



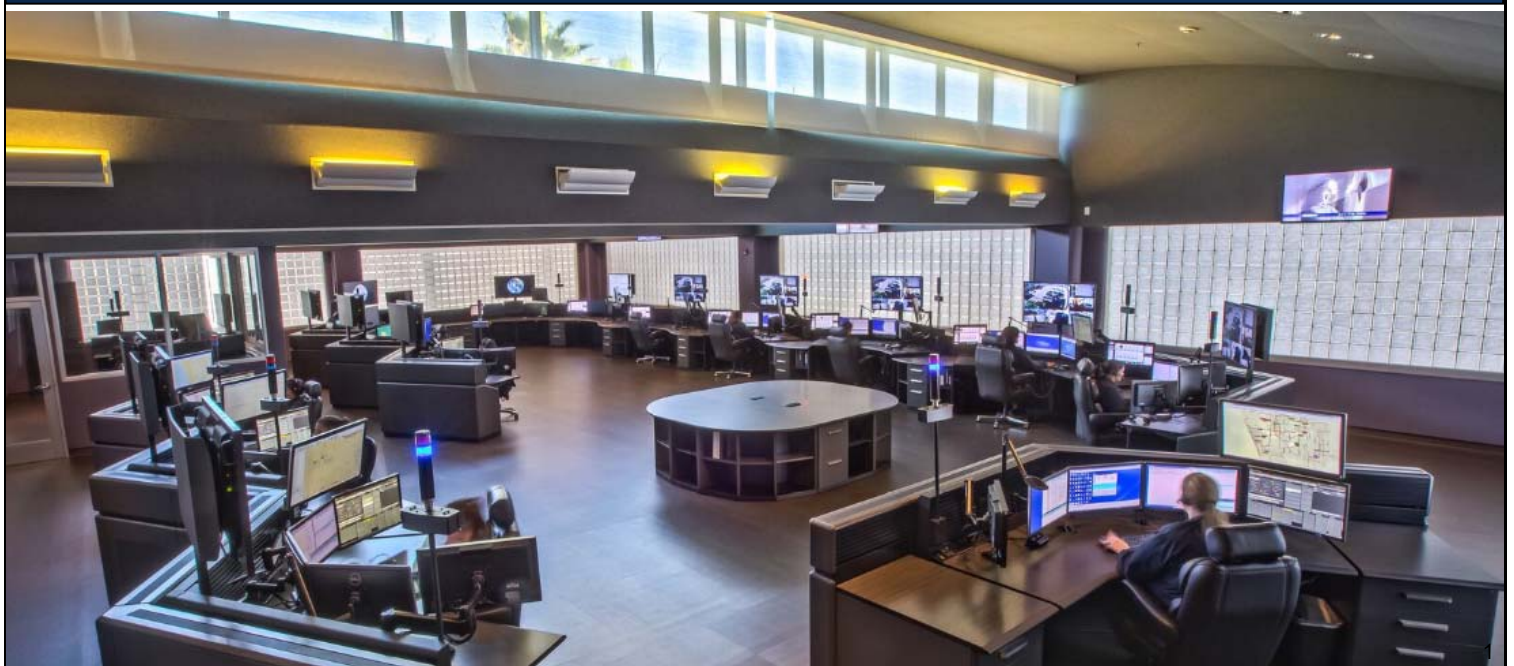
# SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY



**SBRPCA**

Fiscal Year 2022-2023

Adopted Budget



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## **AUTHORITY OFFICIALS**

### **Board of Directors**

**Rodney Tanaka**  
*Mayor Pro Tem*  
City of Gardena

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

**Hildy Stern**  
*Mayor*  
City of Manhattan Beach

### **Executive Committee**

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

**Vontray Norris**  
*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

**Mike Lang**  
*Fire Chief*  
City of Manhattan Beach

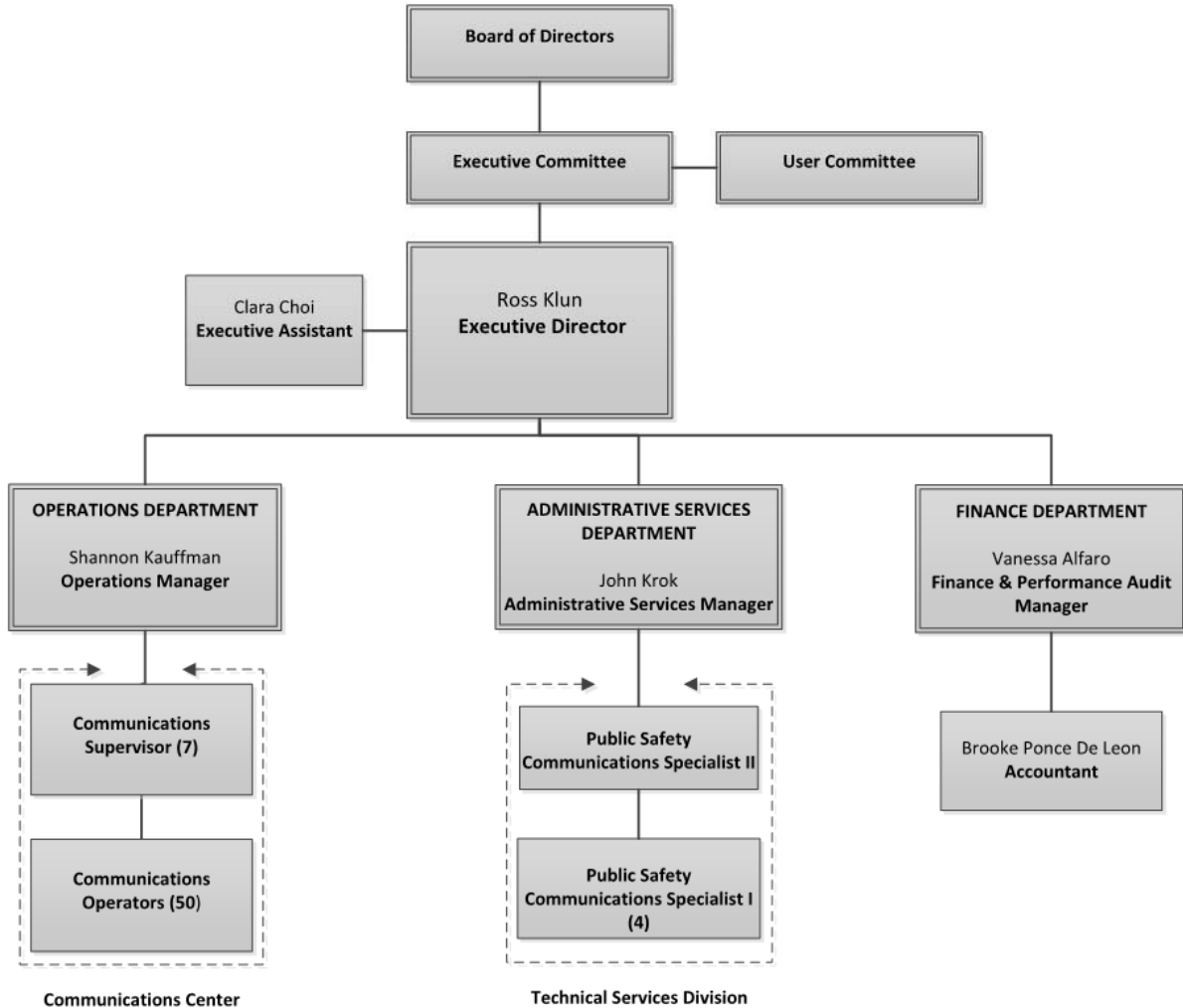
### **SBRPCA Staff**

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



# Organization Chart

Fiscal Year 2022-2023



# VISION

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

# MISSION

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

# VALUES

## TEAMWORK

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

## PROFESSIONALISM

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

## EMPATHY

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

## INNOVATION

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



# Budget Message

March 15, 2022

Members of the Board of Directors:

This past calendar year has been another eventful year for the Authority. I am pleased to report some of the agency's accomplishments in 2021 as follows:

- Phone calls received: 354,088
  - 911 Calls: 132,512
  - 7 Digit Calls: 221,576
- Calls for Service dispatched: 319,858
  - Police: 307,806
  - Fire: 12,052
- Technical Services Division completed 399 work orders of various equipment used in Police, Fire, and Public Works vehicles in CY2021.
- Processed 259 applications, which is more than double last year's number, subsequently hired 6 new Communications Operators, and expanded the Authority's recruitment program and hiring process to online platforms as a result of pandemic social-distancing.
- Celebrated the retirement of four Communications Operators, each with 25+ years with the Authority. Recognized an additional six employees with career service awards for reaching milestones of 20 or 25 years.
- Integrated a new executive director into the Authority's management team and continued to build relationships with Authority's key stakeholders.
- Engaged with the Authority's Police Task Force and Fire Task Force to resume regular monthly meetings and increase overall dialog between the Authority and our public safety partners.
- Reduced dispatch Call Entry Time for fire and medical calls by an average of 8 seconds advancing the Authority's goal to meet and exceed national dispatch call processing standards.
- Established and funded a Section 115 Trust for Other Post-Employment Benefits (OPEB).

- Negotiated a new agreement with MissionSquare Retirement, and an agreement with Shuster Advisory Group, LLC., that resulted in a reduction in plan fees along with superior investment options for our employees in the 457(b) retirement plan.
- Completed talks on a successor 5-year contract for police and fire dispatch services with the City of Culver City. The city approved the agreement during their February 2022 city council meeting. This will incorporate the last city into the Authority's Cost Allocation Policy.
- Continued to utilize the Authority's Continuity of Operations Plan, and COVID-19 Prevention Program, to provide employees a healthy and safe workplace. As such, the Authority has experienced no disruption to the critical services we provide.
- Collaborated with Interoperability Network of the South Bay (INSB) to determine the final location of the sixth INSB radio site in Manhattan Beach.
- Completed a capital improvement upgrade to the Authority's computer systems agency-wide.
- Entered into an agreement with the Teamsters Public, Professional and Medical Employees Union Local 911 to extend the MOU for one (1) year.

Having these accomplishments in mind, staff is ready to build on these successes and respectfully submits the Fiscal Year 2022-2023 Recommended Budget. In developing this budget, staff was mindful of the financial impact to the Member Cities, while maintaining the Authority's goal of continuing to provide an outstanding level of service to the communities served.

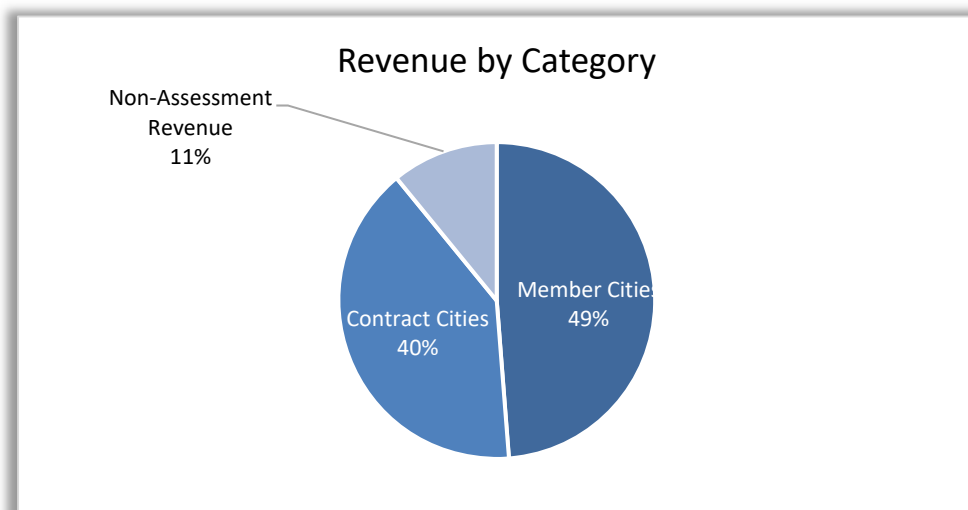
Assessments for Member Cities are based on the Cost Allocation Policy adopted by the Board of Directors in Fiscal Year 2019-20 and include a 3.98% discount for the City of Manhattan Beach and premiums for the City of Gardena and the City of Hawthorne of 1.69% and 1.73%, respectively.

