

A G E N D A
JOINT MEETING OF
THE EXECUTIVE COMMITTEE AND
THE USER COMMITTEE
TUESDAY, MARCH 27, 2018, 2:00 PM
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
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-Special Meeting – February 20, 2018***

3b. **Budget Performance Report – February 28, 2018***

3c. **Discussion and Approval of Equipment Replacement Fund**

3d. **CAD Annual Maintenance Fee***

4. **EXECUTIVE DIRECTOR'S REPORT**

4a. **UASI Grant Funding Information Report**

5. **NEW BUSINESS**

6. **CLOSED SESSION**

Conference Re: Labor Negotiations
Pursuant to Government Code Section 54957.6 (Discussion with Liebert Cassidy
Whitmore Re Communications Workers of America)

Conference Re: Labor Negotiations
Pursuant to Government Code Section 54957.6 (Discussion with Liebert Cassidy
Whitmore Re Teamsters Local 9-1-1)

Conference Re: Labor Negotiations
Pursuant to Government Code Section 54957.6 (Discussion Re Executive Director's Post
Retirement Oversight)

7. **ADJOURNMENT**

*Written material attached.

**Written material distributed to Executive Committee only.

Posting Place:

4440 W. Broadway, Hawthorne, CA 90250

Posting Date/Time:

March 22, 2018/10:30 AM

Signature:



Ralph Mailloux, Executive Director

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

1. **CALL TO ORDER**

The Board of Directors, Executive Committee and User Committee convened in a regular joint session at 2:07 PM on Tuesday, February 20, 2018, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: Mayor Pro Tem Haidar Awad, City of Hawthorne
Councilmember David Lesser, City of Manhattan Beach
Acting City Manager Ed Medrano, City of Gardena
City Manager Bruce Moe, City of Manhattan Beach
Interim City Manager Arnie Shadbehr, City of Hawthorne
Chief Derrick Abell, Manhattan Beach Police Department
Chief Chris Donovan, El Segundo Fire Department
Chief Robert Espinosa, Manhattan Beach Fire Department
Chief Bob Fager, Hawthorne Police Department
Acting Chief Tom Kang, Gardena Police Department
Chief Sharon Papa, Hermosa Beach Police Department
Chief Bill Whalen, El Segundo Police Department

Absent: Councilmember Rodney Tanaka, City of Gardena

Also Present: Executive Director Ralph Mailloux
Operations Manager Shannon Kauffman
Finance Manager Scott Arbuckle
Laura Kalty, Liebert, Cassidy, Whitmore
Danny Yoo, Liebert, Cassidy, Whitmore

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **Approval of Minutes-Special Meeting – January 16, 2018**

MOTION: City Manager Moe moved to approve the minutes of January 16, 2018 as written. The motion was seconded by Acting City Manager Medrano and passed by unanimous voice vote.

3b. **Budget Performance Report – January 31, 2018**

Finance Manager Arbuckle presented the Budget Performance Report as of January 21, 2018 per written material of record included in the agenda packets. In answer to questions from the Executive Committee, he and Executive Director Mailloux explained the unlikelihood of budget overruns at year end in the salaries and benefits categories.

In response to a comment from City Manager Moe, Finance Manager Arbuckle ensured that salaries and benefits will be closely monitored so they do not overrun.

Councilman Lesser related his intent to further discuss this agenda item with staff after the meeting.

MOTION: City Manager Moe moved to receive and file the Budget Performance Report as of January 31, 2018 as written. The motion was seconded by Acting City Manager Medrano and passed by unanimous voice vote.

3c. **Mid-Year Budget Review**

Executive Director Mailloux presented the mid-year budget review as of December 31, 2017 per written material of record included in the agenda packets. He shared information on the status of the following items: the Interoperability Network of the South Bay (INSB); the Urban Area Security Initiative (UASI) grant for the INSB; and the Authority's efforts to fill vacancies for the communications operator position.

In response to a question from Councilman Lesser, City Manager Moe clarified that, at mid-year, expenses were \$702,631 less than revenue.

MOTION: Mayor Pro Tem Awad moved to receive and file the Mid-Year Budget Performance Report as of December 31, 2017 and approve a budget amendment of \$184,869 in carryovers and the associated encumbrances for capital projects from fiscal year 2016-2017. The motion was seconded by Councilman Lesser and passed by unanimous voice vote, absent Councilman Tanaka.

