

A G E N D A
REGULAR JOINT MEETING OF
THE EXECUTIVE COMMITTEE
TUESDAY, JANUARY 16, 2018, 2:00 PM
HAWTHORNE POLICE DEPARTMENT
COMMUNITY ROOM

12501 S. HAWTHORNE BOULEVARD, HAWTHORNE, CA

1. **CALL TO ORDER**

2. **PUBLIC DISCUSSION**

Anyone wishing to discuss items of interest to the public within the Executive Committee's jurisdiction may do so at this time. Comments shall be limited to five minutes per speaker.

3. **ACTION ITEMS**

3a. **Approval of Minutes-Special Meeting - December 18, 2017***

3b. **Budget Performance Report – December 31, 2017***

3c. **Cash & Investments Report – December 31, 2017***

4. **EXECUTIVE DIRECTOR'S REPORT**

5. **NEW BUSINESS**

6. **CLOSED SESSION**

Conference Re: Personnel Matter

Pursuant to Government Code Section 54957.6 (Executive Director Recruitment)

7. **ADJOURNMENT**

*Written material attached.

**Written material distributed in closed session.

Posting Place:

4440 W. Broadway, Hawthorne, CA 90250

Posting Date/Time:

January 11, 2018/3:30 PM

Signature:



Ralph Mailloux, Executive Director

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NOTE: The next regular meeting on February 20, 2018, will be a joint meeting with the Board of Directors to consider the Mid-Year Budget Review.

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

1. **CALL TO ORDER**

The Executive Committee convened in a special session at 2:05 PM on Monday, December 18, 2017, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: City Manager Sergio Gonzalez, City of Hermosa Beach
Acting City Manager Ed Medrano, City of Gardena
Acting City Manager Bruce Moe, City of Manhattan Beach
Acting City Manager Arnie Shadbeh, City of Hawthorne

Absent: None.

Also Present: Executive Director Ralph Mailloux
Finance Manager Scott Arbuckle
Administration Manager John Krok
Management Analyst George Gabriel, City of Manhattan Beach
Laura Kelly, Liebert Cassidy Whitmore

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Agenda Item No. 6, Closed Session, was considered out of order at this time.

6. **CLOSED SESSION**

Per Government Code Section 54957.6 (Conference Re Labor Negotiations), at 2:10 PM, the Executive Committee entered into a closed session to discuss the Communications Workers of America (CWA) and Teamsters Local 9-1-1 (Teamsters) contract negotiations with Laura Kelly, Liebert Cassidy Whitmore. The meeting returned to open session at 2:32 PM, with no action taken in closed session.

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Discussion returned to regular agenda order (2:33 PM).

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **Approval of Minutes-Regular Meeting November 15, 2017**

MOTION: Acting City Manager Medrano moved to approve the minutes of November 15, 2017 as written. The motion was seconded by Acting City Manager Shadbehr and passed by unanimous voice vote, with Acting City Manager Moe abstaining due to his lack of attendance at the meeting on November 15, 2017.

3b. **Budget Performance Report-November 30, 2017**

Finance Manager Arbuckle presented the Budget Performance Report as of November 30, 2017 per written material of record.

In answer to a question from Acting City Manager Shadbehr, Finance Manager Arbuckle confirmed that funding for the current Communications Workers of America (CWA) and Teamsters Local 9-1-1 (Teamsters) contract negotiations is included in the Fiscal Year 2017-2018 Budget.

MOTION: Acting City Manager Medrano moved to receive and file the Budget Performance Report as of November 30, 2017. The motion was seconded by Acting City Manager Moe and passed by unanimous voice vote.

3c. **Hermosa Beach Contract and Request for Legacy Discount**

Executive Director Mailloux provided background information on the proposed Hermosa Beach contract for 9-1-1 emergency communications services, including Hermosa Beach's request for a 10% legacy discount as included in City Manager Gonzalez's letter dated December 6, 2017 addressed to the Executive Committee (per written material of record), as well as the Executive Committee's direction at a previous meeting for the Executive Director to develop a new amount for Hermosa Beach's contract based on the newly-developed contract for services methodology for client cities and amortize the increased cost over five years beginning in 2018.

City Manager Gonzalez expressed Hermosa Beach's appreciation for the decision to amortize the increased cost of \$394,187 over five years beginning in 2018. He related Hermosa Beach's request for a 10% legacy discount, given that Hermosa Beach was an original member of the Authority and has contributed to the Authority's success. Mr. Gonzalez explained that, should the requested discount not be provided, the small city of Hermosa Beach will be forced to examine options for their 9-1-1 emergency communications services. In response to a question from Acting City Manager Medrano, City Manager Gonzalez clarified Hermosa Beach's request that the 10% legacy discount be provided at the end of the five-year amortization period.

Special Joint Meeting
of the Executive Committee
December 18, 2017

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City Manager Gonzalez departed the meeting at 2:45 PM.

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Acting City Manager Moe suggested that, before it is finalized, the contract with Hermosa Beach be modified to include clarification on the due dates for Hermosa Beach's quarterly payments.

