

**A G E N D A**  
**REGULAR JOINT MEETING OF**  
**THE BOARD OF DIRECTORS, THE EXECUTIVE COMMITTEE, AND USER COMMITTEE**  
**TUESDAY, MARCH 19, 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. Board of Directors
2. Executive Committee
3. User Committee

C. **PUBLIC DISCUSSION**

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

D. **BOARD OF DIRECTORS CONSENT CALENDAR**

1. Minutes from January 16, 2024 and March 5, 2024  
**APPROVE**
2. Updated Publicly Available Pay Schedule  
**APPROVE AND ADOPT**
3. Cash and Investments Report for December 31, 2023  
**RECEIVE AND FILE**
4. Resolution Delegating Investment Authority to the Treasurer over Authority Funds and the Authority's Section 115 Trust  
**APPROVE AND ADOPT RESOLUTION**

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

F. **BOARD OF DIRECTORS GENERAL BUSINESS**

1. Resolution Adopting the Budget for Fiscal Year 2024-2025  
**APPROVE AND ADOPT RESOLUTION**
2. Discuss Authority Governance and the Powers and Duties of the Board of Directors Pursuant to the Authority's Bylaws, and Consider Whether to Amend the Bylaws  
**PROVIDE DIRECTION**

G. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from January 16, 2024, February 6, 2024, February 20, 2024, March 5, 2024 and March 13, 2024  
**APPROVE**
2. Check Register – February 2024  
**RECEIVE AND FILE**
3. Approval of a Change Purchase Order in the Amount of \$85,000 to Havis Incorporated for a Total Not-To-Exceed Amount of \$135,000 for Supplies and Equipment  
**APPROVE**
4. Side Letter Agreement Amending the January 1, 2022 to June 30, 2025 Memorandum of Understanding with the California Teamsters Public, Professional and Medical Employees Union Local 911  
**APPROVE**

5. Side Letter Agreement Amending the January 1, 2022 to June 30, 2025 Memorandum of Understanding with the Communications Workers of America

**APPROVE**

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

I. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Executive Director's Update on Staffing and Recruitment

**RECEIVE AND FILE**

J. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from January 16, 2024 and February 20, 2024

**APPROVE**

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

L. **EXECUTIVE DIRECTOR'S REPORT**

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

N. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

1. PUBLIC EMPLOYMENT APPOINTMENT  
Pursuant to Government Code Section 54957(b)(1)  
Title: Acting or Interim Executive Director

O. **ADJOURNMENT**

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

Signature:



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M. Ross Klun, Executive Director

D-1

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

**JANUARY 16, 2024**

**A. CALL TO ORDER**

The Board of Directors, the Executive Committee and the User Committee convened in a regular joint session at 2:04PM on Tuesday, January 16, 2024, in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

**ROLL CALL**

Present: Councilmember Rodney Tanaka, City of Gardena  
Councilmember David Lesser, City of Manhattan Beach  
Councilmember Alex Monteiro, City of Hawthorne  
City Manager Vontray Norris, City of Hawthorne  
City Manager Bruce Moe, City of Manhattan Beach  
City Manager Clint Osorio City of Gardena  
Chief Mike Saffell, Gardena Police Department  
Chief Gary Tomatani, Hawthorne Police Department  
Chief Rachel Johnson, Manhattan Beach Police Department  
Chief Mike Lang, Manhattan Beach Fire Department  
Captain Christian Eichenlaud, Manhattan Beach

Absent: Administrative Services Manager John Krok

Also Present: Executive Director M. Ross Klun  
Operations Manager Shannon Kauffman  
Finance Manager Vanessa Alfaro  
Executive Assistant Cristina Manley  
Jennifer Petrusis RWG Law

**C. PUBLIC DISCUSSION**

None.

**D. BOARD OF DIRECTORS CONSENT**

1. Minutes from July 18, 2023

**APPROVE**

**MOTION:** Councilmember Lesser moves to approval of minutes. The motion was seconded by Councilmember Monteiro. Passed 3-0

E. **ITEMS REMOVED FROM CONSENT CALENDAR**

None.

F. **BOARD OF DIRECTORS GENERAL BUSINESS**

1. Fiscal Year 2023-2024 Mid-Year Budget Report

**RECEIVE AND FILE**

Finance Manager Alfaro summarized the Fiscal Year 2023-2024 Mid-Year Budget Performance Report. The Authority's revenues and expenses through December 2023 are on track with the adopted budget. The Authority has accrued approximately 85% in assessment revenue from its member cities and 75% from contract cities, accordance with the adopted assessment schedule. As of December, revenues total \$11.4 million, about 80% of expected revenues for this fiscal year. Expenses through December, total 6.1 million, which represents nearly 45% of total budgeted expenses. Expenses for salary and benefits accounted for 46% of budgeted amounts across all departments and expenses for supplies, services and equipment for 40%. Expenses for capital improvement projects represent 51% of the CIP budget.

Staff recommends that the Board of Directors receive and file the Fiscal Budget Year 2023-2024 Mid-Year Budget Performance Report for the period July 1, 2023 through December 31, 2023.

Director Klun reported on the current year work plan objectives.

1. Staffing and Recruitment – streamline the Background of the shortening hiring process (2-3 months).
2. Recruitment Incentive and Referral Bonus Program – lateral applicant.
3. Mark 43 CAD – terminated contract. Currently working RFP process, RFQ 4 CAD vendors.
4. Fiscal Sustainability – Matrix Consulting group 5 year CIP. Executive Committee will receive a five year CIP draft in the next upcoming meeting.
5. Strategic Plan – Produce a five year Strategic Plan and working with a consultant to develop a plan with all the stakeholders (interviewed). Provide a report in March.

Received reimbursement \$118,000.00 COVID related expenses FEMA in 2020. Utilize the funds for remodeling kitchen/breakroom/bathroom area. Benefit all employees.

Councilmember Monteiro asked about the backup generator. Director Klun reported that the User Committee took to vote, have an outside consultant do an After Action Report and present some recommendations/findings. The User Committee will be receiving a report with recommendations.

After Action Report (Power Outage) – findings and specific recommendations.

Councilmember Lesser requested for a follow-up if a motion/action has been changed.

**MOTION:** Councilmember Lesser moved to receive and file Fiscal Year 2023 – 2024 Mid-Year Budget Report to approve and the motion was seconded by Councilmember Monteiro. Passed 3-0.

G. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from September 19, 2023 and November 21, 2023

**APPROVED**

2. Check Register – November 2023 and December 2023

**RECEIVE AND FILE**

3. Fiscal Year 2022-2023 Annual Financial Report

**RECEIVE AND FILE**

**MOTION:** City Manager Moe moved to approve the Executive Committee Consent Calendar items 1-3. The motion was seconded by City Manager Norris and passed 3-0.

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

None.

I. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

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

Director Klun provided a staffing update. Currently reported 9 dispatch applicants in backgrounds process. Presently at 77% operators. Two part-time operators committed to work 30 hours per week. This is another big development providing more relief with overtime. We anticipate rolling out major sign-on bonus program to attract well-qualified lateral transfer Communications Operators.

City Manager Moe requested more details on the number of operators, supervisor and probationary period. Gather information/data exit interview – track the number of people leaving with statistics. Discussion on overtime/mandatory.

**MOTION:** City Manager Moe moved to receive and file. The motion was seconded by City Manager Norris and passed 3-0.

2. A Resolution of the Board of Directors Adopting a Policy Regarding Sign-On Bonuses and Referral Bonuses for Lateral Transfer Communications Operators and Repealing Resolution No.351 and the Previous Recruitment Incentive and Referral Bonus Policy.  
**CONSIDER WHETHER TO RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT A RESOLUTION ESTABLISHING A RECRUITMENT INCENTIVE AND REFERRAL BONUS POLICY.**

Director Klun provided a presentation on a Sign-On bonuses and referral bonuses for lateral transfer Communications Operators. Provided a

background from the previous recruitment incentive and referral bonus policy. Referenced/compared the cities of particular interest being in and around Los Angeles County with current lateral sign-on bonuses. After reviewing the outcome of that six-month trial period and its long-term implications, the Authority has determined that the recruitment incentive did not have a lasting impact attracting highly qualified applicants. Discussed the investment of a lateral transfer and the likely hood they would successfully complete their probationary period with the Authority.

The Authority proposes a \$20,000 one-time sign-on bonus for well-qualified dispatcher lateral transfers payable upon successful completion of their phase of training. Also include a new payback clause that obligates lateral recipients of the bonus to repay a pro-rated amount if, for a variety of reasons, their employment ends before 24 months following their completion of the first phase of training. The policy also provides for an employee referral bonus of \$10,000 made in two equal disbursements. No additional budget appropriation is needed as any bonus payments would be offset by salary savings created by the vacancies being recruited.

City Managers had a few questions regarding the justification from \$7,500 to \$20,000 and needed more data with yearly results from the other agencies. Survey to other agencies on the amount of laterals hired by sign-on bonuses and hourly wages. Looking at more lucrative incentives for laterals i.e. time banks. Suggestions to revision to this proposals.

J. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from September 19, 2023 and November 21, 2023  
**APPROVED**

**MOTION:** Chief Saffell moved to approve minutes. The motion was seconded by Chief Tomatani and passed 3 – 0.

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

None.

L. **EXECUTIVE DIRECTOR'S REPORT**

Director Klun provided an update on RFP (4 respondents). Hexagon, Tylor, Central Square & Versaterm. On January 18, 2024 – RFP process started. Next step for RFP – February 29, 2024 CAD RFP deadline. 3<sup>rd</sup> week of April to make a contract award. Overview of the Authority's FY 2024-2025 Budget Calendar – reminder for approval mid-April. Executive Committee will receive the budget presentation at our regular February monthly meeting. BoD will receive presentation for March 19, 2024. 5-year CIP and 5-year Strategic Updates: Met with the Authority's treasure, provided a copy/draft of the 5-year CIP. Strategic working group, consultant needs to talk to individuals. AB1484 –

Authority in communication with legal counsel and bargaining unit – PT operators need representation into Teamsters MOU. PulsePoint Fire Department – kick off meeting last Thursday with IT and fire personnel. Implementation of community awareness part of the phone app (approximately 10-12 weeks). PulsePoint VPN CAD System access this week. Product would be available to the public for download phone app and community awareness portal. Fire dispatch refresher training, to improve service delivery to all three fire departments. ICA 2024 Winter Seminar, asked to attend in Santa Barbra (panel discussion) February 3, 2024. Letter received from Hermosa Beach thank you letter – Critical Incident December 24, 2023

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

None.

N. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Pursuant to Government Code section 54957(b)(1)  
Title: Executive Director
2. CONFERENCE WITH LABOR NEGOTIATOR  
Pursuant to Government Code section 54957.6(a)  
Agency Designated Representative: Jennifer Petrusis  
Unrepresented Employee: Executive Director

The Executive Committee entered closed session at 2:54 PM.

The Executive Committee returned from closed session at 3:24PM with no reportable action taken.

O. **ADJOURNMENT**

The meeting was adjourned at 3:24PM.



**MINUTES OF A SPECIAL MEETING OF THE  
BOARD OF DIRECTORS**

**MARCH 5, 2024**

**A. CALL TO ORDER**

The Board of Directors convened in a special session at 2:05PM on Tuesday, March 5, 2024 in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

**ROLL CALL**

Present: Councilmember Rodney Tanaka, City of Gardena  
Councilmember David Lesser, City of Manhattan Beach  
Councilmember Alex Monteiro, City of Hawthorne  
City Manager Clint Osorio, City of Gardena

Also Present: Executive Director M. Ross Klun  
Executive Assistant Cristina Manley  
Jennifer Petrusis RWG Law via Zoom

**C. PUBLIC DISCUSSION**

None.

**D. BOARD OF DIRECTOR**

1. PUBLIC EMPLOYMENT APPOINTMENT  
Pursuant to government Code Section 54957(b)(1)  
Title: Acting or Interim Executive Director

The Board of Directors entered closed session at 2:05 PM.

The Board of Directors returned from closed session at 2:49PM with no reportable action taken.

**E. BOARD OF DIRECTORS COMMENTS**

**F. ADJOURNMENT**

The meeting was adjourned at 2:49 PM.

D-2



# Staff Report

South Bay Regional Public Communications Authority

**MEETING DATE:** March 19, 2024

**ITEM:** D - 2

**TO:** Board of Directors

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

**SUBJECT:** UPDATED PUBLICLY AVAILABLE PAY SCHEDULE

**ATTACHMENTS:** 1. Exhibit A – Publicly Available Pay Schedule

## **RECOMMENDATION**

Staff recommends that the Board of Directors approve and adopt the attached pay schedule reflecting all Authority positions and associated salaries in order to meet the California Public Employees' Retirement System (CalPERS) requirements of Government Code § 20636(b)(1) and CCR § 570.5.

## **BACKGROUND**

CalPERS requires that one comprehensive salary schedule be duly approved and adopted by the Authority's governing body which indicates the position title for every employee position and shows the payrate for each position. This payrate is that which is to be reportable as compensation earnable (for the purposes of establishing an employee's pensionable income) to CalPERS.

## **DISCUSSION**

This report updates the Authority's salary schedule based upon the approved and adopted memoranda of understanding (MOUs) that the Authority maintains with its represented employees and the employment agreement it maintains with its non-represented employee. Staff requests that the Board of Directors approve the attached salary schedule, which will fulfill the CalPERS requirement for "publicly available pay schedules" approved by the governing body.

The following changes since the last schedule was adopted include:

- Per the MOU with the Communications Workers of America approved by the Executive Committee on March 15, 2022, the following position received a 2.00% wage increase effective January 6, 2024:
  - Communications Supervisor
- Per California minimum wage law, the Administrative Intern Step A rate is \$16.00/hour effective January 1, 2024.

California Code of Regulations (CCR) 570.5 outlines the requirements to satisfy CalPERS' definition of "publicly available pay schedules," as follows:

(a) For purposes of determining the amount of "compensation earnable" pursuant to Government Code Sections 20630, 20636, and 20636.1, payrate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:

1. Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws;
2. Identifies the position title for every employee position;
3. Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
4. Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
5. Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
6. Indicates an effective date and date of any revisions;
7. Is retained by the employer and available for public inspection for not less than five years; and
8. Does not reference another document in lieu of disclosing the payrate.

The comprehensive pay schedule for all Authority positions must be independent from the salary schedules attached to any memoranda of understanding (MOUs) or included in an employment agreement.

**FISCAL IMPACT**

None

D-2

Exhibit A

## SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY

### Publicly Available Pay Schedule

#### MONTHLY SALARY STEPS OF REPRESENTED POSITIONS

Salary Effective Date	Position Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G
07/01/2023	Accountant	\$ 7,431.27	\$ 7,791.69	\$ 8,169.59	\$ 8,565.81	\$ 8,981.25	\$ 9,205.78	\$ 9,435.93
07/01/2023	Administrative Services Manager	\$ 11,248.91	\$ 11,794.49	\$ 12,366.51	\$ 12,966.29	\$ 13,595.16	\$ 13,935.04	\$ 14,283.42
07/08/2023	Communications Operator	\$ 6,021.70	\$ 6,311.44	\$ 6,615.69	\$ 6,935.23	\$ 7,270.66	\$ 7,622.91	\$ 7,992.68
01/06/2024	Communications Supervisor	\$ 7,398.21	\$ 7,757.57	\$ 8,134.86	\$ 8,531.02	\$ 8,947.00	\$ 9,383.77	\$ 9,842.39
07/01/2023	Executive Assistant	\$ 7,975.80	\$ 8,362.62	\$ 8,768.21	\$ 9,193.47	\$ 9,639.35	\$ 9,880.33	\$ 10,127.34
07/01/2023	Finance & Performance Audit Manager	\$ 11,530.90	\$ 12,090.16	\$ 12,676.52	\$ 13,291.34	\$ 13,935.97	\$ 14,284.37	\$ 14,641.48
07/08/2023	Public Safety Communications Specialist I	\$ 6,755.66	\$ 7,093.44	\$ 7,448.12	\$ 7,820.51	\$ 8,211.54	N/A	N/A
07/08/2023	Public Safety Communications Specialist II	\$ 7,093.45	\$ 7,448.11	\$ 7,820.52	\$ 8,211.54	\$ 8,622.12	N/A	N/A
07/01/2023	Operations Manager	\$ 11,757.18	\$ 12,345.02	\$ 12,962.27	\$ 13,610.39	\$ 14,290.91	\$ 14,648.18	\$ 15,014.39

#### MONTHLY SALARY STEPS OF UNREPRESENTED POSITIONS

Salary Effective Date	Position Title	Salary
05/16/2023	Executive Director	\$ 17,166.66

#### HOURLY RATE STEPS FOR PART-TIME EMPLOYEES

Salary Effective Date	Position Title	Step A	Step B	Step C	Step D	Step E
01/01/2024	Administrative Intern	\$ 16.00	\$ 16.50	\$ 18.15	N/A	N/A
07/08/2023	Communications Operator	\$ 34.74	\$ 36.41	\$ 38.17	\$ 40.01	\$ 41.95
11/20/2019	Office Assistant	\$ 18.00	\$ 19.80	\$ 21.78	N/A	N/A

D-3



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** March 19, 2024

**ITEM NUMBER:** D - 3

**TO:** Board of Directors

**COPY TO:** Tim Lilligren, Treasurer

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

**SUBJECT:** Cash & Investments Report/December 31, 2023

**ATTACHMENT S:**

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 Board of Directors 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.



