A G E N D A

REGULAR MEETING OF THE EXECUTIVE COMMITTEE AND USER COMMITTEE
TUESDAY, AUGUST 18, 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 July 21, 2026
   APPROVE
2. Check Register – July 2026
   RECEIVE AND FILE
3. Cash Investment Report for June 30, 2026
   RECEIVE AND FILE

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

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**
1. Revisions to the Purchasing Policy
   CONSIDER WHETHER TO RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT A RESOLUTION AMENDING THE PURCHASING POLICY
2. Executive Director's Update on Versaterm CAD Project
   RECEIVE AND FILE
3. Executive Director's Update on Staffing and Recruitment
   RECEIVE AND FILE
4. Executive Director's Update Technical Services
   RECEIVE AND FILE

G. **ELECTION OF THE USER COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR 2026-2027**

H. **USER COMMITTEE CONSENT CALENDAR**
1. Minutes from June 16, 2026
   APPROVE

I. **ITEMS REMOVED FROM CONSENT CALENDAR**

J. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

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

K. **CLOSED SESSION**

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

L. **ADJOURNMENT**

Posting Date/Time: August 13, 2026/5:00PM
Signature:

Kristin Miller, Executive Director

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].

D-1

MINUTES OF THE REGULAR OF THE BOARD OF DIRECTORS, JULY 21, 2026
THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE

A. **CALL TO ORDER**

The Board of Directors, Executive Committee and User Committee convened in a regular joint session at 2:07 PM on Tuesday, July 21, 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 Pro Tem Alex Monteiro, City of Hawthorne
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

Absent:
Councilmember Steve Charelian, City of Manhattan Beach
Chief Eric Lane, Hawthorne Police Department
Chief Jesse Alexander, Manhattan Beach Fire Department
Chief Rachel Johnson, Manhattan Beach Police Department
Operations Manager Shannon Kauffman

Also Present:
Executive Director Kristin Miller
Finance Manager Vanessa Alfaro
Administrative Services Manager Megan Cunningham
Executive Assistant Cristina Manley
Jennifer Petrusis General Counsel, RWG

*No Quorum User Committee

C. **PUBLIC DISCUSSION**

None.

D. **ELECTION OF THE BOARD OF DIRECTORS CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR 2026-2027**

MOTION: Mayor Pro Tem Monteiro moved to nominate Councilmember Tanaka to serve as the chairperson of the Board of Directors during Fiscal Year 2026-2027. The motion was seconded by Councilmember Tanaka 2 – 0.

MOTION: Councilmember Tanaka moved to nominate Mayor Pro Tem Monteiro to serve as Vice-Chairperson of the Board of Directors during the Fiscal Year 2026-2027. The motion was seconded by Mayor Pro Tem Montiero 2 – 0.

E. **BOARD OF DIRECTORS CONSENT CALENDAR**

1. Minutes from March 17, 2026
   APPROVE
2. Schedule of Fees and Charges for Fiscal Year 2026/27 as Described in Exhibit A of the Draft Resolution
   ADOPT A RESOLUTION ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR FISCAL YEAR 2026/27
3. Carry Over of FY2025/26 Funds to FY2026/27 for Encumbered Purchase Orders and Adopted Capital Improvement Projects Totaling $1,718,284.78

APPROVE CARRY OVER OF FUNDS

4. Updated Publicly Available Pay Schedule
   APPROVE AND ADOPT
5. Delegation to Treasurer the Authority to Select the Individuals Who Are Authorized Designators in Order to Transact Business With the Authority's Bank Provider
   ADOPT A RESOLUTION DELEGATING AUTHORITY TO TREASURER TO DESIGNATE AUTHORIZED DESIGNATORS FOR BANKING PURPOSES
6. Consumer Price Index Based Adjustment of an Increase of 3.68% For Richards, Watson & Gershon's Legal Services Rates
   ADOPT RESOLUTION APPROVING AN ANNUAL CONSUMER PRICE INDEX ADJUSTMENT FOR RATES IN THE LEGAL SERVICES AGREEMENT WITH RICHARDS, WATSON & GERSHON

MOTION: Councilmember Tanaka moved to approve the Board of Directors Consent Calendar Items 1-6. The motion was seconded by Mayor Pro Tem Monteiro and passed by a vote of 2-0.

F. **ITEMS REMOVED FROM CONSENT CALENDAR**

None.

G. **BOARD OF DIRECTORS GENERAL BUSINESS**

1. Consider Whether the Authority Should Become a Member of Public Risk Innovation, Solutions, and Management (PRISM) to Jointly Develop and Fund Insurance Programs As Determined and Whether the Authority Should Participate in PRISM's Cyber Liability Program
   ADOPT A RESOLUTION APPROVING THE AUTHORITY BECOMING A MEMBER OF PRISM; AUTHORIZING EXECUTION OF THE JOINT POWERS AGREEMENT; AND AUTHORIZING EXECUTION OF A MEMORANDUM OF UNDERSTANDING FOR CYBER LIABILITY PROGRAM

Executive Director Miller discussed the consideration of becoming a member of Public Risk Innovation, Solutions, and Management (PRISM). The Memorandum of Understanding (MOU) and Joint Powers Agreement (JPA) are contractual. PRISM has consolidated all its programs under the JPA, requiring an MOU. The Cyber Liability Program, previously separate, now necessitates the Authority to join PRISM as a member entity to participate. There's no fiscal impact and currently each city is already a member of PRISM.

MOTION: Mayor Pro Tem Monteiro motioned to approve and adopt resolutions. The motion was seconded by Councilmember Tanaka and passed by 2 - 0.

H. **ITEMS REMOVED FROM CONSENT CALENDAR ELECTION OF THE EXECUTIVE**

I. **COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR 2026-2027**

MOTION: City Manager Norris moved to nominate City Manager Mirzakhanian to serve as Chairperson of the Executive Committee during the Fiscal Year 2026-2027. The motion was seconded by City Manager Osorio and passed 3 – 0.
MOTION: City Manager Norris moved to nominate City Manager Osorio to serve as Vice-Chairperson of the Executive Committee during Fiscal Year 2026-2027. The motion was seconded City Manager Mirzakhanian and passed 3 – 0.

J. **EXECUTIVE CONSENT CALENDAR**

1. Minutes from June 16, 2026
   APPROVE

2. Check Register – June 2026
   RECEIVE AND FILE
3. Approve a Change Purchase Order in the Amount of $5,000 to Richards, Watson, & Gershon for Legal Services
   APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE CHANGE PURCHASE ORDER
4. Approve a Change Purchase Order in the Amount of $21,000 to CDW, Inc for Supplies and Services
   APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE CHANGE PURCHASE ORDER

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

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

L. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

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

   Executive Director Miller provided a CAD System update.
   - New Go-Live Date: September 21st.
   - DOJ CLETS Application Review: Expected to be completed the first week of August.
   - WestNet (First Alert and Voiceless Dispatching Component): On track for completion mid-August. Consultant Bill Romesburg is confident WestNet will be ready for testing the last week of August.
   - Mapping and AVL: Two missing layers for fire routing have been built into the base map for all cities for RCC.
   - Mark43: One component remains for the interface. Expected to be ready for testing next week. Josh Armstrong (Hawthorne) and Mark43 collaborated last week to resolve remaining issues.
   - End User Training: Expected to commence August 24th.
2. Executive Director's Update on Staffing and Recruitment
   RECEIVE AND FILE

   Administrative Services Manager Cunningham provided a staffing & recruitment update.
   - Full-time Operators: Remained at 31 for the last three months. Two new hires were lost during the training phase last month, but this did not impact floor operations as they were not yet deployed.
   - Part-time Employees: Increased from 8 to 10, with two annuitants returning part-time.
   - Temporary Employees: Remained at 2.
   - Supervisors: Remained at 2. An external recruitment process for supervisors is planned, with current operations supplemented by acting supervisors. Another operator recently passed for acting supervisor capacity and will begin training soon.

   Recruitment Statistics (last 3 months):
   - Criticall Tests Taken: 0 for the last three months. This was due to FIFA contingency plan preventing external access to the building for testing.
   - Action Item: Focus on contacting 120-130 people ready to start testing to ramp up the process again. Applicants have been informed of the delay.
   - Applications Received: 363 in the last month, over 1,000 totals in the last

three months.

- Background Checks: 11 candidates are currently in backgrounds, with 4 nearing conditional offers. A larger class of hires is expected after the Versaterm cutover.
  Hires: 3 people hired in the past month (June16th to July 16th).
  - Training: 4 people are currently in training (2 in complaint training, 2 in post-certified training).

Social Media (Instagram):
- Gained 300+ followers in the last month.
- Ads generated 32,000 views in the last month. Approximately 257,000 views and over 1,700 followers.
- Strategy: Increased focus on Instagram and social media to attract quality applicants who understand the job.

Job Boards:
- Indeed: 726 applications received in the last month, over 2,300 total for the past three months.
- ZipRecruiter: 1,900 applications received in the last month. Future use is uncertain as the focus shifts to social media.

Current Staffing Recap: 31 full-time, 10 part-time, 2 temporary employees.

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

   Administrative Services Manager Cunningham provided a Fleet Inventory Update (Fiscal Year 25-26 Wrap Up).
   - All vehicles for fiscal year 25-26 have been delivered to cities.
   - Fifteen vehicles are at various facilities (Public Works, city stations).
   - Four vehicles are undergoing full builds: 1 Culver City patrol vehicles, 2 Gardena vehicles 1 Hermosa patrol vehicle.
     - The two Gardena PD vehicles are due to a recently completed project for Manhattan PD (three Ford Rangers) and Gardena having a vehicle ready while waiting on Purchase Orders for other cities.
   - Full builds increased from 78 last month to 86 this month, with 9 full builds completed in the last month.

   An assessment was conducted last week, providing beneficial information. Administrative Services Manager Cunningham wanted to thank everybody that took the time to meet with Mercury (Technical Assessment). The Authority will be working closely with them for the next 90 days to come up with actionable recommendations.

4. Executive Director's Update on Capital Improvement Projects
   RECEIVE AND FILE

   Administrative Services Manager Cunningham provided an overview on Capital Improvement Projects.
   - Approximately $1.6 million in CIP projects have been completed through June 30th of this year, since the adoption of the five-year CIP.
   - For fiscal year 2025-2026: 14 projects were approved, 9 have been completed, and 5 are still in progress with expected completion in fiscal year 2027.
   - Six projects were completed in the last ten weeks.

M. **<u>BOARD OF DIRECTORS, EXECUTIVE COMMITTEE COMMENTS</u>**

Chief Fox inquired for the patch for Peregrine and Axon Link (data needed). Executive Director Miller will follow-up with an answer this week.

Mayor Pro Tem Monteiro asked about AI presentation from the last board meeting. Executive Director Miller informed the group of the quotes received from Axon (which purchased Prepared AI). Other options being evaluated include Flock AI (noted for its “really good dispatch component” and use by many other cities) and Harmony. All three AI platforms are being evaluated. RCC is considering aligning with technology already utilized by member cities.

