

**A G E N D A**  
**REGULAR JOINT MEETING OF**  
**THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE**  
**TUESDAY, OCTOBER 17, 2017, 2:00 PM**  
**SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY**  
**SECOND FLOOR CONFERENCE ROOM**  
**4440 W. BROADWAY, 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-Regular Meeting-September 19, 2017\***

3b. **Cash & Investments Report-September 30, 2017\***

3c. **Budget Performance Report-September 30, 2017\***

3d. **Mobile and Portable Radio Purchase for INSB\***

4. **EXECUTIVE DIRECTOR'S REPORT**

5. **NEW BUSINESS**

6. **ADJOURNMENT**

\*Written material attached.

\*\*Written material distributed in closed session.

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Posting Place:

4440 W. Broadway, Hawthorne, CA 90250

Posting Date/Time:

October 10, 2017/3:45 PM

Signature:



Ralph Mailloux, Executive Director

September 19, 2017

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

1. **CALL TO ORDER**

The Executive Committee and the User Committee convened in a regular joint session at 2:03 PM on Tuesday, September 19, 2017, in the second floor conference room at the South Bay Regional Public Communications, 4440 W. Broadway, Hawthorne, CA.

**ROLL CALL**

Present: City Manager Mark Danaj, City of Manhattan Beach  
City Manager Sergio Gonzalez, City of Hermosa Beach  
Acting City Manager Ed Medrano, City of Gardena  
Chief Bob Fager, Hawthorne Police Department  
Captain Uiki Niko, Gardena Police Department  
Chief Sharon Papa, Hermosa Beach Police Department  
Chief Bill Whalen, El Segundo Police Department  
Chief Dave White, Culver City Fire Department

Absent: Chief Scott Bixby, Culver City Police Department  
Chief Pete Bonano, Hermosa Beach Fire Department  
Chief Chris Donovan, El Segundo Fire Department  
Chief Robert Espinosa, Manhattan Beach Fire Department  
Chief Eve Irvine, Manhattan Beach Police Department  
Acting City Manager Arnie Shadbeh, City of Hawthorne

Also Present: Executive Director Ralph Mailloux  
Operations Manager Shannon Kauffman  
Administration Manager John Krok  
Finance Manager Valerie Mohler  
Senior Administrative Analyst Stephany Santin, City of Gardena

2. **PUBLIC DISCUSSION**

None.

Minutes of a Regular Joint Meeting  
of the Executive Committee  
and the User Committee  
July 18, 2017

3. **ACTION ITEMS**

Agenda Item Nos. 3a1 and 3a2 were considered together.

3a1. **Approval of Minutes-Regular Meeting July 18, 2017 and**

3a2. **Approval of Minutes-Special Meeting July 18, 2017**

**MOTION:** Interim City Manager Medrano moved to approve the minutes of the regular meeting of July 18, 2017 and the special meeting of July 18, 2017 as written. The motion was seconded by City Manager Danaj and passed by unanimous voice vote, absent Acting City Manager Shadbehr.

Agenda Item Nos. 3b and 3c were considered together.

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

3c. **Budget Performance Report – August 31, 2017**

Finance Manager Mohler presented the Budget Performance Report as of August 31, 2017 per written material of record.

The Budget Performance Reports as of July 31, 2017 and August 31, 2017 were received and filed as written, absent Acting City Manager Shadbehr.

3d. **Budget Carryover Appropriations from Fiscal Year 2017**

Executive Director Mailloux reviewed the “Schedule of Carryover Appropriations Fiscal Year 2017-2018” per written material of record attached to the staff report.

In answer to a question from City Manager Danaj, Finance Manager Mohler clarified that the budget carryovers will be presented for the Board of Directors’ consideration at the mid-year budget review early in 2018.

**MOTION:** City Manager Medrano moved to approve the budget carryover appropriations from Fiscal Year 2017 as shown on the “Schedule of Carryover Appropriations Fiscal Year 2017-2018.” The motion was seconded by City Manager Danaj and passed by unanimous voice vote, absent Acting City Manager Shadbehr.

