

A G E N D A
REGULAR JOINT MEETING OF
EXECUTIVE COMMITTEE AND USER COMMITTEE
TUESDAY, APRIL 18, 2017, 2:00 PM
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
SECOND FLOOR CONFERENCE ROOM
4440 W. BROADWAY, HAWTHORNE, CA

1. **CALL TO ORDER**

2. **PUBLIC DISCUSSION**

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

3. **ACTION ITEMS**

3a. **Approval of Minutes –March 21, 2017***

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

3c. **Cash & Investments Report – March 31, 2017***

3d. **Proposed Fiscal Year 2017-2018 Budget***

3e. **Hermosa Beach Assessment***

4. **EXECUTIVE DIRECTOR'S REPORT**

5. **NEW BUSINESS**

6. **ADJOURNMENT**

*Written material attached.

**Written material distributed in closed session.

Posting Place:

4440 W. Broadway, Hawthorne, CA 90250

Posting Date/Time:

April 13, 2017/3:00 PM

Signature:



Ralph Mailloux, Executive Director

**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 2:35 PM on Tuesday, March 21, 2017, in the second floor conference room at the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

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City Manager Danaj introduced Management Analyst George Gabriel, City of Manhattan Beach.

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ROLL CALL

Present: City Manager Mark Danaj, City of Manhattan Beach
Interim City Manager John Jalili, City of Hermosa Beach
City Manager Mitch Lansdell, City of Gardena
Interim City Manager Arnie Shadbehr, City of Hawthorne
Chief Pete Bonano, Hermosa Beach Fire Department
Chief Bob Espinosa, Manhattan Beach Fire Department
Captain Mike Ishii, Hawthorne Police Department
Captain Milton McKinnon, Hermosa Beach Police Department

Absent: Chief Eve Irvine, Manhattan Beach Police Department
Chief Mitch Tavera, El Segundo Police Department

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

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **Approval of Minutes – February 21, 2017**

MOTION: City Manager Lansdell moved to approve the minutes of the joint meeting of the Board of Directors, Executive Committee and User Committee on February 21, 2017. The motion was seconded by City Manager Shadbehr and passed by unanimous voice vote.

Regular Joint Meeting of
the Executive Committee
and the User Committee

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

Finance Manager Mohler presented the staff report per written material of record.

MOTION: City Manager Lansdell moved to receive and file the Budget Performance Report as of February 28, 2017. The motion was seconded by City Manager Shadbehr and passed by unanimous voice vote.

3c. **Hermosa Beach Contract**

The Executive Committee agreed to consider the Hermosa Beach Contract even though it should have been shown as Agenda Item No. 3c instead of Item No. 3e.

Referring to the staff report, Executive Director Mailloux provided information on the Hermosa Beach contract. He advised that, using the new assessment methodology, Hermosa Beach's contract would increase approximately \$500,000, for a total of approximately \$1,100,000, and that, with the new methodology, Hermosa Beach would be entitled to a police dispatcher 24/7. However, due to the need for additional staffing as a result of Culver City's transition to the Authority, this cannot be accomplished at this time. But, it is anticipated that it will be possible to provide Hermosa Beach with five additional eight-hour days of separation from Manhattan Beach's frequency beginning July 2018.

Interim City Manager Jalili related Hermosa Beach's agreement with Option No. 2 in the staff report as follows: "Notify Hermosa Beach that the new methodology for annual client increases shall be utilized this year, with an increase from the current assessment methodology amount of .9%, or \$677,121, to 4.32%, or \$700,072, for an additional increase of \$22,951." He suggested that this item be tabled so the police chiefs, who are at a conference, can be present.

Chief Bonano stated his understanding that the increase to Hermosa Beach's contract was based on the methodology developed for Culver City.

Executive Director Mailloux pointed out that Hermosa Beach's contract expired years ago.

The Executive Committee agreed to continue discussion of the Hermosa Beach Contract to the next meeting.

City Manager Lansdell noted that Option No. 2 would be only for one year.

4. **EXECUTIVE DIRECTOR'S REPORT**

4a. Executive Director Mailloux presented information on the status of Culver City's transition to the Authority on March 1, 2017 and the Interoperability Network of the South Bay (INSB).

Regular Joint Meeting of
the Executive Committee
and the User Committee

4b. At the request of Executive Director Mailloux, Captain Ishii offered input on the new computer aided dispatch/records management system (CAD/RMS). He advised that Hawthorne will pay for the CAD and, in turn, assess the cities.

5. **NEW BUSINESS**

5a. Finance Manager Mohler affirmed that the proposed Fiscal Year 2017-2018 Budget will be presented for the Executive Committee's consideration at the next regular meeting on April 18, 2017.

6. **CLOSED SESSION**

Pursuant to Government Code Section 54957.6 (Personnel Matters), at 2:35 PM, the Executive Committee entered into a closed session to discuss the Executive Director's evaluation.

At 2:55 PM, the meeting returned to open session, with no action taken in closed session.

7. **ADJOURNMENT**

The meeting was adjourned at 2:56 PM.



Staff Report

South Bay Regional Public Communications Authority

TO: Executive Committee

THROUGH: Ralph Mailloux

FROM: Valerie Mohler

DATE: April 18, 2017

SUBJECT: Budget Performance Report/March 31, 2017

RECOMMENDATION:

Receive and file the attached Budget Performance Report as of March 31, 2017.

FISCAL IMPLICATION:

So far, overall revenues and expenses are within the budgeted amounts. At this time, staff anticipates some budgetary savings, most likely in the salary & benefits category of expenses, at year-end due to vacancies. The amount of savings will be more quantifiable as we get closer to year end.

BACKGROUND:

If solely based on a 12-month operating cycle, both revenues and expenses should be at the 75% mark with 25% remaining in the budget. However, depending on the nature and the timing of when revenues are received or when expenses are incurred and recorded, variances could occur.

Budget overruns are noted on some line accounts, which should be absorbed by savings in other accounts. Examples are overtime expenses which should be covered by savings in regular salaries due to vacancies. Staff is also anticipating overruns in vacation/sick leave payoff but the final numbers will not be known until the final payouts are processed in May, according to the schedules in each MOU.

DISCUSSION:

Attachment 1 shows, as of this reporting period, revenue is \$3.13 million over expenses. The fourth quarter assessments have been billed as have the assessment for 2016-17 and the transition costs for Culver City. The revenue excess over expenses is supposed to fund the Authority's activities through the end of the fiscal year, including capital outlay.

Attachment 2 shows revenues exceed the budget as the Culver City assessment and transition costs were not budgeted for Fiscal Year 2016-2017. Reimbursements for Billable Parts is not included in the analysis as they are offset by expenses under Parts Billing. The GETAC Project is also offset by expenses. As shown on the summary schedule, overall, expenses for each department are within the budget allocation with the exception of Technical Services due to the Parts Billing account, Culver City transition costs and the GETAC project. Overruns in remaining line accounts should be offset by savings in other accounts.

Attachment 3 shows the details by department/by account and the variances between the budget and the actual expenses. Some of the variances in the Salaries & Benefits category may be attributed to salary savings from vacant positions. Salary savings may be offset by higher overtime and part-time costs due to minimum manning requirements. Some of the variances in the Supplies & Services category may be attributed to when supplies are purchased or when services are rendered. As mentioned above, the Parts Billing account is offset by Reimbursements for Billable Parts as are the Culver City transition costs and the GETAC Project. Allowing for the offsets, the Technical Services department would be expended at 73.5% with 26.5% remaining as of March 31, 2017.

Staff is available to respond if you have any questions.

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

SBRPCA
SUMMARY BUDGET PERFORMANCE REPORT
MARCH 31, 2017

<u>ACCOUNT DESCRIPTION</u>	<u>AMENDED BUDGET</u>	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>ENCUM</u>	<u>BALANCE</u>	<u>PERCENT BALANCE</u>
TOTAL REVENUE	\$ 9,638,163	\$ 2,844,215	\$ 10,920,342	\$ -	\$ (1,282,179)	-13.30%
EXPENSE SUMMARY:						
Administration						
Salaries & Benefits	\$ 949,720	\$ 102,600	\$ 748,177	\$ -	\$ 201,543	21.22%
Supplies/Services/Equipment	668,601	49,868	551,337	-	117,264	17.54%
Total Expenses - Administration	\$ 1,618,321	\$ 152,469	\$ 1,299,515	\$ -	\$ 318,806	19.70%
Operations						
Salaries & Benefits	\$ 6,316,206	\$ 451,058	\$ 4,298,641	\$ -	\$ 2,017,565	31.94%
Supplies/Services/Equipment	226,902	19,067	118,919	-	107,983	47.59%
Total Expenses - Operations	\$ 6,543,108	\$ 470,125	\$ 4,417,561	\$ -	\$ 2,125,547	32.49%
Technical Services						
Salaries & Benefits	\$ 1,043,846	\$ 51,190	\$ 663,828	\$ -	\$ 380,018	36.41%
Supplies/Services/Equipment	642,560	564,384	1,223,713	-	(581,153)	-90.44%
Total Expenses - Technical Services	\$ 1,686,406	\$ 615,573	\$ 1,887,541	\$ -	\$ (201,135)	-11.93%
Total Operating Expenses	\$ 9,847,835	\$ 1,238,167	\$ 7,604,616	\$ -	\$ 2,243,219	22.78%
Capital Outlay	\$ 381,653	\$ 104,499	\$ 184,806	\$ -	\$ 196,847	51.58%
GRAND TOTAL	\$ 10,229,488	\$ 1,342,666	\$ 7,789,422	\$ -	\$ 2,440,066	23.85%
RECAP						
Administration	\$ 1,618,321	\$ 152,469	\$ 1,299,515	\$ -	\$ 318,806	19.70%
Operations	6,543,108	470,125	4,417,561	-	2,125,547	32.49%
Technical Services	1,686,406	615,573	1,887,541	-	(201,135)	-11.93%
Capital Outlay	381,653	104,499	184,806	-	196,847	51.58%
TOTAL EXPENSES	\$ 10,229,488	\$ 1,342,666	\$ 7,789,422	\$ -	\$ 2,440,066	23.85%
Salaries & Benefits	\$ 8,309,772	\$ 604,848	\$ 5,710,646	\$ -	\$ 2,599,126	31.28%
Supplies/Services/Equipment	1,538,063	633,319	1,893,970	-	(355,907)	-23.14%
Capital Outlay	381,653	104,499	184,806	-	196,847	51.58%
TOTAL EXPENSES	\$ 10,229,488	\$ 1,342,666	\$ 7,789,422	\$ -	\$ 2,440,066	23.85%

YTD REVENUES OVER YTD EXPENSES

\$ 3,130,920

Differences due to rounding.

Revenue Status Report

South Bay Regional PCA
 3/1/2017 through 3/31/2017

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
10-50 Administration					
10-50-111 Administration					
10-50-111-4110 Gardena	2,391,301.00	358,695.15	2,391,301.00	0.00	100.00
10-50-111-4120 Hawthorne	3,359,598.00	503,939.70	3,359,598.00	0.00	100.00
10-50-111-4130 Manhattan Beach	1,703,280.00	255,492.00	1,703,280.00	0.00	100.00
10-50-111-4140 Hermosa Beach	671,081.00	167,770.25	671,081.00	0.00	100.00
10-50-111-4145 El Segundo	1,271,063.00	317,765.75	1,271,063.00	0.00	100.00
10-50-111-4146 Culver City Assessment	0.00	754,266.00	754,266.00	-754,266.00	0.00
10-50-111-4150 El Camino Community College	16,000.00	0.00	742.56	15,257.44	4.64
10-50-111-4151 Palos Verdes Estates Annual Maint	1,330.00	0.00	0.00	1,330.00	0.00
10-50-111-4152 Medical Director Services/Hermosa Beach	0.00	0.00	25,000.00	-25,000.00	0.00
10-50-111-4153 Medical Director Service/Manhattan Beach	0.00	0.00	25,000.00	-25,000.00	0.00
10-50-111-4154 Medical Director Services/El Segundo	0.00	0.00	25,000.00	-25,000.00	0.00
10-50-111-4210 Investment Earnings (LAIF)	7,500.00	0.00	9,087.57	-1,587.57	121.17
10-50-111-4220 POST Reimbursements	600.00	0.00	0.00	600.00	0.00
10-50-111-4230 Bond Expenses (Reimbursements)	5,000.00	0.00	0.00	5,000.00	0.00
10-50-111-4255 Unrealized Gain/Loss on Investments	0.00	0.00	-1,473.11	1,473.11	0.00
10-50-111-4410 Vending Machine Revenue	4,500.00	64.00	2,550.45	1,949.55	56.68
10-50-111-4430 Other Miscellaneous Revenue	5,000.00	14,205.36	14,281.90	-9,281.90	285.64
Total Administration	9,436,253.00	2,372,198.21	10,250,778.37	-814,525.37	108.63
10-60 Operations					

Revenue Status Report

South Bay Regional PCA
 3/1/2017 through 3/31/2017

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
10-60-211 Communications Center					
10-60-211-4215 DUI Reimbursement-Overtime	5,000.00	405.64	2,286.16	2,713.84	45.72
10-60-211-4435 Reimbursements Sprint Wireless	72,000.00	76,425.62	76,425.62	-4,425.62	106.15
10-60-211-4440 Reimbursements/Verizon Wireless	3,500.00	6,695.80	6,695.80	-3,195.80	191.31
Total Operations	80,500.00	83,527.06	85,407.58	-4,907.58	106.10
10-70 Technical Services					
10-70-311 Technical Services					
10-70-311-4360 Reimbursements for Billable Parts	75,000.00	28,121.51	220,530.22	-145,530.22	294.04
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	39,610.00	42,868.00	-2,458.00	106.08
10-70-311-4445 Reimbursemnt for GETAC Project	0.00	83,000.00	83,000.00	-83,000.00	0.00
10-70-311-4455 Reimb Clvr Cty Infrastr Transition Costs	0.00	237,758.23	237,758.23	-237,758.23	0.00
Total Technical Services	121,410.00	388,489.74	584,156.45	-462,746.45	481.14
Total SBRPCA Enterprise Fund	9,638,163.00	2,844,215.01	10,920,342.40	-1,282,179.40	113.30
Grand Total	9,638,163.00	2,844,215.01	10,920,342.40	-1,282,179.40	113.30

