

AGENDA
REGULAR JOINT MEETING OF THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE
TUESDAY, NOVEMBER 15, 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 October 18, 2022
APPROVE
2. Check Register – October 2022
RECEIVE AND FILE
3. Cash & Investments Report – September 30, 2022
RECEIVE AND FILE
4. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings
MAKE FINDINGS PURSUANT TO AB 361

E. ITEMS REMOVED FROM THE CONSENT CALENDAR

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

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 October 18, 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. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

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

L. **ADJOURNMENT**

Posting Date/Time: November 10, 2022/5:00PM

Signature:



M. Ross Klun, Executive Director

D-1

MINUTES REGULAR JOINT MEETING OF THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE OCTOBER 18, 2022

A. CALL TO ORDER

The Executive Committee and the User Committee convened in a regular joint meeting on Tuesday, October 18, 2022 at 2:03 PM via teleconference.

B. ROLL CALL

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

Absent: 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
Jennifer Petrusis, RWG Law

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from September 20, 2022
APPROVE
Director Klun amended minutes (typo) from September 20, 2022 item D. 1
Reference: Check Register July 19, 2022
Correction: Minutes July 19, 2022
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

MOTION: City Manager Bruce Moe moved to approve the consent calendar as written 1-4. The motion was seconded by City Manager Vontray Norris and passed by a 3-0 call vote.

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

None.

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

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

Executive Director Klun provided a Power Point presentation on the status of the Mark43 Project. Round 1 of Data Migration loaded and ready for validation, currently under review. A new Product Consultant has been assigned to Mark43 CAD. Next week a meeting is scheduled with VP of Product, Wendy Gilbert to discuss the system wide outage from last meeting discussion. System Reliability – Mark43 will be providing documentation/reports. Go-Live Date: 4/3/2023

2. Executive Director's Update on Staffing and Recruitment

Executive Director provided a Power Point presentation on Staffing and Recruitment. The Recruitment Incentive and Referral Bonus Policy was adopted by the BoD on September 29, 2022.

Overview of recent recruitment activity – no passing score on the Criticalll test. Currently, three candidates in background process. Staff attended an in-person job fair that generated a few applicants. All city websites have links to our employment page.

Current Staffing – 35 out of 50 Operators 7 out of 7 Supervisors

Two conditional offers offered this week – start date mid-November

G. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from September 20, 2022

APPROVE

Director Klun amended minutes (typo) from September 20, 2022 item D. 1

Reference: Check Register July 19, 2022

Correction: Minutes July 19, 2022

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

MAKE FINDINGS PURSUANT TO AB 361

MOTION: Chief Safell moved to approve the User Committee Consent Calendar as written 1-2. The motion was seconded by Chief Johnson and passed by unanimous roll call vote, absent Chief Ishii.

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

None.

I. **EXECUTIVE DIRECTOR'S REPORT**

1. Executive Director Klun status on Senate Bill 1000, which would require law enforcement agencies to conduct dispatch operations on an open and clear channel that could be monitored by the public and require that criminal justice and personally identifiable information not be transmitted in a way that could be monitored by the public. Placed on the suspense file, will not be moving forward.

2. Briefing on Assembly Bill 2449 changes remote attendance rules under Brown Act's Opening Meeting Laws. Effective January 1, 2023, local agencies will no longer be able to rely on AB361's provision and will be left with Brown Act teleconferencing rules that require a quorum of the legislative body to meet in-person in the agency's jurisdiction. Remote participation under two specific circumstances:
 - a. Just Cause – limit per calendar year
 - b. Emergency Circumstance

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

None.

K. **ADJOURNMENT**

The meeting was adjourned at 2:21 PM.

