CITY OF AVALON CITY COUNCIL MEETING
TUESDAY, AUGUST 5, 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

1. Update from Washington D.C. by Congressman Alan Lowenthal.
2. Warren Diven from Best Best & Krieger will continue a study session on Public Financing available to the City of Avalon.

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 July 15, 2014 City Council meeting.

2. Expenditures Submitted for Approval
   - Warrants in the amount of $347,824.45

   Recommended Action
   Approve total expenditure amount of $347,824.45.

3. Expenditures Submitted for Approval
   - Warrants in the amount of $675,680.26
   - Electric Fund Transfer in the amount of $52,613.55

   Recommended Action
   Approve total expenditure amount of $728,293.81.

4. Request for Payment for Organization and Promotion Services Rendered for 2013 Catalina Island Grand Prix
   An invoice for motorcycle race organization and promotion services performed in 2013 was submitted by Philip and Erica Minuto in the amount of $5,250.00.
   Recommended Action
   Review and consider request for payment for organization and promotion services by Philip and Erica Minuto for the 2013 Catalina Island Grand Prix.

5. Video Surveillance Equipment Replacement
   The video surveillance system installed in 2007 provides security and monitoring at the Cabrillo Mole, Pier, and Casino fuel dock and is utilized by the Harbor Department and Sheriff's Department. The existing system is starting to fail and repairs are increasing with difficulty due to its obsolete technology.
   Recommended Action
   Approve the proposal from SOV at a cost not-to-exceed $33,197.33.

6. Renewal of Contract with Helvetic Consulting, Inc. for Building Official Services
   Helvetic Consulting, Inc./Bryan Zuppiger contract came before the City Council on July 15, 2014. Council requested it be held over to review comparables with other cities. Helvetic Consulting has provided the City of Avalon with Building Official services since 2010. His current contract expired in February 2014.
   Recommended Action
   Approve the renewal of the contract with Helvetic Consulting, Inc. for Building Official services with the revised terms.

7. Professional Services Agreement with On The Wing Falconry
   The City does not currently have a nuisance bird abatement contract in place. Two other parties, SCI Co. and the Chamber of Commerce, are interested in joining the City with its efforts through Labor Day. The City is actively pursuing other businesses to continue the contract with the City and Chamber for one year.
   Recommended Action
   Authorize the City Manager to enter into an interim agreement for bird abatement services with On The Wing Falconry through Labor Day.

GENERAL BUSINESS

8. Ordinance Amending Avalon Municipal Code Section 9-5.404 (HD) Uses by Conditional Use Permit and 9-5.504 HD-R-CH/Low Moderate Income Housing, Uses by Conditional Use Permit and Adding Article 3 to Chapter 16 of Title 9 of the Avalon Municipal Code to Establish and Regulate Single Room Occupancy Facilities

   Assembly Bill 2634 (AB 2634), adopted in 2007, amended the California Government Code to require that each local government in California identify, in its General Plan's Housing Element, adequate sites for housing, including Single Room Occupancies (SROs). Implementation requires that the City designate one or more zones where SROs are permitted as a conditionally permitted use.

   Recommended Action

   Introduce and waive all readings of an ordinance amending the Avalon Municipal Code Section 9-5.404 (HD) Uses by Conditional Use Permit and 9-5.504 HD-R-CH/Low Moderate Income Housing, Uses by Conditional Use Permit and adding Article 3 to Chapter 16 of Title 9 of the Avalon Municipal Code to establish and regulate Single Room Occupancy Facilities.

9. Avalon City Council Policies Manual

   The entirety of the Policy Manual is presented for a comprehensive review and adoption. Chapters 1-8 have been previously presented to Council and approved.

   Recommended Action

   Review the Avalon City Council Policies Manual Chapters 1-8 as a whole document and adopt the Policies Manual.

CLOSED SESSION

1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

CITY ATTORNEY REPORT

COUNCILMEMBER REPORTS

MAYOR REPORT

ADJOURN

NOTICE OF POSTING

I, Denise Radde, declare that the City Council Agenda for August 5, 2014 was posted on Tuesday, July 29, 2014, on the City's website 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 5, 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 July 15, 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 5, 2014 **AGENDA ITEM:** 2

ORIGINATING DEP: Finance **CITY MANAGER:** BH

PREPARED BY: Chris Woidzik, Interim CFO

SUBJECT: Warrants

RECOMMENDED ACTION(S): Approve the warrants in the amount of $347,824.45 for a total expenditure of $347,824.45.

