

AGENDA

EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK JOINT POWERS AUTHORITY GOVERNANCE BOARD

Serving the Communities of
AZUSA - COVINA - GLENDORA - IRWINDALE - LA VERNE - WEST COVINA

SPECIAL MEETING 2:00 PM

WEDNESDAY, APRIL 5, 2017

WEST COVINA CITY HALL COUNCIL CHAMBER
1444 W Garvey Avenue, West Covina, California



PLEASE TURN OFF CELL PHONES AND PAGERS WHILE MEETING IS IN PROGRESS

PUBLIC COMMENT

The public is encouraged to address the Board on any matter posted on the agenda. If you wish to address the Board you may do so during the **PUBLIC COMMENT** period noted on the agenda. Each person is allowed three (3) minutes speaking time.

Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Board may direct staff to investigate and/or schedule certain matters for consideration at a future meeting.

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office, (626) 939-8433 no later than 72 hours prior to the meeting. (28 CFR 34.102.104 ADA TITLE II)

PLEASE NOTE: Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at West Covina City Hall, in the City Clerk's office during regular business hours, and on the City's website www.westcovina.org. For further information, please contact the office of the City Clerk at (626) 939-8433, or via e-mail at rosalia.butler@westcovina.org.

DOCUMENTS DISTRIBUTED FOLLOWING THE POSTING OF THE AGENDA

Any writing that relates to an agenda item for an open session that is distributed after the posting of the agenda is available for public inspection at the West Covina City Hall, in the City Clerk's Office, 1444 W. Garvey Avenue, West Covina.



**NOTICE AND CALL
OF A SPECIAL MEETING
OF THE
EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS
NETWORK JOINT POWERS AUTHORITY
GOVERNANCE BOARD**

Serving the Communities of
AZUSA - COVINA - GLENDORA - IRWINDALE - LA VERNE - WEST COVINA

TO THE MEMBERS OF THE EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK JOINT POWERS AUTHORITY GOVERNANCE BOARD AND TO THE CITY CLERK:

NOTICE IS HEREBY GIVEN that the East San Gabriel Valley Regional Communications Network Joint Powers Authority Governance Board will conduct a special meeting at 2:00 PM on Wednesday, April 5, 2017 in West Covina City Hall Council Chamber, 1444 West Garvey Avenue, West Covina, CA, 91790.

Said Special Meeting shall be for the purpose of conducting business in accordance with the attached Agenda.

NOTICE IS FURTHER GIVEN that the public will be given the opportunity to speak only on those matters listed in this notice.

NO OTHER BUSINESS WILL BE DISCUSSED

Dated this 3rd day of April, 2017.

Rosalia A Butler, MMC
Assistant City Clerk

CERTIFICATION AND AFFIDAVIT OF POSTING

I, Rosalia A. Butler, MMC, Assistant City Clerk of the City of West Covina, certify that I caused the Notice and Call of a Special Meeting of the East San Gabriel Valley Regional Communications Network Joint Powers Authority Governance Board to be held Wednesday, April 5, 2017, at 2:00 PM., in the West Covina City Hall Council Chamber, 1444 West Garvey Avenue, West Covina, CA, to be delivered via email (hard copy to follow) to each board member and that I posted said notice on the posting board, West Covina City Hall, as required by law on this 3rd day of April, 2017.

A handwritten signature in black ink that reads "Rosalia A. Butler". The signature is fluid and cursive, written over a horizontal line.

Rosalia A. Butler, MMC
Assistant City Clerk

AGENDA
SPECIAL MEETING
of the
EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS
NETWORK JOINT POWERS AUTHORITY
GOVERNANCE BOARD

Serving the Communities of
AZUSA - COVINA - GLENDORA - IRWINDALE - LA VERNE - WEST COVINA

WEDNESDAY, APRIL 5, 2017
WEST COVINA CITY HALL COUNCIL CHAMBER
1444 W. GARVEY AVENUE, WEST COVINA

2:00 PM SPECIAL MEETING

PRELIMINARY BUSINESS

CALL TO ORDER

ROLL CALL

CONSENT CALENDAR

1. Approval of Minutes

STAFF RECOMMENDATION: It is recommended that the Board receive and file the following minutes as presented: a) October 26, 2016 Special Meeting Minutes.

2. Financial Activity Report for October 1, 2016 through February 28, 2017

STAFF RECOMMENDATION: It is recommended that the Board receive and file the Financial Report.

3. Change of Public Meeting Location Regarding COM-NET Public and Special Meetings

STAFF RECOMMENDATION: It is recommended that the Board adopt the following resolution:

RESOLUTION NO. 2017-01 – A RESOLUTION OF THE EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK GOVERNANCE BOARD, CALIFORNIA, ESTABLISHING THE DATE, TIME AND LOCATION OF EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK GOVERNANCE BOARD MEETINGS

NEW BUSINESS

4. Selection of Operations and Technical Committee Members

STAFF RECOMMENDATION: It is recommended that the Board appoint one individual to the Interagency Communications Interoperability System (ICI System) Technical Committee and one individual to the ICI Systems Operations Committee.

5. Fiscal Year 2017-18 Budget for COM-NET

STAFF RECOMMENDATION: It is recommended that the Board adopt the following resolution:

RESOLUTION NO. 2017-02 – A RESOLUTION OF THE EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATOINS NETWORK GOVERNANCE BOARD, CALIFORNIA, ADOPTING THE FISCAL YEAR BUDGET FOR 2017-18

BOARD MEMBER COMMENTS

ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing special notice and agenda was posted on the West Covina City Hall bulletin board at 1444 W. Garvey Avenue South, West Covina, CA 91790 and on the City of West Covina website at www.westcovina.org not less than 24 hours prior to the meeting in accordance with Government Code Section 54954.2. Dated this 4th day of April, 2017.



