

A G E N D A
REGULAR JOINT MEETING OF
THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE
TUESDAY, SEPTEMBER 19, 2017, 2:00 PM
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
SECOND FLOOR CONFERENCE ROOM
4440 W. BROADWAY, HAWTHORNE, CA

1. **CALL TO ORDER**

2. **PUBLIC DISCUSSION**

Anyone wishing to discuss items of interest to the public within the Executive Committee's jurisdiction may do so at this time. Comments shall be limited to five minutes per speaker.

3. **ACTION ITEMS**

3a. **Approval of Minutes-Regular Meeting-July 18, 2017* and**
Approval of Minutes-Special Meeting-July 18, 2017*

3b. **Budget Performance Report-July 31, 2017***

3c. **Budget Performance Report-August 31, 2017***

3d. **Budget Carryover Appropriations from Fiscal Year 2017***

4. **EXECUTIVE DIRECTOR'S REPORT**

5. **NEW BUSINESS**

6. **ADJOURNMENT**

*Written material attached.

**Written material distributed in closed session.

Posting Place:

4440 W. Broadway, Hawthorne, CA 90250

Posting Date/Time:

September 13, 2017/4:45 PM

Signature:



Ralph Mailloux, Executive Director

July 18, 2017

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

1. **CALL TO ORDER**

The Executive Committee and the User Committee convened in a regular joint session at 2:03 PM on Tuesday, July 18, 2017, in the second floor conference room at the South Bay Regional Public Communications, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: City Manager Mark Danaj, City of Manhattan Beach
City Manager Sergio Gonzalez, City of Hermosa Beach
Acting City Manager Ed Medrano, City of Gardena
Interim City Manager Arnie Shadbeh, City of Hawthorne
Chief Pete Bonano, Hermosa Beach Fire Department
Chief Robert Espinosa, Manhattan Beach Fire Department
Chief Bob Fager, Hawthorne Police Department
Chief Eve Irvine, Manhattan Beach Police Department
Captain Uiki Niko, Gardena Police Department
Chief Sharon Papa, Hermosa Beach Police Department
Chief Bill Whalen, El Segundo Police Department

Absent: Chief Scott Bixby, Culver City Police Department
Chief Chris Donovan, El Segundo Fire Department
Chief Dave White, Culver City Fire Department

Also Present: Executive Director Ralph Mailloux
Operations Manager Shannon Kauffman
Finance Manager Valerie Mohler
Management Analyst George Gabriel, City of Manhattan Beach
Mr. Carl Jacobson, City of El Segundo

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Those present introduced themselves at this time.

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2. **PUBLIC DISCUSSION**

None.

Minutes of a Regular Joint Meeting
of the Executive Committee
and the User Committee
July 18, 2017

3. **ACTION ITEMS**

3a1. **Approval of Minutes-Regular Meeting June 20, 2017**

MOTION: Interim City Manager Shadbehr moved to approve the minutes of the regular joint meeting of the Executive and User Committees on June 20, 2017. The motion was seconded by Acting City Manager Medrano and passed by unanimous voice vote.

3a2. **Approval of Minutes-Special Meeting June 29, 2017**

MOTION: Interim City Manager Shadbehr moved to approve the minutes of the special meeting of the Executive Committee on June 29, 2017. The motion was seconded by Acting City Manager Medrano and passed by unanimous voice vote.

3b. **Cash & Investments – June 30, 2017**

Finance Manager Mohler presented the staff report (per written material of record) with the recommendation to receive and file.

The Cash & Investments Report as of June 30, 2017 was received and filed as written.

4. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Mailloux reported on the status of the negotiations with the Teamsters Local 9-1-1 and Communications Workers of America (CWA) bargaining groups and the Interoperability Network of the South Bay (INSB).

Noting previous discussions of the owner agencies pre-funding the grant for the INSB, Acting City Manager Medrano suggested that examining options so that the member agencies do not have to carry the load be made a priority.

5. **NEW BUSINESS**

5a. Chief Fager provided updated information on the status of the new Mark 43 computer aided dispatch (CAD) system.

5b. Referring to discussion of Hermosa Beach's contract at a special meeting prior to this meeting, Chief Fager advocated for a consistent cost methodology model going forward so that agencies currently with the Authority are treated fairly.

6. **ADJOURNMENT**

The meeting was adjourned at 2:10 PM.

Minutes of a Regular Joint Meeting
of the Executive Committee
and the User Committee
July 18, 2017

July 18, 2017

**SPECIAL MEETING OF THE
EXECUTIVE COMMITTEE AND
THE USER COMMITTEE**

1. **CALL TO ORDER**

The Executive Committee and the User Committee convened in a special joint session at 1:22 PM on Tuesday, July 18, 2017, in the second floor conference room at the South Bay Regional Public Communications Authority, 4440 W Broadway, Hawthorne, CA.

ROLL CALL

Present: City Manager Mark Danaj, City of Manhattan Beach
City Manager Sergio Gonzalez, City of Hermosa Beach
Acting City Manager Ed Medrano, City of Gardena
Interim City Manager Arnie Shadbehr, City of Hawthorne
Chief Bob Fager, Hawthorne Police Department
Chief Bob Espinosa, Manhattan Beach Fire Department
Chief Eve Irvine, Manhattan Beach Police Department
Chief Sharon Papa, Hermosa Beach Police Department
Chief Bill Whalen, El Segundo Police Department

Absent: None.

Also Present: Executive Director Ralph Mailloux
Operations Manager Shannon Kauffman
Management Analyst George Gabriele

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **Hermosa Beach Contract**

Executive Director Mailloux provided background information on the contract between Hermosa Beach and the Authority (per written material of record). He explained that Manhattan Beach and Hermosa Beach currently share a frequency, which helps to keep their cost down. But, Manhattan Beach would like to have its own frequency, which will be possible when the communications operator staffing levels increase.

Chief Irvine pointed out that Manhattan Beach is the only owner agency without its own frequency. She said that, while she appreciates the mobile data computers (MDCs), many of the tasks performed by Manhattan Beach's Parking & Animal Control (PACS) are not conducive to using them.

Special Meeting of the
Executive Committee and
the User Committee

Executive Director Mailloux noted that Culver City transitioned to the Authority much sooner than anticipated and the plan was to move Hermosa and Manhattan Beach PACS to the police primary frequency at some point.

Chief Fager related his understanding of the predicament in which Hermosa Beach has been placed since they transitioned into the Authority at a comfortable cost that will be greatly increased. He stated his apprehension over apparent cost inconsistencies with past agreements and said that owner agencies should not be footing the bill to keep contract agencies' costs down.

Chief Papa stated Hermosa Beach's acceptance of an incremental increase in cost.

Acting City Manager Medrano stressed the need to re-examine the cost allocations. He recalled that incrementally increasing Hermosa Beach's cost, as well as increasing El Segundo's cost when their contract ends, was previously discussed. He entertained the idea of using Culver City's contract as a model in the future for consistency purposes.

