



## ***East Bay Regional Communications System Authority***



Participating agencies include Alameda and Contra Costa Counties and the following cities and special districts: Alameda, Albany, Antioch, Berkeley, Brentwood, Clayton, Concord, Danville, Dublin, El Cerrito, Emeryville, Fremont, Hayward, Hercules, Lafayette, Livermore, Martinez, Moraga, Newark, Oakland, Oakley, Piedmont, Pinole, Pittsburg, Pleasant Hill, Pleasanton, Richmond, San Leandro, San Pablo, San Ramon, Union City, Walnut Creek, East Bay Regional Park District, Kensington Police Community Services District, Livermore Amador Valley Transit Authority, Moraga-Orinda Fire District, Rodeo-Hercules Fire District, San Ramon Valley Fire District, California Department of Transportation, Ohlone Community College District, Contra Costa Community College District, Dublin-San Ramon Services District and University of California, Berkeley

### **FINANCE COMMITTEE MEETING**

#### **NOTICE OF REGULAR MEETING**

**DATE: February 7, 2025**

**TIME:** 11:00 a.m.

**PLACE:** Alameda County Office of Homeland Security and Emergency Services,  
Room 1013  
4985 Broder Blvd., Dublin, CA 94568

### **AGENDA**

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1. Call to Order/Roll Call/Introductions
2. Public Comments (Meeting Open to the Public):  
At this time, the public is permitted to address the Committee on items within the Committee's subject matter jurisdiction that do not appear on the agenda. Please limit comments to a maximum of three (3) minutes. If you wish to comment on an item that is on the agenda, please wait until the item is read for consideration.
3. Approval of Minutes of November 22, 2024, Finance Committee Meeting
4. Discuss Executive Director Spending Authority and By-laws Update
5. Presentation of Mid-Year Budget Update
6. Provide Recommendation for Revised Budget Format
7. East Bay Regional Communication System Updates
  - The City of Antioch Site on Walton Lane
  - Radio Purchase Agreement
  - Pearl Shelter Replacement
8. Agenda Items for Next Meeting
9. Adjournment

This AGENDA is posted in accordance with Government Code Section 54954.2(a)

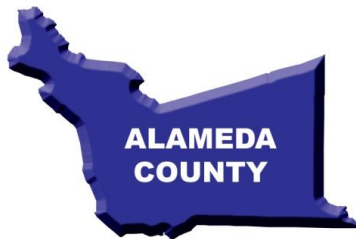
*If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact the EBRCSA at (925) 803-7802 at least 72 hours in advance of the meeting.*

I hereby certify that the attached agenda was posted 72 hours before the noted meeting.

A handwritten signature in dark ink, appearing to read "David Swing", with a stylized flourish at the end.

David Swing, Executive Director

February 3, 2025



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Communications  
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**AGENDA ITEM NO. 3**

**AGENDA STATEMENT  
FINANCE COMMITTEE  
MEETING DATE: FEBRUARY 7, 2025**

**TO:** Finance Committee  
East Bay Regional Communications System Authority (EBRCSA)

**FROM:** David Swing, Executive Director   
East Bay Regional Communications System Authority

**SUBJECT:** Approval of Minutes of the November 22, 2024 Finance Committee Meeting

**RECOMMENDATIONS:**

Approve the minutes of the November 22, 2024 Finance Committee Meeting

**SUMMARY/DISCUSSION:**

The Finance Committee will consider approval of the minutes of the November 22, 2024 Finance Committee meeting.

**Attachments:**

1. Draft Minutes of the November 22, 2024 Finance Committee Meeting



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### **FINANCE COMMITTEE MEETING**

#### **SPECIAL MEETING**

**DATE: November 22, 2024**

**TIME:** 10:30 a.m.

**PLACE:** Alameda County Office of Homeland Security and Emergency Services,  
Room 1013, 4985 Broder Blvd., Dublin, CA 94568

### **DRAFT MINUTES**

1. **Call to Order/Roll Call:** The regular meeting of the Finance Committee was called to order at 11:00 a.m.

#### **Committee Members Present:**

P. Meyer, Chief, San Ramon Valley Fire Protection District

J. Calabrigo, Town Manager, Town of Danville

T. Dupuis, Chief Information Officer/Registrar of Voters, Alameda County (arrived 10:53 a.m.)

M. Nino, County Administrator, Contra Costa County

S. Perkins, Councilmember, City of San Ramon

C. Silva, Councilmember, City of Walnut Creek

#### **Staff Present:**

D. Swing, Executive Director

C. Boyer, Auditor

J. Kwong, Administrative Assistant

2. **Public Comments:** None.

