

AGENDA

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

Serving the Communities of
AZUSA – BALDWIN PARK – COVINA – GLENDORA – IRWINDALE
LA VERNE – WEST COVINA

SPECIAL MEETING 1:30 PM

WEDNESDAY, APRIL 11, 2018

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 – BALDWIN PARK – 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 1:30 PM on Wednesday, April 11, 2018 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 10th day of April, 2018.

Rosalia A Butler, MMC
Assistant City Clerk/Board Secretary

CERTIFICATION AND AFFIDAVIT OF POSTING

I, Rosalia A. Butler, MMC, Assistant City Clerk/Board Secretary 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 11, 2018, at 1:30 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 10th day of April, 2018.

A handwritten signature in blue ink, appearing to read "R. A. Butler", is written over the printed name of Rosalia A. Butler.

Rosalia A. Butler, MMC
Assistant City Clerk/Board Secretary

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

Serving the Communities of
AZUSA – BALDWIN PARK – COVINA – GLENDORA – IRWINDALE
LA VERNE – WEST COVINA

WEDNESDAY, APRIL 11, 2018
WEST COVINA CITY HALL COUNCIL CHAMBER
1444 W. GARVEY AVENUE, WEST COVINA

1:30 PM SPECIAL MEETING

PRELIMINARY BUSINESS

CALL TO ORDER

ROLL CALL

CONSENT CALENDAR

1. Approval of COM-NET Meeting Minutes

STAFF RECOMMENDATION: It is recommended that the Board receive and file the following minutes as presented: a) January 17, 2018 Special Meeting Minutes.

2. Presentation of Financial Activity Report for January 1, 2018 through March 31, 2018

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

BOARD MEMBER/COMMITTEE REPORTS

3. Discussion of Future Planning for COM-NET Relating to Budget and Equipment

STAFF RECOMMENDATION: It is recommended that the Board discuss the Future Planning for COM-NET with regards to Budget and Equipment.

NEW BUSINESS

4. Fiscal Year 2018-2019 Budget for CON-NET

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

RESOLUTION NO. 2018-01 – A RESOLUTION OF THE EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK GOVERNANCE BOARD, CALIFORNIA, ADOPTING THE FISCAL YEAR BUDGET FOR 2018-19.

5. COM-NET Bi-Annual Reorganization

STAFF RECOMMENDATION: It is recommended that the Board appoint a Chair and Vice-Chair to the COM-NET Board.

6. Emergency Repair Cost Consideration

STAFF RECOMMENDATION: It is recommended that the Board approve partial funding to aid the City of West Covina with an emergency repair at the BKK radio site.

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 10th day of April, 2018.



Rosalia A. Butler, MMC
Assistant City Clerk/Board Secretary

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, January 17, 2018
West Covina City Hall
Council Chamber
1444 W. Garvey Ave. South
West Covina, CA

CALL TO ORDER

Chair Murray called the **SPECIAL MEETING** of the East San Gabriel Valley Regional Communications Network Joint Powers Authority Governance Board serving the communities of Azusa – Baldwin Park – Covina – Glendora – Irwindale – La Verne – West Covina to order at 2:08 p.m.

ROLL CALL

Board Members present: Interim Chief Michael Taylor, Baldwin Park; Chief John Curley, Covina; Chief Lisa Rosales, Glendora; Sergeant Rudy Gatto representing Chief Ty Henshaw, Irwindale; Chief Nick Paz, La Verne; Vice-Chair Chief Steve Hunt, Azusa; Chair Captain Doug Murray, West Covina

Board Members absent: Chief Ty Henshaw, Irwindale

Staff members present: Attorney D. Wayne Leech, and Board Secretary Rosalia A. Butler

ORAL COMMUNICATIONS

None

CONSENT CALENDAR

1. Approval of Com-Net Meeting Minutes

A motion was made by Board Member Paz and seconded by Board Member Curley to receive and file the following minutes: a) April 5, 2017 Special Meeting Minutes. b) July 12, 2017 Special Meeting Minutes. Motion carried by a vote of 7-0.

AYES: Curley, Gatto, Hunt, Paz, Rosales, Taylor, Murray
NOES: None
ABSENT: None
ABSTAIN: None

2. Presentation of Financial Activity Report for June 1, 2017 through December 31, 2017

A motion was made by Board Member Paz and seconded by Board Member Curley to receive and file the Financial Report. Motion carried by a vote of 7-0.