3d. **Discussion Re Equipment Replacement Fund**

Acting City Manager Medrano requested an informal discussion about the three owner cities using their surplus funds to form a revolving equipment replacement fund (ERF). He observed that, with many moving pieces, such as the INSB, the new computer aided dispatch/records management system (CAD/RMS), the infrastructure, etc., it seems like a good idea to do so at this time.

Interim City Manager Shadbehr related his agreement with the idea of the three owner cities forming an ERF. He recommended that it be restricted so the funds cannot be used for things such as bargaining group negotiations etc.

In answer to a question from Councilman Lesser, Acting City Manager Medrano and Interim City Manager Shadbehr explained that this would not be an additional burden on the cities' budgets.

Executive Director Mailloux provided background information on the previous formation of a reserve account. He suggested that City Manager Moe be consulted regarding an ERF formula.

MOTION: Acting City Manager Medrano moved to place the formation of an ERF for discussion and approval on the agenda for a subsequent meeting. The motion was seconded by Interim City Manager Shadbehrr and passed by unanimous voice vote.

Councilman Lesser suggested that an analysis be prepared to assist in the future discussion of this topic.

4. **EXECUTIVE DIRECTOR'S REPORT**

None.

5. **NEW BUSINESS**

None.

6. **CLOSED SESSION**

At 2:30 PM, pursuant to Government Code Section 54957.6, the Executive Committee entered into a closed session with Laura Kalty and Danny Yoo, Liebert, Cassidy, Whitmore, to discuss labor negotiations for the Communications Workers of America (CWA) and Teamsters Local 9-1-1. The meeting returned to open session at 3:30 PM, with no action taken in closed session.

7. **ADJOURNMENT**

The meeting was adjourned at 3:31 PM.



Staff Report

South Bay Regional Public Communications Authority

TO: Executive Committee

THROUGH: Ralph Mailloux

FROM: Scott Arbuckle

DATE: March 27, 2018

SUBJECT: Budget Performance Report/February 28, 2018

RECOMMENDATION:

Receive and file the attached Budget Performance Report for February 28, 2018.

FISCAL IMPLICATION:

The aggregate budget is tracking well within a reasonable range through February and no Board action is required at this time.

BACKGROUND:

On a monthly basis staff reports budgeted revenues and expenses against actual expenses. Each monthly report includes an analysis of the fiscal progress to date and includes several analysis and reports that allow staff to convey details at the account level, up through high level summaries. Attachment 1, Summary Budget Performance Report, illustrates the overall revenues and expenses for the period relative to the aggregate budget. It shows the balance of amended budget remaining at the end of the period and also shows the percentage of the total budget remaining to be spent. Attachment 2, Budget Variance Analysis, consolidates the information from Attachment 1 and reports the amended budget, year-to-date actual expenses, the year-to-date budget, and the amount over or under budget for the period. Attachments 3 and 4 show account level details for both revenues and expenses.

DISCUSSION:

Staff has analyzed the Authority's financial activities for the period ending February 28, 2018. Through February, we are approximately two-thirds of the way through the year with one-third remaining. Attachment 1 shows there is approximately 25.36 percent of the budget remaining, a slight variance from the pro-rated budget benchmark of 33 percent.

The Budget Variance Analysis, Attachment 2, demonstrates that only a few key areas have overrun or underrun by material amounts. Salaries and benefits have underrun primarily due to several vacant positions in Operations and a vacant position in Technical Services. There is also a recent vacancy in Administration that is contributing a small amount to the variance. Recruitment efforts are ongoing but salaries and benefits are likely to underrun in aggregate throughout the balance of the year. The services and supplies underrun within Operations is largely due to lower than anticipated telecommunications and meeting costs, but the budget for these items is likely to be utilized throughout the balance of the year.

The underrun in Capital Outlay is driven by the INSB project. Shortly after February closed an invoice pertaining to the second milestone of the project was received, processed, and paid to Motorola. If this invoice were included in the February analysis the Capital Outlay category would fall within two percent of the budget amount. Reimbursement requests for the invoice amount were sent and subsequent revenues are anticipated early in April.

