

A G E N D A
REGULAR MEETING OF THE EXECUTIVE COMMITTEE AND USER COMMITTEE
TUESDAY, JUNE 17, 2025, 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. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from April 15, 2025
APPROVE
2. Check Register – April 2025
RECEIVE AND FILE
3. Check Register – May 2025
RECEIVE AND FILE
4. Cash & Investments Report/March 31, 2025
RECEIVE AND FILE
5. Approve FY2025/26 Blanket Purchase Orders for Supplies and in Services in a Total Amount Not-To-Exceed \$1,650,512
APPROVE
6. Schedule of Fees and Charges for Fiscal Year 2025/26
RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT A RESOLUTION ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR FISCAL YEAR 2025/26

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

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Executive Director's Update on Staffing and Recruitment
RECEIVE AND FILE
2. Executive Director's Update on Medical Director
RECEIVE AND FILE
3. Executive Director's Update on Computer Aided Dispatch System
RECEIVE AND FILE
4. Authorize the Executive Director to Bind and Approve FY 2025/26 Insurance Policies Proposed by Alliant Insurance Services, Inc. for Insurance Necessary to Protect the Authority and its Member Agencies; and Approve Purchase Orders Associated With Amount Not-To-Exceed \$385,817
AUTHORIZE EXECUTIVE DIRECTOR TO BIND AND APPROVE INSURANCE POLICIES AND APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE PURCHASE ORDERS

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].

5. Agreement Between the South Bay Regional Public Communications Authority and Commline, Inc. for Purchase and Installation of the Upgraded Avtec Dispatch Console; and Approve a Corresponding Purchase Order in the Total Amount of \$449,930.38 for this Purchase
APPROVE AGREEMENT, PURCHASE, AND INSTALLATION OF RADIO DISPATCH CONSOLE HARDWARE
6. Technical Services Division Staffing for Workload Management
PROVIDE DIRECTION ON PROPOSED SOLUTIONS TO ALLEVIATE WORKLOAD ISSUES

G. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from April 15, 2025
APPROVE

H. **ITEMS REMOVED FROM CONSENT CALENDAR**

I. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

J. **CLOSED SESSION**

K.

1. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
Agency Designated Representatives: Executive Director and Liebert, Cassidy Whitmore
Employee Organization: The California Teamsters Public, Professional and Medical Employees Union Local 911
2. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
Agency Designated Representatives: Executive Director and Liebert, Cassidy Whitmore
Employee Organization: Communications Workers of America
3. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
Agency Designated Representatives: Executive Director and Liebert, Cassidy Whitmore
Employee Organization: Management & Confidential Employees

L. **ADJOURNMENT**

Posting Date/Time: June 13, 2025/5:00PM

Signature:



John Krok, Executive Director

D-1

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

APRIL 15, 2025

A. CALL TO ORDER

The Executive Committee and User Committee convened in a regular joint session at 2:03 PM on Tuesday, April 15, 2025, 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 Vontray Norris, City of Hawthorne
City Manager Talyn Mirzakhani, City of Manhattan Beach
Chief Gary Tomatani, Hawthorne Police Department
Chief Mike Lang, Manhattan Beach Fire Department
Chief Rachel Johnson, Manhattan Beach Police Department

Absent: City Manager Clint Osorio, City of Gardena
Chief Mike Saffell, Gardena Police Department

Also Present: Executive Director John Krok
Operations Manager Shannon Kauffman
Finance Manager Vanessa Alfaro
Executive Assistant Cristina Manley
Acting Administrative Services Manager Megan Cunningham
Laura Kalty, Liebert Cassidy Whitmore
Jennifer Petrusis General Counsel, RWG
Bill Romesburg Cit Com

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from March 18, 2025
APPROVE
2. Check Register – March 2025
RECEIVE AND FILE
3. Fiscal Year 2024-2025 Budget Performance – Q3
RECEIVE AND FILE

MOTION: City Manager Norris moved to approve the Executive Committee Consent Calendar Items 1-3. The motion was seconded by City Manager Mirzakhani and passed by a vote of 2-0.

E. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

F. EXECUTIVE COMMITTEE GENERAL BUSINESS

1. Versaterm Computer Aided Dispatch Contract
APPROVE
Executive Director Krok discussed the Versaterm Computer Aided Dispatch Contract. Authority staff worked with Versaterm, Cit Com, and general counsel to develop a Master Software and Services Agreement for the CAD project.

Project scheduled to begin on June 18th with on-site configuration workshops.

- Additional workshops in October and December

- Training anticipated in early 2026
- Cutover to live operations expected in May 2026

Initial term of the agreement is three years which automatically renews for one-year a 90 days written notice is given. The cost to implement the agreement is \$1,543,713, the first payment is in July and the payment schedule is contingent on successful completion of milestones during the first year of the project. Milestones are as follows: kickoff, test environment, live configuration, workshops two and three, production environment live, functional acceptance, completion, training completion ready for use, and final acceptance. Total amount of fees for the CAD product under the agreement are \$1,546,463.

The Authority has funds available in the Enterprise Fund to cover costs of the agreement. Total annual recurring subscription fees will be \$668,208, subject to up to 6% in annual increases. Staff will propose a few options on how the Authority can cover the ongoing subscription fees during the next scheduled meeting.

Executive Director Krok requested the Executive Committee authorize the Executive Director to execute the Master Software and Services Agreement with Versaterm for Computer Aided Dispatch System Services.

MOTION: City Manager Norris motioned to approve Item-1. The motion was seconded by City Manager Mirzakhania and passed by a vote of 2-0.

2. Agreement with CITCOM for CAD Implementation

APPROVE

Executive Director Krok explained Bill Romesburg from Cit Com was chosen as the Authority's CAD consultant in September of 2023. He requested the Executive Committee consider and approve the agreement with CitCom for project management of the CAD Project not to exceed \$154,000 and authorize the Executive Director to sign the agreement on behalf of the Authority. The JDIC CLETS application part of the project is not to exceed amount of \$44,000 and CAD Management portion not to exceed the amount of \$110,000. Sufficient funds are available to fund the CAD Implementation Project in our FY24-25 adopted budget due to salary savings.

MOTION: City Manager Norris motioned to approve Item-2. The motion was seconded by City Manager Mirzakhania and passed by a vote of 2-0.

3. Executive Director's Update on Staffing and Recruitment

RECEIVE AND FILE

Authority participated in two hiring events in March:

- Golden State College – Recruitment event
- Hawthorne High School – Vocational fair

Hiring, Training & Retention:

- Received 14 applications
- Scheduled 6 dispatcher tests – 0 passed
- Hired 1 full-time dispatcher
- Recent hire has successfully passed their first phase of training
- Four temporary dispatchers are currently working.
- Two retired annuitants started at the end of March
- Another retired dispatcher is returning May 1st

Staffing Hours Filled by Part Time and Temporary Dispatchers

- January – 583 hours
- February – 856 hours
- March – 1170 hours

City Manager Norris inquired about the mandates. Executive Director Krok explained that mandates have significantly decreased in the past few months. There is still a call-in day built into the schedule for last minute overtime. Executive Director Krok stated there is a need to balance employee overtime desires with the greater good of the group. Some employees want overtime and others do not.

Chief Johnson inquired about the staffing in the technical services department. Executive Director Krok explained that one staff member was currently out on leave and he was considering adding another installer due to the volume of vehicles. Staff has been authorized to work overtime to complete the build out of vehicles.

Executive Director Krok is working with cities to prioritize vehicles based on type (patrol, k-9, detective, etc.). He asked the group provide a priority list to address critical needs first. He emphasized the importance to address urgent need to appropriately allocate resources.

Chief Johnson requested to add a future agenda item to discuss the timelines of vehicle buildouts. The average time for outfitting vehicles is of interest. Executive Director Krok explained the importance of reporting and efficiency. Reporting will start to address the problem in delays in outfitting vehicles.

Chief Lang expressed concerns on backlog and options of subcontracting. Executive Director Krok discussed the backlog and improving efficiencies. A path forward is needed to avoid for extended periods. The goal is to improve efficiencies and reduce backlog, acknowledging the impact of COVID related delays. The aim is to improve the vehicle outfitting process, not to create conflict or burden for individuals involved. The solution is to improve in-house processes, potentially by hiring more staff. Manpower is a key factor in addressing the delays. A plan will be developed to streamline the process, identify inefficiencies, and propose solutions, including potential staffing adjustments, to be presented next month meeting.

F. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes for March 18, 2025
APPROVE

MOTION: Chief Johnson motioned to approve Item-1. The motion was seconded by Chief Tomatani and passed by a vote of 3-0.

G. **ITEMS REMOVED FROM CONSENT CALENDAR**

None.

H. **EXECUTIVE DIRECTOR REPORT**

Executive Director Krok acknowledged and thanked the administrative group for their dedication, hard work and skilled and acknowledged the talented dispatcher group during National Public Safety Telecommuters Week for their dedication, skill, and professionalism. He also thanked the stakeholders for their continued generosity and acknowledgement during the week of celebration.

I. **EXECUTIVE COMMITTEE AND USER COMMITTEE**

Chief Tomatani acknowledged the graveyard dispatchers for the way they handled two critical incidents that occurred in Hawthorne & Gardena.

City Manager Norris inquired about the process of outfitting vehicles. Executive Director Krok explained that the city gets the vehicle, then notifies RCC, the vehicle is spec'd and a quote is sent out to the city.

- Issue: Waiting on parts can take 8-12 weeks, delaying the process by 2-3 months. Storage and potential changes in part preferences.
- Suggestion: Engage in better communication and spec vehicles out, anticipating their arrival. Consider a bigger rolling inventory for frequently used parts.
- Request: Provide a schedule of vehicles in line and their waiting times.

J.

CLOSED SESSION

The Executive Committee entered closed session at 2:33PM and returned from at 3:04PM with no reportable action taken.

1. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Designated Representatives: Executive Director and Liebert, Cassidy Whitmore

Employee Organization: The California Teamsters Public, Professional and Medical Employees Union Local 911

2. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Designated Representatives: Executive Director and Liebert Cassidy Whitmore

Employee Organization: Communications Workers of America

3. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government code Section 54957.6

Agency Designated Representatives: Executive Director and Liebert, Cassidy Whitmore

Employee Organization: Management & Confidential Employees

K.

ADJOURNMENT

The meeting was adjourned at 3:04PM.

D-2



Check Register FY 2024-25

April 2025

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

April 4, 2025	\$158,776.24	
April 11, 2025	\$82,629.00	
April 18, 2025	\$96,798.60	
April 25, 2025	<u>\$79,975.05</u>	

