

REGULAR MEETING OF THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE

TUESDAY, DECEMBER 15, 2020, 2:00 PM

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY

CONDUCTED VIA TELECONFERENCE

PLEASE NOTE: PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER NOS. N-25-20 AND N-29-20, MEMBERS OF THE BOARD OF DIRECTORS, EXECUTIVE COMMITTEE, USER COMMITTEE, AND STAFF WILL PARTICIPATE IN THIS MEETING VIA A TELECONFERENCE. IN THE INTEREST OF MAINTAINING APPROPRIATE SOCIAL DISTANCING, THE AUTHORITY ENCOURAGES THE PUBLIC TO PARTICIPATE AND TO PROVIDE COMMENTS ON AGENDA ITEMS OR OTHER SUBJECT MATTER WITHIN THE JURISDICTION OF THE EXECUTIVE COMMITTEE, AND/OR USER COMMITTEE BY JOINING:

Link: <https://us02web.zoom.us/j/88499315450?pwd=ZU05K2NwRkxtcHFTN2QrNHIPRFVUQT09>

Meeting ID: 884 9931 5450

Access Code: 501692

A. CALL TO ORDER

B. ROLL CALL

1. Executive Committee
2. User Committee

C. PUBLIC DISCUSSION

In the interest of maintaining appropriate social distancing, members of the Executive Committee, User Committee, and staff will participate in this meeting via teleconference. The Authority encourages the public to participate by using one of the following options for public comments:

Email your public comment to cchoi@rcc911.org by 7:30 AM, the day of the meeting to have your comment available to Executive Committee and the public.

Call (310) 973-1802 ext.100 and leave a message by 7:30 AM, the day of the meeting.

All of your comments provided by the deadlines above will be available to the Executive Committee and the public prior to the meeting.

In addition, you may participate by joining Zoom during the meeting by using the link above and using the "raise hand" button or entering *9 on the phone's dial pad if you would like to make a comment.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from November 9, 2020
APPROVE
2. Minutes from November 12, 2020
APPROVE
3. Minutes from November 17, 2020
APPROVE
4. Check Register - November 2020
RECEIVE AND FILE

E. ITEMS TO REMOVE FROM CONSENT CALENDAR

If you are an individual with a disability and need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act ("ADA"), please contact schedule@rcc911.org prior to the meeting for assistance.

F. USER COMMITTEE GENERAL BUSINESS

1. Minutes from November 12, 2020
APPROVE
2. Minutes from November 17, 2020
APPROVE

G. ACTING EXECUTIVE DIRECTOR'S REPORT

H. EXECUTIVE AND USER COMMITTEES' COMMENTS

I. EXECUTIVE COMMITTEE CLOSED SESSION AGENDA

1. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6

Agency Designated Representative: Acting Executive Director and Liebert, Cassidy, Whitmore
Employee Organization: The California Teamsters Public, Professional and Medical Employees Union Local 911
2. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6

Agency Designated Representative: Acting Executive Director and Liebert, Cassidy, Whitmore
Employee Organization: The Communication Workers of America
3. PUBLIC EMPLOYMENT
Pursuant to Government Code Section 54957(b)(1)
Title: Executive Director

J. ADJOURNMENT

Posting Date/Time: December 10, 2020 4:30PM

Signature:



Shannon Kauffman, Acting Executive Director

D-1

A. CALL TO ORDER

The Executive Committee convened in a special session at 2:32PM on November 9, 2020 by teleconference.

B. ROLL CALL

Present: City Manager Bruce Moe, City of Manhattan Beach
City Manager Clint Osorio, City of Gardena
City Manager Erick Lee, City of Hawthorne

Also Present: Jennifer Petrusis, Richards Watson Gershon
Jannette Veramendi, Communications Supervisor
Chief Mike Saffell, Gardena Police Department

C. PUBLIC DISCUSSION

Communications Supervisor Jannette Veramendi spoke to the health of the organization with the goal of being the premier dispatching center. The current leadership with the acting director has been powering through unprecedented time. In her seventeen years, highest morale and job satisfaction matches from the current acting executive director. Traits that deal with experience, self-awareness, empathy, trust, and delegation exemplified and practiced currently.

