

**CITY OF AVALON CITY COUNCIL MEETING  
TUESDAY, AUGUST 19, 2014- 6:00 P.M.  
CITY COUNCIL CHAMBERS  
410 AVALON CANYON ROAD, AVALON  
AGENDA**

In compliance with the Americans with Disability Act, if you need special assistance to participate in this meeting, please contact Denise Radde, City Clerk (310) 510-0220. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35. 102-35.104 ADA Title II). All public records relating to an agenda item on this agenda are available for the public inspection at the time the records are distributed to all, or a majority of all, members of the City Council. Such records shall be available at City Hall located at 410 Avalon Canyon Rd.

**CALL TO ORDER / PLEDGE OF ALLEGIANCE / INVOCATION**

**ROLL CALL**

**ANNOUNCEMENTS / WRITTEN COMMUNICATIONS**

**PRESENTATION - None**

**ORAL COMMUNICATION**

Members of the public may address the City Council at this time. No action will be taken on non-agenda items at this meeting. Speakers should limit comments to three (3) minutes each.

**CONSENT CALENDAR**

All items listed on the Consent Calendar are considered to be routine by the Council and will be enacted with one motion. There will be no separate discussion of these items unless a specific item is removed from the Consent Calendar for further discussion and possible action.

1. Actions

Although the live recording is the official record of public meetings, actions are prepared for the Council's approval.

Recommended Action

Approve actions from the August 5, 2014 City Council meeting.

2. Expenditures Submitted for Approval

- o Warrants in the amount of \$154,356.97

Recommended Action

Approve total expenditure amount of \$154,356.97.

3. Expenditures Submitted for Approval

- o Warrants in the amount of \$320,080.04
- o Electric Fund Transfer in the amount of \$54,447.67
- o Payroll in the amount of \$226,687.00

Recommended Action

Approve total expenditure amount of \$601,214.71.

CITY COUNCIL AGENDA  
AUGUST 19, 2014  
PAGE 2

4. Authorize Staff to Purchase Safety Handrail Equipment-South Beach  
Due to the ocean tides and currents, the sand on the lower half of South Beach has suffered greatly, causing a safety hazard. Presently there exists an extreme vertical drop-off from the top of the existing Sea Wall to the bottom of the wall on the lower beach. A safety rail needs to be installed.  
Recommended Action  
Authorize Staff to purchase aluminum Safety Handrails to place at necessary locations on the seawall at the South Beach area, for a NTE (not to exceed) price of \$7,500.00.
  
5. Continuance of Interim Chief Financial Officer Agreement  
The current contract for Chris Woidzik, Interim Finance Director, has expired. The City would like to extend the contract for a duration of time not to exceed six months.  
Recommended Action  
Authorize the City Manager to extend the agreement with Chris Woidzik to continue serving in the temporary capacity as the Interim Chief Financial Officer, for a duration of time not to exceed six months.
  
6. Purchase of Thickener Pump for Pebbly Beach Waste Water Treatment Plant (WWTP)  
The City WWTP at Pebbly Beach uses a number of pumps that are essential in the day to day processing of the City's wastewater stream. The sludge thickening pump is one of them and has reached the end of its useful life and is in need of replacement.  
Recommended Action  
Authorize and direct Staff to purchase a Seepex SCT Pump for the Pebbly Beach Waste Water Treatment Facility (WWTF) for a not to exceed amount of \$18,736.87.
  
7. Professional Services Agreement with On The Wing Falconry  
The contract agreement with On The Wing Falconry approved at the last Council meeting ends September 2, 2014. The City of Avalon, Catalina Island Chamber of Commerce, and some private businesses/property owners would like to enter into an additional ten months contract.  
Recommended Action  
Authorize the City Manager to enter into a ten month agreement for bird abatement services with On The Wing Falconry along with the Catalina Island Chamber of Commerce, and some private businesses/property owners.
  
8. Resolution Authorizing the Destruction of Certain Documents  
The Finance and Harbor Department have reviewed its records and found many documents that are obsolete. Staff is requesting authorization to destroy the documents consistent with Government Code Section 34090.  
Recommended Action  
Adopt resolution authorizing the destruction of specified records maintained by the Finance and Harbor Department.

**CITY COUNCIL AGENDA**  
**AUGUST 19, 2014**  
**PAGE 3**

9. Ratify Prior Action to Purchase Heat/Air Conditioning Units for City Hall  
Highly energy efficient heating and cooling units were purchased to place in several offices at City Hall.  
Recommended Action  
Ratify prior action by Staff to purchase heat/air conditioning units for several offices at City Hall.

**GENERAL BUSINESS**

10. Presentation of Fiscal Year 2012-2013 (FY 12-13) Financial Statements  
Reports regarding the FY 12-13 Financial Statements will be presented.  
Recommended Action  
Approve and file the Fiscal Year 2012-2013 audited financial statements and letters governing the audit and the City's internal controls.
11. Vehicle Noise Ordinance Administrative Policy Update  
In January 2014 City Council adopted an Administrative Procedure outlining the enforcement of the Vehicle Noise Code, Section 4-4.1713. Vehicles that did not pass their dB level were issued a temporary vehicle permit to provide time for the owner to make any necessary repairs or maintenance. This permit will expire October 1, 2014. Staff is looking for the next steps regarding the deadline and the upcoming 2015 annual vehicle registration.  
Recommended Action  
Discuss and provide direction on the Vehicle Noise Ordinance Administrative Policy, originally adopted January 7, 2014, addressing Avalon Municipal Code Section 4-4.1713.
12. Adoption of Phase One of the City Council Goals  
Goals were discussed at two previous goal setting meetings. Council narrowed these goals to six for Phase One. City Council will need to review these goals to determine if they are "S.M.A.R.T." goals. (Specific, measurable, achievable, relevant and time-specific)  
Recommended Action  
Review, discuss, modify (if necessary) and adopt Phase One of the City Council Goals.