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 #18631-18673 in the amount of $347,824.45.

GOAL ALIGNMENT: To be determined.

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 JULY 18 FOR COUNCIL MEETING OF AUGUST 5, 2014

MONTH OF JULY

US BANK WARRANT # 18631-18673	$347,824.45	7/18/2014

$347,824.45

TOTAL DISBURSEMENTS **$347,824.45**

APPROVED AND AUDITED
THIS 5TH DAY OF AUGUST 2014

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 5TH DAY OF AUGUST 2014

AUDIT COMMITTEE - RICHARD HERNANDEZ

AUDIT COMMITTEE - CINDE CASSIDY

INTERIM CFO - CHRIS WOIDZIK

WARRANT LIST

AVALON CITY COUNCIL
MEETING OF AUGUST 5, 2014

CHECK NUMBER		AMOUNT	PAYEE	DESCRIPTION
18631	07/18/14	25,214.00	ALLIANT INSURANCE SERVICES	ANNUAL POLICY RENEWAL
18632	07/18/14	261.00	AMERIFLEX	FSA ADMIN FEES - JULY 2014
18633	07/18/14	442.88	BOUND TREE MEDICAL	SUPPLIES - FIRE
18634	07/18/14	2,110.00	CALIFORNIA CONTRACT CITIES	ANNUAL MEMBERSHIP RENEWAL
18635	07/18/14	238.45	CAMERON, SCOTT	LASD SUBSISTENCE
18636	07/18/14	35.21	CARMENITA TRUCK CENTER	SUPPLIES - GARAGE
18637	07/18/14	10.50	CATALINA BROADBAND SOLUTION	IT SERVICES - ADMIN
18638	07/18/14	15,000.00	CAT. ISLAND HUMANE SOCIETY	DONATION 2014-2015
18639	07/18/14	226.40	CHROMIAK. ALLEN	LASD SUBSISTENCE
18640	07/18/14	492.85	DEPT. OF AUDITOR-CONTROLLER	ANNUAL LAFCO RENEWAL FEE
18641	07/18/14	6,942.50	CONSTRUCTORS PLUS	CONTRACT SVCS - ADMIN
18642	07/18/14	147.30	DAHL, TOM	LASD SUBSISTENCE
18643	07/18/14	6,833.15	DELTA DENTAL	DENTAL - JULY 2014
18644	07/18/14	256.00	DEWEY PEST CONTROL	SERVICE - HARBOR/ADMIN
18645	07/18/14	21.00	DIGI-KEY	SUPPLIES - HARBOR
18646	07/18/14	116.95	GALLIVER, JIM	LASD SUBSISTENCE
18647	07/18/14	233.36	GALLS, INC	UNIFORMS - HARBOR
18648	07/18/14	861.65	GEOFF KING PLUMBING	SERVICE - JMF
18649	07/18/14	123.26	GRAINGER	SUPPLIES - FIRE
18650	07/18/14	9,533.50	GATEWAY CITIES OF COUNCIL	ANNUAL MEMBERSHIP RENEWAL
18651	07/18/14	125.06	GREAR, DAVID	REIMB O/P COSTS - RECREATION
18652	07/18/14	1,302.80	HELVETIC CONSULTING, INC.	CONTRACT SVCS - PLANNING
18653	07/18/14	292.48	HRDIRECT	SUPPLIES - ADMIN
18654	07/18/14	1,449.18	IMPERIAL SUPPLIES, LLC	SUPPLIES - HARBOR/GARAGE
18655	07/18/14	105.12	ISLAND THREADZ	UNIFORMS - PUBLIC WKS
18656	07/18/14	400.00	JOHNSON, RON	SERVICE - RECREATION
18657	07/18/14	275.00	KIMBLE, WILLIAM	LASD SUBSISTENCE
18658	07/18/14	251.38	LIM, RAYMOND	LASD SUBSISTENCE
18659	07/18/14	214.00	LOCKPICK	QTRLY ALARM SVC - FIRE/ADMIN
18660	07/18/14	140.00	MAUCK, DREW	SERVICE - RECREATION
18661	07/18/14	1,119.39	NAPA AUTO PARTS	SUPPLIES - GARAGE
18662	07/18/14	243.00	PARTY TIME ICE	SUPPLIES - FUEL DOCK
18663	07/18/14	251,534.00	PARSAC	POLICY RENEWALS 2014-2015
18664	07/18/14	841.24	PK SAFETY SUPPLIES	SUPPLIES - HARBOR/PW
18665	07/18/14	5,856.76	Q SCEND TECHNOLOGIES	ANNUAL RENEWAL FEE 14/15
18666	07/18/14	1,491.12	SANI-TEC USA	CITY RESTROOM SUPPLIES
18667	07/18/14	545.28	SATCOM GLOBAL FZE	COMMUNICATIONS - FIRE
18668	07/18/14	7,325.00	STONE, WANDA	SERVICE - HARBOR
18669	07/18/14	566.90	STEUTER ELECTRIC	SERVICE - ADMIN
18670	07/18/14	1,650.00	WAHL, MARGIE DBA THE DUGOUT	SERVICE - RECREATION
18671	07/18/14	1,490.00	WILSON, BUDDY	CEMETERY PLOT BUY BACK
18672	07/18/14	619.59	CATALINA BEVERAGE	SUPPLIES - ALL DEPTS
18673	07/18/14	887.19	RICOH AMERICAS CORP.	COPIER LEASE - PLANNING/REC

