

**A G E N D A**  
**REGULAR JOINT MEETING OF**  
**THE BOARD OF DIRECTORS,**  
**EXECUTIVE COMMITTEE AND USER COMMITTEE**  
**TUESDAY, MARCH 21, 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 – February 21, 2017\*

3b. Budget Performance Report – February 28, 2017\*

3e. Hermosa Beach Contract\*

4. **EXECUTIVE DIRECTOR'S REPORT**

5. **NEW BUSINESS**

6. **ADJOURNMENT**

7. **CLOSED SESSION**

Conference Re: Personnel Matters

Pursuant to Government Code Section 54957.6 (Executive Director Evaluation)

\*Written material attached.

\*\*Written material distributed in closed session.

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Posting Place:

4440 W. Broadway, Hawthorne, CA 90250

Posting Date/Time:

March 15, 2017/3:00 PM

Signature:



Ralph Mailloux, Executive Director

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

1. **CALL TO ORDER**

The Board of Directors, Executive Committee and User Committee convened in a regular joint session at 2:35 PM on Tuesday, February 21, 2017, in the second floor conference room at the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

**ROLL CALL**

Present: Mayor Pro Tem Hadair Awad, City of Hawthorne  
Mayor David Lesser, City of Manhattan Beach  
Councilman Dan Medina, City of Gardena  
City Manager Mark Danaj, City of Manhattan Beach  
City Manager Mitch Lansdell, City of Gardena  
City Manager Arnie Shadbehr, City of Hawthorne  
Chief Scott Bixby, Culver City Police Department  
Chief Chris Donovan, El Segundo Fire Department  
Chief Robert Espinosa, Manhattan Beach Fire Department  
Chief Bob Fager, Hawthorne Police Department  
Assistant Chief Ron Iizuka, Culver City Police Department  
Chief Eve Irvine, Manhattan Beach Police Department  
Chief Ed Medrano, Gardena Police Department  
Chief Sharon Papa, Hermosa Beach Police Department  
Chief Dave White, Culver City Fire Department

Absent: Chief Pete Bonano, Hermosa Beach Fire Department  
Chief Mitch Tavera, El Segundo Police Department

Also Present: Executive Director Ralph Mailloux  
Operations Manager Shannon Kauffman  
Administration Manager John Krok  
Finance Manager Valerie Mohler  
Captain Mike Ishii, Hawthorne Police Department  
Mr. Carl Jacobson, City of El Segundo

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **Approval of Minutes – January 17, 2017**

**MOTION:** City Manager Lansdell moved to approve the minutes of January 17, 2017 as written. The motion was seconded by City Manager Danaj and passed by unanimous voice vote.

3b. **Budget Performance Report – January 31, 2017**

Finance Manager Mohler presented the staff report per written material of record. She advised that, as of January 31, 2017, revenue and expenses are within the budgeted amounts and a budgetary savings in salaries and benefits is anticipated at year-end.

**MOTION:** City Manager Lansdell moved to receive and file the Budget Performance Report as of January 31, 2017. The motion was seconded by City Manager Danaj and passed by unanimous voice vote.

3c. **Mid-Year Budget Performance Report/Fiscal Year 2016-2017**

Executive Director Mailloux presented the Mid-Year Budget Performance Report as of December 31, 2016. He explained that the budget is on track and savings in the salary and benefits are anticipated at year-end.

Mayor Lesser related his delight with Culver City's forthcoming transition to the Authority. He asked if any mechanical issues are anticipated as a result of the transition.

Executive Director Mailloux shared information on the Authority's efforts to increase staffing levels and planned changes to the manner in which Manhattan Beach and Hermosa Beach Parking and Animal Control (PAC) operate as a result of Culver City's transition to the Authority.

**MOTION:** Mayor Lesser moved to receive and file the Mid-Year Budget Performance Report as of December 31, 2016. The motion was seconded by Mayor Pro Tem Awad and passed by unanimous voice vote.

3d. **Audited Financial Statements Year Ended June 30, 2016**

Finance Manager Mohler presented the staff report on the Audited Financial Statements for the Year Ended June 30, 2016 per written material of record.

**MOTION:** Mayor Lesser moved to receive and file the Audited Financial Statements and Management Report for the Year Ended June 30, 2016. The motion was seconded by Mayor Pro Tem Awad and passed by unanimous voice vote.

3e. **Hermosa Beach Contract**

Chief Papa advised that Hermosa Beach has a new interim city manager and Hermosa Beach Fire Department might transition to Los Angeles County Fire Department, which could impact Hermosa Beach's contract with the Authority. Noting that Hermosa Beach has always been responsive in paying their assessments, Chief Papa requested clarification on the new cost methodology for client cities and what Hermosa Beach will pay as a result thereof.