AYES: Curley, Gatto, Hunt, Paz, Rosales, Taylor, Murray
NOES: None
ABSENT: None
ABSTAIN: None

BOARD MEMBER/COMMITTEE REPORTS

3. Presentation of a Radio Technology Update

Chair Murray gave a presentation on Item No. 3.

After a discussion amongst Board Members pertaining to Item No. 3, a motion was made by Board Member Curley and seconded by Board Member Rosales to receive and file the Radio Technology Update Report. Motion carried by a vote of 7-0.

AYES: Curley, Gatto, Hunt, Paz, Rosales, Taylor, Murray

NOES: None

ABSENT: None

ABSTAIN: None

NEW BUSINESS

4. Amendment of the Com-Net Bylaws and Rules of Procedure

A motion was made by Board Member Rosales and seconded by Board Member Paz to amend the Bylaws and Rules of Procedure as necessary to:

- 1) Include the Membership of the City of Baldwin Park as a member agency, including other contextual changes related to this addition, and;
- 2) Designate the meeting location of regular meetings, and;
- 3) Define Secretary and Treasurer assignments, and;
- 4) Modify the budget due date, and;
- 5) Make other non-substantive grammatical corrections

Motion carried by a vote of 7-0.

AYES: Curley, Gatto, Hunt, Paz, Rosales, Taylor, Murray

NOES: None

ABSENT: None

ABSTAIN: None

5. Com-Net Bi-Annual Reorganization

The following Board Members gave recommendations on the Com-Net Bi-Annual Reorganization:

Board Member Curley – Recommended to extend current Board Member appointments.

Board Member Rosales – Recommended to extend current Board Member appointments.

Vice-Chair Hunt – Recommended to extend current Board Member appointments.

After further discussion amongst the Board Members, the Com-Net Board agreed to table this item to the next Com-Net Meeting where all Board Members would vote on extending the term of the current Vice-Chair and Chair.

BOARD MEMBER COMMENTS

Vice-Chair Hunt thanked Chair Murray for his dedication to the Com-Net Board and also shared about his City of Azusa's consoles failing.

Board Member Curley spoke on current issues in the City of Covina.

Board Member Rosales reported on the success of the new consoles the City of Glendora installed about a year ago.

Board Member Paz inquired about Motorola equipment.

ADJOURNMENT

Chair Murray adjourned the meeting at 2:50 p.m.

Rosalia A. Butler, MMC
Board Secretary

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



AGENDA ITEM

MEETING DATE: April 11, 2018

TITLE: Financial Report

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:

The attached combined summaries of financial activities include the 3rd quarter of FY2017-2018.

As of the close of the 3rd quarter FY2017-2018, ComNet had received 100% of the budgeted revenues for a total of \$210,000, and 73% of the budgeted expenditures had been spent. FY2016-2017 closed with an adjusted balance of cash on hand of \$121,017.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

None

FISCAL IMPACT:

Through March 31, 2018 the JPA has received \$210,000 in revenues and spent \$154,006 in operating costs. This leaves an adjusted balance of cash on hand of \$121,017.

Respectfully submitted,


Doug Murray
ComNet Chair

ATTACHMENTS:

Attachment A: January – March 2018 Financial Reconciliation

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

Summary of Financial Activity
2017-2018 Fiscal Year
July 1, 2017 through January 31, 2018

	Current Year			Prior Year	
	Adopted Budget	Actual	%	Actual	\$ Variance
<i>Revenues</i>					
Member Contributions					
Azusa	35,000	35,000	100%	35,000	-
Covina	35,000	35,000	100%	35,000	-
Glendora	35,000	35,000	100%	35,000	-
Irwindale	35,000	35,000	100%	35,000	-
La Verne	35,000	35,000	100%	35,000	-
West Covina	35,000	35,000	100%	35,000	-
Total Revenues	210,000	210,000	100%	210,000	-
<i>Expenditures</i>					
ICIS Membership	46,000	46,000	100%	46,000	-
System Infrastructure	20,000			-	-
Six T1 Circuits Lease	33,000	8,963	27%	18,023	(9,060)
Motorola System Maintenance	95,000	94,525	100%	111,514	(16,989)
Radio Equip. Maintenance	5,000		0%	-	-
Administration Costs	4,000	479	12%	604	(125)
Legal Costs	5,000	840	17%	450	390
Travel	2,000		0%	1,206	(1,206)
Total Expenditures	210,000	150,808	72%	177,798	(26,990)
Excess (Deficiency) of Revenues Over (Under) Expenditures	-	59,192		32,202	26,990
<i>Retained Earnings</i>		65,113			
<i>Net Revenue</i>		59,192			
<i>Cash on hand at the end of the period</i>		124,305			

