



COMMUNICATIONS ADMINISTRATIVE
POLICY/PROCEDURE

Policy No. 332 Date Issued: March 18, 1993
Section: 300 - Fiscal Policies Date Revised: February 24, 2022
SUBJECT: REVENUE - GENERAL
APPROVED: <signed copy on file>
Board Chairperson

- 1.0 Pursuant to Section 6, Sub-section B, paragraph 1 of the Agreement, the Parties to the Agreement shall pay for the entire operation of the Center, with the annual expenditure budget determining the total amount of assessment required from each Party to the Agreement by the formula included.
1.1 The total assessment against each Party to the Agreement will be reduced by expected revenue from executed contracts with associate User Agencies for dispatch and other communications services.
2.0 The formula included in the Agreement is based upon the population and the assessed value of each participating political jurisdiction.
2.1 This formula determines the cost sharing of the Parties to the Agreement as follows:
2.1.1 Santa Cruz County - 59.78%
2.1.2 City of Watsonville - 14.57%
2.1.3 City of Santa Cruz - 20.16%
2.1.4 City of Capitola - 05.49%
2.2 This formula shall be in effect through the Fiscal Year 1994/95.
2.2.1 This formula will also be used to distribute that portion of any bond proceeds necessary to reimburse the Parties to the Agreement for their capital cost contributions beginning July 1, 1993.

3.0 Beginning with Fiscal Year 1995/96 and concluding with Fiscal Year 1998/99, a three year interim formula based upon the following elements will be used to determine service charges for the Member Agencies and associate User Agencies.

3.1 Readiness to Serve or Base Fee (33.33% or 1/3 of the interim formula).

3.1.1 Readiness to Serve is defined as a fee element based upon the notion that similar agencies must be equally prepared, staffed, equipped and trained to receive and handle a Call for Service.

3.1.2 The Readiness to Serve element, equaling 33.33% of the total formula, is distributed as follows:

3.1.2.1 Santa Cruz County	- 15.00%
3.1.2.2 City of Watsonville	- 05.00%
3.1.2.3 City of Santa Cruz	- 05.00%
3.1.2.4 City of Capitola	- 05.00%
3.1.2.5 EMS Provider	- 01.66%
3.1.2.6 Fire Districts	- 01.66%

3.1.3 Readiness to Serve percentages will remain constant and will not be adjusted during the life of this interim formula.

3.2 Calls For Service (33.33% or 1/3 of the interim formula).

3.2.1 Calls for Service are established and defined by Policy No. 260.

3.2.2 Calls for Service, equaling 33.33% of the total formula, are based upon manual calculations performed over comparable time periods resulting in the following distribution:

3.2.2.1 Santa Cruz County	- 14.01%
3.2.2.2 City of Watsonville	- 05.71%
3.2.2.3 City of Santa Cruz	- 09.09%
3.2.2.4 City of Capitola	- 02.29%
3.2.2.5 EMS Provider	- 01.22%
3.2.2.6 Fire Districts	- 01.01%

3.2.3 Calls for Service will not be recalculated or adjusted during the life of this interim formula.

3.3 Previous Year Costs or Moving Average (33.33% or 1/3 of the interim formula).

3.3.1 Previous Year Costs, as an element of the interim formula to be used in Fiscal Year 1995/96, are established as based upon budget analysis performed and percentage comparisons derived from the Budget Year 1993/94.

3.3.2 Previous Year Costs, equaling 33.34% or 1/3 of the total formula, are distributed for the first year of the interim formula (Fiscal Year 1995/96) as follows:

3.3.2.1 Santa Cruz County	- 15.17%
3.3.2.2 City of Watsonville	- 06.38%
3.3.2.3 City of Santa Cruz	- 05.56%
3.3.2.4 City of Capitola	- 03.99%
3.3.2.5 EMS Provider	- 01.03%
3.3.2.6 Fire Districts	- 01.21%

3.3.3 Previous Year Costs will be adjusted annually for use in determining Fiscal Year 1996/97 and Fiscal Year 1997/98 costs based upon the actual percentages of previous year costs as established through the use of the interim formula.