D-2



Check Register FY 2022-23

October 2022

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
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October 7, 2022	\$166,217.42	
October 14, 2022	\$115,443.02	
October 21, 2022	\$104,296.50	
October 28, 2022	<u>\$145,792.66</u>	

Accounts Payable Total	\$531,749.60	
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<u>Payroll Checks Issued Date</u>	
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October 7, 2022	\$161,039.20
October 21, 2022	<u>\$154,927.34</u>

Payroll Total	\$315,966.54
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Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20497	10/4/2022	00696	GUARDIAN	533654-10	9/21/2022	GUARDIAN - DENTAL,VISION,	6,352.59	6,352.59
20498	10/7/2022	00058	CALPERS	1000000169385	9/14/2022	HEALTH PREMIUMS - OCTOB	55,062.59	55,062.59
20499	10/7/2022	00219	INTERNAL REVENUE SERVICE	Ben35024	10/7/2022	FEDERAL WITHHOLDING TAX	37,396.99	37,396.99
20500	10/7/2022	00223	EMPLOYMENT DEVEL DEPT	Ben35028	10/7/2022	STATE DISABILITY INSURANC	15,044.25	15,044.25
20501	10/7/2022	00222	STATE DISBURSEMENT UNIT	Ben35032	10/7/2022	SUPPORT: PAYMENT	184.62	184.62
20502	10/7/2022	00058	CALPERS	Ben35026	10/7/2022	PERS RETIREMENT: PAYMEN	34,116.68	34,116.68
20503	10/7/2022	00221	MISSIONSQUARE RETIREMENT	Ben35022	10/7/2022	DEFERRED COMPENSATION	16,062.54	16,062.54
56714	10/7/2022	00217	CALIFORNIA TEAMSTERS UN	Ben35018	10/7/2022	UNION DUES TEAMSTERS: P	1,531.50	1,531.50
56715	10/7/2022	00218	CWA LOCAL 9400	Ben35020	10/7/2022	UNION DUES CWA: PAYMENT	269.42	269.42
56716	10/7/2022	00996	WAGEWORKS INC., HEALTHCARE	Ben35030	10/7/2022	HEALTH CARE FSA: PAYMEN	196.24	196.24
Sub total for UNION BANK:							166,217.42	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1961	10/10/2022	00012	CALIFORNIA WATER SERVICE4675328235	9/19/2022	WATER SERV HQ/ 8/17/22 -9/	229.93	229.93
1962	10/3/2022	00069	SOUTHERN CALIFORNIA EDI\$700440732476	9/13/2022	ELEC SERV/ 8/3/22 - 9/8/22	17,790.64	17,790.64
1963	10/10/2022	00069	SOUTHERN CALIFORNIA EDI\$700383926852	9/20/2022	ELEC SERV PUNTA/ 8/18/22 -	1,369.55	1,369.55
1964	10/14/2022	00012	CALIFORNIA WATER SERVICE5550731926	9/30/2022	FIRE PROTECTION SERVICE,	101.00	101.00
1965	10/14/2022	00070	GAS COMPANY, THE 059 194 8982 2	10/5/2022	GAS SERVICE HQ/ 9/3/22-10/	1,218.27	1,218.27
1966	10/14/2022	00069	SOUTHERN CALIFORNIA EDI\$700610392752	10/5/2022	ELECT SERV GRANDVIEW/ 8,	298.89	298.89
