

A G E N D A
REGULAR JOINT MEETING OF
THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE
TUESDAY, JANUARY 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 – October 18, 2016*

3b. Budget Performance Report –

3b1. October 31, 2016*

3b2. November 30, 2016*

3c. Cash & Investments Report – December 31, 2016*

3d. Hermosa Beach Assessment*

4. **EXECUTIVE DIRECTOR'S REPORT**

5. **NEW BUSINESS**

6. **ADJOURNMENT**

7. **CLOSED SESSION**

**Conference with Legal Counsel Re One Potential Case
Pursuant to Government Code Section: 54956.9(d)(4)

*Written material attached.

**Written material distributed in closed session.

Posting Place:

4440 W. Broadway, Hawthorne, CA 90250

Posting Date/Time:

January 11, 2017/3:00 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 Committee and the User Committee convened in a regular joint session at 2:00 PM on Tuesday, October 18, 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
Battalion Chief Nathan Cooke, El Segundo Fire Department
Chief Sharon Papa, Hermosa Beach Police Department
Captain Uiki Niko, Gardena Police Department

Absent: Chief Chris Donovan, El Segundo Fire Department
Interim Chief Pete Bonano, Hermosa Beach Fire Department
Chief Bob Espinosa, Manhattan Beach Fire Department
Chief Bob Fager, Hawthorne Police Department
Chief Eve Irvine, Manhattan Beach Police Department
Chief Ed Medrano, Gardena Police Department
Chief Mitch Tavera, El Segundo Police Department

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **Approval of Minutes – September 20, 2016**

MOTION: City Manager Lansdell moved to approve the minutes of September 20, 2016 as written. The motion was seconded by Interim City Manager Shadbeh and passed by unanimous voice vote.

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

Finance Manager Mohler presented the staff report with the recommendation to receive and file the Budget Performance Report as of September 30, 2016.

MOTION: City Manager Lansdell moved to receive and file the Budget Performance Report as of September 30, 2016. The motion was seconded by Interim City Manager Shadbeh and passed by unanimous voice vote.

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

Regular Joint Meeting
of the Executive Committee
and the User Committee
October 18, 2016

MOTION: Finance Manager Mohler presented the Cash & Investments Report as of September 30, 2016 with the recommendation to receive and file.

MOTION: City Manager Lansdell moved to receive and file the Cash & Investments Report as of September 30, 2016. The motion was seconded by Interim City Manager Shadbehrr and passed by unanimous voice vote.

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

Considered in closed session later in the meeting (see Agenda Item No. 6).

4. EXECUTIVE DIRECTOR'S REPORT

4a. Executive Director Mailloux reported on the status of the following items: the ES Chat system, which currently being tested by representatives from the member agencies; the INSB project; the recruiting efforts for the Communications Operator position; and the monitoring of the performance standards at the radio receiver/transmission sites by Solar Winds.

5. NEW BUSINESS

None.

6. CLOSED SESSION

Pursuant to Government Code Section 54957.6, Labor Negotiations, at 2:12 PM, the Executive Committee entered into closed session to discuss the Management Confidential Bargaining Group's memorandum of understanding (MOU) for July 1, 2016 to June 30, 2019.

At 2:19 PM, the meeting returned to open session. The following motion was made:
MOTION: City Manager Lansdell moved for the approval of the Management Confidential Bargaining Group's MOU for July 1, 2016 to June 30, 2019 as written. The motion was seconded by Interim City Manager Shadbehrr and passed by unanimous voice vote.

7. ADJOURNMENT

The meeting was adjourned at 2:20 PM.

Regular Joint Meeting
of the Executive Committee
and the User Committee
October 18, 2016



Staff Report

South Bay Regional Public Communications Authority

TO: Executive Committee
THROUGH: Ralph Mailloux
FROM: Valerie Mohler
DATE: November 15, 2016
SUBJECT: Budget Performance Report/October 31, 2016

RECOMMENDATION:

Receive and file the attached Budget Performance Report for October 31, 2016.

FISCAL IMPLICATION:

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

BACKGROUND:

Staff has analyzed the Authority's financial activities for the period ending October 31, 2016. Attachment 1 illustrates the overall revenues and expenses for the period. Attachment 2 shows revenue realized at 58.04% which includes the second quarter assessments. Attachment 3 shows 30.57% of the budget has been expended and/or encumbered.

The summary schedule per Attachment 1 shows that year-to-date (YTD) revenue is approximately \$2.6 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 33.33% with 66.67% remaining. The level of spending under the Salaries & Benefits category should be at 34.65% (9 payroll periods have been recorded). The level of spending under the Supplies & Services Category depends on when expenses are incurred and paid, while the Capital Outlay category depends on the progress of the project or when the project is completed.

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

Staff is available to respond if you have any questions.

Attachments: Attachment 1 – Budget Performance Summary
 Attachment 2 – Revenue Status Report (2 pages)
 Attachment 3 – Expenditure Status Report (5 pages)

