

AGENDA
SPECIAL MEETING OF THE BOARD OF DIRECTORS AND
REGULAR JOINT MEETING OF THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE
TUESDAY, JULY 19, 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 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 BOARD OF DIRECTORS, 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. Board of Directors
2. Executive Committee
3. User Committee

C. PUBLIC DISCUSSION

In the interest of maintaining appropriate social distancing, members of the Board of Directors, 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 schedule@rcc911.org by 7:30 AM, the day of the meeting to have your comment available to the Board of Directors, Executive Committee, User 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 Board of Directors, 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. ELECTION OF THE BOARD OF DIRECTORS CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR 2022-2023

E. BOARD OF DIRECTORS CONSENT CALENDAR

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

F. ITEMS REMOVED FROM CONSENT CALENDAR

- G. **BOARD OF DIRECTORS GENERAL BUSINESS**
1. Updated Publicly Available Pay Schedule
APPROVE AND ADOPT
 2. Schedule of Fees and Charges for Fiscal Year 2022/23 as Described in Exhibit A of the Draft Resolution
APPROVE AND ADOPT A RESOLUTION ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR FISCAL YEAR 2022/23
- H. **ELECTION OF THE EXECUTIVE COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR 2022-2023**
- I. **EXECUTIVE COMMITTEE CONSENT CALENDAR**
1. Minutes from July 6, 2022
APPROVE
 2. Check Register – June 2022
RECEIVE AND FILE
 3. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings
MAKE FINDINGS PURSUANT TO AB 361
- J. **ITEMS REMOVED FROM THE CONSENT CALENDAR**
- K. **EXECUTIVE COMMITTEE GENERAL BUSINESS**
1. Executive Director’s Update on the Status of the Mark43 Project
RECEIVE AND FILE
- L. **ELECTION OF THE USER COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR 2022-2023**
- M. **USER COMMITTEE GENERAL BUSINESS**
1. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings
MAKE FINDINGS PURSUANT TO AB 361
- N. **EXECUTIVE DIRECTOR’S REPORT**
- O. **BOARD OF DIRECTORS, EXECUTIVE COMMITTEE, AND USER COMMITTEE COMMENTS**
- P. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**
1. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6

Agency Designated Representative: Executive Director and Liebert, Cassidy, Whitmore
Employee Organization: Management and Confidential Employees
 2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code section 54957(b)(1)
Title: Executive Director

Q. **ADJOURNMENT**

Posting Date/Time: July 14, 2022/4:00PM

Signature:



M. Ross Klun, Executive Director

D



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: July 19, 2022

ITEM: D

TO: Board of Directors

FROM: M. Ross Klun, Executive Director

SUBJECT: ELECTION OF BOARD OF DIRECTORS CHAIRPERSON AND VICE CHAIRPERSON FOR FISCAL YEAR 2022/23

ATTACHMENTS: None

RECOMMENDATION

Staff recommends that the Board of Directors elect from among themselves a Chairperson and a Vice Chairperson for Fiscal Year 2022/23.

DISCUSSION

Article III § C.2 of the Authority's Bylaws call for the election of Board of Director officers annually:

Officers of the Board of Directors shall be elected...at the first meeting on or after July 1 of each year... Said election shall be the first item of business at said meetings and the newly elected officers shall assume office immediately following their election.

During Fiscal Year 2021/22, Hawthorne served as the Chairperson and Gardena served as the Vice Chairperson.

FISCAL IMPACT

None.

E-1

**REGULAR MEETING OF THE BOARD OF DIRECTORS,
THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE**

MARCH 15, 2022

A. CALL TO ORDER

The Board of Directors, the Executive and User Committees convened in a regular joint meeting on March 15, 2022 at 2:00PM by teleconference.

B. ROLL CALL

Present: Mayor Hildy Stern, City of Manhattan Beach
Mayor Pro Tem Rodney Tanaka, City of Gardena
Councilmember Alex Monteiro, City of Hawthorne
City Manager Clint Osorio, City of Gardena
City Manager Bruce Moe, City of Manhattan Beach
City Manager Vontray Norris, City of Hawthorne
Chief Mike Ishii, Hawthorne Police Department
Chief Mike Lang, Manhattan Beach Fire Department
Chief Derrick Abell, Manhattan Beach Police Department
Chief Mike Saffell, Gardena 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. BOARD OF DIRECTORS CONSENT CALENDAR

Motion: Mayor Stern moved to approve Consent Calendar, Items #1-3. The motion was seconded by Vice-Chair Tanaka and passed by voice vote.

1. Minutes from January 18, 2021
APPROVE
2. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings
MAKE FINDINGS PURSUANT TO AB 361
3. Cash & Investments Report/December 31, 2021
RECEIVE AND FILE

E. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

F. BOARD OF DIRECTORS GENERAL BUSINESS

1. Resolution Revising Budgetary Policy to Allow Ongoing Funding for Pension and Other Post-Employment Benefits Unfunded Liabilities
ADOPT RESOLUTION

After a brief presentation, Chair Monteiro inquired after the basis of the contributed funds to OPEB and 115 trust. How much savings are anticipated. Finance Manager Alfaro reported fully plans the fund over a 20-year period. Contributions are determined by actuaries every 2-3 years. Stable with no major changes. Tanaka interest rates are low, to borrow instead of using cash. Discussed with treasurer. Consensus – liability is not as large as member cities, the cost of undergoing bond

obligations pension may administratively feasible.

