

A G E N D A
REGULAR JOINT MEETING OF
THE EXECUTIVE COMMITTEE, AND USER COMMITTEE
TUESDAY, MAY 16, 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 April 18, 2023
APPROVE
2. Check Register – April 2023
RECEIVE AND FILE
3. Blanket Purchase Order in the Amount of \$90,000 to Lehr Auto for Supplies and Equipment
APPROVE AND AUTHORIZE EXECUTIVE DIRECTOR TO EXECUTE PURCHASE ORDERS

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. FY 2022-23 Budget Performance Report – Q3
RECEIVE AND FILE
4. Amendment No. 1 to the Employment Agreement Between the South Bay Regional Public Communications Authority and M. Ross Klun
APPROVE AND AUTHORIZE EXECUTION OF AMENDMENT

G. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from April 18, 2023
APPROVE

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

I. **EXECUTIVE DIRECTOR'S REPORT**

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

K. **ADJOURNMENT**

Posting Date/Time: May 12, 2023/5:00PM

Signature:



M. Ross Klun, Executive Director

D-1

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

APRIL 18, 2023

A. CALL TO ORDER

The Executive Committee and the User Committee convened in a regular joint session at 2:04PM on Tuesday, April 18, 2023, on the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

B. ROLL CALL:

Present: City Manager Bruce Moe, City of Manhattan Beach
City Manager Von Norris, City of Hawthorne
City Manager Clint Osorio, City of Gardena
Chief Gary Tomatani, City of Hawthorne
Chief Mike Saffell, City of Gardena
Chief Mike Lang, City of Manhattan Beach
Captain Andrew Enriquez, City of Manhattan Beach

Absent: Chief Rachel Johnson, City of Manhattan Beach

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

B. PUBLIC DISCUSSION

None.

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

MOTION: City Manager Norris moved to approve the Consent Calendar, item numbers 1 – 3. The motion was seconded by City Manager Moe and passed by 3 – 0.

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
RECEIVE AND FILE

Executive Director Klun provided a Power Point presentation on the status of the Mark43 Project Executive Review #13. Overall project completion 45%. CAD implementation - no movement on tracker, but additional documentation sent. Validation round 1 complete with data migration. Mark43 finished building the new CAD Test Tenant and resolved many issues. They have resumed entering all the Run Cards so we can identify that they are working properly. Mark43 received scoping documents for First Due RMS & Telestaff (the new FD interfaces). Executive Director Klun had a of couple calls with CEO and project managers to follow up; commitment was made on Dex progress. Still Q3 of this year. Mark43 on site May 9-11, 2023.

2. Executive Director's Update on Staffing and Recruitment

RECEIVE AND FILE

Executive Director Klun provided a Power Point presentation on the status of Staffing and Recruitment and highlighted some recruitment activities at local college campuses and career fairs. Attended an El Segundo Fire program called Fired Up and girls empowerment camp. Two operators hired in December and five hired in February. Class of five operators will start April 24th. Operators (50 budgeted) & Supervisors (7 budgeted). On Monday, we will be at 90% staffing. A few more interviews are lined up for next week (1st round).

3. Presentation on Operating and Capital Reserve Allocations

PROVIDE DIRECTION

PT Finance Manager Ridley provided a Power Point presentation on Operating and Capital Reserve Allocations. Annual budget includes a 10% Operational and Capital Reserve for operating and/or capital expense contingencies. In circumstances where reserves have been appropriated by the Board of Directors, the budget will include a plan to replenish the reserves to this prescribed level within three years. At the end of FY 2024, the projected available cash is approximately 5.8 million dollars. Current policy, 10% Operating + Capital Reserve Projection.

Current Budgetary Policy sets the reserve at 10% combined operating and capital reserves. 10% alone represents only five weeks of operating reserves.

Options:

Recommendation - 25% Operating + Capital Reserve Projection

25% is approximately three months of Operating Reserves

Another alternative - 25% Operating + 10% Capital Projection

25% Operating+10% Capital vs. 40% Reserves – Ridley presented graphs and didn't recommend operating 40% Reserves. Options were presented and seeking recommendation/guidance from Executive Committee with levels of Reserves to be established. In a future meeting, a presentation with formal policy will be requested. Formal Policy change for an annual review of Reverse Levels and Reverse Policy reviewed at every annual session.

After discussion of all options, City Manager Moe wanted to know what the Authority recommends. PT Finance Manager Ridley recommended moving with a 25% percent as a good start. It is prudent, that this policy is reviewed annually. Our treasurer recommended three months or more. Discussion on CIP plan. Draft will be released in the next few weeks. City Manager Moe requested for that information to be available before determining what the Reserves should be. CIP information requested before any formality with the Reserves levels adjusted.

City Manager Osorio requested clarification on Cash Policy with member cities. Ridley discussed on how member cities can ask for money back (pros and cons).

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

MOTION: Chief Saffell moved to approve the Consent Calendar, item number 1 – 3. The motion was seconded by Chief Lang and passed 3 – 0.

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

None.

I. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Klun discussed an INSB meeting with the topic of grant funding proceeding. Partnership with INSB and RCC, actively working with regional federal grant opportunities.

NTCW – success with all our cities participating with visits/goodies.

Finance Manager Alfaro will be returning on May 15.
CalEOS Branch - Testing site for transitions for Next Gen, state has been working on this for the last five years. Modernize 911 system of the state.

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

Chief Lang thanked the Authority Team for participating in the Manhattan Beach event on April 6. Discussed Pulse Point App (CPR), currently LA County Fire using.

City Manager Moe requested the financials for this last quarter. Missing from today's agenda.

K. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

At 2:40PM, the Executive Committee entered into closed session to discuss the following items:

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

The meeting returned to open session at 3:22PM with no action taken in closed session.

L. **ADJOURNMENT**

The meeting was adjourned at 3:22PM.

