

A G E N D A
REGULAR MEETING OF THE EXECUTIVE COMMITTEE AND USER COMMITTEE
TUESDAY, OCTOBER 15, 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 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 August 13, 2024
APPROVE
2. Minutes from September 17, 2024
APPROVE
3. Check Register – September 2024
RECEIVE AND FILE
4. FY 2024/25 Budget Performance Report - Q1
RECEIVE AND FILE

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

G. **GENERAL BUSINESS**

1. Potential Agreement with getResQ911 for Placement of Communications Operators as Temporary Authority Employees
APPROVAL TO MOVE FORWARD EXPLORE CONTRACT
2. CAD Project Update
RECEIVE AND FILE
3. Phase 2 Agreement with Cit Com for CAD Consulting Services
APPROVE

H. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from September 17, 2024
APPROVE

I. **ITEMS REMOVED FROM CONSENT CALENDAR**

J. **EXECUTIVE DIRECTOR'S REPORT**

- Authority Staffing Update
RECEIVE AND FILE

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Executive Assistant at 310-973-1802 ext. 100. Notification 48 hours prior to the meeting will enable the JPA to make reasonable arrangements to ensure accessibility to this meeting [28CFR35. 102-35. 104 ADA Title II].

K. **EXECUTIVE COMMITTEE, AND USER COMMITTEE COMMENTS**

L. **CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
Agency Designated Representative: Jennifer Petrusis
Employee: Executive Director

M. **ADJOURNMENT**

Posting Date/Time: October 11, 2024/5:00PM

Signature:



John Krok, Acting Executive Director

E-1

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

AUGUST 13, 2024

A. CALL TO ORDER

The Board of Directors and the Executive Committee and convened in a special/regular joint session at 2:00PM on Tuesday, August 13, 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
City Manager Vontray Norris, City of Hawthorne
Chief Mike Saffell, Gardena Police Department
Chief Gary Tomatani, Hawthorne Police Department
Chief Mike Lang, Manhattan Beach Fire Department

Absent:

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 Operator Carolyn Chaffin for her 25 years of dedication and service.

**E. ELECTION OF THE BOARD OF DIRECTORS CHAIRPERSON AND VICE
CHAIRPERSON FOR CHAIRPERSON FOR FISCAL YEAR 2024/2025**

MOTION: Councilmember Lesser moved to nominate Councilmember Tanaka to serve as chairperson of the Board of Directors during Fiscal Year 2024/25. The motion was seconded by Councilmember Monteiro 3 – 0.

MOTION: Councilmember Tanaka moved to nominate Councilmember David Lesser to serve as Vice-Chairperson of the Board of Directors during Fiscal Year 2024 – 2025. The motion was seconded by Councilmember Monteiro and passed 3 – 0.

F. BOARD OF DIRECTORS CONSENT CALENDAR

1. Minutes from May 2024

APPROVE

2. Schedule of Fees and Charges for Fiscal Year 2024/25 as Described in Exhibit A of the Draft Resolution

ADOPT A RESOLUTION ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR FISCAL YEAR 2024/25

3. Updated Publicly Available Pay Schedule

APPROVE AND ADOPT

4. Proposed A Resolution of the Board of Directors Approving an Annual Consumer Price Index Adjustment for Rates in the Legal Services Agreement with Richards, Watson & Gershon

APPROVE AND ADOPT A RESOLUTION APPROVING AN ANNUAL RATE INCREASE

5. Proposed Amended FMLA Policy

APPROVE AND ADOPT AMENDED POLICY AND RESOLUTION

MOTION: Councilmember Tanaka moved to approve the Board of Directors' Consent Calendar as written. The motion was seconded by Councilmember Monteiro and passed 3 – 0.

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

None.

H. **BOARD OF DIRECTORS GENERAL BUSINESS**

1. Proposed Capital Improvement Program: Amended Budgetary Policy, 5-Year Capital Improvement Plan and Budget Appropriation from Enterprise Fund for Year 1, and Proposed Dept Policy

APPROVE RESOLUTION AMENDING BUDGETARY POLICY TO ADOPT CAPITAL IMPROVEMENT PROGRAM POLICY, ADOPT RESOLUTION FOR INITIAL 5-YEAR CAPITAL IMPROVEMENT PLAN AND BUDGET APPROPRIATION FOR YEAR 1, AND APPROVE RESOLUTION ADOPTING DEBT POLICY

Interim Executive Director Krok proposed a 5-year Capital Improvement Plan. The Authority is seeking approval to adopt resolution amending the Budgetary Policy, and adopt a 5-Year Capital Improvement Plan (CIP) and appropriate \$595,000 from the Enterprise Fund. Finalizing a resolution to adopt a Debt Policy.

Discussion separated in three components:

1. Adoption of a resolution amending the budgetary policy to include Section 7, Capital Improvement Planning. The Matrix Consulting Group was hired to assist with the development of a capital improvement policy and framework. Their recommendations included the following:

- Criteria for capital asset purchases to be included in the Capital Improvement Plan.
- Funding principles to govern CIP purchases.
- Guidelines for prioritizing these purchases.

This policy was presented to the Executive Committee in our June 2024 meeting, concerns were expressed over the proposed threshold of \$25,000 for the capital asset purchases. Interim Executive Director Krok explained that staff conferred

with Matrix and agreed that the \$25,000 threshold for CIP projects is appropriate for now.

Councilmember expressed concern over the threshold amount. Interim Executive Director Krok clarified that Matrix agreed with the assessment.

MOTION: Councilmember Tanaka moved to approve Amended Budgetary Policy, 5-Year Capital Improvement Plan. The motion was seconded by Councilmember Lesser and passed by a vote 3-0.

Councilmember Lesser complimented staff for a remarkable job.

2. Initial Five-Year Capital Improvement Plan:

An initial appropriation of \$595,000 from the Enterprise Fund balance is proposed. An assessment report from CSG Consultants assessed the Authority's headquarters and facilities for repairs and replacements components within the next five years. The report included \$595,000 capital purchases, radio communications networks, equipment, and facilities projects. Five-Year Plan includes the following:

- \$800,000 for radios
- \$800,400 for information technology
- \$865,000 for facilities
- \$2,000,000 for CAD Systems

Total Balance: \$4,465,400

The Authority's current fund balance is \$6,500,000 as of June 30, 2023, includes a 10% Operating & Capital Reserve. CAD system's implementation cost is estimated, with annual subscription costs anticipated to be in the range of \$400,000 - \$650,000. These will be part of the operating budget and affect assessments.

Councilmember Monteiro mentioned if amount for the CAD systems \$2,000,000 is sufficient. Interim Executive Director Krok provided the estimates (one-time implementations for both systems) \$1,500,000.

Councilmember Monteiro inquired about Next Gen 911 technology/ video system. Operations Manager Kauffman reported that the State of California will fund this program when it comes through 911. Rapid SOS just implemented a system provides video through their portal. Councilmember Monteiro also inquired about the replacement of the backup generator. Finance Manager Alfaro mentioned the solar component is not part of the CIP. CIP includes components related to day tank generator/piping system.

Councilmember Lesser suggested for that Interim Director Krok follow-up with a discussion with the Board of Directors, when deciding to lease or purchase solar equipment.

Councilmember Lesser inquired when the proposed contract will be implemented. Interim Director Krok confirmed a recommendation to be presented to the Executive Committee at our September meeting.

City Manager Osorio inquired if equipment replacement fund that is currently in the balance sheet. Finance Manager Alfaro mentioned the budget policy contains a 10% reserve which states for operations and equipment replacement (operating reserve).

MOTION: Councilmember Tanaka moved to approve a Resolution adopting 5-Year Capital Improvement Plan effective FY24-25, with an initial appropriation of \$595,000 from the Enterprise Fund undesignated fund balance. The motion was seconded by Councilmember Monteiro and passed by a vote of 3-0.

3. Debt Policy:

Matrix Consulting recommended adopting a Debt Policy to govern the use of debt capital asset purchases. The policy may include revenue bonds, loans, and other short-term debt. The staff presented the proposal debt policy to the Executive Committee during the June 2024 meeting, Executive Committee approved the recommendation to the Board of Directors. Directed staff to confirm with Matrix, the debt policy is accordance with the California Debt and Investment Advisory Commission's (CDIAC) guidelines. Matrix confirmed the proposed policy is aligned with CDIAC's guidelines.

MOTION: Councilmember Tanaka moved to approve a Resolution adopting the Debt Policy. The motion was seconded by Councilmember Lesser and passed by a vote of 3-0.

I. **ELECTION OF THE EXECUTIVE COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR 2024/2025**

MOTION: City Manager Moe moved to nominate City Manager Norris to serve as Chairperson of the Executive Committee during Fiscal Year 2024 – 2025. The motion was seconded by City Manager Osorio and passed 3 – 0.

MOTION: City Manager Moe moved to nominate City Manager Osorio to serve as Vice-Chairperson of the Executive Committee during Fiscal Year 2024 -2025. The motion was seconded by City Manager Moe and passed by unanimous roll call vote.

J. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from June 2024

APPROVE

2. Check Register – June 2024

RECEIVE AND FILE

3. Ratify Action by the Executive Director to Bind and Approve FY 2024/25 Insurance Policies Proposed by Alliant Insurance Services, Inc. for Insurance Necessary to Protect the Authority and its Members Agencies, and to Approve

Purchase Orders Associated with 2024/25 Insurance Policies Proposed by Alliant Insurance Services, Inc. in an Amount Not to Exceed \$383,153.00

RATIFY ACTION BY EXECUTIVE DIRECTOR TO BIND AND APPROVE INSURANCE POLICIES AND RATIFY EXECUTIVE DIRECTOR'S EXECUTION OF PURCHASE ORDERS

4. Approve a Change order in the amount of \$45,000 to CDW Government for Supplies and Equipment

APPROVE

5. Approve a Change Order in the Amount of \$1,200 to Xcel Mechanical Systems, Inc. for Supplies and Services

APPROVE

6. Approve a Change Order in the Amount of \$32,000 to Commline Inc. for Supplies and Equipment

APPROVE

7. Approve a Change Order in the Amount of \$60,000 to Motorola Solutions Inc. for Supplies and Equipment

APPROVE

8. Cash & Investments Report for June 30, 2024

RECEIVE AND FILE

City Manager Osorio commented on Item 3 of the Consent Calendar commending Interim Executive Director Krok for providing information in such a quick manner before the meeting. City Manager Norris expressed gratitude to Interim Executive Director Krok for disseminating information/communication on the Authority's power outage.

MOTION: City Manager Norris moved to approve the Executive Committee Calendar Items 1 – 8. The motion was seconded by City Manager Moe and passed by a vote 3 – 0.

K. **ITEMS REMOVED FROM THE CONSENT CALEDNAR**

None.

L. **EXECUTIVE DIRECTOR'S REPORT**

Interim Executive Director Krok provided an update on the following:

- Authority Staffing: Current staffing levels are 76%. The Authority is utilizing Supervisors to fill positions. Three new dispatchers will start the academy on August 19, 2024. We are continuously exploring ways to reduce overtime and can report a 34% decrease in overtime hours. Operations Manager Kauffman and Interim Executive Director Krok are currently in discussions with an agency that provides traveling dispatchers on a contract basis (working on a proposal and contract).

