

**A G E N D A**  
**REGULAR JOINT MEETING OF**  
**THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE**  
**TUESDAY, SEPTEMBER 20, 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 – July 19, 2016 (No Meeting in August)\*

3b. Budget Performance Report – July 31, 2016\* and August 31, 2016\*

3c. Budget Carryovers from Fiscal Year 2015-2016\*

3d. Approval of Management/Confidential MOU July 1, 2016 – June 30, 2019\*\*

4. **EXECUTIVE DIRECTOR'S REPORT**

5. **NEW BUSINESS**

6. **CLOSED SESSION**

Conference Re: Labor Negotiations

Pursuant to Government Code Section 54957.6 (Management Confidential Bargaining Group)

7. **ADJOURNMENT**

\*Written material attached.

\*\*Written material distributed to Executive Committee only.

Posting Place:

4440 W. Broadway, Hawthorne, CA 90250

Posting Date/Time:

September 13, 2016/3:00 PM

Signature:



Ralph Mailloux, Executive Director

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

**1. CALL TO ORDER**

The Executive Committee and the User Committee convened in a regular joint session at 2:00 PM on Tuesday, July 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  
Interim City Manager Arnie Shadbehr, City of Hawthorne  
Chief Pete Bonano, Hermosa Beach Fire Department (arrived at 2:07 PM)  
Battalion Chief Nathan Cooke, El Segundo Fire Department  
Chief Robert Espinosa, Manhattan 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

Absent: Chief Chris Donovan, El Segundo Fire Department

Also Present: Executive Director Ralph Mailloux  
Finance Manager Valerie Mohler  
Battalion Chief Mike Nagy, Culver City Police Department

**2. PUBLIC DISCUSSION**

None.

**3. ACTION ITEMS**

**3a. Approval of Minutes – June 21, 2016**

**MOTION:** Interim City Manager Shadbehr moved for the approval of the minutes of June 21, 2016 as written. The motion was seconded by City Manager Danaj and passed by unanimous voice vote.

**3b. Cash & Investments Report – June 30, 2016**

Finance Manager Mohler presented the staff report per written material of record, with the recommendation to receive and file the Cash & Investments Report as of June 30, 2016.

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**MOTION:** Interim City Manager Shadbehr moved for the approval of the Cash & Investments Report as of June 30, 2016. The motion was seconded by City Manager Danaj and passed by unanimous voice vote.

3c. **New Assessment Methodology – Hermosa Beach**

Executive Director Mailloux advised that this item was placed on the meeting agenda at the request of the City of Hermosa Beach.

City Manager Bakaly distributed a letter dated July 18, 2016 addressed to Executive Director Mailloux explaining Hermosa Beach's viewpoint on the cost for services methodology for future client cities approved by the Executive Committee in September 2015. He explained that Hermosa Beach is glad to be part of the Authority, but their costs for services would essentially double with the new methodology. Mr. Bakaly related his understanding that member agencies' expenses decrease when new cities join the Authority; discussed Hermosa Beach's viewpoint that clients should not carry the same burden as members since they do not share in the growth; and proposed that a fee study be done. He recommended that a subcommittee be formed to examine this issue and entertained the idea of hiring a consultant to assist in this process.

City Manager Lansdell noted that Hermosa Beach's contract expired and is now year-to-year. He related his understanding that contract agencies pay less than member agencies and that the costs for long-standing customers, like Hermosa Beach, were supposed to be less than those for new contract agencies and they were to be increased incrementally. While he appreciates Hermosa Beach's contributions, which have helped the Authority and its customers in many ways, City Manager Lansdell stated his opinion that it is time to revisit the methodology and develop something for future growth and that Hermosa Beach should not be charged at the same level as the member or new agencies, but their assessment should be higher than it is now.

\*

Chief Bonano arrived at 2:07 PM.

\*

Chief Papa added that Hermosa Beach likes being part of the Authority, but no city would appreciate their costs being doubled.

Chiefs Fager and Tavera agreed with performing a fee study and forming a subcommittee.

Chief Medrano supported a process to slowly implement some type of increase in the allocations for long-standing customers. He agreed that existing clients should be looked at differently than new ones, and noted that, in addition to assessments, the member agencies pay bonds for the Authority's facility. Chief Medrano agreed that a subcommittee should examine assessments for both current and new client cities.

Executive Director Mailloux advised that the new methodology was developed for discussions with Culver City; that the revenue received from client cities has offset increases to the member cities; and that a subcommittee, including representatives from Hermosa Beach and El Segundo, could be formed to discuss this issue. He noted the difficulty with consultants understanding the emergency communications industry and suggested that Authority staff develop some scenarios for discussion by a subcommittee.

The Executive Committee agreed that a subcommittee should be formed to examine the cost of services for existing clients, including some sort of smooth increase over a period of time, and a methodology that backs into the Authority's costs; and that the subcommittee shall return in sixty days with a report on their

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discussion/recommendation for the Executive Committee's review. It was agreed that the following individuals shall serve on the subcommittee: Chief Bob Espinosa, Manhattan Beach Fire Department; Captain Mike Ishii, Hawthorne Police Department; Chief Ed Medrano, Gardena Police Department; Captain Brian Evanski, El Segundo Police Department; City Manager Tom Bakaly, City of Hermosa Beach; Chief Sharon Papa, Hermosa Beach Police Department; Interim Chief Pete Bonano, Hermosa Beach Fire Department; and Executive Director Ralph Mailloux, Authority.

Chief Fager pointed out that, in an effort to this issue again in the near future, some significant, yet-to-be determined costs, such as those related to interoperability, should be taken into account when discussing this topic. However, he noted that it is unlikely those costs will be determined in the next sixty days.

3d. **Election of Executive Committee Chairman and Vice-Chairman for Fiscal Year 2016-2017**

**MOTION:** Interim City Manager Shadbehr nominated City Manager Danaj to serve as Chairman of the Executive Committee during Fiscal Year 2016-2017. The nomination was seconded by City Manager Lansdell and passed by unanimous vote.

**MOTION:** City Manager Lansdell nominated Interim City Manager Shadbehr to serve as Vice-Chairman of the Executive Committee during Fiscal Year 2016-2017. The nomination was seconded by City Manager Danaj and passed by unanimous vote.

3e. **Executive Director's Contract – 2016-2018**

In response to a question from City Manager Danaj, Executive Director Mailloux confirmed that wording about a transition period was added to the Executive Director's proposed contract for 2016-2018.

**MOTION:** Interim City Manager Shadbehr moved for the approval of the Executive Director's Contract for the period of August 1, 2016 to July 31, 2018. 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 status of the following items: the medical director contract; the promotion of Communication Operators Adrienne Michaelson and Megan Wiles to the position of Communications Supervisor; the transition of the ownership Los Angeles Regional Interoperability System's (LA-RICS) shelter at Gardena Police Department to the Authority; the discussions with Culver; and the discussion at today's INSB meeting, including who will receive/oversee grant funding.

Chief Medrano pointed out that the member and client agencies' communications with Culver City after the transition will be a good opportunity to know what it will be like on the Interoperability Network of the South Bay (INSB).

5. **NEW BUSINESS**

5a. Chief Tavera recommended the establishment of a protocol to identify possible ambushing of officer calls. El Segundo will take the lead on this.