Motion: Vice-Chair Tanaka moved to approve the revision to the budgetary policy to allow ongoing funding for pension and other post-employment benefits unfunded liabilities. The motion was seconded by Mayor Stern and passed by voice vote.

2. Resolution Adopting the Budget for Fiscal Year 2022-2023

ADOPT RESOLUTION

Finance Manager Alfaro presented to the Board on the budget for fiscal year 2022-2023. Work plans were summarized. Tanaka didn't see Gardena on the presentation. Alfaro mentioned the margins.

Monteiro requested a summary on the Cost Allocation Policy. Grant funding reimbursement?

Motion: Vice-Chair Tanaka moves to approve the budget. The motion was seconded by Mayor Stern and passed by voice vote.

3. Resolution Adopting an Amended Statement of Investment Policy and Rescinding Resolution No. 341

ADOPT RESOLUTION

Finance Manager Alfaro presented a summary on the Amended Statement of Investment Policy.

Motion: Vice-Chair Tanaka moved to approve the amended statement of investment policy. The motion was seconded by Mayor Stern and passed by voice vote.

G. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

Motion: City Manager Norris moved to approve the Consent Calendar, Items #1-5. The motion was seconded by Chair Osorio and passed by voice vote.

1. Minutes from February 15, 2021

APPROVE

2. Check Register - February 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 Compline Incorporated in the Amount of \$50,000 for a Total Not-To-Exceed Amount of \$65,000 for Supplies and Equipment

APPROVE

5. Agreement with the City of Culver City for Emergency Police and Fire Dispatch Services

APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT ON BEHALF OF THE AUTHORITY

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

None.

I. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Memorandum of Understanding with the Communications of Workers of America

APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE THE MEMORANDUM OF UNDERSTANDING ON BEHALF OF THE AUTHORITY

Administrative Services Manager Krok provided summary on the Memorandum of Understanding with the Communications of Workers of America. 3.5% in the first year eliminating floating holidays. Bilingual pay for certified supervisors. One-time payment. \$125 matching funds in deferred compensation. Medical compensation increased. FSA. Retiree medical increased to match the Teamsters. Projected \$242,000 over the next three years. The increase is 2.52% of the total salaries and benefits for RCC and 6% of salaries and

benefits for the CWA group.

Section 11.2 – Moe \$1400 not an increase of \$1400.

Motion: Vice-Chair Moe moved to approve the Memorandum of Understanding with the Communications of Workers of America. The motion was seconded by City Manager Norris and passed by voice vote.

J. **USER COMMITTEE CONSENT CALENDAR**

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

1. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings
MAKE FINDINGS PURSUANT TO AB 361
2. Minutes from February 15, 2021
APPROVE

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

None.

L. **EXECUTIVE DIRECTOR'S REPORT**

The Executive Director provided update on the regional study on fire dispatch center.

M. **BOARD OF DIRECTORS, EXECUTIVE, AND USER COMMITTEES' COMMENTS**

City Manager Moe requested monthly status reports on Mark43.

N. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

The Executive Committee entered into closed session at 2:43PM to discuss the following item:

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

The Executive Committee returned by closed session at 3:17 PM with no actions taken.

O. **ADJOURNMENT**

The meeting adjourned at 3:17PM.

E-2



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: July 19, 2022

ITEM: E-2

TO: Board of Directors

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 Board of Directors 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 Board of Directors make the following findings so that meetings of the Board of Directors will be subject to the AB 361 special Brown Act requirements for teleconference meetings: 1) the Board of Directors 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 Governor 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



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: July 19, 2022

ITEM NUMBER: G-1

TO: Board of Directors

FROM: M. Ross Klun, Executive Director
Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: UPDATED PUBLICLY AVAILABLE PAY SCHEDULE

ATTACHMENTS: 1. Publicly Available Pay Schedule

RECOMMENDATION

Staff recommends that the Board of Directors approve and adopt the attached pay schedule reflecting all Authority positions and associated salaries in order to meet the California Public Employees' Retirement System (CalPERS) requirements of Government Code § 20636(b)(1) and CCR § 570.5.

BACKGROUND

CalPERS requires that one comprehensive salary schedule be duly approved and adopted by the Authority's governing body which indicates the position title for every employee position and shows the payrate for each position. This payrate is that which is to be reportable as compensation earnable (for the purposes of establishing an employee's pensionable income) to CalPERS.

DISCUSSION

This report updates the Authority's salary schedule based upon the approved and adopted memoranda of understanding (MOUs) that the Authority maintains with its represented employees and the employment agreement it maintains with its non-represented employee. Staff requests that the Board of Directors approve the attached salary schedule, which will fulfill the CalPERS requirement for "publicly available pay schedules" approved by the governing body.

The following changes since the last schedule was adopted include:

- Per the MOU with the Communications Workers of America approved by the Executive Committee on March 15th, 2022, the following position received a 3.5% wage increase on February 19, 2022:
 - Communications Supervisor
- Per the MOU with the California Teamsters Public, Professional and Medical Employees Union Local 911 approved by the Executive Committee on June 21st, 2022, the following positions received a 3.5% wage increase on June 11, 2022:
 - Communications Operator
 - Public Safety Communications Specialist I
 - Public Safety Communications Specialist II

California Code of Regulations (CCR) 570.5 outlines the requirements to satisfy CalPERS' definition of "publicly available pay schedules," as follows:

(a) For purposes of determining the amount of "compensation earnable" pursuant to Government Code Sections 20630, 20636, and 20636.1, payrate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:

1. Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws;
2. Identifies the position title for every employee position;
3. Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
4. Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
5. Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
6. Indicates an effective date and date of any revisions;
7. Is retained by the employer and available for public inspection for not less than five years; and
8. Does not reference another document in lieu of disclosing the payrate.