Councilmember Lesser inquired on the benefit(s) of an employee seeking employment from an independent contractor. Interim Executive Director Krok explained these candidates are coming from out of state and they are looking for short-term commitments. The Authority will utilize the temporary dispatchers to fill existing overtime and help with time off for full time employees. The Authority is working on a contract which will be presented at a future meeting.

Councilmember Tanaka inquired about active recruitment in our surrounding

South Bay cities. Operations Manager Kauffman mentioned Torrance Police Department is offering a \$40,000 lateral bonus for dispatchers.

City Manager Osorio commented if the staffing from the contract service would be retired annuitants. Interim Executive Director Krok explained that The Authority is looking at CalPERS and CLETS implications. City Manager Osorio mentioned a meet and confer with the union. Interim Director Krok is planning to meet with the union.

City Manager Norris inquired if the contract employee has the option of a buyout if the employee wants to stay full-time. Interim Executive Director Krok stated that the company would have stated there would be no buyout.

- Computer Aided Dispatch Software and Professional Services Update:

Interim Executive Director Krok recently met with the Fire Task Force committee and they provided great input regarding specific integrations for the new CAD system. The Authority took the information back to our CAD consultant and will soon meet to finalize scoring for the CAD vendor selection. Staff will share findings and final recommendation for the CAD selection at the September meeting.

Councilmember Lesser inquired about the input from our agencies with the selection of the CAD system. Interim Executive Director Krok mentioned that there were onsite interactive meetings and demos for both fire and police personnel. Surveys were sent out to all meeting participants for their input on the pros and cons of each system. Additional fire meetings were provided for specific questions about operational needs.

- POST Audit:

The Authority recently had a yearly Police Officer Standards and Training (POST) audit that reviews post-training requirements and background investigations standards/practices. The Authority successfully completed the audit.

- Authority Events:

The Authority participated in National Night Out at each of our cities. Thank you to all the cities, for allowing us to participate.

- Data Security Incident:

Interim Executive Director Krok reported on the data security incident that occurred on July 10, 2024. This incident did not cause any public safety issues and there was no impact to 911 services for the communities that we serve. The investigation is ongoing. Interim Executive Director Krok will communicate any additional findings.

Councilmember Lesser inquired if the Authority is currently working on a practice, for a future disruption of infrastructures. Interim Executive Director Krok discussed briefly recommendations from the third-party vendor, that were reviewed after this incident. The Authority modified/adjusted our systems based

on recommendations.

- Recognition: Interim Director Krok recognized City Manager Bruce Moe, on his exceptional career and profound impact he has had on our organization.

M. **BOARD OF DIRECTORS & EXECUTIVE COMMITTEE COMMENTS**

N. **ADJOURNMENT**

The meeting was adjourned at 2:48p.m.

E-2

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

SEPTEMBER 17, 2024

A. CALL TO ORDER

The Executive Committee and the User Committee convened in a regular joint session at 2:02 PM on Tuesday, September 17, 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: City Manager Clint Osorio, City of Gardena
Interim City Manager Talyn Mirzakhanian, City of Manhattan Beach
City Manager Vontray Norris, City of Hawthorne
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:

Also Present: Interim Executive Director John Krok
Operations Manager Shannon Kauffman
Finance Manager Vanessa Alfaro
Executive Assistant Cristina Manley
Jennifer Petrusis, General Counsel, RWG Law
Communications Supervisor Lena Ramos

C. PUBLIC DISCUSSION

None.

D. EMPLOYEE RECOGNITION

Interim Executive Director Krok recognized Communications Supervisor Lena Ramos for her twenty-five years with of service with the Authority.

E. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Check Register – July 2024
RECEIVE AND FILE
2. Check Register – August 2024
RECEIVE AND FILE
3. FY23-24 Q4 Budget Update
RECEIVE AND FILE
4. Motorola Change Purchase Order in the Amount of \$100,000
APPROVE
5. Setina Change Purchase Order in the Amount of \$250,000
APPROVE
6. Havis Change Purchase Order in the Amount of \$250,000
APPROVE
7. Whelen Change Purchase

APPROVE

8. CDW Change Purchase Order in the Amount of \$100,000

APPROVE

MOTION: City Manager Norris moved to approve the Executive Committee Consent Calendar items 1-8. The motion was seconded by City Manager Osorio and passed by a vote of 3-0.

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

None.

G. **GENERAL BUSINESS**

1. CAD Vendor Selection

PROVIDE DIRECTION ON SELECTING A CAD VENDOR AND DIRECT THE EXECUTIVE DIRECTOR TO DEVELOP AN AGREEMENT WITH THE SELECTED VENDOR

Interim Executive Director Krok discussed a basic timeline on the selection of the new CAD system.

- June of 2014, the Executive and User Committee began discussions on the purchase of a new Computer Aided Dispatch (CAD) system.
- February 2017, an agreement was approved with Mark43, on behalf of the Authority's member and contract cities.
- September 19, 2023, termination for convenience agreement was executed with Mark43. The Executive committee directed the Authority to move forward with the procurement of a new CAD system.

Cit-Com CAD Consultant Bill Romesburg reported:

- October 2023, the Authority's CAD consultant released a Request for Qualifications (RFQ)
- November 2023, four CAD vendors submitted their responses to the Authority; CentralSquare, Hexagon, Tyler and Verasterm. All four vendors met the Authority's CAD system requirements for RFQ.
- January 2024, the Request for Proposal (RFP) was released to the qualified vendors with a six-week response period.
- February 2024, the Authority received four vendor proposals and the two highest scoring vendors, CentralSquare and Verasterm, were identified as semi-finalists and invited to provide product demonstrations to the Authority Staff, member and contract cities. Verasterm received the highest overall score.

Romesburg presented a general overview of the vendor proposal evaluation criteria. Four categories were used to score each product; Project Approach, Ability to Perform, Functionality Capabilities & Cost. Functionality of the product was rated the highest. The Authority's project team participated in product demonstrations, virtual site visits and onsite visit. The project team observed Verasterm's Police and Fire CAD in a live environment. The project team updated their initial scoring with Verasterm

and CentralSquare after demonstrations and virtual site visits. The scoring evaluators recommended Versaterm (90%) as the finalist vendor.

Chief of Police Saffell, inquired about the interface with Mark43 RMS. Romesburg explained that Versaterm has a live interface working with Mark43. Chief Johnson voiced concerns about Mark43 RMS. Romesburg explained that Seattle currently has a Mark43 interface with Versaterm. Reference points were requested from Chief Johnson.

He stated Versaterm CAD is operating today in California with both a fire and police integration. Operations Manager Kauffman explained the functionality issues with the previous vendor were given to the contenders.

Chief Saffell inquired of the timeline. Romesburg explained if a contract is signed, 14-months for installation. Versaterm CAD implementation would be independent of an RMS installation and the data export from CAD to RMS is not complex. He stated Versaterm prefers to do CAD and RMS separately, on any installation. A list of interfaces on the fire side was given to Versaterm for the contract development.

Chief Tomatani inquired about a fee rate change with the current RMS system. Interim Executive Director Krok stated that RMS and CAD are two separate contracts. Chief Johnson expressed concerns on the impact of the two systems co-existing together. Romesburg explained that Burbank went live on Versaterm RMS a few weeks ago, and now are using both Versaterm CAD and RMS exclusively. He also mentioned that Versaterm is large fire provider, they have agencies all over the U.S. and Canada that are using the fire system.

Jennifer Petrusis reported the following consensus:

Interim Executive Director Krok has the authority to move forward with the selection of Versaterm CAD and develop a draft agreement. The Executive Committee requested staff report back additional information at the October meeting regarding the interface between Versaterm CAD and the current Mark43 RMS system.

H. **ELECTION OF THE USER COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR 2024-2025**

MOTION: Chief Saffell moved to nominate Chief Saffell to serve as chairperson of the Executive Committee during Fiscal Year 2024/25. The motion was seconded by Chief Johnson and passed by a vote of 4-0.

MOTION: Chief Saffell moved to nominate Chief Johnson to serve as Vice-Chairperson of the Executive Committee during Fiscal Year 2024/25. The motion was seconded by Chief Tomatani and passed by a vote of 4-0.

I. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from June 2024

APPROVE

MOTION: Chief Saffell moved to approve the Executive Committee Consent Calendar Item 1. The motion was seconded by Chief Johnson and passed 4–0.

J. **EXECUTIVE DIRECTORS REPORT**

1. Interim Executive Director Krok provided a report on staffing in the communications center. Current staffing level is at eighty (80) percent and supervisors are filling positions during slower periods to offset overtime. Three part-time dispatchers average thirty hours a week and three newly hired dispatchers graduated from the academy and are in training. The Authority is in discussions with a dispatch contract agency to contract temporary dispatchers. The union has also been apprised of the discussions. Interim Executive Director Krok will provide an update on the contract at the next meeting. The Authority will continue to work on ways to alleviate overtime.

K. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

Chief Johnson inquired about the staffing levels for last month. Interim Executive Director reported in the month of August, staffing levels were at 76% and 74% the month before.

Chief Saffell expressed appreciation to Authority Staff for all the vehicle builds. Interim Executive Director Krok reported the Authority hired a new Public Safety Communications Specialist and the Technical Services Department is now fully staffed. He mentioned that there have changes to existing purchase orders due to numerous vehicles coming in at once.

L. **CLOSED SESSION**

At 2:33PM, the Executive Committee entered into closed session to discuss the following items:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957(b)(1)
Title: Acting Executive Director

The meeting returned to open session at 3:00PM with no reportable action taken in closed session.

M. **ADJOURNMENT**

The meeting was adjourned at 3:00PM.

E-3



Check Register FY 2024-25

August 2024

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
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September 6, 2024	\$159,991.97	
September 13, 2024	\$182,666.09	
September 20, 2024	\$101,220.00	
September 27, 2024	<u>\$142,545.04</u>	
Accounts Payable Total	\$586,423.10	