City Manager Danaj recalled that, per discussion at a previous meeting, he and Executive Director Mailloux were to meet with Interim City Manager Jalili and report back to the Executive Committee.

Chief Papa related her understanding that this has not yet happened.

Executive Director Mailloux pointed out that Hermosa Beach is in the process of selecting a new city manager. He stated his desire to meet with Interim City Manager Jalili as soon as possible to discuss Hermosa Beach's contract.

Regular Joint Meeting of the Board of Directors,  
Executive Committee and User Committee  
February 21, 2017

4. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Mailloux presented updated information on the status of the City of Culver City's upcoming transition to the Authority on March 1, 2017 and the Interoperability Network of the South Bay (INSB), including the funding plans for the \$5,000,000 Homeland Security grant to be awarded to the Authority for the INSB.

Chief Medrano pointed out that new cities coming into the Authority could also be asked to contribute to the up-front funding for the grant.

Chief Fager suggested that the previous plan for the member cities to provide up-front funding for the grant be re-confirmed by their police chiefs.

Executive Director Mailloux related his understanding that the grant paperwork will be submitted for signatures in the near future and that the grant will have a two-year performance period.

City Manager Danaj re-affirmed Manhattan Beach's plans to provide up-front funding for the grant.

Mayor Lesser stated his willingness to present this item to Manhattan Beach City Council for re-affirmation if need be.

City Manager Lansdell related Gardena's continued support of the previous plan to assist in pre-funding the grant.

5. **NEW BUSINESS**

None.

6. **ADJOURNMENT**

The meeting was adjourned at 2:35 PM.

3b



# Staff Report

South Bay Regional Public Communications Authority

**TO:** Executive Committee

**THROUGH:** Ralph Mailloux

**FROM:** Valerie Mohler

**DATE:** March 21, 2017

**SUBJECT:** Budget Performance Report/ February 28, 2017

**RECOMMENDATION:**

Receive and file the attached Budget Performance Report as of February 28, 2017.

**FISCAL IMPLICATION:**

Overall, revenues and expenses are within the budgeted amounts. Some line accounts, such as Vacation payoff and overtime, have budget overruns, which should be offset by savings in other accounts at year-end.

**BACKGROUND:**

If solely based on a 12-month operating cycle, both revenues and expenses should be at the 66.67% mark with 33.33% balance available in the budget. However, depending on the nature and the timing of when revenues are received or when expenses are incurred and recorded, variances could occur.

**DISCUSSION:**

Attachment 1 shows that, as of this reporting period, revenue is approximately \$1.6 million over expenses and encumbrances. The third quarter assessments have been received, with only 15% remaining to be billed; for El Segundo and Hermosa Beach, 25% remains to be billed, per established schedules. Culver City will be billed for the full assessment for fiscal year 2016-2017 in March. The

revenue excess over expenses is supposed to fund the Authority's activities through the end of March, including capital outlay. As shown on this summary schedule, overall, expenses for each department are within the budget allocation; although, overruns in some line accounts should be offset by savings in other accounts.

Attachment 2 shows revenues are on track with the budget, except for Reimbursements for Billable Parts, which are offset by expenses under Parts Billing. Sprint Wireless Reimbursement and GST Annual Maintenance will be billed to participating agencies with their fourth quarter assessments.

Attachment 3 shows the details by department/by account and the variances between the budget and the actual expenses. Some of the variances in the Salaries & Benefits category may be attributed to salary savings from vacant positions. Salary savings may be offset by higher overtime costs due to minimum manning requirements. Some of the variances in the Supplies & Services category may be attributed to when supplies are purchased or when services are rendered. Parts billing as noted above is offset by revenues as are Sprint Wireless Reimbursable, Verizon Wireless Reimbursable and GST Annual Maintenance.

Staff is available to respond if you have any questions.

