

**A G E N D A**  
**REGULAR JOINT MEETING OF**  
**THE BOARD OF DIRECTORS, EXECUTIVE COMMITTEE AND USER COMMITTEE**  
**TUESDAY, MAY 17, 2016, 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 – April 19, 2016\*

3b. Budget Performance Report as of April 30, 2016\*

3c. Annual Statement of Investment Policy 2016-2017\*

3d. Approval of Proposed 2016-2017 Budget\*

3e. Election of Board Chairman and Vice-Chairman  
(Gardena is currently Chairman and Manhattan Beach Vice-Chairman)

4. **EXECUTIVE DIRECTOR'S REPORT**

5. **NEW BUSINESS**

6. **CLOSED SESSION**

Conference Re: Labor Negotiations  
Pursuant to Government Code Section 54957.6 (Executive Director's Contract)

7. **ADJOURNMENT**

\*Written material attached.

---

Posting Place:	4440 W. Broadway, Hawthorne, CA 90250
Posting Date/Time:	May 11, 2016/3:00 PM
Signature:	



Ralph Mailloux, Executive Director

**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 session at 2:04 PM on Tuesday, April 19, 2016, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

**ROLL CALL**

Present: City Manager Tom Bakaly, City of Hermosa Beach  
City Manager Mark Danaj, City of Manhattan Beach  
City Manager Mitch Lansdell, City of Gardena  
Acting City Manager Arnie Shadbehr, City of Hawthorne  
Chief Chris Donovan, El Segundo Fire Department  
Chief Robert Espinosa, Manhattan Beach Fire Department  
Captain Mike Ishii, Hawthorne Police Department (Arrived at 2:27 PM)  
Captain Milton McKinnon, Hermosa Beach Police Department  
Lt. Steve Prendergast, Gardena Police Department

Absent: Interim Chief Pete Bonano, Hermosa Beach Fire Department  
Chief Bob Fager, Hawthorne Police Department  
Chief Eve Irvine, Manhattan Beach Police Department  
Chief Ed Medrano, Gardena Police Department  
Chief Sharon Papa, Hermosa Beach Police 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  
Councilman Carl Jacobson, City of El Segundo

**2. PUBLIC DISCUSSION**

None.

**3. ACTION ITEMS**

**3a. Approval of Minutes – March 15, 2016**

**MOTION:** Acting City Manager Shadbehr moved to approve the minutes of March 15, 2016 as written. The motion was seconded by City Manager Danaj and passed by unanimous voice vote.

Minutes of a Regular Meeting  
of the Executive Committee  
and the User Committee  
April 19, 2016

3b. **Budget Performance Report as of March 31, 2016**

Finance Manager Mohler presented the Budget Performance Report as of March 31, 2016 per written material of record included in the staff report.

**MOTION:** Acting City Manager Shadbehr moved to receive and file the Budget Performance Report as of March 31, 2016. The motion was seconded by City Manager Danaj and passed by unanimous voice vote.

3c. **Cash & Investment Report as of March 31, 2016**

Finance Manager Mohler presented the Cash & Investment Report as of March 31, 2016 per written material of record included in the staff report. She noted the current interest rate and amount earned as of March 31, 2016.

**MOTION:** Acting City Manager Shadbehr moved to receive and file the Cash & Investment Report as of March 31, 2016. The motion was seconded by City Manager Danaj and passed by unanimous voice vote.

3d. **Introduction of Proposed 2016-2017 Budget**

Executive Director Mailloux gave a Power Point presentation on the proposed Fiscal Year 2016-2017 Budget in the amount of \$9,988,835 (an increase of approximately \$100,000, or 1%).

In answer to a question from Chief Espinosa, Operations Manager Kauffman provided input on the tracking of Voice Over Internet Protocol (VOIP) calls, approximately 400 of which are received annually.

Responding to inquiries from those present, Executive Director Mailloux presented information about the following: the Los Angeles Regional Interoperability Communications System's (LA-RICS) new shelter at Gardena Police Department; the anticipated timeline for Culver City to join the Authority and the anticipated number of additional communications operators that will be needed; the plans for a meeting to select the vendor for the new computer aided dispatch/records management system (CAD/RMS); the technical support services provided by Commline; the operating reserve in the amount of \$326,266, or 3% (instead of 10% as previously decided by the Executive Committee); and the member cities' assessments, which will be reduced with the addition of Culver City. He confirmed that El Segundo's existing radios will work on the Interagency Communications Interoperability (ICI) System.

**MOTION:** Acting City Manager Shadbehr moved to recommend that the Board of Directors approve the Fiscal Year 2016-2017 Budget as proposed. The motion was seconded by City Manager Danaj and passed by unanimous voice vote.

3e. **Appropriation of 9-1-1 Reimbursement Funds**

Executive Director Mailloux offered information on staff's recommendation to appropriate \$78,500 of 9-1-1 reimbursement funds from the Fiscal Year 2015-2016 Budget for the completion of the Stand Alone Radio capital outlay project and battery backup for RF sites.

**MOTION:** Acting City Manager Shadbehr moved to appropriate \$78,500 of 9-1-1 reimbursement funds from the Fiscal Year 2015-2016 Budget for the completion of the Stand Alone Radio capital outlay project and battery backup for RF sites. The motion was seconded by City Manager Danaj and passed by unanimous voice vote.

4. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Mailloux reported on the following items: the Hermosa Beach Fire Department's request to connect their computer aided dispatch (CAD) between Torrance and Redondo Beach Fire Departments; the Net Motion CLETS subscriber licenses, which the member/contract departments will pay; the Area G efforts relevant to the Interagency Communications Interoperability (ICI) System; and the upcoming sample testing for the Motorola backbone, which will be at no cost to the member/contract cities.

5. **NEW BUSINESS**

5a. Chief Donovan encouraged Authority staff to attend the Area G Fire Chiefs' quarterly meeting at the Frank Hotchkin Center in Los Angeles on May 12, 2016, as First Net is scheduled to provide an overview of their long-term evolution (LTE) system. He will email additional information about the meeting.

6. **CLOSED SESSION**

At 2:44 PM, pursuant to Government Code Section 54957.6 (Conference Re: Labor Negotiations), the Executive Committee entered into a closed session to discuss the Executive Director's Contract. At 3:20 PM, the meeting returned to open session.

7. **ADJOURNMENT**

The meeting was adjourned at 3:20 PM.



# Staff Report

## South Bay Regional Public Communications Authority

**TO:** Executive Committee

**THROUGH:** Ralph Mailloux

**FROM:** Valerie Mohler

**DATE:** May 17, 2016

**SUBJECT:** Budget Performance Report April 30, 2016

### **RECOMMENDATION:**

Receive and file the attached Budget Performance Report as of April 30, 2016.

### **FISCAL IMPLICATION:**

Overall, revenues and expenses appear to be within the budgeted amounts with exceptions in some line accounts, such as: overtime, leave payoffs, workers' compensation insurance and outside technical services for towers and equipment that are overdrawn or not budgeted. All overages should be offset by savings in other accounts.

At this time, staff still anticipates some budgetary savings at year-end primarily due to communications operator and supervisor vacancies and savings on telephone charges.

### **BACKGROUND:**

If solely based on a 12-month operating cycle, both revenues and expenses should be at the 83.33% mark with 16.67% remaining in the budget. However, depending on the nature and the timing of when revenues are earned and received, or when expenses are incurred and recorded, variances could occur. As of this period, overall expenses are at 80.58% with 19.42% remaining in the budget. Balances in capital outlay will be carried over to the next fiscal year if not fully expended at year-end.

## **DISCUSSION:**

Attachment 1 shows that revenue is approximately \$1.5 million over expenses and encumbrances. The revenue excess over expenses is supposed to fund the Authority's activities through the end of the fiscal year, including capital outlay. The Authority has received all of the fourth quarter assessments.

Attachment 2 shows that revenues are on track with the budget, except for Reimbursements for Billable Parts, which are offset by expenses under Parts Billing. Typically, billings lag behind the expenses for this revenue. Both these accounts do not reflect the overall budget performance.

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 in Operations are supposed to offset overruns in overtime due to minimum manning requirements. The Technical Services department currently shows a deficit budget balance of -7.61%. As previously mentioned, this department includes the parts billing account which is offset by revenue. Adjusting for the revenue offset, the Technical Services department would be at 76.25% expended with 23.75% remaining.

Some of the variances in the Supplies & Services category may be attributed to when supplies are purchased or when services are rendered. Member Cities have not fully expended their capital outlay, funded by the re-allocation of the Punta Place project balance. Remaining amounts will be carried over to the next year if they are not expended by year-end.

Staff is available to respond if you have any questions on this report.

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**  
**APRIL 30, 2016**

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>
<b>TOTAL REVENUE</b>	<b>\$ 9,734,815</b>	<b>\$ 134,391</b>	<b>\$ 10,179,159</b>	<b>\$ -</b>	<b>\$ (444,344)</b>	<b>-4.56%</b>
<b>EXPENSE SUMMARY:</b>						
<b><u>Administration</u></b>						
Salaries & Benefits	\$ 918,739	\$ 64,858	\$ 772,031	\$ -	\$ 146,708	15.97%
Supplies/Services/Equipment	746,436	38,169	606,547	-	139,889	18.74%
<b>Total Expenses - Administration</b>	<b>\$ 1,665,175</b>	<b>\$ 103,027</b>	<b>\$ 1,378,578</b>	<b>\$ -</b>	<b>\$ 286,597</b>	<b>17.21%</b>
<b><u>Operations</u></b>						
Salaries & Benefits	\$ 5,995,185	\$ 419,534	\$ 4,531,441	\$ -	\$ 1,463,744	24.42%
Supplies/Services/Equipment	302,494	17,734	135,738	-	166,756	55.13%
<b>Total Expenses - Operations</b>	<b>\$ 6,297,679</b>	<b>\$ 437,268</b>	<b>\$ 4,667,179</b>	<b>\$ -</b>	<b>\$ 1,630,500</b>	<b>25.89%</b>
<b><u>Technical Services</u></b>						
Salaries & Benefits	\$ 1,028,913	\$ 62,601	\$ 681,708	\$ -	\$ 347,205	33.74%
Supplies/Services/Equipment	483,160	56,819	945,457	-	(462,297)	-95.68%
<b>Total Expenses - Technical Services</b>	<b>\$ 1,512,073</b>	<b>\$ 119,420</b>	<b>\$ 1,627,164</b>	<b>\$ -</b>	<b>\$ (115,091)</b>	<b>-7.61%</b>
<b><u>Total Operating Expenses</u></b>	<b>\$ 9,474,927</b>	<b>\$ 659,716</b>	<b>\$ 7,672,921</b>	<b>\$ -</b>	<b>\$ 1,802,006</b>	<b>19.02%</b>
<b><u>Capital Outlay</u></b>	<b>\$ 1,378,375</b>	<b>\$ 7,878</b>	<b>\$ 1,053,743</b>	<b>\$ 18,511</b>	<b>\$ 306,122</b>	<b>22.21%</b>
<b><u>GRAND TOTAL</u></b>	<b>\$ 10,853,302</b>	<b>\$ 667,593</b>	<b>\$ 8,726,664</b>	<b>\$ 18,511</b>	<b>\$ 2,108,128</b>	<b>19.42%</b>
<b>RECAP</b>						
Administration	\$ 1,665,175	\$ 103,027	\$ 1,378,578	\$ -	\$ 286,597	17.21%
Operations	6,297,679	437,268	4,667,179	-	1,630,500	25.89%
Technical Services	1,512,073	119,420	1,627,164	-	(115,091)	-7.61%
Capital Outlay	1,378,375	7,878	1,053,743	18,511	306,122	22.21%
<b>TOTAL EXPENSES</b>	<b>\$ 10,853,302</b>	<b>\$ 667,593</b>	<b>\$ 8,726,664</b>	<b>\$ 18,511</b>	<b>2,108,128</b>	<b>19.42%</b>
Salaries & Benefits	\$ 7,942,837	\$ 546,993	\$ 5,985,180	\$ -	\$ 1,957,657	24.65%
Supplies/Services/Equipment	1,532,090	112,723	1,687,741	-	(155,651)	-10.16%
Capital Outlay	1,378,375	7,878	1,053,743	18,511	306,122	22.21%
<b>TOTAL EXPENSES</b>	<b>\$ 10,853,302</b>	<b>\$ 667,593</b>	<b>\$ 8,726,664</b>	<b>\$ 18,511</b>	<b>\$ 2,108,128</b>	<b>19.42%</b>

**YTD REVENUES OVER YTD EXPENSES**

**\$ 1,452,495**

*Differences due to rounding.*

revstat.rpt  
05/02/2016 2:54PM  
Periods: 10 through 10

## Revenue Status Report

Page: 1

South Bay Regional PCA  
4/1/2016 through 4/30/2016

### 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	2,370,773.00	0.00	2,370,773.00	0.00	100.00
10-50-111-4120 Hawthorne	3,330,759.00	0.00	3,330,759.00	0.00	100.00
10-50-111-4130 Manhattan Beach	1,688,658.00	0.00	1,688,658.00	0.00	100.00
10-50-111-4140 Hermosa Beach	665,095.00	0.00	665,095.00	0.00	100.00
10-50-111-4145 El Segundo	1,259,859.00	0.00	1,259,859.00	0.00	100.00
10-50-111-4150 El Camino Community College	17,000.00	0.00	16,058.44	941.56	94.46
10-50-111-4151 Palos Verdes Estates Annual Maint	1,330.00	0.00	0.00	1,330.00	0.00
10-50-111-4210 Investment Earnings (LAIF)	8,500.00	2,599.77	6,147.50	2,352.50	72.32
10-50-111-4220 POST Reimbursements	600.00	0.00	2,137.63	-1,537.63	356.27
10-50-111-4240 911 Reimbursements	163,731.00	0.00	192,386.73	-28,655.73	117.50
10-50-111-4255 Unrealized Gain/Loss on Investments	0.00	0.00	-381.08	381.08	0.00
10-50-111-4410 Vending Machine Revenue	4,500.00	0.00	2,701.40	1,798.60	60.03
10-50-111-4430 Other Miscellaneous Revenue	15,000.00	10,822.24	33,368.05	-18,368.05	222.45
Total Administration	9,525,805.00	13,422.01	9,567,562.67	-41,757.67	100.44
10-60 Operations					
10-60-211 Communications Center					
10-60-211-4215 DUI Reimbursement-Overtime	15,000.00	307.74	4,256.37	10,743.63	28.38
10-60-211-4435 Reimbursements Sprint Wireless	75,000.00	-3,060.16	71,610.72	3,389.28	95.48
10-60-211-4440 Reimbursements/Verizon Wireless	0.00	3,060.16	3,060.16	-3,060.16	0.00

Page: 1



revstat.rpt  
05/02/2016 2:54PM  
Periods: 10 through 10

## Revenue Status Report

Page: 2

South Bay Regional PCA  
4/1/2016 through 4/30/2016

### 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>
Total Operations	90,000.00	307.74	78,927.25	11,072.75	87.70
10-70 Technical Services					
10-70-311 Technical Services					
10-70-311-4360 Reimbursements for Billable Parts	75,000.00	111,062.48	474,229.48	-399,229.48	632.31
10-70-311-4365 Reimbursements for Vehicle Antennas	6,000.00	5,819.10	5,819.10	180.90	96.99
10-70-311-4370 Reimbursements for GST Software	38,010.00	0.00	48,840.00	-10,830.00	128.49
10-70-311-4375 Reimb Net Motion Licenses and Maint	0.00	3,780.00	3,780.00	-3,780.00	0.00
Total Technical Services	119,010.00	120,661.58	532,668.58	-413,658.58	447.58
Total SBRPCA Enterprise Fund	9,734,815.00	134,391.33	10,179,158.50	-444,343.50	104.56
 Grand Total	 9,734,815.00	 134,391.33	 10,179,158.50	 -444,343.50	 104.56

Page: 2

expstat.rpt  
05/02/2016 2:52PM  
Periods: 10 through 10

## Expenditure Status Report

Page: 1

South Bay Regional PCA  
4/1/2016 through 4/30/2016

### 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)	675,770.00	51,742.90	548,159.35	0.00	127,610.65	81.12
50-111-5104 Acting Pay	1,000.00	0.00	0.00	0.00	1,000.00	0.00
50-111-5107 Merit Pay	2,500.00	0.00	2,500.00	0.00	0.00	100.00
50-111-5108 Sick Leave Payoff	19,500.00	0.00	14,622.07	0.00	4,877.93	74.98
50-111-5109 Vacation Leave Payoff	25,000.00	178.52	46,428.62	0.00	-21,428.62	185.71
50-111-5112 Other Pay	1,200.00	100.00	1,000.00	0.00	200.00	83.33
50-111-5201 Medical Insurance	51,000.00	2,100.81	41,905.35	0.00	9,094.65	82.17
50-111-5202 Dental Insurance	2,677.00	113.83	2,235.75	0.00	441.25	83.52
50-111-5203 Vision Insurance	1,224.00	101.99	1,019.90	0.00	204.10	83.33
50-111-5204 Life Insurance	624.00	52.00	520.00	0.00	104.00	83.33
50-111-5205 Medicare	10,615.00	756.57	8,957.60	0.00	1,657.40	84.39
50-111-5206 Unemployment Insurance	5,000.00	0.00	0.00	0.00	5,000.00	0.00
50-111-5207 Workers' Compensation	6,710.00	811.05	8,799.06	0.00	-2,089.06	131.13
50-111-5208 PERS Contributions	95,316.00	7,492.14	78,867.97	0.00	16,448.03	82.74
50-111-5209 Retirees' Medical Insurance	13,403.00	1,108.06	11,015.25	0.00	2,387.75	82.18
50-111-5212 Deferred Comp Matching Benefit	7,200.00	300.00	6,000.00	0.00	1,200.00	83.33
50-111-5301 Communications Contract Services	31,000.00	1,781.00	30,064.46	0.00	935.54	96.98
50-111-5302 Computer Contract Services/CAD-Tiburon	50,000.00	0.00	21,968.75	0.00	28,031.25	43.94
50-111-5304 Accounting/Auditing Services	19,000.00	2,950.00	16,450.00	0.00	2,550.00	86.58
50-111-5305 Legal Services	22,000.00	0.00	1,281.99	0.00	20,718.01	5.83
50-111-5306 Recruitment Costs	35,333.00	442.00	12,439.22	0.00	22,893.78	35.21
50-111-5307 Software Maintenance Services	26,797.00	15.00	25,979.83	0.00	817.17	96.95
50-111-5308 Banking Services (Fees)	6,000.00	541.33	4,004.56	0.00	1,995.44	66.74
50-111-5309 Online/Website Maintenance Services	3,000.00	225.00	2,510.00	0.00	490.00	83.67
50-111-5401 Memberships & Dues	810.00	120.00	664.00	0.00	146.00	81.98
50-111-5402 Publications	350.00	0.00	0.00	0.00	350.00	0.00
50-111-5403 Conferences, Meetings & Travel	4,446.00	603.62	9,923.14	0.00	-5,477.14	223.19

Page: 1

## Expenditure Status Report

South Bay Regional PCA  
4/1/2016 through 4/30/2016

### 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>
50-111-5404 Employee Services/EC-BOD	1,200.00	20.97	1,207.09	0.00	-7.09	100.59
50-111-5407 Tuition Reimbursement	4,000.00	567.00	2,268.00	0.00	1,732.00	56.70
50-111-5501 Office Supplies	9,000.00	1,257.99	5,471.76	0.00	3,528.24	60.80
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	2,339.97	0.00	2,160.03	52.00
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	47.98	860.43	0.00	1,139.57	43.02
50-111-5509 Reproduction	1,500.00	0.00	1,161.32	0.00	338.68	77.42
50-111-5511 Office Equipment Lease	11,500.00	937.24	9,122.32	0.00	2,377.68	79.32
50-111-5512 Vehicle Lease	5,800.00	0.00	1,901.24	0.00	3,898.76	32.78
50-111-5513 General Liability Insurance Premium	175,000.00	0.00	136,551.00	0.00	38,449.00	78.03
50-111-5517 Vehicle Operations	2,500.00	0.00	395.51	0.00	2,104.49	15.82
50-111-5601 Telephone - Administration	21,000.00	1,936.50	11,405.27	0.00	9,594.73	54.31
50-111-5701 Maintenance - HQ	176,100.00	18,491.02	165,150.07	0.00	10,949.93	93.78
50-111-5702 Maintenance - Other Sites	6,100.00	222.29	7,251.51	0.00	-1,151.51	118.88
50-111-5703 Electricity - HQ	97,000.00	5,689.57	73,931.53	0.00	23,068.47	76.22
50-111-5704 Electricity - Grandview	1,800.00	116.07	1,167.72	0.00	632.28	64.87
50-111-5705 Electricity - Punta Place	5,000.00	791.88	4,457.25	0.00	542.75	89.15
50-111-5706 Gas - HQ	12,000.00	750.02	5,848.86	0.00	6,151.14	48.74
50-111-5707 Water - HQ	3,500.00	515.05	2,565.23	0.00	934.77	73.29
50-111-5715 Electricity-MB Water Tower	3,000.00	147.82	1,502.99	0.00	1,497.01	50.10
50-111-5810 Office Equipment	0.00	0.00	1,768.64	0.00	-1,768.64	0.00
50-111-5820 Other Equipment	2,600.00	0.00	8,635.10	0.00	-6,035.10	332.12
50-111-5840 Vehicles	0.00	0.00	36,298.12	0.00	-36,298.12	0.00
<b>Total Administration</b>	<b>1,665,175.00</b>	<b>103,027.22</b>	<b>1,378,577.80</b>	<b>0.00</b>	<b>286,597.20</b>	<b>82.79</b>
60 Operations						
60-200 Operations						
60-200-5000 Expenditures						
60-211-5101 Salaries (Full-Time)	3,877,041.00	269,059.10	2,848,817.62	0.00	1,028,223.38	73.48
60-211-5102 Salaries (Part-Time)	221,814.00	3,181.58	36,627.34	0.00	185,186.66	16.51
60-211-5103 Overtime	300,000.00	55,830.12	405,425.39	0.00	-105,425.39	135.14