D. EXECUTIVE COMMITTEE CLOSED SESSION AGENDA

At 2:36PM, the Executive Committee went into closed session to discuss the following item:

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

The Executive Committee returned from closed session at 3:11PM with no actions taken.

E. ADJOURNMENT

The meeting adjourned at 3:11PM.

D-2

A. CALL TO ORDER

The Executive Committee convened in a special meeting at 1:06PM on November 12, 2020 by teleconference.

B. ROLL CALL

Present: City Manager Bruce Moe, City of Manhattan Beach
City Manager Clint Osorio, City of Gardena
City Manager Erick Lee, City of Hawthorne

Also Present: Jennifer Petrusis, Richards Watson Gershon
Lisa Jenkins, City of Manhattan Beach Human Resources

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CLOSED SESSION AGENDA

At 1:06PM, the Executive Committee went into closed session to discuss the following items:

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

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

E. ADJOURNMENT

The meeting adjourned at 2:32PM.

D-3

EXECUTIVE COMMITTEE AND THE USER COMMITTEE

A. CALL TO ORDER

The Executive and User Committees convened in a regular joint session at 2:03PM on November 17, 2020 by teleconference.

B. ROLL CALL

Present: City Manager Bruce Moe, City of Manhattan Beach
City Manager Erick Lee, City of Hawthorne
City Manager Clint Osorio, City of Gardena
Chief Wolfgang Knabe, Manhattan Beach Fire Department
Chief Mike Saffell, Gardena Police Department
Chief Derrick Abell, Manhattan Beach Police Department
Chief Mike Ishii, Hawthorne Police Department

Also Present: Chief Bill Whalen, El Segundo Police Department
John Krok, Acting Executive Director
Shannon Kauffman, Operations Manger
Vanessa Alfaro, Finance & Performance Audit Manager
Jennifer Petrusis, Richards Watson Gershon
Stephanie Swofford, Manhattan Beach Human Resources
Lisa Jenkins, Manhattan Beach Human Resources

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

MOTION: City Manager Moe moved to approve the Consent Calendar, Items 1-4. The motion was seconded by City Manager Osorio and passed by unanimous voice vote.

1. Minutes from October 20, 2020
APPROVE
2. Check Register - October 2020
RECEIVE AND FILE
3. Cash & Investments Report/September 30, 2020
RECEIVE AND FILE
4. Ratification of an Emergency Purchase from Rick's Gate Works, Inc. for Gate Repair Services
APPROVE

E. ITEMS TO REMOVE FROM CONSENT CALENDAR

None.

F. EXECUTIVE COMMITTEE GENERAL BUSINESS

1. Side Letter Agreement Amending the July 1, 2017 to December 31, 2020 Memorandum of Understanding with the California Teamsters Public, Professional and Medical Employees Union Local 911
APPROVE
2. Side Letter Agreement Amending the July 1, 2017 to December 31, 2020 Memorandum of Understanding with the Communication Workers of America
APPROVE

MOTION: City Manager Moe moved to approve General Business Items F-1 and F-2. The motion was seconded by City Manager Osorio and passed by unanimous voice vote.

3. Public Employment Position, Acting Executive Director

MOTION: City Manager Lee moved to approve Shannon Kauffman as Acting Executive Director effective December 1, 2020. The motion was seconded by City Manager Moe and passed by unanimous voice vote.

G. USER COMMITTEE GENERAL BUSINESS

1. Minutes from October 20, 2020

APPROVE

MOTION: Chief Ishii moved to approve the minutes from October 20, 2020. The motion was seconded by Chief Abell and Chief Knabe and passed by unanimous voice vote.

G. ACTING EXECUTIVE DIRECTOR'S REPORT

Acting Executive Director Krok provided updates on Recruitment of Communications Operators, Continuity of Operations during COVID-19 Pandemic, and Mark43 CAD.

I. EXECUTIVE AND USER COMMITTEES' COMMENTS

Chief Abell applauded John Krok's efforts as Acting Executive Director.

J. EXECUTIVE COMMITTEE CLOSED SESSION AGENDA

The Executive Committee entered into closed session at 2:15PM to discuss the following items.

1. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
Agency Designated Representatives: John Krok, Acting Executive Director
Employee Organization: The California Teamsters Public, Professional and Medical Employees Union Local 911
2. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
Agency Designated Representatives: John Krok, Acting Executive Director
Employee Organization: The Communication Workers of America
3. PUBLIC EMPLOYMENT
Pursuant to Government Code Section 54957(b)(1)
Title: Executive Director

The Executive Committee returned from closed session at 3:07PM with no actions taken.

K. ADJOURNMENT

The meeting adjourned at 3:07PM.

D-4



Check Register FY 2020-21

November 2020

Accounts Payable Check Issued Date

Total Check Amount Notes

November 5, 2020	\$4,593.00
November 6, 2020	\$236,099.29
November 13, 2020	\$49,306.58
November 20, 2020	\$102,413.86
November 27, 2020	<u>\$54,414.66</u>
Accounts Payable Total	\$446,827.39

Payroll Checks Issued Date

November 6, 2020	\$349,648.23	includes eligible leave payouts per MOUs
November 20, 2020	<u>\$162,683.99</u>	
Payroll Total	\$512,332.22	

Bank : union UNION BANK

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>
55384	11/5/2020	00801	RICK'S GATE WORKS, INC.	246853	10/29/2020 SIDE GATE REPAIR - LABOR	4,593.00	4,593.00
Sub total for UNION BANK:							4,593.00