The assessments for the cities of Culver City, Hermosa Beach, El Segundo are based on the Cost Allocation Policy with discounts for the City of El Segundo to allow cost increases to be phased-in through FY2023-2024.



Total revenues are estimated to increase by 5.08% to \$13,470,762. Assessment amounts do not include Technical Services Division Workload Support charges, which total \$565,791 for Fiscal Year 2022-2023. These charges will be billed to member and contract cities on a quarterly basis in accordance with the Cost Allocation Policy and the Authority's agreements with the cities of Culver City, El Segundo and Hermosa Beach.

REVENUE SUMMARY BY CATEGORY – ENTERPRISE FUND (FUND 10)						
	FY20-21 Adopted	FY20-21 Amended	FY21-22 Adopted	FY22-23 Proposed	\$ Inc (Dec)	% Inc (Dec)
<b>Assessments</b>						
Member Cities	\$6,558,300	\$6,023,386	\$6,222,755	\$6,569,714	\$346,959	5.58%
Contract Cities	5,291,029	4,901,495	5,149,108	5,430,940	281,832	5.47%
<b>Subtotal Assessments</b>	<b>\$11,849,329</b>	<b>\$10,924,881</b>	<b>\$11,371,863</b>	<b>\$12,000,654</b>	<b>\$628,791</b>	<b>5.53%</b>
Non-Assessment Revenue	\$1,299,929	\$1,321,169	\$1,448,004	\$1,470,108	\$22,104	1.53%
<b>Grand Total</b>	<b>\$13,149,258</b>	<b>\$12,246,050</b>	<b>\$12,819,867</b>	<b>\$13,470,762</b>	<b>\$650,895</b>	<b>5.08%</b>



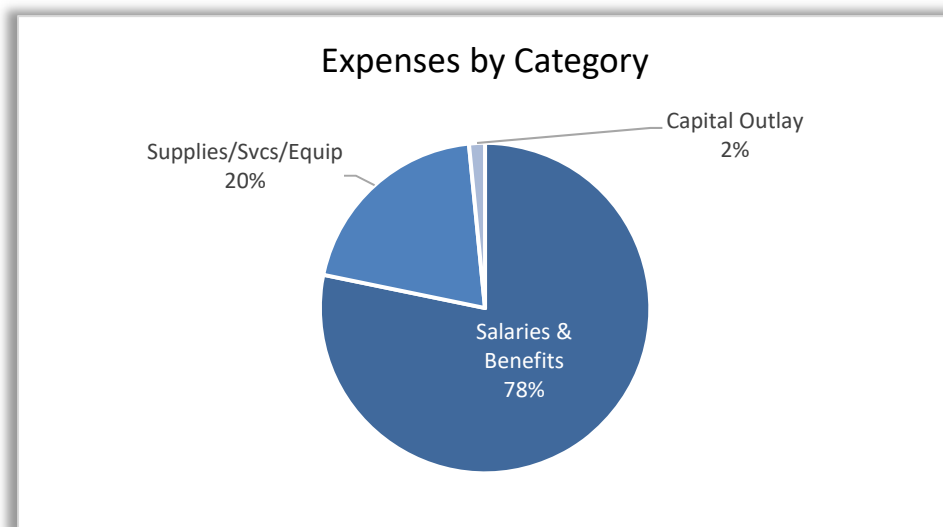
The proposed expenditure budget is \$12,841,154, which represents an increase of \$538,798 or 4.38% in expenses compared to the adopted budget for Fiscal Year 2021-2022. Due to the COVID-19 pandemic, the FY20-21 Adopted Budget of \$12,938,443 decreased to \$12,086,595 through a



budget amendment recommended by the Executive Committee and approved by the Board of Directors. Accordingly, the budget adopted for FY21-22 was designed to provide consistency for our member and contract cities during uncertain financial times while maintaining sufficient operating resources for the Authority. The FY22-23 Recommended Budget remains below pre-pandemic levels.

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

EXPENSE SUMMARY BY CATEGORY – ENTERPRISE FUND (FUND 10)						
	FY20-21 Adopted	FY20-21 Amended	FY21-22 Adopted	FY22-23 Proposed	\$ Inc (Dec)	% Inc (Dec)
Operating Budget	\$12,688,443	\$11,834,095	\$12,102,356	\$12,641,154	\$538,798	4.45%
Capital Outlay	250,000	252,500	200,000	200,000	0	0.00%
<b>Total</b>	<b>\$12,938,443</b>	<b>\$12,086,595</b>	<b>\$12,302,356</b>	<b>\$12,841,154</b>	<b>\$538,798</b>	<b>4.38%</b>
Salaries & Benefits	\$10,170,486	\$9,359,304	\$9,582,138	\$10,045,152	\$463,014	4.83%
Supplies/Svcs/Equip	2,517,957	2,474,791	2,520,218	2,596,002	75,784	3.01%
Capital Outlay	250,000	252,500	200,000	200,000	0	0.00%
<b>Total</b>	<b>\$12,938,443</b>	<b>\$12,086,595</b>	<b>\$12,302,356</b>	<b>\$12,841,154</b>	<b>\$538,798</b>	<b>4.38%</b>



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

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

Summary of Top 10 Expenditure Increases				
Line Item	FY21-22 Adopted	FY22-23 Proposed	Inc (Dec) \$	Inc (Dec) %
Salaries (Full-Time)	\$ 6,365,776	\$ 6,567,750	\$ 201,974	3.17%
PERS Contribution-UAL	593,961	676,566	82,605	13.91%
Deferred Comp Matching	37,500	98,100	60,600	161.60%
General Liability Insurance	216,000	259,500	43,500	20.14%
Salaries (Part-Time)	-	30,000	30,000	0.00%
Overtime	202,389	228,500	26,111	12.90%
Holiday Payoff	75,000	100,000	25,000	33.33%
Legal Services	75,000	100,000	25,000	33.33%
Electricity - HQ	110,000	135,000	25,000	22.73%
Dental Insurance	52,673	72,454	19,781	37.55%

1. Salaries/Full-Time (\$201,974): Includes contracted and estimated increases from MOUs and agreements with employee groups.
2. PERS Contribution-UAL (\$82,605): Increase relates to a rise in the Unfunded Actuarial Liability required payment for pension benefits.
3. Deferred Comp Matching (\$60,600): Includes contracted and estimated increases from MOUs and agreements with employee groups.
4. General Liability Insurance (\$43,500): Increase relates to industry-wide increases due to current market conditions.
5. Salaries (Part-Time) (\$30,000): Increase relates to upcoming project-based needs.
6. Overtime (\$26,111): Increase relates to updated projection for team schedule built-in overtime hours. The team schedule stabilizes overtime compared to prior years.
7. Holiday Payoff (\$25,000): Increase relates to projected rise in use of benefit provided to certain labor groups.
8. Legal Services (\$25,000): Increase relates to anticipated needs for upcoming labor and contracts negotiations.

9. Electricity – HQ (\$25,000): Increase relates to industry-wide increases due to current market conditions.
10. Dental Insurance (\$19,781): Increase relates to premium increases and updated benefit projections.

### ***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. Normal Cost rates for FY2022-23 for Tier 1, Tier 2, and PEPRAs employee groups are 10.87%, 8.63%, and 7.47%, respectively. All employees pay at least one half of the employee contribution previously paid by the Authority. UAL payments for Tier 1, Tier 2, and PEPRAs employee groups are \$660,966, \$8,552, and \$7,048, respectively. The total increase in retirement costs for Fiscal Year 2022-2023 is \$67,910.

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 proposed budget for Fiscal Year 2022-2023 are \$463,014.

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

### ***Capital Outlay for Fiscal Year 2022-2023:***

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

***Members' Assessments for Fiscal Year 2022-2023:*** The calculation of the assessments is found in the Financial Summaries section of the document. The budget, as presented, uses the Cost Allocation Policy adopted in FY2019-20 and as updated in FY2020-21, and applies discounts and premiums outlined in the Authority's ByLaws through Fiscal Year 2022-23.

### ***Assessments for Contract Cities:***

A new five-year agreement effective March 1, 2022, which transitions Culver City to the Cost Allocation Policy, was approved February 2022. Culver City's assessment based on the Cost Allocation Policy is \$2,762,991, an increase of \$71,822.

El Segundo's assessment is \$1,869,811, an increase of \$170,177. A new agreement was finalized in January 2020, which transitioned El Segundo to the Cost Allocation Policy over a four-year period. The agreement provides a discount of \$92,762 for the FY22-23 assessment. The current agreement expires on June 30, 2030.

Hermosa Beach's assessment is \$798,138, an increase of \$39,833. 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 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 2022-2023 Cost Allocation</b>
Dedicated Support	50%	\$565,791
Workload Support	50%	\$565,791
<b>Total</b>	<b>100%</b>	<b>\$1,131,582</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. The Dedicated Support portion of Technical Services Division costs 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 for member and contract cities.

### ***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:

Function	Position Allocations	Allocation of Operations Department Costs
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 2022-2023:***

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

1. Implement Mark43 Computer Aided Dispatch ("CAD")  
Work with Mark43 to complete development and Go-Live on the CAD system.
2. Develop a 5-Year Capital Improvement Plan (CIP)  
Conduct a needs assessment and then create a 5-year CIP plan for the Authority.
3. Review Technical Services Division Billing Methodology  
Review current cost allocation methodology for Technical Services Workload Support and develop recommendations for improvements.
4. Management and Confidential Successor Agreement  
Negotiate a successor agreement with the Management and Confidential Employees. Their current MOU expires on June 30, 2022.
5. Initiatives to Improve Fire Dispatching  
Continue working with the Fire Task Force to refine call processing and dispatch procedures, reduce dispatch and overall response times, and explore other improvements to emergency service delivery.
6. Compliance with National Fire Protection Association (NFPA) Standard 1221  
Continue to monitor dispatching procedures to ensure event processing time for emergency fire events is in compliance with NFPA Standard 1221. Work with Mark43

to ensure the CAD system will produce reports that document compliance with the standard.

7. City Contracts for Services and Regional Fire Dispatching

Continue to monitor developments in the region regarding dispatch services. If requested, develop a Phase Two Feasibility study for the City of Redondo Beach. Work with fire departments and related stakeholders in the area, as appropriate, in determining the feasibility of establishing a regional fire dispatch center.

8. Records Retention Policy

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

***Fund Balance/Reserves:***

In accordance with the Executive Committee's Budget Policy, as established by Resolution No. 321, the recommended Fiscal Year 2022-2023 budget includes a 10% Operational and Capital Reserve of \$1,284,115.

In October 2011 the Executive Committee established a reserve in the amount of \$250,000 for future funding of OPEB liabilities. In September 2020, the Board of Directors approved a resolution to establish a Section 115 Trust for pre-funding OPEB obligations and the \$250,000 reserve was transferred to the Trust in June 2021.

Additionally, in January 2022, the Board of Directors approved an Additional Discretionary Payment (ADP) towards the Authority's pension liability and a contribution to the Section 115 Trust for OPEB of \$281,864 and \$192,679, respectively. A revision to the Budget Policy is being presented simultaneously to allow ongoing funding of pension and OPEB unfunded liabilities using budgetary surplus and unrestricted available fund balance each fiscal year. Therefore, fund balance projections include tentative ADPs and trust contributions over the next several years.

