

AGENDA
REGULAR JOINT MEETING OF THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE
TUESDAY, OCTOBER 18, 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 EXECUTIVE COMMITTEE, AND/OR USER COMMITTEE BY JOINING:

Link: <https://us02web.zoom.us/j/88058916556?pwd=SUtwV29icStxUXhEUUnNkU3pOZ1d5Zz09>

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 cmanley@rcc911.org by 7:30 AM, the day of the meeting to have your comment available to 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 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 September 20, 2022
APPROVE
2. Check Register – September 2022
RECEIVE AND FILE
3. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings
MAKE FINDINGS PURSUANT TO AB 361
4. Budget Performance Report – FY 2022/23 Q1
RECEIVE AND FILE

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

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Executive Assistant at 310-973-1802 ext. 100. Notification 48 hours prior to the meeting will enable the JPA to make reasonable arrangements to ensure accessibility to this meeting [28CFR35. 102-35. 104 ADA Title II].

1. Executive Director's Update on the Status of the Mark43 Project
RECEIVE AND FILE

2. Executive Director's Update on Staffing and Recruitment
RECEIVE AND FILE

G. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from September 20, 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 DIRECTOR'S REPORT**

J. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

K. **ADJOURNMENT**

Posting Date/Time: October 13, 2022/5:00PM

Signature:



M. Ross Klun, Executive Director

D-1

**MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS AND
REGULAR JOINT MEETING OF THE EXECUTIVE COMMITTEE AND THE
USER COMMITTEE
SEPTEMBER 20, 2022**

A. CALL TO ORDER

The special meeting of the Board of Directors and regular joint meeting of the Executive Committee and User Committee convened in a regular joint session via teleconference at 2:04 PM on Tuesday, September 20, 2022.

B. ROLL CALL

PRESENT: Councilmember Suzanne Hadley, Manhattan Beach
Councilmember Alex Monteiro, City of Hawthorne
City Manager Bruce Moe, City of Manhattan Beach
City Manager Von Norris, City of Hawthorne
City Manager Clint Osorio, City of Gardena
Chief Mike Saffell, City of Gardena
Chief Rachel Johnson, Manhattan Beach Police Department
Chief Mike Lang, Manhattan Beach Fire Department

ABSENT: Mayor Pro Tem Rodney Tanaka, City of Gardena
Chief Mike Ishii, Hawthorne Police Department

ALSO PRESENT: Executive Director Ross Klun
Operations Manager Shannon Kauffman
Administrative Services Manager John Krok
Finance Manager Vanessa Alfaro
Executive Assistant Cristina Manley
Legal Counsel Laura Kalty, Liebert, Cassidy, Whitmore
General Counsel Jennifer Petrusis & Craig Fox, Richards, Gershon Watson

C. PUBLIC DISCUSSION

None.

D. BOARD OF DIRECTORS CONSENT CALENDAR

1. Check Register July 19, 2022
RECEIVE AND FILE
2. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings
MAKE FINDINGS PURSUANT TO AB 361

MOTION: Vice-Chair Hadley moved to approve the Consent Calendar as written. The motion was seconded by Councilmember Monteiro and passed by a 2-0 roll call vote, with Mayor Pro Tem Tanka abstaining.

E. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

F. BOARD OF DIRECTORS GENERAL BUSINESS

1. A Resolution of the Board of Directors Approving an Annual Consumer Price Index Adjustment for the Rates in the Legal Services Agreement with Richards, Watson & Gershon
ADOPT RESOLUTION

MOTION: Vice-Chair Hadley moved to adopt a Resolution approving an annual rate increase. The motion was seconded by Councilmember Monteiro and passed by a 2-0 call vote, with Mayor Pro Tem Tanka abstaining.

2. A Resolution of the Board of Directors Authorizing the Treasurer to Contract for Banking Services
ADOPT RESOLUTION

MOTION: Vice-Chair Hadley moved to adopt a Resolution authorizing the Treasurer to contract for banking services on behalf of the Authority. The motion was seconded by Councilmember Monteiro and passed by a 2-0 call vote, with Mayor Pro Tem Tanka abstaining.

3. A Resolution of the Board of Directors Adopting an Amended Cost Allocation Policy
ADOPT RESOLUTION

MOTION: Vice-Chair Hadley moved to adopt a Resolution amending the Cost Allocation Policy. The motion was seconded by Councilmember Monteiro and passed by a 2-0 call vote, with Mayor Pro Tem Tanka abstaining.

G. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from July 19, 2022, August 11, 2022 and August 16, 2022
APPROVE
2. AB 361 Findings for Special Act Requirements for Teleconference Meetings
MAKE FINDINGS PURSUANT TO AB 361
3. Check Register – August 2022
APPROVE
4. Budget Performance Report – FY2021-22 Q4
RECEIVE AN FILE

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

H. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

I. EXECUTIVE COMMITTEE GENERAL BUSINESS

1. Memorandum of Understanding with Management and Confidential Employees
APPROVE AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE MEMORANDUM OF UNDERSTANDING ON BEHALF OF THE AUTHORITY

MOTION: City Manager Moe moved to approve the Executive Director to execute the memorandum of understanding with Management and Confidential Employees on behalf of the Authority. The motion was seconded by City Manager Osorio and passed by a 3-0 roll call vote.

2. Contract for Banking Services with Bank of the West
APPROVE AND AUTHORIZE THE TREASURER TO SIGN THE CONTRACT ON BEHALF OF THE AUTHORITY

MOTION: City manager Moe moved to approve the Treasurer to sign contract with Bank of the West. The motion was seconded by City Manager Osorio and passed by a 3-0 roll call vote.

3. A Revision to the Purchasing Policy
CONSIDER WHETHER TO RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT A RESOLUTION ESTABLISHING A PURCHASING POLICY

MOTION: City Manager Moe moved to approve a resolution establishing a Purchasing Policy. The motion was seconded by City Manager Osorio and passed by 3-0 roll call vote.

4. A Resolution Establishing a Recruitment Incentive and Referral Bonus Policy
CONSIDER WHETHER TO RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT A RESOLUTION ESTABLISHING A RECRUITMENT INCENTIVE AND REFERRAL BONUS POLICY

Executive Director Klun provided background information on and outlined the parameters of the proposed Recruitment Incentive and Referral Bonus Policy. In answer to questions from the Executive Committee, he advised that comp time in lieu of cash payment would not be offered to the employee who recruited the new hire. Mr. Klun explained the criteria to be used for “hard to fill” positions and the process for notifying employees about this policy.

MOTION: City Manager Osorio moved to recommend approval of the Resolution in Agenda Item No. I-4, “Recruitment Incentive and Referral Bonus Policy” as written.

Discussion continued with City Manager Moe offering an amendment to the motion to include that the approval shall be for a six-month trial period after commencement and that it shall be reviewed by the Executive Committee at the end of the six-month trial period.

Legal Counsel Petrusis clarified for City Manager Moe that, under joint powers authority law, at the end of the six-month trial period, the Board of Directors cannot delegate the approval of this policy to the Executive Committee.

AMENDED MOTION: City Manager Osorio moved to approve the Resolution as proposed in Agenda Item No. I-4, “Recruitment Incentive and Referral Bonus Policy” for a six month-trial period after commencement and that it shall be reviewed by the Executive Committee at the end of the six-month trial period. The motion was seconded by City Manager Moe and passed by a 3-0 unanimous roll call vote.