N. **<u>ADJOURNMENT</u>**

The meeting was adjourned at 2:28PM.

D-2

Check Register FY 2025-26

July 2026

Accounts Payable Check Issued Date	Total Check Amount	Notes
July 3, 2026	$113,785.08	
July 10, 2026	$181,000.34	
July 17, 2026	$281,759.14	
July 24, 2026	$138,377.79	
July 31, 2026	$1,589,653.80	
Accounts Payable Total	$2,304,576.15	

Payroll Checks Issued Date		
July 10, 2026	$198,464.30	
July 24, 2026	$345,036.03	Includes MOU retention bonuses
Payroll Total	$543,500.33	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
2402	7/3/2026	00069	SOUTHERN CALIFORNIA	700383926852	6/19/2026	ELEC SERV PUNTA/ 05/20/26	1,043.89	1,043.89
2404	7/3/2026	00012	CALIFORNIA WATER SER	4675328235	6/17/2026	WATER SERV HQ/ 05/16/26-06	385.23	385.23
59583	7/3/2026	00297	AT&T, ATT CALNET	000025394895	6/13/2026	PHONE SERV 05/13/26-06/12/	3,407.04	
				000025402093	6/13/2026	PHONE SERV 05/13/26-06/12/	285.93	
				000025399030	6/13/2026	PHONE SERV 05/13/26-06/12/	247.14	3,940.11
59584	7/3/2026	00225	COMMLINE INC	0540892-IN	6/12/2026	SOUTHBAY HOSPITAL TROUI	3,120.00	
				0542571-IN	6/15/2026	COMMLINE INC BILLABLE PA	874.00	3,994.00
59585	7/3/2026	00008	FEDERAL SIGNAL CORP	9226684	6/12/2026	FEDERAL SIGNAL CORP BILL	530.18	
				9229800	6/16/2026	FEDERAL SIGNAL CORP BILL	84.58	614.76
59586	7/3/2026	00005	FEDEX	9-355-56187	6/26/2026	POSTAGE AND SHIPPING	110.00	110.00
59587	7/3/2026	00148	HAWTHORNE, CITY OF	IT-25-04-RCC	6/24/2026	COMPUTER CONTRACT SER	50,000.00	50,000.00
59588	7/3/2026	00654	INNOVATIVE PRODUCTS,	314157	6/18/2026	MAGNETIC MIC (INNOVATIVE	3,051.40	3,051.40
59589	7/3/2026	00442	LAWSON PRODUCTS, IN(	9313550442	6/12/2026	LAWSON PRODUCTS INC BIL	37.48	
				9313565362	6/18/2026	LAWSON PRODUCTS INC BIL	17.96	55.44
59590	7/3/2026	01187	MICHAEL E. LANG	JUNE2026	6/30/2026	FIRE CAD CONSULTANT	300.00	300.00
59591	7/3/2026	01005	ORKIN PEST CONTROL	297895330	6/25/2026	PEST CONTROL SERVICES~	123.98	
				297895331	6/25/2026	PEST CONTROL SERVICES~	91.59	215.57
59592	7/3/2026	01152	PRIMO BRANDS	06F8710314288	6/10/2026	WATER FILTRATION SYSTEM	137.81	137.81
59593	7/3/2026	00818	RICHARDS,WATSON & GE	259235	6/29/2026	FY 25-26 GENERAL COUNSEI	3,340.20	
				259236	6/29/2026	FY 25-26 GENERAL COUNSEI	181.00	3,521.20
59594	7/3/2026	01210	SANCHEZ, ETHAN	062926	6/29/2026	PARKING + MILEAGE REIMBU	664.20	664.20
59595	7/3/2026	00145	SETINA MFG CO INC	334770	6/12/2026	SETINA MANUFACTURING C(	7,973.18	7,973.18
59596	7/3/2026	01186	TL INVESTIGATIONS & C(	1015	7/1/2026	BACKGROUND INVESTIGATI(	1,900.00	1,900.00
59597	7/3/2026	00171	VERIZON WIRELESS	6146893405	6/23/2026	GPD DAC CHARGES 05/24/26	1,741.58	
				6146833598	6/23/2026	DAC CHARGES HPD/ 05/24/2(	1,229.35	
				6146818247	6/23/2026	MODEM SVC. MBPD/ 05/24/2(	1,034.63	
				6146429989	6/18/2026	CELL PH. CHGS: 05/19/26-06/	503.00	
				6146818248	6/23/2026	MODEM SVC. MBPD/ 05/24/2(	138.18	4,646.74
59598	7/3/2026	01065	WAGEWORKS INC., HEAL	INV9159332	6/23/2026	FY 25-26 FSA MONTHLY COM	92.00	92.00
							Sub total for BANK OF THE WEST:	82,645.53

Final Check List
SOUTH BAY REGIONAL PCA

Bank : bow BANK OF THE WEST

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
59599	7/3/2026	00017	CHEM PRO LABORATORY	IN252707	7/1/2026	QUARTERLY WATER TREATM	96.05	96.05
59600	7/3/2026	00087	LIEBERT CASSIDY & WHI	324375	6/13/2026	LCW ERC MEMBERSHIP	5,045.00	5,045.00
59601	7/3/2026	01022	RACE COMMUNICATIONS	RC2283622	7/1/2026	INTERNET REDUNDANCY CC	1,198.50	1,198.50
59602	7/3/2026	01211	SHARP PERFORMANCE I	1136	6/25/2026	ANNUAL SUBSCRIPTION	24,800.00	24,800.00
							Sub total for BANK OF THE WEST:	31,139.55

Final Check List
SOUTH BAY REGIONAL PCA

Bank : bow BANK OF THE WEST

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
59604	7/10/2026	00217	INTL BROTHERHOOD OF	Ben43213	7/10/2026	UNION DUES TEAMSTERS: P.	1,043.00	1,043.00
59603	7/10/2026	00218	CWA LOCAL 9400	Ben43211	7/10/2026	UNION DUES CWA: PAYMENT	60.79	60.79
59605	7/10/2026	00996	WAGEWORKS INC., HEAL	Ben43223	7/10/2026	DEPENDENT CARE FSA: PAY	1,116.60	1,116.60
21082	7/9/2026	00696	GUARDIAN	533654-07	6/22/2026	GUARDIAN - DENTAL,VISION,	6,504.03	6,504.03
21083	7/10/2026	00058	CALPERS	1000000183314	6/15/2026	HEALTH PREMIUMS FOR JUL	56,560.43	56,560.43
21084	7/10/2026	00219	INTERNAL REVENUE SEF	Ben43217	7/10/2026	FEDERAL WITHHOLDING TAX	44,599.96	44,599.96
21085	7/10/2026	00223	EMPLOYMENT DEVEL DE	Ben43221	7/10/2026	STATE DISABILITY INSURAN(	18,339.87	18,339.87
21086	7/10/2026	00222	STATE DISBURSEMENT L	Ben43225	7/10/2026	SUPPORT: PAYMENT	184.62	184.62
21087	7/10/2026	00058	CALPERS	Ben43219	7/10/2026	PERS RETIREMENT: PAYMEN	33,330.30	33,330.30
21088	7/10/2026	00221	MISSIONSQUARE RETIRE	Ben43215	7/10/2026	DEFERRED COMPENSATION	19,260.74	19,260.74
							Sub total for BANK OF THE WEST:	181,000.34

Bank : bow BANK OF THE WEST

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
2406	7/17/2026	00070	GAS COMPANY, THE	059 194 8982 2	7/7/2026	GAS SERVICE HQ/ 06/03/2026	1,359.37	1,359.37
2407	7/17/2026	01162	BMO COMMERCIAL CARD					
		00981	SAM'S CLUB	10425342511	5/30/2026	EMPLOYEE WELLNESS PRO(	771.45	
		00466	AMAZON MARKETPLACE	113-7479704-79	6/9/2026	HP MAINTENANCE	715.95	
		00228	COSTCO MEMBERSHIP	1291314545	6/11/2026	JANITORIAL SUPPLIES	660.63	
		00981	SAM'S CLUB	10433296840	6/22/2026	EMPLOYEE WELLNESS PRO(	606.58	
		01041	ZIP RECRUITER	64199980	6/4/2026	RECRUTIMENT	549.00	
		01216	STELLA GRAFX DESIGN &	8066	6/18/2026	OFFICE SUPPLIES	535.93	
		01183	INDEED, INC.	USI26-04767942	6/11/2026	RECRUTIMENT	500.54	
		01183	INDEED, INC.	USI26-04936151	6/18/2026	RECRUITMENT	500.07	
		01183	INDEED, INC.	USI26-0508706(	6/25/2026	RECRUITMENT	500.00	
		01206	JERSEY MIKE'S	01-000398 99-3(	6/24/2026	EMPLOYEE SERVICES - DAY/	479.75	
		01183	INDEED, INC.	USI26-04593388	6/2/2026	RECRUTIMENT	451.90	
		00255	CSMFO	06102026	6/10/2026	COMPENSATED ABSENCES/(	300.00	
		01199	AMAZON WEB SERVICES	TBD	6/2/2026	AMAZON CLOUD COMPUTIN(	290.16	
		00610	DIRECTV	065190124X260	6/4/2026	DIRECT TV - CABLE SERVICE	269.99	
		01183	INDEED, INC.	USI26-04633105	6/3/2026	RECRUTIMENT	259.58	
		00466	AMAZON MARKETPLACE	113-6298848-92	6/3/2026	GEN TECHNICAL SUPPLIES	259.51	
		00981	SAM'S CLUB	10430941399	6/18/2026	EMPLOYEE WELLNESS PRO(	238.42	
		00464	TARGET	062526	6/25/2026	EMPLOYEE SERVICES - DAY	217.76	
		01212	ALL AMERICAN FORD IN (	FO-384955	6/11/2026	PARTS - BILLING	213.71	
		00466	AMAZON MARKETPLACE	112-5341908-69	6/24/2026	JANITORIAL SUPPLIES	205.76	
		01047	GODADDY	06232026	6/23/2026	WEBSITE HOST SUBSCRIPTI	184.98	
		00466	AMAZON MARKETPLACE	112-2689266-42	6/25/2026	JANITORIAL SUPPLIES	175.10	
		01213	JIFFY LUBE	30072	6/11/2026	FUEL (VAN)	163.63	
		01213	JIFFY LUBE	30080	6/11/2026	FUEL (TRUCK)	162.30	
		00831	RASCALS TERIYAKI GRIL	304885673	6/24/2026	FIFA CELEBRATION - DAY SH	129.80	
		01047	GODADDY	06132026	6/13/2026	WEBSITE HOST SUBSCRIPTI	119.99	
		00714	DOOR DASH	06252026	6/26/2026	FIFA CELEBRATION - GRAVEY	116.17	
		00466	AMAZON MARKETPLACE	113-184945-772	6/4/2026	HQ MAINTENANCE	111.99	
		00464	TARGET	062526(2)	6/25/2026	OFFICE SUPPLIES	107.79	
		01215	TELEFLORA	1176464111	6/15/2026	EMPLOYEE SERVICES - A. G/	99.43	
		00923	INSTACART	07172026	6/13/2026	INSTACART - PERSONAL CH/	99.00	
		00761	BOX	INV13672000	6/26/2026	SOFTWARE SERVICES	90.00	