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Check Register FY 2022-23

April 2023

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
April 7, 2023	\$179,804.39	
April 14, 2023	\$112,912.10	
April 21, 2023	\$103,720.65	
April 28, 2023	\$71,938.66	
Accounts Payable Total	\$468,375.80	
 <u>Payroll Checks Issued Date</u>		
April 7, 2023	\$169,523.08	
April 21, 2023	\$163,728.63	
Payroll Total	\$333,251.71	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20574	4/4/2023	00696	GUARDIAN	533654-04	3/22/2023	GUARDIAN - DENTAL, VISION	8,316.40	8,316.40
20575	4/7/2023	00058	CALPERS	10000001711549	3/14/2023	HEALTH PREMIUMS - APRIL 2	67,979.81	67,979.81
20576	4/7/2023	00219	INTERNAL REVENUE SERVICE	Ben35948	4/7/2023	FEDERAL WITHHOLDING TAX	37,995.10	37,995.10
20577	4/7/2023	00223	EMPLOYMENT DEVELOPMENT	Ben35952	4/7/2023	STATE DISABILITY INSURANCE	15,175.19	15,175.19
20578	4/7/2023	00222	STATE DISBURSEMENT UNIT	Ben35956	4/7/2023	SUPPORT: PAYMENT	184.62	184.62
20579	4/7/2023	00058	CALPERS	Ben35950	4/7/2023	PERS RETIREMENT: PAYMENT	32,634.43	32,634.43
20580	4/7/2023	00221	MISSIONSQUARE RETIREMENT	Ben35946	4/7/2023	DEFERRED COMPENSATION	15,240.47	15,240.47
57064	4/7/2023	00217	CALIFORNIA TEAMSTERS UNION	Ben35944	4/7/2023	UNION DUES TEAMSTERS: P	1,373.50	1,373.50
57065	4/7/2023	00218	CWA LOCAL 9400	Ben35942	4/7/2023	UNION DUES CWA: PAYMENT	164.42	164.42
57066	4/7/2023	00996	WAGeworks INC., HEALTHCARE	Ben35954	4/7/2023	DEPENDENT CARE FSA: PAY	740.45	740.45
Sub total for BANK OF THE WEST:							179,804.39	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
2015	4/14/2023	00012	CALIFORNIA WATER SERVICE	5550731926	3/31/2023	FIRE PROTECTION SERVICE	101.00	101.00
2016	4/14/2023	00070	GAS COMPANY, THE	059 194 8982 2	4/14/2023	GAS SERVICE HQ/ 3/3/23-4/3/	2,209.67	2,209.67
2017	4/14/2023	00651	FRONTIER	209-188-0077-04	4/1/2023	PHONE SERVICE 4/1/23 - 4/30	351.19	351.19
57067	4/14/2023	00810	& ASSOCIATES, MAX PARKEF	9629	4/10/2023	WEBSITE MAINTENANCE SE	250.00	250.00
57068	4/14/2023	00297	AT&T, ATT CALNET	000019747000	4/3/2023	PHONE SERVICE 3/03/23-4/02	550.46	550.46
57069	4/14/2023	00064	AT&T, ATT PAYMENT CENTER	960 461-1623 55	4/1/2023	PHONE SERVICE 4/01/2023-4	1,661.38	1,661.38
57070	4/14/2023	00014	CDW GOVERNMENT, INC.	HP26366	3/23/2023	CDW-G BILLABLE PARTS	6,518.63	
				HM61958	3/21/2023	CDW-G BILLABLE PARTS	4,073.13	
				HS08679	3/30/2023	CDW-G BILLABLE PARTS	660.90	11,252.66
57071	4/14/2023	00017	CHEM PRO LABORATORY, IN	IN109697	4/1/2023	WATER TREATMENT SERVIC	91.50	91.50
57072	4/14/2023	00225	COMMLINE INC	0399894-IN	3/30/2023	MONTHLY FEE FOR TECH SE	15,000.00	15,000.00
57073	4/14/2023	00879	CROWN CASTLE	1314129	4/1/2023	REDUNDANT INTERNET SER	1,100.00	1,100.00
57074	4/14/2023	00008	FEDERAL SIGNAL CORP	8277832	3/24/2023	FEDERAL SIGNAL CORP BILL	13,200.00	
				8272058	3/17/2023	FEDERAL SIGNAL CORP BILL	1,218.00	14,418.00
57075	4/14/2023	00651	FRONTIER	7002Z664-S-23C	4/5/2023	PHONE SERV 4/05/23-5/04/23	235.95	235.95
57076	4/14/2023	00651	FRONTIER	7002Z665-S-23C	4/5/2023	PHONE SERV 4/05/23-5/04/23	162.18	162.18
57077	4/14/2023	00027	HAVIS INC.	SIN203215	3/3/2023	HAVIS INC BILLABLE PARTS	17,622.72	17,622.72
57078	4/14/2023	00880	JUAN CARLOS CHAVEZ SANC	INV0998	4/5/2023	HQ MAINTENANCE - LANDSC	450.00	450.00
57079	4/14/2023	00799	LA UNIFORMS & TAILORING	15926	3/26/2023	UNIFORM SETS	260.91	
				15716	3/6/2023	UNIFORM SETS	220.17	
				15766	3/8/2023	UNIFORM SETS	220.17	
				15927	3/26/2023	UNIFORM SETS	215.76	
				15673	3/2/2023	UNIFORM SETS	214.66	
				15733	3/6/2023	UNIFORM SETS	121.11	
				15711	3/3/2023	UNIFORM SETS	110.14	
				15782	3/10/2023	UNIFORM SETS	77.06	1,439.98
57080	4/14/2023	00671	MARC R. COHEN, MD	FY22-23-9	3/31/2023	MEDICAL DIRECTOR SERVIC	2,541.67	2,541.67
57081	4/14/2023	00331	MITSUBISHI ELECTRIC INC	450737	4/1/2023	HQ MAINTENANCE - ELEVAT	786.90	786.90
57082	4/14/2023	00047	MOTOROLA SOLUTIONS, INC	8281595967	3/30/2023	MOTOROLA SOLUTIONS INC	397.56	397.56
57083	4/14/2023	01022	RACE COMMUNICATIONS	RC874477	4/1/2023	COMMUNICATION CONTRAC	1,198.50	1,198.50
57084	4/14/2023	00144	SAXE-CLIFFORD PHD, SUSAN	23-0330-5	3/30/2023	PRE-EMPLOYMENT PSYCHO	400.00	400.00
57085	4/14/2023	00157	SECURE IDLE INC	12884	3/2/2023	SECURE IDLE INC BILLABLE	890.43	890.43
57086	4/14/2023	00824	SMART JANITORIAL, COMPLE	24315	4/1/2023	HQ MAINTENANCE - CLEANII	3,585.00	3,585.00

Bank : bow BANK OF THE WEST (Continued)

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>
57087	4/14/2023	00171	VERIZON WIRELESS	9930828439	3/23/2023	DAC CHARGES HPD/ 2/24/23-	2,134.55
				9930892055	3/23/2023	GPD DAC CHARGES/ 2/24/23-	1,785.95
				9930812215	3/23/2023	MODEM SVC. MBPD/ 2/24/23	922.58
				9930812216	3/23/2023	MODEM SVC. MBPD/ 2/24/23-	78.02
57088	4/14/2023	01028	WESTIN AUTOMATIVE PRODI	2074517	3/15/2023	WESTIN AUTOMATIVE BILLAI	10,242.26
				2073513	3/9/2023	WESTIN AUTOMATIVE BILLAI	1,715.49
57089	4/14/2023	00063	WHELEN ENGINEERING CO.,	256556	3/2/2023	WHELEN ENGINEERING CO	14,244.34
				265061	3/16/2023	WHELEN ENGINEERING CO	4,842.11
				266291	3/20/2023	WHELEN ENGINEERING CO	250.05
Sub total for BANK OF THE WEST:							112,912.10

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20581	4/21/2023	00219	INTERNAL REVENUE SERVIC Ben36010	4/21/2023	FEDERAL WITHHOLDING TA	36,510.80	36,510.80
20582	4/21/2023	00223	EMPLOYMENT DEVEL DEPT Ben36014	4/21/2023	STATE DISABILITY INSURAN	14,375.59	14,375.59
20583	4/21/2023	00222	STATE DISBURSEMENT UNIT Ben36018	4/21/2023	SUPPORT: PAYMENT	184.62	184.62
20584	4/21/2023	00058	CALPERS Ben36012	4/21/2023	PERS RETIREMENT: PAYMEN	32,314.13	32,314.13
20585	4/21/2023	00221	MISSIONSQUARE RETIREMEI Ben36008	4/21/2023	DEFERRED COMPENSATION	15,252.50	15,252.50
57090	4/21/2023	00002	AFLAC Ben36002	4/21/2023	AFLAC INSURANCE: PAYMEN	2,804.64	2,804.64
57091	4/21/2023	00217	CALIFORNIA TEAMSTERS UN Ben36006	4/21/2023	UNION DUES TEAMSTERS: P	1,373.50	1,373.50
57092	4/21/2023	00218	CWA LOCAL 9400 Ben36004	4/21/2023	UNION DUES CWA: PAYMEN	164.42	164.42
57093	4/21/2023	00996	WAGeworks INC., HEALTH Ben36016	4/21/2023	DEPENDENT CARE FSA: PAY	740.45	740.45
Sub total for BANK OF THE WEST:							103,720.65

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20	4/28/2023	00621	FIRST BANKCARD				
		00761	BOX	INV10838547	3/25/2023	SOFTWARE SERVICES	90.00
2018	4/28/2023	00073	STATE BOARD OF EQUALIZA	012-655960	3/31/2023	SALES & USE TAX PMT WITH	1,407.00
2019	4/28/2023	00069	SOUTHERN CALIFORNIA EDI	700440732476	4/18/2023	ELEC SERV/ 3/3/23 - 4/9/23	11,052.75
				700383926852	4/18/2023	ELEC SERV PUNTA/ 3/20/23 -	825.41
				700610392752	4/11/2023	ELECT SERV GRANDVIEW/ 3	182.66
2020	4/28/2023	00621	FIRST BANKCARD				12,060.82
		00466	AMAZON MARKETPLACE	112-5194457-20	2/13/2023	OFFICE SUPPLIES	83.44
		00608	NOAH'S BAGELS	93132171-82929	2/23/2023	EMPLOYEE SERVICES - BAG	68.30
		00489	DOMINO'S PIZZA #8226	25	2/27/2023	EMPLOYEE SERVICES - NEV	67.19
		00795	MEDIA TEMPLE	324775-55	2/27/2023	MONTHLY WEBSITE HOSTIN	66.15
		00795	MEDIA TEMPLE	324775-56	3/23/2023	MONTHLY WEBSITE HOSTIN	66.15
		00466	AMAZON MARKETPLACE	114-5046124-55	3/15/2023	PARTS - BILLING	66.12
		00829	HUMMUS HOUSE	7	2/15/2023	EMPLOYEE SERVICES	59.17
		01076	WINALL OIL	027938	3/27/2023	FUEL - FORD EXPLORER	59.00
		00466	AMAZON MARKETPLACE	112-7480131-14	2/16/2023	OFFICE SUPPLIES	55.39
		00466	AMAZON MARKETPLACE	114-2763214-07	3/22/2023	GENERAL TECH SUPPLIES	55.13
		00466	AMAZON MARKETPLACE	113-0313767-39	2/5/2023	OFFICE SUPPLIES	54.31
		00714	DOOR DASH	14154	3/23/2023	EMPLOYEE SERVICES - SUP	50.38
		01036	CLOUDFLARE INC.	CFUSA6601704	3/28/2023	SOFTWARE SERVICES	200.00
		00052	PARADISE AWARDS	31127	2/22/2023	RETIREMENT AWARD - S. FA	175.30
		00466	AMAZON MARKETPLACE	111-4503484-66	2/15/2023	HQ MAINTENANCE	171.15
		00831	RASCALS TERIYAKI GRILL	14408	2/28/2023	EMPLOYEE SERVICES - S. F/	168.68
		00829	HUMMUS HOUSE	72	3/3/2023	EMPLOYEE SERVICES - MAR	163.59
		00938	GOLIGHT	189105	3/1/2023	PARTS - BILLING	143.36
		00467	LOWES BUSINESS	996327702	3/22/2023	GENERAL TECH SUPPLIES	135.67
		00074	STAPLES INC.	15684	3/15/2023	OFFICE SUPPLIES	116.41
		00466	AMAZON MARKETPLACE	112-8644084-46	2/15/2023	OFFICE SUPPLIES	110.20
		00311	APCO, AFC INC.	943142	3/2/2023	APCO MEMBERSHIP DUES /	98.25
		00169	GOLDEN WEST COLLEGE	020323	2/3/2023	T. STROCK POST TRAINING	94.00
		00466	AMAZON MARKETPLACE	113-3430407-24	2/17/2023	OFFICE SUPPLIES	93.10
		00761	BOX	INV10761214	2/26/2023	SOFTWARE SERVICES	90.00
		00141	POWERPHONE INC	79658	3/2/2023	EMD COURSES & ANNUAL M	1,795.00
		00446	SOUTH BAY FORD	429463	3/28/2023	PARTS - BILLING	939.07