**CLOSED SESSION**

1. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**  
Property: All City leased properties  
Agency Negotiators: City Council, City Manager Ben Harvey and City Attorney Scott Campbell  
Under Negotiation: Price and terms of payment

**CITY COUNCIL AGENDA  
AUGUST 19, 2014  
PAGE 4**

**CITY MANAGER REPORT**

**CITY ATTORNEY REPORT**

**COUNCILMEMBER REPORTS**

**MAYOR REPORT**

**ADJOURN**

**NOTICE OF POSTING**

I, Denise Radde, declare that the City Council Agenda for August 19, 2014 was posted on Thursday, August 14, 2014, on the City's website [www.cityofavalon.com](http://www.cityofavalon.com), and at City Hall, 410 Avalon Canyon Road. Copies of agendas and staff reports are available at City Hall.



Denise A. Radde, City Clerk / Chief Administrative Officer

**CITY OF AVALON CITY COUNCIL**

**MEETING DATE:** August 19, 2014

**AGENDA ITEM:** 1

**ORIGINATING DEP:** City Clerk

**CITY MANAGER:** BH

**PREPARED BY:** Denise Radde, City Clerk

**SUBJECT:** City Council Actions

---

**RECOMMENDED ACTION(S):** Approve City Council Actions from the regular City Council meeting on August 5, 2014.

**REPORT SUMMARY:** Although the live recording is the official record of public meetings, actions are prepared for the Council's approval.

**FISCAL IMPACTS:** N/A

**GOAL ALIGNMENT:** To be determined.

**CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION:** N/A

**FOLLOW UP ACTION:** File Actions in the City Clerk's office.

**ADVERTISING, NOTICE AND PUBLIC CONTACT:** This item was properly listed on the posted agenda pursuant to the Brown Act.

**ATTACHMENTS:** City Council Actions

**CITY OF AVALON CITY COUNCIL**

**MEETING DATE:** August 19, 2014

**AGENDA ITEM:** 2

**ORIGINATING DEP:** Finance

**CITY MANAGER:** BH

**PREPARED BY:** Chris Woidzik, Interim CFO

**SUBJECT:** Warrant List

---

**RECOMMENDED ACTION(S):** Approve the warrants in the amount of \$154,356.97 for a total expenditure of \$154,356.97.

**REPORT SUMMARY:** Attached you will find the warrant list for all general warrants issued for the dates indicated drawn on U.S. Bank. The warrant list represents check number #18753 - 18779 in the amount of \$154,356.97.

**GOAL ALIGNMENT:** Ongoing meeting of City obligations.

**FISCAL IMPACTS:** There are sufficient funds available, and the expenditures have been approved in the adopted fiscal year 2013-2014 budget.

**CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION:** N/A

**FOLLOW UP ACTION:** N/A

**ADVERTISING, NOTICE AND PUBLIC CONTACT:** Pursuant to the Brown Act.

**ATTACHMENTS:** Audit Certificate and Warrant List

RECORD OF CHECKS DRAWN ON AUGUST 1 FOR CM OF AUGUST 19, 2014

MONTH OF AUGUST

US BANK WARRANT # 18753-18779

\$154,356.97

8/1/2014

\$154,356.97

TOTAL DISBURSEMENTS

**\$154,356.97**

CERTIFICATE

APPROVED AND AUDITED  
THIS 19TH DAY OF AUGUST 2014

IN ACCORDANCE WITH SECTION 32702  
OF THE GOVERNMENT CODE, I CERTIFY  
THAT THE ABOVE DEMANDS ARE ACCURATE  
AND THAT FUNDS ARE AVAILABLE FOR  
PAYMENT.

I CERTIFY UNDER PENALTY OF PERJURY  
THAT THE FOREGOING IS TRUE AND  
CORRECT.