The most significant variance arises in the Technical Services department. There is a significant overrun in parts expenses due to more vehicle build and repair activity in the tech shop than anticipated. These expenses will be reimbursed by owner and client cities as builds are completed and overruns in parts reimbursement revenue will ultimately offset overruns in parts expenses by year-end.

Staff is available to respond if you have any questions.

Attachments: Attachment 1 – Summary Budget Performance Report
 Attachment 2 – Budget Variance Analysis
 Attachment 3 – Revenue Status Report
 Attachment 4 – Expenditure Status Report



Summary Budget Performance Report

February 28, 2018

Account Description	Amended Budget	Current Month	YTD Actual	Encum.	Balance	Percent Balance
Total Revenue	\$ 17,111,774	\$ 622,899	\$ 12,791,551	\$ -	\$ 4,320,223	25.25%
Expense Detail:						
Administration						
Salaries & Benefits	\$ 1,146,517	\$ 78,554	\$ 752,122	\$ -	\$ 394,395	34.40%
Supplies/Services/Equipment	803,591	29,819	522,419	-	281,172	34.99%
Total Expenses - Administration	\$ 1,950,108	\$ 108,373	\$ 1,274,541	\$ -	\$ 675,567	34.64%
Operations						
Salaries & Benefits	\$ 7,148,964	\$ 496,006	\$ 4,474,633	\$ -	\$ 2,674,331	37.41%
Supplies/Services/Equipment	220,793	13,452	107,613	-	113,180	51.26%
Total Expenses - Operations	\$ 7,369,757	\$ 509,459	\$ 4,582,246	\$ -	\$ 2,787,511	37.82%
Technical Services						
Salaries & Benefits	\$ 1,018,809	\$ 53,644	\$ 540,484	\$ -	\$ 478,325	46.95%
Supplies/Services/Equipment	774,100	72,893	700,669	-	73,431	9.49%
Total Expenses - Technical Services	\$ 1,792,909	\$ 126,537	\$ 1,241,153	\$ -	\$ 551,756	30.77%
Total Operating Expenses	\$ 11,112,774	\$ 744,369	\$ 7,097,940	\$ -	\$ 4,014,834	36.13%
Capital Outlay	\$ 5,296,369	\$ 19,987	\$ 2,697,476	\$ 2,452,096	\$ 146,797	2.77%
Total Expenses	\$ 16,409,143	\$ 764,356	\$ 9,795,416	\$ 2,452,096	\$ 4,161,632	25.36%
Summary by Department						
Administration	\$ 1,950,108	\$ 108,373	\$ 1,274,541	\$ -	\$ 675,567	34.64%
Operations	7,369,757	509,459	4,582,246	-	2,787,511	37.82%
Technical Services	1,792,909	126,537	1,241,153	-	551,756	30.77%
Capital Outlay	5,296,369	19,987	2,697,476	2,452,096	146,797	2.77%
Total Expenses	\$ 16,409,143	\$ 764,356	\$ 9,795,416	\$ 2,452,096	\$ 4,161,632	25.36%
Summary by Expense Category						
Salaries & Benefits	\$ 9,314,290	\$ 628,204	\$ 5,767,239	\$ -	\$ 3,547,051	38.08%
Supplies/Services/Equipment	1,798,484	116,165	1,330,701	-	467,783	26.01%
Capital Outlay	5,296,369	19,987	2,697,476	2,452,096	146,797	2.77%
Total Expenses	\$ 16,409,143	\$ 764,356	\$ 9,795,416	\$ 2,452,096	\$ 4,161,632	25.36%
Surplus/(Deficit) YTD	\$ 2,996,136					
<i>Total Revenue Minus Total Expenses</i>						