1967	10/6/2022	00058	CALPERS 1000000168861	10/3/2022	GASB 68 REPORTS & SCHED	1,050.00	1,050.00
1968	10/14/2022	00651	FRONTIER 209-188-0077-04	10/1/2022	PHONE SERVICE 10/1/22 - 10,	362.76	362.76
56717	10/14/2022	00867	& INVESTIGATION SERVICES,2022-09-015	9/15/2022	PRE-EMPLOYMENT POLYGR,	225.00	
			2022-10-006	10/6/2022	PRE-EMPLOYMENT POLYGR,	225.00	450.00
56718	10/14/2022	00297	AT&T, ATT CALNET 000018873971	10/3/2022	PHONE SERVICE 9/03/22-10/0	549.28	549.28
56719	10/14/2022	00064	AT&T, ATT PAYMENT CENTER960 461-1623 55	10/1/2022	PHONE SERVICE 10/01/2022-	1,624.56	1,624.56
56720	10/14/2022	01043	BLUE BOX AIR, LLC 20905	9/16/2022	HQ MAINTENANCE~	2,000.00	2,000.00
56721	10/14/2022	01004	BOB & MARC PLUMBING CO S-107137	9/14/2022	HQ MAINTENANCE	172.56	
			S-107034	9/6/2022	HQ MAINTENANCE	169.00	341.56
56722	10/14/2022	00017	CHEM PRO LABORATORY, IN691240	9/23/2022	WATER TREATMENT SERVIC	91.50	91.50
56723	10/14/2022	00225	COMMLINE INC 0378976-IN	9/27/2022	MONTHLY FEE FOR TECH SE	15,000.00	
			0360762-IN	5/3/2022	COMMLINE INC BILLABLE PA	500.00	15,500.00
56724	10/14/2022	00879	CROWN CASTLE 1213243	10/1/2022	REDUNDANT INTERNET SER	1,100.00	1,100.00
56725	10/14/2022	00416	DESCO, DBA FIELDEDGE IFE-0000097122	10/3/2022	ELECTRONIC SERVICE CON	1,560.00	1,560.00
56726	10/14/2022	00785	EXPERIAN CD2306002718	9/30/2022	CREDIT CHCEK	32.72	32.72
56727	10/14/2022	00651	FRONTIER 7002Z664-S-222	9/5/2022	PHONE SERV 9/05/22-10/04/2	137.51	
			7002Z665-S-222	9/5/2022	PHONE SERV 9/05/22-10/04/2	93.89	231.40
56728	10/14/2022	00940	HAWKINS, JAMES 092722	9/27/2022	TUITION REIMB/FY 2022-23	920.00	920.00
56729	10/14/2022	00148	HAWTHORNE, CITY OF IT-22-01-rcc	9/15/2022	COMPUTER SERVICES/ CAD	50,000.00	50,000.00
56730	10/14/2022	00760	LAWLES ENTERPRISES, INC. 11458	8/12/2022	BACKGROUND INVESTIGATI	600.00	600.00
56731	10/14/2022	00671	MARC R. COHEN, MD FY22-23-3	9/30/2022	MEDICAL DIRECTOR SERVIC	2,541.67	2,541.67
56732	10/14/2022	00331	MITSUBISHI ELECTRIC INC 435190	10/1/2022	HQ MAINTENANCE - ELEVAT	761.27	761.27
56733	10/14/2022	00577	NEW LOOK AUTO DETAIL 2753	10/4/2022	VEHICLE MAINTENANCE & D	105.00	105.00
56734	10/14/2022	01005	ORKIN PEST CONTROL 233085918	9/22/2022	HQ MAINTENANCE - PEST C	59.00	59.00
56735	10/14/2022	00818	RICHARDS,WATSON & GERSI\$238943	9/27/2022	GENERAL COUNSEL & LEGAI	4,915.30	4,915.30
56736	10/14/2022	00074	STAPLES INC. 8067619207	9/17/2022	STAPLES SUPPLIES - OFFICE	261.09	
			8067781428	10/1/2022	STAPLES SUPPLIES - OFFICE	48.52	309.61