4. **EXECUTIVE DIRECTOR’S REPORT**

Executive Director Mailloux reported on the status of the following items: the power outage at the Authority on September 15, 2017, as well as plans to improve the communications system to help avoid this type of occurrence in the future; the \$5,000,000 Urban Area Security Initiative (UASI) 16 Grant and the related need for the agencies to purchase mobile and portable radios to operate on the Interoperability Network of the South Bay (INSB); the upcoming interviews for the Authority’s new

Minutes of a Regular Joint Meeting  
of the Executive Committee  
and the User Committee  
July 18, 2017

Finance Manager to replace Finance Manager Mohler, who is retiring the end of November; the plans to meet with City Manager Gonzalez to discuss Hermosa Beach's contract; and the on-going negotiations with the Teamsters' and CWA bargaining groups.

Director Mailloux clarified that the INSB project must be complete before the cities will be reimbursed for the UASI 16 Grant pre-funding. He anticipated that this will be in Spring 2018 and emphasized the need for the agencies to notify Authority staff of the number of portable and mobile radios they plan to order.

Administration Manager Krok assured Chief Fager that the Grant timeline will not pose a problem for the Technical Services Department to complete installations etc.

City Manager Danaj related his understanding that there will be a significant unallocated fund balance at the end of this fiscal year.

Executive Director Mailloux advised that the unallocated fund balance will be totally realized.

Interim City Manager Medrano recalled that the Executive Committee also agreed to put 20% of the unallocated fund balance into reserves.

Executive Director Mailloux advised that doing so might not be a good idea at this time. He noted that, once the number of radios needed is received from the agencies, negotiations will once again begin with Motorola. In response to a question from Chief Fager, Mr. Mailloux recalled that information about the number of radios needed was sent to the agencies not too long ago.

5. **NEW BUSINESS**

5a. City Manager Danaj mentioned the need to coordinate the Executive Director recruitment.

6. **ADJOURNMENT**

The meeting was adjourned at 2:30 PM.



# Staff Report

## South Bay Regional Public Communications Authority

**TO:** The Executive Committee

**THROUGH:** Ralph Mailloux

**FROM:** Valerie Mohler

**COPY TO:** Tim Lilligren, Treasurer

**DATE:** October 17, 2017

**SUBJECT:** Cash & Investment Reports/September 30, 2017

**RECOMMENDATION:**

Receive and file the Cash & Investments Report for September 30, 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 21<sup>st</sup> 2006 meeting, the Executive Committee elected to receive the Cash & Investments Report on a quarterly basis.

**DISCUSSION:**

Staff has completed the bank reconciliation for September 30, 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 to fluctuate reflecting the mostly downward changes in interest rates.

**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.

Attachment: Cash & Investments Report for September 30, 2017

**SBRPCA  
CASH AND INVESTMENTS REPORT  
9/30/2017**

	<b>Bank Balance</b>	<b>Deposits in Transit</b>	<b>Outstanding Checks</b>	<b>Book Balance</b>
<b><u>ACTIVE ACCOUNTS</u></b>				
MUFG Union Bank (General/Payroll)	\$ 884,996.30	<u>                    </u>	\$ (47,859.23)	\$ 837,137.07 *
<b><u>INVESTMENTS</u></b>				
LAIF*	\$ 4,619,355.19	\$ -	\$ -	\$ 4,619,355.19
Total Investments	\$ 4,619,355.19	\$ -	\$ -	\$ 4,619,355.19
<b><u>OTHER CASH ON HAND</u></b>				
Petty Cash	\$ -	\$ -	\$ -	\$ 500.00
Vending Machine Petty Cash	\$ -	\$ -	\$ -	\$ 300.00
				<u>\$ 800.00</u>
<b>TOTAL CASH &amp; INVESTMENTS</b>				<u><u>\$ 5,457,792.26</u></u>

**\*Breakdown of cash by fund:**

Fund 10 (Enterprise Fund)	\$ 1,178,808.27
Fund 20 (SHSGP Grant Fund)	(341,671.20)
Total	<u>\$ 837,137.07</u>

Note: LAIF's interest rate as of September 30, 2017 will be reported at the Executive Committee meeting on October 17, 2017. Interest earned for the first quarter ending September 30, 2017 will also be reported.



# Staff Report

South Bay Regional Public Communications Authority

**TO:** Executive Committee

**THROUGH:** Ralph Mailloux

**FROM:** Valerie Mohler

**DATE:** October 17, 2017

**SUBJECT:** Budget Performance Report/September 30, 2017

**RECOMMENDATION:**

Receive and file the attached Budget Performance Report for September 30, 2017.

**FISCAL IMPLICATION:**

Actual revenues and expenses are within the budgeted amounts.