Rosalia A. Butler, MMC
Assistant City Clerk

Reminder to All JPA Participants:
Meeting Notice/Agenda must be posted 24 hours in advance of the meeting date by all JPA cities.

Minutes
Special Meeting



Wednesday, October 26, 2016
Glendora City Hall
Council Chamber
116 E. Foothill Boulevard
Glendora, CA

CALL TO ORDER

Chair Staab called the **SPECIAL MEETING** of the East San Gabriel Valley Regional Communications Network Joint Powers Authority Governance Board serving the communities of Azusa - Covina - Glendora - Irwindale - La Verne - West Covina to order at 2:00 p.m.

ROLL CALL

Board Members present: Chief Anthony Miranda, Irwindale; Chief John Curley, Covina; Vice-Chair Chief Dave Faulkner, West Covina; Chair Chief Tim Staab, Glendora

Board Members absent: Acting Chief Steve Hunt, Azusa and Chief Scott Pickwith, La Verne

Staff members present: Attorney D. Wayne Leech, and Board Secretary Kathleen Sessman

NEW BUSINESS

Chair Staab distributed agenda packets that included additional documents, see pages 11-21 of distributed agenda packet to board members and members of the public in attendance.

1. Approval of Minutes.

Chair Staab **OPENED** the Public Comment period. There was no one wishing to speak; therefore, Chair Staab **CLOSED** the Public Comment period.

A motion was made by Vice-Chair Faulkner, seconded by Board Member Miranda to accept and file the following minutes as presented: a) March 30, 2016 Special meeting minutes.

The motion carried 4 – 0 – 2 as follows: AYES: Curley, Miranda, Faulkner and Staab; NOES: None; ABSENT: Hunt and Pickwith; None: ABSTAIN: None.

2. Presentation of Financial Activity Report for July 1, 2016 through September 30, 2016.

Report was presented by Chair Staab and highlighted the additional documents included in the agenda packet.

Chair Staab **OPENED** the Public Comment period. There was no one wishing to speak; therefore, Chair Staab **CLOSED** the Public Comment period.

A motion was made by Vice-Chair Faulkner, seconded by Board Member Miranda to receive and file report.

The motion carried 4 – 0 – 2 as follows: AYES: Curley, Miranda, Faulkner and Staab; NOES: None; ABSENT: Hunt and Pickwith; None: ABSTAIN: None.

3. Presentation of a Radio Technology Update

Report was presented by Chair Staab and highlighted the additional documents included in the agenda packet.

Chair Staab **OPENED** the Public Comment period. There was no one wishing to speak; therefore, Chair Staab **CLOSED** the Public Comment period.

Board discussion included Motorola Service Agreement, need to renegotiate Motorola Service Agreement, the discount provided by Motorola, the annual cost of the Motorola Service Agreement, and the possible need to agendaize a discussion and renegotiation of Motorola Service Agreement for the March 2017 COM-NET meeting.

A motion was made by Vice-Chair Faulkner, seconded by to Board Member Curley to receive and file report.

The motion carried 4 – 0 – 2 as follows: AYES: Curley, Miranda, Faulkner and Staab; NOES: None; ABSENT: Hunt and Pickwith; None: ABSTAIN: None.

4. Discussion of future planning for COM-NET relating to budget and equipment.

Chair Staab **OPENED** the Public Comment period. There was no one wishing to speak; therefore, Chair Staab **CLOSED** the Public Comment period.

Board discussion included future benefits of making Baldwin Park a member of Com-Net, Johnstone Peak lease and security of facility, tower coverage in Irwindale, and that 2018 marks the “end of life” for department radios and consoles and the need to find funding to assist with replacement.

A motion was made by Board Member Miranda, seconded by Vice-Chair Faulkner to receive and file report.

The motion carried 4 – 0 – 2 as follows: AYES: Curley, Miranda, Faulkner and Staab; NOES: None; ABSENT: Hunt and Pickwith; None: ABSTAIN: None.

5. Re-Organization and Selection of new Chair and Vice-Chair.

Selection of Chair

Board Secretary Sessman announced that nominations are now in order for Chair and asked for nominations. Doug Murray, West Covina was nominated. Hearing no other nominations, Board Secretary Sessman closed the nomination period and declared Doug Murray, West Covina as Chair of the East San Gabriel Valley Regional Communications Network Joint Powers Authority Governance Board for 2017-2019.

Selection of Vice-Chair

Board Secretary Sessman called for nominations for the position of Vice-Chair. Steve Hunt, Azusa was nominated. Hearing no other nominations, Board Secretary Sessman closed the nomination period and declared Steve Hunt, Azusa as Vice-Chair of the East San Gabriel Valley Regional Communications Network Joint Powers Authority Governance Board for 2017-2019.

Board Secretary Sessman congratulated Chair Murray and Vice-Chair Hunt on their appointments.

Member Staab announced that in 2017 COM-NET meetings will be held and staffed by West Covina personnel.

Members Staab offered thanks to City Clerk Sessman and Finance Director Overholt for their work on the COM-NET board since 2014 and offered a special thanks to Attorney D. Wayne Leech for his service and for agreeing to continue to serving as the COM-NET boards' attorney.

