be included in the CIP for long-range planning. Any large expense can be included, due to its potential impact on funding over that time. Capital projects typically fall under specific types and categories. Typically, a capital asset is a tangible or intangible item or project that has a value of more than \$5,000. Examples of tangible items include equipment, furniture, etc. Examples of intangible items include a new software system, or a conversion of radios / phones due to age, etc.

Using this information, the following is recommended as guidelines for what is a capital project for inclusion in the CIP:

1. **Real property acquisition (Land)** – The purchase of land in any amount, due to the impact of that property on the Authority's assets.

2. **Construction of a new facility** – Similarly, the construction of a new facility as an asset for the Authority should be included.
3. **Addition (a modification that changes the structural “footprint” of a facility) to existing facilities greater than or equal to \$25,000.** – The value of such projects could be revised based upon the Authority’s needs, however any major improvement to an asset should also be included.
4. **Remodeling/repair/preservation of the interior/exterior of any facility greater than or equal to \$25,000** – The value of such projects could be revised based upon the Authority’s needs, however any major improvement to an asset should also be included.
5. **Major equipment items or projects including computer infrastructure, which are greater than or equal to \$25,000 (includes all vehicles)** - All tangible assets of this value or above, but also any and all vehicle assets should be considered a capital project.
6. **Replacement of a capital asset that has concluded its useful life, valued greater than or equal to \$25,000.** – Any asset that was purchased as a capital project should be considered as such when a replacement is necessary.
7. **Minimum Useful Life** – Assets or Projects that are intended for short term useful lives, should not be considered a Capital Project. Useful life minimum time periods of 10 years or more is recommended for the majority of the previous categories, and 5 years or more for projects such as technology with a shorter obsolescence period.

2.3 Proposed Process

The proposed process would begin roughly one or two months prior to the current budget process per year so that the development and review of the CIP can be done concurrently with the proposed budget. This would mean that the process would begin either in October or November, depending on the direction of the Finance Manager.

2.3.1 CIP Process Kickoff

The process each year should begin with a meeting between the management team to discuss the priorities for capital projects in the coming year, for the Finance Manager to provide forms and directions, and to review current projects in the CIP. This meeting should include a review of the condition of existing assets; manufacturer, or vendor recommendations; and strategic or master planning instruments that would drive needed projects and priorities.

At this meeting, the Finance Manager should provide new project forms to the other management team members that will be used for submitting new projects for

consideration, like the existing review of budget worksheets. It is recommended that due to the integrated nature of this with the budget process, this workshop or kickoff also provides direction to the management team on budget requests and the budget and CIP process for the year.

2.3.2 Project Requests and Revisions

The management team should then use the remainder of the month to develop project requests that are based on a standard form. These forms typically include a project name, description, budget estimate, and requested implementation year. These forms typically also include prioritization information, operating cost impacts, potential revenue enhancement, and justification information. A recommended CIP Project Form is included as Attachment A.

These forms should then be submitted to the Finance Manager by a deadline that would provide sufficient time to integrate needed data in the forms into a CIP spreadsheet.

2.3.3 CIP Project Identification

Upon the initial review of the project requests, the Executive Director shall recommend projects for the finalization of the CIP. Identified projects should include the following information:

- A summary of the scope of the project.
- The plan to identify the cost to operate and maintain the capital asset.
- Identification of the proposed schedule for planning, construction, and other milestones in the completion of the capital project.

2.3.4 Development of CIP Spreadsheet

Once these forms have been submitted, the annual CIP spreadsheet, should be updated with these new or revised projects and their cost data. The CIP Spreadsheet should be a five-year rolling financial overview of the Authority so that available fund balance, projected revenues, and projected operating expenses are all shown through that period. An initial CIP Spreadsheet will be developed as Task 2 of this project and provided to the Authority to use and update for future years.

Projects should be integrated into the spreadsheet and expected project budgets updated to review long term financial impacts to the Authority. Once this spreadsheet is updated, the Finance Manager and Executive Director should review to determine impacts leading into budget requests in December and January.

2.3.5 Review of CIP Spreadsheet and Policy Direction

Upon this review, consideration should be made to the affordability of the projects in the plan and determine if either the timing, the size, or the inclusion of the project at all should be changed. If during this review it is determined that all projects are necessary for the Authority to operate, and the funding is not available to implement them, then consideration of revenue increases or other funding sources should now be addressed.