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

**SBRPCA**  
**SUMMARY BUDGET PERFORMANCE REPORT**  
**FEBRUARY 28, 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>
<b>TOTAL REVENUE</b>	<b>\$ 9,638,163</b>	<b>\$ 25,088</b>	<b>\$ 8,076,127</b>	<b>\$ -</b>	<b>\$ 1,562,036</b>	<b>16.21%</b>
<b>EXPENSE SUMMARY:</b>						
<b>Administration</b>						
Salaries & Benefits	\$ 949,720	\$ 79,698	\$ 645,577	\$ -	\$ 304,143	32.02%
Supplies/Services/Equipment	668,601	34,092	501,469	-	167,132	25.00%
<b>Total Expenses - Administration</b>	<b>\$ 1,618,321</b>	<b>\$ 113,790</b>	<b>\$ 1,147,046</b>	<b>\$ -</b>	<b>\$ 471,275</b>	<b>29.12%</b>
<b>Operations</b>						
Salaries & Benefits	\$ 6,316,206	\$ 450,742	\$ 3,847,583	\$ -	\$ 2,468,623	39.08%
Supplies/Services/Equipment	226,902	13,817	99,853	-	127,049	55.99%
<b>Total Expenses - Operations</b>	<b>\$ 6,543,108</b>	<b>\$ 464,559</b>	<b>\$ 3,947,436</b>	<b>\$ -</b>	<b>\$ 2,595,672</b>	<b>39.67%</b>
<b>Technical Services</b>						
Salaries & Benefits	\$ 1,043,846	\$ 50,894	\$ 612,638	\$ -	\$ 431,208	41.31%
Supplies/Services/Equipment	642,560	246,251	659,329	-	(16,769)	-2.61%
<b>Total Expenses - Technical Services</b>	<b>\$ 1,686,406</b>	<b>\$ 297,144</b>	<b>\$ 1,271,967</b>	<b>\$ -</b>	<b>\$ 414,439</b>	<b>24.58%</b>
<b>Total Operating Expenses</b>	<b>\$ 9,847,835</b>	<b>\$ 875,493</b>	<b>\$ 6,366,449</b>	<b>\$ -</b>	<b>\$ 3,481,386</b>	<b>35.35%</b>
<b>Capital Outlay</b>	<b>\$ 381,653</b>	<b>\$ -</b>	<b>\$ 80,307</b>	<b>\$ 103,555</b>	<b>\$ 197,791</b>	<b>51.82%</b>
<b>GRAND TOTAL</b>	<b>\$ 10,229,488</b>	<b>\$ 875,493</b>	<b>\$ 6,446,756</b>	<b>\$ 103,555</b>	<b>\$ 3,679,177</b>	<b>35.97%</b>
<b>RECAP</b>						
Administration	\$ 1,618,321	\$ 113,790	\$ 1,147,046	\$ -	\$ 471,275	29.12%
Operations	6,543,108	464,559	3,947,436	-	2,595,672	39.67%
Technical Services	1,686,406	297,144	1,271,967	-	414,439	24.58%
Capital Outlay	381,653	-	80,307	103,555	197,791	51.82%
<b>TOTAL EXPENSES</b>	<b>\$ 10,229,488</b>	<b>\$ 875,493</b>	<b>\$ 6,446,756</b>	<b>\$ 103,555</b>	<b>\$ 3,679,177</b>	<b>35.97%</b>
Salaries & Benefits	\$ 8,309,772	\$ 581,333	\$ 5,105,798	\$ -	\$ 3,203,974	38.56%
Supplies/Services/Equipment	1,538,063	294,160	1,260,651	-	277,412	18.04%
Capital Outlay	381,653	-	80,307	103,555	197,791	51.82%
<b>TOTAL EXPENSES</b>	<b>\$ 10,229,488</b>	<b>\$ 875,493</b>	<b>\$ 6,446,756</b>	<b>\$ 103,555</b>	<b>\$ 3,679,177</b>	<b>35.97%</b>

YTD REVENUES OVER YTD EXPENSES

**\$ 1,629,371**

Revenue Status Report

South Bay Regional PCA  
 2/1/2017 through 2/28/2017

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	2,032,605.85	358,695.15	85.00
10-50-111-4120 Hawthorne	3,359,598.00	0.00	2,855,658.30	503,939.70	85.00
10-50-111-4130 Manhattan Beach	1,703,280.00	0.00	1,447,788.00	255,492.00	85.00
10-50-111-4140 Hermosa Beach	671,081.00	0.00	503,310.75	167,770.25	75.00
10-50-111-4145 El Segundo	1,271,063.00	0.00	953,297.25	317,765.75	75.00
10-50-111-4150 El Camino Community College	16,000.00	679.69	742.56	15,257.44	4.64
10-50-111-4151 Palos Verdes Estates Annual Maint	1,330.00	0.00	0.00	1,330.00	0.00
10-50-111-4152 Medical Director Services/Hermosa Beach	0.00	0.00	25,000.00	-25,000.00	0.00
10-50-111-4153 Medical Director Service/Manhattan Beach	0.00	0.00	25,000.00	-25,000.00	0.00
10-50-111-4154 Medical Director Services/El Segundo	0.00	0.00	25,000.00	-25,000.00	0.00
10-50-111-4210 Investment Earnings (LAIF)	7,500.00	0.00	9,087.57	-1,587.57	121.17
10-50-111-4220 POST Reimbursements	600.00	0.00	0.00	600.00	0.00
10-50-111-4230 Bond Expenses (Reimbursements)	5,000.00	0.00	0.00	5,000.00	0.00
10-50-111-4255 Unrealized Gain/Loss on Investments	0.00	0.00	-1,473.11	1,473.11	0.00
10-50-111-4410 Vending Machine Revenue	4,500.00	674.80	2,486.45	2,013.55	55.25
10-50-111-4430 Other Miscellaneous Revenue	5,000.00	1.61	76.54	4,923.46	1.53
<b>Total Administration</b>	<b>9,436,253.00</b>	<b>1,356.10</b>	<b>7,878,580.16</b>	<b>1,557,672.84</b>	<b>83.49</b>
10-60 Operations					
10-60-211 Communications Center					



