

**AGENDA**  
**REGULAR JOINT MEETING OF THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE**  
**TUESDAY, FEBRUARY 16, 2021, 2:00 PM**  
**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**CONDUCTED VIA TELECONFERENCE**

PLEASE NOTE: PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER NOS. N-25-20 AND N-29-20, MEMBERS OF THE EXECUTIVE COMMITTEE, USER COMMITTEE, AND STAFF WILL PARTICIPATE IN THIS MEETING VIA A TELECONFERENCE. IN THE INTEREST OF MAINTAINING APPROPRIATE SOCIAL DISTANCING, THE AUTHORITY ENCOURAGES THE PUBLIC TO PARTICIPATE AND TO PROVIDE COMMENTS ON AGENDA ITEMS OR OTHER SUBJECT MATTER WITHIN THE JURISDICTION OF THE EXECUTIVE COMMITTEE, AND/OR USER COMMITTEE BY JOINING:

**Link:** <https://us02web.zoom.us/j/82716749188?pwd=a0FMZmYxTGdjRlV6RkZMK1NmOWdJZz09>

**Meeting ID:** 827 1674 9188

**Access Code:** 264277

A. **CALL TO ORDER**

B. **ROLL CALL**

1. Executive Committee
2. User Committee

C. **PUBLIC DISCUSSION**

In the interest of maintaining appropriate social distancing, members of the Executive Committee, User Committee, and staff will participate in this meeting via teleconference. The Authority encourages the public to participate by using one of the following options for public comments:

Email your public comment to [cchoi@rcc911.org](mailto:cchoi@rcc911.org) by 7:30 AM, the day of the meeting to have your comment available to Executive Committee and the public.

Call (310) 973-1802 ext.100 and leave a message by 7:30 AM, the day of the meeting.

All of your comments provided by the deadlines above will be available to the Executive Committee, User Committee, and the public prior to the meeting.

In addition, you may participate by joining Zoom during the meeting by using the link above and using the "raise hand" button or entering \*9 on the phone's dial pad if you would like to make a comment.

D. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from January 19, 2021  
**APPROVE**
2. Check Register – January 2021  
**RECEIVE AND FILE**
3. Cash & Investments Report/December 31, 2020  
**RECEIVE AND FILE**
4. Approval of a Change Purchase Order to Smart Janitorial in the Amount of \$7,560 for a Total Not-To-Exceed Amount of \$67,560 for Janitorial Services  
**APPROVE**

E. **ITEMS REMOVED FROM THE CONSENT CALENDAR**

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Fiscal Year 2021-2022 Preliminary Budget  
**PROVIDE DIRECTION**

G. **USER COMMITTEE GENERAL BUSINESS**

1. Minutes from January 19, 2021  
**APPROVE**

H. **ACTING EXECUTIVE DIRECTOR'S REPORT**

I. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

J. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

1. CONFERENCE WITH LABOR NEGOTIATOR  
Pursuant to Government Code Section 54957.6  
  
Agency Designated Representative: Acting Executive Director and Liebert, Cassidy, Whitmore  
Employee Organization: The California Teamsters Public, Professional and Medical Employees Union Local 911
2. CONFERENCE WITH LABOR NEGOTIATOR  
Pursuant to Government Code Section 54957.6  
  
Agency Designated Representative: Acting Executive Director and Liebert, Cassidy, Whitmore  
Employee Organization: The Communication Workers of America
3. PUBLIC EMPLOYMENT  
Pursuant to Government Code Section 54957(b)(1)  
Title: Executive Director

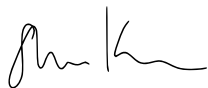
K. **ADJOURNMENT**

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Posting Place: 4440 W. Broadway, Hawthorne, CA 90250 and [www.rcc911.org](http://www.rcc911.org)

Posting Date/Time: February 11, 2021/4:30PM

Signature:



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Shannon Kauffman, Acting Executive Director

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

**JANUARY 19, 2021**

**A. CALL TO ORDER**

The Board of Directors, the Executive, and the User Committees convened in a regular joint session at 2:01PM on January 19, 2021 by teleconference.

**B. ROLL CALL**

Present: Councilmember Hildy Stern, City of Manhattan Beach  
Councilmember Rodney Tanaka, City of Gardena  
Councilmember Alex Monteiro, City of Hawthorne  
City Manager Bruce Moe, City of Manhattan Beach  
City Manager Clint Osorio, City of Gardena  
City Manager Erick Lee, City of Hawthorne  
Chief Mike Saffell, Gardena Police Department  
Chief Derrick Abell, Manhattan Beach Police Department  
Chief Mike Ishii, Hawthorne Police Department  
Chief Wolfgang Knabe, Manhattan Beach Fire Department

Also Present: Shannon Kauffman, Acting Executive Director  
John Krok, Administrative Services Manager  
Vanessa Alfaro, Finance & Performance Audit Manager  
Jennifer Petrusis, Richards Watson Gershon  
Laura Kalty, Liebert Cassidy Whitmore  
Clara Choi, Executive Assistant

**C. PUBLIC DISCUSSION**

None.

**D. BOARD OF DIRECTORS GENERAL BUSINESS**

1. Minutes from September 8, 2020

**APPROVE**

**Motion:** Councilmember Tanaka moved to approve the minutes from September 8, 2020. The motion was seconded by Councilmember Monteiro and passed by unanimous voice vote.

2. Minutes from October 13, 2020

**APPROVE**

**Motion:** Councilmember Tanaka moved to approve the minutes from October 13, 2020. Councilmember Monteiro abstained from the vote. The motion was seconded by Chair Stern and passed by voice vote.

3. Fiscal Year 2020-2021 Mid-Year Budget Report

**RECEIVE AND FILE**

Finance and Performance Audit Manager Alfaro provided a report on the Mid-year budget. The work plans for fiscal year 2020/21 were updated and provided by Acting Executive Director Kauffman.

4. Consideration of Resolution to Rescind the Portion of Resolution No. 336 that Purports to Amend the Bylaws and to Reaffirm Adoption of the Amended Cost Allocation Policy

**ADOPT RESOLUTION NO. 337**

Monteiro abstained. The motion was seconded by Chair Stern and passed by voice vote.

**E. EXECUTIVE COMMITTEE CONSENT CALENDAR**

**MOTION:** City Manager Moe moved to approve the Consent Calendar, Items 1-3. The motion was seconded by City Manager Osorio and passed by unanimous voice vote.

1. Minutes from December 15, 2020  
**APPROVE**
2. Check Register and Budget Transfer Report- December 2020  
**RECEIVE AND FILE**
3. Ratification of an Emergency Purchase from Dr. Paul's Immediate Care for SARS-COV-2 Testing Services  
**APPROVE**

**F. EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Fiscal Year 2019-2020 Annual Financial Report  
**RECEIVE AND FILE**

Finance and Performance Audit Manager Alfaro provided a summarized report on the annual financial report including pension liability. The staff report contained a typo on page one and should be corrected to \$750,000 and not \$750 million. "The change in net position is primarily the result of an increase in the net pension liability of over \$750,000."

**G. USER COMMITTEE GENERAL BUSINESS**

1. Minutes from December 15, 2020  
**APPROVE**

**MOTION:** Chief Abell moved to approve the minutes from December 15, 2020. The motion was seconded by Chief Ishii and passed by voice vote.

**H. ACTING EXECUTIVE DIRECTOR'S REPORT**

- I. Acting Executive Director Kauffman provided updates on Continuity of Operations during COVID-19 Pandemic, Recruitment, and Mark43 CAD.

**J. EXECUTIVE AND USER COMMITTEES' COMMENTS**

None.

**K. EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

The Executive Committee entered into closed session at 2:24PM to discuss the following items.

1. CONFERENCE WITH LABOR NEGOTIATOR  
Pursuant to Government Code Section 54957.6  
  
Agency Designated Representative: Acting Executive Director and Liebert, Cassidy, Whitmore  
Employee Organization: The California Teamsters Public, Professional and Medical Employees Union Local 911
2. CONFERENCE WITH LABOR NEGOTIATOR  
Pursuant to Government Code Section 54957.6  
  
Agency Designated Representative: Acting Executive Director and Liebert, Cassidy, Whitmore  
Employee Organization: The Communication Workers of America

3. PUBLIC EMPLOYMENT

Pursuant to Government Code Section 54957(b)(1)

Title: Executive Director

The Executive Committee returned from closed session at 2:55PM with no actions taken.

**L. ADJOURNMENT**

The meeting adjourned at 2:55PM.

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## Check Register FY 2020-21

January 2021

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
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January 8, 2021	\$36,759.32	
January 15, 2021	\$171,750.20	
January 22, 2021	\$78,060.82	
January 29, 2021	\$103,184.80	

Accounts Payable Total	\$389,755.14	
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<u>Payroll Checks Issued Date</u>	
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January 15, 2021	\$162,286.83
January 29, 2021	\$160,816.08

Payroll Total	\$323,102.91
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Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1796	1/8/2021	00012	CALIFORNIA WATER SERVICE5550731926	12/29/2020	FIRE PROTECTION SERVICE,	81.08	81.08
55489	1/8/2021	00017	CHEM PRO LABORATORY, IN670133	12/23/2020	WATER TREATMENT SERVIC	86.50	86.50
55490	1/8/2021	00008	FEDERAL SIGNAL CORP 7642656	12/15/2020	FEDERAL SIGNAL CORP BILL	232.64	232.64
55491	1/8/2021	00940	HAWKINS, JAMES 010821	1/8/2021	TUITION REIMB/ FY 2020-21	920.00	920.00
55492	1/8/2021	00820	HEARTLAND CUSTOMER SOLINV1129491	12/12/2020	HEARTLAND CUSTOMER SOI	602.92	602.92
55493	1/8/2021	00442	LAWSON PRODUCTS, INC. 9308074519	12/10/2020	LAWSON PRODUCS INC BILL	508.40	508.40
55494	1/8/2021	00671	MARC R. COHEN, MD EMSMD-17	12/31/2020	MEDICAL DIRECTOR SERVIC	2,541.67	2,541.67
55495	1/8/2021	00331	MITSUBISHI ELECTRIC INC 390048	12/1/2020	HQ MAINTENANCE - ELEVATC	697.11	697.11
55496	1/8/2021	00818	RICHARDS,WATSON & GERSH229946	12/21/2020	GENERAL COUNSEL AND LEG	7,168.27	7,168.27
55497	1/8/2021	00871	SECRETARY OF STATE 010821-2	1/8/2021	FILING FEES	6.00	6.00
55498	1/8/2021	00871	SECRETARY OF STATE 010821	1/8/2021	FILING FEES	1.00	1.00
55499	1/8/2021	00803	SPARKLETTS 18193479 12252	12/25/2020	WATER FILTERATION SYSTEI	40.00	40.00
55500	1/8/2021	00302	SPRINT 155018370-111	12/29/2020	DAC CHARGES/11-26 TO 12-2	3,527.93	
			107177860-116	12/27/2020	WIRELESS MODEMS/11-24 TO	85.98	3,613.91
55501	1/8/2021	00036	TALLEY INCORPORATED 10376391	12/11/2020	TALLEY INC BILLABLE PARTS	506.48	506.48
55502	1/8/2021	00044	TYLER TECHNOLOGIES, INC. 045-321508	12/1/2020	ANNUAL MAINTENANCE FEE	13,765.17	13,765.17
55503	1/8/2021	00171	VERIZON WIRELESS 9869835030	12/23/2020	GPD DAC CHARGES/ 12/24/20	2,818.90	
			9869415429	12/18/2020	CELL PH. CHGS: 12/19/20-1/1	335.40	
			9869758516	12/23/2020	MODEM SVC. MBPD/ 12/24/20	76.02	3,230.32
55504	1/8/2021	00063	WHELEN ENGINEERING CO., 826043	12/9/2020	WHELEN ENGINEERING CO E	1,002.23	
			829810	12/16/2020	WHELEN ENGINEERING CO E	799.09	
			829542	12/16/2020	WHELEN ENGINEERING CO E	522.59	
			829947	12/16/2020	WHELEN ENGINEERING CO E	433.94	2,757.85
Sub total for UNION BANK:							36,759.32

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Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20227	1/1/2021	00696	GUARDIAN	533654-01	12/18/2020	GUARDIAN - DENTAL,VISION,	6,504.80	6,504.80
20228	1/11/2021	00058	CALPERS	1000000162732	12/14/2020	HEALTH PREMIUMS - JANUAI	64,223.63	64,223.63
20229	1/15/2021	00219	INTERNAL REVENUE SERVICE	Ben31412	1/15/2021	FEDERAL WITHHOLDING TAX	32,355.21	32,355.21
20230	1/15/2021	00223	EMPLOYMENT DEVEL DEPT	Ben31416	1/15/2021	STATE DISABILITY INSURANC	12,972.19	12,972.19
20231	1/15/2021	00222	STATE DISBURSEMENT UNIT	Ben31420	1/15/2021	SUPPORT: PAYMENT	184.62	184.62
20232	1/15/2021	00058	CALPERS	Ben31414	1/15/2021	PERS RETIREMENT: PAYMEN	39,140.30	39,140.30
20233	1/15/2021	00221	ICMA RETIREMENT TRUST	Ben31418	1/15/2021	DEFERRED COMPENSATION	14,101.48	14,101.48
55505	1/15/2021	00217	CALIFORNIA TEAMSTERS UN	Ben31408	1/15/2021	UNION DUES TEAMSTERS: P	2,010.00	2,010.00
55506	1/15/2021	00218	CWA LOCAL 9400	Ben31410	1/15/2021	UNION DUES CWA: PAYMENT	257.97	257.97
Sub total for UNION BANK:							171,750.20	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1797	1/22/2021	00651	FRONTIER 209-188-0077-04	1/1/2021	PHONE SERVICE 1/1/21 - 1/31	350.92	350.92
1798	1/22/2021	00069	SOUTHERN CALIFORNIA EDIS2-23-553-5986	1/15/2021	ELEC SERV/ 12/4/20 - 1/12/21	8,825.18	
			2-19-337-1549	1/7/2021	ELEC SERV GRANDVIEW/ 12/	161.61	8,986.79
1799	1/29/2021	00073	STATE BOARD OF EQUALIZAT012-6555960	1/29/2021	SALES & USE TAX PMT WITH	2,271.00	2,271.00
1800	1/22/2021	00012	CALIFORNIA WATER SERVICE4675328235	1/15/2021	WATER SERV HQ/ 12/16/20 -	165.88	165.88
1801	1/22/2021	00621	FIRST BANKCARD				
		00949	DR. PAUL'S IMMEDIATE CARE106876	12/9/2020	COVID-19: COVID TESTING	3,125.00	
		00960	OPEN JAR STUDIOS LLC 10763	12/15/2020	COVID-19: MASKS / JANITOR	1,484.92	
		00501	ULINE 46732167	12/10/2020	JANITORIAL SUPPLES	433.22	
		00754	OSI HARDWARE, INC CS-US2932	11/30/2020	OFFICE EQUIPMENT	403.69	
		00199	GOVT FINANCE OFFICERS AS650735	12/28/2020	CAPITAL ASSET ACCOUNTING	280.00	
		00035	HOME DEPOT CREDIT SERV10620 00054 148	12/14/2020	GENERAL TECH SUPPLIES	253.44	
		00949	DR. PAUL'S IMMEDIATE CARE106493	12/4/2020	COVID-19: COVID TESTING	250.00	
		00466	AMAZON MARKETPLACE 113-8084563-99	12/10/2020	COVID-19: JANITORIAL SUPP	246.42	
		00610	DIRECTV 065190124X201	12/5/2020	CABLE SERVICE	224.71	
		00466	AMAZON MARKETPLACE 113-9975704-81	12/10/2020	COVID-19: JANITORIAL SUPP	205.80	
		00466	AMAZON MARKETPLACE 113-9975704-81	12/12/2020	COVID-19: JANITORIAL SUPP	181.89	
		00470	SUPERIOR PLASTIC FABRICA48E6B4FF	12/11/2020	HQ MAINTENANCE	154.35	
		00087	LIEBERT CASSIDY & WHITMO113020	11/30/2020	TRAINING	149.00	
		00466	AMAZON MARKETPLACE 114-8102787-23	12/19/2020	COVID-19: JANITORIAL SUPP	145.48	
		00074	STAPLES INC. 9824839228	12/9/2020	2020 TAX FORMS & ENVELOF	134.10	
		00466	AMAZON MARKETPLACE 113-6382385-28	12/27/2020	OFFICE SUPPLIES	130.31	
		00255	CSMFO 300005837	12/21/2020	ANNUAL MEMBERSHIP/DUES	110.00	
		00466	AMAZON MARKETPLACE 114-7042800-29	12/11/2020	OFFICE SUPPLIES	103.69	
		00761	BOX INV08470111	12/26/2020	SOFTWARE SERVICES	90.00	
		00466	AMAZON MARKETPLACE 114-1248970-42	12/15/2020	OFFICE SUPPLIES	88.18	
		00466	AMAZON MARKETPLACE 113-0057828-40	12/16/2020	OFFICE SUPPLIES	85.26	
		00466	AMAZON MARKETPLACE 112-8857968-91	12/13/2020	JANITORIAL SUPPLIES	78.30	
		00470	SUPERIOR PLASTIC FABRICA3E77083C	12/7/2020	HQ MAINTENANCE	77.17	
		00466	AMAZON MARKETPLACE 113-1949599-43	12/12/2020	COVID-19: JANITORIAL SUPP	59.78	
		00961	GCAT, LLC, DBA TARGET DIS1301749	1/20/2021	COVID-19: HAND SETS	56.10	
		00466	AMAZON MARKETPLACE 114-3531245-32	12/15/2020	OFFICE SUPPLIES	55.07	
		00795	MEDIA TEMPLE 324775-29	12/23/2020	MONTHLY WEBSITE HOSTING	55.00	
		00466	AMAZON MARKETPLACE 111-1966481-53	12/16/2020	OFFICE SUPPLIES	47.94	