Accounts Payable Total	\$418,178.89	
------------------------	--------------	--

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

April 4, 2025	\$169,580.04
April 18, 2025	<u>\$170,771.46</u>

Payroll Total	\$340,351.50
---------------	--------------

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20884	4/4/2025	00696	GUARDIAN	533654-04	3/19/2025	GUARDIAN - DENTAL,VISION	5,858.32	5,858.32
20885	4/4/2025	00058	CALPERS	1000000178645	3/14/2025	HEALTH PREMIUMS FOR APF	54,884.03	54,884.03
20886	4/4/2025	00219	INTERNAL REVENUE SEF	Ben40197	4/4/2025	FEDERAL WITHHOLDING TA	39,512.06	39,512.06
20887	4/4/2025	00223	EMPLOYMENT DEVEL DE	Ben40203	4/4/2025	STATE DISABILITY INSURAN	14,729.85	14,729.85
20888	4/4/2025	00222	STATE DISBURSEMENT L	Ben40205	4/4/2025	SUPPORT: PAYMENT	184.62	184.62
20889	4/4/2025	00058	CALPERS	Ben40201	4/4/2025	PERS RETIREMENT: PAYMEN	29,797.95	29,797.95
20890	4/4/2025	00221	MISSIONSQUARE RETIRE	Ben40195	4/4/2025	DEFERRED COMPENSATION	12,189.02	12,189.02
58563	4/4/2025	00217	CALIFORNIA TEAMSTERS	Ben40193	4/4/2025	UNION DUES TEAMSTERS: P	821.00	821.00
58564	4/4/2025	00218	CWA LOCAL 9400	Ben40191	4/4/2025	UNION DUES CWA: PAYMEN	114.70	114.70
58565	4/4/2025	00996	WAGEWORKS INC., HEAL	Ben40199	4/4/2025	HEALTH CARE FSA: PAYMEN	684.69	684.69
Sub total for BANK OF THE WEST:							158,776.24	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
2260	4/11/2025	00012	CALIFORNIA WATER SER	5550731926	4/2/2025	FIRE PROTECTION SERVICE	106.16	106.16
2261	4/11/2025	00070	GAS COMPANY, THE	059 194 8982 2	4/4/2025	GAS SERVICE HQ/ 3/4/2025-4	2,704.23	2,704.23
2262	4/11/2025	00069	SOUTHERN CALIFORNIA	700610392752	4/3/2025	ELECT SERV GRANDVIEW/ 3	217.59	217.59
2263	4/11/2025	00651	FRONTIER	209-188-0077-04	4/1/2025	PHONE SERVICE 4/1/25 - 4/30	337.48	337.48
2264	4/11/2025	00058	CALPERS	1000000177857	1/7/2025	REPLACEMENT BENEFIT FUI	56.74	56.74
58566	4/11/2025	00297	AT&T, ATT CALNET	000023281525	4/3/2025	PHONE SERVICE 3/03/25-4/02	511.48	511.48
58567	4/11/2025	00064	AT&T, ATT PAYMENT CEN	960 461-1623 55	4/1/2025	PHONE SERVICE 4/01/2025-4	2,824.68	2,824.68
58568	4/11/2025	00017	CHEM PRO LABORATORY	IN189305	4/1/2025	WATER TREATMENT SERVIC	96.05	96.05
58569	4/11/2025	00439	CIT COM, INC.	2025-8	4/8/2025	CAD SYSTEM CONSULTANT	1,100.00	1,100.00
58570	4/11/2025	00225	COMMLINE INC	0489374-IN	3/24/2025	ANNUAL SOFTWARE SUPPO	15,000.00	
				0489648-IN	3/26/2025	COMMLINE INC BILLABLE PA	1,330.00	
				0489649-IN	3/26/2025	COMMLINE INC BILLABLE PA	665.00	
				0489652-IN	3/26/2025	COMMLINE INC BILLABLE PA	665.00	17,660.00
58571	4/11/2025	00879	CROWN CASTLE	1813728	4/1/2025	REDUNDANT INTERNET SER	1,100.00	1,100.00
58572	4/11/2025	01137	DIANE CARROLL	1122	3/13/2025	GETRESQ911 TEMPORARY S	6,760.00	6,760.00
58573	4/11/2025	01069	DOCUMENT CONSULTING	138633	4/1/2025	COPIER LEASE & PRINTING :	389.58	389.58
58574	4/11/2025	00785	EXPERIAN	6000041035	3/30/2025	CREDIT MONITORING	75.00	75.00
58575	4/11/2025	00008	FEDERAL SIGNAL CORP	8890985	3/25/2025	FEDERAL SIGNAL CORP BILL	5,016.00	
				8885254	3/18/2025	FEDERAL SIGNAL CORP BILL	3,285.38	
				8896068	3/31/2025	FEDERAL SIGNAL CORP BILL	47.40	8,348.78
58576	4/11/2025	00651	FRONTIER	7002Z664-S-250	4/5/2025	PHONE SERV 04/05/25-05/04/	3,079.03	
				7002Z665-S-250	4/5/2025	PHONE SERV 04/05/25-05/04/	2,116.37	5,195.40
58577	4/11/2025	01105	GOVCONNECTION, INC.	76245566	3/10/2025	ADMINISTRATIVE SERVICES	9,350.51	
				76334312	4/5/2025	ADMINISTRATIVE SERVICES	1,285.32	10,635.83
58578	4/11/2025	00027	HAVIS INC.	SIN302363	3/19/2025	HAVIS INC BILLABLE PARTS	897.23	897.23
58579	4/11/2025	00442	LAWSON PRODUCTS, INC	9312352469	3/28/2025	LAWSON PRODUCTS INC BIL	30.01	
				9312335976	3/24/2025	LAWSON PRODUCTS INC BIL	2.21	32.22
58580	4/11/2025	00331	MITSUBISHI ELECTRIC IN	522682	4/1/2025	HQ MAINTENANCE - ELEVATO	829.06	829.06
58581	4/11/2025	01022	RACE COMMUNICATIONS	RC1559532	4/1/2025	COMMUNICATION CONTRAC	1,198.50	1,198.50
58582	4/11/2025	00818	RICHARDS,WATSON & GI	252313	3/25/2025	FY 24-25 GENERAL COUNSEI	6,114.03	6,114.03
58583	4/11/2025	00145	SETINA MFG CO INC	305768	3/27/2025	SETINA MANUFACTURING CO	1,000.08	1,000.08
58584	4/11/2025	00074	STAPLES INC.	7004807142	4/5/2025	OFFICE & JANITORIAL SUPPI	104.06	104.06
58585	4/11/2025	00345	STOMMEL INC.	SI116973	3/28/2025	LEHR AUTO BILLABLE PARTS	3,234.68	3,234.68
58586	4/11/2025	00036	TALLEY INCORPORATED	10458171	4/1/2025	TALLEY INC BILLABLE PARTS	796.52	796.52

Bank : bow BANK OF THE WEST

(Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
58587	4/11/2025	00194	TORRANCE DAILY BREEZ	901258622	3/31/2025	TORRANCE DAILY BREEZE Y	765.57	765.57
58588	4/11/2025	00711	TROY SHEET METAL WO	66894	3/25/2025	TROY PRODUCTS INC PARTS	4,142.38	4,142.38
58589	4/11/2025	00171	VERIZON WIRELESS	6109305253	3/23/2025	GPD DAC CHARGES/ 2/24/25-	1,919.35	
				6109243515	3/23/2025	DAC CHARGES HPD/ 2/24/25-	1,757.24	
				6109227893	3/23/2025	MODEM SVC. MBPD/ 2/24/25	929.47	
				6108835828	3/18/2025	CELL PH. CHGS: 2/19/25-3/18,	711.59	
				6109227894	3/23/2025	MODEM SVC. MBPD/ 2/24/25-	78.02	5,395.67
Sub total for BANK OF THE WEST:								82,629.00

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20891	4/18/2025	00219	INTERNAL REVENUE SEF Ben40260	4/18/2025	FEDERAL WITHHOLDING TAX	37,505.62	37,505.62
20892	4/18/2025	00223	EMPLOYMENT DEVEL DE Ben40266	4/18/2025	STATE DISABILITY INSURANC	13,341.96	13,341.96
20893	4/18/2025	00222	STATE DISBURSEMENT L Ben40268	4/18/2025	SUPPORT: PAYMENT	184.62	184.62
20894	4/18/2025	00058	CALPERS Ben40264	4/18/2025	PERS RETIREMENT: PAYMEN	30,419.84	30,419.84
20895	4/18/2025	00221	MISSIONSQUARE RETIRE Ben40258	4/18/2025	DEFERRED COMPENSATION	12,117.39	12,117.39
58590	4/18/2025	00002	AFLAC Ben40252	4/18/2025	AFLAC INSURANCE: PAYMEN	1,662.78	1,662.78
58591	4/18/2025	00217	CALIFORNIA TEAMSTERS Ben40256	4/18/2025	UNION DUES TEAMSTERS: P	767.00	767.00
58592	4/18/2025	00218	CWA LOCAL 9400 Ben40254	4/18/2025	UNION DUES CWA: PAYMENT	114.70	114.70
58593	4/18/2025	00996	WAGEWORKS INC., HEAL Ben40262	4/18/2025	HEALTH CARE FSA: PAYMEN	684.69	684.69
Sub total for BANK OF THE WEST:							96,798.60

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2265	4/25/2025	00069	SOUTHERN CALIFORNIA 700440732476	4/11/2025	ELEC SERV HQ/ 2/7/25 - 3/10/	12,366.60	
			700383926852	4/17/2025	ELEC SERV PUNTA/ 3/19/25 -	755.21	13,121.81
2266	4/25/2025	00621	FIRST BANKCARD				
		00466	AMAZON MARKETPLACE	114-1061569-43	3/11/2025	PARTS BILLING	1,102.48
		00981	SAM'S CLUB	10273983177	3/13/2025	EMPLOYEE WELLNESS PRO	403.23
		00228	COSTCO MEMBERSHIP	1181243177	3/13/2025	JANITORIAL SUPPLIES	371.44
		00610	DIRECTV	065190124X250	3/4/2025	CABLE SERVICE	257.99
		01036	CLOUDFLARE INC.	IN-31200362	2/28/2025	SOFTWARE SERVICES	250.00
		00466	AMAZON MARKETPLACE	114-5931171-176	3/25/2025	GENERAL TECH SUPPLIES	181.46
		00467	LOWES BUSINESS	938037343	3/20/2025	GENERAL TECH SUPPLIES	177.81
		00466	AMAZON MARKETPLACE	114-2790601-96	3/20/2025	GENERAL TECH SUPPLIES	132.28
		00466	AMAZON MARKETPLACE	114-6781314-34	3/10/2025	JANITORIAL SUPPLIES	100.09
		01063	CONTINENTAL GOURMET	010051	3/4/2025	EMPLOYEE APPRECIATION -	99.24
		00228	COSTCO MEMBERSHIP	1181572378	3/13/2025	JANITORIAL SUPPLIES	92.58
		00761	BOX	INV12617017	3/26/2025	SOFTWARE SERVICES	90.00
		01047	GODADDY	3664482844	3/23/2025	WEBSITE HOST SUBSCRIPTI	85.98
		00714	DOOR DASH	032625	3/27/2025	MONTHLY SUPERVISOR MEE	76.25
		01146	CVS PHARMACY #8860	2674	3/18/2025	OFFICE SUPPLIES	74.93
		00466	AMAZON MARKETPLACE	114-8521780-19	3/12/2025	GENERAL TECH SUPPLIES	68.34
		00467	LOWES BUSINESS	996213543	3/11/2025	GENERAL TECH SUPPLIES	47.94
		01046	PELOTON	030125	3/1/2025	EMPLOYEE SERVICES	44.00
		00466	AMAZON MARKETPLACE	113-2060074-63	3/18/2025	OFFICE SUPPLIES	41.06
		00466	AMAZON MARKETPLACE	113-9691287-82	3/18/2025	OFFICE SUPPLIES	40.38
		00637	SAFE MART, THE	166327	4/25/2025	HQ MAINTENANCE	21.50
		00826	LA TIMES	032425	3/24/2025	LA TIMES MONTHLY SUBSCF	15.96
		00466	AMAZON MARKETPLACE	113-0418646-97	3/18/2025	OFFICE SUPPLIES	13.16
		00466	AMAZON MARKETPLACE	113-5229446-49	3/18/2025	OFFICE SUPPLIES	11.01
		01112	CRICUT INC.	032625	3/26/2025	CRICUT SUBSCRIPTION	11.01
2267	4/25/2025	00073	STATE BOARD OF EQUAL	012-655960	4/25/2025	SALES & USE TAX PMT WITH	6,847.00
2268	4/25/2025	00012	CALIFORNIA WATER SER	4675328235	4/18/2025	WATER SERV HQ/ 3/19/25-4/1	600.85
58594	4/25/2025	00810	& ASSOCIATES, MAX PAF	10147	3/10/2025	WEBSITE MAINTENANCE SE	250.00
58595	4/25/2025	00297	AT&T, ATT CALNET	000023326285	4/13/2025	PHONE SERV 3/13/25-4/12/25	3,098.04
				000023333483	4/13/2025	PHONE SERV 3/13/25-4/12/25	282.61
				000023330420	4/13/2025	PHONE SERV 3/13/25-4/12/25	246.65
							3,627.30

