

A G E N D A
REGULAR JOINT MEETING OF
EXECUTIVE COMMITTEE, AND USER COMMITTEE
TUESDAY, NOVEMBER 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. Executive Committee
2. User Committee

C. **PUBLIC DISCUSSION**

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

D. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Check Register – September 2023 and October 2023
RECEIVE AND FILE
2. Fiscal Year 2023-2024 Budget Performance Report for the period July 1, 2023 through September 30, 2023
RECEIVE AND FILE
3. Cash and Investments Report for September 30, 2023
RECEIVE AND FILE

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

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Executive Director's Update on Staffing and Recruitment
RECEIVE AND FILE

G. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from August 7, 2023
APPROVE

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

I. **EXECUTIVE DIRECTOR'S REPORT**

J. **EXECUTIVE COMMITTEE, AND USER COMMITTEE COMMENTS**

K. **ADJOURNMENT**

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

Signature:



M. Ross Klun, Executive Director

D-1



Check Register FY 2023-24

September 2023

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
September 1, 2023	\$45,256.16	
September 8, 2023	\$180,293.64	
September 15, 2023	\$60,467.52	
September 22, 2023	\$110,449.21	
September 29, 2023	<u>\$126,125.24</u>	
Accounts Payable Total	\$522,591.77	
<u>Payroll Checks Issued Date</u>		
September 8, 2023	\$178,794.17	
September 22, 2023	<u>\$175,389.63</u>	
Payroll Total	\$354,183.80	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
2061	9/1/2023	00012	CALIFORNIA WATER SERVICE	4675328235	8/17/2023	WATER SERV HQ/ 7/20/23-8/1	209.51	209.51
2062	9/1/2023	00069	SOUTHERN CALIFORNIA EDI	700383926852	8/17/2023	ELEC SERV PUNTA/ 7/19/23 -	1,238.27	1,238.27
57377	9/1/2023	00491	ACCELE ELECTRONICS, INC.	794815	8/16/2023	ACCELE ELECTRONICS BILL	486.84	486.84
57378	9/1/2023	00297	AT&T, ATT CALNET	000020380944	8/13/2023	PHONE SERV 7/13/23-8/12/23	2,737.15	
				000020385080	8/13/2023	PHONE SERV 7/13/23-8/12/23	243.45	
				000020388143	8/13/2023	PHONE SERV 7/13/23-8/12/23	192.96	3,173.56
57379	9/1/2023	00407	COSCO FIRE PROTECTION IM	1000629354	8/24/2023	ANNUAL MAINTENANCE FOR	3,576.15	3,576.15
57380	9/1/2023	00146	DARIO A. BANDERA	06727	7/20/2023	HQ MAINTENANCE	175.00	175.00
57381	9/1/2023	01069	DOCUMENT CONSULTING SE	135957	8/1/2023	COLOR COPIER FOR PRINTII	186.85	186.85
57382	9/1/2023	00181	GARDENA, CITY OF	007285	6/30/2023	FY21-22 & FY22-23 911 PHON	6,142.84	6,142.84
57383	9/1/2023	00027	HAVIS INC.	SIN224712	8/8/2023	HAVIS INC BILLABLE PARTS	8,361.79	
				SIN222072	7/19/2023	HAVIS INC BILLABLE PARTS	353.46	8,715.25
57384	9/1/2023	00940	HAWKINS, JAMES	090123-1	9/1/2023	TUITION REIMB/FY 2023-24	1,060.00	
				090123-2	9/1/2023	TUITION REIMB/FY 2023-24	1,060.00	2,120.00
57385	9/1/2023	00880	JUAN CARLOS CHAVEZ SANC	INV1045	8/22/2023	HQ MAINTENANCE - LANDSC	450.00	450.00
57386	9/1/2023	00442	LAWSON PRODUCTS, INC.	9310827182	8/8/2023	LAWSON PRODUCTS BILLAB	62.29	62.29
57387	9/1/2023	00087	LIEBERT CASSIDY & WHITM	C248383	7/31/2023	FY 23-24 LEGAL SERVICES	217.50	217.50
57388	9/1/2023	00047	MOTOROLA SOLUTIONS, INC	8281675851	7/21/2023	MOTOROLA SOLUTIONS INC	129.49	129.49
57389	9/1/2023	01044	ON POWER INDUSTRIES LLC	1391	8/21/2023	GENERATOR SYSTEM - REP/	10,952.00	
				1392	8/21/2023	GENERATOR SYSTEM - REP/	5,160.00	16,112.00
57390	9/1/2023	00074	STAPLES INC.	8071411749	8/26/2023	STAPLES SUPPLIES - OFFICE	177.94	177.94
57391	9/1/2023	00210	TURNER, JENNIFER	081823	8/18/2023	TUITION REIMB/FY 2023-24	225.50	225.50
57392	9/1/2023	00171	VERIZON WIRELESS	9942333893	8/18/2023	CELL PH. CHGS: 7/19/23-8/18,	542.72	542.72
57393	9/1/2023	01065	WAGeworks INC., HEALTHE	INV5557555	8/23/2023	WAGework ADMINISTRATION	92.00	92.00
57394	9/1/2023	00063	WHELEN ENGINEERING CO.,	332479	7/18/2023	WHELEN ENGINEERING CO I	1,222.45	1,222.45
Sub total for BANK OF THE WEST:								45,256.16

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20641	9/1/2023	00696	GUARDIAN	533654-09	8/22/2023	GUARDIAN - DENTAL, VISION	7,186.12	7,186.12
20642	9/8/2023	00058	CALPERS	1000000172568	8/14/2023	HEALTH PREMIUMS FOR SE	61,882.61	61,882.61
20643	9/8/2023	00219	INTERNAL REVENUE SERVIC	Ben36871	9/8/2023	FEDERAL WITHHOLDING TA	40,928.24	40,928.24
20644	9/8/2023	00223	EMPLOYMENT DEVEL DEPT	Ben36875	9/8/2023	STATE DISABILITY INSURAN	16,512.87	16,512.87
20645	9/8/2023	00222	STATE DISBURSEMENT UNIT	Ben36879	9/8/2023	SUPPORT: PAYMENT	184.62	184.62
20646	9/8/2023	00058	CALPERS	Ben36873	9/8/2023	PERS RETIREMENT: PAYMEN	36,949.57	36,949.57
20647	9/8/2023	00221	MISSIONSQUARE RETIREMEI	Ben36869	9/8/2023	DEFERRED COMPENSATION	14,319.74	14,319.74
57395	9/8/2023	00217	CALIFORNIA TEAMSTERS UN	Ben36867	9/8/2023	UNION DUES TEAMSTERS: P	1,425.00	1,425.00
57396	9/8/2023	00218	CWA LOCAL 9400	Ben36865	9/8/2023	UNION DUES CWA: PAYMEN	164.42	164.42
57397	9/8/2023	00996	WAGeworks INC., HEALTHE	Ben36877	9/8/2023	DEPENDENT CARE FSA: PAY	740.45	740.45
Sub total for BANK OF THE WEST:							180,293.64	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
2063	9/15/2023	00070	GAS COMPANY, THE	059 194 8982 2	9/1/2023	GAS SERVICE HQ/ 8/1/2023-8	1,133.93	1,133.93
2064	9/15/2023	00012	CALIFORNIA WATER SERVICE	5550731926	8/31/2023	FIRE PROTECTION SERVICE	102.54	102.54
2065	9/15/2023	00069	SOUTHERN CALIFORNIA EDI	700610392752	9/5/2023	ELECT SERV GRANDVIEW/ 8	311.23	311.23
2066	9/15/2023	00651	FRONTIER	209-188-0077-04	9/1/2023	PHONE SERVICE 9/1/23 - 9/30	336.37	336.37
2067	9/6/2023	00058	CALPERS	1000000172499	9/6/2023	GASB 68 REPORTING SERVI	1,050.00	1,050.00
2068	9/15/2023	00073	STATE BOARD OF EQUALIZA	012-655960	9/15/2023	SALES & USE TAX 2023 Q3 PI	3,731.00	3,731.00
57398	9/15/2023	00297	AT&T, ATT CALNET	000020479213	9/3/2023	PHONE SERVICE 8/03/23-9/02	509.27	509.27
57399	9/15/2023	00064	AT&T, ATT PAYMENT CENTER	960 461-1623 55	9/1/2023	PHONE SERVICE 9/01/2023-9	1,732.75	1,732.75
57400	9/15/2023	00225	COMMLINE INC	0420095-IN	8/31/2023	COMMLINE INC - SUPPORT	15,000.00	15,000.00
57401	9/15/2023	00879	CROWN CASTLE	1406825	9/1/2023	REDUNDANT INTERNET SER	1,100.00	1,100.00
57402	9/15/2023	01048	ERIC JASON ARROYO	3186	9/7/2023	RECRUITMENT - BACKGROU	1,500.00	1,500.00
57403	9/15/2023	00785	EXPERIAN	CD2405002417	8/25/2023	CREDIT CHCEK	32.24	32.24
57404	9/15/2023	00651	FRONTIER	7002Z664-S-232	9/5/2023	PHONE SERV 9/05/23-10/04/2	294.95	
				7002Z665-S-232	9/5/2023	PHONE SERV 9/05/23-10/04/2	202.74	497.69
57405	9/15/2023	00322	GEOSPATIAL TECHNOLOGIE	18770	9/1/2023	SOFTWARE MAINTENANCE S	13,173.00	13,173.00
57406	9/15/2023	00577	JESSICA RAMOS	2989	9/5/2023	VEHICLE MAINTENANCE & D	105.00	105.00
57407	9/15/2023	00880	JUAN CARLOS CHAVEZ SANC	INV1050	8/31/2023	HQ MAINTENANCE - LANDSC	450.00	450.00
57408	9/15/2023	00799	LA UNIFORMS & TAILORING	17546	8/12/2023	UNIFORM SETS	339.07	
				17568	8/15/2023	UNIFORM SETS	275.18	
				17545	8/12/2023	UNIFORM SETS	339.07	953.32
57409	9/15/2023	00671	MARC R. COHEN, MD	FY23-24-02	9/1/2023	MEDICAL DIRECTOR SERVIC	2,541.67	2,541.67
57410	9/15/2023	00822	MATRIX CONSULTING GROU	F805-23	9/11/2023	DEVELOPMENT OF CIP POLI	5,225.00	5,225.00
57411	9/15/2023	00814	MC REYNOLDS, JENNIFER	090723	9/7/2023	APCO INTERNATIONAL CONF	402.88	402.88
57412	9/15/2023	00331	MITSUBISHI ELECTRIC INC	465001	9/1/2023	HQ MAINTENANCE - ELEVAT	786.90	786.90
57413	9/15/2023	01005	ORKIN PEST CONTROL	247875324	8/17/2023	HQ MAINTENANCE - PEST C	91.99	
				247875325	8/17/2023	HQ MAINTENANCE - PEST C	63.99	155.98
57414	9/15/2023	01022	RACE COMMUNICATIONS	RC984192	9/1/2023	COMMUNICATION CONTRAC	1,198.50	1,198.50
57415	9/15/2023	00818	RICHARDS,WATSON & GERS	I243765	8/10/2023	FY 23-34 GENERAL COUNSEI	3,213.01	3,213.01
57416	9/15/2023	00803	SPARKLETTS	18193479 09012	9/1/2023	HQ MAINTENACE - WATER F	53.99	53.99
57417	9/15/2023	00074	STAPLES INC.	8071559940	9/9/2023	STAPLES SUPPLIES - OFFICE	103.98	103.98
57418	9/15/2023	00046	UNITED PARCEL SERVICE	00005337W 136	9/9/2023	USPS EXPENSES - POSTAGE	27.88	27.88