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20196	11/2/2020	00696	GUARDIAN	533654-11	10/21/2020	GUARDIAN - DENTAL, VISION,	6,001.70	6,001.70
20197	11/6/2020	00219	INTERNAL REVENUE SERVICE	Ben31054	11/6/2020	FEDERAL WITHHOLDING TAX	85,258.71	85,258.71
20198	11/6/2020	00223	EMPLOYMENT DEVEL DEPT	Ben31058	11/6/2020	STATE DISABILITY INSURANC	28,517.97	28,517.97
20199	11/6/2020	00222	STATE DISBURSEMENT UNIT	Ben31062	11/6/2020	SUPPORT: PAYMENT	184.62	184.62
20200	11/6/2020	00058	CALPERS	Ben31056	11/6/2020	PERS RETIREMENT: PAYMEN	39,164.65	39,164.65
20201	11/6/2020	00221	ICMA RETIREMENT TRUST	Ben31060	11/6/2020	DEFERRED COMPENSATION	16,507.39	16,507.39
20202	11/6/2020	00058	CALPERS	1000000162026	10/14/2020	HEALTH PREMIUMS - NOVEN	58,196.28	58,196.28
55385	11/6/2020	00217	CALIFORNIA TEAMSTERS UN	Ben31050	11/6/2020	UNION DUES TEAMSTERS: P.	2,010.00	2,010.00
55386	11/6/2020	00218	CWA LOCAL 9400	Ben31052	11/6/2020	UNION DUES CWA: PAYMENT	257.97	257.97
Sub total for UNION BANK:							236,099.29	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
1783	11/13/2020	00012	CALIFORNIA WATER SERVICE	5550731926	10/28/2020	FIRE PROTECTION SERVICE	81.08	81.08
1784	11/13/2020	00651	FRONTIER	209-188-0077-04	11/1/2020	PHONE SERVICE 11/1/20 - 11/	348.27	348.27
1785	11/13/2020	00069	SOUTHERN CALIFORNIA EDI	2-19-337-1549	11/5/2020	ELEC SERV GRANDVIEW/ 10/	173.77	173.77
55387	11/13/2020	00868	ALFARO, VANESSA	110920	11/9/2020	COVID-19: CELL PHONE REIM	42.00	42.00
55388	11/13/2020	00297	AT&T, ATT CALNET	000015559405	11/3/2020	PHONE SERVICE 10/03/20-11/	542.30	542.30
55389	11/13/2020	00064	AT&T, ATT PAYMENT CENTER	960 461-1623 55	11/1/2020	PHONE SERVICE 10/01/2020-	3,323.26	3,323.26
55390	11/13/2020	00670	BARTEL ASSOCIATES, LLC	20-853	10/22/2020	ACTUARIAL CONSULTING SE	2,064.00	2,064.00
55391	11/13/2020	00014	CDW GOVERNMENT, INC.	2753355	10/13/2020	CDW-G BILLABLE PARTS	4,051.69	
				2841529	10/15/2020	CDW-G BILLABLE PARTS	716.63	4,768.32
55392	11/13/2020	00879	CROWN CASTLE	710535	11/1/2020	REDUNDANT INTERNET SER	1,100.00	1,100.00
55393	11/13/2020	00070	GAS COMPANY, THE	059 194 8982 2	11/3/2020	GAS SERVICE HQ/ 9/30/20-10	655.10	655.10
55394	11/13/2020	00027	HAVIS INC.	SIN114257	10/20/2020	HAVIS INC. BILLABLE PARTS	663.38	663.38
55395	11/13/2020	00880	JUAN CHAVEZ LANDSCAPING	INV0568	11/2/2020	HQ MAINTENANCE - LANDSC	450.00	450.00
55396	11/13/2020	00442	LAWSON PRODUCTS, INC.	9307976156	10/28/2020	LAWSON PRODUCS INC BILL	475.52	475.52
55397	11/13/2020	00671	MARC R. COHEN, MD	EMSMD-15	10/31/2020	MEDICAL DIRECTOR SERVIC	2,541.67	2,541.67
55398	11/13/2020	00331	MITSUBISHI ELECTRIC INC	386300	11/1/2020	HQ MAINTENANCE - ELEVAT	677.04	677.04
55399	11/13/2020	00926	PONCE DE LEON, BROOKE	111320	11/13/2020	COVID-19: CELL PHONE REIM	37.82	37.82
55400	11/13/2020	00580	PUN GROUP, LLP, THE	112739	10/30/2020	PROFESSIONAL AUDIT SERV	5,000.00	5,000.00
55401	11/13/2020	00157	SECURE IDLE INC	11452	8/12/2020	SECURE-IDLE INC BILLABLE	127.86	127.86
55402	11/13/2020	00824	SMART JANITORIAL, COMPLE	13752	11/2/2020	HQ MAINTENANCE	3,585.00	
				13753	11/2/2020	HQ MAINTENANCE	1,890.00	5,475.00
55403	11/13/2020	00803	SPARKLETTS	18193479	10/30/2020	WATER FILTERATION SYSTEI	40.00	40.00
55404	11/13/2020	00460	SPECTRUM BUSINESS	1133787110420	11/4/2020	COMMUNICATION CONTRAC	1,900.00	1,900.00
55405	11/13/2020	00302	SPRINT	155018370-109	10/29/2020	DAC CHARGES/9-26 TO 10-25	3,527.93	
				107177860-114	10/27/2020	WIRELESS MODEMS/9-24 TO	85.98	3,613.91
55406	11/13/2020	00036	TALLEY INCORPORATED	10373139	10/27/2020	TALLEY INC BILLABLE PARTS	839.73	839.73
55407	11/13/2020	00300	UNITED POWER GENERATIO	15126	7/29/2020	SERVICES AND INSPECTION	1,264.40	1,264.40
55408	11/13/2020	00171	VERIZON WIRELESS	9865608609	10/23/2020	GPD DAC CHARGES/ 9/24/20-	2,791.16	
				9865531485	10/23/2020	MODEM SVC. MBPD/ 9/24/20	1,026.75	
				9865547312	10/23/2020	DAC CHARGES HPD/ 9/24/20-	386.18	
				9865531486	10/23/2020	MODEM SVC. MBPD/ 9/24/20-	38.01	4,242.10

Bank : union UNION BANK

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>
55409	11/13/2020	00063	WHELEN ENGINEERING CO., 797480	10/21/2020	WHELEN ENGINEERING CO E	985.64	
			794096	10/15/2020	WHELEN ENGINEERING CO E	609.30	
			803157	10/29/2020	WHELEN ENGINEERING CO E	261.29	
			798886	10/22/2020	WHELEN ENGINEERING CO E	37.04	1,893.27
55410	11/13/2020	00067	XCEL MECHANICAL SYSTEMS22455	10/22/2020	HQ MAINTENANCE	5,928.00	5,928.00
55411	11/13/2020	00735	XEROX FINANCIAL SERVICES2354871	11/10/2020	MONTHLY LEASE - BLACK & \	1,038.78	1,038.78
Sub total for UNION BANK:							49,306.58