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
		00464	TARGET	061026	6/10/2026	JANITORIAL SUPPLIES	85.44	
		00466	AMAZON MARKETPLACE	113-7889968-82	6/9/2026	PARTS - BILLING	64.92	
		00466	AMAZON MARKETPLACE	112-4932043-00	6/23/2026	OFFICE SUPPLIES	61.85	
		00981	SAM'S CLUB	8000000478679	6/22/2026	TOILET PAPER - JANATORIAL	59.62	
		00466	AMAZON MARKETPLACE	114161838399	6/23/2026	OFFICE SUPPLIES	58.97	
		00466	AMAZON MARKETPLACE	111-8657313-28	6/25/2026	OFFICE SUPPLIES	56.63	
		01150	LOWE'S HOME CENTER,	98426764	6/24/2026	PARTS - BILLING	52.77	
		01046	PELOTON	060126	6/1/2026	PELOTON - EMPLOYEE SERV	49.99	
		01092	ZAZZLE INC	131-51710862-2	6/4/2026	OFFICE SUPPLIES	45.78	
		00466	AMAZON MARKETPLACE	112-2792533-07	6/23/2026	OFFICE SUPPLIES	43.66	
		00466	AMAZON MARKETPLACE	112-5086222-78	6/3/2026	GEN TECHNICAL SUPPLIES	41.99	
		01047	GODADDY	4111139483	6/12/2026	WEBSITE HOST SUBSCRIPTI	36.33	
		00466	AMAZON MARKETPLACE	113-9423487-99	6/23/2026	GEN TECHNICAL SUPPLIES	36.03	
		00915	GOLD GAS	046203	6/11/2026	FUEL (VAN)	35.08	
		00466	AMAZON MARKETPLACE	113-8120990-11	6/22/2026	HQ MAINTENANCE	34.24	
		00466	AMAZON MARKETPLACE	113-6576463-08	6/23/2026	HQ MAINTENANCE	30.93	
		00466	AMAZON MARKETPLACE	111-5980120-13	6/25/2026	OFFICE SUPPLIES	28.92	
		00466	AMAZON MARKETPLACE	114-5832202-27	6/4/2026	OFFICE SUPPLIES	16.88	
		00466	AMAZON MARKETPLACE	113-7889968-82	6/4/2026	PARTS - BILLING	10.82	
		00466	AMAZON MARKETPLACE	114161838399	6/23/2026	OFFICE SUPPLIES	9.93	
		00466	AMAZON MARKETPLACE	114-5832202-27	6/4/2026	OFFICE SUPPLIES	8.44	
		01206	JERSEY MIKE'S	062926 CR	6/29/2026	REFUND JERSEY MIKES - EM	-19.19	
		00282	PMW ASSOCIATES, INC.	06052026	6/5/2026	COURSE REFUND - PMW	-161.06	10,775.84
2409	7/17/2026	00069	SOUTHERN CALIFORNIA	700610392752	7/7/2026	ELECT SERV GRANDVIEW/ 0	618.36	618.36
2410	7/17/2026	00073	STATE BOARD OF EQUAL	012-655960	7/16/2026	SALES & USE TAX PMT WITH	314.00	314.00
2411	7/17/2026	00069	SOUTHERN CALIFORNIA	700440732476	7/15/2026	ELEC SERV HQ/ 06/11/26 - 07	21,763.13	21,763.13
59606	7/17/2026	00810	& ASSOCIATES, MAX PAR	10418	4/10/2026	WEBSITE MAINTENANCE SE	250.00	
				10440	6/10/2026	WEBSITE MAINTENANCE SE	250.00	500.00
59607	7/17/2026	00297	AT&T, ATT CALNET	0025535964	7/13/2026	PHONE SERV 06/13/26-07/12/	3,419.26	
				0000254939210	7/3/2026	PHONE SERVICE 06/03/26-07	514.41	
				000025543161	7/13/2026	PHONE SERV 06/13/26-07/12/	295.21	
				000025540098	7/13/2026	PHONE SERV 06/13/26-07/12/	247.14	4,476.02
59608	7/17/2026	00017	CHEM PRO LLC	IN218828	11/1/2025	WATER TREATMENT SERVIC	96.05	96.05
59609	7/17/2026	00439	CIT COM, INC.	2026-16	7/1/2026	CAD SYSTEM IMPLEMENTATI	12,980.00	12,980.00
59610	7/17/2026	01069	DOCUMENT CONSULTIN	140278	7/1/2026	COPIER LEASE & PRINTING	781.58	781.58

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
59611	7/17/2026	00785	EXPERIAN	6000310661	6/27/2026	CREDIT CHECK/MONITORINC	85.84	85.84
59612	7/17/2026	00008	FEDERAL SIGNAL CORP	9239707	6/29/2026	FEDERAL SIGNAL CORP BILL	9,585.92	
				9234968	6/23/2026	FEDERAL SIGNAL CORP BILL	6,033.37	
				9240787	6/30/2026	FEDERAL SIGNAL CORP BILL	339.63	15,958.92
59613	7/17/2026	00799	LA UNIFORMS & TAILORII	32848	5/12/2026	UNIFORM SETS	485.87	
				32849	5/12/2026	UNIFORM SETS	485.87	
				32852	5/12/2026	UNIFORM SETS	485.87	
				33379	6/18/2026	UNIFORM SETS	441.67	
				33325	6/16/2026	UNIFORM SETS	336.53	
				33103	6/2/2026	UNIFORM SETS	331.00	
				33224	6/10/2026	UNIFORM SETS	331.00	
				32851	5/12/2026	UNIFORM SETS	254.04	3,151.85
59614	7/17/2026	00442	LAWSON PRODUCTS, INC	9313591947	6/29/2026	LAWSON PRODUCTS INC BIL	1,628.11	1,628.11
59615	7/17/2026	00956	MARTINEZ LANDSCAPINC	124578	7/14/2026	HQ MAINTENANCE - LANDSC	3,000.00	3,000.00
59616	7/17/2026	01044	ON POWER INDUSTRIES	1702	6/15/2026	AUTOMATED FUEL POLISHIN	15,602.60	15,602.60
59617	7/17/2026	01189	PRIME SC MECHANICAL I	6461-01	5/4/2026	HEATING BOILER AND BOILE	33,693.00	33,693.00
59618	7/17/2026	00390	SOUTH COAST AQMD	4744000	6/16/2026	DIESEL FUEL STORAGE	583.73	
				4746721	6/16/2026	FLAT FEE FOR LAST FY EMIS	176.41	760.14
							Sub total for BANK OF THE WEST:	127,544.81

Final Check List
SOUTH BAY REGIONAL PCA

Bank : bow BANK OF THE WEST

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
2405	7/17/2026	00651	FRONTIER	209-188-0077-0	7/1/2026	PHONE SERVICE 07/01/2026 -	1,047.46	1,047.46
2408	7/17/2026	00012	CALIFORNIA WATER SER	5550731926	7/1/2026	FIRE PROTECTION SERVICE,	108.57	108.57
59619	7/17/2026	00064	AT&T, ATT PAYMENT CEN	960 461-1623 55	7/1/2026	PHONE SERVICE 07/01/2026-	5,102.30	5,102.30
59620	7/17/2026	01138	AUST, JENNIFER	071726	7/17/2026	RETIREE MED PREM/AUG 20	38.00	38.00
59621	7/17/2026	00936	BERKSHIRE HATHAWAY H	982253	6/19/2026	WORKERS COMP (ADMIN, OI	127,626.00	127,626.00
59622	7/17/2026	00225	COMMLINE INC	20260629	6/29/2026	PUBLIC SAFETY RADIO SYST	16,500.00	16,500.00
59623	7/17/2026	00101	CORDOVA, TONY	071726	7/17/2026	RETIREE MED PREM/AUG 20	588.00	588.00
59624	7/17/2026	00081	COSTON, SHANDER	071726	7/17/2026	RETIREE MED PREM/AUG 20	338.00	338.00
59625	7/17/2026	00103	DIVINITY, TANJI	071726	7/17/2026	RETIREE MED PREM/AUG 20	588.00	588.00
59626	7/17/2026	00105	EBERLE, KELLE	071726	7/17/2026	RETIREE MED PREM/AUG 20	338.00	338.00
59627	7/17/2026	00113	MARTIN, LISA	071726	7/17/2026	RETIREE MED PREM/AUG 20	338.00	338.00
59628	7/17/2026	00129	MC REYNOLDS, JENNIFE	071726	7/17/2026	RETIREE MED PREM/AUG 20	338.00	338.00
59629	7/17/2026	00121	PINELA, ELIZABETH	071726	7/17/2026	RETIREE MED PREM/AUG 20	588.00	588.00
59630	7/17/2026	00124	SMITH, KEVIN	071726	7/17/2026	RETIREE MED PREM/AUG 20	338.00	338.00
59631	7/17/2026	00106	SMITH, SANDRA	071726	7/17/2026	RETIREE MED PREM/AUG 20	338.00	338.00
							Sub total for BANK OF THE WEST:	154,214.33

Final Check List
SOUTH BAY REGIONAL PCA

Bank : bow BANK OF THE WEST

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
59632	7/24/2026	00002	AFLAC	Ben43303	7/24/2026	AFLAC INSURANCE: PAYMEN	1,285.36	1,285.36
59633	7/24/2026	00217	INTL BROTHERHOOD OF	Ben43307	7/24/2026	UNION DUES TEAMSTERS: P.	1,105.50	1,105.50
59634	7/24/2026	00218	CWA LOCAL 9400	Ben43305	7/24/2026	UNION DUES CWA: PAYMENT	64.44	64.44
59635	7/24/2026	00996	WAGEWORKS INC., HEAL	Ben43317	7/24/2026	DEPENDENT CARE FSA: PAY	1,116.60	1,116.60
21089	7/24/2026	00219	INTERNAL REVENUE SEF	Ben43311	7/24/2026	FEDERAL WITHHOLDING TAX	52,829.71	52,829.71
21090	7/24/2026	00223	EMPLOYMENT DEVEL DE	Ben43315	7/24/2026	STATE DISABILITY INSURANC	22,839.09	22,839.09
21091	7/24/2026	00222	STATE DISBURSEMENT L	Ben43319	7/24/2026	SUPPORT: PAYMENT	184.62	184.62
21092	7/24/2026	00058	CALPERS	Ben43309	7/24/2026	PERS RETIREMENT: PAYMEN	34,556.84	34,556.84
21093	7/24/2026	00221	MISSIONSQUARE RETIRE	Ben43313	7/24/2026	DEFERRED COMPENSATION	24,395.63	24,395.63
							Sub total for BANK OF THE WEST:	138,377.79