Prepared By: BR 02.24.18
Accountant - Brenda Ramirez

Approved By: 
Police Department - Doug Murray

COM-NET JPA

Cash on hand, Period Ending 01/31/2018

RECONCILIATION REPORT

Reconciled on: 02/24/2018

Reconciled by: Brenda Ramirez

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	126,423.90
Checks and payments cleared (3).....	-2,119.04
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>124,304.86</u>

Uncleared transactions as of 01/31/2018.....	0.00
Register balance as of 01/31/2018.....	124,304.86

Details

Checks and payments cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/08/2018	Check	1035	Frontier Communications	-639.52
01/08/2018	Check	1033	Law offices of Leech & Assoc...	-840.00
01/08/2018	Check	1034	Frontier Communications	-639.52
Total				-2,119.04

Additional Information

Uncleared deposits and other credits as of 01/31/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/13/2014	Expense		AT&T	0.00
01/05/2015	Check		Verizon California	0.00
01/23/2015	Check		AT&T	0.00
08/17/2017	Check	1020	City of Glendale	0.00
Total				0.00

COM-NET JPA

STATEMENT OF FINANCIAL POSITION

As of January 31, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash on hand	124,304.86
Total Bank Accounts	\$124,304.86
Total Current Assets	\$124,304.86
TOTAL ASSETS	\$124,304.86
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	65,112.60
Net Revenue	59,192.26
Total Equity	\$124,304.86
TOTAL LIABILITIES AND EQUITY	\$124,304.86

COM-NET JPA
STATEMENT OF ACTIVITY
July 2017 - January 2018

	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	8,962.90 ✓
Legal Costs	840.00 ✓
Motorola System Maintenance	94,525.44 ✓
Total Expenditures	\$150,807.74
NET OPERATING REVENUE	\$59,192.26
NET REVENUE	\$59,192.26

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

Summary of Financial Activity

2017-2018 Fiscal Year

July 1, 2017 through February 28, 2018

	Current Year			Prior Year	
	Adopted Budget	Actual	%	Actual	\$ Variance
<i>Revenues</i>					
Member Contributions					
Azusa	35,000	35,000	100%	35,000	-
Covina	35,000	35,000	100%	35,000	-
Glendora	35,000	35,000	100%	35,000	-
Irwindale	35,000	35,000	100%	35,000	-
La Verne	35,000	35,000	100%	35,000	-
West Covina	35,000	35,000	100%	35,000	-
Total Revenues	210,000	210,000	100%	210,000	-
<i>Expenditures</i>					
ICIS Membership	46,000	46,000	100%	46,000	-
System Infrastructure	20,000			-	-
Six T1 Circuits Lease	33,000	10,881	33%	18,023	(7,142)
Motorola System Maintenance	95,000	94,525	100%	111,514	(16,989)
Radio Equip. Maintenance	5,000		0%	-	-
Administration Costs	4,000	479	12%	604	(125)
Legal Costs	5,000	840	17%	450	390
Travel	2,000		0%	1,206	(1,206)
Total Expenditures	210,000	152,726	73%	177,798	(25,071)
<i>Excess (Deficiency) of Revenues Over (Under) Expenditures</i>	-	57,274		32,202	25,071
<i>Retained Earnings</i>		65,113			
<i>Net Revenue</i>		57,274			
<i>Cash on hand at the end of the period</i>		122,386			

Prepared By: BR 04.10.18
Accountant - Brenda Ramirez

Approved By: [Signature]
Police Department - Doug Murray

COM-NET JPA

Cash on hand, Period Ending 02/28/2018

RECONCILIATION REPORT

Reconciled on: 04/10/2018

Reconciled by: Brenda Ramirez

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance.....	124,304.86
Checks and payments cleared (3).....	-1,918.56
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>122,386.30</u>
Uncleared transactions as of 02/28/2018.....	0.00
Register balance as of 02/28/2018.....	122,386.30

Details

Checks and payments cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/01/2018	Check	1038	Frontier Communications	-639.52
02/01/2018	Check	1036	City of Glendora	-639.52
02/01/2018	Check	1037	Frontier Communications	-639.52
Total				-1,918.56

Additional Information

Uncleared deposits and other credits as of 02/28/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/13/2014	Expense		AT&T	0.00
01/05/2015	Check		Verizon California	0.00
01/23/2015	Check		AT&T	0.00
08/17/2017	Check	1020	City of Glendale	0.00
Total				0.00