Bank : union UNION BANK		(Continued)						
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
56737	10/14/2022	00171	VERIZON WIRELESS	9916515825	9/23/2022	DAC CHARGES HPD/ 8/24/22-	2,070.53	
				9916579562	9/23/2022	GPD DAC CHARGES/ 8/24/22-	1,838.56	
				9916499572	9/23/2022	MODEM SVC. MBPD/ 8/24/22	762.96	
				9916126335	9/18/2022	CELL PH. CHGS: 8/19/22-9/18,	402.11	
				9916499573	9/23/2022	MODEM SVC. MBPD/ 8/24/22-	78.02	5,152.18
56738	10/14/2022	00996	WAGEWORKS INC., HEALTHEINV4240114	9/23/2022	MONTHLY COMPLIANCE FEE	81.50	81.50	
56739	10/14/2022	01028	WESTIN AUTOMATIVE PRODL2037398	9/16/2022	WESTIN AUTOMATIVE BILLAE	2,262.00	2,262.00	
56740	10/14/2022	00436	WEST-LITE SUPPLY COMPAN78063C	9/14/2022	WEST LITE SUPPLY BILLABL	258.43	258.43	
56741	10/14/2022	00067	XCEL MECHANICAL SYSTEMS1286	9/16/2022	HQ MAINTENANCE - EFFECT	1,575.00	1,575.00	
Sub total for UNION BANK:							115,443.02	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20504	10/21/2022	00219	INTERNAL REVENUE SERVICE	Ben35086	10/21/2022	FEDERAL WITHHOLDING TAX	35,765.09	35,765.09
20505	10/21/2022	00223	EMPLOYMENT DEVEL DEPT	Ben35090	10/21/2022	STATE DISABILITY INSURANC	14,337.94	14,337.94
20506	10/21/2022	00222	STATE DISBURSEMENT UNIT	Ben35094	10/21/2022	SUPPORT: PAYMENT	184.62	184.62
20507	10/21/2022	00058	CALPERS	Ben35088	10/21/2022	PERS RETIREMENT: PAYMEN	33,220.62	33,220.62
20508	10/21/2022	00221	MISSIONSQUARE RETIREMEI	Ben35084	10/21/2022	DEFERRED COMPENSATION	15,974.99	15,974.99
56743	10/21/2022	00002	AFLAC	Ben35078	10/21/2022	AFLAC INSURANCE: PAYMEN	2,872.08	2,872.08
56744	10/21/2022	00217	CALIFORNIA TEAMSTERS UN	Ben35082	10/21/2022	UNION DUES TEAMSTERS: P	1,475.50	1,475.50
56745	10/21/2022	00218	CWA LOCAL 9400	Ben35080	10/21/2022	UNION DUES CWA: PAYMENT	269.42	269.42
56746	10/21/2022	00996	WAGEWORKS INC., HEALTHE	Ben35092	10/21/2022	HEALTH CARE FSA: PAYMEN	196.24	196.24
Sub total for UNION BANK:							104,296.50	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1969	10/28/2022	00621	FIRST BANKCARD				
		00014	CDW GOVERNMENT, INC.	1C8GFV4	9/14/2022	OTHER EQUIPMENT	3,223.96
		00141	POWERPHONE INC	78193	9/16/2022	EMD COURSES & ANNUAL M	774.00
		00866	GOVT TAX SEMINARS	0022011	9/7/2022	2022 TAX WEBINAR + RECOF	550.00
		00466	AMAZON MARKETPLACE	111-2127759-81	8/31/2022	PARTS - BILLING	531.94
		00466	AMAZON MARKETPLACE	113-2681901-92	9/22/2022	OFFICE SUPPLIES	421.20
		00169	GOLDEN WEST COLLEGE	090422-Q	9/4/2022	POST TRAINING - QUADRINC	344.00
		00169	GOLDEN WEST COLLEGE	090422-J	9/4/2022	POST TRAINING - JIMENEZ	344.00
		00610	DIRECTV	065190124X220	9/5/2022	CABLE SERVICE	231.99
		01036	CLOUDFLARE INC.	CFUSA5351249	9/28/2022	SOFTWARE SERVICES	200.00
		01050	UNITED OIL	110435	9/27/2022	FUEL - VAN	175.00
		00466	AMAZON MARKETPLACE	113-6262650-42	8/30/2022	OFFICE SUPPLIES	132.29
		00228	COSTCO MEMBERSHIP	111835758603	9/1/2022	MEMBERSHIP PURCHASED C	120.00
		01040	GOOGLE ADS	520-390-4641	8/31/2022	ONLINE JOB ADVERTISING-D	111.65
		00761	BOX	INV10362077	9/26/2022	SOFTWARE SERVICES	90.00
		00466	AMAZON MARKETPLACE	111-7995649-94	8/30/2022	PARTS - BILLING	68.99
		00795	MEDIA TEMPLE	324775-50	9/23/2022	MONTHLY WEBSITE HOSTING	60.00
		00467	LOWES BUSINESS	100522	8/31/2022	GENERAL TECH SUPPLIES	53.13
		00466	AMAZON MARKETPLACE	113-1573856-00	9/18/2022	OFFICE SUPPLIES	49.38
		00466	AMAZON MARKETPLACE	113-7232259-35	9/5/2022	PARTS - BILLING	47.16
		01046	PELTON	090122	9/1/2022	EMPLOYEE SERVICES - PELC	44.00
		00466	AMAZON MARKETPLACE	112-6255532-95	9/3/2022	PARTS - BILLING	43.78
		00457	SMART & FINAL	0228	9/28/2022	JANITORIAL SUPPLIES	38.66
		00826	LA TIMES	091222	9/12/2022	LA TIMES MONTHLY SUBSCR	15.96
		00637	SAFE MART, THE	217830	9/22/2022	HQ MAINTENANCE	15.44
		00466	AMAZON MARKETPLACE	112-8683290-56	9/28/2022	RETURNED ITEMS - OFFICE	-70.56
1970	10/28/2022	00073	STATE BOARD OF EQUALIZAT	012-6555960	9/30/2022	SALES & USE TAX PMT WITH	1,018.00
1971	10/28/2022	00069	SOUTHERN CALIFORNIA EDI	700440732476	10/13/2022	ELEC SERV/ 9/1/22 - 10/10/22	17,841.19
				700383926852	10/19/2022	ELEC SERV PUNTA/ 9/19/22 -	964.23
1972	10/28/2022	00012	CALIFORNIA WATER SERVICE	4675328235	10/18/2022	WATER SERV HQ/ 9/17/22-10/	200.51
11969	10/28/2022	00621	FIRST BANKCARD				
		00489	DOMINO'S PIZZA #8226	57	8/31/2022	TEAM A - EMPLOYEE APPRECI	101.40
56747	10/28/2022	00867	& INVESTIGATION SERVICES,	2022-10-014	10/14/2022	PRE-EMPLOYMENT POLYGR	225.00
56748	10/28/2022	01048	ARROYO BKGRND INVESTIG	/2865	10/13/2022	BACKGROUND INVESTIGATI	1,500.00