The available Enterprise Fund cash balance is projected to be \$3,742,219 by June 30, 2022 and \$3,857,219 by June 30, 2023, 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,

Ross Klun, 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 320,000 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 external 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 59,713; 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 of nearly 87,000; 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 35,183; 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 305 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 39,437 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 17,500; 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 285 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; 1.43 square miles; population of 19,614 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 136 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 unit 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. 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, if any, 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 Board of Directors. The Board of Directors reviews and approves any 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 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 2022-2023, Manhattan Beach receives a 3.98% discount on its assessment. Gardena and Hawthorne pay premiums of 1.69% and 1.73% 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's assessment is based on the Cost Allocation Policy after a four-year phasing-in of significant increases. The agreement caps the assessment for Fiscal Year 2022-2023 at \$1,869,811.

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 is subject to the Cost Allocation Policy.

The current agreement with Culver City expires on March 1, 2022. A new five-year agreement, which transitions Culver City to the Cost Allocation Policy, is pending City Council approval.

***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 19-20 Adopted	FY 20-21 Adopted	FY 20-21 Amended	FY 21-22 Adopted	FY 22-23 Proposed
<b>Administration Department</b>					
Executive Director	1	1	1	1	1
Operations Manager	1	1	1	1	1
Administration Manager <sup>1</sup>	0	0	0	0	0
Finance & Performance Audit Manager <sup>2</sup>	1	1	1	1	1
Information Technology Manager <sup>1</sup>	0	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	1	1	1	1	1
<b>Subtotal</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Operations Department</b>					
Communications Supervisor <sup>5</sup>	7	8	7	7	7
Communications Operator <sup>6,7</sup>	54	55	50	50	50
<b>Subtotal</b>	<b>61</b>	<b>63</b>	<b>57</b>	<b>57</b>	<b>57</b>
<b>Technical Services Division</b>					
Lead Communications Technician	0	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	4	4	4	4	4
<b>Subtotal</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Grand Total</b>	<b>72</b>	<b>74</b>	<b>68</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. Four (4) positions eliminated in FY21 due to combined police dispatching between Hermosa Beach and Manhattan Beach



## FINANCIAL SUMMARIES



## Fund Balance Estimates

Fund 10 - Enterprise Fund	
<b>Beginning Balance</b>	
<b>Cash Available as of June 30, 2021</b>	<b>\$ 4,983,367</b>
Operating and Capital Reserve	(1,230,236)
<b>Available Cash</b>	<b>\$ 3,753,131</b>
Gardena - 32.08%	1,204,004
Hawthorne - 45.07%	1,691,536
Manhattan Beach - 22.85%	857,590
<b>Fiscal Year 2021-22 Estimated Revenues &amp; Expenditures</b>	
Revenues	12,819,867
Expenditures	12,302,356
<b>Revenues Over (Under) Expenditures</b>	<b>\$ 517,511</b>
<b>Estimated Balance - End of FY2021-22</b>	
Pension and OPEB Funding	(474,543)
Estimated Cash Available on June 30, 2022	5,026,334
Operating and Capital Reserve (10% of Budget)	(1,284,115)
<b>Estimated Available Cash After Reserve Allocations</b>	<b>\$ 3,742,219</b>
Gardena - 32.08%	1,200,504
Hawthorne - 45.07%	1,686,618
Manhattan Beach - 22.85%	855,097
<b>Fiscal Year 2022-23 Budget Resources</b>	
<b>Assessments</b>	
Gardena	2,233,811
Hawthorne	2,729,338
Manhattan Beach	1,606,565
<b>Member City Subtotal</b>	<b>6,569,714</b>
Culver City	2,762,991
El Segundo	1,869,811
Hermosa Beach	798,138
<b>Contract City Subtotal</b>	<b>5,430,940</b>
Non-Assessment Revenues	1,470,108
<b>Total Budget Resources</b>	<b>13,470,762</b>
<b>Fiscal Year 2022-23 Budget Expenses</b>	
Operating	12,641,154
Capital	200,000
<b>Total Budget Expenses</b>	<b>12,841,154</b>
<b>Revenues Over (Under) Expenditures</b>	<b>\$ 629,608</b>
<b>Estimated Balance - End of FY2022-23</b>	
Pension and OPEB Funding	(454,254)
Estimated Cash Available on June 30, 2023	5,201,688
Operating and Capital Reserve	(1,344,009)
<b>Estimated Available Cash After Reserve Allocations</b>	<b>\$ 3,857,679</b>
Gardena - 32.08%	1,237,544
Hawthorne - 45.07%	1,738,656
Manhattan Beach - 22.85%	881,480

## Assessments & Methodologies

Assessments	FY21-22 Assessment	FY22-23 Base	FY22-23 Bylaws Adjustments	Contract Adjustments	Other Adjustments	FY22-23 Assessment	Increase (Decrease) Amount
<b>Member Cities</b>							
Gardena	\$ 2,141,335	\$ 2,196,687	\$ 37,124			\$ 2,233,811	92,476
Hawthorne	2,619,842	2,682,923	46,415			2,729,338	109,496
Manhattan Beach	1,461,578	1,673,156	(66,592)			1,606,565	144,987
<b>Subtotal</b>	<b>6,222,755</b>	<b>6,552,766</b>		-		<b>6,569,714</b>	<b>346,959</b>
<b>Contract Cities</b>							
Culver City	\$ 2,691,169	2,762,991		-		2,762,991	\$ 71,822
El Segundo	1,699,634	1,962,573		(92,762)		1,869,811	170,177
Hermosa Beach	758,305	798,138		-		798,138	39,833
<b>Subtotal</b>	<b>\$ 5,149,108</b>	<b>5,523,702</b>		<b>\$ (92,762)</b>		<b>\$ 5,430,940</b>	<b>\$ 281,832</b>
<b>Total Assessments</b>	<b>\$ 11,371,863</b>	<b>\$ 12,076,468</b>				<b>\$ 12,000,654</b>	<b>\$ 628,791</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:</p> <p>For FY20-21: City of Gardena: 4.93%, City of Hawthorne: 5.30%; City of Manhattan Beach: (11.95%)</p> <p>For FY21-22: City of Gardena: 3.33%, City of Hawthorne: 3.50%; City of Manhattan Beach: (7.97%)</p> <p>For FY22-23: City of Gardena: 1.69%, City of Hawthorne: 1.73%; City of Manhattan Beach: (3.98%)</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>
<b>Contract Cities</b>	
Culver City	<p>Starting FY22-23, assessment based on Authority's Cost Allocation Policy. Agreement pending approval as of February 2022.</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>
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:</p> <p>FY20-21 \$1,493,738; FY21-22 \$1,699,634; FY22-23 \$1,869,811; FY23-24 \$2,044,684</p> <p>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	El Segundo	Hermosa Beach	TOTAL
<b>OPERATIONS</b>							
Call-Taking Emergency Calls	\$ 613,289	\$ 908,828	\$ 184,575	\$ 396,444	\$ 199,913	\$ 111,546	\$ 2,414,595
Call-Taking Non-Emergency Support	297,620	339,412	239,846	487,377	131,102	114,372	1,609,730
Police - Dedicated Dispatch Support	806,630	806,630	403,315	806,630	806,630	403,315	4,033,150
Police - Calls for Service Readiness Support	387,090	523,584	205,703	271,249	212,303	128,564	1,728,493
Fire - Dedicated Dispatch Support	-	-	402,432	402,432	402,432	-	1,207,297
Fire - Calls for Service Readiness Support	-	-	128,678	258,187	130,548	-	517,413
<b>TECHNICAL SERVICES</b>							
Technical Support - Dedicated Support	92,057	104,470	108,607	140,672	79,645	40,340	565,791
<b>Total Calculated</b>	<b>\$ 2,196,687</b>	<b>\$ 2,682,923</b>	<b>\$ 1,673,156</b>	<b>\$ 2,762,991</b>	<b>\$ 1,962,573</b>	<b>\$ 798,138</b>	<b>\$ 12,076,468</b>

### Cost Allocation Data

City	3 Year Average			
	911 Calls	Non-Emergency Calls	Police Calls for Service	Fire Calls for Service
Gardena	28,469	42,252	68,151	-
Hawthorne	42,188	48,185	92,182	-
Manhattan Beach	8,568	34,050	36,216	3,716
Culver City	18,403	69,191	47,756	7,456
El Segundo	9,280	18,612	37,378	3,770
Hermosa Beach	5,178	16,237	22,635	-
<b>3 Year Average</b>	<b>112,086</b>	<b>228,527</b>	<b>304,318</b>	<b>14,942</b>

City	Vehicle Inventories		
	Police	Fire	Total
Gardena	89	-	89
Hawthorne	101	-	101
Manhattan Beach	89	16	105
Culver City	108	28	136
El Segundo	64	13	77
Hermosa Beach	39	-	39
<b>Total</b>	<b>490</b>	<b>57</b>	<b>547</b>

## Revenues by Account

Account Number & Title	FY19-20 Actual	FY20-21 Adopted	FY20-21 Amended	FY20-21 Actual	FY21-22 Adopted	FY22-23 Proposed	vs Adopted Inc (Dec) \$	vs Adopted Inc (Dec) %
<b>Enterprise Fund (Fund 10)</b>								
10-50-111-4110 Gardena	\$ 2,391,301	\$ 2,174,993	\$ 2,083,118	\$ 1,666,078	\$ 2,141,335	\$ 2,233,811	\$ 92,476	4.32%
10-50-111-4120 Hawthorne	3,359,598	2,664,597	2,552,293	1,966,383	2,619,842	2,729,338	109,496	4.18%
10-50-111-4130 Manhattan Beach	1,703,280	1,718,710	1,387,975	1,045,475	1,461,578	1,606,565	144,987	9.92%
<b>Member City Subtotal</b>	<b>7,454,179</b>	<b>6,558,300</b>	<b>6,023,386</b>	<b>4,677,936</b>	<b>6,222,755</b>	<b>6,569,714</b>	<b>346,959</b>	<b>5.58%</b>
10-50-111-4140 Hermosa Beach	975,208	1,132,062	742,528	742,528	758,305	798,138	39,833	5.25%
10-50-111-4145 El Segundo	1,372,870	1,493,738	1,493,738	1,493,738	1,699,634	1,869,811	170,177	10.01%
10-50-111-4146 Culver City	2,587,601	2,665,229	2,665,229	2,665,229	2,691,169	2,762,991	71,822	2.67%
<b>Contract City Subtotal</b>	<b>4,935,679</b>	<b>5,291,029</b>	<b>4,901,495</b>	<b>4,901,495</b>	<b>5,149,108</b>	<b>5,430,940</b>	<b>281,832</b>	<b>5.47%</b>
<b>Subtotal Assessments</b>	<b>\$ 12,389,858</b>	<b>\$ 11,849,329</b>	<b>\$ 10,924,881</b>	<b>\$ 9,579,431</b>	<b>\$ 11,371,863</b>	<b>\$ 12,000,654</b>	<b>\$ 628,791</b>	<b>5.53%</b>
10-50-111-4150 El Camino Community College	653	790	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	30,250	30,500	30,500	30,500	30,500	30,500	-	0.00%
10-50-111-4154 Medical Director/El Segundo	27,708	30,500	30,500	-	-	-	-	0.00%
10-50-111-4210 Investment Earnings (LAIF)	85,856	50,000	50,000	30,381	50,000	30,000	(20,000)	-40.00%
10-50-111-4220 POST Reimbursements	3,495	1,400	1,400	360	6,450	5,000	(1,450)	-22.48%
10-50-111-4255 Unrealized Gain/Loss on Investments	16,746	-	-	(21,872)	-	-	-	0.00%
10-50-111-4410 Vending Machine Revenue	-	-	-	-	-	-	-	0.00%
10-50-111-4430 Other Miscellaneous Revenue	68,955	2,500	2,500	977	2,500	2,500	-	0.00%
10-50-111-4240 911 Reimbursements	3,000	8,000	8,000	-	8,000	5,000	(3,000)	-37.50%
10-50-111-4241 Redondo Beach Maint Agreement	-	13,000	13,000	10,238	13,000	13,000	-	0.00%
<b>Subtotal Administration - Other</b>	<b>\$ 236,663</b>	<b>\$ 136,690</b>	<b>\$ 136,690</b>	<b>\$ 50,584</b>	<b>\$ 111,240</b>	<b>\$ 86,790</b>	<b>\$ (24,450)</b>	<b>-21.98%</b>
10-60-211-4215 DUI Reimbursement-Overtime	544	2,000	2,000	-	2,000	1,000	(1,000)	-50.00%
10-60-211-4435 Reimbursements Sprint Wireless	53,602	70,000	70,000	44,537	70,000	1,200	(68,800)	-98.29%
10-60-211-4440 Reimbursements/Verizon Wireless	42,805	25,000	25,000	50,035	50,000	60,000	10,000	20.00%
10-60-211-4460 Pink Patch Project	250	-	-	-	-	-	-	0.00%
<b>Subtotal Operations</b>	<b>\$ 97,201</b>	<b>\$ 97,000</b>	<b>\$ 97,000</b>	<b>\$ 94,572</b>	<b>\$ 122,000</b>	<b>\$ 62,200</b>	<b>\$ (59,800)</b>	<b>-49.02%</b>
10-70-311-4310 Labor-Installation-Member	125	320,991	309,477	354,342	290,910	305,134	14,224	4.89%
10-70-311-4320 Labor-Installation-NonMember	436	92,556	125,310	93,617	171,162	260,657	89,495	52.29%
10-70-311-4360 Reimbursements for Billable Parts	687,720	600,000	600,000	508,851	700,000	700,000	-	0.00%
10-70-311-4370 Reimbursements for GST Software	52,692	52,692	52,692	52,692	52,692	55,327	2,635	5.00%
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 Reimb	-	-	-	-	-	-	-	0.00%
<b>Subtotal Technical Services</b>	<b>\$ 740,973</b>	<b>\$ 1,066,239</b>	<b>\$ 1,087,479</b>	<b>\$ 1,009,501</b>	<b>\$ 1,214,764</b>	<b>\$ 1,321,118</b>	<b>\$ 106,354</b>	<b>8.76%</b>
<b>Subtotal Non-Assessment Revenues</b>	<b>\$ 1,074,837</b>	<b>\$ 1,299,929</b>	<b>\$ 1,321,169</b>	<b>\$ 1,154,657</b>	<b>\$ 1,448,004</b>	<b>\$ 1,470,108</b>	<b>\$ 22,104</b>	<b>1.53%</b>
<b>Total Enterprise Fund (Fund 10) Revenues</b>	<b>\$ 13,464,695</b>	<b>\$ 13,149,258</b>	<b>\$ 12,246,050</b>	<b>\$ 10,734,088</b>	<b>\$ 12,819,867</b>	<b>\$ 13,470,762</b>	<b>\$ 650,895</b>	<b>5.08%</b>
<b>Grant Fund (Fund 20)</b>								
20-80-433-4270 Grant Reimb	-	-	-	5,670	-	-	-	-
<b>Total Grant Fund (Fund 20) Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,670</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Grand Total All Funds</b>	<b>\$ 13,464,695</b>	<b>\$ 13,149,258</b>	<b>\$ 12,246,050</b>	<b>\$ 10,739,758</b>	<b>\$ 12,819,867</b>	<b>\$ 13,470,762</b>	<b>\$ 650,895</b>	<b>5.08%</b>

