

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY

Fiscal Year 2024-2025

Adopted Budget



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AUTHORITY OFFICIALS

Board of Directors

Rodney Tanaka
Councilmember
City of Gardena

Alex Monteiro
Councilmember
City of Hawthorne

David Lesser
Councilmember
City of Manhattan Beach

Executive Committee

Clint Osorio
City Manager
City of Gardena

Vontray Norris
City Manager
City of Hawthorne

Bruce Moe
City Manager
City of Manhattan Beach

User Committee

Michael Saffell
Chief of Police
City of Gardena

Gary Tomatani
Chief of Police
City of Hawthorne

Rachel Johnson
Chief of Police
City of Manhattan Beach

Mike Lang
Fire Chief
City of Manhattan Beach

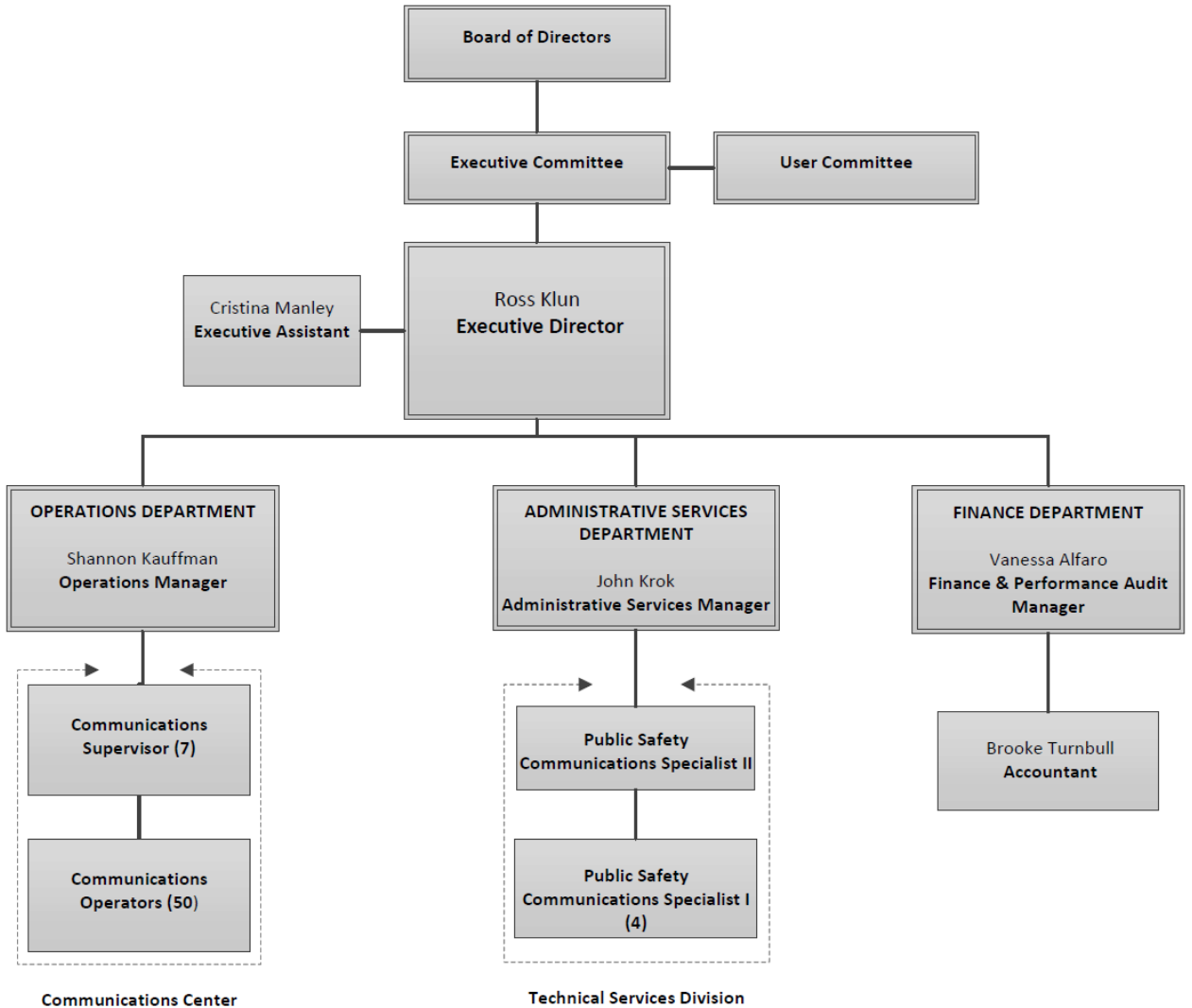
SBRPCA Staff

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



Organization Chart

Fiscal Year 2024-2025



VISION

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

MISSION

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

VALUES

TEAMWORK

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

PROFESSIONALISM

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

EMPATHY

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

INNOVATION

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



Budget Message

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.

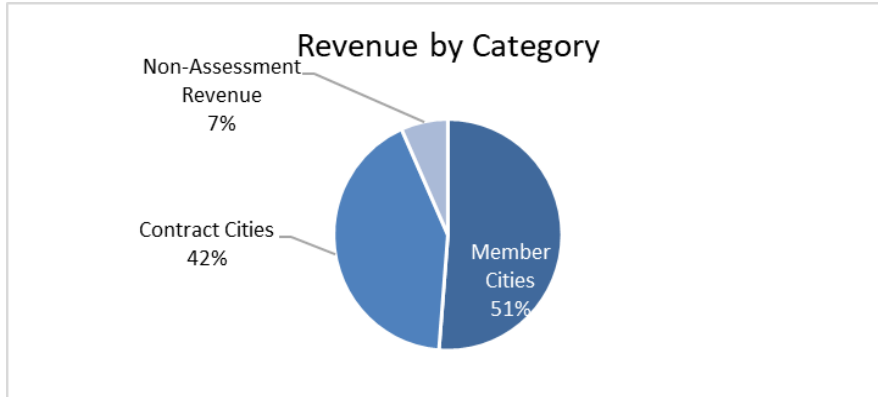
Assessments for Member Cities are based on the Cost Allocation Policy adopted by the Board of Directors in Fiscal Year 2019-20 and updated in September 2022. Discounts for the City of Manhattan Beach and premiums for the City of Gardena and the City of Hawthorne were phased in over a three-year period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

