

A G E N D A
REGULAR JOINT MEETING OF
THE BOARD OF DIRECTORS, THE EXECUTIVE COMMITTEE, AND USER COMMITTEE
TUESDAY, MARCH 21, 2023, 2:00 PM
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
SECOND FLOOR CONFERENCE ROOM
4440 W. BROADWAY, HAWTHORNE, CA

A. **CALL TO ORDER**

B. **ROLL CALL**

1. Board of Directors
2. Executive Committee
3. User Committee

C. **PUBLIC DISCUSSION**

Members of the public will be given the opportunity to directly address the Board of Directors, Executive Committee, and the User Committee on any matter within the subject matter jurisdiction of the Authority, including items on the agenda.

D. **BOARD OF DIRECTORS GENERAL BUSINESS**

1. Resolution Adopting the Budget for Fiscal Year 2023-2024
APPROVE AND ADOPT RESOLUTION
2. Resolution Amending the Policy for Travel and Attendance at Conferences and Meetings
APPROVE AND ADOPT RESOLUTION
3. Resolution Delegating Investment Authority to the Treasurer over Authority Funds and the Authority's Section 115 Trust
APPROVE AND ADOPT RESOLUTION

E. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Check Register – February 2023
RECEIVE AND FILE

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

G. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Executive Director's Update on the Status of the Mark43 Project
RECEIVE AND FILE
2. Executive Director's Update on Staffing and Recruitment
RECEIVE AND FILE

H. **EXECUTIVE DIRECTOR'S REPORT**

I. **BOARD OF DIRECTORS, EXECUTIVE COMMITTEE, AND USER COMMITTEE COMMENTS**

J. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957(b)(1)
Title: Executive Director

K. **ADJOURNMENT**

Posting Date/Time: March 16, 2023/5:00PM

Signature:



M. Ross Klun, Executive Director

D-1



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: March 21, 2023

ITEM NUMBER: D-1

TO: Board of Directors

FROM: M. Ross Klun, Executive Director
Bob Ridley, Interim Finance & Performance Audit Manager
Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: RESOLUTION ADOPTING THE BUDGET FOR FISCAL YEAR
2023-2024

ATTACHMENTS: 1. Resolution
2. Fiscal Year 2023-2024 Recommended Budget

RECOMMENDATION

Staff recommends that the Board of Directors approve the resolution adopting the recommended budget for Fiscal Year 2023-2024.

DISCUSSION

The Executive Committee reviewed and discussed the Preliminary budget at its regular meeting of February 21, 2023 and a special study session on February 28, 2023. The Executive Committee recommends approval of the budget. Additionally, the Executive Committee directed staff to research and return with recommendations for a more formal reserve policy and a plan related to equipment replacement.

BACKGROUND

The Authority derives its revenue from five main sources:

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

Member Cost Allocation Assessment

Effective FY23-24, the Board of Directors amended the Cost Allocation Policy to include Technical Services Division Workload Support Charges in the annual assessment by using a rolling three-year average of labor hours associated with vehicle installation and repair work orders. Previously, Workload Support Charges were billed quarterly and derived by each agency's percentage of labor hours associated with work orders for the quarter being billed. A summary of the Fiscal Year 2023-2024 assessments is as follows:

Member City	FY22-23 Assessment	FY23-24 Assessment	Increase (Decrease)
Gardena	\$2,233,811	\$2,465,655	\$231,844
Hawthorne	2,729,338	2,975,629	246,291
Manhattan Beach	1,606,565	1,827,220	220,655
Totals	\$6,569,714	\$7,268,504	\$698,790

For Fiscal Year 2022-2023 the above Member City assessment amounts do not include Technical Services Division Workload Support charges. For Fiscal Year 2023-2024 the Technical Services Division Workload Support charges are included in the assessment.

Contract City Cost Allocation Assessment

The assessment for the cities of El Segundo and Hermosa Beach are based on the Cost Allocation Policy with discounts for El Segundo to allow cost increases to be phased-in over a four-year period through FY23-24. In 2022 a new five-year agreement, which transitions Culver City to the Cost Allocation Policy, was approved by City Council. Therefore, the assessment is also derived using the Cost Allocation Policy.

Contract City	FY22-23 Assessment	FY23-24 Assessment	Increase (Decrease)
Culver City	\$2,762,991	\$3,042,921	\$279,930
El Segundo	1,869,811	2,044,684	174,873
Hermosa Beach	798,138	881,869	83,731
Totals	\$5,430,940	\$5,969,474	\$538,534

For Fiscal Year 2022-2023 the above Contract City assessment amounts do not include Technical Services Division Workload Support charges. For Fiscal Year 2023-2024 the Technical Services Division Workload Support charges are included in the assessment.

Technical Services Division Workload Support Charges

In accordance with the Cost Allocation Policy adopted by the Board of Directors the costs related to vehicle upfitting services provided by the Technical Services Division will now be included as part of the annual assessment. In Fiscal Year 2022-2023 these charges were budgeted at \$565,791. Thus part of the increase in the annual assessment billed quarterly to the Member Cities and Contract Cities is attributable to this change in cost allocation method.

Revenue Summary

Total revenues are estimated to increase by 5.28% or \$711,598 to \$14,182,360 compared to the revenue projections in the Fiscal Year 2022-2023 Adopted Budget.

Expense Summary

The preliminary expenditure budget is \$13,518,929, which represents an increase of

\$677,775 or 5.28% in expenses compared to the Fiscal Year 2022-2023 Adopted Budget.

REVENUE SUMMARY BY CATEGORY – ENTERPRISE FUND (FUND 10)						
	FY21-22 Adopted	FY21-22 Actual	FY22-23 Adopted	FY23-24 Proposed	Inc/(Dec) \$	Inc/(Dec) %
Assessments						
Member Cities	\$6,222,755	\$6,222,755	\$6,569,714	\$7,268,476	\$698,762	10.55%
Contract Cities	5,149,108	5,149,108	5,430,940	5,969,465	538,525	9.86%
Subtotal Assessments	\$11,371,863	\$11,371,863	\$12,000,654	\$13,237,941	\$1,237,287	10.24%
Non-Assessment Revenue	\$1,448,004	\$1,048,982	\$1,470,108	\$,944,382	(525,726)	(35.76%)
Grand Total	\$12,819,867	\$12,420,845	\$13,470,762	\$14,182,323	\$711,561	5.28%
EXPENSE SUMMARY BY CATEGORY – ENTERPRISE FUND (FUND 10)						
	FY21-22 Adopted	FY21-22 Actual	FY22-23 Adopted	FY23-24 Proposed	Inc/(Dec) \$	Inc/(Dec) %
Operating Budget	\$12,102,356	\$11,261,290	\$12,641,154	\$13,318,929	\$680,410	5.38%
Capital Outlay	200,000	71,452	200,000	200,000	0	0.00%
Total	\$12,302,356	\$11,332,742	\$12,841,154	\$13,518,929	\$680,410	5.30%
Salaries & Benefits	\$9,582,138	\$9,184,972	\$10,045,152	10,340,866	295,714	3.09%
Supplies/Svcs/Equip	2,520,218	2,076,317	2,596,002	2,978,063	382,061	15.16%
Capital Outlay	200,000	71,452	200,000	200,000	0	0.00%
Total	\$12,302,356	\$11,332,742	\$12,841,152	\$13,518,929	\$677,775	5.28%
Revenues Over (Under) Expenses	\$517,511	\$1,088,103	\$629,608	\$663,394		

Changes from Prior Year

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

- Salaries/Full-Time (\$290,780 Increase): Includes contracted and estimated increases from MOUs and agreements with employee groups as well as filling vacancies.
- IT Computer Contract Services (\$164,000 Increase): This increase reflects Mark 43 CAD contract.
- PERS Contribution (\$92,362 Increase): Includes estimated increase in Normal Pension cost as well as increase in pensionable compensation as explained in the first item.
- General Liability Insurance (\$77,500 Increase): Increase relates to industry-wide increases due to current market conditions.
- Holiday Payoff (\$48,000 Decrease): Decrease due to anticipated decrease in amounts eligible for payoff.

- PERS Contribution - UAL (\$46,886 *Decrease*): Decrease relates fluctuation in actuarial valuation impacted by additional contributions and favorable June 30, 2021 market valuation. This is projected to increase for following three years.
- Parts - Billing (\$39,900 Increase): Increase relates to increased parts costs and post pandemic increased utilization.
- GST Software Reimbursable (\$22,365 Increase): Increase relates cost escalation and is reimbursed by member and contract cities.
- Sick Leave Payoff (\$19,901 *Decrease*): Decrease similar to Item 5, Holiday Payoff, new employees have not accumulated hours and other employees have cashed out, reducing their balances.
- Electricity - HQ (\$15,000 Increase): Increase relates to industry-wide increases due to current market conditions.

Work Plan Objectives for Fiscal Year 2023-2024:

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

➤ **Staffing and Recruitment**

- Reach and maintain budgeted staffing levels ≥90% for Communications Operators and Supervisors. Identify areas of further improvement in recruitment and hiring.

➤ **Mark43 CAD System**

- Complete development of the Mark43 Computer Aided Dispatch (CAD) system and go live with the product. Continue work with Mark43, during post-cutover phase, on refinements.

➤ **Employee Engagement and Recognition**

- Support existing programs, and start new ones, to enhance wellness, increase involvement and recognition, and encourage professional development for all members of the Authority.

- **Succession Planning**
 - Identify and develop potential candidates to fill major roles at all levels of the Authority. Forecast the vacancy of senior management positions and prepare selected succession choices to fill them.
- **Fiscal Sustainability**
 - Develop a 5-Year Capital Improvement Plan (CIP). Work with the Authority's Treasurer on the CIP funding strategy. Propose Budgetary Policy amendments for the use and remittance of the unreserved Fund 10 Enterprise Fund balance.
- **Strategic Plan**
 - Work with internal and external stakeholders, User and Executive Committees, and Board of Directors, to develop a 5-year strategic plan for the Authority.

Attachment #1 (Fiscal Year 2023-2024 Preliminary Budget) details staff's proposed use of budgeted funds along with descriptions of the Authority's programs, associated work plan objectives, and performance measure data.

This preliminary budget continues to fund the Authority's goal of providing an outstanding level of service to the communities it serves. Upon receipt of direction from the Executive Committee, the final recommended budget will be presented to the Board of Directors for consideration of adoption at the joint meeting of the Board of Directors, Executive Committee, and User Committee on March 21, 2023.

FISCAL IMPACT

As proposed, revenues are anticipated to exceed expenditures by \$663,431 as indicated below:

Estimated Cash Available (Fund 10) as of June 30, 2023	\$5,533,048
FY 2023-24 Revenues	14,182,360
FY 2023-24 Expenditures	13,518,929
Revenues Over Expenditures	663,431
Pension and OPEB Funding	(406,814)
Estimated Cash Available (Fund 10) as of June 30, 2024	\$5,789,665
Operating and Capital Reserve	(1,392,638)
Available Balance after Reserve Allocation	\$4,397,027

Allocation of Estimated Cash Available after Reserve Allocation		
Member	June 30, 2023	June 30, 2024
City of Gardena	\$1,237,544	\$1,410,566
City of Hawthorne	1,738,656	1,981,740
City of Manhattan Beach	881,480	1,004,721
Total	\$3,857,679	\$4,397,027

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Attachment 1

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS
AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR
2023-2024**

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 21, 2023, the Board of Directors examined and adopted the budget for Fiscal Year 2023-2024 as outlined below;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of said Authority has adopted a budget in the amount of \$13,515,933 for the period of July 1, 2023 through June 30, 2024 in accordance with the following allocations:

Administration Department	\$2,667,924
Operations Department	8,573,377
Technical Services Division	2,077,629
Capital Outlay	200,000
Total Budget	\$13,518,929

BE IT FURTHER RESOLVED that the Finance & Performance Audit Manager of the Authority is authorized to issue assessments 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 21st day of March 2023, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Rodney Tanaka, Councilmember
Chairman, Board of Directors

Ross Klun, Executive Director
Secretary, Board of Directors

D-1

Attachment 2



SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY



SBRPCA

**Fiscal Year 2023-2024
Recommended Budget**

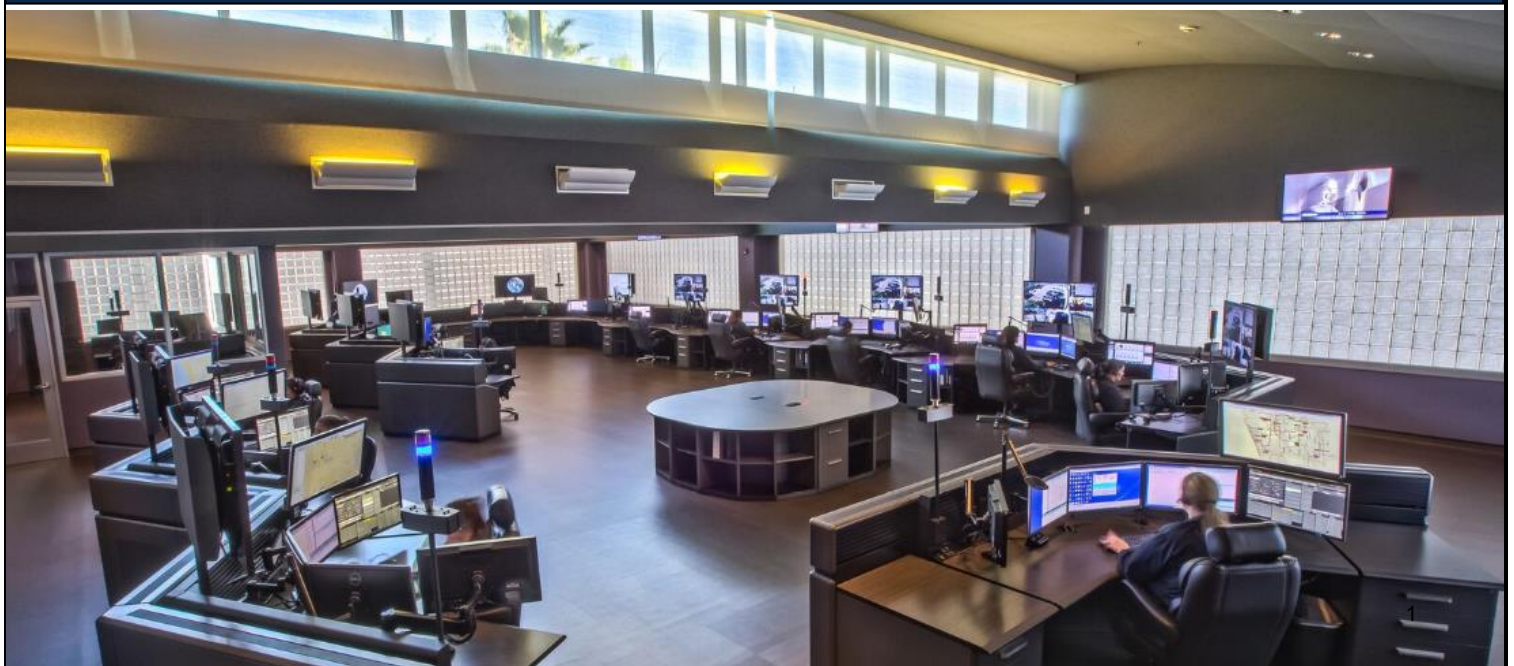


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AUTHORITY OFFICIALS

Board of Directors

Rodney Tanaka
Councilmember
City of Gardena

Alex Monteiro
Councilmember
City of Hawthorne

David Lesser
Councilmember
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

Gary Tomatani
Interim Chief of Police
City of Hawthorne

Rachel Johnson
Chief of Police
City of Manhattan Beach

Mike Lang
Fire Chief
City of Manhattan Beach

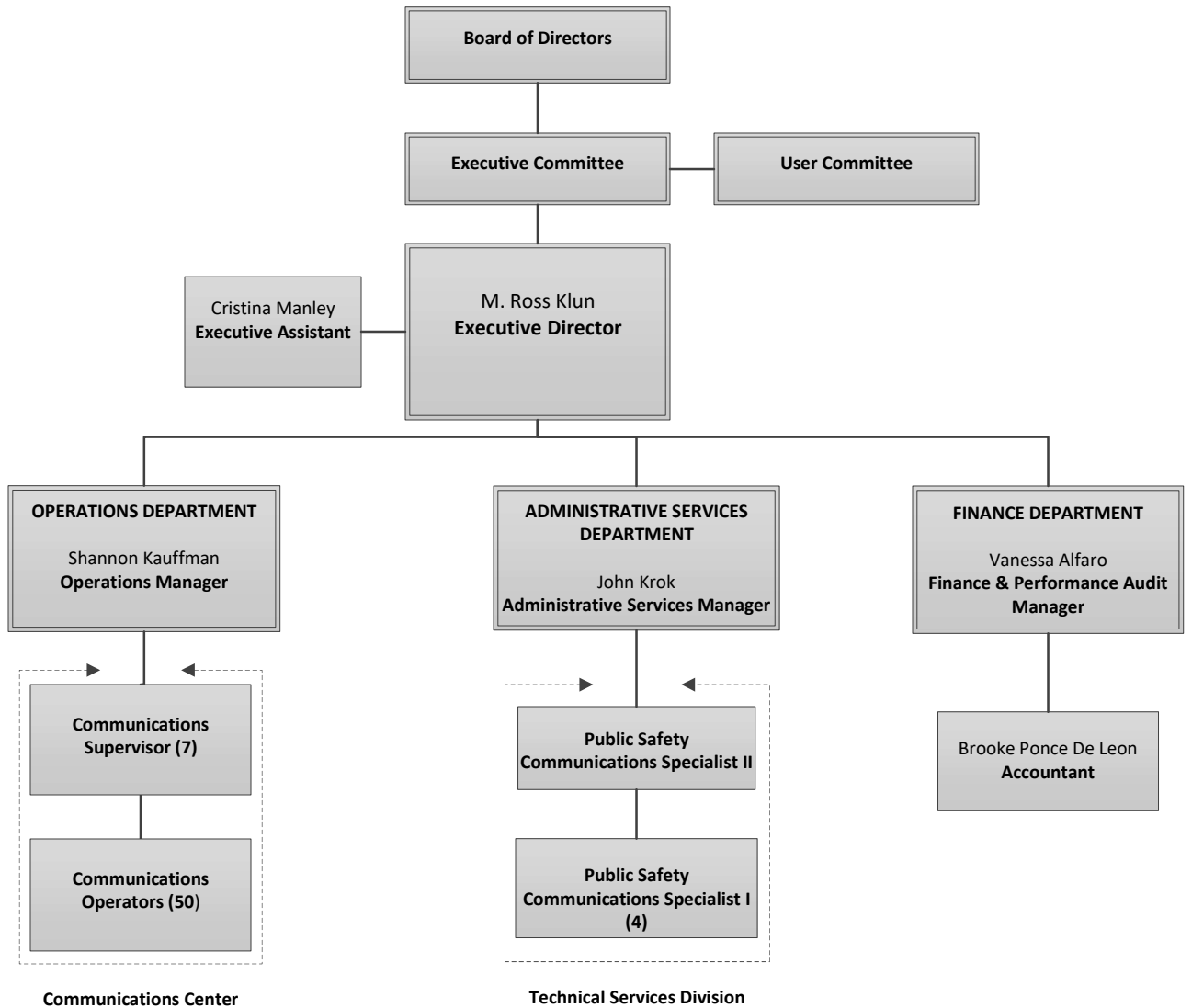
SBRPCA Staff

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



Organization Chart

Fiscal Year 2023-2024



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 21, 2023

Members of the Board of Directors:

The Authority closed out another year providing more of the exceptional service our communities have come to expect. We remain a role model in southern California for regional emergency dispatch services in terms of sustainability and performance. The Authority took a major step in 2022 to improve its financial position by implementing a policy for the ongoing funding for pension and other post-employment benefits unfunded liabilities. The Authority's 9-1-1 call answer times greatly exceeded the national industry standard of 90% answered within 15 seconds or less time. Our 9-1-1 call answer times were at or above 98% for the entire year. The following are more of the agency's statistics and accomplishments in 2022 that we can all be proud of:

9-1-1 Calls Received	127,581
Non-Emergency Calls Received	221,345
Total Phone Calls Received	348,926

Number of Police Calls for Service	324,321
Number of Fire Calls for Service	12,956
Total Dispatched Calls for Service	337,277

- Celebrated the retirement of two Communications Operators, each with 25+ years with the Authority. Recognized one employee with a 25-year career service award.
- Completed 352 work orders of various equipment used in Police, Fire, and Public Works vehicles in CY2022. These Technical Services Division work orders equated to more than 2,500 labor hours of work performed.
- Processed 206 applications, administered 113 CritiCall screening tests, and conducted 62 interviews. Refinements were made to the Authority's hiring process to reduce the time from application-to-hire date.
- Signed an agreement with Culver City for a new 5-year contract for police and fire dispatch services. With this, all of the Authority's cities are now operating under the Cost Allocation Policy.

- Entered into an Agreement with each of the Authority's three labor groups. For the first time in over a decade the Authority has concurrent 3-year agreements with all its labor groups expiring in June 2025.
- Amended the Authority's Cost Allocation Policy to annually calculate the Technical Services Division workload support charges on a rolling three-year average of labor hours used by each agency. This is more equitable and alleviates large billing fluctuations which presented a budgeting challenge for our cities' chiefs.
- Entered into an Agreement with Mark43 for its Computer Aided Dispatch (CAD) product and began working towards an implementation date in 2023
- Introduced a Recruitment Incentive and Referral Bonus policy that has strengthened the Authority's ability to attract and hire highly qualified people for hard to fill positions such as Communications Operator.
- Adopted a new Purchasing Policy to allow for greater efficiency in procuring goods and services.
- Contracted with a new bank for services and completed the Authority's changeover seamlessly.