The comprehensive pay schedule for all Authority positions must be independent from the salary schedules attached to any memoranda of understanding (MOUs) or included in an employment agreement.

FISCAL IMPACT

None.

G-1

Attachment 1

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY

Publicly Available Pay Schedule

MONTHLY SALARY STEPS OF REPRESENTED POSITIONS

Salary Effective Date	Position Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G
07/10/2021	Accountant	\$ 7,004.85	\$ 7,354.99	\$ 7,722.82	\$ 8,108.42	\$ 8,513.96	N/A	N/A
07/10/2021	Administrative Services Manager	\$ 10,603.43	\$ 11,107.80	\$ 11,642.11	\$ 12,197.75	\$ 12,787.61	N/A	N/A
06/11/2022	Communications Operator	\$ 5,883.44	\$ 6,166.53	\$ 6,463.79	\$ 6,775.99	\$ 7,103.72	\$ 7,447.88	\$ 7,809.17
02/19/2022	Communications Supervisor	\$ 7,086.61	\$ 7,430.83	\$ 7,792.24	\$ 8,171.71	\$ 8,570.17	\$ 8,988.54	\$ 9,427.85
07/10/2021	Executive Assistant	\$ 7,518.13	\$ 8,043.91	\$ 8,569.64	\$ 9,095.38	\$ 9,621.15	N/A	N/A
07/10/2021	Finance & Performance Audit Manager	\$ 10,869.24	\$ 11,386.00	\$ 11,932.59	\$ 12,503.31	\$ 13,106.68	N/A	N/A
06/11/2022	Public Safety Communications Specialist I	\$ 6,600.55	\$ 6,930.57	\$ 7,277.11	\$ 7,640.95	\$ 8,023.00	N/A	N/A
06/11/2022	Public Safety Communications Specialist II	\$ 6,930.58	\$ 7,277.10	\$ 7,640.96	\$ 8,023.00	\$ 8,424.15	N/A	N/A
07/10/2021	Operations Manager	\$ 11,082.53	\$ 11,636.64	\$ 12,218.47	\$ 12,829.40	\$ 13,470.87	N/A	N/A

MONTHLY SALARY STEPS OF UNREPRESENTED POSITIONS

Salary Effective Date	Position Title	Salary
04/07/2021	Executive Director	16,666.66

HOURLY RATE STEPS FOR PART-TIME EMPLOYEES

Salary Effective Date	Position Title	Step A	Step B	Step C	Step D	Step E
11/20/2019	Administrative Intern	\$ 15.00	\$ 16.50	\$ 18.15	N/A	N/A
11/20/2019	Communications Operator	\$ 33.94	\$ 35.58	\$ 37.29	\$ 39.09	\$ 40.98
11/20/2019	Office Assistant	\$ 18.00	\$ 19.80	\$ 21.78	N/A	N/A

G-2



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: July 19, 2022

ITEM NUMBER: G-2

TO: Board of Directors

FROM: Ross Klun, Executive Director
John Krok, Administrative Services Manager
Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR FISCAL YEAR 2022/23

ATTACHMENTS: 1. Resolution

RECOMMENDATION

Staff recommends the Board of Directors adopt the resolution establishing an updated schedule of fees and charges for Fiscal Year 2022/23.

BACKGROUND

Article XIII C of the Constitution of the State of California mandates that fees for services not exceed the “costs reasonably borne” by the governmental entity in the delivery of such services.

The Authority utilizes the Matrix Consulting Group’s (“Matrix”) Comprehensive Cost of Service and Allocation Study to determine the cost recovery levels for these fee-based services.

DISCUSSION

On an annual basis, the Authority performs hundreds of vehicle equipment installation, maintenance, and repair service work orders. The vast majority of these services are provided to the Authority’s member and contract cities. The Authority is reimbursed by the agency requesting the service for the direct costs of supplies and equipment associated with completing the work. Per the Cost Allocation Policy effective in FY2021, fees for the labor associated with this work is charged as Workload Support charges for member and contract cities and billed on a quarterly basis.

Occasionally, the Authority performs these services for outside agencies such as the Redondo Beach Police Department, the El Camino College Police Department, and the Federal Department of Homeland Security. These engagements are authorized only

when staff can accommodate this additional work without negatively impacting the service needs of the Authority's member and contract cities. In such cases, these outside agencies are charged the costs of supplies and equipment associated with completing the work plus applicable labor costs.

Technical Services Division labor costs have been established as \$164.17 per hour for FY2022/23. This is an increase of \$0.17 per hour over last year's \$164.00 per hour rate.

In order to ensure the Authority fully recovers its costs for providing services to outside agencies, staff recommends the establishment of the following fees and charges:

- Patrol Vehicle Buildout Fee - \$13,133.60
 - Assumes a flat amount of 80 hours of labor per vehicle.
 - Uses the fully burdened rate of \$164.17 per hour.
 - Recovers Authority costs related to providing this service.
 - Does not apply to work orders for member cities and other agencies with agreements that only provide for the billing of actual costs of parts, supplies, and equipment.

