

**A G E N D A**  
**REGULAR JOINT MEETING OF**  
**THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE**  
**TUESDAY, OCTOBER 18, 2016, 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 – September 20, 2016\*

3b. Budget Performance Report – September 30, 2016\*

3c. Cash & Investments Report – September 30, 2016\*

3d. Approval of Management/Confidential MOU July 1, 2016 – June 30, 2019\*\*

4. **EXECUTIVE DIRECTOR'S REPORT**

5. **NEW BUSINESS**

6. **CLOSED SESSION**

Conference Re: Labor Negotiations

Pursuant to Government Code Section 54957.6 (Management Confidential Bargaining Group)

7. **ADJOURNMENT**

\*Written material attached.

\*\*Written material distributed to Executive Committee only.

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Posting Place:

4440 W. Broadway, Hawthorne, CA 90250

Posting Date/Time:

October 12, 2016/3:00 PM

Signature:



Ralph Mailloux, Executive Director

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

1. **CALL TO ORDER**

The Executive and User Committees convened in a regular joint session at 2:02 PM on Tuesday, September 20, 2016, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

**ROLL CALL**

Present: City Manager Mark Danaj, City of Manhattan Beach  
City Manager Mitch Lansdell, City of Gardena  
Interim City Manager Arnie Shadbeh, City of Hawthorne  
Chief Chris Donovan, El Segundo Fire Department  
Chief Robert Espinosa, Manhattan Beach Fire Department  
Chief Eve Irvine, Manhattan Beach Police Department  
Captain Mike Ishii, Hawthorne Police Department  
Chief Ed Medrano, Gardena Police Department  
Chief Mitch Tavera, El Segundo Police Department

Absent: Acting Chief Pete Bonano, Hermosa Beach Fire Department  
Chief Bob Fager, Hawthorne Police Department  
Chief Sharon Papa, Hermosa Beach Police Department

Also Present: Executive Director Ralph Mailloux  
Operations Manager Shannon Kauffman  
Administration Manager John Krok  
Finance Manager Valerie Mohler  
Mr. Carl Jacobson, City of El Segundo

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **Approval of Minutes – July 19, 2016**

The minutes of the joint meeting of the Executive and User Committees on July 19, 2016 were revised as follows: "Page 1, Also Present: Battalion Chief Mike Nagy, Culver City **Fire Department.**"

Regular Joint Meeting  
of the Executive Committee  
and the User Committee  
September 20, 2017

**MOTION:** City Manager Lansdell moved to approve the minutes of July 19, 2016 as revised. The motion was seconded by Interim City Manager Shadbehrr and passed by unanimous vote.

3b. **Budget Performance Report – July 31, 2016 and August 31, 2016**

Finance Manager Mohler presented the Budget Performance Report as of August 21, 2016 per written material of record.

**MOTION:** City Manager Lansdell moved to receive the Budget Performance Reports as of July 31, 2016 and August 31, 2016 as written. The motion was seconded by Interim City Manager Shadbehrr and passed by unanimous vote.

3c. **Budget Carryovers from Fiscal Year 2015-2016**

Finance Manager Mohler provided the staff report with the recommendation that the Executive Committee approve carrying over the Fiscal Year 2015-2016 final year-end balances for capital projects in the amount of \$281,653 (as shown on the “Schedule of Carryover Appropriations Fiscal Year 2016-2017” attached to the staff report) to the current fiscal year. She clarified that these carryovers will be submitted for the Board of Directors’ approval during the mid-year budget review.

Executive Director Mailloux offered detailed information about the carryover item of a Backup Stand Alone Radio System for the communications center in the amount of \$142,246.

**MOTION:** Interim City Manager Shadbehrr moved to approve the budget carryovers for Fiscal Year 2015-2016 in the amount of \$281,653 per the “Schedule of Carryover Appropriations Fiscal Year 2016-2017” attached to the staff report. The motion was seconded by City Manager Lansdell and passed by unanimous vote.

3d. **Approval of Management/Confidential MOU July 1, 2016 – June 30, 2019**

Executive Director Mailloux outlined the proposed changes to the Management Confidential Bargaining Group’s contract for 2016-2019. In answer to a question from City Manager Danaj, Mr. Mailloux provided clarification on the number of holidays awarded the Management Confidential Bargaining Group.