Acting City Manager Medrano stated that he could support giving Hermosa Beach a 10% legacy discount five years from now.

Acting City Manager Moe discussed that Hermosa Beach was given a break with amortizing the increased cost over five years and that the money saved by not providing a 10% legacy discount could be applied to the Authority's current bargaining group negotiations.

Acting City Manager Shadbehr expressed his lack of support for a 10% legacy discount. He voiced his opinion that amortizing the increased cost over five years is quite a bonus for Hermosa Beach.

There was a consensus of the Executive Committee to deny Hermosa Beach's request for a 10% legacy discount.

4. **EXECUTIVE DIRECTOR'S REPORT**

None.

5. **NEW BUSINESS**

None.

6. **CLOSED SESSION**

Considered earlier in the meeting (see page 1).

7. **ADJOURNMENT**

The meeting was adjourned at 2:46 PM.

Special Joint Meeting
of the Executive Committee
December 18, 2017



Staff Report

South Bay Regional Public Communications Authority

TO: Executive Committee

THROUGH: Ralph Mailloux

FROM: Scott Arbuckle

DATE: January 16, 2018

SUBJECT: Budget Performance Report/December 31, 2017

RECOMMENDATION:

Receive and file the attached Budget Performance Report for December 31, 2017.

FISCAL IMPLICATION:

As of this time, expenses are within the budgeted amounts except for a few line accounts that are overdrawn, and will be offset by savings in other accounts by year-end.

BACKGROUND:

Staff has analyzed the Authority's financial activities for the period ending December 31, 2017. Attachment 1 illustrates the overall revenues and expenses for the period. Attachment 2 shows revenue realized at 82.62% for Fund 10, which includes the billing and/or receipt of third quarter assessments. Attachment 3 shows 62.12% of the total budget has been expended and/or encumbered.

The summary schedule per Attachment 1 shows that year-to-date (YTD) revenue is approximately \$4.4 million over YTD expenses. This amount is supposed to fund the Authority's activities through the end of the third quarter, including the capital expenses. Overall, expenses for each department are within the budget allocation.

DISCUSSION:

Based on a 12-month budget cycle, the estimated spending level should be at 50.00% with 50.00% remaining. The level of spending under the Salaries & Benefits category should be at 50.00% (13 payroll periods have been recorded). The level of spending under the Supplies & Services Category depends on when expenses are incurred and paid, while the Capital Outlay category depends on the progress of the project or when the project is completed.

Parts Billing and Reimbursements for Billable Parts accounts are excluded from the analysis as these accounts are supposed to offset each other. Sprint Wireless reimbursable and Reimbursements for Sprint Wireless are also excluded as participating members will be billed for these services along with their 4th quarter assessment.

Staff is available to respond if you have any questions.

Attachments: Attachment 1 – Budget Performance Summary
 Attachment 2 – Revenue Status Report (3 pages)
 Attachment 3 – Expenditure Status Report (6 pages)



Summary Budget Performance Report

December 31, 2017

Account Description	Amended Budget	Current Month	YTD Actual	Encum.	Balance	Percent Balance
Total Revenue	\$ 17,111,774	\$ 2,960,290	\$ 12,121,933	\$ -	\$ 4,989,841	29.16%
Expense Detail:						
<u>Administration</u>						
Salaries & Benefits	\$ 1,146,517	\$ 144,086	\$ 594,902	\$ -	\$ 551,615	48.11%
Supplies/Services/Equipment	\$ 803,591	\$ 58,270	\$ 451,784	\$ -	\$ 351,807	43.78%
Total Expenses - Administration	\$ 1,950,108	\$ 202,355	\$ 1,046,686	\$ -	\$ 903,422	46.33%
<u>Operations</u>						
Salaries & Benefits	\$ 7,148,964	\$ 750,394	\$ 3,470,208	\$ -	\$ 3,678,756	51.46%
Supplies/Services/Equipment	\$ 220,793	\$ 15,302	\$ 78,635	\$ -	\$ 142,158	64.39%
Total Expenses - Operations	\$ 7,369,757	\$ 765,696	\$ 3,548,843	\$ -	\$ 3,820,914	51.85%
<u>Technical Services</u>						
Salaries & Benefits	\$ 1,018,809	\$ 85,493	\$ 425,784	\$ -	\$ 593,025	58.21%
Supplies/Services/Equipment	\$ 774,100	\$ 120,378	\$ 541,549	\$ -	\$ 232,551	30.04%
Total Expenses - Technical Services	\$ 1,792,909	\$ 205,871	\$ 967,333	\$ -	\$ 825,576	46.05%
Total Operating Expenses	\$ 11,112,774	\$ 1,173,922	\$ 5,562,863	\$ -	\$ 5,549,911	49.94%
Capital Outlay	\$ 5,296,369	\$ 1,114,589	\$ 2,177,893	\$ 2,452,096	\$ 666,380	12.58%
Total Expenses	\$ 16,409,143	\$ 2,288,511	\$ 7,740,756	\$ 2,452,096	\$ 6,216,291	37.88%
Summary by Department						
Administration	\$ 1,950,108	\$ 202,355	\$ 1,046,686	\$ -	\$ 903,422	46.33%
Operations	7,369,757	765,696	3,548,843	-	3,820,914	51.85%
Technical Services	1,792,909	205,871	967,333	-	825,576	46.05%
Capital Outlay	5,296,369	1,114,589	2,177,893	2,452,096	666,380	12.58%
Total Expenses	\$ 16,409,143	\$ 2,288,511	\$ 7,740,756	\$ 2,452,096	\$ 6,216,291	37.88%
Summary by Expense Category						
Salaries & Benefits	\$ 9,314,290	\$ 979,973	\$ 4,490,894	\$ -	\$ 4,823,396	51.78%
Supplies/Services/Equipment	1,798,484	193,950	1,071,969	-	726,515	40.40%
Capital Outlay	5,296,369	1,114,589	2,177,893	2,452,096	666,380	12.58%
Total Expenses	\$ 16,409,143	\$ 2,288,511	\$ 7,740,756	\$ 2,452,096	\$ 6,216,291	37.88%
Surplus/(Deficit) YTD	\$ 4,381,178					
<i>Total Revenue Minus Total Expenses</i>						