Bank : bow BANK OF THE WEST (Continued)

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>	
57419	9/15/2023	00171	VERIZON WIRELESS	9942723750	8/23/2023	DAC CHARGES HPD/ 7/24/23-	2,160.31	
				9942784991	8/23/2023	GPD DAC CHARGES/ 7/24/23-	1,833.64	
				9942708334	8/23/2023	MODEM SVC. MBPD/ 7/24/23	967.40	
				9942708335	8/23/2023	MODEM SVC. MBPD/ 7/24/23-	78.04	5,039.39
Sub total for BANK OF THE WEST:								60,467.52

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20648	9/22/2023	00219	INTERNAL REVENUE SERVIC Ben36927	9/22/2023	FEDERAL WITHHOLDING TA	38,470.86	38,470.86
20649	9/22/2023	00223	EMPLOYMENT DEVEL DEPT Ben36931	9/22/2023	STATE DISABILITY INSURAN	15,527.79	15,527.79
20650	9/22/2023	00222	STATE DISBURSEMENT UNIT Ben36935	9/22/2023	SUPPORT: PAYMENT	184.62	184.62
20651	9/22/2023	00058	CALPERS Ben36929	9/22/2023	PERS RETIREMENT: PAYMEN	36,849.21	36,849.21
20652	9/22/2023	00221	MISSIONSQUARE RETIREMEI Ben36925	9/22/2023	DEFERRED COMPENSATION	14,341.56	14,341.56
57420	9/22/2023	00002	AFLAC Ben36919	9/22/2023	AFLAC INSURANCE: PAYMEN	2,745.30	2,745.30
57421	9/22/2023	00217	CALIFORNIA TEAMSTERS UN Ben36923	9/22/2023	UNION DUES TEAMSTERS: P	1,425.00	1,425.00
57422	9/22/2023	00218	CWA LOCAL 9400 Ben36921	9/22/2023	UNION DUES CWA: PAYMEN	164.42	164.42
57423	9/22/2023	00996	WAGeworks INC., HEALTH Ben36933	9/22/2023	DEPENDENT CARE FSA: PAY	740.45	740.45
Sub total for BANK OF THE WEST:							110,449.21

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
2069	9/29/2023	00012	CALIFORNIA WATER SERVICE	4675328235	9/19/2023	WATER SERV HQ/ 8/17/23-9/1	227.43	227.43
2070	9/29/2023	00069	SOUTHERN CALIFORNIA EDI	700440732476	9/12/2023	ELEC SERV / 8/2/23 - 9/7/23	20,142.35	
				700383926852	9/18/2023	ELEC SERV PUNTA/ 8/17/23 -	1,296.49	21,438.84
2071	9/25/2023	00621	FIRST BANKCARD					
		00480	OFFICE DEPOT	327023826-001	8/9/2023	EMPLOYEE SERVICES	175.28	
		01040	GOOGLE ADS	520-390-4641	7/31/2023	RECRUITMENT - DISPATCH	165.84	
		00698	WALMART #1805	2000112	8/3/2023	REIMBURSED - PERSONAL C	139.57	
		00466	AMAZON MARKETPLACE	114-4081288-79	8/14/2023	PARTS - BILLING	114.62	
		00480	OFFICE DEPOT	327023989-001	8/11/2023	JANITORIAL SUPPLIES	100.75	
		00761	BOX	INV11222841	8/26/2023	SOFTWARE SERVICES	90.00	
		01090	JOBSPEAKER	5708821607-021	8/23/2023	RECRUITMENT - CERRITOS	80.00	
		01047	GODADDY	2695805535	8/23/2023	MONTHLY WEBSITE HOSTIN	75.99	
		00466	AMAZON MARKETPLACE	112-46250334-3	8/27/2023	OFFICE SUPPLIES	68.72	
		01046	PELTON	080123	8/1/2023	EMPLOYEE SERVICES	44.00	
		00466	AMAZON MARKETPLACE	112-9220281-86	8/7/2023	OFFICE SUPPLIES	41.08	
		00826	LA TIMES	081423	8/14/2023	LA TIMES MONTHLY SUBSC	15.96	
		00035	HOME DEPOT CREDIT SERV	0620 00014 938	8/8/2023	GENERAL TECHNICAL SUPPI	1,171.38	
		01088	OMNI NASHVILLE HOTEL	1318944	8/9/2023	HOTEL RESERVATION BALAN	910.77	
		00478	PAYPAL	8365908	8/14/2023	PARTS - BILLING	799.95	
		00944	ZOOM VIDEO COMMUNICATI	INV215463134	9/25/2023	SOFTWARE SERVICES	629.58	
		00857	JOTFORM INC	184491F-0006	8/27/2023	SOFTWARE SERVICES	390.00	
		00087	LIEBERT CASSIDY & WHITMC	6597	8/18/2023	CONFERENCES, MEETINGS	270.55	
		01036	CLOUDFLARE INC.	CFUSA7503341	7/28/2023	SOFTWARE SERVICES	250.00	
		01036	CLOUDFLARE INC.	CFUSA7741176	8/28/2023	SOFTWARE SERVICES	250.00	
		00610	DIRECTV	065190124X230	8/5/2023	CABLE SERVICE	247.99	
		00466	AMAZON MARKETPLACE	112-9605154-80	8/28/2023	OFFICE SUPPLIES	237.67	
		00311	APCO INTERNATIONAL	7547	8/1/2023	APCO INTERNATIONAL REGI	225.00	6,494.70
57424	9/29/2023	00392	ALLEN MANUFACTURING, LL	LRINV331141	8/31/2023	RAY ALLEN MANUFACTURIN	779.77	779.77
57425	9/29/2023	00297	AT&T, ATT CALNET	000020524612	9/13/2023	PHONE SERV 8/13/23-9/12/23	2,804.52	
				000020528748	9/13/2023	PHONE SERV 8/13/23-9/12/23	242.10	
				000020531811	9/13/2023	PHONE SERV 8/13/23-9/12/23	219.61	3,266.23
57426	9/29/2023	00014	CDW GOVERNMENT, INC.	LT15761	9/7/2023	SOFTWARE MAINTENANCE	2,995.00	
				LM97602	8/24/2023	CDW-G BILLABLE PARTS	203.76	
				LX75445	9/15/2023	CDW-G BILLABLE PARTS	177.51	3,376.27