Bank : union UNION BANK		(Continued)						
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
		00466	AMAZON MARKETPLACE	111-6288439-45	12/20/2020 COVID-19: JANITORIAL SUPP	45.73		
		00466	AMAZON MARKETPLACE	113-1039656-88	12/13/2020 JANITORIAL SUPPLIES	43.15		
		00466	AMAZON MARKETPLACE	114-4728815-18	12/13/2020 COVID-19: JANITORIAL SUPP	33.64		
		00466	AMAZON MARKETPLACE	113-6174095-26	12/28/2020 OFFICE SUPPLIES	31.96		
		00466	AMAZON MARKETPLACE	111-2035302-45	12/14/2020 JANITORIAL SUPPLIES	29.08		
		00466	AMAZON MARKETPLACE	112-3973390-54	12/17/2020 COVID-19: OFFICE SUPPLIES	24.24		
		00466	AMAZON MARKETPLACE	112-7058811-72	12/28/2020 COVID-19: JANITORIAL SUPP	22.02		
		00961	GCAT, LLC, DBA TARGET DIS	301657	12/18/2020 COVID-19: HAND SET CORDE	19.58		
		00466	AMAZON MARKETPLACE	114-1407714-12	12/15/2020 OFFICE SUPPLIES	17.51		
		00466	AMAZON MARKETPLACE	111-8720187-87	12/22/2020 OFFICE SUPPLIES	16.53		
		00826	LA TIMES	010121	12/2/2020 LA TIMES MONTHLY SUBSCR	15.96		
		00466	AMAZON MARKETPLACE	112-7058811-72	12/29/2020 OFFICE SUPPLIES	6.74		
		00466	AMAZON MARKETPLACE	113-1256345-58	12/16/2020 COVID-19: JANITORIAL SUPP	4.93		
		00074	STAPLES INC.	9824839228-1	12/11/2020 2020 TAX FORMS & ENVELOF	-28.11	8,991.78	
55507	1/22/2021	00867	& INVESTIGATION SERVICES,	2021-01-006	1/6/2021 PRE-EMPLOYMENT POLYGR,	225.00		
				2020-12-014	1/6/2021 PRE-EMPLOYMENT POLYGR,	200.00	425.00	
55508	1/22/2021	00868	ALFARO, VANESSA	123020	12/30/2020 COVID-19: CELL PHONE REIM	84.00	84.00	
55509	1/22/2021	00297	AT&T, ATT CALNET	000015890166	1/13/2021 PHONE SERV 12/13/20-1/12/2	2,405.73		
				000015839565	1/3/2021 PHONE SERVICE 12/03/20-1/0	546.32		
				000015897366	1/13/2021 PHONE SERVICE 12/13/20-1/1	201.21		
				000015894302	1/13/2021 PHONE SERV 12/13/20-1/12/2	108.49	3,261.75	
55510	1/22/2021	00064	AT&T, ATT PAYMENT CENTER	960 461-1623 55	1/1/2021 PHONE SERVICE 12/01/2020-	2,843.95	2,843.95	
55511	1/22/2021	00225	COMMLINE INC	0268022-IN	12/23/2020 OUTSIDE TECH SERVICES	15,000.00	15,000.00	
55512	1/22/2021	00078	COX, CHRISTOPHER	012221	1/22/2021 RETIREE MED PREM/FEB 202	890.97	890.97	
55513	1/22/2021	00879	CROWN CASTLE	757893	1/1/2021 REDUNDANT INTERNET SER	1,100.00	1,100.00	
55514	1/22/2021	00785	EXPERIAN	CD2109002578	12/25/2020 CREDIT CHECK	8.40	8.40	
55515	1/22/2021	00651	FRONTIER	7002Z664-S-210	1/5/2021 PHONE SERV 1/05/21-2/04/21	75.87		
				Y002Z665-S-210	1/5/2021 PHONE SERV 1/05/21-2/04/21	51.80	127.67	
55516	1/22/2021	00070	GAS COMPANY, THE	059 194 8982 2	1/6/2021 GAS SERVICE HQ/ 12/2/20-1/4	1,199.92	1,199.92	
55517	1/22/2021	00027	HAVIS INC.	SIN121812	1/9/2021 HAVIS INC. BILLABLE PARTS	55.19	55.19	
55518	1/22/2021	00148	HAWTHORNE, CITY OF	412	1/20/2021 LASD MONTHLY DATA CONNI	703.23	703.23	
55519	1/22/2021	00799	LA UNIFORMS & TAILORING	7329	12/1/2020 UNIFORMS FOR COMMUNIC/	171.77	171.77	
55520	1/22/2021	00760	LAWLES ENTERPRISES, INC.	11376	1/11/2021 BACKGROUND INVESTIGATK	2,000.00		
				11374	1/4/2021 BACKGROUND INVESTIGATK	300.00		
				11377	1/4/2021 BACKGROUND INVESTIGATK	35.00	2,335.00	

Bank : union UNION BANK		(Continued)					
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
55521	1/22/2021	00087	LIEBERT CASSIDY & WHITMO1511260	11/30/2020	LEGAL SERVICES	1,596.00	1,596.00
55522	1/22/2021	00112	LOPEZ, FRANCISCO 011021	1/10/2021	COVID-19: COVID TEST REIM	200.00	200.00
55523	1/22/2021	00116	MEADORS, LATANYA 012221	1/22/2021	RETIREE MED PREM/FEB 202	511.27	511.27
55524	1/22/2021	00047	MOTOROLA SOLUTIONS, INC.16108107	6/4/2020	MOTOROLA SOLUTIONS INC.	12,613.63	12,613.63
55525	1/22/2021	00926	PONCE DE LEON, BROOKE 010821	1/8/2021	COVID-19: CELL PHONE REIM	75.72	75.72
55526	1/22/2021	00060	RIVERA, JOSE 012221	1/22/2021	RETIREE MED PREM/FEB 202	528.15	528.15
55527	1/22/2021	00145	SETINA MFG CO INC 218077	1/12/2021	SETINA MANUFACTURING CO	967.83	967.83
55528	1/22/2021	00824	SMART JANITORIAL, COMPLE14548	1/5/2021	HQ MAINTENANCE	3,585.00	
			14549	1/5/2021	HQ MAINTENANCE	1,890.00	5,475.00
55529	1/22/2021	00460	SPECTRUM BUSINESS 1133787010421	1/4/2021	COMMUNICATION CONTRAC	1,900.00	1,900.00
55530	1/22/2021	00126	STEVENS, DEBORAH 012221	1/22/2021	RETIREE MED PREM/FEB 202	603.00	603.00
55531	1/22/2021	00034	STEVENS, GARY 012221	1/22/2021	RETIREE MED PREM/FEB 202	603.00	603.00
55532	1/22/2021	00046	UNITED PARCEL SERVICE 00005337W102	1/9/2021	POSTAGE AND SHIPPING EX	25.70	25.70
55533	1/22/2021	00171	VERIZON WIRELESS 9869758515	12/23/2020	MODEM SVC. MBPD/ 11/24/20	1,027.41	
			9869774191	12/23/2020	DAC CHARGES HPD/ 11/24/20	405.78	1,433.19
55534	1/22/2021	00063	WHELEN ENGINEERING CO., 841305	1/11/2021	WHELEN ENGINEERING CO E	1,323.00	
			837567	1/4/2021	WHELEN ENGINEERING CO E	131.64	1,454.64
55535	1/22/2021	00735	XEROX FINANCIAL SERVICES2441530	1/10/2021	MONTHLY LEASE - BLACK & N	1,100.47	1,100.47
Sub total for UNION BANK:							78,060.82

---

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20235	1/29/2021	00219	INTERNAL REVENUE SERVICE	Ben31527	1/29/2021	FEDERAL WITHHOLDING TAX	31,537.29	31,537.29
20236	1/29/2021	00223	EMPLOYMENT DEVEL DEPT	Ben31531	1/29/2021	STATE DISABILITY INSURANC	12,623.69	12,623.69
20237	1/29/2021	00222	STATE DISBURSEMENT UNIT	Ben31533	1/29/2021	SUPPORT: PAYMENT	184.62	184.62
20238	1/29/2021	00058	CALPERS	Ben31525	1/29/2021	PERS RETIREMENT: PAYMEN	38,926.05	38,926.05
20239	1/29/2021	00221	ICMA RETIREMENT TRUST	Ben31529	1/29/2021	DEFERRED COMPENSATION	14,247.22	14,247.22
55536	1/29/2021	00002	AFLAC	Ben31519	1/29/2021	AFLAC INSURANCE: PAYMEN	3,274.96	3,274.96
55537	1/29/2021	00217	CALIFORNIA TEAMSTERS UN	Ben31521	1/29/2021	UNION DUES TEAMSTERS: P	2,133.00	2,133.00
55538	1/29/2021	00218	CWA LOCAL 9400	Ben31523	1/29/2021	UNION DUES CWA: PAYMENT	257.97	257.97
Sub total for UNION BANK:							103,184.80	

D-3



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** February 16, 2021

**ITEM NUMBER:** D-3

**TO:** Executive Committee

**COPY TO:** Tim Lilligren, Treasurer

**FROM:** Vanessa Alfaro, Finance & Performance Audit Manager

**SUBJECT:** Cash & Investments Report/December 31, 2020

**ATTACHMENTS:**

1. Cash & Investments Report for December 31, 2020
2. LAIF Month End Statement for December 31, 2020
3. PMIA Performance Report as of December 31, 2020

### **RECOMMENDATION**

Staff recommends the Executive Committee to receive and to file the Cash & Investments Report for December 31, 2020.

### **BACKGROUND**

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

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

### **DISCUSSION**

Staff has completed the bank reconciliation for December 31, 2020. Attached is the Cash & Investments Report for the period.

All idle cash of the Authority is invested 100% with the State's Local Agency Investment Fund (LAIF). This complies with the Statement of Investment Policy. LAIF's monthly performance exhibits a decrease from the monthly average yields in 2019.

### **FISCAL IMPACT**

None.



D-3

Attachment 1



## Cash and Investments Report As of December 31, 2020

Funding Source	Bank Balance	Deposits in Transit	Outstanding Checks	Book Balance
<b><u>Active Accounts</u></b>				
MUFG Union Bank (General/Payroll)	\$ 1,513,087.27		\$ (153,944.64)	\$ 1,359,142.63
<b><u>Investments</u></b>				
LAIF	\$ 5,199,217.88		\$ -	\$ 5,199,217.88
Total Investments	\$ 5,199,217.88	\$ -	\$ -	\$ 5,199,217.88
<b><u>Other Cash on Hand</u></b>				
Petty Cash	\$ -	\$ -	\$ -	\$ 500.00
				\$ 500.00
<b>Total Cash &amp; Investments</b>				<b>\$ 6,558,860.51</b>
<b><u>Breakdown of cash by fund:</u></b>				
Fund 10 (Enterprise Fund)				\$ 6,558,860.51
Fund 30 (Enterprise Fund)				\$ -
Fund 20 (SHSGP Grant Fund)				-
Total				<b>\$ 6,558,860.51</b>

D-3

Attachment 2

# California State Treasurer

## Fiona Ma, CPA



Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

January 11, 2021

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS  
AUTHORITY  
TREASURER  
4440 WEST BROADWAY  
HAWTHORNE, CA 90250

[Tran Type Definitions](#)

//

**Account Number:** 15-19-001

December 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
12/8/2020	12/7/2020	RW	1661286	1621413	VANESSA ALFARO	-300,000.00

### Account Summary

Total Deposit:	0.00	Beginning Balance:	5,499,217.88
Total Withdrawal:	-300,000.00	Ending Balance:	5,199,217.88

D-3

Attachment 3



# PMIA/LAIF Performance Report as of 02/04/21



## PMIA Average Monthly Effective Yields<sup>(1)</sup>

Jan	0.458
Dec	0.540
Nov	0.576

## Quarterly Performance Quarter Ended 12/31/20

LAIF Apportionment Rate <sup>(2)</sup> :	0.63
LAIF Earnings Ratio <sup>(2)</sup> :	0.00001719170547343
LAIF Fair Value Factor <sup>(1)</sup> :	1.002271318
PMIA Daily <sup>(1)</sup> :	0.49%
PMIA Quarter to Date <sup>(1)</sup> :	0.58%
PMIA Average Life <sup>(1)</sup> :	165

## Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 12/31/20 \$107.4 billion

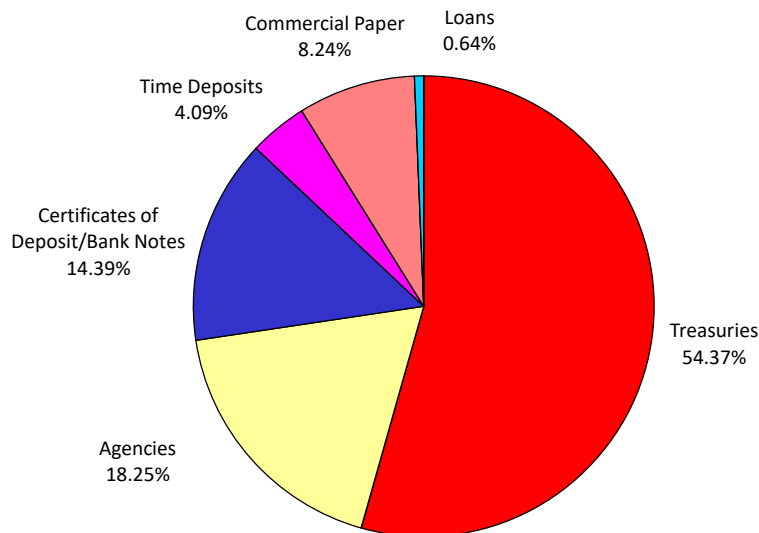


Chart does not include 0.01% of mortgages. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

*Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).*

Source:

<sup>(1)</sup> State of California, Office of the Treasurer

<sup>(2)</sup> State of California, Office of the Controller

D-4



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** February 16, 2021

**ITEM NUMBER:** D-4

**TO:** Executive Committee

**FROM:** Shannon Kauffman, Acting Executive Director

**SUBJECT:** APPROVAL OF A CHANGE PURCHASE ORDER TO SMART JANITORIAL IN THE AMOUNT OF \$7,560 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$67,560 FOR JANITORIAL SERVICES

**ATTACHMENTS:** None

### **RECOMMENDATION**

Staff recommends the Executive Committee to approve a change purchase order to Smart Janitorial in the amount of \$7,560 for a total not-to-exceed amount of \$67,560 for janitorial services.

### **DISCUSSION**

The Authority contracts with the cleaning company Smart Janitorial ("SMART") for regular cleaning activities, which occur once a day in the evening. In response to the COVID-19 public health emergency, the Authority has contracted for additional services to include disinfection with EPA-approved products on high touch surfaces and equipment in the communications center. This additional service takes place in the morning to reduce the chances of virus transmission between the day and night shifts. In order to fund the additional cleaning costs for the remainder of the fiscal year, a change purchase order in the amount of \$7,560 is recommended. Such change would bring the total not-to-exceed amount on the purchase order to \$67,560. A summary of purchase order authorizations for the current fiscal year is as follows:

Purchase Order Authorized by Executive Committee on 06/16/2020	\$45,000
Change Order Authorized by Acting Executive Director on 09/15/2020	\$15,000
Change Order Requested on 01/19/21	\$7,560
<b>Total Not-to-Exceed Amount</b>	<b>\$67,560</b>

### **FISCAL IMPACT**

None. Funding for these services is available in the amended Fiscal Year 2020-2021 budget.



F-1



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** February 16, 2021

**ITEM NUMBER:** F-1

**TO:** Executive Committee

**FROM:** Shannon Kauffman, Acting Executive Director  
Vanessa Alfaro, Finance & Performance Audit Manager

**SUBJECT:** FISCAL YEAR 2021-2022 PRELIMINARY BUDGET

**ATTACHMENTS:** 1. Fiscal Year 2021-2022 Preliminary Budget

### **RECOMMENDATION**

Staff recommends the Executive Committee provide direction on the preliminary budget for Fiscal Year 2021-2022.

### **DISCUSSION**

The Authority derives its revenue from five main sources:

1. Member City Assessments
2. Contract City Assessments
3. Technical Services Division Workload Support Charges
4. Reimbursements from Member and Contract Agencies and Other Revenues
5. Investment Earnings

### ***Member Cost Allocation Assessment***

Assessments for Member Cities are based on the Cost Allocation Policy adopted by the Board of Directors in September 2019 and as updated in Fiscal Year 2020-21, and includes a 7.97% discount for the City of Manhattan Beach and premiums for the City of Gardena and the City of Hawthorne of 3.33% and 3.50%, respectively. A summary of the Fiscal Year 2021-2022 assessments is as follows:

Member City	FY20-21 Assessment	FY21-22 Assessment	Increase (Decrease)
Gardena	\$2,083,118	\$2,141,335	\$58,217
Hawthorne	2,552,293	2,619,842	67,549
Manhattan Beach	1,387,975	1,461,578	73,603
<b>Totals</b>	<b>\$6,023,386</b>	<b>\$6,222,755</b>	<b>\$199,369</b>

The above Member City assessment amounts do not include Technical Services Division Workload Support charges. These amounts are described below in the section titled "Technical Services Division Workload Support Charges."

***Contract City Cost Allocation Assessment***

The assessment for the cities of El Segundo and Hermosa Beach are based on the Cost Allocation Policy with discounts for El Segundo to allow cost increases to be phased-in over the next four years. The assessment for Culver City is in accordance with the terms of their agreement through the expiration date of March 1, 2022, after which the Cost Allocation Policy is used through the remainder of the fiscal year. A summary of these assessments is as follows:

<b>Contract City</b>	<b>FY20-21 Assessment</b>	<b>FY21-22 Assessment</b>	<b>Increase (Decrease)</b>
Culver City	\$2,665,229	\$2,691,169	\$25,940
El Segundo	1,493,738	1,699,634	205,896
Hermosa Beach	742,528	758,305	15,777
<b>Totals</b>	<b>\$4,901,495</b>	<b>\$5,149,108</b>	<b>\$247,613</b>

The above Contract City assessment amounts do not include Technical Services Division Workload Support charges. These amounts are described below in the section titled "Technical Services Division Workload Support Charges."