## Expenses by Department - Enterprise Fund (10)

Department/Description	FY19-20 Actual	FY20-21 Adopted	FY20-21 Amended	FY20-21 Actual	FY21-22 Adopted	FY22-23 Proposed	vs Adopted Inc (Dec) \$	vs Adopted Inc (Dec) %
<b>Administration</b>								
Salaries & Benefits	\$ 1,133,162	\$ 1,278,828	\$ 1,169,105	\$ 979,631	\$ 1,274,756	\$ 1,349,947	\$ 75,191	5.90%
Supplies/Services/Equip	1,061,824	1,068,710	1,028,014	924,279	983,917	1,132,460	148,543	15.10%
<b>Subtotal Administration</b>	<b>\$ 2,194,986</b>	<b>\$ 2,347,538</b>	<b>\$ 2,197,119</b>	<b>\$ 1,903,910</b>	<b>\$ 2,258,673</b>	<b>\$ 2,482,407</b>	<b>\$ 223,734</b>	<b>9.91%</b>
<b>Operations</b>								
Salaries & Benefits	\$ 7,513,253	\$ 8,121,218	\$ 7,447,274	\$ 7,151,895	\$ 7,544,742	\$ 7,922,665	\$ 377,923	5.01%
Supplies/Services/Equip	216,130	271,205	268,735	252,891	288,259	212,865	(75,394)	-26.15%
<b>Subtotal Operations</b>	<b>\$ 7,729,383</b>	<b>\$ 8,392,423</b>	<b>\$ 7,716,009</b>	<b>\$ 7,404,785</b>	<b>\$ 7,833,001</b>	<b>\$ 8,135,530</b>	<b>\$ 302,529</b>	<b>3.86%</b>
<b>Technical Services</b>								
Salaries & Benefits	\$ 721,996	\$ 770,440	\$ 742,925	\$ 719,830	\$ 762,640	\$ 772,540	\$ 9,900	1.30%
Supplies/Services/Equip	1,330,831	1,178,042	1,178,042	982,346	1,248,042	1,250,677	2,635	0.21%
<b>Subtotal Technical Services</b>	<b>\$ 2,052,827</b>	<b>\$ 1,948,482</b>	<b>\$ 1,920,967</b>	<b>\$ 1,702,177</b>	<b>\$ 2,010,682</b>	<b>\$ 2,023,217</b>	<b>\$ 12,535</b>	<b>0.62%</b>
<b>Total Operating Expenses</b>	<b>\$ 11,977,196</b>	<b>\$ 12,688,443</b>	<b>\$ 11,834,095</b>	<b>\$ 11,010,872</b>	<b>\$ 12,102,356</b>	<b>\$ 12,641,154</b>	<b>\$ 538,798</b>	<b>4.45%</b>
<b>Total Capital Outlay</b>	<b>\$ 119,398</b>	<b>\$ 250,000</b>	<b>\$ 252,500</b>	<b>\$ 219,402</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Grand Total</b>	<b>\$ 12,096,594</b>	<b>\$ 12,938,443</b>	<b>\$ 12,086,595</b>	<b>\$ 11,230,274</b>	<b>\$ 12,302,356</b>	<b>\$ 12,841,154</b>	<b>\$ 538,798</b>	<b>4.38%</b>
<b>Department Summary</b>								
Administration	\$ 2,194,986	\$ 2,347,538	\$ 2,197,119	\$ 1,903,910	\$ 2,258,673	\$ 2,482,407	\$ 223,734	9.91%
Operations	7,729,383	8,392,423	7,716,009	7,404,785	7,833,001	8,135,530	302,529	3.86%
Technical Services	2,052,827	1,948,482	1,920,967	1,702,177	2,010,682	2,023,217	12,535	0.62%
Capital Outlay	119,398	250,000	252,500	219,402	200,000	200,000	-	0.00%
<b>Grand Total</b>	<b>\$ 12,096,594</b>	<b>\$ 12,938,443</b>	<b>\$ 12,086,595</b>	<b>\$ 11,230,274</b>	<b>\$ 12,302,356</b>	<b>\$ 12,841,154</b>	<b>\$ 538,798</b>	<b>4.38%</b>
<b>Major Category Summary</b>								
Salaries & Benefits	\$ 9,368,411	\$ 10,170,486	\$ 9,359,304	\$ 8,851,356	\$ 9,582,138	\$ 10,045,152	\$ 463,014	4.83%
Supplies/Services/Equip	2,608,785	2,517,957	2,474,791	2,159,516	2,520,218	2,596,002	75,784	3.01%
Capital Outlay	119,398	250,000	252,500	219,402	200,000	200,000	-	0.00%
<b>Grand Total</b>	<b>\$ 12,096,594</b>	<b>\$ 12,938,443</b>	<b>\$ 12,086,595</b>	<b>\$ 11,230,274</b>	<b>\$ 12,302,356</b>	<b>\$ 12,841,154</b>	<b>\$ 538,798</b>	<b>4.38%</b>

## Expenses by Account

ACCT	DESCRIPTION	FY19-20 Actual	FY20-21 Adopted	FY20-21 Amended	FY20-21 Actual	FY21-22 Adopted	FY22-23 Proposed	vs Adopted Inc (Dec) \$	vs Adopted Inc (Dec) %
5101	Salaries (Full-Time)	\$ 5,660,114	\$ 6,871,132	\$ 6,291,684	\$ 5,818,587	\$ 6,365,776	\$ 6,567,750	\$ 201,974	3.17%
5102	Salaries (Part-Time)	112,833	40,000	-	85,095	-	30,000	30,000	0.00%
5103	Overtime	930,141	202,389	202,389	242,502	202,389	228,500	26,111	12.90%
5104	Acting Pay	13,855	10,000	13,682	17,322	11,243	16,218	4,975	44.25%
5105	Bilingual Pay	6,629	8,400	8,400	7,271	8,400	9,600	1,200	14.29%
5107	Merit Pay	73,995	4,350	4,350	3,864	4,350	3,200	(1,150)	-26.44%
5108	Sick Leave Payoff	124,376	157,451	157,451	130,185	159,401	155,819	(3,582)	-2.25%
5109	Vacation Leave Payoff	130,176	93,472	93,472	128,639	101,628	109,939	8,311	8.18%
5110	Training Pay	14,285	15,000	15,000	13,122	15,000	15,000	-	0.00%
5112	Other Pay	6,300	34,680	29,790	14,117	17,200	13,000	(4,200)	-24.42%
5114	Holiday Payoff	132,890	75,000	75,000	102,600	75,000	100,000	25,000	33.33%
5115	Education Incentive	104,682	104,300	104,300	110,227	116,900	122,605	5,705	4.88%
5116	Overtime-Ridealongs	-	-	-	-	-	-	-	0.00%
5201	Medical Insurance	587,380	809,989	730,654	625,720	758,957	738,469	(20,488)	-2.70%
5202	Dental Insurance	39,848	46,807	46,198	47,394	52,673	72,454	19,781	37.55%
5203	Vision Care	15,034	21,795	19,833	17,015	19,124	22,108	2,984	15.60%
5204	Life Insurance	7,021	9,768	8,943	7,528	8,976	10,609	1,633	18.19%
5205	Medicare	105,694	110,819	102,399	93,732	102,344	107,312	4,968	4.85%
5206	Unemployment Insurance	22,401	5,000	5,000	20,279	10,000	20,000	10,000	100.00%
5207	Workers' Compensation	101,068	132,500	91,488	91,488	100,637	105,669	5,032	5.00%
5208	PERS Contribution	662,510	810,996	757,258	700,101	744,679	729,984	(14,695)	-1.97%
5209	Retirees' Medical Insurance	62,145	76,000	76,000	60,588	76,000	88,000	12,000	15.79%
5211	Social Security	-	-	-	-	-	-	-	0.00%
5212	Deferred Comp Matching	33,908	36,500	31,875	18,750	37,500	98,100	60,600	161.60%
5219	PERS Contribution-UAL	421,122	494,138	494,138	494,138	593,961	676,566	82,605	13.91%
5220	Deferred Comp Matching	-	-	-	1,091	-	4,250	4,250	0.00%
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 9,368,411</b>	<b>\$ 10,170,486</b>	<b>\$ 9,359,304</b>	<b>\$ 8,851,356</b>	<b>\$ 9,582,138</b>	<b>\$ 10,045,152</b>	<b>\$ 463,014</b>	<b>4.83%</b>
5300	Maintenance & Operations	-	-	-	-	-	-	-	0.00%
5301	Communications Contract Svcs	35,580	54,000	48,000	46,422	48,000	48,000	-	0.00%
5302	IT Computer Contract Services	200,000	200,000	200,000	200,000	200,000	200,000	-	0.00%
5304	Accountant/Auditing Services	20,850	33,000	46,000	23,496	33,000	33,000	-	0.00%
5305	Legal Services	170,978	95,000	75,000	81,311	75,000	100,000	25,000	33.33%
5306	Recruitment Costs	69,086	68,530	34,000	23,854	46,750	61,645	14,895	31.86%
5307	Software Maintenance Services	49,996	77,537	61,037	57,100	64,652	76,550	11,898	18.40%
5308	Banking Services (Fees)	5,336	6,000	6,000	7,110	6,000	7,500	1,500	25.00%
5309	Website Maintenance Service	2,075	7,500	7,500	3,233	7,500	7,500	-	0.00%
5311	GST Software Reimbursable	52,692	52,692	52,692	52,692	52,692	55,327	2,635	5.00%
5312	Medical Director Services	57,958	61,000	61,000	30,500	30,500	30,500	-	0.00%
5313	Temporary Staffing	54,049	50,000	40,000	-	20,000	20,000	-	0.00%
5401	Membership Dues	1,479	3,220	2,680	689	2,680	3,130	450	16.79%
5402	Publications	784	2,060	2,060	550	2,460	2,460	-	0.00%
5403	Conferences, Meeting & Travel	21,135	51,675	38,202	13,296	38,526	42,932	4,406	11.44%
5404	Employee Services/EC-BOD	4,465	13,000	8,000	37,432	8,000	8,000	-	0.00%
5405	Employee Awards	-	500	500	972	500	1,500	1,000	200.00%
5406	POST Training	1,744	24,865	11,908	3,185	12,608	12,608	-	0.00%
5407	Tuition Reimbursement	251	18,000	18,000	3,680	16,000	16,000	-	0.00%
5501	Office Supplies	15,324	9,000	9,000	5,634	9,000	10,000	1,000	11.11%
5502	Janitorial Supplies	19,328	9,100	9,100	13,016	12,100	12,100	-	0.00%
5503	General Technical Supplies	5,883	7,500	7,500	9,527	7,500	7,500	-	0.00%
5504	Vending Machine Supplies	240	-	-	-	-	-	-	0.00%
5505	Voice Recording Tapes	-	-	-	-	-	-	-	0.00%
5506	Uniforms/Safety Equipment	4,474	10,500	15,000	12,170	10,500	10,500	-	0.00%
5507	Postage	610	1,600	2,800	209	2,800	2,800	-	0.00%
5508	Shipping Costs	169	1,200	-	-	-	-	-	0.00%
5509	Reproduction	25	2,000	2,000	7	2,000	2,000	-	0.00%
5511	Office Equipment Lease	14,606	15,750	15,750	12,839	15,750	15,750	-	0.00%
5513	General Liability Insurance	159,707	175,678	198,512	194,067	216,000	259,500	43,500	20.14%
5514	Parts - Billing	789,466	600,000	600,000	428,581	700,000	700,000	-	0.00%
5515	Parts - Telecommunications	-	-	-	-	-	-	-	0.00%
5516	Install Wire, Loom & Hardware	-	30,000	30,000	-	-	-	-	0.00%
5517	Vehicle Operations	3,465	6,500	6,500	4,629	6,500	6,500	-	0.00%
5520	Equipment Repair	-	5,000	5,000	-	5,000	5,000	-	0.00%
5521	Outside Tech Serv-Towers/Equip	324,761	325,000	325,000	309,658	325,000	325,000	-	0.00%
5524	GETAC Project	-	-	-	-	-	-	-	0.00%



