

## **East Bay Regional Communications System Authority**



Participating agencies include Alameda and Contra Costa Counties and the following cities and special districts: Alameda, Albany, Antioch, Berkeley, Brentwood, Clayton, Concord, Danville, Dublin, El Cerrito, Emeryville, Fremont, Hayward, Hercules, Lafayette, Livermore, Martinez, Moraga, Newark, Oakley, Pinole, Pittsburg, Pleasant Hill, Pleasanton, Richmond, San Leandro, San Pablo, San Ramon, Union City, Walnut Creek, East Bay Regional Park District, Kensington Police Community Services District, Livermore Amador Valley Transit Authority, Moraga-Orinda Fire District, Rodeo-Hercules Fire District, San Ramon Valley Fire District, California Department of Transportation, Ohlone Community College District, Contra Costa Community College District, Dublin-San Ramon Services District and University of California, Berkeley

### **FINANCE COMMITTEE MEETING**

#### **REGULAR MEETING**

**DATE: June 12, 2020**

**TIME:** 9:00 a.m.

**PLACE:** Alameda County Office of Homeland Security and Emergency Services,  
Room 1013  
4985 Broder Blvd., Dublin, CA 94568

### **MINUTES**

1. **Call to Order/Roll Call:** A Regular meeting of the Finance Committee was held on June 12, 2020, remotely via Zoom Video Communications. The meeting was called to order at 9:00 a.m.

#### **Committee Members Present:**

M. Casten, Assistant Sheriff, Contra Costa County Sheriff's Office  
J. Calabrigo, Town Manager, Town of Danville  
T. DuPuis, Chief Information Officer, Alameda County  
D. Twa, County Administrator, County of Contra Costa  
S. Perkins, Councilmember, City of San Ramon  
C. Silva, Councilmember, City of Walnut Creek  
L. Smith, City Manager, City of Dublin  
M. Shorr, Chief Information Officer, Contra Costa County

#### **Staff:**

T. McCarthy, Executive Director  
C. Soto, Administrative Assistant  
C. Boyer, Auditor

#### **Public:**

G. Poole, Motorola

2. **Public Comments:** None.

3. **Approval of Minutes of the February 21, 2020 Regular Finance Committee Meeting**

On motion of Bm. Perkins, seconded by Bm. Smith and by unanimous vote, the Finance Committee approved the minutes of the February 21, 2020 Regular Finance Committee meeting.

**Alameda County Office of Homeland Security and Emergency Services  
4985 Broder Blvd, Dublin CA 94568 • (925) 803-7802 • [www.ebrcsa.org](http://www.ebrcsa.org)**

#### **4. Provide Direction on Budget Review FY 20/21**

Craig Boyer, EBRC SA Auditor, stated the Fiscal Year Budget for 2020-21 was fairly consistent with last year, with a slight increase in revenue: \$6.5 million of operating payments budgeted for next year, \$1.2 million of service payments and just under \$200,000 of interest for total revenues of approximately \$7.9 million. In terms of expenses, operating expenses were the most significant being maintenance of approximately \$3.6 million, made up primarily of service contracts. Administration costs of approximately \$400,000 for independent contractors, \$160,000 for utilities, \$4.4 million in operating Expenses. \$2.1 million in capital expenses primarily for the TDMA upgrade, and smaller projects also included in the Capital budget. Debt service of \$650,000 to continue to pay the outstanding debt that was used to finance the establishment of the infrastructure, which totals approximately \$7.1 million which leaves a net income of just under \$800,000 that goes to fund balance to fund long term expenditures such as debt and future capital projects. Assumptions used were fairly consistent with what was used for prior years, for expenditure, generally, apply and an inflation rate of 3%, year-to-year, unless there are contracts in place that give specific amounts for each year. This also identifies the membership rate of \$30 for operating payments and \$15 for service payments, per radio, per month. You can see how balances are projected at certain points in future years. The last page of the budget shows cash flow projections year-by-year. The Authority has three different types of reserves. The first being operating reserve which every year is 50% of budgeted expenditures for that year, right now it is a little of \$2 million, it trends slightly higher year-over-year as the inflation factor kicks in to raise expenditure cost. Debt service reserves policy states that the Authority hold \$1 million in reserve for debt services, that is consistent year-to-year. Anything that is not needed to satisfy the operating reserve of the debt service goes to the capital reserve. The budget is conservative in revenue estimation in that it holds revenues on the current membership fee structure throughout the life of the ten-year projection. Also, in the capital reserve, it is on for known capital projects going forward. It is likely there will be additional capital projects to build into this budget once the Capital Project Replacement Plan is developed. The capital reserve is growing at healthy rate to be able to upgrade the System as it is needed.

On motion, second and by unanimous vote, the Finance Committee approved the Fiscal 2020-21 Budget for consideration of approval by the Board of Directors.

#### **5. Provide Direction concerning Approval of a Communications System Agreement #4 with Motorola Solutions, Inc.**

Director McCarthy stated this agreement with Motorola Solutions Inc. allowed smaller member agencies to purchase equipment and services from Motorola. This is a three-year extension to a current agreement. This agreement would have no fiscal impact to the Authority as purchases are funded by the agency making the purchase.

On motion, second and by unanimous vote, the Finance Committee approved the CSA Agreement Extension for consideration of approval by the Board of Directors.

#### **6. Receive an Update on the City of Antioch**

Director McCarthy stated he is working with the City of Antioch on the establishment of the Walton Lane site in Antioch. The City of Antioch as assigned a contractor to the project and work is progressing.



**7. Receive an Update on the City Vallejo**

The City of Vallejo is moving forward. They are testing radios. The Authority has asked that the City of Vallejo contract with Aviat, and looks to have Vallejo up and running by the end of July.


**Receive an Update on Encryption**

Director McCarthy stated that the DOJ had put out a notice that they were asking the Authority to encrypt its main channels. He is waiting for more communication from the DOJ and is getting quotes from Motorola on encryption.

**8. Agenda Items for Next Meeting**

None.

- 9. Adjournment:** With no further business coming before the Operations Committee, the meeting was adjourned.



---

Caroline P. Soto  
Authority Secretary