Budget Variance Analysis

February 28, 2018

Account Description	Amended Budget	YTD Actual	YTD Budget	(Under)/Over Budget	Flag
Total Revenue	\$ 17,111,774	\$ 12,791,551	\$ 11,407,849	10.82%	✓
Expense Detail:					
Administration					
Salaries & Benefits	\$ 1,146,517	\$ 752,122	\$ 764,345	-1.63%	✓
Supplies/Services/Equipment	\$ 803,591	\$ 522,419	535,727	-2.55%	✓
Total Expenses - Administration	\$ 1,950,108	\$ 1,274,541	\$ 1,300,072	-2.00%	✓
Operations					
Salaries & Benefits	\$ 7,148,964	\$ 4,474,633	\$ 4,765,976	-6.51%	✓
Supplies/Services/Equipment	\$ 220,793	\$ 107,613	147,195	-36.78%	✓
Total Expenses - Operations	\$ 7,369,757	\$ 4,582,246	\$ 4,913,171	-7.22%	✓
Technical Services					
Salaries & Benefits	\$ 1,018,809	\$ 540,484	\$ 679,206	-25.67%	✓
Supplies/Services/Equipment	\$ 774,100	\$ 700,669	516,067	26.35%	✗
Total Expenses - Technical Services	\$ 1,792,909	\$ 1,241,153	\$ 1,195,273	3.70%	✗
Total Operating Expenses	\$ 11,112,774	\$ 7,097,940	\$ 7,408,516	-4.38%	✓
Capital Outlay	\$ 5,296,369	\$ 2,697,476	\$ 3,530,913	-30.90%	✓
Total Expenses	\$ 16,409,143	\$ 9,795,416	\$ 10,939,429	-11.68%	✓
Summary by Department					
Administration	\$ 1,950,108	\$ 1,274,541	\$ 1,300,072	-2.00%	✓
Operations	7,369,757	4,582,246	4,913,171	-7.22%	✓
Technical Services	1,792,909	1,241,153	1,195,273	3.70%	✗
Capital Outlay	5,296,369	2,697,476	3,530,913	-30.90%	✓
Total Expenses	\$ 16,409,143	\$ 9,795,416	\$ 10,939,429	-11.68%	✓
Summary by Expense Category					
Salaries & Benefits	\$ 9,314,290	\$ 5,767,239	\$ 6,209,527	-7.67%	✓
Supplies/Services/Equipment	1,798,484	1,330,701	1,198,989	9.90%	✗
Capital Outlay	5,296,369	2,697,476	3,530,913	-30.90%	✓
Total Expenses	\$ 16,409,143	\$ 9,795,416	\$ 10,939,429	-11.68%	✓

Surplus/(Deficit) YTD

\$ 2,996,136

Total Revenue Minus Total Expenses

Flag Key	
Range	Icon
Less than 0	✓
Between 0 and 3%	⚠
Greater than 3%	✗
* Ranges are reversed for revenues	

Notes:

- The YTD Budget is an annualized amount based upon:
Fiscal Month to Date / 12 Months * Amended Budget
- Flags are applied automatically via algorithm.

Revenue Status Report

South Bay Regional PCA
 2/1/2018 through 2/28/2018

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	0.00	2,032,605.85	358,695.15	85.00
10-50-111-4120 Hawthorne	3,359,598.00	0.00	2,855,658.30	503,939.70	85.00
10-50-111-4130 Manhattan Beach	1,703,280.00	0.00	1,447,788.00	255,492.00	85.00
10-50-111-4140 Hermosa Beach	700,072.00	0.00	525,054.00	175,018.00	75.00
10-50-111-4145 El Segundo	1,294,928.00	0.00	971,196.00	323,732.00	75.00
10-50-111-4146 Culver City Assessment	2,360,551.00	0.00	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	22,913.30	-7,913.30	152.76
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	-19,762.63	375.29	2,124.71	15.01
Total Administration	11,903,723.00	-19,762.63	9,693,688.09	2,210,034.91	81.43
10-60 Operations					
10-60-211 Communications Center					
10-60-211-4215 DUI Reimbursement-Overtime	2,000.00	0.00	837.83	1,162.17	41.89
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
 2/1/2018 through 2/28/2018

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	837.83	91,803.17	0.90
10-70 Technical Services					
10-70-311 Technical Services					
10-70-311-4360 Reimbursements for Billable Parts	75,000.00	143,066.25	482,841.11	-407,841.11	643.79
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	143,066.25	482,841.11	-367,431.11	418.37
Total SBRPCA Enterprise Fund	12,111,774.00	123,303.62	10,177,367.03	1,934,406.97	84.03

Revenue Status Report

South Bay Regional PCA
 2/1/2018 through 2/28/2018

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	499,595.39	2,614,184.39	2,385,815.61	52.28
Total Grant Fund	5,000,000.00	499,595.39	2,614,184.39	2,385,815.61	52.28
Grand Total	17,111,774.00	622,899.01	12,791,551.42	4,320,222.58	74.75