D-3

Attachment 1



## Cash and Investments Report As of December 31, 2023

<b>Funding Source</b>	<b>Bank Balance</b>	<b>Deposits in Transit</b>	<b>Outstanding Checks</b>	<b>Book Balance</b>
<b><u>Active Accounts</u></b>				
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
<b><u>Investments</u></b>				
LAIF	\$ 9,670,395.83		\$ -	\$ 9,670,395.83
Total Investments	\$ 9,670,395.83	\$ -	\$ -	\$ 9,670,395.83
<b><u>Other Cash on Hand</u></b>				
Petty Cash	\$ -	\$ -	\$ -	\$ 500.00
				\$ 500.00
<b>Total Cash &amp; Investments</b>				<b>\$ 10,256,568.77</b>
<b><u>Breakdown of cash by fund:</u></b>				
Fund 10 (Enterprise Fund)				\$ 10,256,568.77
Fund 30 (Enterprise Fund)				-
Fund 20 (SHSGP Grant Fund)				
Total				<b>\$ 10,256,568.77</b>

D-3

Attachment 2

California State Treasurer  
**Fiona Ma, CPA**



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

January 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

D-3

Attachment 3



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



## Quarterly Performance Quarter Ended 12/31/23

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

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

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 <sup>(1)</sup> 1/31/24 \$165.8 billion

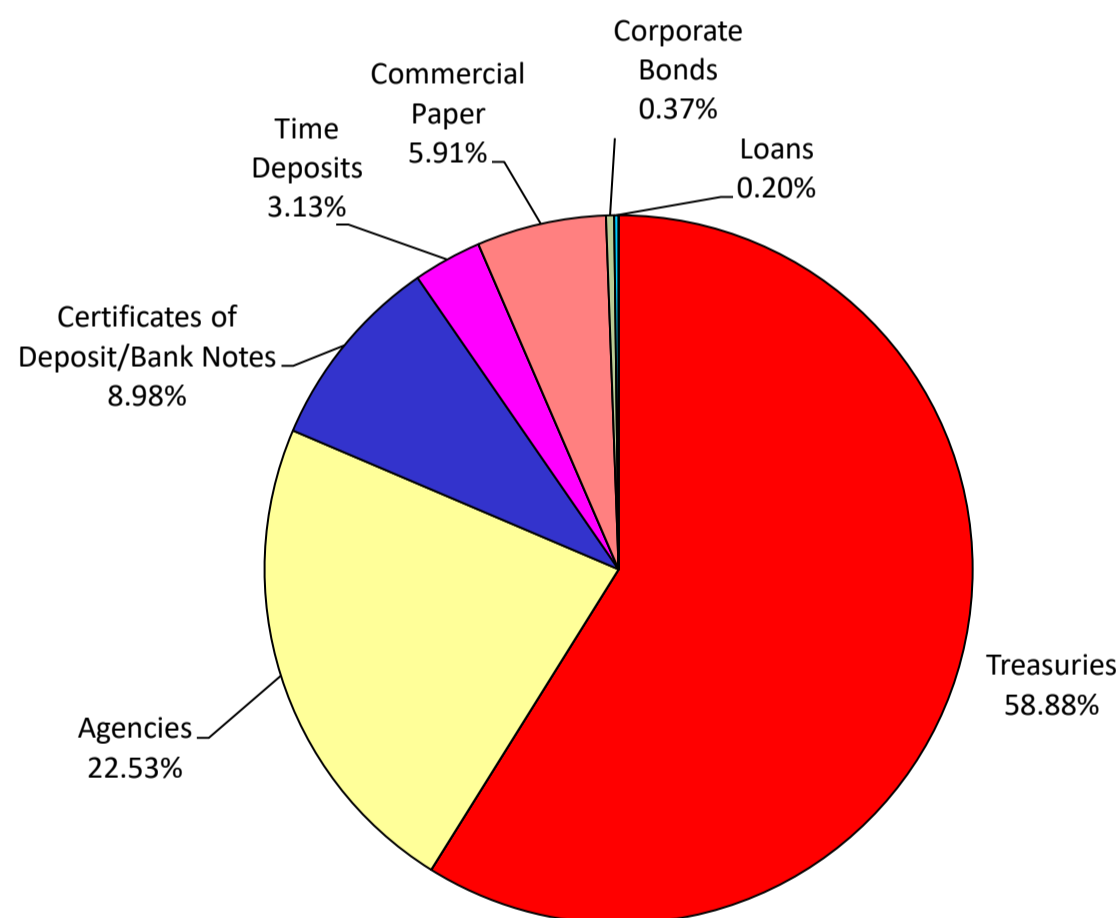


Chart does not include \$2,112,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

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:

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

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

D-4



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** March 19, 2024

**ITEM NUMBER:** D - 4

**TO:** Board of Directors

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

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

**ATTACHMENTS:** 1. Resolution

### **RECOMMENDATION**

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

### **BACKGROUND**

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

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



## **DISCUSSION**

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

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

## **LEGAL REVIEW**

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

## **FISCAL IMPACT**

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

D-4

Attachment 1

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

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

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

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

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

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

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

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

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

**WE HEREBY CERTIFY** that the foregoing is a true and correct copy of the resolution adopted by the Board of Directors of the South Bay Regional Public Communications Authority in a meeting held on the 19th day of March, 2024 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

---

Rodney Tanaka, Councilmember  
Chairman Board of Directors

---

M. Ross Klun, Secretary  
Board of Directors

## Exhibit A

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

#### **SECTION 1: PURPOSE**

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

#### **SECTION 2: SCOPE**

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

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

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

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

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

### **SECTION 3: OBJECTIVES**

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

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

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

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

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

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

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

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

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

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

#### **SECTION 4: DELEGATION OF INVESTMENT AUTHORITY**

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

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

#### **SECTION 5: REPORTING**

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

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

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

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

## **SECTION 6: INVESTMENT INSTRUMENTS**

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

## **SECTION 7: RELATIONSHIPS WITH FINANCIAL INSTITUTIONS**

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

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

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

## **SECTION 8: INTERNAL CONTROLS**

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

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

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

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

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

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

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

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

#### **SECTION 9: RISK TOLERANCE**

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

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

#### **SECTION 10: INDEMNIFICATION OF INVESTMENT OFFICIALS**

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

F-1



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** March 19, 2024

**ITEM NUMBER:** F - 1

**TO:** Board of Directors

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

**SUBJECT:** RESOLUTION ADOPTING THE FISCAL YEAR 2024-2025  
RECOMMENDED BUDGET

**ATTACHMENTS:** 1. Resolution  
2. Fiscal Year 2024-2025 Recommended Budget  
3. Exhibit A - Fiscal Year 2024-2025 Assessment Schedule

### **RECOMMENDATION**

Staff recommends that the Board of Directors approve the resolution adopting the recommended budget for Fiscal Year 2024-2025 and the corresponding assessment schedule.

### **BACKGROUND**

The Executive Committee reviewed and discussed the preliminary budget at its regular meeting on February 20, 2024 and recommends approval of the budget.

### **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%
<b>Total</b>	<b>\$ 7,281,717</b>	<b>\$ 7,425,028</b>	<b>\$ 143,311</b>	<b>1.97%</b>

### **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%
<b>Total</b>	<b>\$ 5,962,155</b>	<b>\$ 6,071,702</b>	<b>\$ 109,547</b>	<b>1.84%</b>

### *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 proposed 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.

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

***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.
- 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 recommended 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 Recommended Budget) details staff's proposed use of budgeted funds along with descriptions of the Authority's programs, associated work plan objectives, and performance data.

This recommended budget continues to fund the Authority's goal of providing an outstanding level of service to the communities it serves.

**FISCAL IMPACT**

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

<b>Estimated Cash Available (Fund 10) as of June 30, 2024</b>	<b>\$6,795,746</b>
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)
<b>Estimated Cash Available (Fund 10) as of June 30, 2025</b>	<b>\$6,933,827</b>
Operating and Capital Reserve	(1,430,179)
<b>Available Balance after Reserve Allocation</b>	<b>\$5,503,648</b>

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

F-1

Attachment 1

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

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS  
AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR  
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
<b>Total Budget</b>	<b>\$13,768,921</b>

**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

# **SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**

**Fiscal Year 2024-2025**

**Recommended Budget**



# Table of Contents

Budget Message	6
Authority Profile	14
Personnel Summary	20
Financial Summaries	22
Administration Department	33
Operations Department	40
Technical Services Division	46
Appendix	50
Budget Policy	56
Fiscal Year 2024-2025 Budget Resolution	61



## **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**

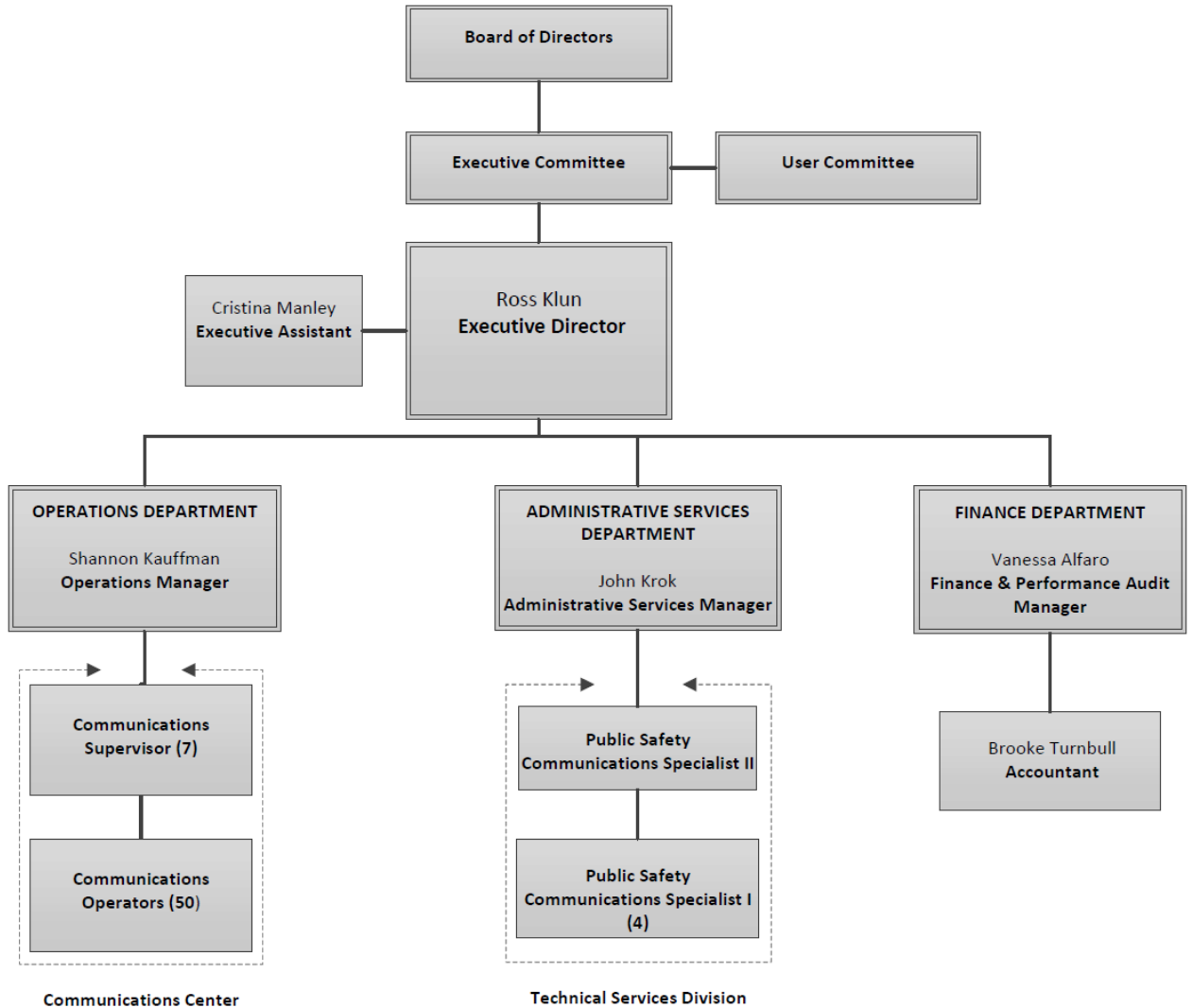
M. Ross Klun, *Executive Director*  
Shannon Kauffman, *Operations Manager*  
John Krok, *Administrative Services Manager*  
Vanessa Alfaro, *Finance & Performance Audit Manager*  
Brooke Turnbull, *Accountant*  
Cristina Manley, *Executive Assistant*





# 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

March 19, 2024

Members of the Board of Directors:

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 Recommended Budget. In developing this budget, staff was mindful of the financial impact to the Member Cities, while maintaining the Authority's goal of continuing to provide an outstanding level of service to the communities served.

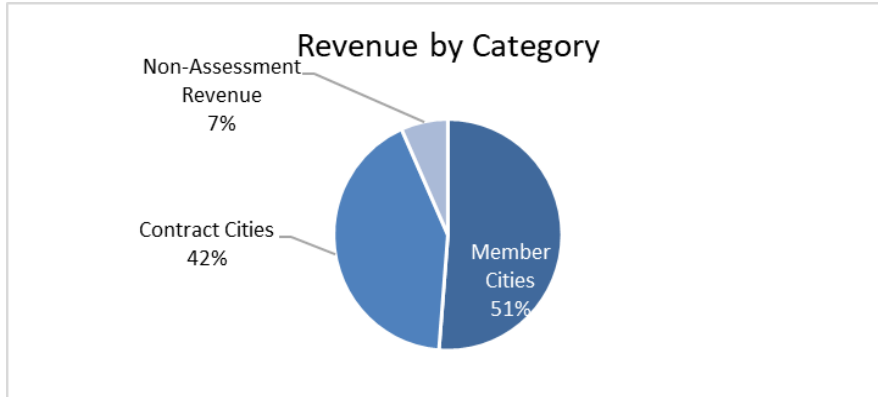
Assessments for Member Cities are based on the Cost Allocation Policy adopted by the Board of Directors in Fiscal Year 2019-20 and updated in September 2022. Discounts for the City of Manhattan Beach and premiums for the City of Gardena and the City of Hawthorne were phased in over a three-year period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

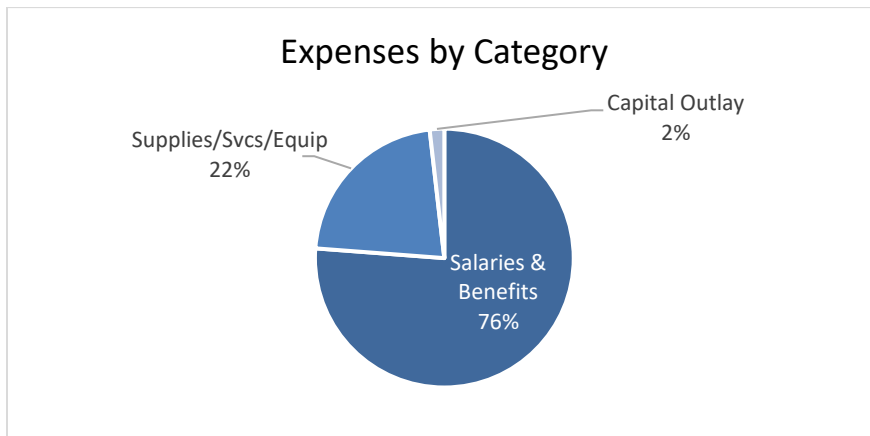
Total revenues are estimated to increase by 2.25% to \$14,507,244. Assessment amounts include Technical Services Division Workload Support charges utilizing the Cost Allocation Policy that was revised and approved in September 2022. Effective FY23-24, the Board of Directors amended the Cost Allocation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



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



<b>EXPENSE SUMMARY BY CATEGORY – ENTERPRISE FUND (FUND 10)</b>				
	<b>FY23-24 Adopted</b>	<b>FY24-25 Proposed</b>	<b>\$ Increase (Decrease)</b>	<b>% Change</b>
Operating Budget	\$13,318,929	\$13,518,921	\$ 199,992	1.50%
Capital Outlay	200,000	250,000	50,000	25.00%
<b>Total</b>	<b>\$13,518,929</b>	<b>\$13,768,921</b>	<b>\$249,992</b>	<b>1.85%</b>
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%
<b>Total</b>	<b>\$13,518,929</b>	<b>\$13,768,921</b>	<b>\$249,992</b>	<b>1.85%</b>

**Expenditure Changes from the Prior Year:**

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

<b>Summary of Top 10 Expenditure Increases (Decreases)</b>				
<b>Line Item</b>	<b>FY23-24 Adopted</b>	<b>FY24-25 Proposed</b>	<b>\$ Increase (Decrease)</b>	<b>% Change</b>
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:

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



***Other Revenues:***

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

***Work Plan Objectives for Fiscal Year 2024-2025:***

Staff believes the recommended 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 Budget Policy, as established by Resolution No. 344 by the Board of Directors, the recommended 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
<b>Administration Department</b>				
Executive Director	1	1	1	1
Operations Manager	1	1	1	1
Finance & Performance Audit Manager <sup>1</sup>	1	1	1	1
Executive Assistant <sup>2</sup>	1	1	1	1
Administrative Services Manager <sup>3</sup>	1	1	1	1
Accountant	1	1	1	1
<b>Subtotal</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Operations Department</b>				
Communications Supervisor	7	7	7	7
Communications Operator	50	50	50	50
<b>Subtotal</b>	<b>57</b>	<b>57</b>	<b>57</b>	<b>57</b>
<b>Technical Services Division</b>				
Public Safety Communications Specialist II	1	1	1	1
Public Safety Communications Specialist I	4	4	4	4
<b>Subtotal</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Grand Total</b>	<b>68</b>	<b>68</b>	<b>68</b>	<b>68</b>