- Unmarked Law Enforcement Vehicle Buildout Fee - \$6,566.80
 - Assumes a flat amount of 40 hours of labor per vehicle.
 - Uses the fully burdened rate of \$164.17 per hour.
 - Recovers Authority costs related to providing this service.
 - Does not apply to work orders for member cities and other agencies with agreements that only provide for the billing of actual costs of parts, supplies, and equipment.

- Specialty Vehicle Buildout Fee - \$164.17 per hour
 - Quotes will be provided prior to work commencing and will be determined by vehicle type and the scope of work.
 - Uses the fully burdened rate of \$164.17 per hour.
 - Recovers Authority costs related to providing this service.
 - Does not apply to work orders for member cities and other agencies with agreements that only provide for the billing of actual costs of parts, supplies, and equipment.

- Maintenance and Repair Fee - \$164.17 per hour
 - Quotes will be provided prior to work commencing and will be determined by vehicle type and the scope of work.
 - Uses the fully burdened rate of \$164.17 per hour.
 - Recovers Authority costs related to providing this service.
 - Does not apply to work orders for member cities and other agencies with agreements that only provide for the billing of actual costs of parts, supplies, and equipment.

- Parts Administrative Charge – 9% of Actual Cost
 - Applied to all parts, supplies, and equipment purchased to complete vehicle equipment installation, maintenance, and repair service work orders.

- Recovers Authority costs related the administrative aspects of procuring and maintaining parts, supplies, and equipment.
- Does not apply to work orders for member cities and other agencies with agreements that only provide for the billing of actual costs of parts, supplies, and equipment.

FISCAL IMPACT

Any upfitting of vehicles for outside agencies during FY2022/23 will generate revenue in excess of the \$565,791 in costs attributed to Workload Support and contribute to a budget surplus for the fiscal year.

G-2

Attachment 1

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR FISCAL YEAR 2022/23

The Board of Directors of the South Bay Regional Public Communications Authority does resolve as follows:

1. The recovery of costs incurred by the Authority for providing services to outside agencies is necessary for the efficient management of the Authority's operations.
2. Resolution No. 343, passed and adopted June 15, 2021, and all amendments thereof are hereby repealed.
3. The Board of Directors hereby establishes, effective July 1, 2022, fees and charges as set forth in Exhibit "A."
4. The secretary shall certify to the adoption of this Resolution by the Board of Directors of the South Bay Regional Public Communications Authority.

Passed, approved, and adopted in a meeting held on the 19th day of July 2022 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

, Councilmember
Chairman, Board of Directors

M. Ross Klun, Executive Director
Secretary, Board of Directors

EXHIBIT A

Maintenance and Repair Fee:	\$164.17 per hour
Parts Administrative Charge:	9% of Actual Cost
Patrol Vehicle Buildout Fee:	\$13,133.60
Specialty Vehicle Buildout Fee:	\$164.17 per hour
Unmarked Law Enforcement Vehicle Buildout Fee:	\$6,566.80

H



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: July 19, 2022

ITEM: H

TO: Executive Committee

FROM: M. Ross Klun, Executive Director

SUBJECT: ELECTION OF EXECUTIVE COMMITTEE CHAIRPERSON AND VICE CHAIRPERSON FOR FISCAL YEAR 2022/23

ATTACHMENTS: None

RECOMMENDATION

Staff recommends that the Executive Committee elect from among themselves a Chairperson and a Vice Chairperson for Fiscal Year 2022/23.

DISCUSSION

Article V § C.2 of the Authority's Bylaws call for the election of Executive Committee officers annually:

Officers of the Executive Committee shall be elected...at the first meeting on or after July 1 of each year... Said election shall be the first item of business at said meetings and the newly elected officers shall assume office immediately following their election.

At the end of Fiscal Year 2021/22, Gardena served as the Chairperson and Manhattan Beach served as the Vice Chairperson.

FISCAL IMPACT

None.

I-1

MINUTES
SPECIAL MEETING OF THE EXECUTIVE COMMITTEE

JULY 6, 2022

A. **CALL TO ORDER**

The Executive Committee convened in a special meeting on July 6, 2022 at 3:37PM 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 (Joined at 3:40PM)

Also Present: Laura Kalty, Liebert Cassidy, Whitmore
Jennifer Petrusis, Richards Gershon Watson
Ross Klun, Executive Director

C. **PUBLIC DISCUSSION**

None.

D. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

The Executive Committee entered into closed session at 1:04PM to discuss the following item:

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

Agency Designated Representative: Executive Director and Liebert, Cassidy, Whitmore
Employee Organization: Communications Workers of America

The Executive Committee returned from closed session at 4:23PM with no actions taken.

E. **ADJOURNMENT**

The meeting adjourned at 4:24PM.