EXECUTED THIS 19TH DAY OF AUGUST 2014

AUDIT COMMITTEE - RICHARD HERNANDEZ

INTERIM CFO - CHRIS WOIDZIK

AUDIT COMMITTEE - CINDE CASSIDY

WARRANT LIST  
 AVALON CITY COUNCIL  
 MEETING OF AUGUST 19, 2014

| CHECK NUMBER | AMOUNT   | PAYEE     | DESCRIPTION               |                             |
|--------------|----------|-----------|---------------------------|-----------------------------|
| 18753        | 08/01/14 | 838.83    | ART, CAP N' DESIGN        | UNIFORMS - HARBOR           |
| 18754        | 08/01/14 | 240.47    | AT & T                    | COMMUNICATIONS - FIRE       |
| 18755        | 08/01/14 | 278.98    | AT & T LONG DISTANCE      | LONG DISTANCE - ALL DEPTS   |
| 18756        | 08/01/14 | 2,605.47  | AVALON ENVIRONMENTAL SVCS | STREET SWEEPING - JUNE 14   |
| 18757        | 08/01/14 | 74,548.46 | AVALON FUEL FACILITIES    | RESALE FUEL - FUEL DOCK     |
| 18758        | 08/01/14 | 2,500.00  | BEYOND SOFTWARE SOLUTIONS | SUBSIDY SOFTWARE UPGRADE    |
| 18759        | 08/01/14 | -         | VOID - PRINTER ERROR      | VOID - PRINTER ERROR        |
| 18760        | 08/01/14 | 1,890.92  | CATALINA FREIGHT LINE     | FREIGHT - ALL DEPTS         |
| 18761        | 08/01/14 | 351.52    | CIMC                      | EMPLOYMENT PHYSICALS        |
| 18762        | 08/01/14 | 4,718.59  | CDW GOVERNMENT            | IT SUPPLIES - ADMIN         |
| 18763        | 08/01/14 | 738.51    | CHET'S HARDWARE           | SUPPLIES - PUBLIC WKS       |
| 18764        | 08/01/14 | 16,270.64 | CO. OF LA SHERIFF'S DEPT  | WATERFRONT PT - JUNE 14     |
| 18765        | 08/01/14 | 5,354.73  | DELL MARKETING, L.P       | IT SUPPLIES - ADMIN         |
| 18766        | 08/01/14 | 816.24    | DON MILLER & SONS         | SUPPLIES - CITY RESTROOMS   |
| 18767        | 08/01/14 | 67.33     | DUNCAN BOLT COMPANY       | SUPPLIES - HARBOR           |
| 18768        | 08/01/14 | 31,750.61 | EDISON                    | UTILITIES - ALL DEPTS       |
| 18769        | 08/01/14 | 1,143.00  | FAST & FAIR CONSTRUCTION  | FUEL PUMP INSPECTIONS       |
| 18770        | 08/01/14 | 906.16    | GRAINGER                  | SUPPLIES - PW/HARBOR        |
| 18771        | 08/01/14 | 1,206.10  | JORDAHL CONSTRUCTION      | EMER RPR WK/HHW DISPOSAL    |
| 18772        | 08/01/14 | 745.00    | LOCAL GOVERNMENT SERVICES | CONTRACT SVCS - ADMIN       |
| 18773        | 08/01/14 | 1,261.30  | MCMASTER-CARR             | SUPPLIES - HARBOR           |
| 18774        | 08/01/14 | 1,184.50  | MUNICIPAL COURT - AVALON  | PARKING CITATIONS - JUNE 14 |
| 18775        | 08/01/14 | 294.02    | NAPA AUTO PARTS           | SUPPLIES - GARAGE           |
| 18776        | 08/01/14 | 2,791.96  | PARSAC                    | SIR EXPENSES - ALL DEPTS    |
| 18777        | 08/01/14 | 160.55    | QUILL CORP.               | SUPPLIES - ADMIN/HARBOR     |
| 18778        | 08/01/14 | 13.08     | SPRINT                    | LONG DISTANCE - ADMIN       |
| 18779        | 08/01/14 | 1,680.00  | US BANK                   | CREDIT CARD CHGS - FINANCE  |

**\$154,356.97**

**CITY OF AVALON CITY COUNCIL**

**MEETING DATE:** August 19, 2014

**AGENDA ITEM:** 3

**ORIGINATING DEP:** Finance

**CITY MANAGER:** BH

**PREPARED BY:** Chris Woidzik, Interim CFO

**SUBJECT:** Warrants

---

**RECOMMENDED ACTION(S):** Approve the warrants in the amount of \$320,080.04, an EFT in the amount of \$54,447.67 and payroll in the amount of \$226,687.00 for a total expenditure of \$601,214.71.

**REPORT SUMMARY:** Attached you will find the warrant list for all general warrants issued for the dates indicated drawn on U.S. Bank. The warrant list represents check number #18780-18837 in the amount of \$320,080.04, an EFT to CalPERS Retirement for the dates 6/25-7/8/2014 and payroll dated July 25, 2014 in the amount of \$226,687.00.

**GOAL ALIGNMENT:** Ongoing meeting of City obligations.

**FISCAL IMPACTS:** There are sufficient funds available, and the expenditures are included in the preliminary 2014-2015 budget which will be adopted in the near future.

**CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION:** N/A

**FOLLOW UP ACTION:** N/A

**ADVERTISING, NOTICE AND PUBLIC CONTACT:** Pursuant to the Brown Act.

**ATTACHMENTS:** Audit Certificate and Warrant List

RECORD OF CHECKS DRAWN ON AUGUST 1 FOR COUNCIL MEETING OF AUGUST 19, 2014

MONTH OF JULY & AUGUST

|                               |              |           |
|-------------------------------|--------------|-----------|
| US BANK WARRANT # 18780-18837 | \$320,080.04 | 8/1/2014  |
| EFT - CALPERS RETIREMENT      | \$54,447.67  | 7/31/2014 |
| PAYROLL                       | \$226,687.00 | 7/25/2014 |

\$601,214.71

TOTAL DISBURSEMENTS

**\$601,214.71**

CERTIFICATE

IN ACCORDANCE WITH SECTION 32702  
OF THE GOVERNMENT CODE, I CERTIFY  
THAT THE ABOVE DEMANDS ARE ACCURATE  
AND THAT FUNDS ARE AVAILABLE FOR  
PAYMENT.

I CERTIFY UNDER PENALTY OF PERJURY  
THAT THE FOREGOING IS TRUE AND  
CORRECT.