Revenue Status Report

South Bay Regional PCA
 12/1/2017 through 12/31/2017

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
10-50 Administration					
10-50-111 Administration					
10-50-111-4110 Gardena	2,391,301.00	597,825.25	2,032,605.85	358,695.15	85.00
10-50-111-4120 Hawthorne	3,359,598.00	839,899.50	2,855,658.30	503,939.70	85.00
10-50-111-4130 Manhattan Beach	1,703,280.00	425,820.00	1,447,788.00	255,492.00	85.00
10-50-111-4140 Hermosa Beach	700,072.00	175,018.00	525,054.00	175,018.00	75.00
10-50-111-4145 El Segundo	1,294,928.00	323,732.00	971,196.00	323,732.00	75.00
10-50-111-4146 Culver City Assessment	2,360,551.00	590,137.75	1,770,413.25	590,137.75	75.00
10-50-111-4150 El Camino Community College	893.00	0.00	789.60	103.40	88.42
10-50-111-4152 Medical Director Services/Hermosa Beach	25,000.00	0.00	12,500.00	12,500.00	50.00
10-50-111-4153 Medical Director Service/Manhattan Beach	25,000.00	0.00	26,250.00	-1,250.00	105.00
10-50-111-4154 Medical Director Services/El Segundo	25,000.00	0.00	26,250.00	-1,250.00	105.00
10-50-111-4210 Investment Earnings (LAIF)	15,000.00	0.00	9,584.28	5,415.72	63.90
10-50-111-4220 POST Reimbursements	600.00	0.00	0.00	600.00	0.00
10-50-111-4255 Unrealized Gain/Loss on Investments	0.00	0.00	1,894.50	-1,894.50	0.00
10-50-111-4430 Other Miscellaneous Revenue	2,500.00	1.69	371.91	2,128.09	14.88
Total Administration	11,903,723.00	2,952,434.19	9,680,355.69	2,223,367.31	81.32
10-60 Operations					
10-60-211 Communications Center					
10-60-211-4215 DUI Reimbursement-Overtime	2,000.00	0.00	412.28	1,587.72	20.61
10-60-211-4435 Reimbursements Sprint Wireless	82,176.00	0.00	0.00	82,176.00	0.00

Revenue Status Report

South Bay Regional PCA
 12/1/2017 through 12/31/2017

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
10-60-211-4440 Reimbursements/Verizon Wireless	8,465.00	0.00	0.00	8,465.00	0.00
Total Operations	92,641.00	0.00	412.28	92,228.72	0.45
10-70 Technical Services					
10-70-311 Technical Services					
10-70-311-4360 Reimbursements for Billable Parts	75,000.00	7,855.72	326,576.27	-251,576.27	435.44
10-70-311-4370 Reimbursements for GST Software	40,410.00	0.00	0.00	40,410.00	0.00
Total Technical Services	115,410.00	7,855.72	326,576.27	-211,166.27	282.97
Total SBRPCA Enterprise Fund	12,111,774.00	2,960,289.91	10,007,344.24	2,104,429.76	82.62

Revenue Status Report

South Bay Regional PCA
 12/1/2017 through 12/31/2017

20 Grant Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
20-80 Capital Infrastructure Projects					
20-80-433 2016 UASI Grant					
20-80-433-4270 Grant Reimb/P25 Comm Repeater Migration	5,000,000.00	0.00	2,114,589.00	2,885,411.00	42.29
Total Grant Fund	5,000,000.00	0.00	2,114,589.00	2,885,411.00	42.29
Grand Total	17,111,774.00	2,960,289.91	12,121,933.24	4,989,840.76	70.84