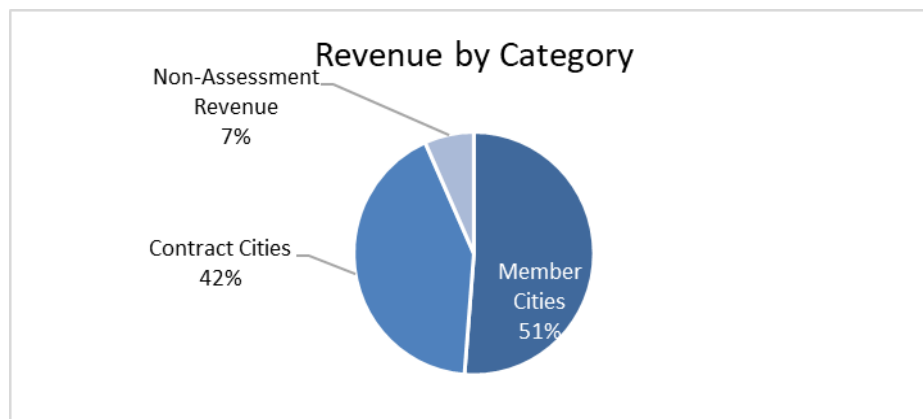
Having these accomplishments in mind, staff is ready to build on these successes and respectfully submits the Fiscal Year 2023-2024 Preliminary Budget. In developing this budget, staff was mindful of the financial impact to the Member Cities, while maintaining the Authority's goal of continuing to provide 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 updated in September 2022. Discounts for the City of Manhattan Beach and premiums for the City of Gardena and the City of Hawthorne were phased in over a three-year period and are no longer included in the FY24 Preliminary Budget.

The assessments for the cities of Culver City, Hermosa Beach, and 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 5.28% to \$14,182,323. Assessment amounts include Technical Services Division Workload Support charges, utilizing the Cost Allocation Policy revised and approved in September 2022. Effective FY23-24, the Board of Directors amended the Cost Allocation Policy to include Technical Services Division Workload Support Charges in the annual assessment by using a rolling three-year average of labor hours associated with vehicle installation and repair work orders. Previously, Workload Support Charges were billed quarterly and derived by each agency's percentage of labor hours associated with work orders for the quarter being billed. The agreements with contract cities of Culver City, El Segundo, and Hermosa Beach have all been executed and expire on June 30, 2027, June 30, 2030, and June 30, 2030 respectively.

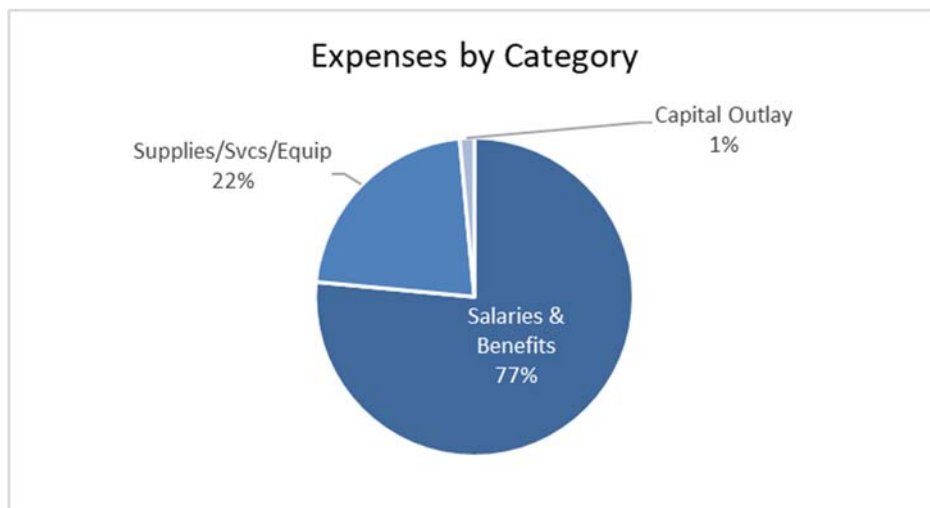
REVENUE SUMMARY BY CATEGORY – ENTERPRISE FUND (FUND 10)							
	FY20-21	FY20-21	FY21-22	FY22-23	FY23-24	Inc/(Dec)	Inc/(Dec)
	Adopted	Amended	Adopted	Adopted	Proposed	\$	%
Assessments							
Member Cities	\$6,558,300	\$6,023,386	\$6,222,755	\$6,569,714	\$7,268,476	\$698,762	10.64%
Contract Cities	5,291,029	4,901,495	5,149,108	5,430,940	5,969,465	538,525	9.92%
Subtotal Assessments	\$11,849,329	\$10,924,881	\$11,371,863	\$12,000,654	\$13,237,941	\$1,237,287	10.31%
Non-Assessment Revenue	\$1,299,929	\$1,321,169	\$1,448,004	\$1,470,108	\$944,382	-525,726	-35.76%
Grand Total	\$13,149,258	\$12,246,050	\$12,819,867	\$13,470,762	\$14,182,323	\$711,561	5.28%



The preliminary expenditure budget is \$13,518,929, which represents an increase of \$677,775 or 5.28% in expenses compared to the adopted budget for Fiscal Year 2022-2023.

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	FY20-21	FY21-22	FY22-23	FY23-24	Inc/(Dec)	Inc/(Dec)
	Adopted	Amended	Adopted	Adopted	Proposed	\$	%
Operating Budget	\$12,688,443	\$11,834,095	\$12,102,356	\$12,641,154	\$13,318,929	\$ 677,775	5.36%
Capital Outlay	250,000	252,500	200,000	200,000	200,000	-	0.00%
Total	\$12,938,443	\$12,086,595	\$12,302,356	\$12,841,154	\$13,518,929	\$677,775	5.28%
Salaries & Benefits	\$10,170,486	\$9,359,304	\$9,582,138	\$10,045,152	\$10,340,866	\$ 295,714	2.94%
Supplies/Svcs/Equip	2,517,957	2,474,791	2,520,218	2,596,002	2,978,063	382,061	14.72%
Capital Outlay	250,000	252,500	200,000	200,000	200,000	-	0.00%
Total	\$12,938,443	\$12,086,595	\$12,302,356	\$12,841,154	\$13,518,929	\$677,775	5.28%



Expenditure Changes from the Prior Year:

Expenditure Changes from the Prior Year:

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

Summary of Top 10 Expenditure Increases (Decreases)				
Line Item	FY22-23 Adopted	FY23-24 Proposed	Inc (Dec) \$	Inc (Dec) %
Salaries (Full-Time)	6,567,750	6,858,530	290,780	4.43%
IT Computer Contract Services	200,000	364,000	164,000	82.00%
PERS Contribution	729,984	822,346	92,362	12.65%
General Liability Insurance	259,500	337,000	77,500	29.87%
Holiday Payoff	100,000	52,000	(48,000)	-48.00%
PERS Contribution UAL	676,566	629,680	(46,886)	-6.93%
Parts - Billing	700,000	739,900	39,900	5.70%
GST Software Reimbursable	55,327	77,692	22,365	40.42%
Sick Leave Payoff	155,819	135,918	(19,901)	-12.77%
Electricity - HQ	135,000	150,000	15,000	11.11%

1. Salaries/Full-Time (\$290,780 Increase): Includes contracted and estimated increases from MOUs and agreements with employee groups as well as filling vacancies.
2. IT Computer Contract Services (\$164,000 Increase): This increase reflects CAD contract.
3. PERS Contribution (\$92,362 Increase): Includes estimated increase in Normal Pension cost as well as increase in pensionable compensation as explained in the first item.
4. General Liability Insurance (\$77,500 Increase): Increase relates to industry-wide increases due to current market conditions.
5. Holiday Payoff (\$48,000 Decrease): Decrease due to anticipated decrease in amounts eligible for payoff.
6. PERS Contribution - UAL (\$46,886 Decrease): Decrease relates fluctuation in actuarial valuation impacted by additional contributions and favorable June 30, 2021 market valuation. This is projected to increase for following three years.
7. Parts - Billing (\$39,900 Increase): Increase relates to increased parts costs and post pandemic increased utilization.

8. GST Software Reimbursable (\$22,365 Increase): Increase relates cost escalation and is reimbursed by member and contract cities.
9. Sick Leave Payoff (\$19,901 Decrease): Decrease similar to Item 5, Holiday Payoff, new employees have not accumulated hours and other employees have cashed out, reducing their balances.
10. Electricity - HQ (\$15,000): Increase relates to industry-wide increases due to current market conditions.

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 FY2023-24 for Tier 1, Tier 2, and PEPRAs employee groups are 12.47%, 10.10%, and 7.68%, 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 \$628,862, -0-, and \$818, respectively. The total increase in retirement costs for Fiscal Year 2022-2023 is \$45,476.

Additionally, costs for step increases earned by newer employees who have not yet reached the top of the approved salary range for their positions are included. Total costs for salary and benefit increases in the preliminary budget for Fiscal Year 2023-2024 are \$295,714.

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

Capital Outlay for Fiscal Year 2023-2024:

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

Members' Assessments for Fiscal Year 2023-2024: 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 September 2022.

Assessments for Contract Cities:

The current agreement with Culver City was approved in March 2022 and expires on June 30, 2027. The new five-year agreement transitions Culver City to the Cost Allocation Policy. Culver City's assessment based on the Cost Allocation Policy is \$3,042,915, an increase of \$279,924.

El Segundo's assessment is \$2,044,684, an increase of \$174,873. 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 \$75,811 for the FY23-24 assessment. The current agreement expires on June 30, 2030.

Hermosa Beach's assessment is \$881,866, an increase of \$83,728. An 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 into two functional areas, Dedicated Support and Workload Support.

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 FY23-24, the Board of Directors amended the Cost Allocation Policy to include Technical Services Division Workload Support Charges in the annual assessment by using a rolling three-year average of labor hours associated with vehicle installation and repair work orders. Previously, Workload Support Charges were billed quarterly and derived by each agency's percentage of labor hours associated with work orders for the quarter being billed.

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%
Total	10.00	100%

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 2023-2024:

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

➤ **Staffing and Recruitment**

- Reach and maintain budgeted staffing levels $\geq 90\%$ for Communications Operators and Supervisors. Identify areas of further improvement in recruitment and hiring.

➤ **Mark43 CAD System**

- Complete development of the Mark43 Computer Aided Dispatch (CAD) system and go live with the product. Continue work with Mark43, during post-cutover phase, on refinements.

➤ **Employee Engagement and Recognition**

- Support existing programs, and start new ones, to enhance wellness, increase involvement and recognition, and encourage professional development for all members of the Authority.

➤ **Succession Planning**

- Identify and develop potential candidates to fill major roles at all levels of the Authority. Forecast the vacancy of senior management positions and prepare selected succession choices to fill them.

➤ **Fiscal Sustainability**

- Develop a 5-Year Capital Improvement Plan (CIP). Work with the Authority's Treasurer on the CIP funding strategy. Propose Budgetary Policy amendments for the use and remittance of the unreserved Fund 10 Enterprise Fund balance.

➤ **Strategic Plan**

- Work with internal and external stakeholders, User and Executive Committees, and Board of Directors, to develop a 5-year strategic plan for the Authority.

Fund Balance/Reserves:

In accordance with the Executive Committee's Budget Policy, as established by Resolution No. 344, the preliminary Fiscal Year 2023-2024 budget includes a 10% Operational and Capital Reserve of \$1,351,893.

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 was presented and approved 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 amounts recommended for the FY 2023-2024 budget are \$179,652 (OPEB) and \$227,162 (PERS).

The available Enterprise Fund cash balance is projected to be \$4,181,155 by June 30, 2023 and \$4,396,990 by June 30, 2024, and has been allocated to each member based on its ownership percentage of the Authority.

Acknowledgement:

I thank the Board of Directors, the Executive Committee, the User Committee, and the Police and Fire Task Forces for their continued support for another successful year at the Authority. I also want to thank the Authority staff for consistently providing outstanding service to the communities we serve.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "M. Ross Klun". The signature is fluid and cursive, with the first name "M." and last name "Klun" clearly distinguishable.

M. 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 61,027; 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 446 full and part 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 88,083; 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 383 full and part 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 35,506; 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 40,779 full service city with its own police and fire/emergency services personnel; 18 parks. The City has approximately 721 full time equivalent employees.

City of El Segundo – incorporated on January 18, 1917 as a general law city with a Council-Manager form of government; located 14 miles southwest of downtown Los Angeles, adjacent to the City of Los Angeles International Airport and borders the Century Freeway (105) on the north and the San Diego Freeway (405) on the east, both of which provide linkages to other major freeways traveling north, south and east; 5.5 square miles; population of 17,272; 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 381 full and part 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 19,728 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 129 full time and 40 part 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 received a 3.98% discount on its assessment. Gardena and Hawthorne paid premiums of 1.69% and 1.73% on their assessments, respectively. The premium and discount periods have ended for Manhattan Beach, Gardena, and Hawthorne and do not apply to Fiscal Year 2023-2024.

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 2023-2024 at \$2,044,684 for a discount of \$75,811.

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.

A new five year agreement, which transitions Culver City to the Cost Allocation Policy was entered into in March 2022.

Other Revenues:

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

Operating Departments

Administration – Includes the day-to-day management of the Authority's operations based on the Board of Directors' and the Executive Committee's policy guidelines; managing the Communications Center; Personnel and Training; and Finance (accounting including accounts payable, accounts receivable, payroll, cash receipts, bank reconciliation, budgeting, and financial reporting). The department is staffed with: an Executive Director; an Operations Manager; an Administrative Services Manager; a Finance & Performance Audit Manager; an Accountant; and an Executive Assistant.

Operations – Seven (7) Communications Supervisors and fifty (50) Communications Operators provide 911 services to the Member Cities, the City of Culver City, City of El Segundo and the City of Hermosa Beach. The combined resident population served for all six (6) cities is approximately 262,000 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 20-21 Adopted	FY 20-21 Amended	FY 21-22 Adopted	FY 22-23 Adopted	FY 23-24 Proposed
Administration Department					
Executive Director	1	1	1	1	1
Operations Manager	1	1	1	1	1
Administration Manager ¹	0	0	0	0	0
Finance & Performance Audit Manager ²	1	1	1	1	1
Information Technology Manager ¹	0	0	0	0	0
Executive Assistant ³	1	1	1	1	1
Administrative Services Manager ⁴	1	1	1	1	1
Accountant	1	1	1	1	1
Subtotal	6	6	6	6	6
Operations Department					
Communications Supervisor ⁵	8	7	7	7	7
Communications Operator ^{6,7}	55	50	50	50	50
Subtotal	63	57	57	57	57
Technical Services Division					
Lead Communications Technician	0	0	0	0	0
Communications Technician ¹	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
Subtotal	5	5	5	5	5
Grand Total	74	68	68	68	68

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	
Beginning Balance	
Cash Available as of June 30, 2022	\$ 5,310,254
Operating and Capital Reserve	(1,284,115)
Pension and OPEB Funding	(454,254)
Available Cash	\$ 3,571,885
Gardena - 32.08%	1,145,861
Hawthorne - 45.07%	1,609,848
Manhattan Beach - 22.85%	816,176
Fiscal Year 2022-23 Estimated Revenues & Expenditures	
Revenues	13,470,762
Expenditures	12,841,154
Revenues Over (Under) Expenditures	\$ 629,608
Estimated Balance - End of FY2022-23	
Pension and OPEB Funding	(406,814)
Estimated Cash Available on June 30, 2023	5,533,048
Operating and Capital Reserve (10% of Budget)	(1,351,893)
Estimated Available Cash After Reserve Allocations	\$ 4,181,155
Gardena - 32.08%	1,341,315
Hawthorne - 45.07%	1,884,447
Manhattan Beach - 22.85%	955,394
Fiscal Year 2023-24 Budget Resources	
Assessments	
Gardena	2,465,655
Hawthorne	2,975,629
Manhattan Beach	1,827,220
Member City Subtotal	7,268,504
Culver City	3,042,921
El Segundo	2,044,684
Hermosa Beach	881,869
Contract City Subtotal	5,969,474
Non-Assessment Revenues	944,382
Total Budget Resources	14,182,360
Fiscal Year 2023-24 Budget Expenses	
Operating	13,318,929
Capital	200,000
Total Budget Expenses	13,518,929
Revenues Over (Under) Expenditures	\$ 663,431
Estimated Balance - End of FY2023-24	
Pension and OPEB Funding	(406,814)
Estimated Cash Available on June 30, 2024	5,789,665
Operating and Capital Reserve	(1,392,638)
Estimated Available Cash After Reserve Allocations	\$ 4,397,027
Gardena - 32.08%	1,410,566
Hawthorne - 45.07%	1,981,740
Manhattan Beach - 22.85%	1,004,721

Assessments & Methodologies

Assessments	FY22-23 Assessment	FY23-24 Base	FY23-24 Bylaws Adjustments	Contract Adjustments	Other Adjustments	FY23-24 Assessment	Increase (Decrease) Amount
Member Cities							
Gardena	\$ 2,233,811	\$ 2,465,655	-	-	-	\$ 2,465,655	231,844
Hawthorne	2,729,338	2,975,629	-	-	-	2,975,629	246,291
Manhattan Beach	1,606,565	1,827,220	-	-	-	1,827,220	220,655
Subtotal	6,569,714	7,268,503	-	-	-	7,268,504	698,790
Contract Cities							
Culver City	\$ 2,762,991	3,042,921	-	-	-	3,042,921	\$ 279,930
El Segundo	1,869,811	2,120,457	(75,773)	-	-	2,044,684	174,873
Hermosa Beach	798,138	881,869	-	-	-	881,869	83,731
Subtotal	\$ 5,430,940	6,045,248	(75,773)	-	\$ 5,969,474	\$ 538,534	
Total Assessments	\$ 12,000,654	\$ 13,313,751	-	\$ (75,773)	-	\$ 13,237,978	\$ 1,237,324

METHODOLOGIES	
Member Cities	Effective FY23-24, the Board of Directors amended the Cost Allocation Policy to include Technical Services Division Workload Support Charges in the annual assessment by using a rolling three-year average of labor hours associated with vehicle installation and repair work orders. Previously, Workload Support Charges were billed quarterly and derived by each agency's percentage of labor hours associated with work orders for the quarter being billed.
Contract Cities	
	Starting FY22-23, assessment based on Authority's Cost Allocation Policy. Agreement expires 06/30/2027.
Culver City	Effective FY23-24, the Board of Directors amended the Cost Allocation Policy to include Technical Services Division Workload Support Charges in the annual assessment by using a rolling three-year average of labor hours associated with vehicle installation and repair work orders. Previously, Workload Support Charges were billed quarterly and derived by each agency's percentage of labor hours associated with work orders for the quarter being billed.
El Segundo	Starting FY20-21, assessment based on Authority's Cost Allocation Policy to be phased in over a four year period in amounts not-to-exceed as follows: FY20-21 \$1,493,738; FY21-22 \$1,699,634; FY22-23 \$1,869,811; FY23-24 \$2,044,684 Agreement expires 06/30/2030. Effective FY23-24, the Board of Directors amended the Cost Allocation Policy to include Technical Services Division Workload Support Charges in the annual assessment by using a rolling three-year average of labor hours associated with vehicle installation and repair work orders. Previously, Workload Support Charges were billed quarterly and derived by each agency's percentage of labor hours associated with work orders for the quarter being billed.
Hermosa Beach	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. Effective FY23-24, the Board of Directors amended the Cost Allocation Policy to include Technical Services Division Workload Support Charges in the annual assessment by using a rolling three-year average of labor hours associated with vehicle installation and repair work orders. Previously, Workload Support Charges were billed quarterly and derived by each agency's percentage of labor hours associated with work orders for the quarter being billed.

