



South Bay Regional Public Communications Authority



Fiscal Year 2020-2021 Adopted Budget

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AUTHORITY OFFICIALS

Board of Directors

Rodney Tanaka
Councilmember
City of Gardena

Haidar Awad
Councilmember
City of Hawthorne

Hildy Stern
Councilmember
City of Manhattan Beach

Executive Committee

Clint Osorio
City Manager
City of Gardena

Arnold Shadbeh
Interim City Manager
City of Hawthorne

Bruce Moe
City Manager
City of Manhattan Beach

User Committee

Michael Saffell
Chief of Police
City of Gardena

Michael Ishii
Chief of Police
City of Hawthorne

Derrick Abell
Chief of Police
City of Manhattan Beach

Daryn Drum
Fire Chief
City of Manhattan Beach

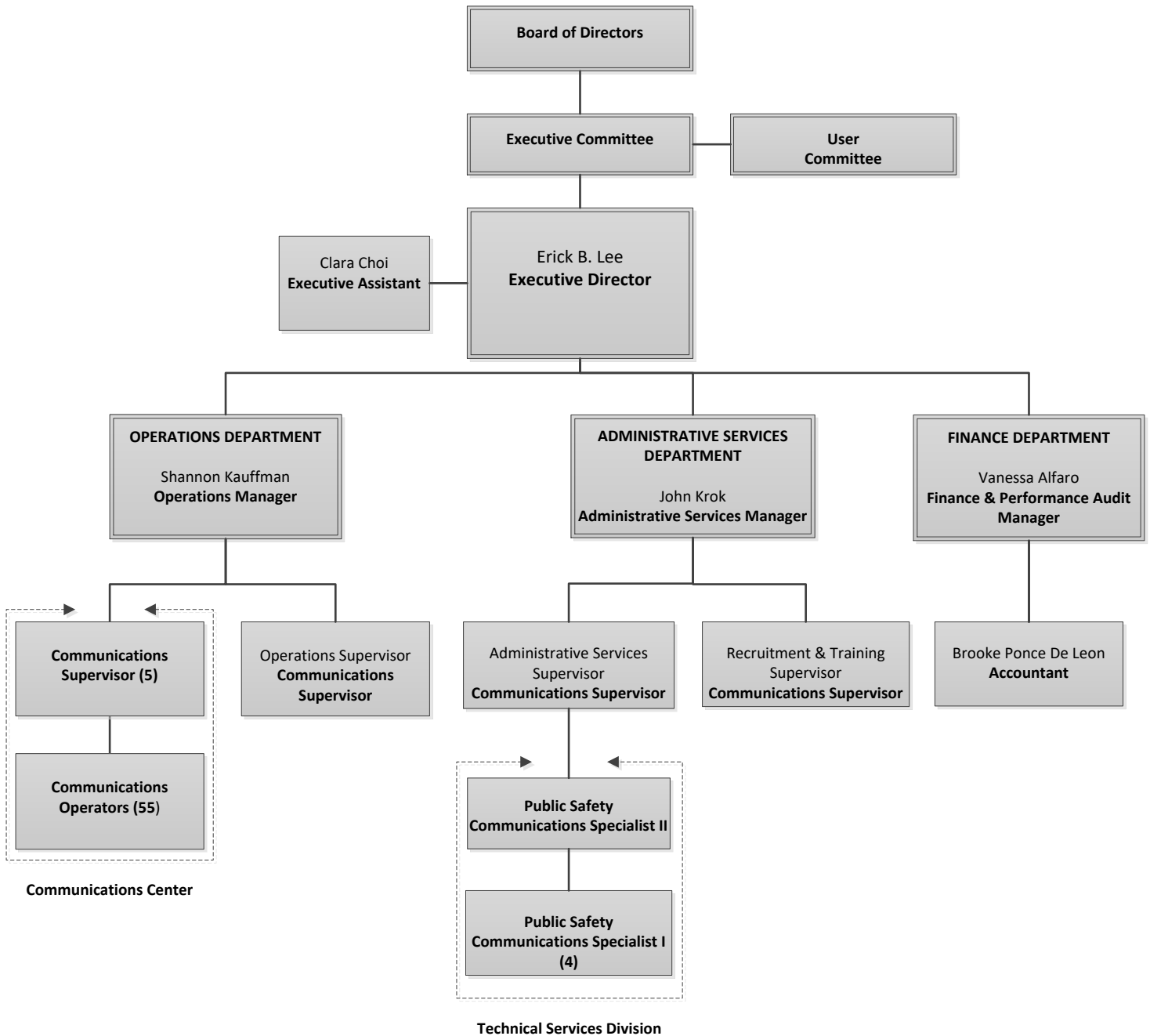
SBRPCA Staff

Erick B. Lee, *Executive Director*
Shannon Kauffman, *Operations Manager*
John Krok, *Administrative Services Manager*
Vanessa Alfaro, *Finance & Performance Audit Manager*
Brooke Ponce De Leon, *Accountant*
Clara Choi, *Executive Assistant*



Organization Chart

Fiscal Year 2020-2021



VISION

To lead the way in regional emergency communications and shape the future of public safety through collaboration with our communities.

MISSION

We are dedicated to professionalism and excellence in public safety communications.

VALUES

TEAMWORK

We collaborate with one another and with our fire and police departments to manage incidents in the field and ensure the safety of the first responders and the public.

PROFESSIONALISM

With our actions and our demeanor, we provide the highest levels of service to our communities.

EMPATHY

A tangible display of empathy to callers shows respect to the people we serve and can help diffuse stressful situations for police officers and firefighters.

INNOVATION

We embrace continuous improvement as the cornerstone of continued service excellence and sustained fiscal viability.



Budget Message

March 17, 2020

Members of the Board of Directors:

This past calendar year has been another eventful year for the Authority. I am pleased to report some of the agency's accomplishments in 2019 as follows:

- Received 352,570 calls
 - 911 Calls: 115,415
 - 7 Digit Calls: 237,155
- Reduced Call Processing Time for Fire Department calls by an average of 16 seconds.
- Participated in 16 career fairs and college presentations to recruit new Communications Operators.
- Processed 347 applications and subsequently hired 10 new Communications Operators.
- Developed a new Academy program for new hires.
- Promoted one (1) Communications Operator to the position of Communications Supervisor.
- Significantly expanded liability insurance coverage with only a minor increase in premiums.
- Completed the Interoperable Network of the South Bay (INSB) project and migrated all of the Authority's radio communications to this network. Also received reimbursement for 100% of the grant funds associated with this project.
- Assumed project management of the Mark43 Computer Aided Dispatch (CAD) system. The system is anticipated to go-live in Fiscal Year 2020-2021.

- Completed the Comprehensive Cost of Service & Allocation Study. The Board of Directors adopted a new Cost Allocation Policy based on this study in September 2019.
- Secured a successor agreement for dispatching services with the City of El Segundo.
- Completed an Initial Feasibility Study for the City of Palos Verdes Estates.
- Implemented new performance measures as adopted by the User Committee in August 2019.
- Developed a system to track Technical Services Division work orders and labor hours.
- Completed 150 installations and 690 repairs of various equipment used in Police, Fire, and Public Works vehicles in CY2019.
- Reviewed and updated organizational governance documents and policies including:
 - Vision, Mission, and Values Statements
 - Schedule of Fees and Charges
 - Compensation Plan for Part-Time Employees

Having these accomplishments in mind, staff is ready to build on these successes and respectfully submits this Recommended Budget for Fiscal Year 2020-2021. 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.

Assessments for Member Cities are based on the Cost Allocation Policy adopted by the Board of Directors in Fiscal Year 2019-20 with an 11.95% discount for the City of Manhattan Beach and premiums for the City of Gardena and the City of Hawthorne of 4.93% and 5.30%, respectively.

The assessment for the City of El Segundo is based on the Cost Allocation Policy with discounts to allow cost increases to be phased-in over the next four years. Assessments for Culver City and the City of Hermosa Beach increase in accordance with the terms of each city's agreement.

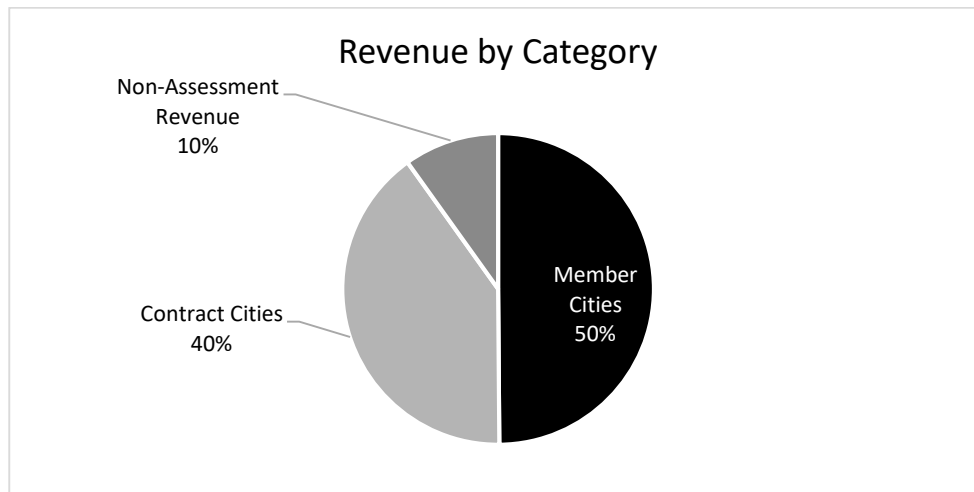
Total revenues are estimated to decrease by 0.70% to \$13,149,258 as a result of changes implemented with the Cost Allocation Policy. Assessment amounts do not include Technical Services Division Workload Support charges, which total \$571,090 for Fiscal Year 2020-2021.

These charges will be billed to the cities of Gardena, Hawthorne, Manhattan Beach, and El Segundo on a quarterly basis in accordance with the Cost Allocation Policy and the Authority’s agreement with the City of El Segundo. Under the terms of the current agreements with Culver City and Hermosa Beach, they are not charged for Workload Support.

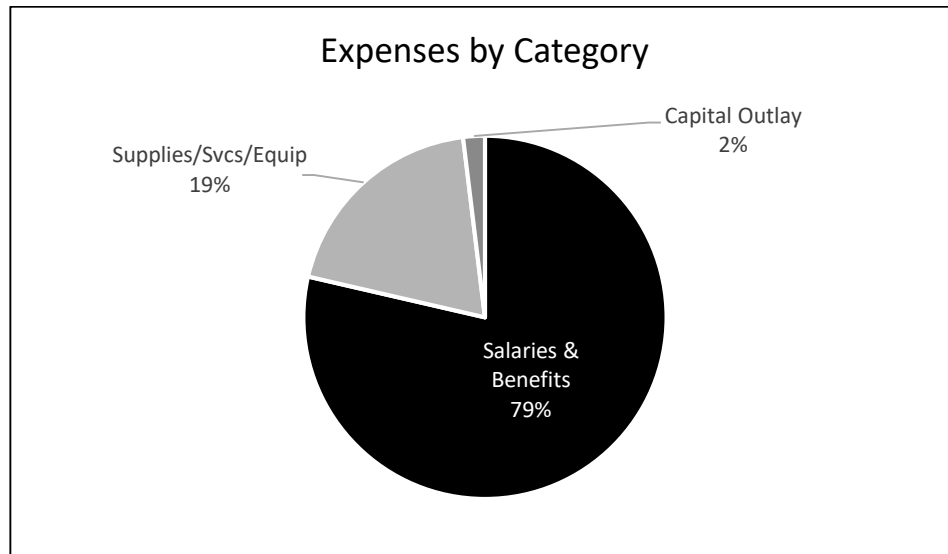
The recommended expenditure budget is \$12,938,443 which represents an increase of \$261,914 in operating expenses (0.96%), and an increase of \$125,000 (100%) in capital outlay expenses compared to the adopted budget in Fiscal Year 2019-2020. The total recommended expenditure budget is an increase of \$386,914 over the prior year, or 3.08%.

The following tables and charts illustrate the significant budget categories with their corresponding increases and decreases.

REVENUE SUMMARY BY CATEGORY – ENTERPRISE FUND (FUND 10)				
	FY 19-20 Adopted	FY 20-21 Recommended	Increase (Decrease)	% Inc (Decrease)
Assessments				
Member Cities	\$7,454,179	\$6,558,300	\$(895,879)	-12.02%
Contract Cities	4,935,679	5,291,029	355,350	7.20%
Subtotal Assessments	\$12,389,858	\$11,849,329	\$(540,529)	-4.36%
Non-Assessment Revenue	852,408	\$1,299,929	\$447,521	52.50%
Grand Total	\$13,242,266	\$13,149,258	\$(93,008)	-0.70%



EXPENSE SUMMARY BY CATEGORY – ENTERPRISE FUND (FUND 10)					
	FY 19-20 Adopted	FY 19-20 Amended	FY 20-21 Recommended	Inc (Dec) vs. Adopted	% Inc (Dec)
Operating Budget	\$12,426,528	\$12,497,011	\$12,688,443	\$261,914	2.11%
Capital Outlay	125,000	170,450	250,000	125,000	100.00%
Total	\$12,551,528	\$12,667,461	\$12,938,443	\$386,914	3.08%
Salaries & Benefits	\$9,951,782	\$9,886,783	\$10,170,486	\$218,703	2.20%
Supplies/Svcs/Equip	2,474,746	2,610,227	2,517,957	43,211	1.75%
Capital Outlay	125,000	170,450	250,000	125,000	100.00%
Total	\$12,551,528	\$12,667,461	\$12,938,443	\$386,914	3.08%



Changes from the Prior Year:

The following are the ten most significant increases in budgeted accounts:

1. Salaries/Full-Time (\$254,592): Includes contracted and estimated increases from MOUs and agreement with employees.
2. PERS Contribution (\$180,488): Increase relates to corollary salary increases and PERS rate increases.
3. Capital Outlay (\$125,000): Increase relates to anticipated communications and technology infrastructure replacement purchases.