5. Executive Director’s Update on the Status of the Mark43 Project
RECEIVE AND FILE

A Power Point presentation on the status of Mark43 Project was provided by Executive Director Klun, including that Mark43 CAD completed a site visit at the end of August. He noted that a 6-hour nation-wide outage occurred on August 25.

6. Executive Director's Update on the Staffing and Recruitment
RECEIVE AND FILE

Updated information on staffing and recruitment was provided by Executive Director Klun via a PowerPoint presentation, including a pilot program whereby the Authority would offer signing and recruitment bonuses.

J. USER COMMITTEE CONSENT CALENDAR

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

Chief Saffell moved to approve the Consent Calendar as written. The motion was seconded by Chief Johnson and passed by 3-0 roll call vote.

K. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

L. EXECUTIVE DIRECTOR'S REPORT

Executive Director Klun shared information about the following: The Fire Task Force extending the opportunity to schedule sit-alongs with the RCC; the Authority's plans to dispose of some computer equipment to be offered to our "Member City" IT personnel; the outpouring of support upon the passing of former Communications Operator Latanya Meadors and the wonderful peer support and efforts of Communications Supervisor Veramendi, Communications Operator Dohrmann and Operations Manager Shannon Kauffman during this difficult time; and the Dispatch Performance Presentation 2022 Q1 and Q2 – overview of incident entry times, dispatch times CY 2021 averages CY 2022.

M. BOARD OF DIRECTORS, EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS

None.

N. ADJOURNMENT

The meeting was adjourned at 3:06 PM.

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Check Register FY 2022-23

September 2022

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
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September 2, 2022	\$44,113.94	
September 9, 2022	\$160,448.20	
September 16, 2022	\$91,255.11	
September 23, 2022	\$104,004.43	

Accounts Payable Total	\$399,821.68	
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<u>Payroll Checks Issued Date</u>		
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September 9, 2022	\$153,207.67	
September 23, 2022	\$153,837.06	

Payroll Total	\$307,044.73	
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Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1953	9/2/2022	00012	CALIFORNIA WATER SERVICE4675328235	8/17/2022	WATER SERV HQ/ 7/19/22 - 8/	194.62	194.62
1954	9/2/2022	00069	SOUTHERN CALIFORNIA EDI\$700383926852	8/18/2022	ELEC SERV PUNTA/ 7/20/22 -	1,264.90	1,264.90
56657	9/2/2022	00867	& INVESTIGATION SERVICES,2022-08-019	8/19/2022	PRE-EMPLOYMENT POLYGR,	225.00	
			2022-08-029	8/29/2022	PRE-EMPLOYMENT POLYGR,	225.00	450.00
56658	9/2/2022	00014	CDW GOVERNMENT, INC. BW88071	8/5/2022	CDW-G BILLABLE PARTS	61.74	61.74
56659	9/2/2022	00017	CHEM PRO LABORATORY, IN(690175	8/23/2022	WATER TREATMENT SERVIC	91.50	91.50
56660	9/2/2022	00888	CITY OF GARDENA Ref000034788	8/15/2022	Refund receipt #: 001738	1,101.15	1,101.15
56661	9/2/2022	00225	COMMLINE INC 0371157-IN	7/29/2022	MONTHLY FEE FOR TECH SE	15,000.00	15,000.00
56662	9/2/2022	00008	FEDERAL SIGNAL CORP 8105032	8/16/2022	FEDERAL SIGNAL CORP BILL	7,581.07	
			8101611	8/11/2022	FEDERAL SIGNAL CORP BILL	216.14	
			8106235	8/17/2022	FEDERAL SIGNAL CORP BILL	183.95	7,981.16
56663	9/2/2022	00940	HAWKINS, JAMES 052222	5/22/2022	TUITION REIMB/FY 2022-23	920.00	920.00
56664	9/2/2022	00442	LAWSON PRODUCTS, INC. 9309817122	8/6/2022	LAWSON PRODUCTS BILLAB	209.83	209.83
56665	9/2/2022	00087	LIEBERT CASSIDY & WHITMO224023	7/31/2022	LEGAL SERVICES - EFFECTIV	1,785.00	
			224022	7/31/2022	LEGAL SERVICES - EFFECTIV	765.00	2,550.00
56666	9/2/2022	00047	MOTOROLA SOLUTIONS, INC.8281443240	8/18/2022	MOTOROLA SOLUTIONS INC	1,368.64	1,368.64
56667	9/2/2022	01005	ORKIN PEST CONTROL 231543843	8/26/2022	HQ MAINTENANCE - PEST CC	81.00	
			231543844	8/26/2022	HQ MAINTENANCE - PEST CC	59.00	140.00
56668	9/2/2022	00411	PITNEY BOWES 3105650750	8/26/2022	PITNEY BOWES EXPENSES	170.36	170.36
56669	9/2/2022	00580	PUN GROUP, LLP, THE 113462	7/31/2022	PROFESSIONAL AUDIT SERV	5,000.00	5,000.00
56670	9/2/2022	00818	RICHARDS,WATSON & GERSI238482	8/19/2022	GENERAL COUNSEL & LEGAI	3,211.39	3,211.39
56671	9/2/2022	00074	STAPLES INC. 8067307012	8/20/2022	STAPLES SUPPLIES - OFFICE	374.71	374.71
56672	9/2/2022	00171	VERIZON WIRELESS 9913774980	8/18/2022	CELL PH. CHGS: 7/19/22-8/18,	578.83	578.83
56673	9/2/2022	00996	WAGeworks INC., HEALTHEINV4136390	8/24/2022	MONTHLY COMPLIANCE FEE	81.50	81.50
56674	9/2/2022	00481	WAYTEK, INC. 3405843	8/16/2022	WAYTEK BILLABLE PARTS	3,363.61	3,363.61
Sub total for UNION BANK:							44,113.94