## Expenditure Status Report

South Bay Regional PCA  
4/1/2016 through 4/30/2016

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>
60-211-5104 Acting Pay	2,500.00	451.37	5,852.73	0.00	-3,352.73	234.11
60-211-5105 Bilingual Pay	9,600.00	0.00	7,368.00	0.00	2,232.00	76.75
60-211-5108 Sick Leave Payoff	90,000.00	0.00	101,736.54	0.00	-11,736.54	113.04
60-211-5109 Vacation Leave Payoff	30,000.00	7,788.96	35,294.61	0.00	-5,294.61	117.65
60-211-5110 Training Pay	5,000.00	874.17	2,647.21	0.00	2,352.79	52.94
60-211-5114 Holiday Payoff	40,000.00	0.00	32,079.55	0.00	7,920.45	80.20
60-211-5115 Education Incentive Pay	80,238.00	5,291.48	56,766.38	0.00	23,471.62	70.75
60-211-5116 Overtime - Ridealongs with Member Cities	16,500.00	349.97	1,124.48	0.00	15,375.52	6.82
60-211-5201 Medical Insurance	511,020.00	19,550.01	389,555.80	0.00	121,464.20	76.23
60-211-5202 Dental Insurance	31,620.00	1,009.49	19,273.22	0.00	12,346.78	60.95
60-211-5203 Vision Insurance	13,879.00	1,009.43	9,829.00	0.00	4,050.00	70.82
60-211-5204 Life Insurance	7,644.00	572.00	5,707.00	0.00	1,937.00	74.66
60-211-5205 Medicare	69,273.00	4,968.02	51,838.93	0.00	17,434.07	74.83
60-211-5206 Unemployment Insurance	15,000.00	0.00	0.00	0.00	15,000.00	0.00
60-211-5207 Workers' Compensation	36,850.00	4,454.13	48,322.70	0.00	-11,472.70	131.13
60-211-5208 PERS Contributions	576,621.00	40,448.84	427,320.11	0.00	149,300.89	74.11
60-211-5209 Retirees' Medical Insurance	51,417.00	4,533.41	44,061.43	0.00	7,355.57	85.69
60-211-5211 Social Security	9,168.00	161.99	1,793.21	0.00	7,374.79	19.56
60-211-5401 Memberships & Dues	190.00	0.00	0.00	0.00	190.00	0.00
60-211-5402 Publications	1,527.00	23.26	1,835.60	0.00	-308.60	120.21
60-211-5403 Conferences, Meetings & Travel	31,627.00	1,119.28	4,715.43	0.00	26,911.57	14.91
60-211-5404 Employee Services/EC-BOD	2,500.00	136.54	1,912.70	0.00	587.30	76.51
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	8,014.88	0.00	9,985.12	44.53
60-211-5506 Uniforms/Safety Equipment	6,150.00	478.35	1,389.00	0.00	4,761.00	22.59
60-211-5509 Reproduction	500.00	0.00	0.00	0.00	500.00	0.00
60-211-5602 Telephone - Beach Cities Health District	15,000.00	0.00	3,913.06	0.00	11,086.94	26.09
60-211-5603 Telephone - El Segundo	1,500.00	288.14	1,764.76	0.00	-264.76	117.65
60-211-5604 Telephone - Gardena	16,000.00	113.17	3,957.50	0.00	12,042.50	24.73
60-211-5605 Telephone - Grandview	9,000.00	0.00	2,134.39	0.00	6,865.61	23.72
60-211-5606 Telephone - Hawthorne	5,000.00	481.17	3,196.20	0.00	1,803.80	63.92
60-211-5607 Telephone - Hermosa Beach	24,000.00	1,369.20	5,258.46	0.00	18,741.54	21.91
60-211-5608 Telephone - Manhattan Beach	13,000.00	802.40	9,351.41	0.00	3,648.59	71.93

## Expenditure Status Report

South Bay Regional PCA  
4/1/2016 through 4/30/2016

### 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>
60-211-5609 Telephone - MB Water Tower	19,000.00	0.00	7,442.59	0.00	11,557.41	39.17
60-211-5611 Telephone - Punta Place	30,000.00	313.62	12,464.11	0.00	17,535.89	41.55
60-211-5612 Telephone - RCC	32,000.00	807.63	6,915.46	0.00	25,084.54	21.61
60-211-5613 Sprint Wireless Reimbursable	75,000.00	5,839.67	53,011.81	0.00	21,988.19	70.68
60-211-5614 Verizon Wireless Reimbursable	0.00	891.00	3,389.54	0.00	-3,389.54	0.00
60-211-5820 Other Equipment	0.00	5,070.75	5,070.75	0.00	-5,070.75	0.00
<b>Total Operations</b>	<b>6,297,679.00</b>	<b>437,268.25</b>	<b>4,667,178.90</b>	<b>0.00</b>	<b>1,630,500.10</b>	<b>74.11</b>
70 Technical Services						
70-300 Technical Services						
70-300-5000 Expenditures						
70-311-5101 Salaries (Full-Time)	669,780.00	41,653.75	402,234.81	0.00	267,545.19	60.05
70-311-5102 Salaries (Part-Time)	0.00	0.00	550.00	0.00	-550.00	0.00
70-311-5103 Overtime	13,500.00	0.00	4,248.29	0.00	9,251.71	31.47
70-311-5104 Acting Pay	5,538.00	426.44	4,522.40	0.00	1,015.60	81.66
70-311-5106 Callback Pay	2,500.00	0.00	104.04	0.00	2,395.96	4.16
70-311-5107 Merit Pay	2,500.00	0.00	2,184.00	0.00	316.00	87.36
70-311-5108 Sick Leave Payoff	15,000.00	0.00	13,203.53	0.00	1,796.47	88.02
70-311-5109 Vacation Leave Payoff	25,000.00	0.00	8,992.88	0.00	16,007.12	35.97
70-311-5114 Holiday Payoff	12,000.00	0.00	9,875.71	0.00	2,124.29	82.30
70-311-5115 Education Incentive Pay	4,913.00	566.76	1,739.95	0.00	3,173.05	35.42
70-311-5201 Medical Insurance	78,543.00	2,679.28	54,003.84	0.00	24,539.16	68.76
70-311-5202 Dental Insurance	7,251.00	198.14	4,287.98	0.00	2,963.02	59.14
70-311-5203 Vision Insurance	2,706.00	189.13	1,891.30	0.00	814.70	69.89
70-311-5204 Life Insurance	1,092.00	78.00	780.00	0.00	312.00	71.43
70-311-5205 Medicare	9,415.00	495.55	5,023.99	0.00	4,391.01	53.36
70-311-5207 Workers' Compensation	66,440.00	8,030.74	87,125.23	0.00	-20,685.23	131.13
70-311-5208 PERS Contributions	87,895.00	6,354.31	61,617.10	0.00	26,277.90	70.10
70-311-5209 Retirees' Medical Insurance	23,040.00	1,929.05	19,288.60	0.00	3,751.40	83.72
70-311-5211 Social Security	0.00	0.00	34.10	0.00	-34.10	0.00
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	270,000.00	0.00	272,855.98	0.00	-2,855.98	101.06

**Expenditure Status Report**  
  
**South Bay Regional PCA**  
4/1/2016 through 4/30/2016

**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>
70-311-5311 GST Software Reimbursable	38,010.00	0.00	48,840.00	0.00	-10,830.00	128.49
70-311-5403 Conferences, Meetings & Travel	2,650.00	0.00	215.37	0.00	2,434.63	8.13
70-311-5503 General Technical Supplies	7,500.00	0.00	4,551.84	0.00	2,948.16	60.69
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	40,980.51	522,856.15	0.00	-447,856.15	697.14
70-311-5515 Parts - Telecommunications	20,000.00	143.77	12,122.25	0.00	7,877.75	60.61
70-311-5516 Install Wire, Loom & Hardware	16,000.00	392.67	6,396.84	0.00	9,603.16	39.98
70-311-5517 Vehicle Operations	4,500.00	703.36	2,618.37	0.00	1,881.63	58.19
70-311-5520 Equipment Repair	23,500.00	1,128.18	1,128.18	0.00	22,371.82	4.80
70-311-5521 Outside Technical Serv-Towers & Equip	15,000.00	10,000.00	70,401.00	0.00	-55,401.00	469.34
70-311-5522 Vehicle Antennas-Reimbursable	6,000.00	0.00	0.00	0.00	6,000.00	0.00
70-311-5820 Other Equipment	2,500.00	3,470.56	3,470.56	0.00	-970.56	138.82
<b>Total Technical Services</b>	<b>1,512,073.00</b>	<b>119,420.20</b>	<b>1,627,164.29</b>	<b>0.00</b>	<b>-115,091.29</b>	<b>107.61</b>
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
80-401-5901 CIP Exp CAD Hardware Replacement	98,324.00	0.00	96,891.08	0.00	1,432.92	98.54
80-402-5901 CIP Exp Core Redundancy	18,659.00	5,329.49	7,448.45	0.00	11,210.55	39.92
80-404-5901 CIP Exp Chair Replacement	10,000.00	0.00	37,263.20	0.00	-27,263.20	372.63
80-405-5901 Convert Sites from T1 to IP Connectivity	99,617.00	0.00	103,841.48	0.00	-4,224.48	104.24
80-406-5901 Uniform Replacement	10,500.00	185.98	3,222.62	0.00	7,277.38	30.69
80-407-5901 Hiperwall Software	47,850.00	0.00	50,050.00	0.00	-2,200.00	104.60
80-408-5901 Key Fob Security System	63,000.00	2,362.26	36,297.75	0.00	26,702.25	57.62
80-409-5901 Cabling for Comm Center Remodel	60,000.00	0.00	73,520.16	0.00	-13,520.16	122.53
80-422-5901 CIP Exp Dispatch Radio System	543,168.00	0.00	557,562.10	5,173.30	-19,567.40	103.60
80-426-5901 CIP Exp - CLETS Mandated antivirus,firew	16,393.00	0.00	0.00	0.00	16,393.00	0.00
80-435-5901 CIP Exp-Hawthorne Allocation	91,167.00	0.00	4,468.83	0.00	86,698.17	4.90
80-436-5901 CIP Exp-MB Allocation	99,701.00	0.00	18,843.65	0.00	80,857.35	18.90
80-446-5901 CIP Exp-Interoperability Radio Sys Proj	13,338.00	0.00	0.00	13,337.50	0.50	100.00
80-448-5901 Video Displays for Comm Ctr Video Wall	38,500.00	0.00	38,500.00	0.00	0.00	100.00
80-449-5901 Backup Stand Alone Radio System-Comm Ctr	150,500.00	0.00	8,254.00	0.00	142,246.00	5.48

## Expenditure Status Report

South Bay Regional PCA  
4/1/2016 through 4/30/2016

---

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>
80-450-5901 Security Cameras for Authority Interior	17,658.00	0.00	17,579.34	0.00	78.66	99.55
Total Capital Infrastructure Projects	1,378,375.00	7,877.73	1,053,742.66	18,510.80	306,121.54	77.79
Total SBRPCA Enterprise Fund	10,853,302.00	667,593.40	8,726,663.65	18,510.80	2,108,127.55	80.58
Grand Total	10,853,302.00	667,593.40	8,726,663.65	18,510.80	2,108,127.55	80.58



# Staff Report

## South Bay Regional Public Communications Authority

**TO:** Executive Committee

**THROUGH:** Ralph Mailloux

**COPY:** Tim Lilligren

**FROM:** Valerie Mohler

**DATE:** May 17, 2016

**SUBJECT:** Annual Statement of Investment Policy for Fiscal Year 2016-2017

### **RECOMMENDATION:**

Adopt the following Resolution 307:

**A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE  
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS  
AUTHORITY ADOPTING THE ANNUAL STATEMENT OF  
INVESTMENT POLICY FOR FISCAL YEAR 2016-2017  
SUPERSEDING RESOLUTION 304.**

### **FISCAL IMPLICATION:**

None.

### **BACKGROUND:**

The California Government Code Section 53646 (a) (2) states: “the treasurer or chief fiscal officer of the local agency may annually render to the legislative body of that local agency and any oversight committee of that local agency, a statement of investment policy, which the legislative body of that local agency shall consider at a public meeting. Any change in the policy shall also be considered by the legislative body of the local agency at a public meeting.”



**DISCUSSION:**

No changes are recommended in the existing Statement of Investment Policy. Due to liquidity requirements, staff continues to invest its idle cash 100% with the State's Local Agency Investment Fund (LAIF), which is one of the permitted investments under the Statement of Investment Policy. Liquidity requirements continue to be of major importance in the near future with several projects currently in the stages of approval and establishing funding policies.

The Authority's Treasurer has reviewed and approved the attached Resolution 307 establishing the Annual Statement of Investment Policy for Fiscal Year 2016-2017.

**LEGAL REVIEW:**

No changes were made to the policy.

**ALTERNATIVE:**

None.

Attachment: Resolution 307 - Statement of Investment Policy

## **RESOLUTION NO. 307**

### **A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ADOPTING THE ANNUAL STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2016-2017 SUPERSEDING RESOLUTION NO. 304**

**WHEREAS**, Government Code Section 53646 (a)(2) states that the treasurer or chief fiscal officer of the local agency **may** annually render to the legislative body of that local agency a Statement of Investment Policy; and

**WHEREAS**, the chief fiscal officer (i.e., the Accounting & Finance Manager) of the South Bay Regional Public Communications Authority (Authority) has prepared the annual Statement of Investment Policy for Fiscal Year 2016-2017 as follows; and

**WHEREAS**, Government Code Section 6509.5 authorizes the Authority to invest any money in its treasury pursuant to Government Code Section 6505.5 that is not required for the immediate necessities of the Authority, as the Authority determines is advisable, in the same manner and upon the same conditions as permitted to local agencies pursuant to Sections 53601 et seq. of the Government Code;

#### **SECTION 1: PURPOSE**

The purpose of these investment policy guidelines is to identify various policies and procedures that enhance opportunities for a prudent and systematic investment process to maximize the use of idle cash in the Authority's treasury. The initial step toward a prudent investment policy is to organize and formalize investment-related activities. Related activities, which comprise good cash management, include accurate cash projection; the expeditious collection of revenue; the control of disbursements; cost-effective banking relationships and short-term borrowing programs which coordinate working cash requirements; and investment opportunity. In concert with these requirements are the many facets of an appropriate and secure short-term investment program.

#### **SECTION 2: SCOPE**

The intent of this policy is to cover all short-term operating funds and investment activities of the Authority. The California Government Code Sections 53601 and 5922(d) authorize bonds, Certificates of Participation, notes, and other debt issue proceeds to be invested in accordance with the related offering documentation. These Code sections recognize the unique needs and objectives of such proceeds. Likewise, Deferred Compensation Plans are covered under California Government Code and as such, this policy is not applicable to the Deferred Compensation Plan of the Authority.

#### **SECTION 3: OBJECTIVES**

- A. Safety of principal is the foremost objective of the Authority, followed by liquidity, and yield. Each investment transaction shall seek to first ensure that capital losses are avoided, whether they are from securities, defaults, or erosion of market value.

- B. Investment decisions should not incur unreasonable credit or market risks in order to obtain current investment income. "Credit risk," defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by investing in only very safe securities and by diversifying the investment portfolio so that the failure of any one issuer would not unduly harm the Authority's cash flow.

"Market risk," defined as the risk of market value fluctuations due to overall changes in the general level of interest rates, shall be mitigated by structuring the portfolio so that securities mature at the same time that major cash outflows occur, thus eliminating the need to sell securities prior to their maturity. Market Risk shall also be mitigated by prohibiting the taking of short positions (selling securities that the Authority does not own). The Authority explicitly recognizes that in a diversified portfolio, occasional measured losses are inevitable and must be considered within the context of overall investment return.

- C. The Authority's investment portfolio shall remain sufficiently liquid to enable the Authority to meet all operating requirements, which might be reasonably anticipated.
- D. The investment portfolio shall be managed to attain a market average rate of return throughout budgetary and economic cycles, taking into account the Authority's investment risk constraints, cash flow requirements, and State and local laws, ordinances, or resolutions that restrict the placement of short-term funds.
- E. The Authority shall not make investments for the purpose of trading or speculation as the dominant criterion.
- F. The Authority shall adhere to the guidance provided by the "prudent person rule," which obligates a fiduciary to ensure that investments shall be made with the exercise of that degree of judgment and care which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived. This standard shall be applied in the next context of managing an overall portfolio.

#### **SECTION 4: DELEGATION OF AUTHORITY**

The Authority Treasurer shall manage investments. The Authority Treasurer shall designate the Accounting & Finance Manager to perform the management of the Authority's investments.

#### **SECTION 5: REPORTING**

The Authority's Accounting & Finance Manager shall prepare a quarterly investment report and submit it to the Executive Committee of the Authority. Schedules of the quarterly report shall itemize the quarter's investment activities' effect on portfolio value, both individually and by investment category. Annually, or in June of each year, the Accounting & Finance Manager shall submit for consideration and approval by the Executive Committee the Investment Policy of the Authority. The Accounting & Finance Manager, along with the Executive Director, shall make all filings as required by the State of California.

## **SECTION 6: INVESTMENT INSTRUMENTS**

Investments shall be made only in those instruments specifically authorized by California State laws, and to no greater an extent than authorized by those laws. Investments may be made in the following instruments:

- Securities of the U.S. Government, or its agencies
- Certificates of Deposit or Time Deposits placed with commercial banks and/or savings and loan associations
- Negotiable Certificates of Deposits issued by a nationally or state-chartered bank, a savings association, or a federal association (as defined by Section 5102 of the Financial Code) , a state of federal credit union, or by a state-licensed branch of a foreign bank
- Local Agency Investment Fund (State Pool) Demand Deposits
- Los Angeles County Pool

Investments which the Authority specifically prohibits:

- Bond Funds
- Money Market Mutual Funds
- Reverse Repurchase Agreements
- Derivatives when possibility of returning no yield such as inverse floaters, range notes or non-Treasury interest-only strips

Additional Authority guidelines are as follows:

- A. No investment shall be purchased which matures more than three years from the date of purchase without the prior approval of the Executive Committee.
- B. To reduce overall portfolio risk while attempting to attain market value rates of return consistent with the primary objectives of safety and availability of funds, investments shall be diversified across types of investments, maturities of those investments, and institutions in which those investments are made.

### **1. Investment Instruments**

Investments shall be made only in those instruments specifically authorized by California State laws, and to no greater an extent than authorized by those laws. Additional Authority guidelines and restrictions are listed below. However, the Authority Treasurer and/or the Accounting & Finance Manager may at his/her discretion temporarily exceed these guidelines when repositioning the portfolio. Should the Accounting & Finance Manager recommend an extended departure from the diversification guidelines (more than 90 days) approval shall be required of the Executive Committee of the Authority.

State Investment Pool	100% of portfolio, maximum
County Investment Pool	50% of portfolio, maximum
U.S. Federal Agencies	33-1/3% maximum for each agency; 60% maximum overall
U.S. Treasuries	No limit
Certificates of Deposit	20% maximum
Negotiable Certificates of Deposit	20% maximum

## **SECTION 7: RELATIONSHIPS WITH FINANCIAL INSTITUTIONS**

- A. The Authority may only purchase statutorily authorized investments, not purchased directly from the issuer, from either an institution licensed by the State as a broker/dealer, from a national or state chartered bank, from a federal or state savings institution, from a brokerage firm designated as a regional broker-dealer or a primary government dealer by the Federal Reserve Bank, or a member of a securities exchange.
- B. All financial institutions with which the Authority conducts investment activities must agree in writing to undertake reasonable efforts to prevent illegal and/or imprudent transactions involving Authority funds. Should it come to the attention of the Authority Treasurer and/or the Accounting & Finance Manager that the Authority's funds have been involved in illegal and/or imprudent transactions, the Authority Treasurer and/or the Accounting & Finance Manager shall report this information to the Executive Committee of the Authority along with options for dealing with the situation.
- C. Primary government securities dealers who report to the New York Federal Reserve are preferred for conducting transactions of all eligible securities other than non-negotiable certificates of deposit.

## **SECTION 8: INTERNAL CONTROLS**

Internal controls shall be as follows:

- A. Written confirmations or statements of account from the parties involved shall evidence all investments, maturities and sales.
- B. Each certificate, security or safekeeping receipt shall be compared to a purchase order or log sheet to verify that the securities received are the same as those purchased.
- C. Someone shall review all evidence of investment transactions (e.g., certificates, securities, safekeeping receipts, broker/dealer confirmations, statements, etc.) other than the person(s) responsible for making the investments.