**BACKGROUND:**

Staff has analyzed the Authority's financial activities for the period ending September 30, 2017. Attachment 1 illustrates the overall revenues and expenses for the period. Attachment 2 shows revenue realized at 46.13%, including the second quarter assessments which have been billed but have not been completely received and the first advance funding for the 2016 UASI Grant. Attachment 3 shows 43.33% of the budget has been expended and/or encumbered including the 2016 UASI Grant.

The summary schedule per Attachment 1 shows that year-to-date (YTD) revenue is \$4.3 million over YTD expenses. This amount is supposed to fund the Authority's activities through the end of the second quarter, including capital expenses and grant 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 25% with 75% remaining. The level of spending under the Salaries & Benefits category should be at 26.95% (7 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 are supposed to offset each other. The Sprint Wireless Reimbursable and the GST Software Reimbursable accounts will be billed to the participating agencies on their 4<sup>th</sup> quarter assessment billing which will offset these costs.

Grant revenue and expenditures can be seen on page 3 of Attachment 2 and page 6 of Attachment 3 respectively.

**LEGAL REVIEW:**

None.

**CONCLUSION:**

At this point, revenues and expenses are within the budgeted amounts. 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)

**SBRPCA**  
**SUMMARY BUDGET PERFORMANCE REPORT**  
**SEPTEMBER 30, 2017**

<u>ACCOUNT DESCRIPTION</u>	<u>AMENDED BUDGET</u>	<u>CURRENT MONTH</u>	<u>YTD ACTUAL</u>	<u>ENCUM</u>	<u>BALANCE</u>	<u>PERCENT BALANCE</u>
<b>TOTAL REVENUE</b>	<b>\$ 17,111,774</b>	<b>\$ 3,986,612</b>	<b>\$ 7,894,333</b>	<b>\$ -</b>	<b>\$ 9,217,441</b>	<b>53.87%</b>
<b>EXPENSE SUMMARY:</b>						
<b><u>Administration</u></b>						
Salaries & Benefits	\$ 1,146,517	\$ 79,597	\$ 245,919	\$ -	\$ 900,598	78.55%
Supplies/Services/Equipment	\$ 803,591	\$ 49,212	\$ 291,968	\$ -	\$ 511,623	63.67%
<b>Total Expenses - Administration</b>	<b>\$ 1,950,108</b>	<b>\$ 128,809</b>	<b>\$ 537,887</b>	<b>\$ -</b>	<b>\$ 1,412,221</b>	<b>72.42%</b>
<b><u>Operations</u></b>						
Salaries & Benefits	\$ 7,148,964	\$ 472,231	\$ 1,510,316	\$ -	\$ 5,638,648	78.87%
Supplies/Services/Equipment	\$ 220,793	\$ 20,000	\$ 38,160	\$ -	\$ 182,633	82.72%
<b>Total Expenses - Operations</b>	<b>\$ 7,369,757</b>	<b>\$ 492,231</b>	<b>\$ 1,548,476</b>	<b>\$ -</b>	<b>\$ 5,821,281</b>	<b>78.99%</b>
<b><u>Technical Services</u></b>						
Salaries & Benefits	\$ 1,018,809	\$ 65,776	\$ 188,628	\$ -	\$ 830,181	81.49%
Supplies/Services/Equipment	\$ 774,100	\$ 121,969	\$ 287,875	\$ -	\$ 486,225	62.81%
<b>Total Expenses - Technical Services</b>	<b>\$ 1,792,909</b>	<b>\$ 187,745</b>	<b>\$ 476,503</b>	<b>\$ -</b>	<b>\$ 1,316,406</b>	<b>73.42%</b>
<b>Total Operating Expenses</b>	<b>\$ 11,112,774</b>	<b>\$ 808,786</b>	<b>\$ 2,562,866</b>	<b>\$ -</b>	<b>\$ 8,549,908</b>	<b>76.94%</b>
<b>Capital Outlay</b>	<b>\$ 5,296,369</b>	<b>\$ 950,521</b>	<b>\$ 980,446</b>	<b>\$ 3,566,685</b>	<b>\$ 749,238</b>	<b>14.15%</b>
<b>GRAND TOTAL</b>	<b>\$ 16,409,143</b>	<b>\$ 1,759,307</b>	<b>\$ 3,543,312</b>	<b>\$ 3,566,685</b>	<b>\$ 9,299,147</b>	<b>56.67%</b>
<b>RECAP</b>						
Administration	\$ 1,950,108	\$ 128,809	\$ 537,887	\$ -	\$ 1,412,221	72.42%
Operations	7,369,757	492,231	1,548,476	-	5,821,281	78.99%
Technical Services	1,792,909	187,745	476,503	-	1,316,406	73.42%
Capital Outlay	5,296,369	950,521	980,446	3,566,685	749,238	14.15%
<b>TOTAL EXPENSES</b>	<b>\$ 16,409,143</b>	<b>\$ 1,759,307</b>	<b>\$ 3,543,312</b>	<b>\$ 3,566,685</b>	<b>\$ 9,299,147</b>	<b>56.67%</b>
Salaries & Benefits	\$ 9,314,290	\$ 617,604	\$ 1,944,862	\$ -	\$ 7,369,428	79.12%
Supplies/Services/Equipment	1,798,484	191,181	618,004	-	1,180,480	65.64%
Capital Outlay	5,296,369	950,521	980,446	3,566,685	749,238	14.15%
<b>TOTAL EXPENSES</b>	<b>\$ 16,409,143</b>	<b>\$ 1,759,307</b>	<b>\$ 3,543,312</b>	<b>\$ 3,566,685</b>	<b>\$ 9,299,147</b>	<b>56.67%</b>