### 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	
<b>Beginning Balance</b>	
<b>Cash Available as of June 30, 2023</b>	<b>\$ 6,508,629</b>
Operating and Capital Reserve	(1,351,893)
<b>Available Cash</b>	<b>\$ 5,156,736</b>
Gardena - 32.08%	1,654,281
Hawthorne - 45.07%	2,324,141
Manhattan Beach - 22.85%	1,178,314
<b>Fiscal Year 2023-24 Estimated Revenues &amp; Expenditures</b>	
Revenues	14,188,254
Expenditures	13,518,929
<b>Revenues Over (Under) Expenditures</b>	<b>\$ 669,325</b>
<b>Estimated Balance - End of FY2023-24</b>	
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)
<b>Estimated Available Cash After Reserve Allocations</b>	<b>\$ 5,418,854</b>
Gardena - 32.08%	1,738,368
Hawthorne - 45.07%	2,442,277
Manhattan Beach - 22.85%	1,238,208
<b>Fiscal Year 2024-25 Budget Resources</b>	
<b>Assessments</b>	
Gardena	2,506,909
Hawthorne	3,022,424
Manhattan Beach	1,895,695
<b>Member City Subtotal</b>	<b>7,425,028</b>
Culver City	3,035,752
El Segundo	2,137,139
Hermosa Beach	898,811
<b>Contract City Subtotal</b>	<b>6,071,702</b>
Non-Assessment Revenues	1,010,514
<b>Total Budget Resources</b>	<b>14,507,244</b>
<b>Fiscal Year 2024-25 Budget Expenses</b>	
Operating	13,518,921
Capital	250,000
<b>Total Budget Expenses</b>	<b>13,768,921</b>
<b>Revenues Over (Under) Expenditures</b>	<b>\$ 738,323</b>
<b>Estimated Balance - End of FY2024-25</b>	
Pension and OPEB Funding	(600,242)
Estimated Cash Available on June 30, 2025	6,933,827
Operating and Capital Reserve	(1,430,179)
<b>Estimated Available Cash After Reserve Allocations</b>	<b>\$ 5,503,648</b>
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
<b>Member Cities</b>							
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
<b>Subtotal</b>	<b>7,281,717</b>	<b>7,425,028</b>	-	-	-	<b>7,425,028</b>	<b>143,311</b>
<b>Contract Cities</b>							
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
<b>Subtotal</b>	<b>\$ 5,962,155</b>	<b>6,071,702</b>	-	-	-	<b>\$ 6,071,702</b>	<b>\$ 109,547</b>
<b>Total Assessments</b>	<b>\$ 13,243,872</b>	<b>\$ 13,496,730</b>	-	-	-	<b>\$ 13,496,730</b>	<b>\$ 252,858</b>

<b>METHODOLOGIES</b>	
<b>Member Cities*</b>	Assessments based on Authority's Cost Allocation Policy and due quarterly in the following proportions: Q1-35%, Q2-25%, Q3-25%, Q4-15%
<b>Contract Cities*</b>	
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
<b>OPERATIONS</b>							
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
<b>TECHNICAL SERVICES</b>							
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
<b>Total Calculated</b>	<b>\$ 2,506,909</b>	<b>\$ 3,022,424</b>	<b>\$ 1,895,695</b>	<b>\$ 3,035,752</b>	<b>\$ 2,137,139</b>	<b>\$ 898,811</b>	<b>\$ 13,496,730</b>

### 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	-
<b>3 Year Average</b>	<b>112,944</b>	<b>220,258</b>	<b>292,386</b>	<b>15,966</b>

#### 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
<b>Total</b>	<b>3,476</b>	<b>477</b>	<b>58</b>	<b>535</b>

## 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
<b>Enterprise Fund (Fund 10)</b>								
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%
<b>Member City Subtotal</b>	<b>6,222,755</b>	<b>6,222,755</b>	<b>6,569,714</b>	<b>6,569,714</b>	<b>7,281,717</b>	<b>7,425,028</b>	<b>143,311</b>	<b>1.97%</b>
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%
<b>Contract City Subtotal</b>	<b>5,149,108</b>	<b>5,149,108</b>	<b>5,430,940</b>	<b>5,430,940</b>	<b>5,962,155</b>	<b>6,071,702</b>	<b>109,547</b>	<b>1.84%</b>
<b>Subtotal Assessments</b>	<b>\$ 11,371,863</b>	<b>\$ 11,371,863</b>	<b>\$ 12,000,654</b>	<b>\$ 12,000,654</b>	<b>\$ 13,243,872</b>	<b>\$ 13,496,730</b>	<b>\$ 252,858</b>	<b>1.91%</b>
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%
<b>Subtotal Administration - Other</b>	<b>\$ 111,240</b>	<b>\$ 92,794</b>	<b>\$ 86,790</b>	<b>\$ 217,579</b>	<b>\$ 86,790</b>	<b>\$ 98,528</b>	<b>\$ 11,738</b>	<b>13.52%</b>
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%
<b>Subtotal Operations</b>	<b>\$ 122,000</b>	<b>\$ 74,008</b>	<b>\$ 62,200</b>	<b>\$ 56,412</b>	<b>\$ 65,000</b>	<b>\$ 75,000</b>	<b>\$ 10,000</b>	<b>15.38%</b>
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%
<b>Subtotal Technical Services</b>	<b>\$ 1,214,764</b>	<b>\$ 882,180</b>	<b>\$ 1,321,118</b>	<b>\$ 954,783</b>	<b>\$ 792,592</b>	<b>\$ 836,986</b>	<b>\$ 44,394</b>	<b>5.60%</b>
<b>Subtotal Non-Assessment Revenues</b>	<b>\$ 1,448,004</b>	<b>\$ 1,048,982</b>	<b>\$ 1,470,108</b>	<b>\$ 1,228,774</b>	<b>\$ 944,382</b>	<b>\$ 1,010,514</b>	<b>\$ 66,132</b>	<b>7.00%</b>
<b>Total Enterprise Fund (Fund 10) Revenues</b>	<b>\$ 12,819,867</b>	<b>\$ 12,420,845</b>	<b>\$ 13,470,762</b>	<b>\$ 13,229,428</b>	<b>\$ 14,188,254</b>	<b>\$ 14,507,244</b>	<b>\$ 318,990</b>	<b>2.25%</b>
<b>Grant Fund (Fund 20)</b>								
20-80-433-4270 Grant Reimb	-	29,750	-	-	-	-	-	-
<b>Total Grant Fund (Fund 20) Revenues</b>	<b>\$ -</b>	<b>\$ 29,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Grand Total All Funds</b>	<b>\$ 12,819,867</b>	<b>\$ 12,450,595</b>	<b>\$ 13,470,762</b>	<b>\$ 13,229,428</b>	<b>\$ 14,188,254</b>	<b>\$ 14,507,244</b>	<b>\$ 318,990</b>	<b>2.25%</b>

## 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
<b>Administration</b>								
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%
<b>Subtotal Administration</b>	<b>\$ 2,258,673</b>	<b>\$ 2,217,347</b>	<b>\$ 2,482,407</b>	<b>\$ 2,343,271</b>	<b>\$ 2,667,924</b>	<b>\$ 2,881,873</b>	<b>\$ 213,950</b>	<b>8.02%</b>
<b>Operations</b>								
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%
<b>Subtotal Operations</b>	<b>\$ 7,833,001</b>	<b>\$ 7,459,773</b>	<b>\$ 8,135,530</b>	<b>\$ 7,439,543</b>	<b>\$ 8,573,377</b>	<b>\$ 8,426,769</b>	<b>\$ (146,608)</b>	<b>-1.71%</b>
<b>Technical Services</b>								
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%
<b>Subtotal Technical Services</b>	<b>\$ 2,010,682</b>	<b>\$ 1,584,170</b>	<b>\$ 2,023,217</b>	<b>\$ 1,745,284</b>	<b>\$ 2,077,629</b>	<b>\$ 2,210,279</b>	<b>\$ 132,651</b>	<b>6.38%</b>
<b>Total Operating Expenses</b>	<b>\$ 12,102,356</b>	<b>\$ 11,261,290</b>	<b>\$ 12,641,154</b>	<b>\$ 11,528,098</b>	<b>\$ 13,318,929</b>	<b>\$ 13,518,921</b>	<b>\$ 199,992</b>	<b>1.50%</b>
<b>Total Capital Outlay</b>	<b>\$ 200,000</b>	<b>\$ 71,452</b>	<b>\$ 200,000</b>	<b>\$ 40,704</b>	<b>\$ 200,000</b>	<b>\$ 250,000</b>	<b>\$ 50,000</b>	<b>25.00%</b>
<b>Grand Total</b>	<b>\$ 12,302,356</b>	<b>\$ 11,332,742</b>	<b>\$ 12,841,154</b>	<b>\$ 11,568,802</b>	<b>\$ 13,518,929</b>	<b>\$ 13,768,921</b>	<b>\$ 249,992</b>	<b>1.85%</b>
<b>Department Summary</b>								
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%
<b>Grand Total</b>	<b>\$ 12,302,356</b>	<b>\$ 11,332,742</b>	<b>\$ 12,841,154</b>	<b>\$ 11,568,802</b>	<b>\$ 13,518,929</b>	<b>\$ 13,768,921</b>	<b>\$ 249,992</b>	<b>1.85%</b>
<b>Major Category Summary</b>								
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%
<b>Grand Total</b>	<b>\$ 12,302,356</b>	<b>\$ 11,332,742</b>	<b>\$ 12,841,154</b>	<b>\$ 11,568,802</b>	<b>\$ 13,518,929</b>	<b>\$ 13,768,921</b>	<b>\$ 249,992</b>	<b>1.85%</b>

## 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%
<b>Subtotal</b>	<b>Salaries &amp; Benefits</b>	<b>\$ 9,582,138</b>	<b>\$ 9,184,972</b>	<b>\$ 10,045,152</b>	<b>\$ 9,136,490</b>	<b>\$ 10,340,866</b>	<b>\$ 10,492,243</b>	<b>\$ 151,377</b>	<b>1.46%</b>
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%
<b>Subtotal Supplies/Services/Equip</b>		<b>\$ 2,520,218</b>	<b>\$ 2,076,317</b>	<b>\$ 2,596,002</b>	<b>\$ 2,391,608</b>	<b>\$ 2,978,063</b>	<b>\$ 3,026,678</b>	<b>\$ 48,615</b>	<b>1.63%</b>
<b>Total Operating Expenses</b>		<b>\$ 12,102,356</b>	<b>\$ 11,261,290</b>	<b>\$ 12,641,154</b>	<b>\$ 11,528,098</b>	<b>\$ 13,318,929</b>	<b>\$ 13,518,921</b>	<b>\$ 199,992</b>	<b>1.50%</b>
5901	<b>Total Capital Outlay</b>	<b>200,000</b>	<b>71,452</b>	<b>200,000</b>	<b>40,704</b>	<b>200,000</b>	<b>250,000</b>	<b>50,000</b>	<b>25.00%</b>
<b>Total Enterprise Fund (Fund 10)</b>		<b>\$ 12,302,356</b>	<b>\$ 11,332,742</b>	<b>\$ 12,841,154</b>	<b>\$ 11,568,802</b>	<b>\$ 13,518,929</b>	<b>\$ 13,768,921</b>	<b>\$ 249,992</b>	<b>1.85%</b>
5901	Grant Fund (20)	-	-	-	-	-	-	-	0.00%
<b>Grand Total All Funds</b>		<b>12,302,356</b>	<b>11,332,742</b>	<b>12,841,154</b>	<b>11,568,802</b>	<b>13,518,929</b>	<b>13,768,921</b>	<b>249,992</b>	<b>1.85%</b>

**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
<b>Enterprise Fund (Fund 10)</b>						
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
<b>Member City Subtotal</b>	<b>\$ 7,281,717</b>	<b>\$ 7,425,028</b>	<b>\$ 7,690,382</b>	<b>\$ 7,972,694</b>	<b>\$ 8,273,663</b>	<b>\$ 8,595,265</b>
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
<b>Contract City Subtotal</b>	<b>\$ 5,962,155</b>	<b>\$ 6,071,702</b>	<b>\$ 6,288,293</b>	<b>\$ 6,518,620</b>	<b>\$ 6,764,054</b>	<b>\$ 7,026,179</b>
<b>Subtotal Assessments</b>	<b>\$ 13,243,872</b>	<b>\$ 13,496,730</b>	<b>\$ 13,978,675</b>	<b>\$ 14,491,314</b>	<b>\$ 15,037,716</b>	<b>\$ 15,621,444</b>
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
<b>Subtotal Administration - Other</b>	<b>\$ 86,790</b>	<b>\$ 98,528</b>	<b>\$ 104,932</b>	<b>\$ 112,278</b>	<b>\$ 120,698</b>	<b>\$ 130,354</b>
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
<b>Subtotal Operations</b>	<b>\$ 65,000</b>	<b>\$ 75,000</b>	<b>\$ 79,875</b>	<b>\$ 85,466</b>	<b>\$ 91,876</b>	<b>\$ 99,226</b>
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	-	-	-	-	-	-
<b>Subtotal Technical Services</b>	<b>\$ 792,592</b>	<b>\$ 836,986</b>	<b>\$ 891,390</b>	<b>\$ 953,787</b>	<b>\$ 1,025,321</b>	<b>\$ 1,107,347</b>
<b>Subtotal Non-Assessment Revenues</b>	<b>\$ 944,382</b>	<b>\$ 1,010,514</b>	<b>\$ 1,076,197</b>	<b>\$ 1,151,531</b>	<b>\$ 1,237,896</b>	<b>\$ 1,336,928</b>
<b>Total Enterprise Fund Revenues</b>	<b>\$ 14,188,254</b>	<b>\$ 14,507,244</b>	<b>\$ 15,054,872</b>	<b>\$ 15,642,845</b>	<b>\$ 16,275,612</b>	<b>\$ 16,958,372</b>
<b>Grant Fund (Fund 20)</b>						
20-80-433-4270 Grant Fund	-	-	-	-	-	-
<b>Total Grant Fund Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Grand Total All Funds</b>	<b>\$ 14,188,254</b>	<b>\$ 14,507,244</b>	<b>\$ 15,054,872</b>	<b>\$ 15,642,845</b>	<b>\$ 16,275,612</b>	<b>\$ 16,958,372</b>

**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
<b>Administration</b>						
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
<b>Subtotal Administration</b>	<b>\$ 2,667,924</b>	<b>\$ 2,881,873</b>	<b>\$ 3,018,865</b>	<b>\$ 3,170,598</b>	<b>\$ 3,339,000</b>	<b>\$ 3,526,343</b>
<b>Operations</b>						
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
<b>Subtotal Operations</b>	<b>\$ 8,573,377</b>	<b>\$ 8,426,769</b>	<b>\$ 8,714,925</b>	<b>\$ 9,015,624</b>	<b>\$ 9,329,660</b>	<b>\$ 9,657,919</b>
<b>Technical Services</b>						
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
<b>Subtotal Technical Services</b>	<b>\$ 2,077,629</b>	<b>\$ 2,210,279</b>	<b>\$ 2,317,996</b>	<b>\$ 2,438,476</b>	<b>\$ 2,573,442</b>	<b>\$ 2,724,930</b>
<b>Total Operating Expenses</b>	<b>\$ 13,318,929</b>	<b>\$ 13,518,921</b>	<b>\$ 14,051,786</b>	<b>\$ 14,624,698</b>	<b>\$ 15,242,102</b>	<b>\$ 15,909,192</b>
<b>Total Capital Outlay</b>	<b>\$ 200,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>
<b>Grand Total</b>	<b>\$ 13,518,929</b>	<b>\$ 13,768,921</b>	<b>\$ 14,301,786</b>	<b>\$ 14,874,698</b>	<b>\$ 15,492,102</b>	<b>\$ 16,159,192</b>
<b>Department Summary</b>						
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
<b>Grand Total</b>	<b>\$ 13,518,929</b>	<b>\$ 13,768,921</b>	<b>\$ 14,301,786</b>	<b>\$ 14,874,698</b>	<b>\$ 15,492,102</b>	<b>\$ 16,159,192</b>
<b>Major Category Summary</b>						
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
<b>Grand Total</b>	<b>\$ 13,518,929</b>	<b>\$ 13,768,921</b>	<b>\$ 14,301,786</b>	<b>\$ 14,874,698</b>	<b>\$ 15,492,102</b>	<b>\$ 16,159,192</b>

**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)
<b>Available Cash</b>	<b>\$ 5,156,736</b>	<b>\$ 5,418,854</b>	<b>\$ 5,503,648</b>	<b>\$ 5,634,981</b>	<b>\$ 5,804,673</b>	<b>\$ 6,028,454</b>
<b>Budget Resources</b>						
<b>Assessments</b>						
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
<b>Member City Subtotal</b>	<b>\$ 7,281,717</b>	<b>\$ 7,425,028</b>	<b>\$ 7,690,382</b>	<b>\$ 7,972,694</b>	<b>\$ 8,273,663</b>	<b>\$ 8,595,265</b>
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
<b>Contract City Subtotal</b>	<b>\$ 5,962,155</b>	<b>\$ 6,071,702</b>	<b>\$ 6,288,293</b>	<b>\$ 6,518,620</b>	<b>\$ 6,764,054</b>	<b>\$ 7,026,179</b>
Non-Assessment Revenues	944,382	1,010,514	1,076,197	1,151,531	1,237,896	1,336,928
<b>Total Budget Resources</b>	<b>\$ 14,188,254</b>	<b>\$ 14,507,244</b>	<b>\$ 15,054,872</b>	<b>\$ 15,642,845</b>	<b>\$ 16,275,612</b>	<b>\$ 16,958,372</b>
<b>Budget Expenses</b>						
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
<b>Total Budget Expenses</b>	<b>\$ 13,518,929</b>	<b>\$ 13,768,921</b>	<b>\$ 14,301,786</b>	<b>\$ 14,874,698</b>	<b>\$ 15,492,102</b>	<b>\$ 16,159,192</b>
<b>Revenues Over (Under) Expenditures</b>	<b>\$ 669,325</b>	<b>\$ 738,323</b>	<b>\$ 753,086</b>	<b>\$ 768,147</b>	<b>\$ 783,510</b>	<b>\$ 799,180</b>
<b>Ending Estimated Balance</b>						
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)
<b>Available Balance After Reserve Allocations</b>	<b>\$ 5,418,854</b>	<b>\$ 5,503,648</b>	<b>\$ 5,634,981</b>	<b>\$ 5,804,673</b>	<b>\$ 6,028,454</b>	<b>\$ 6,374,245</b>
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%
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 1,274,756</b>	<b>\$ 1,241,058</b>	<b>\$ 1,349,947</b>	<b>\$ 1,264,814</b>	<b>\$ 1,372,591</b>	<b>\$ 1,476,721</b>	<b>\$ 104,130</b>	<b>7.59%</b>
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%
<b>Subtotal Supplies/Services/Equip</b>		<b>\$ 983,917</b>	<b>\$ 976,289</b>	<b>\$ 1,132,460</b>	<b>\$ 1,078,457</b>	<b>\$ 1,295,333</b>	<b>\$ 1,405,152</b>	<b>\$ 109,820</b>	<b>8.48%</b>