Safekeeping policies shall be as follows:

- A. Negotiable certificates and securities shall be held by a third-party custodian/safekeeping account in a manner that establishes the Authority's right of ownership.
- B. Non-negotiable certificates and securities may be stored in the Authority Treasurer's vault.
- C. A broker/dealer shall never hold Authority investments.

**SECTION 9: RISK TOLERANCE**

The Authority recognizes that investment risks can result from issuer defaults, market price changes, or various technical complications leading to temporary illiquidity. Portfolio diversification is employed as a way to control risk. Investment managers are expected to display prudence in the selection of securities as a way to minimize default risk.

No individual investment transaction shall be undertaken which jeopardizes the total capital position of the overall portfolio. The Authority Treasurer and/or the Accounting & Finance Manager shall periodically establish guidelines and strategies to control risks of default, market price changes, and illiquidity. All investment reports shall specifically address whether current investment results have been affected by any of the foregoing risks, and shall explain what actions investment officials have taken to control or correct for such risks.

**SECTION 10: INDEMNIFICATION OF INVESTMENT OFFICIALS**

Any investment officer exercising his or her authority with due diligence and prudence, and in accordance with the Authority's Investment Policy, shall not be held personally liable for any individual investment losses or for total portfolio losses.

**NOW, THEREFORE, BE IT RESOLVED** by the Executive Committee of the South Bay Regional Public Communications Authority that an annual Statement of Investment Policy for the South Bay Regional Public Communications Authority has been filed by its chief fiscal officer pursuant to Government Code Section 53646(a) (2).

**WE HEREBY CERTIFY** that the foregoing is a true and correct copy of the resolution adopted by the Executive Committee of the South Bay Regional Public Communications Authority in a meeting held on the 17th day of May, 2016 by the following vote:

Ayes:  
Noes:  
Absent:  
Abstain:

---

Arnold Shadbehr, Chairman  
Executive Committee

---

Ralph Mailloux, Secretary  
Executive Committee



# Staff Report

## South Bay Regional Public Communications Authority

**TO:** The Board of Directors and the Executive Committee

**THROUGH:** Ralph Mailloux

**FROM:** Valerie Mohler

**DATE:** May 17, 2016

**SUBJECT:** Fiscal Year 2016-2017 Approved Budget

### **RECOMMENDATION:**

1. Discuss the Fiscal Year 2016-2017 Budget as approved by the Executive Committee.
2. Approve attached Resolution 306 :  
"A Resolution of the Board of Directors of the South Bay Regional Public Communications Authority Adopting the Budget for Fiscal Year 2016-2017"

### **FISCAL IMPLICATION:**

The Fiscal Year 2016-2017 Budget for approval totals \$9,947,835 which represents an increase of \$372,908 for operating expenses or 3.94% and a decrease of \$264,508 or -72.57% for capital outlay compared to the amended budget in Fiscal Year 2015-2016. This budget includes an increase to the member cities' assessments in the amount of \$63,989, or .87%. For comparison, an increase of 9.39% was applied to the assessments in Fiscal Year 2015-2016 and no increase was applied to Fiscal Year 2014-2015 as there was a \$1.2 million fund balance available for appropriation on June 30, 2014.

The City of El Segundo's assessment is \$1,271,063, an increase of \$11,204, which reflects the .9% Consumer Price Index (CPI) adjustment. The City of Hermosa Beach's assessment is \$671,081, an increase of \$5,986, or .9% based on the CPI.

The Authority's operating reserve balance is currently \$326,266, which is 3.3% of the budget as \$450,000 was appropriated in Fiscal Year 2014-2015 to fund the cost of upgrading from T1 to IP (VOIP) connectivity in anticipation of upgrades required for the Communications Center remodel. In October 2011, an additional reserve of \$250,000 for future funding of OPEB liabilities was added.

### **BACKGROUND:**

Staff presented the Fiscal Year 2016-2017 Proposed Budget to the Executive Committee at the meeting on April 19, 2016. Pages 3 through 7 of the budget document provide an overview of the Fiscal Year 2016-2017 budget, as approved by the Executive Committee.

### **DISCUSSION:**

Below are some of the major changes in the approved budget:

- Workers' Compensation insurance and General Liability premiums were adjusted to match actual premiums paid in fiscal year 2015-2016. Net change is an increase of \$43,350.
- Beginning Fiscal Year 2015-2016, CalPERS began to require payment for each agency's unfunded actuarial liability (UAL) as a separate payment for each coverage plan. These payments are based on each plan's total liability rather than by plan individual payroll, which is to allow employers to track their own UAL and pay it down faster if they choose. The change in the allocation of the UAL results in some employers paying more towards their UAL and some paying less. For budget purposes, CalPERS provided a percentage of payroll for each plan's UAL contribution. Rates for Fiscal Year 2016-2017 including the UAL contribution are 13.550% for Tier 1 employees, 7.232% for Tier 2 employees and 6.555% for PEPRA employees. For comparison, the Fiscal Year 2015-2016 rates were 12.162% for Tier 1 employees, 6.855% for Tier 2 employees and 6.237% for PEPRA employees. All employees are now paying at least one half of the employee contribution previously paid by the Authority. The total increase for retirement is \$77,410.
- The Memorandum of Understanding (MOU) for the Teamsters Bargaining Group, which includes Communications Operators and Technicians, provides for an increase of 3.5% and the MOU for the Communications Supervisors provides for an increase of 1.5% effective July 1, 2016 which are both reflected in the salaries for Fiscal Year 2016-2017. The Management and Confidential MOU expires June 30, 2016 so the salaries were not increased at this time. Additional costs are included for step increases earned by newer employees who have not yet reached the top of the approved salary range for their positions. Total costs for salary and benefit increases (excluding retirement) are \$289,775.
- Requests for new capital outlay in the amount of \$100,000.



**LEGAL REVIEW:**

None.

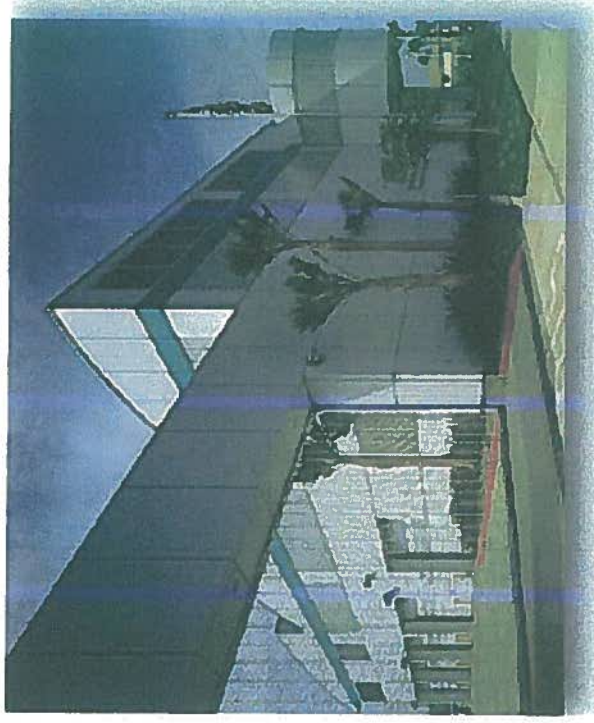
**CONCLUSION:**

The Fiscal Year 2016-2017 Budget continues to fund the Authority's goal of providing an outstanding level of service to the communities served.

Attachments: Fiscal Year 2016-2017 Approved Budget  
Resolution 306



South Bay Regional Public Communications Authority



# Operating and Capital Budget Fiscal Year 2016 - 2017

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
FISCAL YEAR 2016-2017 BUDGET  
TABLE OF CONTENTS**

	<u>Page</u>
<b>BUDGET MESSAGE &amp; OTHER INFORMATION</b>	
Listing of Authority Officials	1
Organizational Chart	2
Budget Message	3
SBRPCA Profile	8
Personnel Summary	13
<b>FINANCIAL SUMMARIES</b>	
Calculation of Estimated Fund Balance	14
Calculation of Member Assessments	15
Revenue Summary	16
Budget Summary/By Department/Budget Category	17
Budget Summary/By Account Title	18
Capital Outlay Summary	21
<b>ADMINISTRATION DEPARTMENT</b>	
Department Narrative	22
Performance Measurements	23
Budget Summary	24
Account Detail Explanation	26
Recruitment Costs Detail	28
Software Maintenance Services Detail	29
Memberships/Dues Detail	30
Publications Detail	31
Conference/Meeting/Training/Travel Detail	32
General Liability Insurance Detail	33
Maintenance - HQ Detail	34
<b>OPERATIONS DEPARTMENT</b>	
Department Narrative	35
Performance Measurements	36
Budget Summary	37
Account Detail Explanation	39
Memberships/Dues Detail	41
Publications Detail	42
Conference/Meeting/Training/Travel Detail	43
<b>TECHNICAL SERVICES DEPARTMENT</b>	
Department Narrative	44
Performance Measurements	45
Budget Summary	46
Account Detail Explanation	48
Conference/Meeting/Training/Travel Detail	50
<b>CAPITAL OUTLAY</b>	
Capital Outlay Summary	51
Replace UPS Systems	52
<b>APPENDIX</b>	
Acronyms	53
Glossary	55

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
LIST OF AUTHORITY OFFICIALS  
FISCAL YEAR 2016-2017**

**BOARD OF DIRECTORS**

Dan Medina, Councilmember  
City of Gardena

Haidar Awad, Councilmember  
City of Hawthorne

David Lesser, Councilmember  
City of Manhattan Beach

Mitch Lansdell, City Manager  
City of Gardena

Arnold Shadbeh, Acting City Manager  
City of Hawthorne

Mark Danaj, City Manager  
City of Manhattan Beach

**USER COMMITTEE**

Edward Medrano, Police Chief  
City of Gardena

Bob Fager, Police Chief  
City of Hawthorne

Eve Irvine, Police Chief  
City of Manhattan Beach

Robert Espinosa, Fire Chief  
City of Manhattan Beach

**CLIENT REPRESENTATIVES**

Sharon Papa, Police Chief  
City of Hermosa Beach

Tom Bakaly, City Manager  
City of Hermosa Beach

Pete Bonano, Interim Fire Chief  
City of Hermosa Beach

Mitch Tavera, Police Chief  
City of El Segundo

Greg Carpenter, City Manager  
City of El Segundo

Christopher Donovan, Fire Chief  
City of El Segundo

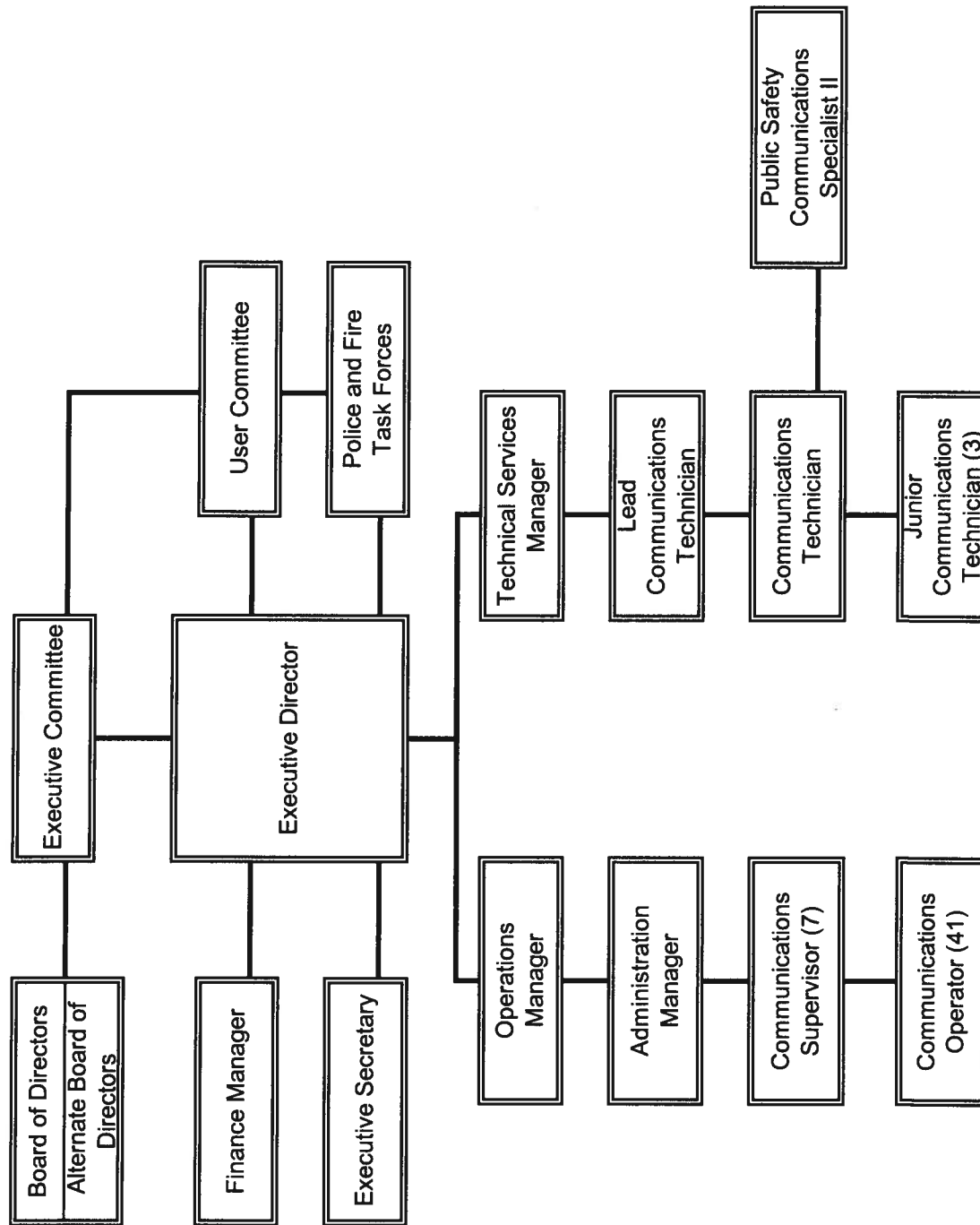
**EXECUTIVE DIRECTOR**

Ralph Mailloux

**AUTHORITY MANAGERS**

Shannon Kauffman, Operations  
Valerie Mohler, Accounting & Finance  
John Krok, Administration

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
ORGANIZATIONAL CHART  
FISCAL YEAR 2016-2017 BUDGET**





May 17, 2016

Members of the Board of Directors, Executive Committee and the User Committee:

I submitted the Proposed Budget for Fiscal Year 2016-2017 to the Executive Committee and the User Committee on April 19, 2016. The Executive Committee approved the budget as submitted. This budget now requires adoption by the Board of Directors.

In developing this budget, staff was mindful of the financial impact to the Member Cities but at the same time, kept in mind the Authority's goal of continuing to provide an outstanding level of service to the communities served.

The proposed budget is \$9,947,835 which represents an increase of \$372,908 for operating expenses or 3.94%, and a decrease of \$264,508 or -72.57% for capital outlay expenses compared to the amended budget for Fiscal Year 2015-2016. The proposed budget in total increases \$108,400 or 1.1%. In making the comparison between the two years' budgets, staff included any additional appropriations after the budget was adopted but excluded the carryover amounts from prior fiscal years for continuing capital projects.

The increase in operating expenses is primarily attributed to the following (a more detailed listing by account is shown in subsequent pages):

- Beginning Fiscal Year 2015-2016, CalPERS began to require payment for each agency's unfunded actuarial liability (UAL) as a separate payment for each coverage plan. These payments are based on each plan's total liability rather than by plan individual payroll, which is to allow employers to track their own UAL and pay it down faster if they choose. The change in the allocation of the UAL results in some employers paying more towards their UAL and some paying less. For budget purposes, CalPERS provided a percentage of payroll for each plan's UAL contribution. Rates for Fiscal Year 2016-2017 including the UAL contribution are 13.550% for Tier 1 employees, 7.232% for Tier 2 employees and 6.555% for PEPRAs employees. For comparison, the Fiscal Year 2015-2016 rates were 12.162% for Tier 1 employees, 6.855% for Tier 2 employees and 6.237% for PEPRAs employees. All employees are now paying at least one half of the employee contribution previously paid by the Authority. The total increase for retirement is \$77,410.
- The Memorandum of Understanding (MOU) for the Teamsters Bargaining Group, which includes Communications Operators and Technicians, provides for an increase of 3.5% and the MOU for the Communications Supervisors provides for an increase of 1.5% effective July 1, 2016 which are both reflected in the salaries for Fiscal Year 2016-2017. The Management and Confidential MOU expires June 30, 2016 so the salaries were not increased at this time. Additional costs are included for step increases earned by newer employees who have not yet reached the top of the approved salary range for their positions. Total costs for salary and benefit increases (excluding retirement) are \$289,775.



- Workers' Compensation insurance and General Liability premiums were adjusted to match actual premiums paid in fiscal year 2015-2016. Net change is an increase of \$43,350.

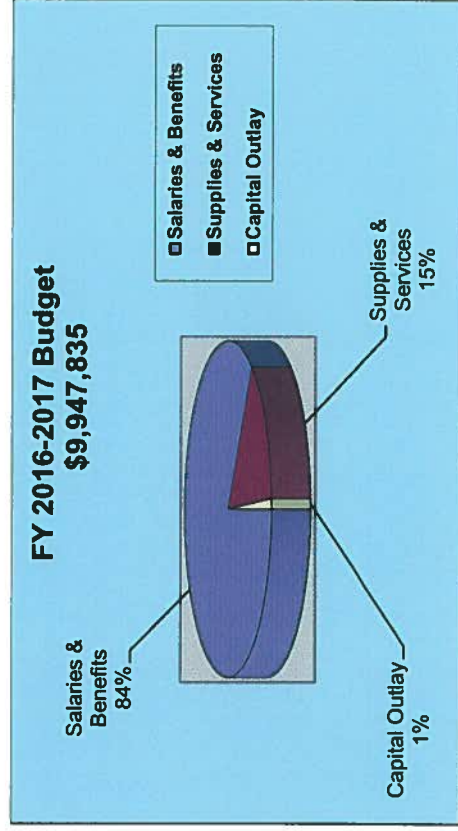
Table 1 is a summary of the preliminary budget:

**Table 1**

<b>FY 2016-2017 Budget Summary</b>				
	<b>FY 16-17 Budget</b>	<b>FY 15-16 Amended*</b>	<b>Increase (Decrease) Amount</b>	<b>%</b>
Operating Budget	\$9,847,835	\$9,474,927	\$372,908	3.94%
Capital Outlay	100,000	364,508	(264,508)	-72.57%
<b>Total</b>	<b>\$9,947,835</b>	<b>\$9,839,435</b>	<b>\$108,400</b>	<b>1.10%</b>
Salaries & Benefits	\$8,359,772	\$7,942,837	\$416,935	5.25%
Supplies & Services	1,488,063	1,532,090	(44,027)	-2.87%
Capital Outlay	100,000	364,508	(264,508)	-72.57%
<b>Total</b>	<b>\$9,947,835</b>	<b>\$9,839,435</b>	<b>\$108,400</b>	<b>1.10%</b>

\* Includes additional appropriations after the budget was adopted.  
Note: differences with other schedules due to rounding.

The following graph illustrates the budget categories with their corresponding percentages:



**Budget Overview:** The following are examples of significant (\$10,000 or more) operating line account increases (decreases):

Salaries (Full-Time)	\$176,507
Overtime	50,000
Leave Payouts (vacation/sick/holiday)	35,500
Education Incentive Pay	15,162
Workers' Compensation	49,750
Retirement Contribution to CalPERS	77,410
Computer Contract Svcs/CAD-Tiburon	(40,000)
Telephone lines	(78,500)
Outside Tech Serv-Towers & Equip	105,000
Maintenance/HQ	(37,050)

Increases (decreases) are further explained below:

- Regular Salaries* – reflects a 3.5% increase July 1, 2016 for Teamsters and 1.5% July 1, 2016 for Communications Supervisors.
- Overtime* – Increase based on hourly rate increases over the past 2 budget years.
- Leave Payouts* – more employees/hours paid at higher rate.
- Education Incentive Pay* – more employees have completed their degrees and are receiving the premium per the MOU.
- Workers' Compensation* – adjusted to match actual prior year premium.
- Retirement Contribution* – employer rate changes from PERS plus impact of salary increases.

➤ *Computer Contract Serv/CAD-Tiburon* – decrease is due to the completion of the agreement with the outside contractor for preparation of the CAD proposal.

- *Telephone charges* – Reflects reduction to costs since converting lines to CalNet3 and eliminating unnecessary circuit lines.
- *Outside Tech Serv-Towers & Equip* – increased to cover cost of services provided by CommLine, Inc. for general technical and sales support for the Authority's communications hardware and infrastructure.
- *Maintenance/HQ* – maintenance costs for items replaced in the Communications Center remodel were included in the replacement cost of several items; storage unit costs were eliminated.

#### **Capital Outlay for Fiscal Year 2016-2017:**

The capital outlay project requested is for end of life replacement of existing equipment to prevent a catastrophic failure related to the two Authority UPS systems.