Revenue Status Report

South Bay Regional PCA  
 2/1/2017 through 2/28/2017

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>
10-60-211-4215 DUI Reimbursement-Overtime	5,000.00	0.00	1,880.52	3,119.48	37.61
10-60-211-4435 Reimbursements Sprint Wireless	72,000.00	0.00	0.00	72,000.00	0.00
10-60-211-4440 Reimbursements/Verizon Wireless	3,500.00	0.00	0.00	3,500.00	0.00
<b>Total Operations</b>	80,500.00	0.00	1,880.52	78,619.48	2.34
10-70 Technical Services					
10-70-311 Technical Services					
10-70-311-4360 Reimbursements for Billable Parts	75,000.00	23,731.99	192,408.71	-117,408.71	256.54
10-70-311-4365 Reimbursements for Vehicle Antennas	6,000.00	0.00	0.00	6,000.00	0.00
10-70-311-4370 Reimbursements for GST Software	40,410.00	0.00	3,258.00	37,152.00	8.06
<b>Total Technical Services</b>	121,410.00	23,731.99	195,666.71	-74,256.71	161.16
<b>Total SBRPCA Enterprise Fund</b>	9,638,163.00	25,088.09	8,076,127.39	1,562,035.61	83.79
<b>Grand Total</b>	9,638,163.00	25,088.09	8,076,127.39	1,562,035.61	83.79

**Expenditure Status Report**

South Bay Regional PCA  
 2/1/2017 through 2/28/2017

**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)	688,786.00	53,403.70	455,353.94	0.00	233,432.06	66.11
50-111-5104 Acting Pay	1,000.00	0.00	0.00	0.00	1,000.00	0.00
50-111-5107 Merit Pay	2,650.00	0.00	2,650.00	0.00	0.00	100.00
50-111-5108 Sick Leave Payoff	25,000.00	0.00	13,537.09	0.00	11,462.91	54.15
50-111-5109 Vacation Leave Payoff	30,000.00	10,112.98	38,383.04	0.00	-8,383.04	127.94
50-111-5112 Other Pay	1,200.00	100.00	800.00	0.00	400.00	66.67
50-111-5201 Medical Insurance	50,000.00	4,206.67	35,647.36	0.00	14,352.64	71.29
50-111-5202 Dental Insurance	2,800.00	203.50	1,847.52	0.00	952.48	65.98
50-111-5203 Vision Insurance	1,224.00	90.00	794.20	0.00	429.80	64.89
50-111-5204 Life Insurance	624.00	44.00	392.00	0.00	232.00	62.82
50-111-5205 Medicare	11,104.00	945.35	7,532.04	0.00	3,571.96	67.83
50-111-5207 Workers' Compensation	9,750.00	681.97	5,594.56	0.00	4,155.44	57.38
50-111-5208 PERS Contributions	104,730.00	8,157.77	68,949.49	0.00	35,780.51	65.84
50-111-5209 Retirees' Medical Insurance	13,652.00	1,152.01	8,995.78	0.00	4,656.22	65.89
50-111-5212 Deferred Comp Matching Benefit	7,200.00	600.00	5,100.00	0.00	2,100.00	70.83
50-111-5301 Communications Contract Services	31,000.00	1,829.54	14,388.69	0.00	16,611.31	46.42
50-111-5302 Computer Contract Services/CAD-Tiburón	12,000.00	0.00	54,898.75	0.00	-42,898.75	457.49
50-111-5303 Bond Services/Reimbursable Expenses	5,000.00	0.00	0.00	0.00	5,000.00	0.00
50-111-5304 Accounting/Auditing Services	12,400.00	0.00	11,950.00	0.00	450.00	96.37
50-111-5305 Legal Services	22,000.00	2,095.80	7,359.80	0.00	14,640.20	33.45
50-111-5306 Recruitment Costs	35,333.00	2,922.00	10,582.71	0.00	24,750.29	29.95
50-111-5307 Software Maintenance Services	33,772.00	300.00	40,876.66	0.00	-7,104.66	121.04
50-111-5308 Banking Services (Fees)	6,000.00	315.48	3,117.82	0.00	2,882.18	51.96
50-111-5309 Online/Website Maintenance Services	3,000.00	225.00	2,060.00	0.00	940.00	68.67
50-111-5312 Medical Director Services/Paramedics	0.00	6,250.00	43,750.00	0.00	-43,750.00	0.00
50-111-5401 Memberships & Dues	810.00	0.00	270.00	0.00	540.00	33.33
50-111-5402 Publications	350.00	0.00	0.00	0.00	350.00	0.00