**YTD REVENUES OVER YTD EXPENSES**

**\$ 4,351,021**

*Differences due to rounding.*

Revenue Status Report

South Bay Regional PCA  
 9/1/2017 through 9/30/2017

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	1,434,780.60	956,520.40	60.00
10-50-111-4120 Hawthorne	3,359,598.00	839,899.50	2,015,758.80	1,343,839.20	60.00
10-50-111-4130 Manhattan Beach	1,703,280.00	425,820.00	1,021,968.00	681,312.00	60.00
10-50-111-4140 Hermosa Beach	700,072.00	175,018.00	350,036.00	350,036.00	50.00
10-50-111-4145 El Segundo	1,294,928.00	323,732.00	647,464.00	647,464.00	50.00
10-50-111-4146 Culver City Assessment	2,360,551.00	590,137.75	1,180,275.50	1,180,275.50	50.00
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	0.00	15,000.00	0.00
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	83.36	266.16	2,233.84	10.65
<b>Total Administration</b>	<b>11,903,723.00</b>	<b>2,952,515.86</b>	<b>6,718,233.16</b>	<b>5,185,489.84</b>	<b>56.44</b>
10-60 Operations					
10-60-211 Communications Center					
10-60-211-4215 DUI Reimbursement-Overtime	2,000.00	412.28	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  
 9/1/2017 through 9/30/2017

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
<b>Total Operations</b>	92,641.00	412.28	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	33,683.73	175,687.60	-100,687.60	234.25
10-70-311-4370 Reimbursements for GST Software	40,410.00	0.00	0.00	40,410.00	0.00
<b>Total Technical Services</b>	115,410.00	33,683.73	175,687.60	-60,277.60	152.23
<b>Total SBRPCA Enterprise Fund</b>	12,111,774.00	2,986,611.87	6,894,333.04	5,217,440.96	56.92

Revenue Status Report

South Bay Regional PCA  
 9/1/2017 through 9/30/2017

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	1,000,000.00	1,000,000.00	4,000,000.00	20.00
<b>Total Grant Fund</b>	5,000,000.00	1,000,000.00	1,000,000.00	4,000,000.00	20.00
<b>Grand Total</b>	17,111,774.00	3,986,611.87	7,894,333.04	9,217,440.96	46.13

