

A G E N D A
REGULAR JOINT MEETING OF
THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE
TUESDAY, JUNE 20, 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 –May 16, 2017***

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

3c. **Interoperability Network of the South Bay Grant***

3d. **Determine Guidelines for Equipment Replacement Fund***

3e. **Election of Executive Committee Chairman and Vice-Chairman Fiscal Year 2017-2018**
(Manhattan Beach is currently Chairman and Hawthorne is currently Vice-Chairman)

3f. **Election of Police User Committee Chairman and Vice-Chairman Fiscal Year 2017-2018**
(Hawthorne is currently Chairman and Gardena is currently Vice-Chairman)

3g. **Election of Fire User Committee Chairman and Vice-Chairman Fiscal Year 2017-2018**
(Hermosa Beach is currently Chairman and Manhattan Beach is currently Vice-Chairman)

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:

June 15, 2017/3:00 PM

Signature:



Ralph Mailloux, Executive Director

May 16, 2017

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

1. **CALL TO ORDER**

The Board of Directors, Executive Committee and User Committee convened in a regular session at 2:00 PM on Tuesday, May 16, 2017, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: Mayor Pro Tem Haidar Awad, City of Hawthorne
Mayor David Lesser, City of Manhattan Beach
Councilman Rodney Tanaka, City of Gardena
City Manager Mark Danaj, City of Manhattan Beach
City Manager Mitch Lansdell, City of Gardena
Interim City Manager Arnie Shadbehr, City of Hawthorne
Captain Julian Catano, Hawthorne Police Department
Chief Chris Donovan, El Segundo Fire Department
Chief Robert Espinosa, Manhattan Beach Fire Department
Chief Eve Irvine, Manhattan Beach Police Department
Chief Ed Medrano, Gardena Police Department
Chief Sharon Papa, Hermosa Beach Police Department
Chief Mitch Tavera, El Segundo Police Department
Chief David White, Culver City Police Department

Absent: Chief Pete Bonano, Hermosa Beach Fire Department
Chief Bob Fager, Hawthorne Police Department

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

2. **PUBLIC DISCUSSION**

None.

Joint Meeting of the Board of Directors,
Executive Committee and User Committee
May 16, 2017

3. **ACTION ITEMS**

3a. **Approval of Minutes –April 18, 2017**

MOTION: City Manager Danaj moved to approve the minutes of April 18, 2017 as written. The motion was seconded by City Manager Lansdell and passed by unanimous voice vote.

3b. **Budget Performance Report – April 30, 2017**

Finance Manager Mohler presented the staff report per written material of record. She related staff's recommendation to receive and file.

MOTION: City Manager Lansdell moved to receive and file the Budget Performance Report as of April 30, 2017 as written. The motion was seconded by Interim City Manager Shadbehrr and passed by unanimous voice vote.

3c. **Approval of Fiscal Year 2017-2018 Investment Policy and Resolution No. 309**

Finance Manager Mohler presented the staff report with the recommendation to approve the Fiscal Year 2017-2018 Investment Policy and adopt Resolution No. 309. Ms. Mohler explained that the Investment Policy is presented for the Executive Committee's approval annually and that no changes were made to the Policy for Fiscal Year 2016-2017.

MOTION: City Manager Lansdell moved to approve the Fiscal Year 2017-2018 Investment Policy and adopt Resolution No. 309. The motion was seconded by Interim City Manager Shadbehrr and passed by unanimous voice vote.

RESOLUTION NO. 309

A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ADOPTING THE ANNUAL STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2017-2018 SUPERSEDING RESOLUTION 307

3d. **Approval of Fiscal Year 2017-2018 Budget and Resolution No. 308**

With the aid of a Power Point presentation, Executive Director Mailloux reviewed the proposed Fiscal Year 2017-2018 Budget in the amount of \$11,224,274. He explained that the transition of Culver City into the Authority provided a surplus that will be applied to the three owner cities' assessments, resulting in no increase for Fiscal Year 2017-2018, and that the member cities can use the undesignated fund balance, allocated according to the ownership formula, at their discretion.

In answer to a question from Mayor Lesser, Executive Director Mailloux advised that a percentage of the undesignated fund balance could be allocated to an equipment replacement fund for the future.

Referring to discussion at the last meeting, Chief Medrano related the City of

Joint Meeting of the Board of Directors,
Executive Committee and User Committee
May 16, 2017

Gardena's request to place 25% of their undesignated fund balance into the equipment replacement fund.