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20203	11/20/2020	00219	INTERNAL REVENUE SERVICE	Ben31115	11/20/2020	FEDERAL WITHHOLDING TAX	30,952.79	30,952.79
20204	11/20/2020	00223	EMPLOYMENT DEVEL DEPT	Ben31117	11/20/2020	STATE DISABILITY INSURANC	11,833.14	11,833.14
20205	11/20/2020	00222	STATE DISBURSEMENT UNIT	Ben31121	11/20/2020	SUPPORT: PAYMENT	184.62	184.62
20206	11/20/2020	00058	CALPERS	Ben31113	11/20/2020	PERS RETIREMENT: PAYMEN	38,769.22	38,769.22
20207	11/20/2020	00221	ICMA RETIREMENT TRUST	Ben31119	11/20/2020	DEFERRED COMPENSATION	14,794.66	14,794.66
55412	11/20/2020	00002	AFLAC	Ben31107	11/20/2020	AFLAC INSURANCE: PAYMEN	3,611.46	3,611.46
55413	11/20/2020	00217	CALIFORNIA TEAMSTERS UN	Ben31109	11/20/2020	UNION DUES TEAMSTERS: P.	2,010.00	2,010.00
55414	11/20/2020	00218	CWA LOCAL 9400	Ben31111	11/20/2020	UNION DUES CWA: PAYMENT	257.97	257.97
Sub total for UNION BANK:							102,413.86	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1786	11/27/2020	00012	CALIFORNIA WATER SERVICE4675328235	11/16/2020	WATER SERV HQ/ 10/16/20 -	170.62	170.62
1787	11/27/2020	00069	SOUTHERN CALIFORNIA EDI\$2-23-553-5986 2-03-672-6511	11/14/2020 11/20/2020	ELEC SERV HQ/ 10/5/20 - 11/1 ELEC SERV PUNTA/ 10/20/20	9,047.90 700.48	9,748.38
1788	11/25/2020	00621	FIRST BANKCARD				
		00466	AMAZON MARKETPLACE 113-5738005-26	10/22/2020	COVID-19: OFFICE EQUIPMEI	879.80	
		00949	DR. PAUL'S IMMEDIATE CARE101820	10/18/2020	COVID-19: TESTING	625.00	
		00950	SONO SUPPLIES 4265	10/27/2020	COVID-19: DISINFECTING PR	550.71	
		00466	AMAZON MARKETPLACE 111-7129246-37	10/2/2020	JANITORIAL SUPPLIES	399.95	
		00951	YOUR MEMBERSHIP R48633734	10/5/2020	RECRUITMENT	399.00	
		00466	AMAZON MARKETPLACE 111-9066348-99	10/2/2020	JANITORIAL SUPPLIES	286.50	
		00954	DOCUSIGN 101920	10/19/2020	SOFTWARE FOR SIGNING DC	270.00	
		00345	LEHR AUTO 52450	10/22/2020	COVID-19: GENERAL TECH S	244.76	
		00952	GRASS ROOTS LABS 100120	10/6/2020	RECRUITMENT	225.00	
		00610	DIRECTV 37821002167	10/5/2020	CABLE SERVICE	224.71	
		00466	AMAZON MARKETPLACE 112-8125828-08	10/22/2020	JANITORIAL SUPPLIES	180.32	
		00583	WALMART SUPERCENTER #55722063031260	10/28/2020	GENERAL TECH SUPPLIES	164.27	
		00194	DAILY BREEZE 901258622	10/15/2020	TORRANCE DAILY BREEZE	157.80	
		00947	EG INDUSTRIES 987	10/14/2020	FOOT STOOLS FOR COMMUI	129.85	
		00949	DR. PAUL'S IMMEDIATE CARE102120-1	10/21/2020	COVID-19: TESTING	125.00	
		00949	DR. PAUL'S IMMEDIATE CARE102120-2	10/21/2020	COVID-19: TESTING	125.00	
		00949	DR. PAUL'S IMMEDIATE CARE102120-3	10/21/2020	COVID-19: TESTING	125.00	
		00466	AMAZON MARKETPLACE 113-4882744-71	10/27/2020	COVID-19: JANITORIAL SUPP	121.23	
		00466	AMAZON MARKETPLACE 112-1032033-30	10/19/2020	OFFICE SUPPLIES	106.64	
		00466	AMAZON MARKETPLACE 112-5542253-72	10/13/2020	COVID-19: JANITORIAL SUPP	105.88	
		00466	AMAZON MARKETPLACE 112-6085734-63	10/19/2020	OFFICE SUPPLIES	105.28	
		00466	AMAZON MARKETPLACE 114-5489803-67	10/22/2020	COVID-19: DISINFECTING PR	99.21	
		00466	AMAZON MARKETPLACE 114-6826064-20	10/22/2020	COVID-19: DISINFECTING PR	99.21	
		00466	AMAZON MARKETPLACE 113-0425028-77	10/15/2020	OFFICE SUPPLIES	99.15	
		00466	AMAZON MARKETPLACE 111-3360573-17	10/28/2020	OFFICE SUPPLIES	95.50	
		00466	AMAZON MARKETPLACE 112-7779889-70	10/13/2020	OFFICE SUPPLIES	92.54	
		00087	LIEBERT CASSIDY & WHITMO102220	10/22/2020	TRAINING	91.00	
		00761	BOX INV08377397	10/26/2020	SOFTWARE SERVICES	90.00	
		00466	AMAZON MARKETPLACE 114-9136229-75	10/6/2020	COVID-19: JANITORIAL SUPP	85.92	
		00948	LIFE AND HOME 2018980822	10/19/2020	FOOT STOOLS FOR COMMUI	85.71	