EXECUTED THIS 19TH DAY OF AUGUST 2014

APPROVED AND AUDITED  
THIS 19TH DAY OF AUGUST 2014

AUDIT COMMITTEE - RICHARD HERNANDEZ

INTERIM CFO - CHRIS WOIDZIK

AUDIT COMMITTEE - CINDE CASSIDY

WARRANT LIST

AVALON CITY COUNCIL  
MEETING OF AUGUST 19, 2014

| CHECK NUMBER | AMOUNT   | PAYEE     | DESCRIPTION                  |                           |
|--------------|----------|-----------|------------------------------|---------------------------|
| 18780        | 08/01/14 | 155.32    | AVALON BOAT STAND            | SUPPLIES - HARBOR         |
| 18781        | 08/01/14 | 51,978.86 | AVALON FUEL FACILITIES       | RESALE FUEL - FUEL DOCK   |
| 18781        | 08/01/14 | 4,216.37  | AVALON FUEL FACILITIES       | FUEL - ALL DEPTS          |
| 18782        | 08/01/14 | 4,614.58  | AVALON MOORING & DIVING      | SERVICE - HARBOR          |
| 18783        | 08/01/14 | 3,445.50  | BEYOND SOFTWARE SOLUTIONS    | CONTRACT SVCS - ADMIN     |
| 18784        | 08/01/14 | 554.50    | CATALINA EXPRESS             | TRAVEL - RECREATION       |
| 18784        | 08/01/14 | 20,991.60 | CATALINA EXPRESS             | 1ST HALF 7/14 - SUBSIDY   |
| 18785        | 08/01/14 | 1,067.97  | CATALINA FREIGHT LINE        | FREIGHT - ALL DEPTS       |
| 18786        | 08/01/14 | 150.00    | CHRISTENSEN, DAVID           | REIMB O/P COSTS           |
| 18787        | 08/01/14 | 338.19    | COMMUNICATIONS USA           | SUPPLIES - HARBOR         |
| 18788        | 08/01/14 | 6,660.00  | CONSTRUCTORS PLUS            | CONTRACT SVCS - ADMIN     |
| 18789        | 08/01/14 | -         | VOID - PRINTER ERROR         | VOID - PRINTER ERROR      |
| 18790        | 08/01/14 | 6,760.24  | DELTA DENTAL                 | DENTAL - AUG 2014         |
| 18791        | 08/01/14 | 381.00    | FAST & FAIR CONSTRUCTION     | FUEL PUMP INSPECTION      |
| 18792        | 08/01/14 | 307.28    | GRAINGER                     | SUPPLIES - HARBOR         |
| 18793        | 08/01/14 | 2,898.10  | HELVETIC CONSULTING, INC.    | CONTRACT SVCS - PLANNING  |
| 18794        | 08/01/14 | 159.33    | KME FIRE APPARATUS           | SUPPLIES - FIRE           |
| 18795        | 08/01/14 | 711.47    | MCMASTER-CARR                | SUPPLIES - HARBOR         |
| 18796        | 08/01/14 | 156.81    | NAPA AUTO PARTS              | SUPPLIES - GARAGE         |
| 18797        | 08/01/14 | 469.00    | PARTY TIME ICE               | SUPPLIES - FUEL DOCK      |
| 18798        | 08/01/14 | 657.00    | PITNEY BOWES                 | POSTAGE MACHINE LEASE     |
| 18799        | 08/01/14 | 1,000.00  | PURCHASE POWER               | POSTAGE LINE OF CREDIT    |
| 18800        | 08/01/14 | 385.22    | PK SAFETY SUPPLIES           | SUPPLIES - HARBOR         |
| 18801        | 08/01/14 | 161.21    | PORT SUPPLY                  | SUPPLIES - HARBOR         |
| 18802        | 08/01/14 | 545.30    | QUILL CORP                   | SUPPLIES - ALL DEPTS      |
| 18803        | 08/01/14 | 2,087.00  | SUNGARD PUBLIC SECTOR        | SOFTWARE LEASE - FINANCE  |
| 18804        | 08/01/14 | 4,496.32  | US BANK                      | CREDIT CARD CHGS - HARBOR |
| 18805        | 08/01/14 | 14.76     | UNITED PARCEL SERVICE        | FREIGHT - HARBOR          |
| 18806        | 08/01/14 | 180.00    | RADDE, DENISE                | REIMB O/P COSTS           |
| 18807        | 08/01/14 | 158.74    | HD SUPPLY FACILITIES MAINT.  | SUPPLIES - JMF            |
| 18808        | 08/01/14 | 284.87    | MONROE, JENNIFER             | REIMB O/P COSTS           |
| 18809        | 08/01/14 | 181.50    | PARKINS & ASSOCIATES         | SERVICE - JMF             |
| 18810        | 08/01/14 | 400.00    | CATALINA ART ASSOCIATION     | TENT RENTAL - RECREATION  |
| 18811        | 08/01/14 | 300.00    | BILL JONES PLUMBING          | SUPPLIES - RECREATION     |
| 18812        | 08/01/14 | 1,508.27  | LEISUREMORE CORPORATION      | SUPPLIES - CODE           |
| 18813        | 08/01/14 | 5,100.00  | JORDAHL COSNTRUCTION         | BEACH SAND - PUBLIC WKS   |
| 18814        | 08/01/14 | 8,342.00  | SIRIA'S CLEANING SERVICE     | CONTRACT SVCS - JULY 14   |
| 18815        | 08/01/14 | -         | VOID - PRINTER ERROR         | VOID - PRINTER ERROR      |
| 18816        | 08/01/14 | 36,844.25 | CATALINA TRANSPORTATION      | ART/DAR/ACT - AUG 2014    |
| 18817        | 08/01/14 | 75,166.67 | CHAMBER OF COMMERCE          | TOT - AUG 2014            |
| 18818        | 08/01/14 | 1,950.62  | LICARI, TONY                 | CONTRACT SVCS - AUG 14    |
| 18819        | 08/01/14 | 37,500.00 | CIMC                         | SUBSIDY - AUG 14          |
| 18820        | 08/01/14 | 476.10    | HART, DAVID                  | REIMB O/P COSTS           |
| 18821        | 08/01/14 | 1,646.88  | CATALINA BROADBAND SOLUTIONS | IT SERVICES - ALL DEPTS   |
| 18822        | 08/01/14 | 194.95    | BRAY, JOHN B.                | REIMB O/P COSTS           |
| 18823        | 08/01/14 | 419.65    | MATTHEWS                     | SUPPLIES - CEMETERY       |

