

A G E N D A
AND REGULAR JOINT MEETING OF
EXECUTIVE COMMITTEE, AND USER COMMITTEE
TUESDAY, FEBRUARY 20, 2024, 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 – January 2024
RECEIVE AND FILE
2. Cash and Investments Report for December 31, 2023
RECEIVE AND FILE

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

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Fiscal Year 2024-2025 Preliminary Budget
PROVIDE DIRECTION
2. Calendar Year 2023 Dispatch Performance Presentation
RECEIVE AND FILE
3. Executive Director's Update on Staffing and Recruitment
RECEIVE AND FILE

G. **EXECUTIVE DIRECTOR'S REPORT**

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

I. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

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

J. **ADJOURNMENT**

Posting Date/Time: February 15, 2024/5:00PM

Signature:



M. Ross Klun, Executive Director

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Check Register FY 2023-24

January 2024

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
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January 5, 2024	\$55,106.92	
January 12, 2024	\$178,845.35	
January 19, 2024	\$56,777.73	
January 26, 2024	<u>\$101,390.30</u>	
Accounts Payable Total	\$392,120.30	

<u>Payroll Checks Issued Date</u>		
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January 5, 2024	\$170,250.16	
January 19, 2024	<u>\$158,958.95</u>	
Payroll Total	\$329,209.11	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2096	1/5/2024	00069	SOUTHERN CALIFORNIA EDI	12/18/2023	ELEC SERV PUNTA/ 11/16/23	953.23	953.23
2097	12/28/2023	00012	CALIFORNIA WATER SERVICE	10/18/2023	WATER SERV HQ/ 9/19/23-10/	227.43	
			4675328235	11/16/2023	WATER SERV HQ/ 10/18/23-1'	221.45	
			5550731926	10/30/2023	FIRE PROTECTION SERVICE	102.54	
			5550731926	11/30/2023	FIRE PROTECTION SERVICE	102.54	653.96
2098	1/5/2024	00012	CALIFORNIA WATER SERVICE	12/18/2023	WATER SERV HQ/ 11/16/23-12	215.48	215.48
57608	1/5/2024	01004	BOB & MARC PLUMBING CO	12/18/2024	HQ MAINTENANCE ~	1,254.00	
			S-110635	1/1/2024	HQ MAINTENANCE ~	500.00	1,754.00
57609	1/5/2024	00014	CDW GOVERNMENT, INC.	12/18/2023	CDW-G BILLABLE PARTS	6,513.66	
			ND96653	11/20/2023	CDW-G BILLABLE PARTS	3,636.09	10,149.75
57610	1/5/2024	00017	CHEM PRO LABORATORY, IN	1/1/2024	WATER TREATMENT SERVIC	96.05	96.05
57611	1/5/2024	00225	COMMLINE INC	11/30/2023	COMMLINE INC BILLABLE PA	665.00	
			0431579-IN	12/19/2023	COMMLINE INC BILLABLE PA	665.00	1,330.00
57612	1/5/2024	00407	COSCO FIRE PROTECTION IN	1/2/2024	ANNUAL MAINTENANCE FOR	695.00	695.00
57613	1/5/2024	00033	EDDINGS BRO AUTO PARTS	12/27/2023	GENERAL TECH SUPPLIES	211.31	211.31
57614	1/5/2024	00008	FEDERAL SIGNAL CORP	12/18/2023	FEDERAL SIGNAL CORP BILL	8,772.00	
			8488112	12/20/2023	FEDERAL SIGNAL CORP BILL	835.58	
			8487103	12/19/2023	FEDERAL SIGNAL CORP BILL	752.00	
			8484140	12/15/2023	FEDERAL SIGNAL CORP BILL	440.00	
			8484386	12/15/2023	FEDERAL SIGNAL CORP BILL	96.00	
			8474662	12/4/2023	FEDERAL SIGNAL CORP BILL	36.23	10,931.81
57615	1/5/2024	00005	FEDEX	11/4/2022	EXPRESS MAIL SERV/ 10/27/2	77.20	
			8-363-16500	12/29/2023	EXPRESS MAIL SERV/ 12/22/2	12.49	
			8-035-12943	2/10/2023	EXPRESS MAIL SERV/ 2/6/23	7.22	
			7-958-25355	11/25/2022	EXPRESS MAIL SERV/ 11/18/2	6.32	103.23
57616	1/5/2024	00027	HAVIS INC.	12/19/2023	HAVIS INC BILLABLE PARTS	4,770.36	
			SIN241756	12/18/2023	HAVIS INC BILLABLE PARTS	2,542.40	7,312.76
57617	1/5/2024	00442	LAWSON PRODUCTS, INC.	10/24/2023	LAWSON PRODUCTS BILLAB	144.99	144.99
57618	1/5/2024	01022	RACE COMMUNICATIONS	1/1/2024	COMMUNICATION CONTRAC	1,198.50	1,198.50
57619	1/5/2024	00824	SMART JANITORIAL, COMPLE	12/1/2023	HQ MAINTENANCE - CLEANII	4,135.00	4,135.00
57620	1/5/2024	00074	STAPLES INC.	12/23/2023	STAPLES SUPPLIES - OFFICE	669.69	
			8072485726	12/2/2024	STAPLES SUPPLIES - OFFICE	240.24	909.93
57621	1/5/2024	00171	VERIZON WIRELESS	12/18/2023	CELL PH. CHGS: 11/19/23-12/	411.38	411.38
57622	1/5/2024	01065	WAGeworks INC., HEALTHEIN	12/26/2023	WAGework ADMINISTRATION	92.00	92.00

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>	
57623	1/5/2024	00063	WHELEN ENGINEERING CO.,	402580	11/28/2023	WHELEN ENGINEERING CO	8,416.26	
				396867	11/16/2023	WHELEN ENGINEERING CO	2,322.92	
				396972	11/16/2023	WHELEN ENGINEERING CO	1,843.38	
				404176	11/30/2023	WHELEN ENGINEERING CO	939.33	
				397734	11/17/2023	WHELEN ENGINEERING CO	286.65	13,808.54
Sub total for BANK OF THE WEST:								55,106.92

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20694	1/3/2024	00696	GUARDIAN	533654-01	12/19/2023	GUARDIAN - DENTAL, VISION	7,440.04	7,440.04
20695	1/19/2024	00058	CALPERS	1000000173903	12/14/2023	HEALTH PREMIUMS FOR JAN	68,755.49	68,755.49
20696	1/12/2024	00219	INTERNAL REVENUE SERVICE	Ben37562	1/12/2024	FEDERAL WITHHOLDING TAX	35,236.15	35,236.15
20697	1/12/2024	00223	EMPLOYMENT DEVELOPMENT	Ben37566	1/12/2024	STATE DISABILITY INSURANCE	15,214.10	15,214.10
20698	1/12/2024	00222	STATE DISBURSEMENT UNIT	Ben37570	1/12/2024	SUPPORT: PAYMENT	184.62	184.62
20699	1/12/2024	00058	CALPERS	Ben37564	1/12/2024	PERS RETIREMENT: PAYMENT	35,854.32	35,854.32
20700	1/12/2024	00221	MISSIONSQUARE RETIREMENT	Ben37560	1/12/2024	DEFERRED COMPENSATION	13,917.14	13,917.14
57624	1/12/2024	00217	CALIFORNIA TEAMSTERS UNION	Ben37558	1/12/2024	UNION DUES TEAMSTERS: PAYMENT	1,329.00	1,329.00
57625	1/12/2024	00218	CWA LOCAL 9400	Ben37556	1/12/2024	UNION DUES CWA: PAYMENT	164.42	164.42
57626	1/12/2024	00996	WAGeworks INC., HEALTHCARE	Ben37568	1/12/2024	HEALTH CARE FSA: PAYMENT	750.07	750.07
Sub total for BANK OF THE WEST:							178,845.35	

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
2099	1/19/2024	00073	STATE BOARD OF EQUALIZA	012-655960	1/19/2024	SALES & USE TAX PMT WITH	1,857.00	1,857.00
2100	1/19/2024	00651	FRONTIER	209-188-0077-04	1/1/2024	PHONE SERVICE 1/1/24 - 1/3	337.87	337.87
2101	1/19/2024	00070	GAS COMPANY, THE	059 194 8982 2	1/5/2024	GAS SERVICE HQ/ 12/2/2023-	1,010.96	1,010.96
2102	1/19/2024	00069	SOUTHERN CALIFORNIA EDI	700440732476	1/11/2024	ELEC SERV / 12/1/23 - 1/8/24	11,880.30	
				700610392752	1/4/2024	ELECT SERV GRANDVIEW/ 1	248.78	12,129.08
2103	1/19/2024	00621	FIRST BANKCARD					
		00087	LIEBERT CASSIDY & WHITMC	122023-0671	12/14/2023	LCW 2024 ANNUAL CONFERE	645.00	
		00087	LIEBERT CASSIDY & WHITMC	6941	11/30/2023	LCW EVENT	475.00	
		00466	AMAZON MARKETPLACE	114-0848891-96	12/21/2023	PARTS - BILLING	1,585.92	
		00466	AMAZON MARKETPLACE	112-7365249-94	12/6/2023	OFFICE & JANITORIAL SUPPI	403.42	
		00466	AMAZON MARKETPLACE	121423	12/14/2023	OFFICE SUPPLIES	16.42	
		00466	AMAZON MARKETPLACE	120323	12/3/2023	OFFICE SUPPLIES	15.42	
		00466	AMAZON MARKETPLACE	113-4991733-36	11/30/2023	GENERAL TECH SUPPLIES	70.52	
		00466	AMAZON MARKETPLACE	120523	12/5/2023	OFFICE SUPPLIES	62.25	
		00466	AMAZON MARKETPLACE	114-6297634-71	12/5/2023	GENERAL TECH SUPPLIES	99.21	
		00466	AMAZON MARKETPLACE	121823	12/18/2023	OFFICE SUPPLIES	166.29	
		00467	LOWES BUSINESS	428900	12/20/2023	GENERAL TECH SUPPLIES	293.73	
		00488	UNITED AIRLINES	ITRT1R	12/14/2023	LCW 2024 ANNUAL CONFERE	154.85	
		00228	COSTCO MEMBERSHIP	854397	12/19/2023	EMPLOYEE WELLNESS PRO	573.35	
		00228	COSTCO MEMBERSHIP	143897	11/30/2023	COSTCO MEMBERSHIP	120.00	
		00228	COSTCO MEMBERSHIP	964095	12/11/2023	EMPLOYEE WELLNESS PRO	290.31	
		00228	COSTCO MEMBERSHIP	111025	12/6/2023	EMPLOYEE WELLNESS PRO	226.25	
		00228	COSTCO MEMBERSHIP	590400	11/30/2023	EMPLOYEE WELLNESS PRO	172.44	
		00981	SAM'S CLUB	10129136894	12/27/2023	EMPLOYEE SERVICES - HOL	23.98	
		00981	SAM'S CLUB	10129612163	12/27/2023	EMPLOYEE SERVICES - HOL	125.80	
		01046	PELTON	120123	12/1/2023	EMPLOYEE SERVICES	44.00	
		01047	GODADDY	2858706120	12/23/2023	MONTHLY WEBSITE HOSTIN	75.99	
		01040	GOOGLE ADS	520-390-4641	12/1/2023	ONLINE JOB ADVERTISEMEN	167.41	
		00586	BEST BUY STORE# 104	121423	12/14/2023	OFFICE SUPPLIES	44.08	
		00255	CSMFO	200021115	11/29/2023	CSMFO CHAPTER MEETING	40.00	
		00741	EDIBLE ARRANGEMENTS	W0117604851-1	12/20/2023	EMPLOYEE SERVICES	72.76	
		00761	BOX	11522828	12/26/2023	SOFTWARE SERVICES	90.00	
		00826	LA TIMES	0001-0684-8535	12/4/2023	LA TIMES MONTHLY SUBSCF	15.96	
		00600	CHEVRON G&M #186	2792446	12/20/2023	FUEL - VAN	143.32	

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
		00610	DIRECTV	065190124X231	12/5/2023	CABLE SERVICE	247.99
		01009	UNITED STATES POSTAL SER	186815	12/6/2023	POSTAGE & SHIPPING	39.60
2104	1/19/2024	00012	CALIFORNIA WATER SERVICE	5550731926	1/2/2024	FIRE PROTECTION SERVICE	104.45
57627	1/19/2024	00867	& INVESTIGATION SERVICES	2024-01-010	1/10/2024	PRE-EMPLOYMENT POLYGR	250.00
57628	1/19/2024	00297	AT&T, ATT CALNET	000021112240	1/13/2024	PHONE SERV 12/13/23-11/12/	2,879.78
				000021060470	1/3/2024	PHONE SERVICE 12/03/23-1/0	509.27
				000021116376	1/13/2024	PHONE SERV 12/13/23-1/12/2	244.31
				000021119439	1/13/2024	PHONE SERV 12/13/23-1/12/2	225.19
57629	1/19/2024	00064	AT&T, ATT PAYMENT CENTER	960 461-1623 55	1/1/2024	PHONE SERVICE 1/01/2024-1	2,033.08
57630	1/19/2024	01004	BOB & MARC PLUMBING CO	S-110625	12/27/2023	HQ MAINTENANCE ~	320.00
57631	1/19/2024	00225	COMMLINE INC	0432610-IN	12/29/2023	COMMLINE INC - SUPPORT	15,000.00
57632	1/19/2024	00101	CORDOVA, TONY	011924	1/19/2024	RETIREE MED PREM/FEB 20	593.00
57633	1/19/2024	00081	COSTON, SHANDER	011924	1/19/2024	RETIREE MED PREM/FEB 20	343.00
57634	1/19/2024	00879	CROWN CASTLE	1484327	1/1/2024	REDUNDANT INTERNET SER	1,100.00
57635	1/19/2024	00103	DIVINITY, TANJI	011924	1/19/2024	RETIREE MED PREM/FEB 20	593.00
57636	1/19/2024	00785	EXPERIAN	CD2409002086	12/29/2023	CREDIT CHCEK	33.20
57637	1/19/2024	00106	FARLEY, SANDRA	011924	1/19/2024	RETIREE MED PREM/FEB 20	343.00
57638	1/19/2024	00651	FRONTIER	7002Z664-S-240	12/5/2023	PHONE SERV 1/05/24-2/04/24	530.01
				7002Z665-S-240	12/5/2023	PHONE SERV 1/05/24-2/04/24	364.31
57639	1/19/2024	01029	GREGORY W STEVENS	1023A	11/21/2023	CHILLER UPGRADE PROJEC	2,695.00
57640	1/19/2024	00113	MARTIN, LISA	011924	1/19/2024	RETIREE MED PREM/FEB 20	343.00
57641	1/19/2024	00822	MATRIX CONSULTING GROUF	805-23	1/8/2024	DEVELOPMENT OF CIP POLI	1,300.00
57642	1/19/2024	00331	MITSUBISHI ELECTRIC INC	476056	1/1/2024	HQ MAINTENANCE - ELEVAT	805.30
57643	1/19/2024	00121	PINELA, ELIZABETH	011924	1/19/2024	RETIREE MED PREM/FEB 20	593.00
57644	1/19/2024	00060	RIVERA, JOSE	011924	1/19/2024	RETIREE MED PREM/FEB 20	747.95
57645	1/19/2024	00074	STAPLES INC.	8072841706	1/6/2024	STAPLES SUPPLIES - OFFICE	171.55
57646	1/19/2024	00034	STEVENS, GARY	011924	1/19/2024	RETIREE MED PREM/FEB 20	593.00
57647	1/19/2024	00171	VERIZON WIRELESS	9952473938	12/23/2023	DAC CHARGES HPD/ 11/24/23	2,149.13
				9952458494	12/23/2023	MODEM SVC. MBPD/ 11/24/23	78.02
Sub total for BANK OF THE WEST:							56,777.73