Bank : union UNION BANK

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
		00466	AMAZON MARKETPLACE	113-7186447-69	10/6/2020	JANITORIAL SUPPLIES	83.95
		00953	SPRING VALUE CLEANERS	004997	10/13/2020	UNIFORMS	78.80
		00466	AMAZON MARKETPLACE	113-8554097-46	10/22/2020	OFFICE SUPPLIES	77.16
		00467	LOWES BUSINESS	8590455	10/1/2020	GENERAL TECH SUPPLIES	73.50
		00466	AMAZON MARKETPLACE	113-1026412-40	10/13/2020	COVID-19: JANITORIAL SUPP	66.41
		00466	AMAZON MARKETPLACE	112-2717735-73	10/16/2020	OFFICE SUPPLIES	59.70
		00795	MEDIA TEMPLE	324775-27	10/23/2020	MONTHLY WEBSITE HOSTING	55.00
		00466	AMAZON MARKETPLACE	112-0281872-85	10/13/2020	COVID-19: JANITORIAL SUPP	52.14
		00466	AMAZON MARKETPLACE	112-2559388-50	10/30/2020	JANITORIAL SUPPLIES	50.35
		00466	AMAZON MARKETPLACE	112-6360195-24	10/22/2020	COVID-19: JANITORIAL SUPP	50.14
		00466	AMAZON MARKETPLACE	113-7122937-41	10/7/2020	JANITORIAL SUPPLIES	44.59
		00466	AMAZON MARKETPLACE	112-8074204-80	10/13/2020	JANITORIAL SUPPLIES	44.09
		00466	AMAZON MARKETPLACE	111-3564897-50	10/28/2020	COVID-19: JANITORIAL SUPP	32.96
		00466	AMAZON MARKETPLACE	112-7605771-26	10/1/2020	CHECK SCANNER CLEANING	31.41
		00466	AMAZON MARKETPLACE	114-8515831-18	10/6/2020	OFFICE SUPPLIES	28.55
		00466	AMAZON MARKETPLACE	111-4252786-19	10/7/2020	COVID-19: JANITORIAL SUPP	24.53
		00467	LOWES BUSINESS	80921343	10/5/2020	GENERAL TECH SUPPLIES	22.03
		00466	AMAZON MARKETPLACE	112-0501433-42	10/27/2020	COVID-19: JANITORIAL SUPP	18.13
		00466	AMAZON MARKETPLACE	111-2433266-92	10/29/2020	COVID-19: JANITORIAL SUPP	17.63
		00826	LA TIMES	100120	10/7/2020	LA TIMES MONTHLY SUBSCR	15.96
		00466	AMAZON MARKETPLACE	113-7451045-40	10/13/2020	COVID-19: JANITORIAL SUPP	13.16
		00466	AMAZON MARKETPLACE	112-6360195-24	10/27/2020	COVID-19: JANITORIAL SUPP	5.00
		00466	AMAZON MARKETPLACE	103020	10/30/2020	AMAZON REFUND FOR ERR	-46.13
55415	11/27/2020	00297	AT&T, ATT CALNET	000015616986	11/13/2020	PHONE SERVICE 10/13/20-11/	202.96
				000015613922	11/13/2020	PHONE SERV 10/13/20-11/12/	108.61
				00015609786	11/13/2020	PHONE SERV 10/13/20-11/12/	2,486.84
55416	11/27/2020	00014	CDW GOVERNMENT, INC.	3885322	11/6/2020	CDW-G BILLABLE PARTS	2,701.13
55417	11/27/2020	00225	COMMLINE INC	0255135-IN	10/29/2020	OUTSIDE TECH SERVICES	15,000.00
55418	11/27/2020	00078	COX, CHRISTOPHER	112720	11/27/2020	RETIREE MED PREM/DEC 20	740.78
55419	11/27/2020	00651	FRONTIER	Y002Z665-S-203	11/5/2020	PHONE SERV 11/05/20-12/04/	51.80
				7002Z664-S-203	11/5/2020	PHONE SERV 11/05/20-12/04/	15.12
55420	11/27/2020	00928	GASTIL, ASHLEY	051520	5/15/2020	REIMBURSEMENT FOR 3/2/2	75.27
55421	11/27/2020	00940	HAWKINS, JAMES	112720	11/27/2020	TUITION REIMB/FY 2020-21	920.00
55422	11/27/2020	00148	HAWTHORNE, CITY OF	2103-002035	11/24/2020	LASD MONTHLY DATA CONNI	689.39
55423	11/27/2020	00880	JUAN CHAVEZ LANDSCAPING	INV0572	11/17/2020	HQ MAINTENANCE - LANDSC	450.00
							7,289.00
							2,798.41
							2,701.13
							15,000.00
							740.78
							66.92
							75.27
							920.00
							689.39
							450.00