## 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	
<b>10-50-111-5301</b>	
Race Communications	14,904
Crown Castle internet	14,904
CAD Connectivity	10,350
<b>Total</b>	<b>\$ 40,158</b>
Recruitment	
<b>10-50-111-5306</b>	
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
<b>Total</b>	<b>\$ 67,684</b>
Software Maintenance Services	
<b>10-50-111-5307</b>	
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
<b>Total</b>	<b>\$ 109,334</b>
Memberships	
<b>10-50-111-5401</b>	
Executive Director annual dues	450
CAL Chiefs (Fire Chiefs Communications Section) - Group membership annual dues	50
California Society of Municipal Finance Officers (CSMFO) - Finance Manager/Accountant annual dues	190
California Background Investigators Association (CBIA)	70
Government Finance Officers Association (GFOA) - Finance Manager annual dues	175
<b>Total</b>	<b>\$ 935</b>
Publications	
<b>10-50-111-5402</b>	
Labor Law Compliance Center - Labor Law posters	150
Government Finance Officers Association publications as needed	200
Media Subscriptions	400
<b>Total</b>	<b>\$ 750</b>

## Account Detail - Administration Department

Conferences, Meetings, & Travel	
<b>10-50-111-5403</b>	
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
<b>Total</b>	<b>\$ 28,200</b>
Maintenance/HQ	
<b>10-50-111-5701</b>	
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
<b>Total</b>	<b>\$ 225,767</b>

## OPERATIONS DEPARTMENT



## **Operations Department**

The Operations Department is the Communications Center which is staffed with seven (7) Communications Supervisors and 50 Communications Operators. Communications Operators must attend and graduate from an accredited 120-hour Basic Academy hosted by Golden West College, Rio Hondo College, or the Riverside County Sheriffs' Department. The Basic Academy is accredited by the California Commission on Peace Officer Standards and Training (POST).

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%
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 7,544,742</b>	<b>\$ 7,286,934</b>	<b>\$ 7,922,665</b>	<b>\$ 7,285,395</b>	<b>\$ 8,178,845</b>	<b>\$ 8,176,353</b>	<b>\$ (2,492)</b>	<b>-0.03%</b>
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%
<b>Subtotal Supplies/Services/Equip</b>		<b>\$ 288,259</b>	<b>\$ 172,839</b>	<b>\$ 212,865</b>	<b>\$ 154,148</b>	<b>\$ 394,532</b>	<b>\$ 250,416</b>	<b>\$ (144,116)</b>	<b>-36.53%</b>
<b>Total Expenses - Operations</b>		<b>\$ 7,833,001</b>	<b>\$ 7,459,773</b>	<b>\$ 8,135,530</b>	<b>\$ 7,439,543</b>	<b>\$ 8,573,377</b>	<b>\$ 8,426,769</b>	<b>\$ (146,608)</b>	<b>-1.71%</b>

## Account Detail - Operations Department

Account	Account Description	Comments/Explanation
5101	Salaries (Full-Time)	Includes contracted and estimated increases from MOUs if applicable
5102	Salaries (Part-Time)	Part-time Communications Operators
5103	Overtime	Covers overtime for staffing, training, and other needs as necessary
5104	Acting Pay	Communications Operators acting as Communications Supervisors per MOU with the Teamsters
5105	Bilingual Pay	Per MOU - \$100/month for eligible employees
5108	Sick Leave Payoff	Per MOU - max Teamsters 120 hours/CWA 120 hours @ 85% of base rate
5109	Vacation Leave Payoff	Per MOU - max 90 hours Teamsters @ 85%; CWA @ 90% of base rate
5110	Training Pay	Per MOU - Incentive pay when Communications Operators train new employees
5114	Holiday Payoff	Payoff for unused holiday time at year-end
5115	Education Incentive	Per MOU - Incentive pay when employees obtain certificates and/or degrees
5116	Overtime - Ridealongs with Cities	Overtime for operators and supervisors to go on ride-alongs with member cities.
5201	Medical Insurance	Per MOUs - cafeteria plan limit
5202	Dental Insurance	Per MOUs - cafeteria plan limit
5203	Vision Insurance	Per MOUs - 100% employer paid
5204	Life Insurance	Per MOU \$100,000 employee-only coverage
5205	Medicare	1.45% employer rate
5206	State Unemployment	Based on estimated reimbursements to EDD for actual claims
5207	Workers' Compensation	Based on projected increase from prior year premium
5208	PERS Contribution	Rates reflect 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	
<b>10-60-211-5401</b>	
Association of Police Communications Officials (APCO) - Group Membership	559
National Emergency Number Association (NENA) - Group Membership	725
CWA Association Memberships	1,087
<b>Total</b>	<b>\$ 2,370</b>
Publications	
<b>10-60-211-5402</b>	
Haines Directory Software (telephone criss-cross directory) for Dispatch Center	800
ACTIVE 9-1-1 Yearly Subscription	850
California Penal Code - annual new book - for Dispatch Center	60
<b>Total</b>	<b>\$ 1,710</b>
Conferences, Meetings & Travel	
<b>10-60-211-5403</b>	
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
<b>Total</b>	<b>\$ 23,846</b>
POST Training	
<b>10-60-211-5406</b>	
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
<b>Total</b>	<b>\$ 12,608</b>

## TECHNICAL SERVICES DIVISION



## **Technical Services Division**

The Technical Services Division is staffed with a Public Safety Communications Specialist II and four (4) Public Safety Communications Specialist I positions. The division provides technical services for vehicles and equipment used by the Member Cities and client cities Police, Fire, and Public Works personnel. The division also provides the same services to outside agencies including the City of Palos Verdes Estates, El Camino College Campus Police Department, and Los Angeles Interagency Metropolitan Police Apprehension Crime Taskforce (LA IMPACT).

Services provided include: installation of radios, emergency lighting, sirens, mobile computer systems, prisoner cages, prisoner restraint systems, prisoner seats, trunk boxes, slide out equipment trays, support wiring, and electrical equipment on patrol vehicles; repairs and maintenance of above equipment; repairs of mobile radios, portable radios, mobile computers, sirens, light bars, and mobile video equipment.

The division is responsible managing contracts for the maintenance and upgrade of the Authority's remote receivers and transmitters at the following sites: The Authority's Tower in Hawthorne; Punta Place in Palos Verdes Estates; South Bay Hospital in Redondo Beach; Grandview in Manhattan Beach; Water Tower in Manhattan Beach; Pacific Corporate Towers in El Segundo; Water Tower in El Segundo; Pier in Hermosa Beach; and Gardena Police Department.

The technologies that the division maintains under contract include: a microwave "ring" (1+1) network; IP voted conventional analog radio communications; networking equipment at all transmit and receive sites (firewalls, switches, routers, site monitoring equipment); Orion Solarwinds Network monitoring 24/7; generator and backup systems.

Technical Services also coordinates the maintenance requirements for the Authority facility and capital improvement projects; is responsible for upkeep of the Authority's FCC licenses and processing applications for new channels; and prepares/plans for future frequency needs of the Authority, Member Agencies and client cities.

### ***Prior Year Accomplishments:***

- Completed 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%
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 762,640</b>	<b>\$ 647,521</b>	<b>\$ 772,540</b>	<b>\$ 586,280</b>	<b>\$ 789,430</b>	<b>\$ 839,169</b>	<b>\$ 49,739</b>	<b>6.30%</b>
5302	IT Computer Contract Services	145,000	145,000	145,000	145,000	145,000	145,000	-	0.00%
5311	GST Software Reimbursable	52,692	52,692	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%
<b>Subtotal Supplies/Serv/Equip</b>		<b>\$ 1,248,042</b>	<b>\$ 927,189</b>	<b>\$ 1,250,677</b>	<b>\$ 1,159,003</b>	<b>\$ 1,288,199</b>	<b>\$ 1,371,110</b>	<b>\$ 82,912</b>	<b>6.44%</b>
<b>Total Expenses - Tech Services</b>		<b>\$ 2,010,682</b>	<b>\$ 1,574,710</b>	<b>\$ 2,023,217</b>	<b>\$ 1,745,284</b>	<b>\$ 2,077,629</b>	<b>\$ 2,210,279</b>	<b>\$ 132,651</b>	<b>6.38%</b>

## Account Detail - Technical Services Department

Account	Account Description	Comments/Explanation	
5101	Salaries (Full-Time)	Includes contracted and estimated increases from MOUs if applicable	
5103	Overtime	As needed	
5104	Acting Pay	Per MOU	
5106	Call Back Pay	If called back to work after hours	
5107	Merit Pay	Based on longevity starting @ 7 years of service \$250; \$50 each additional year	
5108	Sick Leave Payoff	Max 120 hrs @ 85% of base rate	
5109	Vacation Leave Payoff	Max 90 hrs @ 85% of base rate	
5201	Medical Insurance	Per MOU - cafeteria plan limit	
5202	Dental Insurance	Per MOU - cafeteria plan limit	
5203	Vision Insurance	Per MOU - 100% employer paid	
5204	Life Insurance	Per MOU \$100,000 employee-only coverage	
5205	Medicare	1.45% employer contribution rate	
5206	State Unemployment	Based on estimated reimbursements to EDD for actual claims	
5207	Workers' Compensation	Based on projected increase from prior year premium	
5208	PERS Contribution	Rates reflect 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.	
<b>Conferences, Meetings &amp; Travel</b>			
<b>10-70-311-5403</b>			
	Technical Services Software/Support training		2,500
	COPS West - Palm Springs		150
	<b>Total</b>		<b>\$ 2,650</b>
<b>Outside Tech Svcs-Towers/Equipment</b>			
<b>10-70-311-5521</b>			
	Annual hardware support for (17) position Avtec/Servers, (106) Tait Base Stations and (9) Sites, microwave support.		180,000
	Avtec Annual Software support		80,000
	Support for Microwave maintenance		75,000
	Environmental Monitoring Sensor Replacement		8,000
	Battery Back up (microwave)		20,000
	<b>Total</b>		<b>\$ 363,000</b>

## APPENDIX



## Acronyms

APCO – Association of Police Communications Officials

AQMD – Air Quality Management District

CAD – Computer Aided Dispatch

CAHN – California Association of Hostage Negotiators

RMS – Records Management System

CalPERS – California Public Employees Retirement System

CLETS - California Law Enforcement Telecommunications System

CPI – Consumer Price Index

CSMFO – California Society of Municipal Finance Officers

CWA – Communications Workers of America

DOJ – Department of Justice

DUI – Driving Under the Influence

EDD – Employment Development Department

EMD – Emergency Medical Dispatch

FCC – Federal Communications Commission

FY – Fiscal Year

GASB – Governmental Accounting Standards Board

GFOA – Government Finance Officers Association

HQ – Headquarters

IFR – Injury Frequency Radio

IP – Internet Protocol

IWCE – International Wireless Communications Expo

LAIF – Local Agency Investment Fund

LASO – Los Angeles Sheriff's Office

MB – Manhattan Beach

MBWT – Manhattan Beach Water Tower

MDC - Mobile Data Computer

MHz – Megahertz

MOU – Memorandum of Understanding

NENA – National Emergency Number Association

OPEB – Other Post-Employment Benefits

OT – Overtime

PERS – Public Employees Retirement System

POST – Police Officer Standards and Training

PSAP – Public Safety Answering Point

PSTC – Public Safety Training Center

TMS – Training Management System

UAAL - Unfunded Actuarial Accrued Liability

UHF – Ultra High Frequency

VOIP - Voice over Internet Protocol

VHF - Very High Frequency

## **Glossary**

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

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

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

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

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

**ASSESSMENTS:** Based on the Cost Allocation Policy, the annual predetermined charges to the Member Cities (Gardena, Hawthorne, and Manhattan Beach) and for the Contract Cities (Culver City, El Segundo, and Hermosa Beach).

**AUTHORITY:** The South Bay Regional Public Communications Authority, a governmental agency that provides a consolidated regional public communications system.

**BOND:** A security whereby an issuer borrows money from an investor and agrees and promises, by written contract, to pay a fixed principal sum on a specified date (maturity date) and at a specified rate of interest.

**BOND PREMIUM:** The amount at which a bond or note is bought or sold above its par value or face value without including accrued interest.

**BUDGET:** A plan of financial operation comprised of estimated expenditures for a given period (usually a single fiscal year) and the proposed means of financing the expenditures (through revenues).

**BUDGET MESSAGE:** A written discussion of the budget presented by the Executive Director to the Board of Directors and/or the Executive Committee.



**CAPITAL ASSETS:** Equipment costing \$5,000 or more, including tax, with a useful life longer than one year, and not qualifying as a capital improvement project. Includes automotive equipment, office equipment, office furniture, acquisitions, landscaping improvements, etc.

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

**CONTRACTED SERVICES:** Services rendered in support of the Authority's operations and activities by external parties. These may be based upon either formal contracts or ad hoc charges.

**DEPARTMENT:** A major organizational group of the Authority with overall management responsibility for an operation or a group of related operations within a functional area.

**ENCUMBRANCE:** The commitment of appropriated funds to purchase goods, which have not yet been received, or services which have yet to be rendered

**ENTERPRISE FUND:** The fund used to account for any activity for which a fee is charged to external users of goods and services.

**EXPENDITURES:** Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

**EXPENSES:** Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

**FISCAL AGENT:** Also known as the Paying Agent, the bank, designated by the issuer, to pay interest and principal to the bondholder.

**FISCAL YEAR:** A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position, the results of its operations, and adopts a budget for the coming year. The Authority's fiscal year is from July 1 to June 30.

**FUND:** An independent fiscal and accounting entity with a self-balancing set of accounts, recording resources, related liabilities, obligations, reserves, and equities segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

**FUND BALANCE:** The equity (assets minus liabilities) of governmental fund and fiduciary fund types. However, for budgeting purposes, a working capital definition of current assets minus current liabilities is used for the computation.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP):** Uniform minimum standards of and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations.

**INVESTMENT GRADE:** Bond issues by the three major bond rating agencies, Moody's, Standard & Poor's, and Fitch, rated BBB, Baa or better. Many fiduciaries, trustees, and some mutual fund managers can only invest in securities with an investment grade rating.

**ISSUER:** A state or local unit of government that borrows money through the sale of bonds and/or notes.

**JOINT POWERS AUTHORITY (JPA):** The formation of two or more public entities with common powers to consolidate their forces to acquire or construct a joint-use facility. Their bonding authority and taxing ability are the same as their powers as separate units.

**LETTER OF CREDIT:** A form of supplement or, in some cases, direct security for a municipal bond under which a commercial bank or private corporation guarantees payment on the bond under certain specified conditions.

**OBJECTIVE:** A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objective should imply a specific standard of performance for a given program.

**OBJECT CODE:** The classification of expenditures in terms of what is bought and paid for grouped into major object codes by subject.

**OPERATING BUDGET:** A budget which focuses on everyday operating activities and programs. Usually includes personnel, maintenance and operations, and capital equipment.

**PERSONNEL EXPENSES:** Compensation paid to or on behalf of Authority employees for salaries and wages, overtime and benefits.

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

**PREMIUM:** The amount, if any, by which the price exceeds the principal amount (par value) of a bond. Its current yield will be less than its coupon rate.

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

**REFUNDING BOND:** The issuance of a new bond for the purpose of retiring an already outstanding bond issue.

**RETAINED EARNINGS:** An equity account reflecting the accumulated earnings of Proprietary Fund types. For budgeting purposes, the working capital definition of fund balance is used.

**REVENUE:** Moneys that the City receives as income such as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.

**REVENUE BOND:** A municipal bond whose debt service is payable solely from the revenues received from operating the facilities acquired or constructed with the proceeds of the bonds.

**TRUSTEE:** A bank designated as the custodian of funds and official representative of bondholders. Appointed to ensure compliance with trust indenture.

**USER CHARGES:** Payments made by users or customers of publicly-provided services that benefit specific individuals. These services exhibit “public good” characteristics. Examples of user charges are fees paid for recreational activities, building fees, police fees, etc. For the Authority, the user charges are in the form of assessments to the members; billings to customers for equipment installation, repairs, and maintenance.