Bank : bow BANK OF THE WEST			(Continued)						
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total		
58596	4/25/2025	01138	AUST, JENNIFER	042525	4/25/2525	RETIREE MED PREM/MAY 20	42.00	42.00	
58597	4/25/2025	00225	COMMLINE INC	0491858-IN	4/17/2025	COMMLINE INC BILLABLE PA	665.00	665.00	
58598	4/25/2025	00101	CORDOVA, TONY	042525	4/25/2025	RETIREE MED PREM/MAY 20	592.00	592.00	
58599	4/25/2025	00081	COSTON, SHANDER	042525	4/25/2025	RETIREE MED PREM/MAY 20	342.00	342.00	
58600	4/25/2025	01137	DIANE CARROLL	1147	4/24/2025	GETRESQ911 TEMPORARY S	9,320.00	9,320.00	
58601	4/25/2025	00103	DIVINITY, TANJI	042525	4/25/2025	RETIREE MED PREM/MAY 20	592.00	592.00	
58602	4/25/2025	00105	EBERLE, KELLE	042525	4/25/2025	RETIREE MED PREM/MAY 20	342.00	342.00	
58603	4/25/2025	00106	FARLEY, SANDRA	042525	4/25/2025	RETIREE MED PREM/MAY 20	342.00	342.00	
58604	4/25/2025	00577	JESSICA RAMOS	3357	1/17/2025	VEHICLE MAINTENANCE & D	120.00	120.00	
58605	4/25/2025	01106	JOSE CONSTANTINO VAL	INV1264	4/11/2025	MONTHLY LANDSCAPING SE	450.00	450.00	
58606	4/25/2025	00442	LAWSON PRODUCTS, INC	9312377409	4/7/2025	LAWSON PRODUCTS INC BIL	17.92	17.92	
58607	4/25/2025	00113	MARTIN, LISA	042525	4/25/2025	RETIREE MED PREM/MAY 20	342.00	342.00	
58608	4/25/2025	00121	PINELA, ELIZABETH	042525	4/25/2025	RETIREE MED PREM/MAY 20	592.00	592.00	
58609	4/25/2025	00818	RICHARDS,WATSON & GI	251877	2/25/2025	FY 24-25 GENERAL COUNSEI	6,241.50		
				252567	4/18/2025	FY 24-25 GENERAL COUNSEI	1,567.50		
				251210	1/8/2025	FY 24-25 GENERAL COUNSEI	1,095.82	8,904.82	
58610	4/25/2025	00145	SETINA MFG CO INC	306985	4/14/2025	SETINA MANUFACTURING CO	10,722.30	10,722.30	
58611	4/25/2025	00824	SMART JANITORIAL, COM	32278	2/1/2025	HQ MAINTENANCE - CLEANI	4,685.00		
				32643	3/1/2025	HQ MAINTENANCE - CLEANI	4,685.00		
				32802	3/5/2025	HQ MAINTENANCE - CLEANI	602.50	9,972.50	
58612	4/25/2025	00803	SPARKLETTS	18193479	04112	4/11/2025	WATER FILTRATION SYSTEM	59.39	59.39
58613	4/25/2025	00460	SPECTRUM BUSINESS	2491898010401	4/1/2025	FY 2024-25 INTERNET SERVI	1,290.13	1,290.13	
58614	4/25/2025	00034	STEVENS, GARY	042525	4/25/2025	RETIREE MED PREM/MAY 20	592.00	592.00	
58615	4/25/2025	00036	TALLEY INCORPORATED	10458599	4/14/2025	TALLEY INC BILLABLE PARTS	1,179.61	1,179.61	
58616	4/25/2025	00978	TREMCO PRODUCTS INC	38652	4/1/2025	TREMCO BILLABLE PARTS	2,618.90	2,618.90	
58617	4/25/2025	00481	WAYTEK, INC.	3858131	4/8/2025	WAYTEK INC BILLABLE PART	1,143.26	1,143.26	
58618	4/25/2025	01028	WESTIN AUTOMOTIVE PI	2221266	4/16/2025	WESTIN AUTOMOTIVE BILLA	750.55	750.55	
58619	4/25/2025	00063	WHELEN ENGINEERING	672276	4/3/2025	WHELEN ENGINEERING CO I	725.59	725.59	
Sub total for BANK OF THE WEST:							79,975.05		

D-3



Check Register FY 2024-25

May 2025

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
May 2, 2025	\$157,764.29	
May 9, 2025	\$97,181.72	
May 16, 2025	\$92,904.07	
May 23, 2025	\$109,406.48	
May 30, 2025	<u>\$96,484.03</u>	
Accounts Payable Total	\$553,740.59	

Payroll Checks Issued Date

May 2, 2025	\$175,499.28
May 16, 2025	\$170,687.41
May 30, 2025	<u>\$183,871.15</u>
Payroll Total	\$530,057.84

Bank : bow BANK OF THE WEST

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
20896	5/2/2025	00696	GUARDIAN	533654-05	4/22/2025	GUARDIAN - DENTAL,VISION,	5,661.01	5,661.01
20897	5/2/2025	00058	CALPERS	1000000178972	4/14/2025	HEALTH PREMIUMS FOR MA	55,357.42	55,357.42
20898	5/2/2025	00219	INTERNAL REVENUE SEF	Ben40340	5/2/2025	FEDERAL WITHHOLDING TAX	38,301.74	38,301.74
20899	5/2/2025	00223	EMPLOYMENT DEVEL DE	Ben40346	5/2/2025	STATE DISABILITY INSURANC	13,719.27	13,719.27
20900	5/2/2025	00222	STATE DISBURSEMENT L	Ben40348	5/2/2025	SUPPORT: PAYMENT	184.62	184.62
20901	5/2/2025	00058	CALPERS	Ben40344	5/2/2025	PERS RETIREMENT: PAYMEN	30,945.90	30,945.90
20902	5/2/2025	00221	MISSIONSQUARE RETIRE	Ben40338	5/2/2025	DEFERRED COMPENSATION	12,025.44	12,025.44
58620	5/2/2025	00217	CALIFORNIA TEAMSTERS	Ben40336	5/2/2025	UNION DUES TEAMSTERS: P	769.50	769.50
58621	5/2/2025	00218	CWA LOCAL 9400	Ben40334	5/2/2025	UNION DUES CWA: PAYMENT	114.70	114.70
58622	5/2/2025	00996	WAGEWORKS INC., HEAL	Ben40342	5/2/2025	HEALTH CARE FSA: PAYMEN	684.69	684.69
Sub total for BANK OF THE WEST:								157,764.29

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
2269	5/9/2025	00012	CALIFORNIA WATER SER	5550731926	4/30/2025	FIRE PROTECTION SERVICE,	106.16	106.16
2270	5/9/2025	00070	GAS COMPANY, THE	059 194 8982 2	5/5/2025	GAS SERVICE HQ/ 4/2/2025-5	1,991.20	1,991.20
2271	5/9/2025	00651	FRONTIER	209-188-0077-04	5/1/2025	PHONE SERVICE 5/1/25 - 5/31	337.48	337.48
2272	5/9/2025	00069	SOUTHERN CALIFORNIA	700610392752	5/5/2025	ELECT SERV GRANDVIEW/ 4/	179.38	179.38
2273	5/9/2025	00031	EMPLOYMENT DEVELOP	L0341150160	4/30/2025	UNEMPLOYMENT INS / JAN-A	15,739.00	15,739.00
58623	5/9/2025	00297	AT&T, ATT CALNET	000023421846	5/3/2025	PHONE SERVICE 4/03/25-5/02	511.48	511.48
58624	5/9/2025	00064	AT&T, ATT PAYMENT CEN	960 461-1623 55	5/1/2025	PHONE SERVICE 5/01/2025-5	2,879.31	2,879.31
58625	5/9/2025	00014	CDW GOVERNMENT, INC	AD7VF2H	4/19/2025	CDW-G BILLABLE PARTS	3,007.10	3,007.10
58626	5/9/2025	00017	CHEM PRO LABORATORY	IN193234	5/1/2025	WATER TREATMENT SERVIC	96.05	96.05
58627	5/9/2025	00225	COMMLINE INC	0492199-IN	4/21/2025	ANNUAL SOFTWARE SUPPOI	15,000.00	15,000.00
58628	5/9/2025	01124	CONTAINER ALLIANCE CO	INV-001627	4/23/2025	TECH SERVICES DEPT EQUIP	3,769.43	3,769.43
58629	5/9/2025	00755	CREATIVE WIRELESS, INC	C1709174	4/9/2025	PUNTA PLACE RADIO TOWEF	1,216.36	1,216.36
58630	5/9/2025	00879	CROWN CASTLE	1837002	5/1/2025	REDUNDANT INTERNET SER	1,100.00	1,100.00
58631	5/9/2025	00226	DEPT OF INDUSTRIAL RE	S 2163717 MR	4/17/2025	ELEVATOR INSPECTION, RE/	675.00	
				S 2163633 MR	4/17/2025	ELEVATOR INSPECTION, FRC	675.00	1,350.00
58632	5/9/2025	01048	ERIC JASON ARROYO	3619	3/10/2025	RECRUITMENT - BACKGROU	1,500.00	1,500.00
58633	5/9/2025	00651	FRONTIER	7002Z664-S-251	5/5/2025	PHONE SERV 5/05/25-6/04/25	2,816.78	
				7002Z665-S-251	5/5/2025	PHONE SERV 5/05/25-6/04/25	1,936.12	4,752.90
58634	5/9/2025	00027	HAVIS INC.	SIN307614	4/25/2025	HAVIS INC BILLABLE PARTS	1,967.14	
				SIN307852	4/9/2025	HAVIS INC BILLABLE PARTS	1,714.63	
				SIN305457	4/10/2025	HAVIS INC BILLABLE PARTS	679.52	4,361.29
58635	5/9/2025	00577	JESSICA RAMOS	4089	4/22/2025	VEHICLE MAINTENANCE & D	120.00	120.00
58636	5/9/2025	00867	JOE MAR POLYGRAPH	25-003-SBRPCA	5/6/2025	PRE-EMPLOYMENT POLYGR	250.00	250.00
58637	5/9/2025	00799	LA UNIFORMS & TAILORIN	26456	3/25/2025	UNIFORM SETS - OPS & TEC	313.77	
				26448	3/24/2025	UNIFORM SETS - OPS & TEC	236.71	550.48
58638	5/9/2025	00442	LAWSON PRODUCTS, INC	9312323608	3/19/2025	LAWSON PRODUCTS INC BIL	799.67	
				9312404001	4/16/2025	LAWSON PRODUCTS INC BIL	687.73	1,487.40
58639	5/9/2025	00087	LIEBERT CASSIDY & WHI	292678	3/31/2025	FY 24-25 LEGAL SERVICES	12,478.50	12,478.50
58640	5/9/2025	00331	MITSUBISHI ELECTRIC IN	525724	5/1/2025	HQ MAINTENANCE - ELEVAT	829.06	829.06
58641	5/9/2025	00047	MOTOROLA SOLUTIONS,	8282117856	4/18/2025	MOTOROLA SOLUTIONS INC	2,363.54	2,363.54
58642	5/9/2025	01022	RACE COMMUNICATIONS	RC1600367	5/1/2025	COMMUNICATION CONTRAC	1,198.50	1,198.50
58643	5/9/2025	00145	SETINA MFG CO INC	306052	3/31/2025	SETINA MANUFACTURING CO	2,410.76	2,410.76
58644	5/9/2025	00824	SMART JANITORIAL, COM	33014	4/1/2025	HQ MAINTENANCE - CLEANIN	4,685.00	4,685.00

Bank : bow BANK OF THE WEST		(Continued)						
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
58645	5/9/2025	00036	TALLEY INCORPORATED 10459136	5/1/2025	BILLABLE PARTS	2,835.46		
			10459135	5/1/2025	BILLABLE PARTS	953.67	3,789.13	
58646	5/9/2025	00171	VERIZON WIRELESS 6111799204	4/23/2025	GPD DAC CHARGES/ 3/24/25-	1,918.86		
			6111737510	4/23/2025	DAC CHARGES HPD/ 3/24/25-	1,894.20		
			6111721929	4/23/2025	MODEM SVC. MBPD/ 3/24/25	929.47		
			6111331373	4/18/2025	CELL PH. CHGS: 3/19/25-4/18,	413.52		
			6111721930	4/23/2025	MODEM SVC. MBPD/ 3/24/25-	138.71	5,294.76	
58647	5/9/2025	01065	WAGEWORKS INC., HEAL INV7757367	4/23/2025	FSA EXPENSE	92.00	92.00	
58648	5/9/2025	01028	WESTIN AUTOMOTIVE PF 2221404	4/17/2025	WESTIN AUTOMOTIVE BILLAI	746.37		
			2223696	4/28/2025	WESTIN AUTOMOTIVE BILLAI	745.93		
			2222376	4/22/2025	WESTIN AUTOMOTIVE BILLAI	226.30	1,718.60	
58649	5/9/2025	00063	WHELEN ENGINEERING (683265	4/23/2025	WHELEN ENGINEERING CO I	1,354.51		
			680913	4/18/2025	WHELEN ENGINEERING CO I	370.62		
			677160	4/11/2025	WHELEN ENGINEERING CO I	291.72	2,016.85	
Sub total for BANK OF THE WEST:							97,181.72	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20903	5/16/2025	00219	INTERNAL REVENUE SEF Ben40421	5/16/2025	FEDERAL WITHHOLDING TAX	35,178.30	35,178.30
20904	5/16/2025	00223	EMPLOYMENT DEVEL DE Ben40427	5/16/2025	STATE DISABILITY INSURANC	12,929.41	12,929.41
20905	5/16/2025	00222	STATE DISBURSEMENT L Ben40429	5/16/2025	SUPPORT: PAYMENT	184.62	184.62
20906	5/16/2025	00058	CALPERS Ben40425	5/16/2025	PERS RETIREMENT: PAYMEN	30,587.89	30,587.89
20907	5/16/2025	00221	MISSIONSQUARE RETIRE Ben40419	5/16/2025	DEFERRED COMPENSATION	12,065.46	12,065.46
58650	5/16/2025	00217	CALIFORNIA TEAMSTERS Ben40417	5/16/2025	UNION DUES TEAMSTERS: P	1,159.00	1,159.00
58651	5/16/2025	00218	CWA LOCAL 9400 Ben40415	5/16/2025	UNION DUES CWA: PAYMENT	114.70	114.70
58652	5/16/2025	00996	WAGEWORKS INC., HEAL Ben40423	5/16/2025	HEALTH CARE FSA: PAYMEN	684.69	684.69
Sub total for BANK OF THE WEST:							92,904.07