Executive Director Mailloux advised that the new cost methodology was developed prior to negotiations with Culver City and it was not developed solely for them. He verified that, when their contract expires, El Segundo's cost will coincide with the new cost methodology, which, he advocated, should not be changed.

Acting City Manager Medrano agreed that, as an owner agency, Manhattan Beach should have its own frequency. He questioned how this could be accomplished.

Executive Director Mailloux noted the possibility that the City of Palos Verdes Estates is interested in transitioning to the Authority. If this were to be the case, they could share a frequency with Hermosa Beach, which would reduce the cost.

City Manager Gonzalez stated his main goal to understand the cost methodology. He related Hermosa Beach's understanding that their cost will increase. However, should it be increased to approximately \$1,100,000, they could be forced to examine the possibility of running their own dispatch center, even though they do not want to. City Manager Gonzales affirmed that Hermosa Beach could agree to an incremental increase coinciding with the new cost methodology over a five-year period.

Executive Director Mailloux confirmed for City Manager Gonzalez that no discretionary factors are included in the cost methodology. He explained that agencies come to the Authority to avoid the pain of running their own dispatch center, not to save money, and that approximately \$1,100,000 would not come close to the cost of running a dispatch center.

Acting City Manager Medrano noted that he was critical of the old cost methodology and that, even though it has a few nuances, the new methodology seems fairer to everyone.

Special Meeting of the
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the User Committee

Chief Irvine voiced her understanding that Manhattan Beach having its own frequency will not happen over night.

City Manager Danaj entertained the idea of directing Executive Director Mailloux to enter into negotiations with Hermosa Beach for a multi-year contract. He offered the following motion:

MOTION: City Manager Danaj moved to direct Executive Director Mailloux to enter into negotiations with Hermosa Beach for a multi-year contract that includes incremental cost increases up to the current cost methodology over a period of no more than five years, to be presented for the Executive Committee's review. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

6. **ADJOURNMENT**

The meeting was adjourned at 2:02 PM.



Staff Report

South Bay Regional Public Communications Authority

TO: Executive Committee
THROUGH: Ralph Mailloux
FROM: Valerie Mohler
DATE: August 15, 2017
SUBJECT: Budget Performance Report/July 31, 2017

RECOMMENDATION:

Receive and file the attached Budget Performance Report for July 31, 2017.

FISCAL IMPLICATION:

Actual revenues and expenses are within the budgeted amounts.

BACKGROUND:

Staff has analyzed the Authority's financial activities for the period ending July 31, 2017. Attachment 1 illustrates the overall revenues and expenses for the period. Attachment 2 shows revenue realized at 32.64% which includes the first quarter assessments. Attachment 3 shows 8.68% of the budget has been expended and/or encumbered.

The summary schedule per Attachment 1 shows that year-to-date (YTD) revenue is approximately \$3.0 million over YTD expenses. This amount is supposed to fund the Authority's activities through the end of the first quarter, including the capital expenses. Overall, expenses for each department are within the budget allocation.

DISCUSSION:

Based on a 12-month budget cycle, the estimated spending level should be at 8.33% with 91.67% remaining. The level of spending under the Salaries & Benefits category should be at 7.70% (2 payroll periods have been recorded). The level of spending under the Supplies & Services Category depends on when expenses are incurred and paid. The Capital Outlay category depends on the progress of the project or when the project is completed. Remaining balances from Fiscal Year 2016-17 Capital Improvement projects that were not completed will be brought to the Executive Committee at the next meeting for appropriation to the current year.

Staff is available to respond if you have any questions.

Attachments: Attachment 1 – Budget Performance Summary
Attachment 2 – Revenue Status Report (2 pages)
Attachment 3 – Expenditure Status Report (5 pages)

SBRPCA
SUMMARY BUDGET PERFORMANCE REPORT
JULY 31, 2017

<u>ACCOUNT DESCRIPTION</u>	<u>AMENDED BUDGET</u>	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>ENCUM</u>	<u>BALANCE</u>	<u>PERCENT BALANCE</u>
TOTAL REVENUE	\$ 12,111,774	\$ 3,953,755	\$ 3,953,755	\$ -	\$ 8,158,019	67.36%
EXPENSE SUMMARY:						
Administration						
Salaries & Benefits	\$ 1,146,517	\$ 84,332	\$ 84,332	\$ -	\$ 1,062,185	92.64%
Supplies/Services/Equipment	\$ 803,591	\$ 202,350	\$ 202,350	\$ -	601,241	74.82%
Total Expenses - Administration	\$ 1,950,108	\$ 286,682	\$ 286,682	\$ -	\$ 1,663,426	85.30%
Operations						
Salaries & Benefits	\$ 7,148,964	\$ 534,192	\$ 534,192	\$ -	\$ 6,614,772	92.53%
Supplies/Services/Equipment	\$ 220,793	\$ 4,512	\$ 4,512	\$ -	216,281	97.96%
Total Expenses - Operations	\$ 7,369,757	\$ 538,704	\$ 538,704	\$ -	\$ 6,831,053	92.69%
Technical Services						
Salaries & Benefits	\$ 1,018,809	\$ 61,166	\$ 61,166	\$ -	\$ 957,643	94.00%
Supplies/Services/Equipment	\$ 774,100	\$ 87,311	\$ 87,311	\$ -	686,789	88.72%
Total Expenses - Technical Services	\$ 1,792,909	\$ 148,477	\$ 148,477	\$ -	\$ 1,644,432	91.72%
Total Operating Expenses	\$ 11,112,774	\$ 973,863	\$ 973,863	\$ -	\$ 10,138,911	91.24%
Capital Outlay	\$ 111,500	\$ -	\$ -	\$ -	\$ 111,500	100.00%
GRAND TOTAL	\$ 11,224,274	\$ 973,863	\$ 973,863	\$ -	\$ 10,250,411	91.32%
RECAP						
Administration	\$ 1,950,108	\$ 286,682	\$ 286,682	\$ -	\$ 1,663,426	85.30%
Operations	7,369,757	538,704	538,704	-	6,831,053	92.69%
Technical Services	1,792,909	148,477	148,477	-	1,644,432	91.72%
Capital Outlay	111,500	-	-	-	111,500	100.00%
TOTAL EXPENSES	\$ 11,224,274	\$ 973,863	\$ 973,863	\$ -	\$ 10,250,411	91.32%
Salaries & Benefits	\$ 9,314,290	\$ 679,690	\$ 679,690	\$ -	\$ 8,634,600	92.70%
Supplies/Services/Equipment	1,798,484	294,173	294,173	-	1,504,311	83.64%
Capital Outlay	111,500	-	-	-	111,500	100.00%
TOTAL EXPENSES	\$ 11,224,274	\$ 973,863	\$ 973,863	\$ -	\$ 10,250,411	91.32%

YTD REVENUES OVER YTD EXPENSES

\$ 2,979,891

Differences due to rounding.