Expenditure Status Report

South Bay Regional PCA
 3/1/2017 through 3/31/2017

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
50 Administration						
50-100 Administration						
50-100-5000 Expenditures						
50-111-5101 Salaries (Full-Time)	688,786.00	78,554.75	533,908.69	0.00	154,877.31	77.51
50-111-5104 Acting Pay	1,000.00	0.00	0.00	0.00	1,000.00	0.00
50-111-5107 Merit Pay	2,650.00	0.00	2,650.00	0.00	0.00	100.00
50-111-5108 Sick Leave Payoff	25,000.00	0.00	13,537.09	0.00	11,462.91	54.15
50-111-5109 Vacation Leave Payoff	30,000.00	10,112.98	48,496.02	0.00	-18,496.02	161.65
50-111-5112 Other Pay	1,200.00	0.00	800.00	0.00	400.00	66.67
50-111-5201 Medical Insurance	50,000.00	2,108.42	37,755.78	0.00	12,244.22	75.51
50-111-5202 Dental Insurance	2,800.00	101.75	1,949.27	0.00	850.73	69.62
50-111-5203 Vision Insurance	1,224.00	90.00	884.20	0.00	339.80	72.24
50-111-5204 Life Insurance	624.00	44.00	436.00	0.00	188.00	69.87
50-111-5205 Medicare	11,104.00	1,296.82	8,828.86	0.00	2,275.14	79.51
50-111-5207 Workers' Compensation	9,750.00	681.97	6,276.53	0.00	3,473.47	64.37
50-111-5208 PERS Contributions	104,730.00	8,157.77	77,107.26	0.00	27,622.74	73.62
50-111-5209 Retirees' Medical Insurance	13,652.00	1,152.01	10,147.79	0.00	3,504.21	74.33
50-111-5212 Deferred Comp Matching Benefit	7,200.00	300.00	5,400.00	0.00	1,800.00	75.00
50-111-5301 Communications Contract Services	31,000.00	1,829.54	16,218.23	0.00	14,781.77	52.32
50-111-5302 Computer Contract Services/CAD-Tiburon	12,000.00	12,000.00	66,898.75	0.00	-54,898.75	557.49
50-111-5303 Bond Services/Reimbursable Expenses	5,000.00	0.00	0.00	0.00	5,000.00	0.00
50-111-5304 Accounting/Auditing Services	12,400.00	1,000.00	12,950.00	0.00	-550.00	104.44
50-111-5305 Legal Services	22,000.00	0.00	7,359.80	0.00	14,640.20	33.45
50-111-5306 Recruitment Costs	35,333.00	1,463.06	12,045.77	0.00	23,287.23	34.09
50-111-5307 Software Maintenance Services	33,772.00	0.00	40,876.66	0.00	-7,104.66	121.04
50-111-5308 Banking Services (Fees)	6,000.00	360.73	3,478.55	0.00	2,521.45	57.98
50-111-5309 Online/Website Maintenance Services	3,000.00	225.00	2,285.00	0.00	715.00	76.17
50-111-5312 Medical Director Services/Paramedics	0.00	6,250.00	50,000.00	0.00	-50,000.00	0.00
50-111-5401 Memberships & Dues	810.00	0.00	270.00	0.00	540.00	33.33
50-111-5402 Publications	350.00	0.00	0.00	0.00	350.00	0.00

Expenditure Status Report

South Bay Regional PCA
 3/1/2017 through 3/31/2017

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
50-111-5403 Conferences, Meetings & Travel	11,436.00	772.49	10,298.49	0.00	1,137.51	90.05
50-111-5404 Employee Services/EC-BOD	1,500.00	394.83	1,545.09	0.00	-45.09	103.01
50-111-5407 Tuition Reimbursement	4,000.00	0.00	2,835.00	0.00	1,165.00	70.88
50-111-5501 Office Supplies	9,000.00	894.95	4,263.39	0.00	4,736.61	47.37
50-111-5502 Miscellaneous Supplies	1,100.00	0.00	0.00	0.00	1,100.00	0.00
50-111-5504 Vending Machine Supplies	4,500.00	0.00	1,141.42	0.00	3,358.58	25.36
50-111-5505 Voice Recording Tapes	1,500.00	0.00	0.00	0.00	1,500.00	0.00
50-111-5507 Postage	2,000.00	21.42	762.30	0.00	1,237.70	38.12
50-111-5509 Reproduction	1,500.00	0.00	1,222.70	0.00	277.30	81.51
50-111-5511 Office Equipment Lease	11,500.00	1,304.31	10,482.15	0.00	1,017.85	91.15
50-111-5513 General Liability Insurance Premium	170,600.00	0.00	140,151.60	0.00	30,448.40	82.15
50-111-5517 Vehicle Operations	2,000.00	515.68	2,025.32	0.00	-25.32	101.27
50-111-5601 Telephone - Administration	17,750.00	2,999.64	6,666.36	0.00	11,083.64	37.56
50-111-5701 Maintenance - HQ	139,050.00	10,876.56	82,506.43	0.00	56,543.57	59.34
50-111-5702 Maintenance - Other Sites	6,500.00	309.63	1,144.89	0.00	5,355.11	17.61
50-111-5703 Electricity - HQ	97,000.00	6,097.34	58,445.90	0.00	38,554.10	60.25
50-111-5704 Electricity - Grandview	1,800.00	139.56	1,153.15	0.00	646.85	64.06
50-111-5705 Electricity - Punta Place	5,700.00	802.87	4,057.23	0.00	1,642.77	71.18
50-111-5706 Gas - HQ	12,000.00	982.69	6,583.63	0.00	5,416.37	54.86
50-111-5707 Water - HQ	3,500.00	480.49	2,427.42	0.00	1,072.58	69.35
50-111-5715 Electricity-MB Water Tower	3,000.00	147.37	1,242.06	0.00	1,757.94	41.40
Total Administration	1,618,321.00	152,468.63	1,299,514.78	0.00	318,806.22	80.30
60 Operations						
60-200 Operations						
60-200-5000 Expenditures						
60-211-5101 Salaries (Full-Time)	4,013,434.00	287,437.04	2,583,002.94	0.00	1,430,431.06	64.36
60-211-5102 Salaries (Part-Time)	220,536.00	9,150.33	37,441.33	0.00	183,094.67	16.98
60-211-5103 Overtime	350,000.00	62,673.80	529,687.07	0.00	-179,687.07	151.34
60-211-5104 Acting Pay	7,500.00	0.00	856.09	0.00	6,643.91	11.41
60-211-5105 Bilingual Pay	9,600.00	0.00	6,356.00	0.00	3,244.00	66.21
60-211-5108 Sick Leave Payoff	100,000.00	0.00	89,815.68	0.00	10,184.32	89.82

Expenditure Status Report

South Bay Regional PCA
 3/1/2017 through 3/31/2017

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
60-211-5109 Vacation Leave Payoff	40,000.00	0.00	20,393.46	0.00	19,606.54	50.98
60-211-5110 Training Pay	5,000.00	1,176.95	2,667.13	0.00	2,332.87	53.34
60-211-5114 Holiday Payoff	45,000.00	0.00	32,792.37	0.00	12,207.63	72.87
60-211-5115 Education Incentive Pay	95,229.00	6,289.18	58,725.79	0.00	36,503.21	61.67
60-211-5116 Overtime - Ridealongs with Member Cities	16,500.00	0.00	9,618.94	0.00	6,881.06	58.30
60-211-5201 Medical Insurance	517,498.00	21,701.81	343,789.87	0.00	173,708.13	66.43
60-211-5202 Dental Insurance	33,542.00	1,229.25	17,280.89	0.00	16,261.11	51.52
60-211-5203 Vision Insurance	14,041.00	1,059.50	8,721.32	0.00	5,319.68	62.11
60-211-5204 Life Insurance	7,644.00	487.54	4,710.54	0.00	2,933.46	61.62
60-211-5205 Medicare	71,133.00	5,290.72	49,100.12	0.00	22,032.88	69.03
60-211-5206 Unemployment Insurance	15,000.00	0.00	7,521.00	0.00	7,479.00	50.14
60-211-5207 Workers' Compensation	53,500.00	3,997.75	36,793.42	0.00	16,706.58	68.77
60-211-5208 PERS Contributions	633,754.00	45,804.65	417,211.24	0.00	216,542.76	65.83
60-211-5209 Retirees' Medical Insurance	58,180.00	4,638.55	41,195.45	0.00	16,984.55	70.81
60-211-5211 Social Security	9,115.00	120.90	960.55	0.00	8,154.45	10.54
60-211-5401 Memberships & Dues	190.00	0.00	0.00	0.00	190.00	0.00
60-211-5402 Publications	1,960.00	36.04	1,078.65	0.00	881.35	55.03
60-211-5403 Conferences, Meetings & Travel	31,752.00	1,281.30	6,740.19	0.00	25,011.81	21.23
60-211-5404 Employee Services/EC-BOD	2,500.00	228.77	2,972.82	0.00	-472.82	118.91
60-211-5405 Employee Awards	500.00	0.00	0.00	0.00	500.00	0.00
60-211-5406 POST Training	2,000.00	0.00	1,995.92	0.00	4.08	99.80
60-211-5407 Tuition Reimbursement	18,000.00	2,619.00	14,365.50	0.00	3,634.50	79.81
60-211-5506 Uniforms/Safety Equipment	8,000.00	1,315.14	1,633.48	0.00	6,366.52	20.42
60-211-5509 Reproduction	500.00	0.00	353.00	0.00	147.00	70.60
60-211-5603 Telephone - El Segundo	3,000.00	386.42	1,625.92	0.00	1,374.08	54.20
60-211-5604 Telephone - Gardena	8,000.00	224.02	1,268.05	0.00	6,731.95	15.85
60-211-5606 Telephone - Hawthorne	6,500.00	418.88	3,917.91	0.00	2,582.09	60.28
60-211-5607 Telephone - Hermosa Beach	16,000.00	2,292.83	13,552.37	0.00	2,447.63	84.70
60-211-5608 Telephone - Manhattan Beach	13,000.00	878.82	3,456.07	0.00	9,543.93	26.59
60-211-5609 Telephone - MB Water Tower	8,500.00	0.00	0.00	0.00	8,500.00	0.00
60-211-5611 Telephone - Punta Place	15,000.00	310.61	2,804.43	0.00	12,195.57	18.70
60-211-5612 Telephone - RCC	16,000.00	1,520.76	6,625.59	0.00	9,374.41	41.41
60-211-5613 Sprint Wireless Reimbursable	72,000.00	6,850.05	51,584.32	0.00	20,415.68	71.64
60-211-5614 Verizon Wireless Reimbursable	3,500.00	704.25	4,945.25	0.00	-1,445.25	141.29

Expenditure Status Report

South Bay Regional PCA
 3/1/2017 through 3/31/2017

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
Total Operations	6,543,108.00	470,124.86	4,417,560.67	0.00	2,125,547.33	67.51
70 Technical Services						
70-300 Technical Services						
70-300-5000 Expenditures						
70-311-5101 Salaries (Full-Time)	646,878.00	32,395.98	412,109.18	0.00	234,768.82	63.71
70-311-5103 Overtime	13,500.00	1,049.54	7,639.48	0.00	5,860.52	56.59
70-311-5104 Acting Pay	5,746.00	0.00	0.00	0.00	5,746.00	0.00
70-311-5106 Callback Pay	2,500.00	0.00	0.00	0.00	2,500.00	0.00
70-311-5107 Merit Pay	2,700.00	0.00	2,650.00	0.00	50.00	98.15
70-311-5108 Sick Leave Payoff	15,000.00	0.00	8,273.71	0.00	6,726.29	55.16
70-311-5109 Vacation Leave Payoff	25,000.00	0.00	16,731.96	0.00	8,268.04	66.93
70-311-5114 Holiday Payoff	12,000.00	0.00	9,211.61	0.00	2,788.39	76.76
70-311-5115 Education Incentive Pay	5,084.00	0.00	2,467.59	0.00	2,616.41	48.54
70-311-5201 Medical Insurance	74,737.00	2,291.35	51,683.28	0.00	23,053.72	69.15
70-311-5202 Dental Insurance	6,983.00	75.00	2,518.91	0.00	4,464.09	36.07
70-311-5203 Vision Insurance	2,673.00	105.00	1,517.96	0.00	1,155.04	56.79
70-311-5204 Life Insurance	1,092.00	55.00	673.00	0.00	419.00	61.63
70-311-5205 Medicare	9,855.00	498.15	5,971.49	0.00	3,883.51	60.59
70-311-5207 Workers' Compensation	96,500.00	7,078.36	65,145.90	0.00	31,354.10	67.51
70-311-5208 PERS Contributions	98,758.00	5,199.27	59,372.91	0.00	39,385.09	60.12
70-311-5209 Retirees' Medical Insurance	23,040.00	2,442.04	17,860.62	0.00	5,179.38	77.52
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	288,324.24	288,324.24	0.00	-8,324.24	102.97
70-311-5311 GST Software Reimbursable	40,410.00	8,764.00	50,032.00	0.00	-9,622.00	123.81
70-311-5403 Conferences, Meetings & Travel	2,650.00	0.00	64.80	0.00	2,585.20	2.45
70-311-5503 General Technical Supplies	7,500.00	15.00	591.11	0.00	6,908.89	7.88
70-311-5506 Uniforms/Safety Equipment	2,500.00	0.00	437.93	0.00	2,062.07	17.52
70-311-5514 Parts - Billing	75,000.00	128,083.97	409,735.47	0.00	-334,735.47	546.31
70-311-5515 Parts - Telecommunications	20,000.00	2,225.51	5,617.97	0.00	14,382.03	28.09
70-311-5516 Install Wire, Loom & Hardware	16,000.00	750.33	9,448.89	0.00	6,551.11	59.06
70-311-5517 Vehicle Operations	4,500.00	246.79	1,621.29	0.00	2,878.71	36.03

Expenditure Status Report

South Bay Regional PCA
 3/1/2017 through 3/31/2017

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
70-311-5520 Equipment Repair	18,000.00	0.00	77.39	0.00	17,922.61	0.43
70-311-5521 Outside Technical Serv-Towers & Equip	120,000.00	10,000.00	112,658.13	0.00	7,341.87	93.88
70-311-5522 Vehicle Antennas-Reimbursable	6,000.00	0.00	0.00	0.00	6,000.00	0.00
70-311-5524 GETAC Project	50,000.00	0.00	87,368.00	0.00	-37,368.00	174.74
70-311-5525 Clvr Cty Infrastr Transition Costs Reimb	0.00	125,973.80	225,254.56	0.00	-225,254.56	0.00
70-311-5820 Other Equipment	0.00	0.00	32,481.16	0.00	-32,481.16	0.00
Total Technical Services	1,686,406.00	615,573.33	1,887,540.54	0.00	-201,134.54	111.93
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
80-406-5901 Uniform Replacement	0.00	0.00	380.82	0.00	-380.82	0.00
80-435-5901 CIP Exp-Hawthorne Allocation	58,454.00	0.00	0.00	0.00	58,454.00	0.00
80-436-5901 CIP Exp-MB Allocation	67,615.00	943.99	7,361.84	0.00	60,253.16	10.89
80-446-5901 CIP Exp-Interoperability Radio Sys Proj	13,338.00	0.00	0.00	0.00	13,338.00	0.00
80-449-5901 Backup Stand Alone Radio System-Comm Ctr	142,246.00	0.00	72,619.85	0.00	69,626.15	51.05
80-451-5901 Replace UPS Sys/Comp & Tower Radio Rms	100,000.00	103,555.00	104,443.65	0.00	-4,443.65	104.44
Total Capital Infrastructure Projects	381,653.00	104,498.99	184,806.16	0.00	196,846.84	48.42
Total SBRPCA Enterprise Fund	10,229,488.00	1,342,665.81	7,789,422.15	0.00	2,440,065.85	76.15
Grand Total	10,229,488.00	1,342,665.81	7,789,422.15	0.00	2,440,065.85	76.15



Staff Report

South Bay Regional Public Communications Authority

TO: The Executive Committee

THROUGH: Ralph Mailloux

FROM: Valerie Mohler

COPY TO: Tim Lilligren, Treasurer

MEETING DATE: April 18, 2017

SUBJECT: Cash & Investment Report/March 31, 2017

RECOMMENDATION:

Receive and file the Cash & Investments Report for March 31, 2017.

FISCAL IMPLICATION:

None.

BACKGROUND:

Section 53646 (a) (2) of the Government Code, states that the treasurer or chief fiscal officer **may** render a quarterly report (regarding the local agency's cash and investments) to the chief executive officer, the internal auditor, and the legislative body of the local agency. The quarterly report shall be so submitted within 30 days following the end of the quarter covered by the report. The legislative body of a local agency **may** elect to require the report specified in subdivision (b) to be made on a monthly basis instead of quarterly.

At the November 21st 2006 meeting, the Executive Committee elected to receive the Cash & Investments Report on a quarterly basis.

DISCUSSION:

Staff has completed the bank reconciliation for March 31, 2017. Attached is the Cash & Investments Report for the period.

All idle cash of the Authority is invested 100% with the State's Local Agency Investment Fund (LAIF). This complies with the Statement of Investment Policy. LAIF's monthly performance results continue to fluctuate reflecting the mostly downward changes in interest rates. The interest rate and interest earned as of March 31, 2017, will not be available until after this item is posted to the Agenda, therefore they will be provided during the Executive Committee meeting on April 18, 2017.