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20485	9/1/2022	00696	GUARDIAN	533654-08	8/22/2022	GUARDIAN - DENTAL, VISION,	6,188.91	6,188.91
20486	9/9/2022	00058	CALPERS	10000001690571	8/15/2022	HEALTH PREMIUMS - SEPT	54,354.54	54,354.54
20487	9/9/2022	00219	INTERNAL REVENUE SERVICE	Ben34907	9/9/2022	FEDERAL WITHHOLDING TAX	33,951.64	33,951.64
20488	9/9/2022	00223	EMPLOYMENT DEVELOPMENT	Ben34911	9/9/2022	STATE DISABILITY INSURANCE	13,678.92	13,678.92
20489	9/9/2022	00222	STATE DISBURSEMENT UNIT	Ben34915	9/9/2022	SUPPORT: PAYMENT	184.62	184.62
20490	9/9/2022	00058	CALPERS	Ben34909	9/9/2022	PERS RETIREMENT: PAYMENT	33,898.05	33,898.05
20491	9/9/2022	00221	MISSIONS SQUARE RETIREMENT	Ben34905	9/9/2022	DEFERRED COMPENSATION	16,143.36	16,143.36
56675	9/9/2022	00217	CALIFORNIA TEAMSTERS UNION	Ben34901	9/9/2022	UNION DUES TEAMSTERS: P	1,582.50	1,582.50
56676	9/9/2022	00218	CWA LOCAL 9400	Ben34903	9/9/2022	UNION DUES CWA: PAYMENT	269.42	269.42
56677	9/9/2022	00996	WAGeworks INC., HEALTH CARE	Ben34913	9/9/2022	HEALTH CARE FSA: PAYMENT	196.24	196.24
Sub total for UNION BANK:							160,448.20	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
1955	9/16/2022	00012	CALIFORNIA WATER SERVICE5550731926	8/31/2022	FIRE PROTECTION SERVICE	101.00	101.00	
1956	9/16/2022	00070	GAS COMPANY, THE	059 194 8982 2	9/6/2022	GAS SERVICE HQ/ 8/3/22-9/1/	1,062.81	1,062.81
1957	9/16/2022	00651	FRONTIER	209-188-0077-04	9/1/2022	PHONE SERVICE 9/1/22 - 9/30	362.76	362.76
1958	9/16/2022	00621	FIRST BANKCARD					
		01046	PELTON	772E-F7BA	8/26/2022	EMPLOYEE FITNESS EQUIPM	3,853.24	
		00944	ZOOM VIDEO COMMUNICATI	INV162736984	8/23/2022	SOFTWARE SERVICES	629.58	
		01035	LINKEDIN	7304098796	8/14/2022	RECRUITMENT - COMMUNIC.	508.32	
		00014	CDW GOVERNMENT, INC.	1C8GT81	8/11/2022	OTHER EQUIPMENT	501.33	
		00466	AMAZON MARKETPLACE	111-8349987-22	8/4/2022	PARTS - BILLING	396.88	
		00857	JOTFORM INC	184491F-0005	8/27/2022	SOFTWARE SERVICES	390.00	
		01040	GOOGLE ADS	520-390-4641	8/1/2022	RECRUITMENT - COMMUNIC.	349.48	
		00467	LOWES BUSINESS	84758795	8/17/2022	GENERAL TECH SUPPLIES	294.04	
		00466	AMAZON MARKETPLACE	111-9665793-00	8/14/2022	PARTS - BILLING	286.20	
		00610	DIRECTV	065190124X220	8/5/2022	CABLE SERVICE	231.99	
		01036	CLOUDFLARE INC.	CFUSA4796895	7/28/2022	SOFTWARE SERVICES	200.00	
		01036	CLOUDFLARE INC.	CFUSA4970187	8/28/2022	SOFTWARE SERVICES	200.00	
		00494	LISA'S BON APPETIT CATERIN	92039	8/8/2022	EMPLOYEE WELCOME LUNC	188.96	
		00466	AMAZON MARKETPLACE	113-5934101-89	8/19/2022	OFFICE SUPPLIES	182.26	
		00466	AMAZON MARKETPLACE	111-3967142-88	8/14/2022	GENERAL TECH SUPPLIES	149.75	
		00199	GOVT FINANCE OFFICERS AS	3064392	8/2/2022	GFOA WEBINAR: GAAP UPDA	135.00	
		00466	AMAZON MARKETPLACE	114-1698806-49	8/4/2022	OFFICE SUPPLIES	131.20	
		01047	GODADDY	2277082951	7/31/2022	SOFTWARE SERVICES	105.85	
		00761	BOX	INV10281322	8/26/2022	SOFTWARE SERVICES	90.00	
		00199	GOVT FINANCE OFFICERS AS	3065020	8/8/2022	GFOA WEBINAR: GOVT FINAI	85.00	
		01041	ZIP RECRUITER	21327196	8/2/2022	RECRUITMENT - COMMUNIC.	72.00	
		00466	AMAZON MARKETPLACE	112-8683290-56	8/22/2022	OFFICE SUPPLIES	70.56	
		00795	MEDIA TEMPLE	324775-49	8/23/2022	MONTHLY WEBSITE HOSTING	60.00	
		00915	SILVER CHEVRON 00091796	445125531	8/29/2022	FUEL - EXPLORER	55.82	
		01045	CROWN AWARDS	11880692	8/8/2022	EMPLOYEE PLACARD	53.01	
		00466	AMAZON MARKETPLACE	111-4352034-66	7/28/2022	PARTS - BILLING	50.67	
		00466	AMAZON MARKETPLACE	111-0392434-47	8/4/2022	PARTS - BILLING	31.98	
		00933	EBAY	9400109202043	8/23/2022	PARTS - BILLING	22.03	
		00466	AMAZON MARKETPLACE	114-9875411-54	8/4/2022	OFFICE SUPPLIES	16.51	
		00826	LA TIMES	081522	8/15/2022	LA TIMES MONTHLY SUBSCR	15.96	

Bank : union UNION BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
		01035	LINKEDIN	7306885176	8/15/2022	RECRUITMENT - COMMUNIC.	10.00
		00981	SAM'S CLUB	9871700431	7/27/2022	RETURNED ITEMS - OTHER E	-27.52
1959	9/16/2022	00073	STATE BOARD OF EQUALIZAT	012-6555960	9/16/2022	SALES & USE TAX 2022 Q3 PI	961.00
56678	9/16/2022	00867	& INVESTIGATION SERVICES,	2022-08-030	8/30/2022	PRE-EMPLOYMENT POLYGR,	450.00
				2022-08-031	8/31/2022	PRE-EMPLOYMENT POLYGR,	225.00
				2022-09-007	9/7/2022	PRE-EMPLOYMENT POLYGR,	225.00
				2022-09-008	9/8/2022	PRE-EMPLOYMENT POLYGR,	225.00
56679	9/16/2022	00297	AT&T, ATT CALNET	000018772459	9/13/2022	PHONE SERV 8/13/22-9/12/22	2,768.42
				000018727571	9/3/2022	PHONE SERVICE 8/03/22-9/02	549.28
				000018776595	9/13/2022	PHONE SERV 8/13/22-9/12/22	229.87
				000018779659	9/13/2022	PHONE SERV 8/13/22-9/12/22	213.10
56680	9/16/2022	00064	AT&T, ATT PAYMENT CENTER	960 461-1623 55	9/1/2022	PHONE SERVICE 9/01/2022-9/	1,616.85
56681	9/16/2022	00014	CDW GOVERNMENT, INC.	CN28986	9/2/2022	CDW-G BILLABLE PARTS	3,261.37
56682	9/16/2022	00225	COMMLINE INC	0375500-IN	8/31/2022	MONTHLY FEE FOR TECH SE	15,000.00
56683	9/16/2022	00101	CORDOVA, TONY	091622	9/16/2022	RETIREE MED PREM/OCT 20:	601.00
56684	9/16/2022	00879	CROWN CASTLE	1193934	9/1/2022	REDUNDANT INTERNET SER	1,100.00
56685	9/16/2022	00103	DIVINITY, TANJI	091622	9/16/2022	RETIREE MED PREM/OCT 20:	570.78
56686	9/16/2022	00785	EXPERIAN	CD2305002620	8/26/2022	CREDIT CHCEK	39.80
56687	9/16/2022	00008	FEDERAL SIGNAL CORP	8113545	8/25/2022	FEDERAL SIGNAL CORP BILL	1,211.23
56688	9/16/2022	00322	GEOSPATIAL TECHNOLOGIES	18500	9/1/2022	SOFTWARE MAINTENANCE S	13,173.00
56689	9/16/2022	00688	IKEY	160144	9/7/2022	IKEY BILLABLE PARTS	4,992.25
56690	9/16/2022	00654	INNOVATIVE PRODUCTS, INC	227031	8/5/2022	INNOVATIVE PRODUCTS BILL	1,831.15
56691	9/16/2022	00880	JUAN CHAVEZ LANDSCAPING	INV0902	9/4/2022	HQ MAINTENANCE - LANDSC	450.00
56692	9/16/2022	00760	LAWLES ENTERPRISES, INC.	11459	9/2/2022	BACKGROUND INVESTIGATI	300.00
56693	9/16/2022	00442	LAWSON PRODUCTS, INC.	9309909875	9/8/2022	LAWSON PRODUCTS BILLAB	187.65
				9309823696	8/9/2022	LAWSON PRODUCTS BILLAB	26.88
56694	9/16/2022	00087	LIEBERT CASSIDY & WHITMO	225330	8/31/2022	LEGAL SERVICES - EFFECTIV	3,102.50
56695	9/16/2022	00671	MARC R. COHEN, MD	FY22-23-2	8/31/2022	MEDICAL DIRECTOR SERVIC	2,541.67
56696	9/16/2022	00331	MITSUBISHI ELECTRIC INC	432763	9/1/2022	HQ MAINTENANCE - ELEVAT	761.27
56697	9/16/2022	00119	MOUSER ELECTRONICS, INC	69506206	8/16/2022	MOUSER ELECTRONICS BILL	581.93
56698	9/16/2022	00577	NEW LOOK AUTO DETAIL	2736	9/1/2022	VEHICLE MAINTENANCE & D	105.00
56699	9/16/2022	01044	ON POWER INDUSTRIES LLC	1292	9/3/2022	HQ MAINTENANCE - GENER/	4,720.00
56700	9/16/2022	00121	PINELA, ELIZABETH	091622	9/16/2022	RETIREE MED PREM/OCT 20:	570.78
56701	9/16/2022	00060	RIVERA, JOSE	091622	9/16/2022	RETIREE MED PREM/OCT 20:	557.02
56702	9/16/2022	00824	SMART JANITORIAL, COMPLE	21686	9/1/2022	HQ MAINTENANCE - CLEANI	3,585.00