## BUDGET POLICY



**RESOLUTION NO. 344**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH  
BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
ESTABLISHING A BUDGETARY POLICY**

**WHEREAS**, Article IV (E & F) of the Bylaws of the South Bay Regional Public Communications Authority (Authority) authorizes the Board of Directors to establish an annual budget for the Authority and to exercise any other power to implement the annual budget; and

**WHEREAS**, Article IV (D) of the Bylaws of the Authority has appointed the Executive Committee to be responsible for the day-to-day management and control of the operations of the Authority; and

**WHEREAS**, the Authority recognizes the need to establish a budgetary policy to assure efficient and effective management of the funds entrusted to the Authority by its Members; and

**WHEREAS**, the Executive Director of the Authority shall be authorized to commit and expend the budgeted funds to carry out the mission of the Authority; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby adopts the following budgetary policy:

**SECTION 1: DEFINITIONS/SCOPE OF THE BUDGET**

- **Fiscal Period:** The year beginning July 1 and ending June 30
- **Budgeted Funds:** Fund 10/SBRPCA Enterprise Fund and Fund 20/Grant Fund
- **Budget Components:** Operating Budget; Capital Improvement Projects
- **Budget Categories:** Salaries & Benefits; Supplies & Services; Capital Outlay
- **Object Codes:** Line accounts such as Salaries; Overtime; Office Supplies; Legal Services; etc.
- **Departments:** Administration, Operations, Technical Services

## **SECTION 2: POLICY**

- A. The Executive Director shall prepare a preliminary operating and capital outlay budget and present it to the Executive Committee at the Committee's regularly scheduled meeting in February of each year.
- B. The preliminary budget shall include an estimated amount that each Member City will be charged to support the budget appropriation during the coming fiscal year.
- C. The preliminary budget will also include a 10% Operational and Capital Reserve for operating and/or capital expense contingencies. The initial starting point for these reserves will be the combined Operating Reserve and Equipment Replacement Fund amounts detailed in the adopted Fiscal Year 2018/2019 budget.
- D. In circumstances where reserves have been appropriated by the Board of Directors, the budget will include a plan to replenish the reserves to this prescribed level within three (3) years.
- E. After the Executive Committee has reviewed and approved the preliminary budget, this recommended budget shall be submitted to the Board of Directors at the Board's regularly scheduled meeting in March of each year.
- F. The Board of Directors shall adopt the budget in March of each year according to the Authority's Bylaws.

## **SECTION 3: LEGAL LEVEL OF BUDGETARY CONTROL**

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

## **SECTION 4: BUDGET AMENDMENTS**

- A. The Executive Director may execute operating budget transfers between object codes within the budget categories and between departments provided that such transfers do not result in an increase to the overall budget.
- B. Changes to the capital improvement projects budget will require pre-approval by the Board of Directors.
- C. Budget amendments that are between budget categories or increase the total amount of the budget will require pre-approval by the Board of Directors.
- D. Appropriations from the Reserve will require pre-approval by the Board of Directors.
- E. Unencumbered appropriations lapse at year-end. Any carryover appropriations will require approval by the Board of Directors.

## **SECTION 5 - FINANCIAL REPORTING**

- A. The Executive Director shall present a quarterly budget performance report to the Executive Committee.
- B. The Executive Director shall present a mid-year budget report to the Board of Directors at the Board's meeting in January of each year.
- C. The Executive Director shall present fiscal year-end audited financial statements to the Executive Committee at the Committee's regularly scheduled meeting in February of each year or sooner.

## **SECTION 6 – EXCESS FUNDS**

- A. Based on the fiscal year-end audited financial statements, the unreserved Fund 10 Enterprise Fund balance shall be eligible to be remitted to each member in proportion to each member's ownership share in the Authority, in accordance with its Bylaws.
- B. The actual amount to be remitted shall be determined by the Board of Directors.
- C. Following each year there is a budgetary surplus, surplus funds will be used towards an Additional Discretionary Payment to the CalPERS pension Unfunded Actuarial Liability until the plan reaches and maintains a 90% funded ratio. In the event no budgetary surplus exists in a given fiscal year, or it is insufficient, unreserved available balance will be used to make the Additional Discretionary Payment. The appropriation must be approved by the Board of Directors.
- D. Following each year there is a budgetary surplus, surplus funds will be used towards an Actuarially Determined Net Trust Contribution to the Authority's Section 115 Trust for Other Post-Employment Benefits for a period of 20 years or until the trust is fully funded, whichever occurs first. In the event no budgetary surplus exists in a given fiscal year, or it is insufficient, unreserved available balance will be used to make the Actuarially Determined Net Trust Contribution. The appropriation must be approved by the Board of Directors.

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

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


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

Ayes: Stern, Tanaka, Monteiro

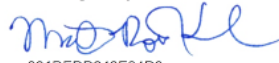
Noes:

Absent:

Abstain:

DocuSigned by:  
  
4C0AB65705DD94D5

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
<b>Total Budget</b>	<b>\$13,768,921</b>

**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:

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Rodney Tanaka, Councilmember  
Chairman, Board of Directors

---

Ross Klun, Executive Director  
Secretary, Board of Directors

F-1

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
<b>Member Cities</b>					
<b>Gardena</b>	\$ 877,418.15	\$ 626,727.25	\$ 626,727.25	\$ 376,036.35	\$ 2,506,909.00
<b>Hawthorne</b>	1,057,848.40	755,606.00	755,606.00	453,363.60	3,022,424.00
<b>Manhattan Beach</b>	663,493.25	473,923.75	473,923.75	284,354.25	1,895,695.00
<b>Contract Cities</b>					
<b>Culver City</b>	758,938.00	758,938.00	758,938.00	758,938.00	3,035,752.00
<b>El Segundo</b>	534,284.75	534,284.75	534,284.75	534,284.75	2,137,139.00
<b>Hermosa Beach</b>	224,702.75	224,702.75	224,702.75	224,702.75	898,811.00
<b>Total</b>	\$ 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.

**G-1**

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

**JANUARY 16, 2024**

**A. CALL TO ORDER**

The Board of Directors, the Executive Committee and the User Committee convened in a regular joint session at 2:04PM on Tuesday, January 16, 2024, in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

**ROLL CALL**

Present: Councilmember Rodney Tanaka, City of Gardena  
Councilmember David Lesser, City of Manhattan Beach  
Councilmember Alex Monteiro, City of Hawthorne  
City Manager Vontray Norris, City of Hawthorne  
City Manager Bruce Moe, City of Manhattan Beach  
City Manager Clint Osorio City of Gardena  
Chief Mike Saffell, Gardena Police Department  
Chief Gary Tomatani, Hawthorne Police Department  
Chief Rachel Johnson, Manhattan Beach Police Department  
Chief Mike Lang, Manhattan Beach Fire Department  
Captain Christian Eichenlaud, Manhattan Beach

Absent: Administrative Services Manager John Krok

Also Present: Executive Director M. Ross Klun  
Operations Manager Shannon Kauffman  
Finance Manager Vanessa Alfaro  
Executive Assistant Cristina Manley  
Jennifer Petrusis RWG Law

**C. PUBLIC DISCUSSION**

None.

**D. BOARD OF DIRECTORS CONSENT**

1. Minutes from July 18, 2023

**APPROVE**

**MOTION:** Councilmember Lesser moves to approval of minutes. The motion was seconded by Councilmember Monteiro. Passed 3-0

E. **ITEMS REMOVED FROM CONSENT CALENDAR**

None.

F. **BOARD OF DIRECTORS GENERAL BUSINESS**

1. Fiscal Year 2023-2024 Mid-Year Budget Report

**RECEIVE AND FILE**

Finance Manager Alfaro summarized the Fiscal Year 2023-2024 Mid-Year Budget Performance Report. The Authority's revenues and expenses through December 2023 are on track with the adopted budget. The Authority has accrued approximately 85% in assessment revenue from its member cities and 75% from contract cities, accordance with the adopted assessment schedule. As of December, revenues total \$11.4 million, about 80% of expected revenues for this fiscal year. Expenses through December, total 6.1 million, which represents nearly 45% of total budgeted expenses. Expenses for salary and benefits accounted for 46% of budgeted amounts across all departments and expenses for supplies, services and equipment for 40%. Expenses for capital improvement projects represent 51% of the CIP budget.

Staff recommends that the Board of Directors receive and file the Fiscal Budget Year 2023-2024 Mid-Year Budget Performance Report for the period July 1, 2023 through December 31, 2023.

Director Klun reported on the current year work plan objectives.

1. Staffing and Recruitment – streamline the Background of the shortening hiring process (2-3 months).
2. Recruitment Incentive and Referral Bonus Program – lateral applicant.
3. Mark 43 CAD – terminated contract. Currently working RFP process, RFQ 4 CAD vendors.
4. Fiscal Sustainability – Matrix Consulting group 5 year CIP. Executive Committee will receive a five year CIP draft in the next upcoming meeting.
5. Strategic Plan – Produce a five year Strategic Plan and working with a consultant to develop a plan with all the stakeholders (interviewed). Provide a report in March.

Received reimbursement \$118,000.00 COVID related expenses FEMA in 2020. Utilize the funds for remodeling kitchen/breakroom/bathroom area. Benefit all employees.

Councilmember Monteiro asked about the backup generator. Director Klun reported that the User Committee took to vote, have an outside consultant do an After Action Report and present some recommendations/findings. The User Committee will be receiving a report with recommendations.

After Action Report (Power Outage) – findings and specific recommendations.

Councilmember Lesser requested for a follow-up if a motion/action has been changed.



**MOTION:** Councilmember Lesser moved to receive and file Fiscal Year 2023 – 2024 Mid-Year Budget Report to approve and the motion was seconded by Councilmember Monteiro. Passed 3-0.

G. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from September 19, 2023 and November 21, 2023

**APPROVED**

2. Check Register – November 2023 and December 2023

**RECEIVE AND FILE**

3. Fiscal Year 2022-2023 Annual Financial Report

**RECEIVE AND FILE**

**MOTION:** City Manager Moe moved to approve the Executive Committee Consent Calendar items 1-3. The motion was seconded by City Manager Norris and passed 3-0.

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

None.

I. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Executive Director's Update on Staffing and Recruitment

**RECEIVE AND FILE**

Director Klun provided a staffing update. Currently reported 9 dispatch applicants in backgrounds process. Presently at 77% operators. Two part-time operators committed to work 30 hours per week. This is another big development providing more relief with overtime. We anticipate rolling out major sign-on bonus program to attract well-qualified lateral transfer Communications Operators.

City Manager Moe requested more details on the number of operators, supervisor and probationary period. Gather information/data exit interview – track the number of people leaving with statistics. Discussion on overtime/mandatory.

**MOTION:** City Manager Moe moved to receive and file. The motion was seconded by City Manager Norris and passed 3-0.

2. A Resolution of the Board of Directors Adopting a Policy Regarding Sign-On Bonuses and Referral Bonuses for Lateral Transfer Communications Operators and Repealing Resolution No.351 and the Previous Recruitment Incentive and Referral Bonus Policy.

**CONSIDER WHETHER TO RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT A RESOLUTION ESTABLISHING A RECRUITMENT INCENTIVE AND REFERRAL BONUS POLICY.**

Director Klun provided a presentation on a Sign-On bonuses and referral bonuses for lateral transfer Communications Operators. Provided a

background from the previous recruitment incentive and referral bonus policy. Referenced/compared the cities of particular interest being in and around Los Angeles County with current lateral sign-on bonuses. After reviewing the outcome of that six-month trial period and its long-term implications, the Authority has determined that the recruitment incentive did not have a lasting impact attracting highly qualified applicants. Discussed the investment of a lateral transfer and the likely hood they would successfully complete their probationary period with the Authority.

The Authority proposes a \$20,000 one-time sign-on bonus for well-qualified dispatcher lateral transfers payable upon successful completion of their phase of training. Also include a new payback clause that obligates lateral recipients of the bonus to repay a pro-rated amount if, for a variety of reasons, their employment ends before 24 months following their completion of the first phase of training. The policy also provides for an employee referral bonus of \$10,000 made in two equal disbursements. No additional budget appropriation is needed as any bonus payments would be offset by salary savings created by the vacancies being recruited.

City Managers had a few questions regarding the justification from \$7,500 to \$20,000 and needed more data with yearly results from the other agencies. Survey to other agencies on the amount of laterals hired by sign-on bonuses and hourly wages. Looking at more lucrative incentives for laterals i.e. time banks. Suggestions to revision to this proposals.

J. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from September 19, 2023 and November 21, 2023  
**APPROVED**

**MOTION:** Chief Saffell moved to approve minutes. The motion was seconded by Chief Tomatani and passed 3 – 0.

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

None.

L. **EXECUTIVE DIRECTOR'S REPORT**

Director Klun provided an update on RFP (4 respondents). Hexagon, Tylor, Central Square & Versaterm. On January 18, 2024 – RFP process started. Next step for RFP – February 29, 2024 CAD RFP deadline. 3<sup>rd</sup> week of April to make a contract award. Overview of the Authority's FY 2024-2025 Budget Calendar – reminder for approval mid-April. Executive Committee will receive the budget presentation at our regular February monthly meeting. BoD will receive presentation for March 19, 2024. 5-year CIP and 5-year Strategic Updates: Met with the Authority's treasure, provided a copy/draft of the 5-year CIP. Strategic working group, consultant needs to talk to individuals. AB1484 –

Authority in communication with legal counsel and bargaining unit – PT operators need representation into Teamsters MOU. PulsePoint Fire Department – kick off meeting last Thursday with IT and fire personnel. Implementation of community awareness part of the phone app (approximately 10-12 weeks). PulsePoint VPN CAD System access this week. Product would be available to the public for download phone app and community awareness portal. Fire dispatch refresher training, to improve service delivery to all three fire departments. ICA 2024 Winter Seminar, asked to attend in Santa Barbra (panel discussion) February 3, 2024. Letter received from Hermosa Beach thank you letter – Critical Incident December 24, 2023

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

None.

N. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Pursuant to Government Code section 54957(b)(1)  
Title: Executive Director
2. CONFERENCE WITH LABOR NEGOTIATOR  
Pursuant to Government Code section 54957.6(a)  
Agency Designated Representative: Jennifer Petrusis  
Unrepresented Employee: Executive Director

The Executive Committee entered closed session at 2:54 PM.

The Executive Committee returned from closed session at 3:24PM with no reportable action taken.

O. **ADJOURNMENT**

The meeting was adjourned at 3:24PM.

**MINUTES OF A SPECIAL MEETING OF THE  
EXECUTIVE COMMITTEE**

**FEBRUARY 6, 2024**

**A. CALL TO ORDER**

The Executive Committee convened in a special session at 2:03PM on Tuesday, February 6, 2024 in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

**ROLL CALL**

Present: City Manager Vontray Norris, City of Hawthorne  
City Manager Bruce Moe, City of Manhattan Beach  
City Manager Clint Osorio, City of Gardena

Also Present: Executive Director M. Ross Klun  
Executive Assistant Cristina Manley  
Jennifer Petrusis RWG Law

**C. PUBLIC DISCUSSION**

None.

**D. EXECUTIVE COMMITTEE**

1. PUBLIC EMPLOYMENT APPOINTMENT  
Pursuant to government Code Section 54957(b)(1)  
Title: Acting or Interim Executive Director

The Executive Committee returned from closed session at 2:46PM with nothing to report.

**E. ADJOURNMENT**

The meeting was adjourned at 2:46 PM.

**MINUTES OF A REGULAR JOINT MEETING  
OF THE EXECUTIVE COMMITTEE AND THE  
USER COMMITTEE**

**FEBRUARY 20, 2024**

A. **CALL TO ORDER**

The Executive Committee and the User Committee convened in a regular joint session at 2:03PM on Tuesday, February 20, 2024, in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

B. **ROLL CALL**

Present: City Manager Vontray Norris, City of Hawthorne  
City Manager Bruce Moe, City of Manhattan Beach  
City Manager Clint Osorio, City of Gardena  
Chief Mike Saffell, Gardena Police Department  
Chief Gary Tomatani, Hawthorne Police Department  
Chief Rachel Johnson, Manhattan Beach Police Department  
Captain Andrew Enriquez, Manhattan Beach Police Department  
Chief Mike Lang, Manhattan Beach Fire Department

Absent: Operations Manager Shannon Kauffman  
Administrative Services Manager John Krok

Also Present: Executive Director M. Ross Klun  
Finance Manager Vanessa Alfaro  
Executive Assistant Cristina Manley  
RWG Law Jennifer Petrusis

C. **PUBLIC DISCUSSION**

None.

D. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Check Register – January 2024  
**RECEIVE AND FILE**
2. Cash Investments Report for December 31, 2023  
**RECEIVE AND FILE**

**MOTION:** City Manager Moe moved to receive and file. The motion was seconded by City Manager Norris and passed 3-0.

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

None.

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Fiscal Year 2024-2025 Preliminary Budget  
**PROVIDE DIRECTION**

Finance Manager Alfaro presented the Preliminary Budget for fiscal year 2024-2025. Overview of the Authority's main revenue sources and expense categories. The Authority derives its revenue from the three main sources: Assessment Revenue Member Cities, Contract Cities (51%) & Reimbursement for Parts.

Expenses 3 Main Categories - Salaries & Benefits 76%, Supplies/Services/Equipment 22% & Capital Outlay 2%. Expenses by Departmental – Operations Department 61%, Administration 21% & Technical Services 16%. Assessments are based on the Cost Allocation Policy, adopted by BoD in fiscal year 20 and updated in September 2022. Gardena Assessment - \$33,000 increase, Hawthorne Assessment - \$45,000 increase & Manhattan Beach Assessment - \$66,000 increase. Contract Cities: Culver City Assessment \$6,000 increase, El Segundo Assessment \$92,000 increase & Hermosa Assessment \$11,000 increase. Revenue Summary increase grand total \$318,990 2.25%. Proposed Budget for fiscal year 2024-2025 is \$13,768,921. All three categories, Salaries and Benefits, Supplies/Services/Equipment, Capital Outlay will increase \$249,992 1.85%.

Fund Balance Projections Enterprise Fund (over 5 years) – expect revenues to average about \$750,000 each fiscal year. Growing pension to allow ongoing funding to Pension and OPEB liabilities, using budgetary surplus and unrestricted available fund balance. Available Balance After Reserve Allocations \$5,500,000.

Directors Klun presented on Strategic Project Plans FY 24-25. Recruitment and Retention, achieving 90% or above for Communications Operators and Supervisors. Identify new opportunities to make recruitment as effective as possible. Enhance the wellness program to improve retention. 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. 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 to fill open positions. 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.