LEGAL REVIEW:

None.

CONCLUSION:

The Authority's investment with LAIF provides liquidity to fund the Authority's expenses for the next six months, with the assumption that the Member Agencies pay their assessments within the established timeframe.

Attachment: Cash & Investments Report for March 31, 2017.

**SBRPCA
CASH AND INVESTMENTS REPORT
MARCH 31, 2017**

	Bank Balance	Deposits in Transit	Outstanding Checks	Book Balance
<u>ACTIVE ACCOUNTS</u>				
MUFG Union Bank (General/Payroll)	<u>\$ 899,217.28</u>	<u> </u>	<u>\$ (202,574.93)</u>	<u>\$ 696,642.35</u>
<u>INVESTMENTS</u>				
LAIF*	<u>\$ 1,732,819.59</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,732,819.59</u>
Total Investments	<u>\$ 1,732,819.59</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,732,819.59</u>
<u>OTHER CASH ON HAND</u>				
Petty Cash	\$ -	\$ -	\$ -	\$ 500.00
Vending Machine Petty Cash	\$ -	\$ -	\$ -	<u>\$ 300.00</u>
Total Other Cash on Hand				\$ 800.00
TOTAL CASH & INVESTMENTS				<u><u>\$ 2,430,261.94</u></u>
<u>*Breakdown of cash by fund:</u>				
Fund 10 (Enterprise Fund)				\$ 696,642.35
Fund 20 (SHSGP Grant Fund)				-
Total				<u><u>\$ 696,642.35</u></u>

Note: LAIF's interest rate as of March 31, 2017 was not available when the staff report was written. Interest earned for the third quarter ending March 31, 2017 was also not available when the staff report was written. Both will be reported at the Executive Committee meeting on April 18, 2017.



Staff Report

South Bay Regional Public Communications Authority

TO: Executive Committee

FROM: Ralph Mailloux

DATE: April 18, 2017

SUBJECT: Introduction of the Fiscal Year 2017-2018 Proposed Budget

RECOMMENDATION:

Discuss the Fiscal Year 2017-2018 Proposed Budget.

FISCAL IMPLICATION:

The Fiscal Year 2017-2018 Proposed Budget totals \$11,224,274. However, because projected revenue has increased by \$1,723,361, or 16.59%, there will be no increase to the member cities' (owner agencies) assessments. The increases in operating expenses and capital outlay are discussed in greater detail below.

BACKGROUND:

Pages 14 through 17 provide an overview of the Fiscal Year 2017-2018 Proposed Budget.

DISCUSSION:

As stated above, the Fiscal Year 2017-2018 Proposed Budget is \$11,224,274, which represents an increase of \$1,264,939 for operating expenses, or 12.84%, compared to the amended budget for Fiscal Year 2016-2017. \$921,377, or 72.8%, of the operating budget increase is for the additional personnel required to handle Culver City's dispatch services and vehicle builds. This increase is fully funded by the annual assessment for services to the City of Culver City.

Capital outlay expenses increased \$11,500, or 11.5%, compared to the Fiscal Year 2016-2017 amended budget. In total, the Proposed Fiscal Year 2017-2018 Budget represents an increase of \$1,276,439, or 12.83%.

Per their contract, the City of El Segundo's assessment of \$1,294,928 represents an increase of \$23,865, or 1.9%, based on the CPI for the preceding year.

As discussed at the Executive Committee meeting on March 21, 2017, the approved cost methodology formula was applied to last year's annual assessments to determine the increase for both Culver City and Hermosa Beach. The resulting increase for both cities is 4.32%, or \$97,753 and \$28,991 respectively. If based just on the CPI as in the past, the increase for the City of Hermosa Beach would have been \$12,751.

For the first time, the budget does not include a suggested use for the fund balance. The estimated fund balance forward from Fiscal Year 2016-2017 is \$1,489,973. Approximately \$748,000, or 50.2%, of this balance can be attributed to the early transition of Culver City to the Authority, which provided surplus funds at year end. The total fund balance available June 30, 2018 is estimated at \$2,377,473, which has been allocated to the Member Cities according to the ownership formula as follows:

Gardena Share of Fund Balance (32.08%)	\$ 762,693
Hawthorne Share of Fund Balance (45.07%)	1,071,527
Manhattan Beach Share of Fund Balance (22.85%)	543,253

With a variety of projects on the horizon, each member city can decide how they would prefer to use their portion. Some of the possibilities for the use of the excess funds include the equipment replacement fund, the INSB, the new CAD/RMS or a reduction in the member cities' assessments.

LEGAL REVIEW:

None.

CONCLUSION:

The Fiscal Year 2017-2018 Proposed Budget continues to fund the Authority's goal of providing an outstanding level of service to the communities served. It is recommended that the Executive Committee review the Fiscal Year 2017-2018 Proposed Budget and provide direction. The final document will be considered for adoption by the Board of Directors at the joint meeting of the Board of Directors, Executive Committee and User Committee on May 16, 2017.

Attachment: Proposed Operating and Capital Budget Fiscal Year 2017-2018



South Bay Regional Public Communications Authority



**Operating and Capital Budget
Fiscal Year 2017 - 2018**

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
FISCAL YEAR 2017-2018 BUDGET
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**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
LIST OF AUTHORITY OFFICIALS
FISCAL YEAR 2017-2018**

BOARD OF DIRECTORS

Dan Medina, Councilmember
City of Gardena

Haidar Awad, Mayor Pro Tem
City of Hawthorne

David Lesser, Mayor
City of Manhattan Beach

EXECUTIVE COMMITTEE

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

Sergio Gonzalez, City Manager
City of Hermosa Beach

Pete Bonano, 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

Scott Bixby, Police Chief
City of Culver City

John Nachbar, City Manager
City of Culver City

David White, Fire Chief
City of Culver City

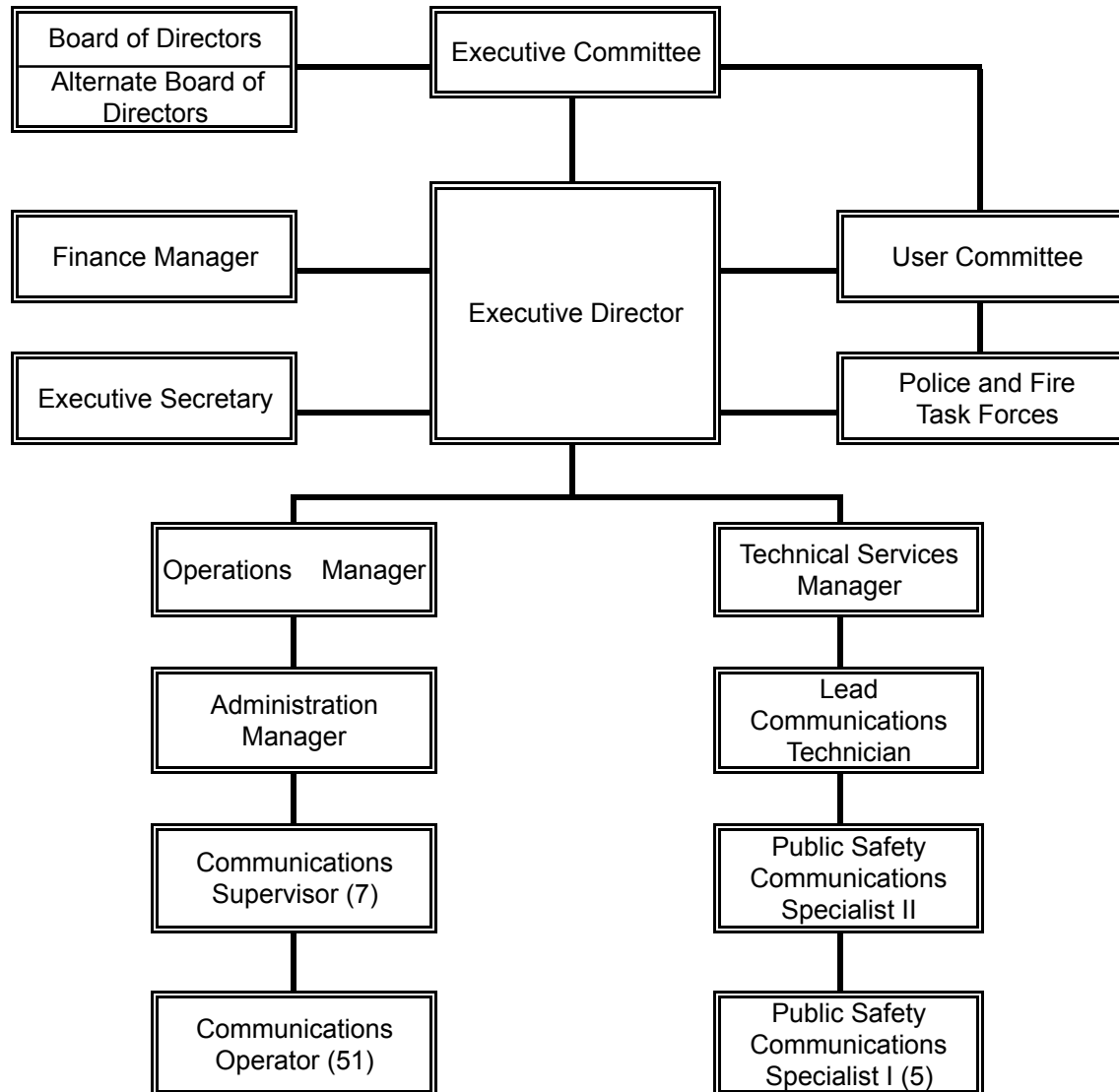
EXECUTIVE DIRECTOR

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**





April 18, 2017

Members of the Executive Committee and the User Committee:

I respectfully submit the Proposed Budget for Fiscal Year 2017-2018. 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 \$11,224,274 which represents an increase of \$1,264,939 for operating expenses or 12.84%, and an increase of \$11,500 or 11.5% for capital outlay expenses compared to the amended budget in Fiscal Year 2016-2017. The proposed budget in total increases \$1,276,439 or 12.83%. 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 includes personnel costs that are directly related to the addition of Culver City as a client city. These costs are fully covered by the assessment to the City of Culver City.

The remaining increase to 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 2017-2018 including the UAL contribution are 14.725% for Tier 1 employees, 7.306% for Tier 2 employees and 6.563% for PEPRAs employees. For comparison, the Fiscal Year 2016-2017 rates were 13.550% for Tier 1 employees, 7.232% for Tier 2 employees and 6.555% 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 \$63,578.
- The Memorandum of Understanding (MOU) for the Teamsters Bargaining Group, which includes Communications Operators and Technicians, and the MOU for the Communications Supervisors expire on June 30, 2017 so the salaries were not increased at this time. The Management and Confidential MOU provides for a 2% increase effective July 1, 2017. 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. Ten new

Communications Operators and one Public Safety Communications Specialist I position were also included to cover the dispatch services for the City of Culver City. Total costs for salary and benefit increases (excluding retirement) are \$940,940.

- Workers' Compensation insurance was increased to reflect an increase based on claims in Fiscal Year 2016-2017. The General Liability premium was budgeted at the same level as Fiscal Year 2016-2017 which allows for an increase over the actual premium paid in 2016-2017. Net change is an increase of \$15,250.

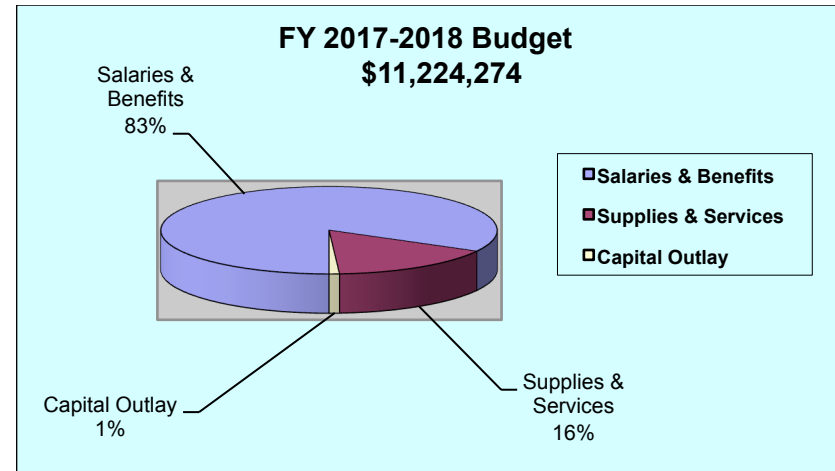


Table 1 is a summary of the preliminary budget:

FY 2017-2018 Budget Summary				
	FY 17-18 Budget	FY 16-17 Amended*	Increase (Decrease)	
			Amount	%
Operating Budget	\$11,112,774	\$9,847,835	\$1,264,939	12.84%
Capital Outlay	111,500	100,000	11,500	11.50%
Total	\$11,224,274	\$9,947,835	\$1,176,439	12.83%
Salaries & Benefits	\$9,314,290	\$8,309,772	\$1,004,518	12.09%
Supplies & Services	1,798,484	1,538,063	260,421	16.93%
Capital Outlay	111,500	100,000	11,500	11.50%
Total	\$11,224,274	\$9,947,835	\$1,276,439	12.83%

* 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)	\$819,480
Medical & Dental Insurance	108,000
Education Incentive Pay	(15,815)
Medicare	13,199
Workers' Compensation	15,250
Retirement Contribution to CalPERS	63,578
Computer Contract Svcs/CAD-Tiburon	53,000
Software Maintenance Services	11,526
Medical Director Services	75,000
Outside Tech Serv-Towers & Equip	180,000
GETAC Project	(50,000)
Sprint Wireless Reimbursable	10,176

Increases (decreases) are further explained below:

- *Regular Salaries* – reflects a 2.0% increase July 1, 2017 for Management/Confidential group and an estimated increase for Teamsters and Communications Supervisors. Includes 10 additional Communications Operators and 1 additional Public Communications Specialist I position to meet the needs of Culver City.
- *Medical & Dental Insurance* – Increase primarily due to additional personnel budgeted for Culver City.
- *Education Incentive Pay* – reflects changes in personnel receiving this premium due to voluntary resignations.
- *Medicare* – Increase primarily due to additional personnel budgeted for Culver City.
- *Workers' Compensation* – adjusted to allow for an increase based on claim activity.
- *Retirement Contribution* – employer rate changes from PERS plus impact of salary increases.
- *Computer Contract Serv/CAD-Tiburon* – increase is due to the consultant services for the new CAD program implementation.
- *Software Maintenance Services* – Reflects increases to existing contracts plus the addition of Powerphone digital system maintenance.
- *Medical Director* – State mandated service was contracted beginning in Fiscal Year 2016-2017 after the budget was approved. Costs are fully reimbursed by the cities of Hermosa Beach, Manhattan Beach and El Segundo.
- *Outside Tech Serv-Towers & Equip* – increased to cover cost of additional services provided by

CommLine, Inc. for general technical and sales support for the Authority's communications hardware and infrastructure and the addition of Culver City equipment. (See account detail sheet)

- *GETAC Project* – These costs were for a one-time purchase of Mobile Data Computers for Parking and Animal Control for the cities of Hermosa Beach and Manhattan Beach. Costs were fully reimbursed.
- *Sprint Wireless Reimbursable* – increase is based on actual billing costs for cities using this service. All costs are reimbursed annually by the respective agencies.

Capital Outlay for Fiscal Year 2017-2018:

The capital outlay projects requested are for one additional Doomsday radio for the Communications Supervisor position and the ESChat Push to Talk communications system that has been tested by the members' Police and Fire Departments.

Members' Assessments for Fiscal Year 2017-2018:

The calculation of the assessments is found on page 15.

The budget, as presented, uses the same assessment amount as Fiscal Year 2016-2017 which excludes the use of the fund balance at June 30, 2017. Excluding the fund balance and retaining the same level for assessments allows a larger estimated fund balance at June 30, 2018. This fund balance has been allocated to each member based on their ownership percentage (see page 14).