Bank : union UNION BANK

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
56703	9/16/2022	00803	SPARKLETTS	18193479 09022	9/2/2022	HQ MAINTENANCE~	43.00	43.00
56704	9/16/2022	00460	SPECTRUM BUSINESS	1133787090422	9/4/2022	SPECTRUM BUSINESS INTEF	253.46	253.46
56705	9/16/2022	00034	STEVENS, GARY	091622	9/16/2022	RETIREE MED PREM/OCT 20:	601.00	601.00
56706	9/16/2022	00171	VERIZON WIRELESS	9914160316	8/23/2022	DAC CHARGES HPD/ 7/24/22-	2,108.40	
				9914223889	8/23/2022	GPD DAC CHARGES/ 7/24/22-	1,766.44	
				9914144099	8/23/2022	MODEM SVC. MBPD/ 7/24/22 .	762.52	
				9914144100	8/23/2022	MODEM SVC. MBPD/ 7/24/22-	78.02	4,715.38
56707	9/16/2022	00150	WATTCO	60351	9/8/2022	WATTCO BILLABLE PARTS	394.94	394.94
56708	9/16/2022	01028	WESTIN AUTOMATIVE PRODL	2034835	9/2/2022	WESTIN AUTOMATIVE BILLAE	6,575.70	6,575.70
56709	9/16/2022	00735	XEROX FINANCIAL SERVICES	3487182	9/10/2022	OFFICE EQUIPMENT LEASE	1,071.16	1,071.16
Sub total for UNION BANK:								91,255.11

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20492	9/23/2022	00219	INTERNAL REVENUE SERVICE	Ben35007	9/23/2022	FEDERAL WITHHOLDING TAX	34,455.58	34,455.58
20493	9/23/2022	00223	EMPLOYMENT DEVEL DEPT	Ben35011	9/23/2022	STATE DISABILITY INSURANC	13,691.55	13,691.55
20494	9/23/2022	00222	STATE DISBURSEMENT UNIT	Ben35015	9/23/2022	SUPPORT: PAYMENT	184.62	184.62
20495	9/23/2022	00058	CALPERS	Ben35009	9/23/2022	PERS RETIREMENT: PAYMEN	33,796.60	33,796.60
20496	9/23/2022	00221	MISSIONSQUARE RETIREMEI	Ben35005	9/23/2022	DEFERRED COMPENSATION	17,052.52	17,052.52
56710	9/23/2022	00002	AFLAC	Ben34999	9/23/2022	AFLAC INSURANCE: PAYMEN	2,775.40	2,775.40
56711	9/23/2022	00217	CALIFORNIA TEAMSTERS UN	Ben35001	9/23/2022	UNION DUES TEAMSTERS: P.	1,582.50	1,582.50
56712	9/23/2022	00218	CWA LOCAL 9400	Ben35003	9/23/2022	UNION DUES CWA: PAYMENT	269.42	269.42
56713	9/23/2022	00996	WAGeworks INC., HEALTHE	Ben35013	9/23/2022	HEALTH CARE FSA: PAYMEN	196.24	196.24
Sub total for UNION BANK:							104,004.43	

D-3



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: October 18, 2022

ITEM: D-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 the Executive Committee to 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.

D-4



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: October 18, 2022

ITEM NUMBER: D - 4

TO: Executive Committee

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

SUBJECT: FY 2022-23 BUDGET PERFORMANCE REPORT – Q1

ATTACHMENTS: 1. Revenue Status Report
2. Expenditure Status Report

RECOMMENDATION

Staff recommends that the Executive Committee receive and file the Fiscal Year 2022-2023 Budget Performance Report for the period July 1, 2022 through September 30, 2022.

DISCUSSION

Staff has analyzed the Authority's financial activities through September 30, 2022. The Authority accrued 60% of its assessment revenues from its member cities and 50% of its assessment revenues from contract cities in accordance with the FY22-23 budget adopted by the Board of Directors in March 2022 (Attachment #1). In addition, the Authority accrued 25% of its revenue for Technical Services Division Workload Support.

As it relates to expenses (Attachment #2), a total of \$3,404,041 has been expended from the Enterprise Fund, which represents 26.5% of the budget in the first quarter.

Expenses for salary and benefits accounted for 28.4% of their budgeted amounts, across all departments. However, this percentage also includes the CalPERS unfunded actuarial liability (UAL) lump sum payment of \$676,566 for fiscal year 2022-23, which generates interest savings of nearly \$23,300 compared to monthly payments throughout the year. Additionally, the Authority's liability and workers' compensation insurance premiums for the entire fiscal year, totaling approximately \$341,537, were also paid in full during this period. Expenses for supplies, services and equipment accounted for 21.4% of their budgeted amounts, across all departments.

