

A G E N D A
REGULAR JOINT MEETING OF
THE EXECUTIVE COMMITTEE, AND USER COMMITTEE
TUESDAY, APRIL 18, 2023, 2:00 PM
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
SECOND FLOOR CONFERENCE ROOM
4440 W. BROADWAY, HAWTHORNE, CA

A. **CALL TO ORDER**

B. **ROLL CALL**

1. Executive Committee
2. User Committee

C. **PUBLIC DISCUSSION**

Members of the public will be given the opportunity to directly address the Executive Committee, and the User Committee on any matter within the subject matter jurisdiction of the Authority, including items on the agenda.

D. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from February 21, 2023
APPROVE
2. Minutes from February 28, 2023
APPROVE
3. Check Register – March 2023
RECEIVE AND FILE

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
3. Presentation on Operating and Capital Reserve Allocations
PROVIDE DIRECTION

G. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from January 17, 2023
APPROVE
2. Minutes from February 21, 2023
APPROVE – No quorum
3. Minutes from February 28, 2023
APPROVE

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
2. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code section 54957.6
Agency Representative: Jennifer Petrusis
Unrepresented Employee: Executive Director

L. **ADJOURNMENT**

Posting Date/Time: April 13, 2023/5:00PM

Signature:



M. Ross Klun, Executive Director

D-1

**MINUTES REGULAR JOINT MEETING OF THE
EXECUTIVE COMMITTEE AND THE USER COMMITTEE
February 21, 2023**

A. CALL TO ORDER

The Executive Committee and the User Committee convened in a regular joint meeting on Tuesday, February 21, 2023 at 2:01 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 Gary Tomatani, Hawthorne Police Department

Absent: Chief Mike Lang, Manhattan Beach Fire Department
Chief Mike Saffell, Gardena Police Department

Also present: Executive Director Ross Klun
Operations Manager Shannon Kauffman
Interim Finance Manager Bob Ridley
Executive Assistant Cristina Manley
Jennifer Petrusis, RWG Law

Executive Director Klun noted that a quorum of the User Committee was not present

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from January 17, 2023
APPROVE
2. Check Register – January 2023
RECEIVE AND FILE
3. Cash & Investments Reports – December 31, 2022
RECEIVE AND FILE
4. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings
MAKE FINDINGS PURSUANT TO AB 361
5. Approval of a Change Purchase Order in the Amount of \$25,000 to Richards, Watson & Gershon for a Total Not-To-Exceed Amount of \$90,000 for Legal Services
APPROVE
6. Professional Services Agreement with Smart Janitorial Maintenance at the Authority's

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

MOTION: City Manager Bruce Moe moved to approve the consent calendar as written 1-6. 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. Fiscal Year 2023 – 2024 Preliminary Budget

PROVIDE DIRECTION

Interim Finance Manager Bob Ridley provided a Power Point presentation on Fiscal Year 2023-2024 Preliminary Budget Item F-1. Overview of Authority's revenue and expenses, salaries and benefits at 77% make up the largest component of the Authority. Increases on assessments – contract cities \$1,237,324. Expenses increase \$677,775, 92% or \$624,642 of increase are from four categories:

1. Full-time salaries \$290,780
2. IT Computer Contract Services – Mark 43 Contract \$164,000
3. PERS Contribution \$92,362
4. General Liability Insurance \$77,500

PERS ADP and OPEB – PERS Additional Discretionary Payment & OPEB Section 115 Trust payment. (\$47,440) -10.44%

Accomplishments and Workplan: Accomplishments for the current year are on pages 6 to 7 of the Preliminary Budget. Work plan objectives for FY 2023-2024 are on pages 13 to 14 of the Preliminary Budget. One of these objectives, a 5-Year Capital Improvement Plan, depending on study results and available funding, may have significant future budget impact.

City Manager Bruce Moe needed clarification on the Reserve Policy specifically Operating and Capital Reserve (\$1,392,638). Question for Director Klun: Are we currently working on a 5-year CIP plan? Salaries increasing \$290,000 – suggesting fuller staffing levels. Need more discussion/dialogue for a follow-up meeting for additional details.

Director Klun – 2 items for this year

Capital Outlay - Strategic Planning

Capital Funding Strategies

City Manager Clint Osorio – Why is there an increase in our assessments? What is the plan of using the funds?

Director Klun explained that work on the 5-year CIP is in progress so we don't have the full picture yet of what Capital Outlay will look like over the next 5 years and Treasurer

expressed a desire to have more than a 10% in reserves.

2. Resolution Amending the Policy for Travel and Attendance at Conferences and Meetings

CONSIDER WHETHER TO RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT A RESOLUTION AMENDING THE POLICY FOR TRAVEL AND ATTENDANCE AT CONFERENCES AND MEETINGS

MOTION: City Manager Bruce Moe moved to approve item F2 General Business. The motion was seconded by City Manager Clint Osorio and passed 3-0.

3. Executive Director's Update on the Status of the Mark43
RECEIVE AND FILE_

Executive Director Klun provided a Power Point presentation on the status of the Mark43 Project Executive Review #11. Recently completed the 2nd on site workshop with Mark43 Team and RCC Team on February 14-16, 2023. Signed off on Unit Status Transitions. Few items began – work on Fire Department Resource Patterns (Run Cards), location Cautions & uploading units. Next on-site workshop is booked for March. CAD Implementation increased to 3%. CLETS integration to CAD moving slowly and new scoping needs for FD's. All three moving to new RMS and new scheduling/attendance systems.

