A G E N D A

REGULAR MEETING OF THE EXECUTIVE COMMITTEE AND USER COMMITTEE
TUESDAY, APRIL 21, 2026, 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 March 17, 2026
   APPROVE
2. Minutes from March 24, 2026
   APPROVE
3. Minutes from April 7, 2026
   APPROVE
4. Check Register – March 2026
   RECEIVE AND FILE
5. Amendment to Professional Services Agreement with Joe Mar Polygraph to Increase Maximum Compensation to $50,000
   APPROVE
6. Approve A Change Purchase Order in the Amount of $250,000 to Federal Signal Corporation for Supplies and Equipment
   APPROVE
7. Approve PRIMESC Inc. to complete the Capital Improvement Project Replacement of Heating Boiler and Boiler Controller in the Amount of $33,693.00
   APPROVE
8. Approve the Purchase of Versaterm Training Services for Dispatch Personnel on the Computer Aided Dispatch (CAD) System in the Amount of $34,372.00
   APPROVE
9. FY25-26 Q3 Budget Update
   RECEIVE AND FILE
10. Approve the Purchase of AUTH0 Configuration for Versaterm CAD in the Amount of $44,637.00
    APPROVE

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

F. **EXCUTIVE COMMITTEE GENERAL BUSINESS**

1. Executive Director's Update on CAD
   RECEIVE AND FILE

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

2. Executive Director's Update on Staffing
   RECEIVE AND FILE
3. Executive Director's Update on Technical Services
   RECEIVE AND FILE

G. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from February 17, 2026
   APPROVE
2. Minutes from March 17, 2026
   APPROVE

H. **ITEMS REMOVED FROM CONSENT CALENDAR**

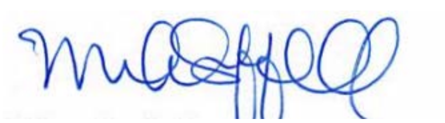
I. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

J. **CLOSED SESSION**

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

K. **ADJOURNMENT**

Posting Date/Time: April 17, 2026/5:00PM
Signature:



Mike Saffell, Interim Executive Director

D-1

MINUTES OF THE REGULAR OF THE BOARD OF DIRECTORS, THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE **MARCH 17, 2026**

A. **CALL TO ORDER**

The Board of Directors, Executive Committee and User Committee convened in a regular joint session at 2:03 PM on Tuesday, March 17, 2026, in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

B. **ROLL CALL**

Present:
Councilmember Rodney Tanaka, City of Gardena
Mayor David Lesser, City of Manhattan Beach
Mayor Pro Tem Alex Monteiro, City of Hawthorne
City Manager Vontray Norris, City of Hawthorne
City Manager Talyn Mirzakhanian, City of Manhattan Beach
Ernie Crespo, City of Gardena
Chief Todd Fox, Gardena Police Department
Captain Christian Eichenlaub, Manhattan Beach Police Department

Absent:
City Manager Clint Osorio, City of Gardena
Chief Eric Lane, Hawthorne Police Department
Chief Jesse Alexander, Manhattan Beach Fire Department
Chief Rachel Johnson, Manhattan Beach Police Department

Also Present:
Interim Executive Director, Mike Saffell
Operations Manager, Shannon Kauffman
Administrative Services Manager, Megan Cunningham
Finance Manager, Vanessa Alfaro
Executive Assistant, Cristina Manley
General Counsel RWG, Jennifer Petrusis

C. **PUBLIC DISCUSSION**

None.

MOTION: To switch the meeting order to address Executive Committee items first and approved (2 – 0).

D. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from February 17, 2026
   APPROVE
2. Minutes from March 3, 2026
   APPROVE
3. Check Register – February 2026
   RECEIVE AND FILE
4. Cash and Investments Report for December 31, 2025
   RECEIVE AND FILE
5. Fiscal Year 2024-2025 Annual Financial Report
   RECEIVE AND FILE
6. Agreement with GetRes911 to Provide Professional Placement Services for Temporary Communications Operators
   APPROVE AND AUTHORIZE INTERIM EXECUTIVE DIRECTOR TO EXECUTE ON BEHALF OF AUTHORITY

MOTION: City Manager Norris moved to approve the Executive Committee Consent Calendar items 1-6. The motion was seconded by City Manager Mirzakhanian and passed by a vote of 2-0.

E **ITEMS REMOVED FROM CONSENT CALENDAR**

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Agreement with Mercury Associates, Inc for an Organizational Assessment of the Technical Services Division
APPROVE AND AUTHORIZE INTERIM EXECUTIVE DIRECTOR TO EXECUTE ON BEHALF OF THE AUTHORITY

Interim Executive Director Saffell provided an overview of a comprehensive assessment of its fleet uplifting and vehicle support operations. The assessment will be conducted by Mercury Associates Incorporated, a fleet management consulting firm.

- Mercury has worked with over 650 fleet organizations across North America.
- The study will focus on workflow management, staffing, workload capacity, and technology systems.

The assessment is expected to take 8-10 weeks. The proposal cost for the core assessment is $64,325. An additional review of technician training and vehicle readiness certification will cost $21,050. Total project cost: $83,375. The study will conclude with an implementation roadmap. City Manager Mirzakhanian directed this assessment.

Interim Executive Director Saffell explained that the union is aware of the study. The primary goal is to try to make to make operating conditions better for the employee and ultimately better for our cities that we serve.
Mercury was chosen because they are independent and have government pricing. The $85,000 will come from the current budget. The timeline is 8 to 10 weeks, it would be completed before July 1st. A list of 25 to 75 recommendations will be provided. The director and staff will determine which recommendations to implement based on affordability and impact. The recommendations will then be given to the director for the assessment.

City Manage Mirzakhanian thanked the staff for bringing this forward.

MOTION: City Manager Norris moved to approve the Executive Committee General Business Item 1. The motion was seconded by City Manager Mirzakhanian and passed by a vote of 2-0.

2. Executive Director's Update on CAD
RECEIVE AND FILE

Operations Manager Kauffman provided information on a CAD update. The goal is to provide more communication on the CAD project. The project is on track to meet the go-live date July 13th.

Currently in Milestone 5:

- The production environment is live, and interface components are being tested.
- Training: In-house training for dispatch is scheduled for March 31st through April 3rd, with staff training to follow a few months before the go-live date.

Monthly updates for fire and police executives (15-30 minutes). Technical meeting with staff from all cities to discuss connections and software requirements. Records manager meeting on the March 25th to gather input and questions from the cities.

Future meetings: Fire executive meeting, police MDC follow-up meeting, train-the-trainer training for police and fire on the MDC, additional meeting for fire on AVL, and another technical meeting. This is the latest product and it will be a cloud system with more functionality than the current CAD.

Mayor Lesser addressed some concerns about the relevance of a regional event (World Cup) on the rollout of the CAD system. Operations Manager Kauffman assured that these concerns would be considered, dates to be moved, if needed.

3. Executive Director's Update on Staffing
RECEIVE AND FILE

Administrative Services Manager Cunningham provided a staffing update.

February 2026:

- Twenty-three full-time employees
- One temporary employee
- Nine part-time employees

March 2026:

- Twenty-seven full-time employees
- Nine part-time employees
- Three temporary employees

Four full-time employees were hired during this period. Recruiting efforts are proving successful.

Recruitment statistics (February 18 – March 17)

- 319 applications received this month, over 1100 since December
- 144 Criticall tests scheduled this month, 543 scheduled since December
- 111 tests taken this month, 392 since December
- 32 passed, 100 totals passed since December
- 16 candidates in backgrounds

Hiring:

- Four full-time employees fired in March
- Six in training (including 2 temporary employees).

Social Media:

- Gained about 1,000 more followers
- 177,000 views

Recruitment Platforms:

- Indeed, and ZipRecruiter are still performing well.

Current Employees:

- Twenty-seven full-time employees
- Nine part-time employees
- Three temporary employees

Upcoming Events:
Partnering with Hawthorne Police Department for Earth Day event.
Participating in job fairs with Cal State Long Beach and Cerritos College in April.

City Manager Norris inquired on the temporary employees. Administrative Services

Manager Cunningham explained that they are contracted employees from GetResQ911 (6-months). Provided with a two-week training.

Mayor Lesser inquired on the recruitment incentive and referral bonus policy. Administrative Services Manager Cunningham explained the first portion ($1,000) after the first phase of training. Last amount ($4,000) at the end of the probationary period or after fifteen months. It is an "attraction piece" that helps with competition.

4. Executive Director's Update on Technical Services
   RECEIVE AND FILE

   Administrative Services Manager Cunningham provided an update on Technical Services.

   Fleet Inventory Update:
   - Full builds fiscal year to date: 61 (up from 59 last)
   - Vehicles obtained, not yet delivered: No significant movement.
   - Vehicles at a facility in the city: Down from 7 to 4.
   - Waiting on a radio for Hawthorne Police Department's animal control vehicle.
   - Mercury is expected to help streamline the communication process.

   Parts Shortage:
   - Still experiencing parts shorts and delays.
   - Lead times have increased from 4-6 weeks to 6-8 weeks.
   - Communication with cities is to ensure parts are ordered for cars arriving in May, June and July.

5. Presentation of 2025 Communications Center Statistics
   RECEIVE AND FILE

   Interim Executive Director Saffell provided an overview of RCC Performance in 2025, specifically call volume, response times, and call dispatcher productivity. Calls statistics: service reliability, staffing performance, and response readiness from police and fire partners. Statistics represent how effectively the communities of the South Bay are being served. Numbers show that RCC is operating at a very high performance level while managing extremely large call volumes.

   Call Volume Statistics
   - In 2025, the center handled nearly 120,000 emergency 911 calls and more than 347,000 calls for service.
   - RCC answered 98.38% of 911 calls within 15 seconds, exceeding the national NENA benchmark.
   - 95% of the workload supports police operations.
   - Additional 20,000 10-digit administrative calls show dispatchers handle a massive volume of non-emergency service calls.

   Dispatch and Response Times
   - Emergency calls are processed in about 36 seconds on average.
   - Priority one calls are dispatched in about 41 seconds.
   - Rescue calls average only seven seconds to dispatch.
   - Call completion times are roughly 68 seconds for emergency calls.

   Dispatch Workload
   - Each dispatcher handled an average of 9,719 calls in 2025.
   - The workload was handled by a team of 25 full-time and 10 part-time dispatchers, with four supervisors.
   - The center exceeded national answering standards by more than 8%.
   - Rescue calls are dispatched in approximately seven seconds.

Key Points

- The regional center is performing above national standards, but the demand is extremely high. RCC is outperforming the national NENA call answering standards.
- This performance is occurring while handling over 347,000 calls for service and more than 119 emergency calls annually.
- Continued population growth, increased service expectations, and new technologies require careful planning to main these standards.

Dispatcher workload is high, and staffing stability is critical.

- Each dispatcher handles an average of 9,719 calls a year.
- Public safety dispatch centers nationwide are experiencing staffing shortage and burnout.
- Maintaining experienced personnel is essential to sustain response times.
- Dispatcher recruitment and retention is a priority, as are training, pipelines, and workforce wellness and scheduling strategy.
- Maintaining staffing stability is one of the largest operational risk factors for regional communication centers.

Seconds matter; RCC is delivering life-saving speed.

- Rescue calls are dispatched in approximately seven seconds.
- Seconds directly affect survival outcomes, particularly for cardiac arrest, trauma, and fire incidents.
- The center's speed demonstrates that the regional model is working effectively.
- Continued investment in technology, training, CAD, and communications infrastructure will ensure that RCC continues to deliver fast, reliable emergency response across all member cities.

The JPA is very unique and valuable. Sharing the cost here provides more "bang for your dollar."

G. **BOARD OF DIRECTORS CONSENT CALENDAR**

1. Minutes from January 20, 2026
   APPROVE
2. Cash Investments Report for December 31, 2025
   RECEIVE AND FILE
3. Resolution Delegating Investment Authority to the Treasurer over Authority Funds and the Authority's Section 115 Trust
   APPROVE AND ADOPT RESOLUTION
4. Resolution Establishing a Recruitment Incentive and Referral Bonus Policy and Repealing Resolution No. 351
   APPROVE AND ADOPT RESOLUTION

MOTION: Councilmember Tanaka moved to approve the Board of Directors Consent Calendar items 1-4. The motion was seconded by Mayor Lesser and passed by a vote of 3-0.

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

I. **BOARD OF DIRECTORS GENERAL BUSINESS**

1. Fiscal Year 2026-2027 Five-Year Capital Improvement Plan
   APPROVE AND ADOPT RESOLUTION

Finance Manager Alfaro provided a report on the Five-Year Capital Improvement Plan. In August 2024, the Board of Directors adopted a resolution establishing a Capital Improvement Plan and its first 5-year CIP. The five-year CIP is reviewed each year to identify and reprioritize capital projects.

- Plan focuses on improving infrastructure in IT, telecommunications, and facilities.
- The complete five-year CIP includes 25 individual projects totaling nearly $3 million, funded by the authorities Enterprise Fund Undesignated fund balance.
- Year one of the CIP project for fiscal year 2027 total $943,400.
- The authority's undesignated fund balance is projected to be about $7.3 million for the fiscal year ending June 30, 2026.
- Sufficient funds are available to fund needed CIP projects over the next five years.

The proposed five-year CIP was presented to the Executive Committee during the February meeting and was recommended for approval. The Authority is looking for approval of the five-year CIP and adoption of the corresponding resolution.

Areas of question and discussion that may need to be evaluated, both in infrastructure and personnel, that may not have been completely covered in the first review. Interim Executive Director Saffell explained that the money is to absorb anything that may come up in the foreseeable future. Analysis of what things look like in 2029 & 2030 may change based on analysis in the next few months. Capital improvements include generators and the diesel tank. Discussions are coming with INSB about who's going to pay for what. Those are critical pieces of infrastructure that have yet to be fully vetted whose responsibility that's going to be.

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

2. Resolution Adopting the Budget for Fiscal Year 2026-2027
APPROVE AND ADOPT RESOLUTION

Finance Manager Alfaro provided an overview of the Authority's main revenue sources and expenses categories as follow:

Authority's Main Revenue Sources

- Assessment revenue from member cities account for 50% and Contract cities account for 41% and the remainder 9% is in the form of non-assessment revenue such as reimbursement for vehicle outfitting parts or other reimbursable services mostly from member and contract cities, and investment earnings.

Authority's Main Expense Categories

- Salaries and benefits make up 72% of the budget.
- Supply services and equipment make up 26%.
- Capital outlay approximately 2%.

Departmental level budgeted costs:

- Operations department approximately 59% of budgeted costs
- Administration at 23%
- Technical services at 17%

Cost Allocation Policy

- 90% of the authority's revenues are in the form of assessments.
- The policy was adopted by the Board of Directors in 2019 after a comprehensive cost of service study.
- It ties assessment as closely as possible to the services provided to member and contract cities.
- Staff develops the preliminary budget for the upcoming fiscal year, and

these costs are separated intro three main categories: administrative costs, operations costs and technical service costs.
    - Administrative costs are allocated to operations and technical services.
    - Operations costs are allocated to call taking, police dispatch, and fire dispatch.
    - Technical services costs are allocated to dedicated support and workload/work order support.

Proposed Assessments for Member Cities for Fiscal Year 2027

- Gardena's assessment is 2.6 million, a $141.000 increase from the fiscal year 2026, or about 5.6%.
- Hawthorne's assessment is 3.2 million, a $213,000 increase or 7%.
- Manhattan's Beach assessment is 2.1 million, a $157,000 increase or about 7.8%.

Proposed Assessments for Contract Cities

- Culver City's assessment is 3.2 million, about a $164,000 increase.
- El Segundo's assessment is 2.3 million, a $153,000 increase.
- Hermosa Beach's assessment increases about $57,000 to $959,000
- Altogether with assessments of about 14.6 million and non-assessment revenue of about 1.4 million.
- Revenues are estimated to be about 16.1 million, an increase of 1 million or 6.7% compared to revenue projections last fiscal year.

Proposed Budget for Fiscal Year 2027

- The proposed budget for fiscal year 2027 is about 15.3 million.
- Salaries and benefits are expected to increase approximately $328,000 or 3%.
- Supplies, services and equipment are expected to increase by $689,0000 or 20%.
    - The annual CAD subscription fee has the biggest impact.
    - Staff is recommending a 50% phase in approach for the fee which is reflected here in this preliminary budget.
    - The CAD fee is about $660,000, the increase in this category includes $330.000 of that fee.
    - The other 50% of the CAD fee would be covered by an appropriation from undesignated enterprise fund balance.
    - Notable increase in the recruitment budget and consulting budget which together with CAD fee are about $500,000 cost increase.
- Overall represents about $1 million increase or 7% increase from last year's adopted budget.
- Revenues are estimated to be 16 million and expenses 15.3 million with revenues over expenses of about $740,000.

Fund Balance Projections

- Projections over the next five years expect revenues over expenditures to average about $740,000 each fiscal year.
- The Board approved a revision to the budget policy that allows ongoing funding of pension and OPEB of unfunded liabilities using budgetary surplus and unrestricted available fund balance each fiscal year.
- Staff projects a $7.8 million fund balance for fiscal year 2027.The available balance or undesignated balance for fiscal year 2027 after the required 10% operating and capital reserve is projected to be about 6.2 million.

Work Plan Objective and Recommendation

- The budget was presented to the Executive Committee during the February meeting and was recommended for approval.
- Staff is requesting approval and adoption of the recommended budget for fiscal year 26-27, including the appropriation for year one of the CIP and

50% of the CAD fee for fiscal year 2027 and the corresponding assessment schedules for the member and contract cities.

Mayor Lesser inquired about labor negotiations and the impact this may have on the budget – additional funds needed. Finance Manager Alfaro clarified that there are sufficient additional funds to cover tentatively agreed upon items in the upcoming MOU. An additional appropriation will not be needed unless something changes significantly. Negotiations with the union are ongoing and believed to be positive. Projections have incorporated some of those discussions. An agreement with union would not significantly impact what is being presented.

MOTION: Mayor Pro Tem Monteiro moved to approve the Board of Directors General Business item 2. The motion was seconded by Mayor Lesser and passed by a vote 3-0.

J. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from February 17, 2026
   APPROVE
   ***No quorum**

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

L. **BOARD OF DIRECTORS, EXECUTIVE AND USER COMMITTEES' COMMENTS**

Mayor Pro Tem Monteiro acknowledged staff for a great job and satisfaction with the numbers presented. Mayor Lesser appreciated Interim Executive Director Saffell for the leadership and the measurable difference since 2011. Councilmember Tanaka expressed admiration for the work done and engagement from all the staff.

M. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

The Executive Committee entered closed session at 3:01PM and returned at 3:09PM 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

N. **ADJOURNMENT**

The meeting was adjourned at 3:10 PM

D-2

MINUTES OF A SPECIAL MEETING OF THE EXECUTIVE COMMITTEE **MARCH 24, 2026**

A. **CALL TO ORDER**

The Executive Committee convened in a special session at 9:08AM on Tuesday, March 24, 2026 in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

B. **ROLL CALL**

Present: City Manager Clint Osorio, City of Gardena
City Manager Vontray Norris, City of Hawthorne
City Manager Talyn Mirzakhanian, City of Manhattan Beach

Also Present: Mike Saffell, Interim Executive Director
Shannon Kauffman, Operations Manager
Megan Cunningham, Administrative Services Manager
Vanessa Alfaro, Finance & Performance Audit Manager
Cristina Manley, Executive Assistant
Jennifer Petrusis, RWG Law
Laura Kalty, Liebert Cassidy Whitmore

C. **PUBLIC DISCUSSION**

None.

D. **EXECUTIVE COMMMITTEE GENERAL BUSINESS**

1. Memorandum of Understanding with Teamsters Public, Professional and Medical Employees Union Local 911

APPROVE AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE MEMORANDUM OF UNDERSTANDING ON BEHALF OF THE AUTHORITY

Interim Executive Director Saffell discussed Teamsters Public, Professional and Medical Employees Union Local 911 contract. The last MOU expired on June 30, 2025. Representatives of Teamsters bargaining unit and authority met in good faith from February 19, 2025 to February 20, 2026, and agreed to terms in the attached MOU. The new agreement has a term of three years, from July 1, 2025, to June 30, 2028.

Terms of the agreement:

- July 1, 2025 through June 30, 2028.

Negotiated salary increases:

- 6% wage increase effective the pay period upon approval and adoption of MOU.
- 6% wage increase effective the first full pay period after July 1, 2026.
- 6% wage increase effective the first full period after July 1, 2027.

Retention bonus:

- $5,000 retention bonus effective the first full pay period after July 1, 2026 for continuously employed since least July 1, 2025.
- $5,000 retention bonus effective the first full pay period after July 1, 2027, for current employees continuously employed since at

least July 1, 2025.

Contribution award: Increase in contribution amount toward employees' medical and dental insurance premiums.

- Effective the first full month after approval: $1,450 for employee plus one, $1,700 for family.
- Effective January 2027: $1,500 for employee plus one, $1,800 for family.
- Effective January 2028: $1,550 for employee plus one, $1,900 for family.

Training pay:

- Employees appointed as communications training operators receive $500/month.
- Standby call and pay two hours of overtime at time and a half of base rate if an operator is required to be on standby for a shift.

Annual Payment for unused vacation leave:

- Increases to conversion rate of 85 to 100%.
- Increase to a maximum number of eligible cash out hours for employees based on number of years, service and date hired.
  - Group A, C & D employees: 48 to 60 hours, 72 to 90 hours.
  - Group B employees: 60 to 90 hours.

Technical Services:

- RCC to supplement tech services with an outside contractor based on critical operational needs.
- Allows for limited outsourcing of vehicle construction and related technical services when internal resources are insufficient.

Fiscal Impact:

- Projected on current staffing needs, so it could fluctuate.
- The increase for this MOU over the three-year period is approximately $2.8 million, equivalent to 16% of the total, compensation associated with the Teamsters bargaining group.

Interim Executive Director acknowledged Laura Kalty and Shannon Kauffman for their hard work.

Clarification: The first salary increase will be effective with the pay period that includes ratification.

MOTION: City Manager Mirzakhanian moved to approve the Interim Executive Director to execute the Memorandum of Understanding with Teamsters Public, Professional and Medical Employees Union Local 911 on behalf of the Authority. The motion was seconded by City Manager Norris and passed by a 3 – 0.

2. Side Letter Agreement Amending the July 1, 2025 to June 30, 2028 Memorandum of Understanding with the Communications Workers of America
APPROVE

Interim Executive Director Saffell discussed the side letter agreement amending the July 1, 2025 June 30, 2028 memoranda. Communication Workers of America represent the communications supervisors within the Authority. The current MOU expires on June 30, 2028. Representatives of the CWA Bargaining Unity Authority have met and conferred in good faith and have agreed to terms found in the attached side letter. Proposed terms aligned with those negotiated by another group to ensure equity and consistency.

Contribution Amount:

- Effective January 1, 2027, the Authority's total contribution the PEMCA statutory minimum plus contributions to the cafeteria plan shall be as follows:
  - Employee plus one $1,550 per month
  - Family $1,850 per month
- Effective January 1, 2028 the Authority's total contribution PEMCA statutory minimum plus contribution to the cafeteria plan shall be as follows:
  - Employee plus one is $1,600 a month
  - Family is $1,950 per month

Retention Bonus:

- Effective of the pay period following the approval and adoption of MOU. Any and all employees' continuous employees since at least July 1, 2025 shall receive a $5,000 retention bonus.
- Effective the first pay period after July 1, 2026, any and all employees since at least July 1, 2025 shall received a $5,000 retention bonus.
- Effective the first full pay period after July 1, 2027, current employees shall receive a $5,000 retention bonus.

Wages:

- 1% increase to the previously negotiated rate of 5% to the base rate.
  - Effective the first full pay period in July 2026, total wage increase of 6%
- 1% increase to previously negotiated rate of 5% to the base rate.
  - Effective the first full pay period in July 2027, total wage increase of 6%

Overall Fiscal Impact:

Approximately $63,000 over a three-year term compared to the previously adopted MOU.

<u>MOTION:</u> City Manager Norris moved to approve and authorize the Executive Director to execute the side letter agreement. The motion was seconded by City Manager Mirzakhanian and passed by a 3 – 0.

3. Side Letter Agreement Amending the July 1, 2025 to June 30, 2028 Memorandum of Understanding with the Management and Confidential Employees

APPROVE

Interim Executive Director Saffell discussed the side letter agreement amending the July 1, 2025 June 30, 2028 memoranda. The Management Confidential Employees Group represent the administration department of the Authority. The current MOU expires on June 30, 2028. Representatives of Management Confidential Employees Bargaining have met and conferred in good faith and have agreed to terms found in the attached side letter. The proposed term aligned with those negotiated by another group to ensure equity and consistency.

Contribution amount:

- January 2027 $1,900 per month towards an employee's medical contribution.
- January 2028 $2,000 per month towards an employee's medical contribution.

Retention Bonus:

- Effective pay period following the approval and adoption of the MOU, any and all employees continuous employed since at least July 1, 2025 shall receive a $5,000 retention bonus.
- Effective of the first full pay period after July 1, 2026, any and all employees continuously employed by since at least July 1, 2025, shall receive a $5,000 retention bonus.
- Effective of the first full pay period after July 1, 2026, current employees shall receive a $5,000 retention bonus.

Wages:

- 1% increase the previous negotiated rate of 5% to the base rate.
    - Effective the first full pay period in July 2026. Total wage increase of 6%.
- 1% increase to the previous negotiated rate of 5% to the base rate.
    - Effective the first full pay period in July 2027. Total wage increase of 6%.

Overall Fiscal Impact:

- Estimated approximately $97,000 over a three-year term compared to the previous adopted MOU.

MOTION: City Manager Norris moved to approve and authorize the Executive Director to execute the side letter agreement. The motion was seconded by City Manager Osorio and passed by a 3 – 0.

E. **EXECUTIVE COMMITTEE COMMENTS**

F. **CLOSED SESSION**

The Executive Committee entered closed session at 9:19 PM**.**

1. PUBLIC EMPLOYMENT APPOINTMENT
   Pursuant to Government Code Section 54957(b)(1)
   Title: Executive Director

The Executive Committee returned from closed session at 2:32PM with no reportable action taken.

G. **ADJOURNMENT**

The meeting was adjourned at 2:32 PM.

D-3

MINUTES OF A SPECIAL MEETING OF THE EXECUTIVE COMMITTEE **APRIL 7, 2026**

A. **CALL TO ORDER**

The Executive Committee convened in a special session at 12:04AM on Tuesday, April 7, 2026 in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

B. **ROLL CALL**

Present: City Manager Clint Osorio, City of Gardena
City Manager Vontray Norris, City of Hawthorne
City Manager Talyn Mirzakhanian, City of Manhattan Beach

Also Present: Mike Saffell, Interim Executive Director
Cristina Manley, Executive Assistant
Jennifer Petrusis, RWG Law (via Zoom)

C. **PUBLIC DISCUSSION**

None.

D. **EXECUTIVE COMMMITTEE GENERAL BUSINESS**

E. **EXECUTIVE COMMITTEE COMMENTS**

F. **CLOSED SESSION**

The Executive Committee entered closed session at 12:05 PM.

1. PUBLIC EMPLOYMENT APPOINTMENT
   Pursuant to Government Code Section 54957(b)(1)
   Title: Executive Director

The Executive Committee returned from closed session at 12:28 PM with no reportable action taken.

G. **ADJOURNMENT**

The meeting was adjourned at 12:28 PM.

D-4

Check Register FY 2025-26

March 2026

Accounts Payable Check Issued Date	Total Check Amount	Notes
March 6, 2026	$139,009.11	
March 13, 2026	$155,818.57	
March 20, 2026	$99,399.17	
March 27, 2026	$218,630.27	
Accounts Payable Total	$612,857.12	

Payroll Checks Issued Date	
March 6, 2026	$166,838.08
March 20, 2026	$190,538.72
Payroll Total	$357,376.80

Final Check List
SOUTH BAY REGIONAL PCA

Bank : bow BANK OF THE WEST

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
21029	3/4/2026	00696	GUARDIAN	533654-03	2/20/2026	GUARDIAN - DENTAL,VISION,	4,743.98	4,743.98
21030	3/6/2026	00058	CALPERS	100000018214O	2/17/2026	HEALTH PREMIUMS FOR MAI	43,851.63	43,851.63
21031	3/6/2026	00219	INTERNAL REVENUE SEF	Ben42279	3/6/2026	FEDERAL WITHHOLDING TAX	33,537.30	33,537.30
21032	3/6/2026	00223	EMPLOYMENT DEVEL DE	Ben42283	3/6/2026	STATE DISABILITY INSURANC	14,147.32	14,147.32
21033	3/6/2026	00222	STATE DISBURSEMENT U	Ben42287	3/6/2026	SUPPORT: PAYMENT	184.62	184.62
21034	3/6/2026	00058	CALPERS	Ben42281	3/6/2026	PERS RETIREMENT: PAYMEN	27,239.29	27,239.29
21035	3/6/2026	00221	MISSIONSQUARE RETIRE	Ben42277	3/6/2026	DEFERRED COMPENSATION	13,527.23	13,527.23
59296	3/6/2026	00218	CWA LOCAL 9400	Ben42273	3/6/2026	UNION DUES CWA: PAYMENT	60.79	60.79
59297	3/6/2026	00217	INTL BROTHERHOOD OF	Ben42275	3/6/2026	UNION DUES TEAMSTERS: P.	976.50	976.50
59298	3/6/2026	00996	WAGEWORKS INC., HEAL	Ben42285	3/6/2026	HEALTH CARE FSA: PAYMEN	740.45	740.45
							Sub total for BANK OF THE WEST:	139,009.11

Bank : bow BANK OF THE WEST

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
2367	3/21/2026	01162	BMO COMMERCIAL CARD					
		01041	ZIP RECRUITER	1133155	2/3/2026	RECRUITMENT POSTINGS	1,822.52	
		00466	AMAZON MARKETPLACE	113-4961087-35	2/9/2026	PARTS - BILLING	1,773.77	
		00014	CDW GOVERNMENT, INC	AH93J5B	2/11/2026	OTHER EQUIPMENT	1,522.24	
		00933	EBAY	27-14196-98261	2/10/2026	PARTS - BILLING	524.88	
		01183	INDEED, INC.	USI26-0136360	2/23/2026	RECRUITMENT POSTINGS	500.46	
		01183	INDEED, INC.	USI26-0123001	2/15/2026	RECRUITMENT POSTINGS	500.28	
		01183	INDEED, INC.	USI26-0110734	2/7/2026	RECRUITMENT POSTINGS	500.08	
		01183	INDEED, INC.	USI26-00948521	2/2/2026	JOB POSTING FOR OPERAT	465.34	
		00591	PIZZA HUT #026174	145441128	2/5/2026	EMPLOYEE SERVICES - PER	459.48	
		00228	COSTCO MEMBERSHIP	1261843425	2/4/2026	ADMIN SUPPLIES	426.06	
		00466	AMAZON MARKETPLACE	113-5797908-18	2/18/2026	PARTS - BILLING	328.76	
		00981	SAM'S CLUB	10394822681	2/9/2026	EMPLOYEE WELLNESS PRO	304.33	
		00954	DOCUSIGN	223547298	2/3/2026	YEARLY SUBSCRIPTION	300.00	
		00981	SAM'S CLUB	10396874650	2/17/2026	EMPLOYEE WELLNESS PRO	277.91	
		00228	COSTCO MEMBERSHIP	1261845458	2/5/2026	JANITORIAL SUPPLIES	276.19	
		00610	DIRECTV	065190124X260	2/4/2026	CABLE SERVICES	269.99	
		00467	LOWES BUSINESS	325920210	2/26/2026	GENERAL TECH SUPPLIES	263.96	
		00466	AMAZON MARKETPLACE	020126	2/1/2026	AMAZON CHARGE DISPUTED	245.52	
		00981	SAM'S CLUB	10397369967	2/19/2026	EMPLOYEE WELLNESS PRO	242.91	
		00466	AMAZON MARKETPLACE	113-0306593-19	2/10/2026	GENERAL TECH SUPPLIES	225.36	
		00466	AMAZON MARKETPLACE	113-4694804-58	2/9/2026	PARTS - BILLING	220.91	
		01179	FACEBOOK	3CW8LFZ5X2	2/24/2026	FACEBOOK RECRUITMENT A	215.82	
		01179	FACEBOOK	D6N8FGM5X2	2/26/2026	FACEBOOK RECRUITMENT A	215.00	
		01179	FACEBOOK	6CEBWEZ5X2	2/16/2026	FACEBOOK RECRUITMENT A	206.00	
		00981	SAM'S CLUB	10397198626	2/18/2026	EMPLOYEE WELLNESS PRO	175.82	
		00228	COSTCO MEMBERSHIP	1261845458-2	2/5/2026	OFFICE SUPPLIES	165.69	
		00642	BEST BUY 1020	01110476679	2/6/2026	ADMIN SUPPLIES - REMOTE	141.99	
		00466	AMAZON MARKETPLACE	112-9013494-85	2/11/2026	JANITORIAL SUPPLIES	138.05	
		00466	AMAZON MARKETPLACE	114-5172000-16	2/10/2026	OFFICE SUPPLIES	132.56	
		00466	AMAZON MARKETPLACE	111-1241064-01	2/10/2026	OFFICE SUPPLIES	132.56	
		00915	GOLD GAS	928628372	2/11/2026	FUEL VAN	130.77	
		00981	SAM'S CLUB	10392969762	2/2/2026	EMPLOYEE WELLNESS PRO	122.24	
		00466	AMAZON MARKETPLACE	114-2388660-02	2/21/2026	OFFICE SUPPLIES	119.16	

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
		00466	AMAZON MARKETPLACE	114-2477804-19	2/25/2026	OFFICE SUPPLIES	117.35	
		01190	MAGNUM ELECTRONICS	SO180476	2/10/2026	GENERAL TECH SUPPLIES	114.12	
		00466	AMAZON MARKETPLACE	113-2885911-09	2/3/2026	GENERAL TECH SUPPLIES	106.00	
		00466	AMAZON MARKETPLACE	113-6128932-82	2/8/2026	OFFICE SUPPLIES	101.60	
		00981	SAM'S CLUB	800000017787	2/18/2026	EMPLOYEE WELLNESS PRO	100.10	
		01147	TARGET	020626	2/6/2026	JANITORIAL SUPPLIES	92.12	
		00761	BOX	INV13390731	2/26/2026	SOFTWARE SERVICES	90.00	
		00466	AMAZON MARKETPLACE	113-4064150-03	2/11/2026	GENERAL TECH SUPPLIES	82.85	
		00228	COSTCO MEMBERSHIP	1261845458-01	2/5/2026	JANITORIAL SUPPLIES	82.84	
		00981	SAM'S CLUB	10397721889	2/21/2026	EMPLOYEE WELLNESS PRO	80.80	
		01179	FACEBOOK	JUPBFDD6X2	1/31/2026	FACEBOOK RECRUITMENT A	76.00	
		01179	FACEBOOK	5B65MDZ5X2	2/1/2026	FACEBOOK RECRUITMENT A	76.00	
		01179	FACEBOOK	WCT6QDZ5X2	2/3/2026	FACEBOOK RECRUITMENT A	76.00	
		01179	FACEBOOK	AAYJGCM6X2	2/4/2026	FACEBOOK RECRUITMENT A	76.00	
		01179	FACEBOOK	LPVBUC56X2	2/5/2026	FACEBOOK RECRUITMENT A	76.00	
		01179	FACEBOOK	QD9H4EZ5X2	2/7/2026	FACEBOOK RECRUITMENT A	76.00	
		01179	FACEBOOK	SL5NVCM6X2	2/8/2026	FACEBOOK RECRUITMENT A	76.00	
		01179	FACEBOOK	QQXSDE96X2	2/9/2026	FACEBOOK RECRUITMENT A	76.00	
		01179	FACEBOOK	Z6RDHE96X2	2/11/2026	FACEBOOK RECRUITMENT A	76.00	
		01179	FACEBOOK	GGWUME96X2	2/12/2026	FACEBOOK RECRUITMENT A	76.00	
		00038	TORRANCE ELECTRONIC	13347	2/4/2026	GENERAL TECH SUPPLIES	63.90	
		01046	PELOTON	02012026	2/1/2026	EMPLOYEE SERVICES	49.99	
		00466	AMAZON MARKETPLACE	114-8954065-69	2/11/2026	OFFICE SUPPLIES	49.53	
		00466	AMAZON MARKETPLACE	113-9282086-82	2/17/2026	PARTS - BILLING	36.99	
		00466	AMAZON MARKETPLACE	113-9276039-05	2/8/2026	PARTS - BILLING	36.43	
		00466	AMAZON MARKETPLACE	113-7446462-86	2/10/2026	GENERAL TECH SUPPLIES	33.09	
		00466	AMAZON MARKETPLACE	113-4116233-73	2/17/2026	PARTS - BILLING	29.57	
		00466	AMAZON MARKETPLACE	114-3863211-82	2/25/2026	OFFICE SUPPLIES	24.28	
		00466	AMAZON MARKETPLACE	114-0558893-92	2/4/2026	OFFICE SUPPLIES	14.35	
		00466	AMAZON MARKETPLACE	114-0558893-92	2/27/2026	OFFICE SUPPLIES	14.35	
		00466	AMAZON MARKETPLACE	112-3882225-48	2/18/2026	OFFICE SUPPLIES	13.44	
		00466	AMAZON MARKETPLACE	113-7217432-24	2/11/2026	GENERAL TECH SUPPLIES	7.17	
		00074	STAPLES INC.	40062	2/8/2026	ADMIN SUPPLIES - REFUND	-87.39	
		00466	AMAZON MARKETPLACE	C-2026-91279	2/19/2026	AMAZON CHARGE DISPUTEI	-178.19	15,181.90
2368	3/13/2026	00411	PITNEY BOWES	8000-9090-0888	3/1/2026	POSTAGE AND SHIPPING (PC	149.00	149.00