Revenue Status Report

South Bay Regional PCA
 7/1/2017 through 7/31/2017

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	2,391,301.00	836,955.35	836,955.35	1,554,345.65	35.00
10-50-111-4120 Hawthorne	3,359,598.00	1,175,859.30	1,175,859.30	2,183,738.70	35.00
10-50-111-4130 Manhattan Beach	1,703,280.00	596,148.00	596,148.00	1,107,132.00	35.00
10-50-111-4140 Hermosa Beach	700,072.00	175,018.00	175,018.00	525,054.00	25.00
10-50-111-4145 El Segundo	1,294,928.00	323,732.00	323,732.00	971,196.00	25.00
10-50-111-4146 Culver City Assessment	2,360,551.00	590,137.75	590,137.75	1,770,413.25	25.00
10-50-111-4150 El Camino Community College	893.00	789.60	789.60	103.40	88.42
10-50-111-4152 Medical Director Services/Hermosa Beach	25,000.00	12,500.00	12,500.00	12,500.00	50.00
10-50-111-4153 Medical Director Service/Manhattan Beach	25,000.00	26,250.00	26,250.00	-1,250.00	105.00
10-50-111-4154 Medical Director Services/El Segundo	25,000.00	26,250.00	26,250.00	-1,250.00	105.00
10-50-111-4210 Investment Earnings (LAIF)	15,000.00	0.00	0.00	15,000.00	0.00
10-50-111-4220 POST Reimbursements	600.00	0.00	0.00	600.00	0.00
10-50-111-4255 Unrealized Gain/Loss on Investments	0.00	1,894.50	1,894.50	-1,894.50	0.00
10-50-111-4430 Other Miscellaneous Revenue	2,500.00	262.94	262.94	2,237.06	10.52
Total Administration	11,903,723.00	3,765,797.44	3,765,797.44	8,137,925.56	31.64
10-60 Operations					
10-60-211 Communications Center					
10-60-211-4215 DUI Reimbursement-Overtime	2,000.00	0.00	0.00	2,000.00	0.00
10-60-211-4435 Reimbursements Sprint Wireless	82,176.00	0.00	0.00	82,176.00	0.00

Revenue Status Report

South Bay Regional PCA
 7/1/2017 through 7/31/2017

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	8,465.00	0.00	0.00	8,465.00	0.00
Total Operations	92,641.00	0.00	0.00	92,641.00	0.00
10-70 Technical Services					
10-70-311 Technical Services					
10-70-311-4360 Reimbursements for Billable Parts	75,000.00	104,957.31	104,957.31	-29,957.31	139.94
10-70-311-4370 Reimbursements for GST Software	40,410.00	0.00	0.00	40,410.00	0.00
10-70-311-4445 Reimbursemnt for GETAC Project	0.00	83,000.00	83,000.00	-83,000.00	0.00
Total Technical Services	115,410.00	187,957.31	187,957.31	-72,547.31	162.86
Total SBRPCA Enterprise Fund	12,111,774.00	3,953,754.75	3,953,754.75	8,158,019.25	32.64
Grand Total	12,111,774.00	3,953,754.75	3,953,754.75	8,158,019.25	32.64

Expenditure Status Report

South Bay Regional PCA
 7/1/2017 through 7/31/2017

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)	840,147.00	62,808.36	62,808.36	0.00	777,338.64	7.48
50-111-5104 Acting Pay	1,000.00	0.00	0.00	0.00	1,000.00	0.00
50-111-5107 Merit Pay	2,800.00	0.00	0.00	0.00	2,800.00	0.00
50-111-5108 Sick Leave Payoff	25,000.00	0.00	0.00	0.00	25,000.00	0.00
50-111-5109 Vacation Leave Payoff	40,000.00	0.00	0.00	0.00	40,000.00	0.00
50-111-5201 Medical Insurance	63,281.00	7,857.33	7,857.33	0.00	55,423.67	12.42
50-111-5202 Dental Insurance	2,719.00	403.50	403.50	0.00	2,315.50	14.84
50-111-5203 Vision Insurance	1,255.00	103.50	103.50	0.00	1,151.50	8.25
50-111-5204 Life Insurance	660.00	55.00	55.00	0.00	605.00	8.33
50-111-5205 Medicare	13,548.00	942.53	942.53	0.00	12,605.47	6.96
50-111-5207 Workers' Compensation	10,150.00	324.46	324.46	0.00	9,825.54	3.20
50-111-5208 PERS Contributions	122,719.00	9,560.42	9,560.42	0.00	113,158.58	7.79
50-111-5209 Retirees' Medical Insurance	14,238.00	1,152.24	1,152.24	0.00	13,085.76	8.09
50-111-5212 Deferred Comp Matching Benefit	9,000.00	1,125.00	1,125.00	0.00	7,875.00	12.50
50-111-5301 Communications Contract Services	31,000.00	1,900.00	1,900.00	0.00	29,100.00	6.13
50-111-5302 Computer Contract Services/CAD-Tiburon	60,000.00	0.00	0.00	0.00	60,000.00	0.00
50-111-5304 Accounting/Auditing Services	14,000.00	1,000.00	1,000.00	0.00	13,000.00	7.14
50-111-5305 Legal Services	22,000.00	0.00	0.00	0.00	22,000.00	0.00
50-111-5306 Recruitment Costs	35,333.00	0.00	0.00	0.00	35,333.00	0.00
50-111-5307 Software Maintenance Services	45,298.00	28,537.44	28,537.44	0.00	16,760.56	63.00
50-111-5308 Banking Services (Fees)	6,500.00	0.00	0.00	0.00	6,500.00	0.00
50-111-5309 Online/Website Maintenance Services	3,500.00	485.00	485.00	0.00	3,015.00	13.86
50-111-5312 Medical Director Services/Paramedics	75,000.00	6,250.00	6,250.00	0.00	68,750.00	8.33
50-111-5401 Memberships & Dues	810.00	0.00	0.00	0.00	810.00	0.00
50-111-5402 Publications	350.00	0.00	0.00	0.00	350.00	0.00
50-111-5403 Conferences, Meetings & Travel	15,000.00	3,207.25	3,207.25	0.00	11,792.75	21.38
50-111-5404 Employee Services/EC-BOD	1,500.00	0.00	0.00	0.00	1,500.00	0.00