City Manager Danaj entertained the idea of the member cities allocating a portion of their undesignated fund balance toward the up-front grant funding for the Interoperability Network of the South Bay (INSB).

Executive Director Mailloux explained that the coverage map provided by Motorola was inadequate near the northwest border, so it appears it will be necessary to add a site for the INSB; that Chevron agreed to the use of their site for this purpose; and that, at this time, it is unclear how this additional site will be funded.

Executive Director Mailloux recommended that the Executive Committee discuss the use of their undesignated fund balances with their city councils. He confirmed for Mayor Lesser that the Authority currently has a reserve fund in the amount of approximately \$326,000 and verified for Chief White that the proposed overtime budget should be sufficient.

MOTION: Mayor Lesser moved to approve the Fiscal Year 2017-2018 Budget and adopt Resolution No. 308. The motion was seconded by Mayor Pro Tem Awad and passed by unanimous voice vote.

RESOLUTION NO. 308

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

3e. **Election of Board of Directors' Chairman and Vice-Chairman for Fiscal Year 2017-2018**

MOTION: Mayor Lesser moved to nominate Councilman Tanaka as Chairman of the Board of Directors during Fiscal Year 2017-2018. The motion was seconded by Mayor Pro Tem Awad and passed by unanimous voice vote.

MOTION: Mayor Lesser moved to nominate Mayor Pro Tem Awad as Vice-Chairman of the Board of Directors during Fiscal Year 2017-2018. The motion was seconded by Councilman Tanaka and passed by unanimous voice vote.

4. **EXECUTIVE DIRECTOR'S REPORT**

None.

5. **NEW BUSINESS**

5a. Answering a question from Mayor Lesser, Executive Director Mailloux related his understanding that Redondo Beach is not interested in joining the Authority at this time.

Chief Espinosa asked if it would be beneficial to have a discussion in the near future with Redondo Beach about joining the Authority due to the forthcoming development of the Mark 43 computer aided dispatch (CAD) system.

Executive Director Mailloux suggested that this topic be discussed with Captain Ishii, in that Hawthorne Police Department is in charge of the new CAD.

Captain Catano related his understanding that Redondo Beach plans to have Mark 43 develop a new CAD system for them. He stated his intent to relate this discussion to Captain Ishii.

Executive Director Mailloux assured City Manager Danaj that the Executive Committee will be notified should Redondo Beach voice an interest in joining the Authority.

6. **CLOSED SESSION**

Pursuant to Government Code Section 54957.6 (Conference Re Personnel Matters), at 2:37 PM the Executive Committee entered into a closed session to consider the Executive Director's Evaluation. At 3:00 PM the meeting returned to open session. City Manager Danaj announced that the Executive Committee agreed to contract with a recruiter for a new executive director to replace Executive Director Mailloux who, the Executive Committee determined, will depart the Authority by the end of this year.

7. **ADJOURNMENT**

The meeting was adjourned at 3:05 PM.



Staff Report

South Bay Regional Public Communications Authority

TO: Executive Committee

THROUGH: Ralph Mailloux

FROM: Valerie Mohler

DATE: June 20, 2017

SUBJECT: Budget Performance Report/May 31, 2017

RECOMMENDATION:

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

FISCAL IMPLICATION:

Overall, revenues and expenses appear to be within the budgeted amounts. Some line accounts have budget overruns, which should be offset by savings in other accounts. Staff still anticipates a budgetary savings at year end and if there is an overall budget savings or budget overrun, it will be reported after the financial audit is completed sometime in December.

BACKGROUND:

If solely based on a 12-month operating cycle, both revenues and expenses should be at the 91.67% mark with 8.33% remaining in the budget. However, depending on the nature and the timing of when revenues are earned and received, or when expenses are incurred and recorded, variances could occur.

DISCUSSION:

Attachment 1 shows that revenues exceed expenses by \$1,757,661. As shown in this summary schedule, overall expenses for each department are within the budget allocation except for Technical Services due to the Parts Billing and other reimbursable accounts that are offset by revenues received. Remaining overruns in line accounts should be offset by savings in other accounts.

Attachment 2 shows that revenues exceed the budget, in part due to the addition of the City of Culver City as a client agency. Reimbursements for Billable Parts, which are offset by expenses under Parts Billing as mentioned above also contribute to the amount of revenue exceeding the budget.