3. **Approval of Minutes of August 30, 2024, Finance Committee Meeting**

On motion of Bm. Calabrigo, seconded by Bm. Silva, and by unanimous vote, the Finance Committee approved the minutes.

The meeting agenda was amended to switch the order of items 4 and 8.

**8. Provide Direction for Billing Consistency**

Executive Director Swing reported that the billing has been resolved with the affected City agreeing to consistent radio pricing.

On motion of Bm. Perkins, seconded by Bm. Silva, and by unanimous vote, the Finance Committee provided direction that all agencies are to pay the same rate and any exceptions to rate payments would need to be approved by the Board of Directors via recommendation from the Finance Committee. The committee also recommended showing the previous and current rate structure for member agencies to the Board of Directors.

**5. Presentation of the Accounts Receivable Aging**

On motion of Bm. Silva, seconded by Bm. Perkins, and by unanimous vote, the Finance Committee recommended that the policy have a third-party collections company to administer late fees and collection fees to bring the outstanding accounts to current.

**6. Provide Recommendation for Operating and Capital Fund Balances**

On motion of Bm. Perkins, seconded by Bm. Nino, and by unanimous vote, the Finance Committee recommended a policy that the operating reserve shall not be lower than 25% and the capital fund balance shall not be lower than five million dollars (\$5,000,000); and if either fund drops below these amounts, the Executive Director should provide a plan within the next Board of Director's meeting to restore the fund balances within two years.

**7. Provide Recommendation for Future Rate Increases for Capital Infrastructure Replacement**

On motion of Bm. Calabrigo, seconded by Bm. Perkins, and by unanimous vote, the Finance Committee recommended funding Scenario One(B) for approval by the Board.

Scenario One(B) has the following terms:

- Across the board \$3.00 per unit per month increase for five years
- Results in Operating Payments of \$46 per unit per month
- Ending Capital Fund balance of \$6.8m in FY 2038/39
- Shows Agencies with Service Payments deferred until 2027/28

**4. Presentation of 2023 Audited Financial Statements**

On motion of Bm. Calabrigo, seconded by Bm. Silva, and by unanimous vote, the Finance Committee recommended acceptance of the report for approval by the Board.

**9. Provide Policy Direction for Tower Leases by Member Agencies**

The Finance Committee provided direction to the Executive Director to research additional information for a future policy regarding tower leasing and levying of associated charges by EBRCSA.

**10. Provide Recommendation for Executive Director Compensation**

On motion of Bm. Perkins, seconded by Bm. Calabrigo, the Finance Committee recommended an increase to the Executive Director's compensation to a monthly rate of \$22,500 for approval by the Board and with direction to include additional information about parameters of the existing contract. The motion was approved by the following vote:

Ayes: Calabrigo, Dupuis, Meyer, Perkins, Silva

Noes: Nino

**11. East Bay Regional Communication System Updates**

Executive Director Swing provided a brief update on the following items.

- Capital Improvement/Replacement Project
- The City of Antioch Site on Walton Lane – No change.
- Radio Purchase Agreement - The purchase agreement is pending approval by the Contra Costa County Board of Supervisors. The terms of the agreement include a minimum purchase of 1,400 radios per year with any surplus purchases of over 1,400 to be credited to the account for the following year. The radio pricing under the agreement is exclusive to EBRCSA and the agreement cannot be shared by other agencies.

**12. Agenda Items for Next Meeting**

- a. Director Spending Authority

**Adjournment:** There being no further business, the meeting was adjourned at 12:43 p.m.

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Jocelyn Kwong  
Authority Secretary



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### **AGENDA ITEM NO. 4**

#### **AGENDA STATEMENT FINANCE COMMITTEE MEETING DATE: FEBRUARY 7, 2025**

**TO:** Finance Committee  
East Bay Regional Communications System Authority (EBRCSA)

**FROM:** David Swing, Executive Director   
East Bay Regional Communications System Authority

**SUBJECT:** Executive Director Spending Authority and By-laws Update

#### **RECOMMENDATION:**

Recommend formation of an ad-hoc working group to update the EBRCSA by-laws

#### **SUMMARY/DISCUSSION:**

At the September 13, 2024 meeting the Board inquired about the sufficiency of the spending authority of the Executive Director. The spending authority is established at \$25,000 in Authority by-laws section 8.1 whereas either the Operations or Finance Committee may approve purchases up to \$25,000. Section 9.4 also allows the Executive Director the same spending authority. The by-laws state that Board of Directors approval is required for any expenditure above \$25,000. The spending limit has required the Director to bring routine purchases to the Board which can delay purchases since the Board meets on a quarterly basis. The Authority follows the purchasing policies of the County of Alameda. According to Authority Counsel, procurement policies during and declared emergency would follow the County of Alameda. The Authority can choose to draft its own emergency spending policy by revising the by-laws.