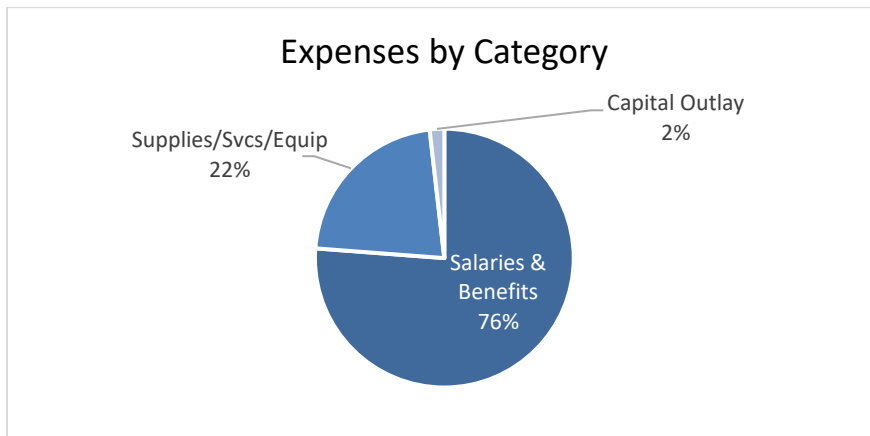
Total revenues are estimated to increase by 2.25% to \$14,507,244. Assessment amounts include Technical Services Division Workload Support charges utilizing the Cost Allocation Policy that was revised and approved in September 2022. Effective FY23-24, the Board of Directors amended the Cost Allocation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



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



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

Expenditure Changes from the Prior Year:

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

| Summary of Top 10 Expenditure Increases (Decreases) | | | | |
|--|----------------------------|-----------------------------|-----------------------------------|---------------------|
| Line Item | FY23-24 Adopted | FY24-25 Proposed | \$ Increase (Decrease) | % Change |
| Medical Insurance | 741,383 | 888,949 | 147,566 | 19.9% |
| PERS Contribution-UAL | 629,680 | 763,647 | 133,967 | 21.3% |
| Maintenance/HQ | 173,507 | 225,767 | 52,260 | 30.1% |
| Capital Outlay | 200,000 | 250,000 | 50,000 | 25.0% |
| Parts - Billing | 739,900 | 784,294 | 44,394 | 6.0% |
| Outside Tech Serv-Towers/Equip | 325,000 | 363,000 | 38,000 | 11.7% |
| Medical Director Services | 30,500 | - | (30,500) | -100.0% |
| PERS Contribution | 822,346 | 767,357 | (54,989) | -6.7% |
| IT Computer Contract Services | 364,000 | 200,000 | (164,000) | -45.1% |
| Salaries (Full-Time) | 6,858,530 | 6,676,009 | (182,521) | -2.7% |

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

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

Additional Budget Information

Beginning in Fiscal Year 2015-2016, CalPERS began to require payment for each agency's unfunded actuarial liability (UAL) as a separate payment for each coverage plan. These payments are based on each plan's total liability rather than by plan individual payroll to allow employers to track their own UAL and pay it down faster if they choose. Normal Cost rates for FY2024-25 for Tier 1, Tier 2, and PEPRAs employee groups are 12.52%, 10.15%, and 7.87%, respectively. All employees pay at least one half of the employee contribution previously paid by the Authority. UAL payments for Tier 1, Tier 2, and PEPRAs employee groups are \$752,408, \$4,300, and \$6,939, respectively. The total increase in retirement costs for Fiscal Year 2024-2025 is \$78,978.

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

Capital Outlay for Fiscal Year 2024-2025:

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

Members' Assessments for Fiscal Year 2024-2025: The calculation of the assessments is found in the Financial Summaries section of the document. The budget, as presented, uses the Cost Allocation Policy adopted in FY2019-20 and as updated in September 2022. The assessment for Gardena is \$2,506,909, a \$32,727 increase; Hawthorne is \$3,022,424, a \$44,896 increase; and Manhattan Beach is \$1,895,695, a \$65,688 increase.

Assessments for Contract Cities:

The current agreement with Culver City was approved in March 2022 and expires on June 30, 2027. The new five-year agreement transitioned Culver City to the Cost Allocation Policy. Culver City's assessment based on the Cost Allocation Policy is \$3,035,752, an increase of \$6,123.

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

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

Hermosa Beach’s assessment is \$898,811, an increase of \$10,969. An agreement was finalized in Fall 2020 effective July 1, 2020, which transitioned Hermosa Beach to the Cost Allocation Policy and combined police dispatching services with the City of Manhattan Beach. The current agreement expires on June 30, 2030.

Technical Services Division Workload Support Charges

Under the Cost Allocation Policy, Technical Services Division costs are allocated into two functional areas, Dedicated Support and Workload Support.

Dedicated Support charges are derived by each agency’s corresponding percentage of police and fire vehicles that are anticipated to be active in inventory (either in-service or pending commissioning/decommissioning) during the assessment year. All such vehicles are listed on each agency’s “Active Vehicle Inventory List” and certified annually by its Chief of Police or Fire Chief. The Dedicated Support portion of Technical Services Division costs is included as part of each city’s annual assessment.

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

Operations Department

As part of the annual budget development process, staff has reviewed the current staffing allocation plan that allocates Communications Operator staffing between the Operations Department’s three functional areas of Call-Taking, Police Dispatch and Fire Dispatch and recommends no modification to the existing allocation plan illustrated below:

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

Other Revenues:

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

Work Plan Objectives for Fiscal Year 2024-2025:

Staff believes the 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 |
|--|---------------------|---------------------|---------------------|----------------------|
| Administration Department | | | | |
| Executive Director | 1 | 1 | 1 | 1 |
| Operations Manager | 1 | 1 | 1 | 1 |
| Finance & Performance Audit Manager ¹ | 1 | 1 | 1 | 1 |
| Executive Assistant ² | 1 | 1 | 1 | 1 |
| Administrative Services Manager ³ | 1 | 1 | 1 | 1 |
| Accountant | 1 | 1 | 1 | 1 |
| Subtotal | 6 | 6 | 6 | 6 |
| Operations Department | | | | |
| Communications Supervisor | 7 | 7 | 7 | 7 |
| Communications Operator | 50 | 50 | 50 | 50 |
| Subtotal | 57 | 57 | 57 | 57 |
| Technical Services Division | | | | |
| Public Safety Communications Specialist II | 1 | 1 | 1 | 1 |
| Public Safety Communications Specialist I | 4 | 4 | 4 | 4 |
| Subtotal | 5 | 5 | 5 | 5 |
| Grand Total | 68 | 68 | 68 | 68 |

Notes

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

FINANCIAL SUMMARIES



Fund Balance Estimates

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

Assessments & Methodologies

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

| METHODOLOGIES | |
|---|--|
| Member Cities* | Assessments based on Authority's Cost Allocation Policy and due quarterly in the following proportions: Q1-35%, Q2-25%, Q3-25%, Q4-15% |
| Contract Cities* | |
| Culver City | Starting FY22-23, assessment based on Authority's Cost Allocation Policy and 25% of the total is due quarterly. Agreement expires 06/30/2027. |
| El Segundo | Starting FY20-21, assessment based on Authority's Cost Allocation Policy (25% of the total is due quarterly) to be phased in over a four year period in amounts not-to-exceed as follows: FY20-21 \$1,493,738; FY21-22 \$1,699,634; FY22-23 \$1,869,811; FY23-24 \$2,044,684 Agreement expires 06/30/2030. |
| Hermosa Beach | Starting FY20-21, assessment based on Authority's Cost Allocation Policy (25% of the total is due quarterly) and shared dispatching services with the City of Manhattan Beach. Agreement expires 06/30/2030. |
| <p>*Effective FY23-24, the Board of Directors amended the Cost Allocation Policy to include Technical Services Division Workload Support Charges in the annual assessment by using a rolling three-year average of labor hours associated with vehicle installation and repair work orders. Previously, Workload Support Charges were billed quarterly and derived by each agency's percentage of labor hours associated with work orders for the quarter being billed.</p> | |