***Technical Services Division Workload Support Charges***

In accordance with the Cost Allocation Policy adopted by the Board of Directors, an additional \$550,580 in costs related to vehicle upfitting services provided by the Technical Services Division will be billed back to the Member Cities and the cities of El Segundo and Hermosa Beach throughout the year. For Fiscal Year 2021-2022, Workload Support charges will be derived by each agency's corresponding percentage of labor hours associated with vehicle installation and repair work orders. Accounting of and billing for Workload Support will occur on a quarterly basis. Under the terms of the current agreement with Culver City, they are not charged for Workload Support through February 28, 2022.

***Revenue Summary***

Total revenues are estimated to increase by 4.69% to \$12,819,867 compared to the revenue projections in the amended budget for Fiscal Year 2020-2021.

***Expense Summary***

The preliminary expenditure budget is \$12,302,356, which represents an increase of \$215,761 or 1.79% in expenses compared to the amended budget for Fiscal Year 2020-2021.

REVENUE SUMMARY BY CATEGORY – ENTERPRISE FUND (FUND 10)						
	FY19-20 Actual	FY20-21 Adopted	FY20-21 Amended	FY21-22 Proposed	Inc (Dec) vs. Amended	% Inc (Dec)
<b>Assessments</b>						
Member Cities	\$7,454,179	\$6,558,300	\$6,023,386	\$6,222,755	\$199,369	3.31%
Contract Cities	4,935,679	5,291,029	4,901,495	5,149,108	247,613	5.05%
<b>Subtotal Assessments</b>	<b>\$12,389,858</b>	<b>\$11,849,329</b>	<b>\$10,924,881</b>	<b>\$11,371,863</b>	<b>\$446,982</b>	<b>4.09%</b>
Non-Assessment Revenue	\$1,074,837	\$1,299,929	\$1,321,169	\$1,448,004	126,835	9.60%
<b>Grand Total</b>	<b>\$13,464,695</b>	<b>\$13,149,258</b>	<b>\$12,246,050</b>	<b>\$12,819,867</b>	<b>\$573,817</b>	<b>4.69%</b>
<b>EXPENSE SUMMARY BY CATEGORY – ENTERPRISE FUND (FUND 10)</b>						
	FY19-20 Actual	FY20-21 Adopted	FY20-21 Amended	FY21-22 Proposed	Inc (Dec) vs. Amended	% Inc (Dec)
Operating Budget	\$11,977,196	\$12,688,443	\$11,834,095	\$12,102,356	\$268,261	2.27%
Capital Outlay	119,398	250,000	252,500	200,000	(\$52,500)	-20.79%
<b>Total</b>	<b>\$12,096,594</b>	<b>\$12,938,443</b>	<b>\$12,086,595</b>	<b>\$12,302,356</b>	<b>\$215,761</b>	<b>1.79%</b>
Salaries & Benefits	\$9,368,411	\$10,170,486	\$9,359,304	\$9,582,138	\$222,834	2.38%
Supplies/Svcs/Equip	2,608,785	2,517,957	2,474,791	2,520,218	\$45,427	1.84%
Capital Outlay	119,398	250,000	252,500	200,000	(\$52,500)	-20.79%
<b>Total</b>	<b>\$12,096,594</b>	<b>\$12,938,443</b>	<b>\$12,086,595</b>	<b>\$12,302,356</b>	<b>\$215,761</b>	<b>1.79%</b>
<b>Revenues Over (Under) Expenses</b>	<b>\$1,368,101</b>	<b>\$210,815</b>	<b>\$159,455</b>	<b>\$517,511</b>		

#### Changes from Prior Year

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

Parts-Billing (\$100,000): Increase due to steady rise in service requests over the last couple of years. This budget line item is fully reimbursable.

PERS Contribution-UAL (\$99,823): Increase relates to a rise in the Unfunded Actuarial Liability required payment for pension benefits.

Salaries/Full-Time (\$74,092): Includes contracted increases from MOUs and agreement with employees.

Medical Insurance (\$28,303): Includes contracted and estimated increases from MOUs and agreement with employees.

Verizon Wireless Reimbursable (\$25,000): Increase due to steady rise in service cost over the last couple of years. This budget line item is fully reimbursable.

General Liability Insurance (\$17,488): Relates to industry-wide increases due to current market conditions.

Education Incentive (\$12,600): Increase relates to anticipated increases in the exercise of this discretionary benefit.

Telephone - Gardena (\$12,000): Increase relates to rise in service provider costs.

Electricity - HQ (\$12,000): Increase relates to rise in service provider costs.

Workers' Compensation (\$9,149): Relates to industry-wide increases due to current market conditions.

#### Work Plans for Fiscal Year 2021-2022

Some of the notable work plans staff anticipates accomplishing in Fiscal Year 2021/2022 include:

1. Mark 43 Computer Aided Dispatch ("CAD") Project  
Execute a new CAD agreement between the Authority and Mark43. 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. 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.
4. Compliance with National Fire Protection Association ("NFPA") Standard 1221  
Continue to monitor dispatching procedures to ensure event processing time for emergency fire events is completed within sixty (60) seconds, ninety (90) percent of the time. Work with Mark43 to ensure the system will be able to produce reports in compliance with NFPA Standard 1221.
5. 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.
6. 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.

7. Regional Fire Dispatching

Continue to 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.

8. Records Retention Policy

Develop a Records Retention Schedule for the Authority per Government Code Section 60201.

9. Interoperability Network of the South Bay (INSB) Sixth Radio Site

Work with the INSB Governance Board to determine funding and final location in Manhattan Beach for the INSB Network sixth radio site.

Attachment #1 (Fiscal Year 2021-2022 Preliminary Budget) details staff's proposed use of budgeted funds along with descriptions of the Authority's programs, associated work plan objectives, and performance measure data.

This preliminary budget continues to fund the Authority's goal of providing an outstanding level of service to the communities it serves. Upon receipt of direction from the Executive Committee, the final recommended budget will be presented to the Board of Directors for consideration of adoption at the joint meeting of the Board of Directors, Executive Committee, and User Committee on March 16, 2021.

**FISCAL IMPACT**

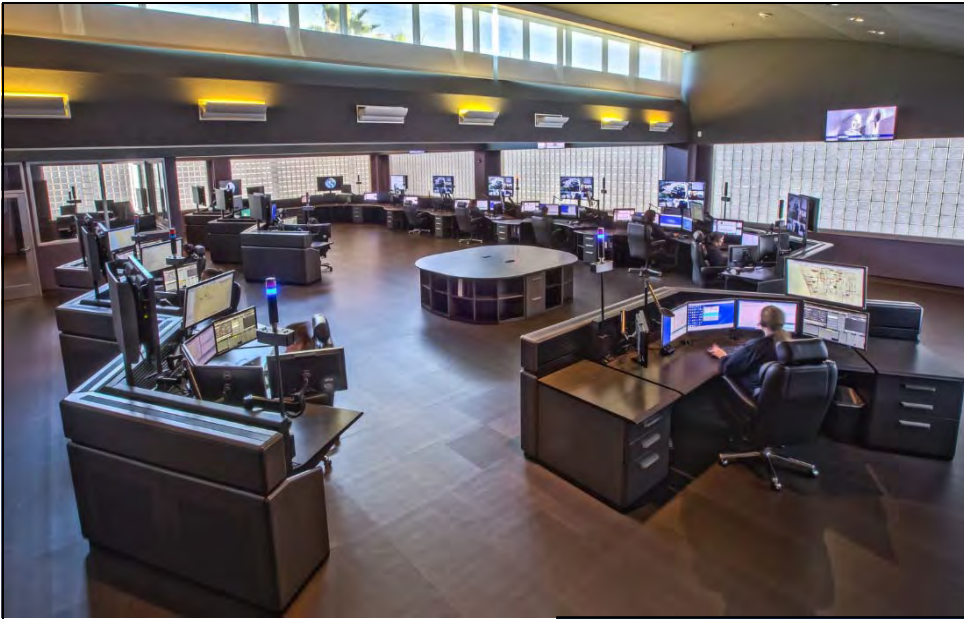
As proposed, revenues are anticipated to exceed expenditures by \$517,511 as indicated below:

<b>Estimated Cash Available (Fund 10) as of June 30, 2021</b>	<b>\$4,412,739</b>
FY 2021-22 Revenues	12,819,867
FY 2021-22 Expenditures	12,302,356
Revenues Over Expenditures	517,511
<b>Estimated Cash Available (Fund 10) as of June 30, 2022</b>	<b>\$4,930,250</b>

<b>Allocation of Estimated Cash Available</b>		
<b>Member</b>	<b>June 30, 2021</b>	<b>June 30, 2022</b>
City of Gardena	\$1,415,607	\$1,581,624
City of Hawthorne	1,988,822	2,222,064
City of Manhattan Beach	1,008,311	1,126,562
<b>Total</b>	<b>\$4,412,739</b>	<b>\$4,930,250</b>

F-1

Attachment 1



# South Bay Regional Public Communications Authority

Fiscal Year 2021-2022

Preliminary Budget





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## **AUTHORITY OFFICIALS**

### **Board of Directors**

**Rodney Tanaka**  
*Councilmember*  
City of Gardena

**Alex Monteiro**  
*Councilmember*  
City of Hawthorne

**Hildy Stern**  
*Councilmember*  
City of Manhattan Beach

### **Executive Committee**

**Clint Osorio**  
*City Manager*  
City of Gardena

**Erick B. Lee**  
*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

**Wolfgang Knabe**  
*Fire Chief*  
City of Manhattan Beach

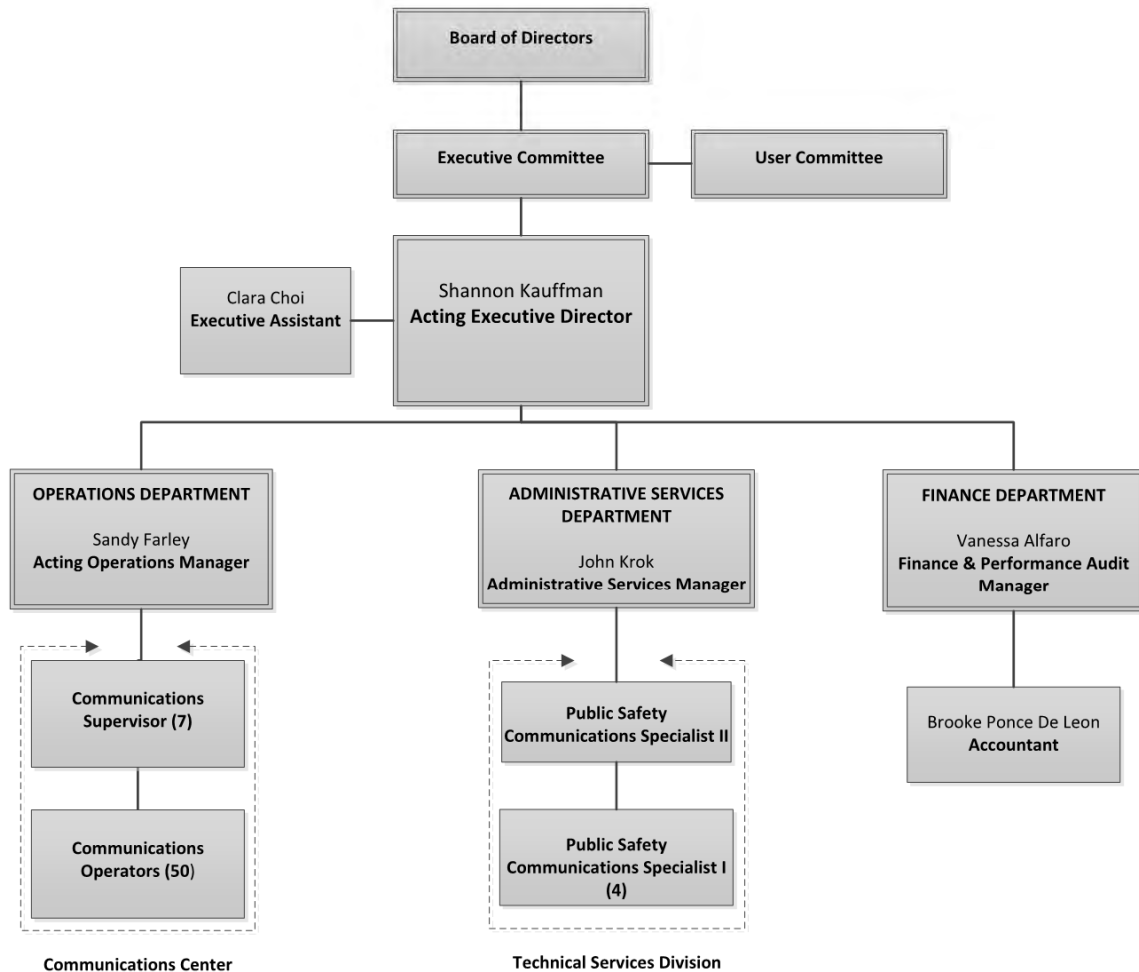
### **SBRPCA Staff**

Shannon Kauffman, *Acting Executive Director*  
Sandra Farley, *Acting 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 2021-2022



# 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

February 16, 2021

Members of the Executive Committee and the User Committee:

This past calendar year has been another eventful year for the Authority. I am pleased to report some of the agency's accomplishments in 2020 as follows:

- Received 354,815 calls
  - 911 Calls: 125,946
  - 7 Digit Calls: 228,869
- Reduced Call Processing Time for medical calls by an average of 9 seconds.
- Processed 110 applications and subsequently hired 6 new Communications Operators.
- Finalized the Second Amended Joint Powers Agreement, which was fully executed by all three member cities.
- Completed the Phase Two Feasibility Study for the City of Palos Verdes Estates.
- Adopted and implemented an amended Cost Allocation Policy reflecting a change in the methodology in calculating Workload Support Charges from number of work orders to a percentage of labor hours associated with those work orders beginning in FY2020-21.
- Technical Services Division completed 531 work orders of various equipment used in Police, Fire, and Public Works vehicles in CY2020.
- Established a COVID-19 Continuity of Operations Plan to keep employees safe and maintain critical services during the COVID-19 pandemic.
- Implemented a COVID-19 Prevention Program to provide employees a healthy and safe workplace as required under the California Occupational Safety and Health Act (Cal/OSHA) and associated regulations.

- In response to the COVID-19 pandemic, introduced team schedules in the Communications Center and revised time off and overtime procedures.
- Generated an agreement with El Camino College District Police Department to provide professional emergency vehicle build and repair services.
- Established an Agreement for Emergency Police Dispatch Services with the City of Hermosa Beach based on Cost Allocation Policy and Shared Police Dispatch Services with the City of Manhattan Beach.
- Entered into a Side Letter Agreement with the Communications Workers of America to extend the agreement for an additional six (6) months.
- Entered into a Side Letter Agreement with the Teamsters Public, Professional and Medical Employees Union Local 911 to extend the agreement for an additional six (6) months.

Having these accomplishments in mind, staff is ready to build on these successes and respectfully submits this Preliminary Budget for Fiscal Year 2021-2022. 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.

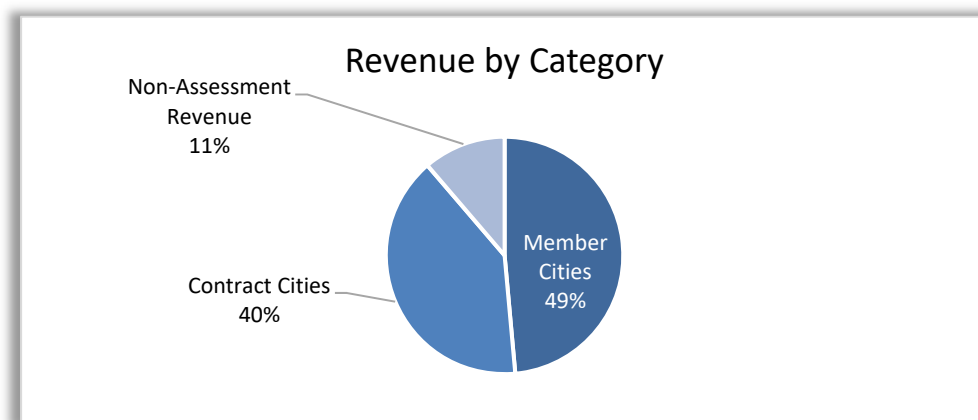
Assessments for Member Cities are based on the Cost Allocation Policy adopted by the Board of Directors in Fiscal Year 2019-20 and include a 7.97% discount for the City of Manhattan Beach and premiums for the City of Gardena and the City of Hawthorne of 3.33% and 3.50%, respectively.

The assessments for the cities of Hermosa Beach and El Segundo are based on the Cost Allocation Policy with discounts to allow cost increases to be phased-in over the next four years for the City of El Segundo. The assessment for Culver City is in accordance with the terms of their agreement through the expiration date of March 1, 2022, after which the Cost Allocation Policy is used through the remainder of the fiscal year.

Total revenues are estimated to increase by 4.69% to \$12,819,867. Assessment amounts do not include Technical Services Division Workload Support charges, which total \$550,580 for Fiscal Year 2021-2022. These charges will be billed to the cities of Gardena, Hawthorne, Manhattan Beach, El Segundo, and Hermosa Beach on a quarterly basis in accordance with the Cost

Allocation Policy and the Authority's agreements with the cities of El Segundo and Hermosa Beach. Under the terms of the current agreement with Culver City, it is not charged for Workload Support. However, Culver City's agreement expires on March 1, 2022, therefore their assessment is derived using the methods in the contract for the applicable period and shifts to the Cost Allocation Policy for the remaining of the fiscal year.