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
2369	3/13/2026	00012	CALIFORNIA WATER SER	5550731926	3/2/2026	FIRE PROTECTION SERVICE,	108.57	108.57
2370	3/13/2026	00070	GAS COMPANY, THE	059 194 8982 2	3/6/2026	GAS SERVICE HQ/ 02/02/2026	2,608.86	2,608.86
2371	3/13/2026	00069	SOUTHERN CALIFORNIA	700610392752	3/6/2026	ELECT SERV GRANDVIEW/ 0:	342.35	342.35
2372	3/13/2026	00651	FRONTIER	209-188-0077-0	3/1/2026	PHONE SERVICE 03/01/26 - 0	575.68	575.68
59300	3/13/2026	00297	AT&T, ATT CALNET	000024896290	3/3/2026	PHONE SERVICE 02/03/26-03	514.41	514.41
59301	3/13/2026	00064	AT&T, ATT PAYMENT CEN	960 461-1623 55	3/1/2026	PHONE SERVICE 03/01/2026-	3,683.28	3,683.28
59302	3/13/2026	00017	CHEM PRO LABORATORY	IN235033	3/1/2026	WATER TREATMENT SERVIC	96.05	96.05
59303	3/13/2026	00439	CIT COM, INC.	2026-5	3/1/2026	CAD SYSTEM IMPLEMENTATI	11,495.00	11,495.00
59304	3/13/2026	00225	COMMLINE INC	0528698-IN	2/27/2026	ANNUAL HARDWARE SUPPO	16,500.00	
				0528700-IN	2/27/2026	ANNUAL HARDWARE SUPPO	16,500.00	33,000.00
59305	3/13/2026	00407	COSCO FIRE PROTECTIC	1000736986	8/26/2025	ANNUAL MAINTENANCE	3,235.00	
				1000741020	9/22/2025	ANNUAL MAINTENANCE	1,950.00	
				1000758791	1/21/2026	ANNUAL MAINTENANCE	1,499.00	
				1000721548	5/15/2025	ANNUAL MAINTENANCE	900.00	
				1000717622	4/18/2025	ANNUAL MAINTENANCE	600.00	8,184.00
59306	3/13/2026	00879	CROWN CASTLE	2092248	3/1/2026	REDUNDANT INTERNET SER	1,100.00	1,100.00
59307	3/13/2026	01069	DOCUMENT CONSULTIN	139832	3/1/2026	COPIER LEASE & PRINTING S	1,033.35	1,033.35
59308	3/13/2026	01048	ERIC JASON ARROYO	3897	2/27/2026	RECRUITMENT - BACKGROU	2,500.00	2,500.00
59309	3/13/2026	00785	EXPERIAN	6000228280	2/28/2026	CREDIT CHECK/MONITORIN	186.88	186.88
59310	3/13/2026	00008	FEDERAL SIGNAL CORP	9148560	3/3/2026	FEDERAL SIGNAL CORP BILL	633.09	
				9146613	2/27/2026	FEDERAL SIGNAL CORP BILL	245.48	
				9144069	2/25/2026	FEDERAL SIGNAL CORP BILL	33.97	912.54
59311	3/13/2026	00651	FRONTIER	7002Z664-S-260	3/5/2026	PHONE SERV 03/05/26-04/04/	8,626.40	
				7002Z665-S-260	3/5/2026	PHONE SERV 03/05/26-04/04/	5,929.37	14,555.77
59312	3/13/2026	00322	GEOSPATIAL TECHNOLO	19050	3/1/2026	SOFTWARE MAINTENANCE S	13,173.00	13,173.00
59313	3/13/2026	00938	GOLIGHT	225669	2/25/2026	VEHICLE OUTFITTING PARTS	2,306.00	2,306.00
59314	3/13/2026	00027	HAVIS INC.	SIN348210	2/26/2026	HAVIS INC BILLABLE PARTS	3,866.24	3,866.24
59315	3/13/2026	00867	JOE MAR POLYGRAPH	26-014-SBRPCA	3/3/2026	PRE-EMPLOYMENT POLYGR	2,500.00	
				26-016-SBRPCA	3/11/2026	PRE-EMPLOYMENT POLYGR	2,500.00	
				26-015-SBRPCA	3/6/2026	PRE-EMPLOYMENT POLYGR	2,000.00	7,000.00
59316	3/13/2026	00799	LA UNIFORMS & TAILORII	030326	3/3/2026	UNIFORM SETS	634.49	634.49
59317	3/13/2026	01182	LAKESIDE PRODUCTS, LI	14080	2/10/2026	VEHICLE OUTFITTING PARTS	3,395.00	3,395.00
59318	3/13/2026	00442	LAWSON PRODUCTS, IN	9313267188	3/3/2026	LAWSON PRODUCTS INC BIL	119.01	
				9313287523	3/10/2026	LAWSON PRODUCTS INC BIL	39.82	
				9313271232	3/4/2026	LAWSON PRODUCTS INC BIL	19.91	178.74

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
59319	3/13/2026	00043	MANEY WIRE & CABLE, IN	20102189	2/23/2026	MANEY WIRE & CABLE INC B	1,526.69	1,526.69
59320	3/13/2026	01187	MICHAEL E. LANG	FEB2026	3/1/2026	FIRE CAD CONSULTANT	675.00	675.00
59321	3/13/2026	00331	MITSUBISHI ELECTRIC IN	560348	3/1/2026	MONTHLY ELEVATOR MAINTE	864.44	864.44
59322	3/13/2026	00819	OCCUPATIONAL HEALTH	90023712	2/25/2026	PRE-EMPLOYMENT MEDICAL	1,491.00	
				90108352	2/26/2026	PRE-EMPLOYMENT MEDICAL	928.00	2,419.00
59323	3/13/2026	01005	ORKIN PEST CONTROL	292125905	2/27/2026	PEST CONTROL SERVICES~	123.98	123.98
59324	3/13/2026	01152	PRIMO BRANDS	06C8710314288	3/10/2026	WATER FILTRATION SYSTEM	97.13	97.13
59325	3/13/2026	01022	RACE COMMUNICATIONS	RC2057069	3/1/2026	COMMUNICATION CONTRAC	1,198.50	1,198.50
59326	3/13/2026	00818	RICHARDS,WATSON & GE	257260	2/23/2026	FY 25-26 GENERAL COUNSEL	362.00	362.00
59327	3/13/2026	00637	SAFE MART, THE	2622	2/25/2026	INSTALL LOCK BACK ONTO D	165.00	165.00
59328	3/13/2026	00144	SAXE-CLIFFORD PHD, SU	26-0226-8	2/26/2026	PRE-EMPLOYMENT PSYCHO	1,200.00	
				26-0226-11	2/26/2026	PRE-EMPLOYMENT PSYCHO	400.00	1,600.00
59329	3/13/2026	00824	SMART JANITORIAL, COM	SR-136	3/1/2026	HQ MAINTENANCE - CLEANIN	4,685.00	4,685.00
59330	3/13/2026	00074	STAPLES INC.	7009051260	3/7/2026	OFFICE & JANITORIAL SUPPL	299.90	299.90
59331	3/13/2026	00171	VERIZON WIRELESS	6136823783	2/23/2026	GPD DAC CHARGES/ 01/24/26	1,817.30	
				6136763724	2/23/2026	DAC CHARGES HPD/ 01/24/26	1,309.43	
				6136748267	2/23/2026	MODEM SVC. MBPD/ 01/24/26	1,073.74	
				6136748268	2/23/2026	MODEM SVC. MBPD/ 01/24/26	138.10	4,338.57
59332	3/13/2026	00063	WHELEN ENGINEERING (	851118	3/4/2026	WHELEN ENGINEERING CO I	10,682.25	10,682.25
						Sub total for BANK OF THE WEST:		155,818.57

Bank : bow BANK OF THE WEST

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
21036	3/20/2026	00219	INTERNAL REVENUE SEF	Ben42414	3/20/2026	FEDERAL WITHHOLDING TAX	38,607.41	38,607.41
21037	3/20/2026	00223	EMPLOYMENT DEVEL DE	Ben42418	3/20/2026	STATE DISABILITY INSURANC	15,239.12	15,239.12
21038	3/20/2026	00222	STATE DISBURSEMENT L	Ben42422	3/20/2026	SUPPORT: PAYMENT	184.62	184.62
21039	3/20/2026	00058	CALPERS	Ben42416	3/20/2026	PERS RETIREMENT: PAYMEN	28,229.85	28,229.85
21040	3/20/2026	00221	MISSIONSQUARE RETIRE	Ben42412	3/20/2026	DEFERRED COMPENSATION	14,072.57	14,072.57
59333	3/20/2026	00002	AFLAC	Ben42406	3/20/2026	AFLAC INSURANCE: PAYMEN	1,285.36	1,285.36
59334	3/20/2026	00218	CWA LOCAL 9400	Ben42408	3/20/2026	UNION DUES CWA: PAYMENT	60.79	60.79
59335	3/20/2026	00217	INTL BROTHERHOOD OF	Ben42410	3/20/2026	UNION DUES TEAMSTERS: P.	979.00	979.00
59336	3/20/2026	00996	WAGEWORKS INC., HEAL	Ben42420	3/20/2026	HEALTH CARE FSA: PAYMENT	740.45	740.45
							Sub total for BANK OF THE WEST:	99,399.17

Final Check List
SOUTH BAY REGIONAL PCA

Bank : bow BANK OF THE WEST

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
2373	3/27/2026	00012	CALIFORNIA WATER SER	4675328235	3/18/2026	WATER SERV HQ/ 02/18/26-03	453.46	453.46
2374	3/27/2026	00069	SOUTHERN CALIFORNIA	700440732476	3/16/2026	ELEC SERV HQ/ 02/10/26 - 03	14,292.98	
				700383926852	3/20/2026	ELEC SERV PUNTA/ 02/19/26	916.50	15,209.48
2375	3/27/2026	00411	PITNEY BOWES	3107700956	2/27/2026	OFFICE EQUIPMENT LEASE (	243.74	
				1029104171	3/11/2026	EQUIPMENT INK/ OFFICE SU	201.75	
				3107756802	3/13/2026	OFFICE EQUIPMENT LEASE	9.32	454.81
2376	3/24/2026	00073	STATE BOARD OF EQUAL	012-655960	3/24/2026	SALES & USE TAX 2026 Q1 PI	8.00	8.00
59337	3/27/2026	00297	AT&T, ATT CALNET	000024949816	3/13/2026	PHONE SERV 02/13/26-03/12/	3,310.91	
				000024957014	3/13/2026	PHONE SERV 02/13/26-03/12/	279.53	
				000024953951	3/13/2026	PHONE SERV 02/13/26-03/12/	246.91	3,837.35
59338	3/27/2026	01138	AUST, JENNIFER	032726	3/27/2026	RETIREE MED PREM/APR 20	38.00	38.00
59339	3/27/2026	00014	CDW GOVERNMENT, INC	AI5RW1S	3/19/2026	CDW-G BILLABLE PARTS	11,983.34	
				AI4V19E	3/12/2026	CDW-G BILLABLE PARTS	9,248.50	21,231.84
59340	3/27/2026	00460	CHARTER COMMUNICATI	2491898010301	3/1/2026	FY 25-26 INTERNET SERVICE	3,043.73	3,043.73
59341	3/27/2026	00225	COMMLINE INC	0528701-IN	2/27/2026	ANNUAL HARDWARE SUPPO	16,500.00	16,500.00
59342	3/27/2026	00101	CORDOVA, TONY	032726	3/27/2026	RETIREE MED PREM/APR 20	588.00	588.00
59343	3/27/2026	00081	COSTON, SHANDER	032726	3/27/2026	RETIREE MED PREM/APR 20	338.00	338.00
59344	3/27/2026	01191	DAILY BREEZE	901258622	3/16/2026	SEVEN DAY DIGITAL ACCESS	189.71	189.71
59345	3/27/2026	01137	DIANE CARROLL	1479	3/10/2026	GETRESQ911 TEMPORARY S	4,640.00	4,640.00
59346	3/27/2026	00449	DIGI-KEY ELECTRONICS	122199617	3/13/2026	PARTS BILLABLE	589.89	589.89
59347	3/27/2026	00427	DION & SONS, INC	A16362	3/16/2026	DION & SONS HQ MAINTENA	3,560.08	3,560.08
59348	3/27/2026	00103	DIVINITY, TANJI	032726	3/27/2026	RETIREE MED PREM/APR 20	588.00	588.00
59349	3/27/2026	00105	EBERLE, KELLE	032726	3/27/2026	RETIREE MED PREM/APR 20	338.00	338.00
59350	3/27/2026	01048	ERIC JASON ARROYO	3904	3/11/2026	RECRUITMENT - BACKGROU	3,000.00	
				3908	3/17/2026	RECRUITMENT - BACKGROU	1,500.00	4,500.00
59351	3/27/2026	00008	FEDERAL SIGNAL CORP	9157535	3/16/2026	FEDERAL SIGNAL CORP BILL	9,783.28	
				9158837	3/17/2026	FEDERAL SIGNAL CORP BILL	5,460.91	
				9160191	3/18/2026	FEDERAL SIGNAL CORP BILL	2,096.63	
				9160134	3/18/2026	FEDERAL SIGNAL CORP BILL	999.28	
				9156039	3/12/2026	FEDERAL SIGNAL CORP BILL	103.07	18,443.17
59352	3/27/2026	01168	GVP VENTURES, INC	11453	3/16/2026	RECRUITMENT SERVICES	11,000.00	11,000.00
59353	3/27/2026	00027	HAVIS INC.	SIN350141	3/11/2026	HAVIS INC BILLABLE PARTS	347.06	347.06
59354	3/27/2026	00148	HAWTHORNE, CITY OF	IT-25-03-RCC	3/26/2026	COMPUTER CONTRACT SER	50,000.00	50,000.00
59355	3/27/2026	00442	LAWSON PRODUCTS, IN(	9313303876	3/16/2026	LAWSON PRODUCTS INC BIL	26.07	26.07

Final Check List
SOUTH BAY REGIONAL PCA

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
59356	3/27/2026	00087	LIEBERT CASSIDY & WHI	317627	2/28/2026	FY 25-26 LEGAL SERVICES	6,596.00	6,596.00
59357	3/27/2026	00113	MARTIN, LISA	032726	3/27/2026	RETIREE MED PREM/APR 20:	338.00	338.00
59358	3/27/2026	00129	MC REYNOLDS, JENNIFE	032726	3/27/2026	RETIREE MED PREM/APR 20:	338.00	338.00
59359	3/27/2026	00331	MITSUBISHI ELECTRIC IN	558276	2/26/2026	MONTHLY ELEVATOR MAINTI	4,960.00	4,960.00
59360	3/27/2026	00819	OCCUPATIONAL HEALTH	90198359	3/11/2026	PRE-EMPLOYMENT MEDICAL	464.00	464.00
59361	3/27/2026	00121	PINELA, ELIZABETH	032726	3/27/2026	RETIREE MED PREM/APR 20:	588.00	588.00
59362	3/27/2026	01189	PRIME SC MECHANICAL I	6413-01	3/16/2026	COMPUTER ROOM CHILLER	3,401.27	3,401.27
59363	3/27/2026	00818	RICHARDS,WATSON & GI	257593	3/13/2026	FY 25-26 GENERAL COUNSEI	6,153.00	
				257594	3/13/2026	FY 25-26 GENERAL COUNSEI	4,561.20	10,714.20
59364	3/27/2026	00145	SETINA MFG CO INC	329603	3/23/2026	SETINA MANUFACTURING C(	22,673.63	22,673.63
59365	3/27/2026	00124	SMITH, KEVIN	032726	3/27/2026	RETIREE MED PREM/APR 20:	338.00	338.00
59366	3/27/2026	00106	SMITH, SANDRA	032726	3/27/2026	RETIREE MED PREM/APR 20:	338.00	338.00
59367	3/27/2026	00074	STAPLES INC.	7009129227	3/14/2026	OFFICE & JANITORIAL SUPPI	612.11	612.11
59368	3/27/2026	00034	STEVENS, GARY	032726	3/27/2026	RETIREE MED PREM/APR 20:	588.00	588.00
59369	3/27/2026	00036	TALLEY INCORPORATED	10469546	3/17/2026	TALLEY INC BILLABLE PARTS	1,897.23	
				10469609	3/18/2026	TALLEY INC BILLABLE PARTS	680.78	2,578.01
59370	3/27/2026	00711	TROY SHEET METAL WOI	76961	3/16/2026	TROY PRODUCTS INC BILLAI	3,721.08	3,721.08
59371	3/27/2026	01065	WAGEWORKS INC., HEAL	INV8863063	3/24/2026	FY 25-26 FSA MONTHLY COM	92.00	92.00
59372	3/27/2026	01028	WESTIN AUTOMOTIVE PI	2280035	3/11/2026	WESTIN AUTOMOTIVE BILLAI	4,365.32	4,365.32
						Sub total for BANK OF THE WEST:		218,630.27

D-5

Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: April 21, 2026

ITEM NUMBER: D-5

TO: Executive Committee

FROM: Mike Saffell, Interim Executive Director
Megan Cunningham, Administrative Services Manager

SUBJECT: AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT BETWEEN THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY AND JOE MAR POLYGRAPH.

ATTACHMENT: 1. Professional Services Agreement
2. Amendment to Professional Services Agreement

RECOMMENDATION

Staff recommends the Executive Committee approve the attached amendment for an increase in the amount of $25,000 for Joe Mar Polygraph for services.

BACKGROUND

The Authority has a Professional Services Agreement in place with Joe Mar Polygraph in a not to exceed amount of $25,000. Due to a surge in recruitment efforts and an attempt to hire full time Communications Operators, FY25-26 year-end expenditures associated with services from this vendor are anticipated to total closer to $50,000.