City Manager Lansdell related his understanding per the California Public Employees’ Pension Reform Act (PEPRA) that, as of January 2018, if management and bargaining groups fail to reach an agreement, public agencies can unilaterally require employees to pay one-half of normal cost of the CalPERS contributions.

The Executive Committee agreed to table discussion on this topic until the next meeting to obtain further information about the PEPRA requirements.

Regular Joint Meeting  
of the Executive Committee  
and the User Committee  
September 20, 2017

4. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Mailloux shared information on the following items: the recent written examination for the position of Communications Operator; the plans for the transition of Culver City to the Authority effective February 1, 2017; and the forthcoming ES-Chat network. He provided updated information on the Interoperability Network of the South Bay (INSB).

Chief Medrano pointed out that additional cities have joined the INSB Joint Powers Authority since the time the Authority's member cities agreed to provide up-front funding for the 2011 Urban Area Security Initiative Grant (UASI) for the INSB and he related his opinion that, with the exception of Torrance, the additional cities should be asked to contribute in order to lessen the burden on the member cities.

Executive Director Mailloux explained his viewpoint that the Authority should manage the UASI Grant. Chief Medrano agreed.

5. **NEW BUSINESS**

None.

6. **CLOSED SESSION**

Per Government Code Section 54957.6, at 2:33 PM, the Executive Committee entered into a closed session to discuss labor negotiations for the Management Confidential Bargaining Group. The meeting returned to open session at 2:55 PM with no action taken in closed session.

7. **ADJOURNMENT**

The meeting was adjourned at 2:56 PM.



# Staff Report

South Bay Regional Public Communications Authority

**TO:** Executive Committee

**THROUGH:** Ralph Mailloux

**FROM:** Valerie Mohler

**DATE:** October 18, 2016

**SUBJECT:** Budget Performance Report/September 30, 2016

## **RECOMMENDATION:**

Receive and file the attached Budget Performance Report for September 30, 2016.

## **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, 2016. Attachment 1 illustrates the overall revenues and expenses for the period. Attachment 2 shows revenue realized at 57.85%, including the second quarter assessments which have been billed but have not been completely received. Attachment 3 shows 22.84% of the budget has been expended and/or encumbered.

The summary schedule per Attachment 1 shows that year-to-date (YTD) revenue is \$3.3 million over YTD expenses. This amount is supposed to fund the Authority's activities through the end of the second 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 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.