If the Finance Committee recommends increasing the spending limit, the Executive Director recommends a complete review of the by-laws since the by-laws were last updated on October 11, 2011. A full review will better ensure the by-laws are contemporary and relevant to the operations of the Authority today. The Executive Director recommends the formation of an ad-hoc working group of no more than five Board members to review the current by-laws and provide revisions to the working Committees and Board of Directors at the May, 2025 meetings for review and adoption.

The current by-laws are attached to this report as Attachment 1.

East Bay Regional Communications System Authority	1
Adopted Bylaws	
Amended by Reso No 08-14, 11/21/08	
Amended by Reso No 09-03, 02/20/09	
Amended by Reso No 10-08, 06/18/10	
Amended by Reso No 11-19, 10/21/11	

## BYLAWS

### EAST BAY REGIONAL COMMUNICATIONS SYSTEM AUTHORITY

The East Bay Regional Communications System Authority (hereafter the "Authority") is a cooperative agency voluntarily established by its members pursuant to the Joint Exercise of Powers Act of the Government Code of the State of California, for the purpose of acquiring, planning, designing, constructing, operating and maintaining a P25 compliant or equivalent communications system serving Alameda and Contra Costa Counties and their individual political jurisdictions.

Pursuant to Section 11 of the Joint Exercise of Powers Agreement for the Authority (hereafter the "Agreement") dated September 11, 2007, by and between the following members:

Alameda County, Contra Costa County, Alameda, Albany, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Pleasanton, San Leandro, Union City, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Martinez, Moraga, Oakley, Pittsburg, Pinole, Pleasant Hill, Richmond, San Pablo, San Ramon, Walnut Creek, Kensington Police Community Services District, San Ramon Valley Fire Protection District, Rodeo-Hercules Fire Protection District, East Bay Regional Parks District

These By-Laws were adopted by the Board of Directors for the Authority by:  
Resolution No. 07-5 adopted on December 7, 2007

#### Article I: Definitions

- A. **"Agreement"** shall mean the Joint Powers Authority agreement
- B. **"Board"** shall mean the 23 member Board of Directors
- C. **"Operations Committee"** shall mean the Operations Committee identified in Section 8.1 of the Bylaws
- D. **"Finance Committee"** shall mean the Finance Committee identified in Section 8.1 of the Bylaws
- E. **"Quorum"** shall mean a majority of the Board Members (12)
- F. **"Technical Advisory Committee"** shall mean the Technical Advisory Committee identified in Article VIII, Section 8.1 of the Bylaws

#### Article II: Principal Office

Section 2.1. The principal office for the transaction of business of the Authority is hereby fixed and located at:



Alameda County Office of Homeland Security and Emergency Services  
4985 Broder Blvd.  
Dublin CA. 94568

### **Article III: Notice**

Section 3.1. Notice from one member agency to another shall be given as provided in Section 16 of the Agreement. Member agencies may change the address to which notices shall be sent by giving notice of such change to all other member agencies at least thirty (30) days prior to the effective date of such change.

### **Article IV: Board of Directors**

Section 4.1. The Authority shall be governed by a Board of Directors (hereafter the "Board") consisting of twenty-three (23) Directors. Each Director shall have an alternate that will be appointed by their representative organization. Alternates, once selected, can serve to fill any vacancy of a Director for their represented organization/county. Directors and their alternates shall, at the time of their appointment and for the duration of their service on the Board, be employees or officers of their member agencies. Alternates shall serve as Directors in the absence of their respective Directors and shall exercise all duties and responsibilities thereof. Each Director and each alternate shall serve at the pleasure of the appointing entity and may be removed by the appointing entity at any time without notice.

Section 4.2. The Directors shall represent the entities and be appointed as set forth in Section 6a of the Agreement.

Section 4.3. A resignation of a Director or alternate shall be in writing and filed with the East Bay Regional Communications System Executive Director.