Final Check List

SOUTH BAY REGIONAL PCA

Bank : bow BANK OF THE WEST

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
59638	7/31/2026	00008	FEDERAL SIGNAL CORP	9240639	6/30/2026	FEDERAL SIGNAL CORP BILL	140.56	140.56
59636	7/31/2026	00014	CDW GOVERNMENT, INC	AJ7KW7E	6/12/2026	CDW-G BILLABLE PARTS	23,147.75	23,147.75
59642	7/31/2026	00150	WATTCO	67210	6/2/2026	PARTS - BILLING	2,448.43	
				67166	5/14/2026	PARTS - BILLING	922.70	3,371.13
59640	7/31/2026	00227	LA COUNTY FIRE DEPT	L-IN0492830	5/27/2026	LACO/CUPA # AR0044522 - CI	546.00	546.00
59639	7/31/2026	00867	JOE MAR POLYGRAPH	26-021-SBRPCA	7/28/2026	PRE-EMPLOYMENT POLYGRA	1,500.00	1,500.00
59641	7/31/2026	00956	MARTINEZ LANDSCAPING	124587	6/30/2026	HQ MAINTENANCE PUNTA CA	7,500.00	
				124588	6/30/2026	HQ MAINTENANCE PUNTA CA	2,500.00	10,000.00
59637	7/31/2026	01137	DIANE CARROLL	1635	7/21/2026	GETRESQ911 TEMPORARY S	3,740.00	3,740.00
2412	7/31/2026	00069	SOUTHERN CALIFORNIA	700383926852	7/21/2026	ELEC SERV PUNTA/ 06/19/26	1,165.62	1,165.62
2415	7/31/2026	00073	STATE BOARD OF EQUAL	012-655960	7/30/2026	SALES & USE TAX PMT WITH	35.00	35.00
							Sub total for BANK OF THE WEST:	43,646.06

Final Check List

SOUTH BAY REGIONAL PCA

Bank : bow BANK OF THE WEST

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
2413	7/31/2026	00012	CALIFORNIA WATER SER	4675328235	7/20/2026	WATER SERV HQ/ 06/17/26-07	507.67	507.67
2414	7/28/2026	00058	CALPERS	1000000183429	7/1/2026	FY26-27 PERS UAL - PLAN 12	938,665.00	938,665.00
59643	7/31/2026	00810	& ASSOCIATES, MAX PAR	10452	7/10/2026	WEBSITE MAINTENANCE SEI	20.00	20.00
59644	7/31/2026	00836	ALLIANT INSURANCE SEI	3626084	7/16/2026	FY26-27 INSURANCE COVER	49,314.88	
				3626105	7/16/2026	FY26-27 INSURANCE COVER	36,919.87	
				3626089	7/16/2026	FY26-27 INSURANCE COVER	34,178.38	
				3626097	7/16/2026	FY26-27 INSURANCE COVER	33,688.27	
				10187708	6/9/2026	FY 26-27 INSURANCE COVEF	27,141.07	
				3626082	7/16/2026	FY26-27 INSURANCE COVER	25,795.00	
				3626112	7/16/2026	FY26-27 INSURANCE COVER	23,158.75	
				3602303	7/1/2026	FY26-27 INSURANCE COVER	6,381.68	
				3590363	6/25/2026	FY26-27 INSURANCE COVER	2,115.00	
				3626094	7/16/2026	FY26-27 INSURANCE COVER	2,086.30	
				3588501	6/24/2026	FY 26-27 INSURANCE COVEF	242.00	241,021.20
59645	7/31/2026	01141	AT&T ENTERPRISES, LLC	3239117807714(	7/8/2026	1 - YEAR MAINTENANCE VES	33,016.40	33,016.40
59646	7/31/2026	00747	BIDDLE CONSULTING GR	82621	5/29/2026	CRITICAL 911 ANNUAL SUBS(	6,087.00	6,087.00
59647	7/31/2026	00014	CDW GOVERNMENT, INC	AJ99D1L	7/8/2026	CDW-G BILLABLE PARTS	26,914.40	
				AK1RA1A	7/13/2026	CDW-G BILLABLE PARTS	1,402.44	28,316.84
59648	7/31/2026	00225	COMMLINE INC	0547719-IN	7/28/2026	TROUBLESHOOT AND REPL/	1,300.00	1,300.00
59649	7/31/2026	00407	COSCO FIRE PROTECTIC	1000787727	7/24/2026	ANNUAL MAINTENANCE	2,804.00	2,804.00
59650	7/31/2026	00426	DELL MARKETING LP	10884934726	7/24/2026	MICROSOFT 360 YEARLY SUI	24,808.32	24,808.32
59651	7/31/2026	01198	DICKERSON MCCULLOCI	26-0526	7/17/2026	INTERNAL INVESTIGATIONS	980.00	980.00
59652	7/31/2026	01048	ERIC JASON ARROYO	4021	7/3/2026	BACKGROUND INVESTIGATI(	1,500.00	
				4032	7/16/2026	BACKGROUND INVESTIGATI(	1,500.00	
				4036	7/21/2026	BACKGROUND INVESTIGATI(	1,500.00	
				4039	7/27/2026	BACKGROUND INVESTIGATI(	1,500.00	6,000.00
59653	7/31/2026	00008	FEDERAL SIGNAL CORP	9244728	7/7/2026	FEDERAL SIGNAL CORP BILL	18,403.77	
				9252558	7/1/2026	FEDERAL SIGNAL CORP BILL	3,464.70	
				9252341	7/1/2026	FEDERAL SIGNAL CORP BILL	1,042.46	
				9252344	7/1/2026	FEDERAL SIGNAL CORP BILL	988.67	23,899.60
59654	7/31/2026	00651	FRONTIER	7002Z664-S-261	7/28/2026	PHONE SERV 07/05/26-08/04/	8,626.40	
				7002Z665-S-261	7/5/2026	PHONE SERV 07/05/26-08/04/	5,929.37	14,555.77
59655	7/31/2026	01029	GREGORY W STEVENS	0726A	7/24/2026	ASSISTANCE AND SUPPORT	6,457.50	6,457.50
59656	7/31/2026	00442	LAWSON PRODUCTS, IN(	9313659357	7/24/2026	PARTS - BILLING	21.48	21.48

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor		Invoice	Inv Date	Description	Amount Paid	Check Total
59657	7/31/2026	00331	MITSUBISHI ELECTRIC IN	572305	7/1/2026	MONTHLY ELEVATOR MAINTI	864.44	864.44
59658	7/31/2026	00577	NEW LOOK AUTO DETAIL	5634	7/17/2026	YEARLY VEHICLE MAINTENA	120.00	120.00
59659	7/31/2026	01005	ORKIN PEST CONTROL	299386994	7/23/2026	MAINTENANCE PEST CONTR	91.59	91.59
59660	7/31/2026	00994	PRISM	27400540	7/8/2026	FY 26-27 CYBER LIABILITY IN	44,789.00	44,789.00
59661	7/31/2026	00144	SAXE-CLIFFORD PHD, SU	26-0727-1	7/27/2026	PRE-EMPLOYMENT PSYCHO	400.00	400.00
59662	7/31/2026	00145	SETINA MFG CO INC	336299	7/10/2026	SETINA MANUFACTURING CO	413.81	413.81
59663	7/31/2026	00824	SMART JANITORIAL, COM	SR1755	7/1/2026	JANITORIAL CLEANING SERV	4,781.86	4,781.86
59664	7/31/2026	00266	SPECTRUM FIRM INC, TH	2491898010701:	7/1/2026	COMMUNICATIONS CONTRA	3,054.89	3,054.89
59665	7/31/2026	00074	STAPLES INC.	6068523282	7/11/2026	OFFICE & JANITORIAL SUPPI	134.99	
				6068523283	7/11/2026	OFFICE & JANITORIAL SUPPI	84.74	
				6068523281	7/11/2026	OFFICE & JANITORIAL SUPPI	26.84	246.57
59666	7/31/2026	00036	TALLEY INCORPORATED	10472623	7/9/2026	PARTS - BILLING	1,474.26	1,474.26
59667	7/31/2026	01186	TL INVESTIGATIONS & CC	1017	7/15/2026	BACKGROUND INVESTIGATI(	3,800.00	3,800.00
59668	7/31/2026	00171	VERIZON WIRELESS	6148938325	7/28/2026	CELL PH. CHGS: 06/19/26-07/	500.45	500.45
59669	7/31/2026	01159	VERSATERM PUBLIC SAF	INV-28-00497	5/14/2026	PROFESSIONAL SERVICES F	154,371.30	154,371.30
59670	7/31/2026	01065	WAGEWORKS INC., HEAL	INV9249669	7/23/2026	MONTHLY COMPLIANCE FEE	92.00	92.00
59671	7/31/2026	00481	WAYTEK, INC.	4070228	7/7/2026	PARTS - BILLING	1,788.98	1,788.98
59672	7/31/2026	00063	WHELEN ENGINEERING (	929893	7/1/2026	WHELEN ENGINEERING CO E	381.89	
				925667	7/9/2026	WHELEN ENGINEERING CO E	375.92	757.81
						Sub total for BANK OF THE WEST:		1,546,007.74

D-3

Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: August 18, 2026

ITEM NUMBER: D-3

TO: Executive Committee

COPY TO: Tim Lilligren, Treasurer

FROM: Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: Cash & Investments Report/June 30, 2026

ATTACHMENTS:
1. Cash & Investments Report for June 30, 2026
2. LAIF Month End Statement for June 30, 2026
3. PMIA Performance Report as of June 30, 2026

RECOMMENDATION

Staff recommends that the Executive Committee receive and file the Cash & Investments Report for June 30, 2026.

BACKGROUND

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

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

DISCUSSION

Staff has completed the bank reconciliation for June 30, 2026. Attached is the Cash & Investments Report for the period. All idle cash of the Authority is invested 100% with the State's Local Agency Investment Fund (LAIF). This complies with the Statement of Investment Policy. In the second quarter of calendar year 2026, LAIF's monthly performance averaged an effective yield of 3.81%.

FISCAL IMPACT

None.