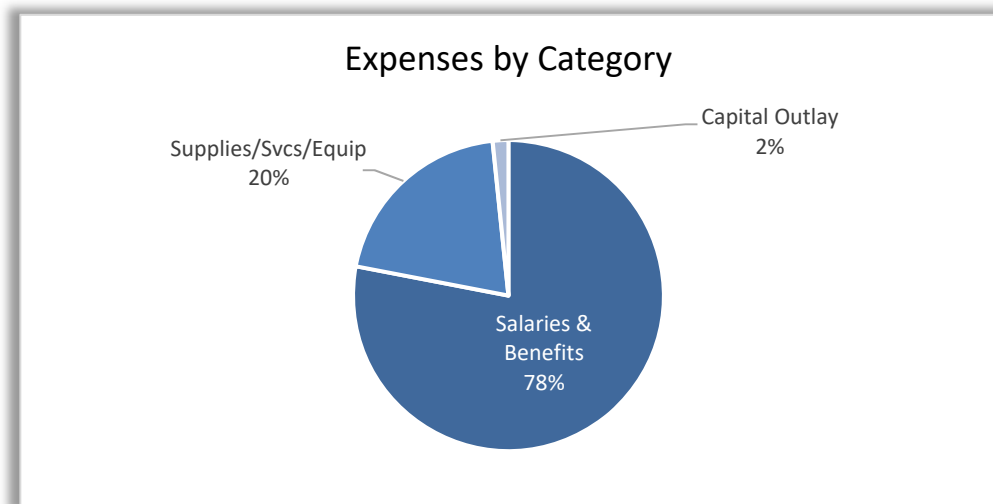
REVENUE SUMMARY BY CATEGORY – ENTERPRISE FUND (FUND 10)					
	FY 20-21 Adopted	FY20-21 Amended	FY 21-22 Proposed	\$ Inc (Dec)	% Inc (Dec)
<b>Assessments</b>					
Member Cities	\$6,558,300	\$6,023,386	\$6,222,755	\$199,369	3.31%
Contract Cities	5,291,029	4,901,495	5,149,108	247,613	5.05%
<b>Subtotal Assessments</b>	<b>\$11,849,329</b>	<b>\$10,924,881</b>	<b>\$11,371,863</b>	<b>\$446,982</b>	<b>4.09%</b>
Non-Assessment Revenue	\$1,299,929	\$1,321,169	\$1,448,004	\$126,835	9.60%
<b>Grand Total</b>	<b>\$13,149,258</b>	<b>\$12,246,050</b>	<b>\$12,819,867</b>	<b>\$573,817</b>	<b>4.69%</b>



The preliminary expenditure budget is \$12,302,356, which represents an increase of \$215,761 or 1.79% in expenses compared to the amended budget for Fiscal Year 2020-2021.

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

EXPENSE SUMMARY BY CATEGORY – ENTERPRISE FUND (FUND 10)					
	FY 20-21 Adopted	FY 20-21 Amended	FY 21-22 Proposed	Inc (Dec) vs. Amended	% Inc (Dec)
Operating Budget	\$12,688,443	\$11,834,095	\$12,102,356	\$268,261	2.27%
Capital Outlay	250,000	252,500	200,000	(52,500)	-20.79%
<b>Total</b>	<b>\$12,938,443</b>	<b>\$12,086,595</b>	<b>\$12,302,356</b>	<b>\$215,761</b>	<b>1.79%</b>
Salaries & Benefits	\$10,170,486	\$9,359,304	\$9,582,138	\$222,834	2.38%
Supplies/Svcs/Equip	2,517,957	2,474,791	2,520,218	45,427	1.84%
Capital Outlay	250,000	252,500	200,000	(52,500)	-20.79%
<b>Total</b>	<b>\$12,938,443</b>	<b>\$12,086,595</b>	<b>\$12,302,356</b>	<b>\$215,761</b>	<b>1.79%</b>



***Changes from the Prior Year:***

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

1. Parts-Billing (\$100,000): Increase due to steady rise in service requests over the last couple of years. This budget line item is fully reimbursable.
2. PERS Contribution-UAL (\$99,823): Increase relates to a rise in the Unfunded Actuarial Liability required payment for pension benefits.
3. Salaries/Full-Time (\$74,092): Includes contracted increases from MOUs and agreement with employees.



4. Medical Insurance (\$28,303): Includes contracted and estimated increases from MOUs and agreement with employees.
5. Verizon Wireless Reimbursable (\$25,000): Increase due to steady rise in service cost over the last couple of years. This budget line item is fully reimbursable.
6. General Liability Insurance (\$17,488): Increase relates to industry-wide increases due to current market conditions.
7. Education Incentive (\$12,600): Increase relates to anticipated increases in the exercise of this discretionary benefit.
8. Telephone - Gardena (\$12,000): Increase relates to rise in service provider costs.
9. Electricity - HQ (\$12,000): Increase relates to rise in service provider costs.
10. Workers' Compensation (\$9,149): Increase relates to industry-wide increases due to current market conditions.

Summary of Expenditure Increases				
Line Item	FY 20-21 Amended	FY 21-22 Proposed	Inc (Dec)	%
Parts - Billing	600,000	700,000	100,000	16.67%
PERS Contribution-UAL	494,138	593,961	99,823	20.20%
Salaries (Full-Time)	6,291,684	6,365,776	74,092	1.18%
Medical Insurance	730,654	758,957	28,303	3.87%
Verizon Wireless Reimbursable	25,000	50,000	25,000	100.00%
General Liability Insurance	198,512	216,000	17,488	8.81%
Education Incentive	104,300	116,900	12,600	12.08%
Telephone - Gardena	3,000	15,000	12,000	400.00%
Electricity - HQ	98,000	110,000	12,000	12.24%
Workers' Compensation	91,488	100,637	9,149	10.00%

#### ***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 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 2021-2022 including the UAL contribution are 25.64% for Tier 1 employees, 9.60% for Tier 2 employees and 8.04% for PEPRA employees. For comparison, the Fiscal Year 2020-2021 rates were 23.765% for Tier 1 employees, 9.724% for Tier 2 employees and 8.162% for PEPRA employees. All employees pay at least one half of the employee contribution previously paid by the Authority. The total increase in retirement costs for Fiscal Year 2021-2022 is \$87,244.

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 preliminary budget for Fiscal Year 2021-2022 are \$222,834.

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

***Capital Outlay for Fiscal Year 2021-2022:***

The capital outlay project request is for \$200,000 for communications and technology infrastructure replacement purchases.

***Members' Assessments for Fiscal Year 2021-2022:*** 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 as updated in Fiscal Year 2020-21, and applies discounts and premiums outlined in the Authority's ByLaws through Fiscal Year 2022-23.

***Assessments for Contract Cities:***

Culver City's assessment is \$2,691,169, an increase of \$25,940. The assessment reflects the 1.5% Consumer Price Index (CPIU) adjustment as stated in their agreement for the period July 1, 2021 through February 28, 2022; the current agreement expires on March 1, 2022. From March 1, 2022 through June 30, 2022, the assessment is calculated using the Cost Allocation Policy.

El Segundo's assessment is \$1,699,634, an increase of \$205,896. A new agreement was finalized in January 2020 which transitioned 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 \$188,341 for the FY21-22 assessment. The current agreement expires on June 30, 2030.

Hermosa Beach's assessment is \$758,305, an increase of \$15,777. A new agreement was finalized in Fall 2020 effective July 1, 2020, which transitioned Hermosa Beach to the Cost Allocation Policy and combined police dispatching services with the City of Manhattan Beach. The current agreement expires on June 30, 2030.

***Technical Services Division Workload Support Charges***

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

<b>Function</b>	<b>Allocation of Technical Services Division Costs</b>	<b>Fiscal Year 2021-2022 Cost Allocation</b>
Dedicated Support	50%	\$550,580
Workload Support	50%	\$550,580
<b>Total</b>	<b>100%</b>	<b>\$1,101,161</b>

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.

Effective Fiscal Year 2020-2021, Workload Support charges are derived by each agency's corresponding percentage of labor hours associated with 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, Hermosa Beach, and El Segundo in accordance with the Cost Allocation Policy and the Authority's agreement with the cities of Hermosa Beach and El Segundo. Under the terms of the current agreement with Culver City, they are not charged for Workload Support through their contract period, which expires March 1, 2022.

### ***Operations Department***

As part of the annual budget development process, staff has reviewed the current staffing allocation plan that allocates Communications Operator staffing between the Operations Department's three functional areas of Call-Taking, Police Dispatch and Fire Dispatch and recommends no modification to the existing allocation plan illustrated below:

<b>Function</b>	<b>Position Allocations</b>	<b>Allocation of Operations Department Costs</b>
Call-Taking	3.5	35%
Police Dispatch	5.0	50%
Fire Dispatch	1.5	15%
<b>Total</b>	<b>10.00</b>	<b>100%</b>

### ***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, GST software maintenance, and other reimbursable services.

### ***Work Plan Objectives for Fiscal Year 2021-2022:***

Staff believes the preliminary 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  
Execute a new CAD agreement between the Authority and Mark43. 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. 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.
4. Compliance with National Fire Protection Association ("NFPA") Standard 1221

Continue to monitor dispatching procedures to ensure event processing time for emergency fire events is completed within sixty (60) seconds, ninety (90) percent of the time. Work with Mark43 to ensure the system will be able to produce reports in compliance with NFPA Standard 1221.

5. 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.

6. 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.

7. Regional Fire Dispatching

Continue to 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.

8. Records Retention Policy

Develop a Records Retention Schedule for the Authority per Government Code Section 60201.

9. Interoperability Network of the South Bay (INSB) Sixth Radio Site

Work with the INSB Governance Board to determine funding and final location in Manhattan Beach for the INSB Network sixth radio site.

***Fund Balance/Reserves:***

In accordance with the Executive Committee's Budget Policy, as established by Resolution No. 321, the preliminary Fiscal Year 2021-2022 budget includes a 10% Operational and Capital Reserve of \$1,230,236.


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, which will be transferred upon the establishment of the Section 115 trust that was adopted by the Board of Directors in September 2020.

The available Enterprise Fund cash balance is projected to be \$2,932,503 by June 30, 2021, 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,

A handwritten signature in black ink, appearing to read 'Shannon Kauffman', with a stylized, cursive script.

Shannon Kauffman, Acting 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 335,000 police and fire incidents in the Southern California region of Los Angeles County commonly referred to as the "South Bay."

The Authority is budgeted for 68 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 a three-year period. 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 2021-2022, Manhattan Beach receives a 7.97% discount on its assessment. Gardena and Hawthorne pay premiums of 3.33% and 3.50% 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 2021-2022 at \$1,699,634.

The Authority entered into a new agreement for dispatching services with the City of Hermosa Beach, effective July 1, 2020. Under the new agreement, the City has combined police dispatching services with the City of Manhattan Beach and agreed to be subject to the Cost Allocation Policy.

The agreement with the city of Culver City was developed prior to the Board's adoption of the new Cost Allocation Policy. This agreement expires March 1, 2022, therefore, the City's assessment for Fiscal Year 2021-2022 is calculated per the terms of the agreement through February 28, 2022 and per the Cost Allocation Policy from March 1, 2022 through June 30, 2022.

***Other Revenues:***

These include interest income from the Authority's investment with the State's Local Agency Investment Fund (LAIF); and reimbursements from participating agencies for wireless services, GST software maintenance, and other reimbursable services.

***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; a Finance & Performance Audit Manager; an Accountant; and an Executive Assistant.

Operations – Seven (7) Communications Supervisors and fifty (50) 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 18-19 Budget	FY 19-20 Budget	FY 20-21 Adopted	FY 20-21 Amended	FY 21-22 Proposed
<b>Administration Department</b>					
Executive Director	1	1	1	1	1
Operations Manager	1	1	1	1	1
Administration Manager <sup>1</sup>	1	0	0	0	0
Finance & Performance Audit Manager <sup>2</sup>	1	1	1	1	1
Information Technology Manager <sup>1</sup>	1	0	0	0	0
Executive Assistant <sup>3</sup>	1	1	1	1	1
Administrative Services Manager <sup>4</sup>	1	1	1	1	1
Accountant	0	1	1	1	1
<b>Subtotal</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Operations Department</b>					
Communications Supervisor <sup>5</sup>	7	7	8	7	7
Communications Operator <sup>6,7</sup>	51	54	55	50	50
<b>Subtotal</b>	<b>58</b>	<b>61</b>	<b>63</b>	<b>57</b>	<b>57</b>
<b>Technical Services Division</b>					
Lead Communications Technician	1	0	0	0	0
Communications Technician <sup>1</sup>	0	0	0	0	0
Public Safety Communications Specialist II	1	1	1	1	1
Public Safety Communications Specialist I	5	4	4	4	4
<b>Subtotal</b>	<b>7</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Grand Total</b>	<b>72</b>	<b>72</b>	<b>74</b>	<b>68</b>	<b>68</b>

### 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 in FY21 to provide adequate support in special assignments; eliminated in FY21 amendment to budget.
6. One (1) additional position proposed in FY21 to provide adequate support in Communications Center; eliminated in FY21 amendment to budget.
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. Four (4) positions eliminated in FY21 due to combined police dispatching between Hermosa Beach and Manhattan Beach.

## FINANCIAL SUMMARIES



## Cash Balance Estimates

Fund 10 - Enterprise Fund	
<b>Beginning Balance</b>	
<b>Cash Available as of June 30, 2020</b>	<b>\$ 5,598,734</b>
Operating and Capital Reserve	(1,208,659)
OPEB Reserve	(250,000)
<b>Available Cash</b>	<b>\$ 4,140,075</b>
Gardena - 32.08%	1,328,136
Hawthorne - 45.07%	1,865,932
Manhattan Beach - 22.85%	946,007
<b>Fiscal Year 2020-21 Estimated Revenues &amp; Expenditures</b>	
Revenues	10,900,600
Plus FY19-20 Surplus Applied to FY21 Assessments	1,345,450
Expenditures	12,086,595
<b>Revenues Over (Under) Expenditures<sup>1</sup></b>	<b>\$ 159,455</b>
<b>Estimated Balance - End of FY2020-21</b>	
FY19-20 Surplus Applied to FY21 Assessments	(1,345,450)
Estimated Cash Available on June 30, 2021	4,412,739
Operating and Capital Reserve (10% of Budget)	(1,230,236)
OPEB Reserve	(250,000)
<b>Estimated Available Cash After Reserve Allocations</b>	<b>\$ 2,932,503</b>
Gardena - 32.08%	940,747
Hawthorne - 45.07%	1,321,679
Manhattan Beach - 22.85%	670,077
<b>Fiscal Year 2021-22 Budget Resources</b>	
<b>Assessments</b>	
Gardena	2,141,335
Hawthorne	2,619,842
Manhattan Beach	1,461,578
<b>Member City Subtotal</b>	<b>6,222,755</b>
Culver City	2,691,169
El Segundo	1,699,634
Hermosa Beach	758,305
<b>Contract City Subtotal</b>	<b>5,149,108</b>
Non-Assessment Revenues	1,448,004
<b>Total Budget Resources</b>	<b>12,819,867</b>
<b>Fiscal Year 2021-22 Budget Expenses</b>	
Operating	12,102,356
Capital	200,000
<b>Total Budget Expenses</b>	<b>12,302,356</b>
<b>Revenues Over (Under) Expenditures</b>	<b>\$ 517,511</b>
<b>Estimated Balance - End of FY2021-22</b>	
Estimated Cash Available on June 30, 2022	4,930,250
Operating and Capital Reserve	(1,286,422)
OPEB Reserve	(250,000)
<b>Estimated Available Cash After Reserve Allocations</b>	<b>\$ 3,393,828</b>
Gardena - 32.08%	1,088,740
Hawthorne - 45.07%	1,529,598
Manhattan Beach - 22.85%	775,490

1. In September 2020, the Board of Directors approved the use of FY19-20 surplus funds to offset FY20-21 assessments. FY20-21 revenues and expenses are projected to be \$10,900,600 and \$12,086,595, respectively, which is -\$1,185,995 that will be covered by \$1,345,450 in fund balance.

## Assessments & Methodologies

Assessments	FY20-21 Assessment	FY21-22 Base	2020 CPIU	3 Year Member Increases	Total % Increase	FY21-22 Bylaws Adjustments	Contract Adjustments	Other Adjustments	FY21-22 Assessment	Increase (Decrease) Amount
<b>Member Cities</b>										
Gardena	\$ 2,083,118	\$ 2,072,326				\$ 69,008			\$ 2,141,335	58,217
Hawthorne	2,552,293	2,531,249				88,594			2,619,842	67,549
Manhattan Beach	1,387,975	1,588,154				(126,576)			1,461,578	73,603
<b>Subtotal</b>	<b>6,023,386</b>	<b>6,191,729</b>					-		<b>6,222,755</b>	<b>199,369</b>
<b>Contract Cities</b>										
Culver City	\$ 2,665,229	\$ 2,665,229	1.50%	-	1.50%		-	(14,038)	\$ 2,691,169	\$ 25,940
El Segundo	1,493,738	1,887,975	N/A	N/A	N/A		(188,341)		1,699,634	205,896
Hermosa Beach	742,528	758,305	N/A	N/A	N/A		-		758,305	15,777
<b>Subtotal</b>	<b>\$ 4,901,495</b>	<b>5,311,509</b>					<b>\$ (188,341)</b>		<b>\$ 5,149,108</b>	<b>\$ 247,613</b>
<b>Total Assessments</b>	<b>\$ 10,924,881</b>								<b>\$ 11,371,863</b>	<b>\$ 446,982</b>

METHODOLOGIES	
<b>Member Cities</b>	<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 Services Division Workload Support Charges. In accordance with the Bylaws, Workload Support charges will be derived by each agency's corresponding percentage of labor hours associated with vehicle installation and repair work orders. Accounting of and billing for Workload Support will occur on a quarterly basis.</p>
<b>Contract Cities</b>	
Culver City	<p>Percentage increase is based upon the prior average 3 year assessment increases for member cities plus prior year CPIU with no cap. Agreement expires 03/01/2022. FY2021/22 assessment is based on current agreement from 07/01/2021 through 02/28/2022 and on Cost Allocation Policy from 3/01/2022 through 06/30/2022.</p> <p>Pro-rated portion of assessment based on Cost Allocation Policy does not include Technical Services Division Workload Support Charges. Workload Support charges will be derived by each agency's corresponding percentage of labor hours associated with vehicle installation and repair work orders. Accounting of and billing for Workload Support will occur on a quarterly basis.</p>
El Segundo	<p>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.</p> <p>Assessment does not include Technical Services Division Workload Support Charges. Workload Support charges will be derived by each agency's corresponding percentage of labor hours associated with vehicle installation and repair work orders. Accounting of and billing for Workload Support will occur on a quarterly basis.</p>
Hermosa Beach	<p>Starting FY20-21, assessment based on Authority's Cost Allocation Policy and shared dispatching services with the City of Manhattan Beach. Agreement expires 06/30/2030.</p> <p>Assessment does not include Technical Services Division Workload Support Charges. Workload Support charges will be derived by each agency's corresponding percentage of labor hours associated with vehicle installation and repair work orders. Accounting of and billing for Workload Support will occur on a quarterly basis.</p>