**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 (2 pages)  
Attachment 3 – Expenditure Status Report (5 pages)

**SBRPCA**  
**SUMMARY BUDGET PERFORMANCE REPORT**  
**SEPTEMBER 30, 2016**

<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>\$ 9,638,163</b>	<b>\$ 2,361,758</b>	<b>\$ 5,575,821</b>	<b>\$ -</b>	<b>\$ 4,062,342</b>	<b>42.15%</b>
<b>EXPENSE SUMMARY:</b>						
<b>Administration</b>						
Salaries & Benefits	\$ 949,720	\$ 67,261	\$ 212,201	\$ -	\$ 737,519	77.66%
Supplies/Services/Equipment	668,601	57,405	304,936	3,000	360,665	53.94%
<b>Total Expenses - Administration</b>	<b>\$ 1,618,321</b>	<b>\$ 124,666</b>	<b>\$ 517,136</b>	<b>\$ 3,000</b>	<b>\$ 1,098,185</b>	<b>67.86%</b>
<b>Operations</b>						
Salaries & Benefits	\$ 6,316,206	\$ 409,306	\$ 1,290,230	\$ -	\$ 5,025,976	79.57%
Supplies/Services/Equipment	226,902	20,846	33,788	-	193,114	85.11%
<b>Total Expenses - Operations</b>	<b>\$ 6,543,108</b>	<b>\$ 430,152</b>	<b>\$ 1,324,018</b>	<b>\$ -</b>	<b>\$ 5,219,090</b>	<b>79.76%</b>
<b>Technical Services</b>						
Salaries & Benefits	\$ 1,093,846	\$ 71,079	\$ 222,934	\$ -	\$ 870,912	79.62%
Supplies/Services/Equipment	592,560	51,621	173,613	-	418,947	70.70%
<b>Total Expenses - Technical Services</b>	<b>\$ 1,686,406</b>	<b>\$ 122,701</b>	<b>\$ 396,547</b>	<b>\$ -</b>	<b>\$ 1,289,859</b>	<b>76.49%</b>
<b>Total Operating Expenses</b>	<b>\$ 9,847,835</b>	<b>\$ 677,519</b>	<b>\$ 2,237,701</b>	<b>\$ 3,000</b>	<b>\$ 7,607,134</b>	<b>77.25%</b>
<b>Capital Outlay</b>	<b>\$ 381,653</b>	<b>\$ 43</b>	<b>\$ 381</b>	<b>\$ 94,855</b>	<b>\$ 286,417</b>	<b>75.05%</b>
<b>GRAND TOTAL</b>	<b>\$ 10,229,488</b>	<b>\$ 677,561</b>	<b>\$ 2,238,082</b>	<b>\$ 97,855</b>	<b>\$ 7,893,551</b>	<b>77.16%</b>
<b>RECAP</b>						
Administration	\$ 1,618,321	\$ 124,666	\$ 517,136	\$ 3,000	\$ 1,098,185	67.86%
Operations	6,543,108	430,152	1,324,018	-	5,219,090	79.76%
Technical Services	1,686,406	122,701	396,547	-	1,289,859	76.49%
Capital Outlay	381,653	43	381	94,855	286,417	75.05%
<b>TOTAL EXPENSES</b>	<b>\$ 10,229,488</b>	<b>\$ 677,561</b>	<b>\$ 2,238,082</b>	<b>\$ 97,855</b>	<b>\$ 7,893,551</b>	<b>77.16%</b>
Salaries & Benefits	\$ 8,359,772	\$ 547,646	\$ 1,725,364	\$ -	\$ 6,634,408	79.36%
Supplies/Services/Equipment	1,488,063	129,873	512,337	3,000	972,726	65.37%
Capital Outlay	381,653	43	381	94,855	286,417	75.05%
<b>TOTAL EXPENSES</b>	<b>\$ 10,229,488</b>	<b>\$ 677,561</b>	<b>\$ 2,238,082</b>	<b>\$ 97,855</b>	<b>\$ 7,893,551</b>	<b>77.16%</b>

**YTD REVENUES OVER YTD EXPENSES**

**\$ 3,337,739**

*Differences due to rounding.*

Revenue Status Report

South Bay Regional PCA  
 9/1/2016 through 9/30/2016

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	671,081.00	167,770.25	335,540.50	335,540.50	50.00
10-50-111-4145 El Segundo	1,271,063.00	317,765.75	635,531.50	635,531.50	50.00
10-50-111-4150 El Camino Community College	16,000.00	0.00	0.00	16,000.00	0.00
10-50-111-4151 Palos Verdes Estates Annual Maint	1,330.00	742.56	742.56	587.44	55.83
10-50-111-4152 Medical Director Services/Hermosa Beach	0.00	0.00	25,000.00	-25,000.00	0.00
10-50-111-4153 Medical Director Service/Manhattan Beach	0.00	0.00	25,000.00	-25,000.00	0.00
10-50-111-4154 Medical Director Services/El Segundo	0.00	0.00	25,000.00	-25,000.00	0.00
10-50-111-4210 Investment Earnings (LAIF)	7,500.00	0.00	0.00	7,500.00	0.00
10-50-111-4220 POST Reimbursements	600.00	0.00	0.00	600.00	0.00
10-50-111-4230 Bond Expenses (Reimbursements)	5,000.00	0.00	0.00	5,000.00	0.00
10-50-111-4255 Unrealized Gain/Loss on Investments	0.00	0.00	-1,473.11	1,473.11	0.00
10-50-111-4410 Vending Machine Revenue	4,500.00	626.45	1,284.90	3,215.10	28.55
10-50-111-4430 Other Miscellaneous Revenue	5,000.00	16.14	33.83	4,966.17	0.68
<b>Total Administration</b>	<b>9,436,253.00</b>	<b>2,350,465.90</b>	<b>5,519,167.58</b>	<b>3,917,085.42</b>	<b>58.49</b>
10-60 Operations					
10-60-211 Communications Center					