**Expenditure Status Report**

South Bay Regional PCA  
 9/1/2017 through 9/30/2017

**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	63,249.66	189,285.57	0.00	650,861.43	22.53
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	0.00	0.00	0.00	2,800.00	0.00
50-111-5108 Sick Leave Payoff	25,000.00	0.00	0.00	0.00	25,000.00	0.00
50-111-5109 Vacation Leave Payoff	40,000.00	0.00	0.00	0.00	40,000.00	0.00
50-111-5201 Medical Insurance	63,281.00	2,626.33	15,727.38	0.00	47,553.62	24.85
50-111-5202 Dental Insurance	2,719.00	134.50	807.00	0.00	1,912.00	29.68
50-111-5203 Vision Insurance	1,255.00	103.50	310.50	0.00	944.50	24.74
50-111-5204 Life Insurance	660.00	55.00	165.00	0.00	495.00	25.00
50-111-5205 Medicare	13,548.00	931.95	2,823.09	0.00	10,724.91	20.84
50-111-5207 Workers' Compensation	10,150.00	1,453.04	2,504.02	0.00	7,645.98	24.67
50-111-5208 PERS Contributions	122,719.00	9,515.86	28,589.40	0.00	94,129.60	23.30
50-111-5209 Retirees' Medical Insurance	14,238.00	1,152.24	3,456.72	0.00	10,781.28	24.28
50-111-5212 Deferred Comp Matching Benefit	9,000.00	375.00	2,250.00	0.00	6,750.00	25.00
50-111-5301 Communications Contract Services	31,000.00	1,904.38	5,708.76	0.00	25,291.24	18.42
50-111-5302 Computer Contract Services/CAD-Tiburon	60,000.00	270.00	270.00	0.00	59,730.00	0.45
50-111-5304 Accounting/Auditing Services	14,000.00	6,250.00	11,250.00	0.00	2,750.00	80.36
50-111-5305 Legal Services	22,000.00	2,045.00	2,045.00	0.00	19,955.00	9.30
50-111-5306 Recruitment Costs	35,333.00	744.00	4,018.71	0.00	31,314.29	11.37
50-111-5307 Software Maintenance Services	45,298.00	0.00	28,537.44	0.00	16,760.56	63.00
50-111-5308 Banking Services (Fees)	6,500.00	507.85	961.21	0.00	5,538.79	14.79
50-111-5309 Online/Website Maintenance Services	3,500.00	225.00	935.00	0.00	2,565.00	26.71
50-111-5312 Medical Director Services/Paramedics	75,000.00	6,250.00	18,750.00	0.00	56,250.00	25.00
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	1,409.26	6,384.37	0.00	8,615.63	42.56
50-111-5404 Employee Services/EC-BOD	1,500.00	0.00	35.06	0.00	1,464.94	2.34

**Expenditure Status Report**

South Bay Regional PCA  
 9/1/2017 through 9/30/2017

**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>
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	546.15	947.45	0.00	8,052.55	10.53
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	352.42	373.81	0.00	1,626.19	18.69
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	1,393.33	3,184.15	0.00	11,815.85	21.23
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	15.99	62.84	0.00	1,937.16	3.14
50-111-5601 Telephone - Administration	12,000.00	2,587.51	3,753.76	0.00	8,246.24	31.28
50-111-5701 Maintenance - HQ	144,800.00	12,114.12	29,323.33	0.00	115,476.67	20.25
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	10,095.73	20,115.51	0.00	76,884.49	20.74
50-111-5704 Electricity - Grandview	1,800.00	183.05	371.43	0.00	1,428.57	20.64
50-111-5705 Electricity - Punta Place	6,000.00	1,101.36	1,630.06	0.00	4,369.94	27.17
50-111-5706 Gas - HQ	12,000.00	467.76	950.00	0.00	11,050.00	7.92
50-111-5707 Water - HQ	3,500.00	547.31	944.45	0.00	2,555.55	26.98
50-111-5715 Electricity-MB Water Tower	3,000.00	202.10	408.30	0.00	2,591.70	13.61
50-111-5820 Other Equipment	0.00	0.00	2,421.15	0.00	-2,421.15	0.00
<b>Total Administration</b>	<b>1,950,108.00</b>	<b>128,809.40</b>	<b>537,886.77</b>	<b>0.00</b>	<b>1,412,221.23</b>	<b>27.58</b>
60 Operations						
60-200 Operations						
60-200-5000 Expenditures						
60-211-5101 Salaries (Full-Time)	4,680,891.00	296,221.07	903,014.90	0.00	3,777,876.10	19.29
60-211-5102 Salaries (Part-Time)	224,268.00	5,537.28	19,150.51	0.00	205,117.49	8.54
60-211-5103 Overtime	350,000.00	72,899.93	228,647.58	0.00	121,352.42	65.33
60-211-5104 Acting Pay	7,500.00	0.00	36.40	0.00	7,463.60	0.49
60-211-5105 Bilingual Pay	7,200.00	0.00	1,400.00	0.00	5,800.00	19.44
60-211-5108 Sick Leave Payoff	100,000.00	0.00	0.00	0.00	100,000.00	0.00
60-211-5109 Vacation Leave Payoff	30,000.00	0.00	1,073.91	0.00	28,926.09	3.58
60-211-5110 Training Pay	5,000.00	239.64	1,098.08	0.00	3,901.92	21.96