**Expenditure Status Report**

South Bay Regional PCA  
 2/1/2017 through 2/28/2017

**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>
50-111-5403 Conferences, Meetings & Travel	11,436.00	57.41	9,526.00	0.00	1,910.00	83.30
50-111-5404 Employee Services/EC-BOD	1,500.00	79.35	1,150.26	0.00	349.74	76.68
50-111-5407 Tuition Reimbursement	4,000.00	0.00	2,835.00	0.00	1,165.00	70.88
50-111-5501 Office Supplies	9,000.00	795.28	3,368.44	0.00	5,631.56	37.43
50-111-5502 Miscellaneous Supplies	1,100.00	0.00	0.00	0.00	1,100.00	0.00
50-111-5504 Vending Machine Supplies	4,500.00	0.00	1,141.42	0.00	3,358.58	25.36
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	740.88	0.00	1,259.12	37.04
50-111-5509 Reproduction	1,500.00	726.95	1,222.70	0.00	277.30	81.51
50-111-5511 Office Equipment Lease	11,500.00	1,030.68	9,177.84	0.00	2,322.16	79.81
50-111-5513 General Liability Insurance Premium	170,600.00	0.00	140,151.60	0.00	30,448.40	82.15
50-111-5517 Vehicle Operations	2,000.00	873.31	1,509.64	0.00	490.36	75.48
50-111-5601 Telephone - Administration	17,750.00	1,172.20	3,666.72	0.00	14,083.28	20.66
50-111-5701 Maintenance - HQ	139,050.00	7,318.21	71,629.87	0.00	67,420.13	51.51
50-111-5702 Maintenance - Other Sites	6,500.00	84.48	835.26	0.00	5,664.74	12.85
50-111-5703 Electricity - HQ	97,000.00	5,956.13	52,348.56	0.00	44,651.44	53.97
50-111-5704 Electricity - Grandview	1,800.00	133.75	1,013.59	0.00	786.41	56.31
50-111-5705 Electricity - Punta Place	5,700.00	389.93	3,254.36	0.00	2,445.64	57.09
50-111-5706 Gas - HQ	12,000.00	1,097.92	5,600.94	0.00	6,399.06	46.67
50-111-5707 Water - HQ	3,500.00	305.48	1,946.93	0.00	1,553.07	55.63
50-111-5715 Electricity-MB Water Tower	3,000.00	133.30	1,094.69	0.00	1,905.31	36.49
<b>Total Administration</b>	<b>1,618,321.00</b>	<b>113,790.15</b>	<b>1,147,046.15</b>	<b>0.00</b>	<b>471,274.85</b>	<b>70.88</b>
60 Operations						
60-200 Operations						
60-200-5000 Expenditures						
60-211-5101 Salaries (Full-Time)	4,013,434.00	267,499.94	2,295,565.90	0.00	1,717,868.10	57.20
60-211-5102 Salaries (Part-Time)	220,536.00	9,897.24	28,291.00	0.00	192,245.00	12.83
60-211-5103 Overtime	350,000.00	51,633.21	467,013.27	0.00	-117,013.27	133.43
60-211-5104 Acting Pay	7,500.00	36.40	856.09	0.00	6,643.91	11.41
60-211-5105 Bilingual Pay	9,600.00	700.00	6,356.00	0.00	3,244.00	66.21
60-211-5108 Sick Leave Payoff	100,000.00	0.00	89,815.68	0.00	10,184.32	89.82

