

**AGENDA**  
**REGULAR JOINT MEETING OF THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE**  
**TUESDAY, MAY 17, 2022, 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 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/87115877514?pwd=WE0vNkl0Q1JDZ1NoZ2NTbHlHb09adz09>

**Meeting ID:** [871 1587 7514](#)

**Access Code:** [393077](#)

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](mailto: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, User 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 April 19, 2022  
**APPROVE**
2. Check Register – April 2022  
**RECEIVE AND FILE**
3. Cash & Investments Report/March 31, 2022  
**RECEIVE AND FILE**
4. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings  
**MAKE FINDINGS PURSUANT TO AB 361**

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

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

Executive Director's Update on the Status of the Mark43 Project

G. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from April 19, 2022  
**APPROVE**
2. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings  
**MAKE FINDINGS PURSUANT TO AB 361**

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

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

J. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

1. CONFERENCE WITH LABOR NEGOTIATOR  
Pursuant to Government Code section 54957.6(a)  
  
Agency Designated Representative: 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(a)  
  
Agency Designated Representative: Liebert, Cassidy, Whitmore  
Employee Organization: Management & Confidential Employees
3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Pursuant to Government Code section 54957(b)(1)  
Title: Executive Director
4. CONFERENCE WITH LABOR NEGOTIATOR  
Pursuant to Government Code section 54957.6(a)  
  
Agency Designated Representative: General Counsel Jennifer Petrusis  
Unrepresented Employee: Executive Director

K. **ADJOURNMENT**

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Posting Date/Time: May 13, 2022/9:30AM

Signature:



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Ross Klun, Executive Director

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**MINUTES  
REGULAR JOINT MEETING OF  
THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE**

**APRIL 19, 2022**

**A. CALL TO ORDER**

The Executive and User Committees convened in a regular joint meeting on April 19, 2022 at 2:01PM by teleconference.

**B. ROLL CALL**

Present: City Manager Clint Osorio, City of Gardena  
City Manager Bruce Moe, City of Manhattan Beach  
City Manager Vontray Norris, City of Hawthorne  
Chief Mike Lang, Manhattan Beach Fire Department  
Chief Derrick Abell, Manhattan Beach Police Department  
Chief Mike Saffell, Gardena Police Department

Absent: Chief Mike Ishii, Hawthorne Police Department

Also Present: Shannon Kauffman, Operations Manager  
John Krok, Administrative Services Manager  
Jennifer Petrusis, Richards Gershon Watson  
Laura Kalty, Liebert Cassidy Whitmore  
Vanessa Alfaro, Finance & Performance Audit Manager  
Ross Klun, Executive Director

**C. PUBLIC DISCUSSION**

None.

**D. EXECUTIVE COMMITTEE CONSENT CALENDAR**

Motion: City Manager Moe moved to approve Consent Calendar, Items #1-8. The motion was seconded by City Manager Norris and passed by voice vote.

1. Minutes from March 15, 2022  
**APPROVE**
2. Check Register and Budget Transfers– March 2022  
**RECEIVE AND FILE**
3. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings  
**MAKE FINDINGS PURSUANT TO AB 361**
4. Approve a Change Purchase Order to CDW-G in the Amount of \$75,000 for a Total Not-To-Exceed Amount of \$150,000 for Supplies and Equipment  
**APPROVE**
5. Approve a Change Purchase Order to Motorola Solutions Incorporated in the Amount of \$40,000 for a Total Not-To-Exceed Amount of \$80,000 for Supplies and Equipment  
**APPROVE**
6. Approve a Fiscal year 2021-22 Blanket Purchase Order to Westin Incorporated for Supplies in a Total Amount Not-To-Exceed \$25,000  
**APPROVE**

7. Approve a Change Purchase Order in the Amount of \$20,000 to Liebert Cassidy & Whitmore for a Total Not-To-Exceed Amount of \$65,000 for Legal Services

**APPROVE**

8. FY 2021-22 Budget Performance Report – Q3

**RECEIVE & FILE**

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

None.

**F. USER COMMITTEE CONSENT CALENDAR**

Motion: Chief Abell moved to approve the Consent Calendar, Items #1-2. The motion was seconded by Chief Saffell and passed by voice vote.

1. Minutes from March 15, 2022

**APPROVE**

2. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings

**MAKE FINDINGS PURSUANT TO AB 361**

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

None.

**H. EXECUTIVE DIRECTOR'S REPORT**

Mr. Klun presented an update on Mark43 Cad.

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

Chair Osorio requested more detailed milestones from their baton platform. Vice-Chair Moe inquired after any payments during these milestones. It was confirmed there were no payments made to Mark43 during the first year.

**J. EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

The Executive Committee entered into closed session at 2:18PM to discuss the following items:

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

Agency Designated Representative: Executive Director and Liebert, Cassidy, Whitmore  
Employee Organization: The California Teamsters Public, Professional and Medical Employees Union Local 911

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

The Executive Committee returned from closed session at 2:53PM with no actions taken.

**K. ADJOURNMENT**

The meeting adjourned at 2:54PM.

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## Check Register FY 2021-22