SBRPCA
SUMMARY BUDGET PERFORMANCE REPORT
OCTOBER 31, 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>
TOTAL REVENUE	\$ 9,638,163	\$ 18,264	\$ 5,594,085	\$ -	\$ 4,044,078	41.96%
EXPENSE SUMMARY:						
<u>Administration</u>						
Salaries & Benefits	\$ 949,720	\$ 99,003	\$ 311,204	\$ -	\$ 638,516	67.23%
Supplies/Services/Equipment	668,601	42,983	347,919	15,106	305,576	45.70%
Total Expenses - Administration	\$ 1,618,321	\$ 141,986	\$ 659,123	\$ 15,106	\$ 944,092	58.34%
<u>Operations</u>						
Salaries & Benefits	\$ 6,316,206	\$ 441,614	\$ 1,731,844	\$ -	\$ 4,584,362	72.58%
Supplies/Services/Equipment	226,902	14,022	47,810	-	179,092	78.93%
Total Expenses - Operations	\$ 6,543,108	\$ 455,636	\$ 1,779,653	\$ -	\$ 4,763,455	72.80%
<u>Technical Services</u>						
Salaries & Benefits	\$ 1,093,846	\$ 73,017	\$ 295,951	\$ -	\$ 797,895	72.94%
Supplies/Services/Equipment	592,560	52,674	226,287	-	366,273	61.81%
Total Expenses - Technical Services	\$ 1,686,406	\$ 125,691	\$ 522,238	\$ -	\$ 1,164,168	69.03%
<u>Total Operating Expenses</u>	\$ 9,847,835	\$ 723,313	\$ 2,961,014	\$ 15,106	\$ 6,871,715	69.78%
<u>Capital Outlay</u>	\$ 381,653	\$ 55,602	\$ 55,983	\$ 94,855	\$ 230,815	60.48%
<u>GRAND TOTAL</u>	\$ 10,229,488	\$ 778,915	\$ 3,016,997	\$ 109,962	\$ 7,102,529	69.43%
RECAP						
Administration	\$ 1,618,321	\$ 141,986	\$ 659,123	\$ 15,106	\$ 944,092	58.34%
Operations	6,543,108	455,636	1,779,653	-	4,763,455	72.80%
Technical Services	1,686,406	125,691	522,238	-	1,164,168	69.03%
Capital Outlay	381,653	55,602	55,983	94,855	230,815	60.48%
TOTAL EXPENSES	\$ 10,229,488	\$ 778,915	\$ 3,016,997	\$ 109,962	\$ 7,102,529	69.43%
Salaries & Benefits	\$ 8,359,772	\$ 613,634	\$ 2,338,998	\$ -	\$ 6,020,774	72.02%
Supplies/Services/Equipment	1,488,063	109,679	622,016	15,106	850,941	57.18%
Capital Outlay	381,653	55,602	55,983	94,855	230,815	60.48%
TOTAL EXPENSES	\$ 10,229,488	\$ 778,915	\$ 3,016,997	\$ 109,962	\$ 7,102,529	69.43%

YTD REVENUES OVER YTD EXPENSES

\$ 2,577,088

Attachment 1

Differences due to rounding.

Revenue Status Report

South Bay Regional PCA
 10/1/2016 through 10/31/2016

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	0.00	1,434,780.60	956,520.40	60.00
10-50-111-4120 Hawthorne	3,359,598.00	0.00	2,015,758.80	1,343,839.20	60.00
10-50-111-4130 Manhattan Beach	1,703,280.00	0.00	1,021,968.00	681,312.00	60.00
10-50-111-4140 Hermosa Beach	671,081.00	0.00	335,540.50	335,540.50	50.00
10-50-111-4145 El Segundo	1,271,063.00	0.00	635,531.50	635,531.50	50.00
10-50-111-4150 El Camino Community College	16,000.00	-679.69	-679.69	16,679.69	-4.25
10-50-111-4151 Palos Verdes Estates Annual Maint	1,330.00	0.00	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	3,837.37	3,837.37	3,662.63	51.16
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	0.00	1,284.90	3,215.10	28.55
10-50-111-4430 Other Miscellaneous Revenue	5,000.00	32.31	66.14	4,933.86	1.32
Total Administration	9,436,253.00	3,189.99	5,522,357.57	3,913,895.43	58.52
10-60 Operations					
10-60-211 Communications Center					

Attachment 2

Revenue Status Report

South Bay Regional PCA
 10/1/2016 through 10/31/2016

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	0.00	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
Total Operations	80,500.00	0.00	1,419.01	79,080.99	1.76
10-70 Technical Services					
10-70-311 Technical Services					
10-70-311-4360 Reimbursements for Billable Parts	75,000.00	15,073.56	67,050.20	7,949.80	89.40
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	0.00	3,258.00	37,152.00	8.06
Total Technical Services	121,410.00	15,073.56	70,308.20	51,101.80	57.91
Total SBRPCA Enterprise Fund	9,638,163.00	18,263.55	5,594,084.78	4,044,078.22	58.04
Grand Total	9,638,163.00	18,263.55	5,594,084.78	4,044,078.22	58.04

Expenditure Status Report

South Bay Regional PCA
 10/1/2016 through 10/31/2016

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	55,703.16	215,037.29	0.00	473,748.71	31.22
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	13,537.09	13,537.09	0.00	11,462.91	54.15
50-111-5109 Vacation Leave Payoff	30,000.00	13,091.67	17,697.41	0.00	12,302.59	58.99
50-111-5112 Other Pay	1,200.00	100.00	400.00	0.00	800.00	33.33
50-111-5201 Medical Insurance	50,000.00	4,186.52	16,746.08	0.00	33,253.92	33.49
50-111-5202 Dental Insurance	2,800.00	227.66	910.64	0.00	1,889.36	32.52
50-111-5203 Vision Insurance	1,224.00	101.99	407.96	0.00	816.04	33.33
50-111-5204 Life Insurance	624.00	52.00	208.00	0.00	416.00	33.33
50-111-5205 Medicare	11,104.00	1,202.84	3,602.10	0.00	7,501.90	32.44
50-111-5207 Workers' Compensation	9,750.00	681.97	2,866.68	0.00	6,883.32	29.40
50-111-5208 PERS Contributions	104,730.00	8,410.19	32,958.63	0.00	71,771.37	31.47
50-111-5209 Retirees' Medical Insurance	13,652.00	1,107.95	4,431.80	0.00	9,220.20	32.46
50-111-5212 Deferred Comp Matching Benefit	7,200.00	600.00	2,400.00	0.00	4,800.00	33.33
50-111-5301 Communications Contract Services	31,000.00	1,781.00	7,124.00	0.00	23,876.00	22.98
50-111-5302 Computer Contract Services/CAD-Tiburón	12,000.00	12,025.00	42,827.50	0.00	-30,827.50	356.90
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	0.00	9,950.00	3,000.00	-550.00	104.44
50-111-5305 Legal Services	22,000.00	567.00	5,264.00	0.00	16,736.00	23.93
50-111-5306 Recruitment Costs	35,333.00	1,100.00	2,450.71	0.00	32,882.29	6.94
50-111-5307 Software Maintenance Services	33,772.00	0.00	24,853.76	12,106.36	-3,188.12	109.44
50-111-5308 Banking Services (Fees)	6,000.00	492.87	1,473.81	0.00	4,526.19	24.56
50-111-5309 Online/Website Maintenance Services	3,000.00	225.00	1,160.00	0.00	1,840.00	38.67
50-111-5312 Medical Director Services/Paramedics	0.00	6,250.00	18,750.00	0.00	-18,750.00	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
 10/1/2016 through 10/31/2016