Section 4.4. The alternate may not participate and/or vote at a meeting attended by the appointed Board member.

Section 4.5. Directors and alternates are the only ones eligible to represent their Board position including participation and voting at the Board of Directors meetings.

Section 4.6. Director and alternate vacancies shall be timely filled by the applicable appointing entity, and officer vacancies shall be timely filled by the applicable electing or appointing entity.

## Article V: Presiding Officers

Section 5.1. The officers shall be a Chair, and Vice-Chair. The duties, and term, as applicable, are as set forth in Section 6 Administration c. Procedures (*Procedures.*(1) *The Board shall elect annually a Chair from among its membership to preside at meetings and shall select a Secretary who may, but need not, be a Director. The Board may, from time to time, elect such other officers as the Board shall deem necessary or convenient to conduct the affairs of the Authority.*) of the Agreement. In the absence of the Chair, the Board shall be presided over by the Vice-Chair, who shall be elected annually from among the Board's membership. The election of the Chair and Vice Chair will be accomplished pursuant to the process outlined in Section 5.3 of the Bylaws. The Board will appoint a Secretary as set forth 6.c of the Agreement to provide minutes of the meetings, as outlined in Section 6. Administration b. Meetings (4) ( *(4) Minutes. The Secretary of the Authority shall cause minutes of all meetings of the Board to be kept and shall, as soon as possible after each meeting, cause a copy of the minutes to be forwarded to each Director, the Members, and other parties upon request.*) of the Agreement. The Secretary will not be a Board member.

Section 5.2. The positions of Chair and Vice Chair will be filled by a representative from each county. If the Chair is from Alameda County, the Vice Chair will be from Contra Costa. If the Chair is from Contra Costa, the Vice Chair will be from Alameda.

Section 5.3 The Board of Directors will receive nominations from sitting members of the Board to fill the positions of Chair and Vice Chair at a meeting of the Board. The Board will vote on the nominations for Chair and Vice Chair following Robert's Rules of Order. The newly elected Chair and Vice Chair will assume their positions at the conclusion of the meeting, and will continue in the positions for one year.

## Article VI: Meetings

Section 6.1. The procedures for Board meetings shall be as set forth in Section 6 Administration b. Meetings

### *b. Meetings.*

(1) *Regular Meetings. The Board shall by resolution establish the number of regular meetings to be held each year and the date, hour and location at which such regular meetings shall be held; provided, that the Board shall meet at least once every year.*

(2) *Special Meetings. Special meetings of the Board may be called in accordance with the provisions of the Ralph M. Brown Act (Government Code Section 54950 et seq.).*

(3) *Conduct of Meetings. All meetings of the Board shall be held in accordance with the Ralph M. Brown Act (Government Code Section 54950 et seq.).*

(4) *Minutes. The Secretary of the Authority shall cause minutes of all meetings of the Board to be kept and shall, as soon as possible after each meeting, cause a copy of the minutes to be forwarded to each Director, the Members, and other parties upon*

request.

*(5) Quorum. Twelve (12) Directors of the Board shall constitute a quorum for the transaction of business. Except as provided in Section 7 below, actions of the Board shall require the affirmative vote of a majority of the entire Board (i.e., twelve (12) affirmative votes). of the Agreement.*

Section 6.2. Committee meetings will be posted on the web site and meeting notices will be sent to Board members and alternates by email.

Section 6.3. Agendas and Minutes of all meetings will be posted on the web site.

## **Article VII: Legal Notices**

Section 7.1. All legal notices required by the Government Code shall be published in one or more newspapers of general circulation or posted according to state law.

## **Article VIII: Authority Organization**

Section 8.1. In Section 5. Duties (f) *(f. To establish within six (6) months of the execution of this Agreement ad hoc operational and technical committees as necessary to consider and recommend to the Board of Directors system implementation issues.)* the Board is directed to form committees as necessary to provide recommendations and direction on issues relating to the EBRCS. In order to provide recommendations to the full Board of Directors on operational and financing issues, and provide day to day oversight, standing Operational and Finance committees will be formed as standing committees of the Board, and the committees will be required to follow the Brown Act. Agendas and minutes of the committee meetings will be made available on the web site. The committees will be made up of Board members and/or alternates, with representation and authority as listed below.