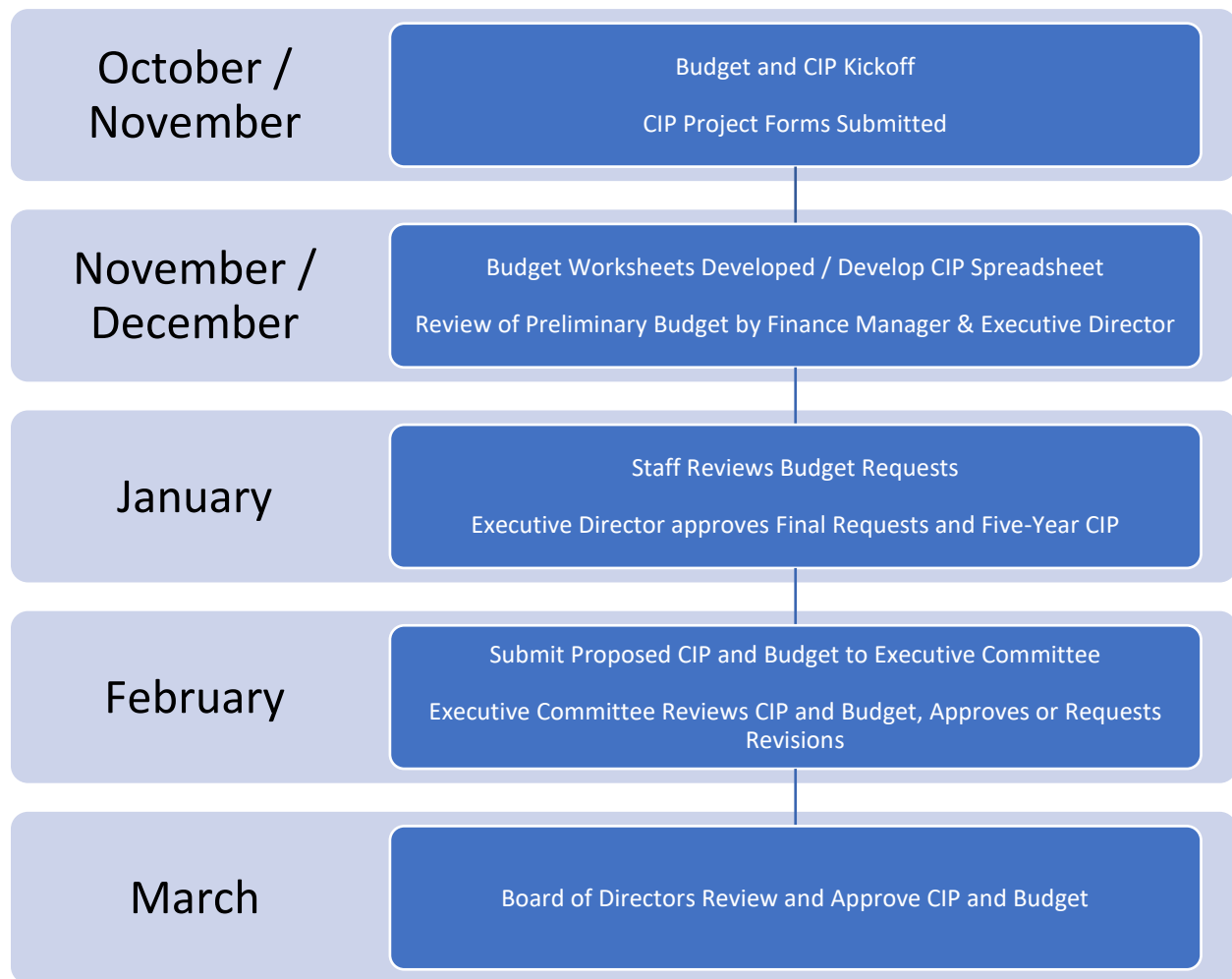
If borrowing is considered, the following guidelines (referenced in the proposed policy language in Chapter 3) should be used:

- If pay-as-you-go financing is unavailable, other sources of potential revenue enhancement (such as Grants or Low Interest State Revolving Funds) should be considered prior to bonding or loans.
- Debt financing or other borrowing should be considered after any and all other funding options have been considered.
- Debt should be structured so that the payments and the principal on the loan does not exceed the useful life of the new asset.
- If debt financing is utilized, outstanding debt should be evaluated annually by the Finance Manager to determine if there are economic advantages to refinancing or other borrowing options.