Assessments for Client Cities: El Segundo's assessment is \$1,294,928, an increase of \$23,865. The assessment reflects a 1.9% Consumer Price Index (CPI)

adjustment as stated in their agreement. The current agreement expires on September 30, 2020.

On September 25, 2015, the Executive Committee approved a Client Assessment formula for agencies that join the Authority in the future. Since the City of Culver City had requested a proposal for services, the methodology was required to provide a consistent manner of determining initial assessment costs for new client agencies as well as on-going assessments that would be reasonable and more realistically reflect the impact of budget increases on the owner agencies. This methodology was used to determine the increase for both Hermosa Beach and Culver City for Fiscal Year 2017-2018 resulting in a 4.32% increase for both clients.

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 decreased dramatically because of the economic downturn resulting in lower interest rates. The interest rates for Fiscal Year 2016-2017, however were approximately double those for the previous year so the interest income estimate for Fiscal Year 2017-2018 was increased.

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 294,479 calls, 191,674 of which were 911 calls; of the 911 calls, 79,136 came from cell phones.
- Participated in the initial development of the Area G Interoperability Network of the South Bay (INSB) Technical Committee and assumed the position of Committee Chairman.
- Completed contract negotiations with the Management/Confidential bargaining group.
- Participated in six career fairs.
- Completed negotiations and implemented Culver City 911 services on March 1, 2017.
- Completed 146 installations and 96 repairs of various telecommunications equipment used by Police, Fire, and Public Works.
- Processed 269 applications; tested 100 applicants; interviewed 9 of them; subsequently, hired 5 new operators (2 through testing, 3 from Culver City).
- Finalized selection of the new RMS/CAD software utilized by the Authority and member agencies and develop funding methodology.

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 the Area G Interoperability Network of the South Bay (INSB) build-out from the \$5 million grant funds awarded to the Authority.
- Complete contract (MOU) negotiations with the Teamsters (51 Communications Operators) and CWA (7 Communications Supervisors) bargaining groups.
- Complete development of Mark 43 computer aided dispatch (CAD) software for use at the Authority.

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 was needed 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 2.96%.

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. The available fund balance is estimated at \$2,377,473 at June 30, 2018, and has been allocated to each member based on their ownership percentage.

Looking into the Future: For Fiscal Year 2017-2018, retirement rates increased for Tier 1 employees from 13.550% to 14.725%, increased for Tier 2 employees from 7.232% to 7.306% and the rate for PEPRAs employees, which is mandated at 50% of normal cost including employee contributions, increased from 6.555% to 6.563%. 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 PEPRAs 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,



Ralph Mailloux
Executive Director

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
PROFILE & OTHER INFORMATION
FISCAL YEAR 2017-2018**

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 Culver City, 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 294,479 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 71 full-time positions. Eight Technical Services staff members install 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 2017-2018**

Brief Profiles of Member/Client Cities

City of Culver City – incorporated in 1917 as a general law city and transitioned to a charter city in 1947. The City operates under a Mayor/City Council-City Manager form of government; located 5 miles north of Los Angeles International Airport; 5.2 square miles; population of 40,448 full service city with its own police and fire/emergency services personnel; 18 parks.

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 60,785; 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 304 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 16,646; 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 268 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 88,003; 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 261 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 19,801 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 139 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 35,297; full service city

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
PROFILE & OTHER INFORMATION
FISCAL YEAR 2017-2018**

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 294 full time employees.

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 2017-2018**

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 1st 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 City of El Segundo the assessment is adjusted each year based on the Consumer Price Index (CPI), as stated in their agreement. The current agreement expires on September 30, 2020.

On September 25, 2015, the Executive Committee approved a Client Assessment formula for agencies that join the Authority in the future. Since the City of Culver City had requested a proposal for services, the methodology was required to provide a consistent manner of determining initial assessment costs for new client agencies as well as on-going assessments that

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
PROFILE & OTHER INFORMATION
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would be reasonable and more realistically reflect the impact of budget increases on the owner agencies. This methodology was used to determine the increase for both Hermosa Beach and Culver City for Fiscal Year 2017-2018 resulting in a 4.32% increase for both clients.

Bond Reimbursement Revenues: Prior to Fiscal Year 2006-2007, the Authority reflected the bonded debt (issued in 2001 to finance the acquisition, construction, installation, and equipping of emergency communications facilities and equipment) in its financial statements. Upon further research and review of the Official Statements 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. Expenses such as bond surveillance fees; remarketing fees; and letter of credit fees; related to the debt were paid by the Authority then reimbursed by the Member Cities. Beginning in Fiscal Year 2016-2017, Member Cities are contracting directly for these services. Hence, bond activities 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 fifty-one Communications Operators provide 911 services to the Member Cities, the City of Culver City, City of El Segundo and the City of Hermosa Beach. The combined population served for all six cities is approximately 261,000.

Technical Services – provides installation, repairs, and maintenance of telecommunications equipment services to the Member 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 Public Safety Communications Specialist II and five Public Safety Communications Specialist I positions.

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
PERSONNEL SUMMARY
FISCAL YEAR 2017-2018 BUDGET**

<u>DEPARTMENT/POSITION TITLE</u>	<u>FY 13-14 ACTUAL</u>	<u>FY 14-15 ACTUAL</u>	<u>FY 15-16 ACTUAL</u>	<u>FY 16-17 AMENDED</u>	<u>FY 17-18 BUDGET</u>
<u>Administration Department</u>					
Executive Director	1	1	1	1	1
Operations Manager	1	1	1	1	1
Administration Manager	1	1	1	1	1
Accounting & Finance Manager	1	1	1	1	1
Financial Accountant ¹	1	-	-	-	-
Executive Secretary	1	1	1	1	1
Sub-total	6	5	5	5	5
<u>Operations Department</u>					
Communications Supervisor	7	7	7	7	7
Communications Operator ²	41	41	41	41	51
Sub-total	48	48	48	48	58
<u>Technical Services Department</u>					
Technical Services Manager	1	1	1	1	1
Lead Communications Technician ³	2	1	1	1	1
Communications Technician ⁴	1	1	1	1	-
Public Safety Communications Specialist II ⁵	-	1	1	1	1
Public Safety Communications Specialist I ^{4,6}	-	-	-	-	5
Junior Communications Technician ⁶	4	3	3	3	-
Sub-total	8	7	7	7	8
Total	62	60	60	60	71

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

² 10 positions were added for FY 2017-18 to cover the dispatch requirements for the City of Culver City added as a client on 3/1/2017.

³ 1 position was eliminated for FY 2014-15.

⁴ Position was eliminated for FY 2017-18 and an additional Public Safety Communications Specialist I was added to replace the position.

⁵ One Junior Communications Technician position was reclassified in FY 2014-15 based on additional duties being performed.

⁶ Additional position authorized in FY 2013-14 to ensure adequate personnel support for all member agencies build out of vehicles.

Position was retitled for FY 2017-18. One additional position was added to provide adequate personnel to cover Culver City build out of vehicles.

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
CALCULATION OF ESTIMATED FUND BALANCE
FISCAL YEAR 2017-2018**

Estimated Available Fund Balance at June 30, 2017*	\$	1,489,973
Resources FY 2017-2018:		
Assessments - Members		7,454,179
Assessment - El Segundo		1,294,928
Assessment - Hermosa Beach		700,072
Assessment - Culver City		2,360,551
Other Revenues		302,044
Total Resources	<u>\$</u>	<u>12,111,774</u>
FY 2017-2018 Budget :		
Operating		11,112,774
Capital		111,500
Total FY 2017-2018 Budget	<u>\$</u>	<u>11,224,274</u>
Equipment Replacement Fund (ERF)	\$	-
Estimated Ending Fund Balance at June 30, 2018 (assumes no use of fund balance)	<u>\$</u>	<u>2,377,473</u>
Gardena Share of Fund Balance - 32.08%	\$	762,693
Hawthorne Share of Fund Balance - 45.07%		1,071,527
Manhattan Beach Share of Fund Balance - 22.85%		543,253

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

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
PROPOSED
MEMBERS' ASSESSMENTS
FISCAL YEAR 2017-2018**

			FY 17-18	% Share	Total
Total Funding Required FY 2017-2018	\$	11,224,274	\$ 2,391,301	32.08%	\$ 2,391,301
Less: El Segundo Assessment		(1,294,928)	3,359,598	45.07%	3,359,598
Hermosa Beach assessment		(700,072)	1,703,280	22.85%	1,703,280
Culver City Assessment		(2,360,551)			
Other revenues		(302,044)			
Adjust Assessment to equal 2016-17		887,500			
Balance to be Assessed	\$	<u>7,454,179</u>	<u>\$ 7,454,179</u>	<u>100.00%</u>	<u>\$ 7,454,179</u>

PRIOR YEAR COMPARISON				
	FY 17-18	FY 16-17	\$ Inc (Dec)	% Inc (Dec)
Gardena	\$ 2,391,301	\$ 2,391,301	\$ -	0.00%
Hawthorne	3,359,598	3,359,598	-	0.00%
Manhattan Beach	1,703,280	1,703,280	-	0.00%
Total assessments	<u>\$ 7,454,179</u>	<u>\$ 7,454,179</u>	<u>\$ -</u>	<u>0.00%</u>

Differences due to rounding

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
REVENUE SUMMARY
SBRPCA ENTERPRISE FUND
FISCAL YEAR 2017-2018**

DESCRIPTION- REVENUE SOURCES	EDEN ACCOUNT	FY 14-15 ACTUAL	FY 15-16 ACTUAL	FY 16-17 AMENDED	YTD 01/31/17	FY 16-17 YE EST	FY 17-18 BUDGET	AMOUNT INC (DEC)	PERCENT INC (DEC)
<u>10-50-111-4XXX</u>									
Gardena	4110	\$ 2,167,216	\$ 2,370,773	\$ 2,391,301	\$ 2,032,606	\$ 2,391,301	\$ 2,391,301	-	0.00%
Hawthorne	4120	3,044,776	3,330,759	3,359,598	2,855,658	3,359,598	\$ 3,359,598	-	0.00%
Manhattan Beach	4130	1,543,669	1,688,658	1,703,280	1,447,788	1,703,280	\$ 1,703,280	-	0.00%
Hermosa Beach	4140	656,560	665,095	671,081	503,311	671,081	700,072	28,991	4.32%
El Segundo	4145	1,243,884	1,259,859	1,271,063	953,297	1,271,063	1,294,928	23,865	1.88%
Culver City	4146	-	-	-	-	754,266	2,360,551	97,753	4.32%
El Camino Community College	4150	16,317	16,058	16,000	892	892	893	(15,107)	-94.42%
Palos Verdes Estates ¹	4151	-	-	1,330	-	-	-	(1,330)	-100.00%
Medical Director Serv/Hermosa Beach	4152	-	-	-	25,000	25,000	25,000	25,000	-
Medical Director Serv/Manhattan Beach	4153	-	-	-	25,000	25,000	25,000	25,000	-
Medical Director Serv/El Segundo	4154	-	-	-	25,000	25,000	25,000	25,000	-
Investment Earnings (LAIF)	4210	7,629	8,577	7,500	9,088	15,000	15,000	7,500	100.00%
POST Reimbursements	4220	727	2,437	600	-	600	600	-	-
Bond Reimbursement Revenue	4230	-	-	5,000	-	-	-	(5,000)	-100.00%
911 Reimbursements	4240	11,379	208,431	163,732	-	-	-	(163,732)	-100.00%
Vending Machine Revenue	4410	3,519	3,287	4,500	1,812	2,500	-	(4,500)	-100.00%
Other Miscellaneous Revenue	4430	72,225	33,453	5,000	75	5,000	2,500	(2,500)	-50.00%
<u>10-60-211-4XXX</u>									
Reimbursement-DUI Overtime	4215	9,793	6,431	5,000	1,881	2,000	2,000	(3,000)	-60.00%
Reimbursements Sprint Wireless	4435	75,013	71,611	72,000	-	70,000	82,176	10,176	14.13%
Reimbursements Verizon Wireless	4440	-	3,060	3,500	-	7,400	8,465	4,965	141.86%
<u>10-70-311-4XXX</u>									
Reimbursements/Billable Parts	4360	760,182	656,411	75,000	168,677	238,545	75,000	-	-
Reimbursements/Vehicle Antennas	4365	-	7,218	6,000	-	-	-	(6,000)	-100.00%
Reimbursements GST Software	4370	38,010	48,840	40,410	3,258	43,750	40,410	-	-
Reimb Net Motion Licenses and Maint	4375	-	7,455	-	-	-	-	-	-
GETAC Project Reimbursements	4445	-	-	-	-	83,000	-	-	-
Culver City Transition Reimbursement	4455	-	-	-	-	99,000	-	-	-
Total Operating Revenues		\$ 9,650,899	\$ 10,388,413	\$ 9,801,895	\$ 8,053,343	\$ 10,793,276	\$ 12,111,774	1,723,361	16.59%

Differences due to rounding.

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
BUDGET SUMMARY
BY DEPARTMENT/BUDGET CATEGORY
FISCAL YEAR 2017-2018**

DEPARTMENT/ DESCRIPTION	FY 14-15 ACTUAL	FY 15-16 ACTUAL	FY 16-17 AMENDED	YTD 01/31/17	FY 16-17 YE EST	FY 17-18 BUDGET	AMOUNT INC (DEC)	PERCENT INC (DEC)
Administration								
Salaries & Benefits	\$ 886,767	\$ 954,999	\$ 949,720	\$ 565,880	\$ 987,550	\$ 1,009,232	\$ 59,512	6.27%
Supplies/Services/Equipment	637,838	655,833	668,601	467,378	741,462	803,591	\$ 134,990	20.19%
Sub-total Administration	\$ 1,524,605	\$ 1,610,832	\$ 1,618,321	\$ 1,033,258	\$ 1,729,012	\$ 1,812,823	\$ 194,502	12.02%
Operations								
Salaries & Benefits	\$ 5,396,743	\$ 5,538,757	\$ 6,316,206	\$ 3,396,843	\$ 6,063,154	\$ 7,148,964	\$ 832,758	13.18%
Supplies/Services/Equipment	258,516	170,454	226,902	86,038	195,050	220,793	\$ (6,109)	-2.69%
Sub-total Operations	\$ 5,655,259	\$ 5,709,211	\$ 6,543,108	\$ 3,482,881	\$ 6,258,204	\$ 7,369,757	\$ 826,649	12.63%
Technical Services								
Salaries & Benefits	\$ 818,937	\$ 842,959	\$ 1,043,846	\$ 561,745	\$ 924,706	\$ 1,156,094	\$ 112,248	10.75%
Supplies/Services/Equipment	1,258,711	1,284,469	642,560	413,079	867,594	774,100	\$ 131,540	20.47%
Sub-total Technical Services	\$ 2,077,648	\$ 2,127,428	\$ 1,686,406	\$ 974,824	\$ 1,792,300	\$ 1,930,194	\$ 243,788	14.46%
Total Operating Expenses	\$ 9,257,512	\$ 9,447,471	\$ 9,847,835	\$ 5,490,963	\$ 9,779,516	\$ 11,112,774	\$ 1,264,939	12.84%
Total Capital Outlay	\$ 908,539	\$ 364,508	\$ 100,000	\$ 104,444	\$ 104,444	\$ 111,500	\$ 11,500	11.50%
Grand Total	\$ 10,166,051	\$ 9,811,979	\$ 9,947,835	\$ 5,595,407	\$ 9,883,960	\$ 11,224,274	\$ 1,276,439	12.83%
RECAP								
Administration	\$ 1,524,605	\$ 1,610,832	\$ 1,618,321	\$ 1,033,258	\$ 1,729,012	\$ 1,812,823	\$ 194,502	12.02%
Operations	5,655,259	5,709,211	6,543,108	3,482,881	6,258,204	7,369,757	826,649	12.63%
Technical Services	2,077,648	2,127,428	1,686,406	974,824	1,792,300	1,930,194	243,788	14.46%
Capital Outlay	908,539	364,508	100,000	104,444	104,444	111,500	11,500	11.50%
Grand Total	\$ 10,166,051	\$ 9,811,979	\$ 9,947,835	\$ 5,595,407	\$ 9,883,960	\$ 11,224,274	\$ 1,276,439	12.83%
Salaries & Benefits	\$ 7,102,447	\$ 7,336,715	\$ 8,309,772	\$ 4,524,468	\$ 7,975,410	\$ 9,314,290	\$ 1,004,518	12.09%
Supplies & Services	\$ 2,155,065	\$ 2,110,756	\$ 1,538,063	\$ 966,495	\$ 1,804,106	\$ 1,798,484	260,421	16.93%
Capital Outlay	\$ 908,539	\$ 364,508	\$ 100,000	\$ 104,444	\$ 104,444	\$ 111,500	11,500	11.50%
Grand Total	\$ 10,166,051	\$ 9,811,979	\$ 9,947,835	\$ 5,595,407	\$ 9,883,960	\$ 11,224,274	\$ 1,276,439	12.83%