<u>Payroll Checks Issued Date</u>		
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September 6, 2024	\$164,386.06	
September 20, 2024	<u>\$170,273.63</u>	
Payroll Total	\$334,659.69	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20795	9/4/2024	00696	GUARDIAN	533654-09	8/21/2024	GUARDIAN - DENTAL, VISION	6,476.09	6,476.09
20796	9/6/2024	00058	CALPERS	10000001764779	8/14/2024	HEALTH PREMIUMS FOR SEF	57,854.17	57,854.17
20797	9/6/2024	00219	INTERNAL REVENUE SEF	Ben38933	9/6/2024	FEDERAL WITHHOLDING TA	31,597.84	31,597.84
20798	9/6/2024	00223	EMPLOYMENT DEVEL DE	Ben38937	9/6/2024	STATE DISABILITY INSURAN	13,743.59	13,743.59
20799	9/6/2024	00222	STATE DISBURSEMENT U	Ben38941	9/6/2024	SUPPORT: PAYMENT	184.62	184.62
20800	9/6/2024	00058	CALPERS	Ben38935	9/6/2024	PERS RETIREMENT: PAYMEN	34,829.61	34,829.61
20801	9/6/2024	00221	MISSIONSQUARE RETIRE	Ben38931	9/6/2024	DEFERRED COMPENSATION	12,730.77	12,730.77
58102	9/6/2024	00217	CALIFORNIA TEAMSTERS	Ben38929	9/6/2024	UNION DUES TEAMSTERS: P	1,016.00	1,016.00
58103	9/6/2024	00218	CWA LOCAL 9400	Ben38927	9/6/2024	UNION DUES CWA: PAYMEN	170.34	170.34
58104	9/6/2024	00269	SHERIFF'S DEPARTMENT	Ben38925	9/6/2024	FILE NO. 3712408030018 - GA	638.87	638.87
58105	9/6/2024	00996	WAGeworks INC., HEAL	Ben38939	9/6/2024	HEALTH CARE FSA: PAYMEN	750.07	750.07
Sub total for BANK OF THE WEST:							159,991.97	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2188	9/4/2024	00012	CALIFORNIA WATER SER 4675328235	8/16/2024	WATER SERV HQ/ 7/19/24-8/1	262.60	262.60
2189	9/13/2024	00012	CALIFORNIA WATER SER 5550731926	8/30/2024	FIRE PROTECTION SERVICE	104.45	104.45
2190	9/13/2024	00070	GAS COMPANY, THE 059 194 8982 2	9/3/2024	GAS SERVICE HQ/ 7/30/2024-	1,083.34	1,083.34
2191	9/9/2024	00069	SOUTHERN CALIFORNIA 700383926852	8/19/2024	ELEC SERV PUNTA/ 7/19/24 -	1,212.35	1,212.35
2192	9/13/2024	00069	SOUTHERN CALIFORNIA 700610392752	9/4/2024	ELECT SERV GRANDVIEW/ 8	317.56	317.56
2193	9/13/2024	00651	FRONTIER 209-188-0077-04	9/1/2024	PHONE SERVICE 9/1/24 - 9/30	337.87	337.87
58106	9/13/2024	00297	AT&T, ATT CALNET 0022240274	9/3/2024	PHONE SERVICE 8/03/24-9/02	511.48	511.48
58107	9/13/2024	00064	AT&T, ATT PAYMENT CEN 960 461-1623 55	9/1/2024	PHONE SERVICE 9/01/2024-9	2,442.83	2,442.83
58108	9/13/2024	00017	CHEM PRO LABORATORY IN163915	9/1/2024	WATER TREATMENT SERVIC	96.05	96.05
58109	9/13/2024	00225	COMMLINE INC 0465998-IN	8/28/2024	ANNUAL SOFTWARE SUPPO	15,000.00	
			0464706-IN	8/16/2024	COMMLINE INC BILLABLE PA	4,050.00	
			0460082-IN	8/29/2024	COMMLINE INC BILLABLE PA	1,330.00	
			0466081-IN	8/29/2024	COMMLINE INC BILLABLE PA	665.00	21,045.00
58110	9/13/2024	00146	DARIO A. BANDERA 12230	9/10/2024	STRICTLY TINT BILLABLE PAI	1,650.00	1,650.00
58111	9/13/2024	01069	DOCUMENT CONSULTING 137619	8/1/2024	COPIER LEASE & PRINTING :	250.12	250.12
58112	9/13/2024	01048	ERIC JASON ARROYO 3487	8/20/2024	RECRUITMENT - BACKGROU	1,500.00	1,500.00
58113	9/13/2024	00785	EXPERIAN 2505077034	8/21/2024	CREDIT MONITORING	646.75	
			67893	9/1/2024	CREDIT CHCEK	30.00	676.75
58114	9/13/2024	00008	FEDERAL SIGNAL CORP 8696576	8/15/2024	FEDERAL SIGNAL CORP BILL	1,653.60	
			8681439	7/31/2024	FEDERAL SIGNAL CORP BILL	372.06	2,025.66
58115	9/13/2024	00651	FRONTIER 7002Z664-S-242	9/5/2024	PHONE SERV 9/05/24-10/04/2	992.39	992.39
58116	9/13/2024	00651	FRONTIER 7002Z665-S-241	9/5/2024	PHONE SERV 9/05/24-10/04/2	682.12	682.12
58117	9/13/2024	00322	GEOSPATIAL TECHNOLO 18915	8/26/2024	SOFTWARE MAINTENANCE S	13,173.00	13,173.00
58118	9/13/2024	00027	HAVIS INC. SIN271648	7/31/2024	HAVIS INC BILLABLE PARTS	1,208.52	
			SIN271660	7/31/2024	HAVIS INC BILLABLE PARTS	795.25	
			SIN271318	7/30/2024	HAVIS INC BILLABLE PARTS	279.27	2,283.04
58119	9/13/2024	00577	JESSICA RAMOS 3238	8/18/2024	VEHICLE MAINTENANCE & D	120.00	120.00
58120	9/13/2024	01106	JOSE CONSTANTINO VAL INV1220	9/5/2024	MONTHLY LANDSCAPING SE	450.00	450.00
58121	9/13/2024	00227	LA COUNTY FIRE DEPT IN0454862	8/23/2024	LACO/CUPA# AR0044522 LA C	1,166.00	1,166.00
58122	9/13/2024	00799	LA UNIFORMS & TAILORII 22991	8/14/2024	UNIFORM SETS - OPS & TEC	335.77	
			22992	8/14/2024	UNIFORM SETS - OPS & TEC	335.77	
			22993	8/14/2024	UNIFORM SETS - OPS & TEC	335.77	
			23147	8/21/2024	UNIFORM SETS - OPS & TEC	231.19	
			23354	8/29/2024	UNIFORM SETS - OPS & TEC	214.66	1,453.16

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
58123	9/13/2024	00442	LAWSON PRODUCTS, INC 9311774252	8/18/2024	LAWSON PRODUCTS INC BIL	452.00	
			9311779524	8/20/2024	LAWSON PRODUCTS INC BIL	8.96	460.96
58124	9/13/2024	00087	LIEBERT CASSIDY & WHI 273904	7/31/2024	FY 24-25 LEGAL SERVICES	15,156.00	15,156.00
58125	9/13/2024	00331	MITSUBISHI ELECTRIC IN 500874	9/1/2024	HQ MAINTENANCE - ELEVATO	805.30	805.30
58126	9/13/2024	00047	MOTOROLA SOLUTIONS, 8281971882	9/5/2024	MOTOROLA SOLUTIONS INC	3,681.03	
			8281965604	8/28/2024	MOTOROLA SOLUTIONS INC	3,030.55	
			8281950125	8/8/2024	MOTOROLA SOLUTIONS INC	569.33	
			8281965724	8/28/2024	MOTOROLA SOLUTIONS INC	35.61	7,316.52
58127	9/13/2024	00819	OCCUPATIONAL HEALTH 83992334	7/31/2024	RECRUITMENT - PRE-EMPLC	1,272.00	1,272.00
58128	9/13/2024	01005	ORKIN PEST CONTROL 265155521	8/22/2024	HQ MAINTENANCE - PEST CO	100.99	
			265155522	8/22/2024	HQ MAINTENANCE - PEST CO	73.99	174.98
58129	9/13/2024	00411	PITNEY BOWES 3106783695	8/11/2024	OFFICE EQUIPMENT MONTH	170.36	170.36
58130	9/13/2024	01022	RACE COMMUNICATIONS RC1304994	9/1/2024	COMMUNICATION CONTRAC	1,198.50	1,198.50
58131	9/13/2024	00818	RICHARDS,WATSON & GI 249248	8/22/2024	FY 24-25 GENERAL COUNSEI	9,425.60	9,425.60
58132	9/13/2024	00145	SETINA MFG CO INC 291958	8/30/2024	SETINA MANUFACTURING CO	6,022.84	
			291046	8/16/2024	SETINA MANUFACTURING CO	1,726.59	
			288641	7/8/2024	SETINA MANUFACTURING CO	470.22	8,219.65
58133	9/13/2024	00824	SMART JANITORIAL, COM 30441	9/1/2024	HQ MAINTENANCE - CLEANI	3,785.00	3,785.00
58134	9/13/2024	00803	SPARKLETTS 18193479 08302	8/30/2024	WATER FILTRATION SYSTEM	53.99	53.99
58135	9/13/2024	00074	STAPLES INC. 7001735847	8/1/2024	OFFICE & JANITORIAL SUPPI	224.29	224.29
58136	9/13/2024	00345	STOMMEL INC. SI105940	7/9/2024	LEHR AUTO BILLABLE PARTE	25,690.51	
			SI107683	8/15/2024	LEHR AUTO BILLABLE PARTE	10,025.08	
			SI106504	7/22/2024	LEHR AUTO BILLABLE PARTE	9,866.03	
			SI106180	7/15/2024	LEHR AUTO BILLABLE PARTE	3,297.67	
			SI106280	7/24/2024	LEHR AUTO BILLABLE PARTE	2,087.84	
			SI106465	7/19/2024	LEHR AUTO BILLABLE PARTE	1,035.92	52,003.05
58137	9/13/2024	00036	TALLEY INCORPORATED 10451127	8/22/2024	TALLEY INC BILLABLE PARTE	1,785.33	
			10451128	8/22/2024	TALLEY INC BILLABLE PARTE	688.22	2,473.55
58138	9/13/2024	00171	VERIZON WIRELESS 9972229958	8/23/2024	GPD DAC CHARGES/ 7/24/24-	1,915.01	
			9972170483	8/23/2024	DAC CHARGES HPD/ 7/24/24-	1,866.73	
			9969751849	7/23/2024	MODEM SVC. MBPD/ 6/24/24	929.45	
			9972155436	8/23/2024	MODEM SVC. MBPD/ 7/24/24	929.39	
			9971775590	8/18/2024	CELL PH. CHGS: 7/19/24-8/18,	319.79	
			9972155437	8/23/2024	MODEM SVC. MBPD/ 7/24/24-	78.02	6,038.39
58139	9/13/2024	01065	WAGeworks INC., HEAI INV6905014	8/23/2024	FSA EXPENSE	92.00	92.00

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
58140	9/13/2024	00150	WATTCO 64549	9/6/2024	WATTCO BILLABLE PARTS	1,450.00	1,450.00
58141	9/13/2024	00481	WAYTEK, INC. 3752002	8/7/2024	WAYTEK INC BILLABLE PART	6,162.30	6,162.30
58142	9/13/2024	01028	WESTIN AUTOMOTIVE PI 2176908	8/26/2024	WESTIN AUTOMOTIVE BILLA	3,222.44	
			2171521	7/29/2024	WESTIN AUTOMOTIVE BILLA	417.15	3,639.59
58143	9/13/2024	00063	WHELEN ENGINEERING I 557262	8/28/2024	WHELEN ENGINEERING CO I	1,967.96	
			546032	8/8/2024	WHELEN ENGINEERING CO I	1,283.97	
			541512	8/1/2024	WHELEN ENGINEERING CO I	1,249.35	
			556355	8/27/2024	WHELEN ENGINEERING CO I	949.25	
			545120	8/7/2024	WHELEN ENGINEERING CO I	906.92	
			542861	8/5/2024	WHELEN ENGINEERING CO I	738.68	
			547454	8/12/2024	WHELEN ENGINEERING CO I	301.64	
			552260	8/20/2024	WHELEN ENGINEERING CO I	295.47	
			530475	7/11/2024	WHELEN ENGINEERING CO I	269.89	
			541926	8/2/2024	WHELEN ENGINEERING CO I	187.43	
			549144	8/14/2024	WHELEN ENGINEERING CO I	162.73	8,313.29
58144	9/13/2024	00067	XCEL MECHANICAL SYST 3938	8/20/2024	FY 24-25 HQ MAINTENANCE	395.00	395.00
Sub total for BANK OF THE WEST:							182,666.09