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
OPERATIONS							
Call-Taking Emergency Calls	\$ 647,075	\$ 958,896	\$ 194,743	\$ 418,284	\$ 210,926	\$ 117,691	\$ 2,547,616
Call-Taking Non-Emergency Support	314,017	358,111	253,059	514,227	138,324	120,673	1,698,411
Police - Dedicated Dispatch Support	850,971	850,971	425,485	850,971	850,971	425,485	4,254,853
Police - Calls for Service Readiness Support	408,369	552,365	217,010	286,159	223,973	135,632	1,823,508
Fire - Dedicated Dispatch Support	-	-	424,603	424,603	424,603	-	1,273,808
Fire - Calls for Service Readiness Support	-	-	135,767	272,411	137,740	-	545,918
TECHNICAL SERVICES							
Technical Support - Workload Support	150,070	147,303	64,293	130,864	51,597	40,691	584,818
Technical Support - Dedicated Support	95,153	107,983	112,259	145,403	82,324	41,696	584,818
Total Calculated	\$ 2,465,655	\$ 2,975,629	\$ 1,827,220	\$ 3,042,921	\$ 2,120,457	\$ 881,869	\$ 13,313,751

Cost Allocation Data

Operations

City	3 Year Average			
	911 Calls	Non-Emergency Calls	Police Calls for Service	Fire Calls for Service
Gardena	28,525	42,037	64,867	-
Hawthorne	41,225	48,257	89,605	-
Manhattan Beach	8,187	32,849	37,686	3,675
Culver City	18,236	65,915	45,648	7,604
El Segundo	8,890	18,402	36,044	3,815
Hermosa Beach	5,032	16,470	22,529	-
3 Year Average	110,095	223,930	296,379	15,094

Technical Services

City	Work Order Labor Hours	Vehicle Inventories		
	3 Year Average	Police	Fire	Total
Gardena	922	89	-	89
Hawthorne	905	101	-	101
Manhattan Beach	395	89	16	105
Culver City	804	108	28	136
El Segundo	317	64	13	77
Hermosa Beach	250	39	-	39
Total	3,593	490	57	547

Revenues by Account

Account Number & Title	FY20-21 Adopted	FY20-21 Amended	FY20-21 Actual	FY21-22 Adopted	FY21-22 Actual	FY22-23 Adopted	FY23-24 Proposed	vs Adopted Inc (Dec) \$	vs Adopted Inc (Dec) %
Enterprise Fund (Fund 10)									
10-50-111-4110 Gardena	\$ 2,174,993	\$ 2,083,118	\$ 1,666,078	\$ 2,141,335	\$ 2,141,335	\$ 2,233,811	\$ 2,465,655	\$ 231,844	10.38%
10-50-111-4120 Hawthorne	2,664,597	2,552,293	1,966,383	2,619,842	2,619,842	2,729,338	2,975,629	246,291	9.02%
10-50-111-4130 Manhattan Beach	1,718,710	1,387,975	1,045,475	1,461,578	1,461,578	1,606,565	1,827,220	220,655	13.73%
Member City Subtotal	6,558,300	6,023,386	4,677,936	6,222,755	6,222,755	6,569,714	7,268,504	698,790	10.64%
10-50-111-4140 Hermosa Beach	1,132,062	742,528	742,528	758,305	758,305	798,138	881,869	83,731	10.49%
10-50-111-4145 El Segundo	1,493,738	1,493,738	1,493,738	1,699,634	1,699,634	1,869,811	2,044,684	174,873	9.35%
10-50-111-4146 Culver City	2,665,229	2,665,229	2,665,229	2,691,169	2,691,169	2,762,991	3,042,921	279,930	10.13%
Contract City Subtotal	5,291,029	4,901,495	4,901,495	5,149,108	5,149,108	5,430,940	5,969,474	538,534	9.92%
Subtotal Assessments	\$ 11,849,329	\$ 10,924,881	\$ 9,579,431	\$ 11,371,863	\$ 11,371,863	\$ 12,000,654	\$ 13,237,978	\$ 1,237,324	10.31%
10-50-111-4150 El Camino Community College	790	790	-	790	-	790	790	-	0.00%
10-50-111-4152 Medical Director/Hermosa Beach	-	-	-	-	-	-	-	-	0.00%
10-50-111-4153 Medical Director/Manhattan Beach	30,500	30,500	30,500	30,500	30,500	30,500	30,500	-	0.00%
10-50-111-4154 Medical Director/El Segundo	30,500	30,500	-	-	-	-	-	-	0.00%
10-50-111-4210 Investment Earnings (LAIF)	50,000	50,000	30,381	50,000	20,953	30,000	30,000	-	0.00%
10-50-111-4220 POST Reimbursements	1,400	1,400	360	6,450	-	5,000	5,000	-	0.00%
10-50-111-4255 Unrealized Gain/Loss on Investment	-	-	-	-	-	-	-	-	0.00%
10-50-111-4410 Vending Machine Revenue	-	-	-	-	-	-	-	-	0.00%
10-50-111-4430 Other Miscellaneous Revenue	2,500	2,500	977	2,500	28,307	2,500	2,500	-	0.00%
10-50-111-4240 911 Reimbursements	8,000	8,000	-	8,000	2,796	5,000	5,000	-	0.00%
10-50-111-4241 Redondo Beach Maint Agreement	13,000	13,000	10,238	13,000	10,238	13,000	13,000	-	0.00%
Subtotal Administration - Other	\$ 136,690	\$ 136,690	\$ 72,456	\$ 111,240	\$ 92,794	\$ 86,790	\$ 86,790	\$ -	0.00%
10-60-211-4215 DUI Reimbursement-Overtime	2,000	2,000	-	2,000	-	1,000	-	(1,000)	-100.00%
10-60-211-4435 Reimbursements Sprint Wireless	70,000	70,000	44,537	70,000	23,084	1,200	-	(1,200)	-100.00%
10-60-211-4440 Reimbursements/Verizon Wireless	25,000	25,000	50,035	50,000	50,924	60,000	65,000	5,000	8.33%
10-60-211-4460 Pink Patch Project	-	-	-	-	-	-	-	-	0.00%
Subtotal Operations	\$ 97,000	\$ 97,000	\$ 94,572	\$ 122,000	\$ 74,008	\$ 62,200	\$ 65,000	\$ 2,800	4.50%
10-70-311-4310 Labor-Installation-Member	320,991	309,477	354,342	290,910	406,562	305,134	-	(305,134)	-100.00%
10-70-311-4320 Labor-Installation-NonMember	92,556	125,310	93,617	171,162	62,926	260,657	-	(260,657)	-100.00%
10-70-311-4360 Reimbursements for Billable Parts	600,000	600,000	508,851	700,000	359,999	700,000	739,900	39,900	5.70%
10-70-311-4370 Reimbursements for GST Software	52,692	52,692	52,692	52,692	52,692	55,327	52,692	(2,635)	-4.76%
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%
Subtotal Technical Services	\$ 1,066,239	\$ 1,087,479	\$ 1,009,501	\$ 1,214,764	\$ 882,180	\$ 1,321,118	\$ 792,592	\$ (528,526)	-40.01%
Subtotal Non-Assessment Revenues	\$ 1,299,929	\$ 1,321,169	\$ 1,176,529	\$ 1,448,004	\$ 1,048,982	\$ 1,470,108	\$ 944,382	\$ (525,726)	-35.76%
Total Enterprise Fund (Fund 10) Revenues	\$ 13,149,258	\$ 12,246,050	\$ 10,755,959	\$ 12,819,867	\$ 12,420,845	\$ 13,470,762	\$ 14,182,360	\$ 711,598	5.28%
Grant Fund (Fund 20)									
20-80-433-4270 Grant Reimb	-	-	5,670	-	29,750	-	-	-	-
Total Grant Fund (Fund 20) Revenues	\$ -	\$ -	\$ 5,670	\$ -	\$ 29,750	\$ -	\$ -	\$ -	-
Grand Total All Funds	\$ 13,149,258	\$ 12,246,050	\$ 10,761,629	\$ 12,819,867	\$ 12,450,595	\$ 13,470,762	\$ 14,182,360	\$ 711,598	5.28%

Expenses by Department - Enterprise Fund (10)

Department/Description	FY20-21 Adopted	FY20-21 Amended	FY20-21 Actual	FY21-22 Adopted	FY21-22 Actual	FY22-23 Adopted	FY23-24 Proposed	vs Adopted Inc (Dec) \$	vs Adopted Inc (Dec) %
Administration									
Salaries & Benefits	\$ 1,278,828	\$ 1,169,105	\$ 979,631	\$ 1,274,756	\$ 1,241,058	\$ 1,349,947	\$ 1,372,591	\$ 22,644	1.78%
Supplies/Services/Equip	1,068,710	1,028,014	924,279	983,917	976,289	1,132,460	1,295,333	162,873	16.55%
Subtotal Administration	\$ 2,347,538	\$ 2,197,119	\$ 1,903,910	\$ 2,258,673	\$ 2,217,347	\$ 2,482,407	\$ 2,667,924	\$ 185,517	8.21%
Operations									
Salaries & Benefits	\$ 8,121,218	\$ 7,447,274	\$ 7,151,895	\$ 7,544,742	\$ 7,286,934	\$ 7,922,665	\$ 8,178,845	\$ 256,180	3.40%
Supplies/Services/Equip	271,205	268,735	252,891	288,259	172,839	212,865	394,532	181,667	63.02%
Subtotal Operations	\$ 8,392,423	\$ 7,716,009	\$ 7,404,785	\$ 7,833,001	\$ 7,459,773	\$ 8,135,530	\$ 8,573,377	\$ 437,847	5.59%
Technical Services									
Salaries & Benefits	\$ 770,440	\$ 742,925	\$ 719,830	\$ 762,640	\$ 656,981	\$ 772,540	\$ 789,430	\$ 16,890	2.21%
Supplies/Services/Equip	1,178,042	1,178,042	982,346	1,248,042	927,189	1,250,677	1,288,199	40,157	3.22%
Subtotal Technical Services	\$ 1,948,482	\$ 1,920,967	\$ 1,702,177	\$ 2,010,682	\$ 1,584,170	\$ 2,023,217	\$ 2,077,629	\$ 57,047	2.84%
Total Operating Expenses	\$ 12,688,443	\$ 11,834,095	\$ 11,010,872	\$ 12,102,356	\$ 11,261,290	\$ 12,641,154	\$ 13,318,929	\$ 680,410	5.38%
Total Capital Outlay	\$ 250,000	\$ 252,500	\$ 219,402	\$ 200,000	\$ 71,452	\$ 200,000	\$ 200,000	\$ -	0.00%
Grand Total	\$ 12,938,443	\$ 12,086,595	\$ 11,230,274	\$ 12,302,356	\$ 11,332,742	\$ 12,841,154	\$ 13,518,929	\$ 680,410	5.30%
Department Summary									
Administration	\$ 2,347,538	\$ 2,197,119	\$ 1,903,910	\$ 2,258,673	\$ 2,217,347	\$ 2,482,407	\$ 2,667,924	\$ 185,517	8.21%
Operations	8,392,423	7,716,009	7,404,785	7,833,001	7,459,773	8,135,530	8,573,377	437,847	5.59%
Technical Services	1,948,482	1,920,967	1,702,177	2,010,682	1,584,170	2,023,217	2,077,629	54,412	2.71%
Capital Outlay	250,000	252,500	219,402	200,000	71,452	200,000	200,000	-	0.00%
Grand Total	\$ 12,938,443	\$ 12,086,595	\$ 11,230,274	\$ 12,302,356	\$ 11,332,742	\$ 12,841,154	\$ 13,518,929	\$ 677,775	5.28%
Major Category Summary									
Salaries & Benefits	\$ 10,170,486	\$ 9,359,304	\$ 8,851,356	\$ 9,582,138	\$ 9,184,972	\$ 10,045,152	\$ 10,340,866	\$ 295,714	3.09%
Supplies/Services/Equip	2,517,957	2,474,791	2,159,516	2,520,218	2,076,317	2,596,002	2,978,063	382,061	15.16%
Capital Outlay	250,000	252,500	219,402	200,000	71,452	200,000	200,000	-	0.00%
Grand Total	\$ 12,938,443	\$ 12,086,595	\$ 11,230,274	\$ 12,302,356	\$ 11,332,742	\$ 12,841,154	\$ 13,518,929	\$ 677,775	5.28%

Expenses by Account

ACCT	DESCRIPTION	FY20-21 Adopted	FY20-21 Amended	FY20-21 Actual	FY21-22 Adopted	FY21-22 Actual	FY22-23 Adopted	FY23-24 Proposed	vs Adopted Inc (Dec) \$	vs Adopted Inc (Dec) %
5101	Salaries (Full-Time)	\$ 6,871,132	\$ 6,291,684	\$ 5,818,587	\$ 6,365,776	\$ 5,704,252	\$ 6,567,750	\$ 6,858,530	\$ 290,780	4.43%
5102	Salaries (Part-Time)	40,000	-	85,095	-	38,749	30,000	30,000	-	0.00%
5103	Overtime	202,389	202,389	242,502	202,389	291,603	228,500	228,500	-	0.00%
5104	Acting Pay	10,000	13,682	17,322	11,243	3,791	16,218	10,676	(5,542)	-34.17%
5105	Bilingual Pay	8,400	8,400	7,271	8,400	9,300	9,600	9,600	-	0.00%
5107	Merit Pay	4,350	4,350	3,864	4,350	3,121	3,200	3,450	250	7.81%
5108	Sick Leave Payoff	157,451	157,451	130,185	159,401	123,565	155,819	135,918	(19,901)	-12.77%
5109	Vacation Leave Payoff	93,472	93,472	128,639	101,628	125,959	109,939	112,389	2,450	2.23%
5110	Training Pay	15,000	15,000	13,122	15,000	6,102	15,000	15,000	-	0.00%
5112	Other Pay	34,680	29,790	14,117	17,200	109,339	13,000	13,000	-	0.00%
5114	Holiday Payoff	75,000	75,000	102,600	75,000	111,795	100,000	52,000	(48,000)	-48.00%
5115	Education Incentive	104,300	104,300	110,227	116,900	117,268	122,605	132,173	9,568	7.80%
5116	Overtime-Ridealongs	-	-	-	-	-	-	-	-	0.00%
5201	Medical Insurance	809,989	730,654	625,720	758,957	589,603	738,469	741,383	2,914	0.39%
5202	Dental Insurance	46,807	46,198	47,394	52,673	59,612	72,454	73,230	776	1.07%
5203	Vision Care	21,795	19,833	17,015	19,124	17,665	22,108	21,223	(885)	-4.00%
5204	Life Insurance	9,768	8,943	7,528	8,976	9,843	10,609	13,923	3,314	31.24%
5205	Medicare	110,819	102,399	93,732	102,344	95,229	107,312	111,163	3,851	3.59%
5206	Unemployment Insurance	5,000	5,000	20,279	10,000	11,277	20,000	15,000	(5,000)	-25.00%
5207	Workers' Compensation	132,500	91,488	91,488	100,637	91,763	105,669	103,948	(1,721)	-1.63%
5208	PERS Contribution	810,996	757,258	700,101	744,679	658,147	729,984	822,346	92,362	12.65%
5209	Retirees' Medical Insurance	76,000	76,000	60,588	76,000	73,136	88,000	96,000	8,000	9.09%
5211	Social Security	-	-	-	-	697	-	-	-	0.00%
5212	Deferred Comp Matching	36,500	31,875	18,750	37,500	52,841	98,100	107,100	9,000	9.17%
5219	PERS Contribution-UAL	494,138	494,138	494,138	593,961	875,825	676,566	629,680	(46,886)	-6.93%
5220	Deferred Comp Matching	-	-	1,091	-	4,491	4,250	4,634	384	9.04%
Subtotal Salaries & Benefits		\$ 10,170,486	\$ 9,359,304	\$ 8,851,356	\$ 9,582,138	\$ 9,184,972	\$ 10,045,152	\$ 10,340,866	\$ 295,714	2.94%
5300	Maintenance & Operations	-	-	-	-	-	-	-	-	0.00%
5301	Communications Contract Svcs	54,000	48,000	46,422	48,000	43,083	48,000	38,800	(9,200)	-19.17%
5302	IT Computer Contract Services	200,000	200,000	200,000	200,000	200,000	200,000	364,000	164,000	82.00%
5304	Accountant/Auditing Services	33,000	46,000	23,496	33,000	27,450	33,000	34,881	1,881	5.70%
5305	Legal Services	95,000	75,000	81,311	75,000	104,991	100,000	105,700	5,700	5.70%
5306	Recruitment Costs	68,530	34,000	23,854	46,750	34,034	61,645	65,395	3,750	6.08%
5307	Software Maintenance Service	77,537	61,037	57,100	64,652	61,136	76,550	81,548	4,998	6.53%
5308	Banking Services (Fees)	6,000	6,000	7,110	6,000	10,658	7,500	7,500	-	0.00%
5309	Website Maintenance Service	7,500	7,500	3,233	7,500	1,178	7,500	7,500	-	0.00%
5311	GST Software Reimbursable	52,692	52,692	52,692	52,692	52,692	55,327	77,692	22,365	40.42%
5312	Medical Director Services	61,000	61,000	30,500	30,500	30,500	30,500	30,500	-	0.00%
5313	Temporary Staffing	50,000	40,000	-	20,000	-	20,000	20,000	-	0.00%
5401	Membership Dues	3,220	2,680	689	2,680	508	3,130	3,130	-	0.00%
5402	Publications	2,060	2,060	550	2,460	503	2,460	2,460	-	0.00%
5403	Conferences, Meeting & Travel	51,675	38,202	13,296	38,526	19,553	42,932	54,496	11,564	26.94%
5404	Employee Services/EC-BOD	13,000	8,000	37,432	8,000	5,261	8,000	16,314	8,314	103.92%
5405	Employee Awards	500	500	972	500	308	1,500	1,500	-	0.00%
5406	POST Training	24,865	11,908	3,185	12,608	1,997	12,608	12,608	-	0.00%
5407	Tuition Reimbursement	18,000	18,000	3,680	16,000	6,337	16,000	16,000	-	0.00%
5501	Office Supplies	9,000	9,000	5,634	9,000	9,056	10,000	10,000	-	0.00%
5502	Janitorial Supplies	9,100	9,100	13,016	12,100	7,042	12,100	12,100	-	0.00%
5503	General Technical Supplies	7,500	7,500	9,527	7,500	3,067	7,500	7,500	-	0.00%
5504	Vending Machine Supplies	-	-	-	-	-	-	-	-	0.00%
5505	Voice Recording Tapes	-	-	-	-	-	-	-	-	0.00%
5506	Uniforms/Safety Equipment	10,500	15,000	12,170	10,500	2,034	10,500	10,500	-	0.00%
5507	Postage	1,600	2,800	209	2,800	741	2,800	2,200	(600)	-21.43%
5508	Shipping Costs	1,200	-	-	-	-	-	-	-	0.00%
5509	Reproduction	2,000	2,000	7	2,000	-	2,000	1,000	(1,000)	-50.00%
5511	Office Equipment Lease	15,750	15,750	12,839	15,750	14,006	15,750	15,750	-	0.00%
5513	General Liability Insurance	175,678	198,512	194,067	216,000	227,989	259,500	337,000	77,500	29.87%
5514	Parts - Billing	600,000	600,000	428,581	700,000	462,670	700,000	739,900	39,900	5.70%
5515	Parts - Telecommunications	-	-	-	-	-	-	-	-	0.00%
5516	Install Wire, Loom & Hardware	30,000	30,000	-	-	-	-	-	-	0.00%
5517	Vehicle Operations	6,500	6,500	4,629	6,500	2,487	6,500	6,757	257	3.95%
5520	Equipment Repair	5,000	5,000	-	5,000	-	5,000	5,000	-	0.00%
5521	Outside Tech Serv-Towers/Equ	325,000	325,000	309,658	325,000	258,335	325,000	325,000	-	0.00%
5524	GETAC Project	-	-	-	-	-	-	-	-	0.00%
5525	Culver City Infrastructure Tran:	-	-	-	-	-	-	-	-	0.00%
5601	Telephone - Administration	15,000	15,000	15,475	15,000	15,732	17,000	17,969	969	5.70%
5603	Telephone - El Segundo	3,000	3,000	2,287	3,000	3,298	3,000	3,171	171	5.70%
5604	Telephone - Gardena	3,000	3,000	1,003	15,000	11,218	3,000	3,171	171	5.70%
5606	Telephone - Hawthorne	6,000	6,000	9,358	6,000	14,576	14,500	20,000	5,500	37.93%
5607	Telephone - Hermosa Beach	27,000	27,000	28,392	30,000	8,013	12,000	12,684	684	5.70%
5608	Telephone - Manhattan Beach	6,000	6,000	4,183	6,000	4,273	6,000	6,342	342	5.70%
5611	Telephone - Punta Place	4,500	4,500	1,115	4,500	1,121	4,500	4,757	257	5.70%
5612	Telephone - RCC	11,000	11,000	10,049	11,000	10,591	11,000	11,627	627	5.70%

Expenses by Account

ACCT	DESCRIPTION	FY20-21 Adopted	FY20-21 Amended	FY20-21 Actual	FY21-22 Adopted	FY21-22 Actual	FY22-23 Adopted	FY23-24 Proposed	vs Adopted Inc (Dec) \$	vs Adopted Inc (Dec) %
5613	Sprint Wireless Reimbursable	70,000	70,000	42,567	70,000	9,302	1,200	-	(1,200)	-100.00%
5614	Verizon Wireless Reimbursable	25,000	25,000	53,063	50,000	53,549	60,000	65,000	5,000	8.33%
5615	Telephone-Culver City	14,500	14,500	10,178	14,500	13,596	14,500	15,327	827	5.70%
5701	Maintenance/HQ	164,150	194,650	148,648	161,650	119,995	164,150	173,507	9,357	5.70%
5702	Maintenance/Other	-	-	-	-	-	-	-	-	0.00%
5703	Electricity - HQ	98,000	98,000	127,190	110,000	146,865	135,000	150,000	15,000	11.11%
5704	Electricity - Grandview	2,200	2,200	2,183	2,200	2,604	3,000	3,171	171	5.70%
5705	Electricity - Punta	6,600	6,600	9,561	9,000	11,121	10,000	10,570	570	5.70%
5706	Gas - HQ	11,000	11,000	11,492	11,000	15,159	16,000	16,912	912	5.70%
5707	Water - HQ	3,850	3,850	3,005	3,850	3,564	4,850	5,126	276	5.70%
5715	Electricity - MB Water Tower	2,750	2,750	1,630	3,500	2,372	3,500	6,500	3,000	85.71%
5810	Office Equipment	12,000	2,000	69,933	2,000	10,079	12,000	17,000	5,000	41.67%
5820	Other Equipment	15,000	30,000	31,351	15,000	21,339	15,000	20,000	5,000	33.33%
5830	Furniture & Fixtures	-	-	996	-	10,335	2,500	2,500	-	0.00%
5840	Vehicles	-	-	-	-	-	-	-	-	0.00%
Subtotal Supplies/Services/Equip		\$ 2,517,957	\$ 2,474,791	\$ 2,159,516	\$ 2,520,218	\$ 2,076,317	\$ 2,596,002	\$ 2,978,063	\$ 382,061	14.72%
Total Operating Expenses		\$ 12,688,443	\$ 11,834,095	\$ 11,010,872	\$ 12,102,356	\$ 11,261,290	\$ 12,641,154	\$ 13,318,929	\$ 677,775	5.60%
5901	Total Capital Outlay	250,000	252,500	213,732	200,000	71,452	200,000	200,000	-	0.00%
Total Enterprise Fund (Fund 10)		\$ 12,938,443	\$ 12,086,595	\$ 11,224,604	\$ 12,302,356	\$ 11,332,742	\$ 12,841,154	\$ 13,518,929	\$ 677,775	5.28%
5901	Grant Fund (20)	-	-	5,670	-	-	-	-	-	0.00%
Grand Total All Funds		12,938,443	12,086,595	11,230,274	12,302,356	11,332,742	12,841,154	13,518,929	677,775	5.28%