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 or 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. The Technical Services Department shows an overrun of 31.39%. Adjusting for offsetting revenues to the Parts – Billing account and other reimbursable accounts, Technical Services would show a percentage used of 84.69% with 15.31% remaining as of May 31, 2017.

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

Attachments: Attachment 1 – Budget Performance Summary
Attachment 2 – Revenue Status Report (pages 1-2)
Attachment 3 – Expenditure Status Report (page 1-6)

SBRPCA
SUMMARY BUDGET PERFORMANCE REPORT
MAY 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	\$ 106,302	\$ 11,124,308	\$ -	\$ (1,486,145)	-15.42%
EXPENSE SUMMARY:						
<u>Administration</u>						
Salaries & Benefits	\$ 982,860	\$ 96,980	\$ 925,995	\$ -	\$ 56,865	5.79%
Supplies/Services/Equipment	668,601	41,424	633,596	-	35,005	5.24%
Total Expenses - Administration	\$ 1,651,461	\$ 138,403	\$ 1,559,591	\$ -	\$ 91,870	5.56%
<u>Operations</u>						
Salaries & Benefits	\$ 6,316,206	\$ 523,589	\$ 5,286,963	\$ -	\$ 1,029,243	16.30%
Supplies/Services/Equipment	226,902	19,412	153,063	-	73,839	32.54%
Total Expenses - Operations	\$ 6,543,108	\$ 543,001	\$ 5,440,026	\$ -	\$ 1,103,082	16.86%
<u>Technical Services</u>						
Salaries & Benefits	\$ 1,010,706	\$ 52,489	\$ 769,555	\$ -	\$ 241,151	23.86%
Supplies/Services/Equipment	642,560	133,114	1,412,670	-	(770,110)	-119.85%
Total Expenses - Technical Services	\$ 1,653,266	\$ 185,603	\$ 2,182,225	\$ -	\$ (528,959)	-31.99%
Total Operating Expenses	\$ 9,847,835	\$ 867,007	\$ 9,181,841	\$ -	\$ 665,994	6.76%
Capital Outlay	\$ 381,653	\$ -	\$ 184,806	\$ -	\$ 196,847	51.58%
GRAND TOTAL	\$ 10,229,488	\$ 867,007	\$ 9,366,648	\$ -	\$ 862,840	8.43%
RECAP						
Administration	\$ 1,651,461	\$ 138,403	\$ 1,559,591	\$ -	\$ 91,870	5.56%
Operations	6,543,108	543,001	5,440,026	-	1,103,082	16.86%
Technical Services	1,653,266	185,603	2,182,225	-	(528,959)	-31.99%
Capital Outlay	381,653	-	184,806	-	196,847	51.58%
TOTAL EXPENSES	\$ 10,229,488	\$ 867,007	\$ 9,366,648	\$ -	\$ 862,840	8.43%
Salaries & Benefits	\$ 8,309,772	\$ 673,058	\$ 6,982,512	\$ -	\$ 1,327,260	15.97%
Supplies/Services/Equipment	1,538,063	193,950	2,199,329	-	(661,266)	-42.99%
Capital Outlay	381,653	-	184,806	-	196,847	51.58%
TOTAL EXPENSES	\$ 10,229,488	\$ 867,007	\$ 9,366,648	\$ -	\$ 862,840	8.43%

YTD REVENUES OVER YTD EXPENSES

\$ 1,757,661

Differences due to rounding.

Revenue Status Report

South Bay Regional PCA
 5/1/2017 through 5/31/2017

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
10-50 Administration					
10-50-111 Administration					
10-50-111-4110 Gardena	2,391,301.00	0.00	2,391,301.00	0.00	100.00
10-50-111-4120 Hawthorne	3,359,598.00	0.00	3,359,598.00	0.00	100.00
10-50-111-4130 Manhattan Beach	1,703,280.00	0.00	1,703,280.00	0.00	100.00
10-50-111-4140 Hermosa Beach	671,081.00	0.00	671,081.00	0.00	100.00
10-50-111-4145 El Segundo	1,271,063.00	0.00	1,271,063.00	0.00	100.00
10-50-111-4146 Culver City Assessment	0.00	0.00	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	14,660.13	-7,160.13	195.47
10-50-111-4220 POST Reimbursements	600.00	0.00	0.00	600.00	0.00
10-50-111-4230 Bond Expenses (Reimbursements)	5,000.00	0.00	0.00	5,000.00	0.00
10-50-111-4255 Unrealized Gain/Loss on Investments	0.00	0.00	-1,473.11	1,473.11	0.00
10-50-111-4410 Vending Machine Revenue	4,500.00	0.00	2,550.45	1,949.55	56.68
10-50-111-4430 Other Miscellaneous Revenue	5,000.00	1.61	14,285.12	-9,285.12	285.70
Total Administration	9,436,253.00	1.61	10,256,354.15	-820,101.15	108.69
10-60 Operations					