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
		01066	HILTON SAN DIEGO BAYFRON	3328449305	3/17/2023	LODGING FOR LCW CONFEE	792.46
		00466	AMAZON MARKETPLACE	112-4306941-41	3/23/2023	REFIGERATOR FOR CONFEE	660.40
		00466	AMAZON MARKETPLACE	113-8404212-23	3/25/2023	OFFICE SUPPLIES	638.35
		00228	COSTCO MEMBERSHIP	288368263	3/6/2023	OFFICE & JANITORIAL SUPPI	523.55
		00141	POWERPHONE INC	79692	3/6/2023	EMD COURSES & ANNUAL M	319.60
		00466	AMAZON MARKETPLACE	112-3054320-09	3/24/2023	OFFICE SUPPLIES	309.09
		00228	COSTCO MEMBERSHIP	288519393	3/27/2023	OFFICE & JANITORIAL SUPPI	292.84
		00228	COSTCO MEMBERSHIP	288319085	2/23/2023	JANITORIAL SUPPLIES	287.66
		00909	ATLANCO LLC	43942769091	2/15/2023	TSD EMPLOYEE UNIFORMS	284.79
		00466	AMAZON MARKETPLACE	112-0213788-73	3/24/2023	OFFICE SUPPLIES	277.62
		00467	LOWES BUSINESS	20486351	2/17/2023	HQ MAINTENANCE - LANDSC	258.96
		00311	APCO, AFC INC.	941096	2/6/2023	CERTIFIED PUBLIC SAFETY I	250.00
		00610	DIRECTV	065190124X230	2/5/2023	CABLE SERVICE	247.99
		00610	DIRECTV	065190124X230	3/5/2023	CABLE SERVICE	247.99
		00467	LOWES BUSINESS	20497588	2/17/2023	HQ MAINTENANCE - LANDSC	241.45
		01040	GOOGLE ADS	520-390-4641	2/28/2023	RECRUITMENT - 911 DISPATC	233.42
		01040	GOOGLE ADS	520-390-4641	1/31/2023	RECRUITMENT - 911 DISPTAC	219.80
		00467	LOWES BUSINESS	20571575	2/21/2023	HQ MAINTENANCE - LANDSC	211.56
		01036	CLOUDFLARE INC.	CFUSA6392013	2/28/2023	SOFTWARE SERVICES	200.00
		00466	AMAZON MARKETPLACE	114-7719464-09	3/9/2023	PARTS - BILLING	44.04
		01046	PELTON	020123	2/1/2023	EMPLOYEE SERVICES	44.00
		01046	PELTON	030123	2/28/2023	EMPLOYEE SERVICES - PELC	44.00
		00933	EBAY	11-09791-18771	3/7/2023	PARTS - BILLING	39.11
		00933	EBAY	08-09844-93780	3/20/2023	PARTS - BILLING	33.08
		00466	AMAZON MARKETPLACE	114-8672091-09	3/15/2023	PARTS - BILLING	27.55
		01073	CSULB	8192468	2/16/2023	CJSA CAREER FAIR REGISTF	25.66
		00466	AMAZON MARKETPLACE	112-1285234-70	2/7/2023	OFFICE SUPPLIES	22.04
		01075	ANAHEIM CONVENTION CEN	09439	3/17/2023	PARKING FEE @ CALPERS T	20.00
		00466	AMAZON MARKETPLACE	111-9055002-02	2/19/2023	HQ MAINTENANCE	19.38
		00826	LA TIMES	0001-0684-8535	2/1/2023	LA TIMES MONTHLY SUBSCF	15.96
		00826	LA TIMES	0001-0684-8535	2/27/2023	LA TIMES MONTHLY SUBSCF	15.96
		00826	LA TIMES	0001-0684-8535	3/27/2023	LA TIMES MONTHLY SUBSCF	15.96
		00466	AMAZON MARKETPLACE	112-3995416-46	2/7/2023	OFFICE SUPPLIES	14.32
		00466	AMAZON MARKETPLACE	112-7638436-86	3/24/2023	OFFICE SUPPLIES	13.21
		01074	TOKYO CENTRAL	00088356	2/28/2023	OFFICE SUPPLIES	11.51

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
		00466	AMAZON MARKETPLACE	113-976839-693	2/5/2023	OFFICE SUPPLIES	11.01
		00466	AMAZON MARKETPLACE	112-3984888-65	3/24/2023	OFFICE SUPPLIES	10.90
		00466	AMAZON MARKETPLACE	113-2026868-09	2/17/2023	OFFICE SUPPLIES	9.91
		00466	AMAZON MARKETPLACE	112-9975922-98	3/23/2023	OFFICE SUPPLIES	8.80
		00466	AMAZON MARKETPLACE	113-3954698-28	2/5/2023	OFFICE SUPPLIES	8.47
		01009	UNITED STATES POSTAL SER	840-59070025-2	1/30/2023	POSTAGE & SHIPPING	5.97
		00608	NOAH'S BAGELS	93132171-82929	2/27/2023	PARTIAL REFUND ON NOAH'S	-4.81
		00466	AMAZON MARKETPLACE	112-8298129-76	2/6/2023	RETURNED OFFICE SUPPLIE	-66.12
		00961	GCAT, LLC, DBA TARGET DIS	352270-RETURN	12/14/2022	RETURNED HEADSETS AND	-1,179.20
		01067	FEDERAL CONTRACTING CEI	1061	1/24/2023	REFUNDED SAM & FEMA RE	-2,500.00
2021	4/28/2023	00012	CALIFORNIA WATER SERVICE	4675328235	4/19/2023	WATER SERV HQ/ 3/17/23-4/1	212.28
2022	4/28/2023	00411	PITNEY BOWES	3105813730	2/23/2023	OFFICE EQUIPMENT LEASE	170.36
57094	4/28/2023	00297	AT&T, ATT CALNET	000019799656	4/13/2023	PHONE SERV 3/13/23-4/12/23	240.61
				000019802720	4/13/2023	PHONE SERV 3/13/23-4/12/23	198.53
				000019795520	4/13/2023	PHONE SERV 3/13/23-4/12/23	2,727.62
57095	4/28/2023	00014	CDW GOVERNMENT, INC.	HQ88483	3/28/2023	CDW-G BILLABLE PARTS	2,338.94
				HS71537	3/31/2023	CDW-G BILLABLE PARTS	331.22
57096	4/28/2023	00101	CORDOVA, TONY	042823	4/28/2023	RETIREE MED PREM/MAY 20	599.00
57097	4/28/2023	00081	COSTON, SHANDER	042823	4/28/2023	RETIREE MED PREM/MAY 20	349.00
57098	4/28/2023	00103	DIVINITY, TANJI	042823	4/28/2023	RETIREE MED PREM/MAY 20	599.00
57099	4/28/2023	00785	EXPERIAN	CD2312002625	3/31/2023	CREDIT CHCEK	32.00
57100	4/28/2023	00008	FEDERAL SIGNAL CORP	8287009	4/4/2023	FEDERAL SIGNAL CORP BILL	6,160.00
				8284648	3/31/2023	FEDERAL SIGNAL CORP BILL	5,560.00
				8287964	4/5/2023	FEDERAL SIGNAL CORP BILL	2,256.00
				8285876	4/3/2023	FEDERAL SIGNAL CORP BILL	1,040.00
57101	4/28/2023	00027	HAVIS INC.	SIN207805	4/6/2023	HAVIS INC BILLABLE PARTS	1,657.19
				SIN208572	4/12/2023	HAVIS INC BILLABLE PARTS	1,204.03
57102	4/28/2023	00577	JESSICA RAMOS	2875	4/10/2023	VEHICLE MAINTENANCE & D	70.00
57103	4/28/2023	00442	LAWSON PRODUCTS, INC.	9310531505	4/18/2023	LAWSON PRODUCTS BILLAB	217.26
57104	4/28/2023	00113	MARTIN, LISA	00113	4/28/2023	RETIREE MED PREM/MAY 20	349.00
57105	4/28/2023	00047	MOTOROLA SOLUTIONS, INC	8281601865	4/7/2023	MOTOROLA SOLUTIONS INC	2,361.89
				8281608194	4/15/2023	MOTOROLA SOLUTIONS INC	32.41
57106	4/28/2023	00819	OCCUPATIONAL HEALTH CEN	78821852	3/20/2023	PRE-EMPLOYMENT MEDICAL	814.00
57107	4/28/2023	00121	PINELA, ELIZABETH	042823	4/28/2023	RETIREE MED PREM/MAY 20	599.00
57108	4/28/2023	00818	RICHARDS,WATSON & GERSI	242014	4/10/2023	GENERAL COUNSEL & LEGAL	2,640.73