City Manager Moe mentioned that most of the cities are eliminating services of the Medical Service Director and was wondering if RCC would still need those services? Director Klun mention that it is a regional discussion, the need to have a medical director specifically for identifying changes on the medical emergency cards, descriptive procedures that given over the phone.

Unrestricted fund balance, the Authority anticipates a large portion to purchase of a new CAD system. It is part of the CIP. The remainder would be used for capital improvements. The treasure currently has a draft, need valuable input from the treasurer regarding the reserves.

2. Calendar Year 2023 Dispatch Performance Presentation

**RECEIVE AND FILE**

Director Klun provided a presentation on Dispatch Performance Statistics for Calendar Year 2023 (last 4 quarters). Incident entry times starts when a 9-1-1 call is answered and ends when the CAD incident is created. The 6 – 9 second increase in Q2 followed by a decline in Q3/Q4 was attributed to an influx of new Operators training at this position. As these Operators continue to gain more experience, we will see a corresponding decrease in CAD incident entry times back to the baseline. Dispatch time starts when a CAD incident is created and ends when units have been dispatched by radio. 9 to 10 second dispatch times for Medical call are exceptionally fast. Average dispatch performance data does not indicate a significant deviation over previous years' entry times or dispatch times. 9-1-1 Call Answering Performance for CY2023 – 86.4% of our 9-1-1 calls are from cell phones, 450 Text-to-9-1-1 were received. Our “busiest hour” is 3:00 p.m. and is still at 96.1%. Each community is different based on annual 9-1-1 call comparison. Provided a breakdown of each city, calls for service PD and Fire calls.

3. Executive Director's Update on Staffing and Recruitment

**RECEIVE AND FILE**

Director Klun provided a presentation on Staffing and Recruitment. Overtime per employee per pay period over the last 6 months continues a slow downward trend from a high of 20.5 hours/pay period to a low of 12.0 hours. Two part-time operators committed to working 30 plus hours per week which reduced mandatory overtime and 1 part-time Operator has converted to full-time. Creative solutions like scheduling modifications are helping with overtime per pay period. Staffing update – a class of 6 new Operators started work today. This is the largest single starting class we've seen in at least 5 years (staffing level at 88%). Currently, have 3 more applicants in the hiring process. Commitments from several employees to assist in training and mentoring for this starting class. Incentives are being offered to the trainers to encourage participation and buy-in. Part-time recruitment services with an outside firm is in the works. We are more responsive than ever before with our applicants – nights, and weekends engaging with them, answering questions, guiding them through the process. Great deal of success noticeable effect on hiring which we hear in post-hiring feedback.

G. **EXECUTIVE DIRECTOR'S REPORT**

Director Klun provided an update on CAD RFP next milestone is Thursday, February 29, 2024 reach proposal submission deadline.

Working towards implementation of new software service – allow the public to provide immediate feedback to us on the quality service they received when calling us (Power DMS Engage). The service sends out a brief customer satisfaction survey via text message to our caller shortly after they've hung up with us. The confidential customer satisfaction survey results would serve as a valuable Quality Assurance tool for our operation. Positive comments are automatically posted on feedback board, available for viewing in the dispatch center. Keep citizens informed, measure satisfaction, and boost morale.

February 27, 2024, RCC, in cooperation with INSB will be hosting SBRPCA/INSB Portable Radio Demo, ICI, and LA-RICS System informational seminar and product demo.

Director of ICI will present on important ICI radio system upgrades and changes to radio interoperability with LASD and other agencies using LA-RICS radio system.

INSB Technical and Operations Committee have been meeting in Torrance, will alternate the hosting location.

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

The Executive Committee entered closed session at 2:37 PM.

The Executive Committee returned from closed session at 3:21PM with no reportable action taken.

J. **ADJOURNMENT**

The meeting was adjourned at 3:21PM.



**MINUTES OF A SPECIAL MEETING OF THE  
EXECUTIVE COMMITTEE**

**MARCH 5, 2024**

**A. CALL TO ORDER**

The Executive Committee convened in a special session at 12:07PM on Tuesday, March 5, 2024 in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

**ROLL CALL**

Present: City Manager Vontray Norris, City of Hawthorne  
City Manager Bruce Moe, City of Manhattan Beach  
City Manager Clint Osorio, City of Gardena

Also Present: Executive Director M. Ross Klun  
Executive Assistant Cristina Manley  
Jennifer Petrusis RWG Law via Zoom

**C. PUBLIC DISCUSSION**

None.

**D. EXECUTIVE COMMITTEE**

1. PUBLIC EMPLOYMENT APPOINTMENT  
Pursuant to government Code Section 54957(b)(1)  
Title: Acting or Interim Executive Director

The Executive Committee entered closed session at 12:07 PM.

The Executive Committee returned from closed session at 2:02PM with no reportable action taken.

Closed session report by General Counsel Jennifer Petrusis: No reportable action was taken.

**E. EXECUTIVE COMMITTEE COMMENTS**

**F. ADJOURNMENT**

The meeting was adjourned at 2:02 PM.

**MINUTES OF A SPECIAL MEETING OF THE  
EXECUTIVE COMMITTEE**

**MARCH 13, 2024**

**A. CALL TO ORDER**

The Executive Committee convened in a special session at 3:40PM on Wednesday, March 13, 2024 in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

**ROLL CALL**

Present: City Manager Vontray Norris, City of Hawthorne  
City Manager Bruce Moe, City of Manhattan Beach  
City Manager Clint Osorio, City of Gardena

Also Present: Executive Director M. Ross Klun  
Jennifer Petrusis RWG Law

**C. PUBLIC DISCUSSION**

None.

**D. EXECUTIVE COMMITTEE**

1. PUBLIC EMPLOYMENT APPOINTMENT  
Pursuant to government Code Section 54957(b)(1)  
Title: Acting or Interim Executive Director

The Executive Committee entered closed session at 3:40PM.

Closed session report by General Counsel Jennifer Petrusis: No reportable action was taken.

**E. EXECUTIVE COMMITTEE COMMENTS**

**F. ADJOURNMENT**

The meeting was adjourned at 4:31PM.

G-2



**Check Register FY 2023-24**

**February 2024**

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

February 2, 2024	\$43,347.20
February 9, 2024	\$174,785.21
February 16, 2024	\$113,317.38
February 23, 2024	<u>\$101,745.53</u>
Accounts Payable Total	\$433,195.32

**Payroll Checks Issued Date**

February 9, 2024	\$170,458.53
February 23, 2024	<u>\$162,240.18</u>
Payroll Total	\$332,698.71

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
2105	2/2/2024	00069	SOUTHERN CALIFORNIA EDI	1/18/2024	ELEC SERV PUNTA/ 12/18/23	863.76	863.76
2106	2/2/2024	00012	CALIFORNIA WATER SERVICE	1/19/2024	WATER SERV HQ/ 12/16/23-1	223.63	223.63
57653	2/2/2024	00867	& INVESTIGATION SERVICES	10/31/2023	PRE-EMPLOYMENT POLYGR	250.00	
			2023-11-007	11/7/2023	PRE-EMPLOYMENT POLYGR	250.00	500.00
57654	2/2/2024	00014	CDW GOVERNMENT, INC.	12/29/2023	CDW-G BILLABLE PARTS	3,256.31	
			NT67146	12/21/2023	CDW-G BILLABLE PARTS	361.80	3,618.11
57655	2/2/2024	01051	COMPASS GROUP USA INC, (SOC	1/17/2024	EMPLOYEE COFFEE SERVIC	429.98	429.98
57656	2/2/2024	00146	DARIO A. BANDERA	1/22/2024	STRICTLY TINT BILLABLE PAI	600.00	
			12224	1/22/2024	STRICTLY TINT BILLABLE PAI	425.00	
			12225	1/22/2024	STRICTLY TINT BILLABLE PAI	425.00	1,450.00
57657	2/2/2024	01069	DOCUMENT CONSULTING SE	12/1/2023	COLOR COPIER FOR PRINTII	287.01	
			136491	1/1/2024	COLOR COPIER FOR PRINTII	200.60	487.61
57658	2/2/2024	00008	FEDERAL SIGNAL CORP	12/28/2023	FEDERAL SIGNAL CORP BILL	3,216.00	
			8490025	12/22/2023	FEDERAL SIGNAL CORP BILL	2,998.74	
			8495246	1/3/2024	FEDERAL SIGNAL CORP BILL	2,772.00	
			8500513	1/10/2024	FEDERAL SIGNAL CORP BILL	2,472.00	
			8491620	12/27/2023	FEDERAL SIGNAL CORP BILL	1,080.00	
			8494676	1/3/2024	FEDERAL SIGNAL CORP BILL	115.00	
			8499523	1/9/2024	FEDERAL SIGNAL CORP BILL	103.88	12,757.62
57659	2/2/2024	00005	FEDEX	1/19/2024	EXPRESS MAIL SERV/ 1/11/20	28.32	28.32
57660	2/2/2024	00834	GOVERNMENTJOBS.COM, IN	12/25/2023	RECRUITMENT EXPENSES -	1,190.25	1,190.25
57661	2/2/2024	00027	HAVIS INC.	1/4/2024	HAVIS INC BILLABLE PARTS	4,933.66	4,933.66
57662	2/2/2024	00577	JESSICA RAMOS	1/19/2024	VEHICLE MAINTENANCE & D	105.00	105.00
57663	2/2/2024	00880	JUAN CARLOS CHAVEZ SANC	1/22/2024	HQ MAINTENANCE - LANDSC	450.00	450.00
57664	2/2/2024	00799	LA UNIFORMS & TAILORING	1/4/2024	UNIFORM SETS	100.22	
			19705	1/4/2024	UNIFORM SETS	88.09	
			19706	1/4/2024	UNIFORM SETS	88.09	
			19708	1/4/2024	UNIFORM SETS	88.09	
			19709	1/4/2024	UNIFORM SETS	88.09	
			19710	1/4/2024	UNIFORM SETS	88.09	
			19711	1/4/2024	UNIFORM SETS	88.09	628.76
57665	2/2/2024	00818	RICHARDS,WATSON & GERSI	1/18/2024	FY 23-34 GENERAL COUNSEI	3,288.00	3,288.00
57666	2/2/2024	00564	SALEH, LAILA	1/13/2024	EMPLOYEE SERVICES: RCC	246.70	246.70
57667	2/2/2024	00074	STAPLES INC.	1/27/2024	STAPLES SUPPLIES - OFFICE	416.65	416.65

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
57668	2/2/2024	00345	STOMMEL INC.	SI97296	1/2/2024 LEHR AUTO BILLABLE PARTS	3,453.98	3,453.98
57669	2/2/2024	00171	VERIZON WIRELESS	9952534770	12/23/2023 GPD DAC CHARGES/ 11/24/23	1,890.18	
				9952458493	12/23/2023 MODEM SVC. MBPD/ 11/24/23	905.88	
				9954544029	1/18/2024 CELL PH. CHGS: 12/19/23-1/18	411.44	3,207.50
57670	2/2/2024	01028	WESTIN AUTOMATIVE PRODI	2134852	1/10/2024 WESTIN AUTOMATIVE BILLAI	730.69	730.69
57671	2/2/2024	00063	WHELEN ENGINEERING CO.,	421050	1/5/2024 WHELEN ENGINEERING CO I	386.98	386.98
57672	2/2/2024	00067	XCEL MECHANICAL SYSTEMS	2817	12/22/2023 FY 23-24 HQ MAINTENANCE	3,950.00	3,950.00
<b>Sub total for BANK OF THE WEST:</b>							<b>43,347.20</b>

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22 checks in this report.

Grand Total All Checks: 43,347.20

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20706	2/1/2024	00696	GUARDIAN	533654-02	1/22/2024	GUARDIAN - DENTAL, VISION	7,515.77	7,515.77
20707	2/9/2024	00058	CALPERS	1000000174215	1/16/2024	HEALTH PREMIUMS FOR FEE	65,243.11	65,243.11
20708	2/9/2024	00219	INTERNAL REVENUE SERVICE	Ben37668	2/9/2024	FEDERAL WITHHOLDING TAX	34,785.60	34,785.60
20709	2/9/2024	00223	EMPLOYMENT DEVELOPMENT DEPT	Ben37672	2/9/2024	STATE DISABILITY INSURANCE	15,435.22	15,435.22
20710	2/9/2024	00222	STATE DISBURSEMENT UNIT	Ben37676	2/9/2024	SUPPORT: PAYMENT	184.62	184.62
20711	2/9/2024	00058	CALPERS	Ben37670	2/9/2024	PERS RETIREMENT: PAYMENT	35,990.85	35,990.85
20712	2/9/2024	00221	MISSIONSQUARE RETIREMENT	Ben37666	2/9/2024	DEFERRED COMPENSATION	13,433.13	13,433.13
57673	2/9/2024	00217	CALIFORNIA TEAMSTERS UNION	Ben37664	2/9/2024	UNION DUES TEAMSTERS: PAYMENT	1,276.50	1,276.50
57674	2/9/2024	00218	CWA LOCAL 9400	Ben37662	2/9/2024	UNION DUES CWA: PAYMENT	170.34	170.34
57675	2/9/2024	00996	WAGeworks INC., HEALTH CARE	Ben37674	2/9/2024	HEALTH CARE FSA: PAYMENT	750.07	750.07
<b>Sub total for BANK OF THE WEST:</b>							<b>174,785.21</b>	



Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
2107	2/16/2024	00012	CALIFORNIA WATER SERVICE	5550731926	2/1/2024	FIRE PROTECTION SERVICE	104.45	104.45
2108	2/16/2024	00070	GAS COMPANY, THE	059 194 8982 2	2/2/2024	GAS SERVICE HQ/ 1/4/2024-1	2,322.59	2,322.59
2109	2/16/2024	00069	SOUTHERN CALIFORNIA EDI	700610392752	2/2/2024	ELECT SERV GRANDVIEW/ 1	221.96	221.96
2110	2/16/2024	00621	FIRST BANKCARD					
		01096	SHIRTSPACE.COM	5910797	1/6/2024	EMPLOYEE UNIFORMS	857.10	
		00228	COSTCO MEMBERSHIP	1086096839	1/5/2024	OFFICE SUPPLIES	466.07	
		01104	HEADSET WORLD USA	1W4IL1J7W	1/13/2024	WIRELESS HEADSETS	449.98	
		00228	COSTCO MEMBERSHIP	971550	1/10/2024	EMPLOYEE WELLNESS PRO	400.64	
		00228	COSTCO MEMBERSHIP	644959	1/25/2024	EMPLOYEE WELLNESS PRO	333.12	
		00228	COSTCO MEMBERSHIP	328774	1/18/2024	EMPLOYEE WELLNESS PRO	297.23	
		00228	COSTCO MEMBERSHIP	177004	1/2/2024	EMPLOYEE WELLNESS PRO	279.52	
		01036	CLOUDFLARE INC.	CFUSA8729713	12/28/2023	SOFTWARE SERVICES	250.00	
		01036	CLOUDFLARE INC.	CFUSA9004234	1/29/2024	SOFTWARE SERVICES	250.00	
		00610	DIRECTV	065190124X240	1/4/2024	CABLE SERVICE	247.99	
		00228	COSTCO MEMBERSHIP	909864	1/3/2024	EMPLOYEE WELLNESS PRO	176.38	
		01040	GOOGLE ADS	520-390-4641	1/3/2024	RECRUITMENT - GOOGLE AD	167.34	
		00311	APCO INTERNATIONAL	1038482	1/23/2024	APCO MEMBERSHIP RENEW	136.00	
		00466	AMAZON MARKETPLACE	114-6558699-85	1/17/2024	GENERAL TECH SUPPLIES	129.63	
		00466	AMAZON MARKETPLACE	114-0792882-27	1/3/2024	GENERAL TECH SUPPLIES	129.50	
		00141	POWERPHONE INC	81626	11/30/2023	EMD COURSES & ANNUAL M	129.00	
		00466	AMAZON MARKETPLACE	114-3119419-89	1/2/2024	GENERAL TECH SUPPLIES	100.88	
		00761	BOX	INV11597062	1/26/2023	SOFTWARE SERVICES	90.00	
		01047	GODADDY	2902699898	1/23/2024	MONTHLY WEBSITE HOSTIN	75.99	
		01046	PELTON	010124	1/1/2024	EMPLOYEE SERVICES	44.00	
		00854	MANHATTAN POSTAL CENTE	15432924925	1/3/2024	RECRUITMENT - LIVE SCAN	27.50	
		00854	MANHATTAN POSTAL CENTE	15299887245	1/3/2024	RECRUITMENT - LIVE SCAN	27.50	
		00826	LA TIMES	0001-0684-8535	1/1/2024	LA TIMES MONTHLY SUBSC	15.96	
		00826	LA TIMES	013124	1/29/2024	LA TIMES MONTHLY SUBSC	15.96	
		00466	AMAZON MARKETPLACE	112-0758327-06	1/13/2024	WIRELESS HEADSET CHARG	14.61	5,111.90
2111	2/16/2024	00073	STATE BOARD OF EQUALIZA	012-655960	2/16/2024	SALES & USE TAX 2024 Q1 PI	1,865.00	1,865.00
2112	2/16/2024	00651	FRONTIER	209-188-0077-0	2/1/2024	PHONE SERVICE 2/1/24 - 2/2	337.87	337.87
2113	2/16/2024	00411	PITNEY BOWES	3106524587	2/9/2024	OFFICE EQUIPMENT LEASE	170.36	170.36
57676	2/16/2024	00810	& ASSOCIATES, MAX PARKE	9857	2/10/2024	WEBSITE MAINTENANCE SE	250.00	250.00
57677	2/16/2024	00297	AT&T, ATT CALNET	000021207601	2/3/2024	PHONE SERVICE 1/03/24-2/0	511.48	511.48