|       |          |           |                              |                         |
|-------|----------|-----------|------------------------------|-------------------------|
| 18824 | 08/01/14 | 3,750.15  | SANI-TEC USA                 | CITY RESTROOM SUPPLIES  |
| 18825 | 08/01/14 | 2,536.23  | SPECIALTY DOORS              | SERVICE - FIRE          |
| 18826 | 08/01/14 | 10,000.00 | MONTGOMERY, LORI             | CONTRACT SVCS - ADMIN   |
| 18827 | 08/01/14 | 150.87    | MONARCH PRODUCTS, INC.       | SUPPLIES - GARAGE       |
| 18828 | 08/01/14 | 1,198.03  | CARROT-TOP INDUSTRIES        | SUPPLIES - PUBLIC WKS   |
| 18829 | 08/01/14 | 153.98    | CARMENITA TRUCK CENTER       | SUPPLIES - GARAGE       |
| 18830 | 08/01/14 | 300.81    | RETAIL ACQUISTION & DEVELOP. | SUPPLIES - FIRE         |
| 18831 | 08/01/14 | 132.19    | DIGI-KEY                     | SUPPLIES - HARBOR       |
| 18832 | 08/01/14 | 400.00    | CCAC SOUTHERN DIVISION       | CONFERENCE FEES - ADMIN |
| 18833 | 08/01/14 | 2,094.32  | ENVIRON STRATEGY CONSULTANTS | LOWER TERRACE EMER RPR  |
| 18834 | 08/01/14 | 168.04    | WURZ, THOMAS                 | LASD SUBSISTENCE        |
| 18835 | 08/01/14 | 237.99    | CHET'S HARDWARE              | SUPPLIES - RECREATION   |
| 18836 | 08/01/14 | 9,520.00  | VEGA, EDMUNDO                | CONTRACT SVCS - AUG 14  |
| 18837 | 08/01/14 | 3,420.00  | CONSTRUCTORS PLUS            | CONTRACT SVCS - ADMIN   |

**\$320,080.04**

CITY OF AVALON CITY COUNCIL

MEETING DATE: August 19, 2014

AGENDA ITEM: 4

ORIGINATING DEP: Public Works

CITY MANAGER: BH

PREPARED BY: Dennis Jaich, Interim Public Works Director

SUBJECT: Authorize Staff to Purchase Safety Handrail Equipment – South Beach

---

**RECOMMENDED ACTION(S):**

That the City Council authorize Staff to purchase aluminum Safety Handrail to place at necessary locations on the seawall at the South Beach area, for a NTE (not to exceed) price of \$7,500.00. This amount is calculated by a possible 144 lf x \$46.00 per lf, including taxes and a small amount for various incidentals.

**REPORT SUMMARY:**

Due to the ocean tide and currents, our coastline is lacking of sand at the South Beach location. This situation has caused a safety hazard because the vertical drop-off from the top of the existing Sea Wall is at least (7) seven vertical feet down to the sand on the beach.

Staff would like to purchase these materials from the same supplier that has supplied our handrail at the Mole and other areas on the beachfront. This manufacturer is Hollaender Manufacturing Company and the handrail materials are called "Interna-Rail", which are fabricated sections of handrail, used for easy installations and repairs.

Since we desire to match the existing handrails that have been installed at various areas on the island, we will be ordering the same color and same type of materials, Anodized Aluminum.

If this request is granted, the Public Works Department would like to install the new safety handrail, when and if necessary, at various stages in the future.

**GOAL ALIGNMENT:** To be determined.

**FISCAL IMPACTS:** The budgeted costs incurred here will come out of the Harbor Infrastructure Fund of \$25,000.00. The Fund Number is: 104-70-6571.

**CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION:** If this handrail is not placed on top of our seawall, a fall or trip hazard may occur.

**FOLLOW UP ACTION:** Allow the Public Works Department to order the materials and schedule a time for installation.

**ADVERTISING, NOTICE AND PUBLIC CONTACT:** Pursuant to the Brown Act.

**ATTACHMENTS:** None.

CITY OF AVALON CITY COUNCIL

MEETING DATE: August 19, 2014

AGENDA ITEM: 5

ORIGINATING DEP: Finance Department

CITY MANAGER: BH

PREPARED BY: Ben Harvey, City Manager

SUBJECT: Continuance of Interim Chief Financial Officer Agreement

---

**RECOMMENDED ACTION(S):** Authorize the City Manager to extend the agreement with Chris Woidzik for a term not exceed six (6) months, thereby allowing him to continue serving in the temporary capacity as the City's Interim Chief Financial Officer.

**REPORT SUMMARY:** During the past three (3) months, Mr. Woidzik has been ensuring that the Finance Department has been meeting the daily operating responsibilities of this key department, working to get the City's FY2013-14 financial records in order, and, most recently, overseeing the completion of the audited FY2012-13 financial statements. Mr. Woidzik is currently nearing the completion of the recording of the FY2013-14 financial activity, and he is also involved in several improvement initiatives from which the Department and City will benefit.

The City's agreement with Mr. Woidzik's ended approximately two weeks ago, and it is therefore appropriate at this time to renew the covenant.

**GOAL ALIGNMENT:** To be determined.

**FISCAL IMPACTS:** Estimated at \$103,000 for six months; please review the attached spreadsheet for details. The CFO position is proposed for inclusion within the preliminary FY2014-15 City Budget. Cost savings are being realized from the reduction in services required of Cindy Byerrum of Platinum Consulting, as well as the recent cessation of Mr. Woidzik's hotel expenses with the refurbishment of one of the City-owned Casitas, which is now available for temporary lodging purposes.

**CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION:** The City will not be able to properly service the community and other departments without the direct oversight provided by a day-to-day manager in this position.

**FOLLOW UP ACTION:** Direct the City Manager to extend the temporary employment agreement on behalf of the City with Chris Woidzik allowing him to continue serving as the Interim Chief Financial Officer for a duration of time not to exceed six (6) months.

**ADVERTISING, NOTICE AND PUBLIC CONTACT:** This item was properly listed on the posted agenda pursuant to the Brown Act.

**ATTACHMENTS:** Interim Chief Financial Officer Spreadsheet.

CITY OF AVALON CITY COUNCIL

MEETING DATE: August 19, 2014

AGENDA ITEM: 6

ORIGINATING DEP: Public Works

CITY MANAGER: BH

PREPARED BY: Dennis Jaich, Interim Public Works Director

SUBJECT: Purchase of Thickener Pump for Pebbly Beach Waste Water Treatment Facility

**RECOMMENDED ACTION(S):** Authorize and direct Staff to purchase a Seepex SCT Pump for the Pebbly Beach Waste Water Treatment Facility (WWTF) for a not to exceed amount of \$18,736.87.