Expenditure Status Report

South Bay Regional PCA
 12/1/2017 through 12/31/2017

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
50 Administration						
50-100 Administration						
50-100-5000 Expenditures						
50-111-5101 Salaries (Full-Time)	840,147.00	113,353.63	436,638.52	0.00	403,508.48	51.97
50-111-5104 Acting Pay	1,000.00	0.00	0.00	0.00	1,000.00	0.00
50-111-5107 Merit Pay	2,800.00	900.00	2,800.00	0.00	0.00	100.00
50-111-5108 Sick Leave Payoff	25,000.00	0.00	12,439.36	0.00	12,560.64	49.76
50-111-5109 Vacation Leave Payoff	40,000.00	3,211.50	19,622.23	0.00	20,377.77	49.06
50-111-5201 Medical Insurance	63,281.00	7,902.00	35,216.82	0.00	28,064.18	55.65
50-111-5202 Dental Insurance	2,719.00	358.66	1,703.66	0.00	1,015.34	62.66
50-111-5203 Vision Insurance	1,255.00	90.00	607.50	0.00	647.50	48.41
50-111-5204 Life Insurance	660.00	55.00	352.00	0.00	308.00	53.33
50-111-5205 Medicare	13,548.00	1,763.05	7,054.66	0.00	6,493.34	52.07
50-111-5207 Workers' Compensation	10,150.00	726.52	4,683.58	0.00	5,466.42	46.14
50-111-5208 PERS Contributions	122,719.00	13,360.24	61,757.36	0.00	60,961.64	50.32
50-111-5209 Retirees' Medical Insurance	14,238.00	1,240.04	7,001.24	0.00	7,236.76	49.17
50-111-5212 Deferred Comp Matching Benefit	9,000.00	1,125.00	5,025.00	0.00	3,975.00	55.83
50-111-5301 Communications Contract Services	31,000.00	1,954.38	11,471.90	0.00	19,528.10	37.01
50-111-5302 Computer Contract Services/CAD-Tiburon	60,000.00	0.00	270.00	0.00	59,730.00	0.45
50-111-5304 Accounting/Auditing Services	14,000.00	0.00	11,250.00	0.00	2,750.00	80.36
50-111-5305 Legal Services	22,000.00	0.00	4,666.10	0.00	17,333.90	21.21
50-111-5306 Recruitment Costs	35,333.00	400.00	23,217.10	0.00	12,115.90	65.71
50-111-5307 Software Maintenance Services	45,298.00	0.00	41,944.35	0.00	3,353.65	92.60
50-111-5308 Banking Services (Fees)	6,500.00	499.90	2,343.55	0.00	4,156.45	36.05
50-111-5309 Online/Website Maintenance Services	3,500.00	225.00	1,610.00	0.00	1,890.00	46.00
50-111-5312 Medical Director Services/Paramedics	75,000.00	6,250.00	37,500.00	0.00	37,500.00	50.00
50-111-5401 Memberships & Dues	810.00	0.00	0.00	0.00	810.00	0.00
50-111-5402 Publications	350.00	0.00	0.00	0.00	350.00	0.00
50-111-5403 Conferences, Meetings & Travel	15,000.00	1,174.23	11,354.59	0.00	3,645.41	75.70
50-111-5404 Employee Services/EC-BOD	1,500.00	292.20	520.31	0.00	979.69	34.69

Expenditure Status Report

South Bay Regional PCA
 12/1/2017 through 12/31/2017

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
50-111-5407 Tuition Reimbursement	4,000.00	0.00	0.00	0.00	4,000.00	0.00
50-111-5501 Office Supplies	9,000.00	64.56	1,653.51	0.00	7,346.49	18.37
50-111-5502 Miscellaneous Supplies	1,100.00	0.00	0.00	0.00	1,100.00	0.00
50-111-5505 Voice Recording Tapes	1,500.00	0.00	0.00	0.00	1,500.00	0.00
50-111-5507 Postage	2,000.00	0.00	438.69	0.00	1,561.31	21.93
50-111-5509 Reproduction	1,500.00	0.00	0.00	0.00	1,500.00	0.00
50-111-5511 Office Equipment Lease	15,000.00	1,172.22	6,576.79	0.00	8,423.21	43.85
50-111-5513 General Liability Insurance Premium	170,600.00	0.00	148,586.30	0.00	22,013.70	87.10
50-111-5517 Vehicle Operations	2,000.00	0.00	128.79	0.00	1,871.21	6.44
50-111-5601 Telephone - Administration	12,000.00	469.66	6,315.83	0.00	5,684.17	52.63
50-111-5701 Maintenance - HQ	144,800.00	36,308.38	87,825.68	0.00	56,974.32	60.65
50-111-5702 Maintenance - Other Sites	6,500.00	0.00	0.00	0.00	6,500.00	0.00
50-111-5703 Electricity - HQ	97,000.00	6,332.27	40,984.12	0.00	56,015.88	42.25
50-111-5704 Electricity - Grandview	1,800.00	123.38	841.68	0.00	958.32	46.76
50-111-5705 Electricity - Punta Place	6,000.00	0.00	2,540.75	0.00	3,459.25	42.35
50-111-5706 Gas - HQ	12,000.00	729.30	2,685.90	0.00	9,314.10	22.38
50-111-5707 Water - HQ	3,500.00	72.58	1,624.39	0.00	1,875.61	46.41
50-111-5715 Electricity-MB Water Tower	3,000.00	183.36	994.55	0.00	2,005.45	33.15
50-111-5810 Office Equipment	0.00	2,018.26	2,018.26	0.00	-2,018.26	0.00
50-111-5820 Other Equipment	0.00	0.00	2,421.15	0.00	-2,421.15	0.00
Total Administration	1,950,108.00	202,355.32	1,046,686.22	0.00	903,421.78	53.67
60 Operations						
60-200 Operations						
60-200-5000 Expenditures						
60-211-5101 Salaries (Full-Time)	4,680,891.00	436,383.79	1,915,927.86	0.00	2,764,963.14	40.93
60-211-5102 Salaries (Part-Time)	224,268.00	10,007.60	39,128.89	0.00	185,139.11	17.45
60-211-5103 Overtime	350,000.00	141,126.54	565,802.17	0.00	-215,802.17	161.66
60-211-5104 Acting Pay	7,500.00	33.37	69.77	0.00	7,430.23	0.93
60-211-5105 Bilingual Pay	7,200.00	1,400.00	4,200.00	0.00	3,000.00	58.33
60-211-5108 Sick Leave Payoff	100,000.00	0.00	92,695.77	0.00	7,304.23	92.70
60-211-5109 Vacation Leave Payoff	30,000.00	0.00	31,421.76	0.00	-1,421.76	104.74