$347,824.45

CITY OF AVALON CITY COUNCIL

MEETING DATE: August 5, 2014 **AGENDA ITEM:** 3

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 $675,680.26 and an EFT to CalPERS Retirement in the amount of $52,613.55 for a total expenditure of $728,293.81.

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 #18674 - 18752 in the amount of $675,680.26.

Also represented is a electronic funds transfer to CalPERS Retirement for June 11 – June 24, 2014 in the amount of $52,613.55.

GOAL ALIGNMENT: To be determined.

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 JULY 18 FOR CM OF AUGUST 5, 2014

MONTH OF JULY

US BANK WARRANT # 18674-18752	$675,680.26	7/18/2014
EFT - CalPERS Retirement	$52,613.55	7/18/2014

$728,293.81

TOTAL DISBURSEMENTS **$728,293.81**

APPROVED AND AUDITED
THIS 5TH DAY OF AUGUST 2014

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 5TH DAY OF AUGUST 2014

AUDIT COMMITTEE - RICHARD HERNANDEZ

AUDIT COMMITTEE - CINDE CASSIDY

INTERIM CFO - CHRIS WOIDZIK

WARRANT LIST

AVALON CITY COUNCIL
MEETING OF AUGUST 5, 2014

CHECK NUMBER		AMOUNT	PAYEE	DESCRIPTION
18674	07/18/14	1,742.94	ADVANCED WIRING, LLC	IT SERVICES - ADMIN
18675	07/18/14	60.20	AIR SOURCE INDUSTRIES	SUPPLIES - FIRE
18676	07/18/14	-	VOID - PRINTER ERROR	VOID - PRINTER ERROR
18677	07/18/14	20,743.16	AMERICAN EXPRESS	CREDIT CARD CHGS - ALL DEPTS
18678	07/18/14	163.07	ART, CAP N' DESIGN	UNIFORMS - HARBOR
18679	07/18/14	114,686.58	AVALON ENVIRONMENTAL SVCS	CONTRACT SVCS - JUNE 2014
18680	07/18/14	-	VOID - PRINTER ERROR	VOID - PRINTER ERROR
18681	07/18/14	123,524.06	BEST, BEST & KRIEGER, LLP	CONTRACT SVCS APR/MAY 2014
18682	07/18/14	3,865.50	BEYOND SOFTWARE SOLUTIONS	IT SERVICES - ADMIN
18683	07/18/14	162.00	CALIF. BUILDING STANDARDS COM.	QTRLY REPORTING - PLANNING
18684	07/18/14	562.87	CANBY MARINE & REFRIGERATION	SERVICE - JMF CONSESS. PROJ
18685	07/18/14	266.23	CARMENITA TRUCK CENTER	SUPPLIES - GARAGE
18686	07/18/14	483.14	CATALINA BEVERAGE CO.	SUPPLIES - ALL DEPTS
18687	07/18/14	37.25	CATALINA EXPRESS	TRAVEL - LASD
18687	07/18/14	25,275.60	CATALINA EXPRESS	2ND HLF 6/14 - SUBSIDY
18688	07/18/14	2,286.91	CATALINA FREIGHT LINE	FREIGHT - ALL DEPTS
18689	07/18/14	292.04	CIMC	PHYSICALS - ADMIN