Expenditure Status Report

South Bay Regional PCA
 2/1/2018 through 2/28/2018

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	61,489.44	553,660.13	0.00	286,486.87	65.90
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	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	0.00	25,771.65	0.00	14,228.35	64.43
50-111-5201 Medical Insurance	63,281.00	4,187.98	43,594.90	0.00	19,686.10	68.89
50-111-5202 Dental Insurance	2,719.00	220.56	2,144.78	0.00	574.22	78.88
50-111-5203 Vision Insurance	1,255.00	76.50	760.50	0.00	494.50	60.60
50-111-5204 Life Insurance	660.00	34.06	430.06	0.00	229.94	65.16
50-111-5205 Medicare	13,548.00	923.99	8,905.42	0.00	4,642.58	65.73
50-111-5207 Workers' Compensation	10,150.00	0.00	5,410.10	0.00	4,739.90	53.30
50-111-5208 PERS Contributions	122,719.00	9,784.63	80,502.19	0.00	42,216.81	65.60
50-111-5209 Retirees' Medical Insurance	14,238.00	1,236.80	9,478.08	0.00	4,759.92	66.57
50-111-5212 Deferred Comp Matching Benefit	9,000.00	600.00	6,225.00	0.00	2,775.00	69.17
50-111-5301 Communications Contract Services	31,000.00	2,063.97	15,435.87	0.00	15,564.13	49.79
50-111-5302 Computer Contract Services/CAD-Tiburon	60,000.00	180.00	450.00	0.00	59,550.00	0.75
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	2,187.00	10,994.10	0.00	11,005.90	49.97
50-111-5306 Recruitment Costs	35,333.00	2,255.33	26,115.43	0.00	9,217.57	73.91
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	511.63	3,226.15	0.00	3,273.85	49.63
50-111-5309 Online/Website Maintenance Services	3,500.00	0.00	1,835.00	0.00	1,665.00	52.43
50-111-5312 Medical Director Services/Paramedics	75,000.00	4,583.33	46,666.66	0.00	28,333.34	62.22
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	530.88	14,555.57	0.00	444.43	97.04
50-111-5404 Employee Services/EC-BOD	1,500.00	0.00	885.71	0.00	614.29	59.05

Expenditure Status Report

South Bay Regional PCA
 2/1/2018 through 2/28/2018

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	230.64	2,747.69	0.00	6,252.31	30.53
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	35.88	740.48	0.00	1,259.52	37.02
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	1,904.46	8,481.25	0.00	6,518.75	56.54
50-111-5513 General Liability Insurance Premium	170,600.00	1,320.00	160,712.80	0.00	9,887.20	94.20
50-111-5517 Vehicle Operations	2,000.00	41.20	194.99	0.00	1,805.01	9.75
50-111-5601 Telephone - Administration	12,000.00	1,518.73	9,028.78	0.00	2,971.22	75.24
50-111-5701 Maintenance - HQ	144,800.00	5,040.56	98,013.72	0.00	46,786.28	67.69
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	5,614.87	52,253.32	0.00	44,746.68	53.87
50-111-5704 Electricity - Grandview	1,800.00	114.16	1,076.87	0.00	723.13	59.83
50-111-5705 Electricity - Punta Place	6,000.00	433.39	3,409.33	0.00	2,590.67	56.82
50-111-5706 Gas - HQ	12,000.00	780.93	4,406.10	0.00	7,593.90	36.72
50-111-5707 Water - HQ	3,500.00	312.03	2,240.10	0.00	1,259.90	64.00
50-111-5715 Electricity-MB Water Tower	3,000.00	160.19	1,315.49	0.00	1,684.51	43.85
50-111-5810 Office Equipment	0.00	0.00	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	108,373.14	1,274,541.34	0.00	675,566.66	65.36
60 Operations						
60-200 Operations						
60-200-5000 Expenditures						
60-211-5101 Salaries (Full-Time)	4,680,891.00	293,048.53	2,504,328.29	0.00	2,176,562.71	53.50
60-211-5102 Salaries (Part-Time)	224,268.00	7,514.87	52,677.75	0.00	171,590.25	23.49
60-211-5103 Overtime	350,000.00	77,084.36	731,500.59	0.00	-381,500.59	209.00
60-211-5104 Acting Pay	7,500.00	0.00	69.77	0.00	7,430.23	0.93
60-211-5105 Bilingual Pay	7,200.00	700.00	5,600.00	0.00	1,600.00	77.78
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	3,515.52	34,937.28	0.00	-4,937.28	116.46