D-3
Attachment 1

Cash and Investments Report

As of June 30, 2026

Funding Source	Bank Balance	Deposits in Transit	Outstanding Checks	Book Balance
Active Accounts				
BMO Bank (General/Payroll)	$ 595,504.32		$ 74,632.98	$ 520,871.34
Investments				
LAIF	$ 11,582,744.40		$ -	$ 11,582,744.40
Total Investments	$ 11,582,744.40	$ -	$ -	$ 11,582,744.40
Other Cash on Hand				
Petty Cash	$ -	$ -	$ -	$ 500.00
				$ 500.00
Total Cash & Investments				$ 12,104,115.74

Breakdown of cash by fund:	
Fund 10 (Enterprise Fund)	$ 12,104,115.74
Fund 20 (Grant Fund)	-
Total	$ 12,104,115.74

D-3
Attachment 2

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

July 22, 2026

LAIF Home
PMIA Average Monthly Yields

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

Tran Type Definitions

Account Number: 15-19-001

June 2026 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
6/3/2026	6/2/2026	RW	1800749	1761451	VANESSA ALFARO	-200,000.00
6/22/2026	6/18/2026	RW	1801358	1762060	VANESSA ALFARO	-550,000.00
6/26/2026	6/24/2026	RW	1801524	1762227	VANESSA ALFARO	-250,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	12,582,744.40
Total Withdrawal:	-1,000,000.00	Ending Balance:	11,582,744.40

D-3
Attachment 3

PMIA/LAIF Performance Report as of 08/12/26

Quarterly Performance Quarter Ended 06/30/26

LAIF Apportionment Rate[2]:	3.92
LAIF Earnings Ratio[2]:	0.00010743238142967
LAIF Administrative Cost[1]*:	0.22
LAIF Fair Value Factor[1]:	0.998872382
PMIA Daily[1]:	3.83
PMIA Quarter to Date[1]:	3.81
PMIA Average Life[1]:	269

PMIA Average Monthly Effective Yields[1]

July	**3.84**
June	3.816
May	3.810
April	3.811
March	3.826
February	3.871

Pooled Money Investment Account Monthly Portfolio Composition [1] 06/30/26 $193.1 billion

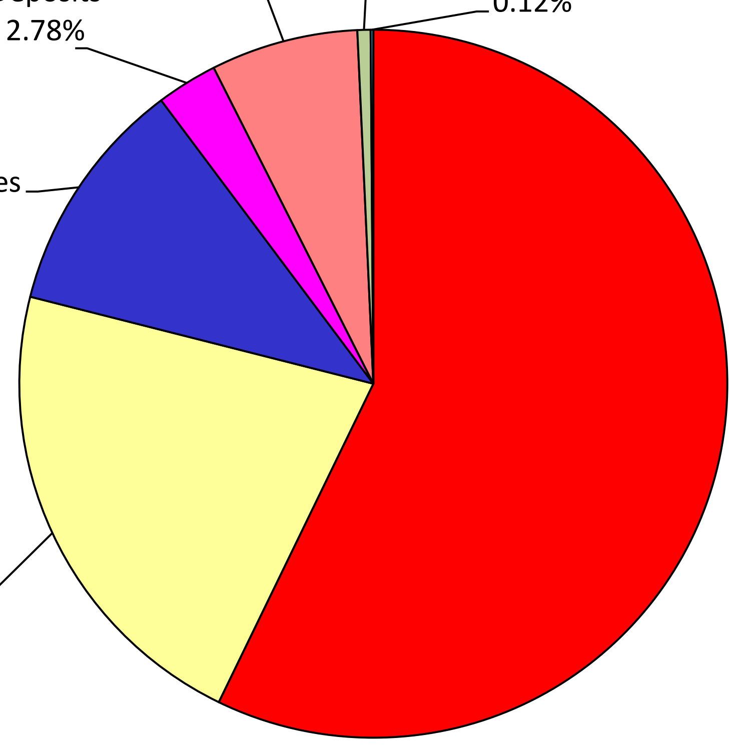

Chart does not include $749,000.00 in mortgages, which equates to 0.0004%. Percentages may not total 100% due to rounding.

Daily rates are now available here. **View PMIA Daily Rates**

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) .

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

Source:
[1] State of California, Office of the Treasurer
[2] State of California, Office of the Controller

F-1

Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: August 18, 2026

ITEM NUMBER: F - 1

TO: Executive Committee

FROM: Kristin Miller, Executive Director
Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: Revision to the Purchasing Policy

ATTACHMENTS: 1. Draft Resolution Amending Purchasing Policy
2. Resolution No. 352 - Redlined

RECOMMENDATION

Staff recommends the Executive Committee recommend to the Board of Directors that the Board adopt a resolution modifying the purchasing authority limits and repealing Resolution No. 352 (the existing Purchasing Policy).

BACKGROUND

On August 21, 2018, the Executive Committee adopted Resolution No. 316 establishing a purchasing policy. On September 20, 2022, the Executive Committee recommended that the Board of Directors approve and adopt a revised purchasing policy. On September 29, 2022, the Board of Directors approved Resolution No. 352 adopting a purchasing policy and repealing Resolution No. 316.

DISCUSSION

As part of ongoing efforts to ensure the Authority's policies are current and practices effective, staff reviewed the current Purchasing Policy established under Resolution No. 352. After review, staff recommends the following changes:

- Increase the Executive Director's authority to approve purchase orders and contracts for supplies, services, and equipment to $50,000 (from $25,000).
- Increase the Executive Director's authority to approve emergency purchases that exceed $50,000 (from $25,000), subject to the presentation of the purchase to the Executive Committee for ratification within 60 days.
- Increase the Executive Director's authority to approve contracts for services of specifically-trained and professional persons to $50,000 (from $25,000).

- Increase the formal bid limit requirement to $75,000 (from $50,000).
- Clarification language for emergency purchases.

Staff believes that amending the Purchasing Policy in these ways will increase the efficiency of the organization and ensure that the Authority is agile enough to procure goods and services in a timely manner given the current economic conditions. Additionally, the Authority's member cities have revised or are in the process of revising their own thresholds to meet these conditions as well. Thus, increasing the Executive Director's purchasing authority and the formal bid limit allows the Authority to more closely align the Authority's purchasing power with that of its member cities.

If recommended, the revision to the Purchasing Policy will be presented to the Board of Directors in an upcoming meeting for consideration.

FISCAL IMPACT

None.

F-1
Attachment 1

RESOLUTION NO. ___

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ADOPTING AN AMENDED PURCHASING POLICY AND REPEALING RESOLUTION NO. 352

WHEREAS, the Bylaws of the Authority require policies to be adopted by the Board of Directors; and

WHEREAS, the Board of Directors desires to update the Authority's purchasing policy in order to establish efficient procedures for the purchase of supplies, services, and equipment at the lowest possible cost commensurate with the quality needed; to exercise positive financial control over purchases; and to clearly define the Executive Director's authority for the purchasing function.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Bay Regional Public Communications Authority that an amended purchasing policy set forth below is hereby adopted to read as follows:

<u>Section 1: Adoption of Purchasing Policy</u>

This policy is adopted in accordance with Section 54201 through 54205 of the Government Code of the State which requires every local agency to adopt policies and procedures, including bidding regulations, governing purchases of supplies and equipment by the local agency.

<u>Section 2: Purchasing Officer</u>

The Executive Director is designated as Purchasing Officer. As such, the Executive Director may delegate this authority to any of the Authority's management staff, as appropriate.

The Purchasing Officer shall have authority to:

A. Purchase or contract for supplies, equipment, and services required by the Authority in accordance with the provision of Section 54201 et seq. of the California Government Code.

B. Negotiate and recommend execution of contracts for the purchase of supplies, equipment, and services;

C. Act to procure for the Authority the needed quality in supplies, equipment, and services at least expense to the Authority;

D. Discourage collusion in bidding and induce full competition on all purchases;

E. Prepare and recommend to the Executive Committee revisions and amendments to the purchasing policy;

F. Remain informed of current developments in the field of purchasing, prices, market conditions and new products;

G. Supervise the inspection of all supplies, equipment, and services purchased to ensure conformance with specifications; and

H. Recommend the sale of all supplies and equipment which cannot be used by any agency and which have become unsuitable for Authority use.

<u>Section 3: Purchase Orders, Change Orders, and Encumbrance of Funds</u>

A. Except as otherwise provided in this policy, purchases of supplies, equipment, and services shall be made only by numbered purchase order.

B. Any change order for an approved purchase or contract shall be documented by a purchase order addendum. The Purchasing Officer may approve a change order as long as the combined amount of the original purchase order and the change order does not exceed fifty thousand dollars ($50,000.00). If the original purchase order or contract was approved by the Executive Committee, a change order may be approved by the Purchasing Officer in an amount that does not exceed fifteen thousand dollars ($15,000.00). All other change orders shall be approved by the Executive Committee. No change order shall be binding on the Authority until approved as provided herein.

C. Except in cases of emergency, the Purchasing Officer shall not issue any purchase order for supplies, equipment or services unless there exists an unencumbered appropriation against which such purchase is to be charged.

<u>Section 4: Purchase Order Requirements</u>

A. Value of Purchases.

General purchases of supplies, equipment and services of a value of five thousand dollars ($5,000.00) or less are generally processed without bid activity. However, if, in the buyer's judgment, the prices obtained do not seem reasonable, the buyer may obtain informal quotes.

Purchases valued between five thousand dollars and one cent ($5,000.01) and seventy-five thousand dollars ($75,000.00) may be made without observing formal bidding procedures. Whenever possible, such purchases shall be based on at least three (3) competitive bids and shall be awarded to the lowest responsible bidder. Competition shall be sought for these transactions whenever the Purchasing Officer or buyer determines that competition is necessary to develop a source, validate prices, or for other sound business reasons. Informal solicitations may be secured in writing or via electronic modes. Before an order is placed, the buyer will determine that the price is reasonable and document how that determination was made.

The Purchasing Officer is required to obtain formal (written, sealed) bids on purchases valued at more than seventy-five thousand dollars ($75,000.00).

B. Approval of Purchases.

Purchases less than or equal to fifty thousand dollars ($50,000.00) shall be approved by the Purchasing Officer.

Except as otherwise specifically provided in this section or in other sections of this policy, purchases of supplies, equipment and services of an estimated value greater than fifty thousand dollars ($50,000.00) shall be approved by the Executive Committee.

Section 5: Formal Contract Procedure

Except as otherwise specifically provided in this section or in other sections of this policy, purchases of supplies, equipment and services of an estimated value of more than seventy-five thousand dollars ($75,000.00) shall be by formal sealed written competitive bids. Awards for such expenditures shall be made by the Executive Committee to the lowest responsible bidder in accordance with the following provisions:

A. Lowest Responsible Bidder.

"Lowest responsible bidder," as used in this policy, shall mean that bidder who best responds in price, quality, service, fitness, or capacity to the particular requirements of the Authority. Price alone shall not be the determining factor but shall be considered along with the other factors, including, but not limited to, the ability of the bidder to deliver, compatibility with existing systems, availability of parts or service, prior experience and other factors relating to the particular needs of the Authority for the supplies, equipment or services to be purchased.

B. Notices Inviting Bids.

The Purchasing Officer shall be responsible for posting notification of solicitation of bids, which shall include a general description of the articles or services to be purchased, state where bid specifications may be secured and the time and place for opening of the bids. The notice shall specify the factors referred to in subsection A of this section and which factors will be given special consideration in determining the lowest responsible bid for the supplies or equipment to be purchased. Notices shall be posted on the Authority's website and other public posting locations as determined by the Purchasing Officer.

C. Bidders' Security.

When deemed necessary by the Purchasing Officer, bidders' security may be prescribed in the notices inviting bids. Bidders shall be entitled to the return of bid securities; provided, however, a successful bidder shall forfeit his bid security upon his refusal or failure to execute the contract within the time designated in the bid specifications. The Executive Committee, on the refusal or failure of the successful bidder to execute the contract, may award the contract to the next lowest responsible bidder. If the Executive Committee awards the contract to the next lowest bidder, the amount of the lowest bidder's security shall be applied by the Authority to the contract price differential between the lowest bid and the second lowest bid and the surplus, if any, shall be returned to the lowest bidder.