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	2,081.12	8,993.10	0.00	2,442.90	78.64
50-111-5404 Employee Services/EC-BOD	1,500.00	38.62	118.84	0.00	1,381.16	7.92
50-111-5407 Tuition Reimbursement	4,000.00	0.00	2,268.00	0.00	1,732.00	56.70
50-111-5501 Office Supplies	9,000.00	522.80	1,688.36	0.00	7,311.64	18.76
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	0.00	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	18.92	321.26	0.00	1,678.74	16.06
50-111-5509 Reproduction	1,500.00	0.00	495.75	0.00	1,004.25	33.05
50-111-5511 Office Equipment Lease	11,500.00	867.49	3,607.10	0.00	7,892.90	31.37
50-111-5513 General Liability Insurance Premium	170,600.00	0.00	140,151.60	0.00	30,448.40	82.15
50-111-5517 Vehicle Operations	2,000.00	0.00	63.59	0.00	1,936.41	3.18
50-111-5601 Telephone - Administration	17,750.00	838.15	36.87	0.00	17,713.13	0.21
50-111-5701 Maintenance - HQ	139,050.00	6,050.48	39,910.70	0.00	99,139.30	28.70
50-111-5702 Maintenance - Other Sites	6,500.00	80.49	455.88	0.00	6,044.12	7.01
50-111-5703 Electricity - HQ	97,000.00	8,270.10	29,466.82	0.00	67,533.18	30.38
50-111-5704 Electricity - Grandview	1,800.00	157.71	442.91	0.00	1,357.09	24.61
50-111-5705 Electricity - Punta Place	5,700.00	524.01	2,029.43	0.00	3,670.57	35.60
50-111-5706 Gas - HQ	12,000.00	621.80	1,666.98	0.00	10,333.02	13.89
50-111-5707 Water - HQ	3,500.00	283.67	1,023.32	0.00	2,476.68	29.24
50-111-5715 Electricity-MB Water Tower	3,000.00	186.99	534.68	0.00	2,465.32	17.82
Total Administration	1,618,321.00	141,986.26	659,122.68	15,106.36	944,091.96	41.66
60 Operations						
60-200 Operations						
60-200-5000 Expenditures						
60-211-5101 Salaries (Full-Time)	4,013,434.00	270,595.37	1,096,640.47	0.00	2,916,793.53	27.32
60-211-5102 Salaries (Part-Time)	220,536.00	2,011.49	7,861.84	0.00	212,674.16	3.56
60-211-5103 Overtime	350,000.00	62,129.27	199,104.45	0.00	150,895.55	56.89
60-211-5104 Acting Pay	7,500.00	24.27	819.69	0.00	6,680.31	10.93
60-211-5105 Bilingual Pay	9,600.00	800.00	2,456.00	0.00	7,144.00	25.58
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
 10/1/2016 through 10/31/2016

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>
60-211-5109 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	335.63	567.10	0.00	4,432.90	11.34
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	6,252.36	24,204.91	0.00	71,024.09	25.42
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	38,164.09	152,488.73	0.00	365,009.27	29.47
60-211-5202 Dental Insurance	33,542.00	1,832.25	7,496.64	0.00	26,045.36	22.35
60-211-5203 Vision Insurance	14,041.00	968.54	3,874.16	0.00	10,166.84	27.59
60-211-5204 Life Insurance	7,644.00	559.00	2,236.00	0.00	5,408.00	29.25
60-211-5205 Medicare	71,133.00	5,027.86	19,493.46	0.00	51,639.54	27.40
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	16,804.67	0.00	36,695.33	31.41
60-211-5208 PERS Contributions	633,754.00	44,263.13	179,284.73	0.00	454,469.27	28.29
60-211-5209 Retirees' Medical Insurance	58,180.00	4,528.25	18,113.00	0.00	40,067.00	31.13
60-211-5211 Social Security	9,115.00	124.71	397.67	0.00	8,717.33	4.36
60-211-5401 Memberships & Dues	190.00	0.00	0.00	0.00	190.00	0.00
60-211-5402 Publications	1,960.00	30.01	122.04	0.00	1,837.96	6.23
60-211-5403 Conferences, Meetings & Travel	31,752.00	0.00	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	2,824.20	8,078.60	0.00	9,921.40	44.88
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	353.00	353.00	0.00	147.00	70.60
60-211-5603 Telephone - El Segundo	3,000.00	194.37	659.49	0.00	2,340.51	21.98
60-211-5604 Telephone - Gardena	8,000.00	113.17	707.58	0.00	7,292.42	8.84
60-211-5606 Telephone - Hawthorne	6,500.00	516.08	1,768.35	0.00	4,731.65	27.21
60-211-5607 Telephone - Hermosa Beach	16,000.00	1,495.41	6,074.42	0.00	9,925.58	37.97
60-211-5608 Telephone - Manhattan Beach	13,000.00	385.94	1,391.96	0.00	11,608.04	10.71
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	312.55	1,250.56	0.00	13,749.44	8.34
60-211-5612 Telephone - RCC	16,000.00	804.00	2,746.90	0.00	13,253.10	17.17
60-211-5613 Sprint Wireless Reimbursable	72,000.00	6,319.08	18,873.71	0.00	53,126.29	26.21
60-211-5614 Verizon Wireless Reimbursable	3,500.00	673.76	1,413.44	0.00	2,086.56	40.38