COM-NET JPA

STATEMENT OF FINANCIAL POSITION

As of February 28, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash on hand	122,386.30
Total Bank Accounts	\$122,386.30
Total Current Assets	\$122,386.30
TOTAL ASSETS	\$122,386.30
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	65,112.60
Net Revenue	57,273.70
Total Equity	\$122,386.30
TOTAL LIABILITIES AND EQUITY	\$122,386.30

COM-NET JPA

STATEMENT OF ACTIVITY

July 2017 - February 2018

	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	10,881.46
Legal Costs	840.00
Motorola System Maintenance	94,525.44
Total Expenditures	\$152,726.30
NET OPERATING REVENUE	\$57,273.70
NET REVENUE	\$57,273.70

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

Summary of Financial Activity
2017-2018 Fiscal Year
July 1, 2017 through March 31, 2018

	Current Year			Prior Year	
	Adopted Budget	Actual	%	Actual	\$ Variance
<i>Revenues</i>					
Member Contributions					
Azusa	35,000	35,000	100%	35,000	-
Covina	35,000	35,000	100%	35,000	-
Glendora	35,000	35,000	100%	35,000	-
Irwindale	35,000	35,000	100%	35,000	-
La Verne	35,000	35,000	100%	35,000	-
West Covina	35,000	35,000	100%	35,000	-
Total Revenues	210,000	210,000	100%	210,000	-
<i>Expenditures</i>					
ICIS Membership	46,000	46,000	100%	46,000	-
System Infrastructure	20,000			-	-
Six T1 Circuits Lease	33,000	12,161	37%	18,023	(5,862)
Motorola System Maintenance	95,000	94,525	100%	111,514	(16,989)
Radio Equip. Maintenance	5,000		0%	-	-
Administration Costs	4,000	479	12%	604	(125)
Legal Costs	5,000	840	17%	450	390
Travel	2,000		0%	1,206	(1,206)
Total Expenditures	210,000	154,006	73%	177,798	(23,792)
<i>Excess (Deficiency) of Revenues Over (Under) Expenditures</i>	<u>-</u>	<u>55,994</u>		<u>32,202</u>	<u>23,792</u>
<i>Retained Earnings</i>		65,113			
<i>Net Revenue</i>		<u>55,994</u>			
<i>Cash on hand at the end of the period</i>		<u>121,107</u>			

Prepared By: BR 04-10-18
Accountant - Brenda Ramirez

Approved By: [Signature]
Police Department - Doug Murray

COM-NET JPA

Cash on hand, Period Ending 03/31/2018

RECONCILIATION REPORT

Reconciled on: 04/10/2018

Reconciled by: Brenda Ramirez

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	122,386.30
Checks and payments cleared (2)	-1,279.40
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>121,106.90</u>
Uncleared transactions as of 03/31/2018	0.00
Register balance as of 03/31/2018	121,106.90

Details

Checks and payments cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/01/2018	Check	1040	Frontier Communications	-639.70
03/01/2018	Check	1039	Frontier Communications	-639.70
Total				-1,279.40

Additional Information

Uncleared deposits and other credits as of 03/31/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/13/2014	Expense		AT&T	0.00
01/05/2015	Check		Verizon California	0.00
01/23/2015	Check		AT&T	0.00
08/17/2017	Check	1020	City of Glendale	0.00
Total				0.00

COM-NET JPA
STATEMENT OF ACTIVITY
July 2017 - March 2018

	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	12,160.86
Legal Costs	840.00
Motorola System Maintenance	94,525.44
Total Expenditures	\$154,005.70
NET OPERATING REVENUE	\$55,994.30
NET REVENUE	\$55,994.30

COM-NET JPA

STATEMENT OF FINANCIAL POSITION

As of March 31, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash on hand	121,106.90
Total Bank Accounts	\$121,106.90
Total Current Assets	\$121,106.90
TOTAL ASSETS	\$121,106.90
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	65,112.60
Net Revenue	55,994.30
Total Equity	\$121,106.90
TOTAL LIABILITIES AND EQUITY	\$121,106.90



AGENDA ITEM

MEETING DATE: April 11, 2018

TITLE: Discussion of Future Planning for COM-NET Relating to Budget and Equipment

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

RECOMMENDATION: It is recommended that the Board Discuss the Future Planning for COM-NET with regards to Budget and Equipment.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Doug Murray".

Doug Murray
ComNet Chair



AGENDA ITEM

MEETING DATE: April 11, 2018

TITLE: Fiscal Year 2018-19 Budget for COM-NET.