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6. **CLOSED SESSION**

Pursuant to Government Code Section 54957.6, at 2:32 PM, the Executive Committee entered into a closed session to discuss labor negotiations pertaining to the Management Confidential Bargaining Group. The meeting returned to open session at 2:50 PM with no action taken in closed session.

7. **ADJOURNMENT**

The meeting was adjourned at 2:51 PM.

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and the User Committee  
July 19, 2016



# Staff Report

## South Bay Regional Public Communications Authority

**TO:** Executive Committee

**THROUGH:** Ralph Mailloux

**FROM:** Valerie Mohler

**DATE:** August 16, 2016

**SUBJECT:** Budget Performance Report/July 31, 2016

### **RECOMMENDATION:**

Receive and file the attached Budget Performance Report for July 31, 2016.

### **FISCAL IMPLICATION:**

Actual revenues and expenses are within the budgeted amounts.

### **BACKGROUND:**

Staff has analyzed the Authority's financial activities for the period ending July 31, 2016. Attachment 1 illustrates the overall revenues and expenses for the period. Attachment 2 shows revenue realized at 32.22% which includes the first quarter assessments. Attachment 3 shows 8.86% of the budget has been expended and/or encumbered.

The summary schedule per Attachment 1 shows that year-to-date (YTD) revenue is approximately \$2.2 million over YTD expenses. This amount is supposed to fund the Authority's activities through the end of the first quarter, including the capital expenses. Overall, expenses for each department are within the budget allocation.

**DISCUSSION:**

Based on a 12-month budget cycle, the estimated spending level should be at 8.33% with 91.67% remaining. The level of spending under the Salaries & Benefits category should be at 7.70% (2 payroll periods have been recorded). The level of spending under the Supplies & Services Category depends on when expenses are incurred and paid. The Capital Outlay category depends on the progress of the project or when the project is completed. Remaining balances from Fiscal Year 2015-16 Capital Improvement projects that were not completed will be brought to the Executive Committee at the next meeting for appropriation to the current year.

Staff is available to respond if you have any questions.

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

**SBRPCA**  
**SUMMARY BUDGET PERFORMANCE REPORT**  
**JULY 31, 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>\$ 9,638,163</b>	<b>\$ 3,105,756</b>	<b>\$ 3,105,756</b>	<b>\$ -</b>	<b>\$ 6,532,407</b>	<b>67.78%</b>
<b>EXPENSE SUMMARY:</b>						
<b><u>Administration</u></b>						
Salaries & Benefits	\$ 949,720	\$ 74,126	\$ 74,126	\$ -	\$ 875,594	92.19%
Supplies/Services/Equipment	668,601	189,651	189,651	-	478,950	71.63%
<b>Total Expenses - Administration</b>	<b>\$ 1,618,321</b>	<b>\$ 263,777</b>	<b>\$ 263,777</b>	<b>\$ -</b>	<b>\$ 1,354,544</b>	<b>83.70%</b>
<b><u>Operations</u></b>						
Salaries & Benefits	\$ 6,316,206	\$ 453,527	\$ 453,527	\$ -	\$ 5,862,679	92.82%
Supplies/Services/Equipment	226,902	4,236	4,236	-	222,666	98.13%
<b>Total Expenses - Operations</b>	<b>\$ 6,543,108</b>	<b>\$ 457,763</b>	<b>\$ 457,763</b>	<b>\$ -</b>	<b>\$ 6,085,345</b>	<b>93.00%</b>
<b><u>Technical Services</u></b>						
Salaries & Benefits	\$ 1,093,846	\$ 72,229	\$ 72,229	\$ -	\$ 1,021,617	93.40%
Supplies/Services/Equipment	592,560	87,351	87,351	-	505,209	85.26%
<b>Total Expenses - Technical Services</b>	<b>\$ 1,686,406</b>	<b>\$ 159,580</b>	<b>\$ 159,580</b>	<b>\$ -</b>	<b>\$ 1,526,826</b>	<b>90.54%</b>
<b><u>Total Operating Expenses</u></b>	<b>\$ 9,847,835</b>	<b>\$ 881,120</b>	<b>\$ 881,120</b>	<b>\$ -</b>	<b>\$ 8,966,715</b>	<b>91.05%</b>
<b><u>Capital Outlay</u></b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>100.00%</b>
<b><u>GRAND TOTAL</u></b>	<b>\$ 9,947,835</b>	<b>\$ 881,120</b>	<b>\$ 881,120</b>	<b>\$ -</b>	<b>\$ 9,066,715</b>	<b>91.14%</b>
<b>RECAP</b>						
Administration	\$ 1,618,321	\$ 263,777	\$ 263,777	\$ -	\$ 1,354,544	83.70%
Operations	6,543,108	457,763	457,763	-	6,085,345	93.00%
Technical Services	1,686,406	159,580	159,580	-	1,526,826	90.54%
Capital Outlay	100,000	-	-	-	100,000	100.00%
<b>TOTAL EXPENSES</b>	<b>\$ 9,947,835</b>	<b>\$ 881,120</b>	<b>\$ 881,120</b>	<b>\$ -</b>	<b>\$ 9,066,715</b>	<b>91.14%</b>
Salaries & Benefits	\$ 8,359,772	\$ 599,882	\$ 599,882	\$ -	\$ 7,759,890	92.82%
Supplies/Services/Equipment	1,488,063	281,238	281,238	-	1,206,825	81.10%
Capital Outlay	100,000	-	-	-	100,000	100.00%
<b>TOTAL EXPENSES</b>	<b>\$ 9,947,835</b>	<b>\$ 881,120</b>	<b>\$ 881,120</b>	<b>\$ -</b>	<b>\$ 9,066,715</b>	<b>91.14%</b>

**YTD REVENUES OVER YTD EXPENSES**

**\$ 2,224,635**

*Differences due to rounding.*



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## Revenue Status Report

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South Bay Regional PCA  
7/1/2016 through 7/31/2016

### 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	2,391,301.00	836,955.35	836,955.35	1,554,345.65	35.00
10-50-111-4120 Hawthorne	3,359,598.00	1,175,859.30	1,175,859.30	2,183,738.70	35.00
10-50-111-4130 Manhattan Beach	1,703,280.00	596,148.00	596,148.00	1,107,132.00	35.00
10-50-111-4140 Hermosa Beach	671,081.00	167,770.25	167,770.25	503,310.75	25.00
10-50-111-4145 El Segundo	1,271,063.00	317,765.75	317,765.75	953,297.25	25.00
10-50-111-4150 El Camino Community College	16,000.00	0.00	0.00	16,000.00	0.00
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)	7,500.00	0.00	0.00	7,500.00	0.00
10-50-111-4220 POST Reimbursements	600.00	0.00	0.00	600.00	0.00
10-50-111-4230 Bond Expenses (Reimbursements)	5,000.00	0.00	0.00	5,000.00	0.00
10-50-111-4255 Unrealized Gain/Loss on Investments	0.00	-1,473.11	-1,473.11	1,473.11	0.00
10-50-111-4410 Vending Machine Revenue	4,500.00	658.45	658.45	3,841.55	14.63
10-50-111-4430 Other Miscellaneous Revenue	5,000.00	1.55	1.55	4,998.45	0.03
Total Administration	9,436,253.00	3,093,685.54	3,093,685.54	6,342,567.46	32.79
10-60 Operations					
10-60-211 Communications Center					
10-60-211-4215 DUI Reimbursement-Overtime	5,000.00	178.26	178.26	4,821.74	3.57
10-60-211-4435 Reimbursements Sprint Wireless	72,000.00	0.00	0.00	72,000.00	0.00
10-60-211-4440 Reimbursements/Verizon Wireless	3,500.00	0.00	0.00	3,500.00	0.00