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20701	1/26/2024	00219	INTERNAL REVENUE SERVIC Ben37608	1/26/2024	FEDERAL WITHHOLDING TA	33,005.51	33,005.51
20702	1/26/2024	00223	EMPLOYMENT DEVEL DEPT Ben37612	1/26/2024	STATE DISABILITY INSURAN	13,550.30	13,550.30
20703	1/26/2024	00222	STATE DISBURSEMENT UNIT Ben37616	1/26/2024	SUPPORT: PAYMENT	184.62	184.62
20704	1/26/2024	00058	CALPERS Ben37610	1/26/2024	PERS RETIREMENT: PAYMEN	35,720.96	35,720.96
20705	1/26/2024	00221	MISSIONSQUARE RETIREMEI Ben37606	1/26/2024	DEFERRED COMPENSATION	14,171.92	14,171.92
57648	1/26/2024	00002	AFLAC Ben37600	1/26/2024	AFLAC INSURANCE: PAYMEN	2,510.22	2,510.22
57649	1/26/2024	00217	CALIFORNIA TEAMSTERS UN Ben37604	1/26/2024	UNION DUES TEAMSTERS: P	1,329.00	1,329.00
57650	1/26/2024	00218	CWA LOCAL 9400 Ben37602	1/26/2024	UNION DUES CWA: PAYMEN	167.70	167.70
57651	1/26/2024	00996	WAGeworks INC., HEALTH Ben37614	1/26/2024	HEALTH CARE FSA: PAYMEN	750.07	750.07
Sub total for BANK OF THE WEST:							101,390.30

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Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: February 20, 2024

ITEM NUMBER: D - 2

TO: Executive Committee

COPY TO: Tim Lilligren, Treasurer

FROM: Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: Cash & Investments Report/December 31, 2023

ATTACHMENTS:

1. Cash & Investments Report for December 31, 2023
2. LAIF Month End Statement for December 31, 2023
3. PMIA Performance Report as of December 31, 2023

RECOMMENDATION

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

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Attachment 1



Cash and Investments Report As of December 31, 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)	\$ 479,681.41	\$ 174,825.59	\$ 68,834.06	\$ 585,672.94
<u>Investments</u>				
LAIF	\$ 9,670,395.83		\$ -	\$ 9,670,395.83
Total Investments	\$ 9,670,395.83	\$ -	\$ -	\$ 9,670,395.83
<u>Other Cash on Hand</u>				
Petty Cash	\$ -	\$ -	\$ -	\$ 500.00
				\$ 500.00
Total Cash & Investments				\$ 10,256,568.77
<u>Breakdown of cash by fund:</u>				
Fund 10 (Enterprise Fund)				\$ 10,256,568.77
Fund 30 (Enterprise Fund)				-
Fund 20 (SHSGP Grant Fund)				
Total				\$ 10,256,568.77

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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

January 18, 2024

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

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

[Tran Type Definitions](#)



Account Number: 15-19-001

December 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
12/5/2023	12/4/2023	RW	1743494	1703902	VANESSA ALFARO	-300,000.00
12/14/2023	12/13/2023	RW	1743838	1704247	VANESSA ALFARO	-350,000.00
12/29/2023	12/28/2023	RD	1744407	1704810	VANESSA ALFARO	1,700,000.00

Account Summary

Total Deposit:	1,700,000.00	Beginning Balance:	8,620,395.83
Total Withdrawal:	-650,000.00	Ending Balance:	9,670,395.83

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Attachment 3



PMIA/LAIF Performance Report as of 2/14/24



Quarterly Performance Quarter Ended 12/31/23

LAIF Apportionment Rate ⁽²⁾ :	4.00
LAIF Earnings Ratio ⁽²⁾ :	0.00010932476863589
LAIF Administrative Cost ^{(1)*} :	0.29
LAIF Fair Value Factor ⁽¹⁾ :	0.993543131
PMIA Daily ⁽¹⁾ :	3.96
PMIA Quarter to Date ⁽¹⁾ :	3.81
PMIA Average Life ⁽¹⁾ :	230

PMIA Average Monthly Effective Yields⁽¹⁾

January	4.012
December	3.929
November	3.843
October	3.670
September	3.534
August	3.434

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 1/31/24 \$165.8 billion

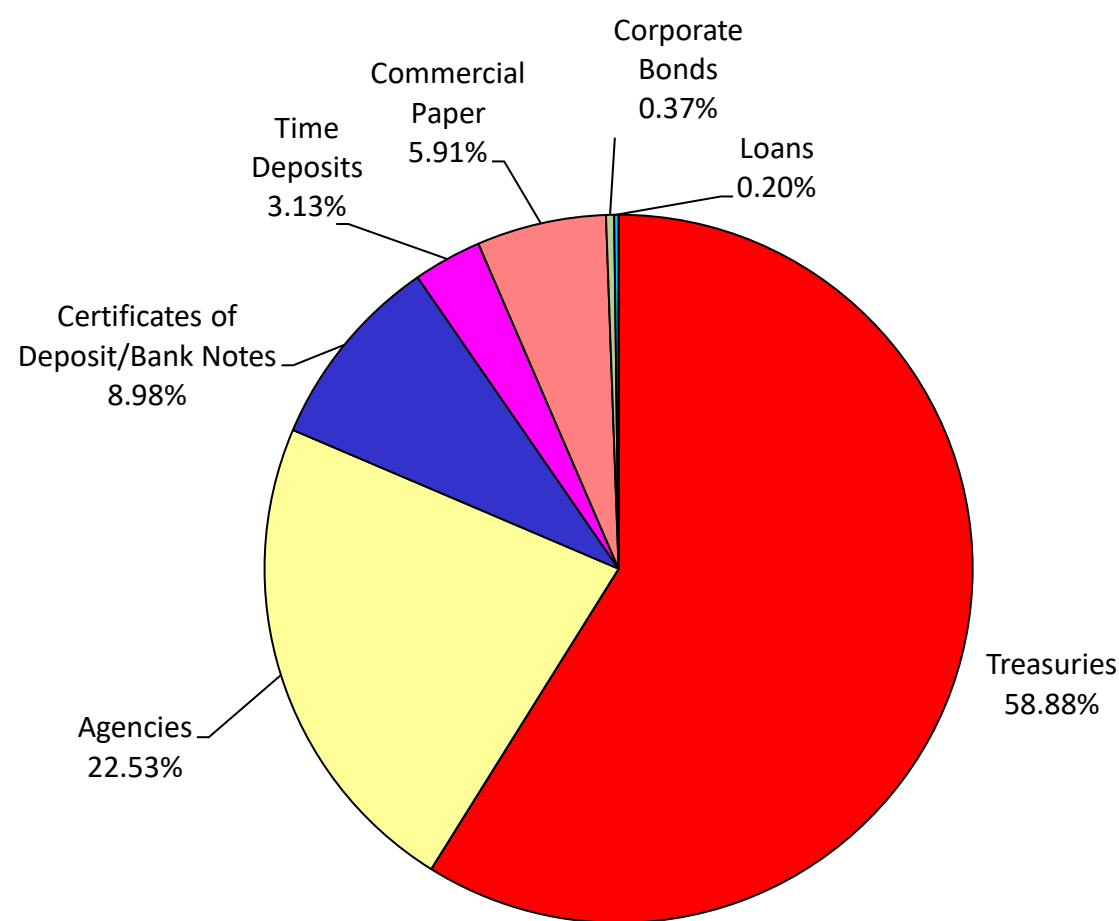


Chart does not include \$2,112,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

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.

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller

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Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: February 20, 2024

ITEM NUMBER: F - 1

TO: Executive Committee

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

SUBJECT: FISCAL YEAR 2024-2024 PRELIMINARY BUDGET

ATTACHMENTS: 1. Fiscal Year 2024-2025 Preliminary Budget
2. Exhibit A - Fiscal Year 2024-2025 Assessment Schedule

RECOMMENDATION

Staff recommends that the Executive Committee provide direction on the preliminary budget for Fiscal Year 2024-2025.

DISCUSSION

The Authority derives its revenue from four main sources:

1. Member City Assessments
2. Contract City Assessments
3. Reimbursements from Member and Contract Agencies and Other Revenues
4. Investment Earnings

Member City Assessments

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. This policy ties assessments as closely as possible to the services provided to its member and contract cities. A summary of the Fiscal Year 2024-2025 assessments for member cities is as follows:

Assessments - Member Cities				
Member City	FY23-24 Adopted	FY24-25 Proposed	\$ Increase (Decrease)	% Change
Gardena	\$ 2,474,182	\$ 2,506,909	\$ 32,727	1.32%
Hawthorne	2,977,528	3,022,424	44,896	1.51%
Manhattan Beach	1,830,007	1,895,695	65,688	3.59%
Total	\$ 7,281,717	\$ 7,425,028	\$ 143,311	1.97%

Contract City Assessments

The assessment for all contract cities are based on the Cost Allocation Policy. The agreements with contract cities of Culver City, El Segundo, and Hermosa Beach expire on June 30, 2027, June 30, 2030, and June 30, 2030 respectively. A summary of the Fiscal Year 2024-2025 assessments for contract cities is as follows:

Assessments - Contract Cities				
Contract City	FY23-24 Adopted	FY24-25 Proposed	\$ Increase (Decrease)	% Change
Culver City	\$ 3,029,629	\$ 3,035,752	\$ 6,123	0.20%
El Segundo	2,044,684	2,137,139	92,455	4.52%
Hermosa Beach	887,842	898,811	10,969	1.24%
Total	\$ 5,962,155	\$ 6,071,702	\$ 109,547	1.84%

A note regarding Technical Services Division Workload Support Charges

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.

Reimbursements from Member and Contract Agencies and Other Revenues

The Authority's Technical Services Division performs hundreds of vehicle installation, maintenance, and repair service work orders. The Authority is reimbursed by the agency requesting the service for the direct costs of supplies and equipment associated with completing the work.

Investment Earnings

All idle cash of the Authority is invested 100% with the State's Local Agency Investment Fund (LAIF). This complies with the Authority's Statement of Investment Policy.

Revenue Summary

Total revenues are estimated to increase by 2.25% or \$318,990 to \$14,507,244 compared to the revenue projections in the Fiscal Year 2023-2024 Adopted Budget.

Expense Summary

The preliminary expenditure budget is \$13,768,921, which represents an increase of \$249,992 or 1.85% in expenses compared to the Fiscal Year 2023-2024 Adopted Budget.

REVENUE SUMMARY BY CATEGORY – ENTERPRISE FUND (FUND 10)				
	FY23-24 Adopted	FY24-25 Proposed	\$ Increase (Decrease)	% Change
Assessments				
Member Cities	\$7,281,717	\$7,425,028	\$143,311	1.97%
Contract Cities	5,962,155	6,071,702	109,547	1.84%
Subtotal Assessments	\$13,243,872	\$13,496,730	\$252,858	1.91%
Non-Assessment Revenue	\$944,382	\$1,010,514	66,132	7.00%
Grand Total	\$14,188,254	\$14,507,244	\$318,990	2.25%
EXPENSE SUMMARY BY CATEGORY – ENTERPRISE FUND (FUND 10)				
	FY23-24 Adopted	FY24-25 Proposed	\$ Increase (Decrease)	% Change
Operating Budget	\$13,318,929	\$13,518,921	\$ 199,992	1.50%
Capital Outlay	200,000	250,000	50,000	25.00%
Total	\$13,518,929	\$13,768,921	\$249,992	1.85%
Salaries & Benefits	\$10,340,866	\$10,492,243	\$ 151,377	1.46%
Supplies/Svcs/Equip	2,978,063	3,026,678	48,615	1.63%
Capital Outlay	200,000	250,000	50,000	25.00%
Total	\$13,518,929	\$13,768,921	\$249,992	1.85%
Revenues Over (Under) Expenses	\$669,325	\$738,323		

Changes from Prior Year

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

- Medical Insurance (\$147,566 increase): Includes increases to medical plans offered by CalPERS.
- PERS Contribution-UAL (\$133,967 Increase): Increase reflects updated actuarial assumptions and conditions in most recent valuation.
- Maintenance/HQ (\$52,260 Increase): Increase reflects upcoming small projects identified in a facility condition assessment report.
- Capital Outlay (\$50,000 Increase): Increase reflects planned CIP projects for FY24-25.
- Parts - Billing (\$44,394 Increase): As a result of an increase in demand by member and contract cities for vehicle outfitting services reimbursed by requesting departments.

- Outside Tech Serv-Towers/Equip (\$38,000 Increase): Increase reflects upcoming small projects identified in a facility condition assessment report.
- Medical Director Services (\$30,500 Decrease): Decrease reflects end of contract for Medical Director Services for Manhattan Beach.
- PERS Contribution (\$54,989 Decrease): Decrease corresponds to related decreases in pensionable salaries identified in item #10.
- IT Computer Contract Services (\$164,000 Decrease): Decrease reflects removal of annual fee for a CAD system due to the termination of contract with Mark43.
- Salaries (Full-Time) (\$182,521 Decrease): Decrease reflects a shift in employee demographics. Separations or retirements of more tenured employees at higher salary steps have been replaced by new hires at lower salary steps.