## Assessments & Methodologies - Supplemental Information

### Unadjusted Assessment Calculations per Cost Allocation Policy - FOR INFORMATION ONLY

Assessments	Gardena	Hawthorne	Manhattan Beach	Culver City <sup>1</sup>	El Segundo	Hermosa Beach	TOTAL
<b>OPERATIONS</b>							
Call-Taking Emergency Calls	\$ 570,123	\$ 853,631	\$ 175,209	\$ 392,076	\$ 200,129	\$ 105,792	\$ 2,296,962
Call-Taking Non-Emergency Support	276,440	311,537	235,002	475,883	125,570	106,876	1,531,308
Police - Dedicated Dispatch Support	767,419	767,419	383,710	767,419	767,419	383,710	3,837,095
Police - Calls for Service Readiness Support	371,461	494,207	191,161	268,168	194,640	124,832	1,644,469
Fire - Dedicated Dispatch Support	-	-	382,827	382,827	382,827	-	1,148,481
Fire - Calls for Service Readiness Support	-	-	120,672	243,955	127,578	-	492,206
<b>TECHNICAL SERVICES</b>							
Technical Support - Dedicated Support	86,882	104,454	99,573	132,764	89,811	37,096	550,580
<b>Total Calculated</b>	<b>\$ 2,072,326</b>	<b>\$ 2,531,249</b>	<b>\$ 1,588,154</b>	<b>\$ 2,663,093</b>	<b>\$ 1,887,975</b>	<b>\$ 758,305</b>	<b>\$ 11,501,102</b>

**Notes:**

1. For illustrative purposes only. See Assessments & Methodologies for actual FY21-22 assessment calculation.

### Cost Allocation Data

City	3 Year Average			
	911 Calls	Non-Emergency Calls	Police Calls for Service	Fire Calls for Service
Gardena	27,522	41,848	70,899	-
Hawthorne	41,208	47,161	94,327	-
Manhattan Beach	8,458	35,575	36,486	3,652
Culver City	18,927	72,040	51,184	7,383
El Segundo	9,661	19,009	37,150	3,861
Hermosa Beach	5,107	16,179	23,826	-
<b>3 Year Average</b>	<b>110,883</b>	<b>231,812</b>	<b>313,872</b>	<b>14,896</b>

City	Vehicle Inventories		
	Police	Fire	Total
Gardena	89	-	89
Hawthorne	107	-	107
Manhattan Beach	89	13	102
Culver City	108	28	136
El Segundo	73	19	92
Hermosa Beach	38	-	38
<b>Total</b>	<b>504</b>	<b>60</b>	<b>564</b>

## Revenues by Account

Account Number & Title	FY18-19 Actual	FY19-20 Actual	FY20-21 Adopted	FY20-21 Amended	FY21-22 Proposed	vs Amended Inc (Dec) \$	Amended Inc (Dec) %
<b>Enterprise Fund (Fund 10)</b>							
10-50-111-4110 Gardena	\$ 2,391,301	\$ 2,391,301	\$ 2,174,993	\$ 2,083,118	\$ 2,141,335	\$ 58,217	2.79%
10-50-111-4120 Hawthorne	3,359,598	3,359,598	2,664,597	2,552,293	2,619,842	67,549	2.65%
10-50-111-4130 Manhattan Beach	1,703,280	1,703,280	1,718,710	1,387,975	1,461,578	73,603	5.30%
<b>Member City Subtotal</b>	<b>7,454,179</b>	<b>7,454,179</b>	<b>6,558,300</b>	<b>6,023,386</b>	<b>6,222,755</b>	<b>199,369</b>	<b>3.31%</b>
10-50-111-4140 Hermosa Beach	828,439	975,208	1,132,062	742,528	758,305	15,777	2.12%
10-50-111-4145 El Segundo	1,330,766	1,372,870	1,493,738	1,493,738	1,699,634	205,896	13.78%
10-50-111-4146 Culver City	2,507,365	2,587,601	2,665,229	2,665,229	2,691,169	25,940	0.97%
<b>Contract City Subtotal</b>	<b>4,666,570</b>	<b>4,935,679</b>	<b>5,291,029</b>	<b>4,901,495</b>	<b>5,149,108</b>	<b>247,613</b>	<b>5.05%</b>
<b>Subtotal Assessments</b>	<b>\$ 12,120,749</b>	<b>\$ 12,389,858</b>	<b>\$ 11,849,329</b>	<b>\$ 10,924,881</b>	<b>\$ 11,371,863</b>	<b>\$ 446,982</b>	<b>4.09%</b>
10-50-111-4150 El Camino Community College	653	653	790	790	790	-	0.00%
10-50-111-4151 Annual Maint-MDC - Director	-	-	-	-	-	-	0.00%
10-50-111-4152 Medical Director/Hermosa Beach	-	-	-	-	-	-	0.00%
10-50-111-4153 Medical Director/Manhattan Beach	27,500	30,250	30,500	30,500	30,500	-	0.00%
10-50-111-4154 Medical Director/El Segundo	27,500	27,708	30,500	30,500	-	(30,500)	-100.00%
10-50-111-4210 Investment Earnings (LAIF)	96,218	85,856	50,000	50,000	50,000	-	0.00%
10-50-111-4220 POST Reimbursements	120	3,495	1,400	1,400	6,450	5,050	360.71%
10-50-111-4255 Unrealized Gain/Loss on Investments	-	16,746	-	-	-	-	0.00%
10-50-111-4410 Vending Machine Revenue	-	-	-	-	-	-	0.00%
10-50-111-4430 Other Miscellaneous Revenue	4,853,937	68,955	2,500	2,500	2,500	-	0.00%
10-50-111-4240 911 Reimbursements	-	3,000	8,000	8,000	8,000	-	0.00%
10-50-111-4241 Redondo Beach Maintenance Agreement	-	-	13,000	13,000	13,000	-	0.00%
<b>Subtotal Administration - Other</b>	<b>\$ 5,005,929</b>	<b>\$ 236,663</b>	<b>\$ 136,690</b>	<b>\$ 136,690</b>	<b>\$ 111,240</b>	<b>\$ (25,450)</b>	<b>-18.62%</b>
10-60-211-4215 DUI Reimbursement-Overtime	879	544	2,000	2,000	2,000	-	0.00%
10-60-211-4435 Reimbursements Sprint Wireless	69,887	53,602	70,000	70,000	70,000	-	0.00%
10-60-211-4440 Reimbursements/Verizon Wireless	23,748	42,805	25,000	25,000	50,000	25,000	100.00%
10-60-211-4460 Pink Patch Project	356	250	-	-	-	-	0.00%
<b>Subtotal Operations</b>	<b>\$ 94,871</b>	<b>\$ 97,201</b>	<b>\$ 97,000</b>	<b>\$ 97,000</b>	<b>\$ 122,000</b>	<b>\$ 25,000</b>	<b>25.77%</b>
10-70-311-4310 Labor-Installation-Member	3,126	125	320,991	309,477	290,910	(18,567)	-6.00%
10-70-311-4320 Labor-Installation-NonMember	-	436	92,556	125,310	171,162	45,852	36.59%
10-70-311-4360 Reimbursements for Billable Parts	479,845	687,720	600,000	600,000	700,000	100,000	16.67%
10-70-311-4370 Reimbursements for GST Software	45,592	52,692	52,692	52,692	52,692	-	0.00%
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	-	-	-	-	-	-	0.00%
<b>Subtotal Technical Services</b>	<b>\$ 528,563</b>	<b>\$ 740,973</b>	<b>\$ 1,066,239</b>	<b>\$ 1,087,479</b>	<b>\$ 1,214,764</b>	<b>\$ 127,285</b>	<b>11.70%</b>
<b>Subtotal Non-Assessment Revenues</b>	<b>\$ 5,629,362</b>	<b>\$ 1,074,837</b>	<b>\$ 1,299,929</b>	<b>\$ 1,321,169</b>	<b>\$ 1,448,004</b>	<b>\$ 126,835</b>	<b>9.60%</b>
<b>Total Enterprise Fund (Fund 10) Revenues</b>	<b>\$ 17,750,111</b>	<b>\$ 13,464,695</b>	<b>\$ 13,149,258</b>	<b>\$ 12,246,050</b>	<b>\$ 12,819,867</b>	<b>\$ 573,817</b>	<b>4.69%</b>
<b>Grant Fund (Fund 20)</b>							
20-80-433-4270 Grant Reimb/P25 Comm Repeater	1,494,144	-	-	-	-	-	-
<b>Total Grant Fund (Fund 20) Revenues</b>	<b>\$ 1,494,144</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Grand Total All Funds</b>	<b>\$ 19,244,256</b>	<b>\$ 13,464,695</b>	<b>\$ 13,149,258</b>	<b>\$ 12,246,050</b>	<b>\$ 12,819,867</b>	<b>\$ 573,817</b>	<b>4.69%</b>

## Expenses by Department - Enterprise Fund (10)

Department/Description	FY18-19 Actual	FY19-20 Actual	FY20-21 Adopted	FY20-21 Amended	FY21-22 Proposed	vs Amended Inc (Dec) \$	vs Amended Inc (Dec) %
<b>Administration</b>							
Salaries & Benefits	\$ 936,648	\$ 1,133,162	\$ 1,278,828	\$ 1,169,105	\$ 1,274,756	\$ 105,651	9.04%
Supplies/Services/Equip	1,249,035	1,061,824	1,068,710	1,028,014	983,917	(44,097)	-4.29%
<b>Subtotal Administration</b>	<b>\$ 2,185,684</b>	<b>\$ 2,194,986</b>	<b>\$ 2,347,538</b>	<b>\$ 2,197,119</b>	<b>\$ 2,258,673</b>	<b>\$ 61,554</b>	<b>2.80%</b>
<b>Operations</b>							
Salaries & Benefits	\$ 7,180,642	\$ 7,513,253	\$ 8,121,218	\$ 7,447,274	\$ 7,544,742	\$ 97,468	1.31%
Supplies/Services/Equip	199,090	216,130	271,205	268,735	288,259	19,524	7.27%
<b>Subtotal Operations</b>	<b>\$ 7,379,731</b>	<b>\$ 7,729,383</b>	<b>\$ 8,392,423</b>	<b>\$ 7,716,009</b>	<b>\$ 7,833,001</b>	<b>\$ 116,992</b>	<b>1.52%</b>
<b>Technical Services</b>							
Salaries & Benefits	\$ 667,568	\$ 721,996	\$ 770,440	\$ 742,925	\$ 762,640	\$ 19,715	2.65%
Supplies/Services/Equip	8,080,061	1,330,831	1,178,042	1,178,042	1,248,042	70,000	5.94%
<b>Subtotal Technical Services</b>	<b>\$ 8,747,630</b>	<b>\$ 2,052,827</b>	<b>\$ 1,948,482</b>	<b>\$ 1,920,967</b>	<b>\$ 2,010,682</b>	<b>\$ 89,715</b>	<b>4.67%</b>
<b>Total Operating Expenses</b>	<b>\$ 18,313,045</b>	<b>\$ 11,977,196</b>	<b>\$ 12,688,443</b>	<b>\$ 11,834,095</b>	<b>\$ 12,102,356</b>	<b>\$ 268,261</b>	<b>2.27%</b>
<b>Total Capital Outlay</b>	<b>\$ 5,867</b>	<b>\$ 119,398</b>	<b>\$ 250,000</b>	<b>\$ 252,500</b>	<b>\$ 200,000</b>	<b>\$ (52,500)</b>	<b>-20.79%</b>
<b>Grand Total</b>	<b>\$ 18,318,911</b>	<b>\$ 12,096,594</b>	<b>\$ 12,938,443</b>	<b>\$ 12,086,595</b>	<b>\$ 12,302,356</b>	<b>\$ 215,761</b>	<b>1.79%</b>
<b>Department Summary</b>							
Administration	\$ 2,185,684	\$ 2,194,986	\$ 2,347,538	\$ 2,197,119	\$ 2,258,673	\$ 61,554	2.80%
Operations	7,379,731	7,729,383	8,392,423	7,716,009	7,833,001	116,992	1.52%
Technical Services	8,747,630	2,052,827	1,948,482	1,920,967	2,010,682	89,715	4.67%
Capital Outlay	5,867	119,398	250,000	252,500	200,000	(52,500)	-20.79%
<b>Grand Total</b>	<b>\$ 18,318,911</b>	<b>\$ 12,096,594</b>	<b>\$ 12,938,443</b>	<b>\$ 12,086,595</b>	<b>\$ 12,302,356</b>	<b>\$ 215,761</b>	<b>1.79%</b>
<b>Major Category Summary</b>							
Salaries & Benefits	\$ 8,784,858	\$ 9,368,411	\$ 10,170,486	\$ 9,359,304	\$ 9,582,138	\$ 222,834	2.38%
Supplies/Services/Equip	9,528,186	2,608,785	2,517,957	2,474,791	2,520,218	45,427	1.84%
Capital Outlay	5,867	119,398	250,000	252,500	200,000	(52,500)	-20.79%
<b>Grand Total</b>	<b>\$ 18,318,911</b>	<b>\$ 12,096,594</b>	<b>\$ 12,938,443</b>	<b>\$ 12,086,595</b>	<b>\$ 12,302,356</b>	<b>\$ 215,761</b>	<b>1.79%</b>

## Expenses by Account

ACCT	DESCRIPTION	FY18-19 Actual	FY19-20 Actual	FY20-21 Adopted	FY20-21 Amended	FY21-22 Proposed	vs Amended Inc (Dec) \$	vs Amended Inc (Dec) %
5101	Salaries (Full-Time)	\$ 5,277,108	\$ 5,660,114	\$ 6,871,132	\$ 6,291,684	\$ 6,365,776	\$ 74,092	1.18%
5102	Salaries (Part-Time)	110,963	112,833	40,000	-	-	-	-
5103	Overtime	981,489	930,141	202,389	202,389	202,389	-	0.00%
5104	Acting Pay	3,005	13,855	10,000	13,682	11,243	(2,439)	-17.83%
5105	Bilingual Pay	7,900	6,629	8,400	8,400	8,400	-	0.00%
5107	Merit Pay	81,056	73,995	4,350	4,350	4,350	-	0.00%
5108	Sick Leave Payoff	127,283	124,376	157,451	157,451	159,401	1,950	1.24%
5109	Vacation Leave Payoff	95,787	130,176	93,472	93,472	101,628	8,156	8.73%
5110	Training Pay	11,963	14,285	15,000	15,000	15,000	-	0.00%
5112	Other Pay	-	6,300	34,680	29,790	17,200	(12,590)	-42.26%
5114	Holiday Payoff	146,240	132,890	75,000	75,000	75,000	-	0.00%
5115	Education Incentive	99,224	104,682	104,300	104,300	116,900	12,600	12.08%
5116	Overtime-Ridealongs	-	-	-	-	-	-	0.00%
5201	Medical Insurance	530,107	587,380	809,989	730,654	758,957	28,303	3.87%
5202	Dental Insurance	41,880	39,848	46,807	46,198	52,673	6,475	14.02%
5203	Vision Care	19,318	15,034	21,795	19,833	19,124	(709)	-3.57%
5204	Life Insurance	7,713	7,021	9,768	8,943	8,976	33	0.37%
5205	Medicare	101,659	105,694	110,819	102,399	102,344	(55)	-0.05%
5206	Unemployment Insurance	11,463	22,401	5,000	5,000	10,000	5,000	100.00%
5207	Workers' Compensation	75,637	101,068	132,500	91,488	100,637	9,149	10.00%
5208	PERS Contribution	940,422	662,510	810,996	757,258	744,679	(12,579)	-1.66%
5209	Retirees' Medical Insurance	85,466	62,145	76,000	76,000	76,000	-	0.00%
5211	Social Security	126	-	-	-	-	-	0.00%
5212	Deferred Comp Matching	29,048	33,908	36,500	31,875	37,500	5,625	17.65%
5219	PERS Contribution-UAL	-	421,122	494,138	494,138	593,961	99,823	0.20
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 8,784,858</b>	<b>\$ 9,368,411</b>	<b>\$ 10,170,486</b>	<b>\$ 9,359,304</b>	<b>\$ 9,582,138</b>	<b>\$ 222,834</b>	<b>2.38%</b>
5300	Maintenance & Operations	160	-	-	-	-	-	0.00%
5301	Communications Contract Svcs	23,314	35,580	54,000	48,000	48,000	-	0.00%
5302	IT Computer Contract Services	400,360	200,000	200,000	200,000	200,000	-	0.00%
5304	Accountant/Auditing Services	28,800	20,850	33,000	46,000	33,000	(13,000)	-28.26%
5305	Legal Services	61,875	170,978	95,000	75,000	75,000	-	0.00%
5306	Recruitment Costs	76,911	69,086	68,530	34,000	46,750	12,750	37.50%
5307	Software Maintenance Services	103,554	49,996	77,537	61,037	64,652	3,615	5.92%
5308	Banking Services (Fees)	5,468	5,336	6,000	6,000	6,000	-	0.00%
5309	Website Maintenance Service	1,740	2,075	7,500	7,500	7,500	-	0.00%
5311	GST Software Reimbursable	44,791	52,692	52,692	52,692	52,692	-	0.00%
5312	Medical Director Services	59,619	57,958	61,000	61,000	30,500	(30,500)	-50.00%
5313	Temporary Staffing	292,605	54,049	50,000	40,000	20,000	(20,000)	-50.00%
5401	Membership Dues	818	1,479	3,220	2,680	2,680	-	0.00%
5402	Publications	3,343	784	2,060	2,060	2,460	400	19.42%
5403	Conferences, Meeting & Travel	20,083	21,135	51,675	38,202	38,526	324	0.85%
5404	Employee Services/EC-BOD	3,771	4,465	13,000	8,000	8,000	-	0.00%
5405	Employee Awards	-	-	500	500	500	-	0.00%
5406	POST Training	992	1,744	24,865	11,908	12,608	700	5.88%
5407	Tuition Reimbursement	6,797	251	18,000	18,000	16,000	(2,000)	-11.11%
5501	Office Supplies	31,411	15,324	9,000	9,000	9,000	-	0.00%
5502	Janitorial Supplies	408	19,328	9,100	9,100	12,100	3,000	32.97%
5503	General Technical Supplies	4,009	5,883	7,500	7,500	7,500	-	0.00%
5504	Vending Machine Supplies	-	240	-	-	-	-	0.00%
5505	Voice Recording Tapes	-	-	-	-	-	-	0.00%
5506	Uniforms/Safety Equipment	17,839	4,474	10,500	15,000	10,500	(4,500)	-30.00%
5507	Postage	983	610	1,600	2,800	2,800	-	0.00%
5508	Shipping Costs	343	169	1,200	-	-	-	0.00%
5509	Reproduction	80	25	2,000	2,000	2,000	-	0.00%