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2274	5/23/2025	00073	STATE BOARD OF EQUAL 012-655960	5/8/2025	SALES & USE TAX 2025 Q2 PI	2,446.00	2,446.00
2275	5/23/2025	00069	SOUTHERN CALIFORNIA 700440732476	5/13/2025	ELEC SERV HQ/ 4/9/25 - 5/08/	13,048.11	
			700383926852	5/19/2025	ELEC SERV PUNTA/ 4/17/25 -	902.81	13,950.92
2276	5/23/2025	00012	CALIFORNIA WATER SER 4675328235	5/16/2025	WATER SERV HQ/ 4/18/25-5/1	554.15	554.15
2277	5/23/2025	00621	FIRST BANKCARD				
		00961	GCAT, LLC, DBA TARGET 396240	4/24/2025	COMMUNICATION CENTER E	3,027.87	
		00466	AMAZON MARKETPLACE 111-4303347-73	4/10/2025	COMMUNICATION CENTER E	2,209.99	
		00501	ULINE 31914445	4/11/2025	GENERAL TECH SUPPLIES	1,016.41	
		00981	SAM'S CLUB 10279143756	3/27/2025	EMPLOYEE SERVICES - DISF	598.45	
		00228	COSTCO MEMBERSHIP 1190043908	4/17/2025	JANITORIAL SUPPLIES	481.62	
		01149	LEOS MOBILE LOCKSMIT 0722	4/9/2025	GENERAL TECHNICAL SUPPI	410.00	
		00466	AMAZON MARKETPLACE 114-7972252-83	4/9/2025	HQ MAINTENANCE	396.39	
		00457	SMART & FINAL 0032	4/15/2025	EMPLOYEE SERVICES - DISF	363.31	
		00610	DIRECTV 065190124X250	4/4/2025	CABLE SERVICE	257.99	
		01036	CLOUDFLARE INC. IN-31200362	3/28/2025	SOFTWARE SERVICES	250.00	
		01036	CLOUDFLARE INC. IN-35209106	4/28/2025	SOFTWARE SERVICES	250.00	
		00981	SAM'S CLUB 10289506574	4/25/2025	EMPLOYEE WELLNESS PRO	244.06	
		01151	VALVOLINE INSTANT OIL 331697	4/10/2025	VEHICLE OPERATIONS (FOR	173.63	
		00466	AMAZON MARKETPLACE 111-1317558-47	4/19/2025	OFFICE SUPPLIES	172.23	
		00466	AMAZON MARKETPLACE 114-7809190-07	4/16/2025	GENERAL TECHNICAL SUPPI	149.38	
		00981	SAM'S CLUB 10279131049	3/27/2025	EMPLOYEE SERVICES - DISF	126.15	
		00466	AMAZON MARKETPLACE 1132325260765	4/23/2025	OFFICE SUPPLIES	126.13	
		00981	SAM'S CLUB 10289505530	4/24/2025	MEMBERSHIP FEES	121.25	
		00411	PITNEY BOWES 1027275286	4/12/2025	OFFICE SUPPLIES	100.88	
		00466	AMAZON MARKETPLACE 114-7207734-96	4/16/2025	PARTS-BILLING	98.18	
		00761	BOX INV12690292	4/26/2025	SOFTWARE SERVICES	90.00	
		01047	GODADDY 3722073484	4/23/2025	WEBSITE HOST SUBSCRIPTI	79.99	
		00466	AMAZON MARKETPLACE 112-9742922-48	4/22/2025	OFFICE SUPPLIES	72.28	
		00466	AMAZON MARKETPLACE 112-2994131-92	4/21/2025	OFFICE SUPPLIES	66.24	
		01148	FLORISTS.COM W01005940519	4/17/2025	EMPLOYEE SERVICES	58.54	
		00466	AMAZON MARKETPLACE 114-0858416-42	4/25/2025	PARTS - BILLING	51.54	
		00981	SAM'S CLUB 10289502066	4/25/2025	EMPLOYEE WELLNESS PRO	50.33	
		01046	PELTON 04012025	4/1/2025	EMPLOYEE SERVICES	44.00	
		01146	CVS PHARMACY #8860 9996	3/31/2025	OFFICE SUPPLIES	40.42	

Bank : bow BANK OF THE WEST		(Continued)							
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total		
		00466	AMAZON MARKETPLACE	114-1946174-19	4/11/2025	EMPLOYEE SERVICES - DISF	38.69		
		00255	CSMFO	200027624	4/22/2025	CSMFO SOUTH BAY CHAPTE	35.00		
		01147	TARGET	04032025	4/3/2025	OFFICE SUPPLIES	32.44		
		01150	LOWE'S HOME CENTER,	948040055	4/10/2025	GENERAL TECHNICAL SUPPI	30.30		
		00466	AMAZON MARKETPLACE	114-0858416-42	4/23/2025	PARTS-BILLING	22.55		
		00684	CSU LONG BEACH CARE	9165426	4/3/2025	RECRUITMENT REGISTRATIC	20.53		
		00826	LA TIMES	04212025	4/21/2025	LA TIMES MONTHLY SUBSCR	15.96		
		01112	CRICUT INC.	05052025	4/26/2025	MEMBERSHIP	11.01		
58653	5/23/2025	00810	& ASSOCIATES, MAX PAR	10094	12/10/2024	WEBSITE MAINTENANCE SEI	250.00		
				10165	4/10/2025	WEBSITE MAINTENANCE SEI	250.00		
58654	5/23/2025	00297	AT&T, ATT CALNET	000023473861	5/13/2025	PHONE SERV 4/13/25-5/12/25	3,051.91		
				000023481059	5/13/2025	PHONE SERV 4/13/25-5/12/25	272.15		
				000023477996	5/13/2025	PHONE SERV 4/13/25-5/12/25	246.74		
58655	5/23/2025	01138	AUST, JENNIFER	052325	5/23/2025	RETIREE MED PREM/JUNE 20	42.00		
58656	5/23/2025	00014	CDW GOVERNMENT, INC	AD7VF3U	4/19/2025	CDW-G BILLABLE PARTS	3,007.10		
58657	5/23/2025	00101	CORDOVA, TONY	052325	5/23/2025	RETIREE MED PREM/JUNE 20	592.00		
58658	5/23/2025	00081	COSTON, SHANDER	052325	5/23/2025	RETIREE MED PREM/JUNE 20	342.00		
58659	5/23/2025	00103	DIVINITY, TANJI	052325	5/23/2025	RETIREE MED PREM/JUNE 20	592.00		
58660	5/23/2025	01069	DOCUMENT CONSULTING	138734	5/1/2025	COPIER LEASE & PRINTING S	448.43		
58661	5/23/2025	00105	EBERLE, KELLE	052325	5/23/2025	RETIREE MED PREM/JUNE 20	342.00		
58662	5/23/2025	00785	EXPERIAN	6000053645	4/27/2025	CREDIT MONITORING	75.00		
58663	5/23/2025	00106	FARLEY, SANDRA	052325	5/23/2025	RETIREE MED PREM/JUNE 20	342.00		
58664	5/23/2025	00654	INNOVATIVE PRODUCTS,	309380	4/30/2025	INNOVATIVE PRODUCTS INC	3,045.79		
58665	5/23/2025	01106	JOSE CONSTANTINO VAL	INV1271	5/10/2025	MONTHLY LANDSCAPING SE	450.00		
58666	5/23/2025	00113	MARTIN, LISA	052325	5/23/2025	RETIREE MED PREM/JUNE 20	342.00		
58667	5/23/2025	00331	MITSUBISHI ELECTRIC IN	526321	4/24/2025	ELEVATOR ANNUAL TESTING	2,700.00		
58668	5/23/2025	00119	MOUSER ELECTRONICS,	84279242	4/24/2025	PARTS - REIMBURSABLE	351.03		
58669	5/23/2025	01005	ORKIN PEST CONTROL	276670791	4/30/2025	HQ MAINTENANCE - PEST CO	111.00		
				276670792	4/30/2025	HQ MAINTENANCE - PEST CO	82.00		
58670	5/23/2025	00121	PINELA, ELIZABETH	052325	5/23/2025	RETIREE MED PREM/JUNE 20	592.00		
58671	5/23/2025	01152	PRIMO BRANDS	05E8710076043	5/14/2025	WATER FILTRATION SYSTEM	59.39		
58672	5/23/2025	00145	SETINA MFG CO INC	308880	5/8/2025	SETINA MANUFACTURING CO	50,143.48		
				309390	5/16/2025	SETINA MANUFACTURING CO	1,878.17		
				308610	5/6/2025	SETINA MANUFACTURING CO	439.05		
				308611	5/6/2025	SETINA MANUFACTURING CO	439.05		
								52,899.75	

Bank : bow BANK OF THE WEST		(Continued)						
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
58673	5/23/2025	00824	SMART JANITORIAL, COM 33371	5/1/2025	HQ MAINTENANCE - CLEANIN	4,685.00	4,685.00	
58674	5/23/2025	00390	SOUTH COAST AQMD 4529131	4/16/2025	FY24-25 AQMD FEE	167.47	167.47	
58675	5/23/2025	00460	SPECTRUM BUSINESS 2491898010501	5/1/2025	FY 2024-25 INTERNET SERVI	944.00	944.00	
58676	5/23/2025	00034	STEVENS, GARY 052325	5/23/2025	RETIREE MED PREM/JUNE 20	592.00	592.00	
58677	5/23/2025	00036	TALLEY INCORPORATED 10459260	5/6/2025	TALLEY INC BILLABLE PARTS	871.32		
			10459220	5/5/2025	TALLEY INC BILLABLE PARTS	267.24	1,138.56	
58678	5/23/2025	00711	TROY SHEET METAL WO 67860	4/28/2025	VEHICLE OUTFITTING PARTS	1,172.39	1,172.39	
58679	5/23/2025	00063	WHELEN ENGINEERING (688661	5/1/2025	WHELEN ENGINEERING CO E	1,935.96	1,935.96	
Sub total for BANK OF THE WEST:							109,406.48	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20908	5/30/2025	00219	INTERNAL REVENUE SEF Ben40523	5/30/2025	FEDERAL WITHHOLDING TAX	39,743.22	39,743.22
20909	5/30/2025	00223	EMPLOYMENT DEVEL DE Ben40529	5/30/2025	STATE DISABILITY INSURANC	14,400.77	14,400.77
20910	5/30/2025	00222	STATE DISBURSEMENT L Ben40531	5/30/2025	SUPPORT: PAYMENT	184.62	184.62
20911	5/30/2025	00058	CALPERS Ben40527	5/30/2025	PERS RETIREMENT: PAYMEN	30,488.23	30,488.23
20912	5/30/2025	00221	MISSIONSQUARE RETIRE Ben40521	5/30/2025	DEFERRED COMPENSATION	8,488.33	8,488.33
58680	5/30/2025	00002	AFLAC Ben40519	5/30/2025	AFLAC INSURANCE: PAYMEN	2,494.17	2,494.17
58681	5/30/2025	00996	WAGEWORKS INC., HEAL Ben40525	5/30/2025	HEALTH CARE FSA: PAYMEN	684.69	684.69
Sub total for BANK OF THE WEST:							96,484.03

D-4



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: June 17, 2025

ITEM NUMBER: D-4

TO: Executive Committee

COPY TO: Tim Lilligren, Treasurer

FROM: Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: Cash & Investments Report/March 31, 2025

ATTACHMENTS:

1. Cash & Investments Report for March 31, 2025
2. LAIF Month End Statement for March 31, 2025
3. PMIA Performance Report as of March 31, 2025

RECOMMENDATION

Staff recommends that the Executive Committee receive and file the Cash & Investments Report for March 31, 2025.

BACKGROUND

Section 53646 (a) (2) of the Government Code, states that the treasurer or chief fiscal officer may render a quarterly report (regarding the local agency's cash and investments) to the chief executive officer, the internal auditor, and the legislative body of the local agency. The quarterly report shall be so submitted within 30 days following the end of the quarter covered by the report. The legislative body of a local agency may elect to require the report specified in subdivision (b) to be made on a monthly basis instead of quarterly.

At the November 21, 2006 meeting, the Executive Committee elected to receive the Cash & Investments Report on a quarterly basis. The Board of Directors receives the Cash & Investments Report annually.

DISCUSSION

Staff has completed the bank reconciliation for March 31, 2025. Attached is the Cash & Investments Report for the period. All idle cash of the Authority is invested 100% with the State's Local Agency Investment Fund (LAIF). This complies with the Statement of Investment Policy. In the first quarter of calendar year 2025, LAIF's monthly performance averaged an effective yield of 4.3%.

FISCAL IMPACT

None.