Expenditure Status Report

South Bay Regional PCA
 12/1/2017 through 12/31/2017

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
60-211-5110 Training Pay	5,000.00	350.10	2,323.31	0.00	2,676.69	46.47
60-211-5114 Holiday Payoff	45,000.00	0.00	68,024.66	0.00	-23,024.66	151.17
60-211-5115 Education Incentive Pay	84,498.00	10,353.84	44,373.59	0.00	40,124.41	52.51
60-211-5116 Overtime - Ridealongs with Member Cities	16,500.00	0.00	0.00	0.00	16,500.00	0.00
60-211-5201 Medical Insurance	601,750.00	61,791.37	272,575.30	0.00	329,174.70	45.30
60-211-5202 Dental Insurance	47,570.00	3,208.64	13,089.64	0.00	34,480.36	27.52
60-211-5203 Vision Insurance	17,521.00	1,024.00	6,199.00	0.00	11,322.00	35.38
60-211-5204 Life Insurance	7,656.00	506.00	3,055.93	0.00	4,600.07	39.92
60-211-5205 Medicare	80,662.00	8,843.10	40,513.83	0.00	40,148.17	50.23
60-211-5206 Unemployment Insurance	15,000.00	0.00	319.00	0.00	14,681.00	2.13
60-211-5207 Workers' Compensation	59,500.00	4,258.93	27,455.57	0.00	32,044.43	46.14
60-211-5208 PERS Contributions	704,411.00	66,263.78	314,773.03	0.00	389,637.97	44.69
60-211-5209 Retirees' Medical Insurance	59,402.00	4,721.66	27,913.21	0.00	31,488.79	46.99
60-211-5211 Social Security	4,635.00	120.90	345.59	0.00	4,289.41	7.46
60-211-5401 Memberships & Dues	190.00	0.00	0.00	0.00	190.00	0.00
60-211-5402 Publications	2,210.00	48.10	225.95	0.00	1,984.05	10.22
60-211-5403 Conferences, Meetings & Travel	31,752.00	3,995.00	10,513.69	0.00	21,238.31	33.11
60-211-5404 Employee Services/EC-BOD	2,500.00	0.00	490.90	0.00	2,009.10	19.64
60-211-5405 Employee Awards	500.00	0.00	0.00	0.00	500.00	0.00
60-211-5406 POST Training	2,000.00	0.00	0.00	0.00	2,000.00	0.00
60-211-5407 Tuition Reimbursement	18,000.00	1,050.00	4,209.00	0.00	13,791.00	23.38
60-211-5506 Uniforms/Safety Equipment	8,000.00	100.89	658.18	0.00	7,341.82	8.23
60-211-5509 Reproduction	500.00	0.00	353.21	0.00	146.79	70.64
60-211-5603 Telephone - El Segundo	3,000.00	0.00	849.55	0.00	2,150.45	28.32
60-211-5604 Telephone - Gardena	5,000.00	0.00	1,784.00	0.00	3,216.00	35.68
60-211-5606 Telephone - Hawthorne	6,500.00	246.82	1,868.60	0.00	4,631.40	28.75
60-211-5607 Telephone - Hermosa Beach	17,000.00	1,189.50	10,625.19	0.00	6,374.81	62.50
60-211-5608 Telephone - Manhattan Beach	13,000.00	116.46	1,768.89	0.00	11,231.11	13.61
60-211-5611 Telephone - Punta Place	10,000.00	313.54	1,879.98	0.00	8,120.02	18.80
60-211-5612 Telephone - RCC	10,000.00	44.97	3,965.24	0.00	6,034.76	39.65
60-211-5613 Sprint Wireless Reimbursable	82,176.00	6,771.30	33,857.55	0.00	48,318.45	41.20
60-211-5614 Verizon Wireless Reimbursable	8,465.00	1,327.66	4,731.54	0.00	3,733.46	55.90
60-211-5615 Telephone - Culver City	0.00	98.06	853.58	0.00	-853.58	0.00
Total Operations	7,369,757.00	765,695.92	3,548,842.93	0.00	3,820,914.07	48.15