April 2022

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
April 1, 2022	\$91,360.52	
April 8, 2022	\$170,677.14	
April 15, 2022	\$60,302.73	
April 22, 2022	\$104,330.05	
April 29, 2022	\$82,821.26	
	<hr/>	
Accounts Payable Total	\$509,491.70	
 <u>Payroll Checks Issued Date</u>		
April 8, 2022	\$162,382.43	
April 22, 2022	\$165,560.21	
	<hr/>	
Payroll Total	\$327,942.64	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1903	4/1/2022	00069	SOUTHERN CALIFORNIA EDI\$700440732476	3/15/2022	ELEC SERV / 2/9/22 - 3/10/22	10,190.75	
			700383926852	3/21/2022	ELEC SERV PUNTA/ 2/17/22 -	930.96	11,121.71
1904	4/1/2022	00012	CALIFORNIA WATER SERVICE4675328235	3/17/2022	WATER SERV HQ/ 2/16/21 - 3/	212.28	212.28
56354	4/1/2022	00014	CDW GOVERNMENT, INC. S272127	2/16/2022	CDW-G BILLABLE PARTS	2,149.88	2,149.88
56355	4/1/2022	00017	CHEM PRO LABORATORY, IN#685494	3/23/2022	WATER TREATMENT SERVIC	91.50	91.50
56356	4/1/2022	00225	COMMLINE INC 0318230-IN	8/1/2022	COMMLINE INC BILLABLE PA	33,690.00	33,690.00
56357	4/1/2022	00033	EDDINGS BRO AUTO PARTS 873629	3/18/2022	GENERAL TECH SUPPLIES	68.86	68.86
56358	4/1/2022	00181	GARDENA, CITY OF 006579	3/10/2022	FY20-21 911 PHONE LINE SEI	10,210.24	10,210.24
56359	4/1/2022	00322	GEOSPATIAL TECHNOLOGIES18323	3/14/2022	SOFTWARE MAINTENANCE S	13,173.00	13,173.00
56360	4/1/2022	00087	LIEBERT CASSIDY & WHITMO214028	2/28/2022	LEGAL SERVICES	2,613.00	
			214142	2/28/2022	LEGAL SERVICES	2,301.00	
			213806	2/28/2022	LEGAL SERVICES	1,490.00	6,404.00
56361	4/1/2022	00043	MANEY WIRE & CABLE, INC. 20077299	3/15/2022	MANEY WIRE & CABLE BILLA	2,666.35	2,666.35
56362	4/1/2022	00047	MOTOROLA SOLUTIONS, INC.8281332889	2/24/2022	MOTOROLA SOLUTIONS INC	166.68	166.68
56363	4/1/2022	00818	RICHARDS,WATSON & GERS#236209	3/22/2022	GENERAL COUNSEL & LEGAI	9,657.70	9,657.70
56364	4/1/2022	00801	RICK'S GATE WORKS, INC. 256371	3/8/2022	GATE REPAIR	214.75	214.75
56365	4/1/2022	00144	SAXE-CLIFFORD PHD, SUSAN22-0310-3	3/10/2022	PRE-EMPLOYMENT PSYCHO	400.00	400.00
56366	4/1/2022	00803	SPARKLETTS 18193479 03182	3/18/2022	HQ MAINTENANCE - WATER I	43.00	43.00
56367	4/1/2022	00036	TALLEY INCORPORATED 10409227	3/22/2022	TALLEY INC BILLABLE PARTS	315.06	
			10409306	3/23/2022	TALLEY INC BILLABLE PARTS	177.07	492.13
56368	4/1/2022	00171	VERIZON WIRELESS 9902138455	3/18/2022	CELL PH. CHGS: 3/19/22-4/18,	371.00	371.00
56369	4/1/2022	00996	WAGeworks INC., HEALTHEINV3580786	3/23/2022	MONTHLY COMPLIANCE FEE	81.50	81.50
56370	4/1/2022	00150	WATTCO 59168	3/16/2022	WATTCO BILLABLE PARTS	145.94	145.94
<b>Sub total for UNION BANK:</b>							<b>91,360.52</b>



Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20418	4/1/2022	00696	GUARDIAN	533654-04	3/22/2022	GUARDIAN - DENTAL, VISION,	7,508.04	7,508.04
20419	4/8/2022	00058	CALPERS	1000000167456	3/14/2022	HEALTH PREMIUMS - APRIL 2	58,215.24	58,215.24
20420	4/8/2022	00219	INTERNAL REVENUE SERVICE	Ben33952	4/8/2022	FEDERAL WITHHOLDING TAX	34,390.59	34,390.59
20421	4/8/2022	00223	EMPLOYMENT DEVELOPMENT	Ben33956	4/8/2022	STATE DISABILITY INSURANCE	13,576.67	13,576.67
20422	4/8/2022	00222	STATE DISBURSEMENT UNIT	Ben33962	4/8/2022	SUPPORT: PAYMENT	184.62	184.62
20423	4/8/2022	00058	CALPERS	Ben33954	4/8/2022	PERS RETIREMENT: PAYMENT	37,074.10	37,074.10
20424	4/8/2022	00221	MISSIONS SQUARE RETIREMENT	Ben33958	4/8/2022	DEFERRED COMPENSATION	17,529.80	17,529.80
56371	4/8/2022	00217	CALIFORNIA TEAMSTERS UNION	Ben33948	4/8/2022	UNION DUES TEAMSTERS: P	1,732.50	1,732.50
56372	4/8/2022	00218	CWA LOCAL 9400	Ben33950	4/8/2022	UNION DUES CWA: PAYMENT	269.42	269.42
56373	4/8/2022	00996	WAGeworks INC., HEALTHCARE	Ben33960	4/8/2022	HEALTH CARE FSA: PAYMENT	196.16	196.16
<b>Sub total for UNION BANK:</b>							<b>170,677.14</b>	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
1905	4/4/2022	00070	GAS COMPANY, THE	059 194 8982 2	3/9/2022	GAS SERVICE HQ/ 2/3/22-3/7/	1,512.33	1,512.33
1906	4/15/2022	00012	CALIFORNIA WATER SERVICE	5550731926	3/31/2022	FIRE PROTECTION SERVICE,	101.00	101.00
1907	4/15/2022	00070	GAS COMPANY, THE	059 194 8982 2	4/7/2022	GAS SERVICE HQ/ 3/7/22-4/5/	1,391.14	1,391.14
1908	4/15/2022	00069	SOUTHERN CALIFORNIA EDI	700610392752	4/5/2022	ELECT SERV GRANDVIEW/ 3,	189.60	189.60
1909	4/15/2022	00651	FRONTIER	209-188-0077-04	4/1/2022	PHONE SERVICE 4/1/22 - 4/30	403.48	403.48
1910	4/15/2022	00621	FIRST BANKCARD					
		00228	COSTCO MEMBERSHIP	286020239	3/14/2022	JANITORIAL SUPPLIES	501.24	
		01027	LOCAL SIGN GUYS INC	1609	3/28/2022	PARTS - BILLING	396.90	
		00255	CSMFO	200012719	3/2/2022	CSMFO VIRTUAL CONFEREN	350.00	
		00762	KIM TURNER LLC	INVOICE-414	3/29/2022	TRAINING - DOHRMANN	349.00	
		00466	AMAZON MARKETPLACE	112-8390025-15	3/13/2022	PARTS - BILLING	330.60	
		00905	LOGMEIN (GO TO MEETINGS)	328212986	3/18/2022	MEMBERSHIP RENEWAL	288.00	
		00199	GOVT FINANCE OFFICERS AS	709145	3/9/2022	GFOA VIRTUAL TRAINING	280.00	
		00466	AMAZON MARKETPLACE	112-5384493-88	3/13/2022	PARTS - BILLING	268.28	
		00466	AMAZON MARKETPLACE	111-3188432-42	3/20/2022	PARTS - BILLING	248.40	
		00610	DIRECTV	065190124X220	3/5/2022	CABLE SERVICE	231.99	
		00467	LOWES BUSINESS	80842513	3/9/2022	HQ MAINTENANCE	150.01	
		00141	POWERPHONE INC	76128	3/17/2022	MANDATORY EMERGENCY M	129.00	
		00466	AMAZON MARKETPLACE	114-7589691-89	3/8/2022	OFFICE SUPPLIES	122.26	
		01025	1-800-FLOWERS.COM	W010058049011	3/4/2022	EMPLOYEE SERVICES	118.24	
		00255	CSMFO	300009118	3/2/2022	CSMFO ANNUAL MEMBERSH	110.00	
		00466	AMAZON MARKETPLACE	111-5244079-37	3/18/2022	PARTS - BILLING	100.23	
		00761	BOX	INV09784579	2/26/2022	SOFTWARE SERVICES	90.00	
		00761	BOX	INV09867726	3/26/2022	SOFTWARE SERVICES	90.00	
		00600	CHEVRON G&M #186	814006940	3/22/2022	FUEL - EXPLORER	89.32	
		00466	AMAZON MARKETPLACE	112-8937734-22	3/27/2022	GENERAL TECH SUPPLIES	88.19	
		00466	AMAZON MARKETPLACE	114-0728858-36	3/30/2022	OFFICE SUPPLIES	57.85	
		00795	MEDIA TEMPLE	324775-44	2/23/2022	MONTHL WEBSITE HOSTING	55.00	
		00714	DOOR DASH	357014-1	3/4/2022	EMPLOYEE APPRECIATION C	51.48	
		00714	DOOR DASH	357014-2	3/4/2022	EMPLOYEE APPRECIATION C	51.48	
		00466	AMAZON MARKETPLACE	114-1432649-68	3/28/2022	OFFICE SUPPLIES - SPACE H	49.60	
		00466	AMAZON MARKETPLACE	114-7517829-19	3/4/2022	JANITORIAL SUPPLIES	48.17	
		00829	HUMMUS HOUSE	13	3/23/2022	EMPLOYEE SERVICES MARK	47.92	
		00466	AMAZON MARKETPLACE	112-4734276-30	3/10/2022	PARTS - BILLING	42.59	

Bank : union UNION BANK

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
		00141	POWERPHONE INC	76196	3/17/2022	MANDATORY EMERGENCY M	40.00	
		00466	AMAZON MARKETPLACE	111-2596344-00	3/4/2022	OFFICE SUPPLIES	36.90	
		01026	UNITY MANUFACTURING CO	UMC-24169	3/23/2022	PARTS - BILLING	36.85	
		00199	GOVT FINANCE OFFICERS AS	708720	3/7/2022	GFOA WEBINAR	35.00	
		00466	AMAZON MARKETPLACE	114-5506658-91	3/4/2022	OFFICE SUPPLIES	32.93	
		00466	AMAZON MARKETPLACE	111-4292437-20	3/18/2022	PARTS - BILLING	27.55	
		00466	AMAZON MARKETPLACE	114-8967616-82	3/4/2022	JANITORIAL SUPPLIES	25.11	
		01024	PETCO	040722	3/2/2022	REIMBURSED PERSONAL CF	23.52	
		00466	AMAZON MARKETPLACE	111-6150931-73	3/2/2022	OFFICE SUPPLIES	20.07	
		00466	AMAZON MARKETPLACE	112-5792017-15	3/27/2022	GENERAL TECH SUPPLIES	17.08	
		00466	AMAZON MARKETPLACE	113-4351954-07	3/3/2022	JANITORIAL SUPPLIES	16.22	
		00466	AMAZON MARKETPLACE	112+4492558-34	3/29/2022	OFFICE SUPPLIES	16.21	
		00826	LA TIMES	040722	2/28/2022	LA TIMES MONTHLY SUBSCR	15.96	
		00826	LA TIMES	041122	3/28/2022	LA TIMES MONTHLY SUBSCR	15.96	
		00466	AMAZON MARKETPLACE	111-3828320-70	3/3/2022	OFFICE SUPPLIES	14.28	
		00466	AMAZON MARKETPLACE	111-3765322-05	3/3/2022	JANITORIAL SUPPLIES	13.00	
		00466	AMAZON MARKETPLACE	112-7374723-25	3/4/2022	JANITORIAL SUPPLIES	12.16	
		00466	AMAZON MARKETPLACE	113-4097313-10	3/3/2022	JANITORIAL SUPPLIES	9.41	
		00466	AMAZON MARKETPLACE	113-2821485-70	3/2/2022	OFFICE SUPPLIES	9.30	
		01017	SHIPFASTE - DO NOT USE, (F2022030200071		3/18/2022	REFUND FOR BINAX COVID 1	-254.99	4,898.27
56375	4/15/2022	00482	A-A BACKFLOW TESTING & M	78123	4/8/2022	BACKFLOW TESTING	150.00	150.00
56376	4/15/2022	00297	AT&T, ATT CALNET	000018002914	4/3/2022	PHONE SERVICE 3/03/22-4/02	549.28	549.28
56377	4/15/2022	00064	AT&T, ATT PAYMENT CENTER	960 461-1623 55	4/1/2022	PHONE SERVICE 4/01/2022-4.	1,338.63	1,338.63
56378	4/15/2022	01004	BOB & MARC PLUMBING CO	S-105795	4/5/2022	HQ MAINTENANCE	141.07	141.07
56379	4/15/2022	00014	CDW GOVERNMENT, INC.	V383721	4/1/2022	CDW-G BILLABLE PARTS	2,238.44	
				V513631	4/5/2022	CDW-G BILLABLE PARTS	2,199.49	
				V386083	4/1/2022	CDW-G BILLABLE PARTS	35.28	4,473.21
56380	4/15/2022	00101	CORDOVA, TONY	041522	4/15/2022	RETIREE MED PREM/MAY 20:	601.00	601.00
56381	4/15/2022	00407	COSCO FIRE PROTECTION IN	1000543818	11/29/2021	FIRE SUPPRESSION PREACT	12,296.52	
				1000533954	9/3/2021	ANNUAL FIRE & EXTINGUISH	3,539.28	
				1000539146	10/19/2021	ANNUAL FIRE & EXTINGUISH	925.00	
				1000539672	10/25/2021	ANNUAL FIRE & EXTINGUISH	755.00	17,515.80
56382	4/15/2022	00879	CROWN CASTLE	1086582	4/1/2022	REDUNDANT INTERNET SER	1,100.00	1,100.00
56383	4/15/2022	00103	DIVINITY, TANJI	041522	4/15/2022	RETIREE MED PREM/MAY 20:	570.78	570.78
56384	4/15/2022	00785	EXPERIAN	CD2212002825	3/25/2022	CREDIT CHECK	32.00	32.00