ADJOURNMENT

Member Staab adjourned the meeting at 11:58 a.m.

Kathleen R. Sessman, MMC
Board Secretary

Minutes were affirmed on _____ by the COM-NET Board.



AGENDA ITEM

MEETING DATE: April 5, 2017

TITLE: Financial Activity Report for October 1, 2016 through February 28, 2017

PRESENTED BY: Doug Murray, ComNet Chair
City of West Covina

RECOMMENDATION: It is recommended that the Board receive and file the Financial Report.

BACKGROUND:

Pursuant to Article II, Section 6 of the Rules of Procedure of the ComNet Board, the Treasurer shall prepare a quarterly financial report to the board detailing all receipts and disbursements since the last report and the balance of cash on hand.

DISCUSSION:

On October 26, 2016, the ComNet Chair position and its responsibilities transitioned to the City of West Covina, however the management of the JPA's funds did not formally transfer until November 14, 2016. This transition occurred mid-quarter, and therefore did not provide a full three-month reporting period as typically defined in the JPA's bylaws. As such a portion of the reporting occurred under the supervision of the City of Glendora and a portion under the supervision of the City of West Covina. The final Financial Report prepared by the City of Glendora prior to the transition to West Covina ended on September 30, 2016.

The attached combined summaries of financial activities include the 2nd quarter of FY2016-17, and the months of January and February of 2017. These latter months will be included in the 3rd quarter Financial Report which will be presented at the next ComNet Regular Meeting.

As of December 31, 2016 ComNet had received 100% of the budgeted revenues for a total of \$210,000, and 72% of the budgeted expenditures had been spent. As of February 28, 2017, 82% of the budgeted expenditures have been spent.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

None

FISCAL IMPACT:

Through February 28, 2017 the JPA has received \$210,000 in revenues and spent \$172,870 in operating costs. This leaves an adjusted balance of cash on hand of \$70,040.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Doug Murray', with a long horizontal flourish extending to the right.

Doug Murray
ComNet Chair

ATTACHMENT(S):

Attachment A – East San Gabriel Valley Regional Communications Network aka COM-NET
JPA Summary of Financial Activity

**East San Gabriel Valley Regional Communications Network
aka COM-NET JPA**

Summary of Financial Activity
2016-2017 Fiscal Year

July 1, 2016 through October 31st, 2016

	Current Year			Prior Year	
	Adopted Budget	Actual	%	Actual	\$ Variance
<i>Revenues</i>					
Member Contributions					
Azusa	35,000	35,000	100%	18,167	16,833
Covina	35,000	35,000	100%	18,167	16,833
Glendora	35,000	35,000	100%	18,167	16,833
Irwindale	35,000	35,000	100%	18,167	16,833
La Verne	35,000	35,000	100%	18,167	16,833
West Covina	35,000	35,000	100%	18,167	16,833
Total Revenues	210,000	210,000	100%	109,002	100,998
<i>Expenditures</i>					
ICIS Membership	66,000	46,000	70%	66,000	(20,000)
Six TI Circuits Lease	33,000	9,011	27%	26,185	(17,174)
Motorola System Maintenance	93,000	-		-	-
Radio Equip. Maintenance	5,000	-		5,000	(5,000)
Administration Costs	4,000	479	12%	10,000	(9,521)
Legal Costs	7,000	-	0%	5,000	(5,000)
Travel	2,000	1,206	60%	-	1,206
Total Expenditures	210,000	56,696	27%	112,185	(55,489)
<i>Excess (Deficiency) of Revenues Over (Under) Expenditures</i>	<u>-</u>	<u>153,304</u>		<u>(3,183)</u>	<u>156,487</u>
<i>Cash on hand at October 31st, 2016</i>		32,910			
<i>Excess (Deficiency) of Revenues Over (Under) Expenditures</i>		<u>153,304</u>			
<i>Cash on hand at the end of the period</i>		<u>186,214</u>			

COM-NET JPA

STATEMENT OF FINANCIAL POSITION

As of October 31, 2016

	TOTAL
<hr/>	
ASSETS	
Current Assets	
Bank Accounts	
Cash on hand	186,213.79
Total Bank Accounts	\$186,213.79
Total Current Assets	\$186,213.79
TOTAL ASSETS	\$186,213.79
<hr/>	
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	32,910.17
Net Revenue	153,303.62
Total Equity	\$186,213.79
TOTAL LIABILITIES AND EQUITY	\$186,213.79
<hr/>	

COM-NET JPA

STATEMENT OF ACTIVITY

July - October, 2016

	TOTAL
REVENUE	
Services	210,000.00
Total Revenue	\$210,000.00
GROSS PROFIT	\$210,000.00
EXPENDITURES	
Administration	479.40
Annual Costs	46,000.00
Circuit Leases	9,010.75
Travel	1,206.23
Total Expenditures	\$56,696.38
NET OPERATING REVENUE	\$153,303.62
NET REVENUE	\$153,303.62

COM-NET JPA Reconciliation Report

Cash on hand, Period Ending 10/31/2016

Reconciled on: 11/15/2016 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Armando Huizar

Summary

Statement Beginning Balance	234,808.75
Checks and Payments cleared	-47,948.65
Deposits and Other Credits cleared	+0.00
Statement Ending Balance	186,860.10
Uncleared transactions as of 10/31/2016	-646.31
Register Balance as of 10/31/2016	186,213.79
Uncleared transactions after 10/31/2016	-94,160.25
Register Balance as of 11/15/2016	92,053.54