Assessments & Methodologies - Supplemental Information

Unadjusted Assessment Calculations per Cost Allocation Policy - FOR INFORMATION ONLY

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

Cost Allocation Data

Operations

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

Technical Services

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

Revenues by Account

| Account Number & Title | FY21-22 Adopted | FY21-22 Actual | FY22-23 Adopted | FY22-23 Actual | FY23-24 Adopted | FY24-25 Proposed | vs Adopted Inc (Dec) \$ | % Change |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------------------|---------------|
| Enterprise Fund (Fund 10) | | | | | | | | |
| 10-50-111-4110 Gardena | \$ 2,141,335 | \$ 2,141,335 | \$ 2,233,811 | \$ 2,233,811 | \$ 2,474,182 | \$ 2,506,909 | \$ 32,727 | 1.32% |
| 10-50-111-4120 Hawthorne | 2,619,842 | 2,619,842 | 2,729,338 | 2,729,338 | 2,977,528 | 3,022,424 | 44,896 | 1.51% |
| 10-50-111-4130 Manhattan Beach | 1,461,578 | 1,461,578 | 1,606,565 | 1,606,565 | 1,830,007 | 1,895,695 | 65,688 | 3.59% |
| Member City Subtotal | 6,222,755 | 6,222,755 | 6,569,714 | 6,569,714 | 7,281,717 | 7,425,028 | 143,311 | 1.97% |
| 10-50-111-4140 Hermosa Beach | 758,305 | 758,305 | 798,138 | 798,138 | 887,842 | 898,811 | 10,969 | 1.24% |
| 10-50-111-4145 El Segundo | 1,699,634 | 1,699,634 | 1,869,811 | 1,869,811 | 2,044,684 | 2,137,139 | 92,455 | 4.52% |
| 10-50-111-4146 Culver City | 2,691,169 | 2,691,169 | 2,762,991 | 2,762,991 | 3,029,629 | 3,035,752 | 6,123 | 0.20% |
| Contract City Subtotal | 5,149,108 | 5,149,108 | 5,430,940 | 5,430,940 | 5,962,155 | 6,071,702 | 109,547 | 1.84% |
| Subtotal Assessments | \$ 11,371,863 | \$ 11,371,863 | \$ 12,000,654 | \$ 12,000,654 | \$ 13,243,872 | \$ 13,496,730 | \$ 252,858 | 1.91% |
| 10-50-111-4150 El Camino Community College | 790 | - | 790 | - | 790 | 790 | - | 0.00% |
| 10-50-111-4152 Medical Director/Hermosa Beach | - | - | - | - | - | - | - | 0.00% |
| 10-50-111-4153 Medical Director/Manhattan Beach | 30,500 | 30,500 | 30,500 | 30,500 | 30,500 | - | (30,500) | -100.00% |
| 10-50-111-4154 Medical Director/El Segundo | - | - | - | - | - | - | - | 0.00% |
| 10-50-111-4210 Investment Earnings (LAIF) | 50,000 | 20,953 | 30,000 | 161,305 | 30,000 | 75,000 | 45,000 | 150.00% |
| 10-50-111-4220 POST Reimbursements | 6,450 | - | 5,000 | - | 5,000 | 5,000 | - | 0.00% |
| 10-50-111-4255 Unrealized Gain/Loss on Investments | - | - | - | - | - | - | - | 0.00% |
| 10-50-111-4410 Vending Machine Revenue | - | - | - | - | - | - | - | 0.00% |
| 10-50-111-4430 Other Miscellaneous Revenue | 2,500 | 28,307 | 2,500 | 15,536 | 2,500 | 2,500 | - | 0.00% |
| 10-50-111-4240 911 Reimbursements | 8,000 | 2,796 | 5,000 | - | 5,000 | 5,000 | - | 0.00% |
| 10-50-111-4241 Redondo Beach Maint Agreement | 13,000 | 10,238 | 13,000 | 10,238 | 13,000 | 10,238 | (2,762) | -21.25% |
| Subtotal Administration - Other | \$ 111,240 | \$ 92,794 | \$ 86,790 | \$ 217,579 | \$ 86,790 | \$ 98,528 | \$ 11,738 | 13.52% |
| 10-60-211-4215 DUI Reimbursement-Overtime | 2,000 | - | 1,000 | - | - | - | - | 0.00% |
| 10-60-211-4435 Reimbursements Sprint Wireless | 70,000 | 23,084 | 1,200 | - | - | - | - | 0.00% |
| 10-60-211-4440 Reimbursements/Verizon Wireless | 50,000 | 50,924 | 60,000 | 56,412 | 65,000 | 65,000 | - | 0.00% |
| 10-60-211-4460 Pink Patch Project | - | - | - | - | - | - | - | 0.00% |
| 10-60-211-XXXX Reimbursement for PulsePoint | - | - | - | - | - | 10,000 | 10,000 | 0.00% |
| Subtotal Operations | \$ 122,000 | \$ 74,008 | \$ 62,200 | \$ 56,412 | \$ 65,000 | \$ 75,000 | \$ 10,000 | 15.38% |
| 10-70-311-4310 Labor-Installation-Member | 290,910 | 406,562 | 305,134 | 502,847 | - | - | - | 0.00% |
| 10-70-311-4320 Labor-Installation-NonMember | 171,162 | 62,926 | 260,657 | 62,944 | - | - | - | 0.00% |
| 10-70-311-4360 Reimbursements for Billable Parts | 700,000 | 359,999 | 700,000 | 336,300 | 739,900 | 784,294 | 44,394 | 6.00% |
| 10-70-311-4370 Reimbursements for GST Software | 52,692 | 52,692 | 55,327 | 52,692 | 52,692 | 52,692 | - | 0.00% |
| 10-70-311-4371 Reimbursement ES Chat Software | - | - | - | - | - | - | - | 0.00% |
| 10-70-311-4375 Reimb Net Motion Licenses & Maint | - | - | - | - | - | - | - | 0.00% |
| 10-70-311-4445 GETAC Project Reimbursements | - | - | - | - | - | - | - | 0.00% |
| 10-70-311-4455 Culver City Transition Reimb | - | - | - | - | - | - | - | 0.00% |
| Subtotal Technical Services | \$ 1,214,764 | \$ 882,180 | \$ 1,321,118 | \$ 954,783 | \$ 792,592 | \$ 836,986 | \$ 44,394 | 5.60% |
| Subtotal Non-Assessment Revenues | \$ 1,448,004 | \$ 1,048,982 | \$ 1,470,108 | \$ 1,228,774 | \$ 944,382 | \$ 1,010,514 | \$ 66,132 | 7.00% |
| Total Enterprise Fund (Fund 10) Revenues | \$ 12,819,867 | \$ 12,420,845 | \$ 13,470,762 | \$ 13,229,428 | \$ 14,188,254 | \$ 14,507,244 | \$ 318,990 | 2.25% |
| Grant Fund (Fund 20) | | | | | | | | |
| 20-80-433-4270 Grant Reimb | - | 29,750 | - | - | - | - | - | - |
| Total Grant Fund (Fund 20) Revenues | \$ - | \$ 29,750 | \$ - | \$ - | \$ - | \$ - | \$ - | - |
| Grand Total All Funds | \$ 12,819,867 | \$ 12,450,595 | \$ 13,470,762 | \$ 13,229,428 | \$ 14,188,254 | \$ 14,507,244 | \$ 318,990 | 2.25% |