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
57427	9/29/2023	00017	CHEM PRO LABORATORY, ININ125288	9/1/2023	WATER TREATMENT SERVIC	91.50	91.50
57428	9/29/2023	00101	CORDOVA, TONY 092923	9/29/2023	RETIREE MED PREM/OCT 20	599.00	599.00
57429	9/29/2023	00407	COSCO FIRE PROTECTION IN1000632292	9/13/2023	ANNUAL MAINTENANCE FOR	716.96	716.96
57430	9/29/2023	00081	COSTON, SHANDER 092923	9/29/2023	RETIREE MED PREM/OCT 20	349.00	349.00
57431	9/29/2023	00449	DIGI-KEY ELECTRONICS 246599883959	9/12/2023	DIGI-KEY ELECTRONICS BILL	237.59	237.59
57432	9/29/2023	00103	DIVINITY, TANJI 092923	9/29/2023	RETIREE MED PREM/OCT 20	599.00	599.00
57433	9/29/2023	00008	FEDERAL SIGNAL CORP 8401908	8/30/2023	FEDERAL SIGNAL CORP BILL	450.00	
			8411922	9/13/2023	FEDERAL SIGNAL CORP BILL	76.85	526.85
57434	9/29/2023	01089	FOSTER & FOSTER, INC. 28420	9/19/2023	ACTUARIAL SERVICES FOR F	4,000.00	4,000.00
57435	9/29/2023	00027	HAVIS INC. SIN230052	9/14/2023	HAVIS INC BILLABLE PARTS	11,184.48	
			SIN227444	8/24/2023	HAVIS INC BILLABLE PARTS	935.21	12,119.69
57436	9/29/2023	00148	HAWTHORNE, CITY OF IT-23-01-rcc	9/20/2023	COMPUTER CONTRACT SER	50,000.00	50,000.00
57437	9/29/2023	00113	MARTIN, LISA 092923	9/29/2023	RETIREE MED PREM/OCT 20	349.00	349.00
57438	9/29/2023	00047	MOTOROLA SOLUTIONS, INC 8281700621	8/25/2023	MOTOROLA SOLUTIONS INC	808.35	
			8281702261	8/29/2023	MOTOROLA SOLUTIONS INC	173.86	982.21
57439	9/29/2023	01005	ORKIN PEST CONTROL 249294787	9/21/2023	HQ MAINTENANCE - PEST C	63.99	63.99
57440	9/29/2023	00121	PINELA, ELIZABETH 092923	9/29/2023	RETIREE MED PREM/OCT 20	599.00	599.00
57441	9/29/2023	00060	RIVERA, JOSE 092923	9/29/2023	RETIREE MED PREM/OCT 20	605.21	605.21
57442	9/29/2023	00145	SETINA MFG CO INC 270853	8/24/2023	SETINA MANUFACTURING C	2,477.10	2,477.10
57443	9/29/2023	00824	SMART JANITORIAL, COMPLE25391	7/1/2023	HQ MAINTENANCE - CLEANI	4,135.00	
			25811	8/1/2023	HQ MAINTENANCE - CLEANI	4,135.00	
			26071	9/1/2023	HQ MAINTENANCE - CLEANI	4,135.00	12,405.00
57444	9/29/2023	00074	STAPLES INC. 8071710316	9/23/2023	STAPLES SUPPLIES - OFFIC	292.42	
			8071634612	9/16/2023	STAPLES SUPPLIES - OFFIC	23.80	316.22
57445	9/29/2023	00034	STEVENS, GARY 092923	9/29/2023	RETIREE MED PREM/OCT 20	599.00	599.00
57446	9/29/2023	00036	TALLEY INCORPORATED 10438874	9/6/2023	TALLEY INC BILLABLE PARTS	1,477.36	1,477.36
57447	9/29/2023	01065	WAGeworks INC., HEALTHINV5678503	9/25/2023	WAGework ADMINISTRATION	92.00	92.00
57448	9/29/2023	01028	WESTIN AUTOMATIVE PROD12109629	8/22/2023	WESTIN AUTOMATIVE BILLAI	725.09	725.09
57449	9/29/2023	00063	WHELEN ENGINEERING CO., 350894	8/23/2023	WHELEN ENGINEERING CO I	611.23	611.23
Sub total for BANK OF THE WEST:							126,125.24



Check Register FY 2023-24

October 2023

Accounts Payable Check Issued Date **Total Check Amount Notes**

October 6, 2023	\$181,206.09
October 13, 2023	\$74,809.96
October 20, 2023	\$107,828.58
October 27, 2023	<u>\$68,458.56</u>
Accounts Payable Total	\$432,303.19

Payroll Checks Issued Date

October 6, 2023	\$175,924.22
October 20, 2023	<u>\$173,019.72</u>
Payroll Total	\$348,943.94

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20653	10/5/2023	00696	GUARDIAN	533654-10	9/21/2023	GUARDIAN - DENTAL, VISION	7,585.09	7,585.09
20654	10/6/2023	00058	CALPERS	1000000172932	9/14/2023	HEALTH PREMIUMS FOR OC	66,843.26	66,843.26
20655	10/6/2023	00219	INTERNAL REVENUE SERVICE	Ben37006	10/6/2023	FEDERAL WITHHOLDING TAX	38,003.29	38,003.29
20656	10/6/2023	00223	EMPLOYMENT DEVELOPMENT	Ben37010	10/6/2023	STATE DISABILITY INSURANCE	15,392.91	15,392.91
20657	10/6/2023	00222	STATE DISBURSEMENT UNIT	Ben37014	10/6/2023	SUPPORT: PAYMENT	184.62	184.62
20658	10/6/2023	00058	CALPERS	Ben37008	10/6/2023	PERS RETIREMENT: PAYMENT	36,749.92	36,749.92
20659	10/6/2023	00221	MISSIONSQUARE RETIREMENT	Ben37004	10/6/2023	DEFERRED COMPENSATION	14,117.13	14,117.13
57450	10/6/2023	00217	CALIFORNIA TEAMSTERS UNION	Ben37002	10/6/2023	UNION DUES TEAMSTERS: PAY	1,425.00	1,425.00
57451	10/6/2023	00218	CWA LOCAL 9400	Ben37000	10/6/2023	UNION DUES CWA: PAYMENT	164.42	164.42
57452	10/6/2023	00996	WAGeworks INC., HEALTHCARE	Ben37012	10/6/2023	DEPENDENT CARE FSA: PAY	740.45	740.45
Sub total for BANK OF THE WEST:							181,206.09	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
2072	10/13/2023	00012	CALIFORNIA WATER SERVICE	5550731926	10/2/2023	FIRE PROTECTION SERVICE	102.54	102.54
2073	10/13/2023	00651	FRONTIER	209-188-0077-04	10/1/2023	PHONE SERVICE 10/1/23 - 10	336.37	336.37
2074	10/13/2023	00070	GAS COMPANY, THE	059 194 8982 2	10/1/2023	GAS SERVICE HQ/ 8/30/2023-	94.16	94.16
2075	10/13/2023	00069	SOUTHERN CALIFORNIA EDI	700610392752	10/3/2023	ELECT SERV GRANDVIEW/ 8	317.84	317.84
57453	10/13/2023	00810	& ASSOCIATES, MAX PARKE	F9639	4/11/2023	WEBSITE MAINTENANCE SE	5,269.00	
				9751	10/10/2023	WEBSITE MAINTENANCE SE	250.00	5,519.00
57454	10/13/2023	00868	ALFARO, VANESSA	100423	10/4/2023	CALPERS 2023 EDUCATIONA	26.41	26.41
57455	10/13/2023	00297	AT&T, ATT CALNET	000020625740	10/3/2023	PHONE SERVICE 9/03/23-10/0	509.27	509.27
57456	10/13/2023	00064	AT&T, ATT PAYMENT CENTER	960 461-1623 55	10/1/2023	PHONE SERVICE 10/01/2023-	2,542.70	2,542.70
57457	10/13/2023	01004	BOB & MARC PLUMBING CO	S-110057	10/2/2023	CIP EXPENDITURES	932.00	
				S-110030	9/27/2023	HQ MAINTENANCE ~	620.00	1,552.00
57458	10/13/2023	00014	CDW GOVERNMENT, INC.	MF77913	9/27/2023	CDW-G BILLABLE PARTS	4,070.17	4,070.17
57459	10/13/2023	00017	CHEM PRO LABORATORY, IN	IN128085	10/1/2023	WATER TREATMENT SERVIC	91.50	91.50
57460	10/13/2023	00225	COMMLINE INC	0423671-IN	9/29/2023	COMMLINE INC - SUPPORT	15,000.00	
				0423601-IN	9/28/2023	CAPITAL EXPENDITURE REL	4,360.00	
				0422813-IN	9/21/2023	COMMLINE INC BILLABLE PA	650.00	20,010.00
57461	10/13/2023	00879	CROWN CASTLE	1431646	10/1/2023	REDUNDANT INTERNET SER	1,100.00	1,100.00
57462	10/13/2023	00416	DESCO, DBA FIELDEDGE	IFE-0000151472	10/3/2023	ELECTRONIC SERVICE CON	1,560.00	1,560.00
57463	10/13/2023	00449	DIGI-KEY ELECTRONICS	246E97949963	9/28/2023	DIGI-KEY ELECTRONICS BILI	870.40	870.40
57464	10/13/2023	00651	FRONTIER	7002Z664-S-232	10/5/2023	PHONE SERV 10/05/23-11/04/	294.95	
				7002Z665-S-232	10/5/2023	PHONE SERV 10/05/23-11/04/	202.74	497.69
57465	10/13/2023	00880	JUAN CARLOS CHAVEZ SANC	INV1074	10/3/2023	HQ MAINTENANCE - LANDSC	450.00	450.00
57466	10/13/2023	00799	LA UNIFORMS & TAILORING	18148	9/13/2023	UNIFORM SETS	231.41	
				18150	9/13/2023	UNIFORM SETS	231.41	
				18149	9/13/2023	UNIFORM SETS	110.14	572.96
57467	10/13/2023	01091	MANLEY, CRISTINA	101023	10/10/2023	CALPERS 2023 EDUCATIONA	15.07	15.07
57468	10/13/2023	00671	MARC R. COHEN, MD	FY23-24-03	10/1/2023	MEDICAL DIRECTOR SERVIC	2,541.67	2,541.67
57469	10/13/2023	00647	MC ELECTRICAL, INC.	74	10/9/2023	CAPITAL EXPENDITURE GOC	5,991.20	5,991.20
57470	10/13/2023	00331	MITSUBISHI ELECTRIC INC	467799	10/1/2023	HQ MAINTENANCE - ELEVAT	786.90	786.90
57471	10/13/2023	00119	MOUSER ELECTRONICS, INC	75775607	9/25/2023	PARTS - REIMBURSABLE	130.21	130.21
57472	10/13/2023	00819	OCCUPATIONAL HEALTH CEN	80670843	9/26/2023	PRE-EMPLOYMENT MEDICAL	407.00	407.00
57473	10/13/2023	00580	PUN GROUP, LLP, THE	114089	9/30/2023	PROFESSIONAL AUDIT SERV	15,000.00	15,000.00
57474	10/13/2023	01022	RACE COMMUNICATIONS	RC1008011	10/1/2023	COMMUNICATION CONTRAC	1,198.50	1,198.50
57475	10/13/2023	00818	RICHARDS,WATSON & GERSI	244376	9/29/2023	FY 23-34 GENERAL COUNSEI	2,657.80	2,657.80