Expenditure Status Report

South Bay Regional PCA
 10/1/2016 through 10/31/2016

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>
Total Operations	6,543,108.00	455,635.54	1,779,653.22	0.00	4,763,454.78	27.20
70 Technical Services						
70-300 Technical Services						
70-300-5000 Expenditures						
70-311-5101 Salaries (Full-Time)	696,878.00	49,044.56	197,002.75	0.00	499,875.25	28.27
70-311-5103 Overtime	13,500.00	124.66	124.66	0.00	13,375.34	0.92
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	0.00	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	1,577.93	0.00	3,506.07	31.04
70-311-5201 Medical Insurance	74,737.00	6,246.58	24,981.74	0.00	49,755.26	33.43
70-311-5202 Dental Insurance	6,983.00	396.28	1,585.12	0.00	5,397.88	22.70
70-311-5203 Vision Insurance	2,673.00	202.76	811.04	0.00	1,861.96	30.34
70-311-5204 Life Insurance	1,092.00	91.00	364.00	0.00	728.00	33.33
70-311-5205 Medicare	9,855.00	618.65	2,470.72	0.00	7,384.28	25.07
70-311-5207 Workers' Compensation	96,500.00	7,078.36	29,754.10	0.00	66,745.90	30.83
70-311-5208 PERS Contributions	98,758.00	7,314.35	29,711.01	0.00	69,046.99	30.08
70-311-5209 Retirees' Medical Insurance	23,040.00	1,508.91	5,617.77	0.00	17,422.23	24.38
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	0.00	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	0.00	241.70	0.00	7,258.30	3.22
70-311-5506 Uniforms/Safety Equipment	2,500.00	141.65	141.65	0.00	2,358.35	5.67
70-311-5514 Parts - Billing	75,000.00	41,107.94	90,121.16	0.00	-15,121.16	120.16
70-311-5515 Parts - Telecommunications	20,000.00	1,185.92	1,999.80	0.00	18,000.20	10.00
70-311-5516 Install Wire, Loom & Hardware	16,000.00	238.28	5,043.99	0.00	10,956.01	31.52
70-311-5517 Vehicle Operations	4,500.00	0.00	512.22	0.00	3,987.78	11.38

Expenditure Status Report

South Bay Regional PCA
 10/1/2016 through 10/31/2016

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	0.00	77.39	0.00	17,922.61	0.43
70-311-5521 Outside Technical Serv-Towers & Equip	120,000.00	10,000.00	56,900.00	0.00	63,100.00	47.42
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
Total Technical Services	1,686,406.00	125,690.96	522,237.91	0.00	1,164,168.09	30.97
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
80-406-5901 Uniform Replacement	0.00	0.00	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	55,602.34	55,602.34	0.00	86,643.66	39.09
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
Total Capital Infrastructure Projects	381,653.00	55,602.34	55,983.16	94,855.25	230,814.59	39.52
Total SBRPCA Enterprise Fund	10,229,488.00	778,915.10	3,016,996.97	109,961.61	7,102,529.42	30.57
Grand Total	10,229,488.00	778,915.10	3,016,996.97	109,961.61	7,102,529.42	30.57



Staff Report

South Bay Regional Public Communications Authority

TO: Executive Committee

THROUGH: Ralph Mailloux

FROM: Valerie Mohler

DATE: December 20, 2016

SUBJECT: Budget Performance Report/November 30, 2016

RECOMMENDATION:

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

FISCAL IMPLICATION:

As of this period, expenses appear to be within the budgeted amounts with exceptions in certain line accounts that are trending higher and which should be absorbed by savings in other line accounts at year end.

BACKGROUND:

Staff has analyzed the Authority's financial activities for the period ending November 30, 2016. Attachment 1 illustrates the overall revenues and expenses for the period. Attachment 2 shows revenue realized at 58.31% which includes the second quarter assessments. Attachment 3 shows 39.18% of the budget has been expended and/or encumbered.

The summary schedule per Attachment 1 shows that year-to-date (YTD) revenue is approximately \$1.7 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.

Some line accounts such as leave pay are trending higher, which should be offset by savings in other accounts at year end.

DISCUSSION:

Based on a 12-month budget cycle, the estimated spending level should be at 41.67% with 58.33% remaining. The level of spending under the Salaries & Benefits category should be at 42.31% (11 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. Sprint Wireless Reimbursable expenses are also excluded as the fourth quarter assessment billings for participating members will include reimbursements required for these costs.

Staff is available to respond to any questions you might have.