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
57109	4/28/2023	00060	RIVERA, JOSE 042823	4/28/2023	RETIREE MED PREM/MAY 20	605.21	605.21	
57110	4/28/2023	00144	SAXE-CLIFFORD PHD, SUSAN 23-0406.9	4/6/2023	PRE-EMPLOYMENT PSYCHO	400.00	400.00	
57111	4/28/2023	00145	SETINA MFG CO INC	263279	4/14/2023	SETINA MANUFACTURING CO	3,532.58	
			262350	3/30/2023	SETINA MANUFACTURING CO	3,081.60		
			263368	4/17/2023	SETINA MANUFACTURING CO	3,080.31		
			262872	4/7/2023	SETINA MANUFACTURING CO	571.53		
			263278	4/14/2023	SETINA MANUFACTURING CO	296.41	10,562.43	
57112	4/28/2023	00803	SPARKLETTS 18193479 04142	4/14/2023	HQ MAINTENANCE~	315.96	315.96	
57113	4/28/2023	00034	STEVENS, GARY 042823	4/28/2023	RETIREE MED PREM/MAY 20	599.00	599.00	
57114	4/28/2023	00036	TALLEY INCORPORATED	10432794	4/12/2023	TALLEY BILLABLE PARTS	1,675.97	
				10432718	4/11/2023	TALLEY BILLABLE PARTS	143.49	1,819.46
57115	4/28/2023	00150	WATTCO 61627-02	4/14/2023	WATTCO BILLABLE PARTS	550.34		
			61627	4/3/2023	WATTCO BILLABLE PARTS	435.00	985.34	
57116	4/28/2023	01028	WESTIN AUTOMATIVE PRODI 2081489	4/18/2023	WESTIN AUTOMATIVE BILLAI	757.78	757.78	
57117	4/28/2023	00063	WHELEN ENGINEERING CO., 274102	4/3/2023	WHELEN ENGINEERING CO I	208.37	208.37	
57118	4/28/2023	00067	XCEL MECHANICAL SYSTEMS 1880	4/20/2023	HQ MAINTENANCE - EFFECT	470.00	470.00	
57119	4/28/2023	00735	XEROX FINANCIAL SERVICES 4101039	4/10/2023	OFFICE EQUIPMENT LEASE	444.47	444.47	
Sub total for BANK OF THE WEST:							71,938.66	

D-3



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: May 16, 2023

ITEM NUMBER: D-3

TO: Executive Committee

FROM: John Krok, Administrative Services Manager

SUBJECT: APPROVE A BLANKET PURCHASE ORDER IN THE AMOUNT OF \$90,000 TO LEHR AUTO FOR SUPPLIES AND EQUIPMENT

ATTACHMENT: None

RECOMMENDATION

Staff recommends that the Executive Committee approve a blanket purchase order in the amount of \$90,000 to Lehr Auto for supplies and equipment.

BACKGROUND

As reported to the Executive Committee, staff plans to issue FY 2022/23 blanket purchase orders (BPOs) to vendors that provide goods and services to the Authority throughout the fiscal year on an as-needed basis. Because the year-end costs associated with purchases from this vendor are anticipated to exceed \$25,000, approval of the Executive Committee for this change purchase order is required, per Resolution 352 adopted on September 29, 2022.

DISCUSSION

Lehr Auto is one of California's largest suppliers of light bars, siren controllers, computer mounts and corner strobe systems. Lehr Auto warehouses thousands of these products to expedite shipping.

Lehr Auto is an alternative vendor and source for the Authority's upfitting needs to order supplies and equipment in a timely and efficient manner, cutting down on both lead and build time.

The Authority is still experiencing an interruption in the supply chain for supplies and equipment due to the Covid-19 pandemic. Lehr Auto is able to fill in this gap.

FISCAL IMPACT

Funds for the above requested BPO, a total of \$90,000, are included in the Fiscal Year 2022/23 Adopted Budget. Additionally, all costs associated with the upfitting of vehicles are 100% reimbursable by the member or contract agencies requesting the service.

F-3



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: May 16, 2023

ITEM NUMBER: F-3

TO: Executive Committee

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

SUBJECT: FY 2022-23 BUDGET PERFORMANCE REPORT – Q3

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 March 31, 2023.

DISCUSSION

Staff has analyzed the Authority's financial activities through March 31, 2023. The Authority accrued 100% of its assessment revenues from its member cities and 100% 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). As of March 31, 2023 overall revenues of \$12,582,268 reflect 93.4% of anticipated revenues.

As it relates to expenses (Attachment #2), a total of \$8,722,123 has been expended from the Enterprise Fund, which represents 67.9% of the budget through the third quarter.

Expenses for salary and benefits accounted for 70.7% 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 the first quarter. Expenses for supplies, services and equipment accounted for 62.3% 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 Expenditures	Percent Used	Year-to-date Encumbrances	Balance	Percent Used
SALARY & BENEFITS						
Administration	\$ 1,349,947	\$ 976,591	72.3%	\$ 79	\$ 373,277	72.3%
Operations	7,922,665	5,670,614	71.6%	260	2,251,791	71.6%
Technical Services	772,540	451,436	58.4%	0	321,104	58.4%
Salary & Benefits Total	\$ 10,045,152	\$ 7,098,641	70.7%	\$ 339	\$ 2,946,172	70.7%
SUPPLIES, SERVICES & EQUIPMENT						
Administration	\$ 1,134,460	\$ 853,851	75.3%	\$ 179,606	\$ 101,003	91.1%
Operations	210,865	100,487	47.7%	4,126	106,252	49.6%
Technical Services	1,250,677	662,710	53.0%	502,079	85,888	93.1%
Total	\$ 2,596,002	\$ 1,617,047	62.3%	\$ 685,811	\$ 293,143	88.7%
CAPITAL IMPROVEMENT PROJECTS	\$ 200,000	\$ 6,435	3.2%	\$ 171,065	\$ 22,500	88.8%
ENTERPRISE FUND TOTAL	\$ 12,841,154	\$ 8,722,123	67.9%	\$ 857,215	\$ 3,261,815	74.6%

FISCAL IMPACT

None.

F-3

Attachment 1

Revenue Status Report

SOUTH BAY REGIONAL PCA
 7/1/2022 through 3/31/2023

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	2,233,811.00	2,233,811.00	0.00	100.00
10-50-111-4120 Hawthorne	2,729,338.00	2,729,338.00	2,729,338.00	0.00	100.00
10-50-111-4130 Manhattan Beach	1,606,565.00	1,606,565.00	1,606,565.00	0.00	100.00
10-50-111-4140 Hermosa Beach	798,138.00	798,138.00	798,138.00	0.00	100.00
10-50-111-4145 El Segundo	1,869,811.00	1,869,811.00	1,869,811.00	0.00	100.00
10-50-111-4146 Culver City Assessment	2,762,991.00	2,762,991.00	2,762,991.00	0.00	100.00
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	15,250.02	15,250.02	15,249.98	50.00
10-50-111-4210 Investment Earnings (LAIF)	30,000.00	55,820.55	55,820.55	-25,820.55	186.07
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	3,592.31	3,592.31	-1,092.31	143.69
Total Administration	12,087,444.00	12,134,133.67	12,134,133.67	-46,689.67	100.39
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 3/31/2023

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	265,355.98	265,355.98	39,778.02	86.96
10-70-311-4320 Labor-Installation-Non Member	260,657.00	17,539.52	17,539.52	243,117.48	6.73
10-70-311-4360 Reimbursements for Billable Parts	700,000.00	165,238.70	165,238.70	534,761.30	23.61
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	448,134.20	448,134.20	872,983.80	33.92
Total SBRPCA Enterprise Fund	13,470,762.00	12,582,267.87	12,582,267.87	888,494.13	93.40