Details

Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
09/28/2016	Check	1063	Frontier Communications	-646.31
10/06/2016	Check	1064	Frontier Communications	-1,302.34
10/10/2016	Check	1066	City of Glendale	-46,000.00
Total				-47,948.65

Additional Information

Uncleared Checks and Payments as of 10/31/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/10/2016	Check	1065	City of Glendora	-646.31
Total				-646.31

Uncleared Deposits and Other Credits as of 10/31/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/13/2014	Expenditure		AT&T	0.00
01/05/2015	Check		Verizon California	0.00
01/23/2015	Check		AT&T	0.00
Total				0.00

Uncleared Checks and Payments after 10/31/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
11/07/2016	Check	1071	Frontier Communications	-646.31
11/07/2016	Check	1072	Motorola	-93,513.94
Total				-94,160.25

**East San Gabriel Valley Regional Communications Network
aka COM-NET JPA**

Summary of Financial Activity

2016-2017 Fiscal Year

July 1, 2016 through November 30, 2016

	Current Year			Prior Year	
	Adopted Budget	Actual	%	Actual	\$ Variance
<i>Revenues</i>					
Member Contributions					
Azusa	35,000	35,000	100%	18,167	16,833
Covina	35,000	35,000	100%	18,167	16,833
Glendora	35,000	35,000	100%	18,167	16,833
Irwindale	35,000	35,000	100%	18,167	16,833
La Verne	35,000	35,000	100%	18,167	16,833
West Covina	35,000	35,000	100%	18,167	16,833
Total Revenues	210,000	210,000	100%	109,002	100,998
<i>Expenditures</i>					
ICIS Membership	66,000	46,000	70%	66,000	(20,000)
Six T1 Circuits Lease	33,000	9,657	29%	26,185	(16,528)
Motorola System Maintenance	93,000	93,514	101%	-	93,514
Radio Equip. Maintenance	5,000	-	0%	5,000	(5,000)
Administration Costs	4,000	604	15%	10,000	(9,396)
Legal Costs	7,000	-	0%	5,000	(5,000)
Travel	2,000	1,206	60%	-	1,206
Total Expenditures	210,000	150,981	72%	112,185	38,796
<i>Excess (Deficiency) of Revenues Over (Under) Expenditures</i>	-	59,019		(3,183)	62,202
<i>Retained Earnings</i>		32,910			
<i>Net Revenue</i>		59,019			
<i>Cash on hand at the end of the period</i>		91,929			

Prepared By: BR 02/16/17
Accountant

Approved By: [Signature] 3-12-17
Finance Director

Approved By: [Signature]
Police Department

COM-NET JPA Reconciliation Report

Cash on hand, Period Ending 11/30/2016

Reconciled on: 02/16/2017 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Brenda Ramirez

Summary

Statement Beginning Balance	186,860.10
Checks and Payments cleared	-94,931.49
Deposits and Other Credits cleared	+0.00
Statement Ending Balance	91,928.61
Uncleared transactions as of 11/30/2016	0.00
Register Balance as of 11/30/2016	91,928.61

Details

Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/10/2016	Check	1065	City of Glendora	-646.31
11/07/2016	Check	1071	Frontier Communications	-646.31
11/07/2016	Check	1072	Motorola	-93,513.94
11/23/2016	Check		Pacific Western Bank	-124.93
Total				-94,931.49

Additional Information

Uncleared Deposits and Other Credits as of 11/30/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/13/2014	Expenditure		AT&T	0.00
01/05/2015	Check		Verizon California	0.00
01/23/2015	Check		AT&T	0.00
Total				0.00

COM-NET JPA

STATEMENT OF FINANCIAL POSITION

As of November 30, 2016

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash on hand	91,928.61
Total Bank Accounts	\$91,928.61
Total Current Assets	\$91,928.61
TOTAL ASSETS	\$91,928.61
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	32,910.17
Net Revenue	59,018.44
Total Equity	\$91,928.61
TOTAL LIABILITIES AND EQUITY	\$91,928.61

COM-NET JPA

STATEMENT OF ACTIVITY

July - November, 2016

	TOTAL
REVENUE	
Services	210,000.00
Total Revenue	\$210,000.00
GROSS PROFIT	\$210,000.00
EXPENDITURES	
Administration	479.40✓
Annual Costs	46,000.00✓
Bank Charges	124.93
Circuit Leases	9,657.06✓
Motorola System Maintenance	93,513.94✓
Travel	1,206.23✓
Total Expenditures	\$150,981.56
NET OPERATING REVENUE	\$59,018.44
NET REVENUE	\$59,018.44

**East San Gabriel Valley Regional Communications Network
aka COM-NET JPA**

Summary of Financial Activity
2016-2017 Fiscal Year

July 1, 2016 through December 31, 2016

	Current Year			Prior Year	
	Adopted Budget	Actual	%	Actual	\$ Variance
<i>Revenues</i>					
Member Contributions					
Azusa	35,000	35,000	100%	18,167	16,833
Covina	35,000	35,000	100%	18,167	16,833
Glendora	35,000	35,000	100%	18,167	16,833
Irwindale	35,000	35,000	100%	18,167	16,833
La Verne	35,000	35,000	100%	18,167	16,833
West Covina	35,000	35,000	100%	18,167	16,833
Total Revenues	210,000	210,000	100%	109,002	100,998
<i>Expenditures</i>					
ICIS Membership	66,000	46,000	70%	66,000	(20,000)
Six T1 Circuits Lease	33,000	9,657	29%	26,185	(16,528)
Motorola System Maintenance	93,000	93,514	101%	-	93,514
Radio Equip. Maintenance	5,000	-	0%	5,000	(5,000)
Administration Costs	4,000	604	15%	10,000	(9,396)
Legal Costs	7,000	-	0%	5,000	(5,000)
Travel	2,000	1,206	60%	-	1,206
Total Expenditures	210,000	150,981	72%	112,185	38,796
<i>Excess (Deficiency) of Revenues Over (Under) Expenditures</i>	-	59,019		(3,183)	62,202
<i>Retained Earnings</i>		32,910			
<i>Net Revenue</i>		59,019			
<i>Cash on hand at the end of the period</i>		91,929			