Revenue Status Report

South Bay Regional PCA
 5/1/2017 through 5/31/2017

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	369.21	2,655.37	2,344.63	53.11
10-60-211-4435 Reimbursements Sprint Wireless	72,000.00	0.00	76,425.62	-4,425.62	106.15
10-60-211-4440 Reimbursements/Verizon Wireless	3,500.00	0.00	6,695.80	-3,195.80	191.31
10-60-211-4460 Pink Patch Project	0.00	110.00	110.00	-110.00	0.00
Total Operations	80,500.00	479.21	85,886.79	-5,386.79	106.69
10-70 Technical Services					
10-70-311 Technical Services					
10-70-311-4360 Reimbursements for Billable Parts	75,000.00	105,821.65	418,441.21	-343,441.21	557.92
10-70-311-4365 Reimbursements for Vehicle Antennas	6,000.00	0.00	0.00	6,000.00	0.00
10-70-311-4370 Reimbursements for GST Software	40,410.00	0.00	42,868.00	-2,458.00	106.08
10-70-311-4445 Reimbursemnt for GETAC Project	0.00	0.00	83,000.00	-83,000.00	0.00
10-70-311-4455 Reimb Clvr Cty Infrastr Transition Costs	0.00	0.00	237,758.23	-237,758.23	0.00
Total Technical Services	121,410.00	105,821.65	782,067.44	-660,657.44	644.15
Total SBRPCA Enterprise Fund	9,638,163.00	106,302.47	11,124,308.38	-1,486,145.38	115.42
Grand Total	9,638,163.00	106,302.47	11,124,308.38	-1,486,145.38	115.42

Expenditure Status Report

South Bay Regional PCA
 5/1/2017 through 5/31/2017

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)	716,286.00	58,903.70	650,446.86	0.00	65,839.14	90.81
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	9,876.94	23,414.03	0.00	1,585.97	93.66
50-111-5109 Vacation Leave Payoff	30,000.00	9,759.04	63,863.17	0.00	-33,863.17	212.88
50-111-5112 Other Pay	1,200.00	0.00	800.00	0.00	400.00	66.67
50-111-5201 Medical Insurance	53,300.00	5,926.65	48,891.60	0.00	4,408.40	91.73
50-111-5202 Dental Insurance	2,800.00	301.00	2,646.27	0.00	153.73	94.51
50-111-5203 Vision Insurance	1,329.00	125.00	1,134.20	0.00	194.80	85.34
50-111-5204 Life Insurance	657.00	55.00	546.00	0.00	111.00	83.11
50-111-5205 Medicare	11,503.00	1,163.18	10,933.41	0.00	569.59	95.05
50-111-5207 Workers' Compensation	9,750.00	681.97	7,640.47	0.00	2,109.53	78.36
50-111-5208 PERS Contributions	106,533.00	8,435.10	93,977.46	0.00	12,555.54	88.21
50-111-5209 Retirees' Medical Insurance	13,652.00	1,152.01	12,451.81	0.00	1,200.19	91.21
50-111-5212 Deferred Comp Matching Benefit	7,200.00	600.00	6,600.00	0.00	600.00	91.67
50-111-5301 Communications Contract Services	31,000.00	204.37	20,033.14	0.00	10,966.86	64.62
50-111-5302 Computer Contract Services/CAD-Tiburon	12,000.00	0.00	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	0.00	12,950.00	0.00	-550.00	104.44
50-111-5305 Legal Services	22,000.00	0.00	8,925.80	0.00	13,074.20	40.57
50-111-5306 Recruitment Costs	35,333.00	1,904.00	16,052.77	0.00	19,280.23	45.43
50-111-5307 Software Maintenance Services	33,772.00	672.75	41,549.41	0.00	-7,777.41	123.03
50-111-5308 Banking Services (Fees)	6,000.00	38.77	3,867.59	0.00	2,132.41	64.46
50-111-5309 Online/Website Maintenance Services	3,000.00	225.00	2,735.00	0.00	265.00	91.17
50-111-5312 Medical Director Services/Paramedics	0.00	6,250.00	62,500.00	0.00	-62,500.00	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
 5/1/2017 through 5/31/2017