Below is a summary of expenses by category and department for all funds:

Department	Adjusted Appropriation	Year-to-date Expenses	Percent Used	Year-to-date Encumbrances	Balance	Percent Used <small>(w/ encumbrances)</small>
SALARY & BENEFITS						
Administration	\$ 1,349,947	\$ 355,154	26.3%	\$ -	\$ 994,793	26.3%
Operations	7,922,665	2,277,263	28.7%	-	5,645,402	28.7%
Technical Services	772,540	216,960	28.1%	-	555,580	28.1%
Salary & Benefits Total	\$ 10,045,152	\$ 2,849,377	28.4%	\$ -	\$7,195,775	28.4%
SUPPLIES, SERVICES & EQUIPMENT						
Administration	\$ 1,132,460	\$ 401,319	35.4%	\$ 426,185	\$ 304,956	73.1%
Operations	212,865	23,271	10.9%	11,705	177,889	16.4%
Technical Services	1,250,677	130,074	10.4%	980,787	139,816	88.8%
Total	\$ 2,596,002	\$ 554,664	21.4%	\$ 1,418,677	\$ 622,661	76.0%
CAPITAL IMPROV. PROJECTS						
	\$ 200,000	\$ -	0.0%	\$ -	\$ 200,000	0.0%
ENTERPRISE FUND TOTAL						
	\$ 12,841,154	\$ 3,404,041	26.5%	\$ 1,418,677	\$8,018,436	37.6%

FISCAL IMPACT

None.

D-4

Attachment 1

Revenue Status Report

South Bay Regional PCA
 7/1/2022 through 9/30/2022

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
10-50 Administration					
10-50-111 Administration					
10-50-111-4110 Gardena	2,233,811.00	1,340,286.60	1,340,286.60	893,524.40	60.00
10-50-111-4120 Hawthorne	2,729,338.00	1,637,602.80	1,637,602.80	1,091,735.20	60.00
10-50-111-4130 Manhattan Beach	1,606,565.00	963,939.00	963,939.00	642,626.00	60.00
10-50-111-4140 Hermosa Beach	798,138.00	399,069.00	399,069.00	399,069.00	50.00
10-50-111-4145 El Segundo	1,869,811.00	934,905.50	934,905.50	934,905.50	50.00
10-50-111-4146 Culver City Assessment	2,762,991.00	1,381,495.50	1,381,495.50	1,381,495.50	50.00
10-50-111-4150 El Camino Community College	790.00	0.00	0.00	790.00	0.00
10-50-111-4153 Medical Director Service/Manhattan Beach	30,500.00	7,625.01	7,625.01	22,874.99	25.00
10-50-111-4210 Investment Earnings (LAIF)	30,000.00	0.00	0.00	30,000.00	0.00
10-50-111-4220 POST Reimbursements	5,000.00	0.00	0.00	5,000.00	0.00
10-50-111-4240 911 Reimbursements	5,000.00	0.00	0.00	5,000.00	0.00
10-50-111-4241 Redondo Beach Maintenance Agreement	13,000.00	0.00	0.00	13,000.00	0.00
10-50-111-4255 Unrealized Gain/Loss on Investments	0.00	58,816.79	58,816.79	-58,816.79	0.00
10-50-111-4430 Other Miscellaneous Revenue	2,500.00	0.00	0.00	2,500.00	0.00
Total Administration	12,087,444.00	6,723,740.20	6,723,740.20	5,363,703.80	55.63
10-60 Operations					
10-60-211 Communications Center					
10-60-211-4215 DUI Reimbursement-Overtime	1,000.00	0.00	0.00	1,000.00	0.00
10-60-211-4435 Reimbursements Sprint Wireless	1,200.00	0.00	0.00	1,200.00	0.00

Revenue Status Report

South Bay Regional PCA
 7/1/2022 through 9/30/2022

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
10-60-211-4440 Reimbursements/Verizon Wireless	60,000.00	0.00	0.00	60,000.00	0.00
Total Operations	62,200.00	0.00	0.00	62,200.00	0.00
10-70 Technical Services					
10-70-311 Technical Services					
10-70-311-4310 Labor-Installation-Member	305,134.00	127,585.87	127,585.87	177,548.13	41.81
10-70-311-4320 Labor-Installation-Non Member	260,657.00	13,861.88	13,861.88	246,795.12	5.32
10-70-311-4360 Reimbursements for Billable Parts	700,000.00	11,678.03	11,678.03	688,321.97	1.67
10-70-311-4370 Reimbursements for GST Software	55,327.00	0.00	0.00	55,327.00	0.00
Total Technical Services	1,321,118.00	153,125.78	153,125.78	1,167,992.22	11.59
Total SBRPCA Enterprise Fund	13,470,762.00	6,876,865.98	6,876,865.98	6,593,896.02	51.05

Revenue Status Report

South Bay Regional PCA
 7/1/2022 through 9/30/2022

20 Grant Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
20-80 Capital Infrastructure Projects					
20-80-458 COVID-19					
Total Grant Fund	0.00	0.00	0.00	0.00	0.00
Grand Total	13,470,762.00	6,876,865.98	6,876,865.98	6,593,896.02	51.05

D-4

Attachment 2

Expenditure Status Report

South Bay Regional PCA
 7/1/2022 through 9/30/2022

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
50 Administration						
50-100 Administration						
50-100-5000 Expenditures						
50-111-5101 Salaries (Full-Time)	906,839.00	210,545.96	210,545.96	0.00	696,293.04	23.22
50-111-5102 Salaries (Part-Time)	30,000.00	10,316.85	10,316.85	0.00	19,683.15	34.39
50-111-5103 Overtime	0.00	164.56	164.56	0.00	-164.56	0.00
50-111-5104 Acting Pay	6,218.00	0.00	0.00	0.00	6,218.00	0.00
50-111-5107 Longevity Pay	2,450.00	0.00	0.00	0.00	2,450.00	0.00
50-111-5108 Sick Leave Payoff	35,969.00	0.00	0.00	0.00	35,969.00	0.00
50-111-5109 Vacation Leave Payoff	32,939.00	0.00	0.00	0.00	32,939.00	0.00
50-111-5112 Other Pay	13,000.00	696.25	696.25	0.00	12,303.75	5.36
50-111-5201 Medical Insurance	95,812.00	19,646.77	19,646.77	0.00	76,165.23	20.51
50-111-5202 Dental Insurance	8,988.00	2,576.19	2,576.19	0.00	6,411.81	28.66
50-111-5203 Vision Insurance	2,226.00	433.71	433.71	0.00	1,792.29	19.48
50-111-5204 Life Insurance	936.00	208.00	208.00	0.00	728.00	22.22
50-111-5205 Medicare	14,461.00	3,259.68	3,259.68	0.00	11,201.32	22.54
50-111-5207 Workers' Compensation	8,454.00	6,653.00	6,653.00	0.00	1,801.00	78.70
50-111-5208 PERS Contributions	92,307.00	21,953.25	21,953.25	0.00	70,353.75	23.78
50-111-5209 Retirees' Medical Insurance	6,000.00	1,350.71	1,350.71	0.00	4,649.29	22.51
50-111-5211 Social Security	0.00	73.53	73.53	0.00	-73.53	0.00
50-111-5212 Deferred Comp Matching Benefit	21,600.00	5,527.50	5,527.50	0.00	16,072.50	25.59
50-111-5219 PERS Contributions-UAL	71,748.00	71,747.57	71,747.57	0.00	0.43	100.00
50-111-5301 Communications Contract Services	48,000.00	12,592.09	12,592.09	35,625.35	-217.44	100.45
50-111-5302 Computer Contract Services/CAD-Tiburou	55,000.00	0.00	0.00	55,000.00	0.00	100.00
50-111-5304 Accounting/Auditing Services	33,000.00	5,000.00	5,000.00	5,000.00	23,000.00	30.30
50-111-5305 Legal Services	100,000.00	8,863.89	8,863.89	76,136.11	15,000.00	85.00
50-111-5306 Recruitment Costs	61,645.00	9,767.14	9,767.14	44,745.00	7,132.86	88.43
50-111-5307 Software Maintenance Services	76,550.00	27,679.81	27,679.81	27,925.24	20,944.95	72.64
50-111-5308 Banking Services (Fees)	7,500.00	3,704.19	3,704.19	0.00	3,795.81	49.39
50-111-5309 Online/Website Maintenance Services	7,500.00	665.00	665.00	4,455.00	2,380.00	68.27