Work Plan Objectives for Fiscal Year 2024-2025:

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

1. Recruitment and Retention

- Achieve budgeted staffing levels $\geq 90\%$ for Communications Operators and Supervisors. Identify new opportunities to make recruitment as effective as possible. Enhance the wellness program to improve retention.

2. Implementation of a New CAD System

- Complete procurement and implementation of a new Computer Aided Dispatch (CAD) system. Go live with the product within 14 months of contract signing.

3. Succession Planning

- Ensure that all leadership positions at the Authority are occupied. Develop candidates to fill key roles at all levels. Forecast vacancies, recruit, and prepare selected succession choices to fill open positions.

4. Service Delivery

- Examine opportunities for expanded services and technology for police departments. Engage with fire departments to identify areas for improved service delivery and future needs. Monitor and respond to inquiries from new cities for dispatch services.

Attachment #1 (Fiscal Year 2024-2025 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 19, 2024.

FISCAL IMPACT

As proposed, revenues are anticipated to exceed expenses by \$738,323 as indicated below:

Estimated Cash Available (Fund 10) as of June 30, 2024	\$6,795,746
FY 2024-25 Revenues	14,507,244
FY 2024-25 Expenditures	13,768,921
Revenues Over Expenditures	738,323
Pension and OPEB Funding	(600,242)
Estimated Cash Available (Fund 10) as of June 30, 2025	\$6,933,827
Operating and Capital Reserve	(1,430,179)
Available Balance after Reserve Allocation	\$5,503,648

Allocation of Estimated Cash Available after Reserve Allocation	
Member	June 30, 2025
City of Gardena	\$1,765,570
City of Hawthorne	2,480,494
City of Manhattan Beach	1,257,584
Total	\$5,503,648

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Attachment 1

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY

**Fiscal Year 2024-2025
Preliminary 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
Chief of Police
City of Hawthorne

Rachel Johnson
Chief of Police
City of Manhattan Beach

Mike Lang
Fire Chief
City of Manhattan Beach

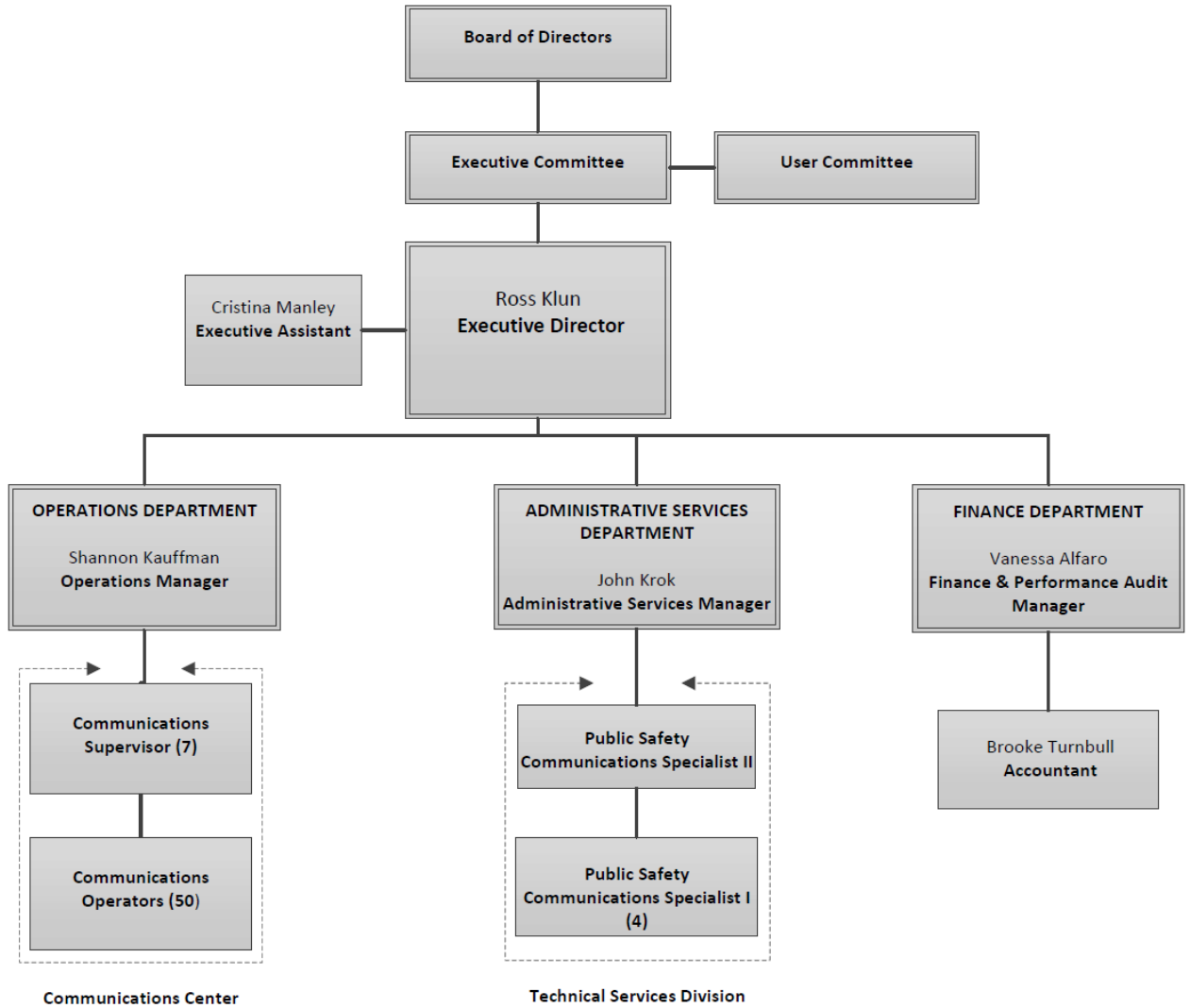
SBRPCA Staff

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



Organization Chart

Fiscal Year 2024-2025



VISION

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

MISSION

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

VALUES

TEAMWORK

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

PROFESSIONALISM

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

EMPATHY

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

INNOVATION

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



Budget Message

February 20, 2024

Members of the Executive Committee:

Last year proved to be a challenging one for the Authority with staffing and recruitment of Communications Operators being a primary focus. The public safety communications field is in the midst of a national staffing crisis with more than half of 9-1-1 dispatch centers reporting substantial understaffing and ongoing labor shortages. In response to the Authority's own staffing needs, several enhancements to our recruitment and hiring program were made to attract more qualified applicants and process them more quickly for hiring. In addition, the Authority implemented new measures to improve retention of the existing staff. In spite of the staffing challenges we faced last year, the Authority's Communications Operators and Supervisors continued providing exceptional service to our communities. The Authority's 9-1-1 call answer times greatly exceeded the state's standard of 95% answered within 15 seconds or less time. Our answer times for the 136,964 9-1-1 calls we received in 2023 were near 99%. In total, the Authority answered 354,817 emergency and non-emergency phone calls, and dispatched 303,689 police and fire calls for service.

In the Authority's Technical Services Division, a different set of challenges was met by our Communications Specialists. Emergency vehicle production had been delayed by supply chain disruption in the aftermath of the COVID-19 pandemic. Last year, our member and contract cities' police departments simultaneously began taking delivery of dozens of back-ordered emergency vehicles that they had been waiting on. The Authority saw a dramatic increase in workload upfitting these vehicles with all the necessary equipment. In just the final quarter of 2023, the Technical Services Division saw a nearly 400% increase in labor hours over the previous year. Nevertheless, the Authority throughout the year delivered a steady flow of upfitted emergency vehicles back to our departments while continuing to meet their expectations for high-quality services.

In 2023, the Authority commissioned a facility needs assessment as well as an energy savings audit to better forecast our upcoming capital project needs. In the last half of the year, we began to develop a 5-Year Capital Improvement Plan. The Authority also undertook the creation of a 5-Year Strategic Plan with both initiatives nearing completion. Finally, during 2023, the Authority started the process of selecting a new Computer Aided Dispatch (CAD) system. A Request for

Qualifications process was completed and the Request for Proposals is currently in progress with selection of a CAD vendor anticipated in April 2024.

Having these accomplishments in mind, staff is ready to build on these successes and respectfully submits the Fiscal Year 2024-2025 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.

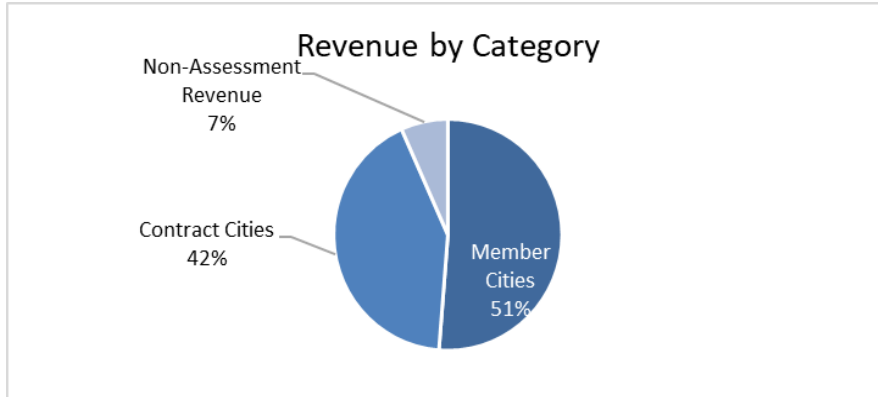
Assessments for Member Cities are based on the Cost Allocation Policy adopted by the Board of Directors in Fiscal Year 2019-20 and updated in September 2022. Discounts for the City of Manhattan Beach and premiums for the City of Gardena and the City of Hawthorne were phased in over a three-year period and concluded in FY2022-2023.

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

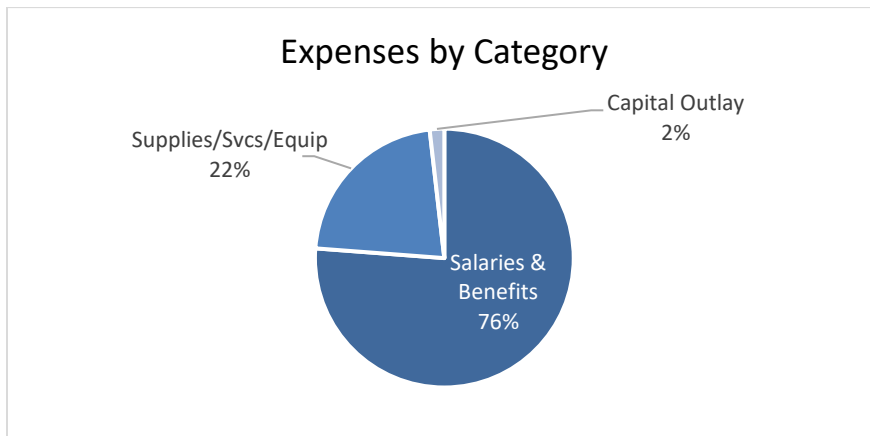
Total revenues are estimated to increase by 2.25% to \$14,507,244. Assessment amounts include Technical Services Division Workload Support charges utilizing the Cost Allocation Policy that was revised and approved in September 2022. Effective FY23-24, the Board of Directors amended the Cost Allocation 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. Prior to FY23-24, 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.

The preliminary expenditure budget is \$13,768,921, which represents an increase of \$249,992 or 1.85% in expenses compared to the adopted budget for Fiscal Year 2023-2024.

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



REVENUE SUMMARY BY CATEGORY – ENTERPRISE FUND (FUND 10)				
	FY23-24 Adopted	FY24-25 Proposed	\$ Increase (Decrease)	% Change
Assessments				
Member Cities	\$7,281,717	\$7,425,028	\$143,311	1.97%
Contract Cities	5,962,155	6,071,702	109,547	1.84%
Subtotal Assessments	\$13,243,872	\$13,496,730	\$252,858	1.91%
Non-Assessment Revenue	\$944,382	\$1,010,514	66,132	7.00%
Grand Total	\$14,188,254	\$14,507,244	\$318,990	2.25%



EXPENSE SUMMARY BY CATEGORY – ENTERPRISE FUND (FUND 10)				
	FY23-24 Adopted	FY24-25 Proposed	\$ Increase (Decrease)	% Change
Operating Budget	\$13,318,929	\$13,518,921	\$ 199,992	1.50%
Capital Outlay	200,000	250,000	50,000	25.00%
Total	\$13,518,929	\$13,768,921	\$249,992	1.85%
Salaries & Benefits	\$10,340,866	\$10,492,243	\$ 151,377	1.46%
Supplies/Svcs/Equip	2,978,063	3,026,678	48,615	1.63%
Capital Outlay	200,000	250,000	50,000	25.00%
Total	\$13,518,929	\$13,768,921	\$249,992	1.85%

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	FY23-24 Adopted	FY24-25 Proposed	\$ Increase (Decrease)	% Change
Medical Insurance	741,383	888,949	147,566	19.9%
PERS Contribution-UAL	629,680	763,647	133,967	21.3%
Maintenance/HQ	173,507	225,767	52,260	30.1%
Capital Outlay	200,000	250,000	50,000	25.0%
Parts - Billing	739,900	784,294	44,394	6.0%
Outside Tech Serv-Towers/Equip	325,000	363,000	38,000	11.7%
Medical Director Services	30,500	-	(30,500)	-100.0%
PERS Contribution	822,346	767,357	(54,989)	-6.7%
IT Computer Contract Services	364,000	200,000	(164,000)	-45.1%
Salaries (Full-Time)	6,858,530	6,676,009	(182,521)	-2.7%

1. Medical Insurance (\$147,566 increase): Includes increases to medical plans offered by CalPERS.
2. PERS Contribution-UAL (\$133,967 Increase): Increase reflects updated actuarial assumptions and conditions in most recent valuation.
3. Maintenance/HQ (\$52,260 Increase): Increase reflects upcoming small projects identified in a facility condition assessment report.
4. Capital Outlay (\$50,000 Increase): Increase reflects planned CIP projects for FY24-25.
5. Parts - Billing (\$44,394 Increase): As a result of an increase in demand by member and contract cities for vehicle outfitting services reimbursed by requesting departments.
6. Outside Tech Serv-Towers/Equip (\$38,000 Increase): Increase reflects upcoming small projects identified in a facility condition assessment report.
7. Medical Director Services (\$30,500 Decrease): Decrease reflects end of contract for Medical Director Services for Manhattan Beach.
8. PERS Contribution (\$54,989 Decrease): Decrease corresponds to related decreases in pensionable salaries identified in item #10.