Expenditure Status Report

South Bay Regional PCA  
 9/1/2017 through 9/30/2017

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>
60-211-5114 Holiday Payoff	45,000.00	0.00	0.00	0.00	45,000.00	0.00
60-211-5115 Education Incentive Pay	84,498.00	6,902.56	20,214.63	0.00	64,283.37	23.92
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	20,148.51	128,799.05	0.00	472,950.95	21.40
60-211-5202 Dental Insurance	47,570.00	728.75	5,993.00	0.00	41,577.00	12.60
60-211-5203 Vision Insurance	17,521.00	962.00	3,127.00	0.00	14,394.00	17.85
60-211-5204 Life Insurance	7,656.00	459.93	1,537.93	0.00	6,118.07	20.09
60-211-5205 Medicare	80,662.00	5,521.12	17,230.68	0.00	63,431.32	21.36
60-211-5206 Unemployment Insurance	15,000.00	0.00	0.00	0.00	15,000.00	0.00
60-211-5207 Workers' Compensation	59,500.00	8,517.86	14,678.78	0.00	44,821.22	24.67
60-211-5208 PERS Contributions	704,411.00	49,407.34	150,200.97	0.00	554,210.03	21.32
60-211-5209 Retirees' Medical Insurance	59,402.00	4,638.31	13,914.93	0.00	45,487.07	23.43
60-211-5211 Social Security	4,635.00	46.76	197.32	0.00	4,437.68	4.26
60-211-5401 Memberships & Dues	190.00	0.00	0.00	0.00	190.00	0.00
60-211-5402 Publications	2,210.00	40.08	80.16	0.00	2,129.84	3.63
60-211-5403 Conferences, Meetings & Travel	31,752.00	3,161.89	5,228.69	0.00	26,523.31	16.47
60-211-5404 Employee Services/EC-BOD	2,500.00	0.00	0.00	0.00	2,500.00	0.00
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	783.00	3,159.00	0.00	14,841.00	17.55
60-211-5506 Uniforms/Safety Equipment	8,000.00	591.45	792.33	0.00	7,207.67	9.90
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	388.30	465.65	0.00	2,534.35	15.52
60-211-5604 Telephone - Gardena	5,000.00	1,515.20	1,560.00	0.00	3,440.00	31.20
60-211-5606 Telephone - Hawthorne	6,500.00	411.74	941.46	0.00	5,558.54	14.48
60-211-5607 Telephone - Hermosa Beach	17,000.00	2,348.44	5,683.19	0.00	11,316.81	33.43
60-211-5608 Telephone - Manhattan Beach	13,000.00	725.36	1,039.31	0.00	11,960.69	7.99
60-211-5611 Telephone - Punta Place	10,000.00	313.12	939.36	0.00	9,060.64	9.39
60-211-5612 Telephone - RCC	10,000.00	1,716.90	2,132.22	0.00	7,867.78	21.32
60-211-5613 Sprint Wireless Reimbursable	82,176.00	6,771.30	13,542.81	0.00	68,633.19	16.48
60-211-5614 Verizon Wireless Reimbursable	8,465.00	934.24	1,678.26	0.00	6,786.74	19.83
60-211-5615 Telephone - Culver City	0.00	299.07	564.80	0.00	-564.80	0.00
<b>Total Operations</b>	<b>7,369,757.00</b>	<b>492,231.15</b>	<b>1,548,476.12</b>	<b>0.00</b>	<b>5,821,280.88</b>	<b>21.01</b>