Bank : bow BANK OF THE WEST (Continued)

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>	
57476	10/13/2023	00074	STAPLES INC.	8071794999	9/30/2023	STAPLES SUPPLIES - OFFICE	256.50	256.50
57477	10/13/2023	00036	TALLEY INCORPORATED	10439571	9/25/2023	TALLEY INC BILLABLE PARTS	91.83	91.83
57478	10/13/2023	00926	TURNBULL, BROOKE	100423	10/4/2023	CALPERS 2023 EDUCATIONA	93.62	93.62
57479	10/13/2023	00171	VERIZON WIRELESS	9945132109	9/23/2023	DAC CHARGES HPD/ 8/24/23-	2,148.80	
				9945192497	9/23/2023	GPD DAC CHARGES/ 8/24/23-	1,795.40	
				9945116914	9/23/2023	MODEM SVC. MBPD/ 8/24/23	967.52	
				9944738435	9/18/2023	CELL PH. CHGS: 8/19/23-9/18,	426.89	
				9945116915	9/23/2023	MODEM SVC. MBPD/ 8/24/23-	78.04	5,416.65
Sub total for BANK OF THE WEST:								74,809.96

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20660	10/20/2023	00219	INTERNAL REVENUE SERVIC Ben37139	10/20/2023	FEDERAL WITHHOLDING TA	37,208.06	37,208.06
20661	10/20/2023	00223	EMPLOYMENT DEVEL DEPT Ben37143	10/20/2023	STATE DISABILITY INSURAN	14,925.61	14,925.61
20662	10/20/2023	00222	STATE DISBURSEMENT UNIT Ben37147	10/20/2023	SUPPORT: PAYMENT	184.62	184.62
20663	10/20/2023	00058	CALPERS Ben37141	10/20/2023	PERS RETIREMENT: PAYMEN	36,283.70	36,283.70
20664	10/20/2023	00221	MISSIONSQUARE RETIREMEI Ben37137	10/20/2023	DEFERRED COMPENSATION	14,151.42	14,151.42
57480	10/20/2023	00002	AFLAC Ben37131	10/20/2023	AFLAC INSURANCE: PAYMEN	2,745.30	2,745.30
57481	10/20/2023	00217	CALIFORNIA TEAMSTERS UN Ben37135	10/20/2023	UNION DUES TEAMSTERS: P	1,425.00	1,425.00
57482	10/20/2023	00218	CWA LOCAL 9400 Ben37133	10/20/2023	UNION DUES CWA: PAYMEN	164.42	164.42
57483	10/20/2023	00996	WAGeworks INC., HEALTHE Ben37145	10/20/2023	DEPENDENT CARE FSA: PAY	740.45	740.45
Sub total for BANK OF THE WEST:							107,828.58

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2076	10/27/2023	00073	STATE BOARD OF EQUALIZAT012-655960	10/27/2023	SALES & USE TAX PMT WITH	1,596.00	1,596.00
2077	10/25/2023	00621	FIRST BANKCARD				
		00761	BOX	INV11297821	9/26/2023	SOFTWARE SERVICES	90.00
		01093	PROFLOWERS	5294689943720	9/20/2023	EMPLOYEE SERVICES - DOH	82.38
		01047	GODADDY	2734036235	9/23/2023	MONTHLY WEBSITE HOSTING	75.99
		00829	HUMMUS HOUSE	092323	9/27/2023	EMPLOYEE SERVICES - CIP I	68.91
		00467	LOWES BUSINESS	171193190	9/21/2023	GENERAL TECH SUPPLIES	65.79
		00467	LOWES BUSINESS	86211313	8/30/2023	GENERAL TECH SUPPLIES	55.92
		00466	AMAZON MARKETPLACE	112-9882496-92	9/20/2023	PARTS - BILLING	49.20
		00464	TARGET	908174543705	9/21/2023	JANITORIAL SUPPLIES	48.87
		00466	AMAZON MARKETPLACE	112-4494038-28	9/8/2023	OFFICE SUPPLIES	47.18
		01092	ZAZZLE INC	131-16404816-0	9/28/2023	SIGNATURE STAMPS - KLUN/	45.29
		01046	PELTON	090123	9/1/2023	EMPLOYEE SERVICES	44.00
		00467	LOWES BUSINESS	313466401	9/21/2023	PARTS - BILLING	40.53
		00466	AMAZON MARKETPLACE	113-1800537-77	9/18/2023	OFFICE SUPPLIES	37.46
		00199	GOVT FINANCE OFFICERS AS	768336	9/5/2023	GFOA WEBINAR	35.00
		00466	AMAZON MARKETPLACE	112-1135560-97	9/21/2023	GENERAL TECH SUPPLIES	31.31
		00466	AMAZON MARKETPLACE	113-5371365-12	9/18/2023	OFFICE SUPPLIES	29.76
		00714	DOOR DASH	568	9/1/2023	EMPLOYEE SERVICES	28.22
		00466	AMAZON MARKETPLACE	113-8601509-83	9/11/2023	OFFICE SUPPLIES	28.18
		00539	RALPHS GROCERY	269 506 41	9/7/2023	EMPLOYEE SERVICES - BOT	25.27
		00466	AMAZON MARKETPLACE	113-1565807-40	9/28/2023	OFFICE SUPPLIES	19.38
		00466	AMAZON MARKETPLACE	114-8035232-97	9/1/2023	GENERAL TECH SUPPLIES	18.60
		00466	AMAZON MARKETPLACE	113-8548035-29	9/11/2023	OFFICE SUPPLIES	16.50
		00826	LA TIMES	091123	9/11/2023	LA TIMES MONTHLY SUBSCR	15.96
		00466	AMAZON MARKETPLACE	112-6310080-31	9/17/2023	PARTS - BILLING	13.22
		00058	CALPERS	XQNLZQM6448	9/15/2023	CALPERS EDUCATIONAL FOI	499.00
		00058	CALPERS	F2NNGMWFTCI	9/15/2023	CALPERS EDUCATIONAL FOI	499.00
		00866	GOVT TAX SEMINARS	0023041	9/7/2023	ANNUAL GOVERNMENT TAX	495.00
		00228	COSTCO MEMBERSHIP	1059263988	9/12/2023	JANITORIAL SUPPLIES	471.18
		00228	COSTCO MEMBERSHIP	1061606209	9/26/2023	JANITORIAL SUPPLIES	339.57
		00610	DIRECTV	065190124X230	9/5/2023	CABLE SERVICE	247.99
		00466	AMAZON MARKETPLACE	112-7406299-75	9/19/2023	OFFICE SUPPLIES	244.28
		00466	AMAZON MARKETPLACE	112-2084867-03	9/21/2023	PARTS - BILLING	172.10