#### **Members' Assessments for Fiscal Year 2016-2017:**

The calculation of the assessments is found on page 15.

The budget, as presented, uses the estimated available fund balance at year end to offset the assessment for Fiscal Year 2016-2017. The estimated available fund balance represents the amount available at June 30, 2016 that is available for appropriation to the Fiscal Year 2016-2017 budget.

Excluding the fund balance, the increase to the assessments would be \$373,661 or 5.06%. Using the estimated available fund balance reduces the increase to

\$63,989 or .87%. For comparison, the increase applied to the assessments in Fiscal Year 2015-2016 was 9.39% and no increase was applied to Fiscal Year 2014-2015.

**Assessments for Client Cities:** El Segundo's assessment is \$1,271,063, an increase of \$11,204. The assessment reflects a .9% Consumer Price Index (CPI) adjustment. Hermosa Beach's assessment is \$671,081, an increase of \$5,986 or .9%. Per the agreement, both cities' assessments may be adjusted using the CPI for the preceding year.

**Other Revenues:** These include interest income from the Authority's investment with the Local Agency Investment Fund (LAIF); labor charges for repairs, and/or maintenance of communications equipment charged to non-members; and reimbursements from participating agencies for Sprint Wireless services and GST software maintenance. Staff maintains a daily cash position to determine available funds for investment with LAIF to maximize interest income. Since 2009, investment earnings from LAIF have continued to decrease dramatically because of the economic downturn resulting in lower interest rates. Rates have increased for quarters ending December 31, 2015 and March 31, 2016 which is a slightly positive trend for future investment returns.

**Accomplishments:** This past year has been another busy year for Authority staff. I am pleased to report some of staff's accomplishments as follows:

- Received 269,549 calls, 114,679 of which were 911 calls; of the 911 calls, 89,231 came from cell phones.
- Developed and implemented the Authority's new client assessment formula.



- The grant funded microwave dish loop system for the Authority's seven (7) transmission/receiver sites was activated. All sites were optimized for performance with an increase in coverage to the beach communities and El Segundo.
- Completed the upgrade of the Authority's communications center in December 2015.
- Completed the installation of a communications vault adjacent to the Gardena Police Department paid for by LARICS for their LTE (Long Term Evolution) project. And relocated all Authority communications equipment from the police station into the new shelter.
- Completed the conversion from analog to IP (Internet Protocol) connectivity between all Authority transmission and receiver sites and the Authority's main facility. This will eliminate the need for T1 phone lines providing a savings of \$85,000 annually.
- Participated in the initial development of the Area G Interagency Communications Interoperability System (ICIS).
- Received approval for a \$5 million dollar grant for the Area G ICI System build out.
- Completed the upgrade of the Pacific Corporate Tower site.
- Began process for replacing the RMS/CAD software utilized by the Authority and member agencies.
- Made formal proposal to Culver City for 911 services.

- Completed 124 installations and 131 repairs of various telecommunications equipment used by Police, Fire, and Public Works.
- Processed 309 applications; tested 144 applicants; interviewed 12 of them; subsequently, hired 1 new operator.

**Objectives for the Coming Year:** Staff believes the proposed budget will provide the necessary funds to achieve the Authority's objectives for the coming year, such as:

- Acquire additional grant funding for the Authority and its' member agencies.
- Complete negotiations with Culver City for 911 services and if successful, implement consolidation for completion in late 2017.
- Complete the Area G ICI System build-out from the \$5 million grant funds awarded to the Authority.
- Finalize selection of the new RMS/CAD software utilized by the Authority and member agencies and develop funding methodology.

**Fund Balance/Reserves:** The Authority currently maintains \$326,266 as an operating reserve. In 2014-2015, the reserve was used to fund a project to convert from T1 to IP (VOIP) connectivity which is needed for to optimize the coverage of the microwave loop system and reduce the cost of procurement for the upgraded radio system in the Communications Center. If based on the proposed budget, this amount represents 3.3%.

In October 2011, the Executive Committee established a reserve in the amount of \$250,000 for future funding of

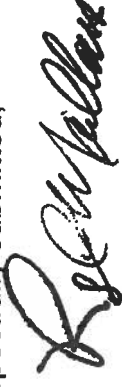
OPEB liabilities. The Authority continues to maintain this reserve. Since the available fund balance is being used to offset assessments in the proposed budget, we are projecting an estimated fund balance of \$0 at June 30, 2017.

**Looking into the Future:** For Fiscal Year 2016-2017, retirement rates increased for Tier 1 employees from 12.162% to 13.550%, increased for Tier 2 employees from 6.855% to 7.232% and the rate for PEPRA employees, which is mandated at 50% of normal cost including employee contributions, increased from 6.237% to 6.555%.

All Tier 1 employees are now contributing 3.50% of the Employer Paid Member Contribution (EPMC) which is helping to alleviate increasing retirement costs. Tier 2 and PEPRA employees continue to pay the full employee contribution for their respective coverage groups as specified in the plan contracts.

**Acknowledgement:** I thank the Board of Directors, the Executive Committee, the User Committee, and the Police and Fire Task Forces for their continued support for another successful year at the Authority. I also want to thank the Authority staff for consistently performing outstanding service to its members.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Ralph Mailloux', written in a cursive style.

Ralph Mailloux  
Executive Director

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
PROFILE & OTHER INFORMATION  
FISCAL YEAR 2016-2017**

**Mission**

The South Bay Regional Public Communications Authority (SBRPCA) is dedicated to providing prompt, efficient, and cost-effective emergency communications services to the greater South Bay area.

**Overview**

The South Bay Regional Public Communications Authority (the Authority), also known as RCC (Regional Communications Center), was organized on October 14, 1975 under the provisions of the Joint Exercise of Powers Act of the Government Code of the State of California. The purpose of the Authority is to provide a forum for discussion, study, development, implementation, operations, and maintenance of a consolidated regional public safety services communications system. At the present time, the Authority serves the Cities of Gardena, Hawthorne, and Manhattan Beach in the aforementioned capacity. The Authority also provides communications services to the cities of El Segundo and Hermosa Beach under contract.

The RCC's Board of Directors, consisting of one Council Member from each of the Member Cities, maintains authority over the annual budget for the Authority. Policy management is relegated to the Executive Committee, consisting of City Managers from each of the Member Cities. The Executive Director, who is appointed by the

Executive Committee, manages the day-to-day operations. A User Committee, consisting of Police and Fire Chiefs from the Member Cities, provides direction relative to the needs of the organization. Police Officers and Firefighters from the Member Cities make up the Police and Fire Task Forces, which provide feedback and recommendations to facilitate an optimum level of service and safety for citizens, police officers, and firefighters. The RCC annually processes approximately 269,549 police and fire incidents in the Southern California region of Los Angeles County commonly referred to as the "South Bay."

The RCC is currently budgeted for 60 full-time positions. Seven Technical Services staff installs radio communications equipment, light bars, mobile cameras, computer systems, and all necessary equipment for full-service, emergency vehicles. Staff also coordinates capital projects and provides technical services to the following outside agencies: El Camino College Campus Police Department; Gardena Public Works Department; Hermosa Beach Public Works Department; L.A. Impact; Manhattan Beach Public Works Department; and Palos Verdes Estates.

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
PROFILE & OTHER INFORMATION  
FISCAL YEAR 2016-2017**

**Brief Profiles of Member/Client Cities**

City of Gardena – incorporated on September 11, 1930 as a general law city with a Council-Manager form of government; located 13 miles south of metropolitan Los Angeles in the South Bay area of Los Angeles County; full service city including its own municipal bus lines; 5.9 square miles; population of 60,414; 6 parks, 1 community center, 1 municipal pool, 1 parkette, and 2 gymnasiums. The City provides police protection and contracts with Los Angeles County for fire and emergency medical services. The City has 339 full time employees.

City of El Segundo – incorporated on January 18, 1917 as a general law city with a Council-Manager form of government; located 14 miles southwest of downtown Los Angeles, adjacent to the City of Los Angeles International Airport and borders the Century Freeway (105) on the north and the San Diego Freeway (405) on the east, both of which provide linkages to other major freeways traveling north, south and east; 5.5 square miles; population of 17,000; full service city with its own police, fire/emergency services personnel; 1 police station, 2 fire stations, 22 parks, 13 recreational facilities and 91.2 acres of parks. The city has 270 full time employees.

City of Hawthorne - incorporated in 1922 as a general law city with a Council-Manager form of government; ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and

downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways; the City of Hawthorne could easily be termed the "Hub of the South Bay"; 6 square miles; population 87,657; 10 parks including 1 skate park; 1 pool; 1 sports center; 1 memorial center; and 1 senior center. The City provides police protection and contracts with Los Angeles County for fire and emergency medical services. The City has 268 full time employees.

City of Hermosa Beach – incorporated on January 14, 1907 as a general law city with a Council-Manager form of government; located 4 miles south of Los Angeles International Airport; 1.3 square miles; population of 19,772 full service city with its own police and fire protection; emergency medical services; 20 parks; 36.52 acres of beach; 19.50 acres of open space park; 1 community theatre. The City has 124 full time employees.

City of Manhattan Beach – incorporated on December 7, 1912 as a general law city with a Council-Manager form of government; located 19 miles southwest of downtown Los Angeles on the southerly end of Santa Monica Bay; 3.88 square miles; population of 35,763; full service city with its own police, fire/emergency services personnel; 2.1 miles of beach front and a 928-foot long pier; a 9-hole golf course; 2 community centers; 54 acres of developed parks; 21 acres parkway; and 40 acres of recreational beach. The City has 285 full time employees.

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**PROFILE & OTHER INFORMATION**  
**FISCAL YEAR 2016-2017**

**Description of Fund**

The accounts of the Authority are organized in a fund, which is considered a separate accounting entity. The operations of the fund are accounted for with a set of self-balancing accounts that comprise its assets, liabilities, fund equity (net assets), revenues, and expenses. The Authority uses only one Proprietary Fund Type as follows:

Enterprise Fund – Used to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of the net revenues; (b) has third-party requirements that the cost of providing services, including capital costs, be recovered with fees and charges; or, (c) establishes fees and charges based on a pricing policy designed to recover similar costs.

Special Revenue Fund - During Fiscal Year 2009-2010, the Authority received a State Homeland Security Grant to equip the “new” Punta Place Radio Site. Revenues and expenses for this grant were accounted for in this Fund. The project was completed in Fiscal Year 2010 - 2011 and all revenues were received during Fiscal Year 2011-2012. The fund remains open to account for the equipment (capital assets) purchased with the grant.

**Basis of Accounting and Budgeting**

Proprietary fund types are accounted for using the “economic resources” measurement focus and accrual basis of accounting. This means that all assets and liabilities (whether current or non-current) associated with the activity are included on the balance sheet. Their reported fund equity presents total net assets. The operating statements of the proprietary funds present increases (revenues) and decreases (expenses) in total net assets.

Revenues are recognized when they are earned and expenses are recognized when the liability is incurred. Proprietary funds distinguish *operating* revenues and expenses from *non-operating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund’s principal ongoing operations. The principal operating revenues of the Authority are member assessments and charges for services. Operating expenses include the costs of legal, accounting, and other administrative services. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
PROFILE & OTHER INFORMATION  
FISCAL YEAR 2016-2017**

**Budget Process**

Departments begin developing their budget requests in January and submit them in February to the Finance Section of the Administration Department. Finance staff compiles all the requests and also calculates the personnel costs based on payroll information, along with any new labor-negotiated items.

In February, the Executive Director reviews the requests with departments and makes necessary changes for the preliminary budget to be submitted to the Executive Committee. Around the same time, staff prepares the mid-year budget report, which is submitted to the Board of Directors and the Executive Committee. In March, the Executive Committee meets with the Executive Director and staff to discuss the preliminary budget and makes recommendations. Finance staff incorporates all of the changes and prepares the proposed budget document.

In April, staff presents the proposed budget to the Board of Directors and the Executive Committee. The budget has to be adopted no later than May 1<sup>st</sup> according to the Authority's Bylaws.

**Budget Amendments**

During the year, the Executive Director may execute line item transfers within the following major budget categories as long as the total expenses of each category remain unchanged: Salaries & Benefits; Services & Supplies; and Capital Outlay. However, the

legal level of budgetary authority is set at the Fund level, as determined by the Executive Committee. The Board of Directors reviews and approves budget amendments (increases and decreases) at the January meeting when the mid-year budget report is submitted.

**Revenue Estimates**

Assessments: Revenues that support the Authority's operations come from assessments to its Members. Prior to the Fiscal Year 2008-2009 budget, assessments were developed based on the percentage of system utilization and the communications equipment maintained. On January 15, 2008, the Board amended its Bylaws to change the assessment formula based on the Member Cities' ownership share instead of system usage. The ownership share was based on the Members' share of the bonds issued in 2001 to finance the Authority's headquarters.

For the Cities of El Segundo and Hermosa Beach, the assessment is adjusted each year based on the Consumer Price Index (CPI), as stated in their agreements.

Bond Reimbursement Revenues: Expenses such as bond surveillance fees; remarketing fees; and letter of credit fees; related to debt (issued in 2001 to finance the acquisition, construction, installation, and equipping of emergency communications facilities and equipment),

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
PROFILE & OTHER INFORMATION  
FISCAL YEAR 2016-2017**

are first paid by the Authority and subsequently billed to, and reimbursed by the Member Cities.

Prior to Fiscal Year 2006-2007, the Authority reflected the bonded debt in its financial statements. Upon further research and review of the Official Statement during the 2007 annual financial audit, the Authority's new auditors determined that the debt did not belong in the Authority's books but in the Member Cities' financial statements. Hence, bond activities, except for certain fees, are no longer included in the budget.

**Other Revenues:** These include interest income from the Authority's investment with the State's Local Agency Investment Fund (LAIF); installation, repairs and/or maintenance charges to Member Cities (not included in the assessment formula) and other clients. The Authority maintains a daily cash position to maximize its investment with LAIF and interest income.

**Operating Departments**

**Administration** – includes the day-to-day management of the Authority's operations based on the Board of Directors' and the Executive Committee's policy guidelines; managing the Communications Center; Personnel and Training; and Finance (accounting including accounts payable, accounts receivable, payroll,

cash receipts, bank reconciliation, budgeting, and financial reporting). The department is staffed with: the Executive Director; an Operations Manager; an Administration Manager; an Accounting and Finance Manager; and an Executive Secretary.

**Operations** – Seven Communications Supervisors and forty-one Communications Operators provide 911 services to the Member Cities, the City of El Segundo and the City of Hermosa Beach. The combined population served for all five cities is approximately 220,606.

**Technical Services** – provides installation, repairs, and maintenance of telecommunications equipment services to the Members Cities and other clients, as well as maintenance of the Authority's facilities. The department is staffed with a Technical Services Manager; one Lead Communications Technician; one Communications Specialist; one Public Safety Communications Specialist II and three Junior Communications Technicians.

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
PERSONNEL SUMMARY  
FISCAL YEAR 2016-2017 BUDGET**

<u>DEPARTMENT/POSITION TITLE</u>	<u>FY 10-11 ACTUAL</u>	<u>FY 11-12 ACTUAL</u>	<u>FY 12-13 ACTUAL</u>	<u>FY 13-14 ACTUAL</u>	<u>FY 14-15 ACTUAL</u>	<u>FY 15-16 AMENDED</u>	<u>FY 16-17 BUDGET</u>
<b><u>Administration Department</u></b>							
Executive Director	1	1	1	1	1	1	1
Operations Manager	1	1	1	1	1	1	1
Administration Manager	1	1	1	1	1	1	1
Accounting & Finance Manager <sup>1</sup>	0.46	1	1	1	1	1	1
Financial Accountant <sup>2</sup>	1	1	1	1	-	-	-
Executive Secretary	1	1	1	1	1	1	1
<b>Sub-total</b>	<b>5.46</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b><u>Operations Department</u></b>							
Communications Supervisor	7	7	7	7	7	7	7
Communications Operator <sup>3</sup>	46	46	41	41	41	41	41
<b>Sub-total</b>	<b>53</b>	<b>53</b>	<b>48</b>	<b>48</b>	<b>48</b>	<b>48</b>	<b>48</b>
<b><u>Technical Services Department</u></b>							
Technical Services Manager	1	1	1	1	1	1	1
Lead Communications Technician <sup>4</sup>	2	2	2	2	1	1	1
Communications Technician	1	1	1	1	1	1	1
Public Safety Communications Specialist II <sup>5</sup>	-	-	-	-	1	1	1
Junior Communications Technician <sup>5</sup>	3	3	3	4	3	3	3
<b>Sub-total</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>Total</b>	<b>65.46</b>	<b>66</b>	<b>61</b>	<b>62</b>	<b>60</b>	<b>60</b>	<b>60</b>

<sup>1</sup> Classified as part-time position in FY 2010-11; reclassified to full-time in FY 2011-12.

<sup>2</sup> Position eliminated in restructure of Finance Department 2/1/2014.

<sup>3</sup> 10 El Segundo operators added 9/28/2010; 5 positions eliminated and 6 part-time operators (999 hrs/yr) authorized in FY 2012-13.

<sup>4</sup> 1 position was eliminated for FY 2014-15.

<sup>5</sup> Additional position authorized in FY 2013-14 to ensure adequate personnel support for all member agencies build out of vehicles; one position was reclassified in 2014-15 based on additional duties being performed.



**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
CALCULATION OF ESTIMATED FUND BALANCE  
FISCAL YEAR 2016-2017**

Estimated Available Fund Balance at June 30, 2016*	\$ 309,672
Resources FY 2016-2017:	
Assessments - Members	7,454,179
Assessment - El Segundo	1,271,063
Assessment - Hermosa Beach	671,081
Other Revenues	241,840
Total Resources	<u>\$ 9,638,163</u>
FY 2016-2017 Budget :	
Operating	9,847,835
Capital	100,000
Total FY 2016-2017 Budget	<u>\$ 9,947,835</u>
Estimated Ending Fund Balance at June 30, 2017 (assumes use of fund balance)	<u>\$ -</u>

**\* Excludes Operating Reserve of \$326,266 and OPEB Reserve of \$250,000**

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**PROPOSED**  
**MEMBERS' ASSESSMENTS**  
**FISCAL YEAR 2016-2017**

**Option 1**

Total Funding Required FY 2016-2017

Less: El Segundo Assessment	\$ 9,947,835
Hermosa Beach assessment	(1,271,063)
Other revenues	(671,081)
Use of fund balance	(241,840)
<b>Balance to be Assessed</b>	<b>\$ 7,763,851</b>

	<b>FY 16-17</b>	<b>% Share</b>	<b>Total</b>
Gardena	\$ 2,490,643	32.08%	\$ 2,490,643
Hawthorne	3,499,168	45.07%	3,499,168
Manhattan Beach	1,774,040	22.85%	1,774,040
<b>Total assessments</b>	<b>\$ 7,763,851</b>	<b>100.00%</b>	<b>\$ 7,763,851</b>

**PRIOR YEAR COMPARISON**

	<b>FY 16-17</b>		<b>FY 15-16</b>	<b>\$ Inc (Dec)</b>	<b>% Inc (Dec)</b>
Gardena	\$ 2,490,643	\$	2,370,773	\$ 119,870	5.06%
Hawthorne	3,499,168		3,330,759	168,409	5.06%
Manhattan Beach	1,774,040		1,688,658	85,382	5.06%
<b>Total assessments</b>	<b>\$ 7,763,851</b>	<b>\$</b>	<b>7,390,190</b>	<b>\$ 373,661</b>	<b>5.06%</b>

**Option 2**

Total Funding Required FY 2016-2017

Less: El Segundo Assessment	\$ 9,947,835
Hermosa Beach assessment	(1,271,063)
Other revenues	(671,081)
Use of fund balance	(241,840)
<b>Balance to be Assessed</b>	<b>\$ 7,454,179</b>

	<b>FY 16-17</b>	<b>% Share</b>	<b>Total</b>
Gardena	\$ 2,391,301	32.08%	\$ 2,391,301
Hawthorne	3,359,598	45.07%	3,359,598
Manhattan Beach	1,703,280	22.85%	1,703,280
<b>Total assessments</b>	<b>\$ 7,454,179</b>	<b>100.00%</b>	<b>\$ 7,454,179</b>

**PRIOR YEAR COMPARISON**

	<b>FY 16-17</b>		<b>FY 15-16</b>	<b>\$ Inc (Dec)</b>	<b>% Inc (Dec)</b>
Gardena	\$ 2,391,301	\$	2,370,773	\$ 20,528	0.87%
Hawthorne	3,359,598		3,330,759	28,839	0.87%
Manhattan Beach	1,703,280		1,688,658	14,622	0.87%
<b>Total assessments</b>	<b>\$ 7,454,179</b>	<b>\$</b>	<b>7,390,190</b>	<b>\$ 63,989</b>	<b>0.87%</b>

*Differences due to rounding*

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**REVENUE SUMMARY**  
**SBRPCA ENTERPRISE FUND**  
**FISCAL YEAR 2016-2017**

DESCRIPTION- REVENUE SOURCES	EDEN ACCOUNT	FY 13-14 ACTUAL	FY 14-15 ACTUAL	FY 15-16 AMENDED	YTD 01/31/16	FY 15-16 YE EST	FY 16-17 BUDGET	AMOUNT INC (DEC)	PERCENT INC (DEC)
<b>10-50-111-4XXX</b>									
Gardena	4110	\$ 2,167,216	\$ 2,167,216	\$ 2,370,773	\$ 2,015,157	\$ 2,370,773	\$ 2,391,301	20,528	0.95%
Hawthorne	4120	3,044,776	3,044,776	3,330,759	2,831,145	3,330,759	3,359,598	28,839	0.95%
Manhattan Beach	4130	1,543,669	1,543,669	1,688,658	1,435,359	1,688,658	1,703,280	14,622	0.95%
Hermosa Beach	4140	649,416	656,560	665,095	498,821	665,095	671,081	5,986	0.91%
El Segundo	4145	1,230,513	1,243,884	1,259,859	944,894	1,259,859	1,271,063	11,204	0.90%
El Camino Community College	4150	16,845	16,317	17,000	16,058	16,058	16,000	(1,000)	-6.13%
Palos Verdes Estates <sup>1</sup>	4151	1,330	-	1,330	-	1,330	1,330	-	-
Investment Earnings (LAIF)	4210	8,177	7,629	8,500	3,548	7,774	7,500	(1,000)	-13.11%
POST Reimbursements	4220	452	727	600	2,138	2,138	600	-	-
Bond Reimbursement Revenue <sup>1</sup>	4230	-	-	-	-	-	5,000	5,000	-
911 Reimbursements	4240	-	11,379	163,732	163,732	203,732	-	(163,732)	-
Vending Machine Revenue	4410	3,796	3,519	4,500	2,186	4,000	4,500	-	0.00%
Other Miscellaneous Revenue	4430	2,261	72,225	15,000	2,128	2,500	5,000	(10,000)	-13.85%
<b>10-50-211-4XXX</b>									
Reimbursement-DUI Overtime	4215	19,875	9,793	15,000	3,308	5,000	5,000	(10,000)	-102.11%
Reimbursements Sprint Wireless <sup>2</sup>	4435	63,231	75,013	75,000	-	71,612	72,000	(3,000)	-
Reimbursements Verizon Wireless	4440	-	-	-	-	3,500	3,500	3,500	-
<b>10-70-311-4XXX</b>									
Reimbursements/Billable Parts	4360	664,404	760,182	75,000	253,019	435,000	75,000	-	-
Reimbursements/Vehicle Antennas <sup>3</sup>	4365	-	-	6,000	-	6,000	6,000	-	-
Reimbursements GST Software <sup>4</sup>	4370	119,720	38,010	38,010	-	49,640	40,410	2,400	-
<b>Total Operating Revenues</b>		<b>\$ 9,535,681</b>	<b>\$ 9,650,899</b>	<b>\$ 9,734,816</b>	<b>\$ 8,171,493</b>	<b>\$ 10,123,428</b>	<b>\$ 9,638,163</b>	<b>(12,736)</b>	<b>-0.13%</b>

<sup>1</sup> Manhattan Beach bonds paid off in October 2012.