**Expenditure Status Report**

South Bay Regional PCA  
 9/1/2017 through 9/30/2017

**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>
70 Technical Services						
70-300 Technical Services						
70-300-5000 Expenditures						
70-311-5101 Salaries (Full-Time)	647,540.00	38,139.18	114,363.70	0.00	533,176.30	17.66
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	500.00	0.00	800.00	38.46
70-311-5108 Sick Leave Payoff	15,000.00	0.00	0.00	0.00	15,000.00	0.00
70-311-5109 Vacation Leave Payoff	25,000.00	0.00	0.00	0.00	25,000.00	0.00
70-311-5114 Holiday Payoff	12,000.00	0.00	0.00	0.00	12,000.00	0.00
70-311-5115 Education Incentive Pay	0.00	287.16	717.90	0.00	-717.90	0.00
70-311-5201 Medical Insurance	71,814.00	2,734.69	17,496.14	0.00	54,317.86	24.36
70-311-5202 Dental Insurance	6,426.00	91.50	582.00	0.00	5,844.00	9.06
70-311-5203 Vision Insurance	2,812.00	125.75	398.00	0.00	2,414.00	14.15
70-311-5204 Life Insurance	924.00	66.00	209.00	0.00	715.00	22.62
70-311-5205 Medicare	11,081.00	570.38	1,750.76	0.00	9,330.24	15.80
70-311-5207 Workers' Compensation	105,350.00	15,081.60	25,990.04	0.00	79,359.96	24.67
70-311-5208 PERS Contributions	73,690.00	6,150.89	18,560.02	0.00	55,129.98	25.19
70-311-5209 Retirees' Medical Insurance	29,872.00	2,529.10	7,561.56	0.00	22,310.44	25.31
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
70-311-5402 Publications	0.00	-108.16	0.00	0.00	0.00	0.00
70-311-5403 Conferences, Meetings & Travel	2,650.00	0.00	0.00	0.00	2,650.00	0.00
70-311-5503 General Technical Supplies	7,500.00	208.77	208.77	0.00	7,291.23	2.78
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	101,966.59	193,654.40	0.00	-118,654.40	258.21
70-311-5515 Parts - Telecommunications	20,000.00	2,187.23	4,212.12	0.00	15,787.88	21.06
70-311-5516 Install Wire, Loom & Hardware	16,000.00	2,497.35	6,337.68	0.00	9,662.32	39.61
70-311-5517 Vehicle Operations	4,500.00	217.29	452.04	0.00	4,047.96	10.05
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	15,000.00	45,000.00	0.00	255,000.00	15.00

**Expenditure Status Report**

South Bay Regional PCA  
 9/1/2017 through 9/30/2017

**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>
<b>Total</b> Technical Services	1,792,909.00	187,745.32	476,502.77	0.00	1,316,406.23	26.58
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
80-435-5901 CIP Exp-Hawthorne Allocation	58,454.00	0.00	0.00	0.00	58,454.00	0.00
80-436-5901 CIP Exp-MB Allocation	60,253.00	0.00	0.00	0.00	60,253.00	0.00
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	29,924.99	0.00	22,899.01	56.65
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	58,849.74	58,849.74	0.00	17,650.26	76.93
<b>Total</b> Expenditures	296,369.00	58,849.74	88,774.73	0.00	207,594.27	29.95
<b>Total</b> CIP	296,369.00	58,849.74	88,774.73	0.00	207,594.27	29.95
<b>Total</b> Capital Infrastructure Projects	296,369.00	58,849.74	88,774.73	0.00	207,594.27	29.95
<b>Total</b> SBRPCA Enterprise Fund	11,409,143.00	867,635.61	2,651,640.39	0.00	8,757,502.61	23.24

**Expenditure Status Report**

South Bay Regional PCA  
 9/1/2017 through 9/30/2017

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	891,671.20	891,671.20	3,566,684.80	541,644.00	89.17
<b>Total Grant Fund</b>	5,000,000.00	891,671.20	891,671.20	3,566,684.80	541,644.00	89.17
<b>Grand Total</b>	16,409,143.00	1,759,306.81	3,543,311.59	3,566,684.80	9,299,146.61	43.33



# Staff Report

## South Bay Regional Public Communications Authority

**TO:** Executive Committee and User Committee

**FROM:** Ralph Mailloux

**DATE:** October 17, 2017

**SUBJECT:** Interoperability Network of the South Bay (INSB)  
Mobile and Portable Radio Purchase

### **BACKGROUND:**

On July 18, 2017, the Authority signed documentation to begin executing the \$5,000,000 Urban Area Security Initiative (UASI) 16 Grant to build out six transmission/receiver sites that will be the backbone of the INSB system. It is anticipated that the fire agencies in the INSB will begin migrating to this new network in May 2018. It is also anticipated that the police agencies in the INSB will begin migrating to this new network in December 2018.