RCC and Mark43 are now planning to Go-Live date in Q3 of this year.

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

Executive Director provided a Power Point presentation on the status on Staffing and Recruitment. Recruitment momentum, 8-month comparison starting 06/2021-01/2022 & 06/2022 – 01/2023. Number of applicants reaching background process has increased in 01/2023. Discussion on the interview process: 1st Round is the Peer Interview (One supervisor & Operator), 2nd Round Manager Interview and 3rd Round is the Executive Director Interview. Improvements to the Hiring Process. Currently, we have some of the fastest applications-to-hire times of any dispatch agency in the region. Due engagement with applicants outside of normal hours and more efficient backgrounds have shaved off weeks off the process while maintaining the same integrity. Current staffing at 37/50 Operators & 6/7 Supervisors. Class of 5 new Communications Operator start February 27, 2023 and 4 candidates are in advanced stages of the background process.

G. **USER COMMITTEE CONSENT CALENDAR**

No Quorum

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

None.

I. **EXECUTIVE DIRECTOR'S REPORT**

1. Executive Director Klun is meeting with the INSB Director to discuss some potential grant

opportunities which may be applicable to radio communication infrastructure. Attended the 2nd meeting of Dispatch, held at CHP dispatch center headquarters in Glendale. Discussion included Staffing/Recruitment and Wellness programs. Will host a meeting at the Authority in the near future. Public service announcement, we will start to educate our departments on the implications, researching and selecting new software or services independent of the Authority.

2. Director Klun applied for APCO International Certified Public- Safety Executive (CPE) Program.
3. In-person Meetings will resume in March 2023.

J. **EXECUTIVE COMMITTEE AND COMMENTS**

City Manager Bruce commented on a future discussion item regarding Fire Department.

K. **EXECUTIVE COMMITTEE CLOSED AGENDA**

The meeting was adjourned at 2:54 PM.

D-2

**MINUTES SPECIAL MEETING OF THE
EXECUTIVE COMMITTEE
February 28, 2023**

A. **CALL TO ORDER**

The Executive Committee special meeting on Tuesday, February 28, 2023 at 1:01 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

Also present: Executive Director Ross Klun
Operations Manager Shannon Kauffman
PT Finance Manager Bob Ridley
Executive Assistant Cristina Manley
Jennifer Petrusis, RWG Law

C. **PUBLIC DISCUSSION**

None.

D. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Fiscal Year 2023 – 2024 Preliminary Budget

PROVIDE DIRECTION

PT Finance Manager Bob Ridley discussed concerns from previous meeting on February 21, 2023. Specific question: Where do the numbers come from?

1. Cost Allocation Policy adopted refined over the last several years with quite a few changes – last approved by the Board of Directors on 9.20.2022 (Resolution 350).

2. Started with hiring Matrix Consulting and developed a detailed Excel model that is to develop the Budget annually 2020-2021, 2021-2022, 2022-2023 & 2023-2024= Year 4

Redo this study every 5 to 7 years and currently on year 3 of utilizing this study.

3. Staff has a large amount of input with the details of items that will increase/decrease & cost savings.

Comment: Would like to see an equipment replacement fund?

- Agreed, in a sense these is one informal cash accumulated

- Cost Allocation Policy includes allocating depreciation (>700k/year) assessments. Since depreciation is a non-cash expense when member cost allocation assessment paid cash grows. CIP study seems prudent.

South Bay Regional Public Communications Authority – Statements of Net Position

<u>NET POSITION</u>	<u>2022</u>	<u>2021</u>
Investment in capital assets	7,959,624	8,688,104
Unrestricted (Deficit)	(4,036,948)	(5,646,098)
Total net position	\$3,922,676	\$3,042,006

Capital reserves and operation reserves (10% of expenses)
Two largest liabilities - CalPERS ADP & OPEB.

City Manager Bruce Moe addressed a concern about presenting a budget to the Board of Directors that is absent of addressing the Capital Improvement Plan. Acknowledge interim plan for addressing infrastructure and funding's set aside assessment for the cities. Planning for the future.

Executive Director Klun explained having a plan/section for the Board of Directors where these concerns and information are included is a plan of action. One item that the Treasurer identified modifying the policy 10% reserve for operating and capital. Treasurer feels that this number should be much higher. The Board of Directors would have to adopt an amended budgetary policy to change those numbers. Initial phases of a CIP document, engineering firm company assessing our building. Develop a 5-Year Capital Improvement Plan (CIP). Work with the Authority's Treasurer on the CIP funding strategy. Preliminary numbers for CIP (IT & Radio Infrastructure) 2.7 million for capital needs over the next five years.

City Manager Moe expressed concerns about generating surpluses each year and building up fund balance at our Authority. As an owner city, developing a strategy would help to understand a plan of action for the first steps of funding CIP. Allocating more money to CIP and planning ahead. 5 year fund balance projections increasing in (6.2 million) FY27-28, Bruce recommended to see this balance allocated in some sort of plan for future capital improvements. Presenting the budget (allocating funds) and then recommendations for changing policies to the Board of Directors. Executive Director Klun stated that a presentation will be given to the Board of Directors at the March meeting on the allocation of capital and operating reserves and Budgetary Policy recommendations.

E. **EXECUTIVE COMMITTEE CLOSED AGENDA**

The meeting was adjourned at 1:27 PM.