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	2,689.05	13,962.68	0.00	-2,526.68	122.09
50-111-5404 Employee Services/EC-BOD	1,500.00	19.17	1,750.18	0.00	-250.18	116.68
50-111-5407 Tuition Reimbursement	4,000.00	0.00	3,429.00	0.00	571.00	85.73
50-111-5501 Office Supplies	9,000.00	591.84	5,018.90	0.00	3,981.10	55.77
50-111-5502 Miscellaneous Supplies	1,100.00	5.96	14.95	0.00	1,085.05	1.36
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	156.84	902.85	0.00	1,097.15	45.14
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	1,078.48	12,524.50	0.00	-1,024.50	108.91
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	48.84	2,705.01	0.00	-705.01	135.25
50-111-5601 Telephone - Administration	17,750.00	828.23	8,739.04	0.00	9,010.96	49.23
50-111-5701 Maintenance - HQ	139,050.00	16,350.12	113,020.73	0.00	26,029.27	81.28
50-111-5702 Maintenance - Other Sites	6,500.00	0.00	1,144.89	0.00	5,355.11	17.61
50-111-5703 Electricity - HQ	97,000.00	6,074.93	70,568.04	0.00	26,431.96	72.75
50-111-5704 Electricity - Grandview	1,800.00	149.80	1,453.26	0.00	346.74	80.74
50-111-5705 Electricity - Punta Place	5,700.00	401.26	4,864.00	0.00	836.00	85.33
50-111-5706 Gas - HQ	12,000.00	717.40	8,045.94	0.00	3,954.06	67.05
50-111-5707 Water - HQ	3,500.00	295.33	3,047.31	0.00	452.69	87.07
50-111-5715 Electricity-MB Water Tower	3,000.00	158.05	1,542.64	0.00	1,457.36	51.42
50-111-5810 Office Equipment	0.00	2,563.63	2,563.63	0.00	-2,563.63	0.00
Total Administration	1,651,461.00	138,403.41	1,559,591.01	0.00	91,869.99	94.44
60 Operations						
60-200 Operations						
60-200-5000 Expenditures						
60-211-5101 Salaries (Full-Time)	4,013,434.00	299,272.90	3,173,256.74	0.00	840,177.26	79.07
60-211-5102 Salaries (Part-Time)	220,536.00	7,560.88	51,256.96	0.00	169,279.04	23.24
60-211-5103 Overtime	350,000.00	70,652.71	649,992.48	0.00	-299,992.48	185.71
60-211-5104 Acting Pay	7,500.00	0.00	916.76	0.00	6,583.24	12.22
60-211-5105 Bilingual Pay	9,600.00	700.00	7,756.00	0.00	1,844.00	80.79