Bank : union UNION BANK			(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
56749	10/28/2022	00297	AT&T, ATT CALNET	000018917762	10/13/2022 PHONE SERV 9/13/22-10/12/2	2,707.41		
				000018921898	10/13/2022 PHONE SERV 9/13/22-10/12/2	229.31		
				000018924962	10/13/2022 PHONE SERV 9/13/22-10/12/2	204.71	3,141.43	
56750	10/28/2022	01004	BOB & MARC PLUMBING CO	S-107374	10/15/2022 HQ MAINTENANCE	1,334.86	1,334.86	
56751	10/28/2022	00014	CDW GOVERNMENT, INC.	DD79556	9/30/2022 CDW-G BILLABLE PARTS	4,663.99	4,663.99	
56752	10/28/2022	00101	CORDOVA, TONY	102822	10/28/2022 RETIREE MED PREM/NOV 20	601.00	601.00	
56753	10/28/2022	00407	COSCO FIRE PROTECTION IN	1000582622	9/26/2022 ANNUAL FIRE SPRINKLER & I	605.00	605.00	
56754	10/28/2022	00426	DELL MARKETING LP	10622132274	10/14/2022 DELL LATITUDE 9330 FOR E.I	2,313.72	2,313.72	
56755	10/28/2022	00103	DIVINITY, TANJI	102822	10/28/2022 RETIREE MED PREM/NOV 20	570.78	570.78	
56756	10/28/2022	00008	FEDERAL SIGNAL CORP	8149259	10/7/2022 FEDERAL SIGNAL CORP BILL	39,463.80		
				142606	9/29/2022 FEDERAL SIGNAL CORP BILL	4,680.00		
				8137450	9/23/2022 FEDERAL SIGNAL CORP BILL	4,008.00		
				8152887	10/12/2022 FEDERAL SIGNAL CORP BILL	3,120.00		
				8154085	10/13/2022 FEDERAL SIGNAL CORP BILL	2,340.00		
				8151629	10/11/2022 FEDERAL SIGNAL CORP BILL	370.00	53,981.80	
56757	10/28/2022	01029	GSE SOLUTIONS, LLC	1022A	10/6/2022 CHILLER UPGRADE PROJEC	2,205.00	2,205.00	
56758	10/28/2022	00027	HAVIS INC.	SIN187303	10/4/2022 HAVIS INC BILLABLE PARTS	7,823.20		
				SIN185445	9/16/2022 HAVIS INC BILLABLE PARTS	2,964.96		
				SIN187304	10/4/2022 HAVIS INC BILLABLE PARTS	2,791.06		
				SIN187501	10/6/2022 HAVIS INC BILLABLE PARTS	2,614.85	16,194.07	
56759	10/28/2022	00880	JUAN CHAVEZ LANDSCAPING	INV0906	10/16/2022 HQ MAINTENANCE - LANDSC	450.00	450.00	
56760	10/28/2022	00799	LA UNIFORMS & TAILORING	13705	9/19/2022 UNIFORM SETS	209.14	209.14	
56761	10/28/2022	00442	LAWSON PRODUCTS, INC.	9310021673	10/14/2022 LAWSON PRODUCTS BILLAB	334.41	334.41	
56762	10/28/2022	00087	LIEBERT CASSIDY & WHITMO	226774	9/30/2022 LEGAL SERVICES - EFFECTI\	1,572.50	1,572.50	
56763	10/28/2022	00047	MOTOROLA SOLUTIONS, INC.	8281461588	9/13/2022 MOTOROLA SOLUTIONS INC	5,264.55		
				8281479132	10/4/2022 MOTOROLA SOLUTIONS INC	2,054.31	7,318.86	
56764	10/28/2022	00121	PINELA, ELIZABETH	102822	10/28/2022 RETIREE MED PREM/NOV 20	570.78	570.78	
56765	10/28/2022	00060	RIVERA, JOSE	102822	10/28/2022 RETIREE MED PREM/NOV 20	557.02	557.02	
56766	10/28/2022	00803	SPARKLETTS	18193479 09302	9/30/2022 HQ MAINTENANCE~	43.00	43.00	
56767	10/28/2022	00074	STAPLES INC.	8068013887	10/22/2022 STAPLES SUPPLIES - OFFICE	160.85	160.85	
56768	10/28/2022	00034	STEVENS, GARY	102822	10/28/2022 RETIREE MED PREM/NOV 20	601.00	601.00	
56769	10/28/2022	00481	WAYTEK, INC.	3419477	9/14/2022 WAYTEK BILLABLE PARTS	1,200.29	1,200.29	
56770	10/28/2022	00063	WHELEN ENGINEERING CO.,	185646	10/3/2022 WHELEN ENGINEERING CO I	486.86	486.86	