I-2



Check Register FY 2021-22

June 2022

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
June 3, 2022	\$189,677.85	
June 10, 2022	\$65,255.42	
June 17, 2022	\$101,401.01	
June 24, 2022	<u>\$166,193.17</u>	
Accounts Payable Total	\$522,527.45	
 <u>Payroll Checks Issued Date</u>		
June 3, 2022	\$213,208.62	includes eligible leave payouts per MOUs
June 17, 2022	<u>\$154,901.68</u>	
Payroll Total	\$368,110.30	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20442	6/3/2022	00219	INTERNAL REVENUE SERVICE	Ben34303	6/3/2022	FEDERAL WITHHOLDING TAX	53,091.85	53,091.85
20443	6/3/2022	00223	EMPLOYMENT DEVEL DEPT	Ben34307	6/3/2022	STATE DISABILITY INSURANC	19,543.70	19,543.70
20444	6/3/2022	00222	STATE DISBURSEMENT UNIT	Ben34313	6/3/2022	SUPPORT: PAYMENT	184.62	184.62
20445	6/3/2022	00058	CALPERS	Ben34305	6/3/2022	PERS RETIREMENT: PAYMEN	35,073.68	35,073.68
20446	6/3/2022	00221	MISSIONSQUARE RETIREMEI	Ben34309	6/3/2022	DEFERRED COMPENSATION	16,834.66	16,834.66
20447	6/2/2022	00696	GUARDIAN	533654	5/20/2022	GUARDIAN-DENTAL, VISION,	6,524.50	6,524.50
20448	6/7/2022	00058	CALPERS	1000000168078	5/16/2022	HEALTH PREMIUMS - JUNE 2	56,324.76	56,324.76
56483	6/3/2022	00217	CALIFORNIA TEAMSTERS UN	Ben34299	6/3/2022	UNION DUES TEAMSTERS: P.	1,634.50	1,634.50
56484	6/3/2022	00218	CWA LOCAL 9400	Ben34301	6/3/2022	UNION DUES CWA: PAYMENT	269.42	269.42
56485	6/3/2022	00996	WAGeworks INC., HEALTHE	Ben34311	6/3/2022	HEALTH CARE FSA: PAYMEN	196.16	196.16
Sub total for UNION BANK:							189,677.85	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
1923	6/10/2022	00012	CALIFORNIA WATER SERVICE	5550731926	6/1/2022	FIRE PROTECTION SERVICE	101.00	101.00
56486	6/10/2022	00867	& INVESTIGATION SERVICES,	2022-03-011	3/11/2022	PRE-EMPLOYMENT POLYGR	225.00	225.00
56487	6/10/2022	00297	AT&T, ATT CALNET	000018294380	6/3/2022	PHONE SERVICE 5/03/22-6/02	413.35	413.35
56488	6/10/2022	00064	AT&T, ATT PAYMENT CENTER	960 461-1623 55	6/1/2022	PHONE SERVICE 6/01/2022-6	1,377.59	1,377.59
56489	6/10/2022	00017	CHEM PRO LABORATORY, IN	687514	5/23/2022	WATER TREATMENT SERVIC	91.50	91.50
56490	6/10/2022	00225	COMMLINE INC	0360226-IN	4/29/2022	MONTHLY FEE FOR TECH SE	15,000.00	
				0364538-IN	5/31/2022	COMMUNICATIONS ANTENN	14,450.00	29,450.00
56491	6/10/2022	00879	CROWN CASTLE	1134460	6/1/2022	REDUNDANT INTERNET SER	1,100.00	1,100.00
56492	6/10/2022	00785	EXPERIAN	CD2302002649	5/27/2022	CREDIT CHCEK	32.00	32.00
56493	6/10/2022	00880	JUAN CHAVEZ LANDSCAPING	INV0858	5/30/2022	HQ MAINTENANCE - LANDSC	450.00	450.00
56494	6/10/2022	00087	LIEBERT CASSIDY & WHITMO	218335	4/30/2022	LEGAL SERVICES	2,184.00	
				218334	4/30/2022	LEGAL SERVICES	156.00	
				218336	4/30/2022	LEGAL SERVICES	78.00	2,418.00
56495	6/10/2022	00671	MARC R. COHEN, MD	FY21-22-011	6/1/2022	MEDICAL DIRECTOR SERVIC	2,541.67	2,541.67
56496	6/10/2022	00527	NMK CORPORATION	RCC-007	5/25/2022	ANNUAL SOFTWARE MAINT	4,850.28	4,850.28
56497	6/10/2022	01005	ORKIN PEST CONTROL	227695767	5/31/2022	HQ MAINTENANCE	59.00	59.00
56498	6/10/2022	00754	OSI HARDWARE, INC	INV-US79210	5/31/2022	EXACQVISION SECURITY SY	343.91	343.91
56499	6/10/2022	00411	PITNEY BOWES	3105510151	5/27/2022	OFFICE EQUIPMENT LEASE	170.36	170.36
56500	6/10/2022	01022	RACE COMMUNICATIONS	RC693027	6/1/2022	COMMUNICATION CONTRAC	1,198.50	1,198.50
56501	6/10/2022	00824	SMART JANITORIAL, COMPLE	20666	6/1/2022	HQ MAINTENANCE - CLEANI	3,585.00	3,585.00
56502	6/10/2022	00171	VERIZON WIRELESS	9907191675	5/23/2022	DAC CHARGES HPD/ 5/24/22-	2,029.27	
				9907256525	5/23/2022	GPD DAC CHARGES/ 5/24/22-	1,851.77	
				9907175420	5/23/2022	MODEM SVC. MBPD/ 5/24/22	762.94	
				9906804055	5/18/2022	CELL PH. CHGS: 5/19/22-6/18,	370.90	
				9907175421	5/23/2022	MODEM SVC. MBPD/ 5/24/22-	78.06	5,092.94
56503	6/10/2022	00996	WAGeworks INC., HEALTHE	INV3814381	5/26/2022	MONTHLY COMPLIANCE FEE	81.50	81.50