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
		01040	GOOGLE ADS	520-390-4641	8/31/2023	RECRUITMENT - ONLINE JOE	167.22
		00199	GOVT FINANCE OFFICERS AS	2980700	9/5/2023	GFOA ANNUAL GAAP UPDATI	135.00
		00466	AMAZON MARKETPLACE	113-7638801-37	9/18/2023	OFFICE SUPPLIES	130.61
		00466	AMAZON MARKETPLACE	112-8680396-97	9/18/2023	PARTS - BILLING	129.51
		00466	AMAZON MARKETPLACE	112-5031130-59	9/7/2023	OFFICE SUPPLIES	123.57
		00583	WALMART SUPERCENTER #52000112-188454	9/6/2023	CC PURCHASE TO BE REIMB	120.66	
		00714	DOOR DASH	091623	9/16/2023	EMPLOYEE SERVICES	106.43
		00834	GOVERNMENTJOBS.COM, INI	0007KD	9/20/2023	RECRUITMENT SERVICES	839.00
2078	10/27/2023	00069	SOUTHERN CALIFORNIA EDI	700440732476	10/11/2023	ELEC SERV/ 8/31/23 - 10/8/23	18,575.69
2079	10/16/2023	00411	PITNEY BOWES	3106247394	8/30/2023	OFFICE EQUIPMENT LEASE (170.36
2080	10/27/2023	00411	PITNEY BOWES	8000-9090-0888	10/1/2023	POSTAGE AND SHIPPING (PC	535.93
2081	10/27/2023	00069	SOUTHERN CALIFORNIA EDI	700383926852	10/17/2023	ELEC SERV PUNTA 8/17/23-9/	962.90
20277	10/25/2023	00621	FIRST BANKCARD				
		00485	MONOPRICE, INC.	23752954	9/26/2023	PARTS - BILLING	564.76
57389	9/1/2023	01044	ON POWER INDUSTRIES LLC	1391	8/21/2023	GENERATOR SYSTEM - REP/	10,952.00
				1392	8/21/2023	GENERATOR SYSTEM - REP/	5,160.00
57484	10/27/2023	00297	AT&T, ATT CALNET	000020671394	10/13/2023	PHONE SERV 9/13/23-10/12/2	2,881.07
				000020675530	10/13/2023	PHONE SERV 9/13/23-10/12/2	242.10
				000020678593	10/13/2023	PHONE SERV 9/13/23-10/12/2	208.17
57485	10/27/2023	00101	CORDOVA, TONY	102723	10/27/2023	RETIREE MED PREM/NOV 20	599.00
57486	10/27/2023	00081	COSTON, SHANDER	102723	10/27/2023	RETIREE MED PREM/NOV 20	349.00
57487	10/27/2023	00103	DIVINITY, TANJI	102723	10/27/2023	RETIREE MED PREM/NOV 20	599.00
57488	10/27/2023	00785	EXPERIAN	CD2406002288	9/29/2023	CREDIT CHCEK	32.00
57489	10/27/2023	00008	FEDERAL SIGNAL CORP	8434257	10/11/2023	FEDERAL SIGNAL CORP BILL	1,968.70
				8426950	10/2/2023	FEDERAL SIGNAL CORP BILL	1,386.00
				8434210	10/11/2023	FEDERAL SIGNAL CORP BILL	804.01
				8425702	9/29/2023	FEDERAL SIGNAL CORP BILL	202.99
57490	10/27/2023	00577	JESSICA RAMOS	3025	10/10/2023	VEHICLE MAINTENANCE & D	105.00
57491	10/27/2023	00227	LA COUNTY FIRE DEPT	IN0433884	10/10/2023	LACO/CUPA# AR0044522	1,109.00
57492	10/27/2023	00442	LAWSON PRODUCTS, INC.	9310888091	8/31/2023	LAWSON PRODUCTS BILLAB	986.90
57493	10/27/2023	00087	LIEBERT CASSIDY & WHITMO	253014	9/30/2023	FY 23-24 LEGAL SERVICES	652.50
57494	10/27/2023	00113	MARTIN, LISA	102723	10/27/2023	RETIREE MED PREM/NOV 20	349.00
57495	10/27/2023	00047	MOTOROLA SOLUTIONS, INC.	8281728573	10/3/2023	MOTOROLA SOLUTIONS INC	686.64
57496	10/27/2023	01044	ON POWER INDUSTRIES LLC	1413	9/29/2023	HQ MAINTENANCE - GENER/	3,700.00
57497	10/27/2023	00121	PINELA, ELIZABETH	102723	10/27/2023	RETIREE MED PREM/NOV 20	599.00

Bank : bow BANK OF THE WEST (Continued)

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>
57498	10/27/2023	00818	RICHARDS,WATSON & GERSI244679	10/16/2023	FY 23-34 GENERAL COUNSEI	2,822.20	2,822.20
57499	10/27/2023	00060	RIVERA, JOSE 102723	10/27/2023	RETIREE MED PREM/NOV 20	605.21	605.21
57500	10/27/2023	00144	SAXE-CLIFFORD PHD, SUSAN23-1005-3	10/5/2023	PRE-EMPLOYMENT PSYCHO	400.00	400.00
57501	10/27/2023	00157	SECURE IDLE INC 13042A	9/27/2023	SECURE IDLE INC BILLABLE	137.54	137.54
57502	10/27/2023	00034	STEVENS, GARY 102723	10/27/2023	RETIREE MED PREM/NOV 20	599.00	599.00
57503	10/27/2023	00036	TALLEY INCORPORATED 10440269	10/11/2023	TALLEY INC BILLABLE PARTS	1,078.13	1,078.13
57504	10/27/2023	01028	WESTIN AUTOMATIVE PRODL2116847	9/29/2023	WESTIN AUTOMATIVE BILLAE	1,105.72	1,105.72
Sub total for BANK OF THE WEST:							68,458.56

D-2



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: November 21, 2023

ITEM NUMBER: D-2

TO: Executive Committee

FROM: Ross Klun, Executive Director
Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: FY 2023-24 BUDGET PERFORMANCE REPORT – Q1

ATTACHMENTS: 1. Revenue Status Report
2. Expenditure Status Report

RECOMMENDATION

Staff recommends that the Executive Committee receive and file the Fiscal Year 2023-2024 Budget Performance Report for the period July 1, 2023 through September 30, 2023.

DISCUSSION

Staff has analyzed the Authority's financial activities through September 30, 2023. The Authority accrued 60% of its assessment revenues from its member cities and 50% of its assessment revenues from contract cities (Attachment #1) in accordance with the FY23-24 budget adopted by the Board of Directors in March 2023 and subsequent revised assessments and assessment schedule adopted in July 2023. Revenues as of September 30, 2023 total \$7,966,936, or about 56% of projected revenues for FY24.

As it relates to expenses (Attachment #2), a total of \$3,519,254 has been expended from the Enterprise Fund, which represents 25.7% of the budget in the first quarter.

Expenses for salary and benefits accounted for 27% of their budgeted amounts, across all departments. However, this percentage also includes the CalPERS unfunded actuarial liability (UAL) lump sum payment of \$612,406 for fiscal year 2023-24, which generates interest savings of \$20,480 compared to monthly payments throughout the year. Additionally, the Authority's liability and workers' compensation insurance premiums for the entire fiscal year, totaling approximately \$357,744, were also paid in full during this period. Expenses for supplies, services and equipment accounted for 23.6% of their budgeted amounts, across all departments.

Below is a summary of expenses by category and department for all funds:

Department	Adjusted Appropriation	Year-to-date Expenses	Percent Used	Year-to-date Encumbrances	Balance	Percent Used (w/ encumbrances)
SALARY & BENEFITS						
Administration	\$ 1,371,961	\$ 374,832	27.3%	\$ -	\$ 997,129	27.3%
Operations	8,178,845	2,183,817	26.7%	-	5,995,028	26.7%
Technical Services	789,430	237,314	30.1%	-	552,116	30.1%
Salary & Benefits Total	\$ 10,340,236	\$ 2,795,962	27.0%	\$ -	\$7,544,274	27.0%
SUPPLIES, SERVICES & EQUIPMENT						
Administration	\$ 1,295,963	\$ 439,456	33.9%	\$ 425,367	\$ 431,139	66.7%
Operations	394,532	31,305	7.9%	13,299	349,928	11.3%
Technical Services	1,288,199	231,193	17.9%	1,041,521	15,484	98.8%
Total	\$ 2,978,693	\$ 701,954	23.6%	\$ 1,480,187	\$ 796,552	73.3%
CAPITAL IMPROV. PROJECTS						
	\$ 355,605	\$ 21,337	6.0%	\$ 189,520	\$ 144,748	59.3%
ENTERPRISE FUND TOTAL						
	\$ 13,674,534	\$ 3,519,254	25.7%	\$ 1,669,707	\$8,485,573	37.9%

FISCAL IMPACT

None.