Revenue Status Report

South Bay Regional PCA  
 9/1/2016 through 9/30/2016

10 SBRPCA Enterprise Fund

<i>Account Number</i>	<i>Adjusted Estimate</i>	<i>Revenues</i>	<i>Year-to-date Revenues</i>	<i>Balance</i>	<i>Prct Rcvd</i>
10-60-211-4215 DUI Reimbursement-Overtime	5,000.00	351.52	1,419.01	3,580.99	28.38
10-60-211-4435 Reimbursements Sprint Wireless	72,000.00	0.00	0.00	72,000.00	0.00
10-60-211-4440 Reimbursements/Verizon Wireless	3,500.00	0.00	0.00	3,500.00	0.00
<b>Total Operations</b>	<b>80,500.00</b>	<b>351.52</b>	<b>1,419.01</b>	<b>79,080.99</b>	<b>1.76</b>
10-70 Technical Services					
10-70-311 Technical Services					
10-70-311-4360 Reimbursements for Billable Parts	75,000.00	7,682.65	51,976.64	23,023.36	69.30
10-70-311-4365 Reimbursements for Vehicle Antennas	6,000.00	0.00	0.00	6,000.00	0.00
10-70-311-4370 Reimbursements for GST Software	40,410.00	3,258.00	3,258.00	37,152.00	8.06
<b>Total Technical Services</b>	<b>121,410.00</b>	<b>10,940.65</b>	<b>55,234.64</b>	<b>66,175.36</b>	<b>45.49</b>
<b>Total SBRPCA Enterprise Fund</b>	<b>9,638,163.00</b>	<b>2,361,758.07</b>	<b>5,575,821.23</b>	<b>4,062,341.77</b>	<b>57.85</b>
<b>Grand Total</b>	<b>9,638,163.00</b>	<b>2,361,758.07</b>	<b>5,575,821.23</b>	<b>4,062,341.77</b>	<b>57.85</b>

**Expenditure Status Report**

South Bay Regional PCA  
 9/1/2016 through 9/30/2016

**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)	688,786.00	52,645.00	159,334.13	0.00	529,451.87	23.13
50-111-5104 Acting Pay	1,000.00	0.00	0.00	0.00	1,000.00	0.00
50-111-5107 Merit Pay	2,650.00	0.00	0.00	0.00	2,650.00	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	30,000.00	919.36	4,605.74	0.00	25,394.26	15.35
50-111-5112 Other Pay	1,200.00	100.00	300.00	0.00	900.00	25.00
50-111-5201 Medical Insurance	50,000.00	2,100.35	12,559.56	0.00	37,440.44	25.12
50-111-5202 Dental Insurance	2,800.00	113.83	682.98	0.00	2,117.02	24.39
50-111-5203 Vision Insurance	1,224.00	101.99	305.97	0.00	918.03	25.00
50-111-5204 Life Insurance	624.00	52.00	156.00	0.00	468.00	25.00
50-111-5205 Medicare	11,104.00	780.41	2,399.26	0.00	8,704.74	21.61
50-111-5207 Workers' Compensation	9,750.00	681.97	2,184.71	0.00	7,565.29	22.41
50-111-5208 PERS Contributions	104,730.00	8,074.61	24,548.44	0.00	80,181.56	23.44
50-111-5209 Retirees' Medical Insurance	13,652.00	1,390.99	3,323.85	0.00	10,328.15	24.35
50-111-5212 Deferred Comp Matching Benefit	7,200.00	300.00	1,800.00	0.00	5,400.00	25.00
50-111-5301 Communications Contract Services	31,000.00	1,781.00	5,343.00	0.00	25,657.00	17.24
50-111-5302 Computer Contract Services/CAD-Tiburón	12,000.00	15,540.00	30,802.50	0.00	-18,802.50	256.69
50-111-5303 Bond Services/Reimbursable Expenses	5,000.00	0.00	0.00	0.00	5,000.00	0.00
50-111-5304 Accounting/Auditing Services	12,400.00	4,000.00	9,950.00	3,000.00	-550.00	104.44
50-111-5305 Legal Services	22,000.00	4,697.00	4,697.00	0.00	17,303.00	21.35
50-111-5306 Recruitment Costs	35,333.00	1,350.71	1,350.71	0.00	33,982.29	3.82
50-111-5307 Software Maintenance Services	33,772.00	895.00	24,853.76	0.00	8,918.24	73.59
50-111-5308 Banking Services (Fees)	6,000.00	495.63	980.94	0.00	5,019.06	16.35
50-111-5309 Online/Website Maintenance Services	3,000.00	225.00	935.00	0.00	2,065.00	31.17
50-111-5312 Medical Director Services/Paramedics	0.00	6,250.00	12,500.00	0.00	-12,500.00	0.00
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