D-3



Check Register FY 2022-23

March 2023

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
March 3, 2023	\$47,115.86	
March 10, 2023	\$171,999.64	
March 17, 2023	\$90,954.74	
March 24, 2023	\$110,254.00	
March 31, 2023	\$88,728.98	
	<hr/>	
Accounts Payable Total	\$509,053.22	
<u>Payroll Checks Issued Date</u>		
March 10, 2023	\$170,582.80	
March 24, 2023	\$176,065.90	
	<hr/>	
Payroll Total	\$346,648.70	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2006	3/3/2023	00012	CALIFORNIA WATER SERVICE	2/16/2023	WATER SERV HQ/ 1/19/23-2/1	206.39	206.39
2007	3/3/2023	00069	SOUTHERN CALIFORNIA EDI	2/13/2023	ELEC SERV /1/4/23 - 2/8/23	10,541.40	
			700383926852	2/16/2023	ELEC SERV PUNTA/ 1/19/23 -	814.74	11,356.14
56990	3/3/2023	00867	& INVESTIGATION SERVICES	10/22/2022	PRE-EMPLOYMENT POLYGR	225.00	225.00
56991	3/3/2023	00392	ALLEN MANUFACTURING, LLR	2/16/2023	RAY ALLEN MANUFACTURIN	2,013.45	2,013.45
56992	3/3/2023	00449	DIGI-KEY ELECTRONICS	2/14/2023	DIGI-KEY ELECTRONICS BILI	310.94	310.94
56993	3/3/2023	00008	FEDERAL SIGNAL CORP	2/15/2023	FEDERAL SIGNAL CORP BILL	6,538.00	
			8247803	2/16/2023	FEDERAL SIGNAL CORP BILL	2,672.00	
			8248778	2/17/2023	FEDERAL SIGNAL CORP BILL	1,080.00	10,290.00
56994	3/3/2023	00027	HAVIS INC.	2/9/2023	HAVIS INC BILLABLE PARTS	743.68	743.68
56995	3/3/2023	00047	MOTOROLA SOLUTIONS, INC	2/24/2023	MOTOROLA SOLUTIONS INC	352.00	352.00
56996	3/3/2023	00819	OCCUPATIONAL HEALTH CEN	2/1/2023	PRE-EMPLOYMENT MEDICAL	892.00	
			78287742	2/9/2023	PRE-EMPLOYMENT MEDICAL	407.00	1,299.00
56997	3/3/2023	01005	ORKIN PEST CONTROL	2/10/2023	HQ MAINTENANCE - PEST C	81.00	81.00
56998	3/3/2023	00803	SPARKLETTS	2/17/2023	HQ MAINTENANCE~	53.99	53.99
56999	3/3/2023	00074	STAPLES INC.	2/18/2023	STAPLES SUPPLIES - OFFIC	151.46	151.46
57000	3/3/2023	00046	UNITED PARCEL SERVICE	2/18/2023	POSTAGE AND SHIPPING	12.96	12.96
57001	3/3/2023	00996	WAGeworks INC., HEALTHE	2/23/2023	MONTHLY COMPLIANCE FEE	92.00	92.00
57002	3/3/2023	00481	WAYTEK, INC.	2/13/2023	WAYTEK BILLABLE PARTS	1,756.73	1,756.73
57003	3/3/2023	01028	WESTIN AUTOMATIVE PROD	2/10/2023	WESTIN AUTOMATIVE BILLAI	9,281.65	9,281.65
57004	3/3/2023	00063	WHELEN ENGINEERING CO.,	2/13/2023	WHELEN ENGINEERING CO I	5,128.83	
			246314	2/9/2023	WHELEN ENGINEERING CO I	2,176.34	
			247137	2/13/2023	WHELEN ENGINEERING CO I	995.56	
			243769	2/6/2023	WHELEN ENGINEERING CO I	363.83	
			245628	2/8/2023	WHELEN ENGINEERING CO I	224.91	8,889.47
Sub total for BANK OF THE WEST:							47,115.86