Expenditure Status Report

South Bay Regional PCA
 7/1/2017 through 7/31/2017

10 SBRPCA Enterprise Fund

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
50-111-5407 Tuition Reimbursement	4,000.00	0.00	0.00	0.00	4,000.00	0.00
50-111-5501 Office Supplies	9,000.00	0.00	0.00	0.00	9,000.00	0.00
50-111-5502 Miscellaneous Supplies	1,100.00	0.00	0.00	0.00	1,100.00	0.00
50-111-5505 Voice Recording Tapes	1,500.00	0.00	0.00	0.00	1,500.00	0.00
50-111-5507 Postage	2,000.00	21.39	21.39	0.00	1,978.61	1.07
50-111-5509 Reproduction	1,500.00	0.00	0.00	0.00	1,500.00	0.00
50-111-5511 Office Equipment Lease	15,000.00	680.67	680.67	0.00	14,319.33	4.54
50-111-5513 General Liability Insurance Premium	170,600.00	148,586.30	148,586.30	0.00	22,013.70	87.10
50-111-5517 Vehicle Operations	2,000.00	0.00	0.00	0.00	2,000.00	0.00
50-111-5601 Telephone - Administration	12,000.00	312.07	312.07	0.00	11,687.93	2.60
50-111-5701 Maintenance - HQ	144,800.00	11,297.43	11,297.43	0.00	133,502.57	7.80
50-111-5702 Maintenance - Other Sites	6,500.00	0.00	0.00	0.00	6,500.00	0.00
50-111-5703 Electricity - HQ	97,000.00	0.00	0.00	0.00	97,000.00	0.00
50-111-5704 Electricity - Grandview	1,800.00	0.00	0.00	0.00	1,800.00	0.00
50-111-5705 Electricity - Punta Place	6,000.00	0.00	0.00	0.00	6,000.00	0.00
50-111-5706 Gas - HQ	12,000.00	0.00	0.00	0.00	12,000.00	0.00
50-111-5707 Water - HQ	3,500.00	72.58	72.58	0.00	3,427.42	2.07
50-111-5715 Electricity-MB Water Tower	3,000.00	0.00	0.00	0.00	3,000.00	0.00
Total Administration	1,950,108.00	286,682.47	286,682.47	0.00	1,663,425.53	14.70
60 Operations						
60-200 Operations						
60-200-5000 Expenditures						
60-211-5101 Salaries (Full-Time)	4,680,891.00	308,480.85	308,480.85	0.00	4,372,410.15	6.59
60-211-5102 Salaries (Part-Time)	224,268.00	6,254.73	6,254.73	0.00	218,013.27	2.79
60-211-5103 Overtime	350,000.00	77,156.23	77,156.23	0.00	272,843.77	22.04
60-211-5104 Acting Pay	7,500.00	0.00	0.00	0.00	7,500.00	0.00
60-211-5105 Bilingual Pay	7,200.00	700.00	700.00	0.00	6,500.00	9.72
60-211-5108 Sick Leave Payoff	100,000.00	0.00	0.00	0.00	100,000.00	0.00
60-211-5109 Vacation Leave Payoff	30,000.00	0.00	0.00	0.00	30,000.00	0.00
60-211-5110 Training Pay	5,000.00	797.77	797.77	0.00	4,202.23	15.96
60-211-5114 Holiday Payoff	45,000.00	0.00	0.00	0.00	45,000.00	0.00

Expenditure Status Report

South Bay Regional PCA
 7/1/2017 through 7/31/2017

10 SBRPCA Enterprise Fund

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
60-211-5115 Education Incentive Pay	84,498.00	6,409.51	6,409.51	0.00	78,088.49	7.59
60-211-5116 Overtime - Ridealongs with Member Cities	16,500.00	0.00	0.00	0.00	16,500.00	0.00
60-211-5201 Medical Insurance	601,750.00	66,360.22	66,360.22	0.00	535,389.78	11.03
60-211-5202 Dental Insurance	47,570.00	3,126.25	3,126.25	0.00	44,443.75	6.57
60-211-5203 Vision Insurance	17,521.00	1,071.75	1,071.75	0.00	16,449.25	6.12
60-211-5204 Life Insurance	7,656.00	539.00	539.00	0.00	7,117.00	7.04
60-211-5205 Medicare	80,662.00	5,919.84	5,919.84	0.00	74,742.16	7.34
60-211-5206 Unemployment Insurance	15,000.00	0.00	0.00	0.00	15,000.00	0.00
60-211-5207 Workers' Compensation	59,500.00	1,901.99	1,901.99	0.00	57,598.01	3.20
60-211-5208 PERS Contributions	704,411.00	50,758.01	50,758.01	0.00	653,652.99	7.21
60-211-5209 Retirees' Medical Insurance	59,402.00	4,638.31	4,638.31	0.00	54,763.69	7.81
60-211-5211 Social Security	4,635.00	77.56	77.56	0.00	4,557.44	1.67
60-211-5401 Memberships & Dues	190.00	0.00	0.00	0.00	190.00	0.00
60-211-5402 Publications	2,210.00	0.00	0.00	0.00	2,210.00	0.00
60-211-5403 Conferences, Meetings & Travel	31,752.00	1,316.58	1,316.58	0.00	30,435.42	4.15
60-211-5404 Employee Services/EC-BOD	2,500.00	0.00	0.00	0.00	2,500.00	0.00
60-211-5405 Employee Awards	500.00	0.00	0.00	0.00	500.00	0.00
60-211-5406 POST Training	2,000.00	0.00	0.00	0.00	2,000.00	0.00
60-211-5407 Tuition Reimbursement	18,000.00	0.00	0.00	0.00	18,000.00	0.00
60-211-5506 Uniforms/Safety Equipment	8,000.00	-49.13	-49.13	0.00	8,049.13	0.61
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	77.35	77.35	0.00	2,922.65	2.58
60-211-5604 Telephone - Gardena	5,000.00	44.80	44.80	0.00	4,955.20	0.90
60-211-5606 Telephone - Hawthorne	6,500.00	279.91	279.91	0.00	6,220.09	4.31
60-211-5607 Telephone - Hermosa Beach	17,000.00	1,694.11	1,694.11	0.00	15,305.89	9.97
60-211-5608 Telephone - Manhattan Beach	13,000.00	198.87	198.87	0.00	12,801.13	1.53
60-211-5611 Telephone - Punta Place	10,000.00	313.12	313.12	0.00	9,686.88	3.13
60-211-5612 Telephone - RCC	10,000.00	370.81	370.81	0.00	9,629.19	3.71
60-211-5613 Sprint Wireless Reimbursable	82,176.00	0.00	0.00	0.00	82,176.00	0.00
60-211-5614 Verizon Wireless Reimbursable	8,465.00	0.00	0.00	0.00	8,465.00	0.00
60-211-5615 Telephone - Culver City	0.00	265.73	265.73	0.00	-265.73	0.00
Total Operations	7,369,757.00	538,704.17	538,704.17	0.00	6,831,052.83	7.31