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Attachment 2

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## Revenue Status Report

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South Bay Regional PCA  
7/1/2016 through 7/31/2016

### 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	80,500.00	178.26	178.26	80,321.74	0.22
10-70 Technical Services					
10-70-311 Technical Services					
10-70-311-4360 Reimbursements for Billable Parts	75,000.00	11,891.81	11,891.81	63,108.19	15.86
10-70-311-4365 Reimbursements for Vehicle Antennas	6,000.00	0.00	0.00	6,000.00	0.00
10-70-311-4370 Reimbursements for GST Software	40,410.00	0.00	0.00	40,410.00	0.00
Total Technical Services	121,410.00	11,891.81	11,891.81	109,518.19	9.79
Total SBRPCA Enterprise Fund	9,638,163.00	3,105,755.61	3,105,755.61	6,532,407.39	32.22
 Grand Total	 9,638,163.00	 3,105,755.61	 3,105,755.61	 6,532,407.39	 32.22

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## Expenditure Status Report

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South Bay Regional PCA  
7/1/2016 through 7/31/2016

### 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)	688,786.00	54,044.13	54,044.13	0.00	634,741.87	7.85
50-111-5104 Acting Pay	1,000.00	0.00	0.00	0.00	1,000.00	0.00
50-111-5107 Merit Pay	2,650.00	0.00	0.00	0.00	2,650.00	0.00
50-111-5108 Sick Leave Payoff	25,000.00	0.00	0.00	0.00	25,000.00	0.00
50-111-5109 Vacation Leave Payoff	30,000.00	1,847.64	1,847.64	0.00	28,152.36	6.16
50-111-5112 Other Pay	1,200.00	100.00	100.00	0.00	1,100.00	8.33
50-111-5201 Medical Insurance	50,000.00	6,272.69	6,272.69	0.00	43,727.31	12.55
50-111-5202 Dental Insurance	2,800.00	341.49	341.49	0.00	2,458.51	12.20
50-111-5203 Vision Insurance	1,224.00	101.99	101.99	0.00	1,122.01	8.33
50-111-5204 Life Insurance	624.00	52.00	52.00	0.00	572.00	8.33
50-111-5205 Medicare	11,104.00	819.82	819.82	0.00	10,284.18	7.38
50-111-5207 Workers' Compensation	9,750.00	138.80	138.80	0.00	9,611.20	1.42
50-111-5208 PERS Contributions	104,730.00	8,399.22	8,399.22	0.00	96,330.78	8.02
50-111-5209 Retirees' Medical Insurance	13,652.00	1,107.95	1,107.95	0.00	12,544.05	8.12
50-111-5212 Deferred Comp Matching Benefit	7,200.00	900.00	900.00	0.00	6,300.00	12.50
50-111-5301 Communications Contract Services	31,000.00	1,781.00	1,781.00	0.00	29,219.00	5.75
50-111-5302 Computer Contract Services/CAD-Tiburon	12,000.00	0.00	0.00	0.00	12,000.00	0.00
50-111-5303 Bond Services/Reimbursable Expenses	5,000.00	0.00	0.00	0.00	5,000.00	0.00
50-111-5304 Accounting/Auditing Services	12,400.00	4,000.00	4,000.00	0.00	8,400.00	32.26
50-111-5305 Legal Services	22,000.00	0.00	0.00	0.00	22,000.00	0.00
50-111-5306 Recruitment Costs	35,333.00	0.00	0.00	0.00	35,333.00	0.00
50-111-5307 Software Maintenance Services	33,772.00	23,958.76	23,958.76	0.00	9,813.24	70.94
50-111-5308 Banking Services (Fees)	6,000.00	1.95	1.95	0.00	5,998.05	0.03
50-111-5309 Online/Website Maintenance Services	3,000.00	485.00	485.00	0.00	2,515.00	16.17
50-111-5401 Memberships & Dues	810.00	0.00	0.00	0.00	810.00	0.00
50-111-5402 Publications	350.00	0.00	0.00	0.00	350.00	0.00
50-111-5403 Conferences, Meetings & Travel	11,436.00	3,145.00	3,145.00	0.00	8,291.00	27.50

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Attachment 3

## Expenditure Status Report

South Bay Regional PCA  
7/1/2016 through 7/31/2016

### 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	1,500.00	0.00	0.00	0.00	1,500.00	0.00
50-111-5407 Tuition Reimbursement	4,000.00	0.00	0.00	0.00	4,000.00	0.00
50-111-5501 Office Supplies	9,000.00	0.00	0.00	0.00	9,000.00	0.00
50-111-5502 Miscellaneous Supplies	1,100.00	0.00	0.00	0.00	1,100.00	0.00
50-111-5504 Vending Machine Supplies	4,500.00	414.82	414.82	0.00	4,085.18	9.22
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	38.32	38.32	0.00	1,961.68	1.92
50-111-5509 Reproduction	1,500.00	0.00	0.00	0.00	1,500.00	0.00
50-111-5511 Office Equipment Lease	11,500.00	676.08	676.08	0.00	10,823.92	5.88
50-111-5513 General Liability Insurance Premium	170,600.00	139,107.60	139,107.60	0.00	31,492.40	81.54
50-111-5517 Vehicle Operations	2,000.00	0.00	0.00	0.00	2,000.00	0.00
50-111-5601 Telephone - Administration	17,750.00	297.86	297.86	0.00	17,452.14	1.68
50-111-5701 Maintenance - HQ	139,050.00	12,120.48	12,120.48	0.00	126,929.52	8.72
50-111-5702 Maintenance - Other Sites	6,500.00	0.00	0.00	0.00	6,500.00	0.00
50-111-5703 Electricity - HQ	97,000.00	3,455.66	3,455.66	0.00	93,544.34	3.56
50-111-5704 Electricity - Grandview	1,800.00	0.00	0.00	0.00	1,800.00	0.00
50-111-5705 Electricity - Punta Place	5,700.00	0.00	0.00	0.00	5,700.00	0.00
50-111-5706 Gas - HQ	12,000.00	0.00	0.00	0.00	12,000.00	0.00
50-111-5707 Water - HQ	3,500.00	168.52	168.52	0.00	3,331.48	4.81
50-111-5715 Electricity-MB Water Tower	3,000.00	0.00	0.00	0.00	3,000.00	0.00
<b>Total Administration</b>	<b>1,618,321.00</b>	<b>263,776.78</b>	<b>263,776.78</b>	<b>0.00</b>	<b>1,354,544.22</b>	<b>16.30</b>
60 Operations						
60-200 Operations						
60-200-5000 Expenditures						
60-211-5101 Salaries (Full-Time)	4,013,434.00	281,542.19	281,542.19	0.00	3,731,891.81	7.01
60-211-5102 Salaries (Part-Time)	220,536.00	2,796.54	2,796.54	0.00	217,739.46	1.27
60-211-5103 Overtime	350,000.00	43,822.05	43,822.05	0.00	306,177.95	12.52
60-211-5104 Acting Pay	7,500.00	674.09	674.09	0.00	6,825.91	8.99
60-211-5105 Bilingual Pay	9,600.00	856.00	856.00	0.00	8,744.00	8.92
60-211-5108 Sick Leave Payoff	100,000.00	0.00	0.00	0.00	100,000.00	0.00
60-211-5109 Vacation Leave Payoff	40,000.00	0.00	0.00	0.00	40,000.00	0.00