Revenue Status Report

SOUTH BAY REGIONAL PCA
 7/1/2022 through 3/31/2023

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	12,582,267.87	12,582,267.87	888,494.13	93.40

F-3

Attachment 2

Expenditure Status Report

SOUTH BAY REGIONAL PCA
 7/1/2022 through 3/31/2023

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	617,686.23	617,686.23	0.00	289,152.77	68.11
50-111-5102 Salaries (Part-Time)	30,000.00	43,446.00	43,446.00	0.00	-13,446.00	144.82
50-111-5103 Overtime	0.00	605.08	605.08	0.00	-605.08	0.00
50-111-5104 Acting Pay	6,218.00	90.72	90.72	0.00	6,127.28	1.46
50-111-5107 Longevity Pay	2,450.00	2,450.00	2,450.00	0.00	0.00	100.00
50-111-5108 Sick Leave Payoff	35,969.00	14,594.51	14,594.51	0.00	21,374.49	40.58
50-111-5109 Vacation Leave Payoff	32,939.00	16,437.10	16,437.10	0.00	16,501.90	49.90
50-111-5112 Other Pay	13,000.00	2,196.25	2,196.25	0.00	10,803.75	16.89
50-111-5201 Medical Insurance	95,812.00	54,908.46	54,908.46	0.00	40,903.54	57.31
50-111-5202 Dental Insurance	8,988.00	7,539.82	7,539.82	0.00	1,448.18	83.89
50-111-5203 Vision Insurance	2,226.00	1,417.50	1,417.50	0.00	808.50	63.68
50-111-5204 Life Insurance	936.00	748.00	748.00	0.00	188.00	79.91
50-111-5205 Medicare	14,461.00	10,221.20	10,221.20	0.00	4,239.80	70.68
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	62,352.86	62,352.86	0.00	29,954.14	67.55
50-111-5209 Retirees' Medical Insurance	6,000.00	4,072.40	4,072.40	0.00	1,927.60	67.87
50-111-5211 Social Security	0.00	150.45	150.45	0.00	-150.45	0.00
50-111-5212 Deferred Comp Matching Benefit	21,600.00	19,327.50	19,327.50	0.00	2,272.50	89.48
50-111-5219 PERS Contributions-UAL	71,748.00	111,583.62	111,583.62	0.00	-39,835.62	155.52
50-111-5220 FSA Expense	0.00	110.25	110.25	78.75	-189.00	0.00
50-111-5301 Communications Contract Services	48,000.00	24,348.80	24,348.80	25,028.59	-1,377.39	102.87
50-111-5302 Computer Contract Services/CAD-Tiburon	55,000.00	41,250.00	41,250.00	13,750.00	0.00	100.00
50-111-5304 Accounting/Auditing Services	33,000.00	14,850.00	14,850.00	0.00	18,150.00	45.00
50-111-5305 Legal Services	100,000.00	66,253.39	66,253.39	33,746.61	0.00	100.00
50-111-5306 Recruitment Costs	61,645.00	50,186.48	50,186.48	11,874.00	-415.48	100.67
50-111-5307 Software Maintenance Services	76,550.00	55,372.27	55,372.27	8,565.24	12,612.49	83.52
50-111-5308 Banking Services (Fees)	7,500.00	8,728.42	8,728.42	0.00	-1,228.42	116.38

Expenditure Status Report

SOUTH BAY REGIONAL PCA
 7/1/2022 through 3/31/2023

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>
50-111-5309 Online/Website Maintenance Services	7,500.00	3,221.15	3,221.15	8,175.00	-3,896.15	151.95
50-111-5312 Medical Director Services/Paramedics	30,500.00	20,333.36	20,333.36	10,166.64	0.00	100.00
50-111-5313 Temporary Staffing Services	20,000.00	1,221.00	1,221.00	0.00	18,779.00	6.11
50-111-5401 Memberships & Dues	840.00	682.99	682.99	0.00	157.01	81.31
50-111-5402 Publications	750.00	476.98	476.98	0.00	273.02	63.60
50-111-5403 Conferences, Meetings & Travel	16,725.00	7,691.68	7,691.68	0.00	9,033.32	45.99
50-111-5404 Employee Services/EC-BOD	7,500.00	2,130.82	2,130.82	5,692.81	-323.63	104.32
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	8,399.66	8,399.66	866.95	733.39	92.67
50-111-5502 Miscellaneous Supplies	12,100.00	1,496.57	1,496.57	9,706.16	897.27	92.58
50-111-5507 Postage & Shipping	1,600.00	824.70	824.70	775.30	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	8,329.78	8,329.78	3,789.15	3,631.07	76.95
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	116.67	116.67	0.00	1,883.33	5.83
50-111-5601 Telephone - Administration	17,000.00	13,475.97	13,475.97	0.00	3,524.03	79.27
50-111-5701 Maintenance - HQ	160,150.00	118,146.13	118,146.13	47,469.25	-5,465.38	103.41
50-111-5703 Electricity - HQ	135,000.00	105,865.76	105,865.76	0.00	29,134.24	78.42
50-111-5704 Electricity - Grandview	3,000.00	1,857.68	1,857.68	0.00	1,142.32	61.92
50-111-5705 Electricity - Punta Place	10,000.00	6,783.12	6,783.12	0.00	3,216.88	67.83
50-111-5706 Gas - HQ	16,000.00	19,641.63	19,641.63	0.00	-3,641.63	122.76
50-111-5707 Water - HQ	4,850.00	3,037.21	3,037.21	0.00	1,812.79	62.62
50-111-5715 Electricity-MB Water Tower	3,500.00	3,101.17	3,101.17	0.00	398.83	88.60
50-111-5810 Office Equipment	10,000.00	2,897.88	2,897.88	0.00	7,102.12	28.98
50-111-5820 Other Equipment	4,000.00	3,980.90	3,980.90	0.00	19.10	99.52
50-111-5830 Furniture & Fixtures	2,500.00	769.49	769.49	0.00	1,730.51	30.78
Total Expenditures	2,484,407.00	1,830,442.08	1,830,442.08	179,684.45	474,280.47	80.91
Total Administration	2,484,407.00	1,830,442.08	1,830,442.08	179,684.45	474,280.47	80.91
51 GASB 68 Pension Expenses						
51-100 Administration						
51-100-5000 Expenditures						

Expenditure Status Report

**SOUTH BAY REGIONAL PCA
 7/1/2022 through 3/31/2023**

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>
Total GASB 68 Pension Expenses	0.00	0.00	0.00	0.00	0.00	0.00
60 Operations						
60-200 Operations						
60-200-5000 Expenditures						
60-211-5101 Salaries (Full-Time)	5,176,790.00	2,901,825.31	2,901,825.31	0.00	2,274,964.69	56.05
60-211-5102 Salaries (Part-Time)	0.00	55,727.66	55,727.66	0.00	-55,727.66	0.00
60-211-5103 Overtime	225,000.00	627,183.36	627,183.36	0.00	-402,183.36	278.75
60-211-5104 Acting Pay	10,000.00	540.61	540.61	0.00	9,459.39	5.41
60-211-5105 Bilingual Pay	9,600.00	8,900.00	8,900.00	0.00	700.00	92.71
60-211-5108 Sick Leave Payoff	106,350.00	53,067.02	53,067.02	0.00	53,282.98	49.90
60-211-5109 Vacation Leave Payoff	65,000.00	85,491.69	85,491.69	0.00	-20,491.69	131.53
60-211-5110 Training Pay	15,000.00	4,069.05	4,069.05	0.00	10,930.95	27.13
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	2,254.67	2,254.67	0.00	97,745.33	2.25
60-211-5115 Education Incentive Pay	122,605.00	94,979.09	94,979.09	0.00	27,625.91	77.47
60-211-5201 Medical Insurance	581,257.00	367,359.40	367,359.40	0.00	213,897.60	63.20
60-211-5202 Dental Insurance	56,062.00	35,406.30	35,406.30	0.00	20,655.70	63.16
60-211-5203 Vision Insurance	17,837.00	9,398.29	9,398.29	0.00	8,438.71	52.69
60-211-5204 Life Insurance	8,893.00	5,534.00	5,534.00	0.00	3,359.00	62.23
60-211-5205 Medicare	85,313.00	57,237.93	57,237.93	0.00	28,075.07	67.09
60-211-5206 Unemployment Insurance	20,000.00	5,982.00	5,982.00	0.00	14,018.00	29.91
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	349,732.07	349,732.07	0.00	236,697.93	59.64
60-211-5209 Retirees' Medical Insurance	60,000.00	39,521.31	39,521.31	0.00	20,478.69	65.87
60-211-5212 Deferred Comp Matching Benefit	70,500.00	40,625.76	40,625.76	0.00	29,874.24	57.63
60-211-5219 PERS Contributions-UAL	561,624.00	771,188.57	771,188.57	0.00	-209,564.57	137.31
60-211-5220 FSA Expense	4,250.00	3,859.65	3,859.65	260.25	130.10	96.94
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	2,475.00	2,475.00	1,515.00	19,567.00	16.94
60-211-5404 Employee Services/EC-BOD	2,500.00	1,386.24	1,386.24	0.00	1,113.76	55.45