In the event that neither a Board member nor his or her designated alternate can attend a committee meeting, alternates to the Finance and Operations Committees will be selected first by discipline from Board members or alternate Board members from the appropriate county. If the Executive Director receives notice of the absence of a committee member, the Executive Director will contact Board members or alternates from the appropriate discipline or county. If no one from the discipline is able to attend, the Executive Director will contact Board members and/or alternates from the appropriate county until a replacement can be found.

**Operations Committee:** The Operations Committee will have 7 members and be responsible for review of system operational and technical issues including but not

**Adopted Bylaws****Amended by Reso No 08-14, 11/21/08****Amended by Reso No 09-03, 02/20/09****Amended by Reso No 10-08, 06/18/10****Amended by Reso No 11-19, 10/21/11**

limited to the review of existing technology, system upgrades, implementation of new technology, and provide support for the existing system implementation. The operations committee can appoint ad hoc committees when it needs to bring in additional expertise to address issues. The operations committee will also be able to approve expenditures up to \$25,000 without approval of the full Board of Directors. They will make recommendations to the Board through the Executive Director.

**Operations Committee Representation:**

Board Chair or Vice Chair  
 2 Police Chiefs (one from each county)  
 2 Fire Chiefs (one from each county)  
 2 Sheriff's (one from each county)

**Finance Committee:** The Finance Committee will have 8 members and be responsible for the development of a budget, and review of financing options in order to develop a financing plan. The committee will also develop recommendations for subscriber unit pricing to account for the ongoing operations, upgrades and replacement. The Finance Committee will also be able to approve expenditures up to \$25,000 without approval of the full Board of Directors. They will make recommendations to the Board on finance issues through the Executive Director.

**Finance Committee Representation:**

Board Chair or Vice Chair  
 2 City Managers (one from each county)  
 2 Elected Officials (one from each county)  
 2 County (one from each county)  
 1 Special District

**Technical Advisory Committee:** The Technical Advisory Committee will have 10 to 20 members, consisting of Fire Protection, Law Enforcement and Radio Technicians constituting balanced representation of Alameda County and Contra Costa County, and the EBRCSA Executive Director, for the purpose of providing technical expertise and advice to the Operations Committee and/or the EBRCSA Board on operational decisions to be made in connection with implementation of the EBRCSA P-25 compliant or equivalent communications system.

**Article IX: Staff**

Section 9.1. There will be an Executive Director of the EBRCS who will be responsible for the general management, administration, direction and development of the Authority's operations and procedures on a daily basis, including grant applications, acquisitions of equipment, financial administration, meeting administration, recordkeeping, all facilities, employees, consultants, and their respective uses.

Section 9.2. The Executive Director will be appointed by a majority of the Board of Directors and may be removed by a majority of the Board of Directors.

Section 9.3. The Executive Director working through designated member agencies shall be responsible for employment practices, and the administration of all approved policies regarding employee compensation, leave, and other personnel matters. The Executive Director will bring to the Board a resolution adopting the personnel practices of one of the member agencies.

Section 9.4. The Executive Director, upon the approval of the Board Chair or Vice Chair, will be able to approve certain expenditures up to \$25,000 without approval of the full Board of Directors, the Operations Committee, or the Finance Committee. Any such expenditure will be reviewed at the next regularly scheduled meeting of the Finance Committee.

## **Article X: Board Reimbursement and Compensation**

Section 10.1. Directors and alternates representing the authority shall receive reimbursement for any actual expenses incurred for travel directly related to the business of the authority. There will be no per diem or travel reimbursement for attending Board of Directors or committee meetings. The Board will adopt the reimbursement policies of Alameda County.

## **Article XI: Finances**

Section 11.1. The financial system of the Authority shall be kept under the provisions as specified in California Government Code Sections 6505 and 6505.5.

Section 11.2. The budget shall be adopted as set forth in Section 6. Administration d.Fiscal Matters (4) Budget ((4) Budget. *The Board shall adopt a budget no later than one hundred twenty (120) days after the first meeting of the Board and no later than June 30th of each year thereafter.*) of the Agreement.

Section 11.3. Expenditures by the Authority may not exceed the final budget without a budgetary revision approved by a 2/3 vote of the Board.

Section 11.4. Purchasing for the Authority shall be administered by the Executive Director, pursuant to the purchasing procedures of a charter county (Alameda County) as listed in State statute and shall be authorized by the Authority's Auditor, within budgetary amounts.

## **Article XII: Amendments**

Section 12.1. These Bylaws may be amended from time to time by resolution of the Board. Amendments shall be ratified by a 2/3 majority of the Board of Directors.