**REPORT SUMMARY:** The City's WWTF at Pebbly Beach uses a number of pumps that are essential in the day to day processing of the City's wastewater stream. The sludge thickening pump is just one of these pumps which has reached the end of its useful life and is in need of replacement. Staff recommends this Seepex SCT pump because it is configured and designed to provide easier maintenance and repair features that will result in less staff hours when de-ragging, servicing or repairing the unit. In researching this staff has identified the Seepex Smart Conveyance Transport Pump (SCT), as being the best fit for this application, (see attachment #5).

Staff has obtained three (3) quotes for this pump that meets horsepower, power, and design requirements for this application:

1. Cortech \$ 14,828.06 see attachment #1
2. Seepex \$ 15,113.00 see attachment #2
3. Devise Engineering \$ 15,898.00 see attachment #3
4. Flo-Systems Inc. \$ No Bid.see attachment #4

The above quotes do not include shipping, tax and any possible mark up by Environ Strategy.

**GOAL ALIGNMENT:** To be determined.

**FISCAL IMPACTS:** Staff has reviewed and analyzed the quotes and recommends the purchasing Seepex SCT pump from Cortech Engineering as the lowest bidder on this unit. The cost of Thickener Pump unit is \$ 14,828.06, which does not include any shipping, tax or mark up. In the Fiscal Year 2014/2015 there is \$15,000.00 budgeted in account 110-25-6519 for the pump part only.

**CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION:** The WWTF is designed for this pump to batch-pump the thickened sludge at a point when it reaches a

determined thickness. This allows for optimal treatment of City sewage before it is discharged. This critical pump must operate at its designed rate or this portion of the process is forced to be bypassed reducing the efficiency of the gravity thickener system, requiring greater load on the digester system which can result in an exceedance of the City's NPDES discharge permit.

**FOLLOW UP ACTION:** Authorize Environ Strategy to purchase and install the Seepex SCT pump and appurtenances.

**ADVERTISING, NOTICE AND PUBLIC CONTACT:** Pursuant to the Brown Act.

**ATTACHMENTS:**

- 1) Cortech Engineering Quote # 25078
- 2) Seepex Inc. Quote No. 5303/0108
- 3) Devise Engineering Inc. Estimate
- 4) Flo-Systems Inc. No Bid
- 5) Technical Drawing of Seepex SCT Pump

CITY OF AVALON CITY COUNCIL

MEETING DATE: August 19, 2014

AGENDA ITEM: 7

ORIGINATING DEP: Recreation

CITY MANAGER: BH

PREPARED BY: Jennifer Monroe, Recreation Coordinator

SUBJECT: Professional Services Agreement with On The Wing Falconry

---

**RECOMMENDED ACTION(S):** Authorize the City Manager to enter into a ten month agreement for bird abatement services with On The Wing Falconry.

**REPORT SUMMARY:** The City of Avalon entered into a six week agreement for falconry and nuisance bird abatement with Rocky Post, doing business as On The Wing Falconry, from July 22 through September 2, 2014. This agreement was in partnership with the Catalina Island Chamber of Commerce and Visitor's Bureau and the Santa Catalina Island Company. Following Labor Day, the Santa Catalina Island Company requested to end their financial tie to the program.

The City of Avalon and the Catalina Island Chamber of Commerce and Visitor's Bureau have both agreed to continue their commitment with On The Wing Falconry through the fiscal year 2014-2015. This would be a commitment of \$2,200 monthly to On The Wing Falconry from September 3, 2014 through June 30, 2015. The agreement will not provide for housing, access to vehicles or cross-channel travel reimbursement.

Other private business and property owners have pledged commitments to continue falconry services and will sign a ten-month contract with On The Wing Falconry, the City of Avalon, and the Catalina Island Chamber of Commerce and Visitor's Bureau. A complete list of the partners and their commitments will be provided at the August 19, 2014 City Council Meeting, along with the contract naming each party.

**GOAL ALIGNMENT:** To be determined.

**FISCAL IMPACTS:** \$2200 per month from September 3, 2014 through June 30, 2015. Funding is proposed for inclusion within the proposed Fiscal Year 2014/2015 Budget, drawing from the Sewer Fund (Account Code 107-25-5017).

**CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION:** Non-participation of City of Avalon in multi-party agreement with On The Wing Falconry.

**FOLLOW UP ACTION:** None

**ADVERTISING, NOTICE AND PUBLIC CONTACT:** Pursuant to the Brown Act.

**ATTACHMENTS:** Professional Services Agreement with On The Wing Falconry naming parties forthcoming.

CITY OF AVALON CITY COUNCIL

MEETING DATE: August 19, 2014

AGENDA ITEM: 8

ORIGINATING DEP: Administration

CITY MANAGER: BH

PREPARED BY: Jordan Monroe, Management Aide

SUBJECT: Resolution Authorizing the Destruction of Certain Documents

---

**RECOMMENDED ACTION(S):** Adopt resolution authorizing the destruction of specified records maintained by the Finance and Harbor Department.

**REPORT SUMMARY:**

The City of Avalon and State law requires that certain documents must be retained. The Finance and Harbor Department reviewed its records and found many documents that are obsolete, with some showing no activity for many years. Due to lack of storage space, Staff is requesting authorization to destroy the documents listed on the Inventory List referenced in the Resolution. These documents may be destroyed with the approval of the City Attorney and the City Council consistent with Government Code Section 34090.

**GOAL ALIGNMENT:** To be determined.

**FISCAL IMPACTS:** \$500 Monies budgeted in Administration Overhead Fund 101-35-3625 Special Department Expense Account.

**CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION:** Out of date documents will continue to accumulate.

**FOLLOW UP ACTION:** Arrange for destruction.

**ADVERTISING, NOTICE AND PUBLIC CONTACT:**

This item was properly listed on the posted agenda pursuant to the Brown Act.