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

RECOMMENDATION: Resolution adopting a COM-NET Resolution No. 2018-01 entitled, "A RESOLUTION OF THE EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK GOVERNANCE BOARD, CALIFORNIA, ADOPTING THE FISCAL YEAR BUDGET FOR 2018-19."

DISCUSSION:

Each year the board adopts an annual budget and the annual costs per Agency. For Fiscal Year 2018-19, the proposed annual budget is \$245,000, or \$35,000 per agency (7).

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. For this fiscal year, our membership fees to ICI Systems have increased \$46,000 to \$50,000.

We intend to continue to devote \$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 FY2018-19, ComNet will formalize plans to aggregate IP connectivity to the Glendale Master Site, and reduce our reliance on T1 technology. The JPA must maintain the current leased T1 lines until the new infrastructure is built out, and therefore must continue to fund these circuits for at least a year. Much of this infrastructure is grant funded and should have no fiscal impact on ComNet.

We also propose modest costs for Administration, legal and travel costs.

The most significant cost to ComNet is that of our Motorola Site & Console Hardware Maintenance agreements. This cost has risen to \$99,251.71 from approximately \$93,000 last fiscal year. These costs generally increase 4-5% per year, thus the increase is expected.

Although revenues are currently exceeding expenditures, there is the potential of additional Motorola costs that could affect ComNet's budget. Today's radio systems are evolved computer networks, complete with software and hardware components. While our hardware support is covered currently in our budgeted costs, there is no provision for software upgrades. Like most software, Motorola's radio-system-software is constantly evolving and eventually older versions

reach their end of support/end of life and require updates. These upgrades are costly and often involve the replacing of obsolete hardware items that are incompatible with the newest features of the software version update. This hardware often would include those items included in our transmitter sites and dispatch consoles.

Motorola has approached ICI Systems regarding a consortium wide *Software Update Agreement* (SUA) that would be in place for 10 years. The purpose of the SUA, as proposed, is to provide all ICI entities with annual software upgrades and free replacement of hardware that becomes obsolete. The proposed philosophy from Motorola is that the costs associated with 10 years upgrades are spread over the 10 year period, preventing unexpected large expenditures and providing a reduced overall cost to each member agency. As proposed by Motorola, ComNet's first year cost would be \$77,744. The proposal is all-or-nothing, as each ICI member agency would have to participate in order to receive the benefit of the upgrades and reduced price. As of this report, the ICI Governance Board has made no recommendation nor taken any action with the recommendation. At this point, this expenditure is not being budgeted.

Finally, the ComNet JPA's Bylaws require an annual audit of our financial processes. There was no audit budgeted nor completed in FY2017-2018, and the JPA treasurer has recommended that an audit be completed for FY2017-2018 and FY2018-2019. A proposal is attached to retain the services of Rodgers, Anderson, Malody & Scott, LLP – Certified Public Accountants. The cost for the financial auditing of both fiscal years is \$6,750.

FISCAL IMPACT:

The proposed Annual costs per Agency for upcoming Fiscal Year 2017-18 are \$35,000; the cost per agency is unchanged from Fiscal Year 2017-18.

Respectfully submitted,



Doug Murray
ComNet Chair

ATTACHMENTS:

Attachment A: Resolution FY 2018-01 COM-NET Budget
Attachment B: Budget Overview

RESOLUTION 2018-001

A RESOLUTION OF THE EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK GOVERNANCE BOARD, CALIFORNIA, ADOPTING THE FISCAL YEAR BUDGET FOR 2018-19

**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 2018-19, commencing July 1, 2018; 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 for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

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 ____ day of _____, _____.

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 _____, by the following vote:

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

Dated:

ROSALIA A. BUTLER, MMC
Secretary

Division/Program Summary
Department: Finance - ComNet JPA
Program: Com-Net JPA

4/10/2018 11:47 AM

REVENUE	16-17 Adopted Budget	16-17 Amended Budget	16-17 Actual	17-18 Adopted Budget	17-18 YTD Actual (03-31-18)	18-19 Proposed Budget
Membership	210,000	210,000	210,000	210,000	210,000	245,000
Grand Total	210,000	210,000	210,000	210,000	210,000	245,000
EXPENDITURES	16-17 Adopted Budget	16-17 Amended Budget	16-17 Actual	17-18 Adopted Budget	17-18 YTD Actual (03-31-18)	18-19 Proposed Budget
I-C-I Systems Membership	66,000	66,000	46,000	46,000	46,000	50,000
System Infrastructure Upgrades	-	-	-	20,000	-	20,000
T1 Circuits Lease	33,000	33,000	18,023	33,000	12,161	33,000
Radio Equip. Maintenance	5,000	5,000	111,514	5,000	-	5,000
Motorola System Maintenance	93,000	93,000	-	95,000	94,252	99,252
Administration Costs	4,000	4,000	604	4,000	479	4,000
Legal Costs	7,000	7,000	450	5,000	840	5,000
Travel Costs	2,000	2,000	1,206	2,000	-	2,000
Financial Audit Costs	-	-	-	-	-	6,750
Grand Total	210,000	210,000	177,797	210,000	153,732	225,002
SUMMARY	16-17 Adopted Budget	16-17 Amended Budget	16-17 Actual	17-18 Adopted Budget	17-18 YTD Actual (03-31-18)	18-19 Proposed Budget
Revenue	210,000	210,000	210,000	210,000	210,000	245,000
Total Expenditures	210,000	210,000	177,797	210,000	153,732	225,002
Net Program Revenue/(Cost)	-	-	32,203	-	56,268	19,998

Revenue Detail FY 2018-19

4/10/2018 11:47 AM

Department: Finance Account Number: ComNet
 Division/Program: Com-Net JPA Account Description: Member Contributions

Detail	16-17 Adopted Budget	16-17 Amended Budget	16-17 Actual	17-18 Adopted Budget	17-18 YTD Actual (03-31-18)	18-19 Proposed Budget
1. Azusa	35,000	35,000	35,000	35,000	35,000	35,000
2. Baldwin Park	-	-	-	-	-	35,000
3. Covina	35,000	35,000	35,000	35,000	35,000	35,000
4. Glendora	35,000	35,000	35,000	35,000	35,000	35,000
5. Irwindale	35,000	35,000	35,000	35,000	35,000	35,000
6. La Verne	35,000	35,000	35,000	35,000	35,000	35,000
7. West Covina	35,000	35,000	35,000	35,000	35,000	35,000
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
Total:	210,000	210,000	210,000	210,000	210,000	245,000

Prepared by: _____ Phone Ext.: _____

Expenditure Detail FY 2018-19

4/10/2018 11:47 AM

Department: <u>Finance</u>		Account Number: <u>Com-Net</u>				
Division/Program: <u>Com-Net JPA</u>		Account Description: _____				
Detail	18-17 Adopted Budget	18-17 Amended Budget	16-17 Actual	17-18 Adopted Budget	17-18 YTD Actual (03-31-18)	18-19 Proposed Budget
1. I-C-I Systems Membership	66,000	66,000	46,000	46,000	46,000	50,000
2. System Infrastructure Upgrades	-	-		20,000	-	20,000
T1 Circuits Lease 632381 - Monte Vista Claremont & Sycamore Flats						
3. 633917 - Sycamore Flats Mount	33,000	33,000	18,023	33,000	12,161	33,000
4. Radio Equip. Maintenance	5,000	5,000	111,514	5,000	-	5,000
5. Motorola System Maintenance	93,000	93,000		95,000	94,252	99,252
Administration Costs Quickbooks, Treasure time	4,000	4,000	604	4,000	479	4,000
7. Legal Costs	7,000	7,000	450	5,000	840	5,000
8. Travel Costs	2,000	2,000	1,206	2,000	-	2,000
9. Financial Audit Costs	-	-	-	-	-	6,750
10.						
11.						
12.						
13.						
14.						
15.						
Total:	210,000	210,000	177,797	210,000	153,732	225,002
Prepared by: _____		Phone Ext.: _____				



AGENDA ITEM

MEETING DATE: April 11, 2018

TITLE: ComNet Bi-Annual Reorganization

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

RECOMMENDATION: It is recommended that the Board appoint a Chair and Vice-Chair

BACKGROUND:

Pursuant to ComNet Bylaws and Rules of Procedure, Article II, Section 1 – Officers and Officials, the reorganization of the ComNet Board occurs in March of even [numbered] years. Subsection B states that the Chair and Vice Chair are selected by majority vote and serve a two-year term.

DISCUSSION:

As of March 2018, the current Chair and Vice Chair will have only served in these positions for 16 months. Both Board members have agreed to commit to an additional term should the board elect to proceed in this manner.