## **Article XIII: Indemnification**

The Joint Powers Agreement addresses indemnification in Section 9. *Indemnification 9. Indemnification. The Authority shall acquire such insurance protection as is necessary to protect the interest of the Authority and its Members. The Authority shall assume the defense of and indemnify and save harmless the Members and their governing bodies, officers, agents, and employees from all claims, losses, damages, costs, injury, and liability of every kind, nature, and description directly or indirectly arising from the performance of any of the activities of the Authority or the activities undertaken pursuant to this Agreement.*



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**AGENDA ITEM NO. 5**

**AGENDA STATEMENT  
FINANCE COMMITTEE  
MEETING DATE: FEBRUARY 7, 2025**

**TO:** Finance Committee  
East Bay Regional Communications System Authority (EBRCSA)

**FROM:** David Swing, Executive Director   
East Bay Regional Communications System Authority

**SUBJECT:** Presentation of Mid-Year Budget Update

**RECOMMENDATIONS:**

Receive Update on Mid-Year Budget Status

**SUMMARY/DISCUSSION:**

The Auditor's Office provided a mid-year budget report that shows the Authority has spent nearly 55% of its appropriated expenses. This is largely due to having paid the entire year of the Motorola contract.

Revenues for the year are approximately \$4.2m over budget with an additional \$900,000 anticipated by the end of the fiscal year. Based on current spending trends, Staff anticipates being under budget at the end of the fiscal year.

The Budget v. Actual detail is attached as Attachment 1.

**East Bay Regional Communications System**  
**Profit & Loss Budget vs. Actual**  
 July through December 2024

8:46 AM  
 01/09/2025  
 Accrual Basis

	<u>Jul - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
405100-Initial Payments	-200.00			
405300-Service Payments	1,713,210.00	1,512,000.00	201,210.00	113.31%
405500-Operating Payment	11,481,186.00	7,453,000.00	4,028,186.00	154.05%
405700 - Delinquency Fee 10%	42,079.20			
Total Income	<u>13,236,275.20</u>	<u>8,965,000.00</u>	<u>4,271,275.20</u>	<u>147.64%</u>
Gross Profit	13,236,275.20	8,965,000.00	4,271,275.20	147.64%
Expense				
605000-Administration				
605010-Executive Director	122,270.00	263,000.00	-140,730.00	46.49%
605020-Administrative Assistant	4,146.75	40,000.00	-35,853.25	10.37%
605030-Travel	0.00	7,000.00	-7,000.00	0.0%
605040-Misc	4,230.14	13,000.00	-8,769.86	32.54%
605050-Training	<u>0.00</u>	<u>30,000.00</u>	<u>-30,000.00</u>	<u>0.0%</u>
Total 605000-Administration	130,646.89	353,000.00	-222,353.11	37.01%
605210-Audit Fees	0.00	26,000.00	-26,000.00	0.0%
605215-Contingency	0.00	100,000.00	-100,000.00	0.0%
605230-Legal	5,560.00	33,000.00	-27,440.00	16.85%
605240-Lease	0.00	81,000.00	-81,000.00	0.0%
605250-Website Hosting	1,133.32	6,000.00	-4,866.68	18.89%
605300-Maintenance				
605305 - Astro Maintenance	1,521,344.43	1,540,000.00	-18,655.57	98.79%
605306 - Mtrla Recharact Astro	1,386,155.65	1,410,000.00	-23,844.35	98.31%
605307 - Mtrla Recharact MPLS	99,235.25	102,000.00	-2,764.75	97.29%
605308 - Mtrla Recharact NICE	283,068.73	310,000.00	-26,931.27	91.31%
605315 - MDR	298,517.94	305,000.00	-6,482.06	97.88%
605330 - Network administration	0.00	280,000.00	-280,000.00	0.0%
605340 - HVAC maintenance	10,338.00	75,000.00	-64,662.00	13.78%