D-2

Attachment 1

Revenue Status Report

SOUTH BAY REGIONAL PCA
 7/1/2023 through 9/30/2023

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
10-50 Administration					
10-50-111 Administration					
10-50-111-4110 Gardena	2,474,182.00	1,479,393.00	1,479,393.00	994,789.00	59.79
10-50-111-4120 Hawthorne	2,977,528.00	1,785,377.40	1,785,377.40	1,192,150.60	59.96
10-50-111-4130 Manhattan Beach	1,830,007.00	1,096,332.00	1,096,332.00	733,675.00	59.91
10-50-111-4140 Hermosa Beach	887,842.00	440,934.50	440,934.50	446,907.50	49.66
10-50-111-4145 El Segundo	2,044,684.00	1,022,342.00	1,022,342.00	1,022,342.00	50.00
10-50-111-4146 Culver City Assessment	3,029,629.00	1,514,814.50	1,514,814.50	1,514,814.50	50.00
10-50-111-4150 El Camino Community College	790.00	0.00	0.00	790.00	0.00
10-50-111-4153 Medical Director Service/Manhattan Beach	30,500.00	0.00	0.00	30,500.00	0.00
10-50-111-4210 Investment Earnings (LAIF)	30,000.00	0.00	0.00	30,000.00	0.00
10-50-111-4220 POST Reimbursements	5,000.00	0.00	0.00	5,000.00	0.00
10-50-111-4240 911 Reimbursements	5,000.00	0.00	0.00	5,000.00	0.00
10-50-111-4241 Redondo Beach Maintenance Agreement	13,000.00	0.00	0.00	13,000.00	0.00
10-50-111-4255 Unrealized Gain/Loss on Investments	0.00	91,467.21	91,467.21	-91,467.21	0.00
10-50-111-4430 Other Miscellaneous Revenue	2,500.00	8,057.93	8,057.93	-5,557.93	322.32
Total Administration	13,330,662.00	7,438,718.54	7,438,718.54	5,891,943.46	55.80
10-60 Operations					
10-60-211 Communications Center					
10-60-211-4440 Reimbursements/Verizon Wireless	65,000.00	0.00	0.00	65,000.00	0.00

Revenue Status Report

SOUTH BAY REGIONAL PCA
 7/1/2023 through 9/30/2023

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
Total Operations	65,000.00	0.00	0.00	65,000.00	0.00
10-70 Technical Services					
10-70-311 Technical Services					
10-70-311-4360 Reimbursements for Billable Parts	739,900.00	528,216.98	528,216.98	211,683.02	71.39
10-70-311-4370 Reimbursements for GST Software	52,692.00	0.00	0.00	52,692.00	0.00
Total Technical Services	792,592.00	528,216.98	528,216.98	264,375.02	66.64
Total SBRPCA Enterprise Fund	14,188,254.00	7,966,935.52	7,966,935.52	6,221,318.48	56.15

Revenue Status Report

SOUTH BAY REGIONAL PCA
 7/1/2023 through 9/30/2023

20 Grant Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
20-80 Capital Infrastructure Projects					
20-80-458 COVID-19					
Total Grant Fund	0.00	0.00	0.00	0.00	0.00
Grand Total	14,188,254.00	7,966,935.52	7,966,935.52	6,221,318.48	56.15

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Attachment 2

Expenditure Status Report

SOUTH BAY REGIONAL PCA
 7/1/2023 through 9/30/2023

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
50 Administration						
50-100 Administration						
50-100-5000 Expenditures						
50-111-5101 Salaries (Full-Time)	938,840.00	231,345.74	231,345.74	0.00	707,494.26	24.64
50-111-5102 Salaries (Part-Time)	30,000.00	45.37	45.37	0.00	29,954.63	0.15
50-111-5103 Overtime	0.00	880.07	880.07	0.00	-880.07	0.00
50-111-5104 Acting Pay	676.00	0.00	0.00	0.00	676.00	0.00
50-111-5107 Longevity Pay	2,600.00	0.00	0.00	0.00	2,600.00	0.00
50-111-5108 Sick Leave Payoff	30,418.00	0.00	0.00	0.00	30,418.00	0.00
50-111-5109 Vacation Leave Payoff	27,389.00	0.00	0.00	0.00	27,389.00	0.00
50-111-5112 Other Pay	13,000.00	812.50	812.50	0.00	12,187.50	6.25
50-111-5201 Medical Insurance	80,128.00	22,243.87	22,243.87	0.00	57,884.13	27.76
50-111-5202 Dental Insurance	10,757.00	2,930.98	2,930.98	0.00	7,826.02	27.25
50-111-5203 Vision Insurance	2,226.00	499.14	499.14	0.00	1,726.86	22.42
50-111-5204 Life Insurance	1,274.00	306.00	306.00	0.00	968.00	24.02
50-111-5205 Medicare	15,088.00	3,374.49	3,374.49	0.00	11,713.51	22.37
50-111-5207 Workers' Compensation	8,316.00	7,285.00	7,285.00	0.00	1,031.00	87.60
50-111-5208 PERS Contributions	105,108.00	26,520.90	26,520.90	0.00	78,587.10	25.23
50-111-5209 Retirees' Medical Insurance	6,000.00	1,369.89	1,369.89	0.00	4,630.11	22.83
50-111-5211 Social Security	0.00	2.82	2.82	0.00	-2.82	0.00
50-111-5212 Deferred Comp Matching Benefit	27,600.00	6,662.50	6,662.50	0.00	20,937.50	24.14
50-111-5219 PERS Contributions-UAL	72,541.00	70,552.64	70,552.64	0.00	1,988.36	97.26
50-111-5220 FSA Expense	630.00	110.25	110.25	78.75	441.00	30.00
50-111-5301 Networking Services	38,800.00	7,432.56	7,432.56	29,304.50	2,062.94	94.68
50-111-5302 IT Computer Contract Services	55,000.00	13,750.00	13,750.00	41,250.00	0.00	100.00
50-111-5304 Accounting/Auditing Services	34,881.00	5,050.00	5,050.00	17,000.00	12,831.00	63.21
50-111-5305 Legal Services	105,700.00	3,430.51	3,430.51	102,269.49	0.00	100.00
50-111-5306 Recruitment Costs	65,395.00	11,947.81	11,947.81	47,618.00	5,829.19	91.09
50-111-5307 Software Maintenance Services	81,548.00	34,901.68	34,901.68	19,832.25	26,814.07	67.12
50-111-5308 Banking Services (Fees)	7,500.00	660.62	660.62	0.00	6,839.38	8.81

Expenditure Status Report

**SOUTH BAY REGIONAL PCA
 7/1/2023 through 9/30/2023**

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
50-111-5309 Online/Website Maintenance Services	7,500.00	421.98	421.98	6,730.00	348.02	95.36
50-111-5311 IT Consulting Services	25,000.00	0.00	0.00	0.00	25,000.00	0.00
50-111-5312 Medical Director Services/Paramedics	30,500.00	5,083.34	5,083.34	25,416.66	0.00	100.00
50-111-5313 Temporary Staffing Services	20,000.00	0.00	0.00	0.00	20,000.00	0.00
50-111-5401 Memberships & Dues	840.00	0.00	0.00	0.00	840.00	0.00
50-111-5402 Publications	750.00	31.92	31.92	0.00	718.08	4.26
50-111-5403 Conferences, Meetings & Travel	28,000.00	5,250.55	5,250.55	0.00	22,749.45	18.75
50-111-5404 Employee Services	13,813.50	947.37	947.37	4,061.32	8,804.81	36.26
50-111-5405 Employee Awards	500.00	0.00	0.00	0.00	500.00	0.00
50-111-5501 Office Supplies	10,000.00	1,222.61	1,222.61	4,145.17	4,632.22	53.68
50-111-5502 Janitorial Supplies	12,100.00	589.53	589.53	4,822.06	6,688.41	44.72
50-111-5507 Postage & Shipping	1,000.00	181.13	181.13	1,572.12	-753.25	175.33
50-111-5509 Reproduction	500.00	0.00	0.00	0.00	500.00	0.00
50-111-5511 Office Equipment Lease	15,750.00	186.85	186.85	9,313.15	6,250.00	60.32
50-111-5513 General Liability Insurance Premium	337,000.00	266,686.51	266,686.51	0.00	70,313.49	79.14
50-111-5517 Vehicle Operations	2,000.00	105.00	105.00	395.00	1,500.00	25.00
50-111-5601 Telephone - Administration	17,969.00	3,010.86	3,010.86	0.00	14,958.14	16.76
50-111-5701 Maintenance - HQ	173,506.55	31,035.50	31,035.50	111,558.76	30,912.29	82.18
50-111-5703 Electricity - HQ	150,000.00	39,513.21	39,513.21	0.00	110,486.79	26.34
50-111-5704 Electricity - Grandview	3,171.00	655.99	655.99	0.00	2,515.01	20.69
50-111-5705 Electricity - Punta Place	10,570.00	2,534.76	2,534.76	0.00	8,035.24	23.98
50-111-5706 Gas - HQ	16,912.00	2,304.71	2,304.71	0.00	14,607.29	13.63
50-111-5707 Water - HQ	5,126.45	974.94	974.94	0.00	4,151.51	19.02
50-111-5715 Electricity-MB Water Tower	6,500.00	711.76	711.76	0.00	5,788.24	10.95
50-111-5810 Office Equipment	10,000.00	0.00	0.00	0.00	10,000.00	0.00
50-111-5820 Other Equipment	5,000.00	84.88	84.88	0.00	4,915.12	1.70
50-111-5830 Furniture & Fixtures	2,500.00	639.32	639.32	0.00	1,860.68	25.57
Total Expenditures	2,667,923.50	814,288.06	814,288.06	425,367.23	1,428,268.21	46.47
Total Administration	2,667,923.50	814,288.06	814,288.06	425,367.23	1,428,268.21	46.47
51 GASB 68 Pension Expenses						
51-100 Administration						