Prepared By: BR 02/16/17
Accountant

Approved By: [Signature] 3-12-17
Finance Director

Approved By: [Signature]
Police Department

COM-NET JPA
STATEMENT OF FINANCIAL POSITION
As of December 31, 2016

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash on hand	91,928.61
Total Bank Accounts	\$91,928.61
Total Current Assets	\$91,928.61
TOTAL ASSETS	\$91,928.61
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	32,910.17
Net Revenue	59,018.44
Total Equity	\$91,928.61
TOTAL LIABILITIES AND EQUITY	\$91,928.61

COM-NET JPA
STATEMENT OF ACTIVITY
July - December, 2016

	TOTAL
REVENUE	
Services	210,000.00
Total Revenue	\$210,000.00
GROSS PROFIT	\$210,000.00
EXPENDITURES	
Administration	479.40
Annual Costs	46,000.00
Bank Charges	124.93
Circuit Leases	9,657.06
Motorola System Maintenance	93,513.94
Travel	1,206.23
Total Expenditures	\$150,981.56
NET OPERATING REVENUE	\$59,018.44
NET REVENUE	\$59,018.44

COM-NET JPA

Reconciliation Report

Cash on hand, Period Ending 12/31/2016

Reconciled on: 02/16/2017 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Brenda Ramirez

Summary

Statement Beginning Balance	91,928.61
Checks and Payments cleared	0.00
Deposits and Other Credits cleared	+0.00
Statement Ending Balance	91,928.61
Uncleared transactions as of 12/31/2016	0.00
Register Balance as of 12/31/2016	91,928.61
Uncleared transactions after 12/31/2016	-22,339.37
Register Balance as of 02/16/2017	69,589.24

Additional Information

Uncleared Deposits and Other Credits as of 12/31/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/13/2014	Expenditure		AT&T	0.00
01/05/2015	Check		Verizon California	0.00
01/23/2015	Check		AT&T	0.00
Total				0.00

Uncleared Checks and Payments after 12/31/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
01/18/2017	Check	1001	Frontier Communications	-641.85
01/18/2017	Check	1002	Frontier Communications	-641.85
01/18/2017	Check	1003	Motorola	-18,000.00
02/14/2017	Check	1004	Frontier Communications	-648.72
02/14/2017	Check	1005	Frontier Communications	-648.72
02/14/2017	Check	1006	Law offices of Leech & Associates	-450.00
02/14/2017	Check	1007	Frontier Communications	-658.94
02/14/2017	Check	1008	Frontier Communications	-649.29
Total				-22,339.37

**East San Gabriel Valley Regional Communications Network
aka COM-NET JPA**

Summary of Financial Activity
2016-2017 Fiscal Year

July 1, 2016 through January 31, 2017

	Current Year			Prior Year	
	Adopted Budget	Actual	%	Actual	\$ Variance
<i>Revenues</i>					
Member Contributions					
Azusa	35,000	35,000	100%	18,167	16,833
Covina	35,000	35,000	100%	18,167	16,833
Glendora	35,000	35,000	100%	18,167	16,833
Irwindale	35,000	35,000	100%	18,167	16,833
La Verne	35,000	35,000	100%	18,167	16,833
West Covina	35,000	35,000	100%	18,167	16,833
Total Revenues	210,000	210,000	100%	109,002	100,998
<i>Expenditures</i>					
ICIS Membership	66,000	46,000	70%	66,000	(20,000)
Six T1 Circuits Lease	33,000	10,941	33%	26,185	(15,244)
Motorola System Maintenance	93,000	111,514	120%	-	111,514
Radio Equip. Maintenance	5,000	-	0%	5,000	(5,000)
Administration Costs	4,000	604	15%	10,000	(9,396)
Legal Costs	7,000	-	0%	5,000	(5,000)
Travel	2,000	1,206	60%	-	1,206
Total Expenditures	210,000	170,265	81%	112,185	58,080
<i>Excess (Deficiency) of Revenues Over (Under) Expenditures</i>	-	39,735		(3,183)	42,918
<i>Retained Earnings</i>		32,910			
<i>Net Revenue</i>		39,735			
<i>Cash on hand at the end of the period</i>		72,645			

Prepared By: BR 02/10/17
Accountant - Brenda Ramirez

Approved By: [Signature] 3-12-17
Finance Director - Christa Buhagiar

Approved By: [Signature]
Police Department - Doug Murray

COM-NET JPA

Reconciliation Report

Cash on hand, Period Ending 01/31/2017

Reconciled on: 02/17/2017 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Brenda Ramirez