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	FY22-23 Adopted	FY23-24 Projected	FY24-25 Projected	FY25-26 Projected	FY26-27 Projected	FY27-28 Projected
Enterprise Fund (Fund 10)						
10-50-111-4110 Gardena	\$ 2,233,811	\$ 2,465,655	\$ 2,535,268	\$ 2,617,018	\$ 2,703,864	\$ 2,796,342
10-50-111-4120 Hawthorne	2,729,338	2,975,629	3,060,162	3,158,703	3,263,363	3,374,782
10-50-111-4130 Manhattan Beach	1,606,565	1,827,220	1,878,856	1,939,402	2,003,715	2,072,191
Member City Subtotal	\$ 6,569,714	\$ 7,268,504	\$ 7,474,285	\$ 7,715,123	\$ 7,970,942	\$ 8,243,315
10-50-111-4140 Hermosa Beach	798,138	881,869	906,844	936,078	967,132	1,000,198
10-50-111-4145 El Segundo	1,869,811	2,044,684	2,181,327	2,251,427	2,325,853	2,405,056
10-50-111-4146 Culver City	2,762,991	3,042,921	3,129,148	3,229,935	3,336,984	3,450,952
Contract City Subtotal	\$ 5,430,940	\$ 5,969,474	\$ 6,217,319	\$ 6,417,439	\$ 6,629,968	\$ 6,856,206
Subtotal Assessments	\$ 12,000,654	\$ 13,237,978	\$ 13,691,605	\$ 14,132,562	\$ 14,600,910	\$ 15,099,520
10-50-111-4150 El Camino Community College	\$ 790	\$ 790	\$ 839	\$ 895	\$ 960	\$ 1,034
10-50-111-4152 Medical Director Service/Hermosa Beach	-	-	-	-	-	-
10-50-111-4153 Medical Director Service/Manhattan Bea	30,500	30,500	32,391	34,561	37,050	39,902
10-50-111-4154 Medical Director Services/El Segundo	-	-	-	-	-	-
10-50-111-4210 Investment Earnings (LAIF)	30,000	30,000	31,860	33,995	36,442	39,248
10-50-111-4220 POST Reimbursements	5,000	5,000	5,310	5,666	6,074	6,541
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	2,655	2,833	3,037	3,271
10-50-111-4240 911 Reimbursements	5,000	5,000	5,310	5,666	6,074	6,541
10-50-111-4241 Redondo Beach Maint Agreement	13,000	13,000	13,806	14,731	15,792	17,008
Subtotal Administration - Other	\$ 86,790	\$ 86,790	\$ 92,171	\$ 98,346	\$ 105,427	\$ 113,545
10-60-211-4215 DUI Reimbursement-Overtime	1,000	-	-	-	-	-
10-60-211-4435 Reimbursements Sprint Wireless	1,200	-	-	-	-	-
10-60-211-4440 Reimbursements/Verizon Wireless	60,000	65,000	69,030	73,655	78,958	85,038
10-60-211-4460 Pink Patch Project	-	-	-	-	-	-
Subtotal Operations	\$ 62,200	\$ 65,000	\$ 69,030	\$ 73,655	\$ 78,958	\$ 85,038
10-70-311-4310 Labor-Installation-Member	305,134	-	-	-	-	-
10-70-311-4320 Labor-Installation-NonMember	260,657	-	-	-	-	-
10-70-311-4360 Reimbursements for Billable Parts	700,000	739,900	785,774	838,421	898,787	967,994
10-70-311-4370 Reimbursements for GST Software	55,327	52,692	55,959	59,708	64,007	68,936
10-70-311-4371 Reimbursement ES Chat Software	-	-	-	-	-	-
10-70-311-4375 Reimb Net Motion Licenses & Maint.	-	-	-	-	-	-
10-70-311-4445 GETAC Project Reimbursements	-	-	-	-	-	-
10-70-311-4455 Culver City Transition Reimbursement	-	-	-	-	-	-
Subtotal Technical Services	\$ 1,321,118	\$ 792,592	\$ 841,733	\$ 898,129	\$ 962,794	\$ 1,036,929
Subtotal Non-Assessment Revenues	\$ 1,470,108	\$ 944,382	\$ 1,002,934	\$ 1,070,130	\$ 1,147,180	\$ 1,235,512
Total Enterprise Fund Revenues	\$ 13,470,762	\$ 14,182,360	\$ 14,694,538	\$ 15,202,692	\$ 15,748,089	\$ 16,335,033
Grant Fund (Fund 20)						
20-80-433-4270 Grant Fund	-	-	-	-	-	-
Total Grant Fund Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total All Funds	\$ 13,470,762	\$ 14,182,360	\$ 14,694,538	\$ 15,202,692	\$ 15,748,089	\$ 16,335,033

Notes:

1. El Segundo is based on the Cost Allocation Policy with phase-in discounts through FY23-24.
2. 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	FY22-23 Adopted	FY23-24 Proposed	FY24-25 Projected	FY25-26 Projected	FY26-27 Projected	FY27-28 Projected
Administration						
Salaries & Benefits	\$ 1,349,947	\$ 1,372,591	\$ 1,413,769	\$ 1,456,182	\$ 1,499,867	\$ 1,544,863
Supplies/Services/Equipment	1,132,460	1,295,333	1,330,983	1,420,159	1,522,410	1,639,636
Subtotal Administration	\$ 2,482,407	\$ 2,667,924	\$ 2,744,752	\$ 2,876,341	\$ 3,022,278	\$ 3,184,499
Operations						
Salaries & Benefits	\$ 7,922,665	\$ 8,178,845	\$ 8,424,210	\$ 8,676,937	\$ 8,937,245	\$ 9,205,362
Supplies/Services/Equipment	212,865	394,532	483,825	500,228	519,037	540,600
Subtotal Operations	\$ 8,135,530	\$ 8,573,377	\$ 8,908,035	\$ 9,177,165	\$ 9,456,281	\$ 9,745,962
Technical Services						
Salaries & Benefits	\$ 772,540	\$ 789,430	\$ 813,113	\$ 837,506	\$ 862,631	\$ 888,510
Supplies/Services/Equipment	1,250,677	1,288,199	1,210,479	1,291,581	1,384,575	1,491,187
Subtotal Technical Services	\$ 2,023,217	\$ 2,077,629	\$ 2,023,592	\$ 2,129,087	\$ 2,247,206	\$ 2,379,698
Total Operating Expenses	\$ 12,641,154	\$ 13,318,929	\$ 13,676,379	\$ 14,182,593	\$ 14,725,766	\$ 15,310,159
Total Capital Outlay	\$ 200,000	\$ 200,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Grand Total	\$ 12,841,154	\$ 13,518,929	\$ 13,926,379	\$ 14,432,593	\$ 14,975,766	\$ 15,560,159
Department Summary						
Administration	\$ 2,482,407	\$ 2,667,924	\$ 2,744,752	\$ 2,876,341	\$ 3,022,278	\$ 3,184,499
Operations	8,135,530	8,573,377	8,908,035	9,177,165	9,456,281	9,745,962
Technical Services	2,023,217	2,077,629	2,023,592	2,129,087	2,247,206	2,379,698
Capital Outlay	200,000	200,000	250,000	250,000	250,000	250,000
Grand Total	\$ 12,841,154	\$ 13,518,929	\$ 13,926,379	\$ 14,432,593	\$ 14,975,766	\$ 15,560,159
Major Category Summary						
Salaries & Benefits	\$ 10,045,152	\$ 10,340,866	\$ 10,651,092	\$ 10,970,625	\$ 11,299,743	\$ 11,638,736
Supplies/Services/Equipment	2,596,002	2,978,063	3,025,287	3,211,968	3,426,022	3,671,423
Capital Outlay	200,000	200,000	250,000	250,000	250,000	250,000
Grand Total	\$ 12,841,154	\$ 13,518,929	\$ 13,926,379	\$ 14,432,593	\$ 14,975,766	\$ 15,560,159

Notes:

- Salaries and benefits projections are based upon known and anticipated increases in employee compensation per MOUs and assumes 3% annually thereafter.
- 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)

	FY22-23	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28
Cash Balance Projections	Estimate	Projected	Projected	Projected	Projected	Projected
Beginning Balance	\$ 5,310,254	\$ 5,533,048	\$ 5,789,665	\$ 6,252,824	\$ 6,756,924	\$ 7,293,248
Operating and Capital Reserve	(1,284,115)	(1,351,893)	(1,392,638)	(1,443,259)	(1,497,577)	(1,556,016)
Available Cash	\$ 4,026,139	\$ 4,181,155	\$ 4,397,027	\$ 4,809,565	\$ 5,259,347	\$ 5,737,232
Budget Resources						
Assessments						
Gardena	\$ 2,233,811	\$ 2,465,655	\$ 2,535,268	\$ 2,617,018	\$ 2,703,864	\$ 2,796,342
Hawthorne	2,729,338	2,975,629	3,060,162	3,158,703	3,263,363	3,374,782
Manhattan Beach	1,606,565	1,827,220	1,878,856	1,939,402	2,003,715	2,072,191
Member City Subtotal	\$ 6,569,714	\$ 7,268,504	\$ 7,474,285	\$ 7,715,123	\$ 7,970,942	\$ 8,243,315
Culver City	2,762,991	3,042,921	3,129,148	3,229,935	3,336,984	3,450,952
El Segundo	1,869,811	2,044,684	2,181,327	2,251,427	2,325,853	2,405,056
Hermosa Beach	798,138	881,869	906,844	936,078	967,132	1,000,198
Contract City Subtotal	\$ 5,430,940	\$ 5,969,474	\$ 6,217,319	\$ 6,417,439	\$ 6,629,968	\$ 6,856,206
Non-Assessment Revenues	1,470,108	944,382	1,002,934	1,070,130	1,147,180	1,235,512
Total Budget Resources	\$ 13,470,762	\$ 14,182,360	\$ 14,694,538	\$ 15,202,692	\$ 15,748,089	\$ 16,335,033
Budget Expenses						
Operating	\$ 12,641,154	\$ 13,318,929	\$ 13,676,379	\$ 14,182,593	\$ 14,725,766	\$ 15,310,159
Capital	200,000	200,000	250,000	250,000	250,000	250,000
Total Budget Expenses	\$ 12,841,154	\$ 13,518,929	\$ 13,926,379	\$ 14,432,593	\$ 14,975,766	\$ 15,560,159
Revenues Over (Under) Expenditures	\$ 629,608	\$ 663,431	\$ 768,159	\$ 770,099	\$ 772,324	\$ 774,874
Ending Estimated Balance						
Pension and OPEB Funding	(406,814)	(406,814)	(305,000)	(266,000)	(236,000)	(191,000)
Ending Balance	\$ 5,533,048	\$ 5,789,665	\$ 6,252,824	\$ 6,756,924	\$ 7,293,248	\$ 7,877,122
Operating and Capital Reserve	(1,351,893)	(1,392,638)	(1,443,259)	(1,497,577)	(1,556,016)	(1,610,475)
OPEB Reserve	-	-	-	-	-	-
Available Balance After Reserve Allocations	\$ 4,181,155	\$ 4,397,027	\$ 4,809,565	\$ 5,259,347	\$ 5,737,232	\$ 6,266,647
Gardena - 32.08%	1,341,315	1,410,566	1,542,908	1,687,199	1,840,504	2,010,340
Hawthorne - 45.07%	1,884,447	1,981,740	2,167,671	2,370,388	2,585,770	2,824,378
Manhattan Beach - 22.85%	955,394	1,004,721	1,098,986	1,201,761	1,310,957	1,431,929

Note: 5 year projections include 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	FY20-21 Adopted	FY20-21 Amended	FY20-21 Actual	FY21-22 Adopted	FY21-22 Actual	FY22-23 Adopted	FY23-24 Proposed	vs Adopted Inc (Dec) \$	vs Adopted Inc (Dec) %
5101	Salaries (Full-Time)	\$ 847,612	\$ 794,052	\$ 691,889	\$ 870,626	\$ 870,297	\$ 906,839	\$ 938,840	\$ 32,001	3.53%
5102	Salaries (Part-Time)	40,000	-	-	-	10,442	30,000	30,000	-	0.00%
5103	Overtime	-	-	-	-	5	-	-	-	0.00%
5104	Acting Pay	-	3,682	11,574	1,243	-	6,218	676	(5,542)	-89.13%
5107	Longevity Pay	2,350	2,350	2,250	2,350	2,350	2,450	2,600	150	6.12%
5108	Sick Leave Payoff	33,358	33,358	23,997	35,271	31,976	35,969	30,418	(5,551)	-15.43%
5109	Vacation Leave Payoff	24,086	24,086	32,327	32,242	32,559	32,939	27,389	(5,550)	-16.85%
5112	Other Pay	34,680	29,790	14,117	17,200	3,009	13,000	13,000	-	0.00%
5114	Holiday Payoff	-	-	-	-	-	-	-	-	0.00%
5201	Medical Insurance	88,393	87,658	35,587	94,993	60,920	95,812	80,128	(15,684)	-16.37%
5202	Dental Insurance	7,607	6,998	6,131	7,607	8,868	8,988	10,757	1,769	19.68%
5203	Vision Care	1,726	1,597	1,308	1,726	1,842	2,226	2,226	-	0.00%
5204	Life Insurance	792	759	706	792	840	936	1,274	338	36.11%
5205	Medicare	13,660	12,866	11,792	14,448	13,957	14,461	15,088	627	4.34%
5206	Unemployment Insurance	-	-	-	-	-	-	-	-	0.00%
5207	Workers' Compensation	10,725	7,405	7,405	8,051	7,341	8,454	8,316	(138)	-1.63%
5208	PERS Contribution	90,317	85,607	74,724	91,601	89,392	92,307	105,108	12,801	13.87%
5209	Retirees' Medical Insurance	6,000	6,000	5,108	6,000	5,435	6,000	6,000	-	0.00%
5211	Social Security	-	-	-	-	697	-	-	-	0.00%
5212	Deferred Comp Matching	36,500	31,875	18,750	37,500	22,823	21,600	27,600	6,000	27.78%
5219	PERS Contribution-UAL	41,022	41,022	41,968	53,106	78,307	71,748	72,541	793	1.11%
5220	FSA Expense	-	-	-	-	-	-	630	630	0.00%
Subtotal Salaries & Benefits		\$ 1,278,828	\$ 1,169,105	\$ 979,631	\$ 1,274,756	\$ 1,241,058	\$ 1,349,947	\$ 1,372,591	\$ 22,644	1.68%
5301	Networking Services	54,000	48,000	46,422	48,000	43,083	48,000	38,800	(9,200)	-19.17%
5302	IT Computer Contract Services	55,000	55,000	55,000	55,000	55,000	55,000	55,000	-	0.00%
5304	Accountant/Auditing Services	33,000	46,000	23,496	33,000	27,450	33,000	34,881	1,881	5.70%
5305	Legal Services	95,000	75,000	81,311	75,000	104,991	100,000	105,700	5,700	5.70%
5306	Recruitment Costs	68,530	34,000	23,854	46,750	34,034	61,645	65,395	3,750	6.08%
5307	Software Maintenance Services	77,537	61,037	57,100	64,652	61,136	76,550	81,548	4,998	6.53%
5308	Banking Services (Fees)	6,000	6,000	7,110	6,000	10,658	7,500	7,500	-	0.00%
5309	Website Maintenance Service	7,500	7,500	3,233	7,500	1,178	7,500	7,500	-	0.00%
5311	IT Consulting Services	-	-	-	-	-	-	25,000	25,000	0.00%
5312	Medical Director Services	61,000	61,000	30,500	30,500	30,500	30,500	30,500	-	0.00%
5313	Temporary Staffing	50,000	40,000	-	20,000	-	20,000	20,000	-	0.00%
5401	Membership Dues	390	390	689	390	508	840	840	-	0.00%
5402	Publications	350	350	550	750	503	750	750	-	0.00%
5403	Conferences, Meeting & Travel	21,725	16,725	6,266	16,725	11,482	16,725	28,000	11,275	67.41%
5404	Employee Services	10,500	5,500	34,926	5,500	3,607	5,500	13,814	8,314	151.15%
5405	Employee Awards	-	-	141	-	-	500	500	-	0.00%
5407	Tuition Reimbursement	-	-	-	-	-	-	-	-	0.00%
5501	Office Supplies	9,000	9,000	5,634	9,000	9,056	10,000	10,000	-	0.00%
5502	Janitorial Supplies	9,100	9,100	13,016	12,100	7,042	12,100	12,100	-	0.00%
5504	Vending Machine Supplies	-	-	-	-	-	-	-	-	0.00%
5507	Postage & Shipping	1,600	1,600	209	1,600	741	1,600	1,000	(600)	-37.50%
5509	Reproduction	1,500	1,500	7	1,500	-	1,500	500	(1,000)	-66.67%
5511	Office Equipment Lease	15,750	15,750	12,839	15,750	14,006	15,750	15,750	-	0.00%
5513	General Liability Insurance	175,678	198,512	194,067	216,000	227,989	259,500	337,000	77,500	29.87%
5517	Vehicle Operations	2,000	2,000	490	2,000	433	2,000	2,000	-	0.00%
5601	Telephone - Administration	15,000	15,000	15,475	15,000	15,732	17,000	17,969	969	5.70%
5701	Maintenance/HQ	164,150	194,650	148,648	161,650	119,995	164,150	173,507	9,357	5.70%
5703	Electricity - HQ	98,000	98,000	127,190	110,000	146,865	135,000	150,000	15,000	11.11%
5704	Electricity - Grandview	2,200	2,200	2,183	2,200	2,604	3,000	3,171	171	5.70%
5705	Electricity - Punta	6,600	6,600	9,561	9,000	11,121	10,000	10,570	570	5.70%
5706	Gas - HQ	11,000	11,000	11,492	11,000	15,159	16,000	16,912	912	5.70%
5707	Water - HQ	3,850	3,850	3,005	3,850	3,564	4,850	5,126	276	5.70%
5715	Electricity - MB Water Tower	2,750	2,750	1,630	3,500	2,372	3,500	6,500	3,000	85.71%
5810	Office Equipment	10,000	-	7,821	-	5,014	10,000	10,000	-	0.00%
5820	Other Equipment	-	-	-	-	132	-	5,000	5,000	0.00%
5830	Furniture & Fixtures	-	-	413	-	10,335	2,500	2,500	-	0.00%
Subtotal Supplies/Services/Equip		\$ 1,068,710	\$ 1,028,014	\$ 924,279	\$ 983,917	\$ 976,289	\$ 1,132,460	\$ 1,295,333	\$ 162,873	14.38%
Total Expenses - Administration		\$ 2,347,538	\$ 2,197,119	\$ 1,903,910	\$ 2,258,673	\$ 2,217,347	\$ 2,482,407	\$ 2,667,924	\$ 185,517	7.47%

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 increase in the Normal Cost from 10.87% to 12.47% for Tier 1 employees plus 3.5% of employee contributions; increase from 8.63% to 10.10% for Tier 2 employees hired after October 25, 2011; increase from 7.47% to 7.68% 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	Networking Services	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
5311	IT Consulting Services	GIS Consulting
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	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.
Communications Contract Services		
10-50-111-5301		
	Race Communications	14,400
	Crown Castle internet	14,400
	CAD Connectivity	10,000
	Total	\$ 38,800
Recruitment		
10-50-111-5306		
	Advertising - Daily Breeze and job websites (NeoGov, etc.)	2,500
	Job Fairs/Community Events	3,000
	Background investigations	30,000
	Psychological exams	6,000
	Physical exams	4,770
	Polygraph exams	4,125
	Credit Report	500
	Critical! Annual Subscription	8,000

Account Detail - Administration Department

Marketing Materials	5,000
Fingerprinters/LiveScan/DOJ/SS# check	1,500
Total	\$ 65,395
Software Maintenance Services	
10-50-111-5307	
EDEN annual maintenance cost (software support and licensing updates)	15,432
EDEN Operating Systems & Database Administration	6,976
Annual Barracuda Spam updates for Server	2,325
Schedule Express	10,063
Powerphone annual maintenance	1,691
Email certificate renewal	793
ESC shop software annual maintenance cost	1,586
Extreme Routers Annual Maintenance	3,700
Jot Forms	1,268
Solar Winds Annual Maintenance	3,171
Other Software Maintenance	10,570
Fortiguard security software for network	10,570
Box Subscription - Distribution of 9-1-1 and radio recordings	1,142
LEFTA software licensing and maintenance	2,114
Zoom Subscription	634
ESRI Annual Maintenance	1,586
Exaq Vision Annual Maintenance - Security System	4,228
Stancil Annual Maintenance - Logging Recorder	2,643
Media Temple Website Annual Maintenance	1,057
Total	\$ 81,548
Memberships	
10-50-111-5401	
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
Total	\$ 840
Publications	
10-50-111-5402	
Labor Law Compliance Center - Labor Law posters	150
Government Finance Officers Association publications as needed	200
Media Subscriptions	400
Total	\$ 750
Conferences, Meetings, & Travel	
10-50-111-5403	
Labor Law Seminars and Conferences	10,000
California Society of Municipal Finance Officers (CSMFO) - annual conference/ February	1,500
Leadership Retreat	10,000
CSMFO bi-monthly Chapter meetings - Finance Manager	275
CalPERS Ed Forum, Anaheim (Fin Mgr & Accountant)	1,250
Government Tax Seminar -Finance Mgr	475
GFOA/CSMFO finance workshops (Fin Mgr & Accountant)	1,000
APCO/NENA Conferences	3,500
Total	\$ 28,000
Maintenance/HQ	
10-50-111-5701	
Gardening Service (grounds)	6,342
Janitorial Service	49,560
Tree Trimming Services	6,871
Fuel Tank Cleaning and diesel refills	5,285
Generator Service (contract and repairs) - includes HQ, Punta, MBWT, Grandview, & 1500 Gal Diesel	12,684
Various permit fees - South Coast Air Quality Management District (AQMD) & LA County Fire Hazmat Program	2,643
Fire Alarm, Fire Alarm Inspection & Fire Extinguishers Service and Repairs	7,928
Elevator Maintenance Contract	10,147
Water Treatment	1,268
HVAC Maintenance - Contract plus necessary repairs	35,251
DirecTV Services	2,643
Roll-up door Annual Maintenance - Tech Services Bay	2,643
Exterminator Service	3,700
Water Filtration Service	1,057
Uninterrupted Power Supply (UPS) Maintenance - includes Tower Radio Room	12,684
Building Exterior Annual Cleaning	5,285
Plumbing, Security Gate & Other repairs	7,928
Facility replacement light bulbs/hardware	1,586
Total	\$ 175,502

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).