D-4

Attachment 1



Cash and Investments Report As of March 31, 2025

Funding Source	Bank Balance	Deposits in Transit	Outstanding Checks	Book Balance
----------------	-----------------	------------------------	-----------------------	-----------------

Active Accounts

Bank of the West/BMO Bank (General/Payroll)	\$ 557,425.11		\$ 64,689.68	\$ 492,735.43
--	---------------	--	--------------	---------------

Investments

LAIF	\$ 11,705,088.72		\$ -	\$ 11,705,088.72
Total Investments	\$ 11,705,088.72	\$ -	\$ -	\$ 11,705,088.72

Other Cash on Hand

Petty Cash	\$ -	\$ -	\$ -	\$ 500.00
				\$ 500.00

Total Cash & Investments

\$ 12,198,324.15

Breakdown of cash by fund:

Fund 10 (Enterprise Fund)	\$ 12,198,324.15
Fund 30 (Enterprise Fund)	-
Fund 20 (Grant Fund)	-
Total	<u>\$ 12,198,324.15</u>

D-4

Attachment 2

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

April 08, 2025

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS
AUTHORITY
TREASURER
4440 WEST BROADWAY
HAWTHORNE, CA 90250

[Tran Type Definitions](#)

Account Number: 15-19-001

March 2025 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
3/7/2025	3/6/2025	RW	1769306	1729871	VANESSA ALFARO	-400,000.00
3/21/2025	3/20/2025	RD	1769709	1730288	VANESSA ALFARO	850,000.00

Account Summary

Total Deposit:	850,000.00	Beginning Balance:	11,255,088.72
Total Withdrawal:	-400,000.00	Ending Balance:	11,705,088.72

D-4

Attachment 3



PMIA/LAIF Performance Report as of 05/15/25



Quarterly Performance Quarter Ended 3/31/25

LAIF Apportionment Rate ⁽²⁾ :	4.48
LAIF Earnings Ratio ⁽²⁾ :	0.00012266258268207
LAIF Administrative Cost ^{(1)*} :	0.26
LAIF Fair Value Factor ⁽¹⁾ :	1.000849191
PMIA Daily ⁽¹⁾ :	4.30
PMIA Quarter to Date ⁽¹⁾ :	4.34
PMIA Average Life ⁽¹⁾ :	244

PMIA Average Monthly Effective Yields⁽¹⁾

April	4.281
March	4.313
February	4.333
January	4.366
December	4.434
November	4.477

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 4/30/25 \$172.8 billion

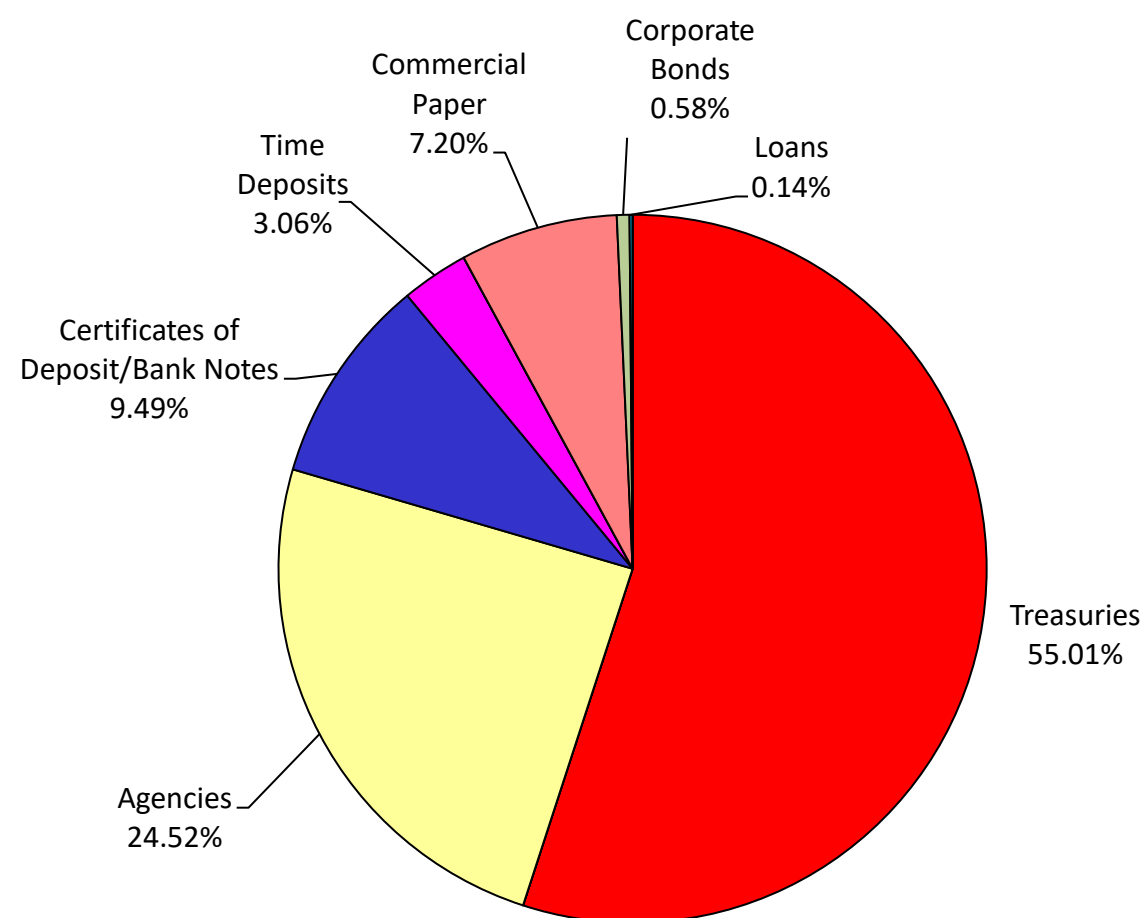


Chart does not include \$1,113,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller

D-5



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: June 17, 2025

ITEM NUMBER: D - 5

TO: Executive Committee

FROM: John Krok, Executive Director

SUBJECT: APPROVE FISCAL YEAR 2025/26 BLANKET PURCHASE ORDERS FOR SUPPLIES AND SERVICES IN A TOTAL AMOUNT NOT-TO-EXCEED \$1,650,512

ATTACHMENT: None

RECOMMENDATION

Staff recommends the Executive Committee approve Fiscal Year 2025/26 blanket purchase orders for supplies and services in a total amount not to exceed \$1,650,512.

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)	\$100,000
3	City of Hawthorne (ITS)	10-50-111-5302 10-70-311-5302	Comp Contract Services/CAD	\$200,000
4	Commline Inc.	10-70-311-5521	Outside Tech Svc-Towers/Equip	\$335,000
5	Federal Signal Corp.	10-70-311-5514	Parts – Billing (Reimbursed)	\$200,000
6	Geospatial Tech	10-70-311-5311	GST Software (Reimbursed)	\$52,692
7	Havis	10-70-311-5514	Parts – Billing (Reimbursed)	\$110,000

8	LCW	10-50-111-5305	Legal Services	\$50,000
9	Lehr Auto	10-70-311-5514	Parts – Billing (Reimbursed)	\$40,000
10	Motorola Solutions, Inc.	10-70-311-5514	Parts – Billing (Reimbursed)	\$100,000
11	RWG	10-50-111-5305	Legal Services	\$80,000
12	Setina Manufacturing Corp.	10-70-311-5514	Parts – Billing (Reimbursed)	\$60,000
13	Smart Janitorial	10-50-111-5701	HQ Maintenance	\$62,820
14	Westin	10-70-311-5514	Parts – Billing (Reimbursed)	\$80,000
15	Whelen Engineering Co.	10-70-311-5514	Parts – Billing (Reimbursed)	\$90,000
16	Xcel Mechanical	10-50-111-5701	HQ Maintenance	\$60,000
Total				\$1,650,512

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: \$100,000

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: \$200,000

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: \$110,000

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: \$50,000

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: \$40,000

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: \$100,000

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: \$60,000

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: \$62,820

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: \$80,000

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 #16

Vendor: Xcel Mechanical Systems Incorporated

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

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 \$1,650,512 are included in the approved Fiscal Year 2025/26 Budget. Additionally, all costs associated with upfitting of vehicles and Geospatial Tech are 100% reimbursable by the member or contract agencies requesting the service.

D-6



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: June 17, 2025

ITEM NUMBER: D-6

TO: Executive Committee

FROM: John Krok, 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 2025/26

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 2025/26.

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 US 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 \$190.98 per hour for FY2025/26. This is an increase of \$9.28 per hour, or 5%, over last year's \$181.70 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 - \$15,278
 - Assumes a flat amount of 80 hours of labor per vehicle.
 - Uses the fully burdened rate of \$190.98 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 - \$7,639
 - Assumes a flat amount of 40 hours of labor per vehicle.
 - Uses the fully burdened rate of \$190.98 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 - \$190.98 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 \$190.98 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 - \$190.98 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 \$190.98 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 – 8% 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 FY2025/26 will generate revenue in excess of budgeted costs attributed to the Technical Services Division.

D-6

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 2025/26**

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. 367, passed and adopted July 18, 2024, and all amendments thereof are hereby repealed.
3. The Board of Directors hereby establishes, effective July 1, 2025, 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 15th day of July 2025 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

_____, Councilmember
Chairman, Board of Directors

John Krok, Executive Director
Secretary, Board of Directors

EXHIBIT A

Maintenance and Repair Fee:	\$190.98 per hour
Parts Administrative Charge:	8% of Actual Cost
Patrol Vehicle Buildout Fee:	\$15,278
Specialty Vehicle Buildout Fee:	\$190.98 per hour
Unmarked Law Enforcement Vehicle Buildout Fee:	\$7,639

F-4



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: June 17, 2025

ITEM NUMBER: F-4

TO: Executive Committee

FROM: John Krok, Executive Director

SUBJECT: AUTHORIZE THE EXECUTIVE DIRECTOR TO BIND AND APPROVE FISCAL YEAR 2025/2026 INSURANCE POLICIES PROPOSED BY ALLIANT INSURANCE SERVICES, INC. FOR INSURANCE NECESSARY TO PROTECT THE AUTHORITY AND ITS MEMBER AGENCIES; AND

APPROVE CORRESPONDING PURCHASE ORDERS IN AN AMOUNT NOT TO EXCEED \$398,595

ATTACHMENTS: None

RECOMMENDATION

Staff recommends the Executive Committee authorize the Executive Director to bind and to approve Fiscal Year 2025-2026 insurance policies as proposed by Alliant Insurance Services, Inc. for insurance necessary to protect the Authority and its member agencies and approve corresponding purchase orders in an amount not to exceed \$398,595.

BACKGROUND

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

DISCUSSION

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

Line of Coverage	FY24/25 Coverage	FY25/26 Proposed Coverage	
	Premium	Premium	Δ%
Workers' Compensation	\$ 110,691	\$ 121,323	10%
Excess Liability	89,113	91,025	2%
General / Professional Liability	48,257	50,075	4%
Earthquake Coverage	38,693	25,795	-33%
Public Officials & Employment Practices Liability	32,679	35,551	9%
Property	30,794	29,958	-3%
Cyber Liability	12,943	24,663	91%
Automobile	9,111	9,500	4%
Deadly Weapons Coverage	5,868	6,174	5%
Garage Keepers Coverage	2,091	2,182	4%
Government Crime Coverage	1,924	2,069	8%
Auto Physical Damage	370	279	-25%
Totals	\$ 382,535	\$ 398,595	4%

The total cost of the Fiscal Year 2025-2026 insurance program is proposed at \$398,595 which is a 4% increase over the prior year. Cyber Liability was the most significant increase. This is due to the Authority's cyber incident that occurred in 2024. The Fiscal Year 2025-2026 policies amount came in approximately 9% under budget. The budget for the binding of all policies was \$434,716.

Staff recommends that the Executive Committee authorize the Executive Director to bind and to approve Fiscal Year 2025-2026 insurance policies with Alliant and designated insurance providers in an amount not to exceed \$98,595.

FISCAL IMPACT

Funds for the premiums for the proposed insurance policies are available in the adopted Fiscal Year 2025-2026 budget (Accounts #5207 Workers' Compensation Insurance and #5513 General Liability Insurance).

F-5



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: June 17, 2025

ITEM NUMBER: F-5

TO: Executive Committee

FROM: John Krok, Executive Director

SUBJECT: AGREEMENT BETWEEN THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY AND COMMLINE, INC. FOR PURCHASE AND INSTALLATION OF THE UPGRADED AVTEC DISPATCH CONSOLE; AND

APPROVE A CORRESPONDING PURCHASE ORDER IN THE TOTAL AMOUNT OF \$449,930.38 FOR THIS PURCHASE

ATTACHMENT: 1. Purchase and Installation Agreement

RECOMMENDATION

Staff recommends that the Executive Committee approve an agreement with Commline, Inc. for purchase and installation of the upgraded Avtec radio dispatch console and approve a corresponding purchase order in the total amount of \$449,930.38 for these services.

DISCUSSION

The Authority's primary radio communications system utilizes dispatch consoles manufactured by Avtec, Inc. The current Avtec radio console system was installed in 2015 when the radio system moved from Telco, a telecommunications company, to internet protocol-based (IP) technologies. The current system, along with the current windows software on the PCs, will no longer be supported as the hardware media workstation is no longer in production.

The new system will refresh the software to support the latest version, moves to a software-based media workstation, includes USB supported accessories, and contains the new Outpost Plus gateways, giving dispatchers the ability to simultaneously control,

monitor, and transmit to connected radio resources. This project is estimated to cost approximately \$450,000 and was identified as part of the Authority's Five-Year Capital Improvement Plan (CIP) and adopted by the Board of Directors in March 2025 for FY25-26. Staff was recently notified that Avtec's pricing will increase in July 2025 and thus found it prudent to lock in pricing for this necessary purchase before the increase takes effect.