**ATTACHMENTS:** Resolution

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
AVALON AUTHORIZING THE DESTRUCTION OF SPECIFIED  
RECORDS MAINTAINED BY THE FINANCE AND  
HARBOR DEPARTMENT**

**WHEREAS**, Government Code Section 34090 authorizes the City to destroy records without making a copy thereof after such records are no longer required, upon approval of the City Attorney and the City Council; and

**WHEREAS**, the Finance and Harbor Department has reviewed its records and determined that the records listed in the attached Inventory List are no longer needed in the course of providing City financial services or otherwise; and

**WHEREAS**, the City Attorney has determined that the destruction of the records listed in the attachment is consistent with state law and the Local Government Records Management Guidelines issued by the California Secretary of State;

**NOW, THEREFORE**, the City Council of the City of Avalon does determine, find and resolve as follows:

**Section 1.** The City Council hereby approves and authorizes destruction of the records described in the attached Obsolete Records List, dated July 23, 2014.

PASSED, APPROVED AND ADOPTED this 5<sup>th</sup> day of August, 2014.

\_\_\_\_\_  
Ann H. Marshall, Mayor

ATTEST:

\_\_\_\_\_  
Denise A. Radde, City Clerk

CITY OF AVALON CITY COUNCIL

MEETING DATE: August 19, 2014

AGENDA ITEM: 9

ORIGINATING DEP: City Clerk

CITY MANAGER: BH

PREPARED BY: Denise Radde, Chief Administrative Officer/City Clerk

SUBJECT: Ratify Prior Action to Purchase Heat/Air Conditioning Units for City Hall

---

**RECOMMENDED ACTION(S):** Ratify prior action by Staff to purchase heat/air conditioning units for several offices at City Hall.

**REPORT SUMMARY:** City Hall has an inadequate central heating system and swamp cooler. City Staff would not utilize it due to its inefficiency and the cost to run the system. Over the last few years several offices had placed a highly energy efficient unit in it that both heats and cools. Recently more units were ordered from Northwind Refrigeration to be placed in some remaining offices. Each unit cost between \$2,858-\$3,511, including installation. The units were all ordered at the same time and placed accordingly. The units cost more than what is authorized for the City Manager to approve. City Staff should have followed the proper protocol and brought this item to Council for approval prior to ordering them.

The units were paid for with check number 018727 in the amount of \$13,459.40.

Additionally, an electrician had to be called in to make some necessary improvements to City Hall's electrical system in order to make the units operable. The final bills were more than anticipated, costing over the \$5,000 threshold. (\$5,914.80)

Northwind Refrigeration is the only provider on the Island for these units. Bids from the mainland were not obtained due to the additional cost of travel and housing their employees.

**FISCAL IMPACTS:** \$13,459.40 for units and installation and \$5,914.80 for electrical work from FY 13-14 budget, account 101-35-5700, building and maintenance.

**GOAL ALIGNMENT:** To be determined.

**CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION:** N/A

**FOLLOW UP ACTION:** N/A

**ADVERTISING, NOTICE AND PUBLIC CONTACT:** This item was properly listed on the posted agenda pursuant to the Brown Act.

**ATTACHMENTS:** None

CITY OF AVALON CITY COUNCIL

MEETING DATE: August 19, 2014

AGENDA ITEM: 10

ORIGINATING DEP: Finance Department

CITY MANAGER: BH

PREPARED BY: Chris Woidzik, Interim Finance Director

SUBJECT: Presentation of FY 2012-2013 Financial Statements

---

**RECOMMENDED ACTION(S):** Receive and approve the FY2012-13 audited financial statements and letters governing the audit and the City's internal controls.

**REPORT SUMMARY:** Attached you will find copies of the following reports as they pertain to Fiscal Year 2012-13:

1. City's audited FY 2012-2013 Financial Statements
2. SAS 114 Letter - Auditor's Communication with Those Charged with Governance
3. SAS 115 Letter – Communication of Internal Control Related Matters Identified in an Audit
4. Gann Appropriation Limit letter

**GOAL ALIGNMENT:** To catch the City up on its external reporting requirements and continue the practice going forward.

**FISCAL IMPACTS:** The audit fee was previously budgeted for in FY2012-13.

**CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION:** The City will not be in compliance with various State, Federal, grantor and debt agreement reporting requirements.

**FOLLOW UP ACTION:** None.

**ADVERTISING, NOTICE AND PUBLIC CONTACT:** This item was properly listed on the posted agenda pursuant to the Brown Act.

**ATTACHMENTS:**

1. City's audited FY2012-13 Financial Statements
2. SAS 114 Letter
3. SAS 115 Letter
4. Gann Appropriation Limit Letter

CITY OF AVALON CITY COUNCIL

MEETING DATE: August 5, 2014

AGENDA ITEM: 11

ORIGINATING DEP: Administration

CITY MANAGER: BH

PREPARED BY: Jordan Monroe, Management Aide

SUBJECT: Vehicle Noise Ordinance Administrative Policy Update

---

**RECOMMENDED ACTION(S):** Discuss and provide direction on the Vehicle Noise Ordinance Administrative Policy originally adopted January 7, 2014 addressing Avalon Municipal Code Sec. 4-4.1713.

**REPORT SUMMARY:** On December 17, 2013 Council was presented a discussion on Transportation Opportunities in Avalon by City staff. From that discussion a focus on the 14 year old Vehicle Noise Ordinance Sec. 4-4.1713 of the Avalon Municipal Code was directed, and on January 7, 2014 an Administrative Procedure was presented to Council outlining the enforcement of this established ordinance. The purpose of the Vehicle Noise Ordinance is to improve the quality of life in Avalon.

This Administrative Procedure ties to the annual vehicle registration- when residential autoette owners pay for their City permit starting in February and ending April 1 every year (AMC 4-4.17)- with vehicle noise testing. Vehicles that pass their designated dB level may register for the City permit. Vehicles that do not pass the dB level are issued a temporary vehicle permit, at no additional cost, which expires October 1, 2014. The purpose of this 6 month window from the end of the vehicle registration period is to allow owners of vehicles that do not pass vehicle noise testing adequate time to determine the scale of maintenance required to bring the dB level into compliance, to provide time to save the funds to make the necessary maintenance and to allow for the vehicle owner to assess their options.