DISCUSSION

Joe Mar Polygraph provides pre-employment polygraph examinations prior to the start of a background investigation. A polygraph test helps investigators detect possible deception or undisclosed information that might not appear in normal records checks. Polygraph examinations are used to encourage honesty, identify areas needing more investigation, and confirm or challenge information from interviews and records prior to progressing further into a background investigation.

The proposed amendment to the Professional Services Agreement provides a $25,000 increase to assist with our background investigative services; totaling $50,000 for the FY25-26.

FISCAL IMPACT

Funds for the amendment, which total $25,000, are included in the Fiscal Year 25/26 Adopted Recruitment Budget.

D-5
Attachment 1

SBRPCA

26 - 238

Contract

AGREEMENT BETWEEN THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY AND JOE MAR POLYGRAPH FOR POLYGRAPH EXAMINATION SERVICES

This Professional Services Agreement ("Agreement") is dated July 1, 2025 ("Effective Date") and is between the South Bay Regional Public Communications Authority ("Authority"), a Joint Powers Authority, and Joe Mar Polygraph a California corporation ("Contractor"). Authority and Contractor are sometimes referred to herein as the "Parties", and individually as a "Party".

RECITALS

A. Authority desires to utilize the services of Contractor as an independent contractor to provide professional polygraph examination services for screening candidates during the background process.

B. Contractor represents that it is fully qualified to perform such services by virtue of its experience and the training, education, and expertise of its principals and employees.

C. Authority desires to retain Contractor and Contractor desires to serve Authority to perform these services in accordance with the terms and conditions of this Agreement.

The Parties therefore agree as follows:

1. Contractor's Services.

A. Scope of Services. Contractor shall perform the services described in the Scope of Services (the "Services"), attached as **Exhibit A**. Authority may request, in writing, changes in the Scope of Services to be performed. Any changes mutually agreed upon by the Parties, and any increase or decrease in compensation, shall be incorporated by written amendments to this Agreement.

B. Party Representatives. For the purposes of this Agreement, the Authority Representative shall be the Executive Director, or such other person designated in writing by the Executive Director (the "Authority Representative"). For the purposes of this Agreement, the Contractor Representative shall be Gary Wilson, (the "Contractor Representative"). The Contractor Representative shall directly manage Contractor's Services under this Agreement. Contractor shall not change the Contractor Representative without Authority's prior written consent.

C. Time for Performance. Contractor shall commence the Services on the Effective Date and shall perform all Services by the deadline established by the Authority Representative or, if no deadline is established, with reasonable diligence.

D. Standard of Performance. Contractor shall perform all Services under this Agreement in accordance with the standard of care generally exercised by like professionals under similar circumstances and in a manner reasonably satisfactory to Authority.

E. Personnel. Contractor has, or will secure at its own expense, all personnel required to perform the Services required under this Agreement. All of the Services required under this Agreement shall be performed by Contractor or under its supervision, and all personnel engaged in the work shall be qualified to perform such Services.

F. Compliance with Laws. Contractor shall comply with all applicable federal, state and local laws, ordinances, codes, regulations and requirements.

G. Permits and Licenses. Contractor shall obtain and maintain during the Agreement term all necessary licenses, permits, and certificates required by law for the provision of Services under this Agreement, including a business license.

2. Term of Agreement. The term of this Agreement shall be from the Effective Date through June 30, 2026, ("Termination Date") unless sooner terminated as provided in Section 12 of this Agreement or extended. The Executive Director may extend the term of agreement in writing for two additional one year terms or such other term not to exceed two years from the Termination Date pursuant to the same terms and conditions of this Agreement.

3. Compensation.

A. Compensation. As full compensation for Services satisfactorily rendered, Authority shall pay Contractor at the hourly rates set forth in the Approved Fee Schedule attached hereto as **Exhibit B**. In no event shall Contractor be paid more than $25,000 (the "Maximum Compensation").

B. Expenses. The Authority will not reimburse Contractor for any expenses, unless expenses are agreed upon in advance in writing by both parties.

C. Unauthorized Services and Expenses. Authority will not pay for any services not specified in the Scope of Services, unless the Executive Committee of the Authority or the Authority Representative, if applicable, and the Contractor Representative authorize such services in writing prior to Contractor's performance of those services or incurrence of additional expenses. Any additional services or expenses authorized by the Executive Committee or the Authority Representative shall be compensated at the rates set forth in **Exhibit B**, or, if not specified, at a rate mutually agreed to by the Parties. Authority shall make payment for additional services and expenses in accordance with Section 4 of this Agreement.

4. Method of Payment.

A. Invoices. Contractor shall submit to Authority an invoice, on a monthly basis, for the Services performed pursuant to this Agreement. Each invoice shall itemize the Services rendered during the billing period, hourly rates charged, if applicable, and the amount due. Authority shall review each invoice and notify Contractor in writing within ten Business days of receipt of any disputed invoice amounts.

B. Payment. Authority shall pay all undisputed invoice amounts within 60 calendar days after receipt up to the Maximum Compensation set forth in Section 3 of this

Agreement. Authority does not pay interest on past due amounts. Authority shall not withhold federal payroll, state payroll or other taxes, or other similar deductions, from payments made to Contractor. Notwithstanding the preceding sentence, if Contractor is a nonresident of California, Authority will withhold the amount required by the Franchise Tax Board pursuant to Revenue and Taxation Code Section 18662 and applicable regulations.

C. Audit of Records. Contractor shall make all records, invoices, time cards, cost control sheets and other records maintained by Contractor in connection with this Agreement available during Contractor's regular working hours to Authority for review and audit by Authority.

5. Independent contractor. Contractor is, and shall at all times remain as to Authority, a wholly independent contractor. Contractor shall have no power to incur any debt, obligation, or liability on behalf of Authority. Neither Authority nor any of its employees, officers, or agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not, at any time, or in any manner, represent that it or any of its officers, agents or employees are in any manner employees of Authority.

6. Information and Documents.

A. Contractor covenants that all data, reports, documents, discussion, or other information (collectively "Data") developed or received by Contractor or provided for performance of this Agreement are deemed confidential and shall not be disclosed or released by Contractor without prior written authorization by Authority. Authority shall grant such authorization if applicable law requires disclosure. Contractor, its officers, employees, agents, or subcontractors shall not, without written authorization from the Executive Director or unless requested in writing by the Executive Director or Authority's General Counsel, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any work performed by Contractor for the Authority. Contractor' response to a subpoena or court order shall not be considered "voluntary," provided Contractor gives Authority notice of the court order or subpoena.

B. Contractor shall promptly notify Authority should Contractor, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder or with respect to any work performed by Contractor for the Authority. Authority may, but has no obligation to, be present at any deposition, hearing, or similar proceeding. Contractor agrees to cooperate fully with Authority and to provide Authority with the opportunity to review any response to discovery requests provided by Contractor. However, Authority's right to review any such response does not imply or mean the right by Authority to control, direct, or rewrite the response.

C. All Data required to be furnished to Authority in connection with this Agreement shall become Authority's property, and Authority may use all or any portion of the Data submitted by Contractor as Authority deems appropriate. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the Services, surveys, notes, and other documents prepared in the course of providing the Services shall become Authority's sole property and may be used, reused or otherwise disposed of by Authority without Contractor's permission. Contractor may take and retain copies of the written products as desired, but the written products shall not be the subject of a copyright application by Contractor.

D. Contractor's covenants under this Section shall survive the expiration or termination of this Agreement.

7. Conflicts of Interest. Contractor and its officers, employees, associates and subcontractors, if any, shall comply with all conflict of interest statutes of the State of California applicable to Contractor's Services under this Agreement, including the Political Reform Act (Gov. Code § 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Contractor may perform similar Services for other clients, but Contractor and its officers, employees, associates and subcontractors shall not, without the Authority Representative's prior written approval, perform work for another person or entity for whom Contractor is not currently performing work that would require Contractor or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute. Contractor shall incorporate a clause substantially similar to this Section into any subcontract that Contractor executes in connection with the performance of this Agreement.

8. Indemnification, Hold Harmless, and Duty to Defend.

A. Indemnities.

1) To the fullest extent permitted by law, Contractor shall, at its sole cost and expense, defend, hold harmless and indemnify Authority and its officers, attorneys, agents, employees, designated volunteers, successors, assigns, and members of its committees (collectively "Indemnitees") from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, 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, consultants or their officers, agents, servants or employees (or any entity or individual that Contractor shall bear the legal liability thereof) 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 court 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.

2) Contractor shall pay all required taxes on amounts paid to Contractor under this Agreement, and indemnify and hold Authority harmless from any and all taxes, assessments, penalties, and interest asserted against Authority by reason of the independent contractor relationship created by this Agreement. Contractor shall fully comply with the workers' compensation law regarding Contractor and Contractor's employees. Contractor shall indemnify and hold Authority harmless from any failure of Contractor to comply with applicable workers' compensation laws. Authority may offset against the amount of any fees due to Contractor under this Agreement any amount due to Authority from Contractor as a result of Contractor's failure to promptly pay to Authority any reimbursement or indemnification arising under this subparagraph A.2).

3) Contractor shall obtain executed indemnity agreements with provisions identical to those in this Section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Contractor in the performance of this Agreement. If Contractor fails to obtain such indemnity obligations, Contractor shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Liabilities at law or in 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's subcontractor, its officers, agents, servants, employees, subcontractors, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Contractor's subcontractor shall bear the legal liability thereof) 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 court decision or by the agreement of the Parties.

B. Workers' Compensation Acts not Limiting. Contractor's indemnifications and obligations under this Section, or any other provision of this Agreement, shall not be limited by the provisions of any workers' compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to Authority, its officers, agents, employees, and volunteers.

C. Insurance Requirements not Limiting. Authority does not, and shall not, waive any rights that it may possess against Contractor because of the acceptance by Authority, or the deposit with Authority, of any insurance policy or certificate required pursuant to this Agreement. The indemnities in this Section shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liabilities, tax, assessment, penalty or interest asserted against Authority.

D. Survival of Terms. Contractor's indemnifications and obligations under this Section shall survive the expiration or termination of this Agreement.

9. Insurance.

A. Minimum Scope and Limits of Insurance. Contractor shall procure and at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1) Commercial General Liability Insurance with a minimum limit of $1,000,000.00 per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of $1,000,000.00 per project or location. If Contractor is a limited liability company, the commercial general liability coverage shall be amended so that Contractor and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds.

2) Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of $1,000,000.00 per accident for bodily injury and property damage. If Contractor does not use any owned, non-owned or hired vehicles in the performance of Services under this Agreement, Contractor shall obtain a non-owned auto endorsement to the Commercial General Liability policy required under subparagraph A.1) of this Section.

3) Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of $1,000,000.00 per accident for bodily injury or disease. If Contractor has no employees while performing Services under this Agreement, workers' compensation policy is not required, but Contractor shall execute a declaration that it has no employees.

4) Professional Liability/Errors and Omissions Insurance with minimum limits of $1,000,000.00 per claim and in aggregate.

B. Acceptability of Insurers. The insurance policies required under this Section shall be issued by an insurer admitted to write insurance in the State of California with a rating of A: VII or better in the latest edition of the A.M. Best Insurance Rating Guide. Self-insurance shall not be considered to comply with the insurance requirements under this Section.

C. Additional Insured. The commercial general and automobile liability policies shall contain an endorsement naming Authority and its officials, officers, employees, agents, volunteers, and members of its committees as additional insureds. This provision shall also apply to any excess/umbrella liability policies.

D. Primary and Non-Contributing. The insurance policies required under this Section shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to Authority. Any insurance or self-insurance maintained by Authority, its officials, officers, employees, agents or volunteers, shall be in excess of Contractor's insurance and shall not contribute with it.

E. Contractor's Waiver of Subrogation. The insurance policies required under this Section shall not prohibit Contractor and Contractor's employees, agents or subcontractors from waiving the right of subrogation prior to a loss. Contractor hereby waives all rights of subrogation against Authority.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by Authority. At Authority's option, Contractor shall either reduce or eliminate the deductibles or self-insured retentions with respect to Authority, or Contractor shall procure a bond guaranteeing payment of losses and expenses.

G. Cancellations or Modifications to Coverage. Contractor shall not cancel, reduce or otherwise modify the insurance policies required by this Section during the term of this Agreement. The commercial general and automobile liability policies required under this Agreement shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail 30 days' prior written notice to Authority. If any insurance policy required under this Section is canceled or reduced in coverage or limits, Contractor shall, within two Business Days of notice from the insurer, phone, and fax or notify Authority via certified mail, return receipt requested, of the cancellation of or changes to the policy.

H. Authority Remedy for Noncompliance. If Contractor does not maintain the policies of insurance required under this Section in full force and effect during the term of this Agreement, or in the event any of Contractor's policies do not comply with the requirements under this Section, Authority may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, Authority may, but has no duty to, take out the necessary insurance and pay, at Contractor's expense, the premium thereon. Contractor shall promptly reimburse Authority for any premium paid by Authority or Authority may withhold amounts sufficient to pay the premiums from payments due to Contractor.

I. Evidence of Insurance. Prior to the performance of Services under this Agreement, Contractor shall furnish Authority's Executive Director with a certificate or certificates of insurance and all original endorsements evidencing and effecting the coverages required under this Section. The endorsements are subject to Authority's approval. Contractor may provide complete, certified copies of all required insurance policies to Authority. Contractor shall maintain current endorsements on file with Authority's Executive Director. Contractor shall provide proof to Authority's Executive Director that insurance policies expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Contractor shall furnish such proof at least two weeks prior to the expiration of the coverages.

J. Indemnity Requirements not Limiting. Procurement of insurance by Contractor shall not be construed as a limitation of Contractor's liability or as full performance of Contractor's duty to indemnify Authority under Section 8 of this Agreement.

K. Subcontractor Insurance Requirements. Contractor shall require each of its subcontractors that perform Services under this Agreement to maintain insurance coverage that meets all of the requirements of this Section.

10. Mutual Cooperation.

A. Authority's Cooperation. Authority shall provide Contractor with all pertinent Data, documents and other requested information as is reasonably available for Contractor's proper performance of the Services required under this Agreement.

B. Contractor's Cooperation. In the event any claim or action is brought against Authority relating to Contractor's performance of Services rendered under this Agreement, Contractor shall render any reasonable assistance that Authority requires.

11. Records and Inspections. Contractor shall maintain complete and accurate records with respect to time, costs, expenses, receipts, correspondence, and other such information required by Authority that relate to the performance of the Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide free access to Authority, its designees and representatives at reasonable times, and shall allow Authority to examine and audit the books and records, to make transcripts therefrom as necessary, and to inspect all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three years after receipt of final payment.

12. Termination of Agreement.

A. Right to Terminate. Authority may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to Contractor at least five calendar days before the termination is to be effective. Contractor may only terminate this Agreement for cause if Authority fails to cure a breach of this Agreement within 60 days after Contractor gives written notice to Authority of the breach.

B. Obligations upon Termination. Contractor shall cease all work under this Agreement on or before the effective date of termination specified in the notice of termination. In the event of Authority's termination of this Agreement due to no fault or failure of performance by Contractor, Authority shall pay Contractor based on the percentage of work satisfactorily performed up to the effective date of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor for the full performance of the Services required by this Agreement. Contractor shall have no other claim against Authority by reason of such termination, including any claim for compensation.

13. Force Majeure. Contractor shall not be liable for any failure to perform its obligations under this Agreement if Contractor presents acceptable evidence, in Authority's sole judgment, that such failure was due to acts of God, embargoes, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond Contractor's reasonable control and not due to any act by Contractor.

14. Default.

A. Contractor's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Contractor is in default for cause under the terms of this Agreement, Authority shall have no obligation or duty to continue compensating Contractor for any work performed after the date of default.

B. In addition to the right to terminate pursuant to Section 12, if the Executive Director determines that Contractor is in default in the performance of any of the terms or conditions of this Agreement, Authority shall serve Contractor with written notice of the default. Contractor shall have ten calendar days after service upon it of the notice in which to cure the default by rendering a satisfactory performance. In the event that Contractor fails to cure its default within such period of time, Authority may, notwithstanding any other provision of this Agreement, terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

15. Notices. Any notice, consent, request, demand, bill, invoice, report or other communication required or permitted under this Agreement shall be in writing and conclusively deemed effective: (a) on personal delivery, (b) on confirmed delivery by courier service during Contractor's and Authority's regular business hours, or (c) three Business Days after deposit in the United States mail, by first class mail, postage prepaid, and addressed to the Party to be notified as set forth below:

If to Authority:
Attn: Mike Saffell, Interim
Executive Director
SBRPCA
4440 W. Broadway
Hawthorne, California 90250
Telephone: 310-973-1802
Email: msaffell@rcc911.org

If to Contractor:
Attn: Gary Wilson, President
Joe Mar Polygraph
415 W. Foothill Blvd.
Claremont, California 91711
Telephone: 661-209-0582
Email:
cwjoemarpolygraph@gmail.com

16. Non-Discrimination and Equal Employment Opportunity. In the performance of this Agreement, Contractor shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law. Contractor will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment, without regard to their race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information or sexual orientation.

17. Prohibition of Assignment and Delegation. Contractor shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without Authority's prior written consent. Authority's consent to an assignment of rights under this Agreement shall not release Contractor from any of its obligations or alter any of its primary obligations to be performed under this Agreement. Any attempted assignment or delegation in violation of this Section shall be void and of no effect and shall entitle Authority to terminate this Agreement. As used in this Section, "assignment" and "delegation" means any sale, gift, pledge, hypothecation, encumbrance or other transfer of all or any portion of the rights, obligations, or liabilities in or arising from this

Agreement to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs.

18. No Third Party Beneficiaries Intended. This Agreement is made solely for the benefit of the Parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

19. Waiver. No delay or omission to exercise any right, power or remedy accruing to Authority under this Agreement shall impair any right, power or remedy of Authority, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver of any breach, any failure of a condition, or any right or remedy under this Agreement shall be (1) effective unless it is in writing and signed by the Party making the waiver, (2) deemed to be a waiver of, or consent to, any other breach, failure of a condition, or right or remedy, or (3) deemed to constitute a continuing waiver unless the writing expressly so states.

20. Final Payment Acceptance Constitutes Release. The acceptance by Contractor of the final payment made under this Agreement shall operate as and be a release of Authority from all claims and liabilities for compensation to Contractor for anything done, furnished or relating to Contractor's work or services. Acceptance of payment shall be any negotiation of Authority's check or the failure to make a written extra compensation claim within ten calendar days of the receipt of that check. However, approval or payment by Authority shall not constitute, nor be deemed, a release of the responsibility and liability of Contractor, its employees, subcontractors and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by Authority for any defect or error in the work prepared by Contractor, its employees, subcontractors and agents.