Expenditure Status Report

South Bay Regional PCA
 5/1/2017 through 5/31/2017

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>
60-211-5108 Sick Leave Payoff	100,000.00	0.00	89,815.68	0.00	10,184.32	89.82
60-211-5109 Vacation Leave Payoff	40,000.00	0.00	24,346.26	0.00	15,653.74	60.87
60-211-5110 Training Pay	5,000.00	1,456.73	5,319.07	0.00	-319.07	106.38
60-211-5114 Holiday Payoff	45,000.00	28,753.15	61,545.52	0.00	-16,545.52	136.77
60-211-5115 Education Incentive Pay	95,229.00	6,289.18	71,304.15	0.00	23,924.85	74.88
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	42,516.84	428,044.91	0.00	89,453.09	82.71
60-211-5202 Dental Insurance	33,542.00	2,438.00	22,016.89	0.00	11,525.11	65.64
60-211-5203 Vision Insurance	14,041.00	1,093.25	10,872.82	0.00	3,168.18	77.44
60-211-5204 Life Insurance	7,644.00	523.39	5,750.93	0.00	1,893.07	75.23
60-211-5205 Medicare	71,133.00	6,087.83	60,464.75	0.00	10,668.25	85.00
60-211-5206 Unemployment Insurance	15,000.00	981.00	8,502.00	0.00	6,498.00	56.68
60-211-5207 Workers' Compensation	53,500.00	3,997.75	44,788.92	0.00	8,711.08	83.72
60-211-5208 PERS Contributions	633,754.00	46,544.98	509,790.98	0.00	123,963.02	80.44
60-211-5209 Retirees' Medical Insurance	58,180.00	4,638.55	50,472.55	0.00	7,707.45	86.75
60-211-5211 Social Security	9,115.00	82.12	1,129.35	0.00	7,985.65	12.39
60-211-5401 Memberships & Dues	190.00	0.00	0.00	0.00	190.00	0.00
60-211-5402 Publications	1,960.00	38.61	1,157.16	0.00	802.84	59.04
60-211-5403 Conferences, Meetings & Travel	31,752.00	1,677.00	8,417.19	0.00	23,334.81	26.51
60-211-5404 Employee Services/EC-BOD	2,500.00	599.16	3,571.98	0.00	-1,071.98	142.88
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	3,245.17	18,606.67	0.00	-606.67	103.37
60-211-5506 Uniforms/Safety Equipment	8,000.00	13.68	2,184.47	0.00	5,815.53	27.31
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	193.27	2,012.46	0.00	987.54	67.08
60-211-5604 Telephone - Gardena	8,000.00	112.01	1,492.07	0.00	6,507.93	18.65
60-211-5606 Telephone - Hawthorne	6,500.00	320.00	4,559.78	0.00	1,940.22	70.15
60-211-5607 Telephone - Hermosa Beach	16,000.00	1,568.70	16,857.01	0.00	-857.01	105.36
60-211-5608 Telephone - Manhattan Beach	13,000.00	367.95	4,531.09	0.00	8,468.91	34.85
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	310.77	3,425.97	0.00	11,574.03	22.84
60-211-5612 Telephone - RCC	16,000.00	846.06	8,296.71	0.00	7,703.29	51.85
60-211-5613 Sprint Wireless Reimbursable	72,000.00	6,771.51	65,123.87	0.00	6,876.13	90.45

Expenditure Status Report

South Bay Regional PCA
 5/1/2017 through 5/31/2017

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>
60-211-5614 Verizon Wireless Reimbursable	3,500.00	766.84	6,416.66	0.00	-2,916.66	183.33
60-211-5615 Telephone - Culver City	0.00	2,581.35	4,061.22	0.00	-4,061.22	0.00
Total Operations	6,543,108.00	543,001.34	5,440,025.89	0.00	1,103,082.11	83.14
70 Technical Services						
70-300 Technical Services						
70-300-5000 Expenditures						
70-311-5101 Salaries (Full-Time)	619,378.00	32,395.98	476,901.14	0.00	142,476.86	77.00
70-311-5103 Overtime	13,500.00	0.00	8,377.93	0.00	5,122.07	62.06
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	71,437.00	4,566.35	60,815.98	0.00	10,621.02	85.13
70-311-5202 Dental Insurance	6,983.00	150.00	2,818.91	0.00	4,164.09	40.37
70-311-5203 Vision Insurance	2,568.00	105.00	1,727.96	0.00	840.04	67.29
70-311-5204 Life Insurance	1,059.00	55.00	783.00	0.00	276.00	73.94
70-311-5205 Medicare	9,456.00	496.89	6,975.98	0.00	2,480.02	73.77
70-311-5207 Workers' Compensation	96,500.00	7,078.36	79,302.62	0.00	17,197.38	82.18
70-311-5208 PERS Contributions	96,955.00	5,199.27	69,771.45	0.00	27,183.55	71.96
70-311-5209 Retirees' Medical Insurance	23,040.00	2,442.04	22,744.70	0.00	295.30	98.72
70-311-5212 Deferred Comp Matching Benefit	1,800.00	0.00	0.00	0.00	1,800.00	0.00
70-311-5302 Computer Contract Services/CAD-Tiburon	280,000.00	0.00	288,324.24	0.00	-8,324.24	102.97
70-311-5311 GST Software Reimbursable	40,410.00	0.00	50,832.00	0.00	-10,422.00	125.79
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	26.68	617.79	0.00	6,882.21	8.24
70-311-5506 Uniforms/Safety Equipment	2,500.00	766.28	1,204.21	0.00	1,295.79	48.17
70-311-5514 Parts - Billing	75,000.00	61,083.38	511,172.74	0.00	-436,172.74	681.56
70-311-5515 Parts - Telecommunications	20,000.00	1,379.16	9,793.03	0.00	10,206.97	48.97