## Expenses by Account

ACCT	DESCRIPTION	FY19-20 Actual	FY20-21 Adopted	FY20-21 Amended	FY20-21 Actual	FY21-22 Adopted	FY22-23 Proposed	vs Adopted Inc (Dec) \$	vs Adopted Inc (Dec) %
5525	Culver City Infrastructure Trans	-	-	-	-	-	-	-	0.00%
5601	Telephone - Administration	13,450	15,000	15,000	15,475	15,000	17,000	2,000	13.33%
5603	Telephone - El Segundo	2,472	3,000	3,000	2,287	3,000	3,000	-	0.00%
5604	Telephone - Gardena	15,649	3,000	3,000	1,003	15,000	3,000	(12,000)	-80.00%
5606	Telephone - Hawthorne	7,647	6,000	6,000	9,358	6,000	14,500	8,500	141.67%
5607	Telephone - Hermosa Beach	33,158	27,000	27,000	28,392	30,000	12,000	(18,000)	-60.00%
5608	Telephone - Manhattan Beach	4,744	6,000	6,000	4,183	6,000	6,000	-	0.00%
5611	Telephone - Punta Place	3,502	4,500	4,500	1,115	4,500	4,500	-	0.00%
5612	Telephone - RCC	10,652	11,000	11,000	10,049	11,000	11,000	-	0.00%
5613	Sprint Wireless Reimbursable	51,567	70,000	70,000	42,567	70,000	1,200	(68,800)	-98.29%
5614	Verizon Wireless Reimbursable	47,264	25,000	25,000	53,063	50,000	60,000	10,000	20.00%
5615	Telephone-Culver City	14,480	14,500	14,500	10,178	14,500	14,500	-	0.00%
5701	Maintenance/HQ	164,381	164,150	194,650	148,648	161,650	164,150	2,500	1.55%
5702	Maintenance/Other	-	-	-	-	-	-	-	0.00%
5703	Electricity - HQ	109,008	98,000	98,000	127,190	110,000	135,000	25,000	22.73%
5704	Electricity - Grandview	1,652	2,200	2,200	2,183	2,200	3,000	800	36.36%
5705	Electricity - Punta	8,526	6,600	6,600	9,561	9,000	10,000	1,000	11.11%
5706	Gas - HQ	9,459	11,000	11,000	11,492	11,000	16,000	5,000	45.45%
5707	Water - HQ	3,722	3,850	3,850	3,005	3,850	4,850	1,000	25.97%
5715	Electricity - MB Water Tower	5,625	2,750	2,750	1,630	3,500	3,500	-	0.00%
5810	Office Equipment	13,906	12,000	2,000	69,933	2,000	12,000	10,000	500.00%
5820	Other Equipment	610	15,000	30,000	31,351	15,000	15,000	-	0.00%
5830	Furniture & Fixtures	796	-	-	996	-	2,500	2,500	0.00%
5840	Vehicles	-	-	-	-	-	-	-	0.00%
<b>Subtotal Supplies/Services/Equip</b>		<b>\$ 2,608,785</b>	<b>\$ 2,517,957</b>	<b>\$ 2,474,791</b>	<b>\$ 2,159,516</b>	<b>\$ 2,520,218</b>	<b>\$ 2,596,002</b>	<b>\$ 75,784</b>	<b>3.01%</b>
<b>Total Operating Expenses</b>		<b>\$ 11,977,196</b>	<b>\$ 12,688,443</b>	<b>\$ 11,834,095</b>	<b>\$ 11,010,872</b>	<b>\$ 12,102,356</b>	<b>\$ 12,641,154</b>	<b>\$ 538,798</b>	<b>4.45%</b>
5901	<b>Total Capital Outlay</b>	<b>119,398</b>	<b>250,000</b>	<b>252,500</b>	<b>213,732</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>	<b>0.00%</b>
<b>Total Enterprise Fund (Fund 10)</b>		<b>\$ 12,096,594</b>	<b>\$ 12,938,443</b>	<b>\$ 12,086,595</b>	<b>\$ 11,224,604</b>	<b>\$ 12,302,356</b>	<b>\$ 12,841,154</b>	<b>\$ 538,798</b>	<b>4.38%</b>
5901	Grant Fund (20)	-	-	-	5,670	-	-	-	0.00%
<b>Grand Total All Funds</b>		<b>12,096,594</b>	<b>12,938,443</b>	<b>12,086,595</b>	<b>11,230,274</b>	<b>12,302,356</b>	<b>12,841,154</b>	<b>538,798</b>	<b>4.38%</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	FY21-22 Adopted	FY22-23 Proposed	FY23-24 Projected	FY24-25 Projected	FY25-26 Projected	FY26-27 Projected
<b>Enterprise Fund (Fund 10)</b>						
10-50-111-4110 Gardena	\$ 2,141,335	\$ 2,233,811	\$ 2,298,725	\$ 2,351,000	\$ 2,404,995	\$ 2,462,213
10-50-111-4120 Hawthorne	2,619,842	2,729,338	2,807,710	2,871,532	2,937,448	3,007,292
10-50-111-4130 Manhattan Beach	1,461,578	1,606,565	1,750,099	1,789,987	1,831,198	1,874,886
<b>Member City Subtotal</b>	<b>\$ 6,222,755</b>	<b>\$ 6,569,714</b>	<b>\$ 6,856,534</b>	<b>\$ 7,012,519</b>	<b>\$ 7,173,641</b>	<b>\$ 7,344,391</b>
10-50-111-4140 Hermosa Beach	758,305	798,138	835,071	854,086	873,730	894,552
10-50-111-4145 El Segundo	1,699,634	1,869,811	2,053,789	2,100,485	2,148,715	2,199,821
10-50-111-4146 Culver City	2,691,169	2,762,991	2,890,835	2,956,620	3,024,574	3,096,591
<b>Contract City Subtotal</b>	<b>\$ 5,149,108</b>	<b>\$ 5,430,940</b>	<b>\$ 5,779,695</b>	<b>\$ 5,911,191</b>	<b>\$ 6,047,019</b>	<b>\$ 6,190,964</b>
<b>Subtotal Assessments</b>	<b>\$ 11,371,863</b>	<b>\$ 12,000,654</b>	<b>\$ 12,636,229</b>	<b>\$ 12,923,709</b>	<b>\$ 13,220,660</b>	<b>\$ 13,535,355</b>
10-50-111-4150 El Camino Community College	\$ 790	\$ 790	\$ 823	\$ 862	\$ 907	\$ 958
10-50-111-4152 Medical Director Service/Hermosa Beach	-	-	-	-	-	-
10-50-111-4153 Medical Director Service/Manhattan Beach	30,500	30,500	31,781	33,275	35,005	37,000
10-50-111-4154 Medical Director Services/El Segundo	-	-	-	-	-	-
10-50-111-4210 Investment Earnings (LAIF)	50,000	30,000	31,260	32,729	34,431	36,394
10-50-111-4220 POST Reimbursements	6,450	5,000	5,210	5,455	5,739	6,066
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	2,605	2,727	2,869	3,033
10-50-111-4240 911 Reimbursements	8,000	5,000	5,210	5,455	5,739	6,066
10-50-111-4241 Redondo Beach Maint Agreement	13,000	13,000	13,546	14,183	14,920	15,771
<b>Subtotal Administration - Other</b>	<b>\$ 111,240</b>	<b>\$ 86,790</b>	<b>\$ 90,435</b>	<b>\$ 94,686</b>	<b>\$ 99,609</b>	<b>\$ 105,287</b>
10-60-211-4215 DUI Reimbursement-Overtime	2,000	1,000	1,042	1,091	1,148	1,213
10-60-211-4435 Reimbursements Sprint Wireless	70,000	1,200	1,250	1,309	1,377	1,456
10-60-211-4440 Reimbursements/Verizon Wireless	50,000	60,000	62,520	65,458	68,862	72,787
10-60-211-4460 Pink Patch Project	-	-	-	-	-	-
<b>Subtotal Operations</b>	<b>\$ 122,000</b>	<b>\$ 62,200</b>	<b>\$ 64,812</b>	<b>\$ 67,859</b>	<b>\$ 71,387</b>	<b>\$ 75,456</b>
10-70-311-4310 Labor-Installation-Member	290,910	305,134	313,386	321,303	329,597	338,542
10-70-311-4320 Labor-Installation-NonMember	171,162	260,657	267,706	274,469	281,554	289,195
10-70-311-4360 Reimbursements for Billable Parts	700,000	700,000	729,400	763,682	803,393	849,187
10-70-311-4370 Reimbursements for GST Software	52,692	55,327	57,651	60,360	63,499	67,119
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>\$ 1,214,764</b>	<b>\$ 1,321,118</b>	<b>\$ 1,368,143</b>	<b>\$ 1,419,814</b>	<b>\$ 1,478,043</b>	<b>\$ 1,544,042</b>
<b>Subtotal Non-Assessment Revenues</b>	<b>\$ 1,448,004</b>	<b>\$ 1,470,108</b>	<b>\$ 1,523,390</b>	<b>\$ 1,582,358</b>	<b>\$ 1,649,040</b>	<b>\$ 1,724,785</b>
<b>Total Enterprise Fund Revenues</b>	<b>\$ 12,819,867</b>	<b>\$ 13,470,762</b>	<b>\$ 14,159,619</b>	<b>\$ 14,506,067</b>	<b>\$ 14,869,700</b>	<b>\$ 15,260,140</b>
<b>Grant Fund (Fund 20)</b>						
20-80-433-4270 Grant Fund	-	-	-	-	-	-
<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>\$ 12,819,867</b>	<b>\$ 13,470,762</b>	<b>\$ 14,159,619</b>	<b>\$ 14,506,067</b>	<b>\$ 14,869,700</b>	<b>\$ 15,260,140</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. 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	FY21-22 Adopted	FY22-23 Proposed	FY23-24 Projected	FY24-25 Projected	FY25-26 Projected	FY26-27 Projected
<b>Administration</b>						
Salaries & Benefits	\$ 1,274,756	\$ 1,349,947	\$ 1,376,946	\$ 1,404,485	\$ 1,432,575	\$ 1,461,226
Supplies/Services/Equipment	983,917	1,132,460	1,180,023	1,235,484	1,299,730	1,373,814
<b>Subtotal Administration</b>	<b>\$ 2,258,673</b>	<b>\$ 2,482,407</b>	<b>\$ 2,556,969</b>	<b>\$ 2,639,969</b>	<b>\$ 2,732,304</b>	<b>\$ 2,835,040</b>
<b>Operations</b>						
Salaries & Benefits	\$ 7,544,742	\$ 7,922,665	\$ 8,081,118	\$ 8,242,741	\$ 8,407,595	\$ 8,575,747
Supplies/Services/Equipment	288,259	212,865	460,805	471,230	483,306	497,232
<b>Subtotal Operations</b>	<b>\$ 7,833,001</b>	<b>\$ 8,135,530</b>	<b>\$ 8,541,924</b>	<b>\$ 8,713,971</b>	<b>\$ 8,890,902</b>	<b>\$ 9,072,979</b>
<b>Technical Services</b>						
Salaries & Benefits	\$ 762,640	\$ 772,540	\$ 787,991	\$ 803,751	\$ 819,826	\$ 836,222
Supplies/Services/Equipment	1,248,042	1,250,677	1,303,205	1,364,456	1,435,408	1,517,226
<b>Subtotal Technical Services</b>	<b>\$ 2,010,682</b>	<b>\$ 2,023,217</b>	<b>\$ 2,091,196</b>	<b>\$ 2,168,207</b>	<b>\$ 2,255,233</b>	<b>\$ 2,353,448</b>
<b>Total Operating Expenses</b>	<b>\$ 12,102,356</b>	<b>\$ 12,641,154</b>	<b>\$ 13,190,089</b>	<b>\$ 13,522,147</b>	<b>\$ 13,878,439</b>	<b>\$ 14,261,467</b>
<b>Total Capital Outlay</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>
<b>Grand Total</b>	<b>\$ 12,302,356</b>	<b>\$ 12,841,154</b>	<b>\$ 13,440,089</b>	<b>\$ 13,772,147</b>	<b>\$ 14,128,439</b>	<b>\$ 14,511,467</b>
<b>Department Summary</b>						
Administration	\$ 2,258,673	\$ 2,482,407	\$ 2,556,969	\$ 2,639,969	\$ 2,732,304	\$ 2,835,040
Operations	7,833,001	8,135,530	8,541,924	8,713,971	8,890,902	9,072,979
Technical Services	2,010,682	2,023,217	2,091,196	2,168,207	2,255,233	2,353,448
Capital Outlay	200,000	200,000	250,000	250,000	250,000	250,000
<b>Grand Total</b>	<b>\$ 12,302,356</b>	<b>\$ 12,841,154</b>	<b>\$ 13,440,089</b>	<b>\$ 13,772,147</b>	<b>\$ 14,128,439</b>	<b>\$ 14,511,467</b>
<b>Major Category Summary</b>						
Salaries & Benefits	\$ 9,582,138	\$ 10,045,152	\$ 10,246,055	\$ 10,450,976	\$ 10,659,996	\$ 10,873,196
Supplies/Services/Equipment	2,520,218	2,596,002	2,944,034	3,071,171	3,218,444	3,388,272
Capital Outlay	200,000	200,000	250,000	250,000	250,000	250,000
<b>Grand Total</b>	<b>\$ 12,302,356</b>	<b>\$ 12,841,154</b>	<b>\$ 13,440,089</b>	<b>\$ 13,772,147</b>	<b>\$ 14,128,439</b>	<b>\$ 14,511,467</b>