Summary

Statement Beginning Balance	91,928.61
Checks and Payments cleared	-19,283.70
Deposits and Other Credits cleared	+0.00
Statement Ending Balance	72,644.91
Uncleared transactions as of 01/31/2017	0.00
Register Balance as of 01/31/2017	72,644.91
Uncleared transactions after 01/31/2017	-3,055.67
Register Balance as of 02/17/2017	69,589.24

Details

Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
01/18/2017	Check	1001	Frontier Communications	-641.85
01/18/2017	Check	1002	Frontier Communications	-641.85
01/18/2017	Check	1003	Motorola	-18,000.00
Total				-19,283.70

Additional Information

Uncleared Deposits and Other Credits as of 01/31/2017

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/13/2014	Expenditure		AT&T	0.00
01/05/2015	Check		Verizon California	0.00
01/23/2015	Check		AT&T	0.00
Total				0.00

Uncleared Checks and Payments after 01/31/2017

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
02/14/2017	Check	1004	Frontier Communications	-648.72
02/14/2017	Check	1005	Frontier Communications	-648.72
02/14/2017	Check	1006	Law offices of Leech & Associates	-450.00
02/14/2017	Check	1007	Frontier Communications	-658.94
02/14/2017	Check	1008	Frontier Communications	-649.29
Total				-3,055.67

COM-NET JPA

STATEMENT OF FINANCIAL POSITION

As of January 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash on hand	72,644.91
Total Bank Accounts	\$72,644.91
Total Current Assets	\$72,644.91
TOTAL ASSETS	\$72,644.91
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	32,910.17
Net Revenue	39,734.74
Total Equity	\$72,644.91
TOTAL LIABILITIES AND EQUITY	\$72,644.91

COM-NET JPA
STATEMENT OF ACTIVITY
 July 2016 - January 2017

	TOTAL
REVENUE	
Services	210,000.00
Total Revenue	\$210,000.00
GROSS PROFIT	\$210,000.00
EXPENDITURES	
Administration	479.40
Annual Costs	46,000.00
Bank Charges	124.93
Circuit Leases	10,940.76
Motorola System Maintenance	111,513.94
Travel	1,206.23
Total Expenditures	\$170,265.26
NET OPERATING REVENUE	\$39,734.74
NET REVENUE	\$39,734.74

**East San Gabriel Valley Regional Communications Network
aka COM-NET JPA**

Summary of Financial Activity

2016-2017 Fiscal Year

July 1, 2016 through February 28, 2017

	Current Year			Prior Year	
	Adopted Budget	Actual	%	Actual	\$ Variance
<i>Revenues</i>					
Member Contributions					
Azusa	35,000	35,000	100%	18,167	16,833
Covina	35,000	35,000	100%	18,167	16,833
Glendora	35,000	35,000	100%	18,167	16,833
Irwindale	35,000	35,000	100%	18,167	16,833
La Verne	35,000	35,000	100%	18,167	16,833
West Covina	35,000	35,000	100%	18,167	16,833
Total Revenues	210,000	210,000	100%	109,002	100,998
<i>Expenditures</i>					
ICIS Membership	66,000	46,000	70%	66,000	(20,000)
Six T1 Circuits Lease	33,000	13,546	41%	26,185	(12,639)
Motorola System Maintenance	93,000	111,514	120%	-	111,514
Radio Equip. Maintenance	5,000	-	0%	5,000	(5,000)
Administration Costs	4,000	604	15%	10,000	(9,396)
Legal Costs	7,000	-	0%	5,000	(5,000)
Travel	2,000	1,206	60%	-	1,206
Total Expenditures	210,000	172,870	82%	112,185	60,685
Excess (Deficiency) of Revenues Over (Under) Expenditures	-	37,130		(3,183)	40,313

Retained Earnings 32,910

Net Revenue 37,130

Cash on hand at the end of the period 70,040

Prepared By: BR 03/14/17
Accountant - Brenda Ramirez

Approved By: [Signature] 3-15-17
Finance Director - Christa Buhagiar

Approved By: [Signature] 3-14-17
Police Department - Doug Murray

COM-NET JPA**Reconciliation Report****Cash on hand, Period Ending 02/28/2017**

Reconciled on: 03/14/2017 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Brenda Ramirez

Summary

Statement Beginning Balance	72,644.91
Checks and Payments cleared	-2,605.67
Deposits and Other Credits cleared	+0.00
Statement Ending Balance	70,039.24
Uncleared transactions as of 02/28/2017	-450.00
Register Balance as of 02/28/2017	69,589.24
Uncleared transactions after 02/28/2017	-639.52
Register Balance as of 03/14/2017	68,949.72

Details

Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
02/14/2017	Check	1004	Frontier Communications	-648.72
02/14/2017	Check	1005	Frontier Communications	-648.72
02/14/2017	Check	1007	Frontier Communications	-658.94
02/14/2017	Check	1008	Frontier Communications	-649.29
Total				-2,605.67

Additional Information

Uncleared Checks and Payments as of 02/28/2017

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
02/14/2017	Check	1006	Law offices of Leech & Associates	-450.00
Total				-450.00

Uncleared Deposits and Other Credits as of 02/28/2017

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/13/2014	Expenditure		AT&T	0.00
01/05/2015	Check		Verizon California	0.00
01/23/2015	Check		AT&T	0.00
Total				0.00

Uncleared Checks and Payments after 02/28/2017

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
03/14/2017	Check	1009	Frontier Communications	-639.52
Total				-639.52

COM-NET JPA

STATEMENT OF FINANCIAL POSITION

As of February 28, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash on hand	69,589.24
Total Bank Accounts	\$69,589.24
Total Current Assets	\$69,589.24
TOTAL ASSETS	\$69,589.24
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	32,910.17
Net Revenue	36,679.07
Total Equity	\$69,589.24
TOTAL LIABILITIES AND EQUITY	\$69,589.24

cash on hand
ck#1006 issued 02/14/17 \$450-
has not cleared - this ck
is decreasing bank cash balance
to cash on hand of \$69,589.24.