9. IT Computer Contract Services (\$164,000 Decrease): Decrease reflects removal of annual fee for a CAD system due to the termination of contract with Mark43.
10. Salaries (Full-Time) (\$182,521 Decrease): Decrease reflects a shift in employee demographics. Separations or retirements of more tenured employees at higher salary steps have been replaced by new hires at lower salary steps.

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 FY2024-25 for Tier 1, Tier 2, and PEPRAs employee groups are 12.52%, 10.15%, and 7.87%, 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 \$752,408, \$4,300, and \$6,939, respectively. The total increase in retirement costs for Fiscal Year 2024-2025 is \$78,978.

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

Capital Outlay for Fiscal Year 2024-2025:

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

Members' Assessments for Fiscal Year 2024-2025: 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. The assessment for Gardena is \$2,506,909, a \$32,727 increase; Hawthorne is \$3,022,424, a \$44,896 increase; and Manhattan Beach is \$1,895,695, a \$65,688 increase.

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 transitioned Culver City to the Cost Allocation Policy. Culver City's assessment based on the Cost Allocation Policy is \$3,035,752, an increase of \$6,123.

El Segundo's assessment is \$2,137,139 an increase of \$92,455. A new agreement was finalized in January 2020, which transitioned El Segundo to the Cost Allocation Policy over a four-year

period with discounts that ended with the FY23-24 assessment. The current agreement expires on June 30, 2030.

Hermosa Beach’s assessment is \$898,811, an increase of \$10,969. 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 parts and services.

Work Plan Objectives for Fiscal Year 2024-2025:

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

1. Recruitment and Retention

- Achieve budgeted staffing levels $\geq 90\%$ for Communications Operators and Supervisors. Identify new opportunities to make recruitment as effective as possible. Enhance the wellness program to improve retention.

2. Implementation of a New CAD System

- Complete procurement and implementation of a new Computer Aided Dispatch (CAD) system. Go live with the product within 14 months of contract signing.

3. Succession Planning

- Ensure that all leadership positions at the Authority are occupied. Develop candidates to fill key roles at all levels. Forecast vacancies, recruit, and prepare selected succession choices to fill open positions.

4. Service Delivery

- Examine opportunities for expanded services and technology for police departments. Engage with fire departments to identify areas for improved service delivery and future needs. Monitor and respond to inquiries from new cities for dispatch services.

Fund Balance/Reserves:

In accordance with the Executive Committee's Budget Policy, as established by Resolution No. 321, the preliminary Fiscal Year 2024-2025 budget includes a 10% Operational and Capital Reserve of \$1,376,892.

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 projected for the FY 2024-2025 budget based on actuarial valuations are \$164,198 (OPEB) and \$436,044 (Pension).

The available Enterprise Fund cash balance is projected to be \$5,418,854 by June 30, 2024 and \$5,503,648 by June 30, 2025, and is allocated to each member city 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,



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 provided 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 was calculated according to the Cost Allocation Policy, but it received 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 were calculated according to the policy, but a premium was added on top of the calculated amounts to make-up for the discount provided to the City of Manhattan Beach. The premium and discount periods have ended for Manhattan Beach, Gardena, and Hawthorne and do not apply to periods after Fiscal Year 2022-2023.

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 discount periods have ended and do not apply to periods after Fiscal Year 2023-2024.

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 transitioned 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 21-22 Adopted	FY 22-23 Adopted	FY 23-24 Adopted	FY 24-25 Proposed
Administration Department				
Executive Director	1	1	1	1
Operations Manager	1	1	1	1
Finance & Performance Audit Manager ¹	1	1	1	1
Executive Assistant ²	1	1	1	1
Administrative Services Manager ³	1	1	1	1
Accountant	1	1	1	1
Subtotal	6	6	6	6
Operations Department				
Communications Supervisor	7	7	7	7
Communications Operator	50	50	50	50
Subtotal	57	57	57	57
Technical Services Division				
Public Safety Communications Specialist II	1	1	1	1
Public Safety Communications Specialist I	4	4	4	4
Subtotal	5	5	5	5
Grand Total	68	68	68	68

Notes

1. Formerly titled "Accounting & Finance Manager."
2. Formerly titled "Executive Secretary."
3. Formerly titled "Technical Services Manager."

FINANCIAL SUMMARIES



Fund Balance Estimates

Fund 10 - Enterprise Fund	
Beginning Balance	
Cash Available as of June 30, 2023	\$ 6,508,629
Operating and Capital Reserve	(1,351,893)
Available Cash	\$ 5,156,736
Gardena - 32.08%	1,654,281
Hawthorne - 45.07%	2,324,141
Manhattan Beach - 22.85%	1,178,314
Fiscal Year 2023-24 Estimated Revenues & Expenditures	
Revenues	14,188,254
Expenditures	13,518,929
Revenues Over (Under) Expenditures	\$ 669,325
Estimated Balance - End of FY2023-24	
Pension and OPEB Funding	(382,208)
Estimated Cash Available on June 30, 2024	6,795,746
Operating and Capital Reserve (10% of Budget)	(1,376,892)
Estimated Available Cash After Reserve Allocations	\$ 5,418,854
Gardena - 32.08%	1,738,368
Hawthorne - 45.07%	2,442,277
Manhattan Beach - 22.85%	1,238,208
Fiscal Year 2024-25 Budget Resources	
Assessments	
Gardena	2,506,909
Hawthorne	3,022,424
Manhattan Beach	1,895,695
Member City Subtotal	7,425,028
Culver City	3,035,752
El Segundo	2,137,139
Hermosa Beach	898,811
Contract City Subtotal	6,071,702
Non-Assessment Revenues	1,010,514
Total Budget Resources	14,507,244
Fiscal Year 2024-25 Budget Expenses	
Operating	13,518,921
Capital	250,000
Total Budget Expenses	13,768,921
Revenues Over (Under) Expenditures	\$ 738,323
Estimated Balance - End of FY2024-25	
Pension and OPEB Funding	(600,242)
Estimated Cash Available on June 30, 2025	6,933,827
Operating and Capital Reserve	(1,430,179)
Estimated Available Cash After Reserve Allocations	\$ 5,503,648
Gardena - 32.08%	1,765,570
Hawthorne - 45.07%	2,480,494
Manhattan Beach - 22.85%	1,257,584

Assessments & Methodologies

Assessments	FY23-24 Assessment	FY24-25 Base	Bylaws Adjustments	Contract Adjustments	Other Adjustments	FY24-25 Assessment	Increase (Decrease) Amount
Member Cities							
Gardena	\$ 2,474,182	\$ 2,506,909	-	-	-	\$ 2,506,909	32,727
Hawthorne	2,977,528	3,022,424	-	-	-	3,022,424	44,896
Manhattan Beach	1,830,007	1,895,695	-	-	-	1,895,695	65,688
Subtotal	7,281,717	7,425,028	-	-	-	7,425,028	143,311
Contract Cities							
Culver City	\$ 3,029,629	3,035,752	-	-	-	3,035,752	\$ 6,123
El Segundo	2,044,684	2,137,139	-	-	-	2,137,139	92,455
Hermosa Beach	887,842	898,811	-	-	-	898,811	10,969
Subtotal	\$ 5,962,155	6,071,702	-	-	-	\$ 6,071,702	\$ 109,547
Total Assessments	\$ 13,243,872	\$ 13,496,730	-	-	-	\$ 13,496,730	\$ 252,858

METHODOLOGIES	
Member Cities*	Assessments based on Authority's Cost Allocation Policy and due quarterly in the following proportions: Q1-35%, Q2-25%, Q3-25%, Q4-15%
Contract Cities*	
Culver City	Starting FY22-23, assessment based on Authority's Cost Allocation Policy and 25% of the total is due quarterly. Agreement expires 06/30/2027.
El Segundo	Starting FY20-21, assessment based on Authority's Cost Allocation Policy (25% of the total is due quarterly) to be phased in over a four year period in amounts not-to-exceed as follows: FY20-21 \$1,493,738; FY21-22 \$1,699,634; FY22-23 \$1,869,811; FY23-24 \$2,044,684 Agreement expires 06/30/2030.
Hermosa Beach	Starting FY20-21, assessment based on Authority's Cost Allocation Policy (25% of the total is due quarterly) and shared dispatching services with the City of Manhattan Beach. Agreement expires 06/30/2030.
<p>*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.</p>	

Assessments & Methodologies - Supplemental Information

Unadjusted Assessment Calculations per Cost Allocation Policy - FOR INFORMATION ONLY

Assessments	Gardena	Hawthorne	Manhattan Beach	Culver City	El Segundo	Hermosa Beach	TOTAL
OPERATIONS							
Call-Taking Emergency Calls	\$ 659,948	\$ 941,033	\$ 190,698	\$ 449,373	\$ 215,404	\$ 112,205	\$ 2,568,661
Call-Taking Non-Emergency Support	330,529	368,124	247,306	498,382	140,678	127,422	1,712,441
Police - Dedicated Dispatch Support	857,985	857,985	428,993	857,985	857,985	428,993	4,289,927
Police - Calls for Service Readiness Support	388,701	537,324	250,104	297,191	211,074	154,148	1,838,540
Fire - Dedicated Dispatch Support	-	-	428,110	428,110	428,110	-	1,284,330
Fire - Calls for Service Readiness Support	-	-	129,833	284,752	135,843	-	550,427
TECHNICAL SERVICES							
Technical Support - Workload Support	169,085	184,524	109,458	68,968	63,771	30,395	626,202
Technical Support - Dedicated Support	100,660	133,434	111,195	150,991	84,274	45,648	626,202
Total Calculated	\$ 2,506,909	\$ 3,022,424	\$ 1,895,695	\$ 3,035,752	\$ 2,137,139	\$ 898,811	\$ 13,496,730

Cost Allocation Data

Operations

City	3 Year Average			
	911 Calls	Non-Emergency Calls	Police Calls for Service	Fire Calls for Service
Gardena	29,018	42,513	61,816	-
Hawthorne	41,377	47,349	85,451	-
Manhattan Beach	8,385	31,809	39,774	3,766
Culver City	19,759	64,103	47,263	8,260
El Segundo	9,471	18,094	33,567	3,940
Hermosa Beach	4,934	16,389	24,514	-
3 Year Average	112,944	220,258	292,386	15,966

Technical Services

City	Work Order Labor Hours	Vehicle Inventories		
	3 Year Average	Police	Fire	Total
Gardena	939	86	-	86
Hawthorne	1,024	114	-	114
Manhattan Beach	608	83	12	95
Culver City	383	101	28	129
El Segundo	354	54	18	72
Hermosa Beach	169	39	-	39
Total	3,476	477	58	535

Revenues by Account

Account Number & Title	FY21-22 Adopted	FY21-22 Actual	FY22-23 Adopted	FY22-23 Actual	FY23-24 Adopted	FY24-25 Proposed	vs Adopted Inc (Dec) \$	% Change
Enterprise Fund (Fund 10)								
10-50-111-4110 Gardena	\$ 2,141,335	\$ 2,141,335	\$ 2,233,811	\$ 2,233,811	\$ 2,474,182	\$ 2,506,909	\$ 32,727	1.32%
10-50-111-4120 Hawthorne	2,619,842	2,619,842	2,729,338	2,729,338	2,977,528	3,022,424	44,896	1.51%
10-50-111-4130 Manhattan Beach	1,461,578	1,461,578	1,606,565	1,606,565	1,830,007	1,895,695	65,688	3.59%
Member City Subtotal	6,222,755	6,222,755	6,569,714	6,569,714	7,281,717	7,425,028	143,311	1.97%
10-50-111-4140 Hermosa Beach	758,305	758,305	798,138	798,138	887,842	898,811	10,969	1.24%
10-50-111-4145 El Segundo	1,699,634	1,699,634	1,869,811	1,869,811	2,044,684	2,137,139	92,455	4.52%
10-50-111-4146 Culver City	2,691,169	2,691,169	2,762,991	2,762,991	3,029,629	3,035,752	6,123	0.20%
Contract City Subtotal	5,149,108	5,149,108	5,430,940	5,430,940	5,962,155	6,071,702	109,547	1.84%
Subtotal Assessments	\$ 11,371,863	\$ 11,371,863	\$ 12,000,654	\$ 12,000,654	\$ 13,243,872	\$ 13,496,730	\$ 252,858	1.91%
10-50-111-4150 El Camino Community College	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)	-100.00%
10-50-111-4154 Medical Director/El Segundo	-	-	-	-	-	-	-	0.00%
10-50-111-4210 Investment Earnings (LAIF)	50,000	20,953	30,000	161,305	30,000	75,000	45,000	150.00%
10-50-111-4220 POST Reimbursements	6,450	-	5,000	-	5,000	5,000	-	0.00%
10-50-111-4255 Unrealized Gain/Loss on Investments	-	-	-	-	-	-	-	0.00%
10-50-111-4410 Vending Machine Revenue	-	-	-	-	-	-	-	0.00%
10-50-111-4430 Other Miscellaneous Revenue	2,500	28,307	2,500	15,536	2,500	2,500	-	0.00%
10-50-111-4240 911 Reimbursements	8,000	2,796	5,000	-	5,000	5,000	-	0.00%
10-50-111-4241 Redondo Beach Maint Agreement	13,000	10,238	13,000	10,238	13,000	10,238	(2,762)	-21.25%
Subtotal Administration - Other	\$ 111,240	\$ 92,794	\$ 86,790	\$ 217,579	\$ 86,790	\$ 98,528	\$ 11,738	13.52%
10-60-211-4215 DUI Reimbursement-Overtime	2,000	-	1,000	-	-	-	-	0.00%
10-60-211-4435 Reimbursements Sprint Wireless	70,000	23,084	1,200	-	-	-	-	0.00%
10-60-211-4440 Reimbursements/Verizon Wireless	50,000	50,924	60,000	56,412	65,000	65,000	-	0.00%
10-60-211-4460 Pink Patch Project	-	-	-	-	-	-	-	0.00%
10-60-211-XXXX Reimbursement for PulsePoint	-	-	-	-	-	10,000	10,000	0.00%
Subtotal Operations	\$ 122,000	\$ 74,008	\$ 62,200	\$ 56,412	\$ 65,000	\$ 75,000	\$ 10,000	15.38%
10-70-311-4310 Labor-Installation-Member	290,910	406,562	305,134	502,847	-	-	-	0.00%
10-70-311-4320 Labor-Installation-NonMember	171,162	62,926	260,657	62,944	-	-	-	0.00%
10-70-311-4360 Reimbursements for Billable Parts	700,000	359,999	700,000	336,300	739,900	784,294	44,394	6.00%
10-70-311-4370 Reimbursements for GST Software	52,692	52,692	55,327	52,692	52,692	52,692	-	0.00%
10-70-311-4371 Reimbursement ES Chat Software	-	-	-	-	-	-	-	0.00%
10-70-311-4375 Reimb Net Motion Licenses & Maint	-	-	-	-	-	-	-	0.00%
10-70-311-4445 GETAC Project Reimbursements	-	-	-	-	-	-	-	0.00%
10-70-311-4455 Culver City Transition Reimb	-	-	-	-	-	-	-	0.00%
Subtotal Technical Services	\$ 1,214,764	\$ 882,180	\$ 1,321,118	\$ 954,783	\$ 792,592	\$ 836,986	\$ 44,394	5.60%
Subtotal Non-Assessment Revenues	\$ 1,448,004	\$ 1,048,982	\$ 1,470,108	\$ 1,228,774	\$ 944,382	\$ 1,010,514	\$ 66,132	7.00%
Total Enterprise Fund (Fund 10) Revenues	\$ 12,819,867	\$ 12,420,845	\$ 13,470,762	\$ 13,229,428	\$ 14,188,254	\$ 14,507,244	\$ 318,990	2.25%
Grant Fund (Fund 20)								
20-80-433-4270 Grant Reimb	-	29,750	-	-	-	-	-	-
Total Grant Fund (Fund 20) Revenues	\$ -	\$ 29,750	\$ -	\$ -	\$ -	\$ -	\$ -	-
Grand Total All Funds	\$ 12,819,867	\$ 12,450,595	\$ 13,470,762	\$ 13,229,428	\$ 14,188,254	\$ 14,507,244	\$ 318,990	2.25%