If revenue enhancements are not a viable option for funding the CIP, the management team, and ultimately the Executive Director should then determine which projects are not viable and therefore need to be removed from the proposed CIP, and those that need to be scheduled out further, or revised for cost.

The Finance Manager would then update the CIP Spreadsheet based upon these directions and develop a cover page summary of the entire plan that would represent the financial projections of the Authority over the course of the five-year period, for inclusion in the annual budget document proposal.

2.3.6 New Process Map



2.4 CIP Project Evaluation and Prioritization

Once the projects are submitted, at various stages of the process in Section 2.3, Authority staff and policy makers need objective criteria to use for appropriately prioritizing projects that looks beyond just financial impact or cost. These criteria provide guidance on the timing of certain projects as well as their necessity or timeliness.

These criteria can include internal or external impact factors that should be considered in determining the project's priority. These can include useful life considerations (whether the asset is nearing the end of it or not), its impacts on operational costs for the Authority, or external mandates by state, federal, or other agencies. Recommended criteria include whether the project exists in the CIP already (to limit changes in funding

projections), mandates, impacts to the health and safety of patrons in the Authority's jurisdiction, overarching goals of the Authority, maintenance of current assets or operating cost benefits, and then general subjective considerations due to the Authority's unique nature.

These prioritization items have been incorporated into the proposed CIP policy in Chapter 3.

3. CAPITAL IMPROVEMENT PROGRAM PROPOSED POLICY

The Authority currently has a Budgetary Policy that outlines definitions, policy requirements, control, and amendments for the Annual Budget. The project team has agreed that an additional section should be added that would specifically deal with the CIP. The following is the recommended addition to that policy.

3.1 Proposed Policy Language

SECTION 7 – CAPITAL IMPROVEMENT PLANNING

- A. The Capital Improvement Program (CIP) identifies major improvements and capital purchases needed to improve services to the cities. The Capital Improvement Plan (CIP) will be approved as a 5-year plan in conjunction with the board’s approval of the annual operating budget.
- B. A Capital Improvement Project (Project) must meet one of the following criteria:
- Real property acquisition (Land of any amount and useful life).
 - Construction of a new facility (Facility with a minimum useful life of five years).
 - Addition (a modification that changes the structural “footprint” of a facility) to existing facilities greater than or equal to \$25,000. (Of any useful life.)
 - Remodeling/repair/preservation of the interior/exterior of any facility and its components greater than or equal to \$25,000 (Minimum useful life of ten years).
 - Major equipment items or projects, including computer and communications infrastructure, which are greater than or equal to \$25,000 and five years of useful life (includes all vehicles).

Purchase Type	Minimum Amount (\$)	Minimum Useful Life (Years)
Real Property/Land	Any	Any
Construction of a new facility	Any	5
Addition to an existing facility	\$25,000	Any
Remodeling/Repair/Facility Preservation	\$25,000	10
Major Equipment or Projects (incl. Vehicles & Technology)	\$25,000	5

- C. Funding Principles to govern CIP funding and the issuance of debt:

- The Authority should attempt to use cash (from assessment revenues or unrestricted fund balance) to pay for capital expenditures on an annual basis or

when funds are available that are not expected to be needed for other purposes in the foreseeable future.