4. Salaries/Part-Time (\$40,000): Increase relates to establishment of an intern program.
5. Medical Insurance (\$31,530): Includes contracted increases from MOUs and agreement with employees.
6. Recruitment Costs (\$14,920): Increase relates to enhanced recruitment efforts.
7. Office Equipment (\$12,000): Increase relates to computer purchases and facility technology enhancements.
8. Sick Leave Payoff (\$11,857): Increase relates to anticipated increases in the exercise of this discretionary benefit.
9. Conferences, Meeting & Travel (\$11,190): Increase relates to additional staff training needs.
10. Maintenance/HQ (\$9,750): Increase relates to anticipated facility maintenance costs including janitorial and landscaping.

Summary of Expenditure Increases				
Line Item	FY 19-20 Adopted	FY 20-21 Proposed	Inc (Dec) vs. Adopted	%
Salaries (Full-Time)	6,616,540	6,871,132	254,592	3.85%
PERS Contribution	1,124,646	1,305,134	180,488	16.05%
Capital Outlay	125,000	250,000	125,000	100.00%
Salaries (Part-Time)	-	40,000	40,000	-
Medical Insurance	778,459	809,989	31,530	4.05%
Recruitment Costs	53,610	68,530	14,920	27.83%
Office Equipment	-	12,000	12,000	-
Sick Leave Payoff	145,594	157,451	11,857	8.14%
Conferences, Meeting & Travel	40,485	51,675	11,190	27.64%
Maintenance/HQ	154,400	164,150	9,750	6.31%

Other significant changes from Fiscal Year 2019-2020 that are included in the recommended Fiscal Year 2020-2021 budget are as follows:

CalPERS Unfunded Actuarial Liability (UAL) Payments - \$494,138

In prior years, these expenses were included and commingled with expenses for employer's normal cost contributions. They are now separated to provide additional transparency and better manage these costs.

Addition of One (1) Communications Operator Position

With the continued planned expansion of dispatch services for the cities of Manhattan Beach and Hermosa Beach in Fiscal Year 2020-2021, the Authority will be staffing 48 hours more of dedicated dispatch services per week than it did in Fiscal Year 2019-2020. These additional hours equate to 1.2 full-time equivalents (FTE's) in actual hours worked each week, not including the additional time needed for training or backfilling for these employees while they are on leave. This additional position would increase the total number of authorized Communications Operators from 54 to 55 and provide the Communications Center with the resources necessary to effectively provide dispatching services to the six (6) cities served by the Authority.

Addition of One (1) Communications Supervisor Position

In order to ensure the Authority is appropriately resourced to handle its current workload, as well as anticipated workload levels in the near future, staff has identified the need to add one (1) Communications Supervisor position. This additional position would increase the total number of authorized Communications Supervisors from seven (7) to eight (8) and provide the Authority's administrative team with the resources necessary to effectively manage a growing body of projects and tasks that are crucial for both the Authority's current day-to-day operations and its long-term sustainability.

Additional Budget Information:

Beginning in 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 2020-2021 including the UAL contribution are 23.765% for Tier 1 employees, 9.724% for Tier 2 employees and 8.162% for PEPRA employees. For comparison, the Fiscal Year 2019-2020 rates were 20.447% for Tier 1 employees, 8.628% for Tier 2 employees and 7.397% for PEPRA employees. All employees are now paying at least one half of the employee contribution previously paid by the Authority. The total increase in retirement costs for Fiscal Year 2020-2021 is \$180,488.

Additionally, costs for step increases earned by newer employees who have not yet reached the top of the approved salary range for their positions are included. Total costs for salary and benefit increases in the recommended budget for Fiscal Year 2020-2021 are \$218,703.

The remaining increases to operating expenses are included in a detailed listing by account in the subsequent pages.

Capital Outlay for Fiscal Year 2020-2021:

The capital outlay project request is for \$250,000 for communications and technology infrastructure replacement purchases.

Members' Assessments for Fiscal Year 2020-2021: The calculation of the assessments is found in the Financial Summaries section of the document. The budget, as presented, uses the newly adopted Cost Allocation Policy and applies discounts and premiums outlined in the Authority's ByLaws.

Assessments for Contract Cities:

Culver City's assessment is \$2,665,229, an increase of \$77,628. The assessment reflects the 3.0% Consumer Price Index (CPIU) adjustment as stated in their agreement. The current agreement expires on March 1, 2022.

El Segundo's assessment is \$1,493,738, an increase of \$120,868. A new agreement was finalized in January 2020 which transitions El Segundo to the Cost Allocation Policy over a four-year period. The assessment is based on the Cost Allocation Policy and provides a discount of \$366,714 for the FY20-21 assessment. The current agreement expires on June 30, 2030.

Hermosa Beach's assessment is \$1,132,062, an increase of \$156,854. The assessment reflects the prior year assessment multiplied by the 3.0% Consumer Price Index (CPIU) adjustment and the

three (3) year budget increase amount of 5.0% plus the five (5) year amortized increase of \$78,837. The current agreement expires on June 30, 2028.

Technical Services Division Workload Support Charges

Under the new Cost Allocation Policy, Technical Services Division costs are allocated to the following two functional areas:

Function	Allocation of Technical Services Division Costs	Fiscal Year 2020-2021 Cost Allocation
Dedicated Support	50%	\$571,090
Workload Support	50%	\$571,090
Total	100%	\$1,142,181

Dedicated Support charges are derived by each agency’s corresponding percentage of police and fire vehicles that are anticipated to be active in inventory (either in-service or pending commissioning/decommissioning) during the assessment year. All such vehicles are listed on each agency’s “Active Vehicle Inventory List” and certified annually by its Chief of Police or Fire Chief. Accounting of and billing for Dedicated Support is included as part of each city’s annual assessment.

For Fiscal Year 2020-2021, Workload Support charges will be derived by each agency’s corresponding percentage of vehicle installation and repair work orders. Accounting of and billing for Workload Support will occur on a quarterly basis. These charges will be billed to the cities of Gardena, Hawthorne, Manhattan Beach, and El Segundo in accordance with the Cost Allocation Policy and the Authority’s agreement with the City of El Segundo. Under the terms of the current agreements with Culver City and Hermosa Beach, they are not charged for Workload Support.

Beginning in Fiscal Year 2021-2022, the Authority anticipates changing the calculation of Workload Support charges from a percentage of the number of vehicle installation and repair work orders to the actual percentage of labor hours associated with these work orders. The Executive Director has been directed to present recommendations on implementing this anticipated change to the Executive Committee by September 30, 2020.

Other Revenues:

These include interest income from the Authority’s investment with the Local Agency Investment Fund (LAIF); and reimbursements from participating agencies for wireless services and GST software maintenance. Staff maintains a daily cash position to determine available funds for investment with LAIF to maximize interest income.

Work Plan Objectives for Fiscal Year 2020-2021:

Staff believes the recommended budget will provide the necessary funds to accomplish the Authority's objectives for the coming year, which include:

1. Mark 43 Computer Aided Dispatch ("CAD") Project
Continue to work with the vendor to develop and go-live on the CAD system.
2. Contract for Services with the City of Culver City
Work with the City of Culver City to develop a successor agreement for dispatch services. The current agreement expires on March 1, 2022.
3. Update of Governing Documents
Implement changes associated with the adoption of the Second Amended Joint Powers Agreement, updated bylaws, and investment policy.
4. Strategic Initiatives to Improve Fire Dispatching
Continue working with the Fire Departments to refine call processing and dispatch procedures in order to reduce the overall emergency response times and develop plans to improve service delivery.
5. Compliance with National Fire Protection Association ("NFPA") Standard 1221
Review and refinement of data collection and dispatching procedures to ensure event processing time for emergency fire events is completed within sixty (60) seconds, ninety (90) percent of the time.
6. Implement Policy for Funding Non-Current Liabilities
Implement policy established by the Board of Directors to fund the long-term costs of benefits provided to employees and retirees through pension and Other Post-Employment Benefits (OPEB) plans.
7. Contract for Services with the City of Palos Verdes Estates
Complete the Phase Two Feasibility Study and follow-up to potentially develop a contract for dispatching services with the City of Palos Verdes Estates.
8. Contract for Services for the City of Redondo Beach
Develop a Phase Two Feasibility study, if requested by the City of Redondo Beach, and potentially develop a contract for dispatching services.

9. Regional Fire Dispatching

Monitor the developments of the Fire Departments in Mutual Aid Areas A & G to determine feasibility of establishing a regional fire dispatching communications center and engage with related stakeholders as appropriate.

Fund Balance/Reserves:

In accordance with the Executive Committee's Budget Policy, as established by Resolution No. 321, the recommended Fiscal Year 2020-2021 budget includes a 10% Operational and Capital Reserve of \$1,293,844.

Additionally, 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 Enterprise Fund cash balance is projected to be \$2,984,228 by June 30, 2020, and has been allocated to each member based on its ownership percentage of the Authority.

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 providing outstanding service to the communities we serve.

Respectfully submitted,



Erick B. Lee, Executive Director

Authority Profile

Mission

The South Bay Regional Public Communications Authority (SBRPCA) is dedicated to professionalism and excellence in public safety communications.

Overview

The South Bay Regional Public Communications Authority (Authority) 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 services to the cities of Culver City, El Segundo and Hermosa Beach under contract.

The Authority's Board of Directors, consisting of one Councilmember 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 Authority annually processes approximately 375,000 police and fire incidents in the Southern California region of Los Angeles County commonly referred to as the "South Bay."

The RCC is budgeted for 74 full-time positions. Five (5) 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.

Brief Profiles of Member/Client Cities

City of Gardena – incorporated on September 11, 1930 as a general law city with a Council-Manager form of government; located 13 miles south of metropolitan Los Angeles in the South Bay area of Los Angeles County; full service city including its own municipal bus lines; 5.9 square miles; population of 60,785; 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 approximately 300 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 approximately 260 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 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 approximately 290 full time employees.

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 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 approximately 270 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 approximately 140 full time employees.

Description of Funds

The accounts of the Authority are organized in funds, 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 (Fund 10) – 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.

Grant Fund (Fund 20) – 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. Additionally, the Authority received a grant under the 2016 Urban Area Security Initiative (UASI) program to build out the Interoperability Network of the South Bay. This project was completed in Fiscal Year 2018-2019. Purchases associated with this grant were also made from Fund 20. The fund remains open to account for the equipment (capital assets) purchased with these grants.

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.

Budget Process

Departments begin developing their budget requests in October and submit them in November 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 January, 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 February, 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 recommended budget document. Afterwards staff presents the recommended budget to the Board of Directors for final approval in March.

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 the 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.

In September 2019, the Board amended the Bylaws to adopt a new Cost Allocation Policy based on a Comprehensive Cost of Service and Allocation Study that was completed in August 2019. This policy ties assessments as closely as possible to the services provided to its Member and Contract Cities. The amended Bylaws provide for Manhattan Beach's assessments to gradually increase to the full amount under the Cost Allocation Policy over a four (4) year period. In order to accomplish this phasing of assessment increases, the City of Manhattan Beach's assessment is calculated according to the Cost Allocation Policy, but it receives a series of diminishing discounts over the next four years. During this same period, assessments for the City of Gardena and the City of Hawthorne are calculated according to the policy, but a premium is added on top of the calculated amounts to make-up for the discount provided to the City of Manhattan Beach. For Fiscal Year 2020-2021, Manhattan Beach receives a 11.95% discount on its assessment. Gardena and Hawthorne pay premiums of 4.93% and 5.30% on their assessments, respectively.

The Authority entered into a new agreement for dispatching services with the City of El Segundo, effective July 1, 2020. Under the new agreement, the City has agreed to be subject to the Cost Allocation Policy after a four year phasing-in of significant increases. The agreement caps the assessment for Fiscal Year 2020-2021 at \$1,493,738.

Agreements with the cities of Culver City and Hermosa Beach were developed prior to the Board's adoption of the new Cost Allocation Policy. Therefore, increases in assessments for Fiscal Year 2020-2021 have been calculated according to those agreements.

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: an Executive Director; an Operations Manager; an Administrative Services Manager; three (3) Communications Supervisors; a Finance & Performance Audit Manager; an Accountant; and an Executive Assistant.

Operations – Five (5) Communications Supervisors and 55 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 resident population served for all six (6) cities is approximately 261,000 people.

Technical Services – Provides installation, repairs, and maintenance of telecommunications equipment services to the Members Cities and other clients, as well as maintenance of the Authority’s facilities. The department is staffed with one (1) Public Safety Communications Specialist II and four (4) Public Safety Communications Specialist I positions.

Personnel Summary (Full-Time Employees Only)

Department/Position Title	FY 16-17 Budget	FY 17-18 Budget	FY 18-19 Budget	FY 19-20 Budget	FY 20-21 Adopted
Administration Department					
Executive Director	1	1	1	1	1
Operations Manager	1	1	1	1	1
Administration Manager ¹	1	1	1	0	0
Finance & Performance Audit Manager ²	1	1	1	1	1
Information Technology Manager ¹	0	1	1	0	0
Executive Assistant ³	1	1	1	1	1
Administrative Services Manager ⁴	1	1	1	1	1
Accountant	0	0	0	1	1
Subtotal	6	7	7	6	6
Operations Department					
Communications Supervisor ⁵	7	7	7	7	8
Communications Operator ^{6,7}	41	51	51	54	55
Subtotal	48	58	58	61	63
Technical Services Division					
Lead Communications Technician	1	1	1	0	0
Communications Technician ¹	1	0	0	0	0
Public Safety Communications Specialist II	1	1	1	1	1
Public Safety Communications Specialist I	3	5	5	4	4
Subtotal	6	7	7	5	5
Grand Total	60	72	72	72	74

Notes

1. Position eliminated.
2. Formerly titled "Accounting & Finance Manager."
3. Formerly titled "Executive Secretary."
4. Formerly titled "Technical Services Manager."
5. One (1) additional position proposed to provide adequate support in special assignments.
6. One (1) additional position proposed to provide adequate support in Communications Center.
7. Ten (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. Two (2) additional positions added for FY 2019-20 to cover additional requirements of Manhattan Beach and Hermosa Beach.