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20802	9/20/2024	00219	INTERNAL REVENUE SEF Ben39042	9/20/2024	FEDERAL WITHHOLDING TAX	34,689.24	34,689.24
20803	9/20/2024	00223	EMPLOYMENT DEVELOPMENT BENEFITS Ben39046	9/20/2024	STATE DISABILITY INSURANCE	15,004.33	15,004.33
20804	9/20/2024	00222	STATE DISBURSEMENT UNIT Ben39050	9/20/2024	SUPPORT: PAYMENT	184.62	184.62
20805	9/20/2024	00058	CALPERS Ben39044	9/20/2024	PERS RETIREMENT: PAYMENT	34,075.48	34,075.48
20806	9/20/2024	00221	MISSIONSQUARE RETIREMENT BENEFITS Ben39040	9/20/2024	DEFERRED COMPENSATION	12,728.53	12,728.53
58145	9/20/2024	00002	AFLAC Ben39032	9/20/2024	AFLAC INSURANCE: PAYMENT	1,962.52	1,962.52
58146	9/20/2024	00217	CALIFORNIA TEAMSTERS BENEFITS Ben39038	9/20/2024	UNION DUES TEAMSTERS: PAYMENT	1,016.00	1,016.00
58147	9/20/2024	00218	CWA LOCAL 9400 Ben39036	9/20/2024	UNION DUES CWA: PAYMENT	170.34	170.34
58148	9/20/2024	00269	SHERIFF'S DEPARTMENT BENEFITS Ben39034	9/20/2024	FILE NO. 3712408030018 GAF	638.87	638.87
58149	9/20/2024	00996	WAGeworks INC., HEALTH BENEFITS Ben39048	9/20/2024	HEALTH CARE FSA: PAYMENT	750.07	750.07
Sub total for BANK OF THE WEST:							101,220.00

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2195	9/25/2024	00621	FIRST BANKCARD				
		00944	ZOOM VIDEO COMMUNIC	INV269521371	8/19/2024	SOFTWARE SERVICES	671.58
		00228	COSTCO MEMBERSHIP	1128138205	8/1/2024	JANITORIAL SUPPLIES	536.81
		00466	AMAZON MARKETPLACE	114-2807222-93	8/8/2024	OFFICE SUPPLIES	460.81
		00981	SAM'S CLUB	10196191273	7/31/2024	OFFICE FURNITURE~	439.90
		00857	JOTFORM INC	2625-3199	8/27/2024	SOFTWARE SERVICES	390.00
		00052	PARADISE AWARDS	37009	8/13/2024	EMPLOYEE SERVICES - SER	328.55
		00467	LOWES BUSINESS	661879241	8/27/2024	GENERAL TECH SUPPLIES	315.38
		00035	HOME DEPOT CREDIT SE	0620 00082 950	8/7/2024	GENERAL TECH SUPPLIES	263.06
		00610	DIRECTV	065190124X240	8/5/2024	CABLE SERVICE	251.98
		01036	CLOUDFLARE INC.	IN-8083521	8/28/2024	SOFTWARE SERVICES	250.00
		00005	FEDEX	037002S061	8/14/2024	RECRUITMENT - BACKGROU	248.98
		00199	GOVT FINANCE OFFICER	300287971	7/30/2024	GFOA TRAINING	200.00
		00981	SAM'S CLUB	10201159615	8/15/2024	EMPLOYEE WELLNESS PRO	152.56
		01117	GOODY TECHNOLOGIES	2024-9EHDXZJ\	8/16/2024	EMPLOYEE RECOGNITION P	113.83
		00915	GOLD GAS	74171854	8/1/2024	FUEL - VAN	110.01
		00761	BOX	INV12112784	8/26/2024	SOFTWARE SERVICES	90.00
		01117	GOODY TECHNOLOGIES	2024-ULBYAU4M	8/21/2024	EMPLOYEE RECOGNITION P	86.83
		01047	GODADDY	3258088812	8/23/2024	MONTHLY WEBSITE HOSTIN	85.98
		00787	NOTHING BUNDT CAKES	58	8/26/2024	EMPLOYEE SERVICES	64.00
		00467	LOWES BUSINESS	612736779	7/30/2024	GENERAL TECH SUPPLIES	63.92
		00859	PHILZ COFFEE	186540	7/31/2024	EMPLOYEE SERVICES - MEE	54.95
		01117	GOODY TECHNOLOGIES	2024-9IHIWKBE	8/9/2024	EMPLOYEE RECOGNITION P	46.35
		01117	GOODY TECHNOLOGIES	2024-MDUWMS	8/7/2024	EMPLOYEE RECOGNITION P	46.32
		01117	GOODY TECHNOLOGIES	2024-38EM9QM	9/24/2024	EMPLOYEE RECOGNITION P	45.27
		01046	PELTON	080124	8/1/2024	EMPLOYEE SERVICES	44.00
		00466	AMAZON MARKETPLACE	114-9305887-82	8/7/2024	GENERAL TECH SUPPLIES	34.15
		00714	DOOR DASH	082724	8/28/2024	EMPLOYEE SERVICES - NEV	33.48
		00859	PHILZ COFFEE	671430	8/2/2024	EMPLOYEE SERVICES - MEE	30.50
		00466	AMAZON MARKETPLACE	114-3179288-23	8/8/2024	OFFICE SUPPLIES	30.27
		00826	LA TIMES	081224	8/12/2024	LA TIMES MONTHLY SUBSCF	15.96
		01112	CRICUT INC.	090424	8/26/2024	CRICUT SUBSCRIPTION	11.01
		00714	DOOR DASH	050624	7/31/2024	REIMBURSED CC CHARGE	9.99
		00466	AMAZON MARKETPLACE	112-2616784-64	7/30/2024	ADMIN SUPPLIES	6.60

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
		00466	AMAZON MARKETPLACE	114-7827390-76	8/8/2024	OFFICE SUPPLIES	3.88	5,536.91
2196	9/27/2024	00012	CALIFORNIA WATER SER	4675328235	9/18/2024	WATER SERV HQ/ 8/16/24-9/1	542.42	542.42
2197	9/24/2024	00073	STATE BOARD OF EQUAL	012-655960	9/27/2024	SALES & USE TAX 2024 Q3 PI	378.00	378.00
2198	9/27/2024	00069	SOUTHERN CALIFORNIA	700440732476	9/12/2024	ELEC SERV / 8/2/24 - 9/9/24	19,862.70	
				700383926852	9/18/2024	ELEC SERV PUNTA/ 8/19/24 -	1,151.35	21,014.05
2199	9/24/2024	00058	CALPERS	1000000176456	8/14/2024	GASB 68 REPORTING SERVI	1,050.00	1,050.00
2200	9/27/2024	01120	PROGRESSIVE COMMER	983333297	9/15/2024	AUTO INSURANCE-MULTI-PR	196.00	196.00
58150	9/27/2024	00392	ALLEN MANUFACTURING	RINV394979	9/18/2024	RAY ALLEN MANUFACTURINC	84.14	84.14
58151	9/27/2024	00297	AT&T, ATT CALNET	000022295417	9/13/2024	PHONE SERV 8/13/24-9/12/24	3,087.43	
				000022302615	9/13/2024	PHONE SERV 8/13/24-9/12/24	274.90	
				000022299552	9/13/2024	PHONE SERV 8/13/24-9/12/24	245.42	3,607.75
58152	9/27/2024	00014	CDW GOVERNMENT, INC	AA7FM7D	9/21/2024	CDW-G BILLABLE PARTS	2,995.89	2,995.89
58153	9/27/2024	00225	COMMLINE INC	0468411-IN	9/19/2024	COMMLINE INC BILLABLE PA	665.00	
				0466839-IN	9/5/2024	COMMLINE INC BILLABLE PA	665.00	1,330.00
58154	9/27/2024	01124	CONTAINER ALLIANCE C	I-120946	9/13/2024	TECH SERVICES DIVISION P	3,761.46	3,761.46
58155	9/27/2024	00101	CORDOVA, TONY	092724	9/27/2024	RETIREE MED PREM/OCT 20	593.00	593.00
58156	9/27/2024	00407	COSCO FIRE PROTECTIC	1000685777	9/11/2024	ANNUAL MAINTENANCE - FIF	2,040.00	2,040.00
58157	9/27/2024	00081	COSTON, SHANDER	092724	9/27/2024	RETIREE MED PREM/OCT 20	343.00	343.00
58158	9/27/2024	00879	CROWN CASTLE	1644540	9/1/2024	REDUNDANT INTERNET SER	1,100.00	1,100.00
58159	9/27/2024	00103	DIVINITY, TANJI	092724	9/27/2024	RETIREE MED PREM/OCT 20	593.00	593.00
58160	9/27/2024	01069	DOCUMENT CONSULTINC	137807	9/1/2024	COPIER LEASE & PRINTING :	235.16	235.16
58161	9/27/2024	00106	FARLEY, SANDRA	092724	9/27/2024	RETIREE MED PREM/OCT 20	343.00	343.00
58162	9/27/2024	00008	FEDERAL SIGNAL CORP	8718518	9/5/2024	FEDERAL SIGNAL CORP BILL	1,432.06	
				8727401	9/12/2024	FEDERAL SIGNAL CORP BILL	1,295.21	
				8732609	9/17/2024	FEDERAL SIGNAL CORP BILL	934.92	
				8723493	9/10/2024	FEDERAL SIGNAL CORP BILL	888.70	
				8727391	9/12/2024	FEDERAL SIGNAL CORP BILL	582.47	
				8727392	9/12/2024	FEDERAL SIGNAL CORP BILL	582.47	
				8723499	9/10/2024	FEDERAL SIGNAL CORP BILL	415.94	6,131.77
58163	9/27/2024	01089	FOSTER & FOSTER, INC.	32775	9/5/2024	ACTUARIAL SERVICES FOR F	16,950.00	16,950.00
58164	9/27/2024	00027	HAVIS INC.	SIN276503	9/4/2024	HAVIS INC BILLABLE PARTS	1,381.20	1,381.20
58165	9/27/2024	00148	HAWTHORNE, CITY OF	IT-24-01-rcc	9/23/2024	COMPUTER CONTRACT SER	50,000.00	50,000.00
58166	9/27/2024	00577	JESSICA RAMOS	3263	9/13/2024	VEHICLE MAINTENANCE & D	120.00	120.00
58167	9/27/2024	00867	JOE MAR POLYGRAPH	2024-09-013	9/13/2024	PRE-EMPLOYMENT POLYGR	250.00	
				2024-09-020-1	9/20/2024	PRE-EMPLOYMENT POLYGR	250.00	500.00

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
58168	9/27/2024	00442	LAWSON PRODUCTS, INC 9311825195	9/6/2024	LAWSON PRODUCTS INC BIL	221.60	
			9311847792	9/16/2024	LAWSON PRODUCTS INC BIL	27.34	248.94
58169	9/27/2024	00087	LIEBERT CASSIDY & WHI 275695	8/31/2024	FY 24-25 LEGAL SERVICES	324.00	324.00
58170	9/27/2024	00113	MARTIN, LISA 092724	9/27/2024	RETIREE MED PREM/OCT 20	343.00	343.00
58171	9/27/2024	00129	MC REYNOLDS, JENNIFE 092724	9/27/2024	REFUND FOR OVERPAYMEN	55.37	55.37
58172	9/27/2024	00121	PINELA, ELIZABETH 092724	9/27/2024	RETIREE MED PREM/OCT 20	593.00	593.00
58173	9/27/2024	00060	RIVERA, JOSE 092724	9/27/2024	RETIREE MED PREM/OCT 20	747.95	747.95
58174	9/27/2024	00145	SETINA MFG CO INC 292417	9/10/2024	SETINA MANUFACTURING CO	497.18	497.18
58175	9/27/2024	00034	STEVENS, GARY 092724	9/27/2024	RETIREE MED PREM/OCT 20	593.00	593.00
58176	9/27/2024	00481	WAYTEK, INC. 3763256	8/30/2024	WAYTEK INC BILLABLE PART	109.00	109.00
58177	9/27/2024	00063	WHELEN ENGINEERING 548278	8/13/2024	WHELEN ENGINEERING CO I	531.85	531.85
58178	9/27/2024	00067	XCEL MECHANICAL SYST 3723	6/26/2024	FY 24-25 HQ MAINTENANCE	14,560.00	
			4063	9/13/2024	FY 24-25 HQ MAINTENANCE	1,745.00	
			4062	9/13/2024	FY 24-25 HQ MAINTENANCE	1,370.00	17,675.00
Sub total for BANK OF THE WEST:							142,545.04

E-4



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: October 15, 2024

ITEM NUMBER: E - 4

TO: Executive Committee

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

SUBJECT: FY 2024-25 BUDGET PERFORMANCE REPORT – Q1

ATTACHMENTS: 1. Revenue Status Report
2. Expenditure Status Report

RECOMMENDATION

Staff recommends that the Executive Committee receive and file the Fiscal Year 2024-2025 Budget Performance Report for the period July 1, 2024 through September 30, 2024.