<sup>2</sup> Reimbursement for Sprint MDC Wireless Service first paid by the Authority then reimbursed by participating members with 4th quarter assessments.

<sup>3</sup> New account created for multi-band antenna purchase reimbursements.

<sup>4</sup> Reimbursement for GST software per agreement dated May 16, 2013. Reimbursed by participating members with 4th quarter assessments.

Differences due to rounding.

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**BUDGET SUMMARY**  
**BY DEPARTMENT/BUDGET CATEGORY**  
**FISCAL YEAR 2016-2017**

DEPARTMENT/ DESCRIPTION	FY 13-14 ACTUAL	FY 14-15 ACTUAL	FY 15-16 AMENDED	YTD 01/31/16	FY 15-16 YE EST	FY 16-17 BUDGET	AMOUNT INC (DEC)	PERCENT INC (DEC)
<b><u>Administration</u></b>								
Salaries & Benefits	\$ 936,304	\$ 886,767	\$ 918,739	\$ 569,189	\$ 939,959	\$ 949,720	\$ 30,981	3.37%
Supplies/Services/Equipment	540,861	637,838	746,436	488,048	713,094	668,601	\$ (77,835)	-10.43%
<b>Sub-total Administration</b>	<b>\$ 1,477,165</b>	<b>\$ 1,524,605</b>	<b>\$ 1,665,175</b>	<b>\$ 1,057,237</b>	<b>\$ 1,653,053</b>	<b>\$ 1,618,321</b>	<b>\$ (46,854)</b>	<b>-2.81%</b>
<b><u>Operations</u></b>								
Salaries & Benefits	\$ 5,165,283	\$ 5,396,743	\$ 5,995,185	\$ 3,283,458	\$ 5,804,939	\$ 6,316,206	\$ 321,021	5.35%
Supplies/Services/Equipment	243,094	258,516	302,494	92,348	204,960	226,902	\$ (75,592)	-24.99%
<b>Sub-total Operations</b>	<b>\$ 5,408,377</b>	<b>\$ 5,655,259</b>	<b>\$ 6,297,679</b>	<b>\$ 3,375,806</b>	<b>\$ 6,009,899</b>	<b>\$ 6,543,108</b>	<b>\$ 245,429</b>	<b>3.90%</b>
<b><u>Technical Services</u></b>								
Salaries & Benefits	\$ 926,655	\$ 818,937	\$ 1,028,913	\$ 502,245	\$ 877,572	\$ 1,093,846	\$ 64,933	6.31%
Supplies/Services/Equipment	1,172,926	1,258,711	483,160	467,498	909,640	592,560	\$ 109,400	22.64%
<b>Sub-total Technical Services</b>	<b>\$ 2,099,581</b>	<b>\$ 2,077,648</b>	<b>\$ 1,512,073</b>	<b>\$ 969,743</b>	<b>\$ 1,787,212</b>	<b>\$ 1,686,406</b>	<b>\$ 174,333</b>	<b>11.53%</b>
<b>Total Operating Expenses</b>	<b>\$ 8,985,123</b>	<b>\$ 9,257,512</b>	<b>\$ 9,474,927</b>	<b>\$ 5,402,786</b>	<b>\$ 9,450,164</b>	<b>\$ 9,847,835</b>	<b>\$ 372,908</b>	<b>3.94%</b>
<b>Total Capital Outlay</b>	<b>\$ 107,647</b>	<b>\$ 908,539</b>	<b>\$ 364,508</b>	<b>\$ 268,733</b>	<b>\$ 364,508</b>	<b>\$ 100,000</b>	<b>\$ (264,508)</b>	<b>-72.57%</b>
<b>Grand Total</b>	<b>\$ 9,092,770</b>	<b>\$ 10,166,051</b>	<b>\$ 9,839,435</b>	<b>\$ 5,671,519</b>	<b>\$ 9,814,672</b>	<b>\$ 9,947,835</b>	<b>\$ 108,400</b>	<b>1.10%</b>
<b><u>RECAP</u></b>								
Administration	\$ 1,477,165	\$ 1,524,605	\$ 1,665,175	\$ 1,057,237	\$ 1,653,053	\$ 1,618,321	\$ (46,854)	-2.81%
Operations	5,408,377	5,655,259	6,297,679	3,375,806	6,009,899	6,543,108	245,429	3.90%
Technical Services	2,099,581	2,077,648	1,512,073	969,743	1,787,212	1,686,406	174,333	11.53%
Capital Outlay	107,647	908,539	364,508	268,733	364,508	100,000	(264,508)	-72.57%
<b>Grand Total</b>	<b>\$ 9,092,770</b>	<b>\$ 10,166,051</b>	<b>\$ 9,839,435</b>	<b>\$ 5,671,519</b>	<b>\$ 9,814,672</b>	<b>\$ 9,947,835</b>	<b>\$ 108,400</b>	<b>1.10%</b>
Salaries & Benefits	\$ 7,028,242	\$ 7,102,447	\$ 7,942,837	\$ 4,354,892	\$ 7,622,470	\$ 8,359,772	\$ 416,935	5.25%
Supplies & Services	\$ 1,956,881	\$ 2,155,065	\$ 1,532,090	\$ 1,047,894	\$ 1,827,694	\$ 1,488,063	(44,027)	-2.87%
Capital Outlay	\$ 107,647	\$ 908,539	\$ 364,508	\$ 268,733	\$ 364,508	\$ 100,000	(264,508)	-72.57%
<b>Grand Total</b>	<b>\$ 9,092,770</b>	<b>\$ 10,166,051</b>	<b>\$ 9,839,435</b>	<b>\$ 5,671,519</b>	<b>\$ 9,814,672</b>	<b>\$ 9,947,835</b>	<b>\$ 108,400</b>	<b>1.10%</b>

Note: Differences due to rounding. Actuals include capitalized expenses.

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**BUDGET SUMMARY BY ACCOUNT TITLE**  
**FISCAL YEAR 2015-2016**

ACCOUNT DESCRIPTION	EDEN ACCOUNT	FY 13-14 ACTUAL	FY 14-15 ACTUAL	FY 15-16 AMENDED	YTD 01/31/16	FY 15-16 YE EST	FY 16-17 APPROVED	AMOUNT INC (DEC)	PERCENT INC (DEC)
Salaries (Full-Time)	5101	\$ 4,416,736	\$ 4,606,697	\$ 5,222,591	\$ 2,733,445	\$ 4,878,333	\$ 5,399,098	\$ 176,507	3.38%
Salaries (Part-Time)	5102	78,158	50,284	221,814	24,327	100,550	220,536	(1,278)	-0.58%
Overtime	5103	450,530	502,158	313,500	269,889	407,500	363,500	50,000	15.95%
Acting Pay	5104	5,295	12,661	9,038	7,701	13,538	14,246	5,208	57.62%
Bilingual Pay	5105	8,152	10,332	9,600	5,768	9,600	9,600	-	0.00%
Call Back Pay	5106	1,943	281	2,500	104	500	2,500	-	0.00%
Merit Pay	5107	4,208	5,016	5,000	4,684	5,000	5,350	350	7.00%
Sick Leave Payoff	5108	120,266	119,994	124,500	129,563	139,941	140,000	15,500	12.45%
Vacation Leave Payoff	5109	64,061	71,808	80,000	78,026	91,673	95,000	15,000	18.75%
Training Pay	5110	8,172	5,304	5,000	1,539	5,000	5,000	-	0.00%
Other Pay	5112	1,200	1,300	1,200	700	1,200	1,200	-	0.00%
Holiday Payoff	5114	42,381	55,755	52,000	41,413	49,876	57,000	5,000	9.62%
Education Incentive Pay	5115	62,888	67,482	85,151	41,814	83,738	100,313	15,162	17.81%
Overtime-Ridealongs with Member Cities	5116	-	-	16,500	-	16,500	16,500	-	-
Medical Insurance	5201	590,455	591,143	640,563	366,326	640,563	642,235	1,672	0.26%
Dental Insurance	5202	33,650	31,195	41,548	19,315	41,548	43,325	1,777	4.28%
Vision Insurance	5203	17,180	15,325	17,809	8,948	17,809	17,938	129	0.72%
Life Insurance	5204	5,609	7,894	9,360	4,953	9,360	9,360	-	0.00%
Medicare	5205	75,676	79,509	89,303	47,857	89,303	92,092	2,789	3.12%
Unemployment Insurance	5206	32,203	8,550	20,000	-	15,000	15,000	(5,000)	-25.00%
Workers' Compensation	5207	249,528	99,044	110,000	104,359	143,100	159,750	49,750	45.23%
PERS Contribution	5208	678,260	666,343	759,832	406,787	759,832	837,242	77,410	10.19%
Retirees' Medical Insurance	5209	70,440	85,282	87,860	51,654	89,572	94,872	7,012	7.98%
Social Security	5211	2,851	1,890	9,168	1,220	6,234	9,115	(53)	-
Deferred Comp Matching Benefit	5212	8,400	7,200	9,000	4,500	7,200	9,000	-	-
<b>Total Salaries &amp; Benefits</b>		<b>\$ 7,028,242</b>	<b>\$ 7,102,447</b>	<b>\$ 7,942,837</b>	<b>\$ 4,354,892</b>	<b>\$ 7,622,470</b>	<b>\$ 8,359,772</b>	<b>\$ 416,935</b>	<b>5.25%</b>
Communications Contact Services	5301	\$ 10,429	\$ 31,040	\$ 31,000	\$ 12,467	\$ 31,000	\$ 31,000	-	0.00%
Computer Contract Svcs/CAD-Tiburon	5302	285,909	344,354	320,000	12,071	295,000	292,000	(28,000)	-8.75%
Bond Services/Reimbursable Expense	5303	-	-	-	-	-	5,000	5,000	0.00%
Accounting/Auditing Services	5304	11,120	11,650	19,000	10,000	16,000	12,400	(6,600)	-34.74%
Legal Services	5305	1,890	27,986	22,000	1,282	22,000	22,000	-	0.00%
Recruitment Costs	5306	18,558	8,433	35,333	4,602	35,333	35,333	-	0.00%
Software Maintenance Services	5307	25,613	26,402	26,797	25,935	26,797	33,772	6,975	26.03%

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**BUDGET SUMMARY BY ACCOUNT TITLE**  
**FISCAL YEAR 2015-2016**

ACCOUNT DESCRIPTION	EDEN ACCOUNT	FY 13-14 ACTUAL	FY 14-15 ACTUAL	FY 15-16 AMENDED	YTD 01/31/16	FY 15-16 YE EST	FY 16-17 APPROVED	AMOUNT INC (DEC)	PERCENT INC (DEC)
Banking Fees	5308	314	3,496	6,000	2,418	6,000	6,000	-	-
Online Service	5309	5,944	2,735	3,000	1,835	3,000	3,000	-	0.00%
GST Software Reimbursable	5311	119,690	38,010	38,010	47,240	49,640	40,410	2,400	-
Memberships & Dues	5401	931	914	1,000	270	1,000	1,000	-	0.00%
Publications	5402	1,283	978	1,877	1,767	2,066	2,310	433	23.07%
Conferences/Meetings & Travel	5403	13,020	31,832	38,723	11,041	38,227	45,838	7,115	18.37%
Employee Services/EC-BOD	5404	4,368	3,458	3,700	2,265	3,700	4,000	300	8.11%
Employee Awards	5405	-	-	500	-	500	500	-	0.00%
POST Training	5406	1,039	2,961	2,000	-	2,000	2,000	-	0.00%
Tuition Reimbursement	5407	9,080	14,899	22,000	6,904	14,000	22,000	-	0.00%
Office Supplies	5501	8,056	9,685	9,000	3,557	9,000	9,000	-	0.00%
Miscellaneous Supplies	5502	-	-	1,100	-	-	1,100	-	0.00%
General Technical Supplies	5503	6,641	7,660	7,500	3,830	7,500	7,500	-	0.00%
Vending Machine Supplies	5504	3,015	2,457	4,500	2,029	4,000	4,500	-	0.00%
Voice Recording Tapes	5505	-	-	1,500	-	1,000	1,500	-	0.00%
Uniforms/Safety Equipment	5506	6,228	4,002	8,650	603	5,500	10,500	1,850	21.39%
Postage	5507	891	1,615	2,000	516	2,000	2,000	-	0.00%
Shipping Costs	5508	150	-	-	-	-	-	-	-
Reproduction	5509	2,169	-	2,000	524	1,500	2,000	-	0.00%
Office Equipment Lease	5511	10,590	11,573	11,500	6,328	11,500	11,500	-	0.00%
Vehicle Lease	5512	9,235	5,704	5,800	1,901	1,901	-	(5,800)	-100.00%
General Liability Insurance	5513	108,436	146,753	175,000	136,551	136,551	170,600	(4,400)	-2.51%
Parts - Billing	5514	749,761	809,171	75,000	360,945	435,000	75,000	-	0.00%
Parts - Telecommunications	5515	11,465	22,947	20,000	11,683	20,000	20,000	-	0.00%
Install Wire, Loom & Hardware	5516	25,991	20,906	16,000	4,314	16,000	16,000	-	0.00%
Vehicle Operations	5517	5,137	4,331	7,000	1,668	4,500	6,500	(500)	-7.14%
Equipment Repair	5520	7,481	2,817	23,500	-	5,000	18,000	(5,500)	-23.40%
Outside Tech Serv-Towers & Equip	5521	1,391	36,455	15,000	38,016	91,000	120,000	105,000	-
Vehicle Antennas - Reimbursable	5522	-	7,783	6,000	-	6,000	6,000	-	-
Telephone - Administration	5601	18,959	20,754	21,000	6,561	12,535	17,750	(3,250)	-15.48%
Telephone - Beach Cities Health Dist.	5602	14,262	12,884	15,000	4,428	5,000	-	(15,000)	-100.00%
Telephone - El Segundo	5603	1,110	1,276	1,500	1,183	2,177	3,000	1,500	100.00%

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**BUDGET SUMMARY BY ACCOUNT TITLE**  
**FISCAL YEAR 2015-2016**

ACCOUNT DESCRIPTION	EDEN ACCOUNT	FY 13-14 ACTUAL	FY 14-15 ACTUAL	FY 15-16 AMENDED	YTD 01/31/16	FY 15-16 YE EST	FY 16-17 APPROVED	AMOUNT INC (DEC)	PERCENT INC (DEC)
Telephone - Gardena	5604	16,229	13,128	16,000	4,402	6,500	8,000	(8,000)	-50.00%
Telephone - Grandview	5605	8,019	7,009	9,000	2,304	2,500	-	(9,000)	-100.00%
Telephone - Hawthorne	5606	4,280	3,895	5,000	1,777	5,000	6,500	1,500	30.00%
Telephone - Hermosa Beach	5607	20,692	13,656	24,000	1,382	7,500	16,000	(8,000)	-33.33%
Telephone - Manhattan Beach	5608	12,169	12,068	13,000	3,182	13,000	13,000	-	0.00%
Telephone - MB Water Tower	5609	15,750	20,501	19,000	7,365	8,500	8,500	(10,500)	-55.26%
Telephone - Punta Place	5611	29,712	27,659	30,000	12,559	18,000	15,000	(15,000)	-50.00%
Telephone - RCC	5612	28,551	25,354	32,000	4,540	10,000	16,000	(16,000)	-50.00%
Sprint Wireless Reimbursable	5613	65,672	76,120	75,000	35,488	75,000	72,000	(3,000)	-4.00%
Verizon Wireless Reimbursable	5614	-	-	-	1,455	3,500	3,500	-	0.00%
Maintenance/HQ	5701	133,132	115,985	176,100	128,182	176,100	139,050	(37,050)	-21.04%
Maintenance/Other	5702	3,240	3,199	6,100	6,654	7,200	6,500	400	6.56%
Electricity - HQ	5703	91,935	97,507	97,000	57,368	97,000	97,000	-	0.00%
Electricity - Grandview	5704	1,345	1,561	1,800	845	1,800	1,800	-	0.00%
Electricity - Punta Place	5705	5,140	5,878	5,000	2,883	6,100	5,700	700	14.00%
Gas - HQ	5706	10,111	10,305	12,000	3,439	10,500	12,000	-	0.00%
Water - HQ	5707	2,851	2,927	3,500	1,546	3,500	3,500	-	0.00%
Electricity - MB Water Tower	5715	2,663	2,141	3,000	1,087	2,500	3,000	-	0.00%
Office Equipment	5810	1,704	9,212	-	1,769	1,769	-	-	0.00%
Other Equipment	5820	3,530	27,532	5,100	8,635	11,500	-	(5,100)	0.00%
Furniture and Fixtures	5830	-	1,507	-	-	-	-	-	0.00%
Vehicles	5840	-	-	-	36,298	36,298	-	-	0.00%
<b>Total Supplies/Services/Equipment</b>		<b>\$ 1,956,881</b>	<b>\$ 2,155,065</b>	<b>\$ 1,532,090</b>	<b>\$ 1,047,894</b>	<b>\$ 1,827,694</b>	<b>\$ 1,488,063</b>	<b>\$ (47,527)</b>	<b>-3.10%</b>
<b>Total Operating Expenses</b>		<b>\$ 8,985,123</b>	<b>\$ 9,257,512</b>	<b>\$ 9,474,927</b>	<b>\$ 5,402,786</b>	<b>\$ 9,450,164</b>	<b>\$ 9,847,835</b>	<b>\$ 369,408</b>	<b>3.90%</b>
<b>Total Capital Outlay</b>	5901	<b>\$ 107,647</b>	<b>\$ 908,539</b>	<b>\$ 364,508</b>	<b>\$ 268,733</b>	<b>\$ 364,508</b>	<b>\$ 100,000</b>	<b>\$ (264,508)</b>	<b>-72.57%</b>
<b>Grand Total</b>		<b>\$ 9,092,770</b>	<b>\$ 10,166,051</b>	<b>\$ 9,839,435</b>	<b>\$ 5,671,519</b>	<b>\$ 9,814,672</b>	<b>\$ 9,947,835</b>	<b>\$ 108,400</b>	<b>1.10%</b>

*Note: Data exclude non-cash expenses such as accrued leave, depreciation, and gain (loss) on disposal of fixed assets.  
Amended includes additional appropriations after budget adoption.*

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
CAPITAL OUTLAY SUMMARY  
FISCAL YEAR 2016-2017

<u>DESCRIPTION OF CAPITAL OUTLAY</u>	<u>AMOUNT</u>
Replacement of UPS systems	100,000
Total Capital Outlay Requests	<u>\$ 100,000</u>



**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
DEPARTMENT NARRATIVE - ADMINISTRATION  
FISCAL YEAR 2016-2017**

The department has five staff members: an Executive Director; an Operations Manager; an Administration Manager; an Accounting & Finance Manager; and an Executive Secretary.