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

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
BUDGET SUMMARY BY ACCOUNT TITLE
FISCAL YEAR 2017-2018**

ACCOUNT DESCRIPTION	EDEN ACCOUNT	FY 14-15 ACTUAL	FY 15-16 ACTUAL	FY 16-17 AMENDED	YTD 01/31/17	FY 16-17 YE EST	FY 17-18 PROPOSED	AMOUNT INC (DEC)	PERCENT INC (DEC)
Salaries (Full-Time)	5101	\$ 4,606,697	\$ 4,693,162	\$ 5,349,098	\$ 2,777,333	\$ 4,936,840	\$ 6,168,578	\$ 819,480	15.32%
Salaries (Part-Time)	5102	50,284	50,574	220,536	18,394	65,000	224,268	3,732	1.69%
Overtime	5103	502,158	501,817	363,500	421,939	613,000	363,500	-	0.00%
Acting Pay	5104	12,661	12,041	14,246	820	7,500	8,500	(5,746)	-40.33%
Bilingual Pay	5105	10,332	9,712	9,600	5,656	9,600	7,200	(2,400)	-25.00%
Call Back Pay	5106	281	104	2,500	-	2,500	2,500	-	0.00%
Merit Pay	5107	5,016	4,684	5,350	5,300	5,300	4,100	(1,250)	-23.36%
Sick Leave Payoff	5108	119,994	136,182	140,000	111,627	140,000	140,000	-	0.00%
Vacation Leave Payoff	5109	71,808	105,096	95,000	65,396	135,000	95,000	-	0.00%
Training Pay	5110	5,304	3,312	5,000	799	5,000	5,000	-	0.00%
Other Pay	5112	1,300	1,200	1,200	700	700	-	(1,200)	-100.00%
Holiday Payoff	5114	55,755	61,206	57,000	42,004	57,000	57,000	-	0.00%
Education Incentive Pay	5115	67,482	72,565	100,313	48,608	77,468	84,498	(15,815)	-15.77%
Overtime-Ridealongs with Member Cities	5116	-	1,270	16,500	-	16,500	16,500	-	-
Medical Insurance	5201	591,143	582,554	642,235	361,252	642,235	736,845	94,610	14.73%
Dental Insurance	5202	31,195	30,821	43,325	17,992	43,325	56,715	13,390	30.91%
Vision Insurance	5203	15,325	15,287	17,938	8,742	17,938	21,588	3,650	20.35%
Life Insurance	5204	7,894	8,411	9,360	4,650	9,360	9,240	(120)	-1.28%
Medicare	5205	79,509	81,140	92,092	50,333	92,988	105,291	13,199	14.33%
Unemployment Insurance	5206	8,550	-	15,000	3,597	15,000	15,000	-	0.00%
Workers' Compensation	5207	99,044	170,839	159,750	84,700	141,107	175,000	15,250	9.55%
PERS Contribution	5208	666,343	695,601	837,242	436,806	837,242	900,820	63,578	7.59%
Retirees' Medical Insurance	5209	85,282	89,506	94,872	52,608	94,872	103,512	8,640	9.11%
Social Security	5211	1,890	2,431	9,115	712	2,735	4,635	(4,480)	-
Deferred Comp Matching Benefit	5212	7,200	7,200	9,000	4,500	7,200	9,000	-	-
Total Salaries & Benefits		\$ 7,102,447	\$ 7,336,715	\$ 8,309,772	\$ 4,524,468	\$ 7,975,410	\$ 9,314,290	\$ 1,004,518	12.09%
Communications Contact Services	5301	\$ 31,040	\$ 33,627	\$ 31,000	\$ 12,559	\$ 31,000	\$ 31,000	-	0.00%
Computer Contract Svcs/CAD-Tiburon	5302	344,354	313,417	292,000	54,899	346,000	345,000	53,000	18.15%
Bond Services/Reimbursable Expense	5303	-	-	5,000	-	-	-	(5,000)	100.00%
Accounting/Auditing Services	5304	11,650	16,450	12,400	11,950	13,000	14,000	1,600	12.90%
Legal Services	5305	27,986	1,282	22,000	5,264	10,000	22,000	-	0.00%
Recruitment Costs	5306	8,433	13,061	35,333	7,661	20,000	35,333	-	0.00%
Software Maintenance Services	5307	26,402	26,624	33,772	40,577	41,000	45,298	11,526	34.13%

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
BUDGET SUMMARY BY ACCOUNT TITLE
FISCAL YEAR 2017-2018**

ACCOUNT DESCRIPTION	EDEN ACCOUNT	FY 14-15 ACTUAL	FY 15-16 ACTUAL	FY 16-17 AMENDED	YTD 01/31/17	FY 16-17 YE EST	FY 17-18 PROPOSED	AMOUNT INC (DEC)	PERCENT INC (DEC)
Banking Fees	5308	3,496	5,588	6,000	2,802	6,000	6,500	500	-
Online Service	5309	2,735	2,735	3,000	1,835	3,500	3,500	500	16.67%
GST Software Reimbursable	5311	38,010	49,640	40,410	41,268	42,950	42,950	2,540	6.29%
Medical Director Services/Paramedics	5312	-	-	-	37,500	75,000	75,000	75,000	100.00%
Memberships & Dues	5401	914	664	1,000	270	1,000	1,000	-	0.00%
Publications	5402	978	1,905	2,310	974	2,310	2,560	250	10.82%
Conferences/Meetings & Travel	5403	31,832	17,747	45,838	14,993	35,250	49,402	3,564	7.78%
Employee Services/EC-BOD	5404	3,458	3,532	4,000	1,802	4,000	4,000	-	0.00%
Employee Awards	5405	-	-	500	-	500	500	-	0.00%
POST Training	5406	2,961	348	2,000	1,996	2,500	2,000	-	0.00%
Tuition Reimbursement	5407	14,899	16,324	22,000	14,015	22,000	22,000	-	0.00%
Office Supplies	5501	9,685	7,344	9,000	2,573	9,000	9,000	-	0.00%
Miscellaneous Supplies	5502	-	-	1,100	-	1,100	1,100	-	0.00%
General Technical Supplies	5503	7,660	3,919	7,500	292	7,500	7,500	-	0.00%
Vending Machine Supplies	5504	2,457	2,654	4,500	1,141	1,500	-	(4,500)	-100.00%
Voice Recording Tapes	5505	-	-	1,500	-	1,500	1,500	-	0.00%
Uniforms/Safety Equipment	5506	4,002	1,472	10,500	586	10,500	10,500	-	0.00%
Postage	5507	1,615	1,116	2,000	741	2,000	2,000	-	0.00%
Reproduction	5509	-	1,161	2,000	849	2,000	2,000	-	0.00%
Office Equipment Lease	5511	11,573	11,526	11,500	8,147	15,000	15,000	3,500	30.43%
Vehicle Lease	5512	5,704	1,901	-	-	-	-	-	0.00%
General Liability Insurance	5513	146,753	136,551	170,600	140,152	140,152	170,600	-	0.00%
Parts - Billing	5514	809,171	817,704	75,000	238,545	238,545	75,000	-	0.00%
Parts - Telecommunications	5515	22,947	15,764	20,000	3,393	20,000	20,000	-	0.00%
Install Wire, Loom & Hardware	5516	20,906	9,953	16,000	6,587	16,000	16,000	-	0.00%
Vehicle Operations	5517	4,331	5,494	6,500	1,801	6,500	6,500	-	0.00%
Equipment Repair	5520	2,817	1,878	18,000	77	18,000	18,000	-	0.00%
Outside Tech Serv-Towers & Equip	5521	36,455	90,401	120,000	86,900	120,000	300,000	180,000	-
Vehicle Antennas - Reimbursable	5522	7,783	-	6,000	-	-	-	(6,000)	-
GETAC Project	5524	-	-	50,000	4,368	87,368	-	(50,000)	-
Telephone - Administration	5601	20,754	14,906	17,750	2,495	12,000	12,000	(5,750)	-32.39%
Telephone - Beach Cities Health Dist.	5602	12,884	3,913	-	-	-	-	-	0.00%
Telephone - El Segundo	5603	1,276	2,269	3,000	1,047	3,000	3,000	-	0.00%

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
BUDGET SUMMARY BY ACCOUNT TITLE
FISCAL YEAR 2017-2018**

ACCOUNT DESCRIPTION	EDEN ACCOUNT	FY 14-15 ACTUAL	FY 15-16 ACTUAL	FY 16-17 AMENDED	YTD 01/31/17	FY 16-17 YE EST	FY 17-18 PROPOSED	AMOUNT INC (DEC)	PERCENT INC (DEC)
Telephone - Gardena	5604	13,128	4,897	8,000	933	5,000	5,000	(3,000)	-37.50%
Telephone - Grandview	5605	7,009	2,134	-	-	-	-	-	0.00%
Telephone - Hawthorne	5606	3,895	4,437	6,500	3,181	6,500	6,500	-	0.00%
Telephone - Hermosa Beach	5607	13,656	8,229	16,000	9,802	16,000	17,000	1,000	6.25%
Telephone - Manhattan Beach	5608	12,068	10,806	13,000	2,286	13,000	13,000	-	0.00%
Telephone - MB Water Tower	5609	20,501	7,443	8,500	-	-	-	(8,500)	-100.00%
Telephone - Punta Place	5611	27,659	10,710	15,000	2,183	10,000	10,000	(5,000)	-33.33%
Telephone - RCC	5612	25,354	8,945	16,000	4,341	10,000	10,000	(6,000)	-37.50%
Sprint Wireless Reimbursable	5613	76,120	72,013	72,000	37,887	70,000	82,176	10,176	14.13%
Verizon Wireless Reimbursable	5614	-	4,280	3,500	3,537	7,400	8,465	4,965	141.86%
Maintenance/HQ	5701	115,985	187,518	139,050	64,312	139,050	144,800	5,750	4.14%
Maintenance/Other	5702	3,199	8,465	6,500	751	6,500	6,500	-	0.00%
Electricity - HQ	5703	97,507	92,525	97,000	46,392	97,000	97,000	-	0.00%
Electricity - Grandview	5704	1,561	1,531	1,800	880	1,800	1,800	-	0.00%
Electricity - Punta Place	5705	5,878	5,299	5,700	2,864	5,700	6,000	300	5.26%
Gas - HQ	5706	10,305	7,689	12,000	4,503	12,000	12,000	-	0.00%
Water - HQ	5707	2,927	3,283	3,500	1,642	3,500	3,500	-	0.00%
Electricity - MB Water Tower	5715	2,141	1,976	3,000	961	3,000	3,000	-	0.00%
Office Equipment	5810	9,212	5,417	-	-	-	-	-	0.00%
Other Equipment	5820	27,532	30,289	-	29,981	29,981	-	-	0.00%
Furniture and Fixtures	5830	1,507	-	-	-	-	-	-	0.00%
Vehicles	5840	-	-	-	-	-	-	-	0.00%
Total Supplies/Services/Equipment		\$ 2,155,065	\$ 2,110,756	\$ 1,538,063	\$ 966,495	\$ 1,804,106	\$ 1,798,484	\$ 260,421	16.93%
Total Operating Expenses		\$ 9,257,512	\$ 9,447,471	\$ 9,847,835	\$ 5,490,963	\$ 9,779,516	\$ 11,112,774	\$ 1,264,939	12.84%
Total Capital Outlay	5901	\$ 908,539	\$ 364,508	\$ 100,000	\$ 104,444	\$ 104,444	\$ 111,500	\$ 11,500	11.50%
Grand Total		\$ 10,166,051	\$ 9,811,979	\$ 9,947,835	\$ 5,595,407	\$ 9,883,960	\$ 11,224,274	\$ 1,276,439	12.83%

*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.*

Differences due to rounding.

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
CAPITAL OUTLAY SUMMARY
FISCAL YEAR 2017-2018**

<u>DESCRIPTION OF CAPITAL OUTLAY</u>	<u>AMOUNT</u>
Replace Cisco Switches	35,000
ES Chat (100 licenses) includes one year maintenance.	<u>76,500</u>
Total Capital Outlay Requests	<u>\$ 111,500</u>

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
DEPARTMENT NARRATIVE - ADMINISTRATION
FISCAL YEAR 2017-2018**

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 2017-2018**

<u>Workload Indicators</u>	<u>2012 ACTUAL</u>	<u>2013 ACTUAL</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>
No. of employment applications received	347	136	185	309	269
No. of applicants tested	204	78	85	144	100
No. of applicants interviewed	47	30	10	12	9
New employees hired ¹	9	5	2	1	5