Expenditure Status Report

**SOUTH BAY REGIONAL PCA
 7/1/2022 through 3/31/2023**

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>
60-211-5405 Employee Awards	1,000.00	0.00	0.00	0.00	1,000.00	0.00
60-211-5406 POST Training	10,608.00	986.00	986.00	0.00	9,622.00	9.29
60-211-5407 Tuition Reimbursement	16,000.00	4,039.33	4,039.33	0.00	11,960.67	25.25
60-211-5506 Uniforms/Safety Equipment	8,000.00	4,288.71	4,288.71	2,611.29	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	2,424.23	2,424.23	0.00	575.77	80.81
60-211-5604 Telephone - Gardena	3,000.00	674.54	674.54	0.00	2,325.46	22.48
60-211-5606 Telephone - Hawthorne	14,500.00	15,069.46	15,069.46	0.00	-569.46	103.93
60-211-5607 Telephone - Hermosa Beach	12,000.00	5,442.77	5,442.77	0.00	6,557.23	45.36
60-211-5608 Telephone - Manhattan Beach	6,000.00	3,244.67	3,244.67	0.00	2,755.33	54.08
60-211-5611 Telephone - Punta Place	4,500.00	843.99	843.99	0.00	3,656.01	18.76
60-211-5612 Telephone - RCC	11,000.00	6,769.16	6,769.16	0.00	4,230.84	61.54
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	37,984.95	37,984.95	0.00	22,015.05	63.31
60-211-5615 Telephone - Culver City	14,500.00	9,078.12	9,078.12	0.00	5,421.88	62.61
60-211-5810 Office Equipment	0.00	4,524.03	4,524.03	0.00	-4,524.03	0.00
60-211-5820 Other Equipment	15,000.00	1,255.32	1,255.32	0.00	13,744.68	8.37
Total Operations	8,133,530.00	5,771,100.26	5,771,100.26	4,386.54	2,358,043.20	71.01
70 Technical Services						
70-300 Technical Services						
70-300-5000 Expenditures						
70-311-5101 Salaries (Full-Time)	484,121.00	238,154.60	238,154.60	0.00	245,966.40	49.19
70-311-5103 Overtime	3,500.00	9,870.23	9,870.23	0.00	-6,370.23	282.01
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	4,957.30	4,957.30	0.00	8,542.70	36.72
70-311-5109 Vacation Leave Payoff	12,000.00	7,804.15	7,804.15	0.00	4,195.85	65.03
70-311-5110 Training Pay	0.00	499.92	499.92	0.00	-499.92	0.00
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	27,702.24	27,702.24	0.00	33,697.76	45.12
70-311-5202 Dental Insurance	7,404.00	3,009.81	3,009.81	0.00	4,394.19	40.65
70-311-5203 Vision Insurance	2,045.00	852.64	852.64	0.00	1,192.36	41.69

Expenditure Status Report

SOUTH BAY REGIONAL PCA
 7/1/2022 through 3/31/2023

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>
70-311-5204 Life Insurance	780.00	417.00	417.00	0.00	363.00	53.46
70-311-5205 Medicare	7,538.00	3,811.29	3,811.29	0.00	3,726.71	50.56
70-311-5207 Workers' Compensation	57,061.00	44,905.00	44,905.00	0.00	12,156.00	78.70
70-311-5208 PERS Contributions	51,247.00	28,388.20	28,388.20	0.00	22,858.80	55.39
70-311-5209 Retirees' Medical Insurance	22,000.00	9,320.14	9,320.14	0.00	12,679.86	42.36
70-311-5212 Deferred Comp Matching Benefit	6,000.00	3,419.36	3,419.36	0.00	2,580.64	56.99
70-311-5219 PERS Contributions-UAL	43,194.00	55,356.81	55,356.81	0.00	-12,162.81	128.16
70-311-5302 Computer Contract Services/CAD-Tiburon	145,000.00	108,750.00	108,750.00	36,250.00	0.00	100.00
70-311-5311 GST Software Reimbursable	55,327.00	52,692.00	52,692.00	0.00	2,635.00	95.24
70-311-5403 Conferences, Meetings & Travel	2,650.00	100.00	100.00	0.00	2,550.00	3.77
70-311-5503 General Technical Supplies	7,500.00	865.01	865.01	0.00	6,634.99	11.53
70-311-5506 Uniforms/Safety Equipment	2,500.00	292.82	292.82	307.18	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	297,379.81	297,379.81	406,257.23	-3,637.04	100.52
70-311-5517 Vehicle Operations	4,500.00	425.00	425.00	0.00	4,075.00	9.44
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	202,205.00	202,205.00	59,265.00	63,530.00	80.45
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	1,114,145.83	1,114,145.83	502,079.41	406,991.76	79.88
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
80-454-5901 CIP Expenditures-IT Infrastructure/Equip	75,000.00	6,435.00	6,435.00	171,065.00	-102,500.00	236.67
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	6,435.00	6,435.00	171,065.00	22,500.00	88.75
Total CIP	200,000.00	6,435.00	6,435.00	171,065.00	22,500.00	88.75
Total Capital Infrastructure Projects	200,000.00	6,435.00	6,435.00	171,065.00	22,500.00	88.75
Total SBRPCA Enterprise Fund	12,841,154.00	8,722,123.17	8,722,123.17	857,215.40	3,261,815.43	74.60

Expenditure Status Report

SOUTH BAY REGIONAL PCA
 7/1/2022 through 3/31/2023

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	8,722,123.17	8,722,123.17	857,215.40	3,261,815.43	74.60

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Agenda Item Report

South Bay Regional Public Communications Authority

MEETING DATE: May 16, 2023

ITEM: F-4

TO: Executive Committee

FROM: Jennifer Petrusis, General Counsel

SUBJECT: AMENDMENT TO EMPLOYMENT AGREEMENT BETWEEN THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY AND MATTHEW ROSS KLUN

ATTACHMENTS: 1. Employment Agreement
2. Amendment to Employment Agreement

RECOMMENDATION

That the Executive Committee consider and approve the attached Amendment to the Employment Agreement with Matthew Ross Klun, effective May 16, 2023, and authorize the Executive Committee Chairperson to sign the Amendment on behalf of the Authority.

DISCUSSION

Pursuant to the Employment Agreement between Executive Director Matthew Ross Klun and the South Bay Regional Public Communications Authority, a copy of which is attached, Mr. Klun's annual base salary is \$200,000.

The proposed Amendment to the Employment Agreement provides for a 3% cost of living increase in Mr. Klun's base salary. That 3% increase will increase the annual base salary to \$206,000 or to \$17,166.66 per month.

A draft of the Amendment is attached.

FISCAL IMPACT

If the Amendment is approved, Mr. Klun's annual base salary will increase by \$6,000 to \$206,000.

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Attachment 1

EMPLOYMENT AGREEMENT

This Employment Agreement (“Agreement”) is made and entered into as of April 7, 2021, by and between the South Bay Regional Public Communications Authority (“Authority”) and Matthew Ross Klun (“Klun”) (collectively, the “Parties”), with reference to the following facts and circumstances:

RECITALS:

WHEREAS, the Authority seeks to hire Klun on a full-time basis in the position of Executive Director of the Authority;

WHEREAS, the Executive Committee of the Authority finds that the position of Executive Director requires specialized skills;

WHEREAS, the Executive Committee of the Authority finds that Klun possesses these specialized skills, and wishes to hire Klun as full-time Executive Director until such time as the Authority deems Klun's services are no longer necessary or desirable;

WHEREAS, Klun has agreed to make himself available to the Authority, to do whatever is necessary and to spend whatever amount of time is necessary to carry out all the responsibilities of the Authority's full-time Executive Director; and

WHEREAS, the Authority desires to employ Klun and Klun desires to be employed by THE Authority for the purposes and on the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Authority and Klun agree as follows:

1. **Employment.** The Authority hereby employs Klun on an at-will basis for the purposes and on the terms and conditions set forth in this Agreement. The Parties agree that the only rights and benefits accruing to Klun are those afforded under this Agreement so that any implied rights under the law are expressly excluded. The Authority shall employ Klun as the Executive Director for the Authority, serving at the will and pleasure of, and reporting directly to, the Executive Committee of the Authority. Klun shall serve as Executive Director and shall perform all acts and duties incident thereto, including, but not limited to, the duties and responsibilities of Executive Director as set forth in the appropriate job description, the policies of the Authority now or hereafter adopted, the Bylaws of the Authority, and such other duties and responsibilities as may now or hereafter be assigned to the Executive Director by the Executive Committee.