Commline, Inc. ("Commline") is Avtec's primary sales and technical support partner for southern California, including the Los Angeles area. They are the sole Level 3 partner for the region as they have achieved the highest level of technical training and proficiency that Avtec offers. Commline is authorized to sell Avtec solutions through National Association of State Procurement Officials (NASPO) and the General Services Administration (GSA) contracts and is the only partner in southern California with that distinction. Additionally, Commline provides ongoing services and maintenance for the Authority's radio and network infrastructure by contract.

Section 9: Sole Source Purchases of the Authority's Purchasing Policy (Resolution No. 352), allows the Authority to enter into a purchase agreement when there is no advantage to be gained through competitive bidding or when the specifications and requirements for a purchase are so distinct that only one possible source can provide the purchase or meet established standards. Because the Authority must upgrade using the same manufacturer, Avtec, and Commline is the primary partner/expert in Southern California with access to NASPO cooperative pricing, staff believes this purchase does not require formal contract procedures.

FISCAL IMPACT

This CIP project was adopted and funds appropriated as part of the FY25-26 budget, therefore, sufficient funds exist in the FY25-26 Adopted Budget for this purchase.

F-5

Attachment 1

PURCHASE AND INSTALLATION AGREEMENT FOR AVTEC RADIO DISPATCH WORKSTATION CONSOLES

THIS PURCHASE AND INSTALLATION AGREEMENT ("Agreement") is made and entered into as of June 17, 2025 ("Effective Date") by and between the South Bay Regional Public Communications Authority, a California joint powers authority ("Authority"), and Commline, Inc., a California corporation ("Contractor"). Authority and Contractor are sometimes individually referred to herein as "Party," and collectively as "Parties".

RECITALS

- A. Authority desires to engage Contractor to provide and install the following: Avtec Radio Dispatch Workstation consoles, as more fully described herein ("Project").
- B. Contractor has examined the location of all proposed work, carefully reviewed and evaluated the specifications set forth by the Authority for the Project, is familiar with all conditions relevant to the performance of services and is committed to perform all work as required by this Agreement.
- C. Contractor represents that Contractor is fully qualified, possesses all required licenses and certifications, and has the experience necessary, to perform the work necessary to complete the Project. Authority selected Contractor for this Project in substantial reliance on such representations by the Contractor.
- D. Authority and Contractor enter this Agreement in order to set forth terms and conditions governing each party's performance of this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing Recitals and the mutual promises and covenants herein contained, the Parties agree as follows:

1. Scope of Work.

1.1 In consideration of the payment of the purchase price and subject to all the terms and conditions herein, Contractor shall provide all tangible items and products, and perform all services, described in Contractor's March 6, 2025 proposal ("Products" and "Services", respectively), all of which are attached hereto and collectively marked as Exhibit "A", "Scope of Services and Fee Schedule". The terms of this Agreement and the documents referenced above, shall govern over any inconsistent or conflicting provisions in Contractor's proposal. Contractor covenants that: (i) it will perform all Services in a manner commensurate with all applicable, professional standards and degree of skill and care; and (ii) all Products will be new and of the highest quality available. Contractor's representative for purposes of day to day administration of this Agreement as relates to required communications with the Authority, is Jeff Fukasawa.

1.2 Contractor shall perform all work set forth in Exhibit A, and shall provide and furnish all the labor, materials, necessary tools, equipment and all utility and transportation services necessary to complete the Project as required herein.

1.3 The Products shall be delivered to the location designated in writing by the Authority. Title to and the risk of loss, damage, and destruction of the Products shall remain with the Contractor until inspection and acceptance of the Products by the Authority. Such inspection may include reasonable tests and use of the Products by the Authority. Authority may, at its option, (i) reject any or all of the Products found to be defective or otherwise not in compliance with the requirements of this Agreement; or, (ii) accept substitute Product(s) satisfactory to the Authority. Contractor shall be responsible for any and all costs of transportation and replacement of any rejected Products.

1.4 If required by the Authority prior to commencing work, Contractor shall provide a performance bond in an amount equal to 100% of the contract price. The bond forms required to be executed will be provided and incorporated as part of this agreement. The performance bond, if required, shall remain in force until written acceptance of the Work and the end of the warranty period set forth herein.

2. Time of Performance. Time is of the essence in the performance of the Services and Contractor shall complete the Project installation, implementation and acceptance testing within the times set forth in Exhibit A. The failure by Contractor to meet this schedule may result in termination of this Agreement by Authority.

3. Term. Unless earlier terminated in accordance with Section 16 of this Agreement, this Agreement shall continue in full force and effect until satisfactory completion of the Services.

4. Compensation.

4.1 Authority shall pay Contractor for the Services on a fixed fee, not-to-exceed basis, in accordance with the provisions of this Section and Contractor's proposal contained in Exhibit A. Contractor's total and complete compensation for all Services satisfactorily performed and Products properly provided, shall not exceed \$449,930.38.

4.2 If all work is to be completed within thirty (30) days, then Contractor shall be paid one, lump sum. Otherwise, Contractor shall submit monthly invoices to Authority describing the Services performed and/or the specific task in the Scope of Services to which it relates, and the date the Services were performed. In all cases, Authority shall pay Contractor no later than thirty (30) calendar days after Authority approval of the invoice and receipt of unconditional releases (or other proof of full payment by Contractor) from all subcontractors and suppliers.

4.3 Authority shall reimburse Contractor only for those costs or expenses, if any, specifically identified in Exhibit A to this Agreement or specifically approved in writing in advance by Authority.

4.4 Contractor shall not receive any compensation for Extra Work performed without the prior written authorization of Authority. As used herein, "Extra Work" means any work that is determined by Authority to be necessary for the proper completion of the Project, but which is not included within the Scope of Services and which the parties did not reasonably anticipate would be necessary when this Agreement was executed. Compensation for any authorized Extra Work shall be paid in accordance with Exhibit A, or otherwise as agreed upon in writing.

4.5 Unless otherwise agreed upon in writing, Contractor shall provide Authority with a minimum fourteen (14) days' notice of its date(s) of installation to enable the Authority to ready the installation site(s) for installation the Products in accordance with the instructions of Contractor, if any. The Authority shall complete any required site preparation prior to the date installation of the Products begins.

5. Project Manager. Contractor shall designate a Project Manager, who shall coordinate all phases of the Project. This Project Manager shall be available to Authority at all reasonable times during the term of the Agreement. Contractor has designated Jeff Fukasawa to be its Project Manager. Contractor shall not remove or reassign the Project Manager without the prior written consent of Authority. Authority's approval shall not be unreasonably withheld.

6. Administration. This Agreement will be administered by the Authority's Executive Director or designee, who shall be the Project Administrator and shall have the authority to act for Authority under this Agreement.

7. Type and Installation of Materials/Standard of Care.

7.1 Contractor shall use only the only materials and Products described in Exhibit A in performing the Services. Any deviation from the materials or Products described in Exhibit A shall not be permitted unless approved in advance in writing by the Project Administrator.

7.2 All of the Services shall be performed by Contractor or under Contractor's supervision. Contractor represents that it possesses the personnel required to perform the Services required by this Agreement, and that it will perform all Services in a manner commensurate with industry-wide professional standards for the County of Los Angeles. All Services shall be performed by qualified and experienced personnel.

7.3 At all times during the term of this Agreement, Contractor shall possess any valid and required licenses necessary to perform the Work. Contractor hereby certifies that it holds the required license(s).

8. Indemnification.

8.1 To the fullest extent permitted by law, Contractor shall, at its sole cost and expense, defend, hold harmless and indemnify Authority and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those

Authority agents serving as independent contractors in the role of Authority officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, stop notices, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith and the payment of all consequential damages (collectively "Liabilities"), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Contractor, its officers, agents, servants, employees, subcontractors, materialmen, contractors or their officers, agents, servants or employees (or any entity or individual for whom Contractor shall bear legal liability) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees, as determined by judicial decision or by the agreement of the parties. Contractor shall defend the Indemnitees in any action or actions filed in connection with any Liabilities with counsel of the Indemnitees' choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. Contractor shall reimburse the Indemnitees for any and all legal expenses and costs incurred by Indemnitees in connection therewith.

For liabilities arising out of "design professional services", and in accordance with Civil Code § 2782.8(a), in no event shall the cost to defend the Indemnitees that is charged to Contractor, exceed Contractor's proportionate percentage of fault.

8.2 Contractor shall perform all Project work in a manner to minimize public inconvenience and possible hazard, to restore other work areas to their original condition and former usefulness as soon as possible, and to protect public and private property. Contractor shall perform work as specified in Exhibit A to limit impacts to traffic during the installation period. Contractor shall be liable for any private or public property damaged during the performance of the Project work.

8.3 The rights and obligations set forth in this Section shall survive the termination of this Agreement.

9. Independent Contractor. Authority has retained Contractor as an independent contractor and neither Contractor nor its employees, nor any of its subcontractors, are to be considered employees of the Authority. The manner and means of conducting the work are under the control of Contractor, except to the extent they are limited by statute, rule or regulation and the express terms of this Agreement. No civil service statutes or other right of employment shall accrue to the benefit of Contractor or its employees.

10. Cooperation. Contractor agrees to work closely and cooperate fully with Authority's Project Administrator and any other agencies that may have jurisdiction or interest in the work to be performed. Authority agrees to cooperate with the Contractor on the Project.

11. Insurance. Without limiting Contractor's indemnification of Authority, and prior to commencement of work, Contractor shall obtain, provide and maintain at its own expense during the term of this Agreement or for other periods as specified in this Agreement,

policies of insurance of the type, amounts, terms and conditions described in the Insurance Requirements attached hereto as Exhibit B, and incorporated herein by reference.

12. Labor Code Compliance.

12.1 This Contract calls for work to be performed constituting public works under the California Labor Code. Contractor and all subcontractors shall pay the general prevailing rate of per diem wages as determined and as published by the Department of Industrial Relations pursuant to Article 2 of Chapter 1 of Part 7, of Division 2 of the California Labor Code, including, but not limited to, Sections 1770, 1771, 1773, 1773.2 and 1774. In accordance with Labor Code Sections 1725.5 and 1771.1, no contractor or subcontractor shall be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, unless currently registered and qualified to perform public work pursuant to Section 1725.5 [with limited exceptions for bid purposes only under Labor Code Section 1771.1(a)] If the Contract price exceeds \$25,000, Contractor shall be registered with DIR.

12.2 Contractor shall post a copy of such wage rates at the job site and shall pay the adopted prevailing wage rates as a minimum. Contractor shall comply with the provisions of Sections 1775, 1776, 1777.5, 1777.6, and 1813 of the Labor Code. Pursuant to the provisions of 1775 of the Labor Code, Contractor shall forfeit to the Authority, as a penalty, not more than \$200.00 for each calendar day, or portion thereof, for each laborer, worker, or mechanic employed, paid less than the stipulated prevailing rates for any work done under this Contract, by him or by any subcontractor under him, in violation of the provisions of this Agreement. Pursuant to Labor Code Section 1771.4, the Project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations.

12.3 Contractor's attention is directed to the provisions in Sections 1774, 1775, 1776, 1777.5 and 1777.6 of the Labor Code. Contractor shall comply with the requirements of these Sections. The statutory provisions for penalties for failure to comply with the State's wage and hours laws will be enforced. Section 1776 requires the Contractor and all subcontractors to keep accurate payroll records, specifies the contents thereof, their inspection and duplication procedures and certain notices required of the Contractor pertaining to their location. Eight hours labor constitutes a legal day's work, as set forth in Labor Code Section 1810. The statutory provisions for penalties for failure to comply with the State's wage and hour laws will be enforced as set forth in Labor Code Section 1813.

13. Subcontracting and Assignment. The subcontractors authorized by Authority, if any, to perform work on this Project are identified in Exhibit A. Contractor shall be fully responsible to Authority for all acts and omissions of any subcontractor. Except as specifically authorized herein, the Services to be provided under this Agreement shall not be assigned, transferred, contracted or subcontracted out without the prior written approval of Authority.

14. Conflicts of Interest. Contractor agrees not to accept any employment or representation during the term of this Contract or within twelve (12) months after completion of the work under this Contract wherein Contractor is or may likely become "financially interested," as provided in Government Code Section 1090 and 87100, in any decisions made by Authority on any matter in connection with which Contractor has been retained pursuant to this Contract.