Expenditure Status Report

South Bay Regional PCA
 2/1/2018 through 2/28/2018

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	191.11	2,999.76	0.00	2,000.24	60.00
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	6,969.24	58,298.15	0.00	26,199.85	68.99
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	41,391.96	355,816.24	0.00	245,933.76	59.13
60-211-5202 Dental Insurance	47,570.00	2,176.15	17,423.40	0.00	30,146.60	36.63
60-211-5203 Vision Insurance	17,521.00	1,051.00	8,287.50	0.00	9,233.50	47.30
60-211-5204 Life Insurance	7,656.00	528.00	4,100.93	0.00	3,555.07	53.56
60-211-5205 Medicare	80,662.00	5,727.67	52,102.94	0.00	28,559.06	64.59
60-211-5206 Unemployment Insurance	15,000.00	1,700.00	2,019.00	0.00	12,981.00	13.46
60-211-5207 Workers' Compensation	59,500.00	0.00	31,714.50	0.00	27,785.50	53.30
60-211-5208 PERS Contributions	704,411.00	49,639.78	414,215.03	0.00	290,195.97	58.80
60-211-5209 Retirees' Medical Insurance	59,402.00	4,721.66	37,356.53	0.00	22,045.47	62.89
60-211-5211 Social Security	4,635.00	46.20	464.78	0.00	4,170.22	10.03
60-211-5401 Memberships & Dues	190.00	0.00	0.00	0.00	190.00	0.00
60-211-5402 Publications	2,210.00	49.70	325.35	0.00	1,884.65	14.72
60-211-5403 Conferences, Meetings & Travel	31,752.00	0.00	11,440.69	0.00	20,311.31	36.03
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	594.00	6,497.00	0.00	11,503.00	36.09
60-211-5506 Uniforms/Safety Equipment	8,000.00	139.20	817.08	0.00	7,182.92	10.21
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	194.49	1,238.46	0.00	1,761.54	41.28
60-211-5604 Telephone - Gardena	5,000.00	112.01	2,008.01	0.00	2,991.99	40.16
60-211-5606 Telephone - Hawthorne	6,500.00	402.04	2,617.98	0.00	3,882.02	40.28
60-211-5607 Telephone - Hermosa Beach	17,000.00	1,783.62	14,067.15	0.00	2,932.85	82.75
60-211-5608 Telephone - Manhattan Beach	13,000.00	345.34	2,498.39	0.00	10,501.61	19.22
60-211-5611 Telephone - Punta Place	10,000.00	313.74	2,507.42	0.00	7,492.58	25.07
60-211-5612 Telephone - RCC	10,000.00	851.16	5,655.58	0.00	4,344.42	56.56
60-211-5613 Sprint Wireless Reimbursable	82,176.00	6,110.22	46,739.70	0.00	35,436.30	56.88
60-211-5614 Verizon Wireless Reimbursable	8,465.00	1,269.10	7,206.58	0.00	1,258.42	85.13
60-211-5615 Telephone - Culver City	0.00	1,287.83	3,149.21	0.00	-3,149.21	0.00
Total Operations	7,369,757.00	509,458.50	4,582,245.58	0.00	2,787,511.42	62.18