Bank : union UNION BANK

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
56385	4/15/2022	00688	IKEY 157091	3/31/2022	IKEY BILLABLE PARTS	4,991.25	4,991.25
56386	4/15/2022	00880	JUAN CHAVEZ LANDSCAPING INV0819	4/1/2022	HQ MAINTENANCE - LANDSC	450.00	450.00
56387	4/15/2022	00799	LA UNIFORMS & TAILORING 12012	3/16/2022	UNIFORM SETS FOR COMMII	196.02	196.02
56388	4/15/2022	00760	LAWLES ENTERPRISES, INC. 11446	4/6/2022	BACKGROUND INVESTIGATI	35.00	35.00
56389	4/15/2022	00671	MARC R. COHEN, MD FY21-22-09	4/3/2022	MEDICAL DIRECTOR SERVIC	2,541.67	2,541.67
56390	4/15/2022	00116	MEADORS, LATANYA 041522	4/15/2022	RETIREE MED PREM/MAY 20:	527.48	527.48
56391	4/15/2022	00331	MITSUBISHI ELECTRIC INC 421363	4/1/2022	HQ MAINTENANCE - ELEVATC	761.27	761.27
56392	4/15/2022	00577	NEW LOOK AUTO DETAIL 2623	4/8/2022	VEHICLE MAINTENANCE & D	105.00	105.00
56393	4/15/2022	00121	PINELA, ELIZABETH 041522	4/15/2022	RETIREE MED PREM/MAY 20:	570.78	570.78
56394	4/15/2022	01022	RACE COMMUNICATIONS RC661091	4/1/2022	COMMUNICATION CONTRAC	1,198.50	1,198.50
56395	4/15/2022	00060	RIVERA, JOSE 041522	4/15/2022	RETIREE MED PREM/MAY 20:	557.02	557.02
56396	4/15/2022	00824	SMART JANITORIAL, COMPLE11076	4/1/2022	HQ MAINTENANCE - CLEANI	3,585.00	3,585.00
56397	4/15/2022	00034	STEVENS, GARY 041522	4/15/2022	RETIREE MED PREM/MAY 20:	601.00	601.00
56398	4/15/2022	00046	UNITED PARCEL SERVICE 0000005337W11	4/2/2022	POSTAGE AND SHIPPING	17.03	17.03
56399	4/15/2022	00171	VERIZON WIRELESS 9902587629	3/23/2022	GPD DAC CHARGES/ 2/24/22-	1,672.79	
			9902522767	3/23/2022	DAC CHARGES HPD/ 2/24/22-	1,546.17	
			9902506251	3/23/2022	MODEM SVC. MBPD/ 2/24/22 .	722.51	
			9902506252	3/23/2022	MODEM SVC. MBPD/ 2/24/22-	78.02	4,019.49
56400	4/15/2022	00063	WHELEN ENGINEERING CO., 094033	4/4/2022	WHELEN ENGINEERING CO I	428.65	428.65
56401	4/15/2022	00067	XCEL MECHANICAL SYSTEMS736	3/31/2022	HQ MAINTENANCE	3,183.49	
			748	3/31/2022	HQ MAINTENANCE	450.00	3,633.49
56402	4/15/2022	00735	XEROX FINANCIAL SERVICES3193335	4/1/2022	OFFICE EQUIPMENT LEASE	1,116.49	1,116.49
<b>Sub total for UNION BANK:</b>							<b>60,302.73</b>