¹ 3 from Culver City and 2 through the normal hiring process

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
BUDGET SUMMARY
ADMINISTRATION DEPARTMENT
FISCAL YEAR 2017-2018**

ACCOUNT DESCRIPTION	EDEN ACCOUNT	FY 14-15 ACTUAL	FY 15-16 ACTUAL	FY 16-17 AMENDED	YTD 01/31/17	FY 16-17 YE EST	FY 17-18 PROPOSED	AMOUNT INC (DEC)	PERCENT INC (DEC)
10-50-111-5XXX									
Salaries (Full-Time)	5101	\$ 648,429	\$ 675,926	\$ 688,786	\$ 401,950	\$ 688,786	\$ 727,947	\$ 39,161	5.69%
Acting Pay	5104	-	-	1,000	-	-	1,000	-	0.00%
Merit Pay	5107	2,350	2,500	2,650	2,650	2,650	2,800	150	5.66%
Sick Leave Payoff	5108	17,940	21,242	25,000	13,537	25,000	25,000	-	0.00%
Vacation Leave Payoff	5109	27,040	60,808	30,000	28,270	70,000	40,000	10,000	33.33%
Other Pay	5112	1,300	1,200	1,200	700	700	-	(1,200)	-100.00%
Medical Insurance	5201	50,402	50,279	50,000	31,441	50,000	50,297	297	0.59%
Dental Insurance	5202	2,544	2,691	2,800	1,644	2,800	2,503	(297)	-10.61%
Vision Care	5203	1,224	1,224	1,224	704	1,224	1,093	(131)	-10.70%
Life Insurance	5204	647	624	624	348	624	528	(96)	-15.38%
Medicare	5205	10,322	11,138	11,104	6,587	12,000	11,835	731	6.58%
Workers' Compensation	5207	6,042	10,421	9,750	4,913	8,184	10,150	400	4.10%
PERS Contribution	5208	98,324	96,515	104,730	60,792	104,730	114,641	9,911	9.46%
Retirees' Medical Insurance	5209	13,003	13,231	13,652	7,844	13,652	14,238	586	4.29%
Deferred Comp Matching Benefit	5212	7,200	7,200	7,200	4,500	7,200	7,200	-	0.00%
Sub-total Salaries & Benefits		\$ 886,767	\$ 954,999	\$ 949,720	\$ 565,880	\$ 987,550	\$ 1,009,232	\$ 59,512	6.27%
Communications Contract Services	5301	31,040	\$ 33,627	\$ 31,000	\$ 12,559	\$ 31,000	\$ 31,000	\$ -	0.00%
Computer Contract/CAD-Tiburon	5302	61,615	40,561	12,000	54,899	66,000	60,000	48,000	400.00%
Bond Services/Reimbursable Expense	5303	-	-	5,000	-	-	-	(5,000)	0.00%
Accountant/Auditing Services	5304	11,650	16,450	12,400	11,950	13,000	14,000	1,600	12.90%
Legal Services	5305	27,986	1,282	22,000	5,264	10,000	22,000	-	0.00%
Recruitment Costs	5306	8,433	13,061	35,333	7,661	20,000	35,333	-	0.00%
Software Maintenance Services	5307	26,402	26,624	33,772	40,577	41,000	45,298	11,526	34.13%
Banking Services (Fees)	5308	3,496	5,588	6,000	2,802	6,000	6,500	500	0.00%
Online/Website Maintenance Service	5309	2,735	2,735	3,000	1,835	3,500	3,500	500	16.67%
Medical Director Services/Paramedics	5312	-	-	-	37,500	75,000	75,000	75,000	100.00%
Membership Dues	5401	270	664	810	270	810	810	-	0.00%
Publications	5402	-	-	350	-	350	350	-	0.00%
Conferences, Meetings, & Travel	5403	4,952	13,928	11,436	9,469	15,000	15,000	3,564	31.16%
Employee Services/EC-BOD	5404	775	1,305	1,500	1,071	1,500	1,500	-	0.00%
Tuition Reimbursement	5407	2,214	2,835	4,000	2,835	4,000	4,000	-	0.00%
Office Supplies	5501	9,685	7,344	9,000	2,573	9,000	9,000	-	0.00%
Miscellaneous Supplies	5502	-	-	1,100	-	1,100	1,100	-	0.00%
Vending Machine Supplies	5504	2,457	2,654	4,500	1,141	1,500	-	(4,500)	-100.00%
Voice Recording Tapes	5505	-	-	1,500	-	1,500	1,500	-	0.00%
Postage	5507	1,615	1,116	2,000	741	2,000	2,000	-	0.00%
Reproduction	5509	-	1,161	1,500	496	1,500	1,500	-	0.00%
Office Equipment Lease	5511	11,573	11,526	11,500	8,147	15,000	15,000	3,500	30.43%
Vehicle Lease	5512	5,704	1,901	-	-	-	-	-	0.00%
General Liability Insurance	5513	146,753	136,551	170,600	140,152	140,152	170,600	-	0.00%

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
BUDGET SUMMARY
ADMINISTRATION DEPARTMENT
FISCAL YEAR 2017-2018**

ACCOUNT DESCRIPTION	EDEN ACCOUNT	FY 14-15 ACTUAL	FY 15-16 ACTUAL	FY 16-17 AMENDED	YTD 01/31/17	FY 16-17 YE EST	FY 17-18 PROPOSED	AMOUNT INC (DEC)	PERCENT INC (DEC)
10-50-111-5XXX									
Vehicle Operations	5517	537	471	2,000	636	2,000	2,000	-	0.00%
Telephone - Administration	5601	20,754	14,906	17,750	2,495	12,000	12,000	(5,750)	-32.39%
Maintenance/HQ	5701	115,985	187,518	139,050	64,312	139,050	144,800	5,750	4.14%
Maintenance/Other	5702	3,199	8,465	6,500	751	6,500	6,500	-	0.00%
Electricity - HQ	5703	97,507	92,525	97,000	46,392	97,000	97,000	-	0.00%
Electricity - Grandview	5704	1,561	1,531	1,800	880	1,800	1,800	-	0.00%
Electricity - Punta	5705	5,878	5,299	5,700	2,864	5,700	6,000	300	5.26%
Gas - HQ	5706	10,305	7,689	12,000	4,503	12,000	12,000	-	0.00%
Water - HQ	5707	2,927	3,283	3,500	1,642	3,500	3,500	-	0.00%
Electricity - MB Water Tower	5715	2,141	1,976	3,000	961	3,000	3,000	-	0.00%
Office Equipment	5810	8,072	2,622	-	-	-	-	-	0.00%
Other Equipment	5820	8,110	8,635	-	-	-	-	-	0.00%
Furniture & Fixtures	5830	1,507	-	-	-	-	-	-	0.00%
Vehicles	5840	-	-	-	-	-	-	-	0.00%
Sub-total Supplies & Services		\$ 637,838	\$ 655,833	\$ 668,601	\$ 467,378	\$ 741,462	\$ 803,591	\$ 134,990	20.19%
Total Expenses - Administration		\$ 1,524,605	\$ 1,610,832	\$ 1,618,321	\$ 1,033,258	\$ 1,729,012	\$ 1,812,823	\$ 194,502	12.02%

Note: Differences due to rounding.

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
ACCOUNT DETAIL EXPLANATION
ADMINISTRATION DEPARTMENT
FISCAL YEAR 2017-2018**

ACCOUNT DESCRIPTION	ACCOUNT #	COMMENTS/EXPLANATION
Salaries & Benefits		
Salaries (Full-Time)	5101	Per MOU, 2.0% cost of living increase for management/confidential; 3% for Executive Director
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 100 hours paid (twice/year)
Other Pay	5112	None. Vending machines contractor took over February 2017.
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 13.550% to 14.725% for Tier 1 employees plus 3.5% of employee contributions; increase from 7.232% to 7.306% for Tier 2 employees hired after October 25, 2011. Pension Reform Act (PEPRA) imposed 3rd Tier rate of 6.563% 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
Supplies, Services & Equipment		
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; CAD consultant
Bond Services/Reimbursable Expense	5303	None. Member cities are now contracting for arbitrage calculation reports when required
Accountant/Auditing Services	5304	Annual independent audit and GASB 45 Valuation (as needed); GASB 68/71 calculation services added for 2017-2018
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)
Medical Director Services/Paramedics	5312	Administrative Services for review and provision of input into the development of member cities' fire departments' policies and procedures that impact patient care. State mandated

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
ACCOUNT DETAIL EXPLANATION
ADMINISTRATION DEPARTMENT
FISCAL YEAR 2017-2018**

ACCOUNT DESCRIPTION	ACCOUNT #	COMMENTS/EXPLANATION
Supplies, Services & Equipment (cont'd)		
Membership Dues	5401	See attached detail sheet
Publications	5402	See attached detail sheet
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	None. Vending machine contractor took over in February 2017.
Voice Recording Tapes	5505	Voice recording tape/dvd supplies
Postage	5507	Postage/UPS/Express mail services
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. Explorer was purchased in 2015-2016.
General Liability Insurance	5513	See attached detail sheet, based on prior fiscal year actual
Vehicle Operations	5517	Gasoline/maintenance cost for Executive Director's vehicle
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 \$5,000 or more
Other Equipment	5820	Television, tools, etc., each costing \$5,000 or more
Furniture & Fixtures	5830	Chairs, work stations, etc., each costing \$5,000 or more

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
RECRUITMENT COSTS DETAIL
FISCAL YEAR 2017-2018 BUDGET**

DEPARTMENT	REQUESTED BY:	EDEN ACCOUNT
Administration	Shannon Kauffman	10-50-111-5306
DESCRIPTION		Total
Advertising - Daily Breeze and job websites		\$ 1,500
Job Fairs - Various agencies		1,500
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 @ \$318 each)		3,180
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
TOTAL		\$ 36,943

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
SOFTWARE MAINTENANCE SERVICES DETAIL
FISCAL YEAR 2017-2018 BUDGET**

DEPARTMENT	REQUESTED BY:	EDEN ACCOUNT
Administration	Kauffman/Mohler	10-50-111-5307
DESCRIPTION		Total
EDEN annual maintenance cost (software support and licensing updates)		\$ 12,725
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.		5,785
Annual Barracuda Spam updates for Server		1,500
Schedule Express - staff scheduling software maintenance @ \$756/month		9,072
Powerphone annual maintenance (digital system)		700
Hiperwall second year maintenance and licensing fees		10,804
Email certificate renewal		200
ESC shop software annual maintenance cost		895
Fortiguard security software for network		3,617
TOTAL		\$ 45,298

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
MEMBERSHIPS/DUES DETAIL
FISCAL YEAR 2017-2018 BUDGET**

DEPARTMENT	REQUESTED BY:	EDEN ACCOUNT
Administration	Krok/Kauffman/Mohler	10-50-111-5401
ORGANIZATION/EMPLOYEE		Total
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
TOTAL		\$ 870

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
PUBLICATIONS DETAIL
FISCAL YEAR 2017-2018 BUDGET**

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

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
CONFERENCE/MEETING/TRAINING/TRAVEL DETAIL
FISCAL YEAR 2017-2018 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/ February 2018	500	600	-	400	1,500	
CSMFO bi-monthly Chapter meetings - Finance Manager	25	-	-	250	275	
Airfare Executive Director - Various meetings	6,000				6,000	
TOTAL	\$ 6,816	\$ 600	\$ 120	\$ 3,900	\$ 11,436	

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
GENERAL LIABILITY INSURANCE DETAIL
FISCAL YEAR 2017-2018 BUDGET**

DEPARTMENT Administration	REQUESTED BY: Ralph Mailloux	EDEN ACCOUNT 10-50-111-5513
DESCRIPTION		Total
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
TOTAL		\$ 170,600

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
 MAINTENANCE - HQ DETAIL
 FISCAL YEAR 2017-2018 BUDGET**

DEPARTMENT	REQUESTED BY:	EDEN ACCOUNT
Administration	Administration	10-50-111-5701
DESCRIPTION		Total
Gardening Service (grounds)		\$ 3,000
Janitorial Service		27,000
Tree Trimming Services		6,500
Fuel Tank Cleaning and diesel refills		5,000
Generator Service (contract and repairs) - 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 - \$7,600 for contract; \$2,000 for repairs		9,600
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		2,500
Uninterrupted Power Supply (UPS) Maintenance - includes Tower Radio Room		12,000
Building Exterior Annual Cleaning		5,000
Janitorial Supplies/Site Clean-up Supplies		8,000
Plumbing, Security Gate & Other repairs		7,500
Facility replacement light bulbs/hardware		1,500
TOTAL		\$ 144,800

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
DEPARTMENT NARRATIVE - OPERATIONS
FISCAL YEAR 2017-2018**

The Operations Department is the Communications Center which is staffed with 7 Communications Supervisors and 51 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 294,479 calls of which, 191,674 were 911 calls; of the 911 calls, 79,136 came from cell phones.
- ✓ Averaged 41 seconds for Police dispatch and 34 seconds for Fire dispatch.
- ✓ Answered 98.56% of calls within 10 seconds; 99.12% within 15 seconds.

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
 PERFORMANCE MEASUREMENTS
 OPERATIONS DEPARTMENT
 FISCAL YEAR 2017-2018**

<u>Workload Indicators</u>	<u>2012 ACTUAL</u>	<u>2013 ACTUAL</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>
No. of calls received	251,373	247,062	252,802	269,549	294,479
No. of 911 calls	115,412	112,260	120,231	114,679	191,674
No. of 911 calls from cell phones	81,771	80,242	90,726	89,231	79,136
Percentage of calls answered within 10 seconds	98.00%	95.00%	97.79%	96.67%	98.56%
Percentage of calls answered within 15 seconds	N/A	N/A	99.41%	99.03%	99.12%
Average police dispatch time	39 seconds	39 seconds	40 seconds	40 seconds	41 seconds
Average fire dispatch time	21 seconds	21 seconds	23 seconds	23 seconds	34 seconds

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
BUDGET SUMMARY
OPERATIONS DEPARTMENT
FISCAL YEAR 2017-2018**

ACCOUNT DESCRIPTION	EDEN ACCOUNT	FY 14-15 ACTUAL	FY 15-16 ACTUAL	FY 16-17 AMENDED	YTD 01/31/17	FY 16-17 YE EST	FY 17-18 PROPOSED	AMOUNT INC (DEC)	PERCENT INC (DEC)
10-60-211-5XXX									
Salaries (Full-Time)	5101	\$ 3,437,491	\$ 3,504,846	\$ 4,013,434	\$ 2,028,066	\$ 3,698,054	\$ 4,680,891	\$ 667,457	16.63%
Salaries (Part-Time)	5102	50,284	50,024	220,536	18,394	65,000	224,268	3,732	1.69%
Overtime	5103	490,336	497,569	350,000	415,380	600,000	350,000	-	0.00%
Acting Pay	5104	7,283	6,879	7,500	820	7,500	7,500	-	0.00%
Bilingual Pay	5105	10,332	9,712	9,600	5,656	9,600	7,200	(2,400)	-25.00%
Sick Leave Payoff	5108	87,546	101,736	100,000	89,816	100,000	100,000	-	0.00%
Vacation Leave Payoff	5109	32,915	35,295	40,000	20,394	40,000	30,000	(10,000)	-25.00%
Training Pay	5110	5,304	3,312	5,000	799	5,000	5,000	-	0.00%
Holiday Payoff	5114	44,205	51,330	45,000	32,792	45,000	45,000	-	0.00%
Education Incentive	5115	62,717	69,888	95,229	46,140	75,000	84,498	(10,731)	-11.27%
Overtime - Ridealongs with Member Cities	5116	-	1,270	16,500	-	16,500	16,500	-	0.00%
Medical Insurance	5201	477,568	466,689	517,498	283,228	517,498	601,750	84,252	16.28%
Dental Insurance	5202	23,232	23,049	33,542	14,054	33,542	47,570	14,028	41.82%
Vision Insurance	5203	11,831	11,780	14,041	6,730	14,041	17,521	3,480	24.78%
Life Insurance	5204	6,280	6,838	7,644	3,739	7,644	7,656	12	0.16%
Medicare	5205	62,434	63,609	71,133	38,770	71,133	80,662	9,529	13.40%
Unemployment Insurance	5206	8,550	-	15,000	3,597	15,000	15,000	-	0.00%
Workers' Compensation	5207	33,180	57,231	53,500	28,798	47,973	59,500	6,000	11.21%
PERS Contribution	5208	494,238	522,175	633,754	327,040	633,754	704,411	70,657	11.15%
Retirees' Medical Insurance	5209	49,127	53,128	58,180	31,918	58,180	59,402	1,222	2.10%
Social Security	5211	1,890	2,397	9,115	712	2,735	4,635	(4,480)	-49.15%
Sub-total Salaries & Benefits		\$ 5,396,743	\$ 5,538,757	\$ 6,316,206	\$ 3,396,843	\$ 6,063,154	\$ 7,148,964	\$ 832,758	13.18%
Membership Dues	5401	644	\$ -	\$ 190	\$ -	\$ 190	\$ 190	\$ -	0.00%
Publications	5402	978	1,905	1,960	974	1,960	2,210	250	12.76%
Conferences, Meetings & Travel	5403	22,387	3,604	31,752	5,459	20,000	31,752	-	0.00%
Employee Services/EC-BOD	5404	2,683	2,227	2,500	731	2,500	2,500	-	0.00%
Employee Awards	5405	-	-	500	-	500	500	-	0.00%
POST Training	5406	2,961	348	2,000	1,996	2,500	2,000	-	0.00%
Tuition Reimbursement	5407	12,685	13,489	18,000	11,180	18,000	18,000	-	0.00%
Uniforms/Safety Equipment	5506	1,405	1,472	8,000	148	8,000	8,000	-	0.00%
Reproduction	5509	-	-	500	353	500	500	-	0.00%
Telephone - Beach Cities Health Dist.	5602	12,884	3,913	-	-	-	-	-	0.00%
Telephone - El Segundo	5603	1,276	2,269	3,000	1,047	3,000	3,000	-	0.00%
Telephone - Gardena	5604	13,128	4,897	8,000	933	5,000	5,000	(3,000)	-37.50%
Telephone - Grandview	5605	7,009	2,134	-	-	-	-	-	0.00%
Telephone - Hawthorne	5606	3,895	4,437	6,500	3,181	6,500	6,500	-	0.00%

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
BUDGET SUMMARY
OPERATIONS DEPARTMENT
FISCAL YEAR 2017-2018**

ACCOUNT DESCRIPTION	EDEN ACCOUNT	FY 14-15 ACTUAL	FY 15-16 ACTUAL	FY 16-17 AMENDED	YTD 01/31/17	FY 16-17 YE EST	FY 17-18 PROPOSED	AMOUNT INC (DEC)	PERCENT INC (DEC)
10-60-211-5XXX									
Telephone - Hermosa Beach	5607	13,656	8,229	16,000	9,802	16,000	17,000	1,000	6.25%
Telephone - Manhattan Beach	5608	12,068	10,806	13,000	2,286	13,000	13,000	-	0.00%
Telephone - MB Water Tower	5609	20,501	7,443	8,500	-	-	-	(8,500)	-100.00%
Telephone - Punta Place	5611	27,659	10,710	15,000	2,183	10,000	10,000	(5,000)	-33.33%
Telephone - RCC	5612	25,354	8,945	16,000	4,341	10,000	10,000	(6,000)	-37.50%
Sprint Wireless Reimbursable	5613	76,120	72,013	72,000	37,887	70,000	82,176	10,176	14.13%
Verizon Wireless Reimbursable	5614	-	4,280	3,500	3,537	7,400	8,465	4,965	0.00%
Office Equipment	5810	1,083	-	-	-	-	-	-	0.00%
Other Equipment	5820	140	7,333	-	-	-	-	-	0.00%
Sub-total Supplies/Services/Equip		\$ 258,516	\$ 170,454	\$ 226,902	\$ 86,038	\$ 195,050	\$ 220,793	\$ (6,109)	-2.69%
Total Expenses - Operations		\$ 5,655,259	\$ 5,709,211	\$ 6,543,108	\$ 3,482,881	\$ 6,258,204	\$ 7,369,757	\$ 826,649	12.63%

Note: Differences due to rounding.