DISCUSSION

Staff has analyzed the Authority's financial activities through September 30, 2024. The Authority accrued 60% of its assessment revenues from its member cities and 50% of its assessment revenues from contract cities (Attachment #1) in accordance with the FY24-25 budget adopted by the Board of Directors in March 2024. Revenues as of September 30, 2024 total \$7,522,699, or about 52% of projected revenues for FY25.

As it relates to expenses (Attachment #2), a total of \$3,677,283 has been expended from the Enterprise Fund, which represents 25.6% of the budget in the first quarter.

Expenses for salary and benefits accounted for 26.2% of their budgeted amounts, across all departments. However, this percentage also includes the CalPERS unfunded actuarial liability (UAL) lump sum payment of \$749,966 for fiscal year 2024-25, which generates interest savings of \$25,086 compared to monthly payments throughout the year. Additionally, the Authority's liability and workers' compensation insurance premiums for the entire fiscal year, totaling approximately \$382,985, were also paid in full during this period. Expenses for supplies, services and equipment accounted for 29.9% of their budgeted amounts, across all departments.

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

Department	Adjusted Appropriation	Year-to-date Expenses	Percent Used	Year-to-date Encumbrances	Balance	Percent Used (w/ encumbrances)
SALARY & BENEFITS						
Administration	\$ 1,476,091	\$ 371,691	25.2%	\$ -	\$1,104,400	25.2%
Operations	8,176,353	2,101,021	25.7%	-	6,075,332	25.7%
Technical Services	839,169	280,989	33.5%	-	558,180	33.5%
Salary & Benefits Total	\$ 10,491,613	\$ 2,753,701	26.2%	\$ -	\$7,737,912	26.2%
SUPPLIES, SERVICES & EQUIPMENT						
Administration	\$ 1,405,782	\$ 528,075	37.6%	\$ 396,107	\$ 481,600	65.7%
Operations	250,416	38,094	15.2%	16,169	196,153	21.7%
Technical Services	1,371,110	340,103	24.8%	2,025,982	(994,975)	172.6%
Total	\$ 3,027,308	\$ 906,272	29.9%	\$ 2,438,258	\$ (317,222)	110.5%
CAPITAL IMPROV. PROJECTS	\$ 845,000	\$ 17,310	2.0%	\$ 23,000	\$ 804,690	4.8%
ENTERPRISE FUND TOTAL	\$ 14,363,921	\$ 3,677,283	25.6%	\$ 2,461,258	\$8,225,380	42.7%

FISCAL IMPACT

None.

E-4

Attachment 1

Revenue Status Report

SOUTH BAY REGIONAL PCA
 7/1/2024 through 9/30/2024

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
10-50 Administration					
10-50-111 Administration					
10-50-111-4110 Gardena	2,506,909.00	1,504,145.40	1,504,145.40	1,002,763.60	60.00
10-50-111-4120 Hawthorne	3,022,424.00	1,813,454.40	1,813,454.40	1,208,969.60	60.00
10-50-111-4130 Manhattan Beach	1,895,695.00	1,137,417.00	1,137,417.00	758,278.00	60.00
10-50-111-4140 Hermosa Beach	898,811.00	449,405.50	449,405.50	449,405.50	50.00
10-50-111-4145 El Segundo	2,137,139.00	1,068,569.50	1,068,569.50	1,068,569.50	50.00
10-50-111-4146 Culver City Assessment	3,035,752.00	1,517,876.00	1,517,876.00	1,517,876.00	50.00
10-50-111-4150 El Camino Community College	790.00	0.00	0.00	790.00	0.00
10-50-111-4210 Investment Earnings (LAIF)	75,000.00	0.00	0.00	75,000.00	0.00
10-50-111-4220 POST Reimbursements	5,000.00	0.00	0.00	5,000.00	0.00
10-50-111-4240 911 Reimbursements	5,000.00	0.00	0.00	5,000.00	0.00
10-50-111-4241 Redondo Beach Maintenance Agreement	10,238.00	0.00	0.00	10,238.00	0.00
10-50-111-4255 Unrealized Gain/Loss on Investments	0.00	31,830.80	31,830.80	-31,830.80	0.00
10-50-111-4430 Other Miscellaneous Revenue	2,500.00	0.00	0.00	2,500.00	0.00
Total Administration	13,595,258.00	7,522,698.60	7,522,698.60	6,072,559.40	55.33
10-60 Operations					
10-60-211 Communications Center					
10-60-211-4440 Reimbursements/Verizon Wireless	65,000.00	0.00	0.00	65,000.00	0.00
10-60-211-4465 Reimbursement for PulsePoint	10,000.00	0.00	0.00	10,000.00	0.00

Revenue Status Report

SOUTH BAY REGIONAL PCA
 7/1/2024 through 9/30/2024

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
Total Operations	75,000.00	0.00	0.00	75,000.00	0.00
10-70 Technical Services					
10-70-311 Technical Services					
10-70-311-4360 Reimbursements for Billable Parts	784,294.00	0.00	0.00	784,294.00	0.00
10-70-311-4370 Reimbursements for GST Software	52,692.00	0.00	0.00	52,692.00	0.00
Total Technical Services	836,986.00	0.00	0.00	836,986.00	0.00
Total SBRPCA Enterprise Fund	14,507,244.00	7,522,698.60	7,522,698.60	6,984,545.40	51.85

Revenue Status Report

SOUTH BAY REGIONAL PCA
 7/1/2024 through 9/30/2024

20 Grant Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
20-80 Capital Infrastructure Projects					
20-80-458 COVID-19					
Total Grant Fund	0.00	0.00	0.00	0.00	0.00
Grand Total	14,507,244.00	7,522,698.60	7,522,698.60	6,984,545.40	51.85

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Attachment 2

Expenditure Status Report

SOUTH BAY REGIONAL PCA
 7/1/2024 through 9/30/2024

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
50 Administration						
50-100 Administration						
50-100-5000 Expenditures						
50-111-5101 Salaries (Full-Time)	973,148.00	186,005.95	186,005.95	0.00	787,142.05	19.11
50-111-5102 Salaries (Part-Time)	30,000.00	5,653.73	5,653.73	0.00	24,346.27	18.85
50-111-5103 Overtime	2,500.00	0.00	0.00	0.00	2,500.00	0.00
50-111-5104 Acting Pay	711.00	4,293.76	4,293.76	0.00	-3,582.76	603.90
50-111-5107 Longevity Pay	2,700.00	0.00	0.00	0.00	2,700.00	0.00
50-111-5108 Sick Leave Payoff	38,885.00	0.00	0.00	0.00	38,885.00	0.00
50-111-5109 Vacation Leave Payoff	32,404.00	0.00	0.00	0.00	32,404.00	0.00
50-111-5112 Other Pay	13,000.00	0.00	0.00	0.00	13,000.00	0.00
50-111-5201 Medical Insurance	83,057.00	16,599.82	16,599.82	0.00	66,457.18	19.99
50-111-5202 Dental Insurance	12,929.00	2,710.97	2,710.97	0.00	10,218.03	20.97
50-111-5203 Vision Insurance	2,708.00	420.45	420.45	0.00	2,287.55	15.53
50-111-5204 Life Insurance	1,274.00	255.00	255.00	0.00	1,019.00	20.02
50-111-5205 Medicare	15,782.00	2,847.09	2,847.09	0.00	12,934.91	18.04
50-111-5206 Unemployment Insurance	0.00	4,950.00	4,950.00	0.00	-4,950.00	0.00
50-111-5207 Workers' Compensation	8,377.00	8,855.00	8,855.00	0.00	-478.00	105.71
50-111-5208 PERS Contributions	110,443.00	24,122.27	24,122.27	0.00	86,320.73	21.84
50-111-5209 Retirees' Medical Insurance	11,000.00	1,422.77	1,422.77	0.00	9,577.23	12.93
50-111-5211 Social Security	0.00	350.53	350.53	0.00	-350.53	0.00
50-111-5212 Deferred Comp Matching Benefit	27,600.00	5,565.00	5,565.00	0.00	22,035.00	20.16
50-111-5219 PERS Contributions-UAL	109,573.00	107,638.68	107,638.68	0.00	1,934.32	98.23
50-111-5220 FSA Expense	630.00	78.75	78.75	63.00	488.25	22.50
50-111-5301 Networking Services	40,158.00	7,399.46	7,399.46	20,804.50	11,954.04	70.23
50-111-5302 IT Computer Contract Services	55,000.00	13,750.00	13,750.00	41,250.00	0.00	100.00
50-111-5304 Accounting/Auditing Services	40,000.00	19,750.00	19,750.00	15,790.00	4,460.00	88.85
50-111-5305 Legal Services	109,400.00	24,905.60	24,905.60	80,094.40	4,400.00	95.98
50-111-5306 Recruitment Costs	67,684.00	14,514.98	14,514.98	47,294.00	5,875.02	91.32
50-111-5307 Software Maintenance Services	109,334.00	63,780.46	63,780.46	37,307.22	8,246.32	92.46