## Expenses by Account

ACCT	DESCRIPTION	FY18-19 Actual	FY19-20 Actual	FY20-21 Adopted	FY20-21 Amended	FY21-22 Proposed	vs Amended Inc (Dec) \$	vs Amended Inc (Dec) %
5511	Office Equipment Lease	14,107	14,606	15,750	15,750	15,750	-	0.00%
5513	General Liability Insurance	137,703	159,707	175,678	198,512	216,000	17,488	8.81%
5514	Parts - Billing	745,477	789,466	600,000	600,000	700,000	100,000	16.67%
5515	Parts - Telecommunications	5,073	-	-	-	-	-	0.00%
5516	Install Wire, Loom & Hardware	31,058	-	30,000	30,000	-	(30,000)	-100.00%
5517	Vehicle Operations	4,293	3,465	6,500	6,500	6,500	-	0.00%
5520	Equipment Repair	232	-	5,000	5,000	5,000	-	0.00%
5521	Outside Tech Serv-Towers/Equip	359,890	324,761	325,000	325,000	325,000	-	0.00%
5524	GETAC Project	-	-	-	-	-	-	0.00%
5525	Culver City Infrastructure Trans	-	-	-	-	-	-	0.00%
5601	Telephone - Administration	20,123	13,450	15,000	15,000	15,000	-	0.00%
5603	Telephone - El Segundo	2,149	2,472	3,000	3,000	3,000	-	0.00%
5604	Telephone - Gardena	1,349	15,649	3,000	3,000	15,000	12,000	400.00%
5606	Telephone - Hawthorne	5,385	7,647	6,000	6,000	6,000	-	0.00%
5607	Telephone - Hermosa Beach	27,864	33,158	27,000	27,000	30,000	3,000	11.11%
5608	Telephone - Manhattan Beach	5,029	4,744	6,000	6,000	6,000	-	0.00%
5611	Telephone - Punta Place	3,897	3,502	4,500	4,500	4,500	-	0.00%
5612	Telephone - RCC	10,717	10,652	11,000	11,000	11,000	-	0.00%
5613	Sprint Wireless Reimbursable	65,103	51,567	70,000	70,000	70,000	-	0.00%
5614	Verizon Wireless Reimbursable	29,194	47,264	25,000	25,000	50,000	25,000	100.00%
5615	Telephone-Culver City	10,327	14,480	14,500	14,500	14,500	-	0.00%
5701	Maintenance/HQ	166,757	164,381	164,150	194,650	161,650	(33,000)	-16.95%
5702	Maintenance/Other	-	-	-	-	-	-	0.00%
5703	Electricity - HQ	86,087	109,008	98,000	98,000	110,000	12,000	12.24%
5704	Electricity - Grandview	900	1,652	2,200	2,200	2,200	-	0.00%
5705	Electricity - Punta	6,706	8,526	6,600	6,600	9,000	2,400	36.36%
5706	Gas - HQ	8,797	9,459	11,000	11,000	11,000	-	0.00%
5707	Water - HQ	3,360	3,722	3,850	3,850	3,850	-	0.00%
5715	Electricity - MB Water Tower	2,997	5,625	2,750	2,750	3,500	750	27.27%
5810	Office Equipment	15,237	13,906	12,000	2,000	2,000	-	0.00%
5820	Other Equipment	6,568,300	610	15,000	30,000	15,000	(15,000)	-50.00%
5830	Furniture & Fixtures	-	796	-	-	-	-	0.00%
5840	Vehicles	-	-	-	-	-	-	0.00%
<b>Subtotal Supplies/Services/Equip</b>		<b>\$ 9,528,186</b>	<b>\$ 2,608,785</b>	<b>\$ 2,517,957</b>	<b>\$ 2,474,791</b>	<b>\$ 2,520,218</b>	<b>\$ 45,427</b>	<b>1.84%</b>
<b>Total Operating Expenses</b>		<b>\$ 18,313,045</b>	<b>\$ 11,977,196</b>	<b>\$ 12,688,443</b>	<b>\$ 11,834,095</b>	<b>\$ 12,102,356</b>	<b>\$ 268,261</b>	<b>2.27%</b>
5901	<b>Total Capital Outlay</b>	<b>5,867</b>	<b>119,398</b>	<b>250,000</b>	<b>252,500</b>	<b>200,000</b>	<b>(52,500)</b>	<b>-20.79%</b>
<b>Total Enterprise Fund (Fund 10)</b>		<b>\$ 18,318,911</b>	<b>\$ 12,096,594</b>	<b>\$ 12,938,443</b>	<b>\$ 12,086,595</b>	<b>\$ 12,302,356</b>	<b>\$ 215,761</b>	<b>1.79%</b>
5901	Grant Fund (20)	1,602,069	-	-	-	-	-	0.00%
							-	0.00%
<b>Grand Total All Funds</b>		<b>19,920,980</b>	<b>12,096,594</b>	<b>12,938,443</b>	<b>12,086,595</b>	<b>12,302,356</b>	<b>215,761</b>	<b>1.79%</b>

### Notes:

Proposed budget excludes non-cash expenses such as accrued leave, depreciation, and gain (loss) on disposal of fixed assets.  
FY 2020-21 Amended budget includes appropriations after budget adoption.

## 5 Year Revenue Projections - Enterprise Fund (10)

Account Number & Title	FY20-21 YE Estimate	FY21-22 Proposed	FY22-23 Projected	FY23-24 Projected	FY24-25 Projected	FY25-26 Projected
<b>Enterprise Fund (Fund 10)</b>						
10-50-111-4110 Gardena	\$ 2,083,118	\$ 2,141,335	\$ 2,202,683	\$ 2,246,404	\$ 2,278,780	\$ 2,352,426
10-50-111-4120 Hawthorne	2,552,293	2,619,842	2,691,584	2,743,932	2,783,477	2,873,424
10-50-111-4130 Manhattan Beach	1,387,975	1,461,578	1,593,051	1,720,578	1,745,226	1,801,740
<b>Member City Subtotal</b>	<b>\$ 6,023,386</b>	<b>\$ 6,222,755</b>	<b>\$ 6,487,318</b>	<b>\$ 6,710,914</b>	<b>\$ 6,807,483</b>	<b>\$ 7,027,590</b>
10-50-111-4140 Hermosa Beach	742,528	758,305	792,457	821,840	833,669	860,635
10-50-111-4145 El Segundo	1,493,738	1,699,634	1,869,810	2,044,684	2,075,693	2,142,813
10-50-111-4146 Culver City	2,665,229	2,691,169	2,782,990	2,886,176	2,927,663	3,022,343
<b>Contract City Subtotal</b>	<b>\$ 4,901,495</b>	<b>\$ 5,149,108</b>	<b>\$ 5,445,257</b>	<b>\$ 5,752,700</b>	<b>\$ 5,837,025</b>	<b>\$ 6,025,791</b>
<b>Subtotal Assessments</b>	<b>\$ 10,924,881</b>	<b>\$ 11,371,863</b>	<b>\$ 11,932,575</b>	<b>\$ 12,463,614</b>	<b>\$ 12,644,508</b>	<b>\$ 13,053,381</b>
10-50-111-4150 El Camino Community College	\$ 790	\$ 790	\$ 814	\$ 843	\$ 878	\$ 918
10-50-111-4152 Medical Director Service/Hermosa Beach	-	-	-	-	-	-
10-50-111-4153 Medical Director Service/Manhattan Beach	30,500	30,500	31,436	32,559	33,884	35,432
10-50-111-4154 Medical Director Services/El Segundo	30,500	-	-	-	-	-
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	1,400	6,450	6,648	6,885	7,166	7,493
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	2,577	2,669	2,777	2,904
10-50-111-4240 911 Reimbursements	8,000	8,000	8,246	8,540	8,888	9,294
10-50-111-4241 Redondo Beach Maintenance Agreement	13,000	13,000	13,000	13,000	13,000	13,000
<b>Subtotal Administration - Other</b>	<b>\$ 136,690</b>	<b>\$ 111,240</b>	<b>\$ 112,721</b>	<b>\$ 114,496</b>	<b>\$ 116,592</b>	<b>\$ 119,041</b>
10-60-211-4215 DUI Reimbursement-Overtime	2,000	2,000	2,061	2,135	2,222	2,323
10-60-211-4435 Reimbursements Sprint Wireless	70,000	70,000	72,149	74,725	77,766	81,320
10-60-211-4440 Reimbursements/Verizon Wireless	25,000	50,000	51,535	53,375	55,547	58,086
10-60-211-4460 Pink Patch Project	-	-	-	-	-	-
<b>Subtotal Operations</b>	<b>\$ 97,000</b>	<b>\$ 122,000</b>	<b>\$ 125,745</b>	<b>\$ 130,235</b>	<b>\$ 135,535</b>	<b>\$ 141,729</b>
10-70-311-4310 Labor-Installation-Member	309,477	290,910	296,231	306,943	310,256	321,307
10-70-311-4320 Labor-Installation-NonMember	125,310	171,162	264,421	273,983	276,941	286,805
10-70-311-4360 Reimbursements for Billable Parts	600,000	700,000	721,490	747,247	777,660	813,199
10-70-311-4370 Reimbursements for GST Software	52,692	52,692	54,310	56,248	58,538	61,213
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	-	-	-	-	-	-
<b>Subtotal Technical Services</b>	<b>\$ 1,087,479</b>	<b>\$ 1,214,764</b>	<b>\$ 1,336,452</b>	<b>\$ 1,384,422</b>	<b>\$ 1,423,395</b>	<b>\$ 1,482,524</b>
<b>Subtotal Non-Assessment Revenues</b>	<b>\$ 1,321,169</b>	<b>\$ 1,448,004</b>	<b>\$ 1,574,918</b>	<b>\$ 1,629,152</b>	<b>\$ 1,675,522</b>	<b>\$ 1,743,294</b>
<b>Total Enterprise Fund Revenues</b>	<b>\$ 12,246,050</b>	<b>\$ 12,819,867</b>	<b>\$ 13,507,493</b>	<b>\$ 14,092,766</b>	<b>\$ 14,320,030</b>	<b>\$ 14,796,675</b>
<b>Grant Fund (Fund 20)</b>						
20-80-433-4270 Grant Reimb/P25 Comm Repeater Migration	-	-	-	-	-	-
<b>Total Grant Fund Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Grand Total All Funds</b>	<b>\$ 12,246,050</b>	<b>\$ 12,819,867</b>	<b>\$ 13,507,493</b>	<b>\$ 14,092,766</b>	<b>\$ 14,320,030</b>	<b>\$ 14,796,675</b>

**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
3. Culver City increase per contract terms through February 28, 2022 then shifts to Cost Allocation Policy.
4. 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	FY20-21 YE Estimate	FY21-22 Proposed	FY22-23 Projected	FY23-24 Projected	FY24-25 Projected	FY25-26 Projected
<b>Administration</b>						
Salaries & Benefits	\$ 1,169,105	\$ 1,274,756	\$ 1,293,534	\$ 1,305,024	\$ 1,308,787	\$ 1,310,557
Supplies/Services/Equipment	1,028,014	983,917	1,014,123	1,050,327	1,093,076	1,143,029
<b>Subtotal Administration</b>	<b>\$ 2,197,119</b>	<b>\$ 2,258,673</b>	<b>\$ 2,307,657</b>	<b>\$ 2,355,352</b>	<b>\$ 2,401,863</b>	<b>\$ 2,453,586</b>
<b>Operations</b>						
Salaries & Benefits	\$ 7,447,274	\$ 7,544,742	\$ 7,710,693	\$ 7,850,895	\$ 7,959,650	\$ 8,049,422
Supplies/Services/Equipment	268,735	288,259	536,109	546,715	559,239	573,874
<b>Subtotal Operations</b>	<b>\$ 7,716,009</b>	<b>\$ 7,833,001</b>	<b>\$ 8,246,802</b>	<b>\$ 8,397,610</b>	<b>\$ 8,518,889</b>	<b>\$ 8,623,296</b>
<b>Technical Services</b>						
Salaries & Benefits	\$ 742,925	\$ 762,640	\$ 773,401	\$ 778,881	\$ 782,567	\$ 786,067
Supplies/Services/Equipment	1,178,042	1,248,042	1,286,357	1,332,280	1,386,504	1,449,867
<b>Subtotal Technical Services</b>	<b>\$ 1,920,967</b>	<b>\$ 2,010,682</b>	<b>\$ 2,059,758</b>	<b>\$ 2,111,161</b>	<b>\$ 2,169,071</b>	<b>\$ 2,235,934</b>
<b>Total Operating Expenses</b>	<b>\$ 11,834,095</b>	<b>\$ 12,102,356</b>	<b>\$ 12,614,217</b>	<b>\$ 12,864,123</b>	<b>\$ 13,089,823</b>	<b>\$ 13,312,817</b>
<b>Total Capital Outlay</b>	<b>\$ 252,500</b>	<b>\$ 200,000</b>	<b>\$ 250,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 750,000</b>
<b>Grand Total</b>	<b>\$ 12,086,595</b>	<b>\$ 12,302,356</b>	<b>\$ 12,864,217</b>	<b>\$ 13,364,123</b>	<b>\$ 13,589,823</b>	<b>\$ 14,062,817</b>
<b>Department Summary</b>						
Administration	\$ 2,197,119	\$ 2,258,673	\$ 2,307,657	\$ 2,355,352	\$ 2,401,863	\$ 2,453,586
Operations	7,716,009	7,833,001	8,246,802	8,397,610	8,518,889	8,623,296
Technical Services	1,920,967	2,010,682	2,059,758	2,111,161	2,169,071	2,235,934
Capital Outlay	252,500	200,000	250,000	500,000	500,000	750,000
<b>Grand Total</b>	<b>\$ 12,086,595</b>	<b>\$ 12,302,356</b>	<b>\$ 12,864,217</b>	<b>\$ 13,364,123</b>	<b>\$ 13,589,823</b>	<b>\$ 14,062,817</b>
<b>Major Category Summary</b>						
Salaries & Benefits	\$ 9,359,304	\$ 9,582,138	\$ 9,777,628	\$ 9,934,801	\$ 10,051,004	\$ 10,146,046
Supplies/Services/Equipment	2,474,791	2,520,218	2,836,589	2,929,323	3,038,819	3,166,770
Capital Outlay	252,500	200,000	250,000	500,000	500,000	750,000
<b>Grand Total</b>	<b>\$ 12,086,595</b>	<b>\$ 12,302,356</b>	<b>\$ 12,864,217</b>	<b>\$ 13,364,123</b>	<b>\$ 13,589,823</b>	<b>\$ 14,062,817</b>

**Notes:**

- Salaries and benefits projections are based upon known and anticipated increases in employee compensation per MOUs.
- 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 %) FY21 11.031%; FY22, FY23, FY24 10.88%
- 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)

	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26
Cash Balance Projections	Estimate	Projected	Projected	Projected	Projected	Projected
Beginning Balance	\$ 5,598,734	\$ 4,412,739	\$ 4,930,250	\$ 5,573,526	\$ 6,302,169	\$ 7,032,376
Operating and Capital Reserve	(1,208,659)	(1,230,236)	(1,286,422)	(1,336,412)	(1,358,982)	(1,406,282)
OPEB Reserve	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)
<b>Available Cash</b>	<b>\$ 4,140,075</b>	<b>\$ 2,932,503</b>	<b>\$ 3,393,828</b>	<b>\$ 3,987,114</b>	<b>\$ 4,693,187</b>	<b>\$ 5,376,094</b>
<b>Budget Resources</b>						
<b>Assessments</b>						
Gardena	\$ 2,083,118	\$ 2,141,335	\$ 2,202,683	\$ 2,246,404	\$ 2,278,780	\$ 2,352,426
Hawthorne	2,552,293	2,619,842	2,691,584	2,743,932	2,783,477	2,873,424
Manhattan Beach	1,387,975	1,461,578	1,593,051	1,720,578	1,745,226	1,801,740
<b>Member City Subtotal</b>	<b>\$ 6,023,386</b>	<b>\$ 6,222,755</b>	<b>\$ 6,487,318</b>	<b>\$ 6,710,914</b>	<b>\$ 6,807,483</b>	<b>\$ 7,027,590</b>
Culver City	2,665,229	2,691,169	2,782,990	2,886,176	2,927,663	3,022,343
El Segundo	1,493,738	1,699,634	1,869,810	2,044,684	2,075,693	2,142,813
Hermosa Beach	742,528	758,305	792,457	821,840	833,669	860,635
<b>Contract City Subtotal</b>	<b>\$ 4,901,495</b>	<b>\$ 5,149,108</b>	<b>\$ 5,445,257</b>	<b>\$ 5,752,700</b>	<b>\$ 5,837,025</b>	<b>\$ 6,025,791</b>
Non-Assessment Revenues	1,321,169	1,448,004	1,574,918	1,629,152	1,675,522	1,743,294
<b>Total Budget Resources</b>	<b>\$ 12,246,050</b>	<b>\$ 12,819,867</b>	<b>\$ 13,507,493</b>	<b>\$ 14,092,766</b>	<b>\$ 14,320,030</b>	<b>\$ 14,796,675</b>
<b>Budget Expenses</b>						
Operating	\$ 11,834,095	\$ 12,102,356	\$ 12,614,217	\$ 12,864,123	\$ 13,089,823	\$ 13,312,817
Capital	252,500	\$ 200,000	\$ 250,000	\$ 500,000	\$ 500,000	\$ 750,000
<b>Total Budget Expenses</b>	<b>\$ 12,086,595</b>	<b>\$ 12,302,356</b>	<b>\$ 12,864,217</b>	<b>\$ 13,364,123</b>	<b>\$ 13,589,823</b>	<b>\$ 14,062,817</b>
<b>Revenues Over (Under) Expenditures</b>	<b>\$ 159,455</b>	<b>\$ 517,511</b>	<b>\$ 643,277</b>	<b>\$ 728,643</b>	<b>\$ 730,207</b>	<b>\$ 733,858</b>
<b>Ending Estimated Balance</b>						
Prior Year Surplus Applied	(1,345,450)	-	-	-	-	-
Ending Balance	\$ 4,412,739	\$ 4,930,250	\$ 5,573,526	\$ 6,302,169	\$ 7,032,376	\$ 7,766,234
Operating and Capital Reserve	(1,230,236)	(1,286,422)	(1,336,412)	(1,358,982)	(1,406,282)	(1,446,235)
OPEB Reserve	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)
<b>Available Balance After Reserve Allocations</b>	<b>\$ 2,932,503</b>	<b>\$ 3,393,828</b>	<b>\$ 3,987,114</b>	<b>\$ 4,693,187</b>	<b>\$ 5,376,094</b>	<b>\$ 6,069,999</b>
Gardena - 32.08%	940,747	1,088,740	1,279,066	1,505,574	1,724,651	1,947,256
Hawthorne - 45.07%	1,321,679	1,529,598	1,796,992	2,115,219	2,423,006	2,735,749
Manhattan Beach - 22.85%	670,077	775,490	911,056	1,072,393	1,228,438	1,386,995

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



## ADMINISTRATION DEPARTMENT



## **Administration Department**

The department has six (6) positions: an Executive Director; an Operations Manager; an Administrative Services Manager; 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 oversees the Communications Center's daily operations, policies and procedures, and technology and equipment, including the activities performed by the Communications Center's 57 employees; and may act as the Executive Director during the Executive Director's absence.