15. Notices. All notices, demands, requests or approvals to be given under the terms of this Agreement shall be given in writing, to Authority by Contractor and conclusively shall be deemed served when delivered personally, or on the third business day after the deposit thereof in the United States mail, postage prepaid, first-class mail, addressed as hereinafter provided. All notices, demands, requests or approvals from Contractor to Authority shall be addressed as follows:

To the Authority:

Attn: John Krok, Executive Director
SBRPCA
4440 W. Broadway
Hawthorne, CA 90250
Telephone: 310-973-1802
jkrok@rcc911.org

To the Contractor:

Attn: Jeff Fukasawa
Commline Incorporated
13700 Cimarron Ave
Gardena, CA 90249
Telephone: 310-390-8003
jeff.fukasawa@commline.com

16. Termination

16.1 Termination With Cause. In the event that either party fails or refuses to perform any of the provisions of this Agreement at the time and in the manner required, that party shall be deemed in default in the performance of this Agreement. If such default is not cured within a period of seven (7) calendar days after service of written notice of default, specifying the nature of such default and the steps necessary to cure such default, the non-defaulting party may terminate the Agreement forthwith by giving to the defaulting party written notice thereof. In the event that the default cannot be cured within seven (7) days, no such failure will be deemed to exist if the defaulting party has given the non-defaulting party adequate assurance in writing of due performance and commenced to cure such default within such period, such cure efforts are prosecuted to completion with reasonable diligence, and in any event are completed with thirty (30) days.

16.2 Termination Without Cause. Notwithstanding the above provisions, Authority shall have the right, at its sole discretion and without cause, to terminate this Agreement at any time by giving seven (7) calendar days prior written notice to Contractor. In the event of termination under this Section, Authority shall pay Contractor for Services satisfactorily performed and costs incurred in the performance of such Services up to the effective date of termination for which Contractor has not previously been paid. In the event of termination under this Section, Authority shall also pay Contractor for all Products, associated materials, and hardware delivered to Authority site under this Agreement that Authority deems usable.

17. Contractor's Knowledge of Conditions. By executing this Agreement, Contractor warrants that Contractor has visited or has been provided the opportunity to visit the Project site(s), has become familiar with the local conditions under which the work is to be performed, and has taken into consideration these factors in submitting its Project proposal and agreeing to the Scope of Services.

18. Warranty. For all Products and Services provided to the Authority as part of this Agreement, Contractor warrants as follows: Contractor possesses good title to the Products and the right to transfer ownership of the Products to the Authority; the Products shall be delivered to the Authority free from any security interest or other lien; the Products meet all specifications contained herein and are fit for their intended purpose(s); and, the Products and the Services shall be free from material defects in materials and workmanship under normal use for a period of not less than one year parts/labor from the date of acceptance of the work by the Authority. The foregoing warranty is in addition to any and all manufacturers' warranties which shall be conveyed and assigned in full to the Authority prior to final payment.

19. Representations. Each party represents as follows: (a) that it has full power and authority to execute, deliver and perform its obligations under this Agreement; (b) that there are no actions, proceedings or investigations, pending or, to the best of each party's knowledge, threatened against such party which may in any manner whatsoever materially affect the enforceability of this Agreement or the rights, duties and obligations of the parties hereunder; and (c) that the execution, delivery and performance of this Agreement will not constitute a breach or default under any agreement, law or court order under which such party is a party or may be bound or affected by or which may affect the rights, duties and obligations hereunder.

20. Force Majeure. Neither party shall be responsible for delays in performance caused by unforeseeable events beyond the control and without the fault or negligence of the parties, including but not limited to acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, and/or freight embargoes. Contractor's lack of funding for any reason shall not be a force majeure. If Contractor claims force majeure, Authority shall ascertain the facts and extent of delay, and extend the time for performing the Services for the period of the enforced delay when and if in the judgment of the Authority such delay is justified. In no event shall Contractor be entitled to recover damages against Authority for any delay in performance

of this Agreement, however caused, Contractor's sole remedy being extension of the Agreement pursuant to this Section.

21. Miscellaneous Provisions.

21.1 Recitals. Authority and Contractor acknowledge that the above Recitals are true and correct and are hereby incorporated by reference into this Agreement.

21.2 Compliance with all Laws. Contractor shall at its sole cost and expense comply with all applicable statutes, ordinances, codes, and regulations throughout the term of this Agreement.

21.3 Waiver. A waiver by either party of any breach, of any term, covenant or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition contained herein, whether of the same or a different character.

21.4 Integrated Contract. This Agreement, together with all Exhibits and attachments, each of which are incorporated by reference herein, represents the full and complete understanding of every kind or nature whatsoever between the parties hereto, and all preliminary negotiations and agreements of whatsoever kind or nature are merged herein. No verbal agreement or implied covenant shall be held to vary the provisions herein.

21.5 Conflicts or Inconsistencies. In the event there are any conflicts or inconsistencies between this Agreement and Contractor's proposal, the terms of this Agreement and all other attachments shall govern.

21.6 Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of the Agreement or any other rule of construction which might otherwise apply.

21.7 Amendments. This Agreement may be modified or amended only by a written document executed by both Contractor and Authority and approved as to form by the Authority Attorney.

21.8 Severability. If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

21.9 Controlling Law and Venue. The laws of the State of California shall govern this Agreement and all matters relating to it and any action brought relating to this Agreement shall be adjudicated in a court of competent jurisdiction in the County of Los Angeles, State of California.

21.10 Equal Opportunity Employment. Contractor represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee

or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex, age or any other impermissible basis under law.

21.11 Attorneys' Fees. In any litigation or other proceeding by which a party seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing party shall be entitled to recover all attorneys' fees, experts' fees, and other costs actually incurred in connection with such litigation or other proceeding, in addition to all other relief to which that party may be entitled.

21.12 Counterparts. This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original and all of which together shall constitute one (1) and the same instrument.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the dates written above.

AUTHORITY

By: _____

Name: John Krok

Title: Executive Director

Date: _____

CONTRACTOR:

a _____

By: _____

Name: Jeff Fukusawa

Title: Vice President/Owner

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

[If contractor is a corporation, two corporate signatures are required.]

Attachments: **Exhibit A** - Scope of Services and Fee Schedule;
 Exhibit B - Insurance Requirements

EXHIBIT A
SCOPE OF SERVICES AND
FEE SCHEDULE

COMMLine inc.
www.commlineinc.com

REQUEST FOR QUOTE			
DATE:		3/6/2025	SALES REP: Ryan Narimatsu ryan.narimatsu@commlineinc.com
BILL TO:		SHIP TO:	
COMPANY:	SBRPCA	COMPANY:	Same
ATTENTION:	John Krok	ATTENTION:	
ADDRESS:	440 Broadway	ADDRESS:	
CITY/ST/ZIP:	Hawthorne, CA 90250	CITY/ST/ZIP:	
PHONE:	(310) 466-2836	PHONE:	
EMAIL:	jkrok@trcc911.org	EMAIL:	

Special Notes: *SBRPCA to provide own PCs for upgrade.	Hardware	\$ 297,442.53
	Sales Tax (10.25%)	\$ 30,487.86
	Services	\$ 120,000.00
	Freight	\$ 2,000.00
	GRAND TOTAL	\$ 449,930.38
Customer Approval Signature	PO #	Date

I agree to the terms and conditions set forth in this proposal. A 20% cancellation charge will apply to canceled orders.

SOW for Upgrade for SBRPCA Software Media Workstations

a. Removal:

- i. 17x console positions:
 - 1. PC Avtec Clients.
 - 2. Touchscreen monitors.
 - 3. Existing Cabling.
 - 4. Console peripherals.
- ii. 10x Avtec Standard Outpost.
 - 1. Avtec Gateways.
 - 2. Power Supplies.
 - 3. Existing Custom interface cables.

b. Configuration:

- i. Modify System Data.
- ii. Avtec Screen reconfiguration for new Outpost Plus endpoints.
- iii. Avtec Console Clients
 - 1. OS Config for 17x console clients with the recommended setting from the manufacturer.
 - 2. Configure new console clients with existing network settings.
 - 3. Provision of new USB peripherals.
 - 4. Label all new USB peripherals.
- iv. Avtec Outpost Plus:
 - 1. Pre-stage 16x Avtec Outpost Plus.
 - 2. Provision 16x Avtec Outpost Plus.
 - 3. Configure new Avtec Outpost Plus with existing network settings.
 - 4. Creation of Outpost Plus Database.
 - 5. Creation of custom wiring for TB-9100 Base Stations for Tait for the Access Channels.
- v. Relays:
 - 1. Console Relays for status lights.
 - a. Provision 17x relays.
 - b. Configure the Avtec system to relay panel to activate the status lights when dispatch is transmitting radio traffic.
- vi. Tait control stations

COMMLine inc.

13700 Cimarron Ave., Gardena, CA 90249

Main: (310) 390-8003 Fax: (310) 390-4393

www.CommlineInc.com

1. Pre-stage control stations.
2. Program control station for ICI Trunk System for the Avtec Backup System.
3. Program control station for LARICS Trunk System to interface to the Avtec Console System.
4. Creation of new endpoints on the Scout Manager Database.
5. Creation of new endpoints on VPGate servers.

c. Installation:

- i. 17x console positions:
 1. PC Avtec Clients.
 2. Mouse/keyboard.
 3. Touchscreen monitors.
 4. New Cabling
 - a. USB cables.
 - b. Power cords.
- ii. Console USB peripherals
 1. Speakers.
 2. Headsets.
 3. Foot pedal interface box.
 4. USB hub.
 5. Relay.
- iii. Antennas/main coax runs:
 1. Installation of antennas. For RCC/Punta, we will need to outsource the antenna and coax cable tower installation.
 2. Install ground bar.
 3. Install polyphasers.
 4. Terminate coax lines.
 5. Sweep coax lines.
- iv. RF Filters:
 1. Install 1x 8 ch UHF Control Station Combiner.
 2. Run RG-142 jumpers.
 3. Power test coax run.
- v. Outpost Plus:
 1. Install 13x outpost plus
 - a. 6 for the Access channels.
 - b. 4 for the backup control station system.
 - c. 3 for LARICS Regional 16.

COMMLine inc.

13700 Cimarron Ave., Gardena, CA 90249

Main: (310) 390-8003 Fax: (310) 390-4393

www.CommlineInc.com

2. Run new network patch cables from the radio gateways to the network switch.

vi. Control Stations

1. Install 14x Tait Tait Control Stations.
2. Install 2x DC Distribution Panels.
3. Install 4x DC Power Supplies.

d. System deployment:

- i. COMMLine will be onsite to perform an Acceptance Test Plan which we will go to each console feature to make sure everything is working properly.
- ii. COMMLine will monitor the system to ensure that the system is working up to the manufacturer's specs.

EXHIBIT B

INSURANCE REQUIREMENTS

1. Provision of Insurance. Without limiting Contractor's indemnification of Authority, and prior to commencement of Services, Contractor shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to Authority. Contractor agrees to provide insurance in accordance with requirements set forth here. If Contractor uses existing coverage to comply and that coverage does not meet these requirements, Contractor agrees to amend, supplement or endorse the existing coverage.
2. Acceptable Insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the Authority's Risk Manager.
3. Coverage Requirements.
 - A. Workers' Compensation Insurance. Contractor shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000).

Contractor shall submit to Authority, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of Authority, its officers, agents, employees and volunteers.
 - B. General Liability Insurance. Contractor shall maintain commercial general liability insurance and, if necessary, umbrella liability insurance, with coverage at least as broad as provided by Insurance Services Office form CG 00 01, in an amount not less than one million dollars (\$2,000,000) per occurrence, two million dollars (\$3,000,000) general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.
 - C. Automobile Liability Insurance. Contractor shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of Contractor arising out of or in connection with Services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than one million dollars (\$2,000,000) combined single limit for each accident.

- D. Professional Liability Insurance. If required by the Authority due to the nature of the Services, the Contractor shall maintain professional liability or errors and omissions insurance appropriate to its profession, in such form and with insurance companies acceptable to the Authority, and with limits not less than \$1,000,000 per claim and aggregate (errors and omissions). This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy coverage form specifically designed to protect against acts, errors or omissions of the Contractor in the performance of professional services. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend. The retroactive date (if any) such each policy is to be no later than the Effective Date of this Agreement. If a "claims-made" professional liability policy is provided, it shall include an extended reporting period of not less than three (3) years.
4. Other Insurance Requirements. The policies are to contain, or be endorsed to contain, the following provisions:
- A. Waiver of Subrogation. Excepting professional liability insurance, all insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against Authority, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these requirements to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against Authority, and shall require similar written express waivers and insurance clauses from each of its subcontractors.
- B. Additional Insured Status. Commercial general and auto liability policies shall provide or be endorsed to provide that Authority and its officers, officials, employees, agents, and volunteers shall be named as additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.
- C. Primary and Non Contributory. Coverage provided by Contractor shall be primary and any insurance or self-insurance procured or maintained by Agency shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of Agency before the Authority's own insurance or self-insurance shall be called upon to protect it as a named insured.
- D. Notice of Cancellation. Contractor agrees to require its insurance agent or broker and insurers to provide to Agency with a thirty (30) day notice of

cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

5. Additional Agreements Between the Parties. The parties hereby agree to the following:

- A. Evidence of Insurance. Contractor shall provide certificates of insurance to Authority as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation and other endorsements as specified herein for each coverage. Insurance certificates and endorsement must be approved by Authority's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with Authority at all times during the term of this Agreement. Authority reserves the right to require complete, certified copies of all required insurance policies, at any time.
- B. Authority's Right to Revise Requirements. Authority reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving Contractor advance written notice of such change. If such change results in substantial additional cost to Contractor, the Authority and Contractor may renegotiate Contractor's compensation.
- C. Right to Review Subcontracts. Contractor agrees that upon request, all agreements with subcontractors or others with whom Contractor enters into contracts with on behalf of Authority will be submitted to Authority for review. Failure of Authority to request copies of such agreements will not impose any liability on Authority, or its employees.
- D. Enforcement of Agreement Provisions. Contractor acknowledges and agrees that any actual or alleged failure on the part of Authority to inform Contractor of non-compliance with any requirement imposes no additional obligations on Authority nor does it waive any rights hereunder.
- E. Requirements not Limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Contractor maintains higher limits than the minimums shown above, the Authority requires and shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Authority.
- F. Self-insured Retentions. Any self-insured retentions must be declared to and approved by Authority. Authority reserves the right to require that self-

insured retentions be eliminated, lowered, or replaced by acceptable security. Self-insurance will not be considered to comply with these requirements unless approved by Authority.