FINANCIAL SUMMARIES



Cash Balance Estimates

Fund 10 - Enterprise Fund	
Beginning Balance	Fund 10
Cash Available as of June 30, 2019	\$ 3,953,266
Operating and Capital Reserve	(1,255,153)
OPEB Reserve	(250,000)
Available Cash	\$ 2,448,113
Gardena - 32.08%	785,355
Hawthorne - 45.07%	1,103,365
Manhattan Beach - 22.85%	559,394
Fiscal Year 2019/20 Estimated Revenues & Expenditures	
Revenues	\$ 13,242,267
Expenditures	12,667,461
Revenues Over (Under) Expenditures	\$ 574,806
Estimated Balance - End of FY2019/20	
Estimated Cash Available on June 30, 2020	\$ 4,528,072
Operating and Capital Reserve (10% of Budget)	(1,293,844)
OPEB Reserve	(250,000)
Estimated Available Cash After Reserve Allocations	\$ 2,984,228
Gardena - 32.08%	957,340
Hawthorne - 45.07%	1,344,992
Manhattan Beach - 22.85%	681,896
Fiscal Year 2020/21 Budget Resources	
Assessments	
Gardena	2,174,993
Hawthorne	2,664,597
Manhattan Beach	1,718,710
Member City Subtotal	\$ 6,558,300
Culver City	2,665,229
El Segundo	1,493,738
Hermosa Beach	1,132,062
Contract City Subtotal	\$ 5,291,029
Non-Assessment Revenues	1,299,929
Total Budget Resources	\$ 13,149,258
Fiscal Year 2020/21 Budget Expenses	
Operating	12,688,443
Capital	250,000
Total Budget Expenses	\$ 12,938,443
Revenues Over (Under) Expenditures	\$ 210,815
Estimated Balance - End of FY2020/21	
Estimated Cash Available on June 30, 2021	\$ 4,738,888
Operating and Capital Reserve	(1,293,844)
OPEB Reserve	(250,000)
Estimated Available Cash After Reserve Allocations	\$ 3,195,043
Gardena - 32.08%	1,024,970
Hawthorne - 45.07%	1,440,006
Manhattan Beach - 22.85%	730,067

Fund 20 - Grant Fund	
Beginning Balance	Fund 20
Cash Available as of June 30, 2019	\$ 41,644
Available Cash	\$ 41,644
Gardena - 45%	18,740
Hawthorne - 10%	4,164
Manhattan Beach - 45%	18,740
Fiscal Year 2019/20 Estimated Revenues & Expenditures	
Revenues	\$ -
Expenditures	41,644
Revenues Over (Under) Expenditures	\$ (41,644)
Estimated Balance - End of FY2019/20	
Estimated Cash Available on June 30, 2020	\$ -
Estimated Available Cash	\$ -
Gardena - 45%	
Hawthorne - 10%	
Manhattan Beach - 45%	
Fiscal Year 2020/21 Budget Resources	
Assessments	
Gardena	
Hawthorne	
Manhattan Beach	
Member City Subtotal	\$ -
Total Budget Resources	\$ -
Fiscal Year 2020/21 Budget Expenses	
Total Budget Expenses	\$ -
Excess Revenues	\$ -
Estimated Balance - End of FY2020/21	
Estimated Cash Available on June 30, 2021	\$ -
Estimated Available Cash	\$ -

Assessments & Methodologies

Assessments	FY2019/20 Assessment	FY2020/21 Base	2019 CPIU	3 Year Budget Increases	3 Year Member Increases	Total % Increase	Amortized Adjustment	FY20/21 Bylaws Adjustments	Contract Adjustments	FY2020/21 Assessment	Increase (Decrease) Amount
Member Cities											
Gardena	\$ 2,391,301	\$ 2,072,804						\$ 102,189		\$ 2,174,993	(216,308)
Hawthorne	3,359,598	2,530,481						134,116		\$ 2,664,597	(695,001)
Manhattan Beach	1,703,280	1,951,970						(233,260)		\$ 1,718,710	15,430
Subtotal	7,454,179	6,555,256							-	6,558,300	(895,879)
Contract Cities											
Culver City	\$ 2,587,601	\$ 2,587,601	3.00%	N/A	-	3.00%	-		-	\$ 2,665,229	\$ 77,628
El Segundo	1,372,871	1,860,452	N/A	N/A	N/A	0.00%	-		(366,714)	1,493,738	120,868
Hermosa Beach	975,208	975,208	3.00%	5.00%	N/A	8.00%	78,837		-	1,132,062	156,854
Subtotal	\$ 4,935,680								\$ (366,714)	\$ 5,291,029	\$ 355,350
Total Assessments	\$ 12,389,859									\$ 11,849,329	\$ (540,529)

METHODOLOGIES	
Member Cities	<p>Per the Authority's Bylaws, member cities will be charged the following premiums or receive the following discounts to allow phase-in of the Cost Allocation Policy: For FY20/21: City of Gardena: 4.93%, City of Hawthorne: 5.30%; City of Manhattan Beach: (11.95%) For FY21/22: City of Gardena: 3.33%, City of Hawthorne: 3.50%; City of Manhattan Beach: (7.97%) For FY22/23: City of Gardena: 1.69%, City of Hawthorne: 1.73%; City of Manhattan Beach: (3.98%)</p> <p>The member assessments do not include Technical Service Division Workload Support Charges. In accordance with the Bylaws, Workload Support charges will be derived by each agency's corresponding percentage of vehicle installation and repair work orders. Accounting of and billing for Workload Support will occur on a quarterly basis.</p>
Contract Cities	
Culver City	Percentage increase is based upon the prior average 3 year assessment increases for owner cities plus prior year CPIU with no cap. Agreement expires 03/01/2022.
El Segundo	Starting FY20-21, assessment based on Authority's Cost Allocation Policy to be phased in over a four year period in amounts not-to-exceed as follows: FY20-21 \$1,493,738; FY21-22 \$1,699,634; FY22-23 \$1,869,811; FY23-24 \$2,044,684 Agreement expires 06/30/2030.
Hermosa Beach	Based upon the prior average 3 year budget increases plus prior year CPIU. It was determined that Hermosa Beach was paying lower than anticipated rates so a new assessment amount was calculated based upon a revised methodology. The difference between the old methodology and revised was then amortized over 5 years and added each year to the proposed amount. Agreement expires 06/30/2028.

Assessments & Methodologies - Supplemental Information

Unadjusted Assessment Calculations per Cost Allocation Policy - FOR INFORMATION ONLY

Assessments	Gardena	Hawthorne	Manhattan Beach	Culver City ¹	El Segundo	Hermosa Beach ¹	TOTAL
OPERATIONS							
Call-Taking Emergency Calls	\$ 542,738	\$ 817,846	\$ 167,907	\$ 401,496	\$ 198,985	\$ 100,127	\$ 2,229,099
Call-Taking Non-Emergency Support	266,227	302,481	226,307	465,844	124,839	100,368	1,486,066
Police - Dedicated Dispatch Support	747,869	747,869	747,869	747,869	747,869	747,869	4,487,214
Police - Calls for Service Readiness Support	428,337	556,929	224,020	341,064	221,954	150,789	1,923,092
Fire - Dedicated Dispatch Support	-	-	352,167	352,167	352,167	-	1,056,500
Fire - Calls for Service Readiness Support	-	-	105,698	225,006	122,082	-	452,786
TECHNICAL SERVICES							
Technical Support - Dedicated Support	87,633	105,356	128,003	120,126	92,556	37,416	571,090
Total Calculated	\$ 2,072,804	\$ 2,530,481	\$ 1,951,970	\$ 2,653,571	\$ 1,860,452	\$ 1,136,570	\$ 12,205,848

Notes:

1. For illustrative purposes only. See Assessments & Methodologies for actual FY20-21 assessment calculation.

Cost Allocation Data

City	3 Year Average			
	911 Calls	Non-Emergency Calls	Police Calls for Service	Fire Calls for Service
Gardena	26,929	42,342	70,067	-
Hawthorne	40,579	48,108	91,102	-
Manhattan Beach	8,331	35,993	36,645	3,619.00
Culver City	19,921	74,090	55,791	7,704.00
El Segundo	9,873	19,855	36,307	4,180.00
Hermosa Beach	4,968	15,963	24,666	-
3 Year Average	105,306	213,001	295,981	12,935

City	Vehicle Inventories		
	Police	Fire	Total
Gardena	89	-	89
Hawthorne	107	-	107
Manhattan Beach	114	16	130
Culver City	94	28	122
El Segundo	73	21	94
Hermosa Beach	38	-	38
Total	515	65	580

Revenues by Account

Account Number & Title	FY2017/18 Actual	FY2018/19 Actual	FY 2019/20 Adopted	FY 2020/21 Adopted	Amount Inc (Dec)	Percent Inc (Dec)
Enterprise Fund (Fund 10)						
10-50-111-4110 Gardena	\$ 2,391,301	\$ 2,391,301	\$ 2,391,301	\$ 2,174,993	\$ (216,308)	-9.05%
10-50-111-4120 Hawthorne	3,359,598	3,359,598	3,359,598	2,664,597	(695,001)	-20.69%
10-50-111-4130 Manhattan Beach	1,703,280	1,703,280	1,703,280	1,718,710	15,430	0.91%
Member City Subtotal	7,454,179	7,454,179	7,454,179	6,558,300	(895,879)	-12.02%
10-50-111-4140 Hermosa Beach	700,072	828,439	975,208	1,132,062	156,854	16.08%
10-50-111-4145 El Segundo	1,294,928	1,330,766	1,372,870	1,493,738	120,868	8.80%
10-50-111-4146 Culver City	2,360,551	2,507,365	2,587,601	2,665,229	77,628	3.00%
Contract City Subtotal	4,355,551	4,666,570	4,935,679	5,291,029	355,350	7.20%
Subtotal Assessments	\$ 11,809,730	\$ 12,120,749	\$ 12,389,858	\$ 11,849,329	(540,529)	-4.36%
10-50-111-4150 El Camino Community College	790	-	790	790	-	0.00%
10-50-111-4151 Annual Maint-MDC - Director	-	653	-	-	-	0.00%
10-50-111-4152 Medical Director/Hermosa Beach	12,500	-	-	-	-	0.00%
10-50-111-4153 Medical Director/Manhattan Beach	26,250	27,500	27,000	30,500	3,500	12.96%
10-50-111-4154 Medical Director/El Segundo	26,250	27,500	27,000	30,500	3,500	12.96%
10-50-111-4210 Investment Earnings (LAIF)	59,183	96,218	50,000	50,000	-	0.00%
10-50-111-4220 POST Reimbursements	574	120	600	1,400	800	133.33%
10-50-111-4255 Unrealized Gain/Loss on Investments	10,527	-	-	-	-	0.00%
10-50-111-4410 Vending Machine Revenue	-	-	-	-	-	0.00%
10-50-111-4430 Other Miscellaneous Revenue	379	4,853,937	2,500	2,500	-	0.00%
10-50-111-4240 911 Reimbursements	-	-	-	8,000	8,000	0.00%
10-50-111-4241 Redondo Beach Maintenance Agreement	-	-	-	13,000	13,000	0.00%
Subtotal Administration - Other	\$ 136,452	\$ 5,005,928	\$ 107,890	\$ 136,690	28,800	26.69%
10-60-211-4215 DUI Reimbursement-Overtime	2,275	879	2,000	2,000	-	0.00%
10-60-211-4435 Reimbursements Sprint Wireless	80,257	69,887	77,289	70,000	(7,289)	-9.43%
10-60-211-4440 Reimbursements/Verizon Wireless	10,869	23,748	15,229	25,000	9,771	64.16%
10-60-211-4460 Pink Patch Project	-	356	-	-	-	0.00%
Subtotal Operations	\$ 93,401	\$ 94,871	\$ 94,518	\$ 97,000	2,482	2.62%
10-70-311-4310 Labor-Installation-Member	-	3,126	-	320,991	320,991	0.00%
10-70-311-4320 Labor-Installation-NonMember	-	-	-	92,556	92,556	0.00%
10-70-311-4360 Reimbursements for Billable Parts	710,838	479,845	600,000	600,000	-	0.00%
10-70-311-4370 Reimbursements for GST Software	47,574	45,592	50,000	52,692	2,692	5.38%
10-70-311-4371 Reimbursement ES Chat Software	-	-	-	-	-	0.00%
10-70-311-4375 Reimb Net Motion Licenses & Maint.	-	-	-	-	-	0.00%
10-70-311-4445 GETAC Project Reimbursements	-	-	-	-	-	0.00%
10-70-311-4455 Culver City Transition Reimbursement	15,014	-	-	-	-	0.00%
Subtotal Technical Services	\$ 773,427	\$ 528,563	\$ 650,000	\$ 1,066,239	\$ 416,239	64.04%
Subtotal Non-Assessment Revenues	\$ 1,003,280	\$ 5,629,362	\$ 852,408	\$ 1,299,929	\$ 447,521	52.50%
Total Enterprise Fund (Fund 10) Revenues	\$ 12,813,010	\$ 17,750,111	\$ 13,242,266	\$ 13,149,258	\$ (93,008)	-0.70%
Grant Fund (Fund 20)						
20-80-433-4270 Grant Reimb/P25 Comm Repeater	3,505,856	1,494,144	-	-	-	-
Total Grant Fund (Fund 20) Revenues	\$ 3,505,856	\$ 1,494,144	\$ -	\$ -	\$ -	-
Grand Total All Funds	\$ 16,318,865	\$ 19,244,256	\$ 13,242,266	\$ 13,149,258	\$ (93,008)	-0.70%

Expenses by Department - Enterprise Fund (10)