At the time of writing this staff report approximately 8% of the over 1,500 vehicles tested did not pass noise testing and are still outstanding. As it stands now, these vehicles will not be able to register with the City after September 30, 2014 and will be illegal vehicles on the streets of Avalon.

Additionally, as it stands now, the Vehicle Noise Ordinance will go into enforcement effect starting October 1, 2014, meaning any vehicle which "generates a sound level which is unreasonably loud, offensive, or excessive to a person with normal hearing sensitivity" will be in violation and will be punishable as an infraction and subject to a correction notice dependent upon the results of the follow up vehicle noise test.

The Administrative Procedure regarding Vehicle Noise Enforcement established by Council specifically addresses the 2014 registration period. Progress updates have been provided

throughout this process, including at the May 20 and August 5, 2014 City Council meetings. However now that we are largely through residential autoette testing (93% complete) and largely through this Administrative Procedure time line, staff is now looking for direction from Council regarding its desires as we move closer to the October 1, 2014 deadline and looking towards the upcoming 2015 annual vehicle registration period.

Areas of concern to consider are, but not limited to:

- The goals and desire of Council regarding the Vehicle Noise Ordinance
- What to do with vehicles which failed the noise test starting October 1, 2014
  - Options for shipping the vehicle off the island
  - Variances/Grandfathering vehicle
  - Ticketing Enforcement
- The continuation or modification of the Vehicle Noise Enforcement Administrative Procedure
- Managing additional “Types of Vehicle Permit” noise testing logistics, i.e. Commercial Autoette Permits
- Additional City resources Council desires to allocate to address the Vehicle Noise Ordinance and other ad hoc transportation opportunities.
- The “big picture” transportation design goals and values – if and how vehicle noise fits in.

**GOAL ALIGNMENT:** To be determined.

**FISCAL IMPACTS:** Staff time.

**CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION:** The direction of the City’s Vehicle Noise Ordinance enforcement will be return to the pre Administrative Procedure status after September 30, 2014.

**FOLLOW UP ACTION:** Amend the Vehicle Noise Ordinance Enforcement Administrative Procedure to reflect the desires of Council for the upcoming 2015 vehicle registration.

**ADVERTISING, NOTICE AND PUBLIC CONTACT:** This item was properly listed on the posted agenda pursuant to the Brown Act.

**ATTACHMENTS:** Vehicle Noise Ordinance Enforcement Administrative Procedure  
Avalon Municipal Code Sec. 4-4.1713

## CITY COUNCIL

MEETING DATE: August 19, 2014

AGENDA ITEM: 12

ORIGINATING DEPT: Administration

CITY MANAGER: BH

PREPARED BY: Ben Harvey, City Manager

SUBJECT: Adoption of Phase One of the City Council Goals

---

**RECOMMENDED ACTION(S):** Review, discuss, modify (if necessary) and adopt Phase One of the City Council Goals.

**REPORT SUMMARY AND BACKGROUND:** At April 23, 2014 and July 15, 2014 goal setting sessions, the City Council contemplated, proposed, discussed and deliberated phase one of its proposed goals. Listed below are those goals captured from those sessions:

1. Pebble Beach Road

Make Pebble Beach Road a safer and more pleasurable experience

- Develop a comprehensive plan for improvements that will include:
  - Fencing installed along the hillside and a boardwalk along the ocean side
  - Filling of potholes with rip rap
  - Funding budgeted within the Fiscal Year 2014-2015 budget

2. Achieve a Balanced City Budget

Make the City's Prop 218 Funds healthy (sewer, salt water and trash)

- Encourage and continue ongoing efforts to foster and nourish professionalism and effectiveness within the Finance Department with particular attention to:
  - Streamlining Finance Department processes
  - Developing financial support mechanisms for infrastructure
  - Providing ongoing staff development

3. Fresh Water Resources

Evaluate and potentially pursue the formation of a community services district or a joint powers authority with island stakeholders to become the freshwater purveyor for the island

- Identify additional fresh water resource options

4. Reclaimed Water

Evaluate and potentially develop plans to create a reclaimed water system to replace the existing salt water system within two years

- Investigate the underground pipes laid by Edison in 1976 to determine viability for proposed system

5. Infrastructure

Develop a 10 year capital improvement plan that addresses necessary upgrades and improvements to the Cabrillo Mole, the landfill, the wastewater treatment plant and the Fuel Dock)

- Draft and implement development fees, user/connection fees, and pursue grant opportunities to assist with this effort

6. Comprehensive Transportation Review

Review City vehicle permits, and the types of vehicles allowed on City streets

- Make Avalon more of a walking community

Mayor Pro Tem Olsen has requested that those City Council goals identified from these first two sessions be adopted by the City Council. City staff respectfully requests and recommends that the City Council review each proposed goal to determine whether they are specific, measurable, achievable, relevant and time-specific (S.M.A.R.T.). If any of the proposed goals are found not to be S.M.A.R.T. (or lacking key S.M.A.R.T. components), requisite changes should be made prior to the City Council adopting the goal(s).

**FISCAL IMPACTS:** To be determined.

**GOAL ALIGNMENT:** Finalization of Phase One of the City Council Goals will allow City staff to commence linking City Council agenda items to adopted City Council goals.

**CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION(S):** The City Council will not have adopted goals.

**ALTERNATIVE ACTION(S):** N/A

**FOLLOW UP ACTION(S):** Review, discuss and modify (if necessary) Phase Two of the City Council Goals from the August 18, 2014 goal setting session to ensure that all proposed goals are specific, measurable, achievable, relevant and time-specific (S.M.A.R.T.).

**ADVERTISING, NOTICING AND PUBLIC CONTACT:** The agenda for this meeting was properly posted.

**ATTACHMENTS:** None.