Expenditure Status Report

South Bay Regional PCA
 12/1/2017 through 12/31/2017

10 SBRPCA Enterprise Fund

<i>Account Number</i>	<i>Adjusted Appropriation</i>	<i>Expenditures</i>	<i>Year-to-date Expenditures</i>	<i>Year-to-date Encumbrances</i>	<i>Balance</i>	<i>Prct Used</i>
70 Technical Services						
70-300 Technical Services						
70-300-5000 Expenditures						
70-311-5101 Salaries (Full-Time)	647,540.00	57,208.77	247,850.83	0.00	399,689.17	38.28
70-311-5103 Overtime	13,500.00	0.00	498.64	0.00	13,001.36	3.69
70-311-5106 Callback Pay	2,500.00	0.00	0.00	0.00	2,500.00	0.00
70-311-5107 Merit Pay	1,300.00	0.00	1,250.00	0.00	50.00	96.15
70-311-5108 Sick Leave Payoff	15,000.00	0.00	15,027.84	0.00	-27.84	100.19
70-311-5109 Vacation Leave Payoff	25,000.00	0.00	4,377.91	0.00	20,622.09	17.51
70-311-5114 Holiday Payoff	12,000.00	0.00	8,884.01	0.00	3,115.99	74.03
70-311-5115 Education Incentive Pay	0.00	430.74	1,722.96	0.00	-1,722.96	0.00
70-311-5201 Medical Insurance	71,814.00	8,144.63	36,537.15	0.00	35,276.85	50.88
70-311-5202 Dental Insurance	6,426.00	461.55	1,409.55	0.00	5,016.45	21.94
70-311-5203 Vision Insurance	2,812.00	152.75	802.25	0.00	2,009.75	28.53
70-311-5204 Life Insurance	924.00	66.00	407.00	0.00	517.00	44.05
70-311-5205 Medicare	11,081.00	861.70	4,202.30	0.00	6,878.70	37.92
70-311-5207 Workers' Compensation	105,350.00	7,540.80	48,612.44	0.00	56,737.56	46.14
70-311-5208 PERS Contributions	73,690.00	8,029.46	38,984.42	0.00	34,705.58	52.90
70-311-5209 Retirees' Medical Insurance	29,872.00	2,596.88	15,216.64	0.00	14,655.36	50.94
70-311-5302 Computer Contract Services/CAD-Tiburon	285,000.00	0.00	0.00	0.00	285,000.00	0.00
70-311-5311 GST Software Reimbursable	42,950.00	0.00	38,010.00	0.00	4,940.00	88.50
70-311-5403 Conferences, Meetings & Travel	2,650.00	0.00	0.00	0.00	2,650.00	0.00
70-311-5503 General Technical Supplies	7,500.00	194.89	2,106.51	0.00	5,393.49	28.09
70-311-5506 Uniforms/Safety Equipment	2,500.00	0.00	0.00	0.00	2,500.00	0.00
70-311-5514 Parts - Billing	75,000.00	45,625.50	335,868.44	0.00	-260,868.44	447.82
70-311-5515 Parts - Telecommunications	20,000.00	624.84	5,672.11	0.00	14,327.89	28.36
70-311-5516 Install Wire, Loom & Hardware	16,000.00	3,445.26	13,254.86	0.00	2,745.14	82.84
70-311-5517 Vehicle Operations	4,500.00	400.39	1,550.80	0.00	2,949.20	34.46
70-311-5520 Equipment Repair	18,000.00	0.00	0.00	0.00	18,000.00	0.00
70-311-5521 Outside Technical Serv-Towers & Equip	300,000.00	70,086.76	145,086.76	0.00	154,913.24	48.36
Total Technical Services	1,792,909.00	205,870.92	967,333.42	0.00	825,575.58	53.95

