

**REGULAR JOINT MEETING OF
THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE**

FEBRUARY 16, 2021

A. CALL TO ORDER

The Executive and the User Committees convened in a regular joint session at 2:00PM on February 16, 2021 by teleconference.

B. ROLL CALL

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

Absent: City Manager Erick Lee, City of Hawthorne

Also Present: Shannon Kauffman, Acting Executive Director
John Krok, Administrative Services Manager
Vanessa Alfaro, Finance & Performance Audit Manager
Jennifer Petrusis, Richards Watson Gershon
Laura Kalty, Liebert Cassidy Whitmore
Clara Choi, Executive Assistant

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

MOTION: City Manager Moe moved to approve Consent Calendar, Items 1-4. The motion was seconded by Chief Ishii and passed by unanimous voice vote.

1. Minutes from January 19, 2021
APPROVE
2. Check Register – January 2021
RECEIVE AND FILE
3. Cash & Investments Report/December 31, 2020
RECEIVE AND FILE
4. Approval of a Change Purchase Order to Smart Janitorial in the Amount of \$7,560 for a Total Not-To-Exceed Amount of \$67,560 for Janitorial Services
APPROVE

E. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

F. EXECUTIVE COMMITTEE GENERAL BUSINESS

1. Fiscal Year 2021-2022 Preliminary Budget
PROVIDE DIRECTION

Finance and Performance Audit Manager Alfaro provided a summary and breakdown of the Authority's revenue and expenses with comparisons from the current fiscal year to Fiscal Year 2021-2022. City Manager Moe inquired after staffing vacancy and reserve capital. Chief Ishii asked about

current employment. Currently, the Authority has forty-seven operators while budgeted for fifty. Two pages of charts were duplicated and will be addressed later. City Manager Osorio inquired after the UAL. The work plan objectives included developing recommendations for fund pension and OPEB. It was reported that in FY2022 the plan would be more developed. City Manager Osorio recommended researching options with the current low interest rates. Chief Ishii asked after the Culver City contract's timeline. It was reported the draft contract has the expected deadline of the next month or so. Chief Ishii reiterated that Mark43 CA remained under Hawthorne's contract with Mark43 waiving the first year's fee after going live.

MOTION: City Manager Moe moved to create working group with City Manager Moe and staff. The motion was seconded by Chief Ishii and passed by unanimous voice vote.

G. **USER COMMITTEE GENERAL BUSINESS**

1. Minutes from January 19, 2021

APPROVE

MOTION: Chief Knabe approved the minutes from January 19, 2021. The motion was seconded by Chief Abell and passed by unanimous voice vote.

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

Acting Executive Director Kauffman provided updates on Continuity of Operations During Covid-19 Pandemic, Recruitment, Communications Supervisor Promotional Process, and Mark43 CAD.

I. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

None.

J. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

The Executive Committee entered into closed session at 2:28PM to discuss the following items:

1. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
Agency Designated Representative: Acting Executive Director and Liebert, Cassidy, Whitmore
Employee Organization: The California Teamsters Public, Professional and Medical Employees Union Local 911
2. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
Agency Designated Representative: Acting Executive Director and Liebert, Cassidy, Whitmore
Employee Organization: The Communication Workers of America
3. PUBLIC EMPLOYMENT
Pursuant to Government Code Section 54957(b)(1)
Title: Executive Director

The Executive Committee returned from closed session at 3:21PM with no actions taken.

K. **ADJOURNMENT**

The meeting adjourned at 3:21PM.