OPTIONS:

The Board has the following options:

1. Select a new Chair and Vice-Chair.
2. Re-Appoint the current Chair and Vice-Chair to a new two year term.
3. Take alternate action.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

None

FISCAL IMPACT:

None

Respectfully submitted,



Doug Murray
ComNet Chair

ATTACHMENTS:

Attachment A: ComNet Bylaws and Rules of Procedure ARTICLE II, Section 1

ARTICLE II - OFFICERS

Section 1. Officers and Officials

- A. The officers of the COM-NET Board shall be composed of six members.
- B. Reorganization of the COM-NET Board shall occur in March of even years during the regularly scheduled meeting in the month of March.
 - The members shall select one of their members to serve as the Chair and one of their members to serve as Vice Chair by a majority vote. If the office of Chair or Vice Chair becomes vacant during the term thereof, the COM-NET Board shall select one of their members to fill said vacancy by majority vote.
 - The term of office of the Chair and the Vice Chair shall be for a two year term, and shall be from the COM-NET Board reorganization at which the Chair and Vice Chair are selected until the next reorganization of the COM-NET Board.
- C. Other officials acting as its staff shall be a Treasurer, Secretary, and such other employees as deemed necessary by the Chair of the COM-NET Board.
 - Office of Treasurer and Secretary shall rotate in conjunction with the biannual rotation of the Chairperson.



AGENDA ITEM

MEETING DATE: April 11, 2018

TITLE: Emergency Repair Cost Consideration

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

RECOMMENDATION: It is recommended that the Board approve partial funding to aid the City of West Covina with an emergency repair at the BKK radio site

BACKGROUND:

ComNet's primary infrastructure consists of two simulcast transmitter sites; one is on Johnstone Peak and the second is located at the BKK landfill. The Johnstone site is leased to the City of Glendora under a long-term agreement with the US Forestry Department, whereas the BKK site is owned by the City of West Covina. Neither entity receives nor requests compensation for the use of the sites from public safety users as the mission of ComNet is to sustain highly effective public safety communications.

DISCUSSION:

The BKK radio site operates 24-hour public safety communications support for all ComNet member cities. Electricity is provided by the BKK Company from the burn-off of methane gases from the formal landfill. Recently, the site experienced numerous power disruptions that were ultimately resolved by updating some of the obsolete local infrastructure at the site. West Covina paid \$24,813 for the repairs and are apportioning costs to the various stakeholders within the City Departments.

The West Covina Police Department will be funding approximately half of the repair costs, as public safety users are the primary users of the site and we feel the ethical obligation to do so. The ComNet chair requests the Board's approval to make a \$5,000 payment towards the repair costs, as ComNet users greatly benefit from the site without normal expense.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

None

FISCAL IMPACT:

If approved, the payment would represent an overall \$5,000 impact on ComNet, which would be drawn from retained earnings. There would be no impact on our operating budget.

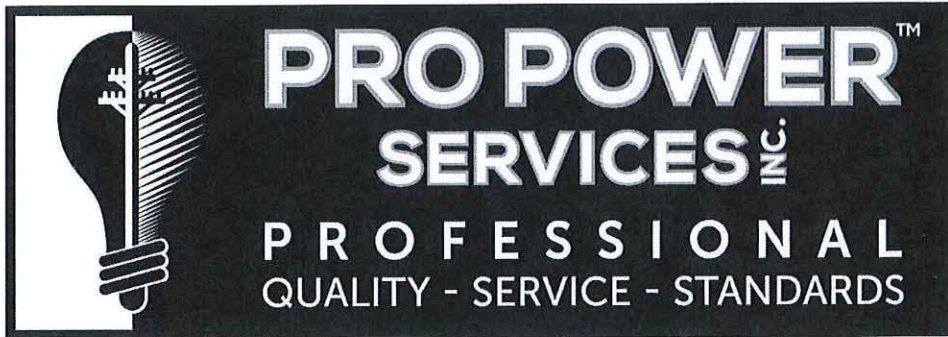
Respectfully submitted,



Doug Murray
ComNet Chair

ATTACHMENTS:

Attachment A: Scope of Work – BKK Site



- Industrial Construction
- Commercial Construction
- Tenant Improvement
- Expert Troubleshooting
- Design Build Services
- Engineering services
- Data Centers
- Cold Storage Warehouses
- Street Lighting

Date 29 Nov 2017

To: Carlos Dominguez Electrician Lead @ City of West Covina.
From: Joe Ursini

Proposal for scope of work to resolve the existing power system problems.