Expenditure Status Report

South Bay Regional PCA
 7/1/2022 through 9/30/2022

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
50-111-5312 Medical Director Services/Paramedics	30,500.00	5,083.34	5,083.34	25,416.66	0.00	100.00
50-111-5313 Temporary Staffing Services	20,000.00	0.00	0.00	0.00	20,000.00	0.00
50-111-5401 Memberships & Dues	840.00	0.00	0.00	0.00	840.00	0.00
50-111-5402 Publications	750.00	397.18	397.18	0.00	352.82	52.96
50-111-5403 Conferences, Meetings & Travel	16,725.00	5,196.45	5,196.45	0.00	11,528.55	31.07
50-111-5404 Employee Services/EC-BOD	5,500.00	241.97	241.97	0.00	5,258.03	4.40
50-111-5405 Employee Awards	500.00	0.00	0.00	0.00	500.00	0.00
50-111-5501 Office Supplies	10,000.00	1,990.92	1,990.92	3,661.26	4,347.82	56.52
50-111-5502 Miscellaneous Supplies	12,100.00	0.00	0.00	10,000.00	2,100.00	82.64
50-111-5507 Postage & Shipping	1,600.00	362.24	362.24	1,237.76	0.00	100.00
50-111-5509 Reproduction	1,500.00	0.00	0.00	0.00	1,500.00	0.00
50-111-5511 Office Equipment Lease	15,750.00	3,294.67	3,294.67	12,205.33	250.00	98.41
50-111-5513 General Liability Insurance Premium	259,500.00	258,379.47	258,379.47	0.00	1,120.53	99.57
50-111-5517 Vehicle Operations	2,000.00	55.82	55.82	0.00	1,944.18	2.79
50-111-5601 Telephone - Administration	17,000.00	2,947.88	2,947.88	0.00	14,052.12	17.34
50-111-5701 Maintenance - HQ	160,150.00	30,725.99	30,725.99	124,777.62	4,646.39	97.10
50-111-5703 Electricity - HQ	135,000.00	14,869.81	14,869.81	0.00	120,130.19	11.01
50-111-5704 Electricity - Grandview	3,000.00	573.88	573.88	0.00	2,426.12	19.13
50-111-5705 Electricity - Punta Place	10,000.00	1,264.90	1,264.90	0.00	8,735.10	12.65
50-111-5706 Gas - HQ	16,000.00	2,090.29	2,090.29	0.00	13,909.71	13.06
50-111-5707 Water - HQ	4,850.00	698.13	698.13	0.00	4,151.87	14.39
50-111-5715 Electricity-MB Water Tower	3,500.00	386.53	386.53	0.00	3,113.47	11.04
50-111-5810 Office Equipment	10,000.00	0.00	0.00	0.00	10,000.00	0.00
50-111-5820 Other Equipment	4,000.00	4,487.17	4,487.17	0.00	-487.17	112.18
50-111-5830 Furniture & Fixtures	2,500.00	0.00	0.00	0.00	2,500.00	0.00
Total Expenditures	2,482,407.00	756,472.29	756,472.29	426,185.33	1,299,749.38	47.64
Total Administration	2,482,407.00	756,472.29	756,472.29	426,185.33	1,299,749.38	47.64
51 GASB 68 Pension Expenses						
51-100 Administration						
51-100-5000 Expenditures						
Total GASB 68 Pension Expenses	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Status Report

South Bay Regional PCA
 7/1/2022 through 9/30/2022

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
60 Operations						
60-200 Operations						
60-200-5000 Expenditures						
60-211-5101 Salaries (Full-Time)	5,176,790.00	997,259.08	997,259.08	0.00	4,179,530.92	19.26
60-211-5102 Salaries (Part-Time)	0.00	18,667.34	18,667.34	0.00	-18,667.34	0.00
60-211-5103 Overtime	225,000.00	175,288.11	175,288.11	0.00	49,711.89	77.91
60-211-5104 Acting Pay	10,000.00	396.15	396.15	0.00	9,603.85	3.96
60-211-5105 Bilingual Pay	9,600.00	3,000.00	3,000.00	0.00	6,600.00	31.25
60-211-5108 Sick Leave Payoff	106,350.00	0.00	0.00	0.00	106,350.00	0.00
60-211-5109 Vacation Leave Payoff	65,000.00	13,565.08	13,565.08	0.00	51,434.92	20.87
60-211-5110 Training Pay	15,000.00	348.62	348.62	0.00	14,651.38	2.32
60-211-5112 Other Pay	0.00	119,130.00	119,130.00	0.00	-119,130.00	0.00
60-211-5114 Holiday Payoff	100,000.00	0.00	0.00	0.00	100,000.00	0.00
60-211-5115 Education Incentive Pay	122,605.00	33,256.78	33,256.78	0.00	89,348.22	27.13
60-211-5201 Medical Insurance	581,257.00	136,466.88	136,466.88	0.00	444,790.12	23.48
60-211-5202 Dental Insurance	56,062.00	12,811.69	12,811.69	0.00	43,250.31	22.85
60-211-5203 Vision Insurance	17,837.00	3,128.39	3,128.39	0.00	14,708.61	17.54
60-211-5204 Life Insurance	8,893.00	1,716.00	1,716.00	0.00	7,177.00	19.30
60-211-5205 Medicare	85,313.00	19,776.95	19,776.95	0.00	65,536.05	23.18
60-211-5206 Unemployment Insurance	20,000.00	0.00	0.00	0.00	20,000.00	0.00
60-211-5207 Workers' Compensation	40,154.00	31,600.00	31,600.00	0.00	8,554.00	78.70
60-211-5208 PERS Contributions	586,430.00	121,158.15	121,158.15	0.00	465,271.85	20.66
60-211-5209 Retirees' Medical Insurance	60,000.00	13,060.90	13,060.90	0.00	46,939.10	21.77
60-211-5212 Deferred Comp Matching Benefit	70,500.00	13,150.60	13,150.60	0.00	57,349.40	18.65
60-211-5219 PERS Contributions-UAL	561,624.00	561,624.29	561,624.29	0.00	-0.29	100.00
60-211-5220 FSA Expense	4,250.00	1,857.76	1,857.76	815.00	1,577.24	62.89
60-211-5401 Memberships & Dues	2,290.00	0.00	0.00	0.00	2,290.00	0.00
60-211-5402 Publications	1,710.00	0.00	0.00	0.00	1,710.00	0.00
60-211-5403 Conferences, Meetings & Travel	23,557.00	0.00	0.00	3,990.00	19,567.00	16.94
60-211-5404 Employee Services/EC-BOD	2,500.00	0.00	0.00	0.00	2,500.00	0.00
60-211-5405 Employee Awards	1,000.00	0.00	0.00	0.00	1,000.00	0.00