	<b>Jul - Dec 24</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
605350 - Generator maintenance	32,983.63	69,000.00	-36,016.37	47.8%
605360 - ALCO general	300,000.00	600,000.00	-300,000.00	50.0%
605370 - COCO general	103,325.25	345,000.00	-241,674.75	29.95%
605380 - CSI telecommunications	39,068.65	260,000.00	-220,931.35	15.03%
605390 - Microwave maintenance	42,310.98	215,000.00	-172,689.02	19.68%
605395 - Misc Maintenance	12,221.21	20,000.00	-7,778.79	61.11%
<b>Total 605300-Maintenance</b>	<b>4,128,569.72</b>	<b>5,531,000.00</b>	<b>-1,402,430.28</b>	<b>74.64%</b>
605410-Licenses and Permits	2,328.00	20,000.00	-17,672.00	11.64%
605420-Membership Fees	0.00	13,000.00	-13,000.00	0.0%
605430-Security	19,816.50	35,000.00	-15,183.50	56.62%
605440-Utilities	57,717.06	293,000.00	-235,282.94	19.7%
605600-Insurance	0.00	108,000.00	-108,000.00	0.0%
605750 - Capital Outlay	1,871,240.00	4,759,000.00	-2,887,760.00	39.32%
<b>Total Expense</b>	<b>6,217,011.49</b>	<b>11,358,000.00</b>	<b>-5,140,988.51</b>	<b>54.74%</b>
<b>Net Ordinary Income</b>	<b>7,019,263.71</b>	<b>-2,393,000.00</b>	<b>9,412,263.71</b>	<b>-293.33%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
706600-Interest	183,252.20			
<b>Total Other Income</b>	<b>183,252.20</b>			
<b>Net Other Income</b>	<b>183,252.20</b>			
<b>Net Income</b>	<b>7,202,515.91</b>	<b>-2,393,000.00</b>	<b>9,595,515.91</b>	<b>-300.98%</b>



## **East Bay Regional Communications System Authority**



Participating agencies include Alameda and Contra Costa Counties and the following cities and special districts: Alameda, Albany, Antioch, Berkeley, Brentwood, Clayton, Concord, Danville, Dublin, El Cerrito, Emeryville, Fremont, Hayward, Hercules, Lafayette, Livermore, Martinez, Moraga, Newark, Oakland, Oakley, Piedmont, Pinole, Pittsburg, Pleasant Hill, Pleasanton, Richmond, San Leandro, San Pablo, San Ramon, Union City, Walnut Creek, East Bay Regional Park District, Kensington Police Community Services District, Livermore Amador Valley Transit Authority, Moraga-Orinda Fire District, Rodeo-Hercules Fire District, San Ramon Valley Fire District, California Department of Transportation, Ohlone Community College District, Contra Costa Community College District, Dublin-San Ramon Services District and University of California, Berkeley

### **AGENDA ITEM NO. 6**

#### **AGENDA STATEMENT FINANCE COMMITTEE MEETING DATE: FEBRUARY 7, 2025**

**TO:** Finance Committee  
East Bay Regional Communications System Authority (EBRCSA)

**FROM:** David Swing, Executive Director  
East Bay Regional Communications System Authority

**SUBJECT:** Revision of Budget Format

#### **RECOMMENDATIONS:**

Provide Direction on Revising the Budget Format

#### **SUMMARY/DISCUSSION:**

Based on feedback from last year's budget process and budget amendment meeting, staff proposes to change how the budget is presented to the Finance Committee and subsequently the Board of Directors. Prior budgets provided the reader with the proposed budget for the coming year and the adopted budget for the immediate year prior. Prior budgets did not include actual spending for the current year or historical spending for prior years. Staff has included prior year budgets and recommended budget format in Attachment 1. Staff is seeking input and a recommendation from the Finance Committee to amend the budget format for the FY2025/26 budget presented at the May 30, 2025 meeting.

FY2022/23	FY2023/24	FY2024/25	FY2024/25	FY2024/25	FY2024/25	FY2025/26
Actual	Actual	Adopted	12/31/24	% of Budget	Projected	Proposed

A sample budget is included as Attachment 1.