**Expenditure Status Report**

South Bay Regional PCA  
 9/1/2016 through 9/30/2016

**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>
50-111-5403 Conferences, Meetings & Travel	11,436.00	1,459.04	6,911.98	0.00	4,524.02	60.44
50-111-5404 Employee Services/EC-BOD	1,500.00	43.30	80.22	0.00	1,419.78	5.35
50-111-5407 Tuition Reimbursement	4,000.00	1,134.00	2,268.00	0.00	1,732.00	56.70
50-111-5501 Office Supplies	9,000.00	627.72	1,165.56	0.00	7,834.44	12.95
50-111-5502 Miscellaneous Supplies	1,100.00	0.00	0.00	0.00	1,100.00	0.00
50-111-5504 Vending Machine Supplies	4,500.00	375.21	790.03	0.00	3,709.97	17.56
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	302.34	0.00	1,697.66	15.12
50-111-5509 Reproduction	1,500.00	495.75	495.75	0.00	1,004.25	33.05
50-111-5511 Office Equipment Lease	11,500.00	1,151.98	2,739.61	0.00	8,760.39	23.82
50-111-5513 General Liability Insurance Premium	170,600.00	1,044.00	140,151.60	0.00	30,448.40	82.15
50-111-5517 Vehicle Operations	2,000.00	38.59	63.59	0.00	1,936.41	3.18
50-111-5601 Telephone - Administration	17,750.00	-1,369.33	-801.28	0.00	18,551.28	4.51
50-111-5701 Maintenance - HQ	139,050.00	5,757.51	33,860.22	0.00	105,189.78	24.35
50-111-5702 Maintenance - Other Sites	6,500.00	294.90	375.39	0.00	6,124.61	5.78
50-111-5703 Electricity - HQ	97,000.00	8,733.30	21,196.72	0.00	75,803.28	21.85
50-111-5704 Electricity - Grandview	1,800.00	135.09	285.20	0.00	1,514.80	15.84
50-111-5705 Electricity - Punta Place	5,700.00	1,011.72	1,505.42	0.00	4,194.58	26.41
50-111-5706 Gas - HQ	12,000.00	560.36	1,045.18	0.00	10,954.82	8.71
50-111-5707 Water - HQ	3,500.00	505.15	739.65	0.00	2,760.35	21.13
50-111-5715 Electricity-MB Water Tower	3,000.00	172.44	347.69	0.00	2,652.31	11.59
<b>Total Administration</b>	<b>1,618,321.00</b>	<b>124,665.58</b>	<b>517,136.42</b>	<b>3,000.00</b>	<b>1,098,184.58</b>	<b>32.14</b>
60 Operations						
60-200 Operations						
60-200-5000 Expenditures						
60-211-5101 Salaries (Full-Time)	4,013,434.00	271,390.15	826,045.10	0.00	3,187,388.90	20.58
60-211-5102 Salaries (Part-Time)	220,536.00	1,140.58	5,850.35	0.00	214,685.65	2.65
60-211-5103 Overtime	350,000.00	51,263.93	136,975.18	0.00	213,024.82	39.14
60-211-5104 Acting Pay	7,500.00	0.00	795.42	0.00	6,704.58	10.61
60-211-5105 Bilingual Pay	9,600.00	0.00	1,656.00	0.00	7,944.00	17.25
60-211-5108 Sick Leave Payoff	100,000.00	0.00	0.00	0.00	100,000.00	0.00