Expenditure Status Report

South Bay Regional PCA
 7/1/2022 through 9/30/2022

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
60-211-5406 POST Training	12,608.00	0.00	0.00	0.00	12,608.00	0.00
60-211-5407 Tuition Reimbursement	16,000.00	920.00	920.00	0.00	15,080.00	5.75
60-211-5506 Uniforms/Safety Equipment	8,000.00	0.00	0.00	6,900.00	1,100.00	86.25
60-211-5509 Reproduction	500.00	0.00	0.00	0.00	500.00	0.00
60-211-5603 Telephone - El Segundo	3,000.00	601.87	601.87	0.00	2,398.13	20.06
60-211-5604 Telephone - Gardena	3,000.00	168.50	168.50	0.00	2,831.50	5.62
60-211-5606 Telephone - Hawthorne	14,500.00	4,739.96	4,739.96	0.00	9,760.04	32.69
60-211-5607 Telephone - Hermosa Beach	12,000.00	1,360.87	1,360.87	0.00	10,639.13	11.34
60-211-5608 Telephone - Manhattan Beach	6,000.00	954.94	954.94	0.00	5,045.06	15.92
60-211-5611 Telephone - Punta Place	4,500.00	281.19	281.19	0.00	4,218.81	6.25
60-211-5612 Telephone - RCC	11,000.00	1,743.35	1,743.35	0.00	9,256.65	15.85
60-211-5613 Sprint Wireless Reimbursable	1,200.00	0.00	0.00	0.00	1,200.00	0.00
60-211-5614 Verizon Wireless Reimbursable	60,000.00	9,252.14	9,252.14	0.00	50,747.86	15.42
60-211-5615 Telephone - Culver City	14,500.00	1,992.67	1,992.67	0.00	12,507.33	13.74
60-211-5820 Other Equipment	15,000.00	1,255.32	1,255.32	0.00	13,744.68	8.37
Total Operations	8,135,530.00	2,300,533.58	2,300,533.58	11,705.00	5,823,291.42	28.42
70 Technical Services						
70-300 Technical Services						
70-300-5000 Expenditures						
70-311-5101 Salaries (Full-Time)	484,121.00	83,717.40	83,717.40	0.00	400,403.60	17.29
70-311-5103 Overtime	3,500.00	2,221.76	2,221.76	0.00	1,278.24	63.48
70-311-5107 Merit Pay	750.00	427.50	427.50	0.00	322.50	57.00
70-311-5108 Sick Leave Payoff	13,500.00	0.00	0.00	0.00	13,500.00	0.00
70-311-5109 Vacation Leave Payoff	12,000.00	1,253.44	1,253.44	0.00	10,746.56	10.45
70-311-5112 Other Pay	0.00	12,540.00	12,540.00	0.00	-12,540.00	0.00
70-311-5201 Medical Insurance	61,400.00	11,831.53	11,831.53	0.00	49,568.47	19.27
70-311-5202 Dental Insurance	7,404.00	1,064.44	1,064.44	0.00	6,339.56	14.38
70-311-5203 Vision Insurance	2,045.00	283.83	283.83	0.00	1,761.17	13.88
70-311-5204 Life Insurance	780.00	130.00	130.00	0.00	650.00	16.67
70-311-5205 Medicare	7,538.00	1,404.22	1,404.22	0.00	6,133.78	18.63
70-311-5207 Workers' Compensation	57,061.00	44,905.00	44,905.00	0.00	12,156.00	78.70

Expenditure Status Report

South Bay Regional PCA
 7/1/2022 through 9/30/2022

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
70-311-5208 PERS Contributions	51,247.00	9,908.11	9,908.11	0.00	41,338.89	19.33
70-311-5209 Retirees' Medical Insurance	22,000.00	3,034.62	3,034.62	0.00	18,965.38	13.79
70-311-5212 Deferred Comp Matching Benefit	6,000.00	1,044.36	1,044.36	0.00	4,955.64	17.41
70-311-5219 PERS Contributions-UJAL	43,194.00	43,194.14	43,194.14	0.00	-0.14	100.00
70-311-5302 Computer Contract Services/CAD-Tiburon	145,000.00	0.00	0.00	145,000.00	0.00	100.00
70-311-5311 GST Software Reimbursable	55,327.00	26,346.00	26,346.00	26,346.00	2,635.00	95.24
70-311-5403 Conferences, Meetings & Travel	2,650.00	0.00	0.00	0.00	2,650.00	0.00
70-311-5503 General Technical Supplies	7,500.00	498.88	498.88	0.00	7,001.12	6.65
70-311-5506 Uniforms/Safety Equipment	2,500.00	0.00	0.00	600.00	1,900.00	24.00
70-311-5507 Postage & Shipping	1,200.00	0.00	0.00	0.00	1,200.00	0.00
70-311-5514 Parts - Billing	700,000.00	58,129.45	58,129.45	597,271.19	44,599.36	93.63
70-311-5517 Vehicle Operations	4,500.00	100.00	100.00	0.00	4,400.00	2.22
70-311-5520 Equipment Repair	5,000.00	0.00	0.00	0.00	5,000.00	0.00
70-311-5521 Outside Technical Serv-Towers & Equip	325,000.00	45,000.00	45,000.00	211,570.00	68,430.00	78.94
70-311-5810 Office Equipment	2,000.00	0.00	0.00	0.00	2,000.00	0.00
Total Technical Services	2,023,217.00	347,034.68	347,034.68	980,787.19	695,395.13	65.63
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
80-454-5901 CIP Expenditures-IT Infrastructure/Equip	75,000.00	0.00	0.00	0.00	75,000.00	0.00
80-459-5901 CIP Expenditures-HVAC	125,000.00	0.00	0.00	0.00	125,000.00	0.00
Total Expenditures	200,000.00	0.00	0.00	0.00	200,000.00	0.00
Total CIP	200,000.00	0.00	0.00	0.00	200,000.00	0.00
Total Capital Infrastructure Projects	200,000.00	0.00	0.00	0.00	200,000.00	0.00
Total SBRPCA Enterprise Fund	12,841,154.00	3,404,040.55	3,404,040.55	1,418,677.52	8,018,435.93	37.56

Expenditure Status Report

South Bay Regional PCA
 7/1/2022 through 9/30/2022

20 Grant Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
Total Grant Fund	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	12,841,154.00	3,404,040.55	3,404,040.55	1,418,677.52	8,018,435.93	37.56

G-1

**MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS AND
REGULAR JOINT MEETING OF THE EXECUTIVE COMMITTEE AND THE
USER COMMITTEE
SEPTEMBER 20, 2022**

A. CALL TO ORDER

The special meeting of the Board of Directors and regular joint meeting of the Executive Committee and User Committee convened in a regular joint session via teleconference at 2:04 PM on Tuesday, September 20, 2022.