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 348,926 calls in CY2022
 - 911 Calls: 127,581
 - 7 Digit Calls: 221,345
- Averaged 36.5 seconds for Police dispatch (Priority E and 1 calls) and 11 seconds for Fire dispatch in CY2022.
- Answered 98.67% of overall calls and 98.13% at the busiest hour within 15 seconds in CY2022.
- Responded to 477 Text-to-911 Sessions in CY2022.

Expenses by Account - Operations Department

ACCT	DESCRIPTION	FY20-21 Adopted	FY20-21 Amended	FY20-21 Actual	FY21-22 Adopted	FY21-22 Actual	FY22-23 Adopted	FY23-24 Proposed	vs Adopted Inc (Dec) \$	vs Adopted Inc (Dec) %
5101	Salaries (Full-Time)	\$ 5,546,631	\$ 5,025,397	\$ 4,433,987	\$ 5,025,397	\$ 4,433,987	\$ 5,176,790	\$ 5,412,120	235,330	4.55%
5102	Salaries (Part-Time)	-	-	28,307	-	28,307	-	-	-	0.00%
5103	Overtime	195,539	195,539	291,314	195,539	291,314	225,000	225,000	-	0.00%
5104	Acting Pay	10,000	10,000	3,791	10,000	3,791	10,000	10,000	-	0.00%
5105	Bilingual Pay	8,400	8,400	9,300	8,400	9,300	9,600	9,600	-	0.00%
5107	Merit Pay	-	-	-	-	-	-	-	-	0.00%
5108	Sick Leave Payoff	106,313	106,313	83,778	106,350	83,778	106,350	95,000	(11,350)	-10.67%
5109	Vacation Leave Payoff	55,000	55,000	87,071	55,000	87,071	65,000	75,000	10,000	15.38%
5110	Training Pay	15,000	15,000	6,102	15,000	6,102	15,000	15,000	-	0.00%
5112	Other Pay	-	-	96,870	-	96,870	-	-	-	0.00%
5114	Holiday Payoff	75,000	75,000	111,795	75,000	111,795	100,000	52,000	(48,000)	-48.00%
5115	Education Incentive	104,300	104,300	117,268	116,900	117,268	122,605	132,173	9,568	7.80%
5116	Overtime-Ridealongs	-	-	-	-	-	-	-	-	0.00%
5201	Medical Insurance	668,836	590,236	486,330	601,964	486,330	581,257	600,055	18,798	3.23%
5202	Dental Insurance	36,400	36,400	45,855	42,265	45,855	56,062	56,173	111	0.20%
5203	Vision Care	18,424	16,591	14,354	16,059	14,354	17,837	17,207	(630)	-3.53%
5204	Life Insurance	8,316	7,524	8,413	7,524	8,413	8,893	11,629	2,736	30.77%
5205	Medicare	89,572	82,014	75,553	80,465	75,553	85,313	88,311	2,998	3.51%
5206	Unemployment Insurance	5,000	5,000	11,277	10,000	11,277	20,000	15,000	(5,000)	-25.00%
5207	Workers' Compensation	49,951	34,490	34,870	38,242	34,870	40,154	39,500	(654)	-1.63%
5208	PERS Contribution	662,899	614,433	522,646	596,231	522,646	586,430	658,562	72,132	12.30%
5209	Retirees' Medical Insurance	50,000	50,000	55,984	50,000	55,984	60,000	72,000	12,000	20.00%
5211	Social Security	-	-	-	-	-	-	-	-	0.00%
5212	Deferred Comp Matching Benefit	-	-	28,551	-	28,551	70,500	76,500	6,000	8.51%
5219	PERS Contribution-UAL	415,637	415,637	729,026	494,406	729,026	561,624	514,011	(47,613)	-8.48%
5220	FSA Expense	-	-	4,491	-	4,491	4,250	4,004	(246)	-5.79%
Subtotal Salaries & Benefits		\$ 8,121,218	\$ 7,447,274	\$ 7,286,934	\$ 7,544,742	\$ 7,286,934	\$ 7,922,665	\$ 8,178,845	\$ 256,180	3.23%
5300	Maintenance & Operations	-	-	-	-	-	-	-	-	0.00%
5302	Computer Contract/CAD	-	-	-	-	-	-	164,000	164,000	0.00%
5401	Membership Dues	2,830	2,290	-	2,290	-	2,290	2,290	-	0.00%
5402	Publications	1,710	1,710	-	1,710	-	1,710	1,710	-	0.00%
5403	Conferences, Meeting & Travel	27,300	18,827	8,071	19,151	8,071	23,557	23,846	289	1.23%
5404	Employee Services	2,500	2,500	1,654	2,500	1,654	2,500	2,500	-	0.00%
5405	Employee Awards	500	500	308	500	308	1,000	1,000	-	0.00%
5406	POST Training	24,865	11,908	1,997	12,608	1,997	12,608	12,608	-	0.00%
5407	Tuition Reimbursement	18,000	18,000	6,337	16,000	6,337	16,000	16,000	-	0.00%
5506	Uniforms/Safety Equipment	8,000	12,500	1,291	8,000	1,291	8,000	8,000	-	0.00%
5509	Reproduction	500	500	-	500	-	500	500	-	0.00%
5603	Telephone - El Segundo	3,000	3,000	3,298	3,000	3,298	3,000	3,171	171	5.70%
5604	Telephone - Gardena	3,000	3,000	11,218	15,000	11,218	3,000	3,171	171	5.70%
5606	Telephone - Hawthorne	6,000	6,000	14,576	6,000	14,576	14,500	20,000	5,500	37.93%
5607	Telephone - Hermosa Beach	27,000	27,000	8,013	30,000	8,013	12,000	12,684	684	5.70%
5608	Telephone - Manhattan Beach	6,000	6,000	4,273	6,000	4,273	6,000	6,342	342	5.70%
5611	Telephone - Punta Place	4,500	4,500	1,121	4,500	1,121	4,500	4,757	257	5.70%
5612	Telephone - RCC	11,000	11,000	10,591	11,000	10,591	11,000	11,627	627	5.70%
5613	Sprint Wireless Reimbursable	70,000	70,000	9,302	70,000	9,302	1,200	-	(1,200)	-100.00%
5614	Verizon Wireless Reimbursable	25,000	25,000	53,549	50,000	53,549	60,000	65,000	5,000	8.33%
5615	Telephone-Culver City	14,500	14,500	13,596	14,500	13,596	14,500	15,327	827	5.70%
5810	Office Equipment	-	-	2,437	-	2,437	-	5,000	5,000	0.00%
5820	Other Equipment	15,000	30,000	21,207	15,000	21,207	15,000	15,000	-	0.00%
5830	Furniture & Fixtures	-	-	-	-	-	-	-	-	0.00%
Subtotal Supplies/Services/Equip		\$ 271,205	\$ 268,735	\$ 172,839	\$ 288,259	\$ 172,839	\$ 212,865	\$ 394,532	\$ 181,667	85.34%
Total Expenses - Operations		\$ 8,392,423	\$ 7,716,009	\$ 7,459,773	\$ 7,833,001	\$ 7,459,773	\$ 8,135,530	\$ 8,573,377	\$ 437,847	5.38%

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 increase in the Normal Cost from 10.87% to 12.47% for Tier 1 employees plus 3.5% of employee contributions; increase from 8.63% to 10.10% for Tier 2 employees hired after October 25, 2011; increase from 7.47% to 7.68% 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
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

Membership Dues	
10-60-211-5401	
Association of Police Communications Officials (APCO) - Group Membership	540
National Emergency Number Association (NENA) - Group Membership	700
CWA Association Memberships	1,050
Total	\$ 2,290
Publications	
10-60-211-5402	
Haines Directory Software (telephone criss-cross directory) for Dispatch Center	800
ACTIVE 9-1-1 Yearly Subscription	850
California Penal Code - annual new book - for Dispatch Center	60
Total	\$ 1,710
Conferences, Meetings & Travel	
10-60-211-5403	
Emergency Medical Dispatch (EMD) 24-hour course	3,990
EMD Recertification	3,225
Association of Police Communications Officials (APCO) Conference	3,500
CA 9-1-1 Training Allotment for CAL-NENA, NENA and Next Gen 9-1-1 Training	10,000
Civilian Management Seminars PMW Associates	1,186
Mandatory Supervisor Harrasment Training	420
Employee Mandatory Harrassment Training	1,300
LA County PSAP quarterly meetings - Operations Manager/Administration Supervisor	225
Total	\$ 23,846
POST Training	
10-60-211-5406	
Public Safety Training Consultants (PSTC) Seminars	6,450
Golden West College - 120 hours POST training	5,458
Golden West College - 80 hour POST Supervisor Training	700
Total	\$ 12,608

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 352 work orders for installations and repairs of various telecommunications equipment used by Police, Fire and Public Works from members and client agencies in CY2022.
- Performed 2,586.5 billable labor hours in CY2022

Expenses by Account - Technical Services Department

ACCT	DESCRIPTION	FY20-21 Adopted	FY20-21 Amended	FY20-21 Actual	FY21-22 Adopted	FY21-22 Actual	FY22-23 Adopted	FY23-24 Proposed	vs Adopted Inc (Dec) \$	vs Adopted Inc (Dec) %
5101	Salaries (Full-Time)	\$ 476,889	\$ 472,235	\$ 467,872	\$ 469,753	\$ 399,968	\$ 484,121	\$ 507,570	\$ 23,449	4.84%
5103	Overtime	6,850	6,850	2,573	6,850	284	3,500	3,500	-	0.00%
5104	Acting Pay	-	-	-	-	-	-	-	-	0.00%
5106	Call Back Pay	-	-	-	-	-	-	-	-	0.00%
5107	Merit Pay	2,000	2,000	1,614	2,000	771	750	850	100	13.33%
5108	Sick Leave Payoff	17,780	17,780	10,456	17,780	7,812	13,500	10,500	(3,000)	-22.22%
5109	Vacation Leave Payoff	14,386	14,386	9,212	14,386	6,329	12,000	10,000	(2,000)	-16.67%
5112	Other Pay	-	-	-	-	9,460	-	-	-	0.00%
5114	Holiday Payoff	-	-	-	-	-	-	-	-	0.00%
5115	Education Incentive	-	-	-	-	-	-	-	-	0.00%
5201	Medical Insurance	52,760	52,760	51,600	62,000	42,353	61,400	61,200	(200)	-0.33%
5202	Dental Insurance	2,800	2,800	3,561	2,801	4,889	7,404	6,300	(1,104)	-14.91%
5203	Vision Care	1,645	1,645	1,450	1,339	1,468	2,045	1,790	(255)	-12.47%
5204	Life Insurance	660	660	680	660	589	780	1,020	240	30.77%
5205	Medicare	7,587	7,519	6,207	7,431	5,719	7,538	7,764	226	3.00%
5206	Unemployment Insurance	-	-	-	-	-	-	-	-	0.00%
5207	Workers' Compensation	71,824	49,593	49,593	54,344	49,552	57,061	56,132	(929)	-1.63%
5208	PERS Contribution	57,780	57,218	56,539	56,847	46,109	51,247	58,676	7,429	14.50%
5209	Retirees' Medical Insurance	20,000	20,000	20,835	20,000	11,718	22,000	18,000	(4,000)	-18.18%
5212	Deferred Comp Matching Benef	-	-	-	-	1,468	6,000	3,000	(3,000)	-50.00%
5219	PERS Contribution-UAL	37,479	37,479	37,641	46,449	68,491	43,194	43,128	(66)	-0.15%
Subtotal Salaries & Benefits		\$ 770,440	\$ 742,925	\$ 719,830	\$ 762,640	\$ 656,981	\$ 772,540	\$ 789,430	\$ 16,890	2.19%
5302	IT Computer Contract Services	145,000	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	52,692	(2,635)	-4.76%
5403	Conferences, Meeting & Travel	2,650	2,650	-	2,650	-	2,650	2,650	-	0.00%
5503	General Technical Supplies	7,500	7,500	9,527	7,500	3,067	7,500	7,500	-	0.00%
5506	Uniforms/Safety Equipment	2,500	2,500	1,204	2,500	743	2,500	2,500	-	0.00%
5507	Postage & Shipping	1,200	1,200	-	1,200	-	1,200	1,200	-	0.00%
5508	Shipping Costs	-	-	-	-	-	-	-	-	0.00%
5514	Parts - Billing	600,000	600,000	428,581	700,000	462,670	700,000	739,900	39,900	5.70%
5516	Install Wire, Loom & Hardware	30,000	30,000	-	-	-	-	-	-	0.00%
5517	Vehicle Operations	4,500	4,500	4,139	4,500	2,053	4,500	4,757	257	5.70%
5520	Equipment Repair	5,000	5,000	-	5,000	-	5,000	5,000	-	0.00%
5521	Outside Tech Serv-Towers/Equi	325,000	325,000	309,658	325,000	258,335	325,000	325,000	-	0.00%
5524	GETAC Project	-	-	-	-	-	-	-	-	0.00%
5525	Culver City Infrastructure Trans	-	-	-	-	-	-	-	-	0.00%
5810	Office Equipment	2,000	2,000	31,546	2,000	2,629	2,000	2,000	-	0.00%
5820	Other Equipment	-	-	-	-	-	-	-	-	0.00%
Subtotal Supplies/Serv/Equip		\$ 1,178,042	\$ 1,178,042	\$ 982,346	\$ 1,248,042	\$ 927,189	\$ 1,250,677	\$ 1,288,199	\$ 37,522	3.00%
Total Expenses - Tech Services		\$ 1,948,482	\$ 1,920,967	\$ 1,702,177	\$ 2,010,682	\$ 1,584,170	\$ 2,023,217	\$ 2,077,629	\$ 54,412	2.69%

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 increase in the Normal Cost from 10.87% to 12.47% for Tier 1 employees plus 3.5% of employee contributions; increase from 8.63% to 10.10% for Tier 2 employees hired after October 25, 2011; increase from 7.47% to 7.68% 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.
Conferences, Meetings & Travel		
10-70-311-5403		
	Technical Services Software/Support training	2,500
	COPS West - Palm Springs	150
	Total	\$ 2,650
Outside Tech Svcs-Towers/Equipment		
10-70-311-5521		
	Annual hardware support for (17) position Avtec/Servers, (106) Tait Base Stations and (9) Sites, microwave support.	180,000
	Avtec Annual Software support	70,000
	Support for Microwave maintenance	75,000
	Total	\$ 325,000

APPENDIX



Acronyms

APCO – Association of Police Communications Officials

AQMD – Air Quality Management District

CAD – Computer Aided Dispatch

CAHN – California Association of Hostage Negotiators

RMS – Records Management System

CalPERS – California Public Employees Retirement System

CLETS - California Law Enforcement Telecommunications System

CPI – Consumer Price Index

CSMFO – California Society of Municipal Finance Officers

CWA – Communications Workers of America

DOJ – Department of Justice

DUI – Driving Under the Influence

EDD – Employment Development Department

EMD – Emergency Medical Dispatch

FCC – Federal Communications Commission

FY – Fiscal Year

GASB – Governmental Accounting Standards Board

GFOA – Government Finance Officers Association

HQ – Headquarters

IFR – Injury Frequency Radio

IP – Internet Protocol

IWCE – International Wireless Communications Expo

LAIF – Local Agency Investment Fund

LASO – Los Angeles Sheriff's Office

MB – Manhattan Beach

MBWT – Manhattan Beach Water Tower

MDC - Mobile Data Computer

MHz – Megahertz

MOU – Memorandum of Understanding

NENA – National Emergency Number Association

OPEB – Other Post-Employment Benefits

OT – Overtime

PERS – Public Employees Retirement System

POST – Police Officer Standards and Training

PSAP – Public Safety Answering Point

PSTC – Public Safety Training Center

TMS – Training Management System

UAAL - Unfunded Actuarial Accrued Liability

UHF – Ultra High Frequency

VOIP - Voice over Internet Protocol

VHF - Very High Frequency

Glossary

ACCRUAL BASIS: Revenues are recognized when both measurable and available; expenditures are recorded when services have been substantially performed or goods have been received and the liabilities incurred.

ADOPTED BUDGET: The official budget as approved by the Board of Directors at the start of each fiscal year.

AMENDED BUDGET: The adopted budget as amended by the Board of Directors or the Executive Committee through the course of a fiscal year.

APPROPRIATIONS: A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and to the time when it may be expended.

AGENCY: A state or local unit of government created to perform a single activity or a limited group of functions and authorized by the state legislature to issue bonded debt.

ASSESSMENTS: 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 15th day of March, 2022 by the following vote:

Ayes: Stern, Tanaka, Monteiro

Noes:

Absent:

Abstain:

DocuSigned by:

AC0AB65795B04D5

Alex Monteiro, Councilmember
Chairman, Board of Directors

DocuSigned by:

804DEDD343E34B3

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

FISCAL YEAR 2023-2024

BUDGET RESOLUTION



RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS
AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR
2023-2024**

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 21, 2023, the Board of Directors examined and adopted the budget for Fiscal Year 2023-2024 as outlined below;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of said Authority has adopted a budget in the amount of \$13,515,933 for the period of July 1, 2023 through June 30, 2024 in accordance with the following allocations:

Administration Department	\$2,667,924
Operations Department	8,573,377
Technical Services Division	2,077,629
Capital Outlay	200,000
Total Budget	\$13,518,929

BE IT FURTHER RESOLVED that the Finance & Performance Audit Manager of the Authority is authorized to issue assessments 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 21st day of March 2023, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Rodney Tanaka, Councilmember
Chairman, Board of Directors

Ross Klun, Executive Director
Secretary, Board of Directors

D-2



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: March 21, 2023

ITEM NUMBER: D-2

TO: Board of Directors

FROM: M. Ross Klun, Executive Director

SUBJECT: Policy on Travel and Attendance at Conferences and Meetings

ATTACHMENTS:

1. Resolution 250
2. Redlined Policy on Travel and Attendance at Conferences and Meetings
3. Resolution No. XX

RECOMMENDATION

Staff recommends the Board of Directors adopt a resolution amending the policy for Travel and Attendance at Conferences and Meetings, which would supersede the previous policy adopted through Resolution No. 250.

BACKGROUND

On April 18, 2006, the Executive Committee adopted Resolution No. 250 establishing a policy for Travel and Attendance at Conferences and Meetings. On February 21, 2023, the Executive Committee was presented with the proposed amendments to the policy and recommended the Board of Directors adopt them in a resolution.

DISCUSSION

As part of ongoing efforts to ensure the Authority's policies are current and practices are effective, staff and the Authority's treasurer reviewed the current policy for Travel and Attendance at Conferences and Meetings established under Resolution No. 250. After review, staff recommends the following:

- The definition for Local Travel reduced from 60 miles to 30 miles
- The definition for Non-local Travel changed from more than 60 miles and one overnight stay to more than 30 miles or an overnight stay
- Prior approval for the Executive Director's travel expenses comes from the Chair of the Executive Committee rather than the Executive Committee itself

- P-cards are encouraged as the preferred means of purchasing
- Match private vehicle insurance requirements, for travel on behalf of the Authority, to the Authority's current requirements
- Link the meal reimbursement rates to current government rates
- Eliminate the petty cash post-travel reimbursement option
- Add a withholding tax notice for post-travel reimbursement

These changes more closely align the Authority's policy on Travel and Attendance at Conferences and Meetings with that of its member cities. Additionally, staff believes that the adoption of this amended policy will increase the efficiency of the organization. Lastly, after consultation with general counsel, staff recommends the revised policy should be adopted by the Board of Directors as required by the Authority's Bylaws.

FISCAL IMPACT

None.