COM-NET JPA
STATEMENT OF ACTIVITY
 July 2016 - February 2017

	TOTAL
REVENUE	
Services	210,000.00
Total Revenue	\$210,000.00
GROSS PROFIT	\$210,000.00
EXPENDITURES	
Administration	479.40
Annual Costs	46,000.00
Bank Charges	124.93
Circuit Leases	13,546.43
Legal Costs	450.00
Motorola System Maintenance	111,513.94
Travel	1,206.23
Total Expenditures	\$173,320.93
NET OPERATING REVENUE	\$36,679.07
NET REVENUE	\$36,679.07



AGENDA ITEM

MEETING DATE: April 5, 2017

TITLE: Change of Public Meeting Location Regarding COM-NET Public and Special Meetings

PRESENTED BY: Doug Murray, ComNet Chair
City of West Covina

RECOMMENDATION: It is recommended that the Board adopt the following resolution:

RESOLUTION NO. 2017-01 – A RESOLUTION OF THE EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK GOVERNANCE BOARD, CALIFORNIA, ESTABLISHING THE DATE, TIME AND LOCATION OF EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK GOVERNANCE BOARD MEETINGS

DISCUSSION:

During the month of March in even numbered years, the East San Gabriel Valley Regional Communications Network (ComNet) Governance Board (Board) appoints a new Chair and Vice Chair at this scheduled Board reorganization. The appointed Chairperson and their respective City staff members assume responsibility for administering public meetings, managing public records and compliance with the provisions of the Ralph M. Brown Act (Act) on behalf of the JPA. The JPA's Bylaws, however, dictate that the public meeting location for ComNet meetings occur at the Glendora City Hall. For the effective management of ComNet's functions, is reasonable to house the regular meetings at the worksite of the staff responsible for its day-to-day functions.

The text of the Bylaws permits meeting locations to be changed by Resolution. As the City of West Covina currently employs the Chair, Treasurer and Secretary, it is appropriate to also change the regular and special meeting locations to West Covina City Hall – 1444 West Garvey Avenue, West Covina California. The attached Resolution will effectively change the meeting location during the tenure of the current Chair, but not limit alternate sites so long as the provisions of the Act are followed.

FISCAL IMPACT:

None.

Respectfully submitted,


Doug Murray
ComNet Chair

ATTACHMENT(S):

Attachment A: Resolution No. 2017-01

RESOLUTION 2017-01

A RESOLUTION OF THE EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK GOVERNANCE BOARD, CALIFORNIA, ESTABLISHING THE DATE, TIME AND LOCATION OF EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK GOVERNANCE BOARD MEETINGS

**EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK GOVERNANCE BOARD
East San Gabriel Valley, California**

THE EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK GOVERNANCE BOARD DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, the East San Gabriel Valley Regional Communications Network Governance Board has met and conferred to determine a date, time and location for East San Gabriel Valley Regional Communications Network Governance Board meetings.

NOW, THEREFORE, EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK GOVERNANCE BOARD, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The East San Gabriel Valley Regional Communications Network Governance Board regular meetings will be held **quarterly on the third Wednesday of March, June, September and December of each year** and that the meeting shall be open to the public in accordance with State law. Meetings may be adjourned by the presiding officer or by the Secretary if a quorum is not present.

SECTION 2. The location of the East San Gabriel Valley Regional Communications Network Governance Board meetings shall be at **West Covina City Hall, 1444 E. Garvey Avenue, West Covina, California.**

SECTION 3. Special meetings may be called by the Chair or by four (4) board members, and notice thereof shall be provided in accordance with the Brown Act.

SECTION 5. The Secretary of the East San Gabriel Valley Regional Communications Network Governance Board shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and PASSED this 5th day of April, 2017.

East San Gabriel Valley
Regional Communications Network
Governance Board

BY: _____
DOUG MURRAY, Chair

APPROVED AS TO FORM:

D. WAYNE LEECH, General Counsel

I, Rosalia A. Butler, Secretary of the East San Gabriel Valley Regional Communications Network Governance Board, California, do hereby certify that the foregoing Resolution was duly adopted by the East San Gabriel Valley Regional Communications Network Governance Board at a Regular Meeting held on April 5, 2017, by the following vote:

AYES: BOARD MEMBERS:
NOES: BOARD MEMBERS:
ABSENT: BOARD MEMBERS:
ABSTAIN: BOARD MEMBERS:

Dated: _____

ROSALIA A. BUTLER, MMC
Secretary



AGENDA ITEM

MEETING DATE: April 5, 2017

TITLE: Selection of Operations and Technical Committee Members

PRESENTED BY: Doug Murray, ComNet Chair
City of West Covina

RECOMMENDATION: It is recommended that the Board appoint one individual to the Interagency Communications Interoperability System (ICI System) Technical Committee and one individual to the ICI Systems Operations Committee.

BACKGROUND:

Currently, the ComNet Chair represents ComNet on both the ICI Technical Committee and ICI Operations Committee. New representatives from within ComNet should be appointed to these committees as soon as practical.