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
NOVEMBER 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>
TOTAL REVENUE	\$ 9,638,163	\$ 26,122	\$ 5,620,207	\$ -	\$ 4,017,956	41.69%
EXPENSE SUMMARY:						
Administration						
Salaries & Benefits	\$ 949,720	\$ 73,317	\$ 384,521	\$ -	\$ 565,199	59.51%
Supplies/Services/Equipment	668,601	40,774	388,693	12,106	267,802	40.05%
Total Expenses - Administration	\$ 1,618,321	\$ 114,091	\$ 773,214	\$ 12,106	\$ 833,001	51.47%
Operations						
Salaries & Benefits	\$ 6,316,206	\$ 580,988	\$ 2,312,832	\$ -	\$ 4,003,374	63.38%
Supplies/Services/Equipment	226,902	13,807	61,617	-	165,285	72.84%
Total Expenses - Operations	\$ 6,543,108	\$ 594,796	\$ 2,374,449	\$ -	\$ 4,168,659	63.71%
Technical Services						
Salaries & Benefits	\$ 1,043,846	\$ 100,451	\$ 396,402	\$ -	\$ 647,444	62.02%
Supplies/Services/Equipment	642,560	67,657	293,944	-	348,616	54.25%
Total Expenses - Technical Services	\$ 1,686,406	\$ 168,108	\$ 690,346	\$ -	\$ 996,060	59.06%
Total Operating Expenses	\$ 9,847,835	\$ 876,995	\$ 3,838,009	\$ 12,106	\$ 5,997,720	60.90%
Capital Outlay	\$ 381,653	\$ 7,307	\$ 63,290	\$ 94,855	\$ 223,508	58.56%
GRAND TOTAL	\$ 10,229,488	\$ 884,302	\$ 3,901,299	\$ 106,962	\$ 6,221,228	60.82%
RECAP						
Administration	\$ 1,618,321	\$ 114,091	\$ 773,214	\$ 12,106	\$ 833,001	51.47%
Operations	6,543,108	594,796	2,374,449	-	4,168,659	63.71%
Technical Services	1,686,406	168,108	690,346	-	996,060	59.06%
Capital Outlay	381,653	7,307	63,290	94,855	223,508	58.56%
TOTAL EXPENSES	\$ 10,229,488	\$ 884,302	\$ 3,901,299	\$ 106,962	\$ 6,221,228	60.82%
Salaries & Benefits	\$ 8,309,772	\$ 754,757	\$ 3,093,755	\$ -	\$ 5,216,017	62.77%
Supplies/Services/Equipment	1,538,063	122,239	744,254	12,106	781,702	50.82%
Capital Outlay	381,653	7,307	63,290	94,855	223,508	58.56%
TOTAL EXPENSES	\$ 10,229,488	\$ 884,302	\$ 3,901,299	\$ 106,962	\$ 6,221,228	60.82%

YTD REVENUES OVER YTD EXPENSES

\$ 1,718,908

Differences due to rounding.

Revenue Status Report

South Bay Regional PCA
 11/1/2016 through 11/30/2016

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	0.00	1,434,780.60	956,520.40	60.00
10-50-111-4120 Hawthorne	3,359,598.00	0.00	2,015,758.80	1,343,839.20	60.00
10-50-111-4130 Manhattan Beach	1,703,280.00	0.00	1,021,968.00	681,312.00	60.00
10-50-111-4140 Hermosa Beach	671,081.00	0.00	335,540.50	335,540.50	50.00
10-50-111-4145 El Segundo	1,271,063.00	0.00	635,531.50	635,531.50	50.00
10-50-111-4150 El Camino Community College	16,000.00	742.56	62.87	15,937.13	0.39
10-50-111-4151 Palos Verdes Estates Annual Maint	1,330.00	-742.56	0.00	1,330.00	0.00
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	3,837.37	3,662.63	51.16
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	526.75	1,811.65	2,688.35	40.26
10-50-111-4430 Other Miscellaneous Revenue	5,000.00	3.43	69.57	4,930.43	1.39
Total Administration	9,436,253.00	530.18	5,522,887.75	3,913,365.25	58.53
10-60 Operations					
10-60-211 Communications Center					

Revenue Status Report

South Bay Regional PCA
 11/1/2016 through 11/30/2016

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	0.00	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
Total Operations	80,500.00	0.00	1,419.01	79,080.99	1.76
10-70 Technical Services					
10-70-311 Technical Services					
10-70-311-4360 Reimbursements for Billable Parts	75,000.00	25,592.04	92,642.24	-17,642.24	123.52
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	0.00	3,258.00	37,152.00	8.06
Total Technical Services	121,410.00	25,592.04	95,900.24	25,509.76	78.99
Total SBRPCA Enterprise Fund	9,638,163.00	26,122.22	5,620,207.00	4,017,956.00	58.31
Grand Total	9,638,163.00	26,122.22	5,620,207.00	4,017,956.00	58.31

Expenditure Status Report

South Bay Regional PCA
 11/1/2016 through 11/30/2016

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	53,403.70	268,440.99	0.00	420,345.01	38.97
50-111-5104 Acting Pay	1,000.00	0.00	0.00	0.00	1,000.00	0.00
50-111-5107 Merit Pay	2,650.00	1,800.00	1,800.00	0.00	850.00	67.92
50-111-5108 Sick Leave Payoff	25,000.00	0.00	13,537.09	0.00	11,462.91	54.15
50-111-5109 Vacation Leave Payoff	30,000.00	1,838.72	19,536.13	0.00	10,463.87	65.12
50-111-5112 Other Pay	1,200.00	100.00	500.00	0.00	700.00	41.67
50-111-5201 Medical Insurance	50,000.00	4,186.52	20,932.60	0.00	29,067.40	41.87
50-111-5202 Dental Insurance	2,800.00	227.66	1,138.30	0.00	1,661.70	40.65
50-111-5203 Vision Insurance	1,224.00	101.99	509.95	0.00	714.05	41.66
50-111-5204 Life Insurance	624.00	52.00	260.00	0.00	364.00	41.67
50-111-5205 Medicare	11,104.00	836.13	4,438.23	0.00	6,665.77	39.97
50-111-5207 Workers' Compensation	9,750.00	681.97	3,548.65	0.00	6,201.35	36.40
50-111-5208 PERS Contributions	104,730.00	8,380.61	41,339.24	0.00	63,390.76	39.47
50-111-5209 Retirees' Medical Insurance	13,652.00	1,107.95	5,539.75	0.00	8,112.25	40.58
50-111-5212 Deferred Comp Matching Benefit	7,200.00	600.00	3,000.00	0.00	4,200.00	41.67
50-111-5301 Communications Contract Services	31,000.00	1,781.00	8,905.00	0.00	22,095.00	28.73
50-111-5302 Computer Contract Services/CAD-Tiburón	12,000.00	12,071.25	54,898.75	0.00	-42,898.75	457.49
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	2,000.00	11,950.00	0.00	450.00	96.37
50-111-5305 Legal Services	22,000.00	0.00	5,264.00	0.00	16,736.00	23.93
50-111-5306 Recruitment Costs	35,333.00	613.75	3,064.46	0.00	32,268.54	8.67
50-111-5307 Software Maintenance Services	33,772.00	0.00	24,853.76	12,106.36	-3,188.12	109.44
50-111-5308 Banking Services (Fees)	6,000.00	435.40	1,909.21	0.00	4,090.79	31.82
50-111-5309 Online/Website Maintenance Services	3,000.00	225.00	1,385.00	0.00	1,615.00	46.17
50-111-5312 Medical Director Services/Paramedics	0.00	6,250.00	25,000.00	0.00	-25,000.00	0.00
50-111-5401 Memberships & Dues	810.00	270.00	270.00	0.00	540.00	33.33
50-111-5402 Publications	350.00	0.00	0.00	0.00	350.00	0.00