D-2

Attachment 1

RESOLUTION NO. 250

A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY, A JOINT POWERS AGENCY COMPRISED OF THE CITIES OF GARDENA, HAWTHORNE, AND MANHATTAN BEACH, ADOPTING A WRITTEN POLICY REGARDING REIMBURSEMENT OF EXPENSES FOR TRAVEL, MEALS & LODGING INCURRED AT ATTENDANCE AT CONFERENCES AND MEETINGS

WHEREAS, Article VI of the Authority's Bylaws grants the Executive Committee full control and management of the affairs of the Authority, and also establishes the Executive Committee as the administrative governing body of the Authority with plenary powers to take all actions necessary and appropriate to accomplish the general purposes of the Authority; and

WHEREAS, the Executive Committee seeks to adopt a written policy regarding reimbursement of its officials and employees for expenses for travel, meals & lodging incurred at attendance at conferences and meetings solely attributable to the business of the Authority;

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee of the South Bay Regional Public Communications Authority hereby adopts the following Policy:



South Bay Regional Public Communications Authority Policy and Procedure

TO: Executive Committee

FROM: Ralph Mailloux

DATE: April 18, 2006

SUBJECT: Travel and Attendance at Conferences and Meetings

PURPOSE: To provide direction regarding travel and attendance at conferences and meetings and provide guidelines for being reimbursed for travel.

POLICY GUIDELINES

A. GENERAL

Travel and attendance at conferences and meetings is limited to situations in which the SBRPCA receives a clear benefit from attendance by staff members. Examples of such benefit include the exchange of ideas, keeping up-to-date with new laws and practices in their field, enhancing their abilities to improve service, and other similar situations deemed appropriate by the Executive Director.

B. DEFINITIONS

1. Local Travel is official travel within 60 miles from the SBRPCA facility..
2. Non-Local Travel is official travel involving more than 60 miles distance from the SBRPCA facility and at least one over-night absence from the SBRPCA facility. .
3. Meeting is a breakfast/lunch/dinner meeting, seminar, workshop, and training program where the employee is away from work one day or less and overnight accommodations are not required.
4. Conference is a seminar, workshop, and training program where the employee is away from work for more than one day.
5. Mileage is the reimbursable expense incurred through the use of a private vehicle on official SBRPCA business as outlined within this policy. The mileage basis for calculating reimbursements shall be the distance between the SBRPCA facility and the

destination, or the distance between the traveler's home and the destination, whichever is less. The rate used to calculate reimbursement is the SBRPCA's rate as outlined in the requesting employee's MOU or the lowest rate provided in Authority's MOUs with its employees, in the case of the Board of Directors, Executive Committee, User Committee/Task Force and Executive Director.

C. PROVISIONS

1. Prior approval of the Executive Director shall be obtained for all local or non-local travel. The Executive Director shall not incur any travel expenses without prior approval of the Executive Committee.
2. The SBRPCA will advance money prior to travel and reimburse claims after travel for reasonable expenses incurred while traveling or performing other SBRPCA business within the guidelines of this policy. Employees are expected to use good judgment in the use of SBRPCA funds while on official business and to always seek the most economical method available in order to minimize costs. Examples of personal expenses that the SBRPCA will not reimburse include, but are not limited to:
 - a. The personal portion of travel;
 - b. Political or charitable contributions or events;
 - c. Family expenses, including spouse or companion's expenses when accompanying an employee on official business, as well as children or pet related expenses.
 - d. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
 - e. Certain personal automobile expenses, including repairs, parking/traffic citations, gasoline (including gasoline taxes), oil, vehicle registration fees and insurance;
 - f. Personal losses incurred while on SBRPCA business;
 - g. Meal costs in excess of the per diem granted; and,
 - h. Any costs associated with the purchase or consumption of alcoholic beverages.
3. Personal travel (i.e., vacations, extended weekends, travel with spouse, companion and/or family, etc.) combined with business travel is permitted. Any costs associated with the personal portion of travel are not reimbursable. If the personal travel results in a higher airfare or additional expense to the SBRPCA for the business related travel, the traveler will reimburse the SBRPCA for the actual additional costs. Under no circumstances will the SBRPCA reimburse a traveler for additional expenses incurred as the result of the simultaneous travel of a spouse, companion, family or fellow employee not required to attend.
4. This policy shall apply to any person who is a full-time employee, part-time employee or contract employee with the Authority or vendor conducting work as required on behalf of the Authority. Additionally, this policy shall apply to members of the Authority's Board of Directors, Executive Committee, User Committee, Police Task Force and Fire Task Force.

D. ADVANCES AND PAYMENT AMOUNTS

1. Advance Payments: The preferred method of payment for registration, transportation, and lodging expenses is in advance of travel through the bi-weekly check request process. However, the SBRPCA credit card may be used in advance of travel with the consent of the Executive Director.
2. Registration: The request for payment of registration fees shall be made far enough in advance to receive early or discounted rates, if offered or made available.
3. Transportation: The normal mode of transportation for local travel will be by automobile, either private or SBRPCA owned. Employees are encouraged to carpool or take public transportation whenever feasible to reduce pollution and to eliminate duplication of mileage reimbursements whenever applicable. All non-local travel will be via the most economical and time-efficient mode. Allowance for air travel will be round trip coach fare to the City specified with reservations made at least 30 days in advance of the flight whenever possible to obtain any special reduced flight fares. If a personal vehicle is used, mileage reimbursement will be made at the SBRPCA's rate as outlined in the employee's MOU [and Section B(5) of this Policy above] up to a maximum of the lowest available airfare (a comparison must be provided). In addition, any mode of transportation used other than air or personal vehicle, i.e., train, ship, etc., must be approved in advance of travel by the Executive Director and will be reimbursed to a maximum of the lowest available airfare (a comparison must be provided). Individuals who seek mileage reimbursement for travel on behalf of the Authority in their private automobile must, in advance of travel therein, provide proof of automobile liability coverage for no less than \$300,000 combined single-limit for bodily injury and property damage.
4. Lodging: The request for payment for lodging shall be made with the hotel hosting the event or where the sponsor recommends a preferred or discounted hotel. For other events or where lodging recommendations are not specified, please request the government rate and inquire into having the Transient Occupancy Tax (TOT) waived as many cities allow hotels to waive this as a courtesy to local government agencies.
5. Ground Transportation: Reasonable ground transportation expenses (taxi, bus or shuttle) between the employee traveler's home and airport and between the airport and business meeting site shall be allowed provided receipts accompany the post-travel expense report. Rental cars may be considered on a case-by-case basis and require approval of the Executive Director prior to traveling. The vehicle type will be limited as per the instruction of the Executive Director.
6. Meals: Meal allowance when on travel status (i.e., non-local travel) is \$30 per day broken down as follows: Breakfast - \$5; Lunch - \$10; and, Dinner - \$15. Employee travelers shall receive a reduced per diem if one or more meals are included in the conference cost or are otherwise covered. Receipts for meals are not required. If the traveler wishes to spend an amount in excess of the per diem granted, that expense is not reimbursable.

E. POST-TRAVEL EXPENSE REIMBURSEMENT & REPORTS

1. Reimbursement for local travel with a total cost of \$50 or less may be paid by the Operations Manager from petty cash. An Employee Expense Reimbursement Request Form with supporting documentation and required approval shall be submitted.
2. Post-travel expense reimbursement requests for both local and non-local travel shall be submitted within 30 days after completion of travel on an Employee Expense Reimbursement Request Form with supporting documentation and required approval for payment through the bi-weekly check request process.
3. All Employee Expense Reimbursement request Forms and supporting documents submitted to the Authority shall be maintained on file by the Authority for a period of at least five (5) years, and such documents are public records subject to disclosure under the California Public Records Act (Govt. Code Sect. 6250 et. seq.).
4. Any member of the Board of Directors, Executive Committee, User Committee/Task Force who attends any meetings or conferences at the expense of the Authority and reimbursable under this policy, shall provide a brief report of such meeting or conference at the next regular meeting of the Board, Committee or Task Force.
5. If the authority provides any travel expense reimbursement under this policy to any member of the Board of Directors, Executive Committee, User Committee/Task Force, all members of the Board of Directors, Executive Committee, User Committee/Task Force and officers/employees designated by the Executive Committee shall receive at least two (2) hours of training in general ethics laws relevant to their public service every two years. The training course may include self-study materials with tests and may be taken at home, in-person or on-line. The Authority shall maintain on file for a period of at least five (5) years records indicating the successful completion of ethics training by its officials and employees, and such documents are public records subject to disclosure under the California Public Records Act (Govt. Code Sect. 6250 et. seq.).

WE HEREBY CERTIFY that the foregoing is a true copy of the Resolution adopted by the Executive Committee of the South Bay Regional Public Communications Authority in a meeting thereof held on the 18th day of April 2006, by the following vote:


AYES: Dolan, Lansdell, Prentice.

NOES: None.

ABSENT: None.



Geoff Dolan
Chairman, Executive Committee



Ralph Mailloux
Secretary, Executive Committee

D-2

Attachment 2



South Bay Regional Public Communications Authority Policy and Procedure

TO: Board of Directors,

FROM: M. Ross Klun, Executive Director,

DATE: March 21, 2023,

SUBJECT: Travel and Attendance at Conferences and Meetings

PURPOSE: To provide direction regarding travel and attendance at conferences and meetings and provide guidelines for being reimbursed for travel.

Deleted: Executive Committee

Deleted: Ralph Mailloux

Deleted: April 18, 2006

POLICY GUIDELINES

A. GENERAL

Travel and attendance at conferences and meetings is limited to situations in which the SBRPCA receives a clear benefit from attendance by staff members. Examples of such benefit include the exchange of ideas, keeping up-to-date with new laws and practices in their field, enhancing their abilities to improve service, and other similar situations deemed appropriate by the Executive Director.

B. DEFINITIONS

1. Local Travel is official travel within 30 miles from the SBRPCA facility.
2. Non-Local Travel is official travel involving more than 30 miles distance from the SBRPCA facility or at least one over-night absence from the SBRPCA facility. It is the Executive Director's discretion to determine whether hotel stay is required as long as reasonable justification can be provided.
3. Meeting is a breakfast/lunch/dinner meeting, seminar, workshop, and training program where the employee is away from work one day or less and overnight accommodations are not required.
4. Conference is a seminar, workshop, and training program where the employee is away from work for more than one day.

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5. Mileage is the reimbursable expense incurred through the use of a private vehicle on official SBRPCA business as outlined within this policy. The mileage basis for calculating reimbursements shall be the distance between the SBRPCA facility and the destination, or the distance between the traveler's home and the destination, whichever is less. The rate used to calculate reimbursement is the SBRPCA's rate as outlined in the requesting employee's MOU or the lowest rate provided in Authority's MOUs with its employees, in the case of the Board of Directors, Executive Committee, User Committee/Task Force and Executive Director.

C. PROVISIONS

1. Prior approval of the Executive Director shall be obtained for all local or non-local travel. The Executive Director shall not incur any travel expenses without prior approval of the Chair of the Executive Committee.
2. The SBRPCA will advance money prior to travel and reimburse claims after travel for reasonable expenses incurred while traveling or performing other SBRPCA business within the guidelines of this policy. Employees are expected to use good judgment in the use of SBRPCA funds while on official business and to always seek the most economical method available in order to minimize costs. Examples of personal expenses that the SBRPCA will not reimburse include, but are not limited to:
 - a. The personal portion of travel;
 - b. Political or charitable contributions or events;
 - c. Family expenses, including spouse or companion's expenses when accompanying an employee on official business, as well as children or pet related expenses.
 - d. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
 - e. Certain personal automobile expenses, including repairs, parking/traffic citations, gasoline (including gasoline taxes), oil, vehicle registration fees and insurance;
 - f. Personal losses incurred while on SBRPCA business;
 - g. Meal costs in excess of the per diem granted; and,
 - h. Any costs associated with the purchase or consumption of alcoholic beverages.
3. Personal travel (e.g., vacations, extended weekends, travel with spouse, companion and/or family, etc.) combined with business travel is permitted. Any costs associated with the personal portion of travel are not reimbursable. If the personal travel results in a higher airfare or additional expense to the SBRPCA for the business-related travel, the traveler will reimburse the SBRPCA for the actual additional costs. Under no circumstances will the SBRPCA reimburse a traveler for additional expenses incurred as the result of the simultaneous travel of a spouse, companion, family member or fellow employee not required to attend.
4. This policy shall apply to any person who is a full-time employee, part-time employee or contract employee with the Authority or vendor conducting work as required on behalf of the Authority. Additionally, this policy shall apply to members of the Authority's Board of Directors, Executive Committee, User Committee, Police Task Force and Fire Task Force.

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D. ADVANCES AND PAYMENT AMOUNTS

1. Advance Payments: The preferred method of payment for registration, transportation, and lodging expenses is in advance of travel through the use of the employee Purchasing Cards (P-cards). If the employees do not have P-cards, managers or other staff with assigned P-cards, should use theirs to pay for the registration, transportation, and other lodging expenses. If neither are available, employees pay for all expenses with their personal credit cards and request reimbursement through the post-travel process.
2. Registration: Payment of registration fees whenever possible shall be made far enough in advance to receive early or discounted rates, if offered or made available.
3. Transportation: The normal mode of transportation for local travel will be by automobile, either private or SBRPCA owned. Employees are encouraged to carpool or take public transportation whenever feasible to reduce pollution and to eliminate duplication of mileage reimbursements whenever applicable. All non-local travel will be via the most economical and time-efficient mode. Allowance for air travel will be round trip coach fare to the City specified with reservations made at least 30 days in advance of the flight whenever possible to obtain any special reduced flight fares. If a personal vehicle is used, mileage reimbursement will be made at the SBRPCA's rate as outlined in the employee's MOU [and Section B(5) of this Policy above] up to a maximum of the lowest available airfare (a comparison must be provided). In addition, any mode of transportation used other than air or personal vehicle, e.g., train, ship, etc., must be approved in advance of travel by the Executive Director and will be reimbursed to a maximum of the lowest available airfare (a comparison must be provided). Individuals who seek mileage reimbursement for travel on behalf of the Authority in their private automobile must, in advance of travel therein, provide proof of automobile liability coverage for the minimum limits required by SBRPCA (see the Administrative Services Manager for the minimum limit).
4. Lodging: The request for payment for lodging shall be made with the hotel hosting the event or where the sponsor recommends a preferred or discounted hotel. For other events or where lodging recommendations are not specified, request the government rate and inquire into having the Transient Occupancy Tax (TOT) waived as many cities allow hotels to waive this as a courtesy to local government agencies.
5. Ground Transportation: Reasonable ground transportation expenses (taxi, ridesharing services, bus or shuttle) between the employee traveler's home and airport and between the airport and business meeting site shall be allowed provided receipts accompany the post-travel expense report. Rental cars may be considered on a case-by-case basis and require approval of the Executive Director prior to traveling. The vehicle type will be limited as per the instruction of the Executive Director.
6. Meals: Meals are reimbursed in the form of per diem allowance only when on non-local travel. The reimbursement rates are on the General Service Administration (GSA) <https://www.gsa.gov/travel/plan-book/per-diem-rates> website for breakfast, lunch, and dinner per diem rates, based on the destination city and state (or ZIP code). If meals are otherwise provided (by the hotel, conference, business associates, etc.), then the employee is not eligible for per diem for those respective meals. It is the responsibility of the traveler to ensure that all meals are correctly accounted for. Receipts for meals are not required. If the traveler wishes to

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Deleted: bi-weekly check request process. However, the SBRPCA credit card may be used in advance of travel with the consent of the Executive Director.

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Deleted: no less than \$300,000 combined single-limit for bodily injury and property damage.

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Deleted: is pegged to the lowest standard continental US (CONUS) rate

Deleted: <http://www.gsa.gov/portal/content/101518>

Deleted: Meal allowance when on travel status (i.e., non-local travel) is \$30 per day broken down as follows: Breakfast - \$5; Lunch - \$10; and, Dinner - \$15. Employee travelers shall receive a reduced per diem if one or more meals are included in the conference cost or are otherwise covered.

spend an amount in excess of the per diem granted, that expense is not reimbursable.

E. POST-TRAVEL EXPENSE REIMBURSEMENT & REPORTS

1. Post-travel expense reimbursement requests for both local and non-local travel shall be submitted within 60 days after completion of travel on an Employee Expense Reimbursement Request Form with supporting documentation and required approval for payment through the bi-weekly check request process. Failure to submit the reports within 60 days will result in the reimbursement being subject to withholding tax according to the Internal Revenue Code, Section Treasury § 1.62-2(g) & § 1.62-2(i)
2. All Employee Expense Reimbursement Request Forms and supporting documents submitted to the Authority shall be maintained on file by the Authority for a period of at least five (5) years, and such documents are public records subject to disclosure under the California Public Records Act (Govt. Code Sect. 6250 et. seq.).
3. Any member of the Board of Directors, Executive Committee, User Committee/Task Force who attends any meetings or conferences at the expense of the Authority and reimbursable under this policy, shall provide a brief report of such meeting or conference at the next regular meeting of the Board, Committee or Task Force.
4. If the Authority provides any travel expense reimbursement under this policy to any member of the Board of Directors, Executive Committee, User Committee/Task Force, all members of the Board of Directors, Executive Committee, User Committee/Task Force and officers/employees designated by the Executive Committee shall receive at least two (2) hours of training in general ethics laws relevant to their public service every two years. The training course may include self-study materials with tests and may be taken at home, in-person or on-line. The Authority shall maintain on file for a period of at least five (5) years records indicating the successful completion of ethics training by its officials and employees, and such documents are public records subject to disclosure under the California Public Records Act (Govt. Code Sect. 6250 et. seq.).

Deleted: <#>Reimbursement for local travel with a total cost of \$50 or less may be paid by the Operations Manager from petty cash. An Employee Expense Reimbursement Request Form with supporting documentation and required approval shall be submitted.

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D-2

Attachment 3

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS
AUTHORITY ADOPTING AN AMENDED POLICY ON
TRAVEL AND ATTENDANCE AT CONFERENCES AND
MEETINGS**

WHEREAS, Article IV, Section G of the South Bay Regional Public Communications Authority's Bylaws states that the Board of Directors shall make all policy decisions and determinations for the Authority.

WHEREAS, the Board of Directors desires to amend the policy that was previously adopted pursuant to Resolution No. 250 regarding reimbursement of expenses for travel, meals, and lodging incurred at attendance at conferences and meetings.

WHEREAS, the Board of Directors desires that the amended policy attached hereto as Exhibit A be the effective policy regarding travel and attendance at conferences and meetings starting March 21, 2023;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Bay Regional Public Communications Authority:

SECTION 1. The Board of Directors adopts the amended Policy on Travel and Attendance at Conferences and Meetings attached hereto as Exhibit A.

SECTION 2. The amended Policy on Travel and Attendance at Conferences and Meetings attached hereto as Exhibit A becomes the effective Policy on March 21, 2023 and, at that time, supersedes any previous versions of the policy regarding travel and attendance at conferences and meetings, including the policy that was adopted pursuant to Resolution No. 250.

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 21st day of March, 2023, by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Rodney G. Tanaka, Chair
Board of Directors

M. Ross Klun, Secretary
Board of Directors

Exhibit A

POLICY GUIDELINES

A. GENERAL

Travel and attendance at conferences and meetings is limited to situations in which the SBRPCA receives a clear benefit from attendance by staff members. Examples of such benefit include the exchange of ideas, keeping up-to-date with new laws and practices in their field, enhancing their abilities to improve service, and other similar situations deemed appropriate by the Executive Director.

B. DEFINITIONS

1. Local Travel is official travel within 30 miles from the SBRPCA facility.
2. Non-Local Travel is official travel involving more than 30 miles distance from the SBRPCA facility or at least one over-night absence from the SBRPCA facility. It is the Executive Director's discretion to determine whether hotel stay is required as long as reasonable justification can be provided.
3. Meeting is a breakfast/lunch/dinner meeting, seminar, workshop, and training program where the employee is away from work one day or less and overnight accommodations are not required.
4. Conference is a seminar, workshop, and training program where the employee is away from work for more than one day.
5. Mileage is the reimbursable expense incurred through the use of a private vehicle on official SBRPCA business as outlined within this policy. The mileage basis for calculating reimbursements shall be the distance between the SBRPCA facility and the destination, or the distance between the traveler's home and the destination, whichever is less. The rate used to calculate reimbursement is the SBRPCA's rate as outlined in the requesting employee's MOU or the lowest rate provided in Authority's MOUs with its employees, in the case of the Board of Directors, Executive Committee, User Committee/Task Force and Executive Director.

C. PROVISIONS

1. Prior approval of the Executive Director shall be obtained for all local or non-local travel. The Executive Director shall not incur any travel expenses without prior approval of the Chair of the Executive Committee.
2. The SBRPCA will advance money prior to travel and reimburse claims after travel for reasonable expenses incurred while traveling or performing other SBRPCA business within the guidelines of this policy. Employees are expected to use good judgment in the use of SBRPCA funds while on official business and to always seek the most economical method available in order to minimize costs. Examples of personal expenses that the SBRPCA will not reimburse include, but are not limited to:

- a. The personal portion of travel;
 - b. Political or charitable contributions or events;
 - c. Family expenses, including spouse or companion's expenses when accompanying an employee on official business, as well as children or pet related expenses.
 - d. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
 - e. Certain personal automobile expenses, including repairs, parking/traffic citations, gasoline (including gasoline taxes), oil, vehicle registration fees and insurance;
 - f. Personal losses incurred while on SBRPCA business;
 - g. Meal costs in excess of the per diem granted; and,
 - h. Any costs associated with the purchase or consumption of alcoholic beverages.
3. Personal travel (e.g., vacations, extended weekends, travel with spouse, companion and/or family, etc.) combined with business travel is permitted. Any costs associated with the personal portion of travel are not reimbursable. If the personal travel results in a higher airfare or additional expense to the SBRPCA for the business-related travel, the traveler will reimburse the SBRPCA for the actual additional costs. Under no circumstances will the SBRPCA reimburse a traveler for additional expenses incurred as the result of the simultaneous travel of a spouse, companion, family member or fellow employee not required to attend.
4. This policy shall apply to any person who is a full-time employee, part-time employee or contract employee with the Authority or vendor conducting work as required on behalf of the Authority. Additionally, this policy shall apply to members of the Authority's Board of Directors, Executive Committee, User Committee, Police Task Force and Fire Task Force.