Department/Description	FY17-18 Actual	FY18-19 Actual	FY 19-20 Adopted	FY 19-20 Amended	FY 20-21 Adopted	vs Adopted Increase (Decrease)	vs Adopted Increase (Decrease) %	vs Amended Increase (Decrease)	vs Amended Increase (Decrease) %
Administration									
Salaries & Benefits	\$ 1,144,662	\$ 936,648	\$ 1,177,580	\$ 1,112,580	\$ 1,278,828	\$ 101,248	8.60%	\$ 166,248	14.94%
Supplies/Services/Equip	820,423	1,249,035	1,032,068	1,159,289	1,068,710	36,642	3.55%	(90,579)	-7.81%
Subtotal Administration	\$ 1,965,085	\$ 2,185,684	\$ 2,209,648	\$ 2,271,869	\$ 2,347,538	\$ 137,890	6.24%	\$ 75,669	3.33%
Operations									
Salaries & Benefits	\$ 6,736,024	\$ 7,180,642	\$ 7,990,433	\$ 7,990,433	\$ 8,121,218	\$ 130,785	1.64%	\$ 130,785	1.64%
Supplies/Services/Equip	201,499	199,090	259,528	259,528	271,205	11,677	4.50%	11,677	4.50%
Subtotal Operations	\$ 6,937,523	\$ 7,379,731	\$ 8,249,961	\$ 8,249,961	\$ 8,392,423	\$ 142,462	1.73%	\$ 142,462	1.73%
Technical Services									
Salaries & Benefits	\$ 812,266	\$ 667,568	\$ 783,770	\$ 783,770	\$ 770,440	\$ (13,330)	-1.70%	\$ (13,330)	-1.70%
Supplies/Services/Equip	1,202,892	8,080,061	1,183,150	1,191,410	1,178,042	(5,108)	-0.43%	(13,368)	-1.12%
Subtotal Technical Services	\$ 2,015,157	\$ 8,747,630	\$ 1,966,920	\$ 1,975,180	\$ 1,948,482	\$ (18,438)	-0.94%	\$ (26,698)	-1.35%
Total Operating Expenses	\$ 10,917,765	\$ 18,313,045	\$ 12,426,529	\$ 12,497,010	\$ 12,688,443	\$ 261,914	2.11%	\$ 191,432	1.53%
Total Capital Outlay	\$ 130,808	\$ 5,867	\$ 125,000	\$ 170,450	\$ 250,000	\$ 125,000	100.00%	\$ 79,550	46.67%
Grand Total	\$ 11,048,573	\$ 18,318,911	\$ 12,551,529	\$ 12,667,461	\$ 12,938,443	\$ 386,914	3.08%	\$ 270,982	2.14%
Department Summary									
Administration	\$ 1,965,085	\$ 2,185,684	\$ 2,209,648	\$ 2,271,869	\$ 2,347,538	\$ 137,890	6.24%	\$ 75,669	3.33%
Operations	6,937,523	7,379,731	8,249,961	8,249,961	8,392,423	142,462	1.73%	142,462	1.73%
Technical Services	2,015,157	8,747,630	1,966,920	1,975,180	1,948,482	(18,438)	-0.94%	(26,698)	-1.35%
Capital Outlay	130,808	5,867	125,000	170,450	250,000	125,000	100.00%	79,550	46.67%
Grand Total	\$ 11,048,573	\$ 18,318,911	\$ 12,551,529	\$ 12,667,461	\$ 12,938,443	\$ 386,914	3.08%	\$ 270,982	2.14%
Major Category Summary									
Salaries & Benefits	\$ 8,692,952	\$ 8,784,858	\$ 9,951,783	\$ 9,886,783	\$ 10,170,486	\$ 218,703	2.20%	\$ 283,703	2.87%
Supplies/Services/Equip	2,224,814	9,528,186	2,474,746	2,610,227	2,517,957	43,211	1.75%	(92,271)	-3.53%
Capital Outlay	130,808	5,867	125,000	170,450	250,000	125,000	100.00%	79,550	46.67%
Grand Total	\$ 11,048,573	\$ 18,318,911	\$ 12,551,529	\$ 12,667,461	\$ 12,938,443	\$ 386,914	3.08%	\$ 270,982	2.14%

Expenses by Account

ACCT	DESCRIPTION	FY17-18 Actual	FY18-19 Actual	FY 19-20 Adopted	FY 19-20 Amended	FY 20-21 Adopted	vs Adopted Increase (Decrease)	vs Adopted Increase (Decrease) %	vs Amended Increase (Decrease)	vs Amended Increase (Decrease) %
5101	Salaries (Full-Time)	\$ 5,150,558	\$ 5,277,108	\$ 6,616,540	\$ 6,551,540	\$ 6,871,132	\$ 254,592	3.85%	\$ 319,592	4.88%
5102	Salaries (Part-Time)	95,155	110,963	-	-	40,000	40,000	-	40,000	0.00%
5103	Overtime	1,144,879	981,489	390,000	390,000	202,389	(187,611)	-48.11%	(187,611)	-48.11%
5104	Acting Pay	284	3,005	10,000	10,000	10,000	-	0.00%	-	0.00%
5105	Bilingual Pay	9,100	7,900	8,400	8,400	8,400	-	0.00%	-	0.00%
5107	Merit Pay	4,089	81,056	3,650	3,650	4,350	700	19.18%	700	19.18%
5108	Sick Leave Payoff	128,133	127,283	145,594	145,594	157,451	11,857	8.14%	11,857	8.14%
5109	Vacation Leave Payoff	130,209	95,787	112,698	112,698	93,472	(19,226)	-17.06%	(19,226)	-17.06%
5110	Training Pay	7,464	11,963	15,000	15,000	15,000	-	0.00%	-	0.00%
5112	Other Pay	-	-	7,200	7,200	34,680	27,480	381.67%	27,480	381.67%
5114	Holiday Payoff	78,302	146,240	100,000	100,000	75,000	(25,000)	-25.00%	(25,000)	-25.00%
5115	Education Incentive	93,849	99,224	132,406	132,406	104,300	(28,106)	-21.23%	(28,106)	-21.23%
5116	Overtime-Ridealongs	-	-	10,000	10,000	-	(10,000)	-100.00%	(10,000)	-100.00%
5201	Medical Insurance	593,977	530,107	778,459	778,459	809,989	31,530	4.05%	31,530	4.05%
5202	Dental Insurance	31,006	41,880	57,876	57,876	46,807	(11,069)	-19.13%	(11,069)	-19.13%
5203	Vision Care	13,846	19,318	22,361	22,361	21,795	(566)	-2.53%	(566)	-2.53%
5204	Life Insurance	7,016	7,713	9,980	9,980	9,768	(212)	-2.12%	(212)	-2.12%
5205	Medicare	100,802	101,659	105,933	105,933	110,819	4,886	4.61%	4,886	4.61%
5206	Unemployment Insurance	2,934	11,463	6,713	6,713	5,000	(1,713)	-25.52%	(1,713)	-25.52%
5207	Workers' Compensation	165,726	75,637	154,838	154,838	132,500	(22,338)	-14.43%	(22,338)	-14.43%
5208	PERS Contribution	825,215	940,422	1,124,646	1,124,646	810,996	(313,650)	-27.89%	(313,650)	-27.89%
5209	Retirees' Medical Insurance	101,472	85,466	111,099	111,099	76,000	(35,099)	-31.59%	(35,099)	-31.59%
5211	Social Security	589	126	890	890	-	(890)	-100.00%	(890)	-100.00%
5212	Deferred Comp Matching	8,346	29,048	27,500	27,500	36,500	9,000	32.73%	9,000	32.73%
5219	PERS Contribution-UAL	-	-	-	-	494,138	494,138	-	494,138	0.00%
Subtotal Salaries & Benefits		\$ 8,692,952	\$ 8,784,858	\$ 9,951,783	\$ 9,886,783	\$ 10,170,486	\$ 218,703	2.20%	\$ 283,703	2.87%
5300	Maintenance & Operations	-	160	-	-	-	-	0.00%	-	0.00%
5301	Communications Contract Svcs	23,210	23,314	49,000	49,000	54,000	5,000	10.20%	5,000	10.20%
5302	Computer Contract/CAD	360,450	400,360	200,000	200,000	200,000	-	0.00%	-	0.00%
5304	Accountant/Auditing Services	12,250	28,800	33,000	33,000	33,000	-	0.00%	-	0.00%
5305	Legal Services	62,130	61,875	95,000	147,121	95,000	-	0.00%	(52,121)	-35.43%
5306	Recruitment Costs	68,616	76,911	53,610	68,610	68,530	14,920	27.83%	(80)	-0.12%
5307	Software Maintenance Services	43,232	103,554	69,762	69,762	77,537	7,775	11.15%	7,775	11.15%
5308	Banking Services (Fees)	5,753	5,468	6,000	6,000	6,000	-	0.00%	-	0.00%
5309	Website Maintenance Service	3,070	1,740	5,000	5,000	7,500	2,500	50.00%	2,500	50.00%
5311	GST Software Reimbursable	47,574	44,791	50,000	52,692	52,692	2,692	5.38%	-	0.00%
5312	Medical Director Services	65,000	59,619	54,000	54,000	61,000	7,000	12.96%	7,000	12.96%
5313	Temporary Staffing	-	292,605	50,000	125,100	50,000	-	0.00%	(75,100)	-60.03%
5401	Membership Dues	220	818	3,220	3,220	3,220	-	0.00%	-	0.00%
5402	Publications	785	3,343	2,060	2,060	2,060	-	0.00%	-	0.00%
5403	Conferences, Meeting & Travel	36,256	20,083	40,485	40,485	51,675	11,190	27.64%	11,190	27.64%
5404	Employee Services/EC-BOD	4,061	3,771	3,500	3,500	13,000	9,500	271.43%	9,500	271.43%
5405	Employee Awards	-	-	500	500	500	-	0.00%	-	0.00%
5406	POST Training	-	992	23,815	23,815	24,865	1,050	4.41%	1,050	4.41%
5407	Tuition Reimbursement	10,014	6,797	20,000	20,000	18,000	(2,000)	-10.00%	(2,000)	-10.00%
5501	Office Supplies	12,101	31,411	9,000	9,000	9,000	-	0.00%	-	0.00%
5502	Miscellaneous Supplies	160	408	1,100	1,100	9,100	8,000	727.27%	8,000	727.27%
5503	General Technical Supplies	(10,660)	4,009	7,500	7,500	7,500	-	0.00%	-	0.00%
5504	Vending Machine Supplies	-	-	-	-	-	-	0.00%	-	0.00%
5505	Voice Recording Tapes	-	-	-	-	-	-	0.00%	-	0.00%
5506	Uniforms/Safety Equipment	6,087	17,839	11,500	11,500	10,500	(1,000)	-8.70%	(1,000)	-8.70%
5507	Postage	1,224	983	1,600	1,600	1,600	-	0.00%	-	0.00%
5508	Shipping Costs	-	343	-	1,200	1,200	1,200	0.00%	-	0.00%
5509	Reproduction	1,046	80	2,000	2,000	2,000	-	0.00%	-	0.00%
5511	Office Equipment Lease	14,499	14,107	15,750	15,750	15,750	-	0.00%	-	0.00%
5513	General Liability Insurance	172,917	137,703	210,826	210,826	175,678	(35,148)	-16.67%	(35,148)	-16.67%
5514	Parts - Billing	527,416	745,477	600,000	597,308	600,000	-	0.00%	2,692	0.45%
5515	Parts - Telecommunications	6,491	5,073	-	-	-	-	0.00%	-	0.00%
5516	Install Wire, Loom & Hardware	35,533	31,058	40,000	38,800	30,000	(10,000)	-25.00%	(8,800)	-22.68%
5517	Vehicle Operations	4,333	4,293	6,500	6,500	6,500	-	0.00%	-	0.00%
5520	Equipment Repair	-	232	5,000	5,000	5,000	-	0.00%	-	0.00%
5521	Outside Tech Serv-Towers/Equi	237,587	359,890	325,000	325,000	325,000	-	0.00%	-	0.00%
5524	GETAC Project	-	-	-	-	-	-	0.00%	-	0.00%
5525	Culver City Infrastructure Trans	23,321	-	-	-	-	-	0.00%	-	0.00%
5601	Telephone - Administration	15,387	20,123	15,000	15,000	15,000	-	0.00%	-	0.00%
5603	Telephone - El Segundo	2,403	2,149	3,000	3,000	3,000	-	0.00%	-	0.00%
5604	Telephone - Gardena	2,683	1,349	5,000	5,000	3,000	(2,000)	-40.00%	(2,000)	-40.00%
5606	Telephone - Hawthorne	4,419	5,385	6,000	6,000	6,000	-	0.00%	-	0.00%

Expenses by Account

ACCT	DESCRIPTION	FY17-18 Actual	FY18-19 Actual	FY 19-20 Adopted	FY 19-20 Amended	FY 20-21 Adopted	vs Adopted Increase (Decrease)	vs Adopted Increase (Decrease) %	vs Amended Increase (Decrease)	vs Amended Increase (Decrease) %
5607	Telephone - Hermosa Beach	21,838	27,864	25,000	25,000	27,000	2,000	8.00%	2,000	8.00%
5608	Telephone - Manhattan Beach	4,528	5,029	8,000	8,000	6,000	(2,000)	-25.00%	(2,000)	-25.00%
5611	Telephone - Punta Place	3,765	3,897	5,500	5,500	4,500	(1,000)	-18.18%	(1,000)	-18.18%
5612	Telephone - RCC	10,630	10,717	12,000	12,000	11,000	(1,000)	-8.33%	(1,000)	-8.33%
5613	Sprint Wireless Reimbursable	77,632	65,103	77,289	77,289	70,000	(7,289)	-9.43%	(7,289)	-9.43%
5614	Verizon Wireless Reimbursable	15,022	29,194	15,229	15,229	25,000	9,771	64.16%	9,771	64.16%
5615	Telephone-Culver City	22,457	10,327	5,500	5,500	14,500	9,000	163.64%	9,000	163.64%
5701	Maintenance/HQ	146,587	166,757	154,400	139,400	164,150	9,750	6.31%	24,750	17.75%
5702	Maintenance/Other	-	-	-	-	-	-	0.00%	-	0.00%
5703	Electricity - HQ	88,489	86,087	106,700	106,700	98,000	(8,700)	-8.15%	(8,700)	-8.15%
5704	Electricity - Grandview	2,012	900	2,200	2,200	2,200	-	0.00%	-	0.00%
5705	Electricity - Punta	5,552	6,706	6,600	6,600	6,600	-	0.00%	-	0.00%
5706	Gas - HQ	7,991	8,797	11,000	11,000	11,000	-	0.00%	-	0.00%
5707	Water - HQ	3,733	3,360	3,850	3,850	3,850	-	0.00%	-	0.00%
5715	Electricity - MB Water Tower	2,088	2,997	2,750	2,750	2,750	-	0.00%	-	0.00%
5810	Office Equipment	4,382	15,237	-	8,260	12,000	12,000	0.00%	3,740	45.27%
5820	Other Equipment	7,820	6,568,300	15,000	15,000	15,000	-	0.00%	-	0.00%
5830	Furniture & Fixtures	720	-	-	-	-	-	0.00%	-	0.00%
5840	Vehicles	-	-	-	-	-	-	0.00%	-	0.00%
Subtotal Supplies/Services/Equip		\$ 2,224,814	\$ 9,528,186	\$ 2,474,746	\$ 2,610,227	\$ 2,517,957	\$ 43,211	1.75%	\$ (92,271)	-3.53%
Total Operating Expenses		\$ 10,917,765	\$ 18,313,045	\$ 12,426,529	\$ 12,497,010	\$ 12,688,443	\$ 261,914	2.11%	\$ 191,432	1.53%
5901 Total Capital Outlay		130,808	5,867	125,000	170,450	250,000	125,000	100.00%	\$ 79,550	46.67%
Total Enterprise Fund (Fund 10)		\$ 11,048,573	\$ 18,318,911	\$ 12,551,529	\$ 12,667,461	\$ 12,938,443	\$ 386,914	3.08%	\$ 270,982	2.14%
5901	Grant Fund (20)	614,532	1,602,069	-	-	-	-	0.00%	-	0.00%
Grand Total All Funds		11,663,106	19,920,980	12,551,529	12,667,461	12,938,443	386,914	3.08%	\$ 270,982	2.14%

Notes:

Adopted budget excludes non-cash expenses such as accrued leave, depreciation, and gain (loss) on disposal of fixed assets.
FY 2019-20 Amended budget includes appropriations after budget adoption.