Bank : union UNION BANK		(Continued)						
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
56771	10/28/2022	00067	XCEL MECHANICAL SYSTEMS	1390	10/14/2022 HVAC - CARRIER CCN CONTI	6,500.00		
			1329	9/29/2022	HVAC - CARRIER CCN CONTI	1,500.00		
			1328	9/29/2022	HVAC - CARRIER CCN CONTI	1,425.00	9,425.00	
56772	10/28/2022	01049	YASER KHOUJA	001	7/11/2022 GIS SUPPORT FOR MARK 43	7,785.00	7,785.00	
Sub total for UNION BANK:							145,792.66	

D-3



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: November 15, 2022

ITEM NUMBER: D-3

TO: Executive Committee

COPY TO: Tim Lilligren, Treasurer

FROM: Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: Cash & Investments Report/September 30, 2022

ATTACHMENTS:

1. Cash & Investments Report for September 30, 2022
2. LAIF Month End Statement for September 30, 2022
3. PMIA Performance Report as of September 30, 2022

RECOMMENDATION

Staff recommends that the Executive Committee receive and file the Cash & Investments Report for September 30, 2022.

BACKGROUND

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

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

DISCUSSION

Staff has completed the bank reconciliation for September 30, 2022. Attached is the Cash & Investments Report for the period.

All idle cash of the Authority is invested 100% with the State's Local Agency Investment Fund (LAIF). This complies with the Statement of Investment Policy. LAIF's monthly performance exhibits an increase from the monthly average yields in 2021.

FISCAL IMPACT

None.

D-3

Attachment 1



Cash and Investments Report

As of September 30, 2022

Funding Source	Bank Balance	Deposits in Transit	Outstanding Checks	Book Balance
<u>Active Accounts</u>				
MUFG Union Bank (General/Payroll)	\$ 697,424.63		\$ (6,239.23)	\$ 691,185.40
<u>Investments</u>				
LAIF	\$ 6,804,097.59		\$ -	\$ 6,804,097.59
Total Investments	\$ 6,804,097.59	\$ -	\$ -	\$ 6,804,097.59
<u>Other Cash on Hand</u>				
Petty Cash	\$ -	\$ -	\$ -	\$ 500.00
				\$ 500.00
Total Cash & Investments				<u><u>\$ 7,495,782.99</u></u>
<u>Breakdown of cash by fund:</u>				
Fund 10 (Enterprise Fund)				\$ 7,495,782.99
Fund 30 (Enterprise Fund)				-
Fund 20 (SHSGP Grant Fund)				
Total				<u><u>\$ 7,495,782.99</u></u>

D-3

Attachment 2

California State Treasurer
Fiona Ma, CPA



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

October 06, 2022

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

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

[Tran Type Definitions](#)