**Notes:**

1. Salaries and benefits projections are based upon known and anticipated increases in employee compensation per MOUs
2. CalPERS increases are based upon projections provided by CalPERS for the normal cost and the UAL.
3. Supplies/Services/Equipment are increased by the three (3) year average CPIU, escalated by 50 basis points per year.

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

	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27
Cash Balance Projections	Estimate	Projected	Projected	Projected	Projected	Projected
Beginning Balance	\$ 4,983,367	\$ 5,026,334	\$ 5,201,688	\$ 5,514,405	\$ 6,083,325	\$ 6,659,586
Operating and Capital Reserve	(1,230,236)	(1,284,115)	(1,344,009)	(1,377,215)	(1,412,844)	(1,451,147)
<b>Available Cash</b>	<b>\$ 3,753,131</b>	<b>\$ 3,742,219</b>	<b>\$ 3,857,679</b>	<b>\$ 4,137,190</b>	<b>\$ 4,670,481</b>	<b>\$ 5,208,440</b>
<b>Budget Resources</b>						
<b>Assessments</b>						
Gardena	\$ 2,141,335	\$ 2,233,811	\$ 2,298,725	\$ 2,351,000	\$ 2,404,995	\$ 2,462,213
Hawthorne	2,619,842	2,729,338	2,807,710	2,871,532	2,937,448	3,007,292
Manhattan Beach	1,461,578	1,606,565	1,750,099	1,789,987	1,831,198	1,874,886
<b>Member City Subtotal</b>	<b>\$ 6,222,755</b>	<b>\$ 6,569,714</b>	<b>\$ 6,856,534</b>	<b>\$ 7,012,519</b>	<b>\$ 7,173,641</b>	<b>\$ 7,344,391</b>
Culver City	2,691,169	2,762,991	2,890,835	2,956,620	3,024,574	3,096,591
El Segundo	1,699,634	1,869,811	2,053,789	2,100,485	2,148,715	2,199,821
Hermosa Beach	758,305	798,138	835,071	854,086	873,730	894,552
<b>Contract City Subtotal</b>	<b>\$ 5,149,108</b>	<b>\$ 5,430,940</b>	<b>\$ 5,779,695</b>	<b>\$ 5,911,191</b>	<b>\$ 6,047,019</b>	<b>\$ 6,190,964</b>
Non-Assessment Revenues	1,448,004	1,470,108	1,523,390	1,582,358	1,649,040	1,724,785
<b>Total Budget Resources</b>	<b>\$ 12,819,867</b>	<b>\$ 13,470,762</b>	<b>\$ 14,159,619</b>	<b>\$ 14,506,067</b>	<b>\$ 14,869,700</b>	<b>\$ 15,260,140</b>
<b>Budget Expenses</b>						
Operating	\$ 12,102,356	\$ 12,641,154	\$ 13,190,089	\$ 13,522,147	\$ 13,878,439	\$ 14,261,467
Capital	200,000	200,000	250,000	250,000	250,000	250,000
<b>Total Budget Expenses</b>	<b>\$ 12,302,356</b>	<b>\$ 12,841,154</b>	<b>\$ 13,440,089</b>	<b>\$ 13,772,147</b>	<b>\$ 14,128,439</b>	<b>\$ 14,511,467</b>
<b>Revenues Over (Under) Expenditures</b>	<b>\$ 517,511</b>	<b>\$ 629,608</b>	<b>\$ 719,530</b>	<b>\$ 733,921</b>	<b>\$ 741,261</b>	<b>\$ 748,673</b>
<b>Ending Estimated Balance</b>						
Pension and OPEB Funding	(474,543)	(454,254)	(406,814)	(165,000)	(165,000)	(172,000)
Ending Balance	\$ 5,026,334	\$ 5,201,688	\$ 5,514,405	\$ 6,083,325	\$ 6,659,586	\$ 7,236,259
Operating and Capital Reserve	(1,284,115)	(1,344,009)	(1,377,215)	(1,412,844)	(1,451,147)	(1,486,859)
OPEB Reserve	-	-	-	-	-	-
<b>Available Balance After Reserve Allocations</b>	<b>\$ 3,742,219</b>	<b>\$ 3,857,679</b>	<b>\$ 4,137,190</b>	<b>\$ 4,670,481</b>	<b>\$ 5,208,440</b>	<b>\$ 5,749,400</b>
Gardena - 32.08%	1,200,504	1,237,544	1,327,211	1,498,290	1,670,867	1,844,407
Hawthorne - 45.07%	1,686,618	1,738,656	1,864,632	2,104,986	2,347,444	2,591,254
Manhattan Beach - 22.85%	855,097	881,480	945,348	1,067,205	1,190,128	1,313,738

Note: 5 year projections include tentative long-term plans to address pension & OPEB unfunded liabilities but not long-term plans for Capital Improvements.