Expenses by Department - Enterprise Fund (10)

Department/Description	FY21-22 Adopted	FY21-22 Actual	FY22-23 Adopted	FY22-23 Actual	FY23-24 Adopted	FY24-25 Proposed	vs Adopted Inc (Dec) \$	% Change
Administration								
Salaries & Benefits	\$ 1,274,756	\$ 1,241,058	\$ 1,349,947	\$ 1,264,814	\$ 1,372,591	\$ 1,476,721	\$ 104,130	7.59%
Supplies/Services/Equip	983,917	976,289	1,132,460	1,078,457	1,295,333	1,405,152	109,820	8.48%
Subtotal Administration	\$ 2,258,673	\$ 2,217,347	\$ 2,482,407	\$ 2,343,271	\$ 2,667,924	\$ 2,881,873	\$ 213,950	8.02%
Operations								
Salaries & Benefits	\$ 7,544,742	\$ 7,286,934	\$ 7,922,665	\$ 7,285,395	\$ 8,178,845	\$ 8,176,353	\$ (2,492)	-0.03%
Supplies/Services/Equip	288,259	172,839	212,865	154,148	394,532	250,416	(144,116)	-36.53%
Subtotal Operations	\$ 7,833,001	\$ 7,459,773	\$ 8,135,530	\$ 7,439,543	\$ 8,573,377	\$ 8,426,769	\$ (146,608)	-1.71%
Technical Services								
Salaries & Benefits	\$ 762,640	\$ 656,981	\$ 772,540	\$ 586,280	\$ 789,430	\$ 839,169	\$ 49,739	6.30%
Supplies/Services/Equip	1,248,042	927,189	1,250,677	1,159,003	1,288,199	1,371,110	82,912	6.44%
Subtotal Technical Services	\$ 2,010,682	\$ 1,584,170	\$ 2,023,217	\$ 1,745,284	\$ 2,077,629	\$ 2,210,279	\$ 132,651	6.38%
Total Operating Expenses	\$ 12,102,356	\$ 11,261,290	\$ 12,641,154	\$ 11,528,098	\$ 13,318,929	\$ 13,518,921	\$ 199,992	1.50%
Total Capital Outlay	\$ 200,000	\$ 71,452	\$ 200,000	\$ 40,704	\$ 200,000	\$ 250,000	\$ 50,000	25.00%
Grand Total	\$ 12,302,356	\$ 11,332,742	\$ 12,841,154	\$ 11,568,802	\$ 13,518,929	\$ 13,768,921	\$ 249,992	1.85%
Department Summary								
Administration	\$ 2,258,673	\$ 2,217,347	\$ 2,482,407	\$ 2,343,271	\$ 2,667,924	\$ 2,881,873	\$ 213,950	8.02%
Operations	7,833,001	7,459,773	8,135,530	7,439,543	8,573,377	8,426,769	(146,608)	-1.71%
Technical Services	2,010,682	1,584,170	2,023,217	1,745,284	2,077,629	2,210,279	132,651	6.38%
Capital Outlay	200,000	71,452	200,000	40,704	200,000	250,000	50,000	25.00%
Grand Total	\$ 12,302,356	\$ 11,332,742	\$ 12,841,154	\$ 11,568,802	\$ 13,518,929	\$ 13,768,921	\$ 249,992	1.85%
Major Category Summary								
Salaries & Benefits	\$ 9,582,138	\$ 9,184,972	\$ 10,045,152	\$ 9,136,490	\$ 10,340,866	\$ 10,492,243	\$ 151,377	1.46%
Supplies/Services/Equip	2,520,218	2,076,317	2,596,002	2,391,608	2,978,063	3,026,678	48,615	1.63%
Capital Outlay	200,000	71,452	200,000	40,704	200,000	250,000	50,000	25.00%
Grand Total	\$ 12,302,356	\$ 11,332,742	\$ 12,841,154	\$ 11,568,802	\$ 13,518,929	\$ 13,768,921	\$ 249,992	1.85%

Expenses by Account

ACCT	DESCRIPTION	FY21-22 Adopted	FY21-22 Actual	FY22-23 Adopted	FY22-23 Actual	FY23-24 Adopted	FY24-25 Proposed	vs Adopted Inc (Dec) \$	% Change
5101	Salaries (Full-Time)	\$ 6,365,776	\$ 5,704,252	\$ 6,567,750	\$ 5,045,701	\$ 6,858,530	\$ 6,676,009	\$ (182,521)	-2.66%
5102	Salaries (Part-Time)	-	38,749	30,000	122,010	30,000	30,000	-	0.00%
5103	Overtime	202,389	291,603	228,500	921,110	228,500	257,500	29,000	12.69%
5104	Acting Pay	11,243	3,791	16,218	665	10,676	10,711	35	0.33%
5105	Bilingual Pay	8,400	9,300	9,600	11,150	9,600	10,800	1,200	12.50%
5107	Merit Pay	4,350	3,121	3,200	3,278	3,450	3,550	100	2.90%
5108	Sick Leave Payoff	159,401	123,565	155,819	78,939	135,918	144,385	8,467	6.23%
5109	Vacation Leave Payoff	101,628	125,959	109,939	129,628	112,389	132,404	20,015	17.81%
5110	Training Pay	15,000	6,102	15,000	10,966	15,000	17,500	2,500	16.67%
5112	Other Pay	17,200	109,339	13,000	134,554	13,000	13,000	-	0.00%
5114	Holiday Payoff	75,000	111,795	100,000	20,122	52,000	52,000	-	0.00%
5115	Education Incentive	116,900	117,268	122,605	121,838	132,173	148,652	16,479	12.47%
5116	Overtime-Ridealongs	-	-	-	-	-	-	-	0.00%
5201	Medical Insurance	758,957	589,603	738,469	580,960	741,383	888,949	147,566	19.90%
5202	Dental Insurance	52,673	59,612	72,454	59,093	73,230	86,566	13,336	18.21%
5203	Vision Care	19,124	17,665	22,108	15,945	21,223	24,138	2,915	13.74%
5204	Life Insurance	8,976	9,843	10,609	9,237	13,923	13,923	-	0.00%
5205	Medicare	102,344	95,229	107,312	95,379	111,163	109,702	(1,461)	-1.31%
5206	Unemployment Insurance	10,000	11,277	20,000	6,273	15,000	15,000	-	0.00%
5207	Workers' Compensation	100,637	91,763	105,669	83,158	103,948	104,716	768	0.74%
5208	PERS Contribution	744,679	658,147	729,984	586,155	822,346	767,357	(54,989)	-6.69%
5209	Retirees' Medical Insurance	76,000	73,136	88,000	72,601	96,000	101,000	5,000	5.21%
5211	Social Security	-	697	-	180	-	-	-	0.00%
5212	Deferred Comp Matching	37,500	52,841	98,100	84,671	107,100	116,100	9,000	8.40%
5219	PERS Contribution-UAL	593,961	875,825	676,566	938,129	629,680	763,647	133,967	21.28%
5220	Deferred Comp Matching	-	4,491	4,250	4,747	4,634	4,634	-	0.00%
Subtotal	Salaries & Benefits	\$ 9,582,138	\$ 9,184,972	\$ 10,045,152	\$ 9,136,490	\$ 10,340,866	\$ 10,492,243	\$ 151,377	1.46%
5300	Maintenance & Operations	-	-	-	-	-	-	-	0.00%
5301	Communications Contract Svcs	48,000	43,083	48,000	28,304	38,800	40,158	1,358	3.50%
5302	IT Computer Contract Services	200,000	200,000	200,000	200,000	364,000	200,000	(164,000)	-45.05%
5304	Accountant/Auditing Services	33,000	27,450	33,000	14,850	34,881	40,000	5,119	14.68%
5305	Legal Services	75,000	104,991	100,000	81,216	105,700	109,400	3,700	3.50%
5306	Recruitment Costs	46,750	34,034	61,645	55,796	65,395	67,684	2,289	3.50%
5307	Software Maintenance Services	64,652	61,136	76,550	67,202	81,548	109,334	27,786	34.07%
5308	Banking Services (Fees)	6,000	10,658	7,500	9,611	7,500	7,500	-	0.00%
5309	Website Maintenance Service	7,500	1,178	7,500	4,451	7,500	7,500	-	0.00%
5311	GST Software Reimbursable	52,692	52,692	55,327	52,692	77,692	77,692	-	0.00%
5312	Medical Director Services	30,500	30,500	30,500	30,500	30,500	-	(30,500)	-100.00%
5313	Temporary Staffing	20,000	-	20,000	1,221	20,000	25,000	5,000	25.00%
5401	Membership Dues	2,680	508	3,130	1,228	3,130	3,305	175	5.59%
5402	Publications	2,460	503	2,460	1,051	2,460	2,460	-	0.00%
5403	Conferences, Meeting & Travel	38,526	19,553	42,932	21,996	54,496	54,696	200	0.37%
5404	Employee Services/EC-BOD	8,000	5,261	8,000	6,174	16,314	33,885	17,572	107.71%
5405	Employee Awards	500	308	1,500	-	1,500	4,000	2,500	166.67%
5406	POST Training	12,608	1,997	12,608	1,080	12,608	12,608	-	0.00%
5407	Tuition Reimbursement	16,000	6,337	16,000	4,777	16,000	16,000	-	0.00%
5501	Office Supplies	9,000	9,056	10,000	13,306	10,000	10,350	350	3.50%
5502	Janitorial Supplies	12,100	7,042	12,100	4,262	12,100	12,524	424	3.50%
5503	General Technical Supplies	7,500	3,067	7,500	3,657	7,500	7,763	263	3.51%
5504	Vending Machine Supplies	-	-	-	-	-	-	-	0.00%
5505	Voice Recording Tapes	-	-	-	-	-	-	-	0.00%
5506	Uniforms/Safety Equipment	10,500	2,034	10,500	8,305	10,500	15,588	5,088	48.46%
5507	Postage	2,800	741	2,800	831	2,200	2,235	35	1.59%
5508	Shipping Costs	-	-	-	-	-	-	-	0.00%
5509	Reproduction	2,000	-	2,000	-	1,000	1,000	-	0.00%
5511	Office Equipment Lease	15,750	14,006	15,750	10,084	15,750	10,000	(5,750)	-36.51%
5513	General Liability Insurance	216,000	227,989	259,500	258,379	337,000	330,000	(7,000)	-2.08%
5514	Parts - Billing	700,000	462,670	700,000	709,032	739,900	784,294	44,394	6.00%
5515	Parts - Telecommunications	-	-	-	-	-	-	-	0.00%
5516	Install Wire, Loom & Hardware	-	-	-	-	-	-	-	0.00%
5517	Vehicle Operations	6,500	2,487	6,500	915	6,757	6,923	167	2.46%
5520	Equipment Repair	5,000	-	5,000	-	5,000	5,000	-	0.00%
5521	Outside Tech Serv-Towers/Equip	325,000	258,335	325,000	247,205	325,000	363,000	38,000	11.69%
5524	GETAC Project	-	-	-	-	-	-	-	0.00%
5525	Culver City Infrastructure Trans	-	-	-	-	-	-	-	0.00%
5601	Telephone - Administration	15,000	15,732	17,000	18,696	17,969	18,598	629	3.50%
5603	Telephone - El Segundo	3,000	3,298	3,000	3,652	3,171	3,282	111	3.50%