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20562	3/1/2023	00696	GUARDIAN	533654-03	2/22/2023	GUARDIAN - DENTAL, VISION	7,058.61	7,058.61
20563	3/10/2023	00058	CALPERS	10000001708756	2/14/2023	HEALTH PREMIUMS - MARCH	60,863.43	60,863.43
20564	3/10/2023	00219	INTERNAL REVENUE SERVICE	Ben35824	3/10/2023	FEDERAL WITHHOLDING TAX	36,805.00	36,805.00
20565	3/10/2023	00223	EMPLOYMENT DEVELOPMENT DEPT	Ben35828	3/10/2023	STATE DISABILITY INSURANCE	14,314.96	14,314.96
20566	3/10/2023	00222	STATE DISBURSEMENT UNIT	Ben35832	3/10/2023	SUPPORT: PAYMENT	184.62	184.62
20567	3/10/2023	00058	CALPERS	Ben35826	3/10/2023	PERS RETIREMENT: PAYMENT	33,836.87	33,836.87
20568	3/10/2023	00221	MISSIONSQUARE RETIREMENT	Ben35822	3/10/2023	DEFERRED COMPENSATION	16,409.05	16,409.05
57005	3/10/2023	00217	CALIFORNIA TEAMSTERS UNION	Ben35820	3/10/2023	UNION DUES TEAMSTERS: PAYMENT	1,430.00	1,430.00
57006	3/10/2023	00218	CWA LOCAL 9400	Ben35818	3/10/2023	UNION DUES CWA: PAYMENT	220.09	220.09
57007	3/10/2023	00996	WAGeworks INC., HEALTHCARE	Ben35830	3/10/2023	DEPENDENT CARE FSA: PAYMENT	877.01	877.01
Sub total for BANK OF THE WEST:							171,999.64	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
2008	3/17/2023	00012	CALIFORNIA WATER SERVICE	5550731926	3/1/2023	FIRE PROTECTION SERVICE	101.00	101.00
2009	3/17/2023	00070	GAS COMPANY, THE	059 194 8982 2	3/7/2023	GAS SERVICE HQ/ 2/1/23-3/3/	3,224.92	3,224.92
2010	3/17/2023	00069	SOUTHERN CALIFORNIA EDI	700610392752	3/6/2023	ELECT SERV GRANDVIEW/ 2	110.22	110.22
2011	3/17/2023	00073	STATE BOARD OF EQUALIZA	012-655960	3/17/2023	SALES & USE TAX 2023 Q1 PI	2,757.00	2,757.00
2012	3/17/2023	00651	FRONTIER	209-188-0077-04	3/1/2023	PHONE SERVICE 3/1/23 - 3/3/	363.50	363.50
57008	3/17/2023	00867	& INVESTIGATION SERVICES	2022-12-027	12/27/2022	PRE-EMPLOYMENT POLYGR	225.00	225.00
57009	3/17/2023	00153	ALERTE SYSTEMS INC	A32260	2/15/2023	ALERTE SYSTEMS INC BILLA	2,336.88	2,336.88
57010	3/17/2023	00297	AT&T, ATT CALNET	000019649217	3/13/2023	PHONE SERV 2/13/23-3/12/23	2,892.70	
				000019608012	3/3/2023	PHONE SERVICE 2/03/23-3/02	550.46	
				000019653353	3/13/2023	PHONE SERV 2/13/23-3/12/23	242.11	
				000019656417	3/13/2023	PHONE SERV 2/13/23-3/12/23	207.21	3,892.48
57011	3/17/2023	00064	AT&T, ATT PAYMENT CENTER	960 461-1623 55	3/1/2023	PHONE SERVICE 3/01/2023-3	1,774.53	1,774.53
57012	3/17/2023	00017	CHEM PRO LABORATORY, IN	IN107267	3/1/2023	WATER TREATMENT SERVIC	91.50	91.50
57013	3/17/2023	00225	COMMLINE INC	0395881-IN	2/28/2023	MONTHLY FEE FOR TECH SE	15,000.00	15,000.00
57014	3/17/2023	00101	CORDOVA, TONY	031723	3/17/2023	RETIREE MED PREM/APR 20	599.00	599.00
57015	3/17/2023	00081	COSTON, SHANDER	031723	3/17/2023	RETIREE MED PREM/APR 20	349.00	349.00
57016	3/17/2023	00879	CROWN CASTLE	1305042	3/1/2023	REDUNDANT INTERNET SER	1,100.00	1,100.00
57017	3/17/2023	00449	DIGI-KEY ELECTRONICS 246	95900447	2/28/2023	DIGI-KEY ELECTRONICS BILL	28.82	28.82
57018	3/17/2023	00103	DIVINITY, TANJI	031723	3/17/2023	RETIREE MED PREM/APR 20	599.00	599.00
57019	3/17/2023	01048	ERIC JASON ARROYO	2980	2/27/2023	BACKGROUND INVESTIGATI	3,000.00	
				2991	3/6/2023	BACKGROUND INVESTIGATI	3,000.00	6,000.00
57020	3/17/2023	00785	EXPERIAN	CD2311002545	2/24/2023	CREDIT CHCEK	32.00	32.00
57021	3/17/2023	00008	FEDERAL SIGNAL CORP	8260927	3/3/2023	FEDERAL SIGNAL CORP BILL	4,770.00	
				8257200	2/28/2023	FEDERAL SIGNAL CORP BILL	2,632.00	
				8258381	3/1/2023	FEDERAL SIGNAL CORP BILL	1,862.00	
				8250327	2/20/2023	FEDERAL SIGNAL CORP BILL	1,008.00	10,272.00
57022	3/17/2023	00651	FRONTIER	7002Z664-S-230	3/5/2023	PHONE SERV 3/05/23-4/04/23	246.96	
				7002Z665-S-230	3/5/2023	PHONE SERV 3/05/23-4/04/23	169.74	416.70
57023	3/17/2023	00322	GEOSPATIAL TECHNOLOGIE	18639	3/1/2023	SOFTWARE MAINTENANCE S	13,173.00	13,173.00
57024	3/17/2023	00027	HAVIS INC.	SIN201721	2/21/2023	HAVIS INC BILLABLE PARTS	162.93	162.93
57025	3/17/2023	00940	HAWKINS, JAMES	030123	3/1/2023	TUITION REIMB/FY 2022-23	920.00	920.00
57026	3/17/2023	00577	JESSICA RAMOS	2859	3/9/2023	VEHICLE MAINTENANCE & D	70.00	70.00
57027	3/17/2023	00880	JUAN CARLOS CHAVEZ SANC	IN0973	3/1/2023	HQ MAINTENANCE - LANDSC	450.00	450.00