Expenditure Status Report

SOUTH BAY REGIONAL PCA
 7/1/2024 through 9/30/2024

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
50-111-5308 Banking Services (Fees)	7,500.00	586.97	586.97	0.00	6,913.03	7.83
50-111-5309 Online/Website Maintenance Services	7,500.00	441.96	441.96	4,730.00	2,328.04	68.96
50-111-5311 IT Consulting Services	25,000.00	0.00	0.00	6,000.00	19,000.00	24.00
50-111-5313 Temporary Staffing Services	25,000.00	0.00	0.00	0.00	25,000.00	0.00
50-111-5401 Memberships & Dues	935.00	57.76	57.76	0.00	877.24	6.18
50-111-5402 Publications	750.00	31.92	31.92	0.00	718.08	4.26
50-111-5403 Conferences, Meetings & Travel	28,200.00	5,815.00	5,815.00	0.00	22,385.00	20.62
50-111-5404 Employee Services	31,297.00	807.97	807.97	5,000.00	25,489.03	18.56
50-111-5405 Employee Awards	500.00	0.00	0.00	0.00	500.00	0.00
50-111-5501 Office Supplies	10,350.00	1,072.62	1,072.62	4,775.71	4,501.67	56.51
50-111-5502 Janitorial Supplies	12,524.00	1,073.64	1,073.64	1,500.00	9,950.36	20.55
50-111-5507 Postage & Shipping	1,035.00	166.45	166.45	2,600.00	-1,731.45	267.29
50-111-5509 Reproduction	500.00	0.00	0.00	0.00	500.00	0.00
50-111-5511 Office Equipment Lease	10,000.00	655.64	655.64	7,844.36	1,500.00	85.00
50-111-5513 General Liability Insurance Premium	330,000.00	272,293.66	272,293.66	4,364.64	53,341.70	83.84
50-111-5517 Vehicle Operations	2,000.00	120.00	120.00	880.00	1,000.00	50.00
50-111-5601 Telephone - Administration	18,598.00	2,798.13	2,798.13	0.00	15,799.87	15.05
50-111-5701 Maintenance - HQ	225,767.00	51,786.54	51,786.54	115,809.46	58,171.00	74.23
50-111-5703 Electricity - HQ	175,000.00	37,605.49	37,605.49	0.00	137,394.51	21.49
50-111-5704 Electricity - Grandview	3,282.00	644.44	644.44	0.00	2,637.56	19.64
50-111-5705 Electricity - Punta Place	11,028.00	2,363.70	2,363.70	0.00	8,664.30	21.43
50-111-5706 Gas - HQ	17,504.00	2,419.57	2,419.57	0.00	15,084.43	13.82
50-111-5707 Water - HQ	5,306.00	1,332.31	1,332.31	0.00	3,973.69	25.11
50-111-5715 Electricity-MB Water Tower	6,500.00	729.14	729.14	0.00	5,770.86	11.22
50-111-5810 Office Equipment	10,000.00	652.97	652.97	0.00	9,347.03	6.53
50-111-5820 Other Equipment	15,000.00	0.00	0.00	0.00	15,000.00	0.00
50-111-5830 Furniture & Fixtures	2,500.00	439.90	439.90	0.00	2,060.10	17.60
Total Expenditures	2,881,873.00	899,766.05	899,766.05	396,107.29	1,585,999.66	44.97
Total Administration	2,881,873.00	899,766.05	899,766.05	396,107.29	1,585,999.66	44.97
51 GASB 68 Pension Expenses						
51-100 Administration						

Expenditure Status Report

SOUTH BAY REGIONAL PCA
 7/1/2024 through 9/30/2024

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
51-100-5000 Expenditures						
Total GASB 68 Pension Expenses	0.00	0.00	0.00	0.00	0.00	0.00
60 Operations						
60-200 Operations						
60-200-5000 Expenditures						
60-211-5101 Salaries (Full-Time)	5,206,954.00	823,414.51	823,414.51	0.00	4,383,539.49	15.81
60-211-5102 Salaries (Part-Time)	0.00	31,573.68	31,573.68	0.00	-31,573.68	0.00
60-211-5103 Overtime	225,000.00	267,033.26	267,033.26	0.00	-42,033.26	118.68
60-211-5104 Acting Pay	10,000.00	0.00	0.00	0.00	10,000.00	0.00
60-211-5105 Bilingual Pay	10,800.00	2,352.00	2,352.00	0.00	8,448.00	21.78
60-211-5108 Sick Leave Payoff	95,000.00	0.00	0.00	0.00	95,000.00	0.00
60-211-5109 Vacation Leave Payoff	90,000.00	3,247.90	3,247.90	0.00	86,752.10	3.61
60-211-5110 Training Pay	15,000.00	2,891.63	2,891.63	0.00	12,108.37	19.28
60-211-5112 Other Pay	0.00	22,000.00	22,000.00	0.00	-22,000.00	0.00
60-211-5114 Holiday Payoff	52,000.00	0.00	0.00	0.00	52,000.00	0.00
60-211-5115 Education Incentive Pay	148,652.00	22,211.50	22,211.50	0.00	126,440.50	14.94
60-211-5201 Medical Insurance	738,892.00	136,675.44	136,675.44	0.00	602,216.56	18.50
60-211-5202 Dental Insurance	64,237.00	11,792.64	11,792.64	0.00	52,444.36	18.36
60-211-5203 Vision Insurance	18,830.00	2,955.87	2,955.87	0.00	15,874.13	15.70
60-211-5204 Life Insurance	11,629.00	1,997.50	1,997.50	0.00	9,631.50	17.18
60-211-5205 Medicare	85,876.00	16,807.35	16,807.35	0.00	69,068.65	19.57
60-211-5206 Unemployment Insurance	15,000.00	1,098.00	1,098.00	0.00	13,902.00	7.32
60-211-5207 Workers' Compensation	39,792.00	42,063.00	42,063.00	0.00	-2,271.00	105.71
60-211-5208 PERS Contributions	600,827.00	102,693.32	102,693.32	0.00	498,133.68	17.09
60-211-5209 Retirees' Medical Insurance	72,000.00	15,927.53	15,927.53	0.00	56,072.47	22.12
60-211-5212 Deferred Comp Matching Benefit	81,000.00	13,191.06	13,191.06	0.00	67,808.94	16.29
60-211-5219 PERS Contributions-UAL	590,860.00	580,251.82	580,251.82	0.00	10,608.18	98.20
60-211-5220 FSA Expense	4,004.00	843.10	843.10	605.00	2,555.90	36.17
60-211-5401 Memberships & Dues	2,370.00	0.00	0.00	0.00	2,370.00	0.00
60-211-5402 Publications	1,710.00	0.00	0.00	0.00	1,710.00	0.00

Expenditure Status Report

**SOUTH BAY REGIONAL PCA
 7/1/2024 through 9/30/2024**

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
60-211-5403 Conferences, Meetings & Travel	23,846.00	67.40	67.40	8,500.00	15,278.60	35.93
60-211-5404 Employee Services	2,588.00	5,670.61	5,670.61	2,090.29	-5,172.90	299.88
60-211-5405 Employee Awards	3,500.00	0.00	0.00	0.00	3,500.00	0.00
60-211-5406 POST Training	12,608.00	0.00	0.00	0.00	12,608.00	0.00
60-211-5407 Tuition Reimbursement	16,000.00	0.00	0.00	0.00	16,000.00	0.00
60-211-5506 Uniforms/Safety Equipment	13,000.00	1,926.58	1,926.58	4,973.42	6,100.00	53.08
60-211-5509 Reproduction	500.00	0.00	0.00	0.00	500.00	0.00
60-211-5603 Telephone - El Segundo	3,282.00	623.46	623.46	0.00	2,658.54	19.00
60-211-5604 Telephone - Gardena	3,500.00	156.88	156.88	0.00	3,343.12	4.48
60-211-5606 Telephone - Hawthorne	20,000.00	7,470.95	7,470.95	0.00	12,529.05	37.35
60-211-5607 Telephone - Hermosa Beach	13,128.00	1,607.89	1,607.89	0.00	11,520.11	12.25
60-211-5608 Telephone - Manhattan Beach	6,564.00	881.34	881.34	0.00	5,682.66	13.43
60-211-5611 Telephone - Punta Place	4,923.00	261.36	261.36	0.00	4,661.64	5.31
60-211-5612 Telephone - RCC	12,034.00	1,911.80	1,911.80	0.00	10,122.20	15.89
60-211-5614 Verizon Wireless Reimbursable	65,000.00	9,464.77	9,464.77	0.00	55,535.23	14.56
60-211-5615 Telephone - Culver City	15,863.00	6,740.99	6,740.99	0.00	9,122.01	42.50
60-211-5616 PulsePoint Software	10,000.00	0.00	0.00	0.00	10,000.00	0.00
60-211-5810 Office Equipment	5,000.00	0.00	0.00	0.00	5,000.00	0.00
60-211-5820 Other Equipment	15,000.00	1,310.10	1,310.10	0.00	13,689.90	8.73
Total Operations	8,426,769.00	2,139,115.24	2,139,115.24	16,168.71	6,271,485.05	25.58
70 Technical Services						
70-300 Technical Services						
70-300-5000 Expenditures						
70-311-5101 Salaries (Full-Time)	495,907.00	107,830.05	107,830.05	0.00	388,076.95	21.74
70-311-5103 Overtime	30,000.00	17,002.66	17,002.66	0.00	12,997.34	56.68
70-311-5107 Merit Pay	850.00	306.00	306.00	0.00	544.00	36.00
70-311-5108 Sick Leave Payoff	10,500.00	0.00	0.00	0.00	10,500.00	0.00
70-311-5109 Vacation Leave Payoff	10,000.00	0.00	0.00	0.00	10,000.00	0.00
70-311-5110 Training Pay	2,500.00	964.49	964.49	0.00	1,535.51	38.58
70-311-5201 Medical Insurance	67,000.00	10,535.31	10,535.31	0.00	56,464.69	15.72
70-311-5202 Dental Insurance	9,400.00	1,814.57	1,814.57	0.00	7,585.43	19.30

Expenditure Status Report

SOUTH BAY REGIONAL PCA
 7/1/2024 through 9/30/2024

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
70-311-5203 Vision Insurance	2,600.00	416.26	416.26	0.00	2,183.74	16.01
70-311-5204 Life Insurance	1,020.00	221.00	221.00	0.00	799.00	21.67
70-311-5205 Medicare	8,044.00	1,752.61	1,752.61	0.00	6,291.39	21.79
70-311-5207 Workers' Compensation	56,547.00	59,773.00	59,773.00	0.00	-3,226.00	105.70
70-311-5208 PERS Contributions	56,087.00	12,763.71	12,763.71	0.00	43,323.29	22.76
70-311-5209 Retirees' Medical Insurance	18,000.00	3,681.11	3,681.11	0.00	14,318.89	20.45
70-311-5212 Deferred Comp Matching Benefit	7,500.00	1,852.50	1,852.50	0.00	5,647.50	24.70
70-311-5219 PERS Contributions-UAL	63,214.00	62,075.50	62,075.50	0.00	1,138.50	98.20
70-311-5302 IT Computer Contract Services	145,000.00	36,250.00	36,250.00	108,750.00	0.00	100.00
70-311-5311 GST Software Reimbursable	52,692.00	26,346.00	26,346.00	26,346.00	0.00	100.00
70-311-5403 Conferences, Meetings & Travel	2,650.00	0.00	0.00	0.00	2,650.00	0.00
70-311-5503 General Technical Supplies	7,763.00	1,357.22	1,357.22	0.00	6,405.78	17.48
70-311-5506 Uniforms/Safety Equipment	2,588.00	0.00	0.00	2,500.00	88.00	96.60
70-311-5507 Postage & Shipping	1,200.00	0.00	0.00	0.00	1,200.00	0.00
70-311-5514 Parts - Billing	784,294.00	226,814.04	226,814.04	1,589,376.06	-1,031,896.10	231.57
70-311-5517 Vehicle Operations	4,923.00	574.55	574.55	1,760.00	2,588.45	47.42
70-311-5520 Equipment Repair	5,000.00	0.00	0.00	0.00	5,000.00	0.00
70-311-5521 Outside Technical Serv-Towers & Equip	363,000.00	45,000.00	45,000.00	297,250.00	20,750.00	94.28
70-311-5810 Office Equipment	2,000.00	3,761.46	3,761.46	0.00	-1,761.46	188.07
Total Technical Services	2,210,279.00	621,092.04	621,092.04	2,025,982.06	-436,795.10	119.76
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
80-454-5901 CIP Expenditures-IT Infrastructure/Equip	250,000.00	17,310.05	17,310.05	23,000.00	209,689.95	16.12
80-461-5901 Five Year CIP Expenditures - Radios	330,000.00	0.00	0.00	0.00	330,000.00	0.00
80-462-5901 Five Year CIP Expenditures - Facilities	265,000.00	0.00	0.00	0.00	265,000.00	0.00
Total Expenditures	845,000.00	17,310.05	17,310.05	23,000.00	804,689.95	4.77
Total CIP	845,000.00	17,310.05	17,310.05	23,000.00	804,689.95	4.77
Total Capital Infrastructure Projects	845,000.00	17,310.05	17,310.05	23,000.00	804,689.95	4.77
Total SBRPCA Enterprise Fund	14,363,921.00	3,677,283.38	3,677,283.38	2,461,258.06	8,225,379.56	42.74