70 Technical Services

Expenditure Status Report

South Bay Regional PCA
 7/1/2017 through 7/31/2017

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>
70-300 Technical Services						
70-300-5000 Expenditures						
70-311-5101 Salaries (Full-Time)	647,540.00	38,085.34	38,085.34	0.00	609,454.66	5.88
70-311-5103 Overtime	13,500.00	0.00	0.00	0.00	13,500.00	0.00
70-311-5106 Callback Pay	2,500.00	0.00	0.00	0.00	2,500.00	0.00
70-311-5107 Merit Pay	1,300.00	500.00	500.00	0.00	800.00	38.46
70-311-5108 Sick Leave Payoff	15,000.00	0.00	0.00	0.00	15,000.00	0.00
70-311-5109 Vacation Leave Payoff	25,000.00	0.00	0.00	0.00	25,000.00	0.00
70-311-5114 Holiday Payoff	12,000.00	0.00	0.00	0.00	12,000.00	0.00
70-311-5115 Education Incentive Pay	0.00	143.58	143.58	0.00	-143.58	0.00
70-311-5201 Medical Insurance	71,814.00	9,313.26	9,313.26	0.00	62,500.74	12.97
70-311-5202 Dental Insurance	6,426.00	274.50	274.50	0.00	6,151.50	4.27
70-311-5203 Vision Insurance	2,812.00	125.75	125.75	0.00	2,686.25	4.47
70-311-5204 Life Insurance	924.00	66.00	66.00	0.00	858.00	7.14
70-311-5205 Medicare	11,081.00	588.77	588.77	0.00	10,492.23	5.31
70-311-5207 Workers' Compensation	105,350.00	3,367.64	3,367.64	0.00	101,982.36	3.20
70-311-5208 PERS Contributions	73,690.00	6,258.24	6,258.24	0.00	67,431.76	8.49
70-311-5209 Retirees' Medical Insurance	29,872.00	2,442.56	2,442.56	0.00	27,429.44	8.18
70-311-5302 Computer Contract Services/CAD-Tiburon	285,000.00	0.00	0.00	0.00	285,000.00	0.00
70-311-5311 GST Software Reimbursable	42,950.00	38,010.00	38,010.00	0.00	4,940.00	88.50
70-311-5403 Conferences, Meetings & Travel	2,650.00	0.00	0.00	0.00	2,650.00	0.00
70-311-5503 General Technical Supplies	7,500.00	0.00	0.00	0.00	7,500.00	0.00
70-311-5506 Uniforms/Safety Equipment	2,500.00	0.00	0.00	0.00	2,500.00	0.00
70-311-5514 Parts - Billing	75,000.00	34,251.05	34,251.05	0.00	40,748.95	45.67
70-311-5515 Parts - Telecommunications	20,000.00	0.00	0.00	0.00	20,000.00	0.00
70-311-5516 Install Wire, Loom & Hardware	16,000.00	0.00	0.00	0.00	16,000.00	0.00
70-311-5517 Vehicle Operations	4,500.00	50.00	50.00	0.00	4,450.00	1.11
70-311-5520 Equipment Repair	18,000.00	0.00	0.00	0.00	18,000.00	0.00
70-311-5521 Outside Technical Serv-Towers & Equip	300,000.00	15,000.00	15,000.00	0.00	285,000.00	5.00
Total Technical Services	1,792,909.00	148,476.69	148,476.69	0.00	1,644,432.31	8.28
80 Capital Infrastructure Projects						

Expenditure Status Report

South Bay Regional PCA
 7/1/2017 through 7/31/2017

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>
80-400 CIP						
80-400-5000 Expenditures						
80-452-5901 Replace Cisco Switches	35,000.00	0.00	0.00	0.00	35,000.00	0.00
80-453-5901 ESChat System and Maintenance	76,500.00	0.00	0.00	0.00	76,500.00	0.00
Total Capital Infrastructure Projects	111,500.00	0.00	0.00	0.00	111,500.00	0.00
Total SBRPCA Enterprise Fund	11,224,274.00	973,863.33	973,863.33	0.00	10,250,410.67	8.68
Grand Total	11,224,274.00	973,863.33	973,863.33	0.00	10,250,410.67	8.68



Staff Report

South Bay Regional Public Communications Authority

TO: Executive Committee

THROUGH: Ralph Mailloux

FROM: Valerie Mohler

DATE: September 19, 2017

SUBJECT: Budget Performance Report/August 31, 2017

RECOMMENDATION:

Receive and file the attached Budget Performance Report for August 31, 2017

FISCAL IMPLICATION:

Actual revenues and expenses are within the budgeted amounts.

BACKGROUND:

Staff has analyzed the Authority's financial activities for the period ending August 31, 2017. Attachment 1 illustrates the overall revenues and expenses for the period. Attachment 2 shows revenue realized at 32.26% which includes the first quarter assessments. Attachment 3 shows 15.89% of the budget has been expended or encumbered.

The summary schedule per Attachment 1 shows that year-to-date (YTD) revenue is approximately \$2.1 million over YTD expenses. This amount is supposed to fund the Authority's activities through the end of the first quarter, including the capital expenses. Overall, expenses for each department are within the budget allocation.

DISCUSSION:

Based on a 12-month budget cycle, the estimated spending level should be at 16.67% with 83.33% remaining. The level of spending under the Salaries & Benefits category should be at 15.40% (4 payroll periods have been recorded).

The level of spending under the Supplies & Services Category depends on when expenses are incurred and paid, while the Capital Outlay category depends on the progress of the project or when the project is completed. The Capital Outlay category also reflects expenses that relate to projects on-going from Fiscal Year 2016-17. A separate item is included on the agenda to request that the Executive Committee appropriate the funds to cover these expenses. Excluded from this analysis is the Parts Billing expense account which is supposed to be offset by reimbursements.

Staff is available to respond if you have any questions.

Attachments: Attachment 1 – Budget Performance Summary
Attachment 2 – Revenue Status Report (2 pages)
Attachment 3 – Expenditure Status Report (5 pages)

SBRPCA
SUMMARY BUDGET PERFORMANCE REPORT
AUGUST 31, 2017

Attachment 1

<u>ACCOUNT DESCRIPTION</u>	<u>AMENDED BUDGET</u>	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>ENCUM</u>	<u>BALANCE</u>	<u>PERCENT BALANCE</u>
TOTAL REVENUE	\$ 12,111,774	\$ (46,034)	\$ 3,907,721	\$ -	\$ 8,204,053	67.74%
EXPENSE SUMMARY:						
Administration						
Salaries & Benefits	\$ 1,146,517	\$ 81,989	\$ 166,322	\$ -	\$ 980,195	85.49%
Supplies/Services/Equipment	\$ 803,591	\$ 40,406	\$ 242,756	\$ -	\$ 560,835	69.79%
Total Expenses - Administration	\$ 1,950,108	\$ 122,395	\$ 409,077	\$ -	\$ 1,541,031	79.02%
Operations						
Salaries & Benefits	\$ 7,148,964	\$ 503,893	\$ 1,038,085	\$ -	\$ 6,110,879	85.48%
Supplies/Services/Equipment	\$ 220,793	\$ 13,648	\$ 18,160	\$ -	\$ 202,633	91.77%
Total Expenses - Operations	\$ 7,369,757	\$ 517,541	\$ 1,056,245	\$ -	\$ 6,313,512	85.67%
Technical Services						
Salaries & Benefits	\$ 1,018,809	\$ 61,686	\$ 122,852	\$ -	\$ 895,957	87.94%
Supplies/Services/Equipment	\$ 774,100	\$ 78,595	\$ 165,906	\$ -	\$ 608,194	78.57%
Total Expenses - Technical Services	\$ 1,792,909	\$ 140,281	\$ 288,757	\$ -	\$ 1,504,152	83.89%
Total Operating Expenses	\$ 11,112,774	\$ 780,216	\$ 1,754,080	\$ -	\$ 9,358,694	84.22%
Capital Outlay	\$ 111,500	\$ 29,925	\$ 29,925	\$ -	\$ 81,575	73.16%
GRAND TOTAL	\$ 11,224,274	\$ 810,141	\$ 1,784,005	\$ -	\$ 9,440,269	84.11%
RECAP						
Administration	\$ 1,950,108	\$ 122,395	\$ 409,077	\$ -	\$ 1,541,031	79.02%
Operations	7,369,757	517,541	1,056,245	-	6,313,512	85.67%
Technical Services	1,792,909	140,281	288,757	-	1,504,152	83.89%
Capital Outlay	111,500	29,925	29,925	-	81,575	73.16%
TOTAL EXPENSES	\$ 11,224,274	\$ 810,141	\$ 1,784,005	\$ -	\$ 9,440,269	84.11%
Salaries & Benefits	\$ 9,314,290	\$ 647,568	\$ 1,327,258	\$ -	\$ 7,987,032	85.75%
Supplies/Services/Equipment	1,798,484	132,649	426,822	-	1,371,662	76.27%
Capital Outlay	111,500	29,925	29,925	-	81,575	73.16%
TOTAL EXPENSES	\$ 11,224,274	\$ 810,141	\$ 1,784,005	\$ -	\$ 9,440,269	84.11%