21. Corrections. In addition to the above indemnification obligations, Contractor shall correct, at its expense, all errors in the work which may be disclosed during Authority's review of Contractor's report or plans. Should Contractor fail to make such correction in a reasonably timely manner, such correction may be made by Authority, and the cost thereof shall be charged to Contractor. In addition to all other available remedies, Authority may deduct the cost of such correction from any retention amount held by Authority or may withhold payment otherwise owed Contractor under this Agreement up to the amount of the cost of correction.

22. Non-Appropriation of Funds. Payments to be made to Contractor by Authority for services perfomed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that Authority does not appropriate sufficient funds for payment of Contractor's services beyond the current fiscal year, this Agreement shall cover payment for Contractor's services only to the conclusion of the last fiscal year in which Authority appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

23. Exhibits. Exhibits A and **B** constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, or between a provision of this Agreement and a provision of Contractor's proposal, the provisions of this Agreement shall control.

24. Entire Agreement and Modification of Agreement. This Agreement and all exhibits referred to in this Agreement constitute the final, complete and exclusive statement of the terms of the agreement between the Parties pertaining to the subject matter of this Agreement and supersede all other prior or contemporaneous oral or written understandings and agreements of the Parties. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty except those expressly set forth in this Agreement. This Agreement may not be amended, nor any provision or breach hereof waived, except in a writing signed by both Parties.

25. Headings. The headings in this Agreement are included solely for convenience of reference and shall not affect the interpretation of any provision of this Agreement or any of the rights or obligations of the Parties to this Agreement.

26. Word Usage. Unless the context clearly requires otherwise, (a) the words "shall," "will" and "agrees" are mandatory and "may" is permissive; (b) "or" is not exclusive; and (c) "includes" or "including" are not limiting.

27. Time of the Essence. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a Party of the benefits of any grace or use period allowed in this Agreement.

28. Business Days. "Business days" means days Authority is open for business.

29. Governing Law and Choice of Forum. This Agreement, and any dispute arising from the relationship between the Parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. Any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be resolved in a superior court with geographic jurisdiction over Authority's business address located in Hawthorne, California.

30. 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.

31. Severability. If a court of competent jurisdiction holds any provision of this Agreement to be illegal, invalid or unenforceable for any reason, the validity of and enforceability of the remaining provisions of this Agreement shall not be affected and continue in full force and effect.

32. Counterparts. This Agreement may be executed in multiple counterparts, all of which shall be deemed an original, and all of which will constitute one and the same instrument.

33. Corporate Authority. Each person executing this Agreement on behalf of his or her Party warrants that he or she is duly authorized to execute this Agreement on behalf of that Party and that by such execution, that Party is formally bound to the provisions of this Agreement.

The Parties, through their duly authorized representatives are signing this Agreement on the date stated in the introductory clause.

Authority:

South Bay Regional Public
Communications Authority
a Joint Powers Authority

By
Name: Mike Saffell
Title: Interim Executive
Director

Contractor:

Joe Mar Polygraph California
Corporation

By:
GARY WILSON
Title: President

EXHIBIT A
SCOPE OF SERVICES

Contractor will provide professional polygraph examination services for screening candidates during the background process upon request. The services shall include:

1. Polygraph exams administered by certified California Association of Polygraph Examiners according to industry standards and to the satisfaction of the Authority.

2. Detailed and concise polygraph exam reports that conform with the specifications of the Authority.

EXHIBIT B
APPROVED FEE SCHEDULE

Contractor will provide polygraph examinations and reports at a rate of $250.00 per exam upon request.

A "no show" is billed at the $250.00 rate if notification of cancellation is not made at least 48 hours prior to the scheduled exam.

AUTHORITY shall compensate CONTRACTOR for the satisfactory performance of the work described in Exhibit A in a total amount not to exceed tweny-five thousand dollars ($25,000), including labor, taxes, and expenses more particularly described in this agreement.

D-5
Attachment 2

AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY AND JOE MAR POLYGRAPH

The Professional Services Agreement, made as of July 1, 2025, between the South Bay Regional Public Communications Authority ("Authority") and Joe Mar Polygraph, a California corporation, ("Contractor") is hereby amended by this Amendment No. 1 ("Amendment"), effective as of April 21, 2026.

A. On July 1, 2025, the Authority and Contractor entered into the Agreement to provide professional polygraph examination services from July 1, 2025 through June 30, 2026.

B. The Agreement provides for a maximum compensation amount of $25,000.

C. The Authority desires to increase the maximum compensation amount to $50,000.

NOW, THEREFORE, the parties amend the Agreement as follows:

1. Section 3.A is amended to read:

> "Compensation**.** As full compensation for Services satisfactorily rendered, Authority shall pay Contractor at the hourly rates set forth in the Approved Fee Schedule attached hereto as **Exhibit B**. In no event shall Contractor be paid more than $50,000 (the "Maximum Compensation").

2. Except as expressly amended by this Amendment, all of the provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Amendment to be signed and executed personally or on its behalf by its duly authorized representative.

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY	JOE MAR POLYGRAPH
By: ______________________________	By: ______________________________
Mike Saffell, Interim Executive Director	Gary Wilson, President

D-6

Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: April 7, 2026

ITEM NUMBER: D-6

TO: Executive Committee

FROM: Mike Saffell, Interim Executive Director

SUBJECT: APPROVE A CHANGE PURCHASE ORDER IN THE AMOUNT OF $250,000 TO FEDERAL SIGNAL CORPORATION FOR SUPPLIES AND EQUIPMENT

ATTACHMENT: None

RECOMMENDATION

Staff recommends that the Executive Committee approve a change purchase order in the amount of $250,000 to Federal Signal Corporation for supplies and equipment.

BACKGROUND

The Executive Committee approved a blanket purchase order ("BPO") to Federal Signal Corporation ("Federal Signal") in the amount of $200,000 on June 17, 2025. Because year-end expenditures associated with purchases from this vendor are now anticipated to total closer to $450,000, approval of the Executive Committee for this change purchase order is required, per Resolution 352 adopted on September 29, 2022.

DISCUSSION

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.

FISCAL IMPACT

Funds for the above requested change purchase order, which total $250,000, are included in the Fiscal Year 2025/26 Adopted Budget. Additionally, all costs associated with the upfitting of vehicles are 100% reimbursable by the member or contract agencies requesting the service.

D-7

Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: April 21, 2026

ITEM NUMBER: D-7

TO: Executive Committee

FROM: Mike Saffell, Interim Executive Director
Megan Cunningham, Administrative Services Manager

SUBJECT: APPROVAL OF CAPITAL IMPROVEMENT PROJECT REPLACEMENT OF HEATING BOILER AND BOILER CONTROLLER BY PRIMESC MECHANICAL INC.

ATTACHMENT: 1. Capital Improvement Project Information Budget Worksheet
2. Quote

RECOMMENDATION

Staff recommends that the Executive Committee authorize PrimeSC Mechanical Inc. to replace the heating boiler and boiler controller of South Bay Regional Public Communications Authority in the amount of $33,693.00.

DISCUSSION

Part of the FY25-26's approved Capital Improvement Projects include replacement of the heating boiler and boiler controller of the building.

The building is heated by a Raypak natural gas fired hot water boiler (B-1) with an input heating capacity of 750 MBH. Hot water from the boiler is circulated by two (2) 2-HP base-mounted end-suction water pumps (HWP-1 and HWP-2) manufactured by Bell & Gossett via piping to the various VAV boxes and hot water unit heaters throughout the building. A 53-gallons expansion tank bolted to the concrete slab is also provided to allow for expansion and contraction of the heating water. The boiler, hot water pumps, and the expansion tank are located within the equipment area of the service yard at the southeast corner of the site. Four (4) hot water unit heaters (Modine Model No. HS108501) provide heating to the garage service bays. The heating system boiler and hot water pumps appear to be the original units installed in 2001.

Based on age and useful life of 30 years, the hot water boiler, and associated controls, are anticipated to require periodic repair or partial replacement over the evaluation period to address deficiencies as they occur, to restore aged or deteriorated sections and to maintain their function and reliability. However, due to the salt sea water atmospheric conditions, the useful life for the boiler is assumed to be reduced and require lifecycle replacement.

The Authority solicited two other vendors in an attempt to obtain additional quotes, but did not receive responses from either vendor.

PrimeSC Mechanical has quoted South Bay Regional Public Communications Authority $33,693.00 to complete the project.

FISCAL IMPACT

None. Funds for this project was approved for the FY25-26 Capital Improvement Project Plan for $45,000.

D-7
Attachment 1

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY

Capital Budget Worksheet **YEAR 1**

SECTION 1							
Project Name:	REPLACEMENT OF HEATING BOILER AND BOILER CONTROLLER				Project Number:		26-02-FA
					Priority Number:		5
Category:	One-Time Capital				Type:		Non-Recurring
Project Manager	Project Cost Summary:	Allocated	Year 1	Year 2	Year 3	Year 4	Year 5
		FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
		$0	$45,000	$0	$0	$0	$0
Project Estimates:	Project Start Date:	7/1/2025	Project End Date:	6/30/2026	In last year's 5 Year Plan?	Y	

SECTION 2	PROJECT DESCRIPTION

Project Description/Justification:

The building is heated by a Raypak natural gas fired hot water boiler (B-1) with an input heating capacity of 750 MBH. Hot water from the boiler is circulated by two (2) 2-HP base-mounted end-suction water pumps (HWP-1 and HWP-2) manufactured by Bell & Gossett via piping to the various VAV boxes and hot water unit heaters throughout the building. A 53-gallons expansion tank bolted to the concrete slab is also provided to allow for expansion and contraction of the heating water. The boiler, hot water pumps, and the expansion tank are located within the equipment area of the service yard at the southeast corner of the site. Four (4) hot water unit heaters (Modine Model No. HS108501) provide heating to the garage service bays. The heating system boiler and hot water pumps appear to be the original units installed in 2001.

Based on age and useful life of 30 years, the hot water boiler, and associated controls, are anticipated to require periodic repair or partial replacement over the evaluation period to address deficiencies as they occur, to restore aged or deteriorated sections and to maintain their function and reliability. However, due to the salt sea water atmospheric conditions, the useful life for the boiler is assumed to be reduced and require lifecycle replacement.

Notes:

SECTION 3	PROJECT COSTS						
Activity	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total
Prelim Design/Plans							$0
Engineering/Arch Svcs							$0
Land/ROW Acquisition							$0
Construction							$0
Heavy Equip/Apparatus							$0
Light Equip/Furniture							$0
Hardware/Software							$0
Total Capital Costs	$ -	$ -	$ -	$ -	$ -	$ -	**$0**
Salaries & Benefits							$0
Profess/Contract Svcs		$45,000					$45,000
Materials & Supplies							$0
Maint/Fuel/Util/Other							$0
Revenues (New/Add.)							$0
Net Oper. Costs	$ -	$ 45,000	$ -	$ -	$ -	$ -	$45,000
Net Project Costs	$ -	$ 45,000	$ -	$ -	$ -	$ -	$ -

SECTION 4	FINANCING						
Funding Source	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total
Enterprise Fund - Unrestricted Fund Balance		$45,000					$45,000
							$0
							$0
Total	$ -	$ 45,000	$ -	$ -	$ -	$ -	$ 45,000

D-7
Attachment 2

PRIMESC
Mechanical Inc.

7392 Earl Circle, Huntington Beach, CA 92647
CA # 1124861 | DIR # 2000003336
SAM.gov UEI # R24FJME15RW1
State of California Small Business: 2040783

March 6, 2026

Regional Communications Center

Attention: Megan Cunningham

Subject: South Bay 911 – Heating Hot Water Boiler

Prime SC Mechanical, Inc. is pleased to submit our proposal for the HVAC and Plumbing scope of work for the referenced project.

Pricing:

Our total HVAC and Plumbing price for this work is **$ 33,693.00**

Bid Documents:

1. Jobwalk February 13, 2026

Clarifications:

1. All equipment and material lead times are subject to change based on market conditions and availability.
2. All work is at regular hours.
3. Due to the uncertainty and fluctuation in the commodity supply chain, this proposal is valid for 30 days. Please note that all equipment and material lead times are subject to change based on supply chain conditions.

Inclusions:

1. Remove and replace one (1) Raypak boiler, model H3-752C
2. Remove and replace boiler flue
3. Insulation repair at piping disconnect and reconnect
4. Disconnect and reconnect electrical power
5. Disconnect and reconnect low voltage control wiring

Exclusions:

1. All premium time work except where specifically noted above
2. Hazardous material handling, testing or abatement
3. X-ray or scanning for penetrations and anchors
4. Any structural work or structural calculations
5. Upgrade of existing systems, including seismic and other conditions
6. Duct cleaning and duct pressure testing
7. Temporary HVAC and plumbing systems or the use of permanent HVAC and Plumbing Systems for the same purpose
8. Cost to repair and/ or the startup, air balance, service, maintenance, or code upgrades of any existing system that will remain and be reused
9. Snake, camera, or hydro-jet plumbing utilities

10. Code improvements not explicitly included in the bid documents
11. Performance or payment bond
12. Permits and plan check fees (reimbursable)
13. Design, engineering, or Title 24 calculations
14. Parking fees and remote jobsite parking

We appreciate the opportunity to submit this proposal and are excited about the possibility of working together. If you have any questions or need further information, please do not hesitate to reach out to us.

Sincerely,

Bill Thompson

PRIMESC
Mechanical Inc.

D-8

Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: April 21, 2026

ITEM NUMBER: D-8

TO: Executive Committee

FROM: Mike Saffell, Interim Executive Director
Shannon Kauffman, Operations Manager

SUBJECT: Versaterm Computer Aided Dispatch Training for End Users

ATTACHMENTS: 1. Quote

RECOMMENDATION

Staff recommends that the Executive Committee authorize the Executive Director to purchase comprehensive Computer Aided Dispatch (CAD) end-user training services from Versaterm on behalf of the South Bay Regional Public Communications Authority in the amount of $34,372.00.

DISCUSSION

In April 2025, the Authority entered into an agreement with Versaterm for the implementation of Computer Aided Dispatch (CAD) services. The agreement included a “train-the-trainer” model for end-user CAD instruction; however, it did not provide for direct, vendor-led training for all dispatch personnel.

Due to current staffing constraints and limited internal capacity, reliance on the train-the-trainer approach has proven insufficient to meet operational training demands within the required implementation timeline. Additionally, the time-sensitive nature of system deployment necessitates an accelerated and standardized training approach to ensure all end users achieve a consistent level of proficiency.

Accordingly, it is operationally prudent to engage Versaterm to deliver comprehensive, on-site training to all dispatch personnel. This approach will promote system readiness and support continuity of operations during and after full CAD deployment.

The project remains on schedule, and the addition of vendor-led end-user training will not impact the overall implementation timeline.

FISCAL IMPACT

None. Funds are available in the approved capital improvement project for the new Computer-Aided Dispatch (CAD) System.

D-8
Attachment 1

Versaterm

Versaterm Public Safety US, Inc.
1 North MacDonald, Suite 500
Mesa, Arizona USA
85201

Company Information

Prepared By	Anastassia Oudatchina	Email	anastassia.oudatchina@versaterm.com
Quote Name	Quote for Versaterm to conduct CAD End User Training for RCC	Quote Number	00012221
Created Date	2026-04-10	Expiration Date	2026-04-30

Customer Information

Account Name	South Bay Regional Public Communications Authority (CA)	Bill To	4440 W Broadway Hawthorne CA 90250 United States

Additional Information

Remarks: Payment is due on completion of CAD End User Training

Project Notes: This quote is for on-site CAD End User Training conducted by Versaterm. The training will include 4 (four) 1-day courses for Call Takers and 4 (four) 1-day courses for Police and Fire dispatching for the total of 8 (eight) days.

Credit of $3,878 has been applied for 2 days of CAD Trainer Training

Quote Line Items

Quote Description	Quantity	Sales Price	Subtotal	Total Price	Billing Type
Versaterm CAD Professional Services	1.00	USD 34,372.00	USD 34,372.00	USD 34,372.00	Non Recurring

Totals

Quote Currency	USD	One-Time Charge Total	USD 34,372.00
Net Terms	Net 30	Recurring Charge Total	USD 0.00
		Grand Total	USD 34,372.00

This quote does not include any applicable taxes.

D-9

Staff Report

South Bay Regional Public Communications Authority

MEETING DATE:	April 21, 2026
ITEM NUMBER:	D-9
TO:	Executive Committee
FROM:	Mike Saffell, Interim Executive Director Vanessa Alfaro, Finance & Performance Audit Manager
SUBJECT:	FY 2025-26 BUDGET PERFORMANCE REPORT – Q3
ATTACHMENTS:	1. Revenue Status Report 2. Expenditure Status Report

RECOMMENDATION

Staff recommends that the Executive Committee receive and file the Fiscal Year 2025-2026 Budget Performance Report for the period July 1, 2025 through March 31, 2026.

DISCUSSION

Staff has analyzed the Authority's financial activities through March 31, 2026. The Authority accrued 100% of its assessment revenues from its member cities and contract cities (Attachment #1) in accordance with the FY25-26 budget adopted by the Board of Directors in March 2025. Revenues as of March 31, 2026 total $15,184,297, or about 101% of projected revenues for FY26.

As it relates to expenses (Attachment #2), a total of $10,998,109 has been expended from the Enterprise Fund, which represents 61.8% of the budget through the third quarter.

Expenses for salary and benefits accounted for 69.2% of their budgeted amounts, across all departments. However, this percentage also includes the CalPERS unfunded actuarial liability (UAL) lump sum payment of $862,052 for fiscal year 2025-26, which generates interest savings of $28,828 compared to monthly payments throughout the year. Additionally, the Authority's liability and workers' compensation insurance premiums for the entire fiscal year, totaling approximately $393,233, were also paid in full during this period. Expenses for supplies, services and equipment accounted for 70.4% of their budgeted amounts, across all departments. Finally, expenses for capital improvement projects represent 30.6% of the budgeted amount.

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

Department	Adjusted Appropriation	Year-to-date Expenses	Percent Used	Year-to-date Encumbrances	Balance	Percent Used (w/ encumbrances)
SALARY & BENEFITS						
Administration	$ 1,598,777	$ 1,243,727	77.8%	$ -	$ 355,050	77.8%
Operations	8,253,317	5,394,489	65.4%	-	2,858,828	65.4%
Technical Services	892,951	798,096	89.4%	-	94,855	89.4%
Salary & Benefits Total	**$ 10,745,045**	**$ 7,436,313**	**69.2%**	**$ -**	**$3,308,732**	**69.2%**
SUPPLIES, SERVICES & EQUIPMENT						
Administration	$ 1,438,268	$ 1,063,495	73.9%	$ 339,964	$ 34,809	97.6%
Operations	537,257	403,694	75.1%	173,484	(39,921)	107.4%
Technical Services	1,525,024	998,467	65.5%	547,221	(20,664)	101.4%
Total	**$ 3,500,549**	**$ 2,465,656**	**70.4%**	**$ 1,060,669**	**$ (25,776)**	**100.7%**
CAPITAL IMPROV. PROJECTS	**$ 3,564,000**	**$ 1,096,140**	**30.8%**	**$ 968,012**	**$1,499,848**	**57.9%**
ENTERPRISE FUND TOTAL	**$ 17,809,594**	**$ 10,998,109**	**61.8%**	**$ 2,028,681**	**$4,782,804**	**73.1%**

FISCAL IMPACT

None.