Expenses by Department - Enterprise Fund (10)

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

Expenses by Account

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

Expenses by Account

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

Notes:

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

5 Year Revenue Projections - Enterprise Fund (10)

| Account Number & Title | FY23-24 Adopted | FY24-25 Projected | FY25-26 Projected | FY26-27 Projected | FY27-28 Projected | FY28-29 Projected |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Enterprise Fund (Fund 10) | | | | | | |
| 10-50-111-4110 Gardena | \$ 2,474,182 | \$ 2,506,909 | \$ 2,596,502 | \$ 2,691,820 | \$ 2,793,438 | \$ 2,902,022 |
| 10-50-111-4120 Hawthorne | 2,977,528 | 3,022,424 | 3,130,421 | 3,245,314 | 3,367,796 | 3,498,667 |
| 10-50-111-4130 Manhattan Beach | 1,830,007 | 1,895,695 | 1,963,459 | 2,035,559 | 2,112,429 | 2,194,576 |
| Member City Subtotal | \$ 7,281,717 | \$ 7,425,028 | \$ 7,690,382 | \$ 7,972,694 | \$ 8,273,663 | \$ 8,595,265 |
| 10-50-111-4140 Hermosa Beach | 887,842 | 898,811 | 930,903 | 965,037 | 1,001,417 | 1,040,281 |
| 10-50-111-4145 El Segundo | 2,044,684 | 2,137,139 | 2,213,365 | 2,294,422 | 2,380,792 | 2,473,032 |
| 10-50-111-4146 Culver City | 3,029,629 | 3,035,752 | 3,144,025 | 3,259,162 | 3,381,844 | 3,512,866 |
| Contract City Subtotal | \$ 5,962,155 | \$ 6,071,702 | \$ 6,288,293 | \$ 6,518,620 | \$ 6,764,054 | \$ 7,026,179 |
| Subtotal Assessments | \$ 13,243,872 | \$ 13,496,730 | \$ 13,978,675 | \$ 14,491,314 | \$ 15,037,716 | \$ 15,621,444 |
| 10-50-111-4150 El Camino Community College | \$ 790 | \$ 790 | \$ 841 | \$ 900 | \$ 968 | \$ 1,045 |
| 10-50-111-4152 Medical Director Service/Hermosa Beach | - | - | - | - | - | - |
| 10-50-111-4153 Medical Director Service/Manhattan Beach | 30,500 | - | - | - | - | - |
| 10-50-111-4154 Medical Director Services/El Segundo | - | - | - | - | - | - |
| 10-50-111-4210 Investment Earnings (LAIF) | 30,000 | 75,000 | 79,875 | 85,466 | 91,876 | 99,226 |
| 10-50-111-4220 POST Reimbursements | 5,000 | 5,000 | 5,325 | 5,698 | 6,125 | 6,615 |
| 10-50-111-4255 Unrealized Gain/Loss on Investments | - | - | - | - | - | - |
| 10-50-111-4410 Vending Machine Revenue | - | - | - | - | - | - |
| 10-50-111-4430 Other Miscellaneous Revenue | 2,500 | 2,500 | 2,663 | 2,849 | 3,063 | 3,308 |
| 10-50-111-4240 911 Reimbursements | 5,000 | 5,000 | 5,325 | 5,698 | 6,125 | 6,615 |
| 10-50-111-4241 Redondo Beach Maint Agreement | 13,000 | 10,238 | 10,903 | 11,667 | 12,542 | 13,545 |
| Subtotal Administration - Other | \$ 86,790 | \$ 98,528 | \$ 104,932 | \$ 112,278 | \$ 120,698 | \$ 130,354 |
| 10-60-211-4215 DUI Reimbursement-Overtime | - | - | - | - | - | - |
| 10-60-211-4435 Reimbursements Sprint Wireless | - | - | - | - | - | - |
| 10-60-211-4440 Reimbursements/Verizon Wireless | 65,000 | 65,000 | 69,225 | 74,071 | 79,626 | 85,996 |
| 10-60-211-4460 Pink Patch Project | - | - | - | - | - | - |
| 10-60-211-XXXX Reimbursement for PulsePoint | - | 10,000 | 10,650 | 11,396 | 12,250 | 13,230 |
| Subtotal Operations | \$ 65,000 | \$ 75,000 | \$ 79,875 | \$ 85,466 | \$ 91,876 | \$ 99,226 |
| 10-70-311-4310 Labor-Installation-Member | - | - | - | - | - | - |
| 10-70-311-4320 Labor-Installation-NonMember | - | - | - | - | - | - |
| 10-70-311-4360 Reimbursements for Billable Parts | 739,900 | 784,294 | 835,273 | 893,742 | 960,773 | 1,037,635 |
| 10-70-311-4370 Reimbursements for GST Software | 52,692 | 52,692 | 56,117 | 60,045 | 64,549 | 69,712 |
| 10-70-311-4371 Reimbursement ES Chat Software | - | - | - | - | - | - |
| 10-70-311-4375 Reimb Net Motion Licenses & Maint. | - | - | - | - | - | - |
| 10-70-311-4445 GETAC Project Reimbursements | - | - | - | - | - | - |
| 10-70-311-4455 Culver City Transition Reimbursement | - | - | - | - | - | - |
| Subtotal Technical Services | \$ 792,592 | \$ 836,986 | \$ 891,390 | \$ 953,787 | \$ 1,025,321 | \$ 1,107,347 |
| Subtotal Non-Assessment Revenues | \$ 944,382 | \$ 1,010,514 | \$ 1,076,197 | \$ 1,151,531 | \$ 1,237,896 | \$ 1,336,928 |
| Total Enterprise Fund Revenues | \$ 14,188,254 | \$ 14,507,244 | \$ 15,054,872 | \$ 15,642,845 | \$ 16,275,612 | \$ 16,958,372 |
| Grant Fund (Fund 20) | | | | | | |
| 20-80-433-4270 Grant Fund | - | - | - | - | - | - |
| Total Grant Fund Revenues | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Grand Total All Funds | \$ 14,188,254 | \$ 14,507,244 | \$ 15,054,872 | \$ 15,642,845 | \$ 16,275,612 | \$ 16,958,372 |

Notes:

1. CPIU Projection is the three (3) year average CPIU, escalated by 50 basis points per year

5 Year Expense Projections - Enterprise Fund (10)

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

Notes:

- Salaries and benefits projections are based upon known and anticipated increases in employee compensation per MOUs and assumes 3% annually thereafter.
- Supplies/Services/Equipment are increased by the three (3) year average CPIU, escalated by 50 basis points per year.