Expenditure Status Report

South Bay Regional PCA
 11/1/2016 through 11/30/2016

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	475.49	9,468.59	0.00	1,967.41	82.80
50-111-5404 Employee Services/EC-BOD	1,500.00	66.14	184.98	0.00	1,315.02	12.33
50-111-5407 Tuition Reimbursement	4,000.00	0.00	2,268.00	0.00	1,732.00	56.70
50-111-5501 Office Supplies	9,000.00	173.34	1,861.70	0.00	7,138.30	20.69
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	301.36	1,091.39	0.00	3,408.61	24.25
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	34.25	355.51	0.00	1,644.49	17.78
50-111-5509 Reproduction	1,500.00	0.00	495.75	0.00	1,004.25	33.05
50-111-5511 Office Equipment Lease	11,500.00	1,389.81	4,996.91	0.00	6,503.09	43.45
50-111-5513 General Liability Insurance Premium	170,600.00	0.00	140,151.60	0.00	30,448.40	82.15
50-111-5517 Vehicle Operations	2,000.00	15.99	79.58	0.00	1,920.42	3.98
50-111-5601 Telephone - Administration	17,750.00	1,240.35	1,277.22	0.00	16,472.78	7.20
50-111-5701 Maintenance - HQ	139,050.00	5,773.81	45,684.51	0.00	93,365.49	32.85
50-111-5702 Maintenance - Other Sites	6,500.00	294.90	750.78	0.00	5,749.22	11.55
50-111-5703 Electricity - HQ	97,000.00	5,638.13	35,104.95	0.00	61,895.05	36.19
50-111-5704 Electricity - Grandview	1,800.00	153.63	596.54	0.00	1,203.46	33.14
50-111-5705 Electricity - Punta Place	5,700.00	451.96	2,481.39	0.00	3,218.61	43.53
50-111-5706 Gas - HQ	12,000.00	704.75	2,371.73	0.00	9,628.27	19.76
50-111-5707 Water - HQ	3,500.00	268.48	1,291.80	0.00	2,208.20	36.91
50-111-5715 Electricity-MB Water Tower	3,000.00	145.21	679.89	0.00	2,320.11	22.66
Total Administration	1,618,321.00	114,091.25	773,213.93	12,106.36	833,000.71	48.53
60 Operations						
60-200 Operations						
60-200-5000 Expenditures						
60-211-5101 Salaries (Full-Time)	4,013,434.00	268,376.77	1,365,017.24	0.00	2,648,416.76	34.01
60-211-5102 Salaries (Part-Time)	220,536.00	3,237.78	11,099.62	0.00	209,436.38	5.03
60-211-5103 Overtime	350,000.00	54,199.43	253,303.88	0.00	96,696.12	72.37
60-211-5104 Acting Pay	7,500.00	0.00	819.69	0.00	6,680.31	10.93
60-211-5105 Bilingual Pay	9,600.00	800.00	3,256.00	0.00	6,344.00	33.92
60-211-5108 Sick Leave Payoff	100,000.00	89,815.68	89,815.68	0.00	10,184.32	89.82

Expenditure Status Report

South Bay Regional PCA
 11/1/2016 through 11/30/2016

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	20,393.46	20,393.46	0.00	19,606.54	50.98
60-211-5110 Training Pay	5,000.00	231.47	798.57	0.00	4,201.43	15.97
60-211-5114 Holiday Payoff	45,000.00	32,792.37	32,792.37	0.00	12,207.63	72.87
60-211-5115 Education Incentive Pay	95,229.00	6,252.36	30,457.27	0.00	64,771.73	31.98
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	38,164.09	190,652.82	0.00	326,845.18	36.84
60-211-5202 Dental Insurance	33,542.00	1,832.25	9,328.89	0.00	24,213.11	27.81
60-211-5203 Vision Insurance	14,041.00	968.54	4,842.70	0.00	9,198.30	34.49
60-211-5204 Life Insurance	7,644.00	559.00	2,795.00	0.00	4,849.00	36.56
60-211-5205 Medicare	71,133.00	6,911.62	26,405.08	0.00	44,727.92	37.12
60-211-5206 Unemployment Insurance	15,000.00	3,597.00	3,597.00	0.00	11,403.00	23.98
60-211-5207 Workers' Compensation	53,500.00	3,997.75	20,802.42	0.00	32,697.58	38.88
60-211-5208 PERS Contributions	633,754.00	44,184.64	223,469.37	0.00	410,284.63	35.26
60-211-5209 Retirees' Medical Insurance	58,180.00	4,528.25	22,641.25	0.00	35,538.75	38.92
60-211-5211 Social Security	9,115.00	145.99	543.66	0.00	8,571.34	5.96
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	153.05	0.00	1,806.95	7.81
60-211-5403 Conferences, Meetings & Travel	31,752.00	444.24	4,813.89	0.00	26,938.11	15.16
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	350.00	350.00	0.00	1,650.00	17.50
60-211-5407 Tuition Reimbursement	18,000.00	2,358.40	10,437.00	0.00	7,563.00	57.98
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	353.00	0.00	147.00	70.60
60-211-5603 Telephone - El Segundo	3,000.00	194.37	853.86	0.00	2,146.14	28.46
60-211-5604 Telephone - Gardena	8,000.00	113.18	820.76	0.00	7,179.24	10.26
60-211-5606 Telephone - Hawthorne	6,500.00	510.20	2,278.55	0.00	4,221.45	35.05
60-211-5607 Telephone - Hermosa Beach	16,000.00	1,399.30	7,473.72	0.00	8,526.28	46.71
60-211-5608 Telephone - Manhattan Beach	13,000.00	307.47	1,699.43	0.00	11,300.57	13.07
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	311.38	1,561.94	0.00	13,438.06	10.41
60-211-5612 Telephone - RCC	16,000.00	762.72	3,509.62	0.00	12,490.38	21.94
60-211-5613 Sprint Wireless Reimbursable	72,000.00	6,314.39	25,188.10	0.00	46,811.90	34.98
60-211-5614 Verizon Wireless Reimbursable	3,500.00	710.81	2,124.25	0.00	1,375.75	60.69