Expenditure Status Report

**SOUTH BAY REGIONAL PCA
 7/1/2023 through 9/30/2023**

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
51-100-5000 Expenditures						
Total GASB 68 Pension Expenses	0.00	0.00	0.00	0.00	0.00	0.00
60 Operations						
60-200 Operations						
60-200-5000 Expenditures						
60-211-5101 Salaries (Full-Time)	5,412,120.00	964,867.35	964,867.35	0.00	4,447,252.65	17.83
60-211-5102 Salaries (Part-Time)	0.00	13,823.64	13,823.64	0.00	-13,823.64	0.00
60-211-5103 Overtime	225,000.00	290,691.77	290,691.77	0.00	-65,691.77	129.20
60-211-5104 Acting Pay	10,000.00	295.71	295.71	0.00	9,704.29	2.96
60-211-5105 Bilingual Pay	9,600.00	3,150.00	3,150.00	0.00	6,450.00	32.81
60-211-5108 Sick Leave Payoff	95,000.00	0.00	0.00	0.00	95,000.00	0.00
60-211-5109 Vacation Leave Payoff	75,000.00	5,330.13	5,330.13	0.00	69,669.87	7.11
60-211-5110 Training Pay	15,000.00	5,251.98	5,251.98	0.00	9,748.02	35.01
60-211-5112 Other Pay	0.00	6,500.00	6,500.00	0.00	-6,500.00	0.00
60-211-5114 Holiday Payoff	52,000.00	0.00	0.00	0.00	52,000.00	0.00
60-211-5115 Education Incentive Pay	132,173.00	24,989.53	24,989.53	0.00	107,183.47	18.91
60-211-5201 Medical Insurance	600,055.00	146,273.28	146,273.28	0.00	453,781.72	24.38
60-211-5202 Dental Insurance	56,173.00	13,136.23	13,136.23	0.00	43,036.77	23.39
60-211-5203 Vision Insurance	17,207.00	3,280.16	3,280.16	0.00	13,926.84	19.06
60-211-5204 Life Insurance	11,629.00	2,227.00	2,227.00	0.00	9,402.00	19.15
60-211-5205 Medicare	88,311.00	18,940.84	18,940.84	0.00	69,370.16	21.45
60-211-5206 Unemployment Insurance	15,000.00	0.00	0.00	0.00	15,000.00	0.00
60-211-5207 Workers' Compensation	39,500.00	34,602.00	34,602.00	0.00	4,898.00	87.60
60-211-5208 PERS Contributions	658,562.00	119,057.08	119,057.08	0.00	539,504.92	18.08
60-211-5209 Retirees' Medical Insurance	72,000.00	15,259.86	15,259.86	0.00	56,740.14	21.19
60-211-5212 Deferred Comp Matching Benefit	76,500.00	15,564.65	15,564.65	0.00	60,935.35	20.35
60-211-5219 PERS Contributions-UAL	514,011.00	499,908.45	499,908.45	0.00	14,102.55	97.26
60-211-5220 FSA Expense	4,004.00	666.93	666.93	560.25	2,776.82	30.65
60-211-5302 Computer Contract/CAD	164,000.00	0.00	0.00	0.00	164,000.00	0.00
60-211-5401 Memberships & Dues	2,290.00	131.00	131.00	0.00	2,159.00	5.72

Expenditure Status Report

SOUTH BAY REGIONAL PCA
 7/1/2023 through 9/30/2023

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
60-211-5402 Publications	1,710.00	0.00	0.00	0.00	1,710.00	0.00
60-211-5403 Conferences, Meetings & Travel	23,846.00	2,100.24	2,100.24	6,957.00	14,788.76	37.98
60-211-5404 Employee Services	2,500.00	440.98	440.98	0.00	2,059.02	17.64
60-211-5405 Employee Awards	1,000.00	0.00	0.00	0.00	1,000.00	0.00
60-211-5406 POST Training	12,608.00	894.00	894.00	0.00	11,714.00	7.09
60-211-5407 Tuition Reimbursement	16,000.00	3,405.50	3,405.50	0.00	12,594.50	21.28
60-211-5506 Uniforms/Safety Equipment	8,000.00	1,286.01	1,286.01	5,781.53	932.46	88.34
60-211-5509 Reproduction	500.00	0.00	0.00	0.00	500.00	0.00
60-211-5603 Telephone - El Segundo	3,171.00	616.35	616.35	0.00	2,554.65	19.44
60-211-5604 Telephone - Gardena	3,171.00	156.20	156.20	0.00	3,014.80	4.93
60-211-5606 Telephone - Hawthorne	20,000.00	4,828.78	4,828.78	0.00	15,171.22	24.14
60-211-5607 Telephone - Hermosa Beach	12,684.00	1,348.81	1,348.81	0.00	11,335.19	10.63
60-211-5608 Telephone - Manhattan Beach	6,342.00	877.45	877.45	0.00	5,464.55	13.84
60-211-5611 Telephone - Punta Place	4,756.50	260.22	260.22	0.00	4,496.28	5.47
60-211-5612 Telephone - RCC	11,627.00	1,578.78	1,578.78	0.00	10,048.22	13.58
60-211-5614 Verizon Wireless Reimbursable	65,000.00	9,957.89	9,957.89	0.00	55,042.11	15.32
60-211-5615 Telephone - Culver City	15,326.50	2,940.78	2,940.78	0.00	12,385.72	19.19
60-211-5810 Office Equipment	5,000.00	0.00	0.00	0.00	5,000.00	0.00
60-211-5820 Other Equipment	15,000.00	482.12	482.12	0.00	14,517.88	3.21
Total Operations	8,573,377.00	2,215,121.70	2,215,121.70	13,298.78	6,344,956.52	25.99
70 Technical Services						
70-300 Technical Services						
70-300-5000 Expenditures						
70-311-5101 Salaries (Full-Time)	507,570.00	102,093.32	102,093.32	0.00	405,476.68	20.11
70-311-5103 Overtime	3,500.00	11,271.10	11,271.10	0.00	-7,771.10	322.03
70-311-5107 Merit Pay	850.00	400.00	400.00	0.00	450.00	47.06
70-311-5108 Sick Leave Payoff	10,500.00	0.00	0.00	0.00	10,500.00	0.00
70-311-5109 Vacation Leave Payoff	10,000.00	0.00	0.00	0.00	10,000.00	0.00
70-311-5110 Training Pay	0.00	477.00	477.00	0.00	-477.00	0.00
70-311-5201 Medical Insurance	61,200.00	10,717.40	10,717.40	0.00	50,482.60	17.51
70-311-5202 Dental Insurance	6,300.00	1,814.57	1,814.57	0.00	4,485.43	28.80

Expenditure Status Report

SOUTH BAY REGIONAL PCA
 7/1/2023 through 9/30/2023

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
70-311-5203 Vision Insurance	1,790.00	416.26	416.26	0.00	1,373.74	23.25
70-311-5204 Life Insurance	1,020.00	221.00	221.00	0.00	799.00	21.67
70-311-5205 Medicare	7,764.00	1,596.56	1,596.56	0.00	6,167.44	20.56
70-311-5207 Workers' Compensation	56,132.00	49,170.00	49,170.00	0.00	6,962.00	87.60
70-311-5208 PERS Contributions	58,676.00	12,179.09	12,179.09	0.00	46,496.91	20.76
70-311-5209 Retirees' Medical Insurance	18,000.00	3,200.19	3,200.19	0.00	14,799.81	17.78
70-311-5212 Deferred Comp Matching Benefit	3,000.00	1,812.50	1,812.50	0.00	1,187.50	60.42
70-311-5219 PERS Contributions-UAL	43,128.00	41,944.91	41,944.91	0.00	1,183.09	97.26
70-311-5302 IT Computer Contract Services	145,000.00	36,250.00	36,250.00	108,750.00	0.00	100.00
70-311-5311 GST Software Reimbursable	52,692.00	26,346.00	26,346.00	26,346.00	0.00	100.00
70-311-5403 Conferences, Meetings & Travel	2,650.00	0.00	0.00	0.00	2,650.00	0.00
70-311-5503 General Technical Supplies	7,500.00	1,647.74	1,647.74	0.00	5,852.26	21.97
70-311-5506 Uniforms/Safety Equipment	2,500.00	275.18	275.18	2,224.82	0.00	100.00
70-311-5507 Postage & Shipping	1,200.00	0.00	0.00	0.00	1,200.00	0.00
70-311-5514 Parts - Billing	739,900.00	114,330.97	114,330.97	627,910.37	-2,341.34	100.32
70-311-5517 Vehicle Operations	4,756.50	410.00	410.00	1,290.00	3,056.50	35.74
70-311-5520 Equipment Repair	5,000.00	0.00	0.00	0.00	5,000.00	0.00
70-311-5521 Outside Technical Serv-Towers & Equip	325,000.00	51,933.15	51,933.15	275,000.00	-1,933.15	100.59
70-311-5810 Office Equipment	2,000.00	0.00	0.00	0.00	2,000.00	0.00
Total Technical Services	2,077,628.50	468,506.94	468,506.94	1,041,521.19	567,600.37	72.68
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
80-454-5901 CIP Expenditures-IT Infrastructure/Equip	355,604.88	21,337.00	21,337.00	189,519.88	144,748.00	59.30
Total Expenditures	355,604.88	21,337.00	21,337.00	189,519.88	144,748.00	59.30
Total CIP	355,604.88	21,337.00	21,337.00	189,519.88	144,748.00	59.30
Total Capital Infrastructure Projects	355,604.88	21,337.00	21,337.00	189,519.88	144,748.00	59.30
Total SBRPCA Enterprise Fund	13,674,533.88	3,519,253.70	3,519,253.70	1,669,707.08	8,485,573.10	37.95

Expenditure Status Report

SOUTH BAY REGIONAL PCA
 7/1/2023 through 9/30/2023

20 Grant Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
Total Grant Fund	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	13,674,533.88	3,519,253.70	3,519,253.70	1,669,707.08	8,485,573.10	37.95

D-3



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: November 21, 2023

ITEM NUMBER: D-3

TO: Executive Committee

COPY TO: Tim Lilligren, Treasurer

FROM: Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: Cash & Investments Report/September 30, 2023

ATTACHMENTS:

1. Cash & Investments Report for September 30, 2023
2. LAIF Month End Statement for September 30, 2023
3. PMIA Performance Report as of September 30, 2023

RECOMMENDATION

Staff recommends that the Executive Committee receive and file the Cash & Investments Report for September 30, 2023.