D-9
Attachment 1

Revenue Status Report

SOUTH BAY REGIONAL PCA

7/1/2025 through 3/31/2026

10 SBRPCA Enterprise Fund

Account Number		Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
10-50	Administration					
10-50-111	Administration					
10-50-111-4110	Gardena	2,524,078.00	2,524,078.00	2,524,078.00	0.00	100.00
10-50-111-4120	Hawthorne	3,030,749.00	3,030,749.00	3,030,749.00	0.00	100.00
10-50-111-4130	Manhattan Beach	1,994,114.00	1,994,114.00	1,994,114.00	0.00	100.00
10-50-111-4140	Hermosa Beach	901,858.00	901,858.00	901,858.00	0.00	100.00
10-50-111-4145	El Segundo	2,209,980.00	2,209,980.00	2,209,980.00	0.00	100.00
10-50-111-4146	Culver City Assessment	3,084,820.00	3,084,820.00	3,084,820.00	0.00	100.00
10-50-111-4210	Investment Earnings (LAIF)	175,000.00	272,989.19	272,989.19	-97,989.19	155.99
10-50-111-4220	POST Reimbursements	5,000.00	0.00	0.00	5,000.00	0.00
10-50-111-4240	911 Reimbursements	5,000.00	0.00	0.00	5,000.00	0.00
10-50-111-4241	Redondo Beach Maintenance Agreement	10,238.00	0.00	0.00	10,238.00	0.00
10-50-111-4255	Unrealized Gain/Loss on Investments	0.00	-12,983.56	-12,983.56	12,983.56	0.00
10-50-111-4430	Other Miscellaneous Revenue	2,500.00	18,543.26	18,543.26	-16,043.26	741.73
	Total Administration	13,943,337.00	14,024,147.89	14,024,147.89	-80,810.89	100.58
10-60	Operations					
10-60-211	Communications Center					
10-60-211-4440	Reimbursements/Verizon Wireless	67,275.00	56,480.18	56,480.18	10,794.82	83.95
10-60-211-4470	Reimbursement for Vesta 911	100,000.00	122,978.19	122,978.19	-22,978.19	122.98
	Total Operations	167,275.00	179,458.37	179,458.37	-12,183.37	107.28

Revenue Status Report

SOUTH BAY REGIONAL PCA
7/1/2025 through 3/31/2026

10 SBRPCA Enterprise Fund

Account Number		Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
10-70	Technical Services					
10-70-311	Technical Services					
10-70-311-4360	Reimbursements for Billable Parts	923,514.00	927,998.38	927,998.38	-4,484.38	100.49
10-70-311-4370	Reimbursements for GST Software	52,692.00	52,692.00	52,692.00	0.00	100.00
	Total Technical Services	976,206.00	980,690.38	980,690.38	-4,484.38	100.46
	Total SBRPCA Enterprise Fund	15,086,818.00	15,184,296.64	15,184,296.64	-97,478.64	100.65

Revenue Status Report

SOUTH BAY REGIONAL PCA
7/1/2025 through 3/31/2026

20 Grant Fund

Account Number		Adjusted Estimate	Revenues	Year-to-date Revenues	Balance	Prct Rcvd
20-80	Capital Infrastructure Projects					
20-80-458	COVID-19					
Total Grant Fund		0.00	0.00	0.00	0.00	0.00
Grand Total		15,086,818.00	15,184,296.64	15,184,296.64	-97,478.64	100.65

D-9
Attachment 2

Expenditure Status Report

SOUTH BAY REGIONAL PCA
7/1/2025 through 3/31/2026

10 SBRPCA Enterprise Fund

Account Number		Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
50	Administration						
50-100	Administration						
50-100-5000	Expenditures						
50-111-5101	Salaries (Full-Time)	1,028,720.00	655,350.07	655,350.07	0.00	373,369.93	63.71
50-111-5102	Salaries (Part-Time)	34,000.00	77,630.56	77,630.56	0.00	-43,630.56	228.33
50-111-5103	Overtime	2,500.00	23,906.50	23,906.50	0.00	-21,406.50	956.26
50-111-5104	Acting Pay	753.00	998.61	998.61	0.00	-245.61	132.62
50-111-5107	Longevity Pay	1,300.00	9,500.00	9,500.00	0.00	-8,200.00	730.77
50-111-5108	Sick Leave Payoff	40,884.00	28,246.49	28,246.49	0.00	12,637.51	69.09
50-111-5109	Vacation Leave Payoff	34,070.00	11,622.29	11,622.29	0.00	22,447.71	34.11
50-111-5112	Other Pay	15,000.00	9,125.00	9,125.00	0.00	5,875.00	60.83
50-111-5114	Holiday Payoff	0.00	1,096.15	1,096.15	0.00	-1,096.15	0.00
50-111-5201	Medical Insurance	69,043.00	43,678.08	43,678.08	0.00	25,364.92	63.26
50-111-5202	Dental Insurance	12,929.00	6,951.20	6,951.20	0.00	5,977.80	53.76
50-111-5203	Vision Insurance	2,605.00	1,278.10	1,278.10	0.00	1,326.90	49.06
50-111-5204	Life Insurance	1,274.00	818.00	818.00	0.00	456.00	64.21
50-111-5205	Medicare	16,686.00	11,928.35	11,928.35	0.00	4,757.65	71.49
50-111-5207	Workers' Compensation	9,977.00	9,706.00	9,706.00	0.00	271.00	97.28
50-111-5208	PERS Contributions	137,617.00	82,711.34	82,711.34	0.00	54,905.66	60.10
50-111-5209	Retirees' Medical Insurance	6,000.00	5,764.20	5,764.20	0.00	235.80	96.07
50-111-5211	Social Security	0.00	2,907.66	2,907.66	0.00	-2,907.66	0.00
50-111-5212	Deferred Comp Matching Benefit	30,000.00	23,804.50	23,804.50	0.00	6,195.50	79.35
50-111-5219	PERS Contributions-UAL	154,789.00	235,666.98	235,666.98	0.00	-80,877.98	152.25
50-111-5220	FSA Expense	630.00	1,037.34	1,037.34	84.00	-491.34	177.99
50-111-5301	Networking Services	41,564.00	48,068.99	48,068.99	24,410.78	-30,915.77	174.38
50-111-5302	IT Computer Contract Services	55,000.00	41,250.00	41,250.00	13,750.00	0.00	100.00
50-111-5304	Accounting/Auditing Services	41,400.00	22,996.00	22,996.00	0.00	18,404.00	55.55
50-111-5305	Legal Services	113,229.00	84,007.84	84,007.84	46,027.16	-16,806.00	114.84
50-111-5306	Recruitment Costs	70,053.00	101,901.39	101,901.39	60,344.12	-92,192.51	231.60
50-111-5307	Software Maintenance Services	146,161.00	123,177.13	123,177.13	28,910.84	-5,926.97	104.06

Expenditure Status Report

SOUTH BAY REGIONAL PCA
7/1/2025 through 3/31/2026

10 SBRPCA Enterprise Fund

Account Number		*Adjusted Appropriation*	*Expenditures*	*Year-to-date Expenditures*	*Year-to-date Encumbrances*	*Balance*	*Prct Used*
50-111-5308	Banking Services (Fees)	7,500.00	3,856.91	3,856.91	0.00	3,643.09	51.43
50-111-5309	Online/Website Maintenance Services	7,763.00	1,371.86	1,371.86	16,608.80	-10,217.66	231.62
50-111-5313	Temporary Staffing Services	25,000.00	875.00	875.00	0.00	24,125.00	3.50
50-111-5314	Consulting Services	25,000.00	675.00	675.00	9,325.00	15,000.00	40.00
50-111-5401	Memberships & Dues	968.00	986.55	986.55	0.00	-18.55	101.92
50-111-5402	Publications	776.00	346.17	346.17	0.00	429.83	44.61
50-111-5403	Conferences, Meetings & Travel	29,187.00	11,338.33	11,338.33	150.00	17,698.67	39.36
50-111-5404	Employee Services	32,392.00	4,492.84	4,492.84	2,434.64	25,464.52	21.39
50-111-5405	Employee Awards	500.00	0.00	0.00	0.00	500.00	0.00
50-111-5501	Office Supplies	10,712.00	7,424.36	7,424.36	79.44	3,208.20	70.05
50-111-5502	Janitorial Supplies	12,962.00	4,961.06	4,961.06	0.00	8,000.94	38.27
50-111-5507	Postage & Shipping	1,071.00	750.60	750.60	1,552.00	-1,231.60	215.00
50-111-5509	Reproduction	500.00	0.00	0.00	0.00	500.00	0.00
50-111-5511	Office Equipment Lease	10,350.00	5,590.10	5,590.10	3,397.38	1,362.52	86.84
50-111-5513	General Liability Insurance Premium	310,000.00	277,846.30	277,846.30	4,963.62	27,190.08	91.23
50-111-5517	Vehicle Operations	2,070.00	388.20	388.20	680.00	1,001.80	51.60
50-111-5601	Telephone - Administration	19,249.00	15,737.67	15,737.67	0.00	3,511.33	81.76
50-111-5701	Maintenance - HQ	200,000.00	136,253.69	136,253.69	127,246.50	-63,500.19	131.75
50-111-5703	Electricity - HQ	181,125.00	124,485.54	124,485.54	0.00	56,639.46	68.73
50-111-5704	Electricity - Grandview	3,397.00	2,783.82	2,783.82	0.00	613.18	81.95
50-111-5705	Electricity - Punta Place	11,414.00	8,039.60	8,039.60	0.00	3,374.40	70.44
50-111-5706	Gas - HQ	18,117.00	17,459.23	17,459.23	0.00	657.77	96.37
50-111-5707	Water - HQ	5,492.00	6,166.44	6,166.44	0.00	-674.44	112.28
50-111-5715	Electricity-MB Water Tower	6,728.00	2,746.07	2,746.07	0.00	3,981.93	40.82
50-111-5810	Office Equipment	16,000.00	4,315.50	4,315.50	0.00	11,684.50	26.97
50-111-5820	Other Equipment	30,000.00	3,202.97	3,202.97	0.00	26,797.03	10.68
50-111-5830	Furniture & Fixtures	2,588.00	0.00	0.00	0.00	2,588.00	0.00
	Total Expenditures	3,037,045.00	2,307,222.58	2,307,222.58	339,964.28	389,858.14	87.16
	Total Administration	3,037,045.00	2,307,222.58	2,307,222.58	339,964.28	389,858.14	87.16

51 GASB 68 Pension Expenses

51-100 Administration

10 SBRPCA Enterprise Fund

Account Number		Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
51-100-5000	Expenditures						
Total	GASB 68 Pension Expenses	0.00	0.00	0.00	0.00	0.00	0.00
60	Operations						
60-200	Operations						
60-200-5000	Expenditures						
60-211-5101	Salaries (Full-Time)	5,276,570.00	1,928,057.44	1,928,057.44	0.00	3,348,512.56	36.54
60-211-5102	Salaries (Part-Time)	0.00	486,889.41	486,889.41	0.00	-486,889.41	0.00
60-211-5103	Overtime	225,000.00	1,044,621.38	1,044,621.38	0.00	-819,621.38	464.28
60-211-5104	Acting Pay	10,000.00	1,839.81	1,839.81	0.00	8,160.19	18.40
60-211-5105	Bilingual Pay	12,000.00	4,674.00	4,674.00	0.00	7,326.00	38.95
60-211-5107	Merit Pay	0.00	4,950.00	4,950.00	0.00	-4,950.00	0.00
60-211-5108	Sick Leave Payoff	95,000.00	36,015.40	36,015.40	0.00	58,984.60	37.91
60-211-5109	Vacation Leave Payoff	90,000.00	56,468.59	56,468.59	0.00	33,531.41	62.74
60-211-5110	Training Pay	20,000.00	10,708.08	10,708.08	0.00	9,291.92	53.54
60-211-5112	Other Pay	57,000.00	61,500.00	61,500.00	0.00	-4,500.00	107.89
60-211-5114	Holiday Payoff	52,000.00	2,363.70	2,363.70	0.00	49,636.30	4.55
60-211-5115	Education Incentive Pay	148,646.00	48,499.57	48,499.57	0.00	100,146.43	32.63
60-211-5201	Medical Insurance	649,833.00	256,121.75	256,121.75	0.00	393,711.25	39.41
60-211-5202	Dental Insurance	65,623.00	22,847.69	22,847.69	0.00	42,775.31	34.82
60-211-5203	Vision Insurance	19,028.00	5,857.05	5,857.05	0.00	13,170.95	30.78
60-211-5204	Life Insurance	12,128.00	4,552.43	4,552.43	0.00	7,575.57	37.54
60-211-5205	Medicare	86,552.00	52,920.56	52,920.56	0.00	33,631.44	61.14
60-211-5206	Unemployment Insurance	15,000.00	10,973.69	10,973.69	0.00	4,026.31	73.16
60-211-5207	Workers' Compensation	47,392.00	46,103.00	46,103.00	0.00	1,289.00	97.28
60-211-5208	PERS Contributions	591,660.00	242,663.36	242,663.36	0.00	348,996.64	41.01
60-211-5209	Retirees' Medical Insurance	75,000.00	59,384.01	59,384.01	0.00	15,615.99	79.18
60-211-5211	Social Security	0.00	14,365.89	14,365.89	0.00	-14,365.89	0.00
60-211-5212	Deferred Comp Matching Benefit	69,900.00	30,706.42	30,706.42	0.00	39,193.58	43.93
60-211-5219	PERS Contributions-UAL	631,044.00	959,048.80	959,048.80	0.00	-328,004.80	151.98
60-211-5220	FSA Expense	3,941.00	2,357.42	2,357.42	281.25	1,302.33	66.95

10 SBRPCA Enterprise Fund

Account Number		Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
60-211-5302	Computer Contract/CAD	147,675.00	114,510.00	114,510.00	33,165.00	0.00	100.00
60-211-5313	Temporary Staffing Services	0.00	32,700.00	32,700.00	25,360.00	-58,060.00	0.00
60-211-5401	Memberships & Dues	2,453.00	152.00	152.00	0.00	2,301.00	6.20
60-211-5402	Publications	1,770.00	0.00	0.00	0.00	1,770.00	0.00
60-211-5403	Conferences, Meetings & Travel	26,131.00	3,495.01	3,495.01	0.00	22,635.99	13.37
60-211-5404	Employee Services	2,679.00	9,244.05	9,244.05	7,500.00	-14,065.05	625.01
60-211-5405	Employee Awards	3,623.00	329.30	329.30	0.00	3,293.70	9.09
60-211-5406	POST Training	13,049.00	0.00	0.00	0.00	13,049.00	0.00
60-211-5407	Tuition Reimbursement	16,560.00	0.00	0.00	0.00	16,560.00	0.00
60-211-5506	Uniforms/Safety Equipment	13,455.00	3,057.50	3,057.50	6,942.50	3,455.00	74.32
60-211-5509	Reproduction	518.00	0.00	0.00	0.00	518.00	0.00
60-211-5603	Telephone - El Segundo	3,397.00	2,500.30	2,500.30	0.00	896.70	73.60
60-211-5604	Telephone - Gardena	3,623.00	628.52	628.52	0.00	2,994.48	17.35
60-211-5606	Telephone - Hawthorne	20,700.00	32,459.74	32,459.74	0.00	-11,759.74	156.81
60-211-5607	Telephone - Hermosa Beach	13,587.00	6,224.34	6,224.34	0.00	7,362.66	45.81
60-211-5608	Telephone - Manhattan Beach	6,794.00	3,101.77	3,101.77	0.00	3,692.23	45.65
60-211-5611	Telephone - Punta Place	5,095.00	785.16	785.16	0.00	4,309.84	15.41
60-211-5612	Telephone - RCC	12,455.00	6,720.08	6,720.08	0.00	5,734.92	53.95
60-211-5614	Verizon Wireless Reimbursable	67,275.00	36,752.52	36,752.52	0.00	30,522.48	54.63
60-211-5615	Telephone - Culver City	16,418.00	119,802.55	119,802.55	0.00	-103,384.55	729.70
60-211-5616	PulsePoint Software	10,000.00	0.00	0.00	10,500.00	-500.00	105.00
60-211-5617	Vesta 911 Reimbursable	100,000.00	0.00	0.00	57,793.97	42,206.03	57.79
60-211-5618	Medical Director Services	30,000.00	0.00	0.00	30,000.00	0.00	100.00
60-211-5810	Office Equipment	5,000.00	550.00	550.00	1,940.25	2,509.75	49.81
60-211-5820	Other Equipment	15,000.00	30,681.03	30,681.03	0.77	-15,681.80	204.55
Total	Operations	8,790,574.00	5,798,183.32	5,798,183.32	173,483.74	2,818,906.94	67.93
70	Technical Services						
70-300	Technical Services						
70-300-5000	Expenditures						
70-311-5101	Salaries (Full-Time)	518,751.00	368,464.09	368,464.09	0.00	150,286.91	71.03
70-311-5102	Salaries (Part-Time)	0.00	32,105.10	32,105.10	0.00	-32,105.10	0.00