Expenditure Status Report

South Bay Regional PCA
 11/1/2016 through 11/30/2016

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>
Total Operations	6,543,108.00	594,795.92	2,374,449.14	0.00	4,168,658.86	36.29
70 Technical Services						
70-300 Technical Services						
70-300-5000 Expenditures						
70-311-5101 Salaries (Full-Time)	646,878.00	49,044.56	246,047.31	0.00	400,830.69	38.04
70-311-5103 Overtime	13,500.00	0.00	124.66	0.00	13,375.34	0.92
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	700.00	2,650.00	0.00	50.00	98.15
70-311-5108 Sick Leave Payoff	15,000.00	8,273.71	8,273.71	0.00	6,726.29	55.16
70-311-5109 Vacation Leave Payoff	25,000.00	7,520.50	7,520.50	0.00	17,479.50	30.08
70-311-5114 Holiday Payoff	12,000.00	9,211.61	9,211.61	0.00	2,788.39	76.76
70-311-5115 Education Incentive Pay	5,084.00	391.06	1,968.99	0.00	3,115.01	38.73
70-311-5201 Medical Insurance	74,737.00	6,967.42	31,949.16	0.00	42,787.84	42.75
70-311-5202 Dental Insurance	6,983.00	281.96	1,867.08	0.00	5,115.92	26.74
70-311-5203 Vision Insurance	2,673.00	169.17	980.21	0.00	1,692.79	36.67
70-311-5204 Life Insurance	1,092.00	78.00	442.00	0.00	650.00	40.48
70-311-5205 Medicare	9,855.00	989.57	3,460.29	0.00	6,394.71	35.11
70-311-5207 Workers' Compensation	96,500.00	7,078.36	36,832.46	0.00	59,667.54	38.17
70-311-5208 PERS Contributions	98,758.00	7,401.01	37,112.02	0.00	61,645.98	37.58
70-311-5209 Retirees' Medical Insurance	23,040.00	2,343.90	7,961.67	0.00	15,078.33	34.56
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	0.00	41,268.00	0.00	-858.00	102.12
70-311-5403 Conferences, Meetings & Travel	2,650.00	64.80	64.80	0.00	2,585.20	2.45
70-311-5503 General Technical Supplies	7,500.00	50.24	291.94	0.00	7,208.06	3.89
70-311-5506 Uniforms/Safety Equipment	2,500.00	0.00	141.65	0.00	2,358.35	5.67
70-311-5514 Parts - Billing	75,000.00	61,714.78	151,835.94	0.00	-76,835.94	202.45
70-311-5515 Parts - Telecommunications	20,000.00	118.46	2,118.26	0.00	17,881.74	10.59
70-311-5516 Install Wire, Loom & Hardware	16,000.00	1,159.25	6,203.24	0.00	9,796.76	38.77
70-311-5517 Vehicle Operations	4,500.00	181.51	693.73	0.00	3,806.27	15.42

Expenditure Status Report

South Bay Regional PCA
 11/1/2016 through 11/30/2016

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	0.00	77.39	0.00	17,922.61	0.43
70-311-5521 Outside Technical Serv-Towers & Equip	120,000.00	0.00	56,900.00	0.00	63,100.00	47.42
70-311-5522 Vehicle Antennas-Reimbursable	6,000.00	0.00	0.00	0.00	6,000.00	0.00
70-311-5524 GETAC Project	50,000.00	4,368.00	4,368.00	0.00	45,632.00	8.74
70-311-5820 Other Equipment	0.00	0.00	29,981.16	0.00	-29,981.16	0.00
Total Technical Services	1,686,406.00	168,107.87	690,345.78	0.00	996,060.22	40.94
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
80-406-5901 Uniform Replacement	0.00	0.00	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	6,417.85	6,417.85	0.00	61,197.15	9.49
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	55,602.34	0.00	86,643.66	39.09
80-451-5901 Replace UPS Sys/Comp & Tower Radio Rms	100,000.00	888.65	888.65	94,855.25	4,256.10	95.74
Total Capital Infrastructure Projects	381,653.00	7,306.50	63,289.66	94,855.25	223,508.09	41.44
Total SBRPCA Enterprise Fund	10,229,488.00	884,301.54	3,901,298.51	106,961.61	6,221,227.88	39.18
Grand Total	10,229,488.00	884,301.54	3,901,298.51	106,961.61	6,221,227.88	39.18



Staff Report

South Bay Regional Public Communications Authority

TO: The Executive Committee

THROUGH: Ralph Mailloux

FROM: Valerie Mohler

COPY TO: Tim Lilligren, Treasurer

DATE: January 17, 2017

SUBJECT: Cash & Investment Report/December 31, 2016

RECOMMENDATION:

Receive and file the Cash & Investments Report for December 31, 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 21st 2006 meeting, the Executive Committee elected to receive the Cash & Investments Report on a quarterly basis.

DISCUSSION:

Staff has completed the bank reconciliation for December 31, 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. The monthly yield as of December 31, 2016 will be provided during the meeting as it was unavailable at the time the report was written. Interest earned for the second quarter will also be provided at that time.