Expenditure Status Report

SOUTH BAY REGIONAL PCA
 7/1/2024 through 9/30/2024

20 Grant Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
Total Grant Fund	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	14,363,921.00	3,677,283.38	3,677,283.38	2,461,258.06	8,225,379.56	42.74

G-1



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: October 15, 2024

ITEM NUMBER: G-1

TO: Executive Committee

FROM: John Krok, Acting Executive Director

SUBJECT: **Contract with getResQ911, LLC for Placement of Temporary Communications Operators**

DISCUSSION

The staffing shortage of 911 dispatchers is nationwide and wide-ranging. This is affecting parts of every state and every type of 911 center, from rural to urban. I have read a recent survey that shows vacancy rates from 31% up to 81%.

Like most agencies, the Authority continues to experience challenges with hiring, retention, and filling positions vacated through normal attrition. CAL OES is preparing a report in regards to this staffing crisis that should be available in the next couple months.

The Authority is dedicated to continuing to seek new and innovative ways to maintain and increase staffing levels at the dispatch center. We are committed to providing work-life balance to all employees.

I previously provided you an update on this issue and informed you we had identified an agency that places experienced dispatchers on a temporary basis. This company is getResQ911, LLC and it provides highly skilled professional dispatchers with agencies on a temporary basis to fill critical dispatch vacancies.

We have been in discussions with getResQ911 regarding drafting a professional services agreement for placement services. The cost of the placement services in addition to what would likely be the hourly rate the Authority would pay the temporary dispatcher employees, is in line with our current dispatchers' pay scale. The temporary employees would be employees of the Authority, likely for a max of six months.

The Authority is looking for approval to move forward with developing a contract with getResQ911 for the placement of temporary dispatch employees.

FISCAL IMPACT

We have the funds available through salary and overtime budget.

G-2



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: October 15, 2024
ITEM NUMBER: G-2
TO: Executive Committee & User Committee
FROM: John Krok, Acting Executive Director
SUBJECT: Computer-Aided Dispatch Project Update

DISCUSSION

At the direction of the Executive Committee Authority staff has begun contract negotiations and project management responsibilities with the vendor Versaterm.

Staff is currently working alongside Bill Romesburg from Cit-Com as the Authority's CAD consultant for the project.

We are now engaged in what is considered the review segment to evaluate our current CAD operations and interfaces. The two segments being reviewed are Mobile System Observations and Interfaces.

- **Mobile System Observations:** Versaterm is going to observe current mobile functionality and operations from the end-user's perspective (e.g. what does the Officer/Firefighter see in the vehicle?). These observations will assist the Authority in making recommendations for future functionality needs for field personnel.
- **Interfaces:** In addition to confirming that the current list of interfaces is accurate; Versaterm would like to review each interface with police and fire personnel to understand how the interface is used today and how it will be used in the future.

Staff is currently scheduling scoping sessions on the mentioned topics and will ensure member and contract cities have the opportunity to provide input.

I will continue to provide updates as the project progresses.

FISCAL IMPACT

None at this time. If the Authority ultimately contracts with the vendor for the development and implementation of the CAD system, the costs associated with this project would total an estimated \$1.5 million upon implementation. Additionally, there is an estimated annual subscription fee of approximately \$600,00 which would be budgeted for in the Authority's

fiscal year 25/2026 budget. Sufficient undesignated funds are available in the Enterprise Fund for CAD implementation costs.

G-3



Agenda Item Report

South Bay Regional Public Communications Authority

MEETING DATE: October 15, 2024

ITEM: G-3

TO: Executive Committee

FROM: John Krok, Acting Executive Director

SUBJECT: AGREEMENT BETWEEN THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY AND CIT COM FOR PUBLIC SAFETY CONSULTING SERVICES REGARDING DEVELOPMENT OF CONTRACT WITH VERSATERM

ATTACHMENTS: 1. Agreement with Cit Com

RECOMMENDATION

That the Executive Committee consider and approve the attached Agreement with Cit Com and authorize the Acting Executive Director to sign the Agreement on behalf of the Authority.

DISCUSSION

On September 17, 2024, the Executive Committee selected Versaterm as the vendor for the computer aided dispatch ("CAD") project and directed staff to develop a contract with Versaterm.

The Authority has been working with Cit Com, a CAD consultant, which developed the Request for Qualifications and Request for Proposals from CAD vendors, and then assisted the Authority with evaluating responding vendors and offered a recommendation report for consideration by the Executive Committee. Staff now desires to engage Cit Com to further assist the Authority by developing the contract with Versaterm, including preparing the Statement of Work and any necessary exhibits to the contract.

The proposed rate of compensation is the same as under the first contract: \$220 per hour. There is a not to exceed amount of \$31,900 without prior approval by the Authority. The Agreement provides that Cit Com will guarantee task completion based on a time schedule the parties will collaboratively develop. A detailed explanation of the services Cit Com will provide under this Agreement can be found in Attachment A of the Agreement at pages 9-10.

FISCAL IMPACT

Pursuant to the Agreement, there is a not to exceed amount of \$31,900 without prior approval of the Authority.

G-3

Attachment 1

1 into this Agreement.

2
3 At all times herein, Consultant shall comply with any and all applicable
4 local, State, and federal laws, statutes, regulations, standards, codes, and
5 orders.

6 2. OBLIGATION OF CLIENT. CLIENT shall provide Consultant with all
7 pertinent data, documents, information, and other clerical assistance as
8 CLIENT determines to be appropriate for the proper performance of
9 Consultant's services.

10 3. TASK COMPLETION. Consultant guarantees completion of the tasks set
11 forth in the Statement of Work in Attachment A subject to a time schedule
12 that is collaboratively developed in good faith by CLIENT and Consultant and
13 subject to Consultant and CLIENT fulfilling their obligations under this
14 Agreement. This time schedule shall be incorporated into this Agreement
15 through a mutually approved written operating memorandum. The Authority
16 authorizes the Executive Director to execute this operating memorandum on its
17 behalf.

18 4. COMPENSATION AND PAYMENT. CLIENT shall pay Consultant compensation
19 at the rate of Two Hundred and Twenty Dollars (\$220.00) per hour for all
20 services to be provided pursuant to this Agreement, not to exceed Thirty-One
21 Thousand and Nine Hundred Dollars (\$31,900.00) without prior CLIENT approval.
22 Consultant shall submit monthly invoices to CLIENT for the services
23 performed. Invoices shall be submitted via email to the Executive Director.
24 CLIENT shall make payment to Cit Com (Employer Identification Number: 88-
25 0456338) within thirty (30) days after receipt of each undisputed invoice.

1 5. INDEMNIFICATION. To the fullest extent permitted by law, Consultant
2 agrees to indemnify, defend and hold harmless the CLIENT, its elected and
3 appointed officials, officers, agents, employees and volunteers and all
4 appointed officials, officers, agents, employees and volunteers of each
5 member city of the CLIENT at the time this Agreement is effective, from any
6 and all claims, liabilities and/or financial loss of any kind, to the extent
7 arising out of or related to the acts, omissions, or willful misconduct of
8 Consultant and/or anyone acting on Consultant's behalf. The duties set forth
9 in this Section shall survive termination of this Agreement.

10 6. INSURANCE. Consultant shall at all times during the term of this
11 Agreement carry, maintain, and keep in full force and effect, a policy of
12 commercial automobile liability insurance (any auto) covering comprehensive
13 vehicle liability including bodily injury, personal injury, uninsured
14 motorist, medical payments, collision and property damage in compliance with
15 California law with \$1,000,0000 coverage per accident for bodily injury and
16 property damage. Consultant shall at all times during the term of this
17 Agreement carry, maintain, and keep in full force and effect, a policy of
18 Commercial General Liability insurance with \$1,000,000 coverage per incident.
19 If Consultant will be storing, processing or otherwise handling CLIENT data
20 in electronic form, Consultant shall also provide cyber liability insurance
21 (\$2,000,000 per occurrence) providing protection against claims and
22 liabilities arising from: (i) errors and omissions in connection with
23 maintaining security of CLIENT data; (ii) data breach including theft,
24 destruction, and/or unauthorized use of CLIENT data; (iii) identity theft

1 including bank charges assessed; and (iv) violation of privacy rights due to
2 a breach of CLIENT data.

3 Such insurance policies shall provide that the insurance coverage shall
4 not be canceled, reduced or otherwise modified by the insurance carrier
5 without the insurance carrier giving the CLIENT thirty (30) days prior
6 written notice thereof. Consultant agrees that it will not cancel, reduce or
7 otherwise modify any insurance coverage required by this Agreement. The
8 required policies shall name Client, its elected and appoint officials,
9 officers, employees, agents and volunteers, as additional insured. The CGL
10 and auto liability policies shall be endorsed to waive all rights of
11 subrogation. Consultant waives all rights of subrogation.

12 At all times during the term of this Agreement, Consultant shall
13 maintain on file with the CLIENT a certificate of insurance, with original
14 endorsements, and any other document required by the CLIENT's Risk Manager,
15 showing that the required policies are in effect in the amount stated above.
16 Consultant must provide certification to the CLIENT within thirty days of the
17 effective date of the Agreement and must have coverage in effect prior to
18 commencing the performance of work under this Agreement.

19 7. WORK PRODUCT.

20 a. All draft and final reports, documents, and other written
21 material, and any and all images, ideas, concepts, designs including website
22 designs, source code, object code, electronic data and files, and/or other
23 media whatsoever created or developed by Consultant in the performance of
24 this Agreement (collectively, "Work Product") shall be considered to be
25 "works made for hire" for the benefit of CLIENT. All Work Product and any

1 and all intellectual property rights arising from their creation, including,
2 but not limited to, all copyrights and other proprietary rights, shall be and
3 remain the property of CLIENT without restriction or limitation upon their
4 use, duplication or dissemination by CLIENT upon final payment being made, or
5 upon termination by CLIENT for cause. Consultant shall not obtain or attempt
6 to obtain copyright protection as to any of the Work Product. Any work
7 product in the possession of Consultant shall be delivered to CLIENT at least
8 ten (10) days prior to the termination of this Agreement.