5 Year Revenue Projections - Enterprise Fund (10)

Account Number & Title	FY 2019/20 YE Estimate	FY 2020/21 Adopted	FY 2021/22 Projected	FY 2022/23 Projected	FY 2023/24 Projected	FY 2024/25 Projected
Enterprise Fund (Fund 10)						
10-50-111-4110 Gardena	\$ 2,391,301	\$ 2,174,993	\$ 2,300,949	\$ 2,419,286	\$ 2,463,266	\$ 2,466,273
10-50-111-4120 Hawthorne	3,359,598	\$ 2,664,597	2,813,683	2,954,707	3,008,411	3,010,886
10-50-111-4130 Manhattan Beach	1,703,280	\$ 1,718,710	1,928,862	2,150,114	2,188,967	2,320,872
Member City Subtotal	\$ 7,454,179	\$ 6,558,300	\$ 7,043,494	\$ 7,524,107	\$ 7,660,644	\$ 7,798,031
10-50-111-4140 Hermosa Beach	975,208	1,132,062	1,301,464	1,475,569	1,593,614	1,720,147
10-50-111-4145 El Segundo	1,372,870	1,493,738	1,699,634	1,869,811	2,044,684	2,213,113
10-50-111-4146 Culver City	2,587,601	2,665,229	2,765,708	3,045,561	3,100,834	3,156,997
Contract City Subtotal	\$ 4,935,680	\$ 5,291,029	\$ 5,766,806	\$ 6,390,941	\$ 6,739,132	\$ 7,090,257
Subtotal Assessments	\$ 12,389,859	\$ 11,849,329	\$ 12,810,300	\$ 13,915,048	\$ 14,399,776	\$ 14,888,288
10-50-111-4150 El Camino Community College	\$ 790	\$ 790	\$ 820	\$ 855	\$ 896	\$ 943
10-50-111-4152 Medical Director Service/Hermosa Beach	-	-	-	-	-	-
10-50-111-4153 Medical Director Service/Manhattan Beach	27,000	30,500	31,650	33,001	34,575	36,398
10-50-111-4154 Medical Director Services/El Segundo	27,000	30,500	31,650	33,001	34,575	36,398
10-50-111-4210 Investment Earnings (LAIF)	50,000	50,000	50,000	50,000	50,000	50,000
10-50-111-4220 POST Reimbursements	600	1,400	1,453	1,515	1,587	1,671
10-50-111-4255 Unrealized Gain/Loss on Investments	-	-	-	-	-	-
10-50-111-4410 Vending Machine Revenue	-	-	-	-	-	-
10-50-111-4430 Other Miscellaneous Revenue	2,500	2,500	2,594	2,705	2,834	2,983
10-50-111-4240 911 Reimbursements	-	8,000	8,302	8,656	9,069	9,547
10-50-111-4241 Redondo Beach Maintenance Agreement	-	13,000	13,000	13,000	13,000	13,000
Subtotal Administration - Other	\$ 107,890	\$ 136,690	\$ 139,468	\$ 142,733	\$ 146,537	\$ 150,939
10-60-211-4215 DUI Reimbursement-Overtime	2,000	2,000	2,075	2,164	2,267	2,387
10-60-211-4435 Reimbursements Sprint Wireless	77,289	70,000	72,639	75,741	79,354	83,535
10-60-211-4440 Reimbursements/Verizon Wireless	15,229	25,000	25,943	27,050	28,341	29,834
10-60-211-4460 Pink Patch Project	-	-	-	-	-	-
Subtotal Operations	\$ 94,518	\$ 97,000	\$ 100,657	\$ 104,955	\$ 109,961	\$ 115,756
10-70-311-4310 Labor-Installation-Member	-	320,991	337,431	360,416	365,414	370,911
10-70-311-4320 Labor-Installation-NonMember	-	92,556	97,296	238,804	242,115	245,757
10-70-311-4360 Reimbursements for Billable Parts	600,000	600,000	622,620	649,206	680,173	716,018
10-70-311-4370 Reimbursements for GST Software	50,000	52,692	54,678	57,013	59,733	62,881
10-70-311-4371 Reimbursement ES Chat Software	-	-	-	-	-	-
10-70-311-4375 Reimb Net Motion Licenses & Maint.	-	-	-	-	-	-
10-70-311-4445 GETAC Project Reimbursements	-	-	-	-	-	-
10-70-311-4455 Culver City Transition Reimbursement	-	-	-	-	-	-
Subtotal Technical Services	\$ 650,000	\$ 1,066,239	\$ 1,112,025	\$ 1,305,439	\$ 1,347,435	\$ 1,395,567
Subtotal Non-Assessment Revenues	\$ 852,408	\$ 1,299,929	\$ 1,352,151	\$ 1,553,127	\$ 1,603,933	\$ 1,662,262
Total Enterprise Fund Revenues	\$ 13,242,267	\$ 13,149,258	\$ 14,162,451	\$ 15,468,175	\$ 16,003,709	\$ 16,550,550
Grant Fund (Fund 20)						
20-80-433-4270 Grant Reimb/P25 Comm Repeater Migration	-	-	-	-	-	-
Total Grant Fund Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total All Funds	\$ 13,242,267	\$ 13,149,258	\$ 14,162,451	\$ 15,468,175	\$ 16,003,709	\$ 16,550,550

Notes:

1. Member City assessments are based on the Cost Allocation Policy and adjustments provided through FY22/23 in the Bylaws.
2. El Segundo is based on the Cost Allocation Policy with phase-in discounts through FY23-24.
2. Culver City and Hermosa Beach assessments increase per the contract terms of each city. CPIU Projection is the three (3) year average CPIU, escalated by 50 basis points per year.

5 Year Expense Projections - Enterprise Fund (10)

Department/Description	FY 19-20 YE Est	FY 20-21 Adopted	FY 21-22 Projected	FY 22-23 Projected	FY 23-24 Projected	FY 24-25 Projected
Administration						
Salaries & Benefits	\$ 1,177,578	\$ 1,278,828	\$ 1,328,971	\$ 1,351,545	\$ 1,362,471	\$ 1,367,895
Supplies/Services/Equipment	1,032,068	1,068,710	1,109,000	1,156,355	1,211,513	1,275,359
Subtotal Administration	\$ 2,209,646	\$ 2,347,538	\$ 2,437,971	\$ 2,507,899	\$ 2,573,983	\$ 2,643,254
Operations						
Salaries & Benefits	\$ 7,990,434	\$ 8,121,218	\$ 8,430,200	\$ 8,751,631	\$ 8,911,385	\$ 9,067,664
Supplies/Services/Equipment	259,528	271,205	520,429	532,446	546,444	562,646
Subtotal Operations	\$ 8,249,962	\$ 8,392,423	\$ 8,950,630	\$ 9,284,077	\$ 9,457,829	\$ 9,630,310
Technical Services						
Salaries & Benefits	\$ 783,770	\$ 770,440	\$ 793,219	\$ 811,698	\$ 816,760	\$ 822,068
Supplies/Services/Equipment	1,183,150	1,178,042	1,222,454	1,274,653	1,335,454	1,405,832
Subtotal Technical Services	\$ 1,966,920	\$ 1,948,482	\$ 2,015,673	\$ 2,086,351	\$ 2,152,213	\$ 2,227,900
Total Operating Expenses	\$ 12,426,528	\$ 12,688,443	\$ 13,404,274	\$ 13,878,328	\$ 14,184,026	\$ 14,501,464
Total Capital Outlay	\$ 125,000	\$ 250,000	\$ 500,000	\$ 1,000,000	\$ 1,250,000	\$ 1,250,000
Grand Total	\$ 12,551,528	\$ 12,938,443	\$ 13,904,274	\$ 14,878,328	\$ 15,434,026	\$ 15,751,464
Department Summary						
Administration	\$ 2,209,646	\$ 2,347,538	\$ 2,437,971	\$ 2,507,899	\$ 2,573,983	\$ 2,643,254
Operations	8,249,962	8,392,423	8,950,630	9,284,077	9,457,829	9,630,310
Technical Services	1,966,920	1,948,482	2,015,673	2,086,351	2,152,213	2,227,900
Capital Outlay	125,000	250,000	500,000	1,000,000	1,250,000	1,250,000
Grand Total	\$ 12,551,528	\$ 12,938,443	\$ 13,904,274	\$ 14,878,328	\$ 15,434,026	\$ 15,751,464
Major Category Summary						
Salaries & Benefits	\$ 9,951,782	\$ 10,170,486	\$ 10,552,390	\$ 10,914,874	\$ 11,090,616	\$ 11,257,627
Supplies/Services/Equipment	2,474,746	2,517,957	2,851,884	2,963,454	3,093,410	3,243,838
Capital Outlay	125,000	250,000	500,000	1,000,000	1,250,000	1,250,000
Grand Total	\$ 12,551,528	\$ 12,938,443	\$ 13,904,274	\$ 14,878,328	\$ 15,434,026	\$ 15,751,464

Notes:

1. Salaries and benefits projections are based upon known and anticipated increases in employee compensation per MOUs.
2. CalPERS increases are based upon projections provided by CalPERS for the normal cost and the UAL. Misc Tier 1 Normal Cost rates shown below:
(Normal Cost %) FY20 10.221%; FY21, FY22, FY23, FY24 11.031%
3. Supplies/Services/Equipment are increased by the three (3) year average CPIU, escalated by 50 basis points per year.

5 Year Cash Balance Projections - Enterprise Fund (10)

Cash Balance Projections	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25
	Estimate	Adopted	Projected	Projected	Projected	Projected
Beginning Balance	\$ 3,953,266	\$ 4,528,072	\$ 4,738,887	\$ 4,997,064	\$ 5,586,912	\$ 6,156,595
Operating and Capital Reserve	(1,255,153)	(1,293,844)	(1,390,427)	(1,487,833)	(1,543,403)	(1,575,146)
OPEB Reserve	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)
Available Cash	\$ 2,448,113	\$ 2,984,228	\$ 3,098,460	\$ 3,259,232	\$ 3,793,509	\$ 4,331,448
Budget Resources						
Assessments						
Gardena	\$ 2,391,301	\$ 2,174,993	\$ 2,300,949	\$ 2,419,286	\$ 2,463,266	\$ 2,466,273
Hawthorne	3,359,598	2,664,597	2,813,683	2,954,707	3,008,411	3,010,886
Manhattan Beach	1,703,280	1,718,710	1,928,862	2,150,114	2,188,967	2,320,872
Member City Subtotal	\$ 7,454,179	\$ 6,558,300	\$ 7,043,494	\$ 7,524,107	\$ 7,660,644	\$ 7,798,031
Culver City	2,587,601	2,665,229	2,765,708	3,045,561	3,100,834	3,156,997
El Segundo	1,372,870	1,493,738	1,699,634	1,869,811	2,044,684	2,213,113
Hermosa Beach	975,208	1,132,062	1,301,464	1,475,569	1,593,614	1,720,147
Contract City Subtotal	\$ 4,935,680	\$ 5,291,029	\$ 5,766,806	\$ 6,390,941	\$ 6,739,132	\$ 7,090,257
Non-Assessment Revenues	852,408	1,299,929	1,352,151	1,553,127	1,603,933	1,662,262
Total Budget Resources	\$ 13,242,267	\$ 13,149,258	\$ 14,162,451	\$ 15,468,175	\$ 16,003,709	\$ 16,550,550
Budget Expenses						
Operating	\$ 12,497,010	\$ 12,688,443	\$ 13,404,274	\$ 13,878,328	\$ 14,184,026	\$ 14,501,464
Capital	170,450	\$ 250,000	\$ 500,000	\$ 1,000,000	\$ 1,250,000	\$ 1,250,000
Total Budget Expenses	\$ 12,667,461	\$ 12,938,443	\$ 13,904,274	\$ 14,878,328	\$ 15,434,026	\$ 15,751,464
Revenues Over (Under) Expenditures	\$ 574,806	\$ 210,815	\$ 258,177	\$ 589,848	\$ 569,683	\$ 799,086
Ending Estimated Balance						
Ending Balance	\$ 4,528,072	\$ 4,738,887	\$ 4,997,064	\$ 5,586,912	\$ 6,156,595	\$ 6,955,681
Operating and Capital Reserve	(1,293,844)	(1,390,427)	(1,487,833)	(1,543,403)	(1,575,146)	(1,636,719)
OPEB Reserve	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)
Available Balance After Reserve Allocations	\$ 2,984,228	\$ 3,098,460	\$ 3,259,232	\$ 3,793,509	\$ 4,331,448	\$ 5,068,961
Gardena - 32.08%	957,340	993,986	1,045,562	1,216,958	1,389,529	1,626,123
Hawthorne - 45.07%	1,344,991	1,396,476	1,468,936	1,709,735	1,952,184	2,284,581
Manhattan Beach - 22.85%	681,896	707,998	744,734	866,817	989,736	1,158,258

* 5 year projections do not include long-term plans to address pension & OPEB unfunded liabilities

ADMINISTRATION DEPARTMENT



Administration Department

The department has nine (9) positions: an Executive Director; an Operations Manager; an Administrative Services Manager; three (3) Communications Supervisors; a Finance & Performance Audit Manager; an Accountant; and an Executive Assistant.

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 Assistant supports the entire organization.