### ***Administrative Services***

The Administrative Services Manager oversees 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 and Government Compensation Report to the State Controller, federal and state payroll tax returns 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

ACCT	DESCRIPTION	FY18-19 Actual	FY19-20 Actual	FY20-21 Adopted	FY20-21 Amended	FY21-22 Proposed	vs Amended Inc (Dec) \$	vs Amended Inc (Dec) %
5101	Salaries (Full-Time)	\$ 5,277,108	\$ 5,660,114	\$ 6,871,132	\$ 6,291,684	\$ 6,365,776	\$ 74,092	1.18%
5102	Salaries (Part-Time)	110,963	112,833	40,000	-	-	-	-
5103	Overtime	981,489	930,141	202,389	202,389	202,389	-	0.00%
5104	Acting Pay	3,005	13,855	10,000	13,682	11,243	(2,439)	-17.83%
5105	Bilingual Pay	7,900	6,629	8,400	8,400	8,400	-	0.00%
5107	Merit Pay	81,056	73,995	4,350	4,350	4,350	-	0.00%
5108	Sick Leave Payoff	127,283	124,376	157,451	157,451	159,401	1,950	1.24%
5109	Vacation Leave Payoff	95,787	130,176	93,472	93,472	101,628	8,156	8.73%
5110	Training Pay	11,963	14,285	15,000	15,000	15,000	-	0.00%
5112	Other Pay	-	6,300	34,680	29,790	17,200	(12,590)	-42.26%
5114	Holiday Payoff	146,240	132,890	75,000	75,000	75,000	-	0.00%
5115	Education Incentive	99,224	104,682	104,300	104,300	116,900	12,600	12.08%
5116	Overtime-Ridealongs	-	-	-	-	-	-	0.00%
5201	Medical Insurance	530,107	587,380	809,989	730,654	758,957	28,303	3.87%
5202	Dental Insurance	41,880	39,848	46,807	46,198	52,673	6,475	14.02%
5203	Vision Care	19,318	15,034	21,795	19,833	19,124	(709)	-3.57%
5204	Life Insurance	7,713	7,021	9,768	8,943	8,976	33	0.37%
5205	Medicare	101,659	105,694	110,819	102,399	102,344	(55)	-0.05%
5206	Unemployment Insurance	11,463	22,401	5,000	5,000	10,000	5,000	100.00%
5207	Workers' Compensation	75,637	101,068	132,500	91,488	100,637	9,149	10.00%
5208	PERS Contribution	940,422	662,510	810,996	757,258	744,679	(12,579)	-1.66%
5209	Retirees' Medical Insurance	85,466	62,145	76,000	76,000	76,000	-	0.00%
5211	Social Security	126	-	-	-	-	-	0.00%
5212	Deferred Comp Matching	29,048	33,908	36,500	31,875	37,500	5,625	17.65%
5219	PERS Contribution-UAL	-	421,122	494,138	494,138	593,961	99,823	20.20%
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 8,784,858</b>	<b>\$ 9,368,411</b>	<b>\$ 10,170,486</b>	<b>\$ 9,359,304</b>	<b>\$ 9,582,138</b>	<b>\$ 222,834</b>	<b>2.38%</b>
5300	Maintenance & Operations	160	-	-	-	-	-	0.00%
5301	Communications Contract Svcs	23,314	35,580	54,000	48,000	48,000	-	0.00%
5302	IT Computer Contract Services	400,360	200,000	200,000	200,000	200,000	-	0.00%
5304	Accountant/Auditing Services	28,800	20,850	33,000	46,000	33,000	(13,000)	-28.26%
5305	Legal Services	61,875	170,978	95,000	75,000	75,000	-	0.00%
5306	Recruitment Costs	76,911	69,086	68,530	34,000	46,750	12,750	37.50%
5307	Software Maintenance Services	103,554	49,996	77,537	61,037	64,652	3,615	5.92%
5308	Banking Services (Fees)	5,468	5,336	6,000	6,000	6,000	-	0.00%
5309	Website Maintenance Service	1,740	2,075	7,500	7,500	7,500	-	0.00%
5311	GST Software Reimbursable	44,791	52,692	52,692	52,692	52,692	-	0.00%
5312	Medical Director Services	59,619	57,958	61,000	61,000	30,500	(30,500)	-50.00%
5313	Temporary Staffing	292,605	54,049	50,000	40,000	20,000	(20,000)	-50.00%
5401	Membership Dues	818	1,479	3,220	2,680	2,680	-	0.00%
5402	Publications	3,343	784	2,060	2,060	2,460	400	19.42%
5403	Conferences, Meeting & Travel	20,083	21,135	51,675	38,202	38,526	324	0.85%
5404	Employee Services/EC-BOD	3,771	4,465	13,000	8,000	8,000	-	0.00%
5405	Employee Awards	-	-	500	500	500	-	0.00%
5406	POST Training	992	1,744	24,865	11,908	12,608	700	5.88%
5407	Tuition Reimbursement	6,797	251	18,000	18,000	16,000	(2,000)	-11.11%
5501	Office Supplies	31,411	15,324	9,000	9,000	9,000	-	0.00%
5502	Janitorial Supplies	408	19,328	9,100	9,100	12,100	3,000	32.97%
5503	General Technical Supplies	4,009	5,883	7,500	7,500	7,500	-	0.00%
5504	Vending Machine Supplies	-	240	-	-	-	-	0.00%
5505	Voice Recording Tapes	-	-	-	-	-	-	0.00%
5506	Uniforms/Safety Equipment	17,839	4,474	10,500	15,000	10,500	(4,500)	-30.00%
5507	Postage	983	610	1,600	2,800	2,800	-	0.00%
5508	Shipping Costs	343	169	1,200	-	-	-	0.00%
5509	Reproduction	80	25	2,000	2,000	2,000	-	0.00%

## Expenses by Account

ACCT	DESCRIPTION	FY18-19 Actual	FY19-20 Actual	FY20-21 Adopted	FY20-21 Amended	FY21-22 Proposed	vs Amended Inc (Dec) \$	vs Amended Inc (Dec) %
5511	Office Equipment Lease	14,107	14,606	15,750	15,750	15,750	-	0.00%
5513	General Liability Insurance	137,703	159,707	175,678	198,512	216,000	17,488	8.81%
5514	Parts - Billing	745,477	789,466	600,000	600,000	700,000	100,000	16.67%
5515	Parts - Telecommunications	5,073	-	-	-	-	-	0.00%
5516	Install Wire, Loom & Hardware	31,058	-	30,000	30,000	-	(30,000)	-100.00%
5517	Vehicle Operations	4,293	3,465	6,500	6,500	6,500	-	0.00%
5520	Equipment Repair	232	-	5,000	5,000	5,000	-	0.00%
5521	Outside Tech Serv-Towers/Equip	359,890	324,761	325,000	325,000	325,000	-	0.00%
5524	GETAC Project	-	-	-	-	-	-	0.00%
5525	Culver City Infrastructure Trans	-	-	-	-	-	-	0.00%
5601	Telephone - Administration	20,123	13,450	15,000	15,000	15,000	-	0.00%
5603	Telephone - El Segundo	2,149	2,472	3,000	3,000	3,000	-	0.00%
5604	Telephone - Gardena	1,349	15,649	3,000	3,000	15,000	12,000	400.00%
5606	Telephone - Hawthorne	5,385	7,647	6,000	6,000	6,000	-	0.00%
5607	Telephone - Hermosa Beach	27,864	33,158	27,000	27,000	30,000	3,000	11.11%
5608	Telephone - Manhattan Beach	5,029	4,744	6,000	6,000	6,000	-	0.00%
5611	Telephone - Punta Place	3,897	3,502	4,500	4,500	4,500	-	0.00%
5612	Telephone - RCC	10,717	10,652	11,000	11,000	11,000	-	0.00%
5613	Sprint Wireless Reimbursable	65,103	51,567	70,000	70,000	70,000	-	0.00%
5614	Verizon Wireless Reimbursable	29,194	47,264	25,000	25,000	50,000	25,000	100.00%
5615	Telephone-Culver City	10,327	14,480	14,500	14,500	14,500	-	0.00%
5701	Maintenance/HQ	166,757	164,381	164,150	194,650	161,650	(33,000)	-16.95%
5702	Maintenance/Other	-	-	-	-	-	-	0.00%
5703	Electricity - HQ	86,087	109,008	98,000	98,000	110,000	12,000	12.24%
5704	Electricity - Grandview	900	1,652	2,200	2,200	2,200	-	0.00%
5705	Electricity - Punta	6,706	8,526	6,600	6,600	9,000	2,400	36.36%
5706	Gas - HQ	8,797	9,459	11,000	11,000	11,000	-	0.00%
5707	Water - HQ	3,360	3,722	3,850	3,850	3,850	-	0.00%
5715	Electricity - MB Water Tower	2,997	5,625	2,750	2,750	3,500	750	27.27%
5810	Office Equipment	15,237	13,906	12,000	2,000	2,000	-	0.00%
5820	Other Equipment	6,568,300	610	15,000	30,000	15,000	(15,000)	-50.00%
5830	Furniture & Fixtures	-	796	-	-	-	-	0.00%
5840	Vehicles	-	-	-	-	-	-	0.00%
<b>Subtotal Supplies/Services/Equip</b>		<b>\$ 9,528,186</b>	<b>\$ 2,608,785</b>	<b>\$ 2,517,957</b>	<b>\$ 2,474,791</b>	<b>\$ 2,520,218</b>	<b>\$ 45,427</b>	<b>1.84%</b>
<b>Total Operating Expenses</b>		<b>\$ 18,313,045</b>	<b>\$ 11,977,196</b>	<b>\$ 12,688,443</b>	<b>\$ 11,834,095</b>	<b>\$ 12,102,356</b>	<b>\$ 268,261</b>	<b>2.27%</b>
5901	<b>Total Capital Outlay</b>	<b>5,867</b>	<b>119,398</b>	<b>250,000</b>	<b>252,500</b>	<b>200,000</b>	<b>(52,500)</b>	<b>-20.79%</b>
<b>Total Enterprise Fund (Fund 10)</b>		<b>\$ 18,318,911</b>	<b>\$ 12,096,594</b>	<b>\$ 12,938,443</b>	<b>\$ 12,086,595</b>	<b>\$ 12,302,356</b>	<b>\$ 215,761</b>	<b>1.79%</b>
5901	Grant Fund (20)	1,602,069	-	-	-	-	-	0.00%
							-	0.00%
<b>Grand Total All Funds</b>		<b>19,920,980</b>	<b>12,096,594</b>	<b>12,938,443</b>	<b>12,086,595</b>	<b>12,302,356</b>	<b>215,761</b>	<b>1.79%</b>

### Notes:

Proposed budget excludes non-cash expenses such as accrued leave, depreciation, and gain (loss) on disposal of fixed assets.  
FY 2020-21 Amended budget includes appropriations after budget adoption.

## Account Detail - 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 and General Leave Payoff
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 employee-only coverage
5205	Medicare	1.45% employer rate
5207	Workers' Compensation	Based on projected increase from prior year premium
5208	PERS Contribution	Rates reflect decrease in the Normal Cost from 11.031% to 10.88% for Tier 1 employees plus 3.5% of employee contributions; decrease from 8.794% to 8.65% for Tier 2 employees hired after October 25, 2011; decrease from 7.732% to 7.59% 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
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); 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 per MOU
5501	Office Supplies	Pens, paper, envelopes, folders, printer cartridges, and other office supplies
5502	Janitorial 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	Authority's various insurance coverages including cyber, property, earthquake, etc.
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.
5820	Other Equipment	Television, tools, etc.
5830	Furniture & Fixtures	Chairs, work stations, etc.

## Account Detail - Administration Department

<b>Communications Contract Services</b>	
<b>10-50-111-5301</b>	
Spectrum internet	24,800
Crown Castle internet	13,200
Sheriffs Data Network (SDN)	10,000
<b>Total</b>	<b>\$ 48,000</b>
<b>Recruitment</b>	
<b>10-50-111-5306</b>	
Advertising - Daily Breeze and job websites (NeoGov, etc.)	1,250
Job Fairs - Various agencies	1,500
Miscellaneous advertising - Member Cities' newspapers, etc.	1,000
Community events (As Requested)	500
Background investigations (10 @ \$2,000 each)	20,000
Psychological exams (10 @ \$400 each)	4,000
Physical exams	3,500
Polygraph exams	2,500
Credit Report	500
Criticall Annual Subscription	6,000
Marketing Materials	2,500
Fingerprinters/LiveScan/DOJ/SS# check	1,500
Criticall Personality Tests	2,000
<b>Total</b>	<b>\$ 46,750</b>
<b>Software Maintenance Services</b>	
<b>10-50-111-5307</b>	
EDEN annual maintenance cost (software support and licensing updates)	14,000
EDEN Operating Systems & Database Administration - online service to manage server and update EDEN software regularly	6,500
Annual Barracuda Spam updates for Server	1,500
Schedule Express - staff scheduling software maintenance @ \$756/month	9,072
Powerphone annual maintenance (digital system)	1,600
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	2,000
<b>Total</b>	<b>\$ 64,652</b>
<b>Memberships</b>	
<b>10-50-111-5401</b>	
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
<b>Total</b>	<b>\$ 390</b>
<b>Publications</b>	
<b>10-50-111-5402</b>	
Labor Law Compliance Center - Labor Law posters	150
Government Finance Officers Association publications as needed	200
Media Subscriptions	400
<b>Total</b>	<b>\$ 750</b>

## Account Detail - 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	-
CSMFO bi-monthly Chapter meetings	275
CalPERS Ed Forum, Anaheim	1,250
Government Tax Seminar	475
GFOA/CSMFO finance workshops	1,000
<b>Total</b>	<b>\$ 16,725</b>

### 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
DirectTV Services	2,500
Roll-up door Annual Maintenance - Tech Services Bay	2,500
Floor Mat Cleaning	-
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
<b>Total</b>	<b>\$ 161,650</b>

## OPERATIONS DEPARTMENT





## **Operations Department**

The Operations Department is the Communications Center which is staffed with seven (7) Communications Supervisors and 50 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 354,815 calls in CY2020
  - 911 Calls: 125,946
  - 7 Digit Calls: 228,869
- Averaged 36 seconds for Police dispatch (Priority E and 1 calls) and 15 seconds for Fire dispatch in CY2020.
- Answered 96.51% of overall calls and 95.10% at the busiest hour within 10 seconds, and 98.92% of overall calls within 15 seconds in CY2020.
- Responded to 417 Text-to-911 Sessions in CY2020.

