

**REGULAR MEETING OF THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE  
TUESDAY, JULY 21, 2020, 2:00 PM**

**A. CALL TO ORDER**

The Executive and User Committees convened in a regular joint session at 2:02PM on July 21, 2020 by teleconference.

**B. ROLL CALL BY ACTING EXECUTIVE DIRECTOR**

Present: City Manager Bruce Moe, City of Manhattan Beach  
City Manager Clint Osorio, City of Gardena  
City Manager Erick Lee, City of Hawthorne  
Chief Mike Ishii, Hawthorne Police Department  
Chief Mike Saffell, Gardena Police Department  
Chief Derrick Abell, Manhattan Beach Police Department

Also Present: Chief Paul LeBaron, Hermosa Beach Police Department  
Acting Executive Director John Krok  
Operations Manager Shannon Kauffman  
Finance & Performance Audit Manager Vanessa Alfaro  
Captain Gary Tomatani, Hawthorne Police Department  
Captain Eric Lane, Hawthorne Police Department

**C. PUBLIC DISCUSSION**

None.

**D. ELECTION OF EXECUTIVE COMMITTEE CHAIRPERSON AND VICE-CHAIR FOR FISCAL YEAR 2020/21**

City Manager Moe nominated City Manager Lee as the Chair of the Executive Committee. Motion carried by unanimous roll call vote. City Manager Moe nominated City Manager Osorio as the Vice-Chair of the Executive Committee. The motion was seconded by City Manager Lee and passed by unanimous roll call.

**E. EXECUTIVE COMMITTEE CONSENT CALENDAR**

**MOTION:** City Manager Moe moved to approve the Consent Calendar, Item 1, as amended to clarify the motion for Item F-3 to indicate the application of FY2019/20 surplus to each of the three member cities' cost assessments for FY2020/21, Items 3, and 4. The motion was seconded by City Manager Osorio and passed by unanimous roll call vote.

1. Minutes from June 16, 2020, Regular Meeting  
**APPROVE as amended**
3. Update on COVID-19 Expenditures Through June 30, 2020  
**RECEIVE AND FILE**
4. Resolution of the Executive Committee Establishing a Schedule of Fees and Charges for Fiscal Year 2020/21  
**RECEIVE AND FILE**

**F. ITEMS TO REMOVE FROM CONSENT CALENDAR**

2. Check Register June 2020  
**RECEIVE AND FILE**  
Acting Executive Director Krok reported incomplete data and will report back at the following meeting.

5. Fiscal Year 2020/21 Revised Proposed Budget Amendment and Assessments for Member Cities

**RECEIVE AND FILE**

City Manager Moe inquired about the possible changes to the member cities' cost assessments should the City of Hermosa Beach enter into a new channel sharing agreement with the City of Manhattan Beach. Acting Executive Director Krok advised that if the contract is approved then the assessments for FY2020/21 will be revised.

**MOTION:** City Manager Moe moved to receive and to file the Revised Proposed Budget Amendment and Assessments for Fiscal Year 2020/21. The motion was seconded by City Manager Osorio and passed by unanimous roll call vote.

**G. EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Carry Over to Fiscal Year 2020/21 Funds and Purchase Orders Totaling \$113,450.18

**APPROVE**

Acting Executive Director Krok summarized the carry over including services delayed due to COVID-19. City Manager Osorio inquired of the necessity of carry over if most of items have base budgets. Acting Executive Director Krok reported that some of the projects were not completed by the end of fiscal year 2019/20 as well as the uniform replacements do not occur every year.

**MOTION:** City Manager Osorio moved to approve the Carry Over to Fiscal Year 2020/21 Funds and Purchase Orders totaling \$113,450.18. The motion was seconded by City Manager Moe and passed by unanimous voice vote.

2. Section 115 Trust

**PROVIDE DIRECTION**

Acting Executive Director Krok provided a report on the options between PARS and CalPERS in establishing Section 115 Trust. City Manager Osorio had previously analyzed these programs for the City of Gardena and felt this would be the right step in establishing stabilization program. City Manager Moe has both PARS (pension stabilization) and PERS (OPEB). The Committee endorsed PERS and staff will bring this item to the Board of Directors in September. City Manager Lee recommended to bring the Treasurer, Mr. Lilligren, into later discussions.

**MOTION:** City Manager Moe moved to select PERS for the Board of Directors' approval in September. The committee agreed and passed by unanimous voice vote.

3. Technical Services Division Workload Support Charges

**PROVIDE DIRECTION**

Acting Executive Director Krok reported the Technical Services Division Workload Support Charges change from work orders to labor hours will provide more accurate reporting. No comments were provided by City Managers Moe and Osorio. City Manager Lee supports the labor hour calculations change.

**MOTION:** City Manager Moe moved to approve the changes to the Technical Services Division Workload Support. The motion was seconded by City Manager Osorio and passed by unanimous roll call vote.

**H. USER COMMITTEE GENERAL BUSINESS**

1. Election of User Committee Chairperson and Vice-Chair for Fiscal Year 2020/21  
Chief Ishii nominated Chief Saffell as Chair of the User Committee. The motion was seconded

by Chief Abell and passed by unanimous voice vote. Chiefs Ishii and Abell recommended representation by the Fire Department and was concurred by City Manager Moe. Chief Ishii nominated Interim Wolfgang Knabe as Vice-Chair. The motion was seconded by Chief Abell and passed by unanimous voice vote.

2. Minutes from June 16, 2020, Regular Meeting

**APPROVE**

**MOTION:** Chief Saffell moved to approve the minutes from June 16, 2020. The motion was seconded by Chief Abell and passed by unanimous roll call vote.

3. Minutes from June 16, 2020, Special Meeting

**APPROVE**

**MOTION:** Chief Saffell moved to approve the minutes from the special meeting on June 16, 2020. The motion was seconded by Chief Ishii and passed by unanimous roll call vote.

4. Update on Computer Aided Dispatch System Project with Mark43

**RECEIVE AND FILE**

Acting Executive Director Krok reported the User Committee agreed to work with Mark43 and generate a new contract to include specific stipulations.

**MOTION:** Chief Saffell moved to receive and to file the update on Computer Aided Dispatch System Project with Mark43. Chief Ishii seconded the motion and passed by unanimous voice vote.

**I. ACTING EXECUTIVE DIRECTOR'S REPORT**

Acting Executive Director Krok provided report on recruitment, Continuity of Operations during COVID-19, Manhattan Beach Water Tower Radio Site, and Phase 2 Feasibility Study for the City of Palos Verdes.

**J. EXECUTIVE AND USER COMMITTEES' COMMENTS**

Chief Abell commended the Authority on hiring and training operators during these difficult times.

**K. ADJOURNMENT**

The meeting adjourned at 2:33PM.