As a result of this migration schedule, the police and fire agencies will be required to purchase new mobile and portable radios that will function on this new network. There are no grant funds available for this procurement, so each agency must fund the purchase on their own. I have been working with Motorola and Commline to negotiate the best discounts possible on behalf of the Authority's member and contract agencies. The latest and final Motorola proposal is attached for your review. The main benefits of this new proposal are highlighted below:

- A price for mobile and portable radios that includes a 27% discount and an additional 10% discount, for a total of a 37% discount, which exceeds the Los Angeles County contract that includes a 30% discount.
- An additional 3% discount that must be used to purchase accessories for the portable radios will be added on if procurement occurs prior to December 31, 2017. Accessories include items such as lapel mics, extra battery, single unit chargers and six unit chargers. Some of these accessories will be required.

- An additional \$100,000 discount will be applied to the seven INSB agencies' procurement if the purchase is completed prior to December 31, 2017.
- All extended warranties (1+4=5) will not commence until the entire INSB network is functional, which is anticipated to be December 2018.
- One spare battery for each portable radio at a value of \$150 each.
- Twelve months' interest-free financing until December 2018. If not paid off in December 2018, the interest rate will be 3.5%. Documentation will be provided as required.

### **RECOMMENDATION**

My recommendation is as follows:

- That the Authority's member agencies provide the name and contact information for the individual authorized to work with Authority staff to establish an order form for that agency as soon as possible.
- That the Executive Committee approve the purchase and enter into an agreement with Motorola to make the purchase on behalf of the member agencies.
- That the Authority be allowed to seek reimbursement on the assessments for the 2018-2019 budget.

REM:ww

Attachment: Motorola Proposal

Motorola Solutions, Inc.  
725 S. Figueroa Ave. #1855  
Los Angeles, CA 90017

October 6, 2017

Mr. Ralph Mailloux  
Chairman – INSB Technical Committee  
Interoperability Network of the South Bay - INSB  
4440 West Broadway  
Hawthorne, CA 90250

Dear Mr. Mailloux:

The following terms were discussed and have been agreed upon by Motorola Solutions.

Regarding the UASI P25 Trunked Project, the scope of work will remain the same as it is defined in the Proposal dated July 18, 2017. The South Bay Regional Public Communications Authority agrees to issue a Purchase Order on or before September 15, 2017 for the full value stated in the Proposal based on the incentive offerings outlined below.

Motorola will agree to offer Los Angeles County Contract Discount (MA-IS-1740313) plus an additional 10% discount on your combined Subscriber/Radio and Accessory purchases between September 16, 2017 and December 15, 2018. Warranty service will be provided, beginning at the time of receipt of the Subscriber/Radio and Accessories. Furthermore, the manufacturer's warranty period of 1 year plus 4 years, Service From the Start (SFS) on these new INSB Subscriber/Radio and Accessory purchases will begin upon the final acceptance of the INSB P25 infrastructure.

An additional \$1,500,000 purchase, in the aggregate, of the INSB Subscriber/ Radio and Accessory equipment must be purchased by June 15 and December 1, 2018.

Furthermore, Motorola will approve an additional 3% Discount on Radio Subscriber purchases before December 12, 2017. Orders will be shipped before December 31, 2017. The total discount for APX Subscribers (Portable and Mobile) is 40% off List price following the terms identified below:

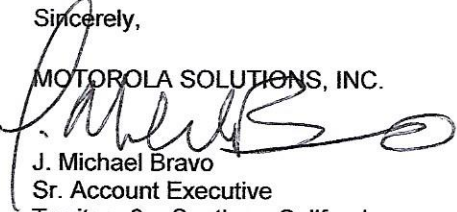
INSB Promotion:

- 40% Discount off list on APX Radio purchases (Portable and Mobile)
- The additional 3% Discount towards Radios is applied to APX Portable Radio Accessory purchases
- Minimum \$2M Radio purchase before December 12, 2017
- Free Spare Battery for every APX6000 or APX8000 purchase.
- An additional combined \$100,000 discount will be applied to RCC/ South Bay Agencies, City of Torrance and City of Redondo Beach APX Subscriber and Accessories purchases by December 12, 2017
- One year finance with No Payment/ No Interest for one year on Subscriber and Accessories Purchases made by December 12, 2017

Motorola appreciates your continued partnership and we look forward to implementing this Project with the INSB JPA.

Sincerely,

MOTOROLA SOLUTIONS, INC.



J. Michael Bravo  
Sr. Account Executive  
Territory 8 – Southern California

cc: Jerry P. Burch