D. Performance Bonds and Payment Bonds.

The Purchasing Officer shall have authority to require a performance bond before entering into a contract in an amount reasonably necessary to protect the best interests of the Authority. Where services constitute “public works” under California Labor Code Section 1720 (e.g., maintenance), the Purchasing Officer may require posting of a payment bond when the contract amount exceeds $25,000.

E. Bid Opening Procedure.

Sealed bids shall be submitted to the Administration Office and shall be identified as bids on the envelopes. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be available for public inspection.

F. Confidentiality of Bids.

Any written bid received pursuant to the provisions of this policy shall not be revealed directly or indirectly to any other bidder until the bidding process is completed and all submitted bids have been received and opened, and the lowest responsible bidder has been determined. A tabulation of all bids received shall be open for public inspection during regular business hours after the bid opening.

G. Rejection of Bids.

The Purchasing Officer may reject any and all bids presented and re-advertise for bids.

H. Award of Contracts.

Any resulting contract shall be awarded by the Executive Committee to the lowest responsible bidder as defined in subsection A of this section.

Section 6: Blanket Purchase Orders

The Authority may, when pricing and terms are favorable, and as a convenience for users, establish an account with a vendor by means of a Blanket Purchase Order. When a Blanket Purchase Order has been established with a vendor, subsequent budgeted purchases may be made from that vendor.

The Authority will, when satisfied regarding the need, pricing, and terms, issue a Blanket Purchase Order with the approval of the Purchasing Officer or Executive Committee, based on the total planned value of the purchase. The Blanket Purchase Order will be "open" in that only the general nature of the purchases will be specified. The annual value limit will be defined prior to issuance of the Blanket Purchase order and renewed each fiscal year.

Section 7: Emergency Procurement

When a local emergency or disaster is proclaimed in the one or more of the Authority's member cities, the Authority is not required to engage in either informal or formal competitive bidding.

The Executive Committee delegates to the Purchasing Officer the authority to waive any procedures in this policy that are not statutorily mandated when making emergency purchases of supplies, equipment, materials or services during a declared local emergency or disaster or when the purchase meets the criteria of an emergency purchase as subsequently defined.

"Emergency Purchases" are those procurements required to prevent the immediate interruption or cessation of necessary Authority services or to safeguard life, property or the public health and welfare and are subject to the following conditions:

A. If the emergency purchase exceeds fifty thousand dollars ($50,000.00), the Purchasing Officer is authorized to make those expenditures, subject to the presentation of the purchase to the Executive Committee for ratification within sixty (60) days.

B. If the emergency requires the immediate procurement of supplies, equipment or services needed to preserve life and/or property, the purchase may be made without following bidding procedures. However, written justification enumerating one (1) or more of the following rationale, must be included with the purchase request: emergency protective measure, scarce commodity, emergency consulting services, emergency road clearance, other emergency requirement, and/or lack of bids. The use of a pre-existing contract may be utilized under these circumstances.

C. During a declared emergency or disaster, the Purchasing Officer has the authority to rescind a contract for non-performance within twenty-four (24) hours when a contractor or vendor, once awarded a contract, is unable to perform under the terms of the contract and the resulting delay or non-performance present an immediate threat to life, safety or improved property.

D. If the emergency purchase exceeds five thousand dollars ($5,000.00) and can only be made by use of the Authority's credit card, either due to the practicality of the situation or a vendor's refusal to accept Authority purchase orders, the Purchasing Officer is authorized to make those expenditures, subject to the presentation of the purchase to the Executive Committee for ratification within sixty (60) days.

E. All purchases made under emergency or disaster conditions shall require separate invoicing from routine (non-disaster related) purchases. All invoices shall state the goods, services or equipment provided and shall specify where the purchases were delivered and/or used.

Section 8: Professional Services

Contracts for services of specially-trained and professional persons shall be exempt from bidding. All contracts exceeding fifty thousand dollars ($50,000.00) must be approved by the Executive Committee.

Section 9: Sole Source Purchases

A sole source purchase is one made from only one source of supply or a purchase for which no advantage can be gained through competitive bidding. Sole source purchases often arise because specifications and requirements for the purchase are so distinct that only one possible source can provide the purchase or meet established standards. This may be the case with replacement parts for brand name machinery, equipment, or vehicles or for compatibility with existing software or technology. To be valid, the sole source must be the only reasonably known source of supply meeting the bona fide specification requirements. Such determination must be justified in writing and approved by the Purchasing Officer or Executive Committee, as appropriate depending on the value of the purchase.

Section 10: Cooperative Purchasing

Cooperative purchasing is used by municipalities in the purchase of goods and services. This arrangement offers the participants significant economies of scale. Although one municipality may issue specifications and receive bids, each entity independently executes its own contract, administers the procurement function, and finances the purchase.

This is an acceptable practice that allows municipal agencies to "piggyback" on contracts for services and supplies, issued by a wide range of other governmental agencies. Cooperative purchasing agreements may be entered into with state, city governments, public or quasi-public entities, and non-profit entities.

Where purchases are to be made in concert with or through agreements executed by other governmental agencies, formal bid requirements as outlined in Section 5 of this policy may be waived with Executive Committee approval.

Section 11: Credit Card Purchases

The Authority maintains a credit card program to provide a convenient method of making small purchases and to reduce the need for purchase orders, expense reimbursements, and the use of petty cash. Such purchases are subject to the following restrictions:

A. The amount of a single purchase cannot exceed five thousand dollars ($5,000.00).

B. Purchases shall not be split in order to stay within the single purchase limit.

C. The credit cards may not be used for services, unless the services have an approved contract on file, the contract amount does not exceed five thousand dollars ($5,000.00), and the use is approved in writing by the Purchasing Officer.

D. Purchases related to lodging, airfare, and other travel-related expenses shall only be made after receiving prior written approval from the Purchasing Officer.

Section 12: Unauthorized Purchases and Contracts

It shall be unlawful for an officer, employee, or agent of the Authority to order the purchase of supplies, equipment, or services, or to make any contract in violation of this policy, and any order, purchase or contract made contrary to the provisions of this policy shall not be binding on the Authority, and the Authority shall not be obligated thereunder.

Section 13: Prohibition Against Splitting Purchases

Purchase of supplies, equipment or services shall not be divided or staged for the purpose of circumventing the bidding or approval requirements of this policy.

Section 14: Disposition of Obsolete and Surplus Property

The Purchasing Officer shall dispose of all Authority owned surplus and obsolete property by bid, auction, negotiated sale or exchange for the best value attainable to the Authority.

If an item has become unsuitable for Authority use, the Purchasing Officer shall have the authority to sell, exchange, or otherwise dispose of all supplies and equipment, provided the item sold or disposed of does not have a current salvage value of more than fifteen thousand dollars ($15,000.00). The Purchasing Officer is charged with the responsibility to secure the highest value possible in the disposal of Authority goods.

Section 15. California Labor Code Compliance.

When services exceed $1000 and constitute “public works” under California Labor Code Section 1720, but are not subject to the California Public Contract Code as set forth in Section 16, such as maintenance or installation services, the selected vendor shall be required to comply with Labor Code Sections 1720 through 1861, the requirements of which include, but are not limited to, payment of prevailing wages, registration with the Director of Industrial Relations, and maintenance of certified payroll records.

Section 16: Public Works Contracts (Construction, Improvements, and Repairs)

A. The provisions of this Section shall exclusively govern all contracts for “public works” that are governed by the California Public Contract Code. “Public works” and/or “public projects” are defined as follows:

(1) Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility.

(2) Painting or repainting of any publicly owned, leased, or operated facility.

B. Pursuant to Public Contract Code Section 22030, the Authority hereby elects to become subject to the Uniform Public Construction Cost Accounting Act (“Act”) including the uniform public construction cost accounting procedures set forth in the Act and the Commission's policies and procedures manual and cost accounting review procedures. In accordance with Government Code Section 6509 and Section 4 of the Second Amended and Restated Joint Powers Agreement, the Authority is restricted in the exercise of powers in the same manner as the City of Hawthorne is restricted in its exercise of similar powers.

Therefore, for purposes of procuring public works pursuant to the Act, the Authority hereby adopts by reference as though set forth in full herein, Sections 3.20.190 through 3.20.197 of Article 3 (Public Projects) of Chapter 3.20 of Title 3 of the Hawthorne Municipal Code, or any successor provisions thereto, as the same may be amended from time to time. As used in the foregoing Municipal Code Sections, “city” shall mean the Authority, “city council” shall mean and refer to: (i) the Purchasing Officer for public projects in amounts not exceeding the purchasing authority applicable to the Purchasing Officer set forth in this Policy; or (ii) to the Executive Committee for all other public projects. “City clerk”, “city manager” and “director of public works” shall each mean and refer to the Purchasing Officer.

C. As specified in Section 3.20.195 of Article 3 of Chapter 3.20 of Title 3 of the Hawthorne Municipal Code, the dollar limits for informal and formal bidding by the Authority shall be as set forth in Public Contract Code Section 22032, as the same may be amended from time to time. D.

All public works projects require compliance with California Labor Code Sections 1720 through 1861.

Section 17. The provisions of this Resolution supersede and replace any and all provisions of prior resolutions, and delegations, by the Board of Directors or Executive Committee, including Resolution No. 316, related to purchasing by the Authority of goods, equipment, and services.

Section 18. The secretary shall forward a full, true, correct, and executed copy of this resolution to the Controller of the Uniform Public Construction Cost Accounting Commission.

WE HEREBY CERTIFY that the foregoing is a true copy of the resolution adopted by the Board of Directors of the South Bay Regional Public Communications Authority in a meeting thereof held on the 20th day of October, 2026, by the following vote.

AYES:

NOES: None

ABSENT: None

ABSTAIN: None

Rodney G. Tanaka, Chair
Board of Directors

Kristin Miller, Secretary
Board of Directors

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Attachment 2

RESOLUTION NO. __352_

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ADOPTING A PURCHASING POLICY AND REPEALING RESOLUTION NO. 352~~316~~

WHEREAS, the Bylaws of the Authority require policies to be adopted by the Board of Directors; and

WHEREAS, the Board of Directors desires to update the Authority's purchasing policy in order to establish efficient procedures for the purchase of supplies, services and equipment at the lowest possible cost commensurate with quality needed; to exercise positive financial control over purchases; and to clearly define authority for the purchasing function.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Bay Regional Public Communications Authority that the purchasing policy set forth below is hereby adopted to read as follows:

Section 1: Adoption of Purchasing Policy

This policy is adopted in accordance with Section 54201 through 54205 of the Government Code of the State which requires every local agency to adopt policies and procedures, including bidding regulations, governing purchases of supplies and equipment by the local agency.

Section 2: Purchasing Officer

The Executive Director is designated as Purchasing Officer. As such, the Executive Director may delegate this authority to any of the Authority's management staff, as appropriate.

The Purchasing Officer shall have authority to:

A. Purchase or contract for supplies, equipment, and services required by the Authority in accordance with the provision of Section 54201 et seq. of the California Government Code.