B. ROLL CALL

PRESENT: Councilmember Suzanne Hadley, Manhattan Beach
Councilmember Alex Monteiro, City of Hawthorne
City Manager Bruce Moe, City of Manhattan Beach
City Manager Von Norris, City of Hawthorne
City Manager Clint Osorio, City of Gardena
Chief Mike Saffell, City of Gardena
Chief Rachel Johnson, Manhattan Beach Police Department
Chief Mike Lang, Manhattan Beach Fire Department

ABSENT: Mayor Pro Tem Rodney Tanaka, City of Gardena
Chief Mike Ishii, Hawthorne Police Department

ALSO PRESENT: Executive Director Ross Klun
Operations Manager Shannon Kauffman
Administrative Services Manager John Krok
Finance Manager Vanessa Alfaro
Executive Assistant Cristina Manley
Legal Counsel Laura Kalty, Liebert, Cassidy, Whitmore
General Counsel Jennifer Petrusis & Craig Fox, Richards, Gershon Watson

C. PUBLIC DISCUSSION

None.

D. BOARD OF DIRECTORS CONSENT CALENDAR

1. Check Register July 19, 2022
RECEIVE AND FILE
2. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings
MAKE FINDINGS PURSUANT TO AB 361

MOTION: Vice-Chair Hadley moved to approve the Consent Calendar as written. The motion was seconded by Councilmember Monteiro and passed by a 2-0 roll call vote, with Mayor Pro Tem Tanka abstaining.

E. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

F. BOARD OF DIRECTORS GENERAL BUSINESS

1. A Resolution of the Board of Directors Approving an Annual Consumer Price Index Adjustment for the Rates in the Legal Services Agreement with Richards, Watson & Gershon
ADOPT RESOLUTION

MOTION: Vice-Chair Hadley moved to adopt a Resolution approving an annual rate increase. The motion was seconded by Councilmember Monteiro and passed by a 2-0 call vote, with Mayor Pro Tem Tanka abstaining.

2. A Resolution of the Board of Directors Authorizing the Treasurer to Contract for Banking Services
ADOPT RESOLUTION

MOTION: Vice-Chair Hadley moved to adopt a Resolution authorizing the Treasurer to contract for banking services on behalf of the Authority. The motion was seconded by Councilmember Monteiro and passed by a 2-0 call vote, with Mayor Pro Tem Tanka abstaining.

3. A Resolution of the Board of Directors Adopting an Amended Cost Allocation Policy
ADOPT RESOLUTION

MOTION: Vice-Chair Hadley moved to adopt a Resolution amending the Cost Allocation Policy. The motion was seconded by Councilmember Monteiro and passed by a 2-0 call vote, with Mayor Pro Tem Tanka abstaining.

G. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from July 19, 2022, August 11, 2022 and August 16, 2022
APPROVE
2. AB 361 Findings for Special Act Requirements for Teleconference Meetings
MAKE FINDINGS PURSUANT TO AB 361
3. Check Register – August 2022
APPROVE
4. Budget Performance Report – FY2021-22 Q4
RECEIVE AN FILE

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

H. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

I. EXECUTIVE COMMITTEE GENERAL BUSINESS

1. Memorandum of Understanding with Management and Confidential Employees
APPROVE AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE MEMORANDUM OF UNDERSTANDING ON BEHALF OF THE AUTHORITY

MOTION: City Manager Moe moved to approve the Executive Director to execute the memorandum of understanding with Management and Confidential Employees on behalf of the Authority. The motion was seconded by City Manager Osorio and passed by a 3-0 roll call vote.

2. Contract for Banking Services with Bank of the West
APPROVE AND AUTHORIZE THE TREASURER TO SIGN THE CONTRACT ON BEHALF OF THE AUTHORITY

MOTION: City manager Moe moved to approve the Treasurer to sign contract with Bank of the West. The motion was seconded by City Manager Osorio and passed by a 3-0 roll call vote.

3. A Revision to the Purchasing Policy
CONSIDER WHETHER TO RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT A RESOLUTION ESTABLISHING A PURCHASING POLICY

MOTION: City Manager Moe moved to approve a resolution establishing a Purchasing Policy. The motion was seconded by City Manager Osorio and passed by 3-0 roll call vote.

4. A Resolution Establishing a Recruitment Incentive and Referral Bonus Policy
CONSIDER WHETHER TO RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT A RESOLUTION ESTABLISHING A RECRUITMENT INCENTIVE AND REFERRAL BONUS POLICY

Executive Director Klun provided background information on and outlined the parameters of the proposed Recruitment Incentive and Referral Bonus Policy. In answer to questions from the Executive Committee, he advised that comp time in lieu of cash payment would not be offered to the employee who recruited the new hire. Mr. Klun explained the criteria to be used for “hard to fill” positions and the process for notifying employees about this policy.

MOTION: City Manager Osorio moved to recommend approval of the Resolution in Agenda Item No. I-4, “Recruitment Incentive and Referral Bonus Policy” as written.

Discussion continued with City Manager Moe offering an amendment to the motion to include that the approval shall be for a six-month trial period after commencement and that it shall be reviewed by the Executive Committee at the end of the six-month trial period.

Legal Counsel Petrusis clarified for City Manager Moe that, under joint powers authority law, at the end of the six-month trial period, the Board of Directors cannot delegate the approval of this policy to the Executive Committee.

AMENDED MOTION: City Manager Osorio moved to approve the Resolution as proposed in Agenda Item No. I-4, “Recruitment Incentive and Referral Bonus Policy” for a six month-trial period after commencement and that it shall be reviewed by the Executive Committee at the end of the six-month trial period. The motion was seconded by City Manager Moe and passed by a 3-0 unanimous roll call vote.

5. Executive Director’s Update on the Status of the Mark43 Project
RECEIVE AND FILE

A Power Point presentation on the status of Mark43 Project was provided by Executive Director Klun, including that Mark43 CAD completed a site visit at the end of August. He noted that a 6-hour nation-wide outage occurred on August 25.

6. Executive Director's Update on the Staffing and Recruitment
RECEIVE AND FILE

Updated information on staffing and recruitment was provided by Executive Director Klun via a PowerPoint presentation, including a pilot program whereby the Authority would offer signing and recruitment bonuses.

J. USER COMMITTEE CONSENT CALENDAR

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

Chief Saffell moved to approve the Consent Calendar as written. The motion was seconded by Chief Johnson and passed by 3-0 roll call vote.

K. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

L. EXECUTIVE DIRECTOR'S REPORT

Executive Director Klun shared information about the following: The Fire Task Force extending the opportunity to schedule sit-alongs with the RCC; the Authority's plans to dispose of some computer equipment to be offered to our "Member City" IT personnel; the outpouring of support upon the passing of former Communications Operator Latanya Meadors and the wonderful peer support and efforts of Communications Supervisor Veramendi, Communications Operator Dohrmann and Operations Manager Shannon Kauffman during this difficult time; and the Dispatch Performance Presentation 2022 Q1 and Q2 – overview of incident entry times, dispatch times CY 2021 averages CY 2022.

M. BOARD OF DIRECTORS, EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS

None.

N. ADJOURNMENT

The meeting was adjourned at 3:06 PM.

G-2



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: October 18, 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.

1



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: October 18, 2022
ITEM: I
TO: Executive Committee and User Committee
FROM: M. Ross Klun, Executive Director
SUBJECT: EXECUTIVE DIRECTOR'S REPORT

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

- Legislative status of Senate Bill ("SB") 1000 regarding public access to law enforcement radio communications
- Briefing on Assembly Bill ("AB") 2449 regarding the use of teleconferencing