Pro Power Services Inc. will provide the following scope of work at BKK Radio Tower site located at the top of the hill of the old BKK Dump 2210 S Azusa Ave, West Covina, CA 91792

Information:

1. On the 31st of October 2017, I met with Carlos at the radio tower site.
2. Due to the situation with the power going out intermittently at the BKK radio tower main building, this proposal is provided for the scope of work to resolve the immediate system problems.
3. The existing breaker in the Normal Power panel is tripping. (city power provided by SCE)
4. The cause the tripping needs to be resolved.
5. Most of the electrical system parts in the main building are from the 1970's.
6. Over the years the electrical system has been added to, and changed around, until you now have system who's parts are not only old but not properly sized to handle the occasional full load that is put on them during times of need.
7. A properly designed and engineered system will handle the full load plus possible future loads that are know at this time.
8. This proposal is for the scope of work to address the immediate issues that are preventing the system from suppling the power needed to the existing loads and tripping the breakers intermittently.
9. There is additional scope need that will bring the entire system up to the being reliable.
10. The existing immediate situations to resolve are:
 - a. Normal Power Panel
 - i. The existing panel that provides power from SCE is too small and is having issues with breakers tripping.
 - ii. A new 42 Circuit normal power panel will be installed as part of the project to allow for some future load.
 - b. Normal Power Transformer.
 - i. The power being provided to the building from SCE is 480V, 100A, 3 Phase. 83KW.
 - ii. The existing transformer that is being used to transformer the SCE provided power from 480V, to 120/208V is an indoor rated transformer.
 - iii. The existing location of the transformer is inside the radio components room.
 - iv. The transformer creates heat and is making the room hotter than it should be,

- causing excessive heat load on the AC system.
- v. A new transformer will be purchased and installed outside as a simple measure to reduce the unnecessary heat load in the radio components room.
- c. Emergency Power Panel
 - i. The existing emergency power panel lacks sufficient breaker space to add additional loads to it, and thus a secondary small panel was added when additional load was needed.
 - ii. A new 42 circuit panel will be installed to replace the existing 2 small panels.

Project Expectations and Considerations:

1. An additional proposal has been provided for the purchase of the new larger (70KW) back-up generator.
2. An additional proposal will be provided to provide new generator, transfer switch and the installation costs.
3. The above are needed to provide a reliable system, however are not part of the immediate problem.
4. The city provide a portable temp generator while the old gen is being removed and the new one is being installed.

Electrical Scope of work:

1. System Demo
 - a. Remove the existing indoor rated transformer.
 - b. Remove the existing Normal power panel, and wiring.
 - c. Remove the existing Emergency power panel, and wiring.
 - d. Remove the existing inter-connecting wiring for all the above.
2. Purchase and install new outdoor rated 45KVA transformer.
3. Purchase and install new "Normal" Power panel. 42 Circuit, 200A
4. Purchase and install new "Emergency" Power panel;
5. Purchase and install new conduit and wiring per provided single line drawing.
6. Purchase and install new Temp Generator interlock controls and wiring.
7. Purchase and install new Temp Generator 100A input power receptacle.

Electrical Scope costs:

1. Cost for Scope item #1 above:	\$1585.00
2. Cost for Scope item #3 above:	\$6,150.00
3. Cost for Scope item #4 above:	\$2,895.00
4. Cost for scope item #5 above:	\$2,895.00
5. Cost for scope item #6 above:	\$4,858.00
6. Cost for scope item #7 above:	\$2,845.00
7. Cost for scope item #8 above:	\$3,585.00

Total: \$24,813.00

Permits:

1. None.

Notes:

1. This scope of work will be done at Normal rates as this is repair of an existing system.
2. The city will need to provide temporary power during times the generator is being worked on.
3. Pro Power Services will coordinate all power outages and down time with the city lead electrician Carlos, or the appropriate person.

Customer to Provide:

- 1. Access to all areas for the above scope of work to be done.
- 2. Parking for large trucks.
- 3. A location to accept deliveries.

Schedule:

- 1. This scope of work is quoted to be done during normal business hours.

Estimated time for the installation:

- 1. 2-3 Days for 1 journeymen and 1 apprentice.

Other trades:

- 1. None.

Safety Equipment:

- 1. PPS Employees will have all PPE equipment including, hard hats, reflective vests, safety glasses, ear protection and steel toed boots.

Disposal of trash:

- 1. Customer is expected to provide a dumpster or location where the project trash can be placed.
- 2. Customer to pay for the project trash removal.

Equipment removal:

- 1. None.

Hazardous Waste:

- 1. Customer will provide a location, dumpster or bin for all hazardous waste for the crew to use.
- 2. Customer is responsible for the disposal of this waste. ie old florescent tubes, ballasts or other equipment.

Billing:

Deposit	\$4,813.00
Billing due as progress is completed.	\$20,000.00

I understand and approve the above scope of work, billing method and terms. I am authorized to approve this scope of work.

Signed _____ Date _____

Best,
 Joe Ursini
 Field Engineer for:
 Pro Power Services Inc.