**Expenditure Status Report**

South Bay Regional PCA  
 2/1/2017 through 2/28/2017

**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>
60-211-5109 Vacation Leave Payoff	40,000.00	0.00	20,393.46	0.00	19,606.54	50.98
60-211-5110 Training Pay	5,000.00	691.61	1,490.18	0.00	3,509.82	29.80
60-211-5114 Holiday Payoff	45,000.00	0.00	32,792.37	0.00	12,207.63	72.87
60-211-5115 Education Incentive Pay	95,229.00	6,296.66	52,436.61	0.00	42,792.39	55.06
60-211-5116 Overtime - Ridealongs with Member Cities	16,500.00	9,618.94	9,618.94	0.00	6,881.06	58.30
60-211-5201 Medical Insurance	517,498.00	38,859.78	322,088.06	0.00	195,409.94	62.24
60-211-5202 Dental Insurance	33,542.00	1,997.50	16,051.64	0.00	17,490.36	47.86
60-211-5203 Vision Insurance	14,041.00	931.75	7,661.82	0.00	6,379.18	54.57
60-211-5204 Life Insurance	7,644.00	484.00	4,223.00	0.00	3,421.00	55.25
60-211-5205 Medicare	71,133.00	5,039.60	43,809.40	0.00	27,323.60	61.59
60-211-5206 Unemployment Insurance	15,000.00	3,924.00	7,521.00	0.00	7,479.00	50.14
60-211-5207 Workers' Compensation	53,500.00	3,997.75	32,795.67	0.00	20,704.33	61.30
60-211-5208 PERS Contributions	633,754.00	44,367.08	371,406.59	0.00	262,347.41	58.60
60-211-5209 Retirees' Medical Insurance	58,180.00	4,638.55	36,556.90	0.00	21,623.10	62.83
60-211-5211 Social Security	9,115.00	127.74	839.65	0.00	8,275.35	9.21
60-211-5401 Memberships & Dues	190.00	0.00	0.00	0.00	190.00	0.00
60-211-5402 Publications	1,960.00	69.09	1,042.61	0.00	917.39	53.19
60-211-5403 Conferences, Meetings & Travel	31,752.00	0.00	5,458.89	0.00	26,293.11	17.19
60-211-5404 Employee Services/EC-BOD	2,500.00	2,013.00	2,744.05	0.00	-244.05	109.76
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	1,995.92	0.00	4.08	99.80
60-211-5407 Tuition Reimbursement	18,000.00	567.00	11,746.50	0.00	6,253.50	65.26
60-211-5506 Uniforms/Safety Equipment	8,000.00	169.97	318.34	0.00	7,681.66	3.98
60-211-5509 Reproduction	500.00	0.00	353.00	0.00	147.00	70.60
60-211-5603 Telephone - El Segundo	3,000.00	192.46	1,239.50	0.00	1,760.50	41.32
60-211-5604 Telephone - Gardena	8,000.00	111.34	1,044.03	0.00	6,955.97	13.05
60-211-5606 Telephone - Hawthorne	6,500.00	318.34	3,499.03	0.00	3,000.97	53.83
60-211-5607 Telephone - Hermosa Beach	16,000.00	1,458.09	11,259.54	0.00	4,740.46	70.37
60-211-5608 Telephone - Manhattan Beach	13,000.00	291.17	2,577.25	0.00	10,422.75	19.83
60-211-5609 Telephone - MB Water Tower	8,500.00	0.00	0.00	0.00	8,500.00	0.00
60-211-5611 Telephone - Punta Place	15,000.00	310.61	2,493.82	0.00	12,506.18	16.63
60-211-5612 Telephone - RCC	16,000.00	763.89	5,104.83	0.00	10,895.17	31.91
60-211-5613 Sprint Wireless Reimbursable	72,000.00	6,847.74	44,734.27	0.00	27,265.73	62.13
60-211-5614 Verizon Wireless Reimbursable	3,500.00	704.25	4,241.00	0.00	-741.00	121.17