## Expenses by Account - Operations Department

ACCT	DESCRIPTION	FY18-19 Actual	FY19-20 Actual	FY20-21 Adopted	FY20-21 Amended	FY21-22 Proposed	vs Amended Inc (Dec) \$	vs Amended Inc (Dec) %
5101	Salaries (Full-Time)	\$ 4,176,042	\$ 4,399,312	\$ 5,546,631	\$ 5,025,397	\$ 5,025,397	-	0.00%
5102	Salaries (Part-Time)	110,963	112,833	-	-	-	-	0.00%
5103	Overtime	980,650	926,436	195,539	195,539	195,539	-	0.00%
5104	Acting Pay	2,815	12,514	10,000	10,000	10,000	-	0.00%
5105	Bilingual Pay	7,900	6,629	8,400	8,400	8,400	-	0.00%
5107	Merit Pay	69,000	63,000	-	-	-	-	0.00%
5108	Sick Leave Payoff	96,478	80,848	106,313	106,313	106,350	37	0.03%
5109	Vacation Leave Payoff	49,221	59,557	55,000	55,000	55,000	-	0.00%
5110	Training Pay	11,963	14,285	15,000	15,000	15,000	-	0.00%
5114	Holiday Payoff	143,818	132,890	75,000	75,000	75,000	-	0.00%
5115	Education Incentive	99,224	104,682	104,300	104,300	116,900	12,600	12.08%
5116	Overtime-Ridealongs	-	-	-	-	-	-	0.00%
5201	Medical Insurance	442,163	482,846	668,836	590,236	601,964	11,728	1.99%
5202	Dental Insurance	34,282	31,228	36,400	36,400	42,265	5,865	16.11%
5203	Vision Care	16,623	12,358	18,424	16,591	16,059	(532)	-3.21%
5204	Life Insurance	6,467	5,822	8,316	7,524	7,524	-	0.00%
5205	Medicare	83,751	85,206	89,572	82,014	80,465	(1,549)	-1.89%
5206	Unemployment Insurance	11,463	22,401	5,000	5,000	10,000	5,000	100.00%
5207	Workers' Compensation	24,605	38,101	49,951	34,490	38,242	3,752	10.88%
5208	PERS Contribution	767,603	529,521	662,899	614,433	596,231	(18,202)	-2.96%
5209	Retirees' Medical Insurance	45,484	37,546	50,000	50,000	50,000	-	0.00%
5211	Social Security	126	-	-	-	-	-	0.00%
5219	PERS Contribution-UAL	-	355,234	415,637	415,637	494,406	78,769	18.95%
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 7,180,642</b>	<b>\$ 7,513,253</b>	<b>\$ 8,121,218</b>	<b>\$ 7,447,274</b>	<b>\$ 7,544,742</b>	<b>\$ 97,468</b>	<b>1.31%</b>
5300	Maintenance & Operations	160	-	-	-	-	-	0.00%
5401	Membership Dues	29	700	2,830	2,290	2,290	-	0.00%
5402	Publications	1,629	-	1,710	1,710	1,710	-	0.00%
5403	Conferences, Meeting & Travel	15,382	11,077	27,300	18,827	19,151	324	1.72%
5404	Employee Services/EC-BOD	477	1,488	2,500	2,500	2,500	-	0.00%
5405	Employee Awards	-	-	500	500	500	-	0.00%
5406	POST Training	992	1,744	24,865	11,908	12,608	700	5.88%
5407	Tuition Reimbursement	6,797	251	18,000	18,000	16,000	(2,000)	-11.11%
5506	Uniforms/Safety Equipment	7,862	3,427	8,000	12,500	8,000	(4,500)	-36.00%
5509	Reproduction	-	-	500	500	500	-	0.00%
5603	Telephone - El Segundo	2,149	2,472	3,000	3,000	3,000	-	0.00%
5604	Telephone - Gardena	1,349	15,649	3,000	3,000	15,000	12,000	400.00%
5606	Telephone - Hawthorne	5,385	7,647	6,000	6,000	6,000	-	0.00%
5607	Telephone - Hermosa Beach	27,864	33,158	27,000	27,000	30,000	3,000	11.11%
5608	Telephone - Manhattan Beach	5,029	4,744	6,000	6,000	6,000	-	0.00%
5611	Telephone - Punta Place	3,897	3,502	4,500	4,500	4,500	-	0.00%
5612	Telephone - RCC	10,717	10,652	11,000	11,000	11,000	-	0.00%
5613	Sprint Wireless Reimbursable	65,103	51,567	70,000	70,000	70,000	-	0.00%
5614	Verizon Wireless Reimbursable	29,194	47,264	25,000	25,000	50,000	25,000	100.00%
5615	Telephone-Culver City	10,327	14,480	14,500	14,500	14,500	-	0.00%
5810	Office Equipment	-	5,513	-	-	-	-	0.00%
5820	Other Equipment	4,749	-	15,000	30,000	15,000	(15,000)	-50.00%
5830	Furniture & Fixtures	-	796	-	-	-	-	0.00%

## Expenses by Account - Operations Department

ACCT	DESCRIPTION	FY18-19 Actual	FY19-20 Actual	FY20-21 Adopted	FY20-21 Amended	FY21-22 Proposed	vs Amended Inc (Dec) \$	vs Amended Inc (Dec) %
	Subtotal Supplies/Services/Equip	\$ 199,090	\$ 216,130	\$ 271,205	\$ 268,735	\$ 288,259	\$ 19,524	7.27%
	Total Expenses - Operations	\$ 7,379,731	\$ 7,729,383	\$ 8,392,423	\$ 7,716,009	\$ 7,833,001	\$ 116,992	1.52%

## Account Detail - Operations Department

Account	Account Description	Comments/Explanation
5101	Salaries (Full-Time)	Includes contracted and estimated increases from MOUs if applicable
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 employee-only coverage
5205	Medicare	1.45% employer rate
5206	State Unemployment	Based on estimated reimbursements to EDD for actual claims
5207	Workers' Compensation	Based on projected increase from prior year premium
5208	PERS Contribution	Rates reflect decrease in the Normal Cost from 11.031% to 10.88% for Tier 1 employees plus 3.5% of employee contributions; decrease from 8.794% to 8.65% for Tier 2 employees hired after October 25, 2011; decrease from 7.732% to 7.59% 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 in the 4th qtr Assessment each year.
5614	Verizon Wireless Reimbursable	Data charges that will be reimbursed to the Authority in the 4th qtr Assessment each year.

## Account Detail - Operations Department

<b>Membership Dues</b>	
<b>10-60-211-5401</b>	
Association of Police Communications Officials (APCO) - Group Membership	540
National Emergency Number Association (NENA) - Group Membership	700
CWA Association Memberships	1,050
<b>Total</b>	<b>\$ 2,290</b>
<b>Publications</b>	
<b>10-60-211-5402</b>	
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
<b>Total</b>	<b>\$ 1,710</b>
<b>Conferences, Meetings &amp; Travel</b>	
<b>10-60-211-5403</b>	
Emergency Medical Dispatch (EMD) 24-hour course - Operators - 10/year @ \$399 each	3,990
EMD Recertification - Operators - 25/year @ \$129 each	3,225
Association of Police Communications Officials (APCO) Conference - Manager/Supervisor - August 2-5, 2020 Orlando, FL	-
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	1,122
Mandatory Supervisor Harrasment Training 7 @ \$42.00 each	294
Employee Mandatory Harrasment Training 20@ \$26 each	520
<b>Total</b>	<b>\$ 19,151</b>
<b>POST Training</b>	
<b>10-60-211-5406</b>	
Public Safety Training Consultants (PSTC) Seminars - Operators - 50/year @ \$125 each; 1-3 days each	6,450
Golden West College - 120 hours POST (reimbursed) training - 10 operators @ \$347.50 each (new hires)	5,458
Golden West College - 80 hour POST Supervisor Training - 2 supervisors @350ea	700
<b>Total</b>	<b>\$ 12,608</b>

## 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 531 work orders for installations and repairs of various telecommunications equipment used by Police, Fire and Public Works from members and client agencies in CY2020.



## Expenses by Account - Technical Services Department

ACCT	DESCRIPTION	FY18-19 Actual	FY19-20 Actual	FY20-21 Adopted	FY20-21 Amended	FY21-22 Proposed	vs Amended Inc (Dec) \$	vs Amended Inc (Dec) %
5101	Salaries (Full-Time)	\$ 437,449	\$ 467,930	\$ 476,889	\$ 472,235	\$ 469,753	\$ (2,482)	-0.53%
5103	Overtime	839	3,706	6,850	6,850	6,850	-	0.00%
5104	Acting Pay	-	-	-	-	-	-	0.00%
5106	Call Back Pay	-	-	-	-	-	-	0.00%
5107	Merit Pay	9,106	8,845	2,000	2,000	2,000	-	0.00%
5108	Sick Leave Payoff	16,387	13,036	17,780	17,780	17,780	-	0.00%
5109	Vacation Leave Payoff	11,880	10,086	14,386	14,386	14,386	-	0.00%
5114	Holiday Payoff	-	-	-	-	-	-	0.00%
5115	Education Incentive	-	-	-	-	-	-	0.00%
5201	Medical Insurance	33,289	46,726	52,760	52,760	62,000	9,240	17.51%
5202	Dental Insurance	2,519	2,436	2,800	2,800	2,801	1	0.04%
5203	Vision Care	1,208	1,133	1,645	1,645	1,339	(306)	-18.60%
5204	Life Insurance	656	562	660	660	660	-	0.00%
5205	Medicare	7,130	7,395	7,587	7,519	7,431	(88)	-1.17%
5206	Unemployment Insurance	-	-	-	-	-	-	0.00%
5207	Workers' Compensation	46,978	54,786	71,824	49,593	54,344	4,751	9.58%
5208	PERS Contribution	72,456	53,426	57,780	57,218	56,847	(371)	-0.65%
5209	Retirees' Medical Insurance	27,672	19,613	20,000	20,000	20,000	-	0.00%
5219	PERS Contribution-UAL	-	32,318	37,479	37,479	46,449	8,970	23.93%
<b>Subtotal</b>	<b>Salaries &amp; Benefits</b>	<b>\$ 667,568</b>	<b>\$ 721,996</b>	<b>\$ 770,440</b>	<b>\$ 742,925</b>	<b>\$ 762,640</b>	<b>\$ 19,715</b>	<b>2.65%</b>
5302	IT Computer Contract Services	310,000	145,000	145,000	145,000	145,000	-	0.00%
5311	GST Software Reimbursable	44,791	52,692	52,692	52,692	52,692	-	0.00%
5403	Conferences, Meeting & Travel	1,491	-	2,650	2,650	2,650	-	0.00%
5503	General Technical Supplies	4,009	5,883	7,500	7,500	7,500	-	0.00%
5506	Uniforms/Safety Equipment	9,977	1,047	2,500	2,500	2,500	-	0.00%
5507	Postage & Shipping	-	-	1,200	1,200	1,200	-	0.00%
5508	Shipping Costs	343	169	-	-	-	-	0.00%
5514	Parts - Billing	745,477	789,466	600,000	600,000	700,000	100,000	16.67%
5515	Parts - Telecommunications	5,073	-	-	-	-	-	0.00%
5516	Install Wire, Loom & Hardware	31,058	-	30,000	30,000	-	(30,000)	-100.00%
5517	Vehicle Operations	4,168	3,415	4,500	4,500	4,500	-	0.00%
5520	Equipment Repair	232	-	5,000	5,000	5,000	-	0.00%
5521	Outside Tech Serv-Towers/Equip	359,890	324,761	325,000	325,000	325,000	-	0.00%
5524	GETAC Project	-	-	-	-	-	-	0.00%
5525	Culver City Infrastructure Trans	-	-	-	-	-	-	0.00%
5810	Office Equipment	-	8,260	2,000	2,000	2,000	-	0.00%
5820	Other Equipment	6,563,550	138	-	-	-	-	0.00%
<b>Subtotal</b>	<b>Supplies/Serv/Equip</b>	<b>\$ 8,080,061</b>	<b>\$ 1,330,831</b>	<b>\$ 1,178,042</b>	<b>\$ 1,178,042</b>	<b>\$ 1,248,042</b>	<b>\$ 70,000</b>	<b>5.94%</b>
<b>Total</b>	<b>Expenses - Tech Services</b>	<b>\$ 8,747,630</b>	<b>\$ 2,052,827</b>	<b>\$ 1,948,482</b>	<b>\$ 1,920,967</b>	<b>\$ 2,010,682</b>	<b>\$ 89,715</b>	<b>4.67%</b>

## Account Detail - Technical Services Department

Account	Account Description	Comments/Explanation
5101	Salaries (Full-Time)	Includes contracted and estimated increases from MOUs if applicable
5103	Overtime	As needed
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
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 employee-only coverage
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 projected increase from prior year premium
5208	PERS Contribution	Rates reflect decrease in the Normal Cost from 11.031% to 10.88% for Tier 1 employees plus 3.5% of employee contributions; decrease from 8.794% to 8.65% for Tier 2 employees hired after October 25, 2011; decrease from 7.732% to 7.59% 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
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.
5820	Other Equipment	Television, tools, etc.
<b>Conferences, Meetings &amp; Travel</b>		
<b>10-70-311-5403</b>		
	Technical Services Software/Support training	2,500
	COPS West - Palm Springs - October 2017	150
	<b>Total</b>	<b>\$ 2,650</b>
<b>Outside Tech Svcs-Towers/Equipment</b>		
<b>10-70-311-5521</b>		
	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
	<b>Total</b>	<b>\$ 325,000</b>

## 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:** Based on the Cost Allocation Policy, the annual predetermined charges to the Member Cities (Gardena, Hawthorne, and Manhattan Beach) and for the Contract Cities of El Segundo and Hermosa Beach. For Culver City, the assessment is based on the terms of the contract.

**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 \$5,000 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 \$5,000 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.

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

**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.

**RECOMMENDED BUDGET:** The budget submitted to the Board of Directors for review and approval after review by the Executive Committee.

**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 18<sup>th</sup> 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 2021-2022**

**BUDGET RESOLUTION**



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS  
AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR  
2021-2022**

**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 16, 2021, the Board of Directors examined and adopted the budget for Fiscal Year 2021-2022 as outlined below;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of said Authority has adopted a budget in the amount of \$12,302,356 for the period of July 1, 2021 through June 30, 2022 in accordance with the following allocations:

Administration Department	\$2,258,673
Operations Department	7,833,001
Technical Services Division	2,010,682
Capital Outlay	200,000
<b>Total Budget</b>	<b>\$12,302,356</b>

**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 16th day of March 2021, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

\_\_\_\_\_  
Hildy Stern, Councilmember  
Chairman, Board of Directors

\_\_\_\_\_  
Shannon Kauffman, Acting Executive Director  
Secretary, Board of Directors

G-1

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

**JANUARY 19, 2021**

**A. CALL TO ORDER**

The Board of Directors, the Executive, and the User Committees convened in a regular joint session at 2:01PM on January 19, 2021 by teleconference.

**B. ROLL CALL**

Present: Councilmember Hildy Stern, City of Manhattan Beach  
Councilmember Rodney Tanaka, City of Gardena  
Councilmember Alex Monteiro, City of Hawthorne  
City Manager Bruce Moe, City of Manhattan Beach  
City Manager Clint Osorio, City of Gardena  
City Manager Erick Lee, City of Hawthorne  
Chief Mike Saffell, Gardena Police Department  
Chief Derrick Abell, Manhattan Beach Police Department  
Chief Mike Ishii, Hawthorne Police Department  
Chief Wolfgang Knabe, Manhattan Beach Fire Department

Also Present: Shannon Kauffman, Acting Executive Director  
John Krok, Administrative Services Manager  
Vanessa Alfaro, Finance & Performance Audit Manager  
Jennifer Petrusis, Richards Watson Gershon  
Laura Kalty, Liebert Cassidy Whitmore  
Clara Choi, Executive Assistant

**C. PUBLIC DISCUSSION**

None.

**D. BOARD OF DIRECTORS GENERAL BUSINESS**

1. Minutes from September 8, 2020

**APPROVE**

**Motion:** Councilmember Tanaka moved to approve the minutes from September 8, 2020. The motion was seconded by Councilmember Monteiro and passed by unanimous voice vote.

2. Minutes from October 13, 2020

**APPROVE**

**Motion:** Councilmember Tanaka moved to approve the minutes from October 13, 2020. Councilmember Monteiro abstained from the vote. The motion was seconded by Chair Stern and passed by voice vote.

3. Fiscal Year 2020-2021 Mid-Year Budget Report

**RECEIVE AND FILE**

Finance and Performance Audit Manager Alfaro provided a report on the Mid-year budget. The work plans for fiscal year 2020/21 were updated and provided by Acting Executive Director Kauffman.

4. Consideration of Resolution to Rescind the Portion of Resolution No. 336 that Purports to Amend the Bylaws and to Reaffirm Adoption of the Amended Cost Allocation Policy

**ADOPT RESOLUTION NO. 337**



Monteiro abstained. The motion was seconded by Chair Stern and passed by voice vote.

**E. EXECUTIVE COMMITTEE CONSENT CALENDAR**

**MOTION:** City Manager Moe moved to approve the Consent Calendar, Items 1-3. The motion was seconded by City Manager Osorio and passed by unanimous voice vote.

1. Minutes from December 15, 2020  
**APPROVE**
2. Check Register and Budget Transfer Report- December 2020  
**RECEIVE AND FILE**
3. Ratification of an Emergency Purchase from Dr. Paul's Immediate Care for SARS-COV-2 Testing Services  
**APPROVE**

**F. EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Fiscal Year 2019-2020 Annual Financial Report  
**RECEIVE AND FILE**

Finance and Performance Audit Manager Alfaro provided a summarized report on the annual financial report including pension liability. The staff report contained a typo on page one and should be corrected to \$750,000 and not \$750 million. "The change in net position is primarily the result of an increase in the net pension liability of over \$750,000."

**G. USER COMMITTEE GENERAL BUSINESS**

1. Minutes from December 15, 2020  
**APPROVE**

**MOTION:** Chief Abell moved to approve the minutes from December 15, 2020. The motion was seconded by Chief Ishii and passed by voice vote.

**H. ACTING EXECUTIVE DIRECTOR'S REPORT**

- I. Acting Executive Director Kauffman provided updates on Continuity of Operations during COVID-19 Pandemic, Recruitment, and Mark43 CAD.

**J. EXECUTIVE AND USER COMMITTEES' COMMENTS**

None.

**K. EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

The Executive Committee entered into closed session at 2:24PM to discuss the following items.

1. CONFERENCE WITH LABOR NEGOTIATOR  
Pursuant to Government Code Section 54957.6  
  
Agency Designated Representative: Acting Executive Director and Liebert, Cassidy, Whitmore  
Employee Organization: The California Teamsters Public, Professional and Medical Employees Union Local 911
2. CONFERENCE WITH LABOR NEGOTIATOR  
Pursuant to Government Code Section 54957.6  
  
Agency Designated Representative: Acting Executive Director and Liebert, Cassidy, Whitmore  
Employee Organization: The Communication Workers of America

3. PUBLIC EMPLOYMENT

Pursuant to Government Code Section 54957(b)(1)

Title: Executive Director

The Executive Committee returned from closed session at 2:55PM with no actions taken.

**L. ADJOURNMENT**

The meeting adjourned at 2:55PM.

H



# Staff Report

South Bay Regional Public Communications Authority

**MEETING DATE:** February 16, 2021

**ITEM:** H

**TO:** Executive Committee, and User Committee

**FROM:** Shannon Kauffman, Acting Executive Director

A handwritten signature in black ink, likely belonging to Shannon Kauffman.

**SUBJECT:** ACTING EXECUTIVE DIRECTOR'S REPORT

**ATTACHMENTS:** None

The Executive Committee, and User Committee will be provided an oral report on the following topics:

- **Continuity of Operations During COVID-19 Pandemic**
- **Recruitment of Communications Operators**
- **Communications Supervisor Promotional Process**
- **Mark43 CAD**