## 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 - Administration Department

ACCT	DESCRIPTION	FY19-20 Actual	FY20-21 Adopted	FY20-21 Amended	FY20-21 Actual	FY21-22 Adopted	FY22-23 Proposed	vs Adopted Inc (Dec) \$	vs Adopted Inc (Dec) %
5101	Salaries (Full-Time)	\$ 792,872	\$ 847,612	\$ 794,052	\$ 691,889	\$ 870,626	\$ 906,839	\$ 36,213	4.16%
5102	Salaries (Part-Time)	-	40,000	-	-	-	30,000	30,000	0.00%
5104	Acting Pay	1,341	-	3,682	11,574	1,243	6,218	4,975	400.24%
5107	Longevity Pay	2,150	2,350	2,350	2,250	2,350	2,450	100	4.26%
5108	Sick Leave Payoff	30,492	33,358	33,358	23,997	35,271	35,969	698	1.98%
5109	Vacation Leave Payoff	60,534	24,086	24,086	32,327	32,242	32,939	697	2.16%
5112	Other Pay	6,300	34,680	29,790	14,117	17,200	13,000	(4,200)	-24.42%
5114	Holiday Payoff	-	-	-	-	-	-	-	0.00%
5201	Medical Insurance	57,808	88,393	87,658	35,587	94,993	95,812	819	0.86%
5202	Dental Insurance	6,184	7,607	6,998	6,131	7,607	8,988	1,381	18.15%
5203	Vision Care	1,543	1,726	1,597	1,308	1,726	2,226	500	28.97%
5204	Life Insurance	637	792	759	706	792	936	144	18.18%
5205	Medicare	13,093	13,660	12,866	11,792	14,448	14,461	13	0.09%
5206	Unemployment Insurance	-	-	-	-	-	-	-	0.00%
5207	Workers' Compensation	8,181	10,725	7,405	7,405	8,051	8,454	403	5.01%
5208	PERS Contribution	79,563	90,317	85,607	74,724	91,601	92,307	706	0.77%
5209	Retirees' Medical Insurance	4,986	6,000	6,000	5,108	6,000	6,000	-	0.00%
5212	Deferred Comp Matching	33,908	36,500	31,875	18,750	37,500	21,600	(15,900)	-42.40%
5219	PERS Contribution-UAL	33,569	41,022	41,022	41,968	53,106	71,748	18,642	35.10%
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 1,133,162</b>	<b>\$ 1,278,828</b>	<b>\$ 1,169,105</b>	<b>\$ 979,631</b>	<b>\$ 1,274,756</b>	<b>\$ 1,349,947</b>	<b>\$ 75,191</b>	<b>5.90%</b>
5301	Communications Contract Svcs	35,580	54,000	48,000	46,422	48,000	48,000	-	0.00%
5302	IT Computer Contract Services	55,000	55,000	55,000	55,000	55,000	55,000	-	0.00%
5304	Accountant/Auditing Services	20,850	33,000	46,000	23,496	33,000	33,000	-	0.00%
5305	Legal Services	170,978	95,000	75,000	81,311	75,000	100,000	25,000	33.33%
5306	Recruitment Costs	69,086	68,530	34,000	23,854	46,750	61,645	14,895	31.86%
5307	Software Maintenance Services	49,996	77,537	61,037	57,100	64,652	76,550	11,898	18.40%
5308	Banking Services (Fees)	5,336	6,000	6,000	7,110	6,000	7,500	1,500	25.00%
5309	Website Maintenance Service	2,075	7,500	7,500	3,233	7,500	7,500	-	0.00%
5312	Medical Director Services	57,958	61,000	61,000	30,500	30,500	30,500	-	0.00%
5313	Temporary Staffing	54,049	50,000	40,000	-	20,000	20,000	-	0.00%
5401	Membership Dues	779	390	390	689	390	840	450	115.38%
5402	Publications	784	350	350	550	750	750	-	0.00%
5403	Conferences, Meeting & Travel	10,058	21,725	16,725	6,266	16,725	16,725	-	0.00%
5404	Employee Services/EC-BOD	2,977	10,500	5,500	34,926	5,500	5,500	-	0.00%
5405	Employee Awards	-	-	-	141	-	500	-	0.00%
5407	Tuition Reimbursement	-	-	-	-	-	-	-	0.00%
5501	Office Supplies	15,324	9,000	9,000	5,634	9,000	10,000	1,000	11.11%
5502	Janitorial Supplies	19,328	9,100	9,100	13,016	12,100	12,100	-	0.00%
5504	Vending Machine Supplies	240	-	-	-	-	-	-	0.00%
5507	Postage & Shipping	610	1,600	1,600	209	1,600	1,600	-	0.00%
5509	Reproduction	25	1,500	1,500	7	1,500	1,500	-	0.00%
5511	Office Equipment Lease	14,606	15,750	15,750	12,839	15,750	15,750	-	0.00%
5513	General Liability Insurance	159,707	175,678	198,512	194,067	216,000	259,500	43,500	20.14%
5517	Vehicle Operations	50	2,000	2,000	490	2,000	2,000	-	0.00%
5601	Telephone - Administration	13,450	15,000	15,000	15,475	15,000	17,000	2,000	13.33%
5701	Maintenance/HQ	164,381	164,150	194,650	148,648	161,650	164,150	2,500	1.55%
5703	Electricity - HQ	109,008	98,000	98,000	127,190	110,000	135,000	25,000	22.73%
5704	Electricity - Grandview	1,652	2,200	2,200	2,183	2,200	3,000	800	36.36%
5705	Electricity - Punta	8,526	6,600	6,600	9,561	9,000	10,000	1,000	11.11%
5706	Gas - HQ	9,459	11,000	11,000	11,492	11,000	16,000	5,000	45.45%
5707	Water - HQ	3,722	3,850	3,850	3,005	3,850	4,850	1,000	25.97%
5715	Electricity - MB Water Tower	5,625	2,750	2,750	1,630	3,500	3,500	-	0.00%
5810	Office Equipment	132	10,000	-	7,821	-	10,000	10,000	0.00%
5820	Other Equipment	472	-	-	-	-	-	-	0.00%
5830	Furniture & Fixtures	-	-	-	413	-	2,500	2,500	0.00%
<b>Subtotal Supplies/Services/Equip</b>		<b>\$ 1,061,824</b>	<b>\$ 1,068,710</b>	<b>\$ 1,028,014</b>	<b>\$ 924,279</b>	<b>\$ 983,917</b>	<b>\$ 1,132,460</b>	<b>\$ 148,543</b>	<b>15.10%</b>
<b>Total Expenses - Administration</b>		<b>\$ 2,194,986</b>	<b>\$ 2,347,538</b>	<b>\$ 2,197,119</b>	<b>\$ 1,903,910</b>	<b>\$ 2,258,673</b>	<b>\$ 2,482,407</b>	<b>\$ 223,734</b>	<b>9.91%</b>



## 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 10.88% to 10.87% for Tier 1 employees plus 3.5% of employee contributions; decrease from 8.65% to 8.63% for Tier 2 employees hired after October 25, 2011; decrease from 7.59% to 7.47% for PEPRAs employees hired after January 1, 2013. UAL portion is allocated to a different account (see account # 5219).
5209	Retirees' Medical Insurance	Per MOU - retiree benefit
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 internet services
5302	Computer Contract Svcs/CAD	IT support from Hawthorne; CAD consultant
5304	Accountant/Auditing Services	Annual independent audit, GASB75 Valuation (as needed), other 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	Outsourced; Vending machine contractor took over in February 2017.
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	Utilities; Electricity for HQ
5704	Electricity - Grandview	Utilities; Electricity for Grandview site
5705	Electricity - Punta	Utilities; Electricity for Punta Place site
5706	Gas - HQ	Utilities; Gas for HQ
5707	Water - HQ	Utilities; 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 (15 @ \$2,000 each)	30,000
Psychological exams (15 @ \$400 each)	6,000
Physical exams	4,770
Polygraph exams	4,125
Credit Report	500
Criticall Annual Subscription	2,000
Marketing Materials	2,500
Fingerprinters/LiveScan/DOJ/SS# check	1,500
Criticall Personality Tests	6,000
<b>Total</b>	<b>\$ 61,645</b>
<b>Software Maintenance Services</b>	
<b>10-50-111-5307</b>	
EDEN annual maintenance cost (software support and licensing updates)	14,600
EDEN Operating Systems & Database Administration - online service to manage server and update EDEN software regularly	6,600
Annual Barracuda Spam updates for Server	2,200
Schedule Express - staff scheduling software maintenance @ \$756/month	9,520
Powerphone annual maintenance (digital system)	1,600
Email certificate renewal	750
ESC shop software annual maintenance cost	1,500
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
Zoom Subscription	
ESRI Annual Maintenance	1,500
Exaq Vision Annual Maintenance - Security System	4,000
Stancil Annual Maintenance - Logging Recorder	2,500
Media Temple Website Annual Maintenance	1,000
<b>Total</b>	<b>\$ 76,550</b>
<b>Memberships</b>	
<b>10-50-111-5401</b>	
Executive Director annual dues	450
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>\$ 840</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	3,500
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>\$ 164,150</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 up to 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 databases.

***Prior Year Accomplishments:***

- Received 354,088 calls in CY2021
  - 911 Calls: 132,512
  - 7 Digit Calls: 221,576
- Averaged 37 seconds for Police dispatch (Priority E and 1 calls) and 14 seconds for Fire dispatch in CY2021.
- Answered 97.55% of overall calls and 96.13% at the busiest hour within 10 seconds, and 99.45% of overall calls within 15 seconds in CY2021.
- Responded to 731 Text-to-911 Sessions in CY2021.

## Expenses by Account - Operations Department

ACCT	DESCRIPTION	FY19-20 Actual	FY20-21 Adopted	FY20-21 Amended	FY20-21 Actual	FY21-22 Adopted	FY22-23 Proposed	vs Adopted Inc (Dec) \$	vs Adopted Inc (Dec) %
5101	Salaries (Full-Time)	\$ 4,399,312	\$ 5,546,631	\$ 5,025,397	\$ 4,658,826	\$ 5,025,397	\$ 5,176,790	151,393	3.01%
5102	Salaries (Part-Time)	112,833	-	-	85,095	-	-	-	0.00%
5103	Overtime	926,436	195,539	195,539	239,929	195,539	225,000	29,461	15.07%
5104	Acting Pay	12,514	10,000	10,000	5,749	10,000	10,000	-	0.00%
5105	Bilingual Pay	6,629	8,400	8,400	7,271	8,400	9,600	1,200	14.29%
5107	Merit Pay	63,000	-	-	-	-	-	-	0.00%
5108	Sick Leave Payoff	80,848	106,313	106,313	95,731	106,350	106,350	-	0.00%
5109	Vacation Leave Payoff	59,557	55,000	55,000	87,100	55,000	65,000	10,000	18.18%
5110	Training Pay	14,285	15,000	15,000	13,122	15,000	15,000	-	0.00%
5114	Holiday Payoff	132,890	75,000	75,000	102,600	75,000	100,000	25,000	33.33%
5115	Education Incentive	104,682	104,300	104,300	110,227	116,900	122,605	5,705	4.88%
5116	Overtime-Ridealongs	-	-	-	-	-	-	-	0.00%
5201	Medical Insurance	482,846	668,836	590,236	538,534	601,964	581,257	(20,707)	-3.44%
5202	Dental Insurance	31,228	36,400	36,400	37,703	42,265	56,062	13,797	32.64%
5203	Vision Care	12,358	18,424	16,591	14,257	16,059	17,837	1,778	11.07%
5204	Life Insurance	5,822	8,316	7,524	6,143	7,524	8,893	1,369	18.20%
5205	Medicare	85,206	89,572	82,014	75,733	80,465	85,313	4,848	6.02%
5206	Unemployment Insurance	22,401	5,000	5,000	20,279	10,000	20,000	10,000	100.00%
5207	Workers' Compensation	38,101	49,951	34,490	34,490	38,242	40,154	1,912	5.00%
5208	PERS Contribution	529,521	662,899	614,433	568,839	596,231	586,430	(9,801)	-1.64%
5209	Retirees' Medical Insurance	37,546	50,000	50,000	34,646	50,000	60,000	10,000	20.00%
5211	Social Security	-	-	-	-	-	-	-	0.00%
5212	Deferred Comp Matching Benefit	-	-	-	-	-	70,500	70,500	0.00%
5219	PERS Contribution-UAL	355,234	415,637	415,637	414,529	494,406	561,624	67,218	13.60%
5220	FSA Expense	-	-	-	1,091	-	4,250	4,250	0.00%
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 7,513,253</b>	<b>\$ 8,121,218</b>	<b>\$ 7,447,274</b>	<b>\$ 7,151,895</b>	<b>\$ 7,544,742</b>	<b>\$ 7,922,665</b>	<b>\$ 377,923</b>	<b>5.01%</b>
5300	Maintenance & Operations	-	-	-	-	-	-	-	0.00%
5401	Membership Dues	700	2,830	2,290	-	2,290	2,290	-	0.00%
5402	Publications	-	1,710	1,710	-	1,710	1,710	-	0.00%
5403	Conferences, Meeting & Travel	11,077	27,300	18,827	7,030	19,151	23,557	4,406	23.01%
5404	Employee Services/EC-BOD	1,488	2,500	2,500	2,507	2,500	2,500	-	0.00%
5405	Employee Awards	-	500	500	831	500	1,000	500	100.00%
5406	POST Training	1,744	24,865	11,908	3,185	12,608	12,608	-	0.00%
5407	Tuition Reimbursement	251	18,000	18,000	3,680	16,000	16,000	-	0.00%
5506	Uniforms/Safety Equipment	3,427	8,000	12,500	10,966	8,000	8,000	-	0.00%
5509	Reproduction	-	500	500	-	500	500	-	0.00%
5603	Telephone - El Segundo	2,472	3,000	3,000	2,287	3,000	3,000	-	0.00%
5604	Telephone - Gardena	15,649	3,000	3,000	1,003	15,000	3,000	(12,000)	-80.00%
5606	Telephone - Hawthorne	7,647	6,000	6,000	9,358	6,000	14,500	8,500	141.67%
5607	Telephone - Hermosa Beach	33,158	27,000	27,000	28,392	30,000	12,000	(18,000)	-60.00%
5608	Telephone - Manhattan Beach	4,744	6,000	6,000	4,183	6,000	6,000	-	0.00%
5611	Telephone - Punta Place	3,502	4,500	4,500	1,115	4,500	4,500	-	0.00%
5612	Telephone - RCC	10,652	11,000	11,000	10,049	11,000	11,000	-	0.00%
5613	Sprint Wireless Reimbursable	51,567	70,000	70,000	42,567	70,000	1,200	(68,800)	-98.29%
5614	Verizon Wireless Reimbursable	47,264	25,000	25,000	53,063	50,000	60,000	10,000	20.00%
5615	Telephone-Culver City	14,480	14,500	14,500	10,178	14,500	14,500	-	0.00%
5810	Office Equipment	5,513	-	-	30,567	-	-	-	0.00%
5820	Other Equipment	-	15,000	30,000	31,351	15,000	15,000	-	0.00%
5830	Furniture & Fixtures	796	-	-	582	-	-	-	0.00%
<b>Subtotal Supplies/Services/Equip</b>		<b>\$ 216,130</b>	<b>\$ 271,205</b>	<b>\$ 268,735</b>	<b>\$ 252,891</b>	<b>\$ 288,259</b>	<b>\$ 212,865</b>	<b>\$ (75,394)</b>	<b>-26.15%</b>
<b>Total Expenses - Operations</b>		<b>\$ 7,729,383</b>	<b>\$ 8,392,423</b>	<b>\$ 7,716,009</b>	<b>\$ 7,404,785</b>	<b>\$ 7,833,001</b>	<b>\$ 8,135,530</b>	<b>\$ 302,529</b>	<b>3.86%</b>