9
10 b. Consultant hereby assigns to CLIENT all rights of ownership
11 to the Work Product, including any and all related intellectual property and
12 proprietary rights that are not otherwise vested in the CLIENT pursuant to
13 subsection (a), above.

14 c. Consultant warrants and represents that it has secured all
15 necessary licenses, consents or approvals necessary to the production of the
16 Work Product, and that upon final payment or Consultant's default, CLIENT
17 shall have full legal title to the Work Product, and full legal authority and
18 the right to use and reproduce the Work Product for any purpose. Consultant
19 shall defend, indemnify and hold CLIENT, and the other indemnitees (as
20 described in Section 4, above) harmless from any and all loss, claim or
21 liability in any way related to a claim that CLIENT's use of any of the Work
22 Product violates federal, state or local laws, or any contractual provisions,
23 or any rights or laws relating to trade names, licenses, franchises,
24 copyrights, patents or other means of protecting intellectual property rights
25 and/or interests in products, ideas or inventions. Consultant shall bear all

1 costs arising from the use of patented, copyrighted, trade secret or
2 trademarked documents, materials, equipment, devices or processes in
3 connection with its provision of the Work Product produced under this
4 Agreement. In the event the use of any of the Work Product or other
5 deliverables hereunder by CLIENT is held to constitute an infringement and
6 the use of any of the same is enjoined, Consultant, at its expense, shall:
7 (a) secure for City the right to continue using the Work Product and other
8 deliverables by suspension of any injunction, or by procuring a license or
9 licenses for CLIENT; or (b) modify the Work Product and other deliverables so
10 that they become non-infringing while remaining in compliance with the
11 requirements of this Agreement. This covenant shall survive the termination
12 of this Agreement.

13 The parties that all Work Product shall remain confidential and shall
14 not be disclosed except as required by the California Public Records Act,
15 subpoena or court order..

16 8. INDEPENDENT CONTRACTOR. Consultant is an independent contractor, and
17 not an employee of the CLIENT and shall have no power to bind, or incur any
18 debt, obligation or liability on behalf of the CLIENT. Consultant is not
19 entitled to any benefits paid or given to employees of the CLIENT.

20 9. TERMINATION FOR CONVENIENCE. CLIENT or Consultant may terminate this
21 Agreement at any time without cause by giving fifteen (15) days prior,
22 written notice of such termination to the non-terminating party, and by
23 specifying the effective date thereof. If this Agreement is terminated by
24 CLIENT or Consultant as provided herein, Consultant shall be paid for its
25 services satisfactorily rendered to CLIENT as of the date of termination.

1 10. TIME OF COMMENCEMENT AND PERFORMANCE. Consultant shall commence its
2 services under this Agreement upon receipt of a notice to proceed from CLIENT
3 which shall represent the CLIENT's consent to execute all of the provisions
4 and inclusions of this Agreement. Consultant shall complete the performance
5 of services required by this Agreement as directed in writing by the CLIENT.
6 Any adjustment to this performance deadline shall be made only by prior
7 written agreement between the parties.

8 11. TERM. This Agreement shall commence on October ____, 2024, and shall
9 remain valid for two (2) years unless extended by written agreement of the
10 parties, or sooner terminated pursuant to Section 8 of this Agreement.

11 12. ASSIGNMENT. This Agreement covers services of a unique and specific
12 nature. This Agreement may not be assigned, nor any performance
13 subcontracted, in whole or part, without the prior written consent of CLIENT.

14 13. AMENDMENT. This Agreement may only be amended by written agreement
15 of both parties.

16 14. NOTICE. Written notices to the Consultant shall be given by United
17 States mail, postage prepaid, and addressed to: Cit Com, Attention: William
18 Romesburg, PO Box 890513, Temecula, CA 92589-0513. Written notices to the
19 CLIENT shall be given by United States mail, postage prepaid, to the
20 attention of the Executive Director, 4440 W Broadway, Hawthorne, CA 90250.

21 15. ENTIRE AGREEMENT. This Agreement shall constitute the entire
22 Agreement between the parties. The provisions of this document shall govern
23 over any conflicting or inconsistent provisions of any attachment or exhibit
24 hereto.

- Reliability Testing

- Production Cutover

In addition to the SOW, Cit Com will prepare the following exhibits to the primary agreement:

- Project Deliverables
- Milestone Payment Schedule
- Project Timeline
- Software License Agreement
- Subscription Agreement
- Interface Control Documentation
- Training Plan
- Acceptance Test Plan

Cit Com will prepare additional Agreement documents as required by the Authority, and at the direction of the Authority's attorney. Drafts and final versions are included, as well as presentations to executives (at the direction of the Authority's Executive Director).

H-1

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

SEPTEMBER 17, 2024

A. CALL TO ORDER

The Executive Committee and the User Committee convened in a regular joint session at 2:02 PM on Tuesday, September 17, 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: City Manager Clint Osorio, City of Gardena
Interim City Manager Talyn Mirzakhian, City of Manhattan Beach
City Manager Vontray Norris, City of Hawthorne
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:

Also Present: Interim Executive Director John Krok
Operations Manager Shannon Kauffman
Finance Manager Vanessa Alfaro
Executive Assistant Cristina Manley
Jennifer Petrusis, General Counsel, RWG Law
Communications Supervisor Lena Ramos

C. PUBLIC DISCUSSION

None.

D. EMPLOYEE RECOGNITION

Interim Executive Director Krok recognized Communications Supervisor Lena Ramos for her twenty-five years with of service with the Authority.

E. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Check Register – July 2024
RECEIVE AND FILE
2. Check Register – August 2024
RECEIVE AND FILE
3. FY23-24 Q4 Budget Update
RECEIVE AND FILE
4. Motorola Change Purchase Order in the Amount of \$100,000
APPROVE
5. Setina Change Purchase Order in the Amount of \$250,000
APPROVE
6. Havis Change Purchase Order in the Amount of \$250,000
APPROVE
7. Whelen Change Purchase

APPROVE

8. CDW Change Purchase Order in the Amount of \$100,000

APPROVE

MOTION: City Manager Norris moved to approve the Executive Committee Consent Calendar items 1-8. The motion was seconded by City Manager Osorio and passed by a vote of 3-0.

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

None.

G. **GENERAL BUSINESS**

1. CAD Vendor Selection

PROVIDE DIRECTION ON SELECTING A CAD VENDOR AND DIRECT THE EXECUTIVE DIRECTOR TO DEVELOP AN AGREEMENT WITH THE SELECTED VENDOR

Interim Executive Director Krok discussed a basic timeline on the selection of the new CAD system.

- June of 2014, the Executive and User Committee began discussions on the purchase of a new Computer Aided Dispatch (CAD) system.
- February 2017, an agreement was approved with Mark43, on behalf of the Authority's member and contract cities.
- September 19, 2023, termination for convenience agreement was executed with Mark43. The Executive committee directed the Authority to move forward with the procurement of a new CAD system.

Cit-Com CAD Consultant Bill Romesburg reported:

- October 2023, the Authority's CAD consultant released a Request for Qualifications (RFQ)
- November 2023, four CAD vendors submitted their responses to the Authority; CentralSquare, Hexagon, Tyler and Verasterm. All four vendors met the Authority's CAD system requirements for RFQ.
- January 2024, the Request for Proposal (RFP) was released to the qualified vendors with a six-week response period.
- February 2024, the Authority received four vendor proposals and the two highest scoring vendors, CentralSquare and Versterm, were identified as semi-finalists and invited to provide product demonstrations to the Authority Staff, member and contract cities. Versaterm received the highest overall score.

Romesburg presented a general overview of the vendor proposal evaluation criteria. Four categories were used to score each product; Project Approach, Ability to Perform, Functionality Capabilities & Cost. Functionality of the product was rated the highest. The Authority's project team participated in product demonstrations, virtual site visits and onsite visit. The project team observed Verasterm's Police and Fire CAD in a live environment. The project team updated their initial scoring with Versaterm

and CentralSquare after demonstrations and virtual site visits. The scoring evaluators recommended Versaterm (90%) as the finalist vendor.

Chief of Police Saffell, inquired about the interface with Mark43 RMS. Romesburg explained that Versaterm has a live interface working with Mark43. Chief Johnson voiced concerns about Mark43 RMS. Romesburg explained that Seattle currently has a Mark43 interface with Versaterm. Reference points were requested from Chief Johnson.

He stated Versaterm CAD is operating today in California with both a fire and police integration. Operations Manager Kauffman explained the functionality issues with the previous vendor were given to the contenders.

Chief Saffell inquired of the timeline. Romesburg explained if a contract is signed, 14-months for installation. Versaterm CAD implementation would be independent of an RMS installation and the data export from CAD to RMS is not complex. He stated Versaterm prefers to do CAD and RMS separately, on any installation. A list of interfaces on the fire side was given to Versaterm for the contract development.

Chief Tomatani inquired about a fee rate change with the current RMS system. Interim Executive Director Krok stated that RMS and CAD are two separate contracts. Chief Johnson expressed concerns on the impact of the two systems co-existing together. Romesburg explained that Burbank went live on Versaterm RMS a few weeks ago, and now are using both Versaterm CAD and RMS exclusively. He also mentioned that Versaterm is large fire provider, they have agencies all over the U.S. and Canada that are using the fire system.

Jennifer Petrusis reported the following consensus:

Interim Executive Director Krok has the authority to move forward with the selection of Versaterm CAD and develop a draft agreement. The Executive Committee requested staff report back additional information at the October meeting regarding the interface between Versaterm CAD and the current Mark43 RMS system.

H. **ELECTION OF THE USER COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR 2024-2025**

MOTION: Chief Saffell moved to nominate Chief Saffell to serve as chairperson of the Executive Committee during Fiscal Year 2024/25. The motion was seconded by Chief Johnson and passed by a vote of 4-0.

MOTION: Chief Saffell moved to nominate Chief Johnson to serve as Vice-Chairperson of the Executive Committee during Fiscal Year 2024/25. The motion was seconded by Chief Tomatani and passed by a vote of 4-0.

I. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from June 2024

APPROVE

MOTION: Chief Saffell moved to approve the Executive Committee Consent Calendar Item 1. The motion was seconded by Chief Johnson and passed 4–0.

J. **EXECUTIVE DIRECTORS REPORT**

1. Interim Executive Director Krok provided a report on staffing in the communications center. Current staffing level is at eighty (80) percent and supervisors are filling positions during slower periods to offset overtime. Three part-time dispatchers average thirty hours a week and three newly hired dispatchers graduated from the academy and are in training. The Authority is in discussions with a dispatch contract agency to contract temporary dispatchers. The union has also been apprised of the discussions. Interim Executive Director Krok will provide an update on the contract at the next meeting. The Authority will continue to work on ways to alleviate overtime.

K. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

Chief Johnson inquired about the staffing levels for last month. Interim Executive Director reported in the month of August, staffing levels were at 76% and 74% the month before.

Chief Saffell expressed appreciation to Authority Staff for all the vehicle builds. Interim Executive Director Krok reported the Authority hired a new Public Safety Communications Specialist and the Technical Services Department is now fully staffed. He mentioned that there have changes to existing purchase orders due to numerous vehicles coming in at once.

L. **CLOSED SESSION**

At 2:33PM, the Executive Committee entered into closed session to discuss the following items:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957(b)(1)
Title: Acting Executive Director

The meeting returned to open session at 3:00PM with no reportable action taken in closed session.

M. **ADJOURNMENT**

The meeting was adjourned at 3:00PM.