Expenditure Status Report

South Bay Regional PCA  
 9/1/2016 through 9/30/2016

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>
60-211-5109 Vacation Leave Payoff	40,000.00	0.00	0.00	0.00	40,000.00	0.00
60-211-5110 Training Pay	5,000.00	231.47	231.47	0.00	4,768.53	4.63
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	95,229.00	6,090.58	17,952.55	0.00	77,276.45	18.85
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	517,498.00	19,107.30	114,324.64	0.00	403,173.36	22.09
60-211-5202 Dental Insurance	33,542.00	944.04	5,664.39	0.00	27,877.61	16.89
60-211-5203 Vision Insurance	14,041.00	968.54	2,905.62	0.00	11,135.38	20.69
60-211-5204 Life Insurance	7,644.00	559.00	1,677.00	0.00	5,967.00	21.94
60-211-5205 Medicare	71,133.00	4,755.20	14,465.60	0.00	56,667.40	20.34
60-211-5206 Unemployment Insurance	15,000.00	0.00	0.00	0.00	15,000.00	0.00
60-211-5207 Workers' Compensation	53,500.00	3,997.75	12,806.92	0.00	40,693.08	23.94
60-211-5208 PERS Contributions	633,754.00	44,258.30	135,021.60	0.00	498,732.40	21.31
60-211-5209 Retirees' Medical Insurance	58,180.00	4,528.25	13,584.75	0.00	44,595.25	23.35
60-211-5211 Social Security	9,115.00	70.71	272.96	0.00	8,842.04	2.99
60-211-5401 Memberships & Dues	190.00	0.00	0.00	0.00	190.00	0.00
60-211-5402 Publications	1,960.00	31.01	92.03	0.00	1,867.97	4.70
60-211-5403 Conferences, Meetings & Travel	31,752.00	4,747.06	4,369.65	0.00	27,382.35	13.76
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	3,920.40	5,254.40	0.00	12,745.60	29.19
60-211-5506 Uniforms/Safety Equipment	8,000.00	0.00	0.00	0.00	8,000.00	0.00
60-211-5509 Reproduction	500.00	0.00	0.00	0.00	500.00	0.00
60-211-5603 Telephone - El Segundo	3,000.00	387.62	465.12	0.00	2,534.88	15.50
60-211-5604 Telephone - Gardena	8,000.00	226.34	594.41	0.00	7,405.59	7.43
60-211-5606 Telephone - Hawthorne	6,500.00	602.75	1,252.27	0.00	5,247.73	19.27
60-211-5607 Telephone - Hermosa Beach	16,000.00	1,827.03	4,579.01	0.00	11,420.99	28.62
60-211-5608 Telephone - Manhattan Beach	13,000.00	598.02	1,006.02	0.00	11,993.98	7.74
60-211-5609 Telephone - MB Water Tower	8,500.00	0.00	0.00	0.00	8,500.00	0.00
60-211-5611 Telephone - Punta Place	15,000.00	312.67	938.01	0.00	14,061.99	6.25
60-211-5612 Telephone - RCC	16,000.00	1,545.76	1,942.90	0.00	14,057.10	12.14
60-211-5613 Sprint Wireless Reimbursable	72,000.00	6,277.85	12,554.63	0.00	59,445.37	17.44
60-211-5614 Verizon Wireless Reimbursable	3,500.00	369.84	739.68	0.00	2,760.32	21.13

**Expenditure Status Report**

South Bay Regional PCA  
 9/1/2016 through 9/30/2016

**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>
<b>Total Operations</b>	6,543,108.00	430,152.15	1,324,017.68	0.00	5,219,090.32	20.24
70 Technical Services						
70-300 Technical Services						
70-300-5000 Expenditures						
70-311-5101 Salaries (Full-Time)	696,878.00	48,886.26	147,958.19	0.00	548,919.81	21.23
70-311-5103 Overtime	13,500.00	0.00	0.00	0.00	13,500.00	0.00
70-311-5104 Acting Pay	5,746.00	0.00	0.00	0.00	5,746.00	0.00
70-311-5106 Callback Pay	2,500.00	0.00	0.00	0.00	2,500.00	0.00
70-311-5107 Merit Pay	2,700.00	1,500.00	1,950.00	0.00	750.00	72.22
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	5,084.00	391.06	1,186.87	0.00	3,897.13	23.35
70-311-5201 Medical Insurance	74,737.00	3,133.00	18,735.16	0.00	56,001.84	25.07
70-311-5202 Dental Insurance	6,983.00	198.14	1,188.84	0.00	5,794.16	17.02
70-311-5203 Vision Insurance	2,673.00	202.76	608.28	0.00	2,064.72	22.76
70-311-5204 Life Insurance	1,092.00	91.00	273.00	0.00	819.00	25.00
70-311-5205 Medicare	9,855.00	600.22	1,852.07	0.00	8,002.93	18.79
70-311-5207 Workers' Compensation	96,500.00	7,078.36	22,675.74	0.00	73,824.26	23.50
70-311-5208 PERS Contributions	98,758.00	7,489.68	22,396.66	0.00	76,361.34	22.68
70-311-5209 Retirees' Medical Insurance	23,040.00	1,508.91	4,108.86	0.00	18,931.14	17.83
70-311-5212 Deferred Comp Matching Benefit	1,800.00	0.00	0.00	0.00	1,800.00	0.00
70-311-5302 Computer Contract Services/CAD-Tiburon	280,000.00	0.00	0.00	0.00	280,000.00	0.00
70-311-5311 GST Software Reimbursable	40,410.00	3,258.00	41,268.00	0.00	-858.00	102.12
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	241.70	241.70	0.00	7,258.30	3.22
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	16,621.84	49,013.22	0.00	25,986.78	65.35
70-311-5515 Parts - Telecommunications	20,000.00	634.45	813.88	0.00	19,186.12	4.07
70-311-5516 Install Wire, Loom & Hardware	16,000.00	3,656.85	4,805.71	0.00	11,194.29	30.04
70-311-5517 Vehicle Operations	4,500.00	231.17	512.22	0.00	3,987.78	11.38