Expenditure Status Report

South Bay Regional PCA
 12/1/2017 through 12/31/2017

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
80-435-5901 CIP Exp-Hawthorne Allocation	58,454.00	0.00	58,454.00	0.00	0.00	100.00
80-436-5901 CIP Exp-MB Allocation	60,253.00	0.00	10,781.37	0.00	49,471.63	17.89
80-446-5901 CIP Exp-Interoperability Radio Sys Proj	13,338.00	0.00	0.00	0.00	13,338.00	0.00
80-449-5901 Backup Stand Alone Radio System-Comm Ctr	52,824.00	0.00	43,547.83	0.00	9,276.17	82.44
80-452-5901 Replace Cisco Switches	35,000.00	0.00	0.00	0.00	35,000.00	0.00
80-453-5901 ESChat System and Maintenance	76,500.00	0.00	58,849.74	0.00	17,650.26	76.93
Total Expenditures	296,369.00	0.00	171,632.94	0.00	124,736.06	57.91
Total CIP	296,369.00	0.00	171,632.94	0.00	124,736.06	57.91
Total Capital Infrastructure Projects	296,369.00	0.00	171,632.94	0.00	124,736.06	57.91
Total SBRPCA Enterprise Fund	11,409,143.00	1,173,922.16	5,734,495.51	0.00	5,674,647.49	50.26

Expenditure Status Report

South Bay Regional PCA
 12/1/2017 through 12/31/2017

20 Grant Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
80-433-5901 UASI Grant P25 Comm Repeater Migration	5,000,000.00	1,114,589.00	2,006,260.20	2,452,095.80	541,644.00	89.17
Total Grant Fund	5,000,000.00	1,114,589.00	2,006,260.20	2,452,095.80	541,644.00	89.17
Grand Total	16,409,143.00	2,288,511.16	7,740,755.71	2,452,095.80	6,216,291.49	62.12



Staff Report

South Bay Regional Public Communications Authority

TO: The Executive Committee

THROUGH: Ralph Mailloux

FROM: Scott Arbuckle

COPY TO: Tim Lilligren, Treasurer

DATE: January 16, 2018

SUBJECT: Cash & Investment Report/December 31, 2017

RECOMMENDATION:

Receive and file the Cash & Investments Report for December 31, 2017.

FISCAL IMPLICATION:

None.

BACKGROUND:

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

At the November 21st 2006 meeting, the Executive Committee elected to receive the Cash & Investments Report on a quarterly basis.

DISCUSSION:

Staff has completed the bank reconciliation for December 31, 2017. Attached is the Cash & Investments Report for the period.

All idle cash of the Authority is invested 100% with the State's Local Agency Investment Fund (LAIF). This complies with the Statement of Investment Policy. LAIF's monthly performance results continue on a stable path with moderate increases on a regular basis. Since January 2017 Pooled Money Investment Account (PMIA) effective yields have increased 48.8 basis points from 0.751 to 1.239 percent. The yield provided by LAIF as of December 31, 2017 is 1.20 percent. Interest earned for the second quarter was \$13,329.02 from a quarter ending balance of \$4,223,939.47.

LEGAL REVIEW:

None.

CONCLUSION:

The Authority's investment with LAIF provides liquidity to fund the Authority's expenses for the next six months, with the assumption that the Member Agencies pay their assessments within the established timeframe.

Attachments: Cash & Investments Report for December 31, 2017
LAIF Quarter End Statement for December 31, 2017
PMIA Average Monthly Effective Yields as of December 31, 2017



Cash and Investments Report

December 31, 2017

Funding Source	Bank Balance	Deposits in Transit	Outstanding Checks	Book Balance
<u>Active Accounts</u>				
MUFG Union Bank ¹ (General/Payroll)	\$ 732,808.58		\$ (29,817.13)	\$ 702,991.45
<u>Investments</u>				
LAIF ¹	\$ 4,223,939.47	\$ -	\$ -	\$ 4,223,939.47
Total Investments	\$ 4,223,939.47	\$ -	\$ -	\$ 4,223,939.47
<u>Other Cash on Hand</u>				
Petty Cash	\$ -	\$ -	\$ -	\$ 500.00
Vending Machine Petty Cash	\$ -	\$ -	\$ -	\$ 950.71
				\$ 1,450.71
Total Cash & Investments				\$ 4,928,881.63
<u>Breakdown of cash by fund:</u>				
Fund 10 (Enterprise Fund)				\$ 706,121.65
Fund 20 (SHSGP Grant Fund)				(3,130.20)
Total				\$ 702,991.45

Notes:

1. LAIF's interest rate as of December 31, 2017 will be reported at the Executive Committee meeting on January 16, 2018. Interest earned for the first quarter ending December 31, 2017 will also be reported.



California State Treasurer
John Chiang



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[Home](#) >> [PMIA](#) >> PMIA Average Monthly Effective Yields