Bank : union UNION BANK

(Continued)

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>
55424	11/27/2020	00116	MEADORS, LATANYA	112720	11/27/2020 RETIREE MED PREM/DEC 20	476.43	476.43
55425	11/27/2020	00060	RIVERA, JOSE	112720	11/27/2020 RETIREE MED PREM/DEC 20	520.89	520.89
55426	11/27/2020	00145	SETINA MFG CO INC	215153	11/13/2020 SETINA MANUFACTURING CO	4,232.50	
				214914	11/11/2020 SETINA MANUFACTURING CO	2,449.60	6,682.10
55427	11/27/2020	00126	STEVENS, DEBORAH	112720	11/27/2020 RETIREE MED PREM/DEC 20	608.75	608.75
55428	11/27/2020	00034	STEVENS, GARY	112720	11/27/2020 RETIREE MED PREM/DEC 20	606.50	606.50
55429	11/27/2020	00063	WHELEN ENGINEERING CO.,	808962	11/9/2020 WHELEN ENGINEERING CO E	3,696.15	
				809636	11/9/2020 WHELEN ENGINEERING CO E	820.26	
				806687	11/4/2020 WHELEN ENGINEERING CO E	216.97	
				809536	11/9/2020 WHELEN ENGINEERING CO E	136.71	4,870.09
Sub total for UNION BANK:							54,414.66

F-1

A. CALL TO ORDER

The User Committee convened in a special meeting at 2:02PM on November 12, 2020 by teleconference.

B. ROLL CALL

Present: Chief Mike Saffell, Gardena Police Department
Chief Derrick Abell, Manhattan Beach Police Department
Chief Wolfgang Knabe, Manhattan Beach Fire Department
Chief Mike Ishii, Hawthorne Police Department

C. PUBLIC DISCUSSION

None.

D. USER COMMITTEE CLOSED SESSION AGENDA

Approximately at 2:03PM, the User Committee went into closed session to discuss the following item:

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

The User Committee returned from closed session at 3:42PM with no actions taken.

E. ADJOURNMENT

The meeting adjourned at 3:42PM.