D. ADVANCES AND PAYMENT AMOUNTS

1. Advance Payments: The preferred method of payment for registration, transportation, and lodging expenses is in advance of travel through the use of the employee Purchasing Cards (P-cards). If the employees do not have P-cards, managers or other staff with assigned P-cards, should use theirs to pay for the registration, transportation, and other lodging expenses. If neither are available, employees pay for all expenses with their personal credit cards and request reimbursement through the post-travel process.
2. Registration: Payment of registration fees whenever possible shall be made far enough in advance to receive early or discounted rates, if offered or made available.
3. Transportation: The normal mode of transportation for local travel will be by automobile, either private or SBRPCA owned. Employees are encouraged to carpool or take public transportation whenever feasible to reduce pollution and to eliminate duplication of mileage reimbursements whenever applicable. All non-local travel will be via the most economical and time-efficient mode. Allowance for air travel will be round trip coach fare to the City specified with reservations made at least 30 days in advance of the flight whenever possible to obtain any special reduced flight fares. If a personal vehicle is used, mileage reimbursement will be made at the SBRPCA's rate as outlined in the employee's MOU [and Section B(5) of this Policy above] up

to a maximum of the lowest available airfare (a comparison must be provided). In addition, any mode of transportation used other than air or personal vehicle, e.g., train, ship, etc., must be approved in advance of travel by the Executive Director and will be reimbursed to a maximum of the lowest available airfare (a comparison must be provided). Individuals who seek mileage reimbursement for travel on behalf of the Authority in their private automobile must, in advance of travel therein, provide proof of automobile liability coverage for the minimum limits required by SBRPCA (see the Administrative Services Manager for the minimum limit).

4. Lodging: The request for payment for lodging shall be made with the hotel hosting the event or where the sponsor recommends a preferred or discounted hotel. For other events or where lodging recommendations are not specified, request the government rate and inquire into having the Transient Occupancy Tax (TOT) waived as many cities allow hotels to waive this as a courtesy to local government agencies.
5. Ground Transportation: Reasonable ground transportation expenses (taxi, ridesharing services, bus or shuttle) between the employee traveler's home and airport and between the airport and business meeting site shall be allowed provided receipts accompany the post-travel expense report. Rental cars may be considered on a case-by-case basis and require approval of the Executive Director prior to traveling. The vehicle type will be limited as per the instruction of the Executive Director.
6. Meals: Meals are reimbursed in the form of per diem allowance only when on non-local travel. The reimbursement rates are on the General Service Administration (GSA) <https://www.gsa.gov/travel/plan-book/per-diem-rates> website for breakfast, lunch, and dinner per diem rates, based on the destination city and state (or ZIP code). If meals are otherwise provided (by the hotel, conference, business associates, etc.), then the employee is not eligible for per diem for those respective meals. It is the responsibility of the traveler to ensure that all meals are correctly accounted for. Receipts for meals are not required. If the traveler wishes to spend an amount in excess of the per diem granted, that expense is not reimbursable.

E. POST-TRAVEL EXPENSE REIMBURSEMENT & REPORTS

1. Post-travel expense reimbursement requests for both local and non-local travel shall be submitted within 60 days after completion of travel on an Employee Expense Reimbursement Request Form with supporting documentation and required approval for payment through the bi-weekly check request process. Failure to submit the reports within 60 days will result in the reimbursement being subject to withholding tax according to the Internal Revenue Code, Section Treasury § 1.62-2(g) & § 1.62-2(i)
2. All Employee Expense Reimbursement Request Forms and supporting documents submitted to the Authority shall be maintained on file by the Authority for a period of at least five (5) years, and such documents are public records subject to disclosure under the California Public Records Act (Govt. Code Sect. 6250 et. seq.).
3. Any member of the Board of Directors, Executive Committee, User Committee/Task Force who attends any meetings or conferences at the expense of the Authority and reimbursable under this policy, shall provide a brief report of such meeting or conference at the next regular

meeting of the Board, Committee or Task Force.

4. If the Authority provides any travel expense reimbursement under this policy to any member of the Board of Directors, Executive Committee, User Committee/Task Force, all members of the Board of Directors, Executive Committee, User Committee/Task Force and officers/employees designated by the Executive Committee shall receive at least two (2) hours of training in general ethics laws relevant to their public service every two years. The training course may include self-study materials with tests and may be taken at home, in-person or on-line. The Authority shall maintain on file for a period of at least five (5) years records indicating the successful completion of ethics training by its officials and employees, and such documents are public records subject to disclosure under the California Public Records Act (Govt. Code Sect. 6250 et. seq.).

D-3



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: March 21, 2023

ITEM NUMBER: D-3

TO: Board of Directors

FROM: Ross Klun, Executive Director
Bob Ridley, Interim Finance & Performance Audit Manager

SUBJECT: RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS
AUTHORITY DELEGATING INVESTMENT AUTHORITY
TO THE TREASURER OVER AUTHORITY FUNDS AND
THE AUTHORITY'S SECTION 115 TRUST

ATTACHMENTS: 1. Resolution

RECOMMENDATION

Staff recommends that the Board of Directors approve and adopt the Resolution delegating investment authority of the Treasurer over Authority funds and Section 115 Trust funds.

BACKGROUND

Government Code Section 6509.5 authorizes the Authority to invest any money in its treasury pursuant to Government Code Section 6505.5 that is not required for the immediate necessities of the Authority, as the Authority determines is advisable, in the same manner and upon the same conditions as permitted to local agencies pursuant to Sections 53601 et seq. of the Government Code.

Government Code Section 53607 authorizes the Board of Directors to delegate to the Authority's Treasurer the authority to invest or reinvest the funds of the Authority for a one-year period. Government Code Section 53621 authorizes the Board of Directors to delegate to the Treasurer the Board's authority to invests or reinvest funds intended for the payment of employee retiree health benefits.

DISCUSSION

Annually the Board of Directors have delegated investment authority to the Authority's Treasurer. Adopting this resolution makes the annual delegation of investment authority to the Authority's Treasurer and reconfirms the Board's delegation of investment authority over the Section 115 Trust for the payment of employee retiree health benefits.

There are no proposed changes to the Authority's Investment Policy which was adopted March 15, 2022.

LEGAL REVIEW

The proposed Resolution was reviewed by and developed in conjunction with the Authority's General Counsel.

FISCAL IMPACT

There is no direct fiscal impact to the Authority resulting from the adoption of this Resolution delegating investment authority.

D-3

Attachment 1

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE SOUTH BAY REGIONAL PUBLIC
COMMUNICATIONS AUTHORITY DELEGATING
INVESTMENT AUTHORITY TO THE TREASURER**

WHEREAS, Government Code Section 6509.5 authorizes the Authority to invest any money in its treasury pursuant to Government Code Section 6505.5 that is not required for the immediate necessities of the Authority, as the Authority determines is advisable, in the same manner and upon the same conditions as permitted to local agencies pursuant to Sections 53601 et seq. of the Government Code; and

WHEREAS, Government Code Section 53607 authorizes the Board of Directors to delegate to the Authority's Treasurer (the "Treasurer") the Board's authority to invest or reinvest funds of the Authority, and to sell and exchange securities so purchased for a one-year period; and

WHEREAS, Government Code Section 53621 authorizes the Board of Directors to delegate to a designated Authority officer the Board's authority to invest or to reinvest funds intended for the payment of employee retiree health benefits, and pursuant to Resolution No. 334, adopted by the Board of Directors on September 8, 2020, the Board of Directors previously has delegated to the Treasurer such investment authority with respect to the Authority's funds intended for the payment of employee retiree health benefits held, pursuant to an agreement with the California Public Employees' Retirement System (CalPERS), in the California Employers' Retiree Benefit Trust (CERBT), an irrevocable trust established by CalPERS in compliance with Internal Revenue Code Section 115 to manage other post-employment benefits (OPEB) funds for public agencies;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Bay Regional Public Communications Authority as follows:

Section 1. Pursuant to Government Code Section 53607 and as provided in the attached Amended Investment Policy, which was adopted by Resolution 346 the Board of Directors hereby delegates for one year to the Treasurer the authority to invest and reinvest funds of the Authority, including without limitation the authority to sell and exchange securities, but excluding any deferred compensation or pension plans (which are managed under separate authorization) and subject to Section 2 below which sets forth the Board's separate delegation of authority with respect to the investment of funds in the CERBT, a Section 115 trust established by the Authority for the payment of employee retiree health benefits (the "Section 115 Trust").

Section 2. Pursuant to Government Code Section 53621, the Board of Directors hereby approves, ratifies, and confirms its delegation to the Treasurer of the Board's authority to invest or to reinvest funds deposited into the Section 115 Trust for the payment of employee retiree health benefits by the Treasurer's selection of the investment strategy for the Authority's Section 115 Trust, as set forth in Resolution No. 334 and as further provided in the attached Amended Investment Policy.

Section 3. This Resolution shall be effective immediately upon its adoption.

WE HEREBY CERTIFY that the foregoing is a true and correct copy of the resolution adopted by the Board of Directors of the South Bay Regional Public Communications Authority in a meeting held on the 21st day of March, 2023 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Rodney Tanaka, Councilmember
Chairman Board of Directors

M. Ross Klun, Secretary
Board of Directors

Exhibit A

South Bay Regional Public Communications Authority Amended Statement of Investment Policy (effective as of March 15, 2022)

SECTION 1: PURPOSE

The purpose of these investment policy guidelines is to identify various policies and procedures that enhance opportunities for a prudent and systematic investment process to maximize the use of idle cash in the Authority's treasury. The initial step toward a prudent investment policy is to organize and formalize investment-related activities. Related activities, which comprise good cash management, include accurate cash projection; the expeditious collection of revenue; the control of disbursements; cost-effective banking relationships and, if necessary, short-term borrowing programs pursuant to any applicable state law authority to coordinate working cash requirements; and investment opportunity. In concert with these requirements are the many facets of an appropriate and secure short-term investment program.

SECTION 2: SCOPE

The intent of this policy is to cover all short-term operating funds and investment activities of the Authority, except as otherwise described in subsections A, B, and C below.

A. Proceeds of Debt Issues. California Government Code Sections 53601 and 5922(d) authorize proceeds of bonds, certificates of participation, notes, and other debt issues to be invested in accordance with the documentation and statutes governing such debt. These statutory sections recognize the unique needs and objectives of such proceeds.

B. Deferred Compensation Plans. In addition to the types of investments authorized in California Government Code Sections 53601 and 53602, California Government Code Section 53609 authorizes deferred compensation funds (i.e., public pension or retirement funds) held by a public agency to be invested in a broad range of other investments, as follows: corporate stocks, bonds, and securities, mutual funds, savings and loan accounts, credit union accounts, life insurance policies, annuities, mortgages, deeds of trust, or other security interests in real or personal property. So long as the deferred compensation or pension plans of the Authority are managed by MissionSquare Retirement or the California Public Employees' Retirement System (CalPERS) under contract with the Authority, this policy does not apply to the deferred compensation or pension plans.

C. Section 115 Retiree Health Benefits Trust. California Government Code Section 53620 et seq. authorizes the Authority to invest funds designated for the payment of employee retiree health benefits in any form or type of investment deemed prudent by the Board of Directors, or by a designated officer to whom the Board of Directors has delegated investment authority with respect to funds intended for the payment of employee retiree health benefits, subject to certain statutory duties specified in Section 3.G. below. Accordingly, Section 6 (Investment Instruments) of this policy does not apply to restrict

the investments for any Section 115 Trust established by the Authority for the payment of the costs of retiree health benefits.

SECTION 3: OBJECTIVES

A. Safety of principal is the foremost objective of the Authority, followed by liquidity, and yield. Each investment transaction shall seek to first ensure that capital losses are avoided, whether they are from securities, defaults, or erosion of market value.

B. Investment decisions should not incur unreasonable credit or market risks in order to obtain current investment income. "Credit risk," defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by investing in only very safe securities and by diversifying the investment portfolio so that the failure of any one issuer would not unduly harm the Authority's cash flow.

"Market risk," defined as the risk of market value fluctuations due to overall changes in the general level of interest rates, shall be mitigated by structuring the portfolio so that securities mature at the same time that major cash outflows occur, thus eliminating the need to sell securities prior to their maturity. Market Risk shall also be mitigated by prohibiting the taking of short positions (selling securities that the Authority does not own). The Authority explicitly recognizes that in a diversified portfolio, occasional measured losses are inevitable and must be considered within the context of overall investment return.

C. The Authority's investment portfolio shall remain sufficiently liquid to enable the Authority to meet all operating requirements, which might be reasonably anticipated.

D. The investment portfolio shall be managed to attain a market average rate of return throughout budgetary and economic cycles, taking into account the Authority's investment risk constraints, cash flow requirements, and State and local laws, ordinances, or resolutions that restrict the placement of short-term funds.

E. The Authority shall not make investments for the purpose of trading or speculation as the dominant criterion.

F. The Authority shall adhere to the guidance provided by the "prudent investor standard" established by California Government Code Section 53600.3 and made applicable to the Authority by Section 6509 of the California Government Code, which deems those persons investing public funds to be trustees and fiduciaries, and obligates a trustee and fiduciary of public funds to ensure that investments shall be made with the care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the local agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the local agency. This standard shall be applied in the context of managing an overall portfolio.

G. As provided by California Government Code Section 53622, funds deposited into any Section 115 trust established by the Authority for the payment of employee retiree health benefits shall only be held for the purpose of providing benefits to participants in the retiree health benefit plan and defraying reasonable expenses of

administering that plan. As further provided by Section 53622, when making investments of such funds, the Board of Directors or, so long as the delegation of authority in Section 4.B. below is in full force and effect, the Treasurer shall discharge its duties with respect to the investment of the funds as follows:

1. Solely in the interest of, and for the exclusive purposes of providing benefits to, participants in the retiree health benefit plan, minimizing employer contributions thereto, and defraying reasonable expenses of administering the plan.
2. With the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with these matters would use in the conduct of an enterprise of a like character and with like aims.
3. Shall diversify the investments of the funds so as to minimize the risk of loss and to maximize the rate of return, unless under the circumstances it is clearly prudent not to do so.

SECTION 4: DELEGATION OF INVESTMENT AUTHORITY

A. Delegation of Investment Authority to Treasurer - Surplus Funds. Except for the Authority's Section 457 deferred compensation plan (which is managed by Mission Square Retirement), the Authority's pension plan (which is managed by CalPERS), and any Section 115 trust established by the Authority for the payment of employee retiree health benefits (which is governing by Section 4.B below), the Board of Directors hereby delegates its authority to invest or reinvest all Authority funds, or to sell or exchange securities so purchased, to the Treasurer for a one-year period pursuant to California Government Code Section 53607. Such delegation may be annually renewed by the City Council pursuant to Government Code Section 53607. So long as such delegated investment authority is in effect, the Treasurer may appoint one or more Deputy Treasurers as the Treasurer deems necessary and convenient for the prompt and faithful discharge of its duties to invest and reinvest the funds of the Authority.

B. Delegation of Investment Authority to Treasurer - Section 115 Retiree Health Benefits Trust. Pursuant to its Resolution No. 334, the Board of Directors has established with CalPERS an irrevocable trust in compliance with Internal Revenue Code Section 115 (the "Section 115 Trust") to fund the payment of employee retiree health benefits and delegated to the Treasurer the authority to select the investment strategy for the Authority's assets held in the Section 115 Trust. Pursuant to California Government Code Section 53621, the Board of Directors hereby approves, ratifies, and confirms the delegation to the Treasurer of the Board's authority to invest or reinvest funds deposited into the Authority's Section 115 Trust for the payment of employee retiree health benefits by the Treasurer's selection of the investment strategy for the Authority's Section 115 Trust and subject to the statutory duties specified above in Section 3.G.

SECTION 5: REPORTING

A. Monthly Transactions Reports. So long as the Board of Directors' annual delegation of investment authority to the Treasurer pursuant to Section 4.A above and

California Government Code Section 53607 is effective, the Treasurer shall provide a monthly report of all investment transactions of the Authority's funds to the Board of Directors.

B. Quarterly Investment Reports. The Authority's Finance & Performance Audit Manager shall prepare a quarterly investment report and submit it to the Executive Committee of the Authority on quarterly basis and to the Board of Directors of the Authority annually. Schedules of the quarterly report shall itemize the quarter's investment activities' effect on portfolio value, both individually and by investment category. The quarterly investment report shall include the type of investment, issuer, date of maturity, and par and dollar amount invested on all securities, investments, and moneys held by the Authority; provided, for investments that have been placed in LAIF, the County Treasury Pool, or in FDIC-insured accounts, the most recent statements received by the Authority from these institutions may be provided in lieu of the foregoing information.

C. Statement of Investment Policy. From time to time as necessary or desirable, the Finance & Performance Audit Manager shall submit for consideration and approval by the Board of Directors proposed changes to the Investment Policy of the Authority. The Finance & Performance Audit Manager, along with the Executive Director, shall make all filings as required by the State of California.

SECTION 6: INVESTMENT INSTRUMENTS

A. Authorized Investments. Authorized investments for the Authority are listed below and are subject to the restrictions and guidelines set forth in this policy. In any event, eligible instruments must be specifically authorized by California State laws, and to no greater an extent than authorized by those laws. Where this policy specifies a percentage limitation for a particular category of investment, that percentage is applicable only at the date of purchase.

Subject to the foregoing and the additional investment criteria specified below and in subsection C, investments may be made in the following instruments:

1. U.S. Treasuries. United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.

2. U.S. Federal Agencies. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

3. Non-negotiable Certificates of Deposit (CDs). Non-negotiable Certificates of Deposit or Time Deposits placed with state or federally chartered commercial banks and/or savings and loan associations. Amounts placed in non-negotiable CDs shall be insured by the Federal Deposit Insurance Corporation or, to the extent the amount exceeds the insured maximum, shall be collateralized per California law and as specified in subsection C.3 below.

4. Negotiable Certificates of Deposit (CDs). Negotiable Certificates of Deposits issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the California Financial Code), a state or federal credit union, or by a state-licensed branch of a foreign bank.

As provided in California Government Code Section 53601, investments in negotiable CDs are not subject to the collateralization requirements of California Government Code Section 53630 et seq. but may not exceed, as applicable, the shareholder's equity of the depository bank, the total of the net worth of the depository savings association (unless the deposit does not exceed \$500,000 and is federally-insured or collateralized per State law), or the total of the unimpaired capital and surplus of the credit union (unless the deposit does not exceed \$500,000 and is federally-insured or collateralized per State law).

5. Local Agency Investment Fund (LAIF). The State of California Local Agency Investment Fund (i.e., state investment pool) established by California Government Code Section 16429.1 in the custody of the State Treasurer.

6. Los Angeles County Treasury Pool. The Los Angeles County Treasury Pool (i.e. county investment pool) established pursuant to California Government Code Section 27130 et seq.

B. Prohibited Investments. Investments which the Authority specifically prohibits:

- Bond Funds
- Money Market Mutual Funds
- Reverse Repurchase Agreements
- Derivatives when possibility of returning no yield such as inverse floaters, range notes or non-Treasury interest-only strips

C. Additional Authority Investment Guidelines. Additional Authority investment guidelines are as follows:

1. Maximum Maturity. No investment shall be purchased which matures more than three years from the date of purchase without the prior approval of the Board of Directors.

2. Portfolio Concentration Limits. Of the total investment portfolio, no more of than the respective percentages specified below may be invested in the applicable categories of authorized investments, as follows:

U.S. Treasuries	No limit
U.S. Federal Agencies	33-1/3% maximum for each agency; 60% maximum overall
Non-Negotiable CDs	20% maximum
Negotiable CDs	20% maximum
LAIF	No limit
County Treasury Pool	50% maximum

3. Portfolio Diversification. Subject to Section 9 (Risk Tolerance), to reduce overall portfolio risk while attempting to attain market value rates of return consistent with the primary objectives of safety and availability of funds, investments shall be diversified across types of investments, maturities of those investments, and institutions in which those investments are made.

4. Collateralization of Deposits of Public Funds. Deposits of public funds shall be made only in qualified public depositories as established by State law (California Government Code Section 53630 et seq.). Deposits shall be insured by the Federal Deposit Insurance Corporation or, to the extent the amount exceeds the insured maximum, shall be collateralized in accordance with State law (California Government Code Section 53630 et seq.).

SECTION 7: RELATIONSHIPS WITH FINANCIAL INSTITUTIONS

A. The Authority may only purchase authorized investments, not purchased directly from the issuer, from either an institution licensed by the State as a broker/dealer, from a national or state chartered bank, from a federal or state savings institution, from a brokerage firm designated as a primary government dealer by the Federal Reserve Bank, or a member of a federally regulated securities exchange. For clarification purposes, investments in LAIF or the County Treasury Pool are considered to be purchased directly from the issuer.

B. All financial institutions with which the Authority conducts investment activities must agree in writing to undertake reasonable efforts to prevent illegal and/or imprudent transactions involving Authority funds. Should it come to the attention of the Treasurer and/or the Finance & Performance Audit Manager that the Authority's funds have been involved in illegal and/or imprudent transactions, the Treasurer and/or the Finance & Performance Audit Manager shall report this information to the Executive Committee and the Board of Directors of the Authority along with options for dealing with the situation.