10 SBRPCA Enterprise Fund

Account Number		Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
70-311-5103	Overtime	30,000.00	79,960.48	79,960.48	0.00	-49,960.48	266.53
70-311-5107	Merit Pay	850.00	261.00	261.00	0.00	589.00	30.71
70-311-5108	Sick Leave Payoff	10,500.00	13,556.67	13,556.67	0.00	-3,056.67	129.11
70-311-5109	Vacation Leave Payoff	10,000.00	9,646.78	9,646.78	0.00	353.22	96.47
70-311-5110	Training Pay	2,500.00	0.00	0.00	0.00	2,500.00	0.00
70-311-5112	Other Pay	9,000.00	9,000.00	9,000.00	0.00	0.00	100.00
70-311-5201	Medical Insurance	63,742.00	34,214.80	34,214.80	0.00	29,527.20	53.68
70-311-5202	Dental Insurance	10,158.00	5,266.51	5,266.51	0.00	4,891.49	51.85
70-311-5203	Vision Insurance	2,600.00	1,351.44	1,351.44	0.00	1,248.56	51.98
70-311-5204	Life Insurance	1,020.00	810.00	810.00	0.00	210.00	79.41
70-311-5205	Medicare	8,376.00	7,271.56	7,271.56	0.00	1,104.44	86.81
70-311-5207	Workers' Compensation	67,347.00	65,514.00	65,514.00	0.00	1,833.00	97.28
70-311-5208	PERS Contributions	59,388.00	45,415.77	45,415.77	0.00	13,972.23	76.47
70-311-5209	Retirees' Medical Insurance	15,000.00	2,883.95	2,883.95	0.00	12,116.05	19.23
70-311-5212	Deferred Comp Matching Benefit	7,500.00	5,715.60	5,715.60	0.00	1,784.40	76.21
70-311-5219	PERS Contributions-UAL	76,219.00	116,658.22	116,658.22	0.00	-40,439.22	153.06
70-311-5302	IT Computer Contract Services	145,000.00	108,750.00	108,750.00	36,250.00	0.00	100.00
70-311-5311	GST Software Reimbursable	52,692.00	52,692.00	52,692.00	0.00	0.00	100.00
70-311-5403	Conferences, Meetings & Travel	2,650.00	119.24	119.24	0.00	2,530.76	4.50
70-311-5503	General Technical Supplies	7,763.00	5,385.86	5,385.86	0.00	2,377.14	69.38
70-311-5506	Uniforms/Safety Equipment	2,500.00	0.00	0.00	2,500.00	0.00	100.00
70-311-5507	Postage & Shipping	1,200.00	38.07	38.07	0.00	1,161.93	3.17
70-311-5514	Parts - Billing	923,514.00	595,564.00	595,564.00	374,651.27	-46,701.27	105.06
70-311-5517	Vehicle Operations	5,000.00	640.00	640.00	1,360.00	3,000.00	40.00
70-311-5520	Equipment Repair	5,000.00	0.00	0.00	1,000.00	4,000.00	20.00
70-311-5521	Outside Technical Serv-Towers & Equip	375,705.00	233,639.79	233,639.79	131,460.21	10,605.00	97.18
70-311-5810	Office Equipment	4,000.00	964.35	964.35	0.00	3,035.65	24.11
70-311-5820	Other Equipment	0.00	254.14	254.14	0.00	-254.14	0.00
70-311-5830	Furniture & Fixtures	0.00	419.90	419.90	0.00	-419.90	0.00
	Total Technical Services	2,417,975.00	1,796,563.32	1,796,563.32	547,221.48	74,190.20	96.93

80 Capital Infrastructure Projects

80-400 CIP

10 SBRPCA Enterprise Fund

Account Number		*Adjusted Appropriation*	*Expenditures*	*Year-to-date Expenditures*	*Year-to-date Encumbrances*	*Balance*	*Prct Used*
80-400-5000	Expenditures						
80-454-5901	CIP Expenditures-IT Infrastructure/Equip	250,000.00	0.00	0.00	0.00	250,000.00	0.00
80-460-5901	Five Year CIP Expenditures - IT (CAD)	2,000,000.00	617,485.20	617,485.20	928,977.80	453,537.00	77.32
80-461-5901	Five Year CIP Expenditures - Radios	780,000.00	473,684.81	473,684.81	0.00	306,315.19	60.73
80-462-5901	Five Year CIP Expenditures - Facilities	509,000.00	4,969.78	4,969.78	39,034.22	464,996.00	8.65
80-463-5901	Five Year CIP Expenditures - IT	25,000.00	0.00	0.00	0.00	25,000.00	0.00
	Total Expenditures	3,564,000.00	1,096,139.79	1,096,139.79	968,012.02	1,499,848.19	57.92
	Total CIP	3,564,000.00	1,096,139.79	1,096,139.79	968,012.02	1,499,848.19	57.92
	Total Capital Infrastructure Projects	3,564,000.00	1,096,139.79	1,096,139.79	968,012.02	1,499,848.19	57.92
	Total SBRPCA Enterprise Fund	17,809,594.00	10,998,109.01	10,998,109.01	2,028,681.52	4,782,803.47	73.14

Expenditure Status Report

SOUTH BAY REGIONAL PCA
7/1/2025 through 3/31/2026

20 Grant Fund

Account Number		Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
80	Capital Infrastructure Projects						
80-400	CIP						
80-400-5000	Expenditures						
	Total Grant Fund	0.00	0.00	0.00	0.00	0.00	0.00
	Grand Total	17,809,594.00	10,998,109.01	10,998,109.01	2,028,681.52	4,782,803.47	73.14

D-10

Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: April 21, 2026

ITEM NUMBER: **D-10**

TO: Executive Committee

FROM: Mike Saffell, Interim Executive Director
Megan Cunningham, Administrative Services Manager

SUBJECT: APPROVAL OF SINGLE SIGN ON AUTH0 CONFIGURATION AND ANNUAL SOFTWARE SUBSCRIPTION FOR VERSATERM CAD

ATTACHMENT: 1. Quote

RECOMMENDATION

Staff recommends that the Executive Committee approve a one-time $31,305.00 fee for AUTH0 Configuration and Close Supports Services as well as an annual subscription fee of $13,332.00 for a total of $44,637.00 for Versaterm CAD.

DISCUSSION

As part of the regional deployment of the new Versaterm Computer Aided Dispatch (CAD) system, the consortium must implement a secure and scalable user authentication solution that supports the participating member agencies. Because the consortium environment includes six separate cities, each with its own Microsoft Entra tenant, a centralized identity bridge is required so users can securely access the shared CAD platform using their own agency credentials and existing multi-factor authentication (MFA) controls.

The proposed Auth0 solution provides that identity integration layer. It allows the Versaterm CAD system to federate authentication across the six independent Microsoft Entra environments while maintaining each agency's control over its own user accounts, password policies, MFA requirements, and access lifecycle. In practical terms, this means users will log in with their home agency credentials, under their agency's security policies, rather than requiring the consortium to create and manage separate standalone accounts for all personnel in the CAD environment.

This approach provides several important operational and security benefits. First, it strengthens overall system security by leveraging each agency's existing identity management and MFA protections rather than relying on a separate local authentication database. Second, it improves accountability and auditability by tying access directly to each user's organizational identity. Third, it reduces administrative overhead by avoiding duplicate account management, simplifying onboarding and offboarding, and ensuring that access changes made by a member agency are reflected in the CAD authentication process. Finally, it supports the consortium model by providing a practical and secure method for multiple independent public agencies to access a shared mission-critical system without forcing consolidation of their internal identity systems.

The purchase of this solution is therefore not simply an optional add-on, but a necessary component of the overall CAD deployment architecture. Without it, the consortium would be left with a less efficient and potentially less secure approach to user authentication, requiring separate credential management, reduced integration with agency MFA, and greater administrative burden across the participating cities. Approval of this item will support the secure implementation of the Versaterm CAD platform and align the system with current best practices and CLETS mandates for identity management, cybersecurity, and regional public safety system operations.

FISCAL IMPACT

None. Funds are available in the approved capital improvement project for the new Computer-Aided Dispatch (CAD) System.

D-10
Attachment 1

Versaterm Public Safety US, Inc.
1 North MacDonald, Suite 500
Mesa, Arizona USA
85201

Company Information

Prepared By	Anastassia Oudatchina	Email	anastassia.oudatchina@versaterm.com
Quote Name	South Bay Auth0 configuration and support	Quote Number	00012122
Created Date	2026-04-01	Expiration Date	2026-04-30

Customer Information

Account Name	South Bay Regional Public Communications Authority (CA)	Bill To	4440 W Broadway Hawthorne CA 90250 United States

Additional Information

Project Notes: Service and subscription fees are due on configuration of Auth0 in Production envrionment

Quote Line Items

Quote Description	Quantity	Sales Price	Subtotal	Total Price	Billing Type	Line Item Description
Versaterm CAD Professional Services	1.00	USD 31,305.00	USD 31,305.00	USD 31,305.00	Non Recurring	Configuration and close support services
Versaterm CAD Application Service Subscription (Cloud)	1.00	USD 13,332.00	USD 13,332.00	USD 13,332.00	Recurring	Annual subscription

Totals

Quote Currency	USD	One-Time Charge Total	USD 31,305.00
Net Terms	Net 30	Recurring Charge Total	USD 13,332.00
		Grand Total	USD 44,637.00

This quote does not include any applicable taxes.

G-1

MINUTES OF THE REGULAR EXECUTIVE COMMITTEE AND THE USER COMMITTEE **FEBRUARY 17, 2026**

A. **CALL TO ORDER**

The Executive Committee and User Committee convened in a regular joint session at 2:04PM on Tuesday, February 17, 2026, in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

B. **ROLL CALL**

Present: City Manager Clint Osorio, City of Gardena
City Manager Talyn Mirzakhanian, City of Manhattan Beach
City Manager Vontray Norris, City of Hawthorne
Chief Todd Fox, Gardena Police Department
Chief Eric Lane, Hawthorne Police Department
Chief Jesse Alexander, Manhattan Beach Fire Department
Chief Rachel Johnson, Manhattan Beach Police Department

Also Present: Mike Saffell, Interim Executive Director
Shannon Kauffman, Operations Manager
Vanessa Alfaro, Finance Manager
Megan Cunningham, Administrative Services Manager
Cristina Manley, Executive Assistant
Jennifer Petrusis, General Counsel RWG
Laura Kalty, Liebert Cassidy Whitmore

C. **PUBLIC DISCUSSION**

None.

D. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from January 20, 2026
   APPROVE
2. Check Register – January 2026
   RECEIVE AND FILE
3. VESTA 911 Extended Maintenance
   APPROVE
4. Professional Services Agreement with Arroyo Background Investigations to Provide Ongoing Investigations
   APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE ON BEHALF OF THE AUTHORITY

MOTION: City Manager Norris moved to approve the Executive Committee Consent Calendar Items 1-4. The motion was seconded by City Manager Mirzakhanian and passed by a vote of 3-0.

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

None.

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Fiscal Year 2026-2027 Five-Year Capital Improvement Plan
   PROVIDE DIRECTION

Finance Manager Alfaro provided a report on the Five-Year Capital Improvement Plan. In August 2024, the Board of Directors adopted a resolution establishing a Capital Improvement Plan and its first 5-year CIP. The five-year CIP is reviewed each year to identify and reprioritize capital projects.

- Plan focuses on improving infrastructure in IT, telecommunications, and facilities.
- The complete five-year CIP includes 25 individual projects totaling nearly $3 million, funded by the authorities Enterprise Fund Undesignated fund balance.
- CIP project for fiscal year 2027 total $943,400.
- The authority's undesignated fund balance is projected to be about $7.3 million for the fiscal year ending June 30, 2026.
- Sufficient funds are available to fund needed CIP projects over the next five years.

City Manager Osorio inquired about the authorities adopted unbalanced fund level. Finance Manager Alfaro explained that the authority has a 10% reserve requirement.

MOTION: City Manager Norris moved to approve the Executive Committee General Business item 1. The motion was seconded by City Manager Mirzakhanian and passed by a vote of 3-0.

2. Fiscal Year 2026-2027 Preliminary Budget
PROVIDE DIRECTION

Finance Manager Alfaro provided an overview of the Authority's main revenue sources and expenses categories as follow:

Authority's Main Revenue Sources

- Assessment revenue from member cities account for 50% and Contract cities account for 41%.
- 90% is in the form of non-assessment revenue such as reimbursement for vehicle outfitting parts or other reimbursable services mostly from member and contract cities, and investment earnings.

Authority's Main Expense Categories

- Salaries and benefits make up 72% of the budget.
- Supply services and equipment make up 26%.
- Capital outlay approximately 2%.
- Operations department approximately 59% of budgeted costs, with administration at 23% and technical services at 17%.

Cost Allocation Policy

- 90% of the authority's revenues are in the form of assessments.
- The policy was adopted by the Board of Directors in 2019 after a comprehensive cost of service study.
- It ties assessment as closely as possible to the services provided to member and contract cities.
- Staff develops the preliminary budget for the upcoming fiscal year, and these costs are separated intro three main categories: administrative costs, operations costs and technical service costs.

Proposed Assessments for Member Cities for Fiscal Year 2027

- Gardena's assessment is 2.6 million, a $141.000 increase from the fiscal year

2026, or about 5.6%.

- Hawthorne's assessment is 3.2 million, a $213,000 increase or 7%.
- Manhattan's Beach assessment is 2.1 million, a $157,000 increase or about 7.8%.

Proposed Assessments for Contract Cities

- Culver City's assessment is 3.2 million, about a $164,000 increase.
- El Segundo's assessment is 2.3 million, a $153,000 increase.
- Hermosa Beach's assessment increases about $57,000 to $959,000
- Altogether with assessments of about 14.6 million and non-assessment revenue of about 1.4 million.
- Revenues are estimated to be about 16.1 million, an increase of 1 million or 6.7% compared to revenue projections last fiscal year.

Proposed Budget for Fiscal Year 2027

- The proposed budget for fiscal year 2027 is about 15.3 million.
- Salaries and benefits are expected to increase approximately $328,000 or 3%.
- Supplies, services and equipment are expected to increase by $689,0000 or 20%.
    - The annual CAD subscription fee has the biggest impact.
    - Staff is recommending a 50% phase in approach for the fee which is reflected here in this preliminary budget.
    - The CAD fee is about $660,000, the increase in this category includes $330.000 for that fee.
    - The other 50% of the CAD fee would be covered by an appropriation from undesignated enterprise fund balance.
    - Notable increase in the recruitment budget and consulting budget which together with CAD fee are about $500,000 cost increase.
- Overall represents about $1 million increase or 7% increase from last year's adopted budget.
- Revenues are estimated to be 16 million and expenses 15.3 million with revenues over expenses of about $740,000.

Fund Balance Projections

- Projections over the next five years expect revenues over expenditures to average about $740,000 each fiscal year.
- The Board approved a revision to the budget policy that allows ongoing funding of pension and OPEB of unfunded liabilities using budgetary surplus and unrestricted available fund balance each fiscal year.
- Staff projects a $7.8 million fund balance for fiscal year 2027.
- The available balance or undesignated balance for fiscal year 2027 after the required 10% operating and capital reserve is projected to be about 6.2 million.

City Manager Osorio inquired about salaries and benefits, funding for 100% and expectation of hire 25 new hires. Finance Manager Alfaro explained that funding for 50 full time operators and seven full time supervisors. Interim Executive Director Saffell explained that'll take between 12-18 months to get 25 new hires online to where they count as watch. The workforce has been augmented with part timers. There will be double paying while these people are being trained. Overtime is being used to augment the shortage of staff.

City Manager Osorio requested the salary savings for the vacated positions. Finance Manager Alfaro explained that the overtime doesn't cover budget for PERS contributions or medical insurance, not the full extent of full time operators.

City Manager Norris inquired about incorporate MOUs in this forecast. Finance Manager Alfaro explained that known MOU changes are projected and accounted for. Unknown MOU changes use a 3-4% CPI increase, but fiscal year 2027 includes similar figures to approved groups.

MOTION: City Manager Norris moved to approve the Executive Committee General Business item 2. The motion was seconded by City Manager Mirzakhanian and passed by a vote of 3-0.

3. Executive Director's Update Versaterm CAD Project
RECEIVE AND FILE

Operations Manager Kauffman and Bill Romesburg provided information on a CAD update. Milestone 5 (building the production environment) was projected to be done January 2nd but is still in progress. Milestone 5 needs to be completed for functional acceptance testing (milestones 7-9) to begin.

Bill Romesburg explained that Versaterm submitted the invoice for task completion on milestone 5, but the interfaces are not complete. Functional testing can't happen until after the production environments have to include all the interfaces. Versaterm "screwed up" by agreeing to this contract term. This is being used to encourage Versaterm to finish the interfaces. Milestone 6 functional acceptance testing, which has been ongoing during the configuration process. This process will take another two months, through May. After that, training will begin in preparation for the July go-live. Versaterm has been communicating with agencies, police and fire administration, and end users on mobile data technology (MDT). They are gathering feedback on what users want to change. Versaterm has also set up conversation with IT representatives and records managers from each agency. The project is still on track for a July go-live, and the budget and functionally are correct.

Milestone 5 ETA – The interfaces should be finished by the end of May, they can be tested by June 1st. The production environment is up, but it doesn't have all the interfaces built into it yet.

Go-Live – is in July. There are options to go-live: standalone cutover or running systems in parallel. The plan is to do a complete cutover with no parallel system. Tiburon will be kept running for supervisors and records for historical lookups. A testing environment will be available at the same time as Tiburon.

Upcoming Meetings – Fire Department MDC meeting to discuss GUI and functionality. Police CAD meeting with individuals from each city to discuss CAD updates. Follow-up meeting scheduled with Fire departments regarding additional MDC items, Executive Police CAD update, and police MDC presentation.

Chief Fox inquired of whether the current modems can handle the new MDC environment. Bill Romesburg explained the MDC environment has not been loaded yet. The minimum hardware requirements were given to IT several months ago. There is a meeting with IT coming up to discuss these items.

MDC Meeting Target Audience – The concern is that the people who use the MDC in the field should have more involvement.

Each department should assign someone who is IT-oriented, familiar with the GUI, and who knows the application well to work on the MDC. Discussion on disposition codes. Versaterm allows tagging things with keywords, which can bring up calls without needing specific disposition codes. Versaterm has been accommodating requests and making changes during meetings, aiming to mirror Tiburon's layout initially before expanding with more features.

Chief Johnson acknowledges significant World Cup involvement from early June to the end of July, which will limit training capabilities. Interim Executive Director Saffell mentioned the influx of new dispatchers between June which will pose training challenges.

Upcoming meetings:
Fire Executive CAD project update – February 18, 2026
Technical Meeting with Technical staff with all cities – February 24, 2026
Records Management Meeting
Police Executive CAD project Update Meeting – March 4, 2026

4. Executive Director's Update on Technical Services
RECEIVE AND FILE

Administrative Services Manager Cunningham provided an update on Technical Services.
Fleet Inventory Update:
- Three more builds completed since mid-January, bringing the total to 59.
- Four vehicles are currently being built.
- Thirty-one vehicles have been obtained but not yet delivered.
- Seven vehicles are at city facilities, waiting to be brought for builds.