YTD REVENUES OVER YTD EXPENSES

\$ 2,123,716

Differences due to rounding.

Revenue Status Report

South Bay Regional PCA
 8/1/2017 through 8/31/2017

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	2,391,301.00	0.00	836,955.35	1,554,345.65	35.00
10-50-111-4120 Hawthorne	3,359,598.00	0.00	1,175,859.30	2,183,738.70	35.00
10-50-111-4130 Manhattan Beach	1,703,280.00	0.00	596,148.00	1,107,132.00	35.00
10-50-111-4140 Hermosa Beach	700,072.00	0.00	175,018.00	525,054.00	25.00
10-50-111-4145 El Segundo	1,294,928.00	0.00	323,732.00	971,196.00	25.00
10-50-111-4146 Culver City Assessment	2,360,551.00	0.00	590,137.75	1,770,413.25	25.00
10-50-111-4150 El Camino Community College	893.00	0.00	789.60	103.40	88.42
10-50-111-4152 Medical Director Services/Hermosa Beach	25,000.00	0.00	12,500.00	12,500.00	50.00
10-50-111-4153 Medical Director Service/Manhattan Beach	25,000.00	0.00	26,250.00	-1,250.00	105.00
10-50-111-4154 Medical Director Services/El Segundo	25,000.00	0.00	26,250.00	-1,250.00	105.00
10-50-111-4210 Investment Earnings (LAIF)	15,000.00	0.00	0.00	15,000.00	0.00
10-50-111-4220 POST Reimbursements	600.00	0.00	0.00	600.00	0.00
10-50-111-4255 Unrealized Gain/Loss on Investments	0.00	0.00	1,894.50	-1,894.50	0.00
10-50-111-4430 Other Miscellaneous Revenue	2,500.00	-80.14	182.80	2,317.20	7.31
Total Administration	11,903,723.00	-80.14	3,765,717.30	8,138,005.70	31.63
10-60 Operations					
10-60-211 Communications Center					
10-60-211-4215 DUI Reimbursement-Overtime	2,000.00	0.00	0.00	2,000.00	0.00
10-60-211-4435 Reimbursements Sprint Wireless	82,176.00	0.00	0.00	82,176.00	0.00

Revenue Status Report

South Bay Regional PCA
 8/1/2017 through 8/31/2017

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	8,465.00	0.00	0.00	8,465.00	0.00
Total Operations	92,641.00	0.00	0.00	92,641.00	0.00
10-70 Technical Services					
10-70-311 Technical Services					
10-70-311-4360 Reimbursements for Billable Parts	75,000.00	37,046.56	142,003.87	-67,003.87	189.34
10-70-311-4370 Reimbursements for GST Software	40,410.00	0.00	0.00	40,410.00	0.00
10-70-311-4445 Reimbursemnt for GETAC Project	0.00	-83,000.00	0.00	0.00	0.00
Total Technical Services	115,410.00	-45,953.44	142,003.87	-26,593.87	123.04
Total SBRPCA Enterprise Fund	12,111,774.00	-46,033.58	3,907,721.17	8,204,052.83	32.26
Grand Total	12,111,774.00	-46,033.58	3,907,721.17	8,204,052.83	32.26

Expenditure Status Report

South Bay Regional PCA
 8/1/2017 through 8/31/2017

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)	840,147.00	63,227.55	126,035.91	0.00	714,111.09	15.00
50-111-5104 Acting Pay	1,000.00	0.00	0.00	0.00	1,000.00	0.00
50-111-5107 Merit Pay	2,800.00	0.00	0.00	0.00	2,800.00	0.00
50-111-5108 Sick Leave Payoff	25,000.00	0.00	0.00	0.00	25,000.00	0.00
50-111-5109 Vacation Leave Payoff	40,000.00	0.00	0.00	0.00	40,000.00	0.00
50-111-5201 Medical Insurance	63,281.00	5,243.72	13,101.05	0.00	50,179.95	20.70
50-111-5202 Dental Insurance	2,719.00	269.00	672.50	0.00	2,046.50	24.73
50-111-5203 Vision Insurance	1,255.00	103.50	207.00	0.00	1,048.00	16.49
50-111-5204 Life Insurance	660.00	55.00	110.00	0.00	550.00	16.67
50-111-5205 Medicare	13,548.00	948.61	1,891.14	0.00	11,656.86	13.96
50-111-5207 Workers' Compensation	10,150.00	726.52	1,050.98	0.00	9,099.02	10.35
50-111-5208 PERS Contributions	122,719.00	9,513.12	19,073.54	0.00	103,645.46	15.54
50-111-5209 Retirees' Medical Insurance	14,238.00	1,152.24	2,304.48	0.00	11,933.52	16.19
50-111-5212 Deferred Comp Matching Benefit	9,000.00	750.00	1,875.00	0.00	7,125.00	20.83
50-111-5301 Communications Contract Services	31,000.00	1,904.38	3,804.38	0.00	27,195.62	12.27
50-111-5302 Computer Contract Services/CAD-Tiburon	60,000.00	0.00	0.00	0.00	60,000.00	0.00
50-111-5304 Accounting/Auditing Services	14,000.00	4,000.00	5,000.00	0.00	9,000.00	35.71
50-111-5305 Legal Services	22,000.00	0.00	0.00	0.00	22,000.00	0.00
50-111-5306 Recruitment Costs	35,333.00	3,274.71	3,274.71	0.00	32,058.29	9.27
50-111-5307 Software Maintenance Services	45,298.00	0.00	28,537.44	0.00	16,760.56	63.00
50-111-5308 Banking Services (Fees)	6,500.00	453.36	453.36	0.00	6,046.64	6.97
50-111-5309 Online/Website Maintenance Services	3,500.00	225.00	710.00	0.00	2,790.00	20.29
50-111-5312 Medical Director Services/Paramedics	75,000.00	6,250.00	12,500.00	0.00	62,500.00	16.67
50-111-5401 Memberships & Dues	810.00	0.00	0.00	0.00	810.00	0.00
50-111-5402 Publications	350.00	0.00	0.00	0.00	350.00	0.00
50-111-5403 Conferences, Meetings & Travel	15,000.00	1,767.86	4,975.11	0.00	10,024.89	33.17
50-111-5404 Employee Services/EC-BOD	1,500.00	35.06	35.06	0.00	1,464.94	2.34