Expenditure Status Report

South Bay Regional PCA  
 9/1/2016 through 9/30/2016

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>
70-311-5520 Equipment Repair	18,000.00	77.39	77.39	0.00	17,922.61	0.43
70-311-5521 Outside Technical Serv-Towers & Equip	120,000.00	26,900.00	46,900.00	0.00	73,100.00	39.08
70-311-5522 Vehicle Antennas-Reimbursable	6,000.00	0.00	0.00	0.00	6,000.00	0.00
70-311-5820 Other Equipment	0.00	0.00	29,981.16	0.00	-29,981.16	0.00
<b>Total Technical Services</b>	<b>1,686,406.00</b>	<b>122,700.79</b>	<b>396,546.95</b>	<b>0.00</b>	<b>1,289,859.05</b>	<b>23.51</b>
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
80-406-5901 Uniform Replacement	0.00	42.72	380.82	0.00	-380.82	0.00
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	67,615.00	0.00	0.00	0.00	67,615.00	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	142,246.00	0.00	0.00	0.00	142,246.00	0.00
80-451-5901 Replace UPS Sys/Comp & Tower Radio Rms	100,000.00	0.00	0.00	94,855.25	5,144.75	94.86
<b>Total Capital Infrastructure Projects</b>	<b>381,653.00</b>	<b>42.72</b>	<b>380.82</b>	<b>94,855.25</b>	<b>286,416.93</b>	<b>24.95</b>
<b>Total SBRPCA Enterprise Fund</b>	<b>10,229,488.00</b>	<b>677,561.24</b>	<b>2,238,081.87</b>	<b>97,855.25</b>	<b>7,893,550.88</b>	<b>22.84</b>
<b>Grand Total</b>	<b>10,229,488.00</b>	<b>677,561.24</b>	<b>2,238,081.87</b>	<b>97,855.25</b>	<b>7,893,550.88</b>	<b>22.84</b>



# 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 18, 2016

**SUBJECT:** Cash & Investment Reports/September 30, 2016

**RECOMMENDATION:**

Receive and file the Cash & Investments Report for September 30, 2016.

**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, 2016. 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, 2016.



**SBRPCA  
CASH AND INVESTMENTS REPORT  
9/30/2016**

	<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)	\$ 1,073,608.45	_____	\$ (43,477.75)	\$ 1,030,130.70 *
<b><u>INVESTMENTS</u></b>				
LAIF*	\$ 2,198,732.02	\$ -	\$ -	\$ 2,198,732.02
Total Investments	\$ 2,198,732.02	\$ -	\$ -	\$ 2,198,732.02
<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>\$ 3,230,162.72</u></u>
<b><u>*Breakdown of cash by fund:</u></b>				
Fund 10 (Enterprise Fund)				\$ 1,030,130.70
Fund 20 (SHSGP Grant Fund)				-
Total				<u><u>\$ 1,030,130.70</u></u>

Note: LAIF's interest rate as of September 30, 2016 will be reported at the Executive Committee meeting on October 18, 2016. Interest earned for the first quarter ending September 30, 2016 will also be reported.