C. Primary government securities dealers who report to the New York Federal Reserve are preferred for conducting transactions of all eligible securities other than non-negotiable certificates of deposit.

SECTION 8: INTERNAL CONTROLS

A. Internal Controls. Internal controls shall be as follows:

1. Written confirmations or statements of account from the parties involved shall evidence all investments, maturities and sales.

2. Each certificate, security or safekeeping receipt shall be compared to a purchase order or log sheet to verify that the securities received are the same as those purchased.

3. Someone shall review all evidence of investment transactions (e.g., certificates, securities, safekeeping receipts, broker/dealer confirmations, statements, etc.) other than the person(s) responsible for making the investments.

B. Custody and safekeeping policies. Pursuant to California Government Code Section 53608, the Board of Directors hereby delegates to the Treasurer the authority to deposit securities and other investments of the Authority for custody and safekeeping of securities. Safekeeping policies for the custody of securities and other investments of the Authority shall be as follows:

1. Negotiable certificates and securities shall be held by a third-party custodian/safekeeping account in a manner that establishes the Authority's right of ownership. Eligible third-party custodians shall meet the requirements of California Government Code Section 53608 and include the following: a federal or state association (as defined in Section 5102 of the California Financial Code), a trust company or a state or national bank located within the State of California, or the Federal Reserve Bank of San Francisco or any branch thereof within the State of California.

2. Non-negotiable certificates of deposit may be stored in the Treasurer's vault.

3. A broker/dealer shall never hold Authority investments.

SECTION 9: RISK TOLERANCE

The Authority recognizes that investment risks can result from issuer defaults, market price changes, or various technical complications leading to temporary illiquidity. In general, portfolio diversification is employed as a way to control risk, unless under the circumstances and guided by the "prudent investor standard" described in Section 3.F, it is reasonably prudent not to do so. Investment managers are expected to display prudence in the selection of securities as a way to minimize default risk.

No individual investment transaction shall be undertaken which jeopardizes the total capital position of the overall portfolio. The Treasurer and/or the Finance & Performance Audit Manager shall periodically establish guidelines and strategies to control risks of default, market price changes, and illiquidity. All investment reports shall specifically address whether current investment results have been affected by any of the foregoing risks, and shall explain what actions investment officials have taken to control or correct for such risks.

SECTION 10: INDEMNIFICATION OF INVESTMENT OFFICIALS

Any investment officer exercising his or her authority with due diligence and prudence, and in accordance with the Authority's Investment Policy, shall not be held personally liable for any individual investment losses or for total portfolio losses.

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Check Register FY 2022-23

February 2023

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
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February 3, 2023	\$60,239.39	
February 10, 2023	\$171,249.14	
February 17, 2023	\$87,039.03	
February 24, 2023	\$99,899.21	

Accounts Payable Total	\$418,426.77	
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<u>Payroll Checks Issued Date</u>	
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February 10, 2023	\$163,933.90
February 24, 2023	\$153,684.52

Payroll Total	\$317,618.42
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Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1995	2/3/2023	00012	CALIFORNIA WATER SERVICE	1/19/2023	WATER SERV HQ/ 12/16/22-1/	212.28	212.28
1996	2/3/2023	00069	SOUTHERN CALIFORNIA EDI	1/19/2023	ELEC SERV PUNTA/ 12/19/22	878.73	878.73
1997	1/26/2023	00411	PITNEY BOWES	1/1/2023	PITNEY BOWES EXPENSES	434.45	434.45
1998	1/6/2023	00411	PITNEY BOWES	11/25/2022	PITNEY BOWES EXPENSES	170.36	170.36
56933	2/3/2023	00867	& INVESTIGATION SERVICES	2023-01-018	PRE-EMPLOYMENT POLYGR	225.00	
			2023-01-023	1/23/2023	PRE-EMPLOYMENT POLYGR	225.00	
			2023-01-023-A	1/23/2023	PRE-EMPLOYMENT POLYGR	225.00	675.00
56934	2/3/2023	01004	BOB & MARC PLUMBING CO	1/23/2023	HQ MAINTENANCE	170.00	170.00
56935	2/3/2023	01051	COMPASS GROUP USA INC, (SOC	1/18/2023	EMPLOYEE COFFEE SERVIC	737.75	737.75
56936	2/3/2023	00528	CONTINENTAL COMPUTERS/	1/26/2023	SECURITY CAMERA & MICRC	2,478.73	2,478.73
56937	2/3/2023	00146	DARIO A. BANDERA	1/17/2023	VEHICLE OUTFITTING - WINI	475.00	
			121322-1	12/13/2022	VEHICLE OUTFITTING - WINI	450.00	
			121322-2	12/13/2022	VEHICLE OUTFITTING - WINI	420.00	
			011023	1/10/2023	VEHICLE OUTFITTING - WINI	140.00	1,485.00
56938	2/3/2023	01048	ERIC JASON ARROYO	1/25/2023	BACKGROUND INVESTIGATI	1,500.00	1,500.00
56939	2/3/2023	00577	JESSICA RAMOS	1/11/2023	VEHICLE MAINTENANCE & D	70.00	70.00
56940	2/3/2023	00671	MARC R. COHEN, MD	1/31/2023	MEDICAL DIRECTOR SERVIC	2,541.67	2,541.67
56941	2/3/2023	00819	OCCUPATIONAL HEALTH CEN	1/5/2023	PRE-EMPLOYMENT MEDICAL	814.00	
			78056750	1/20/2023	PRE-EMPLOYMENT MEDICAL	407.00	1,221.00
56942	2/3/2023	00818	RICHARDS,WATSON & GERSI	1/18/2023	GENERAL COUNSEL & LEGAI	29,172.68	29,172.68
56943	2/3/2023	00144	SAXE-CLIFFORD PHD, SUSAN	1/23/2023	PRE-EMPLOYMENT PSYCHO	400.00	400.00
56944	2/3/2023	00824	SMART JANITORIAL, COMPLE	12/5/2022	HQ MAINTENANCE - CLEANII	3,466.82	3,466.82
56945	2/3/2023	00803	SPARKLETTS	1/20/2023	HQ MAINTENANCE~	46.00	46.00
56946	2/3/2023	01064	UNION BANK	1/14/2023	BANKING SERVICES (FEES)	598.92	598.92
56947	2/3/2023	00067	XCEL MECHANICAL SYSTEMS	1/20/2023	HVAC - CARRIER CCN CONTI	13,980.00	13,980.00
Sub total for BANK OF THE WEST:							60,239.39

19 checks in this report.

Grand Total All Checks: 60,239.39

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20550	2/1/2023	00696	GUARDIAN	533654-02	1/20/2023	GUARDIAN - DENTAL,VISION	7,253.65	7,253.65
20551	2/10/2023	00058	CALPERS	10000001705798	1/17/2023	HEALTH PREMIUMS - FEBRU	62,238.87	62,238.87
20552	2/10/2023	00219	INTERNAL REVENUE SERVIC	Ben35669	2/10/2023	FEDERAL WITHHOLDING TA	36,555.60	36,555.60
20553	2/10/2023	00223	EMPLOYMENT DEVEL DEPT	Ben35673	2/10/2023	STATE DISABILITY INSURAN	14,060.20	14,060.20
20554	2/10/2023	00222	STATE DISBURSEMENT UNIT	Ben35677	2/10/2023	SUPPORT: PAYMENT	184.62	184.62
20555	2/10/2023	00058	CALPERS	Ben35671	2/10/2023	PERS RETIREMENT: PAYMEN	32,418.04	32,418.04
20556	2/10/2023	00221	MISSIONSQUARE RETIREMEI	Ben35667	2/10/2023	DEFERRED COMPENSATION	16,017.06	16,017.06
56948	2/10/2023	00217	CALIFORNIA TEAMSTERS UN	Ben35665	2/10/2023	UNION DUES TEAMSTERS: P	1,424.00	1,424.00
56949	2/10/2023	00218	CWA LOCAL 9400	Ben35663	2/10/2023	UNION DUES CWA: PAYMEN	220.09	220.09
56950	2/10/2023	00996	WAGEWORKS INC., HEALTHE	Ben35675	2/10/2023	DEPENDENT CARE FSA: PAY	877.01	877.01
Sub total for BANK OF THE WEST:								171,249.14

10 checks in this report.

Grand Total All Checks: 171,249.14

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
1999	2/17/2023	00070	GAS COMPANY, THE	059 194 8982 2	2/17/2023	GAS SERVICE HQ/ 1/4/23-2/1/	7,010.79	7,010.79
2000	2/17/2023	00069	SOUTHERN CALIFORNIA EDI	700610392752	2/3/2023	ELECT SERV GRANDVIEW/ 1	211.37	211.37
2001	2/17/2023	00012	CALIFORNIA WATER SERVICE	5550731926	1/31/2023	FIRE PROTECTION SERVICE	101.00	101.00
2002	2/17/2023	00031	EMPLOYMENT DEVELOPMEN	L0325051792	2/6/2023	UNEMPLOYMENT INS / OCT-I	397.00	397.00
2003	2/17/2023	00073	STATE BOARD OF EQUALIZA	012-655960	2/17/2023	SALES & USE TAX 2023 Q1 PI	1,157.00	1,157.00
2004	2/17/2023	00651	FRONTIER	209-188-0077-04	2/1/2023	PHONE SERVICE 2/1/23 - 2/28	363.50	363.50
2005	2/17/2023	00621	FIRST BANKCARD					
		01067	FEDERAL CONTRACTING CEI	1063	1/24/2023	SAM & FEMA REGISTRATION	2,500.00	
		01068	4IMPRINT USA	23960338	1/24/2023	RECRUITMENT	2,466.94	
		00637	SAFE MART, THE	011823	1/18/2023	HQ MAINTENANCE	854.12	
		00087	LIEBERT CASSIDY & WHITMC	7SW14207U243	1/17/2023	LCW CONFERENCE - PUBLIC	620.00	
		00228	COSTCO MEMBERSHIP	287989465	1/5/2023	JANITORIAL & OFFICE SUPPI	602.47	
		01066	HILTON SAN DIEGO BAYFRO	I3328449305	1/3/2023	LCW CONFERENCE LODGIN	348.23	
		00610	DIRECTV	065190124X230	1/5/2023	CABLE SERVICE	231.99	
		01036	CLOUDFLARE INC.	CFUSA6169121	1/28/2023	SOFTWARE SERVICES	200.00	
		00087	LIEBERT CASSIDY & WHITMC	5077	1/17/2023	LCW CONFERENCE - HR BO	200.00	
		01040	GOOGLE ADS	520-390-4641	1/1/2023	ONLINE JOB ADVERTISING -	151.86	
		00466	AMAZON MARKETPLACE	113-6059078-27	1/4/2023	OFFICE SUPPLIES	110.24	
		00854	MANHATTAN POSTAL CENTE	I353922	1/9/2023	RECRUITMENT	110.00	
		00014	CDW GOVERNMENT, INC.	1C9GVJ2	1/9/2023	HQ MAINTENANCE	103.28	
		00761	BOX	INV1081887	1/26/2023	SOFTWARE SERVICES	90.00	
		00795	MEDIA TEMPLE	324775-54	1/23/2023	MONTHLY WEBSITE HOSTIN	66.15	
		00466	AMAZON MARKETPLACE	112-8298129-76	1/29/2023	OFFICE SUPPLIES	66.12	
		00467	LOWES BUSINESS	38984791	1/17/2023	GENERAL TECH SUPPLIES	56.72	
		00466	AMAZON MARKETPLACE	113-0963575-03	1/8/2023	OFFICE SUPPLIES	52.20	
		01046	PELTON	010123	1/1/2023	EMPLOYEE SERVICES	44.00	
		00466	AMAZON MARKETPLACE	112-9360150-50	1/26/2023	OFFICE SUPPLIES	36.36	
		00854	MANHATTAN POSTAL CENTE	I354104	1/13/2023	RECRUITMENT	27.50	
		00854	MANHATTAN POSTAL CENTE	I354110	1/13/2023	RECRUITMENT	27.50	
		00466	AMAZON MARKETPLACE	113-6280346-84	1/11/2023	OFFICE SUPLIES	24.35	
		00466	AMAZON MARKETPLACE	113-1421176-98	1/8/2023	OFFICE SUPPLIES	23.03	
		00826	LA TIMES	013023	1/2/2023	LA TIMES MONTHLY SUBSCR	15.96	
		00466	AMAZON MARKETPLACE	113-6439955-28	1/8/2023	OFFICE SUPPLIES	8.47	
		01058	SCRUBS & BEYOND	4112605	1/1/2023	POSTAGE FEE CREDIT	-8.95	9,028.54

Bank : bow BANK OF THE WEST		(Continued)							
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total		
56951	2/17/2023	00297	AT&T, ATT CALNET	000019500298	2/13/2023	PHONE SERV 1/13/23-2/12/23	2,924.81		
				000019455068	2/3/2023	PHONE SERVICE 1/03/23-2/02	550.46		
				000019504434	2/13/2023	PHONE SERV 1/13/23-2/12/23	232.11		
				000019507498	2/13/2023	PHONE SERV 1/13/23-2/12/23	207.98		3,915.36
56952	2/17/2023	00064	AT&T, ATT PAYMENT CENTER	960 461-1623 55	2/1/2023	PHONE SERVICE 2/01/2023-2	1,808.41		1,808.41
56953	2/17/2023	00017	CHEM PRO LABORATORY, IN	IN104725	2/1/2023	WATER TREATMENT SERVIC	91.50		91.50
56954	2/17/2023	00225	COMMLINE INC	0392462-IN	1/30/2023	MONTHLY FEE FOR TECH SE	15,000.00		15,000.00
56955	2/17/2023	00101	CORDOVA, TONY	021723	2/17/2023	RETIREE MED PREM/MAR 20	599.00		599.00
56956	2/17/2023	00081	COSTON, SHANDER	021723	2/17/2023	RETIREE MED PREM/MAR 20	349.00		349.00
56957	2/17/2023	00879	CROWN CASTLE	1282291	2/1/2023	REDUNDANT INTERNET SER	1,100.00		1,100.00
56958	2/17/2023	00255	CSMFO	010123	1/1/2023	2023 CSMFO MGMT MEMBEF	125.00		125.00
56959	2/17/2023	00103	DIVINITY, TANJI	021723	2/17/2023	RETIREE MED PREM/MAR 20	599.00		599.00
56960	2/17/2023	01048	ERIC JASON ARROYO	2967	2/9/2023	BACKGROUND INVESTIGATI	4,500.00		
				2960	2/2/2023	BACKGROUND INVESTIGATI	1,840.00		6,340.00
56961	2/17/2023	00785	EXPERIAN	CD2310002606	1/27/2023	CREDIT CHCEK	32.96		32.96
56962	2/17/2023	00008	FEDERAL SIGNAL CORP	8238116	2/3/2023	FEDERAL SIGNAL CORP BILL	984.00		
				8218471	1/12/2023	FEDERAL SIGNAL CORP BILL	230.00		1,214.00
56963	2/17/2023	00651	FRONTIER	7002Z664-S-23C	2/5/2023	PHONE SERV 2/05/23-3/04/23	188.77		
				7002Z665-S-23C	2/5/2023	PHONE SERV 2/05/23-3/04/23	129.76		318.53
56964	2/17/2023	00577	JESSICA RAMOS	2842	2/7/2023	VEHICLE MAINTENANCE & D	70.00		70.00
56965	2/17/2023	00880	JUAN CARLOS CHAVEZ SANC	INV0953	2/1/2023	HQ MAINTENANCE - LANDSC	450.00		
				INV0966	2/10/2023	HQ MAINTENANCE - LANDSC	450.00		900.00
56966	2/17/2023	00442	LAWSON PRODUCTS, INC.	9310304335	1/30/2023	LAWSON PRODUCTS BILLAB	108.97		108.97
56967	2/17/2023	00113	MARTIN, LISA	021723	2/17/2023	RETIREE MED PREM/MAR 20	349.00		349.00
56968	2/17/2023	00331	MITSUBISHI ELECTRIC INC	445410	2/1/2023	HQ MAINTENANCE - ELEVAT	786.90		786.90
56969	2/17/2023	00047	MOTOROLA SOLUTIONS, INC	8281564273	2/2/2023	MOTOROLA SOLUTIONS INC	1,227.74		
				8281563606	2/2/2023	MOTOROLA SOLUTIONS INC	457.10		1,684.84
56970	2/17/2023	00121	PINELA, ELIZABETH	021723	2/17/2023	RETIREE MED PREM/MAR 20	599.00		599.00
56971	2/17/2023	00580	PUN GROUP, LLP, THE	113723	12/31/2022	PROFESSIONAL AUDIT SERV	5,000.00		5,000.00
56972	2/17/2023	01022	RACE COMMUNICATIONS	RC834873	2/1/2023	COMMUNICATION CONTRAC	1,198.50		1,198.50
56973	2/17/2023	00818	RICHARDS, WATSON & GERS	I241070	2/6/2023	GENERAL COUNSEL & LEGAI	2,207.80		2,207.80
56974	2/17/2023	00060	RIVERA, JOSE	021723	2/17/2023	RETIREE MED PREM/MAR 20	605.21		605.21
56975	2/17/2023	00144	SAXE-CLIFFORD PHD, SUSAN	23-0206-5	2/6/2023	PRE-EMPLOYMENT PSYCHO	1,200.00		
				23-0202-8	2/2/2023	PRE-EMPLOYMENT PSYCHO	800.00		2,000.00

Bank : bow BANK OF THE WEST		(Continued)						
Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
56976	2/17/2023	00145	SETINA MFG CO INC	258169	1/17/2023	SETINA MANUFACTURING CO	4,908.21	
			259001	1/31/2023	SETINA MANUFACTURING CO	584.79	5,493.00	
56977	2/17/2023	00824	SMART JANITORIAL, COMPLETE	23643	2/1/2023	HQ MAINTENANCE - CLEANING	3,585.00	3,585.00
56978	2/17/2023	00074	STAPLES INC.	8069165589	2/4/2023	STAPLES SUPPLIES - OFFICE	164.77	164.77
56979	2/17/2023	00034	STEVENS, GARY	021723	2/17/2023	RETIREE MED PREM/MAR 20	599.00	599.00
56980	2/17/2023	00046	UNITED PARCEL SERVICE	00005337W1063	2/11/2023	POSTAGE AND SHIPPING	15.05	15.05
56981	2/17/2023	00171	VERIZON WIRELESS	9926030603	1/23/2023	DAC CHARGES HPD/ 12/24/22	2,031.49	
			99226092290	1/23/2023	GPD DAC CHARGES/ 12/24/22	1,785.59		
			9926014810	1/23/2023	MODEM SVC. MBPD/ 12/24/22	922.58		
			9925641958	1/18/2023	CELL PH. CHGS: 12/19/22-1/18	401.51		
			9926014811	1/23/2023	MODEM SVC. MBPD/ 12/24/22	78.06	5,219.23	
56982	2/17/2023	00996	WAGeworks INC., HEALTHCARE	INV4680732	1/25/2023	MONTHLY COMPLIANCE FEE	92.00	92.00
56983	2/17/2023	00481	WAYTEK, INC.	3487590	2/2/2023	WAYTEK BILLABLE PARTS	771.35	771.35
56984	2/17/2023	01028	WESTIN AUTOMATIVE PRODUCTIONS	2066558	2/3/2023	WESTIN AUTOMATIVE BILLABLE	777.56	777.56
56985	2/17/2023	00063	WHELEN ENGINEERING CO.,	230886	1/12/2023	WHELEN ENGINEERING CO INC	1,843.38	
			231004	1/12/2023	WHELEN ENGINEERING CO INC	1,381.21		
			243484	2/3/2023	WHELEN ENGINEERING CO INC	1,270.08		
			238611	1/26/2023	WHELEN ENGINEERING CO INC	286.65		
			241671	2/1/2023	WHELEN ENGINEERING CO INC	157.44		
			244146	2/6/2023	WHELEN ENGINEERING CO INC	111.13	5,049.89	
Sub total for BANK OF THE WEST:							87,039.03	

42 checks in this report.

Grand Total All Checks: 87,039.03

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20557	2/24/2023	00219	INTERNAL REVENUE SERVICE Ben35781	2/24/2023	FEDERAL WITHHOLDING TAX	33,247.46	33,247.46
20558	2/24/2023	00223	EMPLOYMENT DEVELOPMENT DEPT Ben35785	2/24/2023	STATE DISABILITY INSURANCE	13,228.53	13,228.53
20559	2/24/2023	00222	STATE DISBURSEMENT UNIT Ben35789	2/24/2023	SUPPORT: PAYMENT	184.62	184.62
20560	2/24/2023	00058	CALPERS Ben35783	2/24/2023	PERS RETIREMENT: PAYMENT	32,096.45	32,096.45
20561	2/24/2023	00221	MISSIONSQUARE RETIREMENT BENEFITS Ben35779	2/24/2023	DEFERRED COMPENSATION	15,745.97	15,745.97
56986	2/24/2023	00002	AFLAC Ben35773	2/24/2023	AFLAC INSURANCE: PAYMENT	2,872.08	2,872.08
56987	2/24/2023	00217	CALIFORNIA TEAMSTERS UNION BENEFITS Ben35777	2/24/2023	UNION DUES TEAMSTERS: PAYMENT	1,427.00	1,427.00
56988	2/24/2023	00218	CWA LOCAL 9400 Ben35775	2/24/2023	UNION DUES CWA: PAYMENT	220.09	220.09
56989	2/24/2023	00996	WAGeworks INC., HEALTH BENEFITS Ben35787	2/24/2023	DEPENDENT CARE FSA: PAYMENT	877.01	877.01
Sub total for BANK OF THE WEST:							99,899.21

9 checks in this report.

Grand Total All Checks: 99,899.21