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
57028	3/17/2023	00799	LA UNIFORMS & TAILORING	15502	2/15/2023	UNIFORM SETS	292.82	
				15479	2/14/2023	UNIFORM SETS	220.17	
				15504	2/15/2023	UNIFORM SETS	220.17	
				15646	2/27/2023	UNIFORM SETS	220.17	
				15624	2/27/2023	UNIFORM SETS	219.07	
				15436	2/13/2023	UNIFORM SETS	214.66	
				15559	2/20/2023	UNIFORM SETS	214.66	
				15565	2/20/2023	UNIFORM SETS	214.66	
				15503	2/15/2023	UNIFORM SETS	209.14	
				15659	2/28/2023	UNIFORM SETS	115.60	
				15660	2/28/2023	UNIFORM SETS	115.60	2,256.72
57029	3/17/2023	00442	LAWSON PRODUCTS, INC.	9310418875	3/9/2023	LAWSON PRODUCTS BILLAB	481.13	481.13
57030	3/17/2023	00671	MARC R. COHEN, MD	FY22-23-8	2/28/2023	MEDICAL DIRECTOR SERVIC	2,541.67	2,541.67
57031	3/17/2023	00113	MARTIN, LISA	031723	3/17/2023	RETIREE MED PREM/APR 20	349.00	349.00
57032	3/17/2023	00331	MITSUBISHI ELECTRIC INC	447927	3/1/2023	HQ MAINTENANCE - ELEVAT	786.90	786.90
57033	3/17/2023	00754	OSI HARDWARE, INC	INV-US95956	3/1/2023	NETWORK SWITCH REPLAC	1,558.32	1,558.32
57034	3/17/2023	00121	PINELA, ELIZABETH	031723	3/17/2023	RETIREE MED PREM/APR 20	599.00	599.00
57035	3/17/2023	01022	RACE COMMUNICATIONS	RC854285	3/1/2023	COMMUNICATION CONTRAC	1,198.50	1,198.50
57036	3/17/2023	00060	RIVERA, JOSE	031723	3/17/2023	RETIREE MED PREM/APR 20	605.21	605.21
57037	3/17/2023	00144	SAXE-CLIFFORD PHD, SUSAN	23-0309-5	3/9/2023	PRE-EMPLOYMENT PSYCHO	400.00	400.00
57038	3/17/2023	00824	SMART JANITORIAL, COMPLE	23923	3/1/2023	HQ MAINTENANCE - CLEANI	3,585.00	3,585.00
57039	3/17/2023	00034	STEVENS, GARY	031723	3/17/2023	RETIREE MED PREM/APR 20	599.00	599.00
57040	3/17/2023	00171	VERIZON WIRELESS	9928413758	2/23/2023	DAC CHARGES HPD/ 1/24/23-	2,031.65	
				9928476274	2/23/2023	GPD DAC CHARGES/ 1/24/23-	1,785.97	
				9928397841	2/23/2023	MODEM SVC. MBPD/ 1/24/23	922.48	
				9928022779	2/18/2023	CELL PH. CHGS: 1/19/23-2/18,	401.51	
				9928397842	2/23/2023	MODEM SVC. MBPD/ 1/24/23-	78.04	5,219.65
57041	3/17/2023	00063	WHELEN ENGINEERING CO.,	253739	2/24/2023	WHELEN ENGINEERING CO	3,850.72	
				254413	2/27/2023	WHELEN ENGINEERING CO	1,209.22	
				253608	2/24/2023	WHELEN ENGINEERING CO	142.22	5,202.16
57042	3/17/2023	00067	XCEL MECHANICAL SYSTEMS	1736	2/27/2023	HQ MAINTENANCE - EFFECT	1,523.00	1,523.00
Sub total for BANK OF THE WEST:								90,954.74

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20569	3/24/2023	00219	INTERNAL REVENUE SERVIC Ben35909	3/24/2023	FEDERAL WITHHOLDING TA	38,885.83	38,885.83
20570	3/24/2023	00223	EMPLOYMENT DEVEL DEPT Ben35913	3/24/2023	STATE DISABILITY INSURAN	15,178.37	15,178.37
20571	3/24/2023	00222	STATE DISBURSEMENT UNIT Ben35917	3/24/2023	SUPPORT: PAYMENT	184.62	184.62
20572	3/24/2023	00058	CALPERS Ben35911	3/24/2023	PERS RETIREMENT: PAYMEN	33,492.33	33,492.33
20573	3/24/2023	00221	MISSIONSQUARE RETIREMEI Ben35907	3/24/2023	DEFERRED COMPENSATION	17,245.08	17,245.08
57043	3/24/2023	00002	AFLAC Ben35901	3/24/2023	AFLAC INSURANCE: PAYMEN	2,872.08	2,872.08
57044	3/24/2023	00217	CALIFORNIA TEAMSTERS UN Ben35905	3/24/2023	UNION DUES TEAMSTERS: P	1,373.50	1,373.50
57045	3/24/2023	00218	CWA LOCAL 9400 Ben35903	3/24/2023	UNION DUES CWA: PAYMEN	164.42	164.42
57046	3/24/2023	00996	WAGeworks INC., HEALTH Ben35915	3/24/2023	DEPENDENT CARE FSA: PAY	857.77	857.77
Sub total for BANK OF THE WEST:							110,254.00