**Management:** The Authority operates under the overall direction of the Executive Director, who implements the policies adopted by the Executive Committee; manages the day-to-day operations; conducts labor negotiations; guides the development of the annual budget; works closely with Authority's legal counsel; oversees construction/maintenance of all transmission and receiver sites; secures grants; coordinates the agenda for monthly meetings with the Executive Committee, the User Committee, and the Police and Fire Task Force; and negotiates maintenance agreements with other governmental agencies. An Executive Secretary supports the entire organization.

**Operations:** The Operations Manager manages the Communications Center's daily operations; develops staff's schedules; and may act as the Director during the Executive Director's absence.

**Administration:** Under the direction of the Operations Manager and the Executive Director, the Administration Manager conducts recruitment; maintains personnel records; processes required documents for health and other insurance coverage and retirement benefits for all employees; coordinates training for all Communications

Supervisors and Communications Operators; and may act as the Operations Manager during the Operations Manager's absence.

**Accounting & Finance:** The Accounting & Finance Manager manages the overall accounting functions; prepares the annual budget; monitors cash flow; invests idle cash; prepares monthly budget performance reports and quarterly cash and investments reports; coordinates the annual financial audit; and advises the Executive Director in financial matters. Since the Financial Accountant position was eliminated in February 2014, payroll, accounts payable, cash receipts, accounts receivable, journal entries; preparation of the Annual Report for Special Districts to the State Controller and the quarterly Sales & Use Tax Report; and other related accounting functions are also performed by the Accounting and Finance Manager.

**Staff Services:** In January 2008, the Executive Director created a "Staff Services" position which is filled by an existing Communications Supervisor on a voluntary basis. The position provides assistance to either the Operations Manager or the Administration Manager for special projects. Serving in this capacity enables the Communications Supervisor to be exposed to management activities, which then prepares him or her as the Authority develops plans for succession. Period served for this assignment may run from one year to eighteen months and the Executive Director may assign the position if no one volunteers.

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
 PERFORMANCE MEASUREMENTS  
 ADMINISTRATION DEPARTMENT  
 FISCAL YEAR 2016-2017

<u>Workload Indicators</u>	<u>2011 ACTUAL</u>	<u>2012 ACTUAL</u>	<u>2013 ACTUAL</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>
No. of employment applications received	84	347	136	185	309
No. of applicants tested	46	204	78	85	144
No. of applicants interviewed	24	47	30	10	12
New employees hired	13	9	5	2	1

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**BUDGET SUMMARY**  
**ADMINISTRATION DEPARTMENT**  
**FISCAL YEAR 2016-2017**

ACCOUNT DESCRIPTION	EDEN ACCOUNT	FY 13-14 ACTUAL	FY 14-15 ACTUAL	FY 15-16 AMENDED	YTD 01/31/16	FY 15-16 YE EST	FY 16-17 APPROVED	AMOUNT INC (DEC)	PERCENT INC (DEC)
<b>10-50-111-5XXX</b>									
Salaries (Full-Time)	5101	\$ 657,681	\$ 648,429	\$ 675,770	\$ 392,931	\$ 675,770	\$ 688,786	\$ 13,016	1.93%
Overtime	5103	252.00	-	-	-	-	-	-	0.00%
Acting Pay	5104	1,020	-	1,000	-	1,000	1,000	-	0.00%
Merit Pay	5107	2,200	2,350	2,500	2,500	2,500	2,650	150	6.00%
Sick Leave Payoff	5108	19,347	17,940	19,500	14,622	25,000	25,000	5,500	28.21%
Vacation Leave Payoff	5109	27,691	27,040	25,000	42,680	42,680	30,000	5,000	20.00%
Other Pay	5112	1,200	1,300	1,200	700	1,200	1,200	-	0.00%
Medical Insurance	5201	59,707	50,402	51,000	31,431	51,000	50,000	(1,000)	-1.96%
Dental Insurance	5202	2,621	2,544	2,677	1,667	2,677	2,800	123	4.59%
Vision Care	5203	1,561	1,224	1,224	714	1,224	1,224	-	0.00%
Life Insurance	5204	944	647	624	364	624	624	-	0.00%
Medicare	5205	10,628	10,322	10,615	6,631	10,615	11,104	489	4.61%
Unemployment Insurance	5206	6,837	-	5,000	-	-	-	(5,000)	-100.00%
Workers' Compensation	5207	15,221	6,042	6,710	6,366	9,750	9,750	3,040	45.31%
PERS Contribution	5208	106,755	98,324	95,316	56,392	95,316	104,730	9,414	9.88%
Retirees' Medical Insurance	5209	14,239	13,003	13,403	7,691	13,403	13,652	249	1.86%
Deferred Comp Matching Benefit	5212	8,400	7,200	7,200	4,500	7,200	7,200	-	0.00%
<b>Sub-total Salaries &amp; Benefits</b>		<b>\$ 936,304</b>	<b>\$ 886,767</b>	<b>\$ 918,739</b>	<b>\$ 569,189</b>	<b>\$ 939,959</b>	<b>\$ 949,720</b>	<b>\$ 30,981</b>	<b>3.37%</b>
Communications Contract Services	5301	10,429	31,040	\$ 31,000	\$ 12,467	\$ 31,000	\$ 31,000	\$ -	0.00%
Computer Contract/CAD-Tiburou	5302	43,899	61,615	50,000	12,071	25,000	12,000	(38,000)	-76.00%
Bond Services/Reimbursable Expense	5303	-	-	-	-	-	5,000	5,000	0.00%
Accountant/Auditing Services	5304	11,120	11,650	19,000	10,000	16,000	12,400	(6,600)	-34.74%
Legal Services	5305	1,890	27,986	22,000	1,282	22,000	22,000	-	0.00%
Recruitment Costs	5306	18,558	8,433	35,333	4,602	35,333	35,333	-	0.00%
Software Maintenance Services	5307	25,613	26,402	26,797	25,935	26,797	33,772	6,975	26.03%
Banking Services (Fees)	5308	314	3,496	6,000	2,418	6,000	6,000	-	0.00%
Online/Website Maintenance Service	5309	5,944	2,735	3,000	1,835	3,000	3,000	-	0.00%
Membership Dues	5401	839	270	810	270	810	810	-	0.00%
Publications	5402	226	-	350	-	200	350	-	0.00%
Conferences, Meetings, & Travel	5403	3,823	4,952	4,446	8,425	10,000	11,436	6,990	157.22%
Employee Services/EC-BOD	5404	1,710	775	1,200	579	1,200	1,500	300	25.00%
Tuition Reimbursement	5407	3,000	2,214	4,000	1,134	3,000	4,000	-	0.00%
Office Supplies	5501	8,056	9,685	9,000	3,557	9,000	9,000	-	0.00%
Miscellaneous Supplies	5502	-	-	1,100	-	-	1,100	-	0.00%

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**BUDGET SUMMARY**  
**ADMINISTRATION DEPARTMENT**  
**FISCAL YEAR 2016-2017**

ACCOUNT DESCRIPTION	EDEN ACCOUNT	FY 13-14 ACTUAL	FY 14-15 ACTUAL	FY 15-16 AMENDED	YTD 01/31/16	FY 15-16 YE EST	FY 16-17 APPROVED	AMOUNT INC (DEC)	PERCENT INC (DEC)
<b>10-50-111-5XXX</b>									
Vending Machine Supplies	5504	3,015	2,457	4,500	2,029	4,000	4,500	-	0.00%
Voice Recording Tapes	5505	-	-	1,500	-	1,000	1,500	-	0.00%
Postage	5507	891	1,615	2,000	516	2,000	2,000	-	0.00%
Reproduction	5509	2,169	-	1,500	524	1,500	1,500	-	0.00%
Office Equipment Lease	5511	10,590	11,573	11,500	6,328	11,500	11,500	-	0.00%
Vehicle Lease	5512	9,235	5,704	5,800	1,901	1,901	-	(5,800)	-100.00%
General Liability Insurance	5513	108,436	146,753	175,000	136,551	136,551	170,600	(4,400)	-2.51%
Vehicle Operations	5517	1,467	537	2,500	357	1,000	2,000	(500)	-20.00%
Telephone - Administration	5601	18,959	20,754	21,000	6,561	12,535	17,750	(3,250)	-15.48%
Maintenance/HQ	5701	133,132	115,985	176,100	128,182	176,100	139,050	(37,050)	-21.04%
Maintenance/Other	5702	3,240	3,199	6,100	6,654	7,200	6,500	400	6.56%
Electricity - HQ	5703	91,935	97,507	97,000	57,368	97,000	97,000	-	0.00%
Electricity - Grandview	5704	1,345	1,561	1,800	845	1,800	1,800	-	0.00%
Electricity - Punta	5705	5,140	5,878	5,000	2,883	6,100	5,700	700	14.00%
Gas - HQ	5706	10,111	10,305	12,000	3,439	10,500	12,000	-	0.00%
Water - HQ	5707	2,851	2,927	3,500	1,546	3,500	3,500	-	0.00%
Electricity - MB Water Tower	5715	2,663	2,141	3,000	1,087	2,500	3,000	-	0.00%
Office Equipment	5810	261	8,072	-	1,769	1,769	-	-	0.00%
Other Equipment	5820	-	8,110	2,600	8,635	9,000	-	(2,600)	0.00%
Furniture & Fixtures	5830	-	1,507	-	-	-	-	-	0.00%
Vehicles	5840	-	-	-	36,298	36,298	-	-	0.00%
<b>Sub-total Supplies &amp; Services</b>		<b>\$ 540,861</b>	<b>\$ 637,838</b>	<b>\$ 746,436</b>	<b>\$ 488,048</b>	<b>\$ 713,094</b>	<b>\$ 668,601</b>	<b>\$ (77,835)</b>	<b>-10.43%</b>
<b>Total Expenses - Administration</b>		<b>\$ 1,477,165</b>	<b>\$ 1,524,605</b>	<b>\$ 1,665,175</b>	<b>\$ 1,057,237</b>	<b>\$ 1,653,053</b>	<b>\$ 1,618,321</b>	<b>\$ (46,854)</b>	<b>-2.81%</b>

Note: Differences due to rounding.

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**ACCOUNT DETAIL EXPLANATION**  
**ADMINISTRATION DEPARTMENT**  
**FISCAL YEAR 2016-2017**

ACCOUNT DESCRIPTION	ACCOUNT #	COMMENTS/EXPLANATION
<b>Salaries &amp; Benefits</b>		
Salaries (Full-Time)	5101	Per MOU, step increases only; assumes 1.5% cost of living increase
Salaries (Part-Time)	5102	Finance Manager part-time position; reinstated as full time position in FY 2011-2012
Overtime	5103	For Executive Secretary if needed and comp time payout
Acting Pay	5104	Operations Manager for Executive Director; Administration Manager for Operations Manager
Merit Pay	5107	Based on longevity starting @ 7 years of service \$250 plus \$50 increase each additional year
Sick Leave Payoff	5108	Per MOU paid @ 85% of daytime pay rate max 120 hours paid (twice/year)
Vacation Leave Payoff	5109	Per MOU paid @ 100% of daytime pay rate max 90 hours paid (twice/year)
Other Pay	5112	Pay for employee in charge of vending machine supplies
Medical Insurance	5201	Per MOU \$1,100/month including dental insurance
Dental Insurance	5202	Per MOU - see medical insurance
Vision Care	5203	Per MOU premium 100% employer paid (full family coverage)
Life Insurance	5204	Per MOU \$100,000 coverage employee only
Medicare	5205	1.45% employer contribution rate
Workers' Compensation	5207	Based on prior year premium
PERS Contribution	5208	Reflects rate increase from 12.162% to 13.550% for Tier 1 employees plus 3.5% of employee contributions; increase from 6.855% to 7.232% for Tier 2 employees hired after October 25, 2011. Pension Reform Act (PEPRA) imposed 3rd Tier rate of 6.555% for employees hired on or after 1/1/2013
Retirees' Medical Insurance	5209	Covers two retired employees (Agee, Hall)
Deferred Comp Matching Benefit	5212	Per MOU - Match up to \$150 per month of employee's contribution
<b>Supplies, Services &amp; Equipment</b>		
Communications Contract Services	5301	Consultant for frequency issues; Monthly charge for Time Warner internet services
Computer Contract Services/CAD-Tiburon	5302	IT support from Hawthorne's Technology staff, as needed
Bond Services/Reimbursable Expense	5303	Bond surveillance fees for Manhattan Beach bonds. Bonds paid off October 2012
Accountant/Auditing Services	5304	Annual independent audit and GASB 45 Valuation (as needed)
Legal Services	5305	Authority's legal counsel/increases, if any, could be due to labor negotiations
Recruitment Costs	5306	See attached detail sheet
Software Maintenance Services	5307	See attached detail sheet
Banking Services (Fees)	5308	Union Bank services (not offset by earnings allowance)
Online/Website Maintenance Service	5309	Hosting/licensing for Authority's website (Shark Studios)
Membership Dues	5401	See attached detail sheet
Publications	5402	See attached detail sheet

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**ACCOUNT DETAIL EXPLANATION**  
**ADMINISTRATION DEPARTMENT**  
**FISCAL YEAR 2016-2017**

ACCOUNT DESCRIPTION	ACCOUNT #	COMMENTS/EXPLANATION
<b>Supplies, Services &amp; Equipment (cont'd)</b>		
Conferences, Meetings, & Travel	5403	See attached detail sheet
Employee Services/EC-BOD	5404	Exec Comm/Board of Directors' meeting expenses/other employee services
Employee Awards	5405	For years of service
Tuition Reimbursement	5407	College/university classes up to \$4,000 per fiscal year per MOU
Office Supplies	5501	Pens, paper, envelopes, folders, printer cartridges, and other office supplies
Miscellaneous Supplies	5502	Cleaning and other supplies
Vending Machine Supplies	5504	Supplies for vending machines (revenue offset)
Voice Recording Tapes	5505	Voice recording tape/dvd supplies
Postage	5507	Postage/UPS/FEDEX (letters, checks, 1099's, etc.)
Reproduction	5509	Accounts Payable & Payroll checks; W-2's; 1099's; budget doc, etc.
Office Equipment Lease	5511	Xerox copier and postage meter
Vehicle Lease	5512	None for fiscal year 2016-2017. Explorer was purchased in fiscal year 2015-2016
General Liability Insurance	5513	See attached detail sheet, assumes same budget as fiscal year 2015-2016
Vehicle Operations	5517	Gasoline/maintenance cost for Executive Director's leased car
Telephone - Administration	5601	Telephone for Administration
Maintenance/HQ	5701	See attached detail sheet
Maintenance/Other	5702	Fuel tank cleaning, permit fees, and other maintenance costs for other sites
Electricity - HQ	5703	Electricity for HQ
Electricity - Grandview	5704	Electricity for Grandview site
Electricity - Punta	5705	Electricity for Punta Place site
Gas - HQ	5706	Gas for HQ
Water - HQ	5707	Water for HQ
Office Equipment	5810	Computers, printers, laptops, etc., each costing \$1,000 or more
Other Equipment	5820	Television, tools, etc., each costing \$1,000 or more
Furniture & Fixtures	5830	Chairs, work stations, etc., each costing \$1,000 or more

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
RECRUITMENT COSTS DETAIL  
FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT	REQUESTED BY:	EDEN ACCOUNT	
Administration	Shannon Kauffman	10-50-111-5306	
DESCRIPTION			Total
Advertising - Daily Breeze			\$ 1,000
Job Fair - Los Angeles Sheriff's Office (LASO)			1,000
Miscellaneous advertising - Member Cities' newspapers, etc.			750
Community events (when requested by Board of Directors/Executive Committee, etc.)			2,000
Background investigations (10 @ \$1,500 each)			15,000
Psychological exams (10 @ \$400 each)			4,000
Physical exams (10 @ \$257 each)			2,570
Polygraph exams (10 @ \$275 each)			2,750
Testing Proctor - Peace Officer Standard Training (POST) - Dispatch Exam (3 @ \$1421 each)			4,863
Credit Report (10 @ \$40 each)			400
Fingerprints/Livescan/DOJ/SS# check (10 @ \$100 each)			1,000
<b>TOTAL</b>			<b>\$ 35,333</b>

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
SOFTWARE MAINTENANCE SERVICES DETAIL  
FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT	REQUESTED BY:	EDEN ACCOUNT	
Administration	Kauffman/Mohler	10-50-111-5307	
DESCRIPTION			Total
EDEN annual maintenance cost (software support and licensing updates)			\$ 12,185
EDEN Operating Systems & Database Administration - online service to manage server and update EDEN software regularly; includes remote monitoring for database problems, disk space, server migrations, etc.			5,600
Annual Barracuda Spam updates for Server			1,000
Schedule Express - staff scheduling software maintenance @ \$756/month			9,072
Hipervall second year maintenance and licensing fees			4,840
ESC shop software annual maintenance cost			895
ESC shop software mobile app fee @ \$15/month			180
<b>TOTAL</b>			<b>\$ 33,772</b>



**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
MEMBERSHIPS/DUES DETAIL  
FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT	REQUESTED BY:	EDEN ACCOUNT	Total
Administration	Krok/Kauffman/Mohler	10-50-111-5401	
<b>ORGANIZATION/EMPLOYEE</b>			
Association of Police Communications Officials (APCO) - Operations Manager/Administration Supervisor annual dues			\$ 250
CAL Chiefs (Fire Chiefs Communications Section) - Group membership annual dues			50
National Emergency Number Association (NENA) - Operations Manager/Administration Supervisor annual dues			300
California Society of Municipal Finance Officers (CSMFO) - Finance Manager/Accountant annual dues			110
Government Finance Officers Association (GFOA) - Finance Manager annual dues			160
<b>TOTAL</b>			<b>\$ 870</b>

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**PUBLICATIONS DETAIL**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT	REQUESTED BY:	EDEN ACCOUNT	Total
Administration	Kauffman/Mohler	10-50-111-5402	
DESCRIPTION			
Labor Law Compliance Center - Labor Law posters			\$ 150
Government Finance Officers Association publications as needed			200
<b>TOTAL</b>			<b>\$ 350</b>

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
CONFERENCE/MEETING/TRAINING/TRAVEL DETAIL  
FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT	REQUESTED BY:	EDEN ACCOUNT				
Administration	Krok/Kauffman/Mohler	10-50-111-5403				
ORGANIZATION/CONFERENCE/LOCATION Employee Title/Duration		Transportation	Lodging	Per Diem	Reg	Total
LA County PSAP quarterly meetings - Operations Manager/Administration Supervisor		\$ 145	\$ -	\$ 80	-	\$ 225
DUI Task Force monthly meetings - Operations Manager		96	-	-	-	96
CAL Chiefs meetings (4 per year) - Operations Manager		50	-	40	-	90
Liebert Cassidy Seminars - Annual Fee		-	-	-	3,250	3,250
California Society of Municipal Finance Officers (CSMFO) - annual conference/ March 2016		500	600	-	400	1,500
CSMFO bi-monthly Chapter meetings - Finance Manager		25	-	-	250	275
Airfare Executive Director - Various meetings		6,000				6,000
<b>TOTAL</b>		<b>\$ 6,816</b>	<b>\$ 600</b>	<b>\$ 120</b>	<b>\$ 3,900</b>	<b>\$ 11,436</b>

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**GENERAL LIABILITY INSURANCE DETAIL**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT	REQUESTED BY:	EDEN ACCOUNT	Total
Administration	Ralph Mailloux	10-50-111-5513	
DESCRIPTION			
General/Professional Liability Package (includes employment practices liability and employee benefits liability)			\$ 83,600
Excess Liability			50,000
Automobile/Property Damage-Loss			31,000
Crime Coverage Policy			1,000
Automobile (comprehensive)			5,000
<b>TOTAL</b>			<b>\$ 170,600</b>

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
MAINTENANCE - HQ DETAIL  
FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT	REQUESTED BY:	EDEN ACCOUNT	Total
Administration	Administration	10-50-111-5701	
DESCRIPTION			
Gardening Service (grounds)			\$ 3,000
Janitorial Service			27,000
Tree Trimming Services			1,100
Fuel Tank Cleaning			5,000
Generator Service (cost not covered by contract) - includes HQ, Punta, MBWT, Grandview, & 1500 Gal Diesel			12,000
Various permit fees - South Coast Air Quality Management District (AQMD) & LA County Fire Hazmat Program			2,500
Fire Alarm, Fire Alarm Inspection & Fire Extinguishers Service and Repairs			7,500
Elevator Maintenance Contract - \$7,250 for contract; \$2,000 for repairs			9,250
Water Treatment (for HVAC closed loop system)			1,200
HVAC Maintenance - Contract plus necessary repairs			29,000
DirecTV Services			2,500
Roll-up door Annual Maintenance - Tech Services Bay			2,500
Floor Mat Cleaning			3,000
Uninterrupted Power Supply (UPS) Maintenance - includes Tower Radio Room			12,000
Building Exterior Annual Cleaning			5,000
Janitorial Supplies/Site Clean-up Supplies			7,500
Plumbing, Security Gate & Other repairs			7,500
Facility replacement light bulbs/hardware			1,500
<b>TOTAL</b>			<b>\$ 139,050</b>

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
DEPARTMENT NARRATIVE - OPERATIONS  
FISCAL YEAR 2016-2017**

The Operations Department is the Communications Center which is staffed with 7 Communications Supervisors and 41 Communications Operators. Communications Operators must attend and graduate from an accredited 120-hour Basic Academy hosted by Golden West College, Rio Hondo College, or the Los Angeles County Sheriffs' Department. The Basic Academy is accredited by the California Commission on Peace Officer Standards and Training (POST).