Bank : union UNION BANK

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
56504	6/10/2022	00063	WHELEN ENGINEERING CO.,	119619	5/19/2022	WHELEN ENGINEERING CO F	3,029.14	
				115538	5/12/2022	WHELEN ENGINEERING CO F	956.53	
				118199	5/19/2022	WHELEN ENGINEERING CO F	710.45	
				119647	5/19/2022	WHELEN ENGINEERING CO F	560.95	
				119648	5/19/2022	WHELEN ENGINEERING CO F	560.95	
				119653	5/19/2022	WHELEN ENGINEERING CO F	560.95	
				119697	5/19/2022	WHELEN ENGINEERING CO F	560.95	
				119704	5/19/2022	WHELEN ENGINEERING CO F	560.95	
				115669	5/12/2022	WHELEN ENGINEERING CO F	478.26	
				115670	5/12/2022	WHELEN ENGINEERING CO F	478.26	
				115671	5/12/2022	WHELEN ENGINEERING CO F	478.26	
				115672	5/12/2022	WHELEN ENGINEERING CO F	478.26	
				115673	5/12/2022	WHELEN ENGINEERING CO F	478.26	
				120396	5/20/2022	WHELEN ENGINEERING CO F	436.59	
				120907	5/23/2022	WHELEN ENGINEERING CO F	285.77	
				121526	5/23/2022	WHELEN ENGINEERING CO F	285.77	
				118198	5/17/2022	WHELEN ENGINEERING CO F	236.82	
				119679	5/19/2022	WHELEN ENGINEERING CO F	236.82	
				119608	5/19/2022	WHELEN ENGINEERING CO F	149.94	
				120288	5/20/2022	WHELEN ENGINEERING CO F	149.94	
Sub total for UNION BANK:							11,673.82	65,255.42

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20449	6/17/2022	00219	INTERNAL REVENUE SERVICE	Ben34374	6/17/2022	FEDERAL WITHHOLDING TAX	31,927.51	31,927.51
20450	6/17/2022	00223	EMPLOYMENT DEVEL DEPT	Ben34378	6/17/2022	STATE DISABILITY INSURANC	12,850.89	12,850.89
20451	6/17/2022	00222	STATE DISBURSEMENT UNIT	Ben34384	6/17/2022	SUPPORT: PAYMENT	184.62	184.62
20452	6/17/2022	00058	CALPERS	Ben34376	6/17/2022	PERS RETIREMENT: PAYMEN	35,263.68	35,263.68
20453	6/17/2022	00221	MISSIONSQUARE RETIREMEI	Ben34380	6/17/2022	DEFERRED COMPENSATION	16,151.29	16,151.29
56505	6/17/2022	00002	AFLAC	Ben34368	6/17/2022	AFLAC INSURANCE: PAYMEN	2,920.94	2,920.94
56506	6/17/2022	00217	CALIFORNIA TEAMSTERS UN	Ben34370	6/17/2022	UNION DUES TEAMSTERS: P.	1,636.50	1,636.50
56507	6/17/2022	00218	CWA LOCAL 9400	Ben34372	6/17/2022	UNION DUES CWA: PAYMENT	269.42	269.42
56508	6/17/2022	00996	WAGeworks INC., HEALTHE	Ben34382	6/17/2022	HEALTH CARE FSA: PAYMEN	196.16	196.16
Sub total for UNION BANK:							101,401.01	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
1924	6/24/2022	00070	GAS COMPANY, THE	059 194 8982 2	6/7/2022	GAS SERVICE HQ/ 5/4/22-6/3/	1,381.39	1,381.39
1925	6/24/2022	00069	SOUTHERN CALIFORNIA EDI	700440732476	6/14/2022	ELEC SERV/ 5/4/22 - 6/9/22	11,594.34	
				700383926852	6/20/2022	ELEC SERV PUNTA/ 5/19/22 -	1,060.46	
				700610392752	6/7/2022	ELECT SERV GRANDVIEW/ 5,	207.16	12,861.96
1926	6/24/2022	00621	FIRST BANKCARD					
		00672	WEBSTAIRANT STORE	74872907	5/11/2022	OTHER EQUIPMENT - DISPAT	3,267.28	
		00523	CALIFORNIA CHAMBER OF C	WN445436	5/12/2022	TRAINING	1,605.05	
		00259	CPR TODAY INC	43392513463	5/12/2022	TRAINING	1,197.50	
		01034	HP	H348886357	5/4/2022	OFFICE SUPPLIES	478.45	
		00466	AMAZON MARKETPLACE	114-8062564-97	5/17/2022	OTHER EQUIPMENT	472.97	
		01035	LINKEDIN	6917509926	5/12/2022	RECRUITMENT - LINKEDIN JC	400.00	
		00141	POWERPHONE INC	76740	5/12/2022	MANDATORY EMERGENCY M	399.00	
		00228	COSTCO MEMBERSHIP	286508437	5/23/2022	JANITORIAL SUPPLIES	305.32	
		00228	COSTCO MEMBERSHIP	286502773	5/20/2022	JANITORIAL SUPPLIES	283.79	
		00467	LOWES BUSINESS	80713135	5/16/2022	OFFICE SUPPLIES	250.49	
		00610	DIRECTV	065190124X220	5/5/2022	CABLE SERVICE	231.99	
		00466	AMAZON MARKETPLACE	114-8796083-13	5/18/2022	OTHER EQUIPMENT	209.42	
		00637	SAFE MART, THE	052622	5/26/2022	OFFICE SUPPLIES	191.15	
		00467	LOWES BUSINESS	8293540	5/11/2022	GENERAL TECH SUPPLIES	168.05	
		00466	AMAZON MARKETPLACE	111-5057208-83	5/27/2022	OFFICE SUPPLIES	158.16	
		00466	AMAZON MARKETPLACE	112-6068424-52	5/12/2022	OFFICE SUPPLIES	143.65	
		00466	AMAZON MARKETPLACE	114-3075713-54	5/18/2022	OFFICE SUPPLIES	127.86	
		00014	CDW GOVERNMENT, INC.	X207283	5/12/2022	OFFICE SUPPLIES	110.24	
		00466	AMAZON MARKETPLACE	111-5858265-14	5/13/2022	OFFICE SUPPLIES	105.12	
		00466	AMAZON MARKETPLACE	112-3085167-05	5/25/2022	PARTS - BILLING	99.08	
		00466	AMAZON MARKETPLACE	114-0714586-14	5/5/2022	OFFICE SUPPLIES	93.69	
		00761	BOX	INV10035453	5/26/2022	SOFTWARE SERVICES	90.00	
		00504	DIGICERT, INC.	224990716	5/26/2022	SOFTWARE SERVICES	90.00	
		00466	AMAZON MARKETPLACE	112-1649627-95	5/11/2022	OFFICE SUPPLIES	81.42	
		00466	AMAZON MARKETPLACE	112-0531677-22	5/16/2022	OFFICE SUPPLIES	57.52	
		00795	MEDIA TEMPLE	324775-46	5/23/2022	MONTHLY WEBSITE HOSTING	55.00	
		00466	AMAZON MARKETPLACE	114-2309614-36	5/12/2022	OFFICE SUPPLIES	44.09	
		00466	AMAZON MARKETPLACE	114-6307074-18	4/28/2022	OFFICE SUPPLIES	35.67	
		00466	AMAZON MARKETPLACE	112-2934333-57	5/25/2022	PARTS - BILLING	33.06	