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
ACCOUNT DETAIL EXPLANATION
OPERATIONS DEPARTMENT
FISCAL YEAR 2017-2018**

ACCOUNT DESCRIPTION	ACCOUNT #	COMMENTS
Salaries & Benefits		
Salaries (Full-Time)	5101	Per MOU, step increases only; assumes 2% 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 @ 85%; CWA @ 90% of daytime rate
Training Pay	5110	Premium pay when Operators train new employees
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 13.550% to 14.725% for Tier 1 employees plus 3.5% of employee contributions; increase from 7.232% to 7.306% for Tier 2 employees hired after October 25, 2011. Pension Reform Act (PEPRA) imposed 3rd Tier rate of 6.563% 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)
Supplies & Services		
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 2017-2018**

ACCOUNT DESCRIPTION	ACCOUNT #	COMMENTS
Supplies & Services (continued)		
Tuition Reimbursement	5407	College/University classes up to \$4,000/yr
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 cancelled 2016
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 2017-2018 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
TOTAL			\$ 190

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
PUBLICATIONS DETAIL
FISCAL YEAR 2017-2018 BUDGET**

DEPARTMENT	REQUESTED BY:	EDEN ACCOUNT
Operations	Shannon Kauffman	10-60-211-5402
DESCRIPTION		Total
Haines Directory Software (telephone criss-cross directory) for Dispatch Center		\$ 800
ACTIVE 9-1-1 Yearly Subscription		850
California Penal Code - annual new book - for Dispatch Center		60
Daily Breeze annual subscription		500
TOTAL		2,210

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
CONFERENCE/MEETING/TRAINING/TRAVEL DETAIL
FISCAL YEAR 2017-2018 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 - Denver, CO August 13-16, 2017	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 2018 (5 days)	\$ 200	\$ 1,600	\$ 270	\$ 300	\$ 2,370	
EMD Call Assessment Certification 2 @ \$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 2017-2018**

The Technical Services Department is staffed with a Technical Services Manager, 1 Lead Communications Technician, 1 Public Safety Communications Specialist II and 5 Public Safety Communications Specialist I positions. 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 146 installations and 96 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 2017-2018**

<u>Workload Indicators</u>	<u>2012 ACTUAL</u>	<u>2013 ACTUAL</u>	<u>2014 ACTUAL</u>	<u>2015 ACTUAL</u>	<u>2016 ACTUAL</u>
No. of installations	95	79	104	124	146
No. of repairs	299	207	180	131	96

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
BUDGET SUMMARY
TECHNICAL SERVICES DEPARTMENT
FISCAL YEAR 2017-2018**

ACCOUNT DESCRIPTION	EDEN ACCOUNT	FY 14-15 ACTUAL	FY 15-16 ACTUAL	FY 16-17 AMENDED	YTD 01/31/17	FY 16-17 YE EST	FY 17-18 PROPOSED	AMOUNT INC (DEC)	PERCENT INC (DEC)
<u>10-70-311-5XXX</u>									
Salaries (Full-Time)	5101	\$ 520,777	\$ 512,390	\$ 646,878	\$ 347,317	\$ 550,000	\$ 759,740	\$ 112,862	17.45%
Salaries (Part-Time)	5102	-	550	-	-	-	-	-	0.00%
Overtime	5103	11,822	4,248	13,500	6,559	13,000	13,500	-	0.00%
Acting Pay	5104	5,378	5,162	5,746	-	-	-	(5,746)	-100.00%
Call Back Pay	5106	281	104	2,500	-	2,500	2,500	-	0.00%
Merit Pay	5107	2,666	2,184	2,700	2,650	2,650	1,300	(1,400)	-51.85%
Sick Leave Payoff	5108	14,508	13,204	15,000	8,274	15,000	15,000	-	0.00%
Vacation Leave Payoff	5109	11,853	8,993	25,000	16,732	25,000	25,000	-	0.00%
Holiday Payoff	5114	11,550	9,876	12,000	9,212	12,000	12,000	-	0.00%
Education Incentive Pay	5115	4,765	2,677	5,084	2,468	2,468	-	(5,084)	-100.00%
Medical Insurance	5201	63,173	65,586	74,737	46,583	74,737	84,798	10,061	13.46%
Dental Insurance	5202	5,419	5,081	6,983	2,294	6,983	6,642	(341)	-4.88%
Vision Insurance	5203	2,270	2,283	2,673	1,308	2,673	2,974	301	11.26%
Life Insurance	5204	967	949	1,092	563	1,092	1,056	(36)	-3.30%
Medicare	5205	6,753	6,393	9,855	4,976	9,855	12,794	2,939	29.82%
Workers' Compensation	5207	59,822	103,187	96,500	50,989	84,950	105,350	8,850	9.17%
PERS Contribution	5208	73,781	76,911	98,758	48,974	98,758	81,768	(16,990)	-17.20%
Retirees' Medical Insurance	5209	23,152	23,147	23,040	12,846	23,040	29,872	6,832	29.65%
Social Security	5211	-	34	-	-	-	-	-	0.00%
Deferred Comp Matching Benefit	5212	-	-	1,800	-	-	1,800	-	0.00%
Sub-total Salaries & Benefits		\$ 818,937	\$ 842,959	\$ 1,043,846	\$ 561,745	\$ 924,706	\$ 1,156,094	\$ 112,248	10.75%
Comp Contract Services/CAD-Tiburon	5302	282,739	\$ 272,856	\$ 280,000	\$ -	\$ 280,000	\$ 285,000	\$ 5,000	1.79%
GST Software Reimbursable	5311	38,010	49,640	40,410	41,268	42,950	42,950	2,540	6.29%
Conferences, Meetings & Travel	5403	4,493	215	2,650	65	250	2,650	-	0.00%
General Technical Supplies	5503	7,660	3,919	7,500	292	7,500	7,500	-	0.00%
Uniforms/Safety Equipment	5506	2,597	-	2,500	438	2,500	2,500	-	0.00%
Parts - Billing	5514	809,171	817,704	75,000	238,545	238,545	75,000	-	0.00%
Parts - Telecommunications	5515	22,947	15,764	20,000	3,393	20,000	20,000	-	0.00%
Install Wire, Loom & Hardware	5516	20,906	9,953	16,000	6,587	16,000	16,000	-	0.00%
Vehicle Operations	5517	3,794	5,023	4,500	1,165	4,500	4,500	-	0.00%
Equipment Repair	5520	2,817	1,878	18,000	77	18,000	18,000	-	0.00%
Outside Technical Serv-Towers & Equip	5521	36,455	90,401	120,000	86,900	120,000	300,000	180,000	150.00%
Vehicle Antennas - Reimbursable	5522	7,783	-	6,000	-	-	-	(6,000)	0.00%
GETAC Project	5524	-	-	50,000	4,368	87,368	-	(50,000)	0.00%

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
BUDGET SUMMARY
TECHNICAL SERVICES DEPARTMENT
FISCAL YEAR 2017-2018**

ACCOUNT DESCRIPTION	EDEN ACCOUNT	FY 14-15 ACTUAL	FY 15-16 ACTUAL	FY 16-17 AMENDED	YTD 01/31/17	FY 16-17 YE EST	FY 17-18 PROPOSED	AMOUNT INC (DEC)	PERCENT INC (DEC)
<u>10-70-311-5XXX</u>									
Office Equipment	5810	57	2,795	-	-	-	-	-	0.00%
Other Equipment	5820	19,282	14,321	-	29,981	29,981	-	-	0.00%
Sub-total Supplies & Services		\$ 1,258,711	\$ 1,284,469	\$ 642,560	\$ 413,079	\$ 867,594	\$ 774,100	\$ 131,540	20.47%
Total Expenses - Technical Services		\$ 2,077,648	\$ 2,127,428	\$ 1,686,406	\$ 974,824	\$ 1,792,300	\$ 1,930,194	\$ 243,788	14.46%

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

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
ACCOUNT DETAIL EXPLANATION
TECHNICAL SERVICES DEPARTMENT
FISCAL YEAR 2017-2018**

ACCOUNT DESCRIPTION	ACCOUNT #	COMMENTS
Salaries & Benefits		
Salaries (Full-Time)	5101	Annual step increases per MOU for Jr. Comm Tech; Estimated Cost of Living Increase of 2%
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 13.550% to 14.725% for Tier 1 employees plus 3.5% of employee contributions; increase from 7.232% to 7.306% for Tier 2 employees hired after October 25, 2011. Pension Reform Act (PEPRA) imposed 3rd Tier rate of 6.563% for employees hired on or after 1/1/2013
Retirees' Medical Insurance	5209	Three covered retirees (Rivera, Shearen and Cox)
Deferred Comp Matching Benefit	5212	Per MOU - Match up to \$150 per month of employee contribution (management only)
Supplies & Services		
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
Supplies & Services (continued)		
Vehicle Operations	5517	Fuel/other maintenance for Authority's van/truck
Equipment Repair	5520	Various factory equipment repairs including MDC hardware

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
ACCOUNT DETAIL EXPLANATION
TECHNICAL SERVICES DEPARTMENT
FISCAL YEAR 2017-2018**

ACCOUNT DESCRIPTION	ACCOUNT #	COMMENTS
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 2017-2018 BUDGET**

DEPARTMENT	REQUESTED BY:	EDEN ACCOUNT				
Technical Services	John Krok	10-70-311-5403				
ORGANIZATION/CONFERENCE/LOCATION Employee Title/Duration	Transportation	Lodging	Per Diem	Registration	Total	
Techincal Services Sotware/Support training				\$ 2,500	\$ 2,500	
COPS West - Palm Springs - October 2017	150	-	-	-	150	
TOTAL	\$ 150	\$ -	\$ -	\$ 2,500	\$ 2,650	

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
 OUTSIDE TECHNICAL SERVICES TOWERS AND EQUIPMENT
 FISCAL YEAR 2017-2018 BUDGET**

DEPARTMENT Technical Services	REQUESTED BY: John Krok	EDEN ACCOUNT 10-70-311-5521
DESCRIPTION		Total

Annual hardware support for (17) position Avtec/Servers, (106) Tait Base Stations and (9) Sites, microwave support. (Scope of services are listed in the service agreement)	\$ 180,000
Avtec Annual Software support - provides 3 updates per year for 17 positions	70,000
Support for Microwave maintenance, spare parts (Avtec Outpost, Media Gateway), Tower installation and maintenance, Solarwinds subscription, subscriber upgrades, network/switch updates, generator maintenance, and replace old 800 Mhz/VHF antenna on tower	50,000
Total	<u><u>\$ 300,000</u></u>

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
CAPITAL OUTLAY SUMMARY
FISCAL YEAR 2017-2018**

<u>DESCRIPTION OF CAPITAL OUTLAY</u>	<u>AMOUNT</u>
Replace Cisco Switches	35,000
ES Chat (100 licenses) includes one year maintenance.	<u>76,500</u>
Total Capital Outlay Requests	<u><u>\$ 111,500</u></u>

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
CAPITAL OUTLAY DETAIL
FISCAL YEAR 2017-2018 BUDGET**

DEPARTMENT Operations	REQUESTED BY	EDEN ACCOUNT 10-80-XXX-5901
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DESCRIPTION: Replace Cisco Switches

QTY. 1 **UNIT PRICE:** \$ 35,000 **TOTAL:** \$ 35,000

PURPOSE:

Replace Cisco Switches at all RF sites and Redundant Cisco Switch for Hawthorne

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

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

COST/BENEFIT ANALYSIS:

Currently we are using refurbished Cisco Catalyst 2750 switches which were provided by Hawthorne IT. They are about eight years old and do not have redundant power supplies. The switches are a mission critical part of the infrastructure. All sites communicate from the Tait Base stations via these switches. This will provide five Cisco Catalyst 3750 switches with Dual Power and one 48 Port Cisco 3860x switch for Hawthorne (main switch).

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
CAPITAL OUTLAY DETAIL
FISCAL YEAR 2017-2018 BUDGET**

DEPARTMENT Operations	REQUESTED BY	EDEN ACCOUNT 10-80-XXX-5901
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DESCRIPTION: ESChat System

QTY. 1 **UNIT PRICE: \$** 76,500 **TOTAL: \$** 76,500

PURPOSE:

ESChat system and maintenance

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

- | | | | | |
|---------------------|---|-----------------------------------|----------------------------------|--|
| AGE: | <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 |
| CONDITION: | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| RATE OF USE: | <input type="checkbox"/> Heavy | <input type="checkbox"/> Moderate | <input type="checkbox"/> Light | <input type="checkbox"/> Inoperable |

COST/BENEFIT ANALYSIS:

ESChat is the leading solution for carrier independent Secure Push to Talk (PTT) over LTE communications. ESChat includes AES-256 encrypted PTT voice and multimedia (text and image) messaging. ESChat also provides live and historical (bread crumb) tracking and mapping. Currently used by the U.S. Military as well as Federal, State and Local law enforcement, ESChat is able to operate over FirstNet Band 14 LTE spectrum, commercial carriers and WiFi. ESChat supports interoperability with all LMR radio networks, including P25 via the native Inter RF Subsystem Interface (ISSI) protocol and DMR via the native Inter Application Interface Specification (AIS) protocol. Initial purchase is for 100 licenses plus \$1,500 maintenance. Additional licenses purchased would be at \$250 per license.