4.0 The interim formula as established and defined by this policy determines cost sharing for the Member Agencies (Parties) and the associate User Agencies as follows:

4.1 Fiscal Year 1995/96

4.1.1 Santa Cruz County	- 44.18%
4.1.2 City of Watsonville	- 17.09%
4.1.3 City of Santa Cruz	- 19.65%
4.1.4 City of Capitola	- 11.28%
4.1.5 EMS Provider	- 03.91%
4.1.6 Fire Districts	- 03.89%

4.2 Fiscal Year 1996/97

4.2.1 Santa Cruz County	- 43.75%
4.2.2 City of Watsonville	- 16.41%
4.2.3 City of Santa Cruz	- 20.64%
4.2.4 City of Capitola	- 11.05%
4.2.5 EMS Provider	- 04.18%
4.2.6 Fire Districts	- 03.97%

4.3 Fiscal Year 1997/98

4.3.1 Santa Cruz County	- 43.58%
4.3.2 City of Watsonville	- 16.18%
4.3.3 City of Santa Cruz	- 20.96%
4.3.4 City of Capitola	- 10.97%

- 4.3.5 EMS Provider - 04.28%
- 4.3.6 Fire Districts - 04.03%

5.0 Beginning with Fiscal Year 1998/99 and continuing until such time as it is modified by the Board of Directors, a formula based upon the following elements will be used to determine service charges for the Member Agencies and associate User Agencies.

5.1 Readiness to Serve or Base Fee (33.33% or 1/3 of the formula).

5.1.1 Readiness to Serve is defined in paragraph 3.1.1 of this policy.

5.1.2 The Readiness to Serve element, equaling 33.33% of the total formula, is distributed as follows:

- 5.1.2.1 Santa Cruz County - 15.00%
- 5.1.2.2 City of Watsonville - 05.00%
- 5.1.2.3 City of Santa Cruz - 05.00%
- 5.1.2.4 City of Capitola - 05.00%
- 5.1.2.5 EMS Provider - 01.66%
- 5.1.2.6 Fire Districts - 01.66%

5.1.3 Readiness to Serve percentages will remain constant and will not be adjusted during the life of the formula.

5.2 Calls For Service (66.67% or 2/3 of the formula).

5.2.1 Calls for Service are established and defined by Policy No. 260.

5.2.2 Calls for Service, equaling 66.67% of the total formula, will be based upon an automated data analysis of the model year period beginning on September 1, 1996 and concluding on August 30, 1997.

6.0 Beginning with Fiscal Year 2001/02, and continuing until such time as it is modified by the Board of Directors, a formula based upon the following elements will be used to determine service charges for the Member Agencies and Associate User Agencies.

6.1 Readiness to Service or Base Fee (50.00% or 1/2 of the formula).

6.1.1 Readiness to Serve is defined in paragraph 3.1.1 of this policy.

6.1.2 Readiness to Serve element, equaling 50.00% of the total formula, is distributed as follows:

- 6.1.2.1 Santa Cruz County - 15.84%

6.1.2.2 City of Watsonville	- 06.58%
6.1.2.3 City of Santa Cruz	- 12.09%
6.1.2.4 City of Capitola	- 05.83%
6.1.2.5 EMS Provider	- 05.83%
6.1.2.6 Fire Districts	- 03.83%

6.1.3 Beginning Fiscal Year 2013/2014, and continuing until such time as it is modified by the Board of Directors, the Readiness to Serve is distributed as follows:

6.1.3.1 Santa Cruz County	- 12.46%
6.1.3.2 City of Watsonville	- 6.32%
6.1.3.3 City of Santa Cruz	- 9.50%
6.1.3.4 City of Capitola	- 4.85%
6.1.3.5 EMS Provider	- 4.04%
6.1.3.6 Fire Districts	- 2.31%
6.1.3.7 City of Hollister	- 7.15%
6.1.3.8 San Benito County	- 3.37%