Bank : union UNION BANK

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total		
		00467	LOWES BUSINESS	80723361	5/16/2022	PARTS - BILLING	33.02		
		00466	AMAZON MARKETPLACE	112-9676091	5/20/2022	PARTS - BILLING	32.12		
		00833	PRO-TUFF DECALS	ORD22007142	5/12/2022	RECRUITMENT	27.23		
		00466	AMAZON MARKETPLACE	112-9113635-95	5/16/2022	PARTS - BILLING	22.92		
		00466	AMAZON MARKETPLACE	111-6500633-73	5/17/2022	PARTS - BILLING	22.02		
		00826	LA TIMES	052322	5/23/2022	MONTHLY SUBSCRIPTION	15.96		
		00467	LOWES BUSINESS	84379412	5/11/2022	PARTS - BILLING	15.39		
		00714	DOOR DASH	061422	5/1/2022	REIMBURSED CHARGE ON C	9.99		
		00466	AMAZON MARKETPLACE	111-6491202-70	5/2/2022	JANITORIAL SUPPLIES	-49.58		
		00466	AMAZON MARKETPLACE	113-7705138-79	4/30/2022	REFUND FOR RETURNED OF	-121.26		
		1927	6/24/2022 00651	FRONTIER	209-188-0077-0	6/1/2022	PHONE SERVICE 6/1/22 - 6/30	362.76	362.76
		1928	6/24/2022 00073	STATE BOARD OF EQUALIZATION	012-6555960	6/24/2022	SALES & USE TAX 2022 Q2 PI	5,184.00	5,184.00
		1929	6/21/2022 00012	CALIFORNIA WATER SERVICE	4675328235	6/17/2022	WATER SERV HQ/ 5/17/22 -6/1	212.28	212.28
		56509	6/24/2022 01033	ADVEXURE LLC	SP-312007	6/8/2022	PUBLIC SAFETY UAS DRONE	7,900.79	7,900.79
		56510	6/24/2022 00014	CDW GOVERNMENT, INC.	X778451	5/26/2022	CDW-G BILLABLE PARTS	34,642.00	
					X796302	5/26/2022	CDW-G YEARLY MAINTENAN	2,712.00	37,354.00
		56511	6/24/2022 00101	CORDOVA, TONY	062422	6/24/2022	RETIREE MED PREM/JULY 20	601.00	601.00
		56512	6/24/2022 00103	DIVINITY, TANJI	062422	6/24/2022	RETIREE MED PREM/JULY 20	570.78	570.78
		56513	6/24/2022 00008	FEDERAL SIGNAL CORP	8046040	6/2/2022	FEDERAL SIGNAL CORP BILL	808.23	
					8046041	6/2/2022	FEDERAL SIGNAL CORP BILL	787.05	
					8046042	6/2/2022	FEDERAL SIGNAL CORP BILL	787.05	
					8046043	6/2/2022	FEDERAL SIGNAL CORP BILL	725.00	
					8041567	5/26/2022	FEDERAL SIGNAL CORP BILL	237.18	
					8041568	5/26/2022	FEDERAL SIGNAL CORP BILL	216.00	
					8041569	5/26/2022	FEDERAL SIGNAL CORP BILL	216.00	
					8041570	5/26/2022	FEDERAL SIGNAL CORP BILL	216.00	3,992.51
		56514	6/24/2022 00651	FRONTIER	7002Z664-S-221	6/5/2022	PHONE SERV 6/05/22-7/04/22	140.67	
					7002Z665-S-221	6/5/2022	PHONE SERV 6/05/22-7/04/22	96.05	236.72
		56515	6/24/2022 00148	HAWTHORNE, CITY OF	IT-21-04-RCC	6/15/2022	COMPUTER SERVICES/ CAD	50,000.00	50,000.00
		56516	6/24/2022 00442	LAWSON PRODUCTS, INC.	9309620865	6/2/2022	LAWSON PRODUCTS BILLAB	369.48	
					9309643553	6/9/2022	LAWSON PRODUCTS BILLAB	32.57	
					9309634779	6/7/2022	LAWSON PRODUCTS BILLAB	31.39	433.44
		56517	6/24/2022 00116	MEADORS, LATANYA	062422	6/24/2022	RETIREE MED PREM/JULY 20	527.48	527.48
		56518	6/24/2022 00577	NEW LOOK AUTO DETAIL	2655	6/2/2022	VEHICLE MAINTENANCE & D	105.00	105.00
		56519	6/24/2022 00121	PINELA, ELIZABETH	062422	6/24/2022	RETIREE MED PREM/JULY 20	570.78	570.78