5 Year Fund Balance Projections - Enterprise Fund (10)

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

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

ADMINISTRATION DEPARTMENT



Administration Department

The department has six (6) positions: an Executive Director; an Operations Manager; an Administrative Services Manager; a Finance & Performance Audit Manager; an Accountant; and an Executive Assistant.

Management

The Authority operates under the overall direction of the Executive Director, who implements the policies adopted by the Executive Committee; manages the day-to-day operations; conducts labor negotiations; guides the development of the annual budget; works closely with Authority's legal counsel; oversees construction/ maintenance of all transmission and receiver sites; secures grants; coordinates the agenda for monthly meetings with the Executive Committee, the User Committee, and the Police and Fire Task Force; and negotiates maintenance agreements with other governmental agencies. An Executive Assistant supports the entire organization.

Operations

The Operations Manager oversees the Communications Center's daily operations, policies and procedures, and technology and equipment, including the activities performed by the Communications Center's 57 employees; and may act as the Executive Director during the Executive Director's absence.

Administrative Services

The Administrative Services Manager oversees recruitment; maintains personnel records; processes required documents for health and other insurance coverage and retirement benefits for all employees; manages the Technical Services Division; coordinates training for all staff; and may act as the Executive Director during the Executive Director's absence.

Accounting & Finance

The Finance & Performance Audit Manager manages the overall accounting functions; prepares the annual budget; monitors cash flow; invests idle cash; prepares monthly budget performance reports and quarterly cash and investments reports; coordinates the annual financial audit; and advises the Executive Director in financial matters. Payroll, accounts payable, cash receipts, accounts receivable, journal entries; preparation of the Annual Report for Special Districts and Government Compensation Report to the State Controller, federal and state payroll tax returns and the quarterly Sales & Use Tax Report; and other related accounting functions are also performed by the Finance & Performance Audit Manager and an Accountant assigned to the Department.

Expenses by Account - Administration Department

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

Expenses by Account - Administration Department

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

Account Detail - Administration Department

| Account | Account Description | Comments/Explanation |
|---------|--------------------------------|--|
| 5101 | Salaries (Full-Time) | Includes contracted and estimated increases from MOUs and agreement with employees |
| 5104 | Acting Pay | Per MOU with Management & Confidential Employees |
| 5107 | Longevity Pay | Based on longevity starting at 10 years of service @ \$250 plus \$50 increase for each additional year |
| 5108 | Sick Leave Payoff | Per MOU paid @ 100% of pay rate; max 120 hours paid (twice/year) |
| 5109 | Vacation Leave Payoff | Per MOU paid @ 100% of pay rate; max 100 hours paid (twice/year) |
| 5112 | Other Pay | Includes automobile allowance and General Leave Payoff |
| 5201 | Medical Insurance | Per MOU and employment agreement - cafeteria plan limit |
| 5202 | Dental Insurance | Per MOU and employment agreement - cafeteria plan limit |
| 5203 | Vision Care | Per MOU and employment agreement - 100% employer paid |
| 5204 | Life Insurance | Per MOU \$100,000 employee-only coverage |
| 5205 | Medicare | 1.45% employer rate |
| 5207 | Workers' Compensation | Based on projected increase from prior year premium |
| 5208 | PERS Contribution | Rates reflect increase in the Normal Cost from 12.47% to 12.52% for Tier 1 employees plus 3.5% of employee contributions; increase from 10.10% to 10.15% for Tier 2 employees hired after October 25, 2011; increase from 7.68% to 7.87% for PEPRAs employees hired after January 1, 2013. UAL portion is allocated to a different account (see account # 5219). |
| 5209 | Retirees' Medical Insurance | Per MOU - retiree benefit |
| 5212 | Deferred Comp Matching | Per MOU and employment agreement |
| 5219 | PERS Contribution-UAL | Unfunded Accrued Liability determined by CalPERS Actuarial Report |
| 5301 | Networking Services | Consultant for frequency issues; Monthly charge for internet services |
| 5302 | Computer Contract Svcs/CAD | IT support from Hawthorne; CAD consultant |
| 5304 | Accountant/Auditing Services | Annual independent audit, GASB75 Valuation (as needed), other consulting services |
| 5305 | Legal Services | Authority's legal counsel; ongoing general consulting and labor negotiations consulting |
| 5306 | Recruitment Costs | See attached detail sheet |
| 5307 | Software Maintenance Services | See attached detail sheet |
| 5308 | Banking Services (Fees) | Union Bank services (not offset by earnings allowance) |
| 5309 | Website Maintenance Service | Hosting/licensing fees |
| 5311 | IT Consulting Services | GIS Consulting |
| 5312 | Medical Director Services | Administrative services for review and provision of input into the development of agencies' fire departments' policies and procedures that impact patient care. State mandated. |
| 5401 | Membership Dues | See attached detail sheet |
| 5402 | Publications | See attached detail sheet |
| 5403 | Conferences, Meetings & Travel | See attached detail sheet |
| 5404 | Employee Services | Includes Exec Comm/Board of Directors' meeting expenses/other employee services |
| 5405 | Employee Awards | Employee recognition |
| 5407 | Tuition Reimbursement | Reimbursement of college/university class tuition and eligible expenses per MOU |
| 5501 | Office Supplies | Pens, paper, envelopes, folders, printer cartridges, and other office supplies |
| 5502 | Janitorial Supplies | Cleaning and other supplies |
| 5504 | Vending Machine Supplies | Outsourced; Vending machine contractor took over in February 2017. |
| 5505 | Voice Recording Tapes | Voice recording tape/dvd supplies |
| 5507 | Postage & Shipping | Postage/UPS/Express mail services |
| 5509 | Reproduction | Accounts Payable & Payroll checks; W-2's; 1099's; budget doc, etc. |
| 5511 | Office Equipment Lease | Copier and postage meter |
| 5513 | General Liability Insurance | Authority's various insurance coverages including cyber, property, earthquake, etc. |
| 5517 | Vehicle Operations | Gasoline/maintenance cost |
| 5601 | Telephone - Administration | Telephone for Administration |
| 5701 | Maintenance/HQ | See attached detail sheet |
| 5702 | Maintenance/Other | Fuel tank cleaning, permit fees, and other maintenance costs for other sites |
| 5703 | Electricity - HQ | Utilities; Electricity for HQ |
| 5704 | Electricity - Grandview | Utilities; Electricity for Grandview site |
| 5705 | Electricity - Punta | Utilities; Electricity for Punta Place site |
| 5706 | Gas - HQ | Utilities; Gas for HQ |
| 5707 | Water - HQ | Utilities; Water for HQ |
| 5810 | Office Equipment | Computers, printers, laptops, etc. |
| 5820 | Other Equipment | Television, tools, etc. |
| 5830 | Furniture & Fixtures | Chairs, work stations, etc. |