F-2

EXECUTIVE COMMITTEE AND THE USER COMMITTEE

A. CALL TO ORDER

The Executive and User Committees convened in a regular joint session at 2:03PM on November 17, 2020 by teleconference.

B. ROLL CALL

Present: City Manager Bruce Moe, City of Manhattan Beach
City Manager Erick Lee, City of Hawthorne
City Manager Clint Osorio, City of Gardena
Chief Wolfgang Knabe, Manhattan Beach Fire Department
Chief Mike Saffell, Gardena Police Department
Chief Derrick Abell, Manhattan Beach Police Department
Chief Mike Ishii, Hawthorne Police Department

Also Present: Chief Bill Whalen, El Segundo Police Department
John Krok, Acting Executive Director
Shannon Kauffman, Operations Manger
Vanessa Alfaro, Finance & Performance Audit Manager
Jennifer Petrusis, Richards Watson Gershon
Stephanie Swofford, Manhattan Beach Human Resources
Lisa Jenkins, Manhattan Beach Human Resources

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

MOTION: City Manager Moe moved to approve the Consent Calendar, Items 1-4. The motion was seconded by City Manager Osorio and passed by unanimous voice vote.

1. Minutes from October 20, 2020
APPROVE
2. Check Register - October 2020
RECEIVE AND FILE
3. Cash & Investments Report/September 30, 2020
RECEIVE AND FILE
4. Ratification of an Emergency Purchase from Rick's Gate Works, Inc. for Gate Repair Services
APPROVE

E. ITEMS TO REMOVE FROM CONSENT CALENDAR

None.

F. EXECUTIVE COMMITTEE GENERAL BUSINESS

1. Side Letter Agreement Amending the July 1, 2017 to December 31, 2020 Memorandum of Understanding with the California Teamsters Public, Professional and Medical Employees Union Local 911
APPROVE
2. Side Letter Agreement Amending the July 1, 2017 to December 31, 2020 Memorandum of Understanding with the Communication Workers of America
APPROVE

MOTION: City Manager Moe moved to approve General Business Items F-1 and F-2. The motion was seconded by City Manager Osorio and passed by unanimous voice vote.

3. Public Employment Position, Acting Executive Director

MOTION: City Manager Lee moved to approve Shannon Kauffman as Acting Executive Director effective December 1, 2020. The motion was seconded by City Manager Moe and passed by unanimous voice vote.

G. USER COMMITTEE GENERAL BUSINESS

1. Minutes from October 20, 2020

APPROVE

MOTION: Chief Ishii moved to approve the minutes from October 20, 2020. The motion was seconded by Chief Abell and Chief Knabe and passed by unanimous voice vote.

G. ACTING EXECUTIVE DIRECTOR'S REPORT

Acting Executive Director Krok provided updates on Recruitment of Communications Operators, Continuity of Operations during COVID-19 Pandemic, and Mark43 CAD.

I. EXECUTIVE AND USER COMMITTEES' COMMENTS

Chief Abell applauded John Krok's efforts as Acting Executive Director.

J. EXECUTIVE COMMITTEE CLOSED SESSION AGENDA

The Executive Committee entered into closed session at 2:15PM to discuss the following items.

1. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
Agency Designated Representatives: John Krok, Acting Executive Director
Employee Organization: The California Teamsters Public, Professional and Medical Employees Union Local 911
2. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
Agency Designated Representatives: John Krok, Acting Executive Director
Employee Organization: The Communication Workers of America
3. PUBLIC EMPLOYMENT
Pursuant to Government Code Section 54957(b)(1)
Title: Executive Director

The Executive Committee returned from closed session at 3:07PM with no actions taken.

K. ADJOURNMENT

The meeting adjourned at 3:07PM.

G




Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: December 15, 2020

ITEM: G

TO: Executive Committee and User Committee

FROM: Shannon Kauffman, Acting Executive Director 

SUBJECT: EXECUTIVE DIRECTOR'S REPORT

ATTACHMENTS: None

The Executive Committee and User Committee will be provided an oral report on the following topics:

- **Continuity of Operations During COVID-19 Pandemic**
- **Recruitment of Communications Operators**
- **Mark 43 CAD Update**
- **City of Palos Verdes Phase 2 Report Update**