## 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 eligible 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 10.88% to 10.87% for Tier 1 employees plus 3.5% of employee contributions; decrease from 8.65% to 8.63% for Tier 2 employees hired after October 25, 2011; decrease from 7.59% to 7.47% for PEPRA employees hired after January 1, 2013. UAL portion is allocated to a different account (see account # 5219).
5209	Retirees' Medical Insurance	Per MOU - retiree benefit
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 training eligible for reimbursement by State. See attached detail.
5407	Tuition Reimbursement	Per MOU - 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 7-10, 2022 Anaheim, CA	3,500
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 10 @ \$42.00 each	420
Employee Mandatory Harrasment Training 50@ \$26 each	1,300
<b>Total</b>	<b>\$ 23,557</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 399 work orders for installations and repairs of various telecommunications equipment used by Police, Fire and Public Works from members and client agencies in CY2021.

## Expenses by Account - Technical Services Department

ACCT	DESCRIPTION	FY19-20 Actual	FY20-21 Adopted	FY20-21 Amended	FY20-21 Actual	FY21-22 Adopted	FY22-23 Proposed	vs Adopted Inc (Dec) \$	vs Adopted Inc (Dec) %
5101	Salaries (Full-Time)	\$ 467,930	\$ 476,889	\$ 472,235	\$ 467,872	\$ 469,753	\$ 484,121	\$ 14,368	3.06%
5103	Overtime	3,706	6,850	6,850	2,573	6,850	3,500	(3,350)	-48.91%
5104	Acting Pay	-	-	-	-	-	-	-	0.00%
5106	Call Back Pay	-	-	-	-	-	-	-	0.00%
5107	Merit Pay	8,845	2,000	2,000	1,614	2,000	750	(1,250)	-62.50%
5108	Sick Leave Payoff	13,036	17,780	17,780	10,456	17,780	13,500	(4,280)	-24.07%
5109	Vacation Leave Payoff	10,086	14,386	14,386	9,212	14,386	12,000	(2,386)	-16.59%
5114	Holiday Payoff	-	-	-	-	-	-	-	0.00%
5115	Education Incentive	-	-	-	-	-	-	-	0.00%
5201	Medical Insurance	46,726	52,760	52,760	51,600	62,000	61,400	(600)	-0.97%
5202	Dental Insurance	2,436	2,800	2,800	3,561	2,801	7,404	4,603	164.33%
5203	Vision Care	1,133	1,645	1,645	1,450	1,339	2,045	706	52.73%
5204	Life Insurance	562	660	660	680	660	780	120	18.18%
5205	Medicare	7,395	7,587	7,519	6,207	7,431	7,538	107	1.44%
5206	Unemployment Insurance	-	-	-	-	-	-	-	0.00%
5207	Workers' Compensation	54,786	71,824	49,593	49,593	54,344	57,061	2,717	5.00%
5208	PERS Contribution	53,426	57,780	57,218	56,539	56,847	51,247	(5,600)	-9.85%
5209	Retirees' Medical Insurance	19,613	20,000	20,000	20,835	20,000	22,000	2,000	10.00%
5212	Deferred Comp Matching Benefi	-	-	-	-	-	6,000	6,000	0.00%
5219	PERS Contribution-UAL	32,318	37,479	37,479	37,641	46,449	43,194	(3,255)	-7.01%
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 721,996</b>	<b>\$ 770,440</b>	<b>\$ 742,925</b>	<b>\$ 719,830</b>	<b>\$ 762,640</b>	<b>\$ 772,540</b>	<b>\$ 9,900</b>	<b>1.30%</b>
5302	IT Computer Contract Services	145,000	145,000	145,000	145,000	145,000	145,000	-	0.00%
5311	GST Software Reimbursable	52,692	52,692	52,692	52,692	52,692	55,327	2,635	5.00%
5403	Conferences, Meeting & Travel	-	2,650	2,650	-	2,650	2,650	-	0.00%
5503	General Technical Supplies	5,883	7,500	7,500	9,527	7,500	7,500	-	0.00%
5506	Uniforms/Safety Equipment	1,047	2,500	2,500	1,204	2,500	2,500	-	0.00%
5507	Postage & Shipping	-	1,200	1,200	-	1,200	1,200	-	0.00%
5508	Shipping Costs	169	-	-	-	-	-	-	0.00%
5514	Parts - Billing	789,466	600,000	600,000	428,581	700,000	700,000	-	0.00%
5516	Install Wire, Loom & Hardware	-	30,000	30,000	-	-	-	-	0.00%
5517	Vehicle Operations	3,415	4,500	4,500	4,139	4,500	4,500	-	0.00%
5520	Equipment Repair	-	5,000	5,000	-	5,000	5,000	-	0.00%
5521	Outside Tech Serv-Towers/Equip	324,761	325,000	325,000	309,658	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	31,546	2,000	2,000	-	0.00%
5820	Other Equipment	138	-	-	-	-	-	-	0.00%
<b>Subtotal Supplies/Serv/Equip</b>		<b>\$ 1,330,831</b>	<b>\$ 1,178,042</b>	<b>\$ 1,178,042</b>	<b>\$ 982,346</b>	<b>\$ 1,248,042</b>	<b>\$ 1,250,677</b>	<b>\$ 2,635</b>	<b>0.21%</b>
<b>Total Expenses - Tech Services</b>		<b>\$ 2,052,827</b>	<b>\$ 1,948,482</b>	<b>\$ 1,920,967</b>	<b>\$ 1,702,177</b>	<b>\$ 2,010,682</b>	<b>\$ 2,023,217</b>	<b>\$ 12,535</b>	<b>0.62%</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 MOU - cafeteria plan limit
5202	Dental Insurance	Per MOU - cafeteria plan limit
5203	Vision Insurance	Per MOU - 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 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 10.88% to 10.87% for Tier 1 employees plus 3.5% of employee contributions; decrease from 8.65% to 8.63% for Tier 2 employees hired after October 25, 2011; decrease from 7.59% to 7.47% for PEPRA employees hired after January 1, 2013. UAL portion is allocated to a different account (see account # 5219).
5209	Retirees' Medical Insurance	Per MOU - retiree benefit
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
5516	Install Wire, Loom & Hardware	Miscellaneous parts used for installations. Now part of Parts - Billing
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 (Culver City, El Segundo, and Hermosa Beach).

**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 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.

**CAPITAL OUTLAY BUDGET:** A budget which focuses on capital projects (e.g., transmission/receiver or radio sites); includes capital assets with a value per item of \$5,000 or more, with a useful life longer than one year.

**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.

**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. 344**

**RESOLUTION OF THE BOARD OF DIRECTORS 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**, this Resolution is intended to repeal any previous Resolution establishing a budgetary policy that was adopted by the Board of Directors or by the Executive Committee.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors 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**

- A. 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.
- B. 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.
- C. 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.
- D. In circumstances where reserves have been appropriated by the Board of Directors, the budget will include a plan to replenish the reserves to this prescribed level within three (3) years.
- E. 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.
- F. 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**

- A. The legal level of budgetary control for management purposes is set by the Board of Directors at the fund level.

## **SECTION 4: BUDGET AMENDMENTS**

- A. 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.
- B. Changes to the capital improvement projects budget will require pre-approval by the Board of Directors.
- C. Budget amendments that are between budget categories or increase the total amount of the budget will require pre-approval by the Board of Directors.
- D. Appropriations from the Reserve will require pre-approval by the Board of Directors.
- E. Unencumbered appropriations lapse at year-end. Any carryover appropriations will require approval by the Board of Directors.

## **SECTION 5 - FINANCIAL REPORTING**

- A. The Executive Director shall present a quarterly budget performance report to the Executive Committee.
- B. 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.
- C. The Executive Director shall present 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**

- A. 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.
- B. The actual amount to be remitted shall be determined by the Board of Directors.
- C. Following each year there is a budgetary surplus, surplus funds will be used towards an Additional Discretionary Payment to the CalPERS pension Unfunded Actuarial Liability until the plan reaches and maintains a 90% funded ratio. In the event no budgetary surplus exists in a given fiscal year, or it is insufficient, unreserved available balance will be used to make the Additional Discretionary Payment. The appropriation must be approved by the Board of Directors.
- D. Following each year there is a budgetary surplus, surplus funds will be used towards an Actuarially Determined Net Trust Contribution to the Authority's Section 115 Trust for Other Post-Employment Benefits for a period of 20 years or until the trust is fully funded, whichever occurs first. In the event no budgetary surplus exists in a given fiscal year, or it is insufficient, unreserved available balance will be used to make the Actuarially Determined Net Trust Contribution. The appropriation must be approved by the Board of Directors.

**BE IT FURTHER RESOLVED**, that any previous Resolution establishing a budgetary policy that was adopted by the Board of Directors or by the Executive Committee is hereby repealed.

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

Passed, approved, and adopted in a meeting held on the 15<sup>th</sup> day of March, 2022 by the following vote:

Ayes: Stern, Tanaka, Monteiro

Noes:

Absent:

Abstain:

DocuSigned by:



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Alex Monteiro, Councilmember  
Chairman, Board of Directors

DocuSigned by:



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M. Ross Klun, Executive Director  
Secretary, Board of Directors



**FISCAL YEAR 2022-2023**

**BUDGET RESOLUTION**



**RESOLUTION NO. 345****A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS  
AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR  
2022-2023**

**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 15, 2022, the Board of Directors examined and adopted the budget for Fiscal Year 2022-2023 as outlined below;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of said Authority has adopted a budget in the amount of \$12,841,154 for the period of July 1, 2021 through June 30, 2023 in accordance with the following allocations:

Administration Department	\$2,482,407
Operations Department	8,135,530
Technical Services Division	2,023,217
Capital Outlay	200,000
<b>Total Budget</b>	<b>\$12,841,154</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 15th day of March 2022, by the following vote:

Ayes: Stern, Tanaka, Monteiro

Noes:

Absent:

Abstain:

DocuSigned by:



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Alex Monteiro, Councilmember  
Chairman, Board of Directors

DocuSigned by:



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Ross Klun, Executive Director  
Secretary, Board of Directors