Expenditure Status Report

South Bay Regional PCA
 2/1/2018 through 2/28/2018

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	38,139.18	324,981.50	0.00	322,558.50	50.19
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	287.16	2,297.28	0.00	-2,297.28	0.00
70-311-5201 Medical Insurance	71,814.00	5,481.94	46,561.52	0.00	25,252.48	64.84
70-311-5202 Dental Insurance	6,426.00	229.53	1,842.86	0.00	4,583.14	28.68
70-311-5203 Vision Insurance	2,812.00	104.25	1,010.75	0.00	1,801.25	35.94
70-311-5204 Life Insurance	924.00	66.00	539.00	0.00	385.00	58.33
70-311-5205 Medicare	11,081.00	588.17	5,370.12	0.00	5,710.88	48.46
70-311-5207 Workers' Compensation	105,350.00	0.00	56,153.24	0.00	49,196.76	53.30
70-311-5208 PERS Contributions	73,690.00	6,150.89	51,279.17	0.00	22,410.83	69.59
70-311-5209 Retirees' Medical Insurance	29,872.00	2,596.88	20,410.40	0.00	9,461.60	68.33
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	8,764.00	46,774.00	0.00	-3,824.00	108.90
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	133.79	2,384.46	0.00	5,115.54	31.79
70-311-5506 Uniforms/Safety Equipment	2,500.00	337.50	337.50	0.00	2,162.50	13.50
70-311-5514 Parts - Billing	75,000.00	47,596.73	428,264.47	0.00	-353,264.47	571.02
70-311-5515 Parts - Telecommunications	20,000.00	174.21	5,915.03	0.00	14,084.97	29.58
70-311-5516 Install Wire, Loom & Hardware	16,000.00	786.88	16,754.40	0.00	-754.40	104.72
70-311-5517 Vehicle Operations	4,500.00	100.00	1,831.11	0.00	2,668.89	40.69
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	175,086.76	0.00	124,913.24	58.36
70-311-5525 Clvr Cty Infrastr Transition Costs Reimb	0.00	0.00	23,321.04	0.00	-23,321.04	0.00

Expenditure Status Report

South Bay Regional PCA
 2/1/2018 through 2/28/2018

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>
Total Technical Services	1,792,909.00	126,537.11	1,241,153.01	0.00	551,755.99	69.23
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	19,987.20	19,987.20	0.00	15,012.80	57.11
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	19,987.20	191,620.14	0.00	104,748.86	64.66
Total CIP	296,369.00	19,987.20	191,620.14	0.00	104,748.86	64.66
Total Capital Infrastructure Projects	296,369.00	19,987.20	191,620.14	0.00	104,748.86	64.66
Total SBRPCA Enterprise Fund	11,409,143.00	764,355.95	7,289,560.07	0.00	4,119,582.93	63.89

Expenditure Status Report

South Bay Regional PCA
 2/1/2018 through 2/28/2018

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	0.00	2,505,855.59	2,452,095.80	42,048.61	99.16
Total Grant Fund	5,000,000.00	0.00	2,505,855.59	2,452,095.80	42,048.61	99.16
Grand Total	16,409,143.00	764,355.95	9,795,415.66	2,452,095.80	4,161,631.54	74.64



Staff Report

South Bay Regional Public Communications Authority

TO: Executive Committee

FROM: Ralph Mailloux

DATE: March 27, 2018

SUBJECT: CAD Annual Maintenance Fee

RECOMMENDATION

That the Executive Committee discuss and approve transferring funding from the South Bay Regional Public Communications Authority's (Authority) "CAD Annual Maintenance Fee" line item to the City of Hawthorne for the new Mark 43 CAD/RMS Project.

FISCAL IMPLICATION

No impact on the Authority's 2017-2018 budget. This item was budgeted as a cost item in the Authority's current budget.

BACKGROUND:

The Authority's current computer aided dispatch/records management system (CAD/RMS) vendor, Tri Tech, charges an annual maintenance fee (AMF) to support the CAD software. The City of Hawthorne manages the entire Tri Tech account, pays all fees and bills the cities and the Authority for reimbursement. As of 2017, Tri Tech refused to honor the service agreement to support the CAD software as a result of what we believe to be the loss of the new CAD contract and the fact that the current CAD is too old to support.

DISCUSSION

The City of Hawthorne's Information Technology Services (ITS) is responsible for the maintenance and functionality of the CAD, including all hardware and software, and has agreements with third party vendors to help keep the system functioning. Because Tri Tech no longer supports the CAD, Hawthorne renegotiated the AMF from Tri Tech, including the removal of all their costs for support services. Until last year, the total cost charged to the Authority to cover the Tri Tech AMF was approximately \$300,000. However, as a result of the renegotiated AMF, the cost to the Authority is now \$97,290. The City of Hawthorne is requesting that the approximately \$200,000 difference (approximately \$300,000 less \$97,290 = \$202,710) between the renegotiated and previous AMF costs be transferred to a Hawthorne escrow account that will carry over to

support the new Mark 43 CAD/RMS Project. Hawthorne would use this fund for any Project cost increases or unplanned costs. Any monies remaining at the end of the Project would be applied to the new Mark 43 AMF, which would financially benefit all the cities for which the Authority provides services.