Expenses by Account

ACCT	DESCRIPTION	FY21-22 Adopted	FY21-22 Actual	FY22-23 Adopted	FY22-23 Actual	FY23-24 Adopted	FY24-25 Proposed	vs Adopted Inc (Dec) \$	% Change
5604	Telephone - Gardena	15,000	11,218	3,000	987	3,171	3,500	329	10.38%
5606	Telephone - Hawthorne	6,000	14,576	14,500	20,187	20,000	20,000	-	0.00%
5607	Telephone - Hermosa Beach	30,000	8,013	12,000	8,101	12,684	13,128	444	3.50%
5608	Telephone - Manhattan Beach	6,000	4,273	6,000	4,399	6,342	6,564	222	3.50%
5611	Telephone - Punta Place	4,500	1,121	4,500	1,104	4,757	4,923	167	3.50%
5612	Telephone - RCC	11,000	10,591	11,000	9,901	11,627	12,034	407	3.50%
5613	Sprint Wireless Reimbursable	70,000	9,302	1,200	-	-	-	-	0.00%
5614	Verizon Wireless Reimbursable	50,000	53,549	60,000	57,536	65,000	65,000	-	0.00%
5615	Telephone-Culver City	14,500	13,596	14,500	13,139	15,327	15,863	537	3.50%
5616	PulsePoint Software Reimbursab	-	-	-	-	-	10,000	-	0.00%
5701	Maintenance/HQ	161,650	119,995	164,150	185,955	173,507	225,767	52,260	30.12%
5702	Maintenance/Other	-	-	-	-	-	-	-	0.00%
5703	Electricity - HQ	110,000	146,865	135,000	161,330	150,000	175,000	25,000	16.67%
5704	Electricity - Grandview	2,200	2,604	3,000	2,798	3,171	3,282	111	3.50%
5705	Electricity - Punta	9,000	11,121	10,000	10,655	10,570	11,028	458	4.33%
5706	Gas - HQ	11,000	15,159	16,000	26,055	16,912	17,504	592	3.50%
5707	Water - HQ	3,850	3,564	4,850	3,959	5,126	5,306	180	3.50%
5715	Electricity - MB Water Tower	3,500	2,372	3,500	4,088	6,500	6,500	-	0.00%
5810	Office Equipment	2,000	10,079	12,000	10,268	17,000	17,000	-	0.00%
5820	Other Equipment	15,000	21,339	15,000	9,903	20,000	30,000	10,000	50.00%
5830	Furniture & Fixtures	-	10,335	2,500	769	2,500	2,500	-	0.00%
5840	Vehicles	-	-	-	-	-	-	-	0.00%
Subtotal Supplies/Services/Equip		\$ 2,520,218	\$ 2,076,317	\$ 2,596,002	\$ 2,391,608	\$ 2,978,063	\$ 3,026,678	\$ 48,615	1.63%
Total Operating Expenses		\$ 12,102,356	\$ 11,261,290	\$ 12,641,154	\$ 11,528,098	\$ 13,318,929	\$ 13,518,921	\$ 199,992	1.50%
5901	Total Capital Outlay	200,000	71,452	200,000	40,704	200,000	250,000	50,000	25.00%
Total Enterprise Fund (Fund 10)		\$ 12,302,356	\$ 11,332,742	\$ 12,841,154	\$ 11,568,802	\$ 13,518,929	\$ 13,768,921	\$ 249,992	1.85%
5901	Grant Fund (20)	-	-	-	-	-	-	-	0.00%
Grand Total All Funds		12,302,356	11,332,742	12,841,154	11,568,802	13,518,929	13,768,921	249,992	1.85%

Notes:

Proposed budget excludes non-cash expenses such as accrued leave, depreciation, and gain (loss) on disposal of fixed assets.

5 Year Revenue Projections - Enterprise Fund (10)

Account Number & Title	FY23-24 Adopted	FY24-25 Projected	FY25-26 Projected	FY26-27 Projected	FY27-28 Projected	FY28-29 Projected
Enterprise Fund (Fund 10)						
10-50-111-4110 Gardena	\$ 2,474,182	\$ 2,506,909	\$ 2,596,502	\$ 2,691,820	\$ 2,793,438	\$ 2,902,022
10-50-111-4120 Hawthorne	2,977,528	3,022,424	3,130,421	3,245,314	3,367,796	3,498,667
10-50-111-4130 Manhattan Beach	1,830,007	1,895,695	1,963,459	2,035,559	2,112,429	2,194,576
Member City Subtotal	\$ 7,281,717	\$ 7,425,028	\$ 7,690,382	\$ 7,972,694	\$ 8,273,663	\$ 8,595,265
10-50-111-4140 Hermosa Beach	887,842	898,811	930,903	965,037	1,001,417	1,040,281
10-50-111-4145 El Segundo	2,044,684	2,137,139	2,213,365	2,294,422	2,380,792	2,473,032
10-50-111-4146 Culver City	3,029,629	3,035,752	3,144,025	3,259,162	3,381,844	3,512,866
Contract City Subtotal	\$ 5,962,155	\$ 6,071,702	\$ 6,288,293	\$ 6,518,620	\$ 6,764,054	\$ 7,026,179
Subtotal Assessments	\$ 13,243,872	\$ 13,496,730	\$ 13,978,675	\$ 14,491,314	\$ 15,037,716	\$ 15,621,444
10-50-111-4150 El Camino Community College	\$ 790	\$ 790	\$ 841	\$ 900	\$ 968	\$ 1,045
10-50-111-4152 Medical Director Service/Hermosa Beach	-	-	-	-	-	-
10-50-111-4153 Medical Director Service/Manhattan Beach	30,500	-	-	-	-	-
10-50-111-4154 Medical Director Services/El Segundo	-	-	-	-	-	-
10-50-111-4210 Investment Earnings (LAIF)	30,000	75,000	79,875	85,466	91,876	99,226
10-50-111-4220 POST Reimbursements	5,000	5,000	5,325	5,698	6,125	6,615
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	2,663	2,849	3,063	3,308
10-50-111-4240 911 Reimbursements	5,000	5,000	5,325	5,698	6,125	6,615
10-50-111-4241 Redondo Beach Maint Agreement	13,000	10,238	10,903	11,667	12,542	13,545
Subtotal Administration - Other	\$ 86,790	\$ 98,528	\$ 104,932	\$ 112,278	\$ 120,698	\$ 130,354
10-60-211-4215 DUI Reimbursement-Overtime	-	-	-	-	-	-
10-60-211-4435 Reimbursements Sprint Wireless	-	-	-	-	-	-
10-60-211-4440 Reimbursements/Verizon Wireless	65,000	65,000	69,225	74,071	79,626	85,996
10-60-211-4460 Pink Patch Project	-	-	-	-	-	-
10-60-211-XXXX Reimbursement for PulsePoint	-	10,000	10,650	11,396	12,250	13,230
Subtotal Operations	\$ 65,000	\$ 75,000	\$ 79,875	\$ 85,466	\$ 91,876	\$ 99,226
10-70-311-4310 Labor-Installation-Member	-	-	-	-	-	-
10-70-311-4320 Labor-Installation-NonMember	-	-	-	-	-	-
10-70-311-4360 Reimbursements for Billable Parts	739,900	784,294	835,273	893,742	960,773	1,037,635
10-70-311-4370 Reimbursements for GST Software	52,692	52,692	56,117	60,045	64,549	69,712
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	\$ 792,592	\$ 836,986	\$ 891,390	\$ 953,787	\$ 1,025,321	\$ 1,107,347
Subtotal Non-Assessment Revenues	\$ 944,382	\$ 1,010,514	\$ 1,076,197	\$ 1,151,531	\$ 1,237,896	\$ 1,336,928
Total Enterprise Fund Revenues	\$ 14,188,254	\$ 14,507,244	\$ 15,054,872	\$ 15,642,845	\$ 16,275,612	\$ 16,958,372
Grant Fund (Fund 20)						
20-80-433-4270 Grant Fund	-	-	-	-	-	-
Total Grant Fund Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total All Funds	\$ 14,188,254	\$ 14,507,244	\$ 15,054,872	\$ 15,642,845	\$ 16,275,612	\$ 16,958,372

Notes:

1. 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	FY23-24 Adopted	FY24-25 Projected	FY25-26 Projected	FY26-27 Projected	FY27-28 Projected	FY28-29 Projected
Administration						
Salaries & Benefits	\$ 1,372,591	\$ 1,476,721	\$ 1,525,953	\$ 1,577,033	\$ 1,630,042	\$ 1,685,068
Supplies/Services/Equipment	1,295,333	1,405,152	1,492,912	1,593,566	1,708,958	1,841,275
Subtotal Administration	\$ 2,667,924	\$ 2,881,873	\$ 3,018,865	\$ 3,170,598	\$ 3,339,000	\$ 3,526,343
Operations						
Salaries & Benefits	\$ 8,178,845	\$ 8,176,353	\$ 8,448,232	\$ 8,730,262	\$ 9,022,897	\$ 9,326,614
Supplies/Services/Equipment	394,532	250,416	266,693	285,362	306,764	331,305
Subtotal Operations	\$ 8,573,377	\$ 8,426,769	\$ 8,714,925	\$ 9,015,624	\$ 9,329,660	\$ 9,657,919
Technical Services						
Salaries & Benefits	\$ 789,430	\$ 839,169	\$ 867,189	\$ 896,262	\$ 926,438	\$ 957,765
Supplies/Services/Equipment	1,288,199	1,371,110	1,450,807	1,542,214	1,647,005	1,767,165
Subtotal Technical Services	\$ 2,077,629	\$ 2,210,279	\$ 2,317,996	\$ 2,438,476	\$ 2,573,442	\$ 2,724,930
Total Operating Expenses	\$ 13,318,929	\$ 13,518,921	\$ 14,051,786	\$ 14,624,698	\$ 15,242,102	\$ 15,909,192
Total Capital Outlay	\$ 200,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Grand Total	\$ 13,518,929	\$ 13,768,921	\$ 14,301,786	\$ 14,874,698	\$ 15,492,102	\$ 16,159,192
Department Summary						
Administration	\$ 2,667,924	\$ 2,881,873	\$ 3,018,865	\$ 3,170,598	\$ 3,339,000	\$ 3,526,343
Operations	8,573,377	8,426,769	8,714,925	9,015,624	9,329,660	9,657,919
Technical Services	2,077,629	2,210,279	2,317,996	2,438,476	2,573,442	2,724,930
Capital Outlay	200,000	250,000	250,000	250,000	250,000	250,000
Grand Total	\$ 13,518,929	\$ 13,768,921	\$ 14,301,786	\$ 14,874,698	\$ 15,492,102	\$ 16,159,192
Major Category Summary						
Salaries & Benefits	\$ 10,340,866	\$ 10,492,243	\$ 10,841,374	\$ 11,203,557	\$ 11,579,376	\$ 11,969,448
Supplies/Services/Equipment	2,978,063	3,026,678	3,210,412	3,421,141	3,662,726	3,939,745
Capital Outlay	200,000	250,000	250,000	250,000	250,000	250,000
Grand Total	\$ 13,518,929	\$ 13,768,921	\$ 14,301,786	\$ 14,874,698	\$ 15,492,102	\$ 16,159,192

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)

	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29
Cash Balance Projections	Estimate	Projected	Projected	Projected	Projected	Projected
Beginning Balance	\$ 6,508,629	\$ 6,795,746	\$ 6,933,827	\$ 7,122,451	\$ 7,353,883	\$ 7,644,373
Operating and Capital Reserve	(1,351,893)	(1,376,892)	(1,430,179)	(1,487,470)	(1,549,210)	(1,615,919)
Available Cash	\$ 5,156,736	\$ 5,418,854	\$ 5,503,648	\$ 5,634,981	\$ 5,804,673	\$ 6,028,454
Budget Resources						
Assessments						
Gardena	\$ 2,474,182	\$ 2,506,909	\$ 2,596,502	\$ 2,691,820	\$ 2,793,438	\$ 2,902,022
Hawthorne	2,977,528	3,022,424	3,130,421	3,245,314	3,367,796	3,498,667
Manhattan Beach	1,830,007	1,895,695	1,963,459	2,035,559	2,112,429	2,194,576
Member City Subtotal	\$ 7,281,717	\$ 7,425,028	\$ 7,690,382	\$ 7,972,694	\$ 8,273,663	\$ 8,595,265
Culver City	3,029,629	3,035,752	3,144,025	3,259,162	3,381,844	3,512,866
El Segundo	2,044,684	2,137,139	2,213,365	2,294,422	2,380,792	2,473,032
Hermosa Beach	887,842	898,811	930,903	965,037	1,001,417	1,040,281
Contract City Subtotal	\$ 5,962,155	\$ 6,071,702	\$ 6,288,293	\$ 6,518,620	\$ 6,764,054	\$ 7,026,179
Non-Assessment Revenues	944,382	1,010,514	1,076,197	1,151,531	1,237,896	1,336,928
Total Budget Resources	\$ 14,188,254	\$ 14,507,244	\$ 15,054,872	\$ 15,642,845	\$ 16,275,612	\$ 16,958,372
Budget Expenses						
Operating	\$ 13,318,929	\$ 13,518,921	\$ 14,051,786	\$ 14,624,698	\$ 15,242,102	\$ 15,909,192
Capital	200,000	250,000	250,000	250,000	250,000	250,000
Total Budget Expenses	\$ 13,518,929	\$ 13,768,921	\$ 14,301,786	\$ 14,874,698	\$ 15,492,102	\$ 16,159,192
Revenues Over (Under) Expenditures	\$ 669,325	\$ 738,323	\$ 753,086	\$ 768,147	\$ 783,510	\$ 799,180
Ending Estimated Balance						
Pension and OPEB Funding	(382,208)	(600,242)	(564,462)	(536,715)	(493,020)	(391,475)
Ending Balance	\$ 6,795,746	\$ 6,933,827	\$ 7,122,451	\$ 7,353,883	\$ 7,644,373	\$ 8,052,078
Operating and Capital Reserve	(1,376,892)	(1,430,179)	(1,487,470)	(1,549,210)	(1,615,919)	(1,677,833)
Available Balance After Reserve Allocations	\$ 5,418,854	\$ 5,503,648	\$ 5,634,981	\$ 5,804,673	\$ 6,028,454	\$ 6,374,245
Gardena - 32.08%	1,738,368	1,765,570	1,807,702	1,862,139	1,933,928	2,044,858
Hawthorne - 45.07%	2,442,277	2,480,494	2,539,686	2,616,166	2,717,024	2,872,872
Manhattan Beach - 22.85%	1,238,208	1,257,584	1,287,593	1,326,368	1,377,502	1,456,515