Operations

The Operations Manager and one (1) Communications Supervisors oversee the Communications Center's daily operations, policies and procedures, and technology and equipment, including the activities performed by the Communications Center's 60 employees.

Administrative Services

The Administrative Services Manager and two (2) Communications Supervisors conduct recruitment; maintains personnel records; processes required documents for health and other insurance coverage and retirement benefits for all employees; manages the Technical Services Division; coordinates training for all staff; and may act as the Executive Director during the Executive Director's absence.

Accounting & Finance

The Finance & Performance Audit 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. 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 Finance & Performance Audit Manager and an Accountant assigned to the Department.

Expenses by Account - Administration Department

ACCT	DESCRIPTION	FY17-18 Actual	FY18-19 Actual	FY 19-20 Adopted	FY 19-20 Amended	FY 20-21 Adopted	vs Adopted Increase (Decrease)	vs Adopted Increase (Decrease) %	vs Amended Increase (Decrease)	vs Amended Increase (Decrease) %
5101	Salaries (Full-Time)	\$ 811,470	\$ 663,617	\$ 819,504	\$ 754,504	\$ 847,612	\$ 28,108	3.43%	\$ 93,108	12.34%
5102	Salaries (Part-Time)	-	-	-	-	40,000	40,000	-	40,000	0.00%
5104	Acting Pay	-	189	-	-	-	-	0.00%	-	0.00%
5107	Longevity Pay	2,800	2,950	2,150	2,150	2,350	200	9.30%	200	9.30%
5108	Sick Leave Payoff	20,409	14,418	21,501	21,501	33,358	11,857	55.15%	11,857	55.15%
5109	Vacation Leave Payoff	88,078	34,686	35,095	35,095	24,086	(11,009)	-31.37%	(11,009)	-31.37%
5112	Other Pay	-	-	7,200	7,200	34,680	27,480	381.67%	27,480	381.67%
5114	Holiday Payoff	-	2,423	-	-	-	-	0.00%	-	0.00%
5201	Medical Insurance	54,858	54,655	93,161	93,161	88,393	(4,768)	-5.12%	(4,768)	-5.12%
5202	Dental Insurance	3,271	5,080	6,968	6,968	7,607	639	9.17%	639	9.17%
5203	Vision Care	1,068	1,488	2,256	2,256	1,726	(530)	-23.49%	(530)	-23.49%
5204	Life Insurance	595	590	832	832	792	(40)	-4.81%	(40)	-4.81%
5205	Medicare	13,796	10,778	13,727	13,727	13,660	(67)	-0.49%	(67)	-0.49%
5206	Unemployment Insurance	32	-	-	-	-	-	0.00%	-	0.00%
5207	Workers' Compensation	9,612	4,053	12,533	12,533	10,725	(1,808)	-14.43%	(1,808)	-14.43%
5208	PERS Contribution	115,893	100,364	119,629	119,629	90,317	(29,312)	-24.50%	(29,312)	-24.50%
5209	Retirees' Medical Insurance	14,434	12,310	15,524	15,524	6,000	(9,524)	-61.35%	(9,524)	-61.35%
5212	Deferred Comp Matching	8,346	29,048	27,500	27,500	36,500	9,000	32.73%	9,000	32.73%
5219	PERS Contribution-UAL	-	-	-	-	41,022	41,022	-	41,022	0.00%
Subtotal Salaries & Benefits		\$ 1,144,662	\$ 936,648	\$ 1,177,580	\$ 1,112,580	\$ 1,278,828	\$ 101,248	8.60%	\$ 166,248	14.94%
5301	Communications Contract	23,210	23,314	49,000	49,000	54,000	5,000	10.20%	5,000	10.20%
5302	Computer Contract/CAD	30,450	90,360	55,000	55,000	55,000	-	0.00%	-	0.00%
5304	Accountant/Auditing Service	12,250	28,800	33,000	33,000	33,000	-	0.00%	-	0.00%
5305	Legal Services	62,130	61,875	95,000	147,121	95,000	-	0.00%	(52,121)	-35.43%
5306	Recruitment Costs	68,616	76,911	53,610	68,610	68,530	14,920	27.83%	(80)	-0.12%
5307	Software Maintenance Services	43,232	103,554	69,762	69,762	77,537	7,775	11.15%	7,775	11.15%
5308	Banking Services (Fees)	5,753	5,468	6,000	6,000	6,000	-	0.00%	-	0.00%
5309	Website Maintenance Services	3,070	1,740	5,000	5,000	7,500	2,500	50.00%	2,500	50.00%
5312	Medical Director Services	65,000	59,619	54,000	54,000	61,000	7,000	12.96%	7,000	12.96%
5313	Temporary Staffing	-	292,605	50,000	125,100	50,000	-	0.00%	(75,100)	-60.03%
5401	Membership Dues	220	789	390	390	390	-	0.00%	-	0.00%
5402	Publications	-	1,714	350	350	350	-	0.00%	-	0.00%
5403	Conferences, Meeting & Travel	22,950	3,209	13,680	13,680	21,725	8,045	58.81%	8,045	58.81%
5404	Employee Services/EC-BOD	2,218	3,294	1,000	1,000	10,500	9,500	950.00%	9,500	950.00%
5407	Tuition Reimbursement	-	-	2,000	2,000	-	(2,000)	-100.00%	(2,000)	-100.00%
5501	Office Supplies	12,101	31,411	9,000	9,000	9,000	-	0.00%	-	0.00%
5502	Miscellaneous Supplies	160	408	1,100	1,100	9,100	8,000	727.27%	8,000	727.27%
5507	Postage & Shipping	1,224	983	1,600	1,600	1,600	-	0.00%	-	0.00%
5509	Reproduction	693	80	1,500	1,500	1,500	-	0.00%	-	0.00%
5511	Office Equipment Lease	14,499	14,107	15,750	15,750	15,750	-	0.00%	-	0.00%
5513	General Liability Insurance	172,917	137,703	210,826	210,826	175,678	(35,148)	-16.67%	(35,148)	-16.67%
5517	Vehicle Operations	366	125	2,000	2,000	2,000	-	0.00%	-	0.00%
5601	Telephone - Administration	15,387	20,123	15,000	15,000	15,000	-	0.00%	-	0.00%
5701	Maintenance/HQ	146,587	166,757	154,400	139,400	164,150	9,750	6.31%	24,750	17.75%
5703	Electricity - HQ	88,489	86,087	106,700	106,700	98,000	(8,700)	-8.15%	(8,700)	-8.15%
5704	Electricity - Grandview	2,012	900	2,200	2,200	2,200	-	0.00%	-	0.00%
5705	Electricity - Punta	5,552	6,706	6,600	6,600	6,600	-	0.00%	-	0.00%
5706	Gas - HQ	7,991	8,797	11,000	11,000	11,000	-	0.00%	-	0.00%
5707	Water - HQ	3,733	3,360	3,850	3,850	3,850	-	0.00%	-	0.00%
5715	Electricity - MB Water Tower	2,088	2,997	2,750	2,750	2,750	-	0.00%	-	0.00%
5810	Office Equipment	4,382	15,237	-	-	10,000	10,000	0.00%	10,000	0.00%
5820	Other Equipment	2,421	-	-	-	-	-	0.00%	-	0.00%
5830	Furniture & Fixtures	720	-	-	-	-	-	0.00%	-	0.00%
Subtotal Supplies/Services/Equip		\$ 820,423	\$ 1,249,035	\$ 1,032,068	\$ 1,159,289	\$ 1,068,710	\$ 36,642	3.55%	\$ (90,579)	-7.81%
Total Expenses - Administration		\$ 1,965,085	\$ 2,185,684	\$ 2,209,648	\$ 2,271,869	\$ 2,347,538	\$ 137,890	6.24%	\$ 75,669	3.33%

Account Detail Explanations - Administration Department

Account	Account Description	Comments/Explanation
5101	Salaries (Full-Time)	Includes contracted and estimated increases from MOUs and agreement with employees
5104	Acting Pay	Per MOU with Management & Confidential Employees
5107	Longevity Pay	Based on longevity starting at 10 years of service @ \$250 plus \$50 increase for each additional year
5108	Sick Leave Payoff	Per MOU paid @ 100% of pay rate; max 120 hours paid (twice/year)
5109	Vacation Leave Payoff	Per MOU paid @ 100% of pay rate; max 100 hours paid (twice/year)
5112	Other Pay	Includes automobile allowance
5201	Medical Insurance	Per MOU and employment agreement - cafeteria plan limit
5202	Dental Insurance	Per MOU and employment agreement - cafeteria plan limit
5203	Vision Care	Per MOU and employment agreement - 100% employer paid
5204	Life Insurance	Per MOU \$100,000 coverage employee only
5205	Medicare	1.45% employer rate
5207	Workers' Compensation	Based on prior year premium
5208	PERS Contribution	Rates reflect increases in the Normal Cost from 10.221% to 11.031% for Tier 1 employees plus 3.5% of employee contributions; increase from 8.081% to 8.794% for Tier 2 employees hired after October 25, 2011; increase from 7.397% to 7.732% for PEPRA employees hired after January 1, 2013. UAL portion is allocated to a different account (see account # 5219).
5209	Retirees' Medical Insurance	Covers retired employees
5212	Deferred Comp Matching	Per MOU and employment agreement
5219	PERS Contribution-UAL	Unfunded Accrued Liability determined by CalPERS Actuarial Report
5301	Communications Contract Svcs	Consultant for frequency issues; Monthly charge for Time Warner internet services
5302	Computer Contract Svcs/CAD	IT support from Hawthorne; CAD consultant
5304	Accountant/Auditing Services	Annual independent audit and GASB75 Valuation (as needed); GASB 68/71 calculation services added for 2018-19; As needed consulting services
5305	Legal Services	Authority's legal counsel; ongoing general consulting and labor negotiations consulting
5306	Recruitment Costs	See attached detail sheet
5307	Software Maintenance Services	See attached detail sheet
5308	Banking Services (Fees)	Union Bank services (not offset by earnings allowance)
5309	Website Maintenance Service	Hosting/licensing fees
5312	Medical Director Services	Administrative services for review and provision of input into the development of agencies' fire departments' policies and procedures that impact patient care. State mandated.
5401	Membership Dues	See attached detail sheet
5402	Publications	See attached detail sheet
5403	Conferences, Meetings & Travel	See attached detail sheet
5404	Employee Services/EC-BOD	Includes Exec Comm/Board of Directors' meeting expenses/other employee services
5405	Employee Awards	Employee recognition
5407	Tuition Reimbursement	Reimbursement of college/university class tuition and eligible expenses
5501	Office Supplies	Pens, paper, envelopes, folders, printer cartridges, and other office supplies
5502	Miscellaneous Supplies	Cleaning and other supplies
5504	Vending Machine Supplies	None. Vending machine contractor took over in February 2017.
5505	Voice Recording Tapes	Voice recording tape/dvd supplies
5507	Postage & Shipping	Postage/UPS/Express mail services
5509	Reproduction	Accounts Payable & Payroll checks; W-2's; 1099's; budget doc, etc.
5511	Office Equipment Lease	Copier and postage meter
5513	General Liability Insurance	See attached detail sheet, plus anticipated increases
5517	Vehicle Operations	Gasoline/maintenance cost
5601	Telephone - Administration	Telephone for Administration
5701	Maintenance/HQ	See attached detail sheet
5702	Maintenance/Other	Fuel tank cleaning, permit fees, and other maintenance costs for other sites
5703	Electricity - HQ	Electricity for HQ
5704	Electricity - Grandview	Electricity for Grandview site
5705	Electricity - Punta	Electricity for Punta Place site
5706	Gas - HQ	Gas for HQ
5707	Water - HQ	Water for HQ
5810	Office Equipment	Computers, printers, laptops, etc., each generally costing \$1,000 or more
5820	Other Equipment	Television, tools, etc., each costing \$5,000 or more
5830	Furniture & Fixtures	Chairs, work stations, etc., each costing \$5,000 or more

Account Detail Explanations - Administration Department

Communications Contract Services	
10-50-111-5301	
Spectrum internet	30,800
Crown Castle internet	13,200
Sheriffs Data Network (SDN)	10,000
Total	\$ 54,000
Recruitment	
10-50-111-5306	
Advertising - Daily Breeze and job websites (NeoGov, etc.)	2,500
Job Fairs - Various agencies	5,000
Community events (As Requested)	500
Background investigations (15 @ \$2,000 each full; 3 @ \$500 each partial)	31,500
Psychological exams (15 @ \$400 each)	6,000
Physical exams	5,400
Polygraph exams	3,750
Credit Report	720
Criticall Annual Subscription	4,000
Marketing Materials	5,000
Fingerprinters/LiveScan/DOJ/SS# check	2,160
Criticall Personality Tests	2,000
Total	\$ 68,530
Software Maintenance Services	
10-50-111-5307	
EDEN annual maintenance cost (software support and licensing updates)	14,000
EDEN Operating Systems & Database Administration - online service to manage server & update software	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	15,000
Email certificate renewal	200
ESC shop software annual maintenance cost	1,000
Extreme Routers Annual Maintenance	3,500
Jot Forms	1,200
Solar Winds Annual Maintenance	3,000
Other Software Maintenance	10,000
Fortiguard security software for network	10,000
Box Subscription - Distribution of 9-1-1 and radio recordings	1,080
LEFTA software licensing and maintenance	1,500
Total	\$ 77,537
Memberships	
10-50-111-5401	
CAL Chiefs (Fire Chiefs Communications Section) - Group membership annual dues	50
California Society of Municipal Finance Officers (CSMFO) - Finance Manager/Accountant annual dues	110
California Background Investigators Association (CBIA)	70
Government Finance Officers Association (GFOA) - Finance Manager annual dues	160
Total	\$ 390
Publications	
10-50-111-5402	
Labor Law Compliance Center - Labor Law posters	150
Government Finance Officers Association publications as needed	200
Total	\$ 350

Account Detail Explanations - Administration Department

Conferences, Meetings, & Travel	
10-50-111-5403	
LA County PSAP quarterly meetings - Operations Manager/Administration Supervisor	225
CSDA Board Secretary/Clerk Conference & Certificate Program	2,000
Labor Law Seminars and Conferences	10,000
California Society of Municipal Finance Officers (CSMFO) - annual conference/ February	1,500
Leadership Retreat	5,000
CSMFO bi-monthly Chapter meetings - Finance Manager	275
CalPERS Ed Forum, Anaheim (Fin Mgr & Accountant)	1,250
Government Tax Seminar -Finance Mgr	475
GFOA/CSMFO finance workshops (Fin Mgr & Accountant)	1,000
Total	\$ 21,725
Maintenance/HQ	
10-50-111-5701	
Gardening Service (grounds)	6,000
Janitorial Service	45,000
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	33,350
DirecTV Services	2,500
Roll-up door Annual Maintenance - Tech Services Bay	2,500
Floor Mat Cleaning	2,500
Exterminator Service	1,000
Water Filtration Service	1,000
Uninterrupted Power Supply (UPS) Maintenance - includes Tower Radio Room	12,000
Building Exterior Annual Cleaning	5,000
Plumbing, Security Gate & Other repairs	7,500
Facility replacement light bulbs/hardware	1,500
Total	\$ 164,150

OPERATIONS DEPARTMENT



Operations Department

The Operations Department is the Communications Center which is staffed with five (5) Communications Supervisors and 55 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 Riverside 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 5 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 Culver City, El Segundo and Hermosa Beach (under contract). These calls are processed utilizing a 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, SMS/Text-to-911, TTY/TDD (Telecommunication Device for the Deaf), police and fire department hotlines, as well as hotlines from Chevron, 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 352,570 calls in CY2019
 - 911 Calls: 115,415
 - 7 Digit Calls: 237,155

- Averaged 40 seconds for Police dispatch (Priority E and 1 calls) and 20 seconds for Fire dispatch in CY2019.