DISCUSSION:

ComNet is an entity within the ICI System. The ICI System is viewed as a 'system-of-systems,' working in unison with one another to provide seamless communications interoperability to public safety. The success of this system relies on the member agencies to continuously strive towards capitalizing on the features of the system, as well as identifying and marginalizing its challenges.

In order to adequately represent ComNet's interests, it is important that the Board appoint a member from one of the participating cities to serve as our representative on ICI Systems Operations Committee, and a second member to the ICI Systems Technical Committee. Both of these positions would be voting members of their respective committee's and would help shape the future for ComNet's technical growth and operational needs.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

None

FISCAL IMPACT:

None

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'DM', with a long horizontal stroke extending to the right.

Doug Murray
ComNet Chair



AGENDA ITEM

MEETING DATE: April 5, 2017

TITLE: Fiscal Year 2017-18 Budget for COM-NET

PRESENTED BY: Doug Murray, ComNet Chair
City of West Covina

RECOMMENDATION: It is recommended that the Board adopt the following resolution:

RESOLUTION NO. 2017-02 – A RESOLUTION OF THE EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK GOVERNANCE BOARD, CALIFORNIA, ADOPTING THE FISCAL YEAR BUDGET FOR 2017-18

DISCUSSION:

Each year the board adopts an annual budget and the annual costs per Agency. For Fiscal Year 2017-18, the proposed annual budget is \$210,000, or \$35,000 per agency (6).

The proposed budget includes ComNet's membership fee to the ICI System, which supports the connectivity to the Master Site in Glendale, and the roaming/wide area capability with the other member cities' systems. Also included are \$20,000 in System Infrastructure Upgrades, to address redundant connectivity on the ICI Big Loop systems of microwave/T1/Fiber and other methods of reliable data transmission between ComNet and the ICI Master Site.

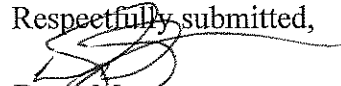
For FY2017-18, ComNet will continue to rely on T1 circuit leases for connectivity and therefore must continue to fund these circuits until such a time that a more robust and economical solution can be identified. We also propose modest costs for Administration, legal and travel costs.

FISCAL IMPACT:

The proposed Annual costs per Agency for upcoming Fiscal Year 2017-18 are \$35,000. Though slightly changed in structure, the cost per agency is unchanged from Fiscal Year 2016-17.

In Fiscal Year FY2015-16, the annual cost per Agency was \$18,167 due to a waiver of the Motorola maintenance fee. In FY2014-15, the Annual cost per Agency was \$32,183.

Respectfully submitted,


Doug Murray
ComNet Chair

ATTACHMENT(S):

Attachment A: Resolution No. 2017-02

RESOLUTION 2017-02

A RESOLUTION OF THE EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK GOVERNANCE BOARD, CALIFORNIA, ADOPTING THE FISCAL YEAR BUDGET FOR 2017-18

**EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK GOVERNANCE BOARD
East San Gabriel Valley, California**

THE EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK GOVERNANCE BOARD DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, the Chair has submitted the annual budget the East San Gabriel Valley Regional Communications Network Governance Board (COM-NET) for the operation of the East San Gabriel Valley Regional Communications Network for Fiscal Year 2017-18, commencing July 1, 2017; and

WHEREAS, Changes to the budget throughout the fiscal year require Board approval.

NOW, THEREFORE, THE GOVERNANCE BOARD DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Adopt the budget incorporated herein by reference (Exhibit A) for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

SECTION 2. Authorize the Chair to sign and the Board Secretary to certify the passage and adoption of this resolution, enter the same in the Book of Original Resolutions and that this resolution shall take effect and be in force on this date.

SECTION 3. Direct the Board Secretary to forward a copy of this resolution to the Finance Director.

APPROVED and PASSED this 5th day of April, 2017.

East San Gabriel Valley
Regional Communications Network
Governance Board

BY: _____

DOUG MURRAY
Chair

APPROVED AS TO FORM:

D. WAYNE LEECH
General Counsel

I, Rosalia M. Butler, Secretary of the East San Gabriel Valley Regional Communications Network Governance Board, California, do hereby certify that the foregoing Resolution was duly adopted by the East San Gabriel Valley Regional Communications Network Governance Board at a Regular Meeting held on April 5, 2017, by the following vote:

AYES: BOARD MEMBERS:
NOES: BOARD MEMBERS:
ABSENT: BOARD MEMBERS:
ABSTAIN: BOARD MEMBERS:

Dated:

ROSALIA A. BUTLER, MMC
Secretary

**East San Gabriel Valley Regional Communications Network (COM-NET) JPA
2017-18 Fiscal Year Budget**

	<u>Annual</u>	<u>Annual Per Agency</u>	<u>Monthly Per Agency</u>
ANNUAL COSTS			
I-C-I Systems Membership	\$46,000.00	\$7,666.67	\$638.89
System Infrastructure Upgrades	\$20,000.00	\$3,333.33	\$277.78
T1 Circuits Lease	\$33,000.00	\$5,500.00	\$458.33
Radio Equip. Maintenance	\$5,000.00	\$833.33	\$69.44
Motorola System Maintenance	\$95,000.00	\$15,833.33	\$1,319.44
Administration Costs	\$4,000.00	\$666.67	\$55.56
Legal Costs	\$5,000.00	\$833.33	\$69.44
Travel Costs	\$2,000.00	\$333.33	\$27.78
TOTAL	\$210,000.00	\$35,000.00	\$2,916.67