## Expenditure Status Report

South Bay Regional PCA  
7/1/2016 through 7/31/2016

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>
60-211-5110 Training Pay	5,000.00	0.00	0.00	0.00	5,000.00	0.00
60-211-5114 Holiday Payoff	45,000.00	0.00	0.00	0.00	45,000.00	0.00
60-211-5115 Education Incentive Pay	95,229.00	5,779.33	5,779.33	0.00	89,449.67	6.07
60-211-5116 Overtime - Ridealongs with Member Cities	16,500.00	0.00	0.00	0.00	16,500.00	0.00
60-211-5201 Medical Insurance	517,498.00	57,109.13	57,109.13	0.00	460,388.87	11.04
60-211-5202 Dental Insurance	33,542.00	2,832.22	2,832.22	0.00	30,709.78	8.44
60-211-5203 Vision Insurance	14,041.00	968.54	968.54	0.00	13,072.46	6.90
60-211-5204 Life Insurance	7,644.00	559.00	559.00	0.00	7,085.00	7.31
60-211-5205 Medicare	71,133.00	4,944.14	4,944.14	0.00	66,188.86	6.95
60-211-5206 Unemployment Insurance	15,000.00	0.00	0.00	0.00	15,000.00	0.00
60-211-5207 Workers' Compensation	53,500.00	813.66	813.66	0.00	52,686.34	1.52
60-211-5208 PERS Contributions	633,754.00	46,191.04	46,191.04	0.00	587,562.96	7.29
60-211-5209 Retirees' Medical Insurance	58,180.00	4,528.25	4,528.25	0.00	53,651.75	7.78
60-211-5211 Social Security	9,115.00	111.00	111.00	0.00	9,004.00	1.22
60-211-5401 Memberships & Dues	190.00	0.00	0.00	0.00	190.00	0.00
60-211-5402 Publications	1,960.00	0.00	0.00	0.00	1,960.00	0.00
60-211-5403 Conferences, Meetings & Travel	31,752.00	0.00	0.00	0.00	31,752.00	0.00
60-211-5404 Employee Services/EC-BOD	2,500.00	0.00	0.00	0.00	2,500.00	0.00
60-211-5405 Employee Awards	500.00	0.00	0.00	0.00	500.00	0.00
60-211-5406 POST Training	2,000.00	0.00	0.00	0.00	2,000.00	0.00
60-211-5407 Tuition Reimbursement	18,000.00	1,334.00	1,334.00	0.00	16,666.00	7.41
60-211-5506 Uniforms/Safety Equipment	8,000.00	0.00	0.00	0.00	8,000.00	0.00
60-211-5509 Reproduction	500.00	0.00	0.00	0.00	500.00	0.00
60-211-5603 Telephone - El Segundo	3,000.00	77.50	77.50	0.00	2,922.50	2.58
60-211-5604 Telephone - Gardena	8,000.00	368.07	368.07	0.00	7,631.93	4.60
60-211-5606 Telephone - Hawthorne	6,500.00	235.14	235.14	0.00	6,264.86	3.62
60-211-5607 Telephone - Hermosa Beach	16,000.00	1,355.61	1,355.61	0.00	14,644.39	8.47
60-211-5608 Telephone - Manhattan Beach	13,000.00	201.01	201.01	0.00	12,798.99	1.55
60-211-5609 Telephone - MB Water Tower	8,500.00	0.00	0.00	0.00	8,500.00	0.00
60-211-5611 Telephone - Punta Place	15,000.00	312.67	312.67	0.00	14,687.33	2.08
60-211-5612 Telephone - RCC	16,000.00	352.14	352.14	0.00	15,647.86	2.20
60-211-5613 Sprint Wireless Reimbursable	72,000.00	0.00	0.00	0.00	72,000.00	0.00
60-211-5614 Verizon Wireless Reimbursable	3,500.00	0.00	0.00	0.00	3,500.00	0.00
<b>Total Operations</b>	<b>6,543,108.00</b>	<b>457,763.32</b>	<b>457,763.32</b>	<b>0.00</b>	<b>6,085,344.68</b>	<b>7.00</b>

## Expenditure Status Report

South Bay Regional PCA  
7/1/2016 through 7/31/2016

### 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 Technical Services						
70-300 Technical Services						
70-300-5000 Expenditures						
70-311-5101 Salaries (Full-Time)	696,878.00	50,343.97	50,343.97	0.00	646,534.03	7.22
70-311-5103 Overtime	13,500.00	0.00	0.00	0.00	13,500.00	0.00
70-311-5104 Acting Pay	5,746.00	0.00	0.00	0.00	5,746.00	0.00
70-311-5106 Callback Pay	2,500.00	0.00	0.00	0.00	2,500.00	0.00
70-311-5107 Merit Pay	2,700.00	450.00	450.00	0.00	2,250.00	16.67
70-311-5108 Sick Leave Payoff	15,000.00	0.00	0.00	0.00	15,000.00	0.00
70-311-5109 Vacation Leave Payoff	25,000.00	0.00	0.00	0.00	25,000.00	0.00
70-311-5114 Holiday Payoff	12,000.00	0.00	0.00	0.00	12,000.00	0.00
70-311-5115 Education Incentive Pay	5,084.00	404.75	404.75	0.00	4,679.25	7.96
70-311-5201 Medical Insurance	74,737.00	9,357.30	9,357.30	0.00	65,379.70	12.52
70-311-5202 Dental Insurance	6,983.00	594.42	594.42	0.00	6,388.58	8.51
70-311-5203 Vision Insurance	2,673.00	202.76	202.76	0.00	2,470.24	7.59
70-311-5204 Life Insurance	1,092.00	91.00	91.00	0.00	1,001.00	8.33
70-311-5205 Medicare	9,855.00	639.60	639.60	0.00	9,215.40	6.49
70-311-5207 Workers' Compensation	96,500.00	1,440.66	1,440.66	0.00	95,059.34	1.49
70-311-5208 PERS Contributions	98,758.00	7,613.37	7,613.37	0.00	91,144.63	7.71
70-311-5209 Retirees' Medical Insurance	23,040.00	1,091.04	1,091.04	0.00	21,948.96	4.74
70-311-5212 Deferred Comp Matching Benefit	1,800.00	0.00	0.00	0.00	1,800.00	0.00
70-311-5302 Computer Contract Services/CAD-Tiburon	280,000.00	0.00	0.00	0.00	280,000.00	0.00
70-311-5311 GST Software Reimbursable	40,410.00	38,010.00	38,010.00	0.00	2,400.00	94.06
70-311-5403 Conferences, Meetings & Travel	2,650.00	0.00	0.00	0.00	2,650.00	0.00
70-311-5503 General Technical Supplies	7,500.00	0.00	0.00	0.00	7,500.00	0.00
70-311-5506 Uniforms/Safety Equipment	2,500.00	0.00	0.00	0.00	2,500.00	0.00
70-311-5514 Parts - Billing	75,000.00	9,407.20	9,407.20	0.00	65,592.80	12.54
70-311-5515 Parts - Telecommunications	20,000.00	0.00	0.00	0.00	20,000.00	0.00
70-311-5516 Install Wire, Loom & Hardware	16,000.00	-97.20	-97.20	0.00	16,097.20	0.61
70-311-5517 Vehicle Operations	4,500.00	50.00	50.00	0.00	4,450.00	1.11
70-311-5520 Equipment Repair	18,000.00	0.00	0.00	0.00	18,000.00	0.00