- The Authority should actively seek sources of financing (either grants or low-interest state-sponsored loans) as an alternative to entering the capital markets.
 - Debt financing should be considered for capital improvement projects as approved in the annual capital improvement program budget after all non-debt sources of funds (e.g., cash, grants, loans, etc.) have been considered.
 - The Authority shall issue debt for capital projects based upon the Authority's Debt Management Policy.
 - Debt should be structured so that the principal will be retired over the useful life of the project financed. The Authority should not issue a debt indebtedness period longer than the period during which it intends to use the capital improvement being financed.
- D. The Authority shall prioritize capital projects by weighing the impact that such purchase(s) will have on the overall operations, maintaining continuity and consistency throughout the overall capital improvement program. The project evaluation and selection process should consider:
- **Existing Project:** If it is an existing project with current contractual obligations, this would be a current, and active project that would be in the process of completion. Approved, but incomplete projects will be carried forward each year and included in the CIP approval process.
 - **Mandate:** The project has been mandated by a current State or Federal agency, making this a project that would need to be completed to adhere to those guidelines.
 - **Health & Safety:** Whether this project directly impacts health and safety.
 - **Goals & Priorities:** Consideration should be made to reflect the goals and priorities of the Board and the direction that is provided for the organization towards capital expenditures.
 - **Maintenance or Operational Impact:** The completion of projects that result in the preservation of prior capital investments or have a positive operational cost impact on the annual budget. Capital expenditures shall be identified to ensure the maintenance of and prevention of deterioration of prior capital projects.
 - **Other:**
 1. Capital projects that do not directly identify with one of the prior categories previously listed.
 2. Projects that are of high value and beneficial to the long-range planning efforts of the Board and maintain the integrity to the success of the

organization.

4. PROPOSED DEBT POLICY

1. Introduction

Debt Management and Disclosure Policy

This Debt Management and Disclosure Policy (the “Debt Policy”) provides guidelines for debt issuance, management, and post-issuance-related policies and procedures for the South Bay Regional Public Communications Authority (“SBRPCA” or the “Authority”). This Debt Policy may be amended by the Authority as it deems appropriate from time to time in the prudent management of the debt and financing.

2. Purpose

This Debt Policy aims to establish guidelines and parameters for the effective governance, management, and administration of debt and other financing obligations issued by the Authority. The purpose of this debt policy is to enhance and guide decision-making, provide guidance on the structure of debt issuance, articulate policy goals, and underscore a dedication to long-term planning, encompassing the authority’s capital improvement program.

3. Debt Policy Objective

This Debt Policy is intended to comply with the requirements of Senate Bill 1029 (SB 1029), codified as part of California Government Code Section 8855(i), effective on January 1, 2017, and shall govern all debt undertaken by the Authority. The primary objectives of the Authority’s debt and financing-related activities are to:

1. Improve the decision-making process related to debt management and issuance.
2. Provide clear guidance on the structuring of debt issuance for optimal financial outcomes.
3. Identify and articulate specific policy goals related to debt management and fiscal responsibility.
4. Provide guidance to provide capital structure that balances debt and equity to meet the authority’s goals efficiently.
5. Ensure the Authority follows all relevant laws and regulations governing debt management and issuance.

4. Acceptable Uses of Debt Proceeds

The Authority will consider the use of debt financing primarily for assets and capital projects only if the term of debt shall not exceed the asset(s) or project's useful life or will otherwise comply with Federal tax law requirements. Bonded debt shall not be issued to finance normal operating expenses. Operating Fund debt will not be issued to support ongoing operational costs unless such debt issuance achieves net operating cost savings, and such savings are verified by independent analysis.

- A. Long-Term Debt: Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment, and land to be owned and/or operated by the Authority. Long-term debt financings are appropriate when any of the following conditions exist:
1. When the project to be financed is necessary to provide basic services, or other projects for the benefit of the Authority.
 2. When the project to be financed will provide benefit to the Authority over a duration of more than one year.
 3. When the total debt financing would not impose an unreasonable burden on the Authority.

5. Standards for Use of Debt Financing

The Authority acknowledges the existence of various financing structures and funding sources, each carrying distinct benefits, costs, and risks. The Authority commits to contemplating debt issuance solely in instances where policy, equity, and economic efficiency align with debt financing over cash funding. Before proceeding with debt or other financing obligations, the Authority will assess the enduring affordability of the proposed debt issuance.

6. Types of Debt

To maximize the financial options available to benefit the public, it is the Authority's policy to allow the consideration of issuing all generally accepted types of debt, including, but not exclusive to the following:

1. Revenue Bonds:
 - i. Revenue Bonds are limited-liability obligations tied to a specific enterprise or special fund revenue stream where the projects financed clearly benefit or relate to the enterprise or are otherwise permissible uses of the special revenue.
2. Loans:

- i. The Authority is authorized to enter loans, installment payment obligations, or other similar funding structures secured by a prudent source or sources of repayment. Lines of credit will be considered an interim funding source in anticipation of long-term borrowing and may be issued to generate funding for cash flow needs. The final maturity of the debt issued to finance the project shall be consistent with the useful life of the project.
- ii. Short-term debt may also be used to finance short-lived capital projects such as lease-purchase financing for equipment.