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2013	3/31/2023	00069	SOUTHERN CALIFORNIA EDI:700440732476	3/14/2023	ELEC SERV HQ/ 2/9/23 - 3/9/2	9,655.77	
			700383926852	3/20/2023	ELEC SERV PUNTA/ 2/16/23 -	843.49	10,499.26
2014	3/31/2023	00012	CALIFORNIA WATER SERVICE:4675328235	3/17/2023	WATER SERV HQ/ 2/16/23-3/1	218.16	218.16
57047	3/31/2023	00810	& ASSOCIATES, MAX PARKEF9598	2/10/2023	WEBSITE MAINTENANCE SE	250.00	250.00
57048	3/31/2023	00755	CREATIVE WIRELESS, INC C1707362	3/14/2023	ANNUAL RADIO TOWER MAINT	2,040.60	2,040.60
57049	3/31/2023	01070	CSG CONSULTANTS INC. 49868	3/10/2023	CAPITAL EXPENDITURES PR	6,435.00	6,435.00
57050	3/31/2023	01071	CWA AIA INC 1	3/24/2023	RECORD RETRIEVAL FROM I	450.00	450.00
57051	3/31/2023	01069	DOCUMENT CONSULTING SE134703	3/1/2023	OFFICE EQUIPMENT LEASE	370.13	370.13
57052	3/31/2023	00258	FIRE COM INV341789	2/21/2023	PARTS REIMBURSABLE	1,281.66	1,281.66
57053	3/31/2023	00148	HAWTHORNE, CITY OF IT-22-03-rcc	3/14/2023	COMPUTER SERVICES/ CAD	50,000.00	50,000.00
57054	3/31/2023	00087	LIEBERT CASSIDY & WHITMC237586	2/28/2023	LEGAL SERVICES - EFFECTIVE	85.00	85.00
57055	3/31/2023	00561	LOTUS COMMUNICATIONS 22-0088-01	6/20/2022	COMMUNICATIONS CENTER	1,170.00	1,170.00
57056	3/31/2023	00647	MC ELECTRICAL, INC. 33	3/14/2023	HQ MAINTENANCE~	6,315.38	6,315.38
57057	3/31/2023	00819	OCCUPATIONAL HEALTH CENT78497382	3/2/2023	PRE-EMPLOYMENT MEDICAL	814.00	
			78570235	3/10/2023	PRE-EMPLOYMENT MEDICAL	407.00	1,221.00
57058	3/31/2023	00818	RICHARDS,WATSON & GERSI241584	3/17/2023	GENERAL COUNSEL & LEGAL	1,631.39	1,631.39
57059	3/31/2023	00144	SAXE-CLIFFORD PHD, SUSAN23-0323-7	3/23/2023	PRE-EMPLOYMENT PSYCHO	400.00	400.00
57060	3/31/2023	00803	SPARKLETTS 18193479 03172	3/17/2023	HQ MAINTENANCE~	67.89	67.89
57061	3/31/2023	00171	VERIZON WIRELESS 9930429832	3/18/2023	CELL PH. CHGS: 2/19/23-3/18,	401.51	401.51
57062	3/31/2023	00996	WAGeworks INC., HEALTHEINV4957303	3/23/2023	MONTHLY COMPLIANCE FEE	92.00	92.00
57063	3/31/2023	00067	XCEL MECHANICAL SYSTEMS:1783	3/15/2023	HQ MAINTENANCE - EFFECT	5,800.00	5,800.00
Sub total for BANK OF THE WEST:							88,728.98

G-1

**MINUTES REGULAR JOINT MEETING OF THE
EXECUTIVE COMMITTEE AND THE USER COMMITTEE
JANUARY 17, 2023**

A. CALL TO ORDER

The Executive Committee and the User Committee convened in a regular joint meeting on Tuesday, January 17, 2023 at 2:01 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
Interim Chief Gary Tomatani, Hawthorne Police Department

Absent:

Also present: Executive Director Ross Klun
Operations Manager Shannon Kauffman
Administrative Services Manager John Krok
Interim Finance Manager Bob Ridley
Executive Assistant Cristina Manley
RWG Law Jennifer Petrusis

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from December 13, 2022
APPROVE
2. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings
MAKE FINDINGS PURSUANT TO AB 361
3. Check Register – December 2022
RECEIVE AND FILE
4. Preapproval of Travel Expenses in an Amount Not to Exceed \$2,500.00 for the Executive Director to Attend the Liebert Cassidy Whitmore Annual Conference
APPROVE
5. Agreement with CSG Consultants, Inc. to Conduct a Facility Condition Assessment in the Total Amount Not to Exceed \$41,500.00
APPROVE AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE AGREEMENT ON BEHALF OF THE AUTHORITY

MOTION: City Manager Bruce Moe moved to approve the consent calendar as written 1-5. The motion was seconded by City Manager Clint Osorio and passed by a 3-0 call vote.

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

None.

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Fiscal Year 2021 – 2022 Annual Financial Report

RECEIVE AND FILE

Mr. Ridley provided summary of the staff report for the FY 2021 – 2022 Annual Financial report. No problems reported to us from all three letters received (clear and positive).

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

RECEIVE AND FILE

Mr. Klun summarized a Mark43 review #9 – Go Live April 2023

Challenges, interfaces and DEx involve outside vendors and slow to respond to our needs. Three full days on-site work, 15 feature requests were collected and progress on Fire Response Plans GIS. Mark43 is committed to recurring on-site workshops until the project is complete. Next visit scheduled for early February. Mark43 CAD Reliability Report 2022 Q4 experienced no measurable downtime from 10/1/22 – 12/31/22.

3. Executive Director's Update on Staffing and Recruitment

Mr. Klun presented information on Staffing and Recruitment November and December 2022. Stats comparison with Q2, Q3 & Q4. Nov./Dec. staffing at 36 out of 50 Operators and 6 out of 7 supervisors. 2 new operators were hired and started in December. 12 Candidates started/currently in the background process.

RECEIVE AND FILE

G. **USER COMMITTEE CONSENT CALENDAR**

1. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings
MAKE FINDINGS PURSUANT TO AB 361

MOTION: Chief Johnson moved to approve the User Committee Consent Calendar as written. The motion was seconded by Chief Lang and passed by a 4-0 call vote.