## Expenditure Status Report

South Bay Regional PCA  
7/1/2016 through 7/31/2016

### 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>
70-311-5521 Outside Technical Serv-Towers & Equip	120,000.00	10,000.00	10,000.00	0.00	110,000.00	8.33
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	0.00	29,981.16	29,981.16	0.00	-29,981.16	0.00
<b>Total</b> Technical Services	1,686,406.00	159,580.03	159,580.03	0.00	1,526,825.97	9.46
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
80-451-5901 Replace UPS Sys/Comp & Tower Radio Rms	100,000.00	0.00	0.00	0.00	100,000.00	0.00
<b>Total</b> Capital Infrastructure Projects	100,000.00	0.00	0.00	0.00	100,000.00	0.00
<b>Total</b> SBRPCA Enterprise Fund	9,947,835.00	881,120.13	881,120.13	0.00	9,066,714.87	8.86
<b>Grand Total</b>	9,947,835.00	881,120.13	881,120.13	0.00	9,066,714.87	8.86



# Staff Report

South Bay Regional Public Communications Authority

**TO:** Executive Committee

**THROUGH:** Ralph Mailloux

**FROM:** Valerie Mohler

**DATE:** September 20, 2016

**SUBJECT:** Budget Performance Report/August 31, 2016

**RECOMMENDATION:**

Receive and file the attached Budget Performance Report for August 31, 2016

**FISCAL IMPLICATION:**

Actual revenues and expenses are within the budgeted amounts.

**BACKGROUND:**

Staff has analyzed the Authority's financial activities for the period ending August 31, 2016. Attachment 1 illustrates the overall revenues and expenses for the period. Attachment 2 shows revenue realized at 33.35% which includes the first quarter assessments. Attachment 3 shows 16.67% of the budget has been expended or encumbered.

The summary schedule per Attachment 1 shows that year-to-date (YTD) revenue is approximately \$1.6 million over YTD expenses. This amount is supposed to fund the Authority's activities through the end of the first quarter, including the capital expenses. Overall, expenses for each department are within the budget allocation.



## **DISCUSSION:**

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

The level of spending under the Supplies & Services Category depends on when expenses are incurred and paid, while the Capital Outlay category depends on the progress of the project or when the project is completed. The Capital Outlay category also reflects expenses that relate to projects on-going from Fiscal Year 2015-16. A separate item is included on the agenda to request that the Executive Committee appropriate the funds to cover these expenses. Excluded from this analysis is the Parts Billing expense account which is supposed to be offset by reimbursements.

Staff is available to respond if you have any questions.

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

**SBRPCA**  
**SUMMARY BUDGET PERFORMANCE REPORT**  
**AUGUST 31, 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>\$ 9,638,163</b>	<b>\$ 108,308</b>	<b>\$ 3,214,063</b>	<b>\$ -</b>	<b>\$ 6,424,100</b>	<b>66.65%</b>
<b>EXPENSE SUMMARY:</b>						
<b><u>Administration</u></b>						
Salaries & Benefits	\$ 949,720	\$ 70,814	\$ 144,940	\$ -	\$ 804,780	84.74%
Supplies/Services/Equipment	668,601	57,880	247,531	3,000	418,070	62.53%
<b>Total Expenses - Administration</b>	<b>\$ 1,618,321</b>	<b>\$ 128,694</b>	<b>\$ 392,471</b>	<b>\$ 3,000</b>	<b>\$ 1,222,850</b>	<b>75.56%</b>
<b><u>Operations</u></b>						
Salaries & Benefits	\$ 6,316,206	\$ 427,397	\$ 880,924	\$ -	\$ 5,435,282	86.05%
Supplies/Services/Equipment	226,902	8,706	12,942	-	213,960	94.30%
<b>Total Expenses - Operations</b>	<b>\$ 6,543,108</b>	<b>\$ 436,102</b>	<b>\$ 893,866</b>	<b>\$ -</b>	<b>\$ 5,649,242</b>	<b>86.34%</b>
<b><u>Technical Services</u></b>						
Salaries & Benefits	\$ 1,093,846	\$ 79,625	\$ 151,854	\$ -	\$ 941,992	86.12%
Supplies/Services/Equipment	592,560	34,641	121,992	-	470,568	79.41%
<b>Total Expenses - Technical Services</b>	<b>\$ 1,686,406</b>	<b>\$ 114,266</b>	<b>\$ 273,846</b>	<b>\$ -</b>	<b>\$ 1,412,560</b>	<b>83.76%</b>
<b><u>Total Operating Expenses</u></b>	<b>\$ 9,847,835</b>	<b>\$ 679,062</b>	<b>\$ 1,560,183</b>	<b>\$ 3,000</b>	<b>\$ 8,284,652</b>	<b>84.13%</b>
<b><u>Capital Outlay</u></b>	<b>\$ 100,000</b>	<b>\$ 338</b>	<b>\$ 338</b>	<b>\$ 94,855</b>	<b>\$ 4,807</b>	<b>4.81%</b>
<b><u>GRAND TOTAL</u></b>	<b>\$ 9,947,835</b>	<b>\$ 679,401</b>	<b>\$ 1,560,521</b>	<b>\$ 97,855</b>	<b>\$ 8,289,459</b>	<b>83.33%</b>
<b>RECAP</b>						
Administration	\$ 1,618,321	\$ 128,694	\$ 392,471	\$ 3,000	\$ 1,222,850	75.56%
Operations	6,543,108	436,102	893,866	-	5,649,242	86.34%
Technical Services	1,686,406	114,266	273,846	-	1,412,560	83.76%
Capital Outlay	100,000	338	338	94,855	4,807	4.81%
<b>TOTAL EXPENSES</b>	<b>\$ 9,947,835</b>	<b>\$ 679,401</b>	<b>\$ 1,560,521</b>	<b>\$ 97,855</b>	<b>\$ 8,289,459</b>	<b>83.33%</b>
Salaries & Benefits	\$ 8,359,772	\$ 577,836	\$ 1,177,718	\$ -	\$ 7,182,054	85.91%
Supplies/Services/Equipment	1,488,063	101,226	382,464	3,000	1,102,599	74.10%
Capital Outlay	100,000	338	338	94,855	4,807	4.81%
<b>TOTAL EXPENSES</b>	<b>\$ 9,947,835</b>	<b>\$ 679,401</b>	<b>\$ 1,560,521</b>	<b>\$ 97,855</b>	<b>\$ 8,289,459</b>	<b>83.33%</b>

**YTD REVENUES OVER YTD EXPENSES**

**\$ 1,653,542**

*Differences due to rounding.*

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## Revenue Status Report

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South Bay Regional PCA  
8/1/2016 through 8/31/2016