Expenditure Status Report

South Bay Regional PCA
 5/1/2017 through 5/31/2017

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>
70-311-5516 Install Wire, Loom & Hardware	16,000.00	1,460.20	12,488.18	0.00	3,511.82	78.05
70-311-5517 Vehicle Operations	4,500.00	512.19	2,448.02	0.00	2,051.98	54.40
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	132,658.13	0.00	-12,658.13	110.55
70-311-5522 Vehicle Antennas-Reimbursable	6,000.00	0.00	0.00	0.00	6,000.00	0.00
70-311-5524 GETAC Project	50,000.00	0.00	87,368.00	0.00	-37,368.00	174.74
70-311-5525 Clvr Cty Infrastr Transition Costs Reimb	0.00	56,291.00	281,545.56	0.00	-281,545.56	0.00
70-311-5820 Other Equipment	0.00	1,594.74	34,075.90	0.00	-34,075.90	0.00
Total Technical Services	1,653,266.00	185,602.52	2,182,224.53	0.00	-528,958.53	131.99
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
80-406-5901 Uniform Replacement	0.00	0.00	380.82	0.00	-380.82	0.00
80-435-5901 CIP Exp-Hawthorne Allocation	58,454.00	0.00	0.00	0.00	58,454.00	0.00
80-436-5901 CIP Exp-MB Allocation	67,615.00	0.00	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	0.00	104,443.65	0.00	-4,443.65	104.44
Total Capital Infrastructure Projects	381,653.00	0.00	184,806.16	0.00	196,846.84	48.42
Total SBRPCA Enterprise Fund	10,229,488.00	867,007.27	9,366,647.59	0.00	862,840.41	91.57
Grand Total	10,229,488.00	867,007.27	9,366,647.59	0.00	862,840.41	91.57



Staff Report

South Bay Regional Public Communications Authority

TO: Executive Committee
FROM: Ralph Mailloux
DATE: June 14, 2017
SUBJECT: INSB Grant

RECOMMENDATION

That the Executive Committee discuss and make a recommendation.

FISCAL IMPLICATION

None.

BACKGROUND:

In late 2015, the Authority received approval for a \$5,000,000 grant for an interoperability network build out of our transmission/receiver sites. This grant had an extremely short completion time and required prefunding by the Authority, which would be reimbursed at the completion of the grant. The Authority approached the owner cities to determine if they could prefund the \$5,000,000 to the Authority in order to take advantage of the grant. All three of the owner cities committed to prefunding the \$5,000,000.

DISCUSSION

In 2016, the Interoperability Network of the South Bay (INSB) was created to further advance Area G's interoperability efforts. The \$5,000,000 grant currently in play for the Authority will become part of the INSB, which includes the Cities of Torrance and Redondo Beach, along with five of the Authority's cities. The grant is still being awarded to the Authority. However, the \$5,000,000 prefund by the three owner cities might require reconsideration since the earlier commitment by the Authority's Executive Director for the six-month guaranteed reimbursement might no longer be realistic due to some changes in the scope of the project; the timelines for completion; and the overall management of the grant. The Authority's three owner cities might consider discussing with the INSB Board of Directors the idea of the INSB prefunding the \$5,000,000 grant.

CONCLUSION

That the Executive Committee discuss and make a recommendation.

REM:ww



Staff Report

South Bay Regional Public Communications Authority

TO: Executive Committee
FROM: Ralph Mailloux
DATE: June 20, 2017
SUBJECT: Equipment Replacement Fund Guidelines

RECOMMENDATION

Discuss and make recommendation.

FISCAL IMPLICATION

None.

BACKGROUND:

As reported in the 2017-2018 Adopted Budget, the Authority's has an anticipated amount of **\$2,377,473** in undesignated fund balance, which is to be divided between the three owner cities based on their ownership of the Authority.

DISCUSSION:

At the joint meeting of the Board of Directors, Executive Committee and User Committee in May 2017, the three owner agencies discussed establishing an equipment replacement fund that would be funded by a percentage from each of the owner agencies' undesignated fund balance. In order to have an equitable, across-the-board contribution, the three owner agencies need to determine what percentage each will contribute to an equipment replacement fund when an undesignated fund balance is available.

CONCLUSION

That the Executive Committee discuss and make a recommendation.

REM:ww