**Expenditure Status Report**

South Bay Regional PCA  
 2/1/2017 through 2/28/2017

**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>
<b>Total Operations</b>	6,543,108.00	464,558.70	3,947,435.81	0.00	2,595,672.19	60.33
70 Technical Services						
70-300 Technical Services						
70-300-5000 Expenditures						
70-311-5101 Salaries (Full-Time)	646,878.00	32,395.98	379,713.20	0.00	267,164.80	58.70
70-311-5103 Overtime	13,500.00	31.17	6,589.94	0.00	6,910.06	48.81
70-311-5104 Acting Pay	5,746.00	0.00	0.00	0.00	5,746.00	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	2,700.00	0.00	2,650.00	0.00	50.00	98.15
70-311-5108 Sick Leave Payoff	15,000.00	0.00	8,273.71	0.00	6,726.29	55.16
70-311-5109 Vacation Leave Payoff	25,000.00	0.00	16,731.96	0.00	8,268.04	66.93
70-311-5114 Holiday Payoff	12,000.00	0.00	9,211.61	0.00	2,788.39	76.76
70-311-5115 Education Incentive Pay	5,084.00	0.00	2,467.59	0.00	2,616.41	48.54
70-311-5201 Medical Insurance	74,737.00	2,808.79	49,391.93	0.00	25,345.07	66.09
70-311-5202 Dental Insurance	6,983.00	150.00	2,443.91	0.00	4,539.09	35.00
70-311-5203 Vision Insurance	2,673.00	105.00	1,412.96	0.00	1,260.04	52.86
70-311-5204 Life Insurance	1,092.00	55.00	618.00	0.00	474.00	56.59
70-311-5205 Medicare	9,855.00	497.34	5,473.34	0.00	4,381.66	55.54
70-311-5207 Workers' Compensation	96,500.00	7,078.36	58,067.54	0.00	38,432.46	60.17
70-311-5208 PERS Contributions	98,758.00	5,199.27	54,173.64	0.00	44,584.36	54.85
70-311-5209 Retirees' Medical Insurance	23,040.00	2,572.83	15,418.58	0.00	7,621.42	66.92
70-311-5212 Deferred Comp Matching Benefit	1,800.00	0.00	0.00	0.00	1,800.00	0.00
70-311-5302 Computer Contract Services/CAD-Tiburon	280,000.00	0.00	0.00	0.00	280,000.00	0.00
70-311-5311 GST Software Reimbursable	40,410.00	0.00	41,268.00	0.00	-858.00	102.12
70-311-5403 Conferences, Meetings & Travel	2,650.00	0.00	64.80	0.00	2,585.20	2.45
70-311-5503 General Technical Supplies	7,500.00	284.17	576.11	0.00	6,923.89	7.68
70-311-5506 Uniforms/Safety Equipment	2,500.00	0.00	437.93	0.00	2,062.07	17.52
70-311-5514 Parts - Billing	75,000.00	43,106.35	281,651.50	0.00	-206,651.50	375.54
70-311-5515 Parts - Telecommunications	20,000.00	0.00	3,392.46	0.00	16,607.54	16.96
70-311-5516 Install Wire, Loom & Hardware	16,000.00	2,111.27	8,698.56	0.00	7,301.44	54.37
70-311-5517 Vehicle Operations	4,500.00	209.89	1,374.50	0.00	3,125.50	30.54

Expenditure Status Report

South Bay Regional PCA  
 2/1/2017 through 2/28/2017

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>
70-311-5520 Equipment Repair	18,000.00	0.00	77.39	0.00	17,922.61	0.43
70-311-5521 Outside Technical Serv-Towers & Equip	120,000.00	15,758.13	102,658.13	0.00	17,341.87	85.55
70-311-5522 Vehicle Antennas-Reimbursable	6,000.00	0.00	0.00	0.00	6,000.00	0.00
70-311-5524 GETAC Project	50,000.00	83,000.00	87,368.00	0.00	-37,368.00	174.74
70-311-5525 Clvr Cty Infrastr Transition Costs Reimb	0.00	99,280.76	99,280.76	0.00	-99,280.76	0.00
70-311-5820 Other Equipment	0.00	2,500.00	32,481.16	0.00	-32,481.16	0.00
<b>Total Technical Services</b>	<b>1,686,406.00</b>	<b>297,144.31</b>	<b>1,271,967.21</b>	<b>0.00</b>	<b>414,438.79</b>	<b>75.42</b>
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
80-406-5901 Uniform Replacement	0.00	0.00	380.82	0.00	-380.82	0.00
80-435-5901 CIP Exp-Hawthorne Allocation	58,454.00	0.00	0.00	0.00	58,454.00	0.00
80-436-5901 CIP Exp-MB Allocation	67,615.00	0.00	6,417.85	0.00	61,197.15	9.49
80-446-5901 CIP Exp-Interoperability Radio Sys Proj	13,338.00	0.00	0.00	0.00	13,338.00	0.00
80-449-5901 Backup Stand Alone Radio System-Comm Ctr	142,246.00	0.00	72,619.85	0.00	69,626.15	51.05
80-451-5901 Replace UPS Sys/Comp & Tower Radio Rms	100,000.00	0.00	888.65	103,555.00	-4,443.65	104.44
<b>Total Capital Infrastructure Projects</b>	<b>381,653.00</b>	<b>0.00</b>	<b>80,307.17</b>	<b>103,555.00</b>	<b>197,790.83</b>	<b>48.18</b>
<b>Total SBRPCA Enterprise Fund</b>	<b>10,229,488.00</b>	<b>875,493.16</b>	<b>6,446,756.34</b>	<b>103,555.00</b>	<b>3,679,176.66</b>	<b>64.03</b>
<b>Grand Total</b>	<b>10,229,488.00</b>	<b>875,493.16</b>	<b>6,446,756.34</b>	<b>103,555.00</b>	<b>3,679,176.66</b>	<b>64.03</b>