Expenditure Status Report

South Bay Regional PCA
 8/1/2017 through 8/31/2017

10 SBRPCA Enterprise Fund

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
50-111-5407 Tuition Reimbursement	4,000.00	0.00	0.00	0.00	4,000.00	0.00
50-111-5501 Office Supplies	9,000.00	401.30	401.30	0.00	8,598.70	4.46
50-111-5502 Miscellaneous Supplies	1,100.00	0.00	0.00	0.00	1,100.00	0.00
50-111-5505 Voice Recording Tapes	1,500.00	0.00	0.00	0.00	1,500.00	0.00
50-111-5507 Postage	2,000.00	0.00	21.39	0.00	1,978.61	1.07
50-111-5509 Reproduction	1,500.00	0.00	0.00	0.00	1,500.00	0.00
50-111-5511 Office Equipment Lease	15,000.00	1,110.15	1,790.82	0.00	13,209.18	11.94
50-111-5513 General Liability Insurance Premium	170,600.00	0.00	148,586.30	0.00	22,013.70	87.10
50-111-5517 Vehicle Operations	2,000.00	46.85	46.85	0.00	1,953.15	2.34
50-111-5601 Telephone - Administration	12,000.00	854.18	1,166.25	0.00	10,833.75	9.72
50-111-5701 Maintenance - HQ	144,800.00	5,911.78	17,209.21	0.00	127,590.79	11.88
50-111-5702 Maintenance - Other Sites	6,500.00	0.00	0.00	0.00	6,500.00	0.00
50-111-5703 Electricity - HQ	97,000.00	10,019.78	10,019.78	0.00	86,980.22	10.33
50-111-5704 Electricity - Grandview	1,800.00	188.38	188.38	0.00	1,611.62	10.47
50-111-5705 Electricity - Punta Place	6,000.00	528.70	528.70	0.00	5,471.30	8.81
50-111-5706 Gas - HQ	12,000.00	482.24	482.24	0.00	11,517.76	4.02
50-111-5707 Water - HQ	3,500.00	324.56	397.14	0.00	3,102.86	11.35
50-111-5715 Electricity-MB Water Tower	3,000.00	206.20	206.20	0.00	2,793.80	6.87
50-111-5820 Other Equipment	0.00	2,421.15	2,421.15	0.00	-2,421.15	0.00
Total Administration	1,950,108.00	122,394.90	409,077.37	0.00	1,541,030.63	20.98
60 Operations						
60-200 Operations						
60-200-5000 Expenditures						
60-211-5101 Salaries (Full-Time)	4,680,891.00	298,312.98	606,793.83	0.00	4,074,097.17	12.96
60-211-5102 Salaries (Part-Time)	224,268.00	7,358.50	13,613.23	0.00	210,654.77	6.07
60-211-5103 Overtime	350,000.00	78,591.42	155,747.65	0.00	194,252.35	44.50
60-211-5104 Acting Pay	7,500.00	36.40	36.40	0.00	7,463.60	0.49
60-211-5105 Bilingual Pay	7,200.00	700.00	1,400.00	0.00	5,800.00	19.44
60-211-5108 Sick Leave Payoff	100,000.00	0.00	0.00	0.00	100,000.00	0.00
60-211-5109 Vacation Leave Payoff	30,000.00	1,073.91	1,073.91	0.00	28,926.09	3.58
60-211-5110 Training Pay	5,000.00	60.67	858.44	0.00	4,141.56	17.17

Expenditure Status Report

South Bay Regional PCA
 8/1/2017 through 8/31/2017

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>
60-211-5114 Holiday Payoff	45,000.00	0.00	0.00	0.00	45,000.00	0.00
60-211-5115 Education Incentive Pay	84,498.00	6,902.56	13,312.07	0.00	71,185.93	15.75
60-211-5116 Overtime - Ridealongs with Member Cities	16,500.00	0.00	0.00	0.00	16,500.00	0.00
60-211-5201 Medical Insurance	601,750.00	42,290.32	108,650.54	0.00	493,099.46	18.06
60-211-5202 Dental Insurance	47,570.00	2,138.00	5,264.25	0.00	42,305.75	11.07
60-211-5203 Vision Insurance	17,521.00	1,093.25	2,165.00	0.00	15,356.00	12.36
60-211-5204 Life Insurance	7,656.00	539.00	1,078.00	0.00	6,578.00	14.08
60-211-5205 Medicare	80,662.00	5,789.72	11,709.56	0.00	68,952.44	14.52
60-211-5206 Unemployment Insurance	15,000.00	0.00	0.00	0.00	15,000.00	0.00
60-211-5207 Workers' Compensation	59,500.00	4,258.93	6,160.92	0.00	53,339.08	10.35
60-211-5208 PERS Contributions	704,411.00	50,035.62	100,793.63	0.00	603,617.37	14.31
60-211-5209 Retirees' Medical Insurance	59,402.00	4,638.31	9,276.62	0.00	50,125.38	15.62
60-211-5211 Social Security	4,635.00	73.00	150.56	0.00	4,484.44	3.25
60-211-5401 Memberships & Dues	190.00	0.00	0.00	0.00	190.00	0.00
60-211-5402 Publications	2,210.00	40.08	40.08	0.00	2,169.92	1.81
60-211-5403 Conferences, Meetings & Travel	31,752.00	750.22	2,066.80	0.00	29,685.20	6.51
60-211-5404 Employee Services/EC-BOD	2,500.00	0.00	0.00	0.00	2,500.00	0.00
60-211-5405 Employee Awards	500.00	0.00	0.00	0.00	500.00	0.00
60-211-5406 POST Training	2,000.00	0.00	0.00	0.00	2,000.00	0.00
60-211-5407 Tuition Reimbursement	18,000.00	2,376.00	2,376.00	0.00	15,624.00	13.20
60-211-5506 Uniforms/Safety Equipment	8,000.00	250.01	200.88	0.00	7,799.12	2.51
60-211-5509 Reproduction	500.00	353.21	353.21	0.00	146.79	70.64
60-211-5603 Telephone - El Segundo	3,000.00	0.00	77.35	0.00	2,922.65	2.58
60-211-5604 Telephone - Gardena	5,000.00	0.00	44.80	0.00	4,955.20	0.90
60-211-5606 Telephone - Hawthorne	6,500.00	249.81	529.72	0.00	5,970.28	8.15
60-211-5607 Telephone - Hermosa Beach	17,000.00	1,640.64	3,334.75	0.00	13,665.25	19.62
60-211-5608 Telephone - Manhattan Beach	13,000.00	115.08	313.95	0.00	12,686.05	2.42
60-211-5611 Telephone - Punta Place	10,000.00	313.12	626.24	0.00	9,373.76	6.26
60-211-5612 Telephone - RCC	10,000.00	44.51	415.32	0.00	9,584.68	4.15
60-211-5613 Sprint Wireless Reimbursable	82,176.00	6,771.51	6,771.51	0.00	75,404.49	8.24
60-211-5614 Verizon Wireless Reimbursable	8,465.00	744.02	744.02	0.00	7,720.98	8.79
60-211-5615 Telephone - Culver City	0.00	0.00	265.73	0.00	-265.73	0.00
Total Operations	7,369,757.00	517,540.80	1,056,244.97	0.00	6,313,512.03	14.33