Klun's employment is on a full-time and “best efforts” basis, meaning that during the term of this Agreement, Klun shall not accept any other full- or part-time employment or self-employment, including without limitation as an independent consultant, after working hours or otherwise, without the prior written consent of the Authority, which may be given, withheld, or

F-4

Attachment 2

**AMENDMENT NO. 1 TO THE EMPLOYMENT AGREEMENT
BETWEEN THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS
AUTHORITY AND MATTHEW ROSS KLUN**

The Employment Agreement, made as of April 7, 2021 between the South Bay Regional Public Communications Authority (“Authority”) and Matthew Ross Klun (“Klun”) is hereby amended by this Amendment No. 1 (“Amendment”), effective as of May 16, 2023.

- A. On April 7, 2021, the Authority and Klun entered into the Agreement providing for employment of Klun as Executive Director from April 7, 2021 through April 6, 2024.
- B. The Agreement provides for an annual salary of two hundred thousand dollars (\$200,000.00).
- C. The Authority desires to provide Klun with a cost of living adjustment of 3% of his annual base salary.
- D. The Authority and Klun desire to amend the Agreement to reflect Klun’s adjusted base salary.

NOW, THEREFORE, the parties amend the Agreement as follows:

- 1. Section 3.a is amended to read:

“Salary. During the term of this Agreement, the Authority shall pay a base salary to Klun at the rate of \$17,166.66 per month (\$206,000.00 annually), payable in bi-weekly equal installments, subject to such deductions and withholdings as the Authority may be required to make pursuant to applicable law, governmental regulation, or order. The Executive Director position is exempt from overtime and minimum wage provisions of the Fair Labor Standards Act.”

- 2. Except as expressly amended by this Amendment, all of the provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Amendment to be signed and executed personally or on its behalf by its duly authorized representative.

**SOUTH BAY REGIONAL PUBLIC
COMMUNICATIONS AUTHORITY**

EMPLOYEE

By: _____
Vontray Norris, Chairperson of the Executive
Committee

By: _____
Matthew Ross Klun

APPROVED AS TO FORM:

Jennifer Petrusis, General Counsel

conditioned in the Authority's sole and absolute discretion. Klun shall devote his full energies, interests, abilities, and productive time to the performance of his duties and responsibilities under this Agreement.

Klun shall work a 4/10 flex schedule unless otherwise directed by the Authority, but the Parties agree that Klun shall commit as many hours and as much effort required to manage the Authority's operations. The Executive Director position is classified as "exempt" under the Fair Labor Standards Act, and Klun shall not be eligible for overtime pay, regardless of the number of hours worked.

2. Term of Employment. Klun shall serve as Executive Director at the will of the Authority's Executive Committee. The Parties desire and intend that Klun be employed by the Authority for a full three (3) years, and accordingly this Agreement is effective until April 6, 2024, unless earlier terminated. Klun and the Authority expressly agree that Klun's employment with the Authority is at-will and that employment may be terminated at any time, with or without cause, by either party. Unless earlier terminated, this Agreement will naturally expire on April 6, 2024, and employment beyond that date will be subject to the Parties executing a new agreement.

3. Compensation.

a. Salary. During the term of this Agreement, the Authority shall pay a base salary to Klun at the rate of \$16,666.66 per month (\$200,000.00 annually), payable in bi-weekly equal installments, subject to such deductions and withholdings as the Authority may be required to make pursuant to applicable law, governmental regulation, or order. The Executive Director position is exempt from overtime and minimum wage provisions of the Fair Labor Standards Act.

b. Annual Performance Evaluation. Upon completion of the first six (6) months of service with the Authority, and then upon completion of every year of service thereafter, the Executive Committee of the Authority shall conduct an evaluation of Klun's performance. Upon completion of the annual performance evaluation, the Executive Committee may, at its sole discretion, award Klun a merit-based increase in his base salary of up to 5% based on factors including, but not limited to, Klun's performance during the past year and adjustments in base pay provided to Klun's subordinates.

c. Automobile Allowance. The Authority will pay Klun an automobile allowance of \$250.00 per month, payable in bi-weekly installments, subject to such deductions and withholdings as the Authority may be required to make pursuant to applicable law, governmental regulation, or order.

d. Medical Allowance. The Authority will contribute the following amount per month towards Klun's health and dental insurance premiums, dependent upon Klun's selection: \$700 for Klun's coverage only; \$1,450 for Klun and one eligible family member; or \$1,900 per month for family coverage.

e. **Vision Insurance.** The Authority will pay Klun's full premium for the Authority's group vision insurance plan.

f. **Life Insurance.** The Authority will provide Klun group life insurance in the amount of \$100,000.00 on the first day of the month following his commencement as Executive Director in accordance with the provisions of any contract between the Authority and any company or companies of the Authority's choosing.

g. **Deferred Compensation.** The Authority will contribute \$150 per month to a deferred compensation plan of its choosing, and will match any contribution made by Klun towards that plan, up to an additional \$150 per month.

h. **Cell Phone Expense.** Klun shall be provided the use of an Authority-owned cell phone for business use during his tenure as Executive Director. The cell phone shall remain the property of the Authority, and may be collected and searched by the Authority at any time for any reason.

i. **Reimbursement for Business Expenses.** Klun shall be compensated only as provided in this Agreement. The Authority recognizes that certain expenses of a non-personal and job-related nature may be incurred by Klun and accordingly, the Authority, pursuant to its expense reimbursement policy, agrees to reimburse Klun for such reasonable expenses as are submitted to the Authority for approval. Any such requests for reimbursement shall be accompanied by expense receipts, statements, or other proof of expenditure. Klun shall not incur any travel expenses without prior approval of the Chair of the Executive Committee.

j. **Reimbursement for Moving Expenses.** The Authority will reimburse Klun for reasonable moving expenses, up to ten thousand dollars (\$10,000), for him to relocate to Los Angeles County. Moving expenses may include, but are not necessarily limited to, packing and unpacking, shipping, moving trucks or services, travel for Klun and his immediate family to their new home, and any other necessary expenses directly related to relocation such as short-term rental cars or hotel stays during a period when permanent housing is not yet available. Receipts regarding such costs shall be submitted to the Chairperson of the Executive Committee for approval. If Klun is not certain whether a particular cost is reimbursable, he shall seek authorization from the Chairperson of the Executive Committee prior to incurring such cost.

k. **General Leave Accrual; Holidays.** Klun shall accrue general leave at the rate of twenty (20) hours for every one (1) month of continuous service, subject to an accrual cap of 336 hours. Klun shall have the ability to cash out 50% of his accrued general leave each year. Klun shall also be entitled to take off the 11 fixed public holidays observed by the Management and Confidential Employee Group.

I. Fringe Benefits.

1. Retirement. The Authority has contracted with the California Public Employees Retirement System (CalPERS) for coverage for New Members under the basic plan for non-safety employees without modifications. All full-time employees are required to belong to the system. The Authority's retirement coverage formula of 2% shall be effective at sixty-two (62) years of age.

2. The Authority shall not be deemed responsible to provide for Klun any financial or other obligation which is provided to regular employees of the Authority. Klun shall not receive fringe benefits of any kind from the Authority other than those specifically stated herein. The Authority shall provide liability insurance coverage for Klun's acts within the course and scope of his duties as the Authority's Executive Director.

4. Termination.

a. At-Will Employment. The Executive Director position is an at-will position. Either the Authority or Klun may terminate this Agreement at any time, with or without cause, by delivering written notice of its decision to the other party.

b. Termination Upon Incapacity. Klun's employment with the Authority shall cease upon the date of his death or physical or mental incapacity to the extent that Klun becomes incapacitated for more than thirty (30) consecutive days or sixty (60) days in the aggregate in any 12-month period to perform his duties on a full-time basis. Upon termination for death or physical or mental incapacity, Klun shall be entitled to receive the compensation described in Section 3 through the date of termination of this Agreement. Klun shall not be entitled to any severance if he is terminated for death or incapacity.

c. Termination Without Cause. In the event the Authority exercises its right to terminate this Agreement without cause, Klun shall be eligible to receive a severance payment up to six (6) times his current monthly compensation as described in Section 3(a) of this Agreement and as may have been increased by the Authority prior to his separation, minus the amount of any interim compensation paid to Klun during the six (6) months following his separation from employment. The term "interim compensation" shall include, but is not limited to, compensation in any form to which Klun is entitled from employment other than employment with the Authority; compensation in any form to which Klun is entitled as an independent contractor; and compensation in any form, and from any source, including, without limitation, unemployment and disability benefits, from any person, entity, or source, to which Klun is otherwise entitled. Interim compensation shall not include retirement benefits. Upon the Authority's request, Klun must promptly provide to the Authority documentary evidence of interim compensation. In the event of termination without cause, Klun shall use his best efforts and due diligence to secure interim compensation.

d. Limitations on Severance. Notwithstanding any other provision in this Agreement, in no event shall Klun receive a severance payment in excess of the limitations

provided in Government Code sections 53260 - 53264, or other applicable law. Receipt of severance under this Agreement may, at the Authority's discretion, be conditioned upon Klun signing a waiver of claims and release agreement.

e. Termination For Cause. If Klun's employment is terminated by the Authority because the Authority, in its sole discretion, determines that Klun has engaged in acts of moral turpitude, or has misused or abused his office or position, then Klun shall not be entitled to any severance payment. Any dispute as to whether severance is excused under this Section 4, shall be referred to binding arbitration before a single neutral arbitrator selected from a list of seven arbitrators requested from the California State Mediation and Conciliation Service. The Authority will strike the first name, and the Parties will alternate striking names until one person is left who shall be designated as the arbitrator.