Account Number: 15-19-001

September 2022 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
9/2/2022	9/1/2022	RW	1712767	1673087	VANESSA ALFARO	-100,000.00
9/12/2022	9/12/2022	RW	1713056	1673373	VANESSA ALFARO	-275,000.00
9/23/2022	9/22/2022	RD	1713506	1673827	VANESSA ALFARO	950,000.00
9/29/2022	9/28/2022	RD	1713780	1674105	VANESSA ALFARO	400,000.00

Account Summary

Total Deposit:	1,350,000.00	Beginning Balance:	5,829,097.59
Total Withdrawal:	-375,000.00	Ending Balance:	6,804,097.59

D-3

Attachment 3



PMIA/LAIF Performance Report as of 10/14/22



PMIA Average Monthly Effective Yields⁽¹⁾

September	1.513
August	1.276
July	1.090

Quarterly Performance Quarter Ended 09/30/22

LAIF Apportionment Rate ⁽²⁾ :	1.35
LAIF Earnings Ratio ⁽²⁾ :	0.00003699565555327
LAIF Fair Value Factor ⁽¹⁾ :	0.980760962
PMIA Daily ⁽¹⁾ :	1.63%
PMIA Quarter to Date ⁽¹⁾ :	1.29%
PMIA Average Life ⁽¹⁾ :	304

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 09/30/22 \$222.9 billion

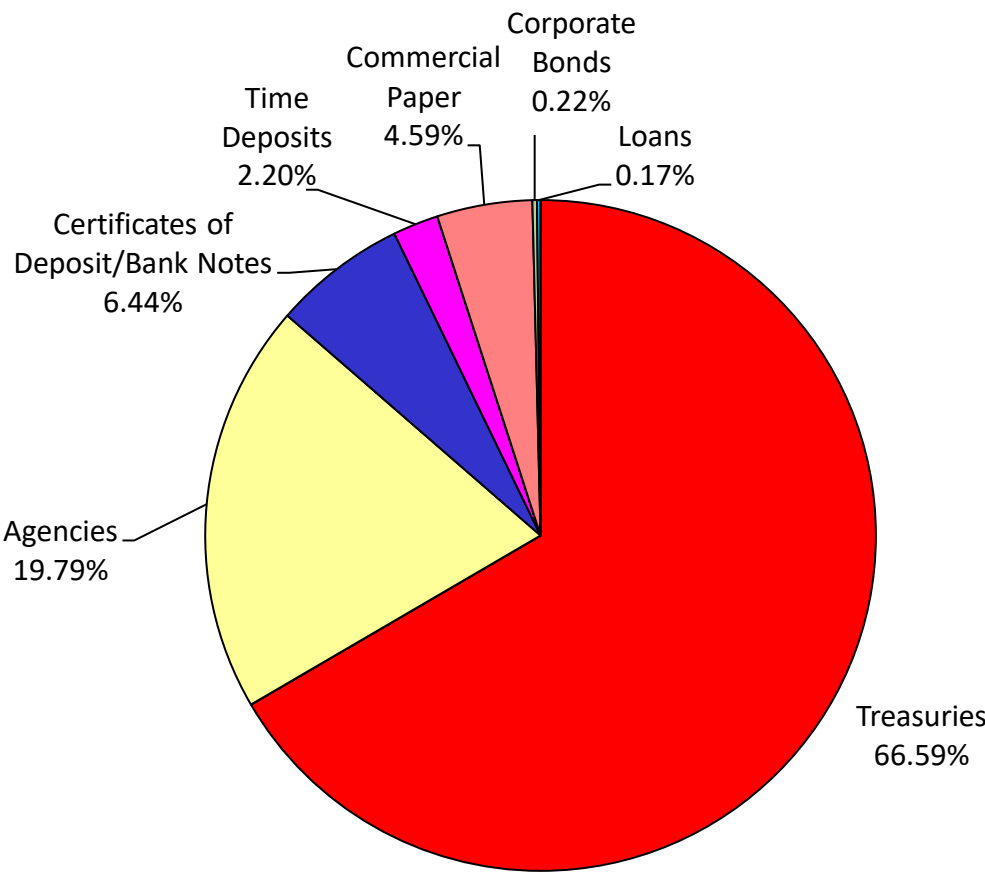


Chart does not include \$3,917,000.00 in mortgages, which equates to 0.002%. Percentages may not total 100% due to rounding.