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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>	
20425	4/22/2022	00219	INTERNAL REVENUE SERVICE	Ben34065	4/22/2022	FEDERAL WITHHOLDING TAX	33,218.19	33,218.19
20426	4/22/2022	00223	EMPLOYMENT DEVEL DEPT	Ben34069	4/22/2022	STATE DISABILITY INSURANC	12,977.62	12,977.62
20427	4/22/2022	00222	STATE DISBURSEMENT UNIT	Ben34075	4/22/2022	SUPPORT: PAYMENT	184.62	184.62
20428	4/22/2022	00058	CALPERS	Ben34067	4/22/2022	PERS RETIREMENT: PAYMEN	36,258.56	36,258.56
20429	4/22/2022	00221	MISSIONSQUARE RETIREMEI	Ben34071	4/22/2022	DEFERRED COMPENSATION	16,572.04	16,572.04
56403	4/22/2022	00002	AFLAC	Ben34059	4/22/2022	AFLAC INSURANCE: PAYMEN	2,920.94	2,920.94
56404	4/22/2022	00217	CALIFORNIA TEAMSTERS UN	Ben34061	4/22/2022	UNION DUES TEAMSTERS: P.	1,732.50	1,732.50
56405	4/22/2022	00218	CWA LOCAL 9400	Ben34063	4/22/2022	UNION DUES CWA: PAYMENT	269.42	269.42
56406	4/22/2022	00996	WAGeworks INC., HEALTHE	Ben34073	4/22/2022	HEALTH CARE FSA: PAYMEN	196.16	196.16
<b>Sub total for UNION BANK:</b>							<b>104,330.05</b>	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1911	4/29/2022	00073	STATE BOARD OF EQUALIZAT012-6555960	4/29/2022	SALES & USE TAX PMT WITH	87.00	87.00
1912	4/29/2022	00069	SOUTHERN CALIFORNIA EDI\$700440732476	4/13/2022	ELEC SERV /3/4/22 - 4/10/22	10,402.21	
			700383926852	4/20/2022	ELEC SERV PUNTA/ 3/21/22 -	851.53	11,253.74
1913	4/29/2022	00012	CALIFORNIA WATER SERVICE4675328235	4/19/2022	WATER SERV HQ/ 3/17/21 -4/	247.59	247.59
56407	4/29/2022	00491	ACCELE ELECTRONICS, INC. 787184	4/14/2022	ACCELE ELECTRONICS BILL,	325.98	325.98
56408	4/29/2022	00297	AT&T, ATT CALNET	000018047640	4/13/2022	PHONE SERV 3/13/22-4/12/22	2,768.42
			000018054840	4/13/2022	PHONE SERV 3/13/22-4/12/22	207.55	
			000018051776	4/13/2022	PHONE SERV 3/13/22-4/12/22	207.43	3,183.40
56409	4/29/2022	01004	BOB & MARC PLUMBING CO S-105889	4/18/2022	HQ MAINTENANCE	502.22	502.22
56410	4/29/2022	00014	CDW GOVERNMENT, INC. T651546	3/17/2022	CDW-G BILLABLE PARTS	16,770.00	16,770.00
56411	4/29/2022	00017	CHEM PRO LABORATORY, IN686518	4/23/2022	WATER TREATMENT SERVIC	91.50	91.50
56412	4/29/2022	00225	COMMLINE INC 035565-IN	3/29/2022	MONTHLY FEE FOR TECH SE	15,000.00	15,000.00
56413	4/29/2022	00008	FEDERAL SIGNAL CORP 7993350	3/28/2022	FEDERAL SIGNAL CORP BILL	3,508.78	
			7991090	3/24/2022	FEDERAL SIGNAL CORP BILL	2,631.84	
			7991093	3/24/2022	FEDERAL SIGNAL CORP BILL	2,529.60	
			7991091	3/24/2022	FEDERAL SIGNAL CORP BILL	2,510.52	
			8000398	4/5/2022	FEDERAL SIGNAL CORP BILL	1,244.67	
			8000383	4/5/2022	FEDERAL SIGNAL CORP BILL	390.00	12,815.41
56414	4/29/2022	00651	FRONTIER 7002Z665-S-22C	4/5/2022	PHONE SERV 4/05/22-5/04/22	380.94	
			7002Z664-S-22C	4/5/2022	PHONE SERV 4/05/22-5/04/22	118.55	499.49
56415	4/29/2022	00027	HAVIS INC. SIN167921	4/5/2022	HAVIS INC BILLABLE PARTS	2,311.10	2,311.10
56416	4/29/2022	00760	LAWLES ENTERPRISES, INC. 11445	4/6/2022	BACKGROUND INVESTIGATI	2,000.00	2,000.00
56417	4/29/2022	00442	LAWSON PRODUCTS, INC. 9309425327	3/30/2022	LAWSON PRODUCTS BILLAB	254.57	
			9309425328	3/30/2022	LAWSON PRODUCTS BILLAB	47.41	301.98
56418	4/29/2022	00087	LIEBERT CASSIDY & WHITMO216467	3/31/2022	LEGAL SERVICES	4,358.60	
			216466	3/31/2022	LEGAL SERVICES	2,278.50	
			216468	3/31/2022	LEGAL SERVICES	1,404.00	8,041.10
56419	4/29/2022	00819	OCCUPATIONAL HEALTH CEN75071949	4/13/2022	PRE-EMPLOYMENT MEDICAL	380.00	380.00
56420	4/29/2022	00818	RICHARDS,WATSON & GERSH236684	4/19/2022	GENERAL COUNSEL & LEGAI	1,981.52	1,981.52
56421	4/29/2022	00144	SAXE-CLIFFORD PHD, SUSAN22-0418-2	4/18/2022	PRE-EMPLOYMENT PSYCHO	400.00	400.00
56422	4/29/2022	00145	SETINA MFG CO INC 242540	3/31/2022	SETINA MANUFACTURING CC	1,712.35	
			242216	3/24/2022	SETINA MANUFACTURING CC	879.90	2,592.25
56423	4/29/2022	00803	SPARKLETTS 18193479 04152	4/15/2022	HQ MAINTENANCE - WATER I	43.00	43.00
56424	4/29/2022	00460	SPECTRUM BUSINESS 1133787040422	4/4/2022	COMMUNICATION CONTRAC	1,900.00	1,900.00