B. Negotiate and recommend execution of contracts for the purchase of supplies, equipment, and services;

C. Act to procure for the Authority the needed quality in supplies, equipment, and services at least expense to the Authority;

D. Discourage collusion in bidding and induce full competition on all purchases;

E. Prepare and recommend to the Executive Committee revisions and amendments to the purchasing policy;

F. Remain informed of current developments in the field of purchasing, prices, market conditions and new products;

G. Supervise the inspection of all supplies, equipment, and services purchased to ensure conformance with specifications; and

H. Recommend the sale of all supplies and equipment which cannot be used by any agency and which have become unsuitable for Authority use.

Section 3: Purchase Orders, Change Orders, and Encumbrance of Funds

A. Except as otherwise provided in this policy, purchases of supplies, equipment, and services shall be made only by numbered purchase order.

B. Any change order for an approved purchase or contract shall be documented by a purchase order addendum. The Purchasing Officer may approve a change order as long as the combined amount of the original purchase order and the change order does not exceed ~~twenty-five~~fifty thousand dollars ($~~25~~50,000.00). If the original purchase order or contract was approved by the Executive Committee, a change order may be approved by the Purchasing Officer in an amount that does not exceed fifteen thousand dollars ($15,000.00). All other change orders shall be approved by the Executive Committee. No change order shall be binding on the Authority until approved as provided herein.

C. Except in cases of emergency, the Purchasing Officer shall not issue any purchase order for supplies, equipment or services unless there exists an unencumbered appropriation against which such purchase is to be charged.

Section 4: Purchase Order Requirements

A. Value of Purchases.

General purchases of supplies, equipment and services of a value of five thousand dollars ($5,000.00) or less are generally processed without bid activity. However, if, in the buyer's judgment, the prices obtained do not seem reasonable, the buyer may obtain informal quotes.

Purchases valued between five thousand dollars and one cent ($5,000.01) and ~~fifty~~seventy-five thousand dollars ($~~50~~75,000.00) may be made without observing formal bidding procedures. Whenever possible, such purchases shall be based on at least three (3) competitive bids and shall be awarded to the lowest responsible bidder. Competition shall be sought for these transactions whenever the Purchasing Officer or buyer determines that competition is necessary to develop a source, validate prices, or for other sound business reasons. Informal solicitations may be secured in writing or via electronic modes. Before an order is placed, the buyer will determine that the price is reasonable and document how that determination was made.

The Purchasing Officer is required to obtain formal (written, sealed) bids on purchases valued at more than ~~fifty~~seventy-five thousand dollars ($~~50~~75,000.00).

B. Approval of Purchases.

Purchases less than or equal to ~~twenty-five~~fifty thousand dollars ($ ~~25~~50,000.00) shall be approved by the Purchasing Officer.

Except as otherwise specifically provided in this section or in other sections of this policy, purchases of supplies, equipment and services of an estimated value greater than ~~twenty-five~~fifty thousand dollars ($~~25~~50,000.00) shall be approved by the Executive Committee.

Section 5: Formal Contract Procedure

Except as otherwise specifically provided in this section or in other sections of this policy, purchases of supplies, equipment and services of an estimated value of more than ~~fifty~~ seventy-five thousand dollars ($~~50~~75,000.00) shall be by formal sealed written competitive bids. Awards for such expenditures shall be made by the Executive Committee to the lowest responsible bidder in accordance with the following provisions:

A. Lowest Responsible Bidder.

"Lowest responsible bidder," as used in this policy, shall mean that bidder who best responds in price, quality, service, fitness, or capacity to the particular requirements of the Authority. Price alone shall not be the determining factor but shall be considered along with the other factors, including, but not limited to, the ability of the bidder to deliver, compatibility with existing systems, availability of parts or service, prior experience and other factors relating to the particular needs of the Authority for the supplies, equipment or services to be purchased.

B. Notices Inviting Bids.

The Purchasing Officer shall be responsible for posting notification of solicitation of bids, which shall include a general description of the articles or services to be purchased, state where bid specifications may be secured and the time and place for opening of the bids. The notice shall specify the factors referred to in subsection A of this section and which factors will be given special consideration in determining the lowest responsible bid for the supplies or equipment to be purchased. Notices shall be posted on the Authority's website and other public posting locations as determined by the Purchasing Officer.

C. Bidders' Security.

When deemed necessary by the Purchasing Officer, bidders' security may be prescribed in the notices inviting bids. Bidders shall be entitled to the return of bid securities; provided, however, a successful bidder shall forfeit his bid security upon his refusal or failure to execute the contract within the time designated in the bid specifications. The Executive Committee, on the refusal or failure of the successful bidder to execute the contract, may award the contract to the next lowest responsible bidder. If the Executive Committee awards the contract to the next lowest bidder, the amount of the lowest bidder's security shall be applied by the Authority to the contract price differential between the lowest bid and the second lowest bid and the surplus, if any, shall be returned to the lowest bidder.

D. Performance Bonds and Payment Bonds.

The Purchasing Officer shall have authority to require a performance bond before entering into a contract in an amount reasonably necessary to protect the best interests of the Authority. Where services constitute “public works” under California Labor Code Section 1720 (e.g., maintenance), the Purchasing Officer may require posting of a payment bond when the contract amount exceeds $25,000.

E. Bid Opening Procedure.

Sealed bids shall be submitted to the Administration Office and shall be identified as bids on the envelopes. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be available for public inspection.

F. Confidentiality of Bids.

Any written bid received pursuant to the provisions of this policy shall not be revealed directly or indirectly to any other bidder until the bidding process is completed and all submitted bids have been received and opened, and the lowest responsible bidder has been determined. A tabulation of all bids received shall be open for public inspection during regular business hours after the bid opening.

G. Rejection of Bids.

The Purchasing Officer may reject any and all bids presented and re-advertise for bids.

H. Award of Contracts.

Any resulting contract shall be awarded by the Executive Committee to the lowest responsible bidder as defined in subsection A of this section.

Section 6: Blanket Purchase Orders

The Authority may, when pricing and terms are favorable, and as a convenience for users, establish an account with a vendor by means of a Blanket Purchase Order. When a Blanket Purchase Order has been established with a vendor, subsequent budgeted purchases may be made from that vendor.

The Authority will, when satisfied regarding the need, pricing, and terms, issue a Blanket Purchase Order with the approval of the Purchasing Officer or Executive Committee, based on the total planned value of the purchase. The Blanket Purchase Order will be "open" in that only the general nature of the purchases will be specified. The annual value limit will be defined prior to issuance of the Blanket Purchase order and renewed each fiscal year.

Section 7: Emergency Procurement

When a local emergency or disaster is proclaimed in the one or more of the Authority's member cities, the Authority is not required to engage in either informal or formal competitive bidding.

The Executive Committee delegates to the Purchasing Officer the authority to waive any procedures in this policy that are not statutorily mandated when making emergency purchases of supplies, equipment, materials or services during a declared local emergency or disaster or when the purchase meets the criteria of an emergency purchase as subsequently defined.

"Emergency Purchases" are those procurements required to prevent the immediate interruption or cessation of necessary Authority services or to safeguard life, property or the public health and welfare and are subject to the following conditions:

A. If the emergency purchase exceeds ~~twenty-five~~fifty thousand dollars ($~~25~~50,000.00), the Purchasing Officer is authorized to make those expenditures, subject to the presentation of the purchase to the Executive Committee for ratification within sixty (60) days.

B. If the emergency requires the immediate procurement of supplies, equipment or services needed to preserve life and/or property, the purchase may be made without following bidding procedures. However, written justification enumerating one (1) or more of the following rationale, must be included with the purchase request: emergency protective measure, scarce commodity, emergency consulting services, emergency road clearance, other emergency requirement, and/or lack of bids. The use of a pre-existing contract may be utilized under these circumstances.

C. During a declared emergency or disaster, the Purchasing Officer has the authority to rescind a contract for non-performance within twenty-four (24) hours when a contractor or vendor, once awarded a contract, is unable to perform under the terms of the contract and the resulting delay or non-performance present an immediate threat to life, safety or improved property.

D. If the emergency purchase exceeds five thousand dollars ($5,000.00) and can only be made by use of the Authority's credit card, either due to the practicality of the situation or a vendor's refusal to accept Authority purchase orders, the Purchasing Officer is authorized to make those expenditures, subject to the presentation of the purchase to the Executive Committee for ratification within sixty (60) days.

E. All purchases made under emergency or disaster conditions shall require separate invoicing from routine (non-disaster related) purchases. All invoices shall state the goods, services or equipment provided and shall specify where the purchases were delivered and/or used.

Section 8: Professional Services

Contracts for services of specially-trained and professional persons shall be exempt from bidding. All contracts exceeding ~~twenty-five~~fifty thousand dollars ($~~25~~50,000.00) must be approved by the Executive Committee.

Section 9: Sole Source Purchases

A sole source purchase is one made from only one source of supply or a purchase for which no advantage can be gained through competitive bidding. Sole source purchases often arise because specifications and requirements for the purchase are so distinct that only one possible source can provide the purchase or meet established standards. This may be the case with replacement parts for brand name machinery, equipment, or vehicles or for compatibility with existing software or technology. To be valid, the sole source must be the only reasonably known source of supply meeting the bona fide specification requirements. Such determination must be justified in writing and approved by the Purchasing Officer or Executive Committee, as appropriate depending on the value of the purchase.

Section 10: Cooperative Purchasing

Cooperative purchasing is used by municipalities in the purchase of goods and services. This arrangement offers the participants significant economies of scale. Although one municipality may issue specifications and receive bids, each entity independently executes its own contract, administers the procurement function, and finances the purchase.

This is an acceptable practice that allows municipal agencies to "piggyback" on contracts for services and supplies, issued by a wide range of other governmental agencies. Cooperative purchasing agreements may be entered into with state, city governments, public or quasi-public entities, and non-profit entities.

Where purchases are to be made in concert with or through agreements executed by other governmental agencies, formal bid requirements as outlined in Section 5 of this policy may be waived with Executive Committee approval.

Section 11: Credit Card Purchases

The Authority maintains a credit card program to provide a convenient method of making small purchases and to reduce the need for purchase orders, expense reimbursements, and the use of petty cash. Such purchases are subject to the following restrictions:

A. The amount of a single purchase cannot exceed five thousand dollars ($5,000.00).

B. Purchases shall not be split in order to stay within the single purchase limit.

C. The credit cards may not be used for services, unless the services have an approved contract on file, the contract amount does not exceed five thousand dollars ($5,000.00), and the use is approved in writing by the Purchasing Officer.

D. Purchases related to lodging, airfare, and other travel-related expenses shall only be made after receiving prior written approval from the Purchasing Officer.

<u>Section 12: Unauthorized Purchases and Contracts</u>

It shall be unlawful for an officer, employee, or agent of the Authority to order the purchase of supplies, equipment, or services, or to make any contract in violation of this policy, and any order, purchase or contract made contrary to the provisions of this policy shall not be binding on the Authority, and the Authority shall not be obligated thereunder.