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

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

Source:
⁽¹⁾ State of California, Office of the Treasurer
⁽²⁾ State of California, Office of the Controller

D-4



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: November 15, 2022

ITEM: D-4

TO: Executive Committee

FROM: M. Ross Klun, Executive Director

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

SUMMARY:

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

RECOMMENDATION:

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

BACKGROUND

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

On September 16, 2021, in anticipation of the then-imminent expiration of his special rules for teleconference meetings, the Government signed AB 361. In key part, this bill amends

the Brown Act to establish special requirements for teleconference meetings if a legislative body of a local public agency makes two findings pursuant to Government Code section 54953(e)(3). Like the special rules in the Governor's executive orders, the special Brown Act requirements in AB 361 include provisions allowing public agencies to conduct teleconference meetings without having to provide a physical location from which the public may attend or comment, without having to use teleconference locations that are public accessible, and without having to identify teleconference locations on the agenda. The AB 361 special Brown Act requirements are scheduled to be repealed on January 1, 2024.

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

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

FISCAL IMPACT

None.

G-1

MINUTES REGULAR JOINT MEETING OF THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE OCTOBER 18, 2022

A. CALL TO ORDER

The Executive Committee and the User Committee convened in a regular joint meeting on Tuesday, October 18, 2022 at 2:03 PM via teleconference.

B. ROLL CALL

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

Absent: 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
Jennifer Petrusis, RWG Law

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from September 20, 2022
APPROVE
Director Klun amended minutes (typo) from September 20, 2022 item D. 1
Reference: Check Register July 19, 2022
Correction: Minutes July 19, 2022
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

MOTION: City Manager Bruce Moe moved to approve the consent calendar as written 1-4. The motion was seconded by City Manager Vontray Norris and passed by a 3-0 call vote.

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

None.

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

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

Executive Director Klun provided a Power Point presentation on the status of the Mark43 Project. Round 1 of Data Migration loaded and ready for validation, currently under review. A new Product Consultant has been assigned to Mark43 CAD. Next week a meeting is scheduled with VP of Product, Wendy Gilbert to discuss the system wide outage from last meeting discussion. System Reliability – Mark43 will be providing documentation/reports. Go-Live Date: 4/3/2023

2. Executive Director's Update on Staffing and Recruitment

Executive Director provided a Power Point presentation on Staffing and Recruitment. The Recruitment Incentive and Referral Bonus Policy was adopted by the BoD on September 29, 2022.

Overview of recent recruitment activity – no passing score on the Criticalll test. Currently, three candidates in background process. Staff attended an in-person job fair that generated a few applicants. All city websites have links to our employment page.

Current Staffing – 35 out of 50 Operators 7 out of 7 Supervisors

Two conditional offers offered this week – start date mid-November

G. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from September 20, 2022

APPROVE

Director Klun amended minutes (typo) from September 20, 2022 item D. 1

Reference: Check Register July 19, 2022

Correction: Minutes July 19, 2022

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

MAKE FINDINGS PURSUANT TO AB 361

MOTION: Chief Safell moved to approve the User Committee Consent Calendar as written 1-2. The motion was seconded by Chief Johnson and passed by unanimous roll call vote, absent Chief Ishii.

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

None.

I. **EXECUTIVE DIRECTOR'S REPORT**

1. Executive Director Klun status on Senate Bill 1000, which would require law enforcement agencies to conduct dispatch operations on an open and clear channel that could be monitored by the public and require that criminal justice and personally identifiable information not be transmitted in a way that could be monitored by the public. Placed on the suspense file, will not be moving forward.

2. Briefing on Assembly Bill 2449 changes remote attendance rules under Brown Act's Opening Meeting Laws. Effective January 1, 2023, local agencies will no longer be able to rely on AB361's provision and will be left with Brown Act teleconferencing rules that require a quorum of the legislative body to meet in-person in the agency's jurisdiction. Remote participation under two specific circumstances:
 - a. Just Cause – limit per calendar year
 - b. Emergency Circumstance

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

None.

K. **ADJOURNMENT**

The meeting was adjourned at 2:21 PM.

G-2



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: November 15, 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.