### 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	2,391,301.00	0.00	836,955.35	1,554,345.65	35.00
10-50-111-4120 Hawthorne	3,359,598.00	0.00	1,175,859.30	2,183,738.70	35.00
10-50-111-4130 Manhattan Beach	1,703,280.00	0.00	596,148.00	1,107,132.00	35.00
10-50-111-4140 Hermosa Beach	671,081.00	0.00	167,770.25	503,310.75	25.00
10-50-111-4145 El Segundo	1,271,063.00	0.00	317,765.75	953,297.25	25.00
10-50-111-4150 El Camino Community College	16,000.00	0.00	0.00	16,000.00	0.00
10-50-111-4151 Palos Verdes Estates Annual Maint	1,330.00	0.00	0.00	1,330.00	0.00
10-50-111-4152 Medical Director Services/Hermosa Beach	0.00	25,000.00	25,000.00	-25,000.00	0.00
10-50-111-4153 Medical Director Service/Manhattan Beach	0.00	25,000.00	25,000.00	-25,000.00	0.00
10-50-111-4154 Medical Director Services/El Segundo	0.00	25,000.00	25,000.00	-25,000.00	0.00
10-50-111-4210 Investment Earnings (LAIF)	7,500.00	0.00	0.00	7,500.00	0.00
10-50-111-4220 POST Reimbursements	600.00	0.00	0.00	600.00	0.00
10-50-111-4230 Bond Expenses (Reimbursements)	5,000.00	0.00	0.00	5,000.00	0.00
10-50-111-4255 Unrealized Gain/Loss on Investments	0.00	0.00	-1,473.11	1,473.11	0.00
10-50-111-4410 Vending Machine Revenue	4,500.00	0.00	658.45	3,841.55	14.63
10-50-111-4430 Other Miscellaneous Revenue	5,000.00	16.14	17.69	4,982.31	0.35
Total Administration	9,436,253.00	75,016.14	3,168,701.68	6,267,551.32	33.58
10-60 Operations					
10-60-211 Communications Center					

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Attachment 2

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## Revenue Status Report

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South Bay Regional PCA  
8/1/2016 through 8/31/2016

### 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>
10-60-211-4215 DUI Reimbursement-Overtime	5,000.00	889.23	1,067.49	3,932.51	21.35
10-60-211-4435 Reimbursements Sprint Wireless	72,000.00	0.00	0.00	72,000.00	0.00
10-60-211-4440 Reimbursements/Verizon Wireless	3,500.00	0.00	0.00	3,500.00	0.00
<b>Total Operations</b>	80,500.00	889.23	1,067.49	79,432.51	1.33
10-70 Technical Services					
10-70-311 Technical Services					
10-70-311-4360 Reimbursements for Billable Parts	75,000.00	32,402.18	44,293.99	30,706.01	59.06
10-70-311-4365 Reimbursements for Vehicle Antennas	6,000.00	0.00	0.00	6,000.00	0.00
10-70-311-4370 Reimbursements for GST Software	40,410.00	0.00	0.00	40,410.00	0.00
<b>Total Technical Services</b>	121,410.00	32,402.18	44,293.99	77,116.01	36.48
<b>Total SBRPCA Enterprise Fund</b>	9,638,163.00	108,307.55	3,214,063.16	6,424,099.84	33.35
 <b>Grand Total</b>	 9,638,163.00	 108,307.55	 3,214,063.16	 6,424,099.84	 33.35

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## Expenditure Status Report

South Bay Regional PCA  
8/1/2016 through 8/31/2016

### 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 Administration						
50-100 Administration						
50-100-5000 Expenditures						
50-111-5101 Salaries (Full-Time)	688,786.00	52,645.00	106,689.13	0.00	582,096.87	15.49
50-111-5104 Acting Pay	1,000.00	0.00	0.00	0.00	1,000.00	0.00
50-111-5107 Merit Pay	2,650.00	0.00	0.00	0.00	2,650.00	0.00
50-111-5108 Sick Leave Payoff	25,000.00	0.00	0.00	0.00	25,000.00	0.00
50-111-5109 Vacation Leave Payoff	30,000.00	1,838.74	3,686.38	0.00	26,313.62	12.29
50-111-5112 Other Pay	1,200.00	100.00	200.00	0.00	1,000.00	16.67
50-111-5201 Medical Insurance	50,000.00	4,186.52	10,459.21	0.00	39,540.79	20.92
50-111-5202 Dental Insurance	2,800.00	227.66	569.15	0.00	2,230.85	20.33
50-111-5203 Vision Insurance	1,224.00	101.99	203.98	0.00	1,020.02	16.67
50-111-5204 Life Insurance	624.00	52.00	104.00	0.00	520.00	16.67
50-111-5205 Medicare	11,104.00	799.03	1,618.85	0.00	9,485.15	14.58
50-111-5207 Workers' Compensation	9,750.00	1,363.94	1,502.74	0.00	8,247.26	15.41
50-111-5208 PERS Contributions	104,730.00	8,074.61	16,473.83	0.00	88,256.17	15.73
50-111-5209 Retirees' Medical Insurance	13,652.00	824.91	1,932.86	0.00	11,719.14	14.16
50-111-5212 Deferred Comp Matching Benefit	7,200.00	600.00	1,500.00	0.00	5,700.00	20.83
50-111-5301 Communications Contract Services	31,000.00	1,781.00	3,562.00	0.00	27,438.00	11.49
50-111-5302 Computer Contract Services/CAD-Tiburon	12,000.00	15,262.50	15,262.50	0.00	-3,262.50	127.19
50-111-5303 Bond Services/Reimbursable Expenses	5,000.00	0.00	0.00	0.00	5,000.00	0.00
50-111-5304 Accounting/Auditing Services	12,400.00	1,950.00	5,950.00	3,000.00	3,450.00	72.18
50-111-5305 Legal Services	22,000.00	0.00	0.00	0.00	22,000.00	0.00
50-111-5306 Recruitment Costs	35,333.00	0.00	0.00	0.00	35,333.00	0.00
50-111-5307 Software Maintenance Services	33,772.00	0.00	23,958.76	0.00	9,813.24	70.94
50-111-5308 Banking Services (Fees)	6,000.00	483.36	485.31	0.00	5,514.69	8.09
50-111-5309 Online/Website Maintenance Services	3,000.00	225.00	710.00	0.00	2,290.00	23.67
50-111-5312 Medical Director Services/Paramedics	0.00	6,250.00	6,250.00	0.00	-6,250.00	0.00
50-111-5401 Memberships & Dues	810.00	0.00	0.00	0.00	810.00	0.00
50-111-5402 Publications	350.00	0.00	0.00	0.00	350.00	0.00