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
57678	2/16/2024	00064	AT&T, ATT PAYMENT CENTER	960 461-1623 55	2/1/2024	PHONE SERVICE 2/01/2024-2	1,938.30	1,938.30
57679	2/16/2024	00014	CDW GOVERNMENT, INC.	PJ81296	1/31/2024	CDW-G BILLABLE PARTS	199.00	199.00
57680	2/16/2024	00017	CHEM PRO LABORATORY, IN	IN139943	2/1/2024	WATER TREATMENT SERVIC	96.05	96.05
57681	2/16/2024	00225	COMMLINE INC	0436557-IN	1/31/2024	COMMLINE INC - SUPPORT	15,000.00	15,000.00
57682	2/16/2024	00101	CORDOVA, TONY	021624	2/16/2024	RETIREE MED PREM/MAR 20	593.00	593.00
57683	2/16/2024	00081	COSTON, SHANDER	021624	2/16/2024	RETIREE MED PREM/MAR 20	343.00	343.00
57684	2/16/2024	00879	CROWN CASTLE	1507493	2/1/2024	REDUNDANT INTERNET SER	1,100.00	1,100.00
57685	2/16/2024	00103	DIVINITY, TANJI	021624	2/16/2024	RETIREE MED PREM/MAR 20	593.00	593.00
57686	2/16/2024	01048	ERIC JASON ARROYO	3299	1/29/2024	RECRUITMENT - BACKGROU	6,425.00	
				3294	1/22/2024	RECRUITMENT - BACKGROU	1,500.00	
				3311	2/7/2024	RECRUITMENT - BACKGROU	1,500.00	9,425.00
57687	2/16/2024	00785	EXPERIAN	CD2410001925	1/26/2024	CREDIT CHCEK	32.48	32.48
57688	2/16/2024	00106	FARLEY, SANDRA	021624	2/16/2024	RETIREE MED PREM/MAR 20	343.00	343.00
57689	2/16/2024	00008	FEDERAL SIGNAL CORP	8508243	1/22/2024	FEDERAL SIGNAL CORP BILL	10,728.00	
				8518474	2/2/2024	FEDERAL SIGNAL CORP BILL	3,528.00	
				8513646	1/29/2024	FEDERAL SIGNAL CORP BILL	1,386.00	
				8505141	1/17/2024	FEDERAL SIGNAL CORP BILL	932.00	
				8504033	1/16/2024	FEDERAL SIGNAL CORP BILL	811.96	
				8518509	2/2/2024	FEDERAL SIGNAL CORP BILL	804.00	
				8505137	1/17/2024	FEDERAL SIGNAL CORP BILL	738.00	
				8508286	1/22/2024	FEDERAL SIGNAL CORP BILL	402.00	
				8509319	1/23/2024	FEDERAL SIGNAL CORP BILL	402.00	
				8501398	1/11/2024	FEDERAL SIGNAL CORP BILL	384.25	
				8504153	1/16/2024	FEDERAL SIGNAL CORP BILL	194.00	20,310.21
57690	2/16/2024	00651	FRONTIER	7002Z664-S-240	2/5/2024	PHONE SERV 2/05/24-3/04/24	506.97	
				7002Z665-S-240	2/5/2024	PHONE SERV 2/05/24-3/04/24	348.47	855.44
57691	2/16/2024	01103	INDIA OVERSEAS TRADING	CCS510583666	1/30/2024	HONESTWAVES: STORAGE L	2,511.75	2,511.75
57692	2/16/2024	00577	JESSICA RAMOS	3106	2/9/2024	VEHICLE MAINTENANCE & D	105.00	105.00
57693	2/16/2024	00442	LAWSON PRODUCTS, INC.	93111145284	12/12/2023	LAWSON PRODUCTS BILLAB	823.72	823.72
57694	2/16/2024	00113	MARTIN, LISA	021624	2/16/2024	RETIREE MED PREM/MAR 20	343.00	343.00
57695	2/16/2024	00822	MATRIX CONSULTING GROU	F933-23	2/8/2024	MATRIX CONSULTATION PRC	3,750.00	3,750.00
57696	2/16/2024	00647	MC ELECTRICAL, INC.	89	2/9/2024	CAPITAL EXPENDITURE GOC	23,971.00	23,971.00
57697	2/16/2024	00819	OCCUPATIONAL HEALTH CEN	82026611	1/24/2024	PRE-EMPLOYMENT MEDICAL	848.00	
				81952594	1/24/2024	PRE-EMPLOYMENT MEDICAL	424.00	1,272.00
57698	2/16/2024	00121	PINELA, ELIZABETH	021624	2/16/2024	RETIREE MED PREM/MAR 20	593.00	593.00

Bank : bow BANK OF THE WEST (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
57699	2/16/2024	00142	PVP COMMUNICATIONS INC 133396	8/28/2023	PVP COMMUNICATIONS: PAF	1,017.25	1,017.25
57700	2/16/2024	01022	RACE COMMUNICATIONS RC1108140	2/1/2024	COMMUNICATION CONTRAC	1,120.17	1,120.17
57701	2/16/2024	00060	RIVERA, JOSE 021624	2/16/2024	RETIREE MED PREM/MAR 20	747.95	747.95
57702	2/16/2024	00157	SECURE IDLE INC 13183A	1/17/2024	SECURE IDLE INC BILLABLE	233.11	233.11
57703	2/16/2024	00034	STEVENS, GARY 021624	2/16/2024	RETIREE MED PREM/MAR 20	593.00	593.00
57704	2/16/2024	00345	STOMMEL INC. SI98855	2/7/2024	LEHR AUTO BILLABLE PARTS	5,528.55	
			SI98875	2/7/2024	LEHR AUTO BILLABLE PARTS	1,468.53	6,997.08
57705	2/16/2024	00171	VERIZON WIRELESS 9954945421	1/23/2024	DAC CHARGES HPD/ 12/24/20	2,149.21	
			9955006274	1/23/2024	GPD DAC CHARGES/ 12/24/20	1,875.53	
			9954930083	1/23/2024	MODEM SVC. MBPD/ 12/24/20	922.50	
			9954930084	1/23/2024	MODEM SVC. MBPD/ 12/24/20	78.02	5,025.26
57706	2/16/2024	00067	XCEL MECHANICAL SYSTEMS 2959	2/1/2024	FY 23-24 HQ MAINTENANCE	1,645.00	
			2957	2/1/2024	FY 23-24 HQ MAINTENANCE	695.00	
			2958	2/1/2024	FY 23-24 HQ MAINTENANCE	150.00	2,490.00
<b>Sub total for BANK OF THE WEST:</b>							<b>113,317.38</b>

Bank : bow BANK OF THE WEST

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
20713	2/23/2024	00219	INTERNAL REVENUE SERVIC Ben37772	2/23/2024	FEDERAL WITHHOLDING TA	35,222.57	35,222.57
20714	2/23/2024	00223	EMPLOYMENT DEVEL DEPT Ben37776	2/23/2024	STATE DISABILITY INSURAN	14,717.17	14,717.17
20715	2/23/2024	00222	STATE DISBURSEMENT UNIT Ben37780	2/23/2024	SUPPORT: PAYMENT	184.62	184.62
20716	2/23/2024	00058	CALPERS Ben37774	2/23/2024	PERS RETIREMENT: PAYMEN	34,411.18	34,411.18
20717	2/23/2024	00221	MISSIONSQUARE RETIREMEI Ben37770	2/23/2024	DEFERRED COMPENSATION	12,505.36	12,505.36
57708	2/23/2024	00002	AFLAC Ben37764	2/23/2024	AFLAC INSURANCE: PAYMEN	2,510.22	2,510.22
57709	2/23/2024	00217	CALIFORNIA TEAMSTERS UN Ben37768	2/23/2024	UNION DUES TEAMSTERS: P	1,274.00	1,274.00
57710	2/23/2024	00218	CWA LOCAL 9400 Ben37766	2/23/2024	UNION DUES CWA: PAYMEN	170.34	170.34
57711	2/23/2024	00996	WAGeworks INC., HEALTHE Ben37778	2/23/2024	HEALTH CARE FSA: PAYMEN	750.07	750.07
<b>Sub total for BANK OF THE WEST:</b>							<b>101,745.53</b>

G-3



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** March 19, 2024

**ITEM NUMBER:** G - 3

**TO:** Executive Committee

**FROM:** John Krok, Administrative Services Manager

**SUBJECT:** APPROVE A CHANGE PURCHASE ORDER IN THE AMOUNT OF \$85,000 TO HAVIS INCORPORATED FOR SUPPLIES AND EQUIPMENT

**ATTACHMENT:** None

### **RECOMMENDATION**

Staff recommends that the Executive Committee approve a change purchase order in the amount of \$85,000 to Havis Inc. for supplies and equipment.

### **BACKGROUND**

The Executive Committee approved a blanket purchase order (“BPO”) to Havis Incorporated (“Havis”) in the amount of \$50,000 on June 20, 23. Because year-end expenditures associated with purchases from this vendor are anticipated to total \$135,000, approval of the Executive Committee for this change purchase order is required, per Resolution 316 adopted on August 21, 2018.

### **DISCUSSION**

Havis is a manufacturer of mobile workspace solutions for public safety and public works vehicles. Their products include laptops, tablets, docking stations, cradles, prisoner transport accessories, and K9 transportation equipment. Havis provides a wide variety of safe, secure, and up-to-date mobile mounting solutions, which are used for upfitting the Authority’s member and contract agencies’ public safety vehicles. The Authority is an authorized reseller for Havis, Inc. and receives a 37% discount off all Havis parts. These discounts are passed along to member and contract cities alike.

### **FISCAL IMPACT**

Funds for the above requested change purchase order, which total \$85,000, are included in the Fiscal Year 2023/24 Adopted Budget. Additionally, all costs associated with the

upfitting of vehicles are 100% reimbursable by the member or contract agencies requesting the service.

G-4





# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** March 19, 2024

**ITEM NUMBER:** G - 4

**TO:** Executive Committee

**FROM:** Ross Klun, Executive Director

**SUBJECT:** **VACATION LEAVE CASHOUT SIDE LETTER AGREEMENT AMENDING THE JANUARY 1, 2022 TO JUNE 30, 2025 MEMORANDUM OF UNDERSTANDING BETWEEN SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY AND THE CALIFORNIA TEAMSTERS PUBLIC, PROFESSIONAL AND MEDICAL EMPLOYEES UNION LOCAL 911**

**ATTACHMENTS:** Side Letter Agreement Teamsters Vacation Leave Cash Out Section 12.12 – Annual Payment for Unused Vacation Leave (Optional)

### **RECOMMENDATION**

Staff recommends that the Executive Committee approve and authorize the Executive Director to execute the attached Side letter Agreement amending the Memorandum of Understanding (MOU) between the South Bay Regional Public Communications Authority and The California Teamsters Public, Professional and Medical Employees Union Local 911 related to Section 12.12 – Annual Payment of Unused Vacation Leave (Optional), to increase the number of vacation leave hours that can be converted to cash, increase the rate to one-hundred (100) percent of the employee's base salary per the salary schedule without special pay, and allow for an additional date for vacation leave cash out in calendar year 2024.

### **DISCUSSION**

The California Teamsters Public, Professional and Medical Employees Union Local 911 represents the Communications Operators within the Authority. The current Memorandum of Understanding (MOU) expires on June 30, 2025. Representatives of the Teamsters bargaining unit and the Authority have met and conferred in good faith and have agreed to the terms found in the attached side letter. The new agreement expires after calendar year 2024 and permits each Communications Operator to voluntarily cash out accrued additional vacation leave hours twice a year at a rate of one-hundred (100) percent.

Significant terms of the proposed side letter are listed as follows:

**Term of Agreement**

The terms of this side letter apply only to employees in the group classified as Communications Operators and expires after calendar year 2024.

**Section 12.12 Annual Payment for Unused Vacation Leave (Optional)**

<u>Completed Years of Service</u>	<u>Maximum Hours That May be Converted</u>	<u>Conversion Rate</u>
1 to less than 2	48	100% of base rate of pay
2 or more	80	100% of base rate of pay

The current MOU conversion rate is 85% of base rate of pay and permits for only one cash out in November of 2024. The proposed agreement allows for an additional cash out in June of 2024 with an increased conversion rate of one-hundred 100% and doubles the amount of hours that can be converted to cash for each employee based on years of service. Employees with one (1) to less than two (2) years of service can now convert to cash an additional forty-eight (48) hours of leave in calendar year 2024, a maximum of ninety-six (96) hours and employees with two (2) or more years of service can convert to cash an additional seventy-two (72) in calendar year 2024, a maximum of one-hundred sixty (160) hours.

**FISCAL IMPACT**

No additional cost is incurred for this side letter provision. Due to current staffing levels, any cash out of leave at 100% reduces overtime required to fill that leave that is paid at 150%. If employees choose to participate, the Authority may experience a nominal cost savings.

G-4

Attachment 1

**SIDE LETTER AGREEMENT AMENDING  
THE JANUARY 1, 2022 TO JUNE 30, 2025  
MEMORANDUM OF UNDERSTANDING BETWEEN  
THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
AND THE TEAMSTERS PUBLIC, PROFESSIONAL AND MEDICAL EMPLOYEES  
UNION LOCAL 911**

Teamsters Local 911 and the South Bay Regional Public Communications Authority (Authority), having previously negotiated and executed a Memorandum of Understanding and Side Letter for the period of January 1, 2022 to June 30, 2025 (“MOU”), do hereby agree and adopt this side letter agreement (“Side Letter Agreement”) amending the **MOU** related to Section 12.12 – Annual Payment for Unused Vacation Leave (Optional), and in the following specific particularities only:

In June 2024 and November 2024, each full-time employee in Group A, C, and D of the Communications Operators Group, may voluntarily convert, for cash, a limited number of hours of vacation leave. Leave balances shall be determined at the end of the pay period nearest to, but not past, May 31 and October 31, respectively. The dollar value of the hours converted for only these two voluntary cash outs will be determined by the completed years of service as shown below. Payment shall be calculated as a percentage of the employee's base rate of pay which is defined as the employee’s base salary per the salary schedule without any special pay.

Group A Communications Operators, Group C Communications Operators, and Group D Communications Operators:

<u>Completed Years of Service</u>	<u>Maximum Hours That May be Converted</u>	<u>Conversion Rate</u>
1 to less than 2	48	100% of base rate
2 or more	80	100% of base rate

This **Side Letter Agreement** contains the entire agreement between the parties related to the amendment and restatement of Section 12.12. The terms of the Side Letter Agreement have been reached by the parties after negotiations and fulfillment of all legally required meet and confer obligations. Except as specifically provided herein, no other term or condition of the **MOU** is modified or amended by this **Side Letter Agreement**.

TEAMSTERS LOCAL 911

SOUTH BAY REGIONAL PUBLIC  
COMMUNICATIONS AUTHORITY

By: \_\_\_\_\_

Carlos Rubio, Senior Business Representative

Date: \_\_\_\_\_

By: \_\_\_\_\_

Ross Klun, Executive Director

Date: \_\_\_\_\_

By: \_\_\_\_\_

David Lopez, Steward

By: \_\_\_\_\_

Rhonda Zeck, Steward

G-5



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** March 19, 2024

**ITEM NUMBER:** G - 5

**TO:** Executive Committee

**FROM:** Ross Klun, Executive Director

**SUBJECT:** **VACATION LEAVE CASHOUT SIDE LETTER AGREEMENT AMENDING THE JANUARY 1, 2022 TO JUNE 30, 2025 MEMORANDUM OF UNDERSTANDING BETWEEN SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY AND THE COMMUNICATIONS WORKERS OF AMERICA**

**ATTACHMENTS:** Side Letter Agreement Communications Workers of America Vacation Leave Cash Out Section 10.3 - Annual Payment for Unused Vacation Leave (Optional)

### **RECOMMENDATION**

Staff recommends that the Executive Committee approve and authorize the Executive Director to execute the attached Side letter Agreement amending the Memorandum of Understanding (MOU) between the South Bay Regional Public Communications Authority and Communications Workers of America (CWA) Section 10.3 – Annual Payment of Unused Vacation Leave (Optional), to increase the number of vacation leave hours that can be converted to cash, increase the rate to one-hundred 100 percent of the employee's base salary per the salary schedule without special pay, and allow for an additional date for vacation leave cash out in calendar year 2024.

### **DISCUSSION**

The Communications Workers of America represent the Communications Supervisors within the Authority. The current Memorandum of Understanding (MOU) expires on June 30, 2025. Representatives of the CWA bargaining unit and the Authority have met and conferred in good faith and have agreed to the terms found in the attached side letter. The new agreement expires after calendar year 2024 and permits each Communications Supervisor to voluntarily cash out accrued additional vacation leave hours twice a year at a rate of one-hundred (100) percent.

Significant terms of the proposed side letter are listed as follows:

**Term of Agreement**

Expires after calendar year 2024.

**Section 10.3 Annual Payment for Unused Vacation Leave (Optional)**

<u>Completed Years of Service</u>	<u>Maximum Hours That May be Converted</u>	<u>Conversion Rate</u>
Less than 5	60	100% base rate of pay
5 or more	90	100% base rate of pay

The current MOU conversion rate is 90% of base rate of pay and permits for only one cash out in November of 2024. The proposed agreement allows for an additional cash out in June of 2024 with an increased conversion rate of one-hundred 100% and increases the amount of hours that can be converted to cash for each employee based on years of service. Employees with less than five (5) less years of service can now convert to cash an additional sixty (60) hours of leave in calendar year 2024, a maximum of one-hundred twenty (120) hours and employees with five (5) or more years of service can convert to cash an additional seventy (70) hours in calendar year 2024, a maximum of one-hundred sixty (160) hours.