Account Detail - Administration Department

| Networking Services | |
|---|-------------------|
| 10-50-111-5301 | |
| Race Communications | 14,904 |
| Crown Castle internet | 14,904 |
| CAD Connectivity | 10,350 |
| Total | \$ 40,158 |
| Recruitment | |
| 10-50-111-5306 | |
| Advertising - Daily Breeze and job websites (NeoGov, etc.) | 2,588 |
| Job Fairs/Community Events | 3,105 |
| Background investigations | 31,050 |
| Psychological exams | 6,210 |
| Physical exams | 4,937 |
| Polygraph exams | 4,269 |
| Credit Report | 518 |
| Critical Annual Subscription | 8,280 |
| Marketing Materials | 5,175 |
| Fingerprinters/LiveScan/DOJ/SS# check | 1,553 |
| Total | \$ 67,684 |
| Software Maintenance Services | |
| 10-50-111-5307 | |
| EDEN annual maintenance cost (software support and licensing updates) | 15,972 |
| EDEN Operating Systems & Database Administration | 7,220 |
| Annual Barracuda Spam updates for Server | 2,407 |
| Schedule Express | 10,415 |
| Powerphone annual maintenance | 1,750 |
| Email certificate renewal | 820 |
| ESC shop software annual maintenance cost | 1,641 |
| Extreme Routers Annual Maintenance | 3,829 |
| Jot Forms | 1,313 |
| Solar Winds Annual Maintenance | 3,282 |
| Other Software Maintenance | 12,561 |
| Fortiguard security software for network | 10,940 |
| Box Subscription - Distribution of 9-1-1 and radio recordings | 1,182 |
| Zoom Subscription | 656 |
| ESRI Annual Maintenance | 1,641 |
| Exaq Vision Annual Maintenance - Security System | 4,376 |
| Stancil Annual Maintenance - Logging Recorder | 2,735 |
| Media Temple/Go Daddy Website Annual Maintenance | 1,094 |
| Wave | 500 |
| PowerEngage | 10,000 |
| Email Filter | 15,000 |
| Total | \$ 109,334 |
| Memberships | |
| 10-50-111-5401 | |
| Executive Director annual dues | 450 |
| CAL Chiefs (Fire Chiefs Communications Section) - Group membership annual dues | 50 |
| California Society of Municipal Finance Officers (CSMFO) - Finance Manager/Accountant annual dues | 190 |
| California Background Investigators Association (CBIA) | 70 |
| Government Finance Officers Association (GFOA) - Finance Manager annual dues | 175 |
| Total | \$ 935 |
| Publications | |
| 10-50-111-5402 | |
| Labor Law Compliance Center - Labor Law posters | 150 |
| Government Finance Officers Association publications as needed | 200 |
| Media Subscriptions | 400 |
| Total | \$ 750 |

Account Detail - Administration Department

| Conferences, Meetings, & Travel | |
|--|-------------------|
| 10-50-111-5403 | |
| Labor Law Seminars and Conferences | 10,000 |
| California Society of Municipal Finance Officers (CSMFO) - annual conference/ February | 1,500 |
| Leadership Retreat | - |
| CSMFO bi-monthly Chapter meetings - Finance Manager | 300 |
| CalPERS Ed Forum, Anaheim (Fin Mgr & Accountant) | 1,250 |
| Government Tax Seminar -Finance Mgr | 650 |
| GFOA/CSMFO finance workshops (Fin Mgr & Accountant) | 1,000 |
| APCO/NENA Conferences | 3,500 |
| Management Retreat | 10,000 |
| Total | \$ 28,200 |
| Maintenance/HQ | |
| 10-50-111-5701 | |
| Gardening Service (grounds) | 6,532 |
| Janitorial Service | 51,047 |
| Tree Trimming Services | 7,077 |
| Fuel Tank Cleaning and diesel refills | 5,444 |
| Generator Service (contract and repairs) - includes HQ, Punta, MBWT, Grandview, & 1500 Gal Diesel | 13,065 |
| Various permit fees - South Coast Air Quality Management District (AQMD) & LA County Fire Hazmat Program | 2,722 |
| Fire Alarm, Fire Alarm Inspection & Fire Extinguishers Service and Repairs | 8,165 |
| Elevator Maintenance Contract | 10,452 |
| Water Treatment | 1,306 |
| HVAC Maintenance - Contract plus necessary repairs | 36,308 |
| DirecTV Services | 2,722 |
| Roll-up door Annual Maintenance - Tech Services Bay | 2,722 |
| Exterminator Service | 3,810 |
| Water Filtration Service | 1,089 |
| Uninterrupted Power Supply (UPS) Maintenance - includes Tower Radio Room | 13,065 |
| Building Exterior Annual Cleaning | 5,444 |
| Plumbing, Security Gate & Other repairs | 8,165 |
| Facility replacement light bulbs/hardware | 1,633 |
| Building PA System Replacement | 20,000 |
| Irrigation system | 10,000 |
| Roof Cleaning and Drain Cleaning | 10,000 |
| Metail Handrails for Stairs - Palos Verdes | 5,000 |
| Total | \$ 225,767 |

OPERATIONS DEPARTMENT



Operations Department

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

The Communications Center personnel answer all 9-1-1 and 7-digit emergency police and fire calls for the Cities of Manhattan Beach, Gardena, and Hawthorne (Members), as well as the cities of Culver City, El Segundo and Hermosa Beach (under contract). These calls are processed utilizing a computer-aided dispatch (CAD) system, and then dispatched to the appropriate police or fire department field units. The Communications Center operates 24 hours a day, 7 days a week.

When working the Complaint Operator position, a Communications Operator is responsible for receiving and responding appropriately and quickly to all incoming calls for service. These calls for service may be received via police and fire emergency lines, 9-1-1 lines, SMS/Text-to-911, TTY/TDD (Telecommunication Device for the Deaf), police and fire department hotlines, as well as hotlines from Chevron, Northrop, or the Hawthorne Airport Tower. Upon receipt of the call, the operator must determine the validity, nature, and priority of the call. These calls are entered as incidents to be dispatched to police and fire personnel or may be transferred appropriately.

When functioning as a Police or Fire Dispatcher, the Communications Operator is responsible for prompt and effective transmissions of dispatches as well as the coordination and intercommunication of all field units. The job requires considerable exercise of initiative and independent judgment in determining priorities and coordinating a variety of simultaneous activities of a critical nature. The operator processes requests for other city services and information from outside agencies as well as requests for information from law enforcement databases.