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

None.

I. **EXECUTIVE DIRECTOR'S REPORT**

1. Executive Director Klun provide a report, Chevron Refinery has resumed regional meetings with surrounding public safety agencies. We will be participating in these monthly meetings and host a meeting at our agency.

RCC participated in a meeting, Los Angeles Area Dispatch Centers benefit our member contract cities. Open dialogue between major dispatch centers in the region, meetings will occur quarterly. Topics discussed National Suicide Prevention Hotline 988, alternative responses to calls involving unhoused and mental illness.

Financial – All cities paid Q3 Assessments on time. Switched banking institutions from Union Bank to Bank of the West. The Executive Committee can anticipate an updated Travel Reimbursement Policy in February’s meeting. After February 28th, resume in-person meetings. Meetings in March will be in-person.

2. Dispatch Performance and Annual Dispatch Stats Presentation 2022 – Dispatch time starts when a CAD incident is created and ends when units have been dispatched by radio. Average dispatch performance data does not indicate a significant deviation over last year’s entry times or dispatch times. NENA 2.2.1 Standard for answering 9-1-1 Calls 90% of all 9-1-1 calls arriving at the PSAP Shall be answered with <15 seconds. Q4 ending at 99.28%

2022 Call Volume by City will vary depending on demographics between 9-1-1 calls & non-emergency calls. 297,895 Total Police Calls for Service in 2022. 16,018 Total Fire Calls for Service in 2022.

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

None.

K. **ADJOURNMENT**

The meeting was adjourned at 2:33 PM.

G-2

**MINUTES REGULAR JOINT MEETING OF THE
EXECUTIVE COMMITTEE AND THE USER COMMITTEE
February 21, 2023**

A. CALL TO ORDER

The Executive Committee and the User Committee convened in a regular joint meeting on Tuesday, February 21, 2023 at 2:01 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 Gary Tomatani, Hawthorne Police Department

Absent: Chief Mike Lang, Manhattan Beach Fire Department
Chief Mike Saffell, Gardena Police Department

Also present: Executive Director Ross Klun
Operations Manager Shannon Kauffman
Interim Finance Manager Bob Ridley
Executive Assistant Cristina Manley
Jennifer Petrusis, RWG Law

Executive Director Klun noted that a quorum of the User Committee was not present

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Minutes from January 17, 2023
APPROVE
2. Check Register – January 2023
RECEIVE AND FILE
3. Cash & Investments Reports – December 31, 2022
RECEIVE AND FILE
4. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings
MAKE FINDINGS PURSUANT TO AB 361
5. Approval of a Change Purchase Order in the Amount of \$25,000 to Richards, Watson & Gershon for a Total Not-To-Exceed Amount of \$90,000 for Legal Services
APPROVE
6. Professional Services Agreement with Smart Janitorial Maintenance at the Authority's

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

MOTION: City Manager Bruce Moe moved to approve the consent calendar as written 1-6. 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. Fiscal Year 2023 – 2024 Preliminary Budget

PROVIDE DIRECTION

Interim Finance Manager Bob Ridley provided a Power Point presentation on Fiscal Year 2023-2024 Preliminary Budget Item F-1. Overview of Authority's revenue and expenses, salaries and benefits at 77% make up the largest component of the Authority. Increases on assessments – contract cities \$1,237,324. Expenses increase \$677,775, 92% or \$624,642 of increase are from four categories:

1. Full-time salaries \$290,780
2. IT Computer Contract Services – Mark 43 Contract \$164,000
3. PERS Contribution \$92,362
4. General Liability Insurance \$77,500

PERS ADP and OPEB – PERS Additional Discretionary Payment & OPEB Section 115 Trust payment. (\$47,440) -10.44%

Accomplishments and Workplan: Accomplishments for the current year are on pages 6 to 7 of the Preliminary Budget. Work plan objectives for FY 2023-2024 are on pages 13 to 14 of the Preliminary Budget. One of these objectives, a 5-Year Capital Improvement Plan, depending on study results and available funding, may have significant future budget impact.

City Manager Bruce Moe needed clarification on the Reserve Policy specifically Operating and Capital Reserve (\$1,392,638). Question for Director Klun: Are we currently working on a 5-year CIP plan? Salaries increasing \$290,000 – suggesting fuller staffing levels. Need more discussion/dialogue for a follow-up meeting for additional details.

Director Klun – 2 items for this year

Capital Outlay - Strategic Planning

Capital Funding Strategies

City Manager Clint Osorio – Why is there an increase in our assessments? What is the plan of using the funds?

Director Klun explained that work on the 5-year CIP is in progress so we don't have the full picture yet of what Capital Outlay will look like over the next 5 years and Treasurer

expressed a desire to have more than a 10% in reserves.

2. Resolution Amending the Policy for Travel and Attendance at Conferences and Meetings

CONSIDER WHETHER TO RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT A RESOLUTION AMENDING THE POLICY FOR TRAVEL AND ATTENDANCE AT CONFERENCES AND MEETINGS

MOTION: City Manager Bruce Moe moved to approve item F2 General Business. The motion was seconded by City Manager Clint Osorio and passed 3-0.

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

Executive Director Klun provided a Power Point presentation on the status of the Mark43 Project Executive Review #11. Recently completed the 2nd on site workshop with Mark43 Team and RCC Team on February 14-16, 2023. Signed off on Unit Status Transitions. Few items began – work on Fire Department Resource Patterns (Run Cards), location Cautions & uploading units. Next on-site workshop is booked for March. CAD Implementation increased to 3%. CLETS integration to CAD moving slowly and new scoping needs for FD's. All three moving to new RMS and new scheduling/attendance systems.