**FISCAL IMPACT**

No additional cost is incurred for this side letter provision. Due to current staffing levels, any cash out of leave at 100% reduces overtime required to fill that leave that is paid at 150%. If employees choose to participate, the Authority may experience a nominal cost savings.



G-5

Attachment 1

**SIDE LETTER AGREEMENT AMENDING  
THE JANUARY 1, 2022 TO JUNE 30, 2025  
MEMORANDUM OF UNDERSTANDING BETWEEN  
THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
AND THE COMMUNICATIONS WORKERS OF AMERICA**

The Communications Workers of America and the South Bay Regional Public Communications Authority (Authority), having previously negotiated and executed Memorandum of Understanding and Side Letter for the period of January 1, 2022 to June 30, 2025 (“MOU”), do hereby agree and adopt this side letter agreement (“Side Letter Agreement”) **MOU** related to Section 10.3– Annual Payment for Unused Vacation Leave (Optional), and in the following specific particularities only:

In June 2024 and November 2024, each full-time employee may voluntarily convert, for cash, a limited number of hours of vacation leave. Leave balances shall be determined at the end of the pay period nearest to, but not past, May 31 and October 31, respectively. The dollar value of the hours converted for only these two voluntary cash outs will be determined by the completed years of service as shown below. Payment shall be calculated as a percentage of the employee's base rate of pay which is defined as the employee's base salary per the salary schedule without any special pay.

<u>Completed Years of Service</u>	<u>Maximum Hours That May be Converted</u>	<u>Conversion Rate</u>
Less than 5	60	100% of base rate
5 or more	90	100% of base rate

This **Side Letter Agreement** contains the entire agreement between the parties related to the amendment and restatement of Section 10.3. The terms of the Side Letter Agreement have been reached by the parties after negotiations and fulfillment of all legally required meet and confer obligations. Except as specifically provided herein, no other term or condition of the **MOU** is modified or amended by this **Side Letter Agreement**.

COMMUNICATIONS WORKERS  
OF AMERICA

By: \_\_\_\_\_

Steve Maldonado, Vice President  
CWA Local 9400

Date: \_\_\_\_\_

By: \_\_\_\_\_

Lena Ramos, Bargaining Committee Member

SOUTH BAY REGIONAL PUBLIC  
COMMUNICATIONS AUTHORITY

By: \_\_\_\_\_

Ross Klun, Executive Director

Date: \_\_\_\_\_

**J-1**

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

**JANUARY 16, 2024**

**A. CALL TO ORDER**

The Board of Directors, the Executive Committee and the User Committee convened in a regular joint session at 2:04PM on Tuesday, January 16, 2024, in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

**ROLL CALL**

Present: Councilmember Rodney Tanaka, City of Gardena  
Councilmember David Lesser, City of Manhattan Beach  
Councilmember Alex Monteiro, City of Hawthorne  
City Manager Vontray Norris, City of Hawthorne  
City Manager Bruce Moe, City of Manhattan Beach  
City Manager Clint Osorio City of Gardena  
Chief Mike Saffell, Gardena Police Department  
Chief Gary Tomatani, Hawthorne Police Department  
Chief Rachel Johnson, Manhattan Beach Police Department  
Chief Mike Lang, Manhattan Beach Fire Department  
Captain Christian Eichenlaud, Manhattan Beach

Absent: Administrative Services Manager John Krok

Also Present: Executive Director M. Ross Klun  
Operations Manager Shannon Kauffman  
Finance Manager Vanessa Alfaro  
Executive Assistant Cristina Manley  
Jennifer Petrusis RWG Law

**C. PUBLIC DISCUSSION**

None.

**D. BOARD OF DIRECTORS CONSENT**

1. Minutes from July 18, 2023

**APPROVE**

**MOTION:** Councilmember Lesser moves to approval of minutes. The motion was seconded by Councilmember Monteiro. Passed 3-0

E. **ITEMS REMOVED FROM CONSENT CALENDAR**

None.

F. **BOARD OF DIRECTORS GENERAL BUSINESS**

1. Fiscal Year 2023-2024 Mid-Year Budget Report

**RECEIVE AND FILE**

Finance Manager Alfaro summarized the Fiscal Year 2023-2024 Mid-Year Budget Performance Report. The Authority's revenues and expenses through December 2023 are on track with the adopted budget. The Authority has accrued approximately 85% in assessment revenue from its member cities and 75% from contract cities, accordance with the adopted assessment schedule. As of December, revenues total \$11.4 million, about 80% of expected revenues for this fiscal year. Expenses through December, total 6.1 million, which represents nearly 45% of total budgeted expenses. Expenses for salary and benefits accounted for 46% of budgeted amounts across all departments and expenses for supplies, services and equipment for 40%. Expenses for capital improvement projects represent 51% of the CIP budget.

Staff recommends that the Board of Directors receive and file the Fiscal Budget Year 2023-2024 Mid-Year Budget Performance Report for the period July 1, 2023 through December 31, 2023.

Director Klun reported on the current year work plan objectives.

1. Staffing and Recruitment – streamline the Background of the shortening hiring process (2-3 months).
2. Recruitment Incentive and Referral Bonus Program – lateral applicant.
3. Mark 43 CAD – terminated contract. Currently working RFP process, RFQ 4 CAD vendors.
4. Fiscal Sustainability – Matrix Consulting group 5 year CIP. Executive Committee will receive a five year CIP draft in the next upcoming meeting.
5. Strategic Plan – Produce a five year Strategic Plan and working with a consultant to develop a plan with all the stakeholders (interviewed). Provide a report in March.

Received reimbursement \$118,000.00 COVID related expenses FEMA in 2020. Utilize the funds for remodeling kitchen/breakroom/bathroom area. Benefit all employees.

Councilmember Monteiro asked about the backup generator. Director Klun reported that the User Committee took to vote, have an outside consultant do an After Action Report and present some recommendations/findings. The User Committee will be receiving a report with recommendations.

After Action Report (Power Outage) – findings and specific recommendations.

Councilmember Lesser requested for a follow-up if a motion/action has been changed.

**MOTION:** Councilmember Lesser moved to receive and file Fiscal Year 2023 – 2024 Mid-Year Budget Report to approve and the motion was seconded by Councilmember Monteiro. Passed 3-0.

G. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from September 19, 2023 and November 21, 2023

**APPROVED**

2. Check Register – November 2023 and December 2023

**RECEIVE AND FILE**

3. Fiscal Year 2022-2023 Annual Financial Report

**RECEIVE AND FILE**

**MOTION:** City Manager Moe moved to approve the Executive Committee Consent Calendar items 1-3. The motion was seconded by City Manager Norris and passed 3-0.

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

None.

I. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Executive Director's Update on Staffing and Recruitment

**RECEIVE AND FILE**

Director Klun provided a staffing update. Currently reported 9 dispatch applicants in backgrounds process. Presently at 77% operators. Two part-time operators committed to work 30 hours per week. This is another big development providing more relief with overtime. We anticipate rolling out major sign-on bonus program to attract well-qualified lateral transfer Communications Operators.

City Manager Moe requested more details on the number of operators, supervisor and probationary period. Gather information/data exit interview – track the number of people leaving with statistics. Discussion on overtime/mandatory.

**MOTION:** City Manager Moe moved to receive and file. The motion was seconded by City Manager Norris and passed 3-0.

2. A Resolution of the Board of Directors Adopting a Policy Regarding Sign-On Bonuses and Referral Bonuses for Lateral Transfer Communications Operators and Repealing Resolution No.351 and the Previous Recruitment Incentive and Referral Bonus Policy.

**CONSIDER WHETHER TO RECOMMEND THAT THE BOARD OF DIRECTORS ADOPT A RESOLUTION ESTABLISHING A RECRUITMENT INCENTIVE AND REFERRAL BONUS POLICY.**

Director Klun provided a presentation on a Sign-On bonuses and referral bonuses for lateral transfer Communications Operators. Provided a

background from the previous recruitment incentive and referral bonus policy. Referenced/compared the cities of particular interest being in and around Los Angeles County with current lateral sign-on bonuses. After reviewing the outcome of that six-month trial period and its long-term implications, the Authority has determined that the recruitment incentive did not have a lasting impact attracting highly qualified applicants. Discussed the investment of a lateral transfer and the likely hood they would successfully complete their probationary period with the Authority.

The Authority proposes a \$20,000 one-time sign-on bonus for well-qualified dispatcher lateral transfers payable upon successful completion of their phase of training. Also include a new payback clause that obligates lateral recipients of the bonus to repay a pro-rated amount if, for a variety of reasons, their employment ends before 24 months following their completion of the first phase of training. The policy also provides for an employee referral bonus of \$10,000 made in two equal disbursements. No additional budget appropriation is needed as any bonus payments would be offset by salary savings created by the vacancies being recruited.

City Managers had a few questions regarding the justification from \$7,500 to \$20,000 and needed more data with yearly results from the other agencies. Survey to other agencies on the amount of laterals hired by sign-on bonuses and hourly wages. Looking at more lucrative incentives for laterals i.e. time banks. Suggestions to revision to this proposals.

J. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from September 19, 2023 and November 21, 2023  
**APPROVED**

**MOTION:** Chief Saffell moved to approve minutes. The motion was seconded by Chief Tomatani and passed 3 – 0.

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

None.

L. **EXECUTIVE DIRECTOR'S REPORT**

Director Klun provided an update on RFP (4 respondents). Hexagon, Tylor, Central Square & Versaterm. On January 18, 2024 – RFP process started. Next step for RFP – February 29, 2024 CAD RFP deadline. 3<sup>rd</sup> week of April to make a contract award. Overview of the Authority's FY 2024-2025 Budget Calendar – reminder for approval mid-April. Executive Committee will receive the budget presentation at our regular February monthly meeting. BoD will receive presentation for March 19, 2024. 5-year CIP and 5-year Strategic Updates: Met with the Authority's treasure, provided a copy/draft of the 5-year CIP. Strategic working group, consultant needs to talk to individuals. AB1484 –



Authority in communication with legal counsel and bargaining unit – PT operators need representation into Teamsters MOU. PulsePoint Fire Department – kick off meeting last Thursday with IT and fire personnel. Implementation of community awareness part of the phone app (approximately 10-12 weeks). PulsePoint VPN CAD System access this week. Product would be available to the public for download phone app and community awareness portal. Fire dispatch refresher training, to improve service delivery to all three fire departments. ICA 2024 Winter Seminar, asked to attend in Santa Barbra (panel discussion) February 3, 2024. Letter received from Hermosa Beach thank you letter – Critical Incident December 24, 2023

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

None.

N. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Pursuant to Government Code section 54957(b)(1)  
Title: Executive Director
2. CONFERENCE WITH LABOR NEGOTIATOR  
Pursuant to Government Code section 54957.6(a)  
Agency Designated Representative: Jennifer Petrusis  
Unrepresented Employee: Executive Director

The Executive Committee entered closed session at 2:54 PM.

The Executive Committee returned from closed session at 3:24PM with no reportable action taken.

O. **ADJOURNMENT**

The meeting was adjourned at 3:24PM.

**MINUTES OF A REGULAR JOINT MEETING  
OF THE EXECUTIVE COMMITTEE AND THE  
USER COMMITTEE**

**FEBRUARY 20, 2024**

A. **CALL TO ORDER**

The Executive Committee and the User Committee convened in a regular joint session at 2:03PM on Tuesday, February 20, 2024, in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

B. **ROLL CALL**

Present: City Manager Vontray Norris, City of Hawthorne  
City Manager Bruce Moe, City of Manhattan Beach  
City Manager Clint Osorio, City of Gardena  
Chief Mike Saffell, Gardena Police Department  
Chief Gary Tomatani, Hawthorne Police Department  
Chief Rachel Johnson, Manhattan Beach Police Department  
Captain Andrew Enriquez, Manhattan Beach Police Department  
Chief Mike Lang, Manhattan Beach Fire Department

Absent: Operations Manager Shannon Kauffman  
Administrative Services Manager John Krok

Also Present: Executive Director M. Ross Klun  
Finance Manager Vanessa Alfaro  
Executive Assistant Cristina Manley  
RWG Law Jennifer Petrusis

C. **PUBLIC DISCUSSION**

None.

D. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Check Register – January 2024  
**RECEIVE AND FILE**
2. Cash Investments Report for December 31, 2023  
**RECEIVE AND FILE**

**MOTION:** City Manager Moe moved to receive and file. The motion was seconded by City Manager Norris and passed 3-0.

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

None.

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Fiscal Year 2024-2025 Preliminary Budget  
**PROVIDE DIRECTION**

Finance Manager Alfaro presented the Preliminary Budget for fiscal year 2024-2025. Overview of the Authority's main revenue sources and expense categories. The Authority derives its revenue from the three main sources: Assessment Revenue Member Cities, Contract Cities (51%) & Reimbursement for Parts.

Expenses 3 Main Categories - Salaries & Benefits 76%, Supplies/Services/Equipment 22% & Capital Outlay 2%. Expenses by Departmental – Operations Department 61%, Administration 21% & Technical Services 16%. Assessments are based on the Cost Allocation Policy, adopted by BoD in fiscal year 20 and updated in September 2022. Gardena Assessment - \$33,000 increase, Hawthorne Assessment - \$45,000 increase & Manhattan Beach Assessment - \$66,000 increase. Contract Cities: Culver City Assessment \$6,000 increase, El Segundo Assessment \$92,000 increase & Hermosa Assessment \$11,000 increase. Revenue Summary increase grand total \$318,990 2.25%. Proposed Budget for fiscal year 2024-2025 is \$13,768,921. All three categories, Salaries and Benefits, Supplies/Services/Equipment, Capital Outlay will increase \$249,992 1.85%.

Fund Balance Projections Enterprise Fund (over 5 years) – expect revenues to average about \$750,000 each fiscal year. Growing pension to allow ongoing funding to Pension and OPEB liabilities, using budgetary surplus and unrestricted available fund balance. Available Balance After Reserve Allocations \$5,500,000.

Directors Klun presented on Strategic Project Plans FY 24-25. Recruitment and Retention, achieving 90% or above for Communications Operators and Supervisors. Identify new opportunities to make recruitment as effective as possible. Enhance the wellness program to improve retention. 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. 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 to fill open positions. 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.

City Manager Moe mentioned that most of the cities are eliminating services of the Medical Service Director and was wondering if RCC would still need those services? Director Klun mention that it is a regional discussion, the need to have a medical director specifically for identifying changes on the medical emergency cards, descriptive procedures that given over the phone.

Unrestricted fund balance, the Authority anticipates a large portion to purchase of a new CAD system. It is part of the CIP. The remainder would be used for capital improvements. The treasure currently has a draft, need valuable input from the treasurer regarding the reserves.

2. Calendar Year 2023 Dispatch Performance Presentation

**RECEIVE AND FILE**

Director Klun provided a presentation on Dispatch Performance Statistics for Calendar Year 2023 (last 4 quarters). Incident entry times starts when a 9-1-1 call is answered and ends when the CAD incident is created. The 6 – 9 second increase in Q2 followed by a decline in Q3/Q4 was attributed to an influx of new Operators training at this position. As these Operators continue to gain more experience, we will see a corresponding decrease in CAD incident entry times back to the baseline. Dispatch time starts when a CAD incident is created and ends when units have been dispatched by radio. 9 to 10 second dispatch times for Medical call are exceptionally fast. Average dispatch performance data does not indicate a significant deviation over previous years' entry times or dispatch times. 9-1-1 Call Answering Performance for CY2023 – 86.4% of our 9-1-1 calls are from cell phones, 450 Text-to-9-1-1 were received. Our “busiest hour” is 3:00 p.m. and is still at 96.1%. Each community is different based on annual 9-1-1 call comparison. Provided a breakdown of each city, calls for service PD and Fire calls.

3. Executive Director's Update on Staffing and Recruitment

**RECEIVE AND FILE**

Director Klun provided a presentation on Staffing and Recruitment. Overtime per employee per pay period over the last 6 months continues a slow downward trend from a high of 20.5 hours/pay period to a low of 12.0 hours. Two part-time operators committed to working 30 plus hours per week which reduced mandatory overtime and 1 part-time Operator has converted to full-time. Creative solutions like scheduling modifications are helping with overtime per pay period. Staffing update – a class of 6 new Operators started work today. This is the largest single starting class we've seen in at least 5 years (staffing level at 88%). Currently, have 3 more applicants in the hiring process. Commitments from several employees to assist in training and mentoring for this starting class. Incentives are being offered to the trainers to encourage participation and buy-in. Part-time recruitment services with an outside firm is in the works. We are more responsive than ever before with our applicants – nights, and weekends engaging with them, answering questions, guiding them through the process. Great deal of success noticeable effect on hiring which we hear in post-hiring feedback.

G. **EXECUTIVE DIRECTOR'S REPORT**

Director Klun provided an update on CAD RFP next milestone is Thursday, February 29, 2024 reach proposal submission deadline.

Working towards implementation of new software service – allow the public to provide immediate feedback to us on the quality service they received when calling us (Power DMS Engage). The service sends out a brief customer satisfaction survey via text message to our caller shortly after they've hung up with us. The confidential customer satisfaction survey results would serve as a valuable Quality Assurance tool for our operation. Positive comments are automatically posted on feedback board, available for viewing in the dispatch center. Keep citizens informed, measure satisfaction, and boost morale.

February 27, 2024, RCC, in cooperation with INSB will be hosting SBRPCA/INSB Portable Radio Demo, ICI, and LA-RICS System informational seminar and product demo.

Director of ICI will present on important ICI radio system upgrades and changes to radio interoperability with LASD and other agencies using LA-RICS radio system.

INSB Technical and Operations Committee have been meeting in Torrance, will alternate the hosting location.

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

The Executive Committee entered closed session at 2:37 PM.

The Executive Committee returned from closed session at 3:21PM with no reportable action taken.

J. **ADJOURNMENT**

The meeting was adjourned at 3:21PM.