## Expenditure Status Report

South Bay Regional PCA  
8/1/2016 through 8/31/2016

### 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>
50-111-5403 Conferences, Meetings & Travel	11,436.00	2,307.94	5,452.94	0.00	5,983.06	47.68
50-111-5404 Employee Services/EC-BOD	1,500.00	36.92	36.92	0.00	1,463.08	2.46
50-111-5407 Tuition Reimbursement	4,000.00	1,134.00	1,134.00	0.00	2,866.00	28.35
50-111-5501 Office Supplies	9,000.00	537.84	537.84	0.00	8,462.16	5.98
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	414.82	0.00	4,085.18	9.22
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	264.02	302.34	0.00	1,697.66	15.12
50-111-5509 Reproduction	1,500.00	0.00	0.00	0.00	1,500.00	0.00
50-111-5511 Office Equipment Lease	11,500.00	911.55	1,587.63	0.00	9,912.37	13.81
50-111-5513 General Liability Insurance Premium	170,600.00	0.00	139,107.60	0.00	31,492.40	81.54
50-111-5517 Vehicle Operations	2,000.00	25.00	25.00	0.00	1,975.00	1.25
50-111-5601 Telephone - Administration	17,750.00	270.19	568.05	0.00	17,181.95	3.20
50-111-5701 Maintenance - HQ	139,050.00	15,982.23	28,102.71	0.00	110,947.29	20.21
50-111-5702 Maintenance - Other Sites	6,500.00	80.49	80.49	0.00	6,419.51	1.24
50-111-5703 Electricity - HQ	97,000.00	9,007.76	12,463.42	0.00	84,536.58	12.85
50-111-5704 Electricity - Grandview	1,800.00	150.11	150.11	0.00	1,649.89	8.34
50-111-5705 Electricity - Punta Place	5,700.00	493.70	493.70	0.00	5,206.30	8.66
50-111-5706 Gas - HQ	12,000.00	484.82	484.82	0.00	11,515.18	4.04
50-111-5707 Water - HQ	3,500.00	65.98	234.50	0.00	3,265.50	6.70
50-111-5715 Electricity-MB Water Tower	3,000.00	175.25	175.25	0.00	2,824.75	5.84
<b>Total Administration</b>	<b>1,618,321.00</b>	<b>128,694.06</b>	<b>392,470.84</b>	<b>3,000.00</b>	<b>1,222,850.16</b>	<b>24.44</b>
60 Operations						
60-200 Operations						
60-200-5000 Expenditures						
60-211-5101 Salaries (Full-Time)	4,013,434.00	273,112.76	554,654.95	0.00	3,458,779.05	13.82
60-211-5102 Salaries (Part-Time)	220,536.00	1,913.23	4,709.77	0.00	215,826.23	2.14
60-211-5103 Overtime	350,000.00	41,889.20	85,711.25	0.00	264,288.75	24.49
60-211-5104 Acting Pay	7,500.00	121.33	795.42	0.00	6,704.58	10.61
60-211-5105 Bilingual Pay	9,600.00	800.00	1,656.00	0.00	7,944.00	17.25
60-211-5108 Sick Leave Payoff	100,000.00	0.00	0.00	0.00	100,000.00	0.00

## Expenditure Status Report

South Bay Regional PCA  
8/1/2016 through 8/31/2016

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>
60-211-5109 Vacation Leave Payoff	40,000.00	0.00	0.00	0.00	40,000.00	0.00
60-211-5110 Training Pay	5,000.00	0.00	0.00	0.00	5,000.00	0.00
60-211-5114 Holiday Payoff	45,000.00	0.00	0.00	0.00	45,000.00	0.00
60-211-5115 Education Incentive Pay	95,229.00	6,082.64	11,861.97	0.00	83,367.03	12.46
60-211-5116 Overtime - Ridealongs with Member Cities	16,500.00	0.00	0.00	0.00	16,500.00	0.00
60-211-5201 Medical Insurance	517,498.00	38,108.21	95,217.34	0.00	422,280.66	18.40
60-211-5202 Dental Insurance	33,542.00	1,888.13	4,720.35	0.00	28,821.65	14.07
60-211-5203 Vision Insurance	14,041.00	968.54	1,937.08	0.00	12,103.92	13.80
60-211-5204 Life Insurance	7,644.00	559.00	1,118.00	0.00	6,526.00	14.63
60-211-5205 Medicare	71,133.00	4,766.26	9,710.40	0.00	61,422.60	13.65
60-211-5206 Unemployment Insurance	15,000.00	0.00	0.00	0.00	15,000.00	0.00
60-211-5207 Workers' Compensation	53,500.00	7,995.51	8,809.17	0.00	44,690.83	16.47
60-211-5208 PERS Contributions	633,754.00	44,572.26	90,763.30	0.00	542,990.70	14.32
60-211-5209 Retirees' Medical Insurance	58,180.00	4,528.25	9,056.50	0.00	49,123.50	15.57
60-211-5211 Social Security	9,115.00	91.25	202.25	0.00	8,912.75	2.22
60-211-5401 Memberships & Dues	190.00	0.00	0.00	0.00	190.00	0.00
60-211-5402 Publications	1,960.00	61.02	61.02	0.00	1,898.98	3.11
60-211-5403 Conferences, Meetings & Travel	31,752.00	-377.41	-377.41	0.00	32,129.41	1.19
60-211-5404 Employee Services/EC-BOD	2,500.00	0.00	0.00	0.00	2,500.00	0.00
60-211-5405 Employee Awards	500.00	0.00	0.00	0.00	500.00	0.00
60-211-5406 POST Training	2,000.00	0.00	0.00	0.00	2,000.00	0.00
60-211-5407 Tuition Reimbursement	18,000.00	0.00	1,334.00	0.00	16,666.00	7.41
60-211-5506 Uniforms/Safety Equipment	8,000.00	0.00	0.00	0.00	8,000.00	0.00
60-211-5509 Reproduction	500.00	0.00	0.00	0.00	500.00	0.00
60-211-5603 Telephone - El Segundo	3,000.00	0.00	77.50	0.00	2,922.50	2.58
60-211-5604 Telephone - Gardena	8,000.00	0.00	368.07	0.00	7,631.93	4.60
60-211-5606 Telephone - Hawthorne	6,500.00	414.38	649.52	0.00	5,850.48	9.99
60-211-5607 Telephone - Hermosa Beach	16,000.00	1,396.37	2,751.98	0.00	13,248.02	17.20
60-211-5608 Telephone - Manhattan Beach	13,000.00	206.99	408.00	0.00	12,592.00	3.14
60-211-5609 Telephone - MB Water Tower	8,500.00	0.00	0.00	0.00	8,500.00	0.00
60-211-5611 Telephone - Punta Place	15,000.00	312.67	625.34	0.00	14,374.66	4.17
60-211-5612 Telephone - RCC	16,000.00	45.00	397.14	0.00	15,602.86	2.48
60-211-5613 Sprint Wireless Reimbursable	72,000.00	6,276.78	6,276.78	0.00	65,723.22	8.72
60-211-5614 Verizon Wireless Reimbursable	3,500.00	369.84	369.84	0.00	3,130.16	10.57