<u>Section 13: Prohibition Against Splitting Purchases</u>

Purchase of supplies, equipment or services shall not be divided or staged for the purpose of circumventing the bidding or approval requirements of this policy.

<u>Section 14: Disposition of Obsolete and Surplus Property</u>

The Purchasing Officer shall dispose of all Authority owned surplus and obsolete property by bid, auction, negotiated sale or exchange for the best value attainable to the Authority.

If an item has become unsuitable for Authority use, the Purchasing Officer shall have the authority to sell, exchange, or otherwise dispose of all supplies and equipment, provided the item sold or disposed of does not have a current salvage value of more than fifteen thousand dollars ($15,000.00). The Purchasing Officer is charged with the responsibility to secure the highest value possible in the disposal of Authority goods.

Section 15. California Labor Code Compliance.

When services exceed $1000 and constitute "public works" under California Labor Code Section 1720, but are not subject to the California Public Contract Code as set forth in Section 16, such as maintenance or installation services, the selected vendor shall be required to comply with Labor Code Sections 1720 through 1861, the requirements of which include, but are not limited to, payment of prevailing wages, registration with the Director of Industrial Relations, and maintenance of certified payroll records.

Section 16: Public Works Contracts (Construction, Improvements, and Repairs)

A. The provisions of this Section shall exclusively govern all contracts for “public works” that are governed by the California Public Contract Code. “Public works” and/or “public projects” are defined as follows:

(1) Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility.

(2) Painting or repainting of any publicly owned, leased, or operated facility.

B. Pursuant to Public Contract Code Section 22030, the Authority hereby elects to become subject to the Uniform Public Construction Cost Accounting Act (“Act”) including the uniform public construction cost accounting procedures set forth in the Act and the Commission's policies and procedures manual and cost accounting review procedures. In accordance with Government Code Section 6509 and Section 4 of the Second Amended and Restated Joint Powers Agreement, the Authority is restricted in the exercise of powers in the same manner as the City of Hawthorne is restricted in its exercise of similar powers.

Therefore, for purposes of procuring public works pursuant to the Act, the Authority hereby adopts by reference as though set forth in full herein, Sections 3.20.190 through 3.20.197 of Article 3 (Public Projects) of Chapter 3.20 of Title 3 of the Hawthorne Municipal Code, or any successor provisions thereto, as the same may be amended from time to time. As used in the foregoing Municipal Code Sections, “city” shall mean the Authority, “city council” shall mean and refer to: (i) the Purchasing Officer for public projects in amounts not exceeding the purchasing authority applicable to the Purchasing Officer set forth in this Policy; or (ii) to the Executive Committee for all other public projects. “City clerk”, “city manager” and “director of public works” shall each mean and refer to the Purchasing Officer.

C. As specified in Section 3.20.195 of Article 3 of Chapter 3.20 of Title 3 of the Hawthorne Municipal Code, the dollar limits for informal and formal bidding by the Authority shall be as set forth in Public Contract Code Section 22032, as the same may be amended from time to time. D.

All public works projects require compliance with California Labor Code Sections 1720 through 1861.

Section 17. The provisions of this Resolution supersede and replace any and all provisions of prior resolutions, and delegations, by the Board of Directors or Executive Committee, including Resolution No. 316, related to purchasing by the Authority of goods, equipment, and services.

Section 18. The secretary ~~shall forward~~shall forward a full, true, correct, and executed copy of this resolution to the Controller of the Uniform Public Construction Cost Accounting Commission.

WE HEREBY CERTIFY that the foregoing is a true copy of the resolution adopted by the Board of Directors of the South Bay Regional Public Communications Authority in a meeting thereof held on the ~~29~~20th day of ~~September~~October, 2026~~2~~, by the following vote.

AYES: ~~Tanaka, Hadley, Monteiro~~

NOES: None

ABSENT: None

ABSTAIN: None

Rodney G. Tanaka, Chair Board of Directors	~~M. Ross Klun~~ Kristin Miller, Secretary Board of Directors

H-1

MINUTES OF THE REGULAR EXECUTIVE COMMITTEE AND THE USER COMMITTEE **JUNE 16, 2026**

A. **CALL TO ORDER**

The Executive Committee and User Committee convened in a regular joint session at 2:05PM on Tuesday, June 16, 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 Vontray Norris, City of Hawthorne
City Manager Talyn Mirzakhanian, City of Manhattan Beach
City Manager Clint Osorio, City of Gardena
Captain David Brock, Gardena Police Department
Chief Eric Lane, Hawthorne Police Department
Chief Jesse Alexander, Manhattan Beach Fire Department
Chief Rachel Johnson, Manhattan Beach Police Department

Absent:
Chief Todd Fox, Gardena Police Department

Also Present:
Kristin Miller, Executive Director
Shannon Kauffman, Operations Manager
Vanessa Alfaro, Finance Manager
Megan Cunningham, Administrative Services Manager
Cristina Manley, Executive Assistant
Jennifer Petrusis, General Counsel RWG
Bill Romesburg, CAD Consultant

C. **PUBLIC DISCUSSION**

None.

D. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from May 19, 2026
   APPROVE
2. Check Register – May 2026
   RECEIVE AND FILE
3. Approve FY2026/27 Blanket Purchase Orders for Supplies and in Services in a Total Amount Not-to-Exceed $1,532,692
   APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE PURCHASE ORDERS
4. Schedule of Fees and Charges for Fiscal Year 2026/27
   RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT A RESOLUTION ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR FISCAL YEAR 2026/27
5. Approve Replacement of Microwave Link from Punta Place to Beach Cities Hospital in the Amount of $62,300.00
   APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE PURCHASE ORDER
6. Approve a Change Purchase Order in the Amount of $45,000 to Setina Manufacturing Corporation for Supplies and Services
   APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE CHANGE PURCHASE ORDER

7. Approve a Change Purchase Order in the Amount of $50,000 to Havis Incorporated for Supplies and Services
   APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE CHANGE PURCHASE ORDER
8. Approve a Change Purchase Order in the Amount of $30,000 to Motorola Solutions for Supplies and Services
   APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE CHANGE PURCHASE ORDER

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

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

None.

F. **<u>EXECUTIVE COMMITTEE GENERAL BUSINESS</u>**

1. Authorize the Executive Director to Bind and Approve FY2026/27 Insurance Policies Proposed by Alliant Insurance Services, Inc. for Insurance Necessary to Protect the Authority and its Member Agencies; and Approve Purchase Orders Associated With Amount Not-To-Exceed $417,818.00
   AUTHORIZE EXECUTE DIRECTOR TO BIND AND APPROVE INSURANCE POLICIES AND APPROVE AND AUTHORIZE EXECUTE DIRECTOR TO EXECUTE PURCHASE ORDERS

   Executive Director Miller provided an Insurance Policy update. The actual cost for cyber liability insurance is $44,789, which is $7700 higher than the estimated $37,000, though the total insurance allotment remains 4% under the budgeted amount.

   Alliant Insurance will re-evaluate the cyber liability policy, currently in the “Prism” pool, to potentially lower the premium, noting that a 2024 cyber-attack claim was old, closed and had no monetary value.

   City Manager Osorio requested an analysis comparing PRISM to market coverage, including a 10-year experience analysis, will be conducted by year-end for a potential transition to market coverage by January 2027.

MOTION: City Manager Norris moved to approve the “not to exceed” amount for insurance from $417,818 to $425,618. The motion was seconded by Manager Mirzakhanian and passed by a vote of 3-0.

2. Executive Director’s Update on Staffing and Recruitment
   RECEIVE AND FILE

   Administrative Services Manager Cunningham provided a staffing update.

   Staffing and Recruitment

   The organization currently has 31 full-time employees, increasing to 33 with two new hires starting tomorrow.

   Recruitment efforts this month included 341 applications received, 125 tests taken (out 171 scheduled), and 26 applicants passed, with 8 individuals in background checks and 5 operators in complaint training.

Social media outreach generated over 500 new followers – 2,400 (total) and 438,000 views in the last three months.

Testing has been temporarily paused during the World Cup but will resume, with a "big spike" of approximately seven new hires anticipated in early September, timed to optimize training with the August CAD system implantation.

3. Executive Director's Update on Technical Services
   RECEVIE AND FILE

   Administrative Services Manager Cunningham provided an update on Technical Services.

   Fleet Inventory, Vehicle Builds and Assessment

   - 78 vehicles are currently in facilities or cities, with 16 awaiting full builds; 7 full builds were completed last month, bringing the total to 78.
   - Hermosa Beach Police Department decided to continue utilizing internal services for full builds, with one completed and parts purchased for two additional patrol vehicles.
   - Mercury, a vendor, will conduct a full assessment of technical services operations, covering both full builds and repair processes, to identify staffing needs, streamline processes, and determine maximum capacity.
   - The assessment will involve meetings with stakeholders (city managers, chiefs) to gather feedback on needs, pros, and cons, with coordination for these meetings handled by the Executive Director.

4. Executive Director's Update on Computer Aided Dispatch System
   RECEIVE AND FILE

   Operations Manager Kauffman provided a Computer Aided Dispatch System and Bill Romesburg provided an overview - CLETS Application Process

   CAD System Implementation

   - The CAD system go-live date is set for August, having been pushed due to FIFA activities and staff availability, with the project currently in the Functional Acceptance Testing phase and final acceptance projected for September.
   - Refresher training for Mobile CAD and MDC for staff is scheduled to begin next week via Zoom, with CAD end-user training for dispatch personnel planned for late July or early August.
   - All cities successfully provided necessary items for the applications, which were rapidly assembled by records personnel and are scheduled to be sent out this Friday.
   - CAD authentication data was obtained from all cities last week, user setup for the city system is underway, and all required fire layers (including hydrants and underground piping for three fire departments) have been completed and built in.

- Two missing AVL layers (direction of travel and speed limit) were sourced from ESRI's partner "HERE," and the Authority's CAD Consultant is currently integrating these layers into the base map, with a cost estimate pending.

Technical Interfaces and Upcoming Events

- Interfaces impacting only the agency such as Peregrine and Axon, are being managed with vendors to ensure continued functionality post-CAD go-live and to identify other applicable products for interfacing.
- Upcoming meetings including monthly meetings with Fire and Executive.
- June 22-26, 2026 Agency End User MDC/vMonitor & Remote CAD refresher training.
- July 1, 2026 Police Executive CAD Project Update Meeting
- July 23, 2026 Fire Executive CAD Project Update Meeting
- July 2026 Dispatch End User Training

G. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes for May 19, 2026
APPROVE

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

H. **ITEMS REMOVED FROM CONSENT CALENDAR**

None.

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

Chief Johnson acknowledged/appreciated having a dispatcher on the command post for the FIFA event in Manhattan Beach was "extremely helpful" in "running down things," particularly regarding oddities occurring at the hotel.

Operations Manager Kauffman thanked Chief Alexander and Chief Johnson for allowing Authority Staff to participate FIFA preparations with their department.

J. **ADJOURNMENT**

The meeting was adjourned at 2:29PM.