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
LIST OF ACRONYMS
FISCAL YEAR 2017-2018**

APCO – Association of Police Communications Officials

AQMD – Air Quality Management District

CAD – Computer Aided Dispatch

CAHN – California Association of Hostage Negotiators

RMS – Records Management System

CalPERS – California Public Employees Retirement System

CLETS - California Law Enforcement Telecommunications System

CPI – Consumer Price Index

CSMFO – California Society of Municipal Finance Officers

CWA – Communications Workers of America

DOJ – Department of Justice

DUI – Driving Under the Influence

EDD – Employment Development Department

EMD – Emergency Medical Dispatching

FCC – Federal Communications Commission

FY – Fiscal Year

GASB – Governmental Accounting Standards Board

GFOA – Government Finance Officers Association

HQ – Headquarters

IFR – Injury Frequency Radio

IP – Internet Protocol

IWCE – International Wireless Communications Expo

LAIF – Local Agency Investment Fund

LASO – Los Angeles Sheriff's Office

MB – Manhattan Beach

MBWT – Manhattan Beach Water Tower

MDC - Mobile Data Computer

MHz – Megahertz

MOU – Memorandum of Understanding

NENA – National Emergency Number Association

**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
LIST OF ACRONYMS
FISCAL YEAR 2017-2018**

OPEB – Other Post-Employment Benefits

OT – Overtime

PERS – Public Employees Retirement System

POST – Police Officer Standards and Training

PSAP – Public Safety Answering Point

PSTC – Public Safety Training Center

TMS – Training Management System

UAAL - Unfunded Actuarial Accrued Liability

UHF – Ultra High Frequency

VOIP - Voice over Internet Protocol

VHF - Very High Frequency

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
GLOSSARY OF BUDGET TERMS
FISCAL YEAR 2017-2018

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 2017-2018**

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 2017-2018

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 2017-2018**

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 2017-2018**

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. XXX

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR 2017-2018

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 16, 2017, the Board of Directors examined and adopted the budget for Fiscal Year 2017-2018 as outlined below;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of said Authority has adopted a budget in the amount of \$11,224,274 for the period of July 1, 2017 through June 30, 2018 in accordance with the following allocations:

Administration Department	\$1,812,823
Operations Department	7,369,757
Technical Services Department	1,930,194
Capital Outlay	111,500
Total Budget	\$ 11,224,274

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 16th day of May 2017, by the following vote:

- Ayes:
- Noes:
- Absent:
- Abstain:

Dan Medina, Councilmember
Chairman, Board of Directors

Executive Director Ralph Mailloux
Secretary, Board of Directors



Staff Report

South Bay Regional Public Communications Authority

TO: Executive Committee
User Committee

FROM: Ralph Mailloux

DATE: April 18, 2017

SUBJECT: Hermosa Beach Assessment

BACKGROUND

As a result of several meetings with representatives from the owner cities' agencies, a methodology for charging client cities was established (see attached memorandum dated September 25, 2015 and three attachments thereto). As indicated in former Hermosa Beach City Manager Bakaly's letter dated July 18, 2016 (attached), Hermosa Beach expressed extreme concern that the implementation of this new methodology would result in their costs nearly doubling. Authority staff then met with representatives from Hermosa Beach to discuss this matter. At the joint meeting of the Executive and User Committees on March 21, 2017, this topic was discussed and tabled so that the police chiefs could be present.

DISCUSISON

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

RECOMMENDATIONS

The following is recommended:

1. Notify Hermosa Beach that the new methodology for annual client increases shall be utilized this year, with an increase from the current assessment methodology amount of .9%, or \$677,121, to 4.32%, or \$700,072, for an additional increase of \$22,951.
2. Currently, the Authority provides Hermosa Beach, by contract, two days (Fridays and Saturdays) on their own frequency. It is anticipated that, when staffing becomes adequate, the Authority could potentially accommodate a modified increase in the level of service to Hermosa and Manhattan Beach Police Departments by adding five additional eight-hour days of separation onto their own frequency. The cost for this increase will be assessed to the City of Hermosa Beach and it is anticipated that these additional five eight-hour days will cost approximately \$103,450 without overtime, and a maximum of \$134,423 with overtime. This change will take place July 1, 2018.

REM:ww

Attachments: Memorandum Dated September 25, 2015 with Three Attachments
Letter from Tom Bakaly Dated July 18, 2016 with Attachments

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY

MEMORANDUM

September 25, 2015

TO: 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

FROM: Ralph Mailloux

SUBJECT: Costs for Services Methodology for Future Client Cities

Introduction

At the direction of the owner cities' Executive and User Committees, I was directed to develop a methodology to utilize in providing costs for services to client agencies wishing to join the Authority. The primary criteria for the methodology was for it to be consistent and justifiable for all parties involved while allowing for a reasonable revenue source for the Authority. Additionally, it was requested that the contract language for client agencies' annual increases be evaluated to reflect a more realistic impact of the budget increases for the client agencies being realized by the owner agencies. Currently, the language for the client cities of El Segundo and Hermosa Beach includes that the assessment allocations shall be increased or decreased each consecutive year based on the previous twelve-month calendar year CPIU for Los Angeles County and surrounding areas, not to exceed five percent.

Background

Several different meetings (June 16, August 18, and September 15, 2015) between Authority staff and representatives from the owner agencies were held to provide direction in developing a methodology for providing services to client agencies. Discussion revolved around previous contracts with the client cities of Hermosa Beach and El Segundo and the fiscal benefit to the owner agencies resulting from client agencies joining the Authority. The original opinion was that the methodology developed should be consistent.

Discussion

As a result of the above-mentioned meetings, I believe that a reasonable methodology, as illustrated in Attachment 1, can be utilized in providing client agencies future quotes for services. As noted in Attachment 1, the quote for services is developed using police and fire service calls as a percentage of total calls of all combined, including the total calls for the potential new client. The resulting percentage is then applied to the previous annual adjusted budget, as well as the Total Annual Administration Costs plus Annual Depreciation as calculated and noted at the bottom of Attachment 2. By using these percentages against the total service calls and the predicted Total Annual Administration Costs plus Annual Depreciation, a reasonable cost for services can be constructed when evaluated against the actual real cost for providing services to a new client agency. Culver City Police Department's assessment in the amount of \$2,208,589, as shown in Attachment 1, is calculated using this methodology. On Attachment 2, the worst- case scenario for the cost of services for Culver City would be \$1,235,150. This cost was developed with the assumption that all personnel needed for staffing would be brought into the Authority at top step wages. This would apply to ten communications operators and one installer technician, for a total of eleven additional positions at the Authority. With regard to the annual adjustment for client agencies' assessments, as shown on Attachment 3, I propose that the change in assessment be influenced by the average of the previous three years' budget percentage increase to the owner agencies' assessments, not to exceed five percent, and the previous calendar year CPIU for Los Angeles County and surrounding areas. By utilizing the computations on Attachment 3, a client agency's annual increase for 2013-2014 would have been 5.25%; for 2014-2015 - 5.85%; and for 2015-2016 - 5.29%.

Recommendation

I respectfully recommend that the methodologies for developing future client assessments as discussed herein be adopted.

Request

I respectfully request approval to communicate a first year assessment of \$2,208,589 to Culver City based on the methodologies herein as well as the basic parameters for annual increases as illustrated in Attachment 3.

REM:ww
Attachment(s)

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Agency	PD Service Calls	FD Service Calls	Total	Percentage	Adjusted Budget/%	Annual Admin. Fee	Total
HPD	85032		85032	31.98%	\$2,363,633	\$743,284	\$3,106,918
GPD	72170		72170	27.15%	\$2,006,108	\$630,855	\$2,636,963
MBPD & FD	45015	3200	48215	18.14%	\$1,340,232	\$421,458	\$1,761,690
CCPD & FD	55146	5300	60446	22.74%	\$1,680,217	\$528,372	\$2,208,589
Total	257363	8500	265863	100.00%	\$7,390,190	\$2,323,970	

2016 Adjusted Budget \$7,390,190

Annual Depreciation \$2,323,970

CC Personnel Cost \$1,235,150

Percentage is % of service calls of new client compared to owner agencies
 Adjusted Budget/% is based on % service calls to adjusted budget
 Annual Admin. Fee is based on % of calls for service to annual Administrative costs and annual depreciation

Attachment 2

**CULVER CITY COST ESTIMATE
8/26/15**

Direct Labor Costs	WAGES	BI-LINGUAL	ED	Uniform	TOTAL PERSABLE	PERS (TIER1)	PERS (PEPRA)	OTHER MEDICARE	HEALTH MEDICARE	VISION	LIFE	WORKERS COMP	GRAND TOTAL
Dispatcher*	406,410.00	6,000.00	20,321.00	375.00	433,106.00	67,833.06	6,250%	270.00	1.45% 7,070.21	2,015.40	780.00	4,992.00	570,396.68
Complaint Taker*	406,410.00	6,000.00	20,321.00	375.00	433,106.00	67,833.06		270.00	7,070.21	2,015.40	780.00	4,992.00	570,396.68
Installer/Technician	68,702.00	-	-	-	68,702.00	4,293.88		54.00	1,155.30	403.08	156.00	13,020.80	94,357.18
	881,522.00	12,000.00	40,642.00	750.00	934,914.00	135,666.12		4,293.88	15,295.73	4,433.88	1,716.00	23,004.80	1,235,150.53

Assumptions:

Operators assumed at Step G with all available premiums and highest PERS coverage (to cover cost of operators hired from Culver City)

Installer/Technician assumed as Step A, new PERS employee

*Each comm center position assumes 5 operators required.

Note: Workers' Comp rate is average of 2014-15 & 2015-16

Total Annual Administrative Costs plus Annual Depreciation

Admin Salaries/Ben	\$ 918,739
Supplies & services	777,836
Occupancy (bldg depr) ¹	152,386
Tower Sites equip depr ²	495,009
	<u>\$ 2,343,970</u>

¹ Used 40 year useful life for building.

² Used 10 year useful life for tower sites equipment and microwave system.

Attachment 3

BUDGET INCREASES FISCAL YEAR 2011-2012 THROUGH FISCAL YEAR 2015-2016

Fiscal Year	Total Approved Budget	Amount of Increase(Decrease)	% Increase (Decrease)
2010-2011	\$ 7,413,305		
2011-2012	\$ 7,888,147	\$ 474,842	6.41%
2012-2013	\$ 8,619,283	\$ 731,136	9.27%
2013-2014	\$ 8,880,403	\$ 261,120	3.03%
2014-2015	\$ 10,122,030	\$ 1,241,627	13.98%
2015-2016	\$ 9,800,435	\$ (321,595)	-3.18%
Average Increase last 5 years	\$ 477,426		1.05%
Average Increase last 3 years	\$ 393,717		1.37%
Average Increase last 2 years	\$ 460,016		2.31%

Fiscal Year	Total Assessment	Amount of Increase (Decrease)	% Increase (Decrease)	3 Yr Avg Increase	CPIU Increase	Proposed Client Increase
2010-2011						
Gardena	\$ 1,981,008					
Hawthorne	2,783,169					
Manhattan Beach	1,411,036					
2011-2012						
Gardena	\$ 1,891,743	\$ (89,265)	-4.51%			
Hawthorne	2,657,757	(125,412)	-4.51%			
Manhattan Beach	1,347,454	(63,582)	-4.51%		1.20%	
2012-2013						
Gardena	\$ 2,112,764	\$ 221,021	11.68%			
Hawthorne	2,968,275	310,518	11.68%			
Manhattan Beach	1,504,883	157,429	11.68%		2.70%	
2013-2014						
Gardena	\$ 2,167,216	\$ 54,452	2.58%			
Hawthorne	3,044,776	76,501	2.58%			
Manhattan Beach	1,543,669	38,786	2.58%	3.25%	2.00%	5.25%
2014-2015						
Gardena	\$ 2,167,216	\$ -	0.00%			
Hawthorne	3,044,776	-	0.00%			
Manhattan Beach	1,543,669	-	0.00%	4.75%	1.10%	5.85%
2015-2016						
Gardena	\$ 2,370,773	\$ 203,557	9.39%			
Hawthorne	3,330,759	285,983	9.39%			
Manhattan Beach	1,688,658	144,989	9.39%	3.99%	1.30%	5.29%

In the event that the Owner agency's assessments or CPIU should decrease in a 12 month period, the prior year's client increase will apply



City of Hermosa Beach

Civic Center, 1315 Valley Drive, Hermosa Beach, California 90254-3885

July 18, 2016

Mr. Ralph Mailloux, Executive Director
South Bay Regional Public Communications Authority
4449 W. Broadway
Hawthorne, CA 90250

Dear Mr. Mailloux:

We have been formally notified of the new methodology the South Bay Regional Public Communications Authority will be using to determine costs for services for future client cities as outlined in your September 25, 2015 memorandum (attached). This methodology was developed as a result of a new agency, City of Culver City, desiring to join the authority and purchase services. I am concerned that despite our long term relationship, this newly developed methodology is now going to be applied across the board to all existing contracting agencies causing our costs to almost double. We would welcome the opportunity to participate in a formal rate analysis to ensure the methodology utilized results in a fair cost assessment to all participating agencies. As I said to you during our recent meeting, I understand that costs increase and perhaps it's time to revisit our contractual relationship to make some incremental cost adjustments but I am extremely concerned that as of now, the September 25th document was officially adopted by the Authority and the new methodology now applies to us.

I appreciate the opportunity to further discuss this issue at the July meeting of the South Bay Regional Public Communication Authority.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Bakaly".

Tom Bakaly,
City Manager

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY

MEMORANDUM

September 25, 2015

TO: 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

FROM: Ralph Mailloux

SUBJECT: Costs for Services Methodology for Future Client Cities

Introduction

At the direction of the owner cities' Executive and User Committees, I was directed to develop a methodology to utilize in providing costs for services to client agencies wishing to join the Authority. The primary criteria for the methodology was for it to be consistent and justifiable for all parties involved while allowing for a reasonable revenue source for the Authority. Additionally, it was requested that the contract language for client agencies' annual increases be evaluated to reflect a more realistic impact of the budget increases for the client agencies being realized by the owner agencies. Currently, the language for the client cities of El Segundo and Hermosa Beach includes that the assessment allocations shall be increased or decreased each consecutive year based on the previous twelve-month calendar year CPIU for Los Angeles County and surrounding areas, not to exceed five percent.

Background

Several different meetings (June 16, August 18, and September 15, 2015) between Authority staff and representatives from the owner agencies were held to provide direction in developing a methodology for providing services to client agencies. Discussion revolved around previous contracts with the client cities of Hermosa Beach and El Segundo and the fiscal benefit to the owner agencies resulting from client agencies joining the Authority. The original opinion was that the methodology developed should be consistent.

Discussion

As a result of the above-mentioned meetings, I believe that a reasonable methodology, as illustrated in Attachment 1, can be utilized in providing client agencies future quotes for services. As noted in Attachment 1, the quote for services is developed using police and fire service calls as a percentage of total calls of all combined, including the total calls for the potential new client. The resulting percentage is then applied to the previous annual adjusted budget, as well as the Total Annual Administration Costs plus Annual Depreciation as calculated and noted at the bottom of Attachment 2. By using these percentages against the total service calls and the predicted Total Annual Administration Costs plus Annual Depreciation, a reasonable cost for services can be constructed when evaluated against the actual real cost for providing services to a new client agency. Culver City Police Department's assessment in the amount of \$2,208,589, as shown in Attachment 1, is calculated using this methodology. On Attachment 2, the worst- case scenario for the cost of services for Culver City would be \$1,235,150. This cost was developed with the assumption that all personnel needed for staffing would be brought into the Authority at top step wages. This would apply to ten communications operators and one installer technician, for a total of eleven additional positions at the Authority. With regard to the annual adjustment for client agencies' assessments, as shown on Attachment 3, I propose that the change in assessment be influenced by the average of the previous three years' budget percentage increase to the owner agencies' assessments, not to exceed five percent, and the previous calendar year CPIU for Los Angeles County and surrounding areas. By utilizing the computations on Attachment 3, a client agency's annual increase for 2013-2014 would have been 5.25%; for 2014-2015 - 5.85%; and for 2015-2016 - 5.29%.

Recommendation

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