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 December 31, 2016.

**SBRPCA
CASH AND INVESTMENTS REPORT
12/31/2016**

	Bank Balance	Deposits in Transit	Outstanding Checks	Book Balance
<u>ACTIVE ACCOUNTS</u>				
MUFG Union Bank (General/Payroll)	\$ 680,165.92	_____	\$ (12,914.41)	\$ 667,251.51
<u>INVESTMENTS</u>				
LAIF*	\$ 3,602,569.39	\$ -	\$ -	\$ 3,602,569.39
Total Investments	\$ 3,602,569.39	\$ -	\$ -	\$ 3,602,569.39
<u>OTHER CASH ON HAND</u>				
Petty Cash	\$ -	\$ -	\$ -	\$ 500.00
Vending Machine Petty Cash	\$ -	\$ -	\$ -	\$ 776.71
				\$ 1,276.71
TOTAL CASH & INVESTMENTS				\$ 4,271,597.61
<u>*Breakdown of cash by fund:</u>				
Fund 10 (Enterprise Fund)				\$ 667,251.51
Fund 20 (SHSGP Grant Fund)				-
Total				<u>\$ 667,251.51</u>

Note: LAIF's interest rate as of December 31, 2016 will be reported at the Executive Committee meeting on January 17, 2017. Interest earned for the first quarter ending December 31, 2016 will also be reported.



Staff Report

South Bay Regional Public Communications Authority

TO: Executive Committee

FROM: Ralph Mailloux

DATE: January 11, 2017

SUBJECT: Adjustment to the City of Hermosa Beach's Annual Costs for Services

RECOMMENDATION

That the Executive Committee discuss in closed session and provide direction.

BACKGROUND:

On October 20, 2015, the Executive Committee approved a cost for services methodology for future and existing client cities. The methodology was developed after several meetings between Authority staff and representatives from some of the owner agencies in mid to late 2015. This methodology was used to develop the cost for services' proposal for the City of Culver City and was approved by their city council.

At the Executive/User Committee meeting on July 19, 2016, former Hermosa Beach City Manager Tom Bakaly requested reconsideration of the assessment adjustment using the updated methodology for the City of Hermosa Beach (see Attachment 1). Hermosa Beach's original contract expired in 2008 and is currently on a year-to-year basis. Their 2016-2017 assessment was \$671,081. However, utilizing the updated annual assessment methodology adopted by the Executive Committee, Hermosa Beach's assessment would increase to \$1,167,015, for an increase of \$495,934. This updated assessment is based on calls for service during 2015 and it would change to utilize calls for service during 2016 (see Attachment 2).

DISCUSSION

On August 23, 2016 a meeting attended by City Manager Bakaly, Chief Espinosa, Captain Ishii, Chief Medrano, Captain Turnbull, and me, was held to discuss options for Hermosa Beach's assessment. These options included:

1. Phasing in the increase to the cost for services so Hermosa Beach would not experience a one-time doubling of their assessment;

2. Increasing Hermosa Beach's assessment by a modest amount, realizing that there should be some benefit to being a long-term contract agency with the Authority; and
3. Reducing the amount of the increase somewhere in the middle and phasing in the increase over several years.

CONCLUSION

That the Executive Committee should discuss in closed session and provide direction.

REM:ww

Attachment(s): Attachment 1: Assessment Subcommittee Meeting dated August 1, 2016
 Attachment 2: Hermosa Beach Spreadsheet

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY

M E M O R A N D U M

Date: August 1, 2016

TO: City Manager Tom Bakaly, City of Hermosa Beach
Chief Bob Espinosa, Manhattan Beach Fire Department
Captain Mike Ishii, Hawthorne Police Department
Chief Ed Medrano, Gardena Police Department
Captain Bob Turnbull, El Segundo Police Department

FROM: Ralph Mailloux

SUBJECT: Cost for Services Methodology and Annual Adjustments

At the City of Hermosa Beach's request at the joint Executive/User Committee meeting on July 19, 2016, direction was given for the Executive Director to schedule a meeting of the subcommittee established at the meeting to discuss the recently-adopted cost for services methodology and annual adjustments for future client agencies. Attached for your review are documents related to the cost for services methodology adopted by the Executive Committee in September 2015. I believe the two issues at hand are: (1) the issue of bringing the City of Hermosa Beach's current assessment in line with the adopted methodology guidelines, which will result in a cost of nearly two times their current assessment; and (2) the methodology for future annual adjustments for client agencies. The City of Hermosa Beach's five-year contract expired in 2008 and is currently on a year-to-year basis. The City of El Segundo's ten-year contract began in 2010 and will expire in 2020.

I am requesting a meeting in the near future to discuss the cost for services methodology and annual adjustments. Please provide your availability for the second half of August and the first half of September to Wendy Weeks at wweeks@rcc911.org by Friday, August 5, 2016, so that a meeting date and time can be scheduled.

REM:ww
Attachment(s)

Attachment 1

Agency	PD Service Calls	FD Service Calls	Total	Percentage	Adjusted Budget/%	Annual Admin. Fee	Total
HPD	85032		85032	36.48%	\$2,733,867	\$847,668	\$3,581,535
GPD	72170		72170	30.96%	\$2,320,341	\$719,449	\$3,039,790
MBPD & FD	45015	3200	48215	20.68%	\$1,550,162	\$480,646	\$2,030,809
HBPD & FD	25763	1944	27707	11.89%	\$890,809	\$276,206	\$1,167,015
Total		5144	233124	100.00%	\$7,495,179	\$2,323,970	

\$495,934

2017 Adjusted Budget	\$7,495,179
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Annual Admin. Fee	\$2,323,970
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Hermosa Beach '16/17	\$671,081
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Percentage is % of service calls of new client compared to owner agencies

Adjusted Budget/% is based on % service calls to adjusted budget

Annual Admin. Fee is based on % of calls for service to annual Administrative costs and annual depreciation

Attachment 2