The Authority may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy. However, the other form or forms of debt must comply with this Debt Management Policy.

Debt shall be issued as fixed rate debt unless the Authority determines a variable rate issue would be beneficial to the Authority based on the circumstances.

7. Relationship to Capital Improvement Program

The Authority intends to issue debt for the purposes stated in this Debt Policy and the decision to incur new indebtedness should be integrated with the Capital Improvement Program Budget. Prior to issuance of revenue bonds, a reliable revenue source shall be identified to secure repayment of the debt and the annual debt service payments shall be included in the Operating Budget.

8. Policy Goals Related to Planning Goals and Objectives

This Debt Policy has been adopted to assist with the Authority's goal of financial sustainability and financial prudence. In following this Debt Policy, the Authority shall pursue the following policy goals:

- i. The Authority is dedicated to financial planning, upholding suitable reserve levels, and applying sensible practices in governance, management, and budget administration. The Authority plans to undertake debt issuance for the specified purposes outlined in this Debt Policy and to execute policy decision outlined in the annual Operating Budget and Capital Improvement Program.

9. Internal Control Procedures

When issuing debt, in addition to complying with the terms of this Debt Policy, the Authority shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

Debt Management Policy Adopted on XXXXX XX, 2023

Attachment A – CIP Project Sheet

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY

**SBRPCA
Year 5-Capital Budget
Worksheet**

SECTION 1								
Project Name:						*Project Number:		
						Priority Number:		
Category:						Type:		
Project Manager	Project Cost Summary:	Allocated	Year 1	Year 2	Year 3	Year 4	Year 5	
		FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
		\$0	\$0	\$0	\$0	\$0	\$0	
Project Estimates:	Project Start Date:		Project End Date:		In last year's 5 Year Plan?			

* If this is an existing project, please supply a Project #.

SECTION 2 PROJECT DESCRIPTION

Project Description/Justification:

Notes:	
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SECTION 3	PROJECT COSTS						
Activity	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Prelim Design / Plans							\$0
Engineering / Architectural Services							\$0
Land / ROW Acquisition							\$0
Construction							\$0
Heavy Equipment / Apparatus							\$0
Light Equip. / Furniture							\$0
Hardware / Software							\$0
Total Capital Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Salaries & Benefits							\$0
Profess/Contract Services							\$0
Materials & Supplies							\$0
Maintenance / Fuel / Util / Other							\$0
Revenues (New / Add.)							\$0
Net Oper. Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Net Project Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SECTION 4	FINANCING						
Funding Source	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
							\$0
							\$0
							\$0
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0

G-1

Attachment 2

South Bay Regional Public Communications Agency - Five Year Capital Improvement Program