Bank : union UNION BANK

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
56520	6/24/2022	00060	RIVERA, JOSE 062422	6/24/2022	RETIREE MED PREM/JULY 20	557.02	557.02
56521	6/24/2022	00145	SETINA MFG CO INC 245074	5/19/2022	SETINA MANUFACTURING CO	9,057.96	
			245392	5/26/2022	SETINA MANUFACTURING CO	3,233.73	12,291.69
56522	6/24/2022	00460	SPECTRUM BUSINESS 1133787060422	6/4/2022	SPECTRUM BUSINESS INTEF	1,900.00	1,900.00
56523	6/24/2022	00074	STAPLES INC. 8066552266	6/11/2022	STAPLES OFFICE & JANITOR	124.97	124.97
56524	6/24/2022	00034	STEVENS, GARY 062422	6/24/2022	RETIREE MED PREM/JULY 20	601.00	601.00
56525	6/24/2022	00150	WATTCO 59677	6/1/2022	WATTCO BILLABLE PARTS	1,454.30	
			59677-02	6/10/2022	WATTCO BILLABLE PARTS	17.93	1,472.23
56526	6/24/2022	00063	WHELEN ENGINEERING CO., 127513	6/3/2022	WHELEN ENGINEERING CO E	6,050.27	
			130033	6/8/2022	WHELEN ENGINEERING CO E	2,543.47	
			127393	6/3/2022	WHELEN ENGINEERING CO E	2,016.76	
			128817	6/7/2022	WHELEN ENGINEERING CO E	2,016.76	
			120958	5/23/2022	WHELEN ENGINEERING CO E	857.30	
			122256	5/24/2022	WHELEN ENGINEERING CO E	646.95	
			120879	5/23/2022	WHELEN ENGINEERING CO E	285.77	
			126986	6/2/2022	WHELEN ENGINEERING CO E	167.58	
			122235	5/24/2022	WHELEN ENGINEERING CO E	144.21	
			125845	6/1/2022	WHELEN ENGINEERING CO E	107.16	
			121459	5/23/2022	WHELEN ENGINEERING CO E	85.73	
			126453	6/1/2022	WHELEN ENGINEERING CO E	35.72	
			121439	5/23/2022	WHELEN ENGINEERING CO E	31.75	
			121675	5/24/2022	WHELEN ENGINEERING CO E	31.75	
			123666	5/26/2022	WHELEN ENGINEERING CO E	15.88	
			123695	5/26/2022	WHELEN ENGINEERING CO E	15.88	
			123700	5/26/2022	WHELEN ENGINEERING CO E	15.88	
			123701	5/26/2022	WHELEN ENGINEERING CO E	15.88	15,084.70
56527	6/24/2022	00735	XEROX FINANCIAL SERVICES3302747	6/10/2022	OFFICE EQUIPMENT LEASE	1,073.84	1,073.84
Sub total for UNION BANK:							166,193.17

I-3



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: July 19, 2022

ITEM: I-3

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.

L



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: July 19, 2022

ITEM: L

TO: User Committee

FROM: M. Ross Klun, Executive Director

SUBJECT: ELECTION OF USER COMMITTEE CHAIRPERSON AND VICE CHAIRPERSON FOR FISCAL YEAR 2022/23

ATTACHMENTS: None

RECOMMENDATION

Staff recommends that the User Committee elect from among themselves a Chairperson and a Vice Chairperson for Fiscal Year 2022/23.

DISCUSSION

Article VII § C.2 of the Authority's Bylaws call for the election of User Committee officers annually:

Officers of the User Committee shall be elected...at the first meeting on or after July 1 of each year... Said election shall be the first item of business at said meetings and the newly elected officers shall assume office immediately following their election.

At the end of Fiscal Year 2021/22, Gardena Chief of Police served as the Chairperson and Hawthorne Chief of Police served as the Vice Chairperson.

FISCAL IMPACT

None.

M-1



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: July 19, 2022

ITEM: M-1

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.