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>
56425	4/29/2022	00996	WAGWORKS INC., HEALTHEINV3702531	4/25/2022	MONTHLY COMPLIANCE FEE	81.50	81.50
56426	4/29/2022	00150	WATTCO	59379	4/12/2022 WATTCO BILLABLE PARTS	1,664.61	
			59469	4/21/2022 WATTCO BILLABLE PARTS	253.94	1,918.55	
56427	4/29/2022	00063	WHELEN ENGINEERING CO., 093846	4/4/2022	WHELEN ENGINEERING CO I	93.93	93.93
<b>Sub total for UNION BANK:</b>							<b>82,821.26</b>

D-3





# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** May 17, 2022

**ITEM NUMBER:** D-3

**TO:** Executive Committee

**COPY TO:** Tim Lilligren, Treasurer

**FROM:** Vanessa Alfaro, Finance & Performance Audit Manager

**SUBJECT:** Cash & Investments Report/March 31, 2022

**ATTACHMENTS:**

1. Cash & Investments Report for March 31, 2022
2. LAIF Month End Statement for March 31, 2022
3. PMIA Performance Report as of March 31, 2022

### **RECOMMENDATION**

Staff recommends that the Executive Committee receive and file the Cash & Investments Report for March 31, 2022.

### **BACKGROUND**

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

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

### **DISCUSSION**

Staff has completed the bank reconciliation for March 31, 2022. Attached is the Cash & Investments Report for the period.

All idle cash of the Authority is invested 100% with the State's Local Agency Investment Fund (LAIF). This complies with the Statement of Investment Policy. LAIF's monthly performance exhibits a decrease from the monthly average yields in 2020.

### **FISCAL IMPACT**

None.

D-3

Attachment 1



## Cash and Investments Report As of March 31, 2022

<b>Funding Source</b>	<b>Bank Balance</b>	<b>Deposits in Transit</b>	<b>Outstanding Checks</b>	<b>Book Balance</b>
<b><u>Active Accounts</u></b>				
MUFG Union Bank (General/Payroll)	\$ 778,943.39	\$ 400,000.00	\$ (8,406.08)	\$ 1,170,537.31
<b><u>Investments</u></b>				
LAIF	\$ 5,739,046.20		\$ -	\$ 5,739,046.20
Total Investments	\$ 5,739,046.20	\$ -	\$ -	\$ 5,739,046.20
<b><u>Other Cash on Hand</u></b>				
Petty Cash	\$ -	\$ -	\$ -	\$ 500.00
				\$ 500.00
<b>Total Cash &amp; Investments</b>				<b>\$ 6,910,083.51</b>
<b><u>Breakdown of cash by fund:</u></b>				
Fund 10 (Enterprise Fund)				\$ 6,880,333.51
Fund 30 (Enterprise Fund)				-
Fund 20 (SHSGP Grant Fund)				29,750.00
Total				<b>\$ 6,910,083.51</b>

D-3

Attachment 2

California State Treasurer  
**Fiona Ma, CPA**



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

April 05, 2022

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

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

[Tran Type Definitions](#)



**Account Number:** 15-19-001

March 2022 Statement

<b>Effective Date</b>	<b>Transaction Date</b>	<b>Tran Type</b>	<b>Confirm Number</b>	<b>Web Confirm Number</b>	<b>Authorized Caller</b>	<b>Amount</b>
3/11/2022	3/10/2022	RW	1698916	1659185	VANESSA ALFARO	-400,000.00
3/24/2022	3/24/2022	RD	1699573	1659843	VANESSA ALFARO	675,000.00

**Account Summary**

Total Deposit:	675,000.00	Beginning Balance:	5,464,046.20
Total Withdrawal:	-400,000.00	Ending Balance:	5,739,046.20

D-3

Attachment 3



# PMIA/LAIF Performance Report as of 04/15/22



## PMIA Average Monthly Effective Yields<sup>(1)</sup>

Mar	0.365
Feb	0.278
Jan	0.234

## Quarterly Performance Quarter Ended 03/31/22

LAIF Apportionment Rate <sup>(2)</sup> :	0.32
LAIF Earnings Ratio <sup>(2)</sup> :	0.00000875657176851
LAIF Fair Value Factor <sup>(1)</sup> :	0.988753538
PMIA Daily <sup>(1)</sup> :	0.42%
PMIA Quarter to Date <sup>(1)</sup> :	0.29%
PMIA Average Life <sup>(1)</sup> :	310

## Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 03/31/22 \$207.9 billion

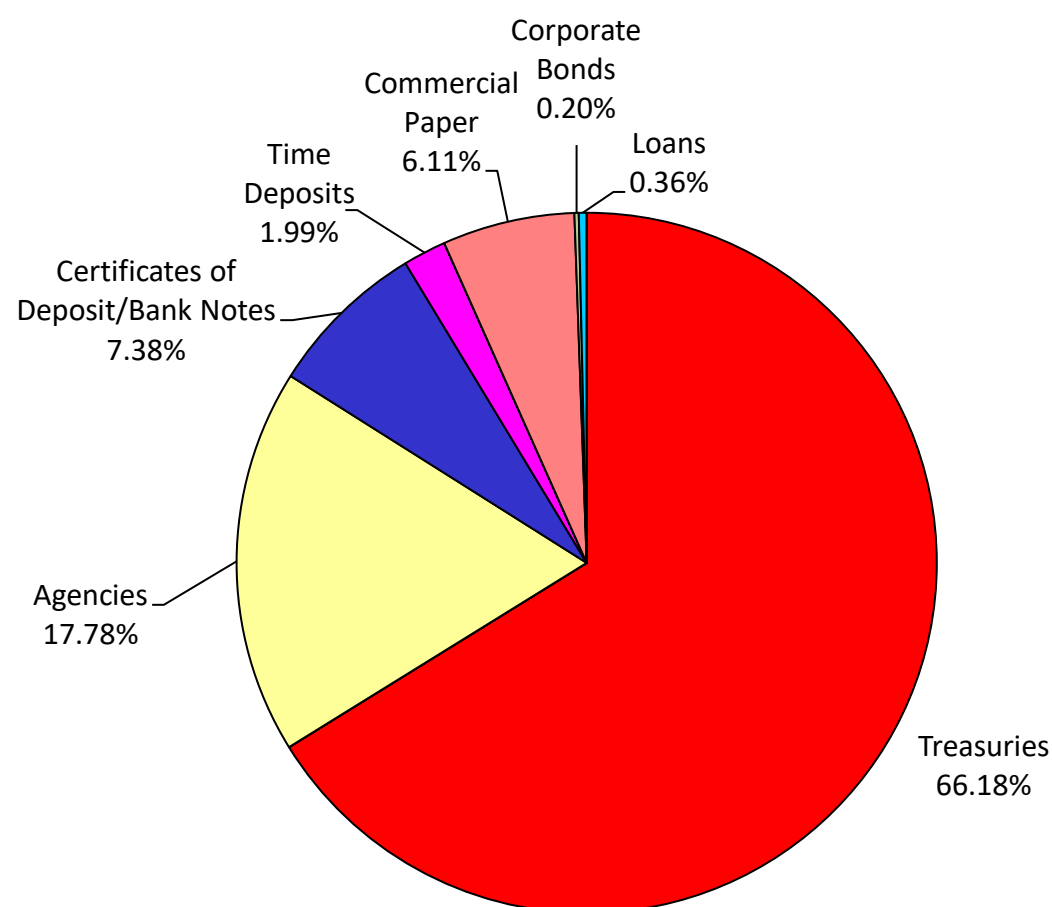


Chart does not include \$5,704,000.00 in mortgages, which equates to 0.003%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

<sup>(1)</sup> State of California, Office of the Treasurer

<sup>(2)</sup> State of California, Office of the Controller

D-4





# Staff Report

South Bay Regional Public Communications Authority

**MEETING DATE:** May 17, 2022

**ITEM:** D-4

**TO:** Executive Committee

**FROM:** M. Ross Klun, Executive Director

**SUBJECT:** AB 361 FINDINGS FOR SPECIAL BROWN ACT  
REQUIREMENTS FOR TELECONFERENCE MEETINGS

## **SUMMARY:**

Staff has placed this item on the agenda to give the Executive Committee an opportunity to make findings specific in AB 361 (2021) for special Brown Act requirements for teleconference meetings. These special requirements give local public agencies greater flexibility to conduct teleconference meetings when there is a declared state of emergency and either social distancing is mandated or recommended, or an in-person meeting would present imminent risks to the health and safety of attendees.

## **RECOMMENDATION:**

Staff recommends that the Executive Committee make the following findings so that meetings of the Executive Committee will be subject to the AB 361 special Brown Act requirements for teleconference meetings: 1) the Executive Committee has reconsidered the circumstances of the COVID-19 state of emergency; and 2) state and local officials continue to recommend measures to promote social distancing.

## **BACKGROUND**

On March 4, 2020, Governor Newsom proclaimed a state of emergency to exist in California due to the spread of COVID-19. The Governor subsequently issued numerous executive orders suspending or modifying state laws to facilitate the response to the emergency. Among other things, these executive orders superseded certain Brown Act requirements and established special rules to give local public agencies greater flexibility to conduct teleconference meetings. The special rules included provisions allowing local public agencies to conduct teleconference meetings without having to provide a physical location from which the public may attend or comment, without having to use teleconference locations that are publicly accessible, and without having to identify teleconference locations on the agenda. Those special rules expired September 30, 2021.

On September 16, 2021, in anticipation of the then-imminent expiration of his special rules for teleconference meetings, the Government signed AB 361. In key part, this bill amends the Brown Act to establish special requirements for teleconference meetings if a legislative body of a local public agency makes two findings pursuant to Government Code section

54953(e)(3). Like the special rules in the Governor’s executive orders, the special Brown Act requirements in AB 361 include provisions allowing public agencies to conduct teleconference meetings without having to provide a physical location from which the public may attend or comment, without having to use teleconference locations that are public accessible, and without having to identify teleconference locations on the agenda. The AB 361 special Brown Act requirements are scheduled to be repealed on January 1, 2024.

In order for a local public agency to be subject to the AB 361 Brown Act requirements for teleconference meetings, a legislative body of a local public agency first must make a finding that it has “reconsidered” the circumstances of a declared state of emergency. Second, the legislative body must find that such emergency continues to directly impact the ability of the legislative body’s members to meet in person. Alternatively, for the second finding, the legislative body must find that state or local officials continue to impose or recommend social distancing measures. These findings must be made within 30 days after the legislative body teleconferences for the first time under AB 361 and every 30 days thereafter.

The COVID-19 state of emergency declaration is still in effect. Furthermore, the State of California and the County of Los Angeles have recommended measures to promote social distancing. Thus, the California Division of Occupational Safety and Health still requires that employers provide training on the effectiveness of physical distancing in the workplace. Additionally, the Los Angeles County Department of Public Health still encourages people at risk for severe illness or death from COVID-19 to take protective measures such as social distancing and, for those not yet fully vaccinated, to physically distance from others whose vaccination status is unknown. The County Health Department also continues to recommend that employers take steps to support physical distancing.

**FISCAL IMPACT**

None.

**G-1**

**MINUTES  
REGULAR JOINT MEETING OF  
THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE**

**APRIL 19, 2022**

**A. CALL TO ORDER**

The Executive and User Committees convened in a regular joint meeting on April 19, 2022 at 2:01PM by teleconference.

**B. ROLL CALL**

Present: City Manager Clint Osorio, City of Gardena  
City Manager Bruce Moe, City of Manhattan Beach  
City Manager Vontray Norris, City of Hawthorne  
Chief Mike Lang, Manhattan Beach Fire Department  
Chief Derrick Abell, Manhattan Beach Police Department  
Chief Mike Saffell, Gardena Police Department

Absent: Chief Mike Ishii, Hawthorne Police Department

Also Present: Shannon Kauffman, Operations Manager  
John Krok, Administrative Services Manager  
Jennifer Petrusis, Richards Gershon Watson  
Laura Kalty, Liebert Cassidy Whitmore  
Vanessa Alfaro, Finance & Performance Audit Manager  
Ross Klun, Executive Director

**C. PUBLIC DISCUSSION**

None.