	FY22-23 Actual	FY23-24 Projected	FY24-25 Projected	FY25-26 Projected	FY26-27 Projected	FY27-28 Projected	FY28-29 Projected
Beginning Fund Balance	\$ 5,310,254	\$ 6,508,629	\$ 6,795,746	\$ 6,338,827	\$ 3,778,451	\$ 3,511,483	\$ 3,493,473
Revenues	\$ 13,221,430	\$ 14,188,254	\$ 14,507,244	\$ 15,054,872	\$ 15,642,845	\$ 16,275,612	\$ 16,958,372
Expenses	\$ 11,568,801	\$ 13,518,929	\$ 13,768,921	\$ 14,301,786	\$ 14,874,698	\$ 15,492,102	\$ 16,159,192
Revenues over Expenses:	\$ 1,652,629	\$ 669,325	\$ 738,323	\$ 753,086	\$ 768,147	\$ 783,510	\$ 799,180
Beginning Fund Balance	\$ 5,310,254	\$ 6,508,629	\$ 6,795,746	\$ 6,338,827	\$ 3,778,451	\$ 3,511,483	\$ 3,493,473
Pension/OPEB Obligation (Restricted)		\$ 382,208	\$ 600,242	\$ 564,462	\$ 536,715	\$ 493,020	\$ 391,475
Obligated Reserves:							
Operating & Capital Reserve		\$ 1,351,892.90	\$ 1,376,892	\$ 1,430,179	\$ 1,487,470	\$ 1,549,210	\$ 1,615,919
Total Obligated Reserves:		\$ 1,351,893	\$ 1,376,892	\$ 1,430,179	\$ 1,487,470	\$ 1,549,210	\$ 1,615,919
Unobligated Fund Balance		\$ 4,774,528	\$ 4,818,612	\$ 4,344,186	\$ 1,754,266	\$ 1,469,253	\$ 1,486,079
Total Fund Balance	\$ 6,508,629	\$ 6,795,746	\$ 6,933,827	\$ 6,527,451	\$ 4,009,883	\$ 3,801,973	\$ 3,901,178
Unobligated Fund Balance		\$ 5,443,853	\$ 5,556,935	\$ 5,097,272	\$ 2,522,413	\$ 2,252,763	\$ 2,285,259
Proposed Capital Improvements:							
Information Technology			\$ -	\$ 70,000	\$ 343,400	\$ 128,500	\$ 258,500
Radios			\$ 330,000	\$ 400,000	\$ 70,000	\$ -	\$ -
Facilities			\$ 265,000	\$ 279,000	\$ 85,000	\$ 180,000	\$ 56,000
New Computer Aided Dispatch system			\$ -	\$ 2,000,000			
Total CIP Costs:			\$ 595,000	\$ 2,749,000	\$ 498,400	\$ 308,500	\$ 314,500
Unobligated Fund Balance After Capital:		\$ 4,774,528	\$ 4,223,612	\$ 1,595,186	\$ 1,255,866	\$ 1,160,753	\$ 1,171,579
Operating Revenues over Expenses at End of Year:		\$ 669,325	\$ 738,323	\$ 753,086	\$ 768,147	\$ 783,510	\$ 799,180
Ending Unobligated Fund Balance:		\$ 5,443,853	\$ 4,961,935	\$ 2,348,272	\$ 2,024,013	\$ 1,944,263	\$ 1,970,759
Percentage Unobligated Fund Balance:			34%	16%	13%	12%	12%

H-1

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

MAY 21, 2024

A. CALL TO ORDER

The Board of Directors, Executive Committee and the User Committee convened in a special/regular joint session at 2:00PM on Tuesday, May 21, 2024, in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

B. ROLL CALL

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

Absent: Chief Rachel Johnson, Manhattan Beach Police Department
City Manager Vontray Norris, City of Hawthorne

Also Present: Interim Executive Director John Krok
Operations Manager Shannon Kauffman
Finance Manager Vanessa Alfaro
Executive Assistant Cristina Manley
Jennifer Petrusis RWG Law

C. PUBLIC DISCUSSION

None.

D. EMPLOYEE RECOGNITION

Interim Director Krok recognized Communications Supervisor Melissa Pimentel for her recent promotion to Supervisor. Congratulations to Melissa on her recent promotion to supervisor.

E. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from April 16, 2024

APPROVE

2. Check Register – April 2024

RECEIVE AND FILE

3. Cash and Investments – March 31, 2024

RECEIVE AND FILE

4. Proposed Amended Workplace Harassment Policy

APPROVE TO RECOMMEND THAT BOARD OF DIRECTORS CONSIDER AND ADOPT AMENDED POLICY

5. Proposed Amended Drug Free Workplace Policy

APPROVE TO RECOMMEND THAT BOARD OF DIRECTORS CONSIDER AND ADOPT AMENDED POLICY

MOTION: City Manager Moe moved to approve the Executive Committee Consent Calendar items 1-5. The motion was seconded by City Manager Osorio and passed by a vote of 2-0.

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

None.

G. **BOARD OF DIRECTORS CONSENT CALENDAR**

1. Minutes from March Meeting – March 19, 2024

APPROVE

MOTION: Councilmember Tanaka moved to approve item 1. The motion was seconded by Councilmember Lesser and passed by a vote of 3-0.

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

None.

I. **BOARD OF DIRECTORS GENERAL BUSINESS**

1. Resolution Amending Workplace Harassment Policy

ADOPT RESOLUTION AMENDING POLICY

Interim Executive Director Krok stated that the Authority is working with RWG to review/update/revise policies and procedures to conform with State and Federal law in addition to recent case law and best practices. Changes to these policies are legal requirements.