RCC and Mark43 are now planning to Go-Live date in Q3 of this year.

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

Executive Director provided a Power Point presentation on the status on Staffing and Recruitment. Recruitment momentum, 8-month comparison starting 06/2021-01/2022 & 06/2022 – 01/2023. Number of applicants reaching background process has increased in 01/2023. Discussion on the interview process: 1st Round is the Peer Interview (One supervisor & Operator), 2nd Round Manager Interview and 3rd Round is the Executive Director Interview. Improvements to the Hiring Process. Currently, we have some of the fastest applications-to-hire times of any dispatch agency in the region. Due engagement with applicants outside of normal hours and more efficient backgrounds have shaved off weeks off the process while maintaining the same integrity. Current staffing at 37/50 Operators & 6/7 Supervisors. Class of 5 new Communications Operator start February 27, 2023 and 4 candidates are in advanced stages of the background process.

G. **USER COMMITTEE CONSENT CALENDAR**

No Quorum

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

None.

I. **EXECUTIVE DIRECTOR'S REPORT**

1. Executive Director Klun is meeting with the INSB Director to discuss some potential grant

opportunities which may be applicable to radio communication infrastructure. Attended the 2nd meeting of Dispatch, held at CHP dispatch center headquarters in Glendale. Discussion included Staffing/Recruitment and Wellness programs. Will host a meeting at the Authority in the near future. Public service announcement, we will start to educate our departments on the implications, researching and selecting new software or services independent of the Authority.

2. Director Klun applied for APCO International Certified Public- Safety Executive (CPE) Program.
3. In-person Meetings will resume in March 2023.

J. **EXECUTIVE COMMITTEE AND COMMENTS**

City Manager Bruce commented on a future discussion item regarding Fire Department.

K. **EXECUTIVE COMMITTEE CLOSED AGENDA**

The meeting was adjourned at 2:54 PM.

G-3

**MINUTES SPECIAL MEETING OF THE
EXECUTIVE COMMITTEE
February 28, 2023**

A. **CALL TO ORDER**

The Executive Committee special meeting on Tuesday, February 28, 2023 at 1:01 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

Also present: Executive Director Ross Klun
Operations Manager Shannon Kauffman
PT Finance Manager Bob Ridley
Executive Assistant Cristina Manley
Jennifer Petrusis, RWG Law

C. **PUBLIC DISCUSSION**

None.

D. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Fiscal Year 2023 – 2024 Preliminary Budget

PROVIDE DIRECTION

PT Finance Manager Bob Ridley discussed concerns from previous meeting on February 21, 2023. Specific question: Where do the numbers come from?

1. Cost Allocation Policy adopted refined over the last several years with quite a few changes – last approved by the Board of Directors on 9.20.2022 (Resolution 350).

2. Started with hiring Matrix Consulting and developed a detailed Excel model that is to develop the Budget annually 2020-2021, 2021-2022, 2022-2023 & 2023-2024= Year 4

Redo this study every 5 to 7 years and currently on year 3 of utilizing this study.

3. Staff has a large amount of input with the details of items that will increase/decrease & cost savings.

Comment: Would like to see an equipment replacement fund?

- Agreed, in a sense these is one informal cash accumulated

- Cost Allocation Policy includes allocating depreciation (>700k/year) assessments. Since depreciation is a non-cash expense when member cost allocation assessment paid cash grows. CIP study seems prudent.

South Bay Regional Public Communications Authority – Statements of Net Position

<u>NET POSITION</u>	<u>2022</u>	<u>2021</u>
Investment in capital assets	7,959,624	8,688,104
Unrestricted (Deficit)	(4,036,948)	(5,646,098)
Total net position	\$3,922,676	\$3,042,006

Capital reserves and operation reserves (10% of expenses)
Two largest liabilities - CalPERS ADP & OPEB.

City Manager Bruce Moe addressed a concern about presenting a budget to the Board of Directors that is absent of addressing the Capital Improvement Plan. Acknowledge interim plan for addressing infrastructure and funding's set aside assessment for the cities. Planning for the future.

Executive Director Klun explained having a plan/section for the Board of Directors where these concerns and information are included is a plan of action. One item that the Treasurer identified modifying the policy 10% reserve for operating and capital. Treasurer feels that this number should be much higher. The Board of Directors would have to adopt an amended budgetary policy to change those numbers. Initial phases of a CIP document, engineering firm company assessing our building. Develop a 5-Year Capital Improvement Plan (CIP). Work with the Authority's Treasurer on the CIP funding strategy. Preliminary numbers for CIP (IT & Radio Infrastructure) 2.7 million for capital needs over the next five years.

City Manager Moe expressed concerns about generating surpluses each year and building up fund balance at our Authority. As an owner city, developing a strategy would help to understand a plan of action for the first steps of funding CIP. Allocating more money to CIP and planning ahead. 5 year fund balance projections increasing in (6.2 million) FY27-28, Bruce recommended to see this balance allocated in some sort of plan for future capital improvements. Presenting the budget (allocating funds) and then recommendations for changing policies to the Board of Directors. Executive Director Klun stated that a presentation will be given to the Board of Directors at the March meeting on the allocation of capital and operating reserves and Budgetary Policy recommendations.

E. **EXECUTIVE COMMITTEE CLOSED AGENDA**

The meeting was adjourned at 1:27 PM.