5. Executive Director's Update on Staffing
RECEIVE AND FILE

Administrative Services Manager Cunningham provided a staffing update.
Staffing as of February 2026:
- One temporary employee
- Nine part-time employees
- Twenty-three full-time employees
- Three supervisors (one retirement)

Plans to supplement training:
- One temporary employee starting in early March
- A full-time employee starting in early March
- Part-time employee starting in early March

Recruitment Update (January 18 – February 17)
- 411 applications received, bringing the total since December to 809
- 301 people were scheduled to test, with 205 taking the test and 51 passed.
- 14 Candidates are actively in backgrounds
- Instagram stats: 1500+ new followers, totaling 3500+ since December, 368,000+ ad views this month, 786,000_ since December
- ZipRecruiter: Almost 3000 job views, 1160 applied, totaling 4600 job views and almost 1800 applications since December
- Current staffing: 23 full—time, 9 part-time, and 1 temporary employee Interim Executive Director explained the background checks and testing.

Testing capacity has increased from two stations to eight, allowing more people to be tested. The success rate on the written test us around 20%. The goal is to have 30 people in backgrounds by May 1st. Expectation to see new staff beginning of March, with 8-10 by April 1st.

City Manager Mirzakhanian suggested to tag the city's various Instagram accounts in social media posts for reposting.

6. Executive Director's Update on FY 2024-2025 Annual Financial Report
   RECEIVE AND FILE

   Interim Executive Director Saffell provided an update on the annual financial report is typically present to the Executive Committee by February, but it will be included in the March meeting due to the implementation of new accounting standards.

G. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes for January 20, 2026
   APPROVE

   MOTION: Chief Fox motioned to approve Item-1. The motion was seconded by Chief Johnson and passed by a vote of 4-0.

H. **ITEMS REMOVED FROM CONSENT CALENDAR**

None.

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

City Manager Norris inquired about future recruitment strategies. Interim Executive Saffell explained the "full court press" approach will slow down and become more methodical, but constant recruitment is necessary due to attrition.

Interim Executive Director Saffell discussed alternates for meetings. Reaching out to alternates, including city managers, to stand in when needed. An update on this will be provided. Leadership academies are still offered.

J. **CLOSED SESSION**

The Executive Committee entered closed session at 2:44PM and returned at 4:01PM 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. PUBLIC EMPLOYEE APPOINTMENT
   Pursuant to Government Code Section 54957(b)(1)
   Title: Executive Director

K. **ADJOURNMENT**

The meeting was adjourned at 4:01PM.

G-2

MINUTES OF THE REGULAR OF THE BOARD OF DIRECTORS, THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE **MARCH 17, 2026**

A. **CALL TO ORDER**

The Board of Directors, Executive Committee and User Committee convened in a regular joint session at 2:03 PM on Tuesday, March 17, 2026, in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

B. **ROLL CALL**

Present:
Councilmember Rodney Tanaka, City of Gardena
Mayor David Lesser, City of Manhattan Beach
Mayor Pro Tem Alex Monteiro, City of Hawthorne
City Manager Vontray Norris, City of Hawthorne
City Manager Talyn Mirzakhanian, City of Manhattan Beach
Ernie Crespo, City of Gardena
Chief Todd Fox, Gardena Police Department
Captain Christian Eichenlaub, Manhattan Beach Police Department

Absent:
City Manager Clint Osorio, City of Gardena
Chief Eric Lane, Hawthorne Police Department
Chief Jesse Alexander, Manhattan Beach Fire Department
Chief Rachel Johnson, Manhattan Beach Police Department

Also Present:
Interim Executive Director, Mike Saffell
Operations Manager, Shannon Kauffman
Administrative Services Manager, Megan Cunningham
Finance Manager, Vanessa Alfaro
Executive Assistant, Cristina Manley
General Counsel RWG, Jennifer Petrusis

C. **PUBLIC DISCUSSION**

None.

MOTION: To switch the meeting order to address Executive Committee items first and approved (2 – 0).

D. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from February 17, 2026
   APPROVE
2. Minutes from March 3, 2026
   APPROVE
3. Check Register – February 2026
   RECEIVE AND FILE
4. Cash and Investments Report for December 31, 2025
   RECEIVE AND FILE
5. Fiscal Year 2024-2025 Annual Financial Report
   RECEIVE AND FILE
6. Agreement with GetRes911 to Provide Professional Placement Services for Temporary Communications Operators
   APPROVE AND AUTHORIZE INTERIM EXECUTIVE DIRECTOR TO EXECUTE ON BEHALF OF AUTHORITY

MOTION: City Manager Norris moved to approve the Executive Committee Consent Calendar items 1-6. The motion was seconded by City Manager Mirzakhanian and passed by a vote of 2-0.

E **ITEMS REMOVED FROM CONSENT CALENDAR**

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Agreement with Mercury Associates, Inc for an Organizational Assessment of the Technical Services Division
APPROVE AND AUTHORIZE INTERIM EXECUTIVE DIRECTOR TO EXECUTE ON BEHALF OF THE AUTHORITY

Interim Executive Director Saffell provided an overview of a comprehensive assessment of its fleet uplifting and vehicle support operations. The assessment will be conducted by Mercury Associates Incorporated, a fleet management consulting firm.

- Mercury has worked with over 650 fleet organizations across North America.
- The study will focus on workflow management, staffing, workload capacity, and technology systems.

The assessment is expected to take 8-10 weeks. The proposal cost for the core assessment is $64,325. An additional review of technician training and vehicle readiness certification will cost $21,050. Total project cost: $83,375. The study will conclude with an implementation roadmap. City Manager Mirzakhanian directed this assessment.

Interim Executive Director Saffell explained that the union is aware of the study. The primary goal is to try to make to make operating conditions better for the employee and ultimately better for our cities that we serve.
Mercury was chosen because they are independent and have government pricing. The $85,000 will come from the current budget. The timeline is 8 to 10 weeks, it would be completed before July 1st. A list of 25 to 75 recommendations will be provided. The director and staff will determine which recommendations to implement based on affordability and impact. The recommendations will then be given to the director for the assessment.

City Manage Mirzakhanian thanked the staff for bringing this forward.

MOTION: City Manager Norris moved to approve the Executive Committee General Business Item 1. The motion was seconded by City Manager Mirzakhanian and passed by a vote of 2-0.

2. Executive Director's Update on CAD
RECEIVE AND FILE

Operations Manager Kauffman provided information on a CAD update. The goal is to provide more communication on the CAD project. The project is on track to meet the go-live date July 13th.

Currently in Milestone 5:

- The production environment is live, and interface components are being tested.
- Training: In-house training for dispatch is scheduled for March 31st through April 3rd, with staff training to follow a few months before the go-live date.

Monthly updates for fire and police executives (15-30 minutes). Technical meeting with staff from all cities to discuss connections and software requirements. Records manager meeting on the March 25th to gather input and questions from the cities.

Future meetings: Fire executive meeting, police MDC follow-up meeting, train-the-trainer training for police and fire on the MDC, additional meeting for fire on AVL, and another technical meeting. This is the latest product and it will be a cloud system with more functionality than the current CAD.

Mayor Lesser addressed some concerns about the relevance of a regional event (World Cup) on the rollout of the CAD system. Operations Manager Kauffman assured that these concerns would be considered, dates to be moved, if needed.

3. Executive Director's Update on Staffing
RECEIVE AND FILE

Administrative Services Manager Cunningham provided a staffing update.

February 2026:
- Twenty-three full-time employees
- One temporary employee
- Nine part-time employees

March 2026:
- Twenty-seven full-time employees
- Nine part-time employees
- Three temporary employees

Four full-time employees were hired during this period. Recruiting efforts are proving successful.

Recruitment statistics (February 18 – March 17)
- 319 applications received this month, over 1100 since December
- 144 Criticall tests scheduled this month, 543 scheduled since December
- 111 tests taken this month, 392 since December
- 32 passed, 100 totals passed since December
- 16 candidates in backgrounds

Hiring:
- Four full-time employees fired in March
- Six in training (including 2 temporary employees).

Social Media:
- Gained about 1,000 more followers
- 177,000 views

Recruitment Platforms:
- Indeed, and ZipRecruiter are still performing well.

Current Employees:
- Twenty-seven full-time employees
- Nine part-time employees
- Three temporary employees

Upcoming Events:
Partnering with Hawthorne Police Department for Earth Day event.
Participating in job fairs with Cal State Long Beach and Cerritos College in April.

City Manager Norris inquired on the temporary employees. Administrative Services

Manager Cunningham explained that they are contracted employees from GetResQ911 (6-months). Provided with a two-week training.

Mayor Lesser inquired on the recruitment incentive and referral bonus policy. Administrative Services Manager Cunningham explained the first portion ($1,000) after the first phase of training. Last amount ($4,000) at the end of the probationary period or after fifteen months. It is an “attraction piece” that helps with competition.

4. Executive Director’s Update on Technical Services
RECEIVE AND FILE

Administrative Services Manager Cunningham provided an update on Technical Services.

Fleet Inventory Update:

- Full builds fiscal year to date: 61 (up from 59 last)
- Vehicles obtained, not yet delivered: No significant movement.
- Vehicles at a facility in the city: Down from 7 to 4.
- Waiting on a radio for Hawthorne Police Department’s animal control vehicle.
- Mercury is expected to help streamline the communication process.

Parts Shortage:

- Still experiencing parts shorts and delays.
- Lead times have increased from 4-6 weeks to 6-8 weeks.
- Communication with cities is to ensure parts are ordered for cars arriving in May, June and July.

5. Presentation of 2025 Communications Center Statistics
RECEIVE AND FILE

Interim Executive Director Saffell provided an overview of RCC Performance in 2025, specifically call volume, response times, and call dispatcher productivity. Calls statistics: service reliability, staffing performance, and response readiness from police and fire partners. Statistics represent how effectively the communities of the South Bay are being served. Numbers show that RCC is operating at a very high performance level while managing extremely large call volumes.

Call Volume Statistics

- In 2025, the center handled nearly 120,000 emergency 911 calls and more than 347,000 calls for service.
- RCC answered 98.38% of 911 calls within 15 seconds, exceeding the national NENA benchmark.
- 95% of the workload supports police operations.
- Additional 20,000 10-digit administrative calls show dispatchers handle a massive volume of non-emergency service calls.

Dispatch and Response Times

- Emergency calls are processed in about 36 seconds on average.
- Priority one calls are dispatched in about 41 seconds.
- Rescue calls average only seven seconds to dispatch.
- Call completion times are roughly 68 seconds for emergency calls.

Dispatch Workload

- Each dispatcher handled an average of 9,719 calls in 2025.
- The workload was handled by a team of 25 full-time and 10 part-time dispatchers, with four supervisors.
- The center exceeded national answering standards by more than 8%.
- Rescue calls are dispatched in approximately seven seconds.

Key Points

- The regional center is performing above national standards, but the demand is extremely high. RCC is outperforming the national NENA call answering standards.
- This performance is occurring while handling over 347,000 calls for service and more than 119 emergency calls annually.
- Continued population growth, increased service expectations, and new technologies require careful planning to main these standards.

Dispatcher workload is high, and staffing stability is critical.

- Each dispatcher handles an average of 9,719 calls a year.
- Public safety dispatch centers nationwide are experiencing staffing shortage and burnout.
- Maintaining experienced personnel is essential to sustain response times.
- Dispatcher recruitment and retention is a priority, as are training, pipelines, and workforce wellness and scheduling strategy.
- Maintaining staffing stability is one of the largest operational risk factors for regional communication centers.

Seconds matter; RCC is delivering life-saving speed.

- Rescue calls are dispatched in approximately seven seconds.
- Seconds directly affect survival outcomes, particularly for cardiac arrest, trauma, and fire incidents.
- The center's speed demonstrates that the regional model is working effectively.
- Continued investment in technology, training, CAD, and communications infrastructure will ensure that RCC continues to deliver fast, reliable emergency response across all member cities.

The JPA is very unique and valuable. Sharing the cost here provides more "bang for your dollar."

G. **<u>BOARD OF DIRECTORS CONSENT CALENDAR</u>**

1. Minutes from January 20, 2026
   APPROVE
2. Cash Investments Report for December 31, 2025
   RECEIVE AND FILE
3. Resolution Delegating Investment Authority to the Treasurer over Authority Funds and the Authority's Section 115 Trust
   APPROVE AND ADOPT RESOLUTION
4. Resolution Establishing a Recruitment Incentive and Referral Bonus Policy and Repealing Resolution No. 351
   APPROVE AND ADOPT RESOLUTION

MOTION: Councilmember Tanaka moved to approve the Board of Directors Consent Calendar items 1-4. The motion was seconded by Mayor Lesser and passed by a vote of 3-0.

H. **<u>ITEMS REMOVED FROM THE CONSENT CALENDAR</u>**

I. **<u>BOARD OF DIRECTORS GENERAL BUSINESS</u>**

1. Fiscal Year 2026-2027 Five-Year Capital Improvement Plan
   APPROVE AND ADOPT RESOLUTION

Finance Manager Alfaro provided a report on the Five-Year Capital Improvement Plan. In August 2024, the Board of Directors adopted a resolution establishing a Capital Improvement Plan and its first 5-year CIP. The five-year CIP is reviewed each year to identify and reprioritize capital projects.

- Plan focuses on improving infrastructure in IT, telecommunications, and facilities.
- The complete five-year CIP includes 25 individual projects totaling nearly $3 million, funded by the authorities Enterprise Fund Undesignated fund balance.
- Year one of the CIP project for fiscal year 2027 total $943,400.
- The authority's undesignated fund balance is projected to be about $7.3 million for the fiscal year ending June 30, 2026.
- Sufficient funds are available to fund needed CIP projects over the next five years.

The proposed five-year CIP was presented to the Executive Committee during the February meeting and was recommended for approval. The Authority is looking for approval of the five-year CIP and adoption of the corresponding resolution.

Areas of question and discussion that may need to be evaluated, both in infrastructure and personnel, that may not have been completely covered in the first review. Interim Executive Director Saffell explained that the money is to absorb anything that may come up in the foreseeable future. Analysis of what things look like in 2029 & 2030 may change based on analysis in the next few months. Capital improvements include generators and the diesel tank. Discussions are coming with INSB about who's going to pay for what. Those are critical pieces of infrastructure that have yet to be fully vetted whose responsibility that's going to be.

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

2. Resolution Adopting the Budget for Fiscal Year 2026-2027
APPROVE AND ADOPT RESOLUTION

Finance Manager Alfaro provided an overview of the Authority's main revenue sources and expenses categories as follow:

Authority's Main Revenue Sources

- Assessment revenue from member cities account for 50% and Contract cities account for 41% and the remainder 9% is in the form of non-assessment revenue such as reimbursement for vehicle outfitting parts or other reimbursable services mostly from member and contract cities, and investment earnings.

Authority's Main Expense Categories

- Salaries and benefits make up 72% of the budget.
- Supply services and equipment make up 26%.
- Capital outlay approximately 2%.

Departmental level budgeted costs:

- Operations department approximately 59% of budgeted costs
- Administration at 23%
- Technical services at 17%

Cost Allocation Policy

- 90% of the authority's revenues are in the form of assessments.
- The policy was adopted by the Board of Directors in 2019 after a comprehensive cost of service study.
- It ties assessment as closely as possible to the services provided to member and contract cities.
- Staff develops the preliminary budget for the upcoming fiscal year, and

these costs are separated intro three main categories: administrative costs, operations costs and technical service costs.
    - Administrative costs are allocated to operations and technical services.
    - Operations costs are allocated to call taking, police dispatch, and fire dispatch.
    - Technical services costs are allocated to dedicated support and workload/work order support.

Proposed Assessments for Member Cities for Fiscal Year 2027

- Gardena's assessment is 2.6 million, a $141.000 increase from the fiscal year 2026, or about 5.6%.
- Hawthorne's assessment is 3.2 million, a $213,000 increase or 7%.
- Manhattan's Beach assessment is 2.1 million, a $157,000 increase or about 7.8%.

Proposed Assessments for Contract Cities

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- Hermosa Beach's assessment increases about $57,000 to $959,000
- Altogether with assessments of about 14.6 million and non-assessment revenue of about 1.4 million.
- Revenues are estimated to be about 16.1 million, an increase of 1 million or 6.7% compared to revenue projections last fiscal year.

Proposed Budget for Fiscal Year 2027

- The proposed budget for fiscal year 2027 is about 15.3 million.
- Salaries and benefits are expected to increase approximately $328,000 or 3%.
- Supplies, services and equipment are expected to increase by $689,0000 or 20%.
    - The annual CAD subscription fee has the biggest impact.
    - Staff is recommending a 50% phase in approach for the fee which is reflected here in this preliminary budget.
    - The CAD fee is about $660,000, the increase in this category includes $330.000 of that fee.
    - The other 50% of the CAD fee would be covered by an appropriation from undesignated enterprise fund balance.
    - Notable increase in the recruitment budget and consulting budget which together with CAD fee are about $500,000 cost increase.
- Overall represents about $1 million increase or 7% increase from last year's adopted budget.
- Revenues are estimated to be 16 million and expenses 15.3 million with revenues over expenses of about $740,000.

Fund Balance Projections

- Projections over the next five years expect revenues over expenditures to average about $740,000 each fiscal year.
- The Board approved a revision to the budget policy that allows ongoing funding of pension and OPEB of unfunded liabilities using budgetary surplus and unrestricted available fund balance each fiscal year.
- Staff projects a $7.8 million fund balance for fiscal year 2027.The available balance or undesignated balance for fiscal year 2027 after the required 10% operating and capital reserve is projected to be about 6.2 million.

Work Plan Objective and Recommendation

- The budget was presented to the Executive Committee during the February meeting and was recommended for approval.
- Staff is requesting approval and adoption of the recommended budget for fiscal year 26-27, including the appropriation for year one of the CIP and

50% of the CAD fee for fiscal year 2027 and the corresponding assessment schedules for the member and contract cities.

Mayor Lesser inquired about labor negotiations and the impact this may have on the budget – additional funds needed. Finance Manager Alfaro clarified that there are sufficient additional funds to cover tentatively agreed upon items in the upcoming MOU. An additional appropriation will not be needed unless something changes significantly. Negotiations with the union are ongoing and believed to be positive. Projections have incorporated some of those discussions. An agreement with union would not significantly impact what is being presented.

MOTION: Mayor Pro Tem Monteiro moved to approve the Board of Directors General Business item 2. The motion was seconded by Mayor Lesser and passed by a vote 3-0.

J. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from February 17, 2026
   APPROVE
   *****No quorum

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

L. **BOARD OF DIRECTORS, EXECUTIVE AND USER COMMITTEES' COMMENTS**

Mayor Pro Tem Monteiro acknowledged staff for a great job and satisfaction with the numbers presented. Mayor Lesser appreciated Interim Executive Director Saffell for the leadership and the measurable difference since 2011. Councilmember Tanaka expressed admiration for the work done and engagement from all the staff.

M. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

The Executive Committee entered closed session at 3:01PM and returned at 3:09PM 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

N. **ADJOURNMENT**

The meeting was adjourned at 3:10 PM