MOTION: Councilmember Lesser moved to approve item 1. The motion was seconded by Councilmember Monteiro and passed by a vote 3-0.

2. Resolution Amending Drug Free Workplace Policy

ADOPT RESOLUTION AMENDING POLICY

Interim Executive Director Krok stated changes to this policy are to conform State, Federal, Case Law and best practices.

MOTION: Councilmember Monteiro moved to approve item 2. The motion was seconded by Councilmember Lesser and passed by a vote 3-0.

3. Resolution Amending Uniform/Appearance Policy

ADOPT RESOLUTION AMENDING POLICY

Executive Director Krok stated the changes to this policy conform with State, Federal, Case Law and best practices. A casual dress option was included.

MOTION: Councilmember Lesser moved to approve item 3. The motion was seconded by Councilmember Monteiro and passed by a vote 3-0.

4. Discussion of the Authority's Governance Structure and the Powers and Duties of the Boards of Directors and of the Executive Committee, and Consider Whether the Authority's Bylaws Should be Amended

PROVIDE DIRECTION

Jennifer Petrusis from RWG Law, discussed the current governance structure and best practices of Joint Power Authorities (JPA's). A confidential memorandum was provided with options of participation to the Board of Directors (BoD).

Councilmember Lesser discussed the responsibilities as elected officials. Discussed items of interest that he would like to see reported: Technology CAD (Computer Aided Dispatch), Employee Retention, Backup Generator and Finance CIP.

Councilmember Tanka stated if something needs immediate response the Executive Committee should report back.

Jennifer Petrusis reported a consensus:

The Executive Director will provide areas of interest report to the BoD on quarterly basis via email and will report any emergencies (major issues). The chairman or majority of the body of the BoD can request a special meeting to further discuss an issue or area of interest.

J. USER COMMITTEE CONSENT CALENDAR

1. Minutes from April Meeting – April 16, 2024

MOTION: Chief Lang moved to approve the User Committee Consent Calendar Item 1. The motion was seconded by Chief Tomatani and passed by a vote of 4-0.

K. EXECUTIVE DIRECTOR'S REPORT

Interim Director Krok provided an update on the following:

- Authority Staffing:
Current staffing levels are at 74% and three dispatchers were hired and started their academy class on May 15, 2024. 6 of 7 supervisors' positions are filled. The Interim Executive Director meets with Teamsters Union president & stewards weekly.
- Computer Aided Dispatch Software and Professional Services Update:
Versaterm CAD Demo with vendor occurred on April 24, 2024 along with a Police Mobile CAD Demo on May 7, 2024, and a Fire Mobile CAD Demo on May 8, 2024. Site visits are

being coordinated with Versaterm and CentralSquare vendors. Once the site visits are complete, the CAD consultant will complete the last step of the process which is scoring the vendors and a recommendation. There is a 12-18 month process from start to implementation.

Approximate costs for vendors:

CentralSquare: One-time implementation cost 1.5M, reoccurring yearly cost of 450K and over 5 Years 3.3M.

Versaterm: One-time implementation cost 1.5M, reoccurring yearly cost 600K and over 5 Years 3.9M.

Councilmember Lesser requested a draft time table with the information discussed.

- Engage Customer Service Survey Program update:
Customer service-based program that send surveys to citizens requesting input on the level of service received. We are still in the development process.
- Status of Pulse Point Implementation:
Free citizen notification app that alerts citizens of FD calls for service, the location and responding equipment. We are close to implementation and are coordinating with cities to allow plenty of time to roll out a communication to their citizens.

- Authority Events:

The Authority participated in the Manhattan Beach Safety Fair on May 11, 2024. Authority staff took care packages to each of the Police Departments during National Police Week as a thank you for their service and care packages were taken to the fire stations for International Firefighter Day. Thank you to all the cities for their acknowledgement of our dispatchers during Dispatch Appreciation Week.

- Capital Improvement Plan (CIP):

Consultant was hired to develop recommendations and a framework to establish a 5-year CIP. The consultant is finalizing their work and expects to bring findings/framework to the Executive Committee for review. Recommendation will be in June and then brought to the BoD for consideration in July or August.

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

M. **ADJOURNMENT**

The meeting was adjourned at 2:40PM.