CONCLUSION

That the Executive Committee discuss and approve transferring the approximately \$200,000 difference between the renegotiated and previous AMF costs to a City of Hawthorne escrow account that will carry over to support the new Mark 43 CAD/RMS Project and applying any funds remaining at the end of the Project to the new Mark 43 AMF on behalf of the member agencies.

REM:ww



Staff Report

South Bay Regional Public Communications Authority

TO: Executive Committee

FROM: Ralph Mailloux

DATE: March 27, 2018

SUBJECT: UASI Grant Funding Timeline/Milestones

The following information on the Urban Area Security Initiative (UASI) Grant funding is provided for information purposes.

Timeline/Milestones

1. 2015
 - a. Board Approves UASI Grant
2. 2016
 - a. INSB Created
3. 2017
 - a. Project timeline created and tentative payment schedule established
 - b. Preliminary Schedule:

Date	Milestone # & Description	%	Total Amount	Motorola Agreement	Commline Agreement
Upon Execution	1- Execution of Transaction Document	20	\$1,000,000	\$891,671.20	
October 15, 2017	2- Completion of Contract Design Review	20	\$1,000,000	\$891,671.20	
October 15, 2017	3- Upon Shipment of Equipment	25	\$1,250,000	\$1,114,589.00	
April 2018	4- Completion of Installation	25	\$1,250,000	\$1,114,589.00	\$499,595.39
May 2018	5- Upon Final Project Acceptance	10	\$500,000	\$445,835.60	
	Total		\$5,000,000	\$4,458,356.00	\$499,595.39
	Projected Unallocated Balance		\$42,048.61	Total Amount - (Motorola + Commline)	

- c. Funding Allocation:
 - i. Gardena 45%
 - ii. Manhattan Beach 45%
 - iii. Hawthorne 10%

4. Progress to Date

a. 9/18/17

i. **Execution of Transaction Document- Milestone 1**

- ii. \$891,671.20 invoice received from Motorola and paid upon execution
- iii. Prefunding request issued to cities for \$1,000,000
- iv. All payments received within 30 days

b. 11/29/17

i. **Upon Shipment of Equipment- Milestone 3**

- ii. \$1,114,589.00 invoice received from Motorola for shipment of radios
- iii. Invoice paid and funding request issued to cities for \$1,114,589.00
- iv. All payments received within 30 days

c. 12/20/17

- i. Finance forms completed, insurance processed and all items submitted to Motorola for final approval

d. 12/22/17

i. **Completion of Installation (Commline Portion) - Milestone 4**

- ii. \$499,595.39 cumulatively from 3 invoices received from Commline for licenses and installation services
- iii. Invoices paid and funding requests issued (2/2/18) for \$499,595.39
- iv. All reimbursements received from Hawthorne, Gardena, and Manhattan Beach

e. 2/13/18

i. **Completion of Contract Design Review- Milestone 2**

- ii. \$891,671.20 invoice received from Motorola for completion of contract design review
- iii. Invoice payment will be processed on 3/16/18
- iv. Reimbursement request submitted

5. Summary

- a. Through March 7, 2018 Motorola has invoiced the RCC \$2,897,931.40 for the first three milestones and payments will have been made in full by 3/16/18. Reimbursements have been received for the first and third Motorola milestones. A reimbursement request will be submitted to the owner cities on 3/9/18 for the second milestone. Commline invoiced the RCC \$499,595.39 for licensing and installation services. Commline was paid, the owner cities were invoiced for reimbursement, and all reimbursements have been received.

The project is on the fourth milestone. Completion of Installation, and Acceptance is the only milestone remaining, with completion expected by December 2018.

When all current invoices are processed and paid, and all reimbursements received from owner cities, \$4,957,951.39 will have been expensed and reimbursed for the \$5,000,000 grant. This under run provides for an unallocated balance of \$42,048.61, which will be used the El Segundo Water Tower Project.

REM/SA:ww