5. Miscellaneous.

a. Confidential Information. Klun acknowledges and stipulates that in the performance of his duties, the Authority discloses and entrusts him with certain confidential or proprietary information. Klun agrees not to directly or indirectly disclose or use at any time any such information, whether it be in the forms of records, lists, data, personnel information, drawings, reports, or otherwise, of a business or technical nature, which was acquired or viewed by Klun during Klun's relationship with the Authority unless such disclosure is authorized by the Authority in writing, required by law, or required in the performance of the duties of the Executive Director. This provision shall survive the termination or expiration of this Agreement.

b. Assignment. This Agreement is for the unique personal services of Klun and may not be assigned by Klun without the expressed written consent of the Authority. Except as so provided, this Agreement shall be binding upon and inure to the benefit of the respective heirs, personal representatives, successors, and assigns of the Parties hereto.

c. Severability. Each provision, subprovision, or term of this Agreement is intended to be severable and shall continue in full force and effect although other provisions herein may be determined invalid or void for any reason.

d. Incorporation. The Recitals are true and correct and incorporated into this Agreement by this reference.

e. Attorneys' Fees. In the event suit is brought to enforce the terms of this Agreement, the prevailing party shall be entitled to costs and reasonable attorneys' fees, including without limitation those costs and fees incurred upon any appeal, as awarded by the court.

f. Entire Agreement; Amendments. This Agreement contains the entire agreement of the Parties with respect to the subject matter covered hereby and may be amended, waived, or terminated only by an instrument in writing signed by the Parties hereto. This

Agreement shall be interpreted according to its fair meaning and not for or against the party which drafted same.

g. Execution. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument. Signatures delivered electronically or by facsimile shall be deemed to constitute original signatures.

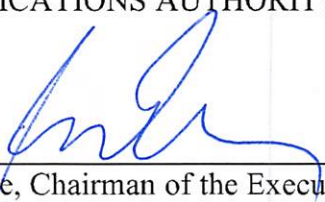
h. Governing Law. This Agreement has been executed in the State of California and shall be governed in accordance with the laws, rules, and regulations of the State of California. In the event there is a conflict between this Agreement and any Board policies, rules, or regulations, this Agreement shall prevail.

i. Independent Judgment. Klun acknowledges that he has had the opportunity to review this Agreement and has conducted an independent review of the financial and legal effects of this Agreement. Klun acknowledges that he has made an independent judgment regarding the financial and legal effects of this Agreement and has not relied upon any representation of the Authority, its officers, agents, employees, or attorneys, other than those expressly set forth in this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed and executed personally or on its behalf by its duly authorized representative.

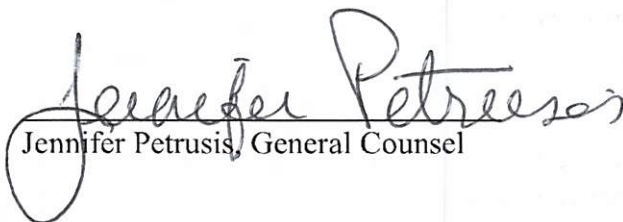
SOUTH BAY REGIONAL PUBLIC
COMMUNICATIONS AUTHORITY

MATTHEW ROSS KLUN

By: 
Erick B. Lee, Chairman of the Executive Committee

By: 

APPROVED AS TO FORM:


Jennifer Petrusis, General Counsel

G-1

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

APRIL 18, 2023

A. CALL TO ORDER

The Executive Committee and the User Committee convened in a regular joint session at 2:04PM on Tuesday, April 18, 2023, on the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

B. ROLL CALL:

Present: City Manager Bruce Moe, City of Manhattan Beach
City Manager Von Norris, City of Hawthorne
City Manager Clint Osorio, City of Gardena
Chief Gary Tomatani, City of Hawthorne
Chief Mike Saffell, City of Gardena
Chief Mike Lang, City of Manhattan Beach
Captain Andrew Enriquez, City of Manhattan Beach

Absent: Chief Rachel Johnson, City of Manhattan Beach

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

B. PUBLIC DISCUSSION

None.

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

MOTION: City Manager Norris moved to approve the Consent Calendar, item numbers 1 – 3. The motion was seconded by City Manager Moe and passed by 3 – 0.

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
RECEIVE AND FILE

Executive Director Klun provided a Power Point presentation on the status of the Mark43 Project Executive Review #13. Overall project completion 45%. CAD implementation - no movement on tracker, but additional documentation sent. Validation round 1 complete with data migration. Mark43 finished building the new CAD Test Tenant and resolved many issues. They have resumed entering all the Run Cards so we can identify that they are working properly. Mark43 received scoping documents for First Due RMS & Telestaff (the new FD interfaces). Executive Director Klun had a of couple calls with CEO and project managers to follow up; commitment was made on Dex progress. Still Q3 of this year. Mark43 on site May 9-11, 2023.

2. Executive Director's Update on Staffing and Recruitment

RECEIVE AND FILE

Executive Director Klun provided a Power Point presentation on the status of Staffing and Recruitment and highlighted some recruitment activities at local college campuses and career fairs. Attended an El Segundo Fire program called Fired Up and girls empowerment camp. Two operators hired in December and five hired in February. Class of five operators will start April 24th. Operators (50 budgeted) & Supervisors (7 budgeted). On Monday, we will be at 90% staffing. A few more interviews are lined up for next week (1st round).

3. Presentation on Operating and Capital Reserve Allocations

PROVIDE DIRECTION

PT Finance Manager Ridley provided a Power Point presentation on Operating and Capital Reserve Allocations. Annual budget includes a 10% Operational and Capital Reserve for operating and/or capital expense contingencies. In circumstances where reserves have been appropriated by the Board of Directors, the budget will include a plan to replenish the reserves to this prescribed level within three years. At the end of FY 2024, the projected available cash is approximately 5.8 million dollars. Current policy, 10% Operating + Capital Reserve Projection.

Current Budgetary Policy sets the reserve at 10% combined operating and capital reserves. 10% alone represents only five weeks of operating reserves.

Options:

Recommendation - 25% Operating + Capital Reserve Projection

25% is approximately three months of Operating Reserves

Another alternative - 25% Operating + 10% Capital Projection

25% Operating+10% Capital vs. 40% Reserves – Ridley presented graphs and didn't recommend operating 40% Reserves. Options were presented and seeking recommendation/guidance from Executive Committee with levels of Reserves to be established. In a future meeting, a presentation with formal policy will be requested. Formal Policy change for an annual review of Reverse Levels and Reverse Policy reviewed at every annual session.

After discussion of all options, City Manager Moe wanted to know what the Authority recommends. PT Finance Manager Ridley recommended moving with a 25% percent as a good start. It is prudent, that this policy is reviewed annually. Our treasurer recommended three months or more. Discussion on CIP plan. Draft will be released in the next few weeks. City Manager Moe requested for that information to be available before determining what the Reserves should be. CIP information requested before any formality with the Reserves levels adjusted.

City Manager Osorio requested clarification on Cash Policy with member cities. Ridley discussed on how member cities can ask for money back (pros and cons).

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

MOTION: Chief Saffell moved to approve the Consent Calendar, item number 1 – 3. The motion was seconded by Chief Lang and passed 3 – 0.

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

None.

I. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Klun discussed an INSB meeting with the topic of grant funding proceeding. Partnership with INSB and RCC, actively working with regional federal grant opportunities.

NTCW – success with all our cities participating with visits/goodies.

Finance Manager Alfaro will be returning on May 15.
CalEOS Branch - Testing site for transitions for Next Gen, state has been working on this for the last five years. Modernize 911 system of the state.

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

Chief Lang thanked the Authority Team for participating in the Manhattan Beach event on April 6. Discussed Pulse Point App (CPR), currently LA County Fire using.

City Manager Moe requested the financials for this last quarter. Missing from today's agenda.

K. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

At 2:40PM, the Executive Committee entered into closed session to discuss the following items:

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

The meeting returned to open session at 3:22PM with no action taken in closed session.

L. **ADJOURNMENT**

The meeting was adjourned at 3:22PM.