POOLED MONEY INVESTMENT ACCOUNT

PMIA Average Monthly Effective Yields

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1977	5.770	5.660	5.660	5.650	5.760	5.850	5.930	6.050	6.090	6.090	6.610	6.730
1978	6.920	7.050	7.140	7.270	7.386	7.569	7.652	7.821	7.871	8.110	8.286	8.769
1979	8.777	8.904	8.820	9.082	9.046	9.224	9.202	9.528	9.259	9.814	10.223	10.218
1980	10.980	11.251	11.490	11.480	12.017	11.798	10.206	9.870	9.945	10.056	10.426	10.961
1981	10.987	11.686	11.130	11.475	12.179	11.442	12.346	12.844	12.059	12.397	11.887	11.484
1982	11.683	12.044	11.835	11.773	12.270	11.994	12.235	11.909	11.151	11.111	10.704	10.401
1983	10.251	9.887	9.688	9.868	9.527	9.600	9.879	10.076	10.202	10.182	10.164	10.227
1984	10.312	10.280	10.382	10.594	10.843	11.119	11.355	11.557	11.597	11.681	11.474	11.024
1985	10.579	10.289	10.118	10.025	10.180	9.743	9.656	9.417	9.572	9.482	9.488	9.371
1986	9.252	9.090	8.958	8.621	8.369	8.225	8.141	7.844	7.512	7.586	7.432	7.439
1987	7.365	7.157	7.205	7.044	7.294	7.289	7.464	7.562	7.712	7.825	8.121	8.071
1988	8.078	8.050	7.945	7.940	7.815	7.929	8.089	8.245	8.341	8.397	8.467	8.563
1989	8.698	8.770	8.870	8.992	9.227	9.204	9.056	8.833	8.801	8.771	8.685	8.645
1990	8.571	8.538	8.506	8.497	8.531	8.538	8.517	8.382	8.333	8.321	8.269	8.279
1991	8.164	8.002	7.775	7.666	7.374	7.169	7.098	7.072	6.859	6.719	6.591	6.318
1992	6.122	5.863	5.680	5.692	5.379	5.323	5.235	4.958	4.760	4.730	4.659	4.647
1993	4.678	4.649	4.624	4.605	4.427	4.554	4.438	4.472	4.430	4.380	4.365	4.384
1994	4.359	4.176	4.248	4.333	4.434	4.623	4.823	4.989	5.106	5.243	5.380	5.528
1995	5.612	5.779	5.934	5.960	6.008	5.997	5.972	5.910	5.832	5.784	5.805	5.748
1996	5.698	5.643	5.557	5.538	5.502	5.548	5.587	5.566	5.601	5.601	5.599	5.574
1997	5.583	5.575	5.580	5.612	5.634	5.667	5.679	5.690	5.707	5.705	5.715	5.744
1998	5.742	5.720	5.680	5.672	5.673	5.671	5.652	5.652	5.639	5.557	5.492	5.374
1999	5.265	5.210	5.136	5.119	5.086	5.095	5.178	5.225	5.274	5.391	5.484	5.639
2000	5.760	5.824	5.851	6.014	6.190	6.349	6.443	6.505	6.502	6.517	6.538	6.535
2001	6.372	6.169	5.976	5.760	5.328	4.958	4.635	4.502	4.288	3.785	3.526	3.261
2002	3.068	2.967	2.861	2.845	2.740	2.687	2.714	2.594	2.604	2.487	2.301	2.201
2003	2.103	1.945	1.904	1.858	1.769	1.697	1.653	1.632	1.635	1.596	1.572	1.545
2004	1.528	1.440	1.474	1.445	1.426	1.469	1.604	1.672	1.771	1.890	2.003	2.134
2005	2.264	2.368	2.542	2.724	2.856	2.967	3.083	3.179	3.324	3.458	3.636	3.808
2006	3.955	4.043	4.142	4.305	4.563	4.700	4.849	4.946	5.023	5.098	5.125	5.129
2007	5.156	5.181	5.214	5.222	5.248	5.250	5.255	5.253	5.231	5.137	4.962	4.801
2008	4.620	4.161	3.777	3.400	3.072	2.894	2.787	2.779	2.774	2.709	2.568	2.353
2009	2.046	1.869	1.822	1.607	1.530	1.377	1.035	0.925	0.750	0.646	0.611	0.569
2010	0.558	0.577	0.547	0.588	0.560	0.528	0.531	0.513	0.500	0.480	0.454	0.462
2011	0.538	0.512	0.500	0.588	0.413	0.448	0.381	0.408	0.378	0.385	0.401	0.382
2012	0.385	0.389	0.383	0.367	0.363	0.358	0.363	0.377	0.348	0.340	0.324	0.326
2013	0.300	0.286	0.285	0.264	0.245	0.244	0.267	0.271	0.257	0.266	0.263	0.264
2014	0.244	0.236	0.236	0.233	0.228	0.228	0.244	0.260	0.246	0.261	0.261	0.267
2015	0.262	0.266	0.278	0.283	0.290	0.299	0.320	0.330	0.337	0.357	0.374	0.400
2016	0.446	0.467	0.506	0.525	0.552	0.576	0.588	0.614	0.634	0.654	0.678	0.719
2017	0.751	0.777	0.821	0.884	0.925	0.978	1.051	1.084	1.111	1.143	1.172	1.239



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name	SO BAY REGIONAL PUB COMMUN ATH	
Account Number		15-19-001

As of 01/12/2018, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2017.

Earnings Ratio		.00003301121703481
Interest Rate		1.20%
Dollar Day Total	\$	403,772,419.88
Quarter End Principal Balance	\$	4,223,939.47
Quarterly Interest Earned	\$	13,329.02