6.1.4 Beginning Fiscal Year 2017/2018, and continuing until such time as it is modified by the Board of Directors, the Readiness to Serve is distributed as follows:

6.1.4.1 Santa Cruz County	-12.08%
6.1.4.2 City of Watsonville	-6.11%
6.1.4.3 City of Santa Cruz	-10.62%
6.1.4.4 City of Capitola	-4.74%
6.1.4.5 EMS Provider	-3.94%
6.1.4.6 Fire Districts	-2.25%
6.1.4.7 City of Hollister	-6.98%
6.1.4.8 County of San Benito	-3.28%

6.1.5 Readiness to Serve percentages will remain constant and will not be adjusted during the life of the formula.

6.2 Calls for Service (25.00% or 1/4 of the formula).

6.2.1 Calls for Service are established and defined by Policy No. 260.

6.2.2 Calls for Service, equaling 25.00% of the total formula, will be based upon an automated count for the two year period beginning on January 1, 1999 and concluding on December 31, 2000.

6.2.2.1 The General Manager may recommend, and the Board may approve, adjustments to the Calls for Service element of the formula to account for significant operational and/or jurisdictional changes (causing workload shifts among

Agencies) during the automated counting period.

6.2.3 Calls for Service will be recalculated every three (3) years thereafter during the life of the formula.

6.3 Weighted Calls for Service (25.00% or 1/4 of the formula).

6.3.1 A process by which to assign differing values to certain Calls for Service to reflect the Center's work effort in support of specific Member and/or Associate Member Agencies shall be recommended by the General Manager and approved by the Board of Directors in advance of each adjustment period.

6.3.2 Weighted Calls for Service, equaling 25.00% of the total formula, will be based upon an automated analysis of the two year period beginning on January 1, 1999 and concluding on December 31, 2000.

6.3.2.1 The General Manager may recommend, and the Board may approve, adjustments to the Weighted Calls for Service element of the formula to account for significant operational and/or jurisdictional changes (causing workload shifts among Agencies) during the analysis period.

6.3.3 Weighted Calls for Service will be re-analyzed and adjusted every three (3) years thereafter during the life of the formula.

7.0 Beginning with Fiscal Year 2019/2020, and continuing until such time as it is modified by the Board of Directors, a formula based upon the following elements will be used to determine service charges for the Member Agencies and Associate User Agencies.

7.1 Post Positions (33.33% or 1/3 of the formula).

7.1.1 Based upon staffing patterns, each agency will be assessed a percentage of the total staff based on how the communications center is staffed.

7.1.2 Beginning Fiscal Year 2019/2020, and continuing until such time as it is modified by the Board of Directors, Post Position percentages are distributed as follows:

7.1.2.1 Santa Cruz County	20.83%
7.1.2.2 City of Watsonville	13.75%

7.1.2.3 City of Santa Cruz	23.55%
7.1.2.4 City of Capitola	9.90%
7.1.2.5 EMS Provider	5.96%
7.1.2.6 Fire Districts	3.09%
7.1.2.7 City of Hollister	18.15%
7.1.2.8 County of San Benito	4.77%

- 7.1.3 Post Position percentages will remain constant and will not be adjusted during the life of the formula, unless there is a significant change in the staffing patterns.
- 7.2 Calls for Service (33.33% or 1/3 of the formula).
- 7.2.1 Calls for Service are established and defined by Policy No. 260.
- 7.2.2 Calls for Service, equaling 33.33% of the total formula, will be based upon an automated count for the three year period beginning on January 1, 2016 and concluding on December 31, 2018.
- 7.2.2.1 The General Manager may recommend, and the Board may approve, adjustments to the Calls for Service element of the formula to account for significant operational and/or jurisdictional changes (causing workload shifts among Agencies) during the automated counting period.
- 7.2.3 Calls for Service will be recalculated every three years thereafter during the life of the formula and will include the previous three years' worth of calls.
- 7.3 Radio Usage (33.33% or 1/3 of the formula).
- 7.3.1 Radio Usage is defined as the percentage of radio traffic associated with each agency's radio frequencies as measured by the Authority's voice recording system.
- 7.3.2 Radio usage, equaling 33% of the total formula, will be based upon a report obtained from the Authority's voice recorder which measures the percentage of the overall use by each channel as compared to all the channels.
- 7.3.3 Radio usage will be based upon the report for the three year period beginning on January 1, 2016 and concluding on December 31, 2018.