**East Bay Regional Communications System**  
**Proposed Budget Template**  
**Fiscal Year 2025/2026**

	FY2022/23	FY2023/24	FY2024/25	FY2024/25	FY2024/25	FY2024/25	FY2025/26
	Actual	Actual	Adopted	12/31/2024	% of Budget	Projected	Proposed
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
405100-Initial Payments	18,000.00	1,200.00		-200.00			
405300-Service Payments	1,561,410.00	1,663,920.00	1,512,000.00	1,713,210.00	113.31%		
405500-Operating Payment	5,804,298.00	6,651,092.00	7,453,000.00	11,481,186.00	154.05%		
405700 - Delinquency Fee 10%				42,079.20			
<b>Total Income</b>	7,383,708.00	8,316,212.00	8,965,000.00	13,236,275.20	147.64%		
<b>Gross Profit</b>	7,383,708.00	8,316,212.00	8,965,000.00	13,236,275.20	147.64%		
<b>Expense</b>							
<b>605000-Administration</b>							
605010-Executive Director	256,305.00	274,957.50	263,000.00	122,270.00	46.49%		
605020-Administrative Assistant	14,847.25	26,262.75	40,000.00	4,146.75	10.37%		
605030-Travel	300.31	0.00	7,000.00	0.00	0.00%		
605040-Misc	0.00	0.00	13,000.00	4,230.14	32.54%		
605050-Training	34,936.00	2,718.43	30,000.00	0.00	0.00%		
<b>Total 605000-Administration</b>	306,388.56	303,938.68	353,000.00	130,646.89	37.01%		
605210-Audit Fees	17,820.00	19,305.00	26,000.00	0.00	0.00%		
605215-Contingency	0.00	0.00	100,000.00	0.00	0.00%		
605230-Legal	14,694.04	76,242.03	33,000.00	5,560.00	16.85%		
605240-Lease	0.00	0.00	81,000.00	0.00	0.00%		
605250-Website Hosting	3,399.96	3,399.96	6,000.00	1,133.32	18.89%		
<b>605300-Maintenance</b>							
605305 - Astro Maintenance	1,098,062.06	1,468,242.95	1,540,000.00	1,521,344.43	98.79%		
605306 - Mtrla Recharact Astro	978,248.66	1,358,657.09	1,410,000.00	1,386,155.65	98.31%		
605307 - Mtrla Recharact MPLS		96,267.16	102,000.00	99,235.25	97.29%		
605308 - Mtrla Recharact NICE		320,559.71	310,000.00	283,068.73	91.31%		
605315 - MDR		288,098.59	305,000.00	298,517.94	97.88%		
605330 - Network administration	266,379.76	163,209.30	280,000.00	0.00	0.00%		
605340 - HVAC maintenance	35,192.38	12,734.28	75,000.00	10,338.00	13.78%		

	FY2022/23	FY2023/24	FY2024/25	FY2024/25	FY2024/25	FY2024/25	FY2025/26
	Actual	Actual	Adopted	12/31/2024	% of Budget	Projected	Proposed
605350 - Generator maintenance	18,077.67	5,813.00	69,000.00	32,983.63	47.80%		
605360 - ALCO general	600,000.00	600,000.00	600,000.00	300,000.00	50.00%		
605370 - COCO general	251,132.78	495,497.74	345,000.00	103,325.25	29.95%		
605380 - CSI telecommunications	19,912.50	81,789.52	260,000.00	39,068.65	15.03%		
605390 - Microwave maintenance	33,244.80	63,510.99	215,000.00	42,310.98	19.68%		
605395 - Misc Maintenance	4,086.27	7,467.46	20,000.00	12,221.21	61.11%		
<b>Total 605300-Maintenance</b>	<b>3,304,336.88</b>	<b>4,961,847.79</b>	<b>5,531,000.00</b>	<b>4,128,569.72</b>	<b>74.64%</b>		
605410-Licenses and Permits	0.00	1,752.00	20,000.00	2,328.00	11.64%		
605420-Membership Fees	9,194.00	9,025.00	13,000.00	0.00	0.00%		
605430-Security	21,143.71	38,506.57	35,000.00	19,816.50	56.62%		
605440-Utilities	181,381.11	210,580.58	293,000.00	57,717.06	19.70%		
605600-Insurance	72,167.88	83,699.46	108,000.00	0.00	0.00%		
605750 - Capital Outlay			4,759,000.00	1,871,240.00	39.32%		
<b>Total Expense</b>			<b>11,358,000.00</b>	<b>6,217,011.49</b>	<b>54.74%</b>		
<b>Net Ordinary Income</b>			<b>-2,393,000.00</b>	<b>7,019,263.71</b>	<b>-293.33%</b>		
<b>Other Income/Expense</b>							
<b>Other Income</b>							
706600-Interest	198,682.60	400,598.91	300,000.00	183,252.20			
<b>Total Other Income</b>	<b>198,682.60</b>	<b>400,598.91</b>	<b>300,000.00</b>	<b>183,252.20</b>			
<b>Net Other Income</b>	<b>198,682.60</b>	<b>400,598.91</b>	<b>300,000.00</b>	<b>183,252.20</b>			
<b>Net Income</b>			<b>-2,393,000.00</b>	<b>7,202,515.91</b>	<b>-300.98%</b>		