# Staff Report

## South Bay Regional Public Communications Authority

**TO:** Executive Committee  
User Committee

**FROM:** Ralph Mailloux

**DATE:** March 21, 2017

**SUBJECT:** Manhattan and Hermosa Beach PAC Transition to  
Primary Frequency and Hermosa Beach Assessment

### **BACKGROUND**

On February 21, 2017, the Authority hosted a meeting attended by Chief Irvine, Chief Fager, Chief Medrano, Administration Manager Krok, Captain Ishii and me to discuss the transition of Manhattan and Hermosa Beach Parking and Animal Control (PAC) units' migration to the primary dispatch frequency. Discussion at this meeting revolved around several issues, including congestion on Manhattan Beach's primary frequency due to the migration of PAC to that frequency and the separation of Hermosa and Manhattan Beach Police Departments from one another in the long term. Relating to this is the potential assessment increase to communications services for Hermosa Beach due to the new cost methodology adopted in 2015 by the Executive Committee.

### **DISCUSISON**

Historically, Hermosa and Manhattan Beach PAC have been assigned a VHF frequency and a dispatcher, who also serves as a complaint taker. It was necessary to adjust staffing due to the early migration of Culver City Police and Fire Departments to the Authority. After discussions with the Police Task Force, Authority staff decided to place mobile data computers (MDCs) into the PAC field units to provide the link to dispatch electronically rather than utilizing a dispatcher, similar to the current procedures for the Cities of Gardena, Hawthorne and El Segundo. It was believed that, by utilizing the MDCs to run plates and other tasks required by the PAC units, there would be minimal impact to Hermosa and Manhattan Beach Police Departments on the primary dispatch frequency. However, Manhattan Beach Police Department expressed concern that, if PAC was to be placed onto the frequency, the potential congestion would be unacceptable and contended that alternatives must be developed to separate Hermosa and Manhattan Beach Police Departments onto their own primary dispatch frequency. Another issue impacting these concerns is the fact that separating Hermosa and Manhattan Beach Police Departments onto their own frequency would require additional staffing, which is unfeasible at this time and would create a negative impact on levels of service.

Related to this discussion are Hermosa Beach's annual assessment and adjustment thereto as a result of the newly adopted methodology for client agencies. For the past eight years, Hermosa Beach has been operating on a year-to-year extended contract, with an annual cost of \$671,081 for last year. Using the new cost methodology for new clients joining the Authority, Hermosa Beach's new first-year contract cost would be increased by approximately \$495,934 over their 2016-2017 assessment, for a total estimated amount of \$1,167,015. With this increase utilizing the new cost methodology, Hermosa Beach would be entitled to a 24/7 police dispatcher. The increased cost to the Authority to provide this level of 24/7 services would be approximately the same as the assessment increase. It must be noted that, as previously mentioned, current staffing cannot accommodate this increased level of service at this time. If the current cost methodology for annual increases were to be applied to their 2017-2018 assessments, Hermosa Beach's increase would be .9%, or \$6,040, for a total annual cost of \$677,121. If the new cost methodology for annual increases were to be applied, the increase would be 4.32%, or \$28,991, for a total cost of \$700,072.

### **RECOMMENDATIONS**

After discussing with staff and evaluating various options, the following is recommended:

1. Retain Hermosa and Manhattan Beach PAC on their own VHF frequency, which will be monitored by a complaint taker. Since the implementation of the MDCs last month, there has been virtually no over the air activity that requires full-time monitoring as in the past.
2. Notify Hermosa Beach that the new methodology for annual client increases shall be utilized this year, with an increase from the current assessment methodology amount of .9%, or \$677,121, to 4.32%, or \$700,072, for an additional increase of \$22,951.
3. Currently, the Authority provides Hermosa Beach, by contract, two days (Fridays and Saturdays) on their own frequency. It is anticipated that, when staffing becomes adequate, the Authority could potentially accommodate a modified increase in the level of service to Hermosa and Manhattan Beach Police Departments by adding five additional eight-hour days of separation onto their own frequency. The cost for this increase will be assessed to the City of Hermosa Beach and it is anticipated that these additional five eight-hour days will cost approximately \$103,450 without overtime, and a maximum of \$134,423 with overtime. This change will take place July 1, 2018.

REM:ww