Prior Year Accomplishments:

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

Expenses by Account - Operations Department

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

Account Detail - Operations Department

| Account | Account Description | Comments/Explanation |
|---------|-----------------------------------|---|
| 5101 | Salaries (Full-Time) | Includes contracted and estimated increases from MOUs if applicable |
| 5102 | Salaries (Part-Time) | Part-time Communications Operators |
| 5103 | Overtime | Covers overtime for staffing, training, and other needs as necessary |
| 5104 | Acting Pay | Communications Operators acting as Communications Supervisors per MOU with the Teamsters |
| 5105 | Bilingual Pay | Per MOU - \$100/month for eligible employees |
| 5108 | Sick Leave Payoff | Per MOU - max Teamsters 120 hours/CWA 120 hours @ 85% of base rate |
| 5109 | Vacation Leave Payoff | Per MOU - max 90 hours Teamsters @ 85%; CWA @ 90% of base rate |
| 5110 | Training Pay | Per MOU - Incentive pay when Communications Operators train new employees |
| 5114 | Holiday Payoff | Payoff for unused holiday time at year-end |
| 5115 | Education Incentive | Per MOU - Incentive pay when employees obtain certificates and/or degrees |
| 5116 | Overtime - Ridealongs with Cities | Overtime for operators and supervisors to go on ride-alongs with member cities. |
| 5201 | Medical Insurance | Per MOUs - cafeteria plan limit |
| 5202 | Dental Insurance | Per MOUs - cafeteria plan limit |
| 5203 | Vision Insurance | Per MOUs - 100% employer paid |
| 5204 | Life Insurance | Per MOU \$100,000 employee-only coverage |
| 5205 | Medicare | 1.45% employer rate |
| 5206 | State Unemployment | Based on estimated reimbursements to EDD for actual claims |
| 5207 | Workers' Compensation | Based on projected increase from prior year premium |
| 5208 | PERS Contribution | Rates reflect increase in the Normal Cost from 12.47% to 12.52% for Tier 1 employees plus 3.5% of employee contributions; increase from 10.10% to 10.15% for Tier 2 employees hired after October 25, 2011; increase from 7.68% to 7.87% for PEPRA employees hired after January 1, 2013. UAL portion is allocated to a different account (see account # 5219). |
| 5209 | Retirees' Medical Insurance | Per MOU - retiree benefit |
| 5219 | PERS Contribution-UAL | Unfunded Accrued Liability determined by CalPERS Actuarial Report |
| 5401 | Membership Dues | See attached detail |
| 5402 | Publications | See attached detail |
| 5403 | Conferences, Meetings & Travel | See attached detail |
| 5404 | Employee Services/EC-BOD | Employee Assistance Program; miscellaneous employee operations expenses |
| 5405 | Employee Awards | Employee recognition |
| 5406 | POST Training | Mandated training; some training eligible for reimbursement by State. See attached detail. |
| 5407 | Tuition Reimbursement | Per MOU - Reimbursement of college/university class tuition and eligible expenses |
| 5506 | Uniforms/Safety Equipment | Uniform purchases for new hires and replacements for existing employees |
| 5509 | Reproduction | Training manuals |
| 5603 | Telephone - El Segundo | Data and hotline phone circuits |
| 5604 | Telephone - Gardena | Data and hotline phone circuits |
| 5606 | Telephone - Hawthorne | Data and hotline phone circuits |
| 5607 | Telephone - Hermosa Beach | Data and hotline phone circuits |
| 5608 | Telephone - Manhattan Beach | Data and hotline phone circuits |
| 5611 | Telephone - Punta Place | Data and hotline phone circuits |
| 5612 | Telephone - RCC | Data and hotline phone circuits |
| 5613 | Sprint Wireless Reimbursable | Data charges that will be reimbursed to the Authority in the 4th qtr Assessment each year. |
| 5614 | Verizon Wireless Reimbursable | Data charges that will be reimbursed to the Authority in the 4th qtr Assessment each year. |

Account Detail - Operations Department

| Membership Dues | |
|--|------------------|
| 10-60-211-5401 | |
| Association of Police Communications Officials (APCO) - Group Membership | 559 |
| National Emergency Number Association (NENA) - Group Membership | 725 |
| CWA Association Memberships | 1,087 |
| Total | \$ 2,370 |
| Publications | |
| 10-60-211-5402 | |
| Haines Directory Software (telephone criss-cross directory) for Dispatch Center | 800 |
| ACTIVE 9-1-1 Yearly Subscription | 850 |
| California Penal Code - annual new book - for Dispatch Center | 60 |
| Total | \$ 1,710 |
| Conferences, Meetings & Travel | |
| 10-60-211-5403 | |
| Emergency Medical Dispatch (EMD) 24-hour course | 3,990 |
| EMD Recertification | 3,225 |
| Association of Police Communications Officials (APCO) Conference | 3,500 |
| CA 9-1-1 Training Allotment for CAL-NENA, NENA and Next Gen 9-1-1 Training | 10,000 |
| Civilian Management Seminars PMW Associates | 1,186 |
| Mandatory Supervisor Harrasment Training | 420 |
| Employee Mandatory Harrasment Training | 1,300 |
| LA County PSAP quarterly meetings - Operations Manager/Administration Supervisor | 225 |
| Total | \$ 23,846 |
| POST Training | |
| 10-60-211-5406 | |
| Public Safety Training Consultants (PSTC) Seminars | 6,450 |
| Golden West College - 120 hours POST training | 5,458 |
| Golden West College - 80 hour POST Supervisor Training | 700 |
| Total | \$ 12,608 |

TECHNICAL SERVICES DIVISION



Technical Services Division

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

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

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

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

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

Prior Year Accomplishments:

- Completed 310 work orders for installations and repairs of various telecommunications equipment used by Police, Fire and Public Works from members and client agencies in CY2023.