BACKGROUND

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

At the November 21, 2006 meeting, the Executive Committee elected to receive the Cash & Investments Report on a quarterly basis. The Board of Directors receives the Cash & Investments Report annually.

DISCUSSION

Staff has completed the bank reconciliation for September 30, 2023. Attached is the Cash & Investments Report for the period.

All idle cash of the Authority is invested 100% with the State's Local Agency Investment Fund (LAIF). This complies with the Statement of Investment Policy. LAIF's monthly performance exhibits an increase from the monthly average yields in 2022.

FISCAL IMPACT

None.

D-3

Attachment 1



Cash and Investments Report As of September 30, 2023

Funding Source	Bank Balance	Deposits in Transit	Outstanding Checks	Book Balance
<u>Active Accounts</u>				
MUFG Union Bank (General/Payroll) (Account Closed)	\$ -		\$ -	\$ -
Bank of the West/BMO Bank (General/Payroll)	\$ 917,833.31	\$ -	\$ 75,380.11	\$ 842,453.20
<u>Investments</u>				
LAIF	\$ 9,950,402.28		\$ -	\$ 9,950,402.28
Total Investments	\$ 9,950,402.28	\$ -	\$ -	\$ 9,950,402.28
<u>Other Cash on Hand</u>				
Petty Cash	\$ -	\$ -	\$ -	\$ 500.00
				\$ 500.00
Total Cash & Investments				\$ 10,793,355.48
<u>Breakdown of cash by fund:</u>				
Fund 10 (Enterprise Fund)				\$ 10,793,355.48
Fund 30 (Enterprise Fund)				-
Fund 20 (SHSGP Grant Fund)				
Total				\$ 10,793,355.48

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Attachment 2

California State Treasurer
Fiona Ma, CPA



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

October 12, 2023

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

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

[Tran Type Definitions](#)

Account Number: 15-19-001

September 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
9/7/2023	9/7/2023	RW	1738294	1698695	VANESSA ALFARO	-360,000.00
9/11/2023	9/11/2023	RW	1738398	1698789	VANESSA ALFARO	-100,000.00
9/21/2023	9/20/2023	RD	1738766	1699155	VANESSA ALFARO	1,600,000.00
9/22/2023	9/21/2023	RD	1738765	1699170	VANESSA ALFARO	775,000.00
9/29/2023	9/28/2023	RD	1739082	1699484	VANESSA ALFARO	500,000.00

Account Summary

Total Deposit:	2,875,000.00	Beginning Balance:	7,535,402.28
Total Withdrawal:	-460,000.00	Ending Balance:	9,950,402.28

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Attachment 3



PMIA/LAIF Performance Report as of 11/08/23



Quarterly Performance Quarter Ended 09/30/23

LAIF Apportionment Rate ⁽²⁾ :	3.59
LAIF Earnings Ratio ⁽²⁾ :	0.00009812538629360
LAIF Administrative Cost ^{(1)*} :	0.29
LAIF Fair Value Factor ⁽¹⁾ :	0.986307739
PMIA Daily ⁽¹⁾ :	3.48
PMIA Quarter to Date ⁽¹⁾ :	3.42
PMIA Average Life ⁽¹⁾ :	256

PMIA Average Monthly Effective Yields⁽¹⁾

October	3.670
September	3.534
August	3.434
July	3.305**
June	3.167
May	2.993

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 09/30/23 \$156.4 billion

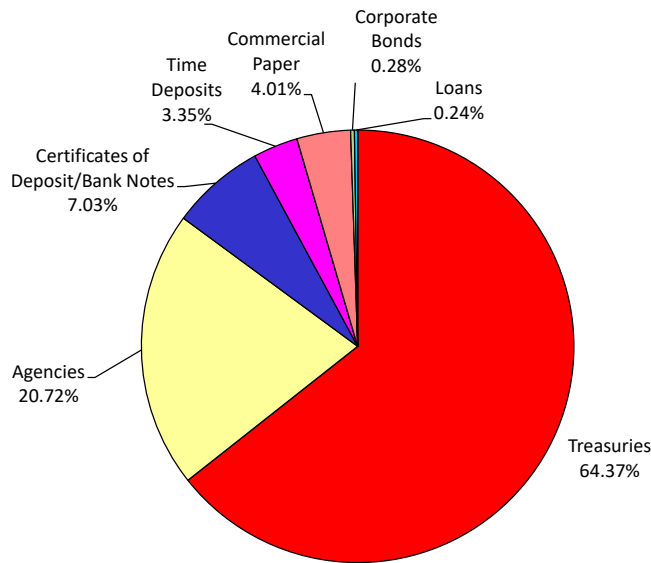


Chart does not include \$2,444,000.00 in mortgages, which equates to 0.002%. Percentages may not total 100% due to rounding.

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

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

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

** Revised

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller

G-1

A. **CALL TO ORDER**

The User Committee convened in a special meeting session at 2:05PM on Monday, August 7, 2023, on the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

B. **ROLL CALL:**

Present: Chief Gary Tomatani, City of Hawthorne
Chief Rachel Johnson, City of Manhattan Beach
Fire Division Chief, Kevin Tiscareno City of Manhattan Beach
Captain Andrew Enriquez, City of Manhattan Beach

Absent: Chief Mike Saffell, City of Gardena
Chief Mike Lang, City of Manhattan Beach

Also Present: Executive Director M. Ross Klun
Administrative Services Manager John Krok
Operations Manager Shannon Kauffman
Executive Assistant Cristina Manley
Jennifer Petrusis RWG Law

C. **PUBLIC DISCUSSION**

None.

D. **USER COMMITTEE GENERAL BUSINESS**

- 1. Consider Using a 3rd Party Consultant to Evaluate the Resiliency of the Authority’s Headquarters Facility and Protocols Relative to Power Outages and Disasters

PROVIDE DIRECTION AND ADVICE TO EXECUTIVE COMMITTEE

Executive Director Klun provided a report to the Board of Directors on the July 9th power outage at the communication center. Further explained the effects on the generator, radio system, and CAD system; and recommendations for prevention or mitigating effects of a similar failure in the future. Based on the direction of the Board of Directors, it was discussed whether we should have a third party come in to evaluate the resiliency of headquarters and protocols relative to power outages and disasters.

Executive Director Klun provided a power point presentation – 7.9.2023 Power Outage and Generator Malfunction. Summary timeline starting at 20:39 on Sunday, July 9, 2023. We are not aware of any significant service disruption during the period, either to the communities served or our first responders. Recent facility assessment findings, fuel tank and day tank are 25 years old and due for replacement within the next three years. The generator did operate for periods of time throughout the commercial outage but did not operate continuously. Generator care and maintenance performs a weekly test and regular quarterly preventative maintenance. A replacement Day Tank was ordered several weeks prior to the incident but will not arrive for several more weeks. Prevention and mitigation – additives were placed in the fuel to counter further clogging. RCC has 4 layers of radio communications for backup purposes and

redundancy. This event on Sunday is the first of its kind at the Authority. No one can recall ever having such an occurrence in over 25 years. The generator company said what happened was unusual and rare. We have adequately addressed what happened with the generator.

The User Committee has been directed to consider whether to use a third party consultant to come in and evaluate the resiliency of this facility and protocols relatively to power outages and broader sense disasters.

Continuing the discussion for the same item at the next regular Executive & User Committee meeting. In the meantime, members will be provided with a copy of the facility needs assessment that was recently completed.

MOTION: Chief Johnson moved to approve the General Business, item numbers 1. The motion was seconded by Chief Tomatani and passed by 3 – 0.

E. **USER COMMITTEE COMMENTS**

Chief Tomatani discussed with the group two topics that needed dialog. 1. Spending money bringing a consultant. What is the pay off? 2. Would the consultants come up with anything different from the overall evaluation of RCC operations. Duplication of effort with no payoff at the end. Executive committee would like a guarantee that there will be no drop off in service.

Chief Johnson requested to see the report before deciding. The report would provide some clarity/answers broader perspective.

F. **ADJOURNMENT**

The meeting was adjourned at 2:37PM.