Expenditure Status Report

South Bay Regional PCA
 8/1/2017 through 8/31/2017

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 Technical Services						
70-300 Technical Services						
70-300-5000 Expenditures						
70-311-5101 Salaries (Full-Time)	647,540.00	38,139.18	76,224.52	0.00	571,315.48	11.77
70-311-5103 Overtime	13,500.00	498.64	498.64	0.00	13,001.36	3.69
70-311-5106 Callback Pay	2,500.00	0.00	0.00	0.00	2,500.00	0.00
70-311-5107 Merit Pay	1,300.00	0.00	500.00	0.00	800.00	38.46
70-311-5108 Sick Leave Payoff	15,000.00	0.00	0.00	0.00	15,000.00	0.00
70-311-5109 Vacation Leave Payoff	25,000.00	0.00	0.00	0.00	25,000.00	0.00
70-311-5114 Holiday Payoff	12,000.00	0.00	0.00	0.00	12,000.00	0.00
70-311-5115 Education Incentive Pay	0.00	287.16	430.74	0.00	-430.74	0.00
70-311-5201 Medical Insurance	71,814.00	5,448.19	14,761.45	0.00	57,052.55	20.56
70-311-5202 Dental Insurance	6,426.00	216.00	490.50	0.00	5,935.50	7.63
70-311-5203 Vision Insurance	2,812.00	146.50	272.25	0.00	2,539.75	9.68
70-311-5204 Life Insurance	924.00	77.00	143.00	0.00	781.00	15.48
70-311-5205 Medicare	11,081.00	591.61	1,180.38	0.00	9,900.62	10.65
70-311-5207 Workers' Compensation	105,350.00	7,540.80	10,908.44	0.00	94,441.56	10.35
70-311-5208 PERS Contributions	73,690.00	6,150.89	12,409.13	0.00	61,280.87	16.84
70-311-5209 Retirees' Medical Insurance	29,872.00	2,589.90	5,032.46	0.00	24,839.54	16.85
70-311-5302 Computer Contract Services/CAD-Tiburon	285,000.00	0.00	0.00	0.00	285,000.00	0.00
70-311-5311 GST Software Reimbursable	42,950.00	0.00	38,010.00	0.00	4,940.00	88.50
70-311-5402 Publications	0.00	108.16	108.16	0.00	-108.16	0.00
70-311-5403 Conferences, Meetings & Travel	2,650.00	0.00	0.00	0.00	2,650.00	0.00
70-311-5503 General Technical Supplies	7,500.00	0.00	0.00	0.00	7,500.00	0.00
70-311-5506 Uniforms/Safety Equipment	2,500.00	0.00	0.00	0.00	2,500.00	0.00
70-311-5514 Parts - Billing	75,000.00	57,436.76	91,687.81	0.00	-16,687.81	122.25
70-311-5515 Parts - Telecommunications	20,000.00	2,024.89	2,024.89	0.00	17,975.11	10.12
70-311-5516 Install Wire, Loom & Hardware	16,000.00	3,840.33	3,840.33	0.00	12,159.67	24.00
70-311-5517 Vehicle Operations	4,500.00	184.75	234.75	0.00	4,265.25	5.22
70-311-5520 Equipment Repair	18,000.00	0.00	0.00	0.00	18,000.00	0.00
70-311-5521 Outside Technical Serv-Towers & Equip	300,000.00	15,000.00	30,000.00	0.00	270,000.00	10.00

Expenditure Status Report

South Bay Regional PCA
 8/1/2017 through 8/31/2017

10 SBRPCA Enterprise Fund

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
Total Technical Services	1,792,909.00	140,280.76	288,757.45	0.00	1,504,151.55	16.11
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
80-449-5901 Backup Stand Alone Radio System-Comm Ctr	0.00	29,924.99	29,924.99	0.00	-29,924.99	0.00
80-452-5901 Replace Cisco Switches	35,000.00	0.00	0.00	0.00	35,000.00	0.00
80-453-5901 ESChat System and Maintenance	76,500.00	0.00	0.00	0.00	76,500.00	0.00
Total Capital Infrastructure Projects	111,500.00	29,924.99	29,924.99	0.00	81,575.01	26.84
Total SBRPCA Enterprise Fund	11,224,274.00	810,141.45	1,784,004.78	0.00	9,440,269.22	15.89
Grand Total	11,224,274.00	810,141.45	1,784,004.78	0.00	9,440,269.22	15.89



Staff Report

South Bay Regional Public Communications Authority

TO: Executive Committee
THROUGH: Ralph Mailloux
FROM: Valerie Mohler
DATE: September 19, 2017
SUBJECT: Budget Carryovers from Fiscal Year 2016-2017

RECOMMENDATION:

Staff recommends that the final year-end balances for capital projects, per attached schedule, be carried over to the current fiscal year.

FISCAL IMPLICATION:

The total amount of \$184,869 is part of the designated fund balance.

BACKGROUND:

The attached schedule lists the capital projects that still have balances at June 30, 2017 and were not repurposed for use in 2017-2018. All of these projects are currently in progress.

DISCUSSION:

In the event the funds will not be used in the current year, staff will present another recommendation to return remaining funds to fund balance.

LEGAL REVIEW:

None.

CONCLUSION:

These carryover amounts will be submitted to the Board during the mid-year budget review for approval.

Attachment: Schedule of Carryover Appropriations

**SBRPCA
SCHEDULE OF CARRYOVER APPROPRIATIONS
FISCAL YEAR 2017-2018**

PROJECT/ACCOUNT TITLE	BALANCE 6/30/17
10-80-435-5901 CIP Exp - Hawthorne Allocation	58,454
10-80-436-5901 CIP Exp - MB Allocation	60,253
10-80-446-5901 CIP Exp/Interoperability Radio Sys Project	13,338
10-80-449-5901 CIP Exp - Backup Stand Alone Radio System-Comm Ctr	52,824
Total	184,869