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	FY21-22 Adopted	FY21-22 Actual	FY22-23 Adopted	FY22-23 Actual	FY23-24 Adopted	FY24-25 Proposed	vs Adopted Inc (Dec) \$	% Change
5101	Salaries (Full-Time)	\$ 870,626	\$ 870,297	\$ 906,839	\$ 829,804	\$ 938,840	\$ 973,148	\$ 34,308	3.65%
5102	Salaries (Part-Time)	-	10,442	30,000	53,395	30,000	30,000	-	0.00%
5103	Overtime	-	5	-	614	-	2,500	2,500	0.00%
5104	Acting Pay	1,243	-	6,218	91	676	711	35	5.18%
5107	Longevity Pay	2,350	2,350	2,450	2,450	2,600	2,700	100	3.85%
5108	Sick Leave Payoff	35,271	31,976	35,969	20,915	30,418	38,885	8,467	27.84%
5109	Vacation Leave Payoff	32,242	32,559	32,939	23,467	27,389	32,404	5,015	18.31%
5112	Other Pay	17,200	3,009	13,000	2,884	13,000	13,000	-	0.00%
5114	Holiday Payoff	-	-	-	-	-	-	-	0.00%
5201	Medical Insurance	94,993	60,920	95,812	70,819	80,128	83,057	2,929	3.66%
5202	Dental Insurance	7,607	8,868	8,988	9,633	10,757	12,929	2,172	20.19%
5203	Vision Care	1,726	1,842	2,226	1,917	2,226	2,708	482	21.65%
5204	Life Insurance	792	840	936	1,054	1,274	1,274	-	0.00%
5205	Medicare	14,448	13,957	14,461	13,640	15,088	15,782	694	4.60%
5206	Unemployment Insurance	-	-	-	-	-	-	-	0.00%
5207	Workers' Compensation	8,051	7,341	8,454	6,653	8,316	8,377	61	0.73%
5208	PERS Contribution	91,601	89,392	92,307	84,711	105,108	110,443	5,335	5.08%
5209	Retirees' Medical Insurance	6,000	5,435	6,000	5,443	6,000	11,000	5,000	83.33%
5211	Social Security	-	697	-	180	-	-	-	0.00%
5212	Deferred Comp Matching	37,500	22,823	21,600	25,340	27,600	27,600	-	0.00%
5219	PERS Contribution-UAL	53,106	78,307	71,748	111,584	72,541	109,573	37,032	51.05%
5220	FSA Expense	-	-	-	221	630	630	-	0.00%
Subtotal Salaries & Benefits		\$ 1,274,756	\$ 1,241,058	\$ 1,349,947	\$ 1,264,814	\$ 1,372,591	\$ 1,476,721	\$ 104,130	7.59%
5301	Networking Services	48,000	43,083	48,000	28,304	38,800	40,158	1,358	3.50%
5302	IT Computer Contract Services	55,000	55,000	55,000	55,000	55,000	55,000	-	0.00%
5304	Accountant/Auditing Services	33,000	27,450	33,000	14,850	34,881	40,000	5,119	14.68%
5305	Legal Services	75,000	104,991	100,000	81,216	105,700	109,400	3,700	3.50%
5306	Recruitment Costs	46,750	34,034	61,645	55,796	65,395	67,684	2,289	3.50%
5307	Software Maintenance Services	64,652	61,136	76,550	67,202	81,548	109,334	27,786	34.07%
5308	Banking Services (Fees)	6,000	10,658	7,500	9,611	7,500	7,500	-	0.00%
5309	Website Maintenance Service	7,500	1,178	7,500	4,451	7,500	7,500	-	0.00%
5311	IT Consulting Services	-	-	-	-	25,000	25,000	-	0.00%
5312	Medical Director Services	30,500	30,500	30,500	30,500	30,500	-	(30,500)	-100.00%
5313	Temporary Staffing	20,000	-	20,000	1,221	20,000	25,000	5,000	25.00%
5401	Membership Dues	390	508	840	1,228	840	935	95	11.31%
5402	Publications	750	503	750	1,051	750	750	-	0.00%
5403	Conferences, Meeting & Travel	16,725	11,482	16,725	12,687	28,000	28,200	200	0.71%
5404	Employee Services	5,500	3,607	5,500	2,972	13,814	31,297	17,484	126.57%
5405	Employee Awards	-	-	500	-	500	500	-	0.00%
5407	Tuition Reimbursement	-	-	-	-	-	-	-	0.00%
5501	Office Supplies	9,000	9,056	10,000	13,306	10,000	10,350	350	3.50%
5502	Janitorial Supplies	12,100	7,042	12,100	4,262	12,100	12,524	424	3.50%
5504	Vending Machine Supplies	-	-	-	-	-	-	-	0.00%
5507	Postage & Shipping	1,600	741	1,600	831	1,000	1,035	35	3.50%
5509	Reproduction	1,500	-	1,500	-	500	500	-	0.00%
5511	Office Equipment Lease	15,750	14,006	15,750	10,084	15,750	10,000	(5,750)	-36.51%
5513	General Liability Insurance	216,000	227,989	259,500	258,379	337,000	330,000	(7,000)	-2.08%
5517	Vehicle Operations	2,000	433	2,000	176	2,000	2,000	-	0.00%
5601	Telephone - Administration	15,000	15,732	17,000	18,696	17,969	18,598	629	3.50%
5701	Maintenance/HQ	161,650	119,995	164,150	185,955	173,507	225,767	52,260	30.12%
5703	Electricity - HQ	110,000	146,865	135,000	161,330	150,000	175,000	25,000	16.67%
5704	Electricity - Grandview	2,200	2,604	3,000	2,798	3,171	3,282	111	3.50%
5705	Electricity - Punta	9,000	11,121	10,000	10,655	10,570	11,028	458	4.33%
5706	Gas - HQ	11,000	15,159	16,000	26,055	16,912	17,504	592	3.50%
5707	Water - HQ	3,850	3,564	4,850	3,959	5,126	5,306	180	3.50%
5715	Electricity - MB Water Tower	3,500	2,372	3,500	4,088	6,500	6,500	-	0.00%
5810	Office Equipment	-	5,014	10,000	7,044	10,000	10,000	-	0.00%
5820	Other Equipment	-	132	-	3,981	5,000	15,000	10,000	200.00%
5830	Furniture & Fixtures	-	10,335	2,500	769	2,500	2,500	-	0.00%
Subtotal Supplies/Services/Equip		\$ 983,917	\$ 976,289	\$ 1,132,460	\$ 1,078,457	\$ 1,295,333	\$ 1,405,152	\$ 109,820	8.48%

Expenses by Account - Administration Department

ACCT	DESCRIPTION	FY21-22 Adopted	FY21-22 Actual	FY22-23 Adopted	FY22-23 Actual	FY23-24 Adopted	FY24-25 Proposed	vs Adopted Inc (Dec) \$	% Change
Total Expenses - Administration		\$ 2,258,673	\$ 2,217,347	\$ 2,482,407	\$ 2,343,271	\$ 2,667,924	\$ 2,881,873	\$ 213,950	8.02%

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 12.47% to 12.52% for Tier 1 employees plus 3.5% of employee contributions; increase from 10.10% to 10.15% for Tier 2 employees hired after October 25, 2011; increase from 7.68% to 7.87% 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.
5505	Voice Recording Tapes	Voice recording tape/dvd supplies
5507	Postage & Shipping	Postage/UPS/Express mail services
5509	Reproduction	Accounts Payable & Payroll checks; W-2's; 1099's; budget doc, etc.
5511	Office Equipment Lease	Copier and postage meter
5513	General Liability Insurance	Authority's various insurance coverages including cyber, property, earthquake, etc.
5517	Vehicle Operations	Gasoline/maintenance cost
5601	Telephone - Administration	Telephone for Administration
5701	Maintenance/HQ	See attached detail sheet
5702	Maintenance/Other	Fuel tank cleaning, permit fees, and other maintenance costs for other sites
5703	Electricity - HQ	Utilities; Electricity for HQ
5704	Electricity - Grandview	Utilities; Electricity for Grandview site
5705	Electricity - Punta	Utilities; Electricity for Punta Place site
5706	Gas - HQ	Utilities; Gas for HQ
5707	Water - HQ	Utilities; Water for HQ
5810	Office Equipment	Computers, printers, laptops, etc.
5820	Other Equipment	Television, tools, etc.
5830	Furniture & Fixtures	Chairs, work stations, etc.

Account Detail - Administration Department

Networking Services	
10-50-111-5301	
Race Communications	14,904
Crown Castle internet	14,904
CAD Connectivity	10,350
Total	\$ 40,158
Recruitment	
10-50-111-5306	
Advertising - Daily Breeze and job websites (NeoGov, etc.)	2,588
Job Fairs/Community Events	3,105
Background investigations	31,050
Psychological exams	6,210
Physical exams	4,937
Polygraph exams	4,269
Credit Report	518
Critical Annual Subscription	8,280
Marketing Materials	5,175
Fingerprinters/LiveScan/DOJ/SS# check	1,553
Total	\$ 67,684
Software Maintenance Services	
10-50-111-5307	
EDEN annual maintenance cost (software support and licensing updates)	15,972
EDEN Operating Systems & Database Administration	7,220
Annual Barracuda Spam updates for Server	2,407
Schedule Express	10,415
Powerphone annual maintenance	1,750
Email certificate renewal	820
ESC shop software annual maintenance cost	1,641
Extreme Routers Annual Maintenance	3,829
Jot Forms	1,313
Solar Winds Annual Maintenance	3,282
Other Software Maintenance	12,561
Fortiguard security software for network	10,940
Box Subscription - Distribution of 9-1-1 and radio recordings	1,182
Zoom Subscription	656
ESRI Annual Maintenance	1,641
Exaq Vision Annual Maintenance - Security System	4,376
Stancil Annual Maintenance - Logging Recorder	2,735
Media Temple/Go Daddy Website Annual Maintenance	1,094
Wave	500
PowerEngage	10,000
Email Filter	15,000
Total	\$ 109,334
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	190
California Background Investigators Association (CBIA)	70
Government Finance Officers Association (GFOA) - Finance Manager annual dues	175
Total	\$ 935
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

Account Detail - Administration Department

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	-
CSMFO bi-monthly Chapter meetings - Finance Manager	300
CalPERS Ed Forum, Anaheim (Fin Mgr & Accountant)	1,250
Government Tax Seminar -Finance Mgr	650
GFOA/CSMFO finance workshops (Fin Mgr & Accountant)	1,000
APCO/NENA Conferences	3,500
Management Retreat	10,000
Total	\$ 28,200
Maintenance/HQ	
10-50-111-5701	
Gardening Service (grounds)	6,532
Janitorial Service	51,047
Tree Trimming Services	7,077
Fuel Tank Cleaning and diesel refills	5,444
Generator Service (contract and repairs) - includes HQ, Punta, MBWT, Grandview, & 1500 Gal Diesel	13,065
Various permit fees - South Coast Air Quality Management District (AQMD) & LA County Fire Hazmat Program	2,722
Fire Alarm, Fire Alarm Inspection & Fire Extinguishers Service and Repairs	8,165
Elevator Maintenance Contract	10,452
Water Treatment	1,306
HVAC Maintenance - Contract plus necessary repairs	36,308
DirecTV Services	2,722
Roll-up door Annual Maintenance - Tech Services Bay	2,722
Exterminator Service	3,810
Water Filtration Service	1,089
Uninterrupted Power Supply (UPS) Maintenance - includes Tower Radio Room	13,065
Building Exterior Annual Cleaning	5,444
Plumbing, Security Gate & Other repairs	8,165
Facility replacement light bulbs/hardware	1,633
Building PA System Replacement	20,000
Irrigation system	10,000
Roof Cleaning and Drain Cleaning	10,000
Metail Handrails for Stairs - Palos Verdes	5,000
Total	\$ 225,767

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 354,817 calls in CY2023
 - 911 Calls: 136,964
 - 7 Digit Calls: 217,853
- Averaged 37 seconds for Police dispatch (Priority E and 1 calls) and 11 seconds for Fire dispatch in CY2023.
- Answered 99% of overall calls within 15 seconds and 96.09% at the busiest hour within 15 seconds in CY2023.
- Responded to 450 Text-to-911 Sessions in CY2023.