- G. Authority Remedies for Non-Compliance. If Contractor or any subcontractor fails to provide and maintain insurance as required herein, then Authority shall have the right but not the obligation, to purchase such insurance, to terminate this Agreement, or to suspend Contractor's right to proceed until proper evidence of insurance is provided. Any amounts paid by Authority shall, at Authority's sole option, be deducted from amounts payable to Contractor or reimbursed by Contractor upon demand.
- H. Timely Notice of Claims. Contractor shall give Authority prompt and timely notice of claims made or suits instituted that arise out of or result from Contractor's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies. Authority assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve Authority.
- I. Contractor's Insurance. Contractor shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Services.

F-6



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: June 17, 2025

ITEM NUMBER: F-6

TO: Executive Committee

FROM: John Krok, Executive Director

SUBJECT: Technical Services Division Staffing for Workload Management

ATTACHMENTS: None

RECOMMENDATION

Staff recommends the Executive Committee provide direction on proposed solutions to alleviate issues surrounding the workload of the Technical Services Division.

BACKGROUND

The Technical Services Division performs vehicle upfitting services which consist of installing radio communications equipment, light bars, mobile cameras, computer systems, and all necessary equipment into emergency vehicles. Work orders are completed in accordance with specifications provided by each of the Authority's member and contract cities. Upon completion of the work, each city is billed for the actual costs associated with the supplies and equipment purchased by the Authority to fulfill the work order. The labor portion of this work is included as part of each agency's annual assessment based on a combination of fleet size and rolling three-year average of labor hours associated with work orders.

DISCUSSION

As still evident today, the COVID-19 pandemic had a significant impact on the global supply chain. Delays in receipt of raw materials and parts in turn caused delays in manufacturing. As a result, police and fire departments across the Authority's six agencies experienced delays in receiving ordered vehicles, and/or postponed their vehicle replacement plans. Consequently, vehicle outfitting requests surged significantly over the last year and a half. The higher volume of vehicle upfitting requests combined with

backordered parts and equipment has resulted in longer turnaround times and a longer wait list for work orders.

The Authority's member and contract cities are accustomed to a high standard of service and quality of work provided by our Technicians. Therefore, staff has evaluated several options to ensure the vehicle upfitting work requested by the Authority's six (6) police departments and three (3) fire departments continues as efficiently as possible.

Staff anticipates a steady inflow of vehicle requests over the next 3-5 years and has determined that one of the factors under the Authority's control as it relates to resource constraints, is that of staffing levels and responsibilities within the Technical Services Division. Earlier this year, management identified the need for cross-training and sharing in responsibilities and tasks typically performed by the Public Safety Communications Specialist II. Therefore, staff recommends the reclassification of a Public Safety Communications Specialist I to a Public Safety Communications Specialist II effective March 29, 2025. Sufficient funds exist in this fiscal year's adopted budget to cover the reclassification.

Additionally, staff recommends adding an additional Public Safety Communications Specialist I effective July 1, 2025, for a total Full-Time Equivalent (FTE) of 6 positions in the Technical Services Division. This additional position can be funded via undesignated funds in the Enterprise fund balance for the first year (FY25-26) and added to assessments for future budget years.

Technical Service Staff	Current FTE	Proposed FTE
Public Safety Communications Specialist II	1	2
Public Safety Communications Specialist I	4	4
Total	5	6

If recommended by the Executive Committee, staff will present the proposed staffing changes to the Board of Directors in July 2025.

Lastly, if recommended by the Executive Committee, staff can explore the possibility of outsourcing work to a third-party vendor, either temporarily or as-needed.

Staff will continue to monitor the needs of the Authority's police and fire agencies and may propose additional measures in the coming months.

FISCAL IMPACT

The reclassification of a Public Safety Communications Specialist I to a Public Safety Communications Specialist II for the current fiscal year is expected to cost approximately \$1,300.

For FY25-26 and beyond, the reclassification and one additional FTE for a Public Safety Communications Specialist I results in an increase of approximately \$120,000 in salary and benefits. Undesignated fund balance is available for the first year and this increase would be added to member and contract city assessments in future budget year

G-1

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

APRIL 15, 2025

A. CALL TO ORDER

The Executive Committee and User Committee convened in a regular joint session at 2:03 PM on Tuesday, April 15, 2025, 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 Vontray Norris, City of Hawthorne
City Manager Talyn Mirzakhani, City of Manhattan Beach
Chief Gary Tomatani, Hawthorne Police Department
Chief Mike Lang, Manhattan Beach Fire Department
Chief Rachel Johnson, Manhattan Beach Police Department

Absent: City Manager Clint Osorio, City of Gardena
Chief Mike Saffell, Gardena Police Department

Also Present: Executive Director John Krok
Operations Manager Shannon Kauffman
Finance Manager Vanessa Alfaro
Executive Assistant Cristina Manley
Acting Administrative Services Manager Megan Cunningham
Laura Kalty, Liebert Cassidy Whitmore
Jennifer Petrusis General Counsel, RWG
Bill Romesburg Cit Com

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from March 18, 2025
APPROVE
2. Check Register – March 2025
RECEIVE AND FILE
3. Fiscal Year 2024-2025 Budget Performance – Q3
RECEIVE AND FILE

MOTION: City Manager Norris moved to approve the Executive Committee Consent Calendar Items 1-3. The motion was seconded by City Manager Mirzakhani and passed by a vote of 2-0.

E. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

F. EXECUTIVE COMMITTEE GENERAL BUSINESS

1. Versaterm Computer Aided Dispatch Contract
APPROVE
Executive Director Krok discussed the Versaterm Computer Aided Dispatch Contract. Authority staff worked with Versaterm, Cit Com, and general counsel to develop a Master Software and Services Agreement for the CAD project.

Project scheduled to begin on June 18th with on-site configuration workshops.

- Additional workshops in October and December

- Training anticipated in early 2026
- Cutover to live operations expected in May 2026

Initial term of the agreement is three years which automatically renews for one-year a 90 days written notice is given. The cost to implement the agreement is \$1,543,713, the first payment is in July and the payment schedule is contingent on successful completion of milestones during the first year of the project. Milestones are as follows: kickoff, test environment, live configuration, workshops two and three, production environment live, functional acceptance, completion, training completion ready for use, and final acceptance. Total amount of fees for the CAD product under the agreement are \$1,546,463.

The Authority has funds available in the Enterprise Fund to cover costs of the agreement. Total annual recurring subscription fees will be \$668,208, subject to up to 6% in annual increases. Staff will propose a few options on how the Authority can cover the ongoing subscription fees during the next scheduled meeting.

Executive Director Krok requested the Executive Committee authorize the Executive Director to execute the Master Software and Services Agreement with Versaterm for Computer Aided Dispatch System Services.

MOTION: City Manager Norris motioned to approve Item-1. The motion was seconded by City Manager Mirzakhania and passed by a vote of 2-0.

2. Agreement with CITCOM for CAD Implementation

APPROVE

Executive Director Krok explained Bill Romesburg from Cit Com was chosen as the Authority's CAD consultant in September of 2023. He requested the Executive Committee consider and approve the agreement with CitCom for project management of the CAD Project not to exceed \$154,000 and authorize the Executive Director to sign the agreement on behalf of the Authority. The JDIC CLETS application part of the project is not to exceed amount of \$44,000 and CAD Management portion not to exceed the amount of \$110,000. Sufficient funds are available to fund the CAD Implementation Project in our FY24-25 adopted budget due to salary savings.

MOTION: City Manager Norris motioned to approve Item-2. The motion was seconded by City Manager Mirzakhania and passed by a vote of 2-0.

3. Executive Director's Update on Staffing and Recruitment

RECEIVE AND FILE

Authority participated in two hiring events in March:

- Golden State College – Recruitment event
- Hawthorne High School – Vocational fair

Hiring, Training & Retention:

- Received 14 applications
- Scheduled 6 dispatcher tests – 0 passed
- Hired 1 full-time dispatcher
- Recent hire has successfully passed their first phase of training
- Four temporary dispatchers are currently working.
- Two retired annuitants started at the end of March
- Another retired dispatcher is returning May 1st

Staffing Hours Filled by Part Time and Temporary Dispatchers

- January – 583 hours
- February – 856 hours
- March – 1170 hours

City Manager Norris inquired about the mandates. Executive Director Krok explained that mandates have significantly decreased in the past few months. There is still a call-in day built into the schedule for last minute overtime. Executive Director Krok stated there is a need to balance employee overtime desires with the greater good of the group. Some employees want overtime and others do not.

Chief Johnson inquired about the staffing in the technical services department. Executive Director Krok explained that one staff member was currently out on leave and he was considering adding another installer due to the volume of vehicles. Staff has been authorized to work overtime to complete the build out of vehicles.

Executive Director Krok is working with cities to prioritize vehicles based on type (patrol, k-9, detective, etc.). He asked the group provide a priority list to address critical needs first. He emphasized the importance to address urgent need to appropriately allocate resources.

Chief Johnson requested to add a future agenda item to discuss the timelines of vehicle buildouts. The average time for outfitting vehicles is of interest. Executive Director Krok explained the importance of reporting and efficiency. Reporting will start to address the problem in delays in outfitting vehicles.

Chief Lang expressed concerns on backlog and options of subcontracting. Executive Director Krok discussed the backlog and improving efficiencies. A path forward is needed to avoid for extended periods. The goal is to improve efficiencies and reduce backlog, acknowledging the impact of COVID related delays. The aim is to improve the vehicle outfitting process, not to create conflict or burden for individuals involved. The solution is to improve in-house processes, potentially by hiring more staff. Manpower is a key factor in addressing the delays. A plan will be developed to streamline the process, identify inefficiencies, and propose solutions, including potential staffing adjustments, to be presented next month meeting.

F. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes for March 18, 2025
APPROVE

MOTION: Chief Johnson motioned to approve Item-1. The motion was seconded by Chief Tomatani and passed by a vote of 3-0.

G. **ITEMS REMOVED FROM CONSENT CALENDAR**

None.

H. **EXECUTIVE DIRECTOR REPORT**

Executive Director Krok acknowledged and thanked the administrative group for their dedication, hard work and skilled and acknowledged the talented dispatcher group during National Public Safety Telecommuters Week for their dedication, skill, and professionalism. He also thanked the stakeholders for their continued generosity and acknowledgement during the week of celebration.

I. **EXECUTIVE COMMITTEE AND USER COMMITTEE**

Chief Tomatani acknowledged the graveyard dispatchers for the way they handled two critical incidents that occurred in Hawthorne & Gardena.

City Manager Norris inquired about the process of outfitting vehicles. Executive Director Krok explained that the city gets the vehicle, then notifies RCC, the vehicle is spec'd and a quote is sent out to the city.

- Issue: Waiting on parts can take 8-12 weeks, delaying the process by 2-3 months. Storage and potential changes in part preferences.
- Suggestion: Engage in better communication and spec vehicles out, anticipating their arrival. Consider a bigger rolling inventory for frequently used parts.
- Request: Provide a schedule of vehicles in line and their waiting times.

J.

CLOSED SESSION

The Executive Committee entered closed session at 2:33PM and returned from at 3:04PM with no reportable action taken.

1. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Designated Representatives: Executive Director and Liebert, Cassidy Whitmore

Employee Organization: The California Teamsters Public, Professional and Medical Employees Union Local 911

2. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Designated Representatives: Executive Director and Liebert Cassidy Whitmore

Employee Organization: Communications Workers of America

3. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government code Section 54957.6

Agency Designated Representatives: Executive Director and Liebert, Cassidy Whitmore

Employee Organization: Management & Confidential Employees

K.

ADJOURNMENT

The meeting was adjourned at 3:04PM.