**D. EXECUTIVE COMMITTEE CONSENT CALENDAR**

Motion: City Manager Moe moved to approve Consent Calendar, Items #1-8. The motion was seconded by City Manager Norris and passed by voice vote.

1. Minutes from March 15, 2022  
**APPROVE**
2. Check Register and Budget Transfers– March 2022  
**RECEIVE AND FILE**
3. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings  
**MAKE FINDINGS PURSUANT TO AB 361**
4. Approve a Change Purchase Order to CDW-G in the Amount of \$75,000 for a Total Not-To-Exceed Amount of \$150,000 for Supplies and Equipment  
**APPROVE**
5. Approve a Change Purchase Order to Motorola Solutions Incorporated in the Amount of \$40,000 for a Total Not-To-Exceed Amount of \$80,000 for Supplies and Equipment  
**APPROVE**
6. Approve a Fiscal year 2021-22 Blanket Purchase Order to Westin Incorporated for Supplies in a Total Amount Not-To-Exceed \$25,000  
**APPROVE**

7. Approve a Change Purchase Order in the Amount of \$20,000 to Liebert Cassidy & Whitmore for a Total Not-To-Exceed Amount of \$65,000 for Legal Services

**APPROVE**

8. FY 2021-22 Budget Performance Report – Q3

**RECEIVE & FILE**

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

None.

**F. USER COMMITTEE CONSENT CALENDAR**

Motion: Chief Abell moved to approve the Consent Calendar, Items #1-2. The motion was seconded by Chief Saffell and passed by voice vote.

1. Minutes from March 15, 2022

**APPROVE**

2. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings

**MAKE FINDINGS PURSUANT TO AB 361**

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

None.

**H. EXECUTIVE DIRECTOR'S REPORT**

Mr. Klun presented an update on Mark43 Cad.

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

Chair Osorio requested more detailed milestones from their baton platform. Vice-Chair Moe inquired after any payments during these milestones. It was confirmed there were no payments made to Mark43 during the first year.

**J. EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

The Executive Committee entered into closed session at 2:18PM to discuss the following items:

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

Agency Designated Representative: Executive Director and Liebert, Cassidy, Whitmore  
Employee Organization: The California Teamsters Public, Professional and Medical Employees Union Local 911

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

The Executive Committee returned from closed session at 2:53PM with no actions taken.

**K. ADJOURNMENT**

The meeting adjourned at 2:54PM.

G-2



# Staff Report

South Bay Regional Public Communications Authority

**MEETING DATE:** May 17, 2022

**ITEM:** G-2

**TO:** User Committee

**FROM:** M. Ross Klun, Executive Director

**SUBJECT:** AB 361 FINDINGS FOR SPECIAL BROWN ACT  
REQUIREMENTS FOR TELECONFERENCE MEETINGS

## **SUMMARY:**

Staff has placed this item on the agenda to give the User Committee an opportunity to make findings specific in AB 361 (2021) for special Brown Act requirements for teleconference meetings. These special requirements give local public agencies greater flexibility to conduct teleconference meetings when there is a declared state of emergency and either social distancing is mandated or recommended, or an in-person meeting would present imminent risks to the health and safety of attendees.

## **RECOMMENDATION:**

Staff recommends that the User Committee make the following findings so that meetings of the User Committee will be subject to the AB 361 special Brown Act requirements for teleconference meetings: 1) the User Committee has reconsidered the circumstances of the COVID-19 state of emergency; and 2) state and local officials continue to recommend measures to promote social distancing.

## **BACKGROUND**

On March 4, 2020, Governor Newsom proclaimed a state of emergency to exist in California due to the spread of COVID-19. The Governor subsequently issued numerous executive orders suspending or modifying state laws to facilitate the response to the emergency. Among other things, these executive orders superseded certain Brown Act requirements and established special rules to give local public agencies greater flexibility to conduct teleconference meetings. The special rules included provisions allowing local public agencies to conduct teleconference meetings without having to provide a physical location from which the public may attend or comment, without having to use teleconference locations that are publicly accessible, and without having to identify teleconference locations on the agenda. Those special rules expired September 30, 2021.

On September 16, 2021, in anticipation of the then-imminent expiration of his special rules for teleconference meetings, the Government signed AB 361. In key part, this bill amends the Brown Act to establish special requirements for teleconference meetings if a legislative body of a local public agency makes two findings pursuant to Government Code section

54953(e)(3). Like the special rules in the Governor’s executive orders, the special Brown Act requirements in AB 361 include provisions allowing public agencies to conduct teleconference meetings without having to provide a physical location from which the public may attend or comment, without having to use teleconference locations that are public accessible, and without having to identify teleconference locations on the agenda. The AB 361 special Brown Act requirements are scheduled to be repealed on January 1, 2024.

In order for a local public agency to be subject to the AB 361 Brown Act requirements for teleconference meetings, a legislative body of a local public agency first must make a finding that it has “reconsidered” the circumstances of a declared state of emergency. Second, the legislative body must find that such emergency continues to directly impact the ability of the legislative body’s members to meet in person. Alternatively, for the second finding, the legislative body must find that state or local officials continue to impose or recommend social distancing measures. These findings must be made within 30 days after the legislative body teleconferences for the first time under AB 361 and every 30 days thereafter.

The COVID-19 state of emergency declaration is still in effect. Furthermore, the State of California and the County of Los Angeles have recommended measures to promote social distancing. Thus, the California Division of Occupational Safety and Health still requires that employers provide training on the effectiveness of physical distancing in the workplace. Additionally, the Los Angeles County Department of Public Health still encourages people at risk for severe illness or death from COVID-19 to take protective measures such as social distancing and, for those not yet fully vaccinated, to physically distance from others whose vaccination status is unknown. The County Health Department also continues to recommend that employers take steps to support physical distancing.

**FISCAL IMPACT**

None.