7.3.4 Radio usage will be recalculated every three years thereafter during the life of this formula and will include the previous three years' work of radio usage.

8.0 Beginning with Fiscal Year 2022/2023, and continuing until such time as it is modified by the Board of Directors, a formula based upon the following elements will be used to determine service charges for the Member Agencies and Associate User Agencies.

8.1 Post Positions (33.33% or 1/3 of the formula).

8.1.1 Based upon staffing patterns, each agency will be assessed a percentage of the total staff based on how the communications center is staffed.

8.1.2 Beginning Fiscal Year 2022/2023, and continuing until such time as it is modified by the Board of Directors, Post Position percentages are distributed as follows:

8.1.2.1 Santa Cruz County	21.20%
8.1.2.2 City of Watsonville	14.46%
8.1.2.3 City of Santa Cruz	20.67%
8.1.2.4 City of Capitola	10.33%
8.1.2.5 EMS Provider	6.14%
8.1.2.6 Fire Districts	3.30%
8.1.2.7 City of Hollister	18.27%
8.1.2.8 County of San Benito	5.64%

8.1.3 Post Position percentages will remain constant and will not be adjusted during the life of the formula, unless there is a significant change in the staffing patterns.

8.2 Calls for Service (33.33% or 1/3 of the formula).

8.2.1 Calls for Service are established and defined by Policy No. 260.

8.2.2 Calls for Service, equaling 33.33% of the total formula, will be based upon an automated count for the three year period beginning on January 1, 2019 and concluding on December 31, 2021.

8.2.2.1 The General Manager may recommend, and the Board may approve, adjustments to the Calls for Service element of the formula to account for significant operational and/or jurisdictional changes (causing workload shifts among



Agencies) during the automated counting period.

8.2.3 Calls for Service will be recalculated every three years thereafter during the life of the formula and will include the previous three years' worth of calls.

8.3 Radio Usage (33.33% or 1/3 of the formula).

8.3.1 Radio Usage is defined as the percentage of radio traffic associated with each agency's radio frequencies as measured by the Authority's voice recording system.

8.3.2 Radio usage, equaling 33% of the total formula, will be based upon a report obtained from the Authority's voice recorder which measures the percentage of the overall use by each channel as compared to all the channels.

8.3.3 Radio usage will be based upon the report for the three year period beginning on January 1, 2019 and concluding on December 31, 2021.

8.3.4 Radio usage will be recalculated every three years thereafter during the life of this formula and will include the previous three years' worth of radio usage.

9.0 The Fire Districts cost sharing percentages as determined through the use of the formula outlined in this policy are based upon the collective total of all districts.

9.1 An independent and standardized formula will be jointly developed and utilized to distribute total Fire District costs among each of the specific participating districts

9.2 The independent Fire District formula, complimented by the particular JPA formula, will be detailed in the agency specific Service Agreement(s).

10.0 The cost sharing percentage for each of the Member Agencies (Parties) and associate User Agencies, as derived from the use of the formulas as outlined within this policy, will not increase or decrease more than twenty (20%) percent per adjustment period over/under the previous year percentages.

11.0 Each Party to the Agreement shall pay its share of the total operating costs in quarterly installments as described in Section 6, sub-section D of the Agreement

11.1 The Board of Directors may set a different payment schedule for the purchase of capital items.

- 12.0 Each Associate User Agency shall pay its share as outlined within their agency specific Service Agreement(s).
- 13.0 The General Manager is authorized to accept reimbursements for extra services provided beyond normal, daily operations not exceeding \$20,000 per request. Reimbursement for services exceeding \$20,000 must be accepted by the Board of Directors.