## Expenditure Status Report

South Bay Regional PCA  
8/1/2016 through 8/31/2016

### 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>
<b>Total Operations</b>	6,543,108.00	436,102.21	893,865.53	0.00	5,649,242.47	13.66
70 Technical Services						
70-300 Technical Services						
70-300-5000 Expenditures						
70-311-5101 Salaries (Full-Time)	696,878.00	48,727.96	99,071.93	0.00	597,806.07	14.22
70-311-5103 Overtime	13,500.00	0.00	0.00	0.00	13,500.00	0.00
70-311-5104 Acting Pay	5,746.00	0.00	0.00	0.00	5,746.00	0.00
70-311-5106 Callback Pay	2,500.00	0.00	0.00	0.00	2,500.00	0.00
70-311-5107 Merit Pay	2,700.00	0.00	450.00	0.00	2,250.00	16.67
70-311-5108 Sick Leave Payoff	15,000.00	0.00	0.00	0.00	15,000.00	0.00
70-311-5109 Vacation Leave Payoff	25,000.00	0.00	0.00	0.00	25,000.00	0.00
70-311-5114 Holiday Payoff	12,000.00	0.00	0.00	0.00	12,000.00	0.00
70-311-5115 Education Incentive Pay	5,084.00	391.06	795.81	0.00	4,288.19	15.65
70-311-5201 Medical Insurance	74,737.00	6,244.86	15,602.16	0.00	59,134.84	20.88
70-311-5202 Dental Insurance	6,983.00	396.28	990.70	0.00	5,992.30	14.19
70-311-5203 Vision Insurance	2,673.00	202.76	405.52	0.00	2,267.48	15.17
70-311-5204 Life Insurance	1,092.00	91.00	182.00	0.00	910.00	16.67
70-311-5205 Medicare	9,855.00	612.25	1,251.85	0.00	8,603.15	12.70
70-311-5207 Workers' Compensation	96,500.00	14,156.72	15,597.38	0.00	80,902.62	16.16
70-311-5208 PERS Contributions	98,758.00	7,293.61	14,906.98	0.00	83,851.02	15.09
70-311-5209 Retirees' Medical Insurance	23,040.00	1,508.91	2,599.95	0.00	20,440.05	11.28
70-311-5212 Deferred Comp Matching Benefit	1,800.00	0.00	0.00	0.00	1,800.00	0.00
70-311-5302 Computer Contract Services/CAD-Tiburon	280,000.00	0.00	0.00	0.00	280,000.00	0.00
70-311-5311 GST Software Reimbursable	40,410.00	0.00	38,010.00	0.00	2,400.00	94.06
70-311-5403 Conferences, Meetings & Travel	2,650.00	0.00	0.00	0.00	2,650.00	0.00
70-311-5503 General Technical Supplies	7,500.00	0.00	0.00	0.00	7,500.00	0.00
70-311-5506 Uniforms/Safety Equipment	2,500.00	0.00	0.00	0.00	2,500.00	0.00
70-311-5514 Parts - Billing	75,000.00	22,984.18	32,391.38	0.00	42,608.62	43.19
70-311-5515 Parts - Telecommunications	20,000.00	179.43	179.43	0.00	19,820.57	0.90
70-311-5516 Install Wire, Loom & Hardware	16,000.00	1,246.06	1,148.86	0.00	14,851.14	7.18
70-311-5517 Vehicle Operations	4,500.00	231.05	281.05	0.00	4,218.95	6.25



## Expenditure Status Report

South Bay Regional PCA  
8/1/2016 through 8/31/2016

### 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>
70-311-5520 Equipment Repair	18,000.00	0.00	0.00	0.00	18,000.00	0.00
70-311-5521 Outside Technical Serv-Towers & Equip	120,000.00	10,000.00	20,000.00	0.00	100,000.00	16.67
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	0.00	0.00	29,981.16	0.00	-29,981.16	0.00
<b>Total Technical Services</b>	1,686,406.00	114,266.13	273,846.16	0.00	1,412,559.84	16.24
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
80-406-5901 Uniform Replacement	0.00	338.10	338.10	0.00	-338.10	0.00
80-451-5901 Replace UPS Sys/Comp & Tower Radio Rms	100,000.00	0.00	0.00	94,855.25	5,144.75	94.86
<b>Total Capital Infrastructure Projects</b>	100,000.00	338.10	338.10	94,855.25	4,806.65	95.19
<b>Total SBRPCA Enterprise Fund</b>	9,947,835.00	679,400.50	1,560,520.63	97,855.25	8,289,459.12	16.67
<b>Grand Total</b>	9,947,835.00	679,400.50	1,560,520.63	97,855.25	8,289,459.12	16.67



# Staff Report

South Bay Regional Public Communications Authority

**TO:** Executive Committee

**THROUGH:** Ralph Mailloux

**FROM:** Valerie Mohler

**DATE:** September 20, 2016

**SUBJECT:** Budget Carryovers from Fiscal Year 2015-2016

## **RECOMMENDATION:**

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

## **FISCAL IMPLICATION:**

The total amount of \$281,653 is part of the designated fund balance.

## **BACKGROUND:**

The attached schedule lists the capital projects that still have balances at June 30, 2016 and were not repurposed for use in 2016-2017. All of these projects are currently in progress.

## **DISCUSSION:**

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

**LEGAL REVIEW:**

None.

**CONCLUSION:**

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

Attachment: Schedule of Carryover Appropriations

**SBRPCA  
SCHEDULE OF CARRYOVER APPROPRIATIONS  
FISCAL YEAR 2016-2017**

<b>PROJECT/ACCOUNT TITLE</b>		<b>BALANCE 6/30/16</b>
10-80-435-5901	CIP Exp - Hawthorne Allocation	58,454
10-80-436-5901	CIP Exp - MB Allocation	67,615
10-80-446-5901	CIP Exp/Interoperability Radio Sys Project	13,338
10-80-449-5901	CIP Exp - Backup Stand Alone Radio System-Comm Ctr	142,246
<b>Total</b>		<b>281,653</b>



# Staff Report

## South Bay Regional Public Communications Authority

**TO:** Executive Committee

**FROM:** Ralph Mailloux

**DATE:** September 20, 2016

**SUBJECT:** Ratification of MOU between the Authority and the Management Confidential Bargaining Group for the Period of July 1, 2016 to June 30, 2019

### **RECOMMENDATION**

That the Executive Committee approve the memorandum of understanding (MOU) between the Authority and the Management Confidential Bargaining Group for the period of July 1, 2016 to June 30, 2019.

### **FISCAL IMPLICATION**

<b><u>Increase to Budget</u></b>	<b><u>Total MOU Increase</u></b>	<b><u>FY 2016-17</u></b>	<b><u>FY 2017-18</u></b>	<b><u>FY 2018-19*</u></b>
Salaries	\$44,746	\$12,660	\$12,914	\$19,172
Retirement	4,435	1,449	1,478	1,508
Medicare	669	190	194	285
<b>Total</b>	<b>\$49,850</b>	<b>\$14,299</b>	<b>\$14,586</b>	<b>\$20,965</b>

\*Includes increase for cafeteria plan monthly allowance from \$1,100 to \$1,200.

### **BACKGROUND/DISCUSSION**

The Authority and the Management Confidential Bargaining Group have come to a tentative agreement for the contract for the period of July 1, 2016 to June 30, 2019. Highlights of the contract are as follows:

1. Three-year contract.

2. Increase base pay rate pay as follows:

July 1, 2016 – 2%

July 1, 2017 – 2%

July 1, 2018 – 2%

3. Increase medical insurance premium \$100 per month to \$1,200 per month beginning July 1, 2018.

4. Add additional Presidents' Day holiday.

### **CONCLUSION**

Approve the MOU between the Authority and the Management Confidential Bargaining Group for the period of July 1, 2016 to June 30, 2019.

REM:ww

Attachment: MOU between the Authority and the Management Confidential Bargaining Group for the Period of July 1, 2016 to June 30, 2019