Expenses by Account - Operations Department

ACCT	DESCRIPTION	FY21-22 Adopted	FY21-22 Actual	FY22-23 Adopted	FY22-23 Actual	FY23-24 Adopted	FY24-25 Proposed	vs Adopted Inc (Dec) \$	% Change
5101	Salaries (Full-Time)	\$ 5,025,397	\$ 4,433,987	\$ 5,176,790	\$ 3,884,530	\$ 5,412,120	\$ 5,206,954	(205,166)	-3.79%
5102	Salaries (Part-Time)	-	28,307	-	68,615	-	-	-	0.00%
5103	Overtime	195,539	291,314	225,000	895,063	225,000	225,000	-	0.00%
5104	Acting Pay	10,000	3,791	10,000	574	10,000	10,000	-	0.00%
5105	Bilingual Pay	8,400	9,300	9,600	11,150	9,600	10,800	1,200	12.50%
5107	Merit Pay	-	-	-	-	-	-	-	0.00%
5108	Sick Leave Payoff	106,350	83,778	106,350	53,067	95,000	95,000	-	0.00%
5109	Vacation Leave Payoff	55,000	87,071	65,000	98,357	75,000	90,000	15,000	20.00%
5110	Training Pay	15,000	6,102	15,000	9,966	15,000	15,000	-	0.00%
5112	Other Pay	-	96,870	-	119,130	-	-	-	0.00%
5114	Holiday Payoff	75,000	111,795	100,000	20,122	52,000	52,000	-	0.00%
5115	Education Incentive	116,900	117,268	122,605	121,838	132,173	148,652	16,479	12.47%
5116	Overtime-Ridealongs	-	-	-	-	-	-	-	0.00%
5201	Medical Insurance	601,964	486,330	581,257	475,809	600,055	738,892	138,837	23.14%
5202	Dental Insurance	42,265	45,855	56,062	45,221	56,173	64,237	8,064	14.36%
5203	Vision Care	16,059	14,354	17,837	12,777	17,207	18,830	1,623	9.43%
5204	Life Insurance	7,524	8,413	8,893	7,562	11,629	11,629	-	0.00%
5205	Medicare	80,465	75,553	85,313	76,391	88,311	85,876	(2,435)	-2.76%
5206	Unemployment Insurance	10,000	11,277	20,000	6,273	15,000	15,000	-	0.00%
5207	Workers' Compensation	38,242	34,870	40,154	31,600	39,500	39,792	292	0.74%
5208	PERS Contribution	596,231	522,646	586,430	462,462	658,562	600,827	(57,735)	-8.77%
5209	Retirees' Medical Insurance	50,000	55,984	60,000	54,635	72,000	72,000	-	0.00%
5211	Social Security	-	-	-	-	-	-	-	0.00%
5212	Deferred Comp Matching Benefit	-	28,551	70,500	54,536	76,500	81,000	4,500	5.88%
5219	PERS Contribution-UAL	494,406	729,026	561,624	771,189	514,011	590,860	76,849	14.95%
5220	FSA Expense	-	4,491	4,250	4,527	4,004	4,004	-	0.00%
Subtotal Salaries & Benefits		\$ 7,544,742	\$ 7,286,934	\$ 7,922,665	\$ 7,285,395	\$ 8,178,845	\$ 8,176,353	\$ (2,492)	-0.03%
5300	Maintenance & Operations	-	-	-	-	-	-	-	0.00%
5302	Computer Contract/CAD	-	-	-	-	164,000	-	(164,000)	-100.00%
5401	Membership Dues	2,290	-	2,290	-	2,290	2,370	80	3.49%
5402	Publications	1,710	-	1,710	-	1,710	1,710	-	0.00%
5403	Conferences, Meeting & Travel	19,151	8,071	23,557	9,209	23,846	23,846	-	0.00%
5404	Employee Services	2,500	1,654	2,500	3,202	2,500	2,588	88	3.52%
5405	Employee Awards	500	308	1,000	-	1,000	3,500	2,500	250.00%
5406	POST Training	12,608	1,997	12,608	1,080	12,608	12,608	-	0.00%
5407	Tuition Reimbursement	16,000	6,337	16,000	4,777	16,000	16,000	-	0.00%
5506	Uniforms/Safety Equipment	8,000	1,291	8,000	7,728	8,000	13,000	5,000	62.50%
5509	Reproduction	500	-	500	-	500	500	-	0.00%
5603	Telephone - El Segundo	3,000	3,298	3,000	3,652	3,171	3,282	111	3.50%
5604	Telephone - Gardena	15,000	11,218	3,000	987	3,171	3,500	329	10.38%
5606	Telephone - Hawthorne	6,000	14,576	14,500	20,187	20,000	20,000	-	0.00%
5607	Telephone - Hermosa Beach	30,000	8,013	12,000	8,101	12,684	13,128	444	3.50%
5608	Telephone - Manhattan Beach	6,000	4,273	6,000	4,399	6,342	6,564	222	3.50%
5611	Telephone - Punta Place	4,500	1,121	4,500	1,104	4,757	4,923	167	3.50%
5612	Telephone - RCC	11,000	10,591	11,000	9,901	11,627	12,034	407	3.50%
5613	Sprint Wireless Reimbursable	70,000	9,302	1,200	-	-	-	-	0.00%
5614	Verizon Wireless Reimbursable	50,000	53,549	60,000	57,536	65,000	65,000	-	0.00%
5615	Telephone-Culver City	14,500	13,596	14,500	13,139	15,327	15,863	537	3.50%
5616	PulsePoint Software Reimbursable	-	-	-	-	-	10,000	10,000	0.00%
5810	Office Equipment	-	2,437	-	3,224	5,000	5,000	-	0.00%
5820	Other Equipment	15,000	21,207	15,000	5,922	15,000	15,000	-	0.00%
5830	Furniture & Fixtures	-	-	-	-	-	-	-	0.00%
Subtotal Supplies/Services/Equip		\$ 288,259	\$ 172,839	\$ 212,865	\$ 154,148	\$ 394,532	\$ 250,416	\$ (144,116)	-36.53%
Total Expenses - Operations		\$ 7,833,001	\$ 7,459,773	\$ 8,135,530	\$ 7,439,543	\$ 8,573,377	\$ 8,426,769	\$ (146,608)	-1.71%

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 12.47% to 12.52% for Tier 1 employees plus 3.5% of employee contributions; increase from 10.10% to 10.15% for Tier 2 employees hired after October 25, 2011; increase from 7.68% to 7.87% for PEPRA employees hired after January 1, 2013. UAL portion is allocated to a different account (see account # 5219).
5209	Retirees' Medical Insurance	Per MOU - retiree benefit
5219	PERS Contribution-UAL	Unfunded Accrued Liability determined by CalPERS Actuarial Report
5401	Membership Dues	See attached detail
5402	Publications	See attached detail
5403	Conferences, Meetings & Travel	See attached detail
5404	Employee Services/EC-BOD	Employee Assistance Program; miscellaneous employee operations expenses
5405	Employee Awards	Employee recognition
5406	POST Training	Mandated training; some training eligible for reimbursement by State. See attached detail.
5407	Tuition Reimbursement	Per MOU - Reimbursement of college/university class tuition and eligible expenses
5506	Uniforms/Safety Equipment	Uniform purchases for new hires and replacements for existing employees
5509	Reproduction	Training manuals
5603	Telephone - El Segundo	Data and hotline phone circuits
5604	Telephone - Gardena	Data and hotline phone circuits
5606	Telephone - Hawthorne	Data and hotline phone circuits
5607	Telephone - Hermosa Beach	Data and hotline phone circuits
5608	Telephone - Manhattan Beach	Data and hotline phone circuits
5611	Telephone - Punta Place	Data and hotline phone circuits
5612	Telephone - RCC	Data and hotline phone circuits
5613	Sprint Wireless Reimbursable	Data charges that will be reimbursed to the Authority in the 4th qtr Assessment each year.
5614	Verizon Wireless Reimbursable	Data charges that will be reimbursed to the Authority in the 4th qtr Assessment each year.

Account Detail - Operations Department

Membership Dues	
10-60-211-5401	
Association of Police Communications Officials (APCO) - Group Membership	559
National Emergency Number Association (NENA) - Group Membership	725
CWA Association Memberships	1,087
Total	\$ 2,370
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 Harrasment 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 310 work orders for installations and repairs of various telecommunications equipment used by Police, Fire and Public Works from members and client agencies in CY2023.

Expenses by Account - Technical Services Department

ACCT	DESCRIPTION	FY21-22 Adopted	FY21-22 Actual	FY22-23 Adopted	FY22-23 Actual	FY23-24 Adopted	FY24-25 Proposed	vs Adopted Inc (Dec) \$	% Change
5101	Salaries (Full-Time)	\$ 469,753	\$ 399,968	\$ 484,121	\$ 331,367	\$ 507,570	\$ 495,907	\$ (11,663)	-2.30%
5103	Overtime	6,850	284	3,500	25,433	3,500	30,000	26,500	757.14%
5104	Acting Pay	-	-	-	-	-	-	-	0.00%
5106	Call Back Pay	-	-	-	-	-	-	-	0.00%
5107	Merit Pay	2,000	771	750	828	850	850	-	0.00%
5108	Sick Leave Payoff	17,780	7,812	13,500	4,957	10,500	10,500	-	0.00%
5109	Vacation Leave Payoff	14,386	6,329	12,000	7,804	10,000	10,000	-	0.00%
5110	Training Pay	-	-	-	1,000	-	2,500	2,500	0.00%
5112	Other Pay	-	-	-	12,540	-	-	-	0.00%
5114	Holiday Payoff	-	-	-	-	-	-	-	0.00%
5115	Education Incentive	-	-	-	-	-	-	-	0.00%
5201	Medical Insurance	62,000	42,353	61,400	34,332	61,200	67,000	5,800	9.48%
5202	Dental Insurance	2,801	4,889	7,404	4,239	6,300	9,400	3,100	49.21%
5203	Vision Care	1,339	1,468	2,045	1,252	1,790	2,600	810	45.25%
5204	Life Insurance	660	589	780	621	1,020	1,020	-	0.00%
5205	Medicare	7,431	5,719	7,538	5,348	7,764	8,044	280	3.61%
5206	Unemployment Insurance	-	-	-	-	-	-	-	0.00%
5207	Workers' Compensation	54,344	49,552	57,061	44,905	56,132	56,547	415	0.74%
5208	PERS Contribution	56,847	46,109	51,247	38,981	58,676	56,087	(2,589)	-4.41%
5209	Retirees' Medical Insurance	20,000	11,718	22,000	12,523	18,000	18,000	-	0.00%
5212	Deferred Comp Matching Benefi	-	1,468	6,000	4,794	3,000	7,500	4,500	150.00%
5219	PERS Contribution-UAL	46,449	68,491	43,194	55,357	43,128	63,214	20,086	46.57%
Subtotal Salaries & Benefits		\$ 762,640	\$ 647,521	\$ 772,540	\$ 586,280	\$ 789,430	\$ 839,169	\$ 49,739	6.30%
5302	IT Computer Contract Services	145,000	145,000	145,000	145,000	145,000	145,000	-	0.00%
5311	GST Software Reimbursable	52,692	52,692	55,327	52,692	52,692	52,692	-	0.00%
5403	Conferences, Meeting & Travel	2,650	-	2,650	100	2,650	2,650	-	0.00%
5503	General Technical Supplies	7,500	3,067	7,500	3,657	7,500	7,763	263	3.51%
5506	Uniforms/Safety Equipment	2,500	743	2,500	578	2,500	2,588	88	3.52%
5507	Postage & Shipping	1,200	-	1,200	-	1,200	1,200	-	0.00%
5508	Shipping Costs	-	-	-	-	-	-	-	0.00%
5514	Parts - Billing	700,000	462,670	700,000	709,032	739,900	784,294	44,394	6.00%
5516	Install Wire, Loom & Hardware	-	-	-	-	-	-	-	0.00%
5517	Vehicle Operations	4,500	2,053	4,500	740	4,757	4,923	167	3.50%
5520	Equipment Repair	5,000	-	5,000	-	5,000	5,000	-	0.00%
5521	Outside Tech Serv-Towers/Equip	325,000	258,335	325,000	247,205	325,000	363,000	38,000	11.69%
5524	GETAC Project	-	-	-	-	-	-	-	0.00%
5525	Culver City Infrastructure Trans	-	-	-	-	-	-	-	0.00%
5810	Office Equipment	2,000	2,629	2,000	-	2,000	2,000	-	0.00%
5820	Other Equipment	-	-	-	-	-	-	-	0.00%
Subtotal Supplies/Serv/Equip		\$ 1,248,042	\$ 927,189	\$ 1,250,677	\$ 1,159,003	\$ 1,288,199	\$ 1,371,110	\$ 82,912	6.44%
Total Expenses - Tech Services		\$ 2,010,682	\$ 1,574,710	\$ 2,023,217	\$ 1,745,284	\$ 2,077,629	\$ 2,210,279	\$ 132,651	6.38%

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 12.47% to 12.52% for Tier 1 employees plus 3.5% of employee contributions; increase from 10.10% to 10.15% for Tier 2 employees hired after October 25, 2011; increase from 7.68% to 7.87% 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	
5515	Parts - Telecommunications	Combined all parts accounts	
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		80,000
	Support for Microwave maintenance		75,000
	Environmental Monitoring Sensor Replacement		8,000
	Battery Back up (microwave)		20,000
	Total		\$ 363,000

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

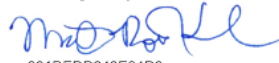
Noes:

Absent:

Abstain:

DocuSigned by:

4C0AB65705BD94D5

Alex Monteiro, Councilmember
Chairman, Board of Directors

DocuSigned by:

804DFDD343E34B3

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

FISCAL YEAR 2024-2025
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
2024-2025 AND CORRESPONDING ASSESSMENT SCHEDULE**

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, Article IV, Section J of the Bylaws requires the Board adopt an annual budget and assessment schedule;

WHEREAS, in a public session, on March 19, 2024, the Board of Directors examined and adopted the budget for Fiscal Year 2024-2025 as outlined below;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of said Authority has adopted a budget in the amount of \$13,768,921 for the period of July 1, 2024 through June 30, 2025 in accordance with the following allocations:

Administration Department	\$2,881,873
Operations Department	8,426,769
Technical Services Division	2,210,279
Capital Outlay	250,000
Total Budget	\$13,768,921

BE IT FURTHER RESOLVED that the Board of Directors of said Authority adopts the Assessment Schedule in Exhibit A for Fiscal Year 2024-2025.

BE IT FURTHER RESOLVED that the Finance & Performance Audit Manager of the Authority is authorized to issue assessments to the Member Cities and to the cities with which the Authority contracts for dispatch services in accordance with the terms, conditions, and formulas contained in Article X of the Authority Bylaws, and as shown on page 23 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 19th day of March 2024, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Rodney Tanaka, Councilmember
Chairman, Board of Directors

Ross Klun, Executive Director
Secretary, Board of Directors

F-1

Attachment 2

"Exhibit A"



Annual Assessments

Fiscal Year 2024-25

Quarter	1st	2nd	3rd	4th	
Due Date	7/15/2024	10/15/2024	1/15/2025	4/15/2025	Total
Member Cities					
Gardena	\$ 877,418.15	\$ 626,727.25	\$ 626,727.25	\$ 376,036.35	\$ 2,506,909.00
Hawthorne	1,057,848.40	755,606.00	755,606.00	453,363.60	3,022,424.00
Manhattan Beach	663,493.25	473,923.75	473,923.75	284,354.25	1,895,695.00
Contract Cities					
Culver City	758,938.00	758,938.00	758,938.00	758,938.00	3,035,752.00
El Segundo	534,284.75	534,284.75	534,284.75	534,284.75	2,137,139.00
Hermosa Beach	224,702.75	224,702.75	224,702.75	224,702.75	898,811.00
Total	\$ 4,116,685.30	\$ 3,374,182.50	\$ 3,374,182.50	\$ 2,631,679.70	\$ 13,496,730.00

Late Payment Penalties

1. Gardena, Hawthorne, and Manhattan Beach
 - 5% penalty applies 15 days past due
 - 10% penalty applies 30 days past due
2. Culver City
 - 5% penalty applies 15 days past due
 - 10% penalty applies 30 days past due
3. El Segundo
 - 5% penalty applies 15 days past due
 - 10% penalty applies 30 days past due
4. Hermosa Beach
 - 5% penalty applies 15 days past due
 - 10% penalty applies 30 days past due

Notes

1. Gardena, Hawthorne, and Manhattan Beach are billed in the following proportions:
Q1-35%, Q2-25%, Q3-25%, Q4-15%
2. Culver City, El Segundo, and Hermosa Beach are billed evenly throughout the year, 25% per quarter.
3. GST Maintenance, Verizon Wireless DAC charges, Sprint DAC Charges, and Sprint modems are billed with 4th quarter assessments.
4. In accordance with the Cost Allocation Policy, Technical Services Division Workload Support Charges are now included in this assessment which is billed quarterly.