A new part-time program was implemented in Fiscal Year 2012-2013 which authorizes 6 part-time Communications Operators working a maximum of 999 hours each per year. The program's goal is to reduce overtime through the use of these part-time employees.

The Communications Center personnel answer all 9-1-1 and 7-digit emergency police and fire calls for the Cities of Manhattan Beach, Gardena, and Hawthorne (Members), as well as the cities of El Segundo and Hermosa Beach (under contract). These calls are processed utilizing a Tiburon computer-aided dispatch (CAD) system, and then dispatched to the appropriate police or fire department field units. The Communications Center operates 24 hours a day, 7 days a week.

When working the Complaint Operator position, a Communications Operator is responsible for receiving and responding appropriately and quickly to all incoming calls for service. These calls for service may be received via police and fire emergency lines, 9-1-1 lines, TTY/TDD (deaf teletype devices), police and fire department hotlines, as well as hotlines from Chevron, Lifeguards, Northrop, or the

Hawthorne Airport Tower. Upon receipt of the call, the operator must determine the validity, nature, and priority of the call. These calls are entered as incidents to be dispatched to police and fire personnel or may be transferred appropriately.

When functioning as a Police or Fire Dispatcher, the Communications Operator is responsible for prompt and effective transmissions of dispatches as well as the coordination and intercommunication of all field units. The job requires considerable exercise of initiative and independent judgment in determining priorities and coordinating a variety of simultaneous activities of a critical nature. The operator processes requests for other city services and information from outside agencies as well as requests for information from law enforcement data bases.

**Prior Year Accomplishments:**

- ✓ Received 269,549 calls of which, 114,679 were 911 calls; of the 911 calls, 89,231 came from cell phones.
- ✓ Averaged 40 seconds for Police dispatch and 23 seconds for Fire dispatch.
- ✓ Answered 96.67% of calls within 10 seconds; 99.03% within 15 seconds.

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
PERFORMANCE MEASUREMENTS  
OPERATIONS DEPARTMENT  
FISCAL YEAR 2016-2017**

<b><u>Workload Indicators</u></b>	<b><u>2011 ACTUAL</u></b>	<b><u>2012 ACTUAL</u></b>	<b><u>2013 ACTUAL</u></b>	<b><u>2014 ACTUAL</u></b>	<b><u>2015 ACTUAL</u></b>
No. of calls received	229,928	251,373	247,062	252,802	269,549
No. of 911 calls	106,689	115,412	112,260	120,231	114,679
No. of 911 calls from cell phones	123,239	81,771	80,242	90,726	89,231
Percentage of calls answered within 10 seconds	98.24%	98.00%	95.00%	97.79%	96.67%
Percentage of calls answered within 15 seconds	N/A	N/A	N/A	99.41%	99.03%
Average police dispatch time	39 seconds	39 seconds	39 seconds	40 seconds	40 seconds
Average fire dispatch time	21 seconds	21 seconds	21 seconds	23 seconds	23 seconds

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**BUDGET SUMMARY**  
**OPERATIONS DEPARTMENT**  
**FISCAL YEAR 2016-2017**

ACCOUNT DESCRIPTION	EDEN ACCOUNT	FY 13-14 ACTUAL	FY 14-15 ACTUAL	FY 15-16 AMENDED	YTD 01/31/16	FY 15-16 YE EST	FY 16-17 APPROVED	AMOUNT INC (DEC)	PERCENT INC (DEC)
<b>10-60-211-5XXX</b>									
Salaries (Full-Time)	5101	\$ 3,246,490	\$3,437,491	\$3,877,041	\$ 2,052,188	\$ 3,683,628	\$ 4,013,434	\$ 136,393	3.52%
Salaries (Part-Time)	5102	78,158	50,284	221,814	23,777	100,000	220,536	(1,278)	-0.58%
Overtime	5103	414,597	490,336	300,000	265,830	400,000	350,000	50,000	16.67%
Acting Pay	5104	349	7,283	2,500	4,458	7,000	7,500	5,000	200.00%
Bilingual Pay	5105	8,152	10,332	9,600	5,768	9,600	9,600	-	0.00%
Sick Leave Payoff	5108	86,260	87,546	90,000	101,737	101,737	100,000	10,000	11.11%
Vacation Leave Payoff	5109	17,130	32,915	30,000	26,353	40,000	40,000	10,000	33.33%
Training Pay	5110	8,172	5,304	5,000	1,539	5,000	5,000	-	0.00%
Holiday Payoff	5114	33,908	44,205	40,000	31,537	40,000	45,000	5,000	12.50%
Education Incentive	5115	58,502	62,717	80,238	40,641	80,238	95,229	14,991	18.68%
Overtime - Ridealongs with Member Cities	5116	-	-	16,500	-	16,500	16,500	-	0.00%
Medical Insurance	5201	466,438	477,568	511,020	293,759	511,020	517,498	6,478	1.27%
Dental Insurance	5202	25,161	23,232	31,620	14,416	31,620	33,542	1,922	6.08%
Vision Insurance	5203	13,093	11,831	13,879	6,910	13,879	14,041	162	1.17%
Life Insurance	5204	3,481	6,280	7,644	4,043	7,644	7,644	-	0.00%
Medicare	5205	58,363	62,434	69,273	37,523	69,273	71,133	1,860	2.69%
Unemployment Insurance	5206	25,366	8,550	15,000	-	15,000	15,000	-	0.00%
Workers' Compensation	5207	83,592	33,180	36,850	34,960	36,850	53,500	16,650	45.18%
PERS Contribution	5208	497,226	494,238	576,621	306,372	576,621	633,754	57,133	9.91%
Retirees' Medical Insurance	5209	37,994	49,127	51,417	30,461	53,129	58,180	6,763	13.15%
Social Security	5211	2,851	1,890	9,168	1,186	6,200	9,115	(53)	-0.58%
<b>Sub-total Salaries &amp; Benefits</b>		<b>\$ 5,165,283</b>	<b>\$5,396,743</b>	<b>\$5,995,185</b>	<b>\$ 3,283,458</b>	<b>\$ 5,804,939</b>	<b>\$ 6,316,206</b>	<b>\$ 321,021</b>	<b>5.35%</b>
Membership Dues	5401	92	644	190	-	190	190	-	0.00%
Publications	5402	1,057	978	1,527	1,767	1,866	1,960	433	28.36%
Conferences, Meetings & Travel	5403	8,105	22,387	31,627	2,457	27,227	31,752	125	0.40%
Employee Services/EC-BOD	5404	2,658	2,683	2,500	1,686	2,500	2,500	-	0.00%
Employee Awards	5405	-	-	500	-	500	500	-	0.00%
POST Training	5406	1,039	2,961	2,000	-	2,000	2,000	-	0.00%
Tuition Reimbursement	5407	6,080	12,685	18,000	5,770	11,000	18,000	-	0.00%



**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**BUDGET SUMMARY**  
**OPERATIONS DEPARTMENT**  
**FISCAL YEAR 2016-2017**

ACCOUNT DESCRIPTION	EDEN ACCOUNT	FY 13-14 ACTUAL	FY 14-15 ACTUAL	FY 15-16 AMENDED	YTD 01/31/16	FY 15-16 YE EST	FY 16-17 APPROVED	AMOUNT INC (DEC)	PERCENT INC (DEC)
<b>10-60-211-5XXX</b>									
Uniforms/Safety Equipment	5506	5,281	1,405	6,150	603	3,000	8,000	1,850	30.08%
Reproduction	5509	-	-	500	-	-	500	-	0.00%
Telephone - Beach Cities Health Dist.	5602	14,262	12,884	15,000	4,428	5,000	-	(15,000)	-100.00%
Telephone - El Segundo	5603	1,110	1,276	1,500	1,183	2,177	3,000	1,500	100.00%
Telephone - Gardena	5604	16,229	13,128	16,000	4,402	6,500	8,000	(8,000)	-50.00%
Telephone - Grandview	5605	8,019	7,009	9,000	2,304	2,500	-	(9,000)	-100.00%
Telephone - Hawthorne	5606	4,280	3,895	5,000	1,777	5,000	6,500	1,500	30.00%
Telephone - Hermosa Beach	5607	20,692	13,656	24,000	1,382	7,500	16,000	(8,000)	-33.33%
Telephone - Manhattan Beach	5608	12,169	12,068	13,000	3,182	13,000	13,000	-	0.00%
Telephone - MB Water Tower	5609	15,750	20,501	19,000	7,365	8,500	8,500	(10,500)	-55.26%
Telephone - Punta Place	5611	29,712	27,659	30,000	12,559	18,000	15,000	(15,000)	-50.00%
Telephone - RCC	5612	28,551	25,354	32,000	4,540	10,000	16,000	(16,000)	-50.00%
Sprint Wireless Reimbursable	5613	65,672	76,120	75,000	35,488	75,000	72,000	(3,000)	-4.00%
Verizon Wireless Reimbursable	5614	-	-	-	1,455	3,500	3,500	3,500	0.00%
Office Equipment	5810	383	1,083	-	-	-	-	-	0.00%
Other Equipment	5820	1,953	140	-	-	-	-	-	0.00%
<b>Sub-total Supplies/Services/Equip</b>		<b>\$ 243,094</b>	<b>\$ 258,516</b>	<b>\$ 302,494</b>	<b>\$ 92,348</b>	<b>\$ 204,960</b>	<b>\$ 226,902</b>	<b>\$ (75,592)</b>	<b>-24.99%</b>
<b>Total Expenses - Operations</b>		<b>\$ 5,408,377</b>	<b>\$ 5,655,259</b>	<b>\$ 6,297,679</b>	<b>\$ 3,375,806</b>	<b>\$ 6,009,899</b>	<b>\$ 6,543,108</b>	<b>\$ 245,429</b>	<b>3.90%</b>

*Note: Differences due to rounding.*

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**ACCOUNT DETAIL EXPLANATION**  
**OPERATIONS DEPARTMENT**  
**FISCAL YEAR 2016-2017**

ACCOUNT DESCRIPTION	ACCOUNT #	COMMENTS
<b>Salaries &amp; Benefits</b>		
Salaries (Full-Time)	5101	Per MOU, step increases only; Teamsters/CWA cost of living increases.
Salaries (Part-Time)	5102	Up to 6 part-time operators authorized to work no more than 999 hours/year each
Overtime	5103	Covers overtime for training/other overtime as necessary
Acting Pay	5104	Operators acting as Supervisors
Bilingual Pay	5105	Per MOU \$100/month for designated employees
Sick Leave Payoff	5108	Per MOU - max Teamsters 120 hours/CWA 120 hours @ 85% of daytime rate
Vacation Leave Payoff	5109	Per MOU - max 90 hours Teamsters/CWA @ 85% of daytime rate
Training Pay	5110	Premium pay when Operators train new employees
Accrued Leave	5113	Account used to adjust compensated absences at year-end/non-cash-no budget impact
Holiday Payoff	5114	Payoff for unused holiday time at year-end
Education Incentive	5115	Premium pay when Operators obtain certificates or an undergraduate degree
Overtime - Ridealongs with Member Cities	5116	Overtime for operators and supervisors to go on ride-alongs with member cities.
Medical Insurance	5201	Per MOU Teamsters \$910/mo and CWA \$1,000/mo each employee under Section 125 Cafeteria Plan
Dental Insurance	5202	Per MOU - part of the Medical Insurance allowance
Vision Insurance	5203	Per MOU premium 100% employer paid (full family coverage)
Life Insurance	5204	Per MOU \$100,000 coverage for Teamsters; \$100,000 coverage for CWA
Medicare	5205	1.45% employer rate
State Unemployment	5206	Based on estimated reimbursements to EDD for actual claims
Workers' Compensation	5207	Based on prior year premium + 11.00%
PERS Contribution	5208	Reflects rate increase from 12.162% to 13.550% for Tier 1 employees plus 3.5% of employee contributions; increase from 6.855% to 7.232% for Tier 2 employees hired after October 25, 2011. Pension Reform Act (PEPRA) imposed 3rd Tier rate of 6.555% for employees hired on or after 1/1/2013
Retirees' Medical Insurance	5209	Covers 7 retired employees (Carter, Curry, Hymes, Shaw, D. Stevens, G. Stevens, Weisman)
<b>Supplies &amp; Services</b>		
Membership Dues	5401	See attached detail
Publications	5402	See attached detail
Conferences, Meetings & Travel	5403	See attached detail
Employee Services/EC-BOD	5404	Employee Assistance Program; miscellaneous employee operations expenses
Employee Awards	5405	For years of service
POST Training	5406	Mandated training; some reimbursed by State

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
ACCOUNT DETAIL EXPLANATION  
OPERATIONS DEPARTMENT  
FISCAL YEAR 2016-2017**

<b>ACCOUNT DESCRIPTION</b>	<b>ACCOUNT #</b>	<b>COMMENTS</b>
<b>Supplies &amp; Services (continued)</b>		
Tuition Reimbursement	5407	College/University classes up to \$3,500/yr Teamsters and \$4,000/yr CWA
Uniforms/Safety Equipment	5506	Uniform purchases for new hires and replacements for existing employees
Reproduction	5509	Training manuals
Telephone - Beach Cities Health District	5602	Data and hotline phone circuits cancelled 2014
Telephone - El Segundo	5603	Data and hotline phone circuits
Telephone - Gardena	5604	Data and hotline phone circuits
Telephone - Grandview	5605	Data and hotline phone circuits cancelled 2014
Telephone - Hawthorne	5606	Data and hotline phone circuits
Telephone - Hermosa Beach	5607	Data and hotline phone circuits
Telephone - Manhattan Beach	5608	Data and hotline phone circuits
Telephone - MB Water Tower	5609	Data and hotline phone circuits
Telephone - Punta Place	5611	Data and hotline phone circuits
Telephone - RCC	5612	Data and hotline phone circuits
Sprint Wireless Reimbursable	5613	Data charges that will be reimbursed to the Authority on the 4th qtr Assessment each year.
Verizon Wireless Reimbursable	5614	Data charges that will be reimbursed to the Authority on the 4th qtr Assessment each year.

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
MEMBERSHIPS/DUES DETAIL  
FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT	REQUESTED BY:	EDEN ACCOUNT	
Operations	Shannon Kauffman	10-60-211-5401	
ORGANIZATION/EMPLOYEE			Total
Membership dues for 2 Communications Supervisors/Operators to California Association of Hostage Negotiators (CAHN)			\$ 70
APCO membership for one Communications Supervisor			120
<b>TOTAL</b>			<b>\$ 190</b>

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**PUBLICATIONS DETAIL**  
**FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT	REQUESTED BY:	EDEN ACCOUNT	Total
Operations	Shannon Kauffman	10-60-211-5402	
DESCRIPTION			
Haines Directory Software (telephone criss-cross directory) for Dispatch Center			\$ 750
ACTIVE 9-1-1 Yearly Subscription			850
California Penal Code - annual new book - for Dispatch Center			60
Daily Breeze annual subscription			300
<b>TOTAL</b>			<b>1,960</b>

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
CONFERENCE/MEETING/TRAINING/TRAVEL DETAIL  
FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT	REQUESTED BY:	EDEN ACCOUNT				
Operations	Shannon Kauffman	10-60-211-5403				
ORGANIZATION/CONFERENCE/LOCATION		Employee Title/Duration				
		Transportation	Lodging	Per Diem	Registration	Total
CAL Chiefs meetings (4 per year) - Supervisor		\$ 50	\$ -	\$ 40	\$ -	\$ 90
Public Safety Training Consultants (PSTC) Seminars - Operators - 50/year @ \$150 each; 1-3 days each		-	-	-	7,500	7,500
Emergency Medical Dispatch (EMD) 24-hour course - Operators - 12/year @ \$399 each		-	-	-	4,788	4,788
Golden West College - 120 hours POST (unreimbursed) training - 10 operators @ \$347.50 each (new hires)		-	-	-	3,475	3,475
EMD Recertification - Operators - 15/year @ \$129 each		-	-	-	1,935	1,935
Association of Police Communications Officials (APCO) Conference - Manager/Supervisor -Washington DC August 16-19		1,000	2,200	300	900	4,400
Cal Nena Conference (Operations Manager/Supervisor - reimbursed by State)		200	800	400	1,600	3,000
Geography Training - New Hires		175	-	-	-	175
Civilian Management Seminars PMW Associates - 2 managers/supervisors @ \$561 registration each for 3 days		200	900	180	1,122	2,402
Mandatory Supervisor Harrasment Training 15 @ \$42.00 each					630	630
International Wireless Communications Expo (IWCE) Conference -2 mgrs - Las Vegas - March 2016 (5 days)		\$ 200	\$ 1,600	\$ 270	\$ 300	\$ 2,370
EMD Call Assessment Certification 3 @ \$329 each				\$	987	987
TOTAL		\$ 1,825	\$ 5,500	\$ 1,190	\$ 23,237	\$ 31,752

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
DEPARTMENT NARRATIVE – TECHNICAL SERVICES  
FISCAL YEAR 2016-2017**

The Technical Services Department is staffed with a Technical Services Manager, 1 Lead Communications Technician, 1 Communications Technician, 1 Public Safety Communications Specialist II and 3 Junior Communications Technicians. The department provides technical services for vehicles and equipment used by the Member Cities and client cities Police, Fire, and Public Works personnel. The department also provides the same services to outside agencies including the City of Palos Verdes Estates, El Camino College Campus Police Department, Compton Community Education Center, and Los Angeles Interagency Metropolitan Police Apprehension Crime Taskforce (LA IMPACT).

Services provided include: installation of radios, emergency lighting, sirens, mobile computer systems, prisoner cages, prisoner restraint systems, prisoner seats, trunk boxes, slide out equipment trays, support wiring, and electrical equipment on patrol vehicles; repairs and maintenance of above equipment; repairs of mobile radios, portable radios, mobile computers, sirens, light bars, and mobile video equipment.

The department is responsible for the maintenance and upgrade of the Authority's remote receiver and transmitter at the following sites: the Radio Communications Center in Hawthorne; Punta Place in Palos Verdes Estates; Beach Cities Health District in Redondo Beach; Grandview in Manhattan Beach; Pier in

Manhattan Beach; Water Tower in Manhattan Beach; and Gardena Police Department.

Site services include test and repair of the UHF, VHF, 800 MHz transmitters, receivers, receive multi-couplers, and transmitter combiners. Additional tests and checks are needed for the antenna systems for each channel at each site as well as testing and troubleshooting of T-1 data lines to each radio site.

Technical Services also coordinates the maintenance requirements for the Authority facility and capital improvement projects; is responsible for upkeep of the Authority's FCC licenses and processing applications for new channels; and prepares/plans for future frequency needs of the Authority, Member Agencies and client cities.

**Prior Year Accomplishments:**

- ✓ Completed 124 installations and 131 repairs of various telecommunications equipment used by Police, Fire and Public Works from members and client agencies.