- Answered 95.49% of overall calls and 96.08% at the busiest hour within 10 seconds, and 98.33% of overall calls within 15 seconds in CY2019.

- Responded to 313 Text-to-911 Sessions in CY2019.

Expenses by Account - Operations Department

ACCT	DESCRIPTION	FY17-18 Actual	FY18-19 Actual	FY 19-20 Adopted	FY 19-20 Amended	FY 20-21 Adopted	vs Adopted Increase (Decrease)	vs Adopted Increase (Decrease) %	vs Amended Increase (Decrease)	vs Amended Increase (Decrease) %
5101	Salaries (Full-Time)	\$ 3,843,426	\$ 4,176,042	\$ 5,311,530	\$ 5,311,530	\$ 5,546,631	\$ 235,101	4.43%	\$ 235,101	4.43%
5102	Salaries (Part-Time)	95,155	110,963	-	-	-	-	0.00%	-	0.00%
5103	Overtime	1,143,975	980,650	385,000	385,000	195,539	(189,461)	-49.21%	(189,461)	-49.21%
5104	Acting Pay	284	2,815	10,000	10,000	10,000	-	0.00%	-	0.00%
5105	Bilingual Pay	9,100	7,900	8,400	8,400	8,400	-	0.00%	-	0.00%
5107	Merit Pay	-	69,000	-	-	-	-	0.00%	-	0.00%
5108	Sick Leave Payoff	92,696	96,478	106,313	106,313	106,313	-	0.00%	-	0.00%
5109	Vacation Leave Payoff	36,694	49,221	63,217	63,217	55,000	(8,217)	-13.00%	(8,217)	-13.00%
5110	Training Pay	7,464	11,963	15,000	15,000	15,000	-	0.00%	-	0.00%
5114	Holiday Payoff	68,025	143,818	100,000	100,000	75,000	(25,000)	-25.00%	(25,000)	-25.00%
5115	Education Incentive	90,403	99,224	132,406	132,406	104,300	(28,106)	-21.23%	(28,106)	-21.23%
5116	Overtime-Ridealongs	-	-	10,000	10,000	-	(10,000)	-100.00%	(10,000)	-100.00%
5201	Medical Insurance	479,885	442,163	637,435	637,435	668,836	31,401	4.93%	31,401	4.93%
5202	Dental Insurance	25,103	34,282	47,968	47,968	36,400	(11,568)	-24.12%	(11,568)	-24.12%
5203	Vision Care	11,449	16,623	18,699	18,699	18,424	(275)	-1.47%	(275)	-1.47%
5204	Life Insurance	5,680	6,467	8,455	8,455	8,316	(139)	-1.64%	(139)	-1.64%
5205	Medicare	79,000	83,751	84,939	84,939	89,572	4,633	5.45%	4,633	5.45%
5206	Unemployment Insuranc	2,873	11,463	6,713	6,713	5,000	(1,713)	-25.52%	(1,713)	-25.52%
5207	Workers' Compensation	56,347	24,605	58,372	58,372	49,951	(8,421)	-14.43%	(8,421)	-14.43%
5208	PERS Contribution	631,635	767,603	922,296	922,296	662,899	(259,397)	-28.13%	(259,397)	-28.13%
5209	Retirees' Medical Insurai	56,240	45,484	62,800	62,800	50,000	(12,800)	-20.38%	(12,800)	-20.38%
5211	Social Security	589	126	890	890	-	(890)	-100.00%	(890)	-100.00%
5219	PERS Contribution-UAL	-	-	-	-	415,637	415,637	-	415,637	0.00%
Subtotal Salaries & Benefits		\$ 6,736,024	\$ 7,180,642	\$ 7,990,433	\$ 7,990,433	\$ 8,121,218	\$ 130,785	1.64%	\$ 130,785	1.64%
5300	Maintenance & Operatic	-	160	-	-	-	-	0.00%	-	0.00%
5401	Membership Dues	-	29	2,830	2,830	2,830	-	0.00%	-	0.00%
5402	Publications	785	1,629	1,710	1,710	1,710	-	0.00%	-	0.00%
5403	Conferences, Meeting &	13,306	15,382	24,155	24,155	27,300	3,145	13.02%	3,145	13.02%
5404	Employee Services/EC-Bi	1,843	477	2,500	2,500	2,500	-	0.00%	-	0.00%
5405	Employee Awards	-	-	500	500	500	-	0.00%	-	0.00%
5406	POST Training	-	992	23,815	23,815	24,865	1,050	4.41%	1,050	4.41%
5407	Tuition Reimbursement	10,014	6,797	18,000	18,000	18,000	-	0.00%	-	0.00%
5506	Uniforms/Safety Equipm	4,422	7,862	8,000	8,000	8,000	-	0.00%	-	0.00%
5509	Reproduction	353	-	500	500	500	-	0.00%	-	0.00%
5603	Telephone - El Segundo	2,403	2,149	3,000	3,000	3,000	-	0.00%	-	0.00%
5604	Telephone - Gardena	2,683	1,349	5,000	5,000	3,000	(2,000)	-40.00%	(2,000)	-40.00%
5606	Telephone - Hawthorne	4,419	5,385	6,000	6,000	6,000	-	0.00%	-	0.00%
5607	Telephone - Hermosa Be	21,838	27,864	25,000	25,000	27,000	2,000	8.00%	2,000	8.00%
5608	Telephone - Manhattan	4,528	5,029	8,000	8,000	6,000	(2,000)	-25.00%	(2,000)	-25.00%
5611	Telephone - Punta Place	3,765	3,897	5,500	5,500	4,500	(1,000)	-18.18%	(1,000)	-18.18%
5612	Telephone - RCC	10,630	10,717	12,000	12,000	11,000	(1,000)	-8.33%	(1,000)	-8.33%
5613	Sprint Wireless Reimbur:	77,632	65,103	77,289	77,289	70,000	(7,289)	-9.43%	(7,289)	-9.43%
5614	Verizon Wireless Reimbu	15,022	29,194	15,229	15,229	25,000	9,771	64.16%	9,771	64.16%
5615	Telephone-Culver City	22,457	10,327	5,500	5,500	14,500	9,000	163.64%	9,000	163.64%
5820	Other Equipment	5,399	4,749	15,000	15,000	15,000	-	0.00%	-	0.00%
Subtotal Supplies/Services/Equip		\$ 201,499	\$ 199,090	\$ 259,528	\$ 259,528	\$ 271,205	\$ 11,677	4.50%	\$ 11,677	4.50%
Total Expenses - Operations		\$ 6,937,523	\$ 7,379,731	\$ 8,249,961	\$ 8,249,961	\$ 8,392,423	\$ 142,462	1.73%	\$ 142,462	1.73%

Account Detail Explanations - Operations Department

Account	Account Description	Comments/Explanation
5101	Salaries (Full-Time)	Includes contracted and estimated increases from MOUs
5102	Salaries (Part-Time)	Part-time Communications Operators
5103	Overtime	Covers overtime for staffing, training, and other needs as necessary
5104	Acting Pay	Communications Operators acting as Communications Supervisors per MOU with the Teamsters
5105	Bilingual Pay	Per MOU \$100/month for designated employees
5108	Sick Leave Payoff	Per MOU - max Teamsters 120 hours/CWA 120 hours @ 85% of base rate
5109	Vacation Leave Payoff	Per MOU - max 90 hours Teamsters @ 85%; CWA @ 90% of base rate
5110	Training Pay	Per MOU - Incentive pay when Communications Operators train new employees
5114	Holiday Payoff	Payoff for unused holiday time at year-end
5115	Education Incentive	Per MOU - Incentive pay when employees obtain certificates and/or degrees
5116	Overtime - Ridealongs with Cities	Overtime for operators and supervisors to go on ride-alongs with member cities.
5201	Medical Insurance	Per MOUs - cafeteria plan limit
5202	Dental Insurance	Per MOUs - cafeteria plan limit
5203	Vision Insurance	Per MOUs - 100% employer paid
5204	Life Insurance	Per MOU \$100,000 coverage employee only
5205	Medicare	1.45% employer rate
5206	State Unemployment	Based on estimated reimbursements to EDD for actual claims
5207	Workers' Compensation	Based on prior year premium
5208	PERS Contribution	Rates reflect increases in the Normal Cost from 10.221% to 11.031% for Tier 1 employees plus 3.5% of employee contributions; increase from 8.081% to 8.794% for Tier 2 employees hired after October 25, 2011; increase from 7.397% to 7.732% for PEPRA employees hired after January 1, 2013. UAL portion is allocated to a different account (see account # 5219).
5209	Retirees' Medical Insurance	Covers retired employees
5219	PERS Contribution-UAL	Unfunded Accrued Liability determined by CalPERS Actuarial Report
5401	Membership Dues	See attached detail
5402	Publications	See attached detail
5403	Conferences, Meetings & Travel	See attached detail
5404	Employee Services/EC-BOD	Employee Assistance Program; miscellaneous employee operations expenses
5405	Employee Awards	Employee recognition
5406	POST Training	Mandated training; some reimbursed by State. See attached detail.
5407	Tuition Reimbursement	Reimbursement of college/university class tuition and eligible expenses
5506	Uniforms/Safety Equipment	Uniform purchases for new hires and replacements for existing employees
5509	Reproduction	Training manuals
5603	Telephone - El Segundo	Data and hotline phone circuits
5604	Telephone - Gardena	Data and hotline phone circuits
5606	Telephone - Hawthorne	Data and hotline phone circuits
5607	Telephone - Hermosa Beach	Data and hotline phone circuits
5608	Telephone - Manhattan Beach	Data and hotline phone circuits
5611	Telephone - Punta Place	Data and hotline phone circuits
5612	Telephone - RCC	Data and hotline phone circuits
5613	Sprint Wireless Reimbursable	Data charges that will be reimbursed to the Authority on the 4th qtr Assessment each year.
5614	Verizon Wireless Reimbursable	Data charges that will be reimbursed to the Authority on the 4th qtr Assessment each year.

Account Detail Explanations - Operations Department

Membership Dues	
10-60-211-5401	
Association of Police Communications Officials (APCO) - Group Membership	1,080
National Emergency Number Association (NENA) - Group Membership	700
CWA Association Memberships	1,050
Total	\$ 2,830
Publications	
10-60-211-5402	
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
Total	\$ 1,710
Conferences, Meetings & Travel	
10-60-211-5403	
Emergency Medical Dispatch (EMD) 24-hour course - Operators - 12/year @ \$399 each	4,788
EMD Recertification - Operators - 25/year @ \$129 each	3,225
Association of Police Communications Officials (APCO) Conference - Manager/Supervisor - August 2-5, 2020 Orlando, FL	5,910
ca 9-1-1 Training Allotment for CAL-NENA, NENA and Next Gen 9-1-1 Training (Reimbursed by State)	10,000
Civilian Management Seminars PMW Associates - 2 managers/supervisors @ \$561 registration each for 3 days	2,563
Mandatory Supervisor Harrasment Training 7 @ \$42.00 each	294
Employee Mandatory Harrasment Training 20@ \$26 each	520
Total	\$ 27,300
POST Training	
10-60-211-5406	
PSTC Seminars	12,900
Golden West College 120 Hour POST Training (reimbursed)	10,915
California Penal Code - annual new book - for Dispatch Center	1,050
Total	\$ 24,865

TECHNICAL SERVICES DIVISION



Technical Services Division

The Technical Services Division is staffed with a Public Safety Communications Specialist II and four (4) Public Safety Communications Specialist I positions. The division provides technical services for vehicles and equipment used by the Member Cities and client cities Police, Fire, and Public Works personnel. The division also provides the same services to outside agencies including the City of Palos Verdes Estates, El Camino College Campus Police Department, 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 division is responsible managing contracts for the maintenance and upgrade of the Authority's remote receivers and transmitters at the following sites: The Authority's Tower in Hawthorne; Punta Place in Palos Verdes Estates; South Bay Hospital in Redondo Beach; Grandview in Manhattan Beach; Water Tower in Manhattan Beach; Pacific Corporate Towers in El Segundo; Water Tower in El Segundo; Pier in Hermosa Beach; and Gardena Police Department.

The technologies that the division maintains under contract include: a microwave "ring" (1+1) network; IP voted conventional analog radio communications; networking equipment at all transmit and receive sites (firewalls, switches, routers, site monitoring equipment); Orion Solarwinds Network monitoring 24/7; generator and backup systems.

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 150 installations and 690 repairs of various telecommunications equipment used by Police, Fire and Public Works from members and client agencies in CY2019.