Expenses by Account - Technical Services Department

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

Account Detail - Technical Services Department

| Account | Account Description | Comments/Explanation | |
|---|---|---|-------------------|
| 5101 | Salaries (Full-Time) | Includes contracted and estimated increases from MOUs if applicable | |
| 5103 | Overtime | As needed | |
| 5104 | Acting Pay | Per MOU | |
| 5106 | Call Back Pay | If called back to work after hours | |
| 5107 | Merit Pay | Based on longevity starting @ 7 years of service \$250; \$50 each additional year | |
| 5108 | Sick Leave Payoff | Max 120 hrs @ 85% of base rate | |
| 5109 | Vacation Leave Payoff | Max 90 hrs @ 85% of base rate | |
| 5201 | Medical Insurance | Per MOU - cafeteria plan limit | |
| 5202 | Dental Insurance | Per MOU - cafeteria plan limit | |
| 5203 | Vision Insurance | Per MOU - 100% employer paid | |
| 5204 | Life Insurance | Per MOU \$100,000 employee-only coverage | |
| 5205 | Medicare | 1.45% employer contribution rate | |
| 5206 | State Unemployment | Based on estimated reimbursements to EDD for actual claims | |
| 5207 | Workers' Compensation | Based on projected increase from prior year premium | |
| 5208 | PERS Contribution | Rates reflect increase in the Normal Cost from 12.47% to 12.52% for Tier 1 employees plus 3.5% of employee contributions; increase from 10.10% to 10.15% for Tier 2 employees hired after October 25, 2011; increase from 7.68% to 7.87% for PEPRA employees hired after January 1, 2013. UAL portion is allocated to a different account (see account # 5219). | |
| 5209 | Retirees' Medical Insurance | Per MOU - retiree benefit | |
| 5219 | PERS Contribution-UAL | Unfunded Accrued Liability determined by CalPERS Actuarial Report | |
| 5302 | Comp Contract Services/CAD | IT support from Hawthorne; CAD consultant | |
| 5403 | Conferences, Meetings & Travel | See attached detail | |
| 5503 | General Technical Supplies | Chemical cleaners, switches, cables, jumpers, etc. | |
| 5506 | Uniforms/Safety Equipment | Uniform purchases for new hires and replacements for existing employees | |
| 5510 | Equipment Rent | Boom lift/test equipment, as needed | |
| 5514 | Parts - Billing | Reimbursable expense for parts billed to members/customers - revenue offset | |
| 5515 | Parts - Telecommunications | Combined all parts accounts | |
| 5516 | Install Wire, Loom & Hardware | Miscellaneous parts used for installations. Now part of Parts - Billing | |
| 5517 | Vehicle Operations | Fuel/other maintenance for Authority's van/truck | |
| 5520 | Equipment Repair | Various factory equipment repairs including MDC hardware | |
| 5521 | Outside Tech Svcs-Towers/Equipment | CommLine contract for servicing radios, microwave and tower equipment | |
| 5810 | Office Equipment | Computers, printers, laptops, etc. | |
| 5820 | Other Equipment | Television, tools, etc. | |
| Conferences, Meetings & Travel | | | |
| 10-70-311-5403 | | | |
| | Technical Services Software/Support training | | 2,500 |
| | COPS West - Palm Springs | | 150 |
| | Total | | \$ 2,650 |
| Outside Tech Svcs-Towers/Equipment | | | |
| 10-70-311-5521 | | | |
| | Annual hardware support for (17) position Avtec/Servers, (106) Tait Base Stations and (9) Sites, microwave support. | | 180,000 |
| | Avtec Annual Software support | | 80,000 |
| | Support for Microwave maintenance | | 75,000 |
| | Environmental Monitoring Sensor Replacement | | 8,000 |
| | Battery Back up (microwave) | | 20,000 |
| | Total | | \$ 363,000 |

APPENDIX



Acronyms

APCO – Association of Police Communications Officials

AQMD – Air Quality Management District

CAD – Computer Aided Dispatch

CAHN – California Association of Hostage Negotiators

RMS – Records Management System

CalPERS – California Public Employees Retirement System

CLETS - California Law Enforcement Telecommunications System

CPI – Consumer Price Index

CSMFO – California Society of Municipal Finance Officers

CWA – Communications Workers of America

DOJ – Department of Justice

DUI – Driving Under the Influence

EDD – Employment Development Department

EMD – Emergency Medical Dispatch

FCC – Federal Communications Commission

FY – Fiscal Year

GASB – Governmental Accounting Standards Board

GFOA – Government Finance Officers Association

HQ – Headquarters

IFR – Injury Frequency Radio

IP – Internet Protocol

IWCE – International Wireless Communications Expo

LAIF – Local Agency Investment Fund

LASO – Los Angeles Sheriff's Office

MB – Manhattan Beach

MBWT – Manhattan Beach Water Tower

MDC - Mobile Data Computer

MHz – Megahertz

MOU – Memorandum of Understanding

NENA – National Emergency Number Association

OPEB – Other Post-Employment Benefits

OT – Overtime

PERS – Public Employees Retirement System

POST – Police Officer Standards and Training

PSAP – Public Safety Answering Point

PSTC – Public Safety Training Center

TMS – Training Management System

UAAL - Unfunded Actuarial Accrued Liability

UHF – Ultra High Frequency

VOIP - Voice over Internet Protocol

VHF - Very High Frequency

Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

BUDGET POLICY



RESOLUTION NO. 344

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

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

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

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

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

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

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

SECTION 1: DEFINITIONS/SCOPE OF THE BUDGET

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

SECTION 2: POLICY

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

SECTION 3: LEGAL LEVEL OF BUDGETARY CONTROL

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

SECTION 4: BUDGET AMENDMENTS

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

SECTION 5 - FINANCIAL REPORTING

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

SECTION 6 – EXCESS FUNDS

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

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

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


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

Ayes: Stern, Tanaka, Monteiro

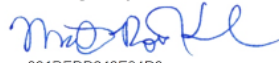
Noes:

Absent:

Abstain:

DocuSigned by:

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. 359

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS
AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR
2024-2025 AND CORRESPONDING ASSESSMENT SCHEDULE**

WHEREAS, the South Bay Regional Public Communications Authority has been established for the purpose of implementing, operating, and maintaining a consolidated regional public safety services communications system for the mutual benefit of its membership;

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

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

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

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

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

BE IT FURTHER RESOLVED that the Finance & Performance Audit Manager of the Authority is authorized to issue assessments to the Member Cities and to the cities with which the Authority contracts for dispatch services in accordance with the terms, conditions, and formulas contained in Article X of the Authority Bylaws, and as shown on page 23 of the budget.

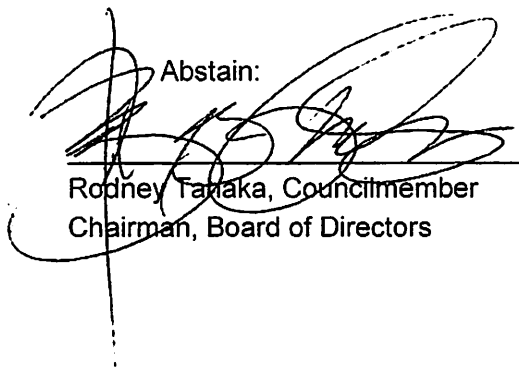
WE HEREBY CERTIFY that the foregoing is a true copy of the resolution adopted by the Board of Directors of the South Bay Regional Public Communications Authority in a meeting thereof held on the 19th day of March 2024, by the following vote:

Ayes: Tanaka, Lesser, Monteiro

Noes:


Absent:

Abstain:



A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long vertical stroke extending downwards.

Rodney Taniaka, Councilmember
Chairman, Board of Directors



A handwritten signature in black ink, featuring a large circular loop on the left and a series of horizontal strokes extending to the right.

John Krok, Executive Director
Secretary, Board of Directors