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
 PERFORMANCE MEASUREMENTS  
 TECHNICAL SERVICES DEPARTMENT  
 FISCAL YEAR 2016-2017

<u>Workload Indicators</u>	<u>2011 ACTUAL</u>	<u>2012 ACTUAL</u>	<u>2013 ACTUAL</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>
No. of installations	117	95	79	104	124
No. of repairs	376	299	207	180	131



**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**BUDGET SUMMARY**  
**TECHNICAL SERVICES DEPARTMENT**  
**FISCAL YEAR 2016-2017**

ACCOUNT DESCRIPTION	EDEN ACCOUNT	FY 13-14 ACTUAL	FY 14-15 ACTUAL	FY 15-16 AMENDED	YTD 01/31/16	FY 15-16 YE EST	FY 16-17 APPROVED	AMOUNT INC (DEC)	PERCENT INC (DEC)
<b>10-70-311-5XXX</b>									
Salaries (Full-Time)	5101	\$ 512,565	\$ 520,777	\$ 669,780	\$ 288,326	\$ 518,935	\$ 696,878	\$ 27,098	4.05%
Salaries (Part-Time)	5102	-	-	-	550	550	-	-	-
Overtime	5103	35,681	11,822	13,500	4,059	7,500	13,500	-	0.00%
Acting Pay	5104	3,926	5,378	5,538	3,243	5,538	5,746	208	3.76%
Call Back Pay	5106	1,943	281	2,500	104	500	2,500	-	0.00%
Merit Pay	5107	2,008	2,666	2,500	2,184	2,500	2,700	200	8.00%
Sick Leave Payoff	5108	14,659	14,508	15,000	13,204	13,204	15,000	-	0.00%
Vacation Leave Payoff	5109	19,240	11,853	25,000	8,993	8,993	25,000	-	0.00%
Holiday Payoff	5114	8,473	11,550	12,000	9,876	9,876	12,000	-	0.00%
Education Incentive Pay	5115	4,386	4,765	4,913	1,173	3,500	5,084	171	3.48%
Medical Insurance	5201	64,310	63,173	78,543	41,136	78,543	74,737	(3,806)	-4.85%
Dental Insurance	5202	5,868	5,419	7,251	3,232	7,251	6,983	(268)	-3.70%
Vision Insurance	5203	2,526	2,270	2,706	1,324	2,706	2,673	(33)	-1.22%
Life Insurance	5204	1,184	967	1,092	546	1,092	1,092	-	0.00%
Medicare	5205	6,685	6,753	9,415	3,703	9,415	9,855	440	4.67%
Workers' Compensation	5207	150,715	59,822	66,440	63,033	96,500	96,500	30,060	45.24%
PERS Contribution	5208	74,279	73,781	87,895	44,023	87,895	98,758	10,863	12.36%
Retirees' Medical Insurance	5209	18,207	23,152	23,040	13,502	23,040	23,040	-	0.00%
Social Security	5211	-	-	-	34	34	-	-	-
Deferred Comp Matching Benefit	5212	-	-	1,800	-	-	1,800	-	0.00%
<b>Sub-total Salaries &amp; Benefits</b>		<b>\$ 926,655</b>	<b>\$ 818,937</b>	<b>\$ 1,028,913</b>	<b>\$ 502,245</b>	<b>\$ 877,572</b>	<b>\$ 1,093,846</b>	<b>\$ 64,933</b>	<b>6.31%</b>
Comp Contract Services/CAD-Tiburon	5302	242,010	282,739	\$ 270,000	\$ -	\$ 270,000	\$ 280,000	\$ 10,000	3.70%
GST Software Reimbursable	5311	119,690	38,010	38,010	47,240	49,640	40,410	2,400	6.31%
Conferences, Meetings & Travel	5403	1,092	4,493	2,650	159	1,000	2,650	-	0.00%
General Technical Supplies	5503	6,641	7,660	7,500	3,830	7,500	7,500	-	0.00%
Uniforms/Safety Equipment	5506	947	2,597	2,500	-	2,500	2,500	-	0.00%
Shipping Costs	5508	150	-	-	-	-	-	-	0.00%
Parts - Billing	5514	749,761	809,171	75,000	360,945	435,000	75,000	-	0.00%
Parts - Telecommunications	5515	11,465	22,947	20,000	11,683	20,000	20,000	-	0.00%

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
BUDGET SUMMARY  
TECHNICAL SERVICES DEPARTMENT  
FISCAL YEAR 2016-2017

ACCOUNT DESCRIPTION	EDEN ACCOUNT	FY 13-14 ACTUAL	FY 14-15 ACTUAL	FY 15-16 AMENDED	YTD 01/31/16	FY 15-16 YE EST	FY 16-17 APPROVED	AMOUNT INC (DEC)	PERCENT INC (DEC)
<b>10-70-311-5XXX</b>									
Install Wire, Loom & Hardware	5516	25,991	20,906	16,000	4,314	16,000	16,000	-	0.00%
Vehicle Operations	5517	3,670	3,794	4,500	1,311	3,500	4,500	-	0.00%
Equipment Repair	5520	7,481	2,817	23,500	-	5,000	18,000	(5,500)	-23.40%
Outside Technical Serv-Towers & Equip	5521	1,391	36,455	15,000	38,016	91,000	120,000	105,000	700.00%
Vehicle Antennas - Reimbursable	5522	-	7,783	6,000	-	6,000	6,000	-	0.00%
Office Equipment	5810	1,060	57	-	-	-	-	-	0.00%
Other Equipment	5820	1,577	19,282	2,500	-	2,500	-	(2,500)	0.00%
<b>Sub-total Supplies &amp; Services</b>		<b>\$ 1,172,926</b>	<b>\$ 1,258,711</b>	<b>\$ 483,160</b>	<b>\$ 467,498</b>	<b>\$ 909,640</b>	<b>\$ 592,560</b>	<b>\$ 109,400</b>	<b>22.64%</b>
<b>Total Expenses - Technical Services</b>		<b>\$ 2,099,581</b>	<b>\$ 2,077,648</b>	<b>\$ 1,512,073</b>	<b>\$ 969,743</b>	<b>\$ 1,787,212</b>	<b>\$ 1,686,406</b>	<b>\$ 174,333</b>	<b>11.53%</b>

Note: Differences due to rounding. Capital budget in prior years include carryovers.

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**ACCOUNT DETAIL EXPLANATION**  
**TECHNICAL SERVICES DEPARTMENT**  
**FISCAL YEAR 2016-2017**

ACCOUNT DESCRIPTION	ACCOUNT #	COMMENTS
<b>Salaries &amp; Benefits</b>		
Salaries (Full-Time)	5101	Annual step increases per MOU for Jr. Comm Tech; Cost of Living Increase-Teamsters
Overtime	5103	As needed; reimbursed by Member Agencies requesting OT when appropriate
Acting Pay	5104	Lead Technician for Technical Services Manager as required
Call Back Pay	5106	If called back to work after hours
Merit Pay	5107	Based on longevity starting @ 7 years of service \$250; \$50 each additional year
Sick Leave Payoff	5108	Max 120 hrs @ 85% of daytime rate
Vacation Leave Payoff	5109	Max 90 hrs @ 85% of daytime rate for non-mgmt; @ 100% for Tech Serv Manager
Accrued Leave	5113	Account used to adjust compensated absences at year-end/non-cash so no budget impact
Medical Insurance	5201	Per MOU \$960/month including dental insurance for teamsters; \$1,100/month for Tech Serv Manager
Dental Insurance	5202	Per MOU - see medical insurance
Vision Insurance	5203	Per MOU premium 100% employer paid (full family coverage)
Life Insurance	5204	Per MOU \$100,000 coverage employer-paid premium
Medicare	5205	1.45% employer contribution rate
State Unemployment	5206	Based on estimated reimbursements to Employment Development Department for actual claims
Workers' Compensation	5207	Based on increase in claims costs filed since last year
PERS Contribution	5208	Reflects rate increase from 12.162% to 13.550% for Tier 1 employees plus 3.5% of employee contributions; increase from 6.855% to 7.232% for Tier 2 employees hired after October 25, 2011. Pension Reform Act (PEPRA) imposed 3rd Tier rate of 6.555% for employees hired on or after 1/1/2013
Retirees' Medical Insurance	5209	Two covered retirees (Rivera and Shearen)
Deferred Comp Matching Benefit	5212	Per MOU - Match up to \$150 per month of employee contribution
<b>Supplies &amp; Services</b>		
Comp Contract Services/CAD-Tiburon	5302	Tiburon-CAD maintenance
Membership Dues	5401	See attached detail
Conferences, Meetings & Travel	5403	See attached detail
General Technical Supplies	5503	Chemical cleaners, switches, cables, jumpers, etc.
Uniforms/Safety Equipment	5506	Replacements scheduled; cleaning uniforms for 2 technicians
Equipment Rent	5510	Boom lift/test equipment, as needed
Parts - Billing	5514	Reimbursable expense for parts billed to members/customers - revenue offset
Parts - Telecommunications	5515	Combined all parts accounts
Install Wire, Loom & Hardware	5516	Miscellaneous parts used for installations

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
ACCOUNT DETAIL EXPLANATION  
TECHNICAL SERVICES DEPARTMENT  
FISCAL YEAR 2016-2017

ACCOUNT DESCRIPTION	ACCOUNT #	COMMENTS
<b>Supplies &amp; Services (continued)</b>		
Vehicle Operations	5517	Fuel/other maintenance for Authority's van/truck
Equipment Repair	5520	Various factory equipment repairs including MDC hardware
Outside Technical Serv-Towers & Equipment	5521	CommLine contract for servicing radios, microwave and tower equipment
Office Equipment	5810	Computers, printers, laptops, etc., each costing \$1,000 or more
Other Equipment	5820	Television, tools, etc., each costing \$1,000 or more

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
CONFERENCE/MEETING/TRAINING/TRAVEL DETAIL  
FISCAL YEAR 2016-2017 BUDGET**

DEPARTMENT	REQUESTED BY:	EDEN ACCOUNT				
Technical Services	Christopher Cox	10-70-311-5403				
ORGANIZATION/CONFERENCE/LOCATION Employee Title/Duration		Transportation	Lodging	Per Diem	Registration	Total
Technical Services Software/Support training					\$ 2,500	\$ 2,500
COPS West - Long Beach - March 2016		150	-	-	-	150
<b>TOTAL</b>		<b>\$ 150</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,500</b>	<b>\$ 2,650</b>

**DESCRIPTION OF CAPITAL OUTLAY**

**AMOUNT**

---

100,000

\$ 100,000

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
CAPITAL OUTLAY DETAIL  
FISCAL YEAR 2016-2017 BUDGET**

<b>DEPARTMENT</b> Operations	<b>REQUESTED BY</b>	<b>EDEN ACCOUNT</b> 10-80-451-5901
---------------------------------	---------------------	---------------------------------------

**DESCRIPTION:** Replace 2 UPS Systems - Computer room and Tower radio room

**QTY.**                      -                      **UNIT PRICE:**                      **TOTAL: \$**                      100,000

**PURPOSE:**

Replace UPS systems in computer room and tower radio room to prevent a catastrophic failure.

If this is a replacement, provide the Asset Number of current unit:  
Please provide the following information about the current unit:

#

<b>AGE:</b>	<input type="checkbox"/> Less than 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs	<input type="checkbox"/> 5 yrs or more
<b>CONDITION:</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input checked="" type="checkbox"/> Poor
<b>RATE OF USE:</b>	<input checked="" type="checkbox"/> Heavy	<input type="checkbox"/> Moderate	<input type="checkbox"/> Light	<input type="checkbox"/> Inoperable

**COST/BENEFIT ANALYSIS:**

The 2 existing UPS systems are at a point that the batteries are beyond replacement. The intention is to replace both systems to provide the Authority with the load and design that is currently necessary and can be expanded for future requirements.

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**LIST OF ACRONYMS**  
**FISCAL YEAR 2016-2017**

<b>APCO</b> – Association of Police Communications Officials	<b>FY</b> – Fiscal Year
<b>AQMD</b> – Air Quality Management District	<b>GASB</b> – Governmental Accounting Standards Board
<b>CAD</b> – Computer Aided Dispatch	<b>GFOA</b> – Government Finance Officers Association
<b>CAHN</b> – California Association of Hostage Negotiators	<b>HQ</b> – Headquarters
<b>RMS</b> – Records Management System	<b>IFR</b> – Injury Frequency Radio
<b>CalPERS</b> – California Public Employees Retirement System	<b>IP</b> – Internet Protocol
<b>CLETS</b> - California Law Enforcement Telecommunications System	<b>IWCE</b> – International Wireless Communications Expo
<b>CPI</b> – Consumer Price Index	<b>LAIF</b> – Local Agency Investment Fund
<b>CSMFO</b> – California Society of Municipal Finance Officers	<b>LASO</b> – Los Angeles Sheriff's Office
<b>CWA</b> – Communications Workers of America	<b>MB</b> – Manhattan Beach
<b>DOJ</b> – Department of Justice	<b>MBWT</b> – Manhattan Beach Water Tower
<b>DUI</b> – Driving Under the Influence	<b>MDC</b> - Mobile Data Computer
<b>EDD</b> – Employment Development Department	<b>MHz</b> – Megahertz
<b>EMD</b> – Emergency Medical Dispatching	<b>MOU</b> – Memorandum of Understanding
<b>FCC</b> – Federal Communications Commission	<b>NENA</b> – National Emergency Number Association



**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**LIST OF ACRONYMS**  
**FISCAL YEAR 2016-2017**

<b>OPEB</b> – Other Post-Employment Benefits	<b>TMS</b> – Training Management System
<b>OT</b> – Overtime	<b>UAAL</b> - Unfunded Actuarial Accrued Liability
<b>PERS</b> – Public Employees Retirement System	<b>UHF</b> – Ultra High Frequency
<b>POST</b> – Police Officer Standards and Training	<b>VOIP</b> - Voice over Internet Protocol
<b>PSAP</b> – Public Safety Answering Point	<b>VHF</b> - Very High Frequency
<b>PSTC</b> – Public Safety Training Center	

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
GLOSSARY OF BUDGET TERMS  
FISCAL YEAR 2016-2017**

**ACCRUAL BASIS:** Revenues are recognized when both measurable and available; expenditures are recorded when services have been substantially performed or goods have been received and the liabilities incurred.

**ADOPTED BUDGET:** The official budget as approved by the Board of Directors at the start of each fiscal year.

**AMENDED BUDGET:** The adopted budget as amended by the Board of Directors or the Executive Committee through the course of a fiscal year.

**APPROPRIATIONS:** A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and to the time when it may be expended.

**AGENCY:** A state or local unit of government created to perform a single activity or a limited group of functions and authorized by the state legislature to issue bonded debt.

**ASSESSMENTS:** The annual prorated and predetermined charges to the Member Cities (Gardena, Hawthorne, and Manhattan Beach) based on ownership share; for the Client Cities of El Segundo and Hermosa Beach (under contract), the assessment is annually adjusted based on the Consumer Price Index (CPI) for the preceding year.

**AUTHORITY:** The South Bay Regional Public Communications Authority, a governmental agency that provides a consolidated regional public communications system.

**BOND:** A security whereby an issuer borrows money from an investor and agrees and promises, by written contract, to pay a fixed principal sum on a specified date (maturity date) and at a specified rate of interest.

**BOND PREMIUM:** The amount at which a bond or note is bought or sold above its par value or face value without including accrued interest.

**BUDGET:** A plan of financial operation comprised of estimated expenditures for a given period (usually a single fiscal year) and the proposed means of financing the expenditures (through revenues).

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
GLOSSARY OF BUDGET TERMS  
FISCAL YEAR 2016-2017**

**BUDGET MESSAGE:** A written discussion of the budget presented by the Executive Director to the Board of Directors and/or the Executive Committee.

**CAPITAL OUTLAY BUDGET:** A budget which focuses on capital projects (e.g., transmission/receiver or radio sites); includes fixed assets with a value per item of \$1,000 or more and with a minimum life expectancy of two years.

**CONTRACTED SERVICES:** Services rendered in support of the Authority's operations and activities by external parties. These may be based upon either formal contracts or ad hoc charges.

**DEPARTMENT:** A major organizational group of the Authority with overall management responsibility for an operation or a group of related operations within a functional area.

**ENCUMBRANCE:** The commitment of appropriated funds to purchase goods, which have not yet been received, or services which have yet to be rendered

**ENTERPRISE FUND:** The fund used to account for any activity for which a fee is charged to external users of goods and services.

**EXPENDITURES:** Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

**EXPENSES:** Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

**FISCAL AGENT:** Also known as the Paying Agent, the bank, designated by the issuer, to pay interest and principal to the bondholder.

**FISCAL YEAR:** A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position, the results of its operations, and adopts a budget for the coming year. The Authority's fiscal year is from July 1 to June 30.

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
GLOSSARY OF BUDGET TERMS  
FISCAL YEAR 2016-2017**

**FIXED ASSETS:** Equipment costing \$1,000 or more, including tax, with a useful life longer than one year, and not qualifying as a capital improvement project. Includes automotive equipment, office equipment, office furniture, acquisitions, landscaping improvements, etc.

**FUND:** An independent fiscal and accounting entity with a self-balancing set of accounts, recording resources, related liabilities, obligations, reserves, and equities segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

**FUND BALANCE:** The equity (assets minus liabilities) of governmental fund and fiduciary fund types. However, for budgeting purposes, a working capital definition of current assets minus current liabilities is used for the computation.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP):** Uniform minimum standards of and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations.

**INVESTMENT GRADE:** Bond issues by the three major bond rating agencies, Moody's, Standard & Poor's, and Fitch, rated BBB, Baa or better. Many fiduciaries, trustees, and some mutual fund managers can only invest in securities with an investment grade rating.

**ISSUER:** A state or local unit of government that borrows money through the sale of bonds and/or notes.

**JOINT POWERS AUTHORITY (JPA):** The formation of two or more public entities with common powers to consolidate their forces to acquire or construct a joint-use facility. Their bonding authority and taxing ability are the same as their powers as separate units.

**LETTER OF CREDIT:** A form of supplement or, in some cases, direct security for a municipal bond under which a commercial bank or private corporation guarantees payment on the bond under certain specified conditions.

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
GLOSSARY OF BUDGET TERMS  
FISCAL YEAR 2016-2017**

**OBJECTIVE:** A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objective should imply a specific standard of performance for a given program.

**OBJECT CODE:** The classification of expenditures in terms of what is bought and paid for grouped into major object codes by subject.

**OPERATING BUDGET:** A budget which focuses on everyday operating activities and programs. Usually includes personnel, maintenance and operations, and capital equipment.

**PERSONNEL EXPENSES:** Compensation paid to or on behalf of Authority employees for salaries and wages, overtime and benefits.

**PREMIUM:** The amount, if any, by which the price exceeds the principal amount (par value) of a bond. Its current yield will be less than its coupon rate.

**PROPOSED BUDGET:** The budget as formulated and proposed by the Executive Director. It is submitted to the Executive Committee and the Board of Directors for review and approval.

**REFUNDING BOND:** The issuance of a new bond for the purpose of retiring an already outstanding bond issue.

**RETAINED EARNINGS:** An equity account reflecting the accumulated earnings of Proprietary Fund types. For budgeting purposes, the working capital definition of fund balance is used.

**REVENUE:** Moneys that the City receives as income such as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.

**REVENUE BOND:** A municipal bond whose debt service is payable solely from the revenues received from operating the facilities acquired or constructed with the proceeds of the bonds.

**TRUSTEE:** A bank designated as the custodian of funds and official representative of bondholders. Appointed to ensure compliance with trust indenture.

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
GLOSSARY OF BUDGET TERMS  
FISCAL YEAR 2016-2017**

**USER CHARGES:** Payments made by users or customers of publicly-provided services that benefit specific individuals. These services exhibit "public good" characteristics. Examples of user charges are fees paid for recreational activities, building fees, police fees, etc. For the Authority, the user charges are in the form of assessments to the members; billings to customers for equipment installation, repairs, and maintenance.

**RESOLUTION NO. 306**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR 2016-2017**

**WHEREAS**, the South Bay Regional Public Communications Authority has been established for the purpose of implementing, operating, and maintaining a consolidated regional public safety services communications system for the mutual benefit of its membership;

**WHEREAS**, funds are required of the Member Agencies to support such operations;

**WHEREAS**, in a public session, on May 17, 2016, the Board of Directors examined and adopted the budget for Fiscal Year 2016-2017 as outlined below;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of said Authority has adopted a budget in the amount of \$9,947,835 for the period of July 1, 2016 through June 30, 2017 in accordance with the following allocations:

Administration Department	\$1,618,321
Operations Department	6,543,108
Technical Services Department	1,686,406
Capital Outlay	100,000
Total Budget	<b>\$ 9,947,835</b>

**BE IT FURTHER RESOLVED** that the Accounting and Finance Manager of the Authority is authorized to issue assessments to the Member Cities in accordance with the terms, conditions, and formulas contained in Article VIII of the Authority Bylaws, and as shown on page 15 of the budget document.

**WE HEREBY CERTIFY** that the foregoing is a true copy of the resolution adopted by the Board of Directors of the South Bay Regional Public Communications Authority in a meeting thereof held on the 17th day of May 2016, by the following vote:

Ayes:  
Noes:  
Absent:  
Abstain:

---

Dan Medina, Councilmember  
Chairman, Board of Directors

---

Executive Director Ralph Mailloux  
Secretary, Board of Directors

**RESOLUTION NO. 306**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR 2016-2017**

**WHEREAS**, the South Bay Regional Public Communications Authority has been established for the purpose of implementing, operating, and maintaining a consolidated regional public safety services communications system for the mutual benefit of its membership;

**WHEREAS**, funds are required of the Member Agencies to support such operations;

**WHEREAS**, in a public session, on May 17, 2016, the Board of Directors examined and adopted the budget for Fiscal Year 2016-2017 as outlined below;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of said Authority has adopted a budget in the amount of \$9,947,835 for the period of July 1, 2016 through June 30, 2017 in accordance with the following allocations:

Administration Department	\$1,618,321
Operations Department	6,543,108
Technical Services Department	1,686,406
Capital Outlay	100,000
Total Budget	<b>\$ 9,947,835</b>

**BE IT FURTHER RESOLVED** that the Accounting and Finance Manager of the Authority is authorized to issue assessments to the Member Cities in accordance with the terms, conditions, and formulas contained in Article VIII of the Authority Bylaws, and as shown on page 15 of the budget document.

**WE HEREBY CERTIFY** that the foregoing is a true copy of the resolution adopted by the Board of Directors of the South Bay Regional Public Communications Authority in a meeting thereof held on the 17th day of May 2016, by the following vote:

Ayes:  
Noes:  
Absent:  
Abstain:

---

Dan Medina, Councilmember  
Chairman, Board of Directors

---

Executive Director Ralph Mailloux  
Secretary, Board of Directors