Expenses by Account - Technical Services Department

ACCT	DESCRIPTION	FY17-18 Actual	FY18-19 Actual	FY 19-20 Adopted	FY 19-20 Amended	FY 20-21 Adopted	vs Adopted Increase (Decrease)	vs Adopted Increase (Decrease) %	vs Amended Increase (Decrease)	vs Amended Increase (Decrease) %
5101	Salaries (Full-Time)	\$ 495,661	\$ 437,449	\$ 485,506	\$ 485,506	\$ 476,889	\$ (8,617)	-1.77%	\$ (8,617)	-1.77%
5103	Overtime	904	839	5,000	5,000	6,850	1,850	37.00%	1,850	37.00%
5104	Acting Pay	-	-	-	-	-	-	0.00%	-	0.00%
5106	Call Back Pay	-	-	-	-	-	-	0.00%	-	0.00%
5107	Merit Pay	1,289	9,106	1,500	1,500	2,000	500	33.33%	500	33.33%
5108	Sick Leave Payoff	15,028	16,387	17,780	17,780	17,780	-	0.00%	-	0.00%
5109	Vacation Leave Payoff	5,437	11,880	14,386	14,386	14,386	-	0.00%	-	0.00%
5114	Holiday Payoff	10,277	-	-	-	-	-	0.00%	-	0.00%
5115	Education Incentive	3,446	-	-	-	-	-	0.00%	-	0.00%
5201	Medical Insurance	59,234	33,289	47,863	47,863	52,760	4,897	10.23%	4,897	10.23%
5202	Dental Insurance	2,632	2,519	2,940	2,940	2,800	(140)	-4.76%	(140)	-4.76%
5203	Vision Care	1,330	1,208	1,406	1,406	1,645	239	17.00%	239	17.00%
5204	Life Insurance	741	656	693	693	660	(33)	-4.76%	(33)	-4.76%
5205	Medicare	8,006	7,130	7,267	7,267	7,587	320	4.40%	320	4.40%
5206	Unemployment Insura	29	-	-	-	-	-	0.00%	-	0.00%
5207	Workers' Compensatic	99,767	46,978	83,933	83,933	71,824	(12,109)	-14.43%	(12,109)	-14.43%
5208	PERS Contribution	77,688	72,456	82,721	82,721	57,780	(24,941)	-30.15%	(24,941)	-30.15%
5209	Retirees' Medical Insur	30,798	27,672	32,775	32,775	20,000	(12,775)	-38.98%	(12,775)	-38.98%
5219	PERS Contribution-UAI	-	-	-	-	37,479	37,479	-	37,479	0.00%
Subtotal Salaries & Benefits		\$ 812,266	\$ 667,568	\$ 783,770	\$ 783,770	\$ 770,440	\$ (13,330)	-1.70%	\$ (13,330)	-1.70%
5302	Computer Contract/CA	330,000	310,000	145,000	145,000	145,000	-	0.00%	-	0.00%
5311	GST Software Reimbur	47,574	44,791	50,000	52,692	52,692	2,692	5.38%	-	0.00%
5403	Conferences, Meeting	-	1,491	2,650	2,650	2,650	-	0.00%	-	0.00%
5503	General Technical Sup.	(10,660)	4,009	7,500	7,500	7,500	-	0.00%	-	0.00%
5506	Uniforms/Safety Equip	1,664	9,977	3,500	3,500	2,500	(1,000)	-28.57%	(1,000)	-28.57%
5507	Postage & Shipping	-	-	-	-	1,200	1,200	0.00%	1,200	0.00%
5508	Shipping Costs	-	343	-	1,200	-	-	0.00%	(1,200)	-100.00%
5514	Parts - Billing	527,416	745,477	600,000	597,308	600,000	-	0.00%	2,692	0.45%
5515	Parts - Telecommunic	6,491	5,073	-	-	-	-	0.00%	-	0.00%
5516	Install Wire, Loom & H	35,533	31,058	40,000	38,800	30,000	(10,000)	-25.00%	(8,800)	-22.68%
5517	Vehicle Operations	3,967	4,168	4,500	4,500	4,500	-	0.00%	-	0.00%
5520	Equipment Repair	-	232	5,000	5,000	5,000	-	0.00%	-	0.00%
5521	Outside Tech Serv-Tov	237,587	359,890	325,000	325,000	325,000	-	0.00%	-	0.00%
5524	GETAC Project	-	-	-	-	-	-	0.00%	-	0.00%
5525	Culver City Infrastruct	23,321	-	-	-	-	-	0.00%	-	0.00%
5810	Office Equipment	-	-	-	8,260	2,000	2,000	0.00%	(6,260)	-75.79%
5820	Other Equipment	-	6,563,550	-	-	-	-	0.00%	-	0.00%
Subtotal Supplies/Serv/Equip		\$ 1,202,892	\$ 8,080,061	\$ 1,183,150	\$ 1,191,410	\$ 1,178,042	\$ (5,108)	-0.43%	\$ (13,368)	-1.12%
Total Expenses - Tech Services		\$ 2,015,157	\$ 8,747,630	\$ 1,966,920	\$ 1,975,180	\$ 1,948,482	\$ (18,438)	-0.94%	\$ (26,698)	-1.35%

Account Detail Explanations - Technical Services Department

Account	Account Description	Comments/Explanation	
5101	Salaries (Full-Time)	Includes contracted and estimated increases from MOUs	
5103	Overtime	As needed; reimbursed by Member Agencies requesting OT when appropriate	
5104	Acting Pay	Per MOU	
5106	Call Back Pay	If called back to work after hours	
5107	Merit Pay	Based on longevity starting @ 7 years of service \$250; \$50 each additional year	
5108	Sick Leave Payoff	Max 120 hrs @ 85% of base rate	
5109	Vacation Leave Payoff	Max 90 hrs @ 85% of base rate	
5113	Accrued Leave	Account used to adjust compensated absences at year-end/non-cash so no budget impact	
5201	Medical Insurance	Per MOUs - cafeteria plan limit	
5202	Dental Insurance	Per MOUs - cafeteria plan limit	
5203	Vision Insurance	Per MOUs - 100% employer paid	
5204	Life Insurance	Per MOU \$100,000 coverage employee only	
5205	Medicare	1.45% employer contribution rate	
5206	State Unemployment	Based on estimated reimbursements to Employment Development Department for actual claims	
5207	Workers' Compensation	Based on increase in claims costs filed since last year	
5208	PERS Contribution	Rates reflect increases in the Normal Cost from 10.221% to 11.031% for Tier 1 employees plus 3.5% of employee contributions; increase from 8.081% to 8.794% for Tier 2 employees hired after October 25, 2011; increase from 7.397% to 7.732% for PEPRAs employees hired after January 1, 2013. UAL portion is allocated to a different account (see account # 5219).	
5209	Retirees' Medical Insurance	Covers retired employees	
5219	PERS Contribution-UAL	Unfunded Accrued Liability determined by CalPERS Actuarial Report	
5302	Comp Contract Services/CAD	IT support from Hawthorne; CAD consultant	
5403	Conferences, Meetings & Travel	See attached detail	
5503	General Technical Supplies	Chemical cleaners, switches, cables, jumpers, etc.	
5506	Uniforms/Safety Equipment	Uniform purchases for new hires and replacements for existing employees	
5510	Equipment Rent	Boom lift/test equipment, as needed	
5514	Parts - Billing	Reimbursable expense for parts billed to members/customers - revenue offset	
5515	Parts - Telecommunications	Combined all parts accounts	
5516	Install Wire, Loom & Hardware	Miscellaneous parts used for installations	
5517	Vehicle Operations	Fuel/other maintenance for Authority's van/truck	
5520	Equipment Repair	Various factory equipment repairs including MDC hardware	
5521	Outside Tech Svcs-Towers/Equipment	CommLine contract for servicing radios, microwave and tower equipment	
5810	Office Equipment	Computers, printers, laptops, etc., each generally costing \$1,000 or more	
5820	Other Equipment	Television, tools, etc., each costing \$5,000 or more	
Conferences, Meetings & Travel			
10-70-311-5403			
	Technical Services Software/Support training		2,500
	COPS West - Palm Springs - October 2017		150
	Total		\$ 2,650
Outside Tech Svcs-Towers/Equipment			
10-70-311-5521			
	Annual hardware support for (17) position Avtec/Servers, (106) Tait Base Stations and (9) Sites, microwave support.		180,000
	Avtec Annual Software support - provides 3 updates per year for 17 positions		70,000
	Support for Microwave maintenance		75,000
	Total		\$ 325,000

APPENDIX



Acronyms

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 Dispatch

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

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

Glossary

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).

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.

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.

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.

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.

BUDGET POLICY



RESOLUTION NO. 321

RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ESTABLISHING A BUDGETARY POLICY

WHEREAS, Article IV (E & F) of the Bylaws of the South Bay Regional Public Communications Authority (Authority) authorizes the Board of Directors to establish an annual budget for the Authority and to exercise any other power to implement the annual budget; and

WHEREAS, Article IV (D) of the Bylaws of the Authority has appointed the Executive Committee to be responsible for the day-to-day management and control of the operations of the Authority; and

WHEREAS, the Authority recognizes the need to establish a budgetary policy to assure efficient and effective management of the funds entrusted to the Authority by its Members; and

WHEREAS, the Executive Director of the Authority shall be authorized to commit and expend the budgeted funds to carry out the mission of the Authority; and

WHEREAS, the Executive Committee, on August 21, 2007, established the Authority's budgetary policy by repealing Section 1.0 and 4.0 of Resolution No. 69 and Sections 1 and 2 of Resolution 194 and adopting Resolution No. 256.

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee of the Authority hereby adopts the following budgetary policy:

SECTION 1: DEFINITIONS/SCOPE OF THE BUDGET

- **Fiscal Period:** The year beginning July 1 and ending June 30
- **Budgeted Funds:** Fund 10/SBRPCA Enterprise Fund and Fund 20/Grant Fund
- **Budget Components:** Operating Budget; Capital Improvement Projects
- **Budget Categories:** Salaries & Benefits; Supplies & Services; Capital Outlay
- **Object Codes:** Line accounts such as Salaries; Overtime; Office Supplies; Legal Services; etc.
- **Departments:** Administration, Operations, Technical Services

SECTION 2: POLICY

- The Executive Director shall prepare a preliminary operating and capital outlay budget and present it to the Executive Committee at the Committee's regularly scheduled meeting in February of each year.
- The preliminary budget shall include an estimated amount that each Member City will be charged to support the budget appropriation during the coming fiscal year.
- The preliminary budget will also include a 10% Operational and Capital Reserve for operating and/or capital expense contingencies. The initial starting point for these reserves will be the combined Operating Reserve and Equipment Replacement Fund amounts detailed in the adopted Fiscal Year 2018/2019 budget.
- In circumstances where reserves have been appropriated by the Board of Directors and/or the Executive Committee, the budget will include a plan to replenish the reserves to this prescribed level within three (3) years.
- After the Executive Committee has reviewed and approved the preliminary budget, this recommended budget shall be submitted to the Board of Directors at the Board's regularly scheduled meeting in March of each year.
- The Board of Directors shall adopt the budget in March of each year according to the Authority's Bylaws.

SECTION 3: LEGAL LEVEL OF BUDGETARY CONTROL

- The legal level of budgetary control for management purposes is set by the Board of Directors and/or the Executive Committee at the fund level.

SECTION 4: BUDGET AMENDMENTS

- The Executive Director may execute operating budget transfers between object codes within the budget categories and between departments provided that such transfers do not result in an increase to the overall budget.
- Changes to the capital improvement projects budget will require pre-approval by the Board of Directors and/or the Executive Committee.
- Budget amendments that are between budget categories or increase the total amount of the budget will require pre-approval by the Board of Directors and/or the Executive Committee.
- Appropriations from the Reserve will require pre-approval by the Board of Directors and/or the Executive Committee.

- Unencumbered appropriations lapse at year-end. Any carryover appropriations will require approval by the Board of Directors and/or the Executive Committee.

SECTION 5 - FINANCIAL REPORTING

- The Executive Director shall present a quarterly budget performance report to the Executive Committee.
- The Executive Director shall present a mid-year budget report to the Board of Directors at the Board's meeting in January of each year.
- The Executive Director shall present a fiscal year-end audited financial statements to the Executive Committee at the Committee's regularly scheduled meeting in February of each year or sooner.

SECTION 6 – EXCESS FUNDS

- Based on the fiscal year-end audited financial statements, the unreserved Fund 10 Enterprise Fund balance shall be eligible to be remitted to each member in proportion to each member's ownership share in the Authority, in accordance with its Bylaws.
- The actual amount to be remitted shall be determined by the Board of Directors and/or the Executive Committee.

BE IT FURTHER RESOLVED, that Sections 1 through 4 of Resolution No. 256 adopted on August 21, 2007 are hereby repealed.

The secretary shall certify to the adoption of this Resolution by the Executive Committee of the South Bay Regional Public Communications Authority.

Passed, approved, and adopted in a meeting held on the 18th day of December, 2018 by the following vote:

Ayes: Medrano, Moe, Shadbehr.

Noes: None.

Absent: None.

Abstain: None.



Edward Medrano, Chair
Executive Committee



Erick B. Lee, Secretary
Executive Committee

FISCAL YEAR 2020-2021

BUDGET RESOLUTION



RESOLUTION NO. 328

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS
AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR
2020-2021**

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 March 17, 2020, the Board of Directors examined and adopted the budget for Fiscal Year 2020-2021 as outlined below;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of said Authority has adopted a budget in the amount of \$12,938,443 for the period of July 1, 2020 through June 30, 2021 in accordance with the following allocations:

Administration Department	\$2,347,538
Operations Department	8,392,423
Technical Services Division	1,948,482
Capital Outlay	250,000
Total Budget	\$12,938,443

BE IT FURTHER RESOLVED that the Finance & Performance Audit Manager of the Authority is authorized to issue assessments and quarterly billings for Technical Services Workload Support charges to the Member Cities in accordance with the terms, conditions, and formulas contained in Article X of the Authority Bylaws, and as shown on page 25 of the budget.

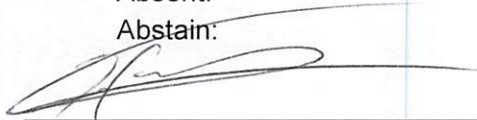
WE HEREBY CERTIFY that the foregoing is a true copy of the resolution adopted by the Board of Directors of the South Bay Regional Public Communications Authority in a meeting thereof held on the 17th day of March 2020, by the following vote:

Ayes: Tanaka, Stern, Awad

Noes:

Absent:

Abstain:



Haidar Awad, Councilmember
Chairman, Board of Directors



Erick B. Lee, Executive Director
Secretary, Board of Directors