18690	07/18/14	1,667.55	CATALINA ISLANDER	ADVERTISING - ADMIN
18691	07/18/14	325.00	CATALINA STEAM CLEANING	CONTRACT SVCS - HARBOR
18692	07/18/14	559.50	CERTIFIED PHONE SOLUTIONS	SERVICE - ADMIN
18693	07/18/14	1,286.55	CHET'S HARDWARE	SUPPLIES - ALL DEPTS
18694	07/18/14	98,711.50	CO. OF LA SHERIFF'S DEPT	RESIDENT DEPUTY - JUNE 2014
18695	07/18/14	1,300.15	COLLINS COLLINS MUIR & STEWARD	LITIGATION FEES
18696	07/18/14	12.10	COOK, AMANDA	REIMB O/P COSTS
18697	07/18/14	174.25	DAHL, TOM	LASD SUBSISTENCE
18698	07/18/14	823.45	DIV. OF ADMINISTRATIVE SVCS	QTRLY REPORTING - PLANNING
18699	07/18/14	22,640.98	EDISON	UTILITIES - ALL DEPTS
18700	07/18/14	301.13	EDISON	PROPANE - JMF
18701	07/18/14	83,168.42	ENVIRON STRATEGY CONSULTANTS	CONTRACT SVCS - JUNE 2014
18701	07/18/14	34,389.31	ENVIRON STRATEGY CONSULTANTS	ASA #1119,1124,1130
18701	07/18/14	3,315.00	ENVIRON STRATEGY CONSULTANTS	OT ADJUSTMENT WWTP - 6/14
18702	07/18/14	5,969.65	ENVIRONMENTAL ENGINEERING	SERVICE - BB&K
18703	07/18/14	344.50	ESGIL CORPORATION	PLAN CK SVCS - PLANNING
18704	07/18/14	4,026.73	FERGUSON WATERWORKS	SUPPLIES - PUBLIC WKS
18705	07/18/14	1,600.00	FINELINE CONSTRUCTION	REPAIR WK - RECREATION
18706	07/18/14	312.16	GALLIVER, JIM	LASD SUBSISTENCE
18707	07/18/14	627.60	HAMILTON, KATHERINE	CONTRACT SVCS - JUNE 2014
18708	07/18/14	375.00	HDL COREN & CONE	SERVICE - ADMIN
18709	07/18/14	547.85	HERNANDEZ, JEFFREY	REIMB O/P COSTS SEWER CAM.
18710	07/18/14	23,721.48	IDR ENVIRONMENTAL SERVICES	HAZ WASTE/USED OIL DISPOSAL
18711	07/18/14	375.27	IMPERIAL SUPPLIES, LLC	SUPPLIES - GARAGE
18712	07/18/14	82.13	ISLAND THREADZ	UNIFORMS - PUBLIC WKS
18713	07/18/14	2,120.08	JORGE PADILLA	REIMB O/P COSTS - LASD
18714	07/18/14	702.00	KATIE'S KITCHEN	SENIOR MEALS - JUNE 2014
18715	07/18/14	606.86	L.N. CURTIS & SONS	SUPPLIES - FIRE
18716	07/18/14	198.06	LLEWELLYN SUPPLY CO.	SUPPLIES - HARBOR

18717	07/18/14	14,365.00	LOCAL GOVERNMENT SERVICES	CONTRACT SERVICES - ADMIN
18718	07/18/14	917.04	MACKTAL, JOHN BUFFALO MOTORS	SUPPLIES - GARAGE
18719	07/18/14	296.88	MATTHEWS	SUPPLIES - CEMETERY
18720	07/18/14	54.36	MCDONALD, AUDRA	REIMB O/P COSTS
18721	07/18/14	68.35	MCM ELECTRONICS	SUPPLIES - HARBOR
18722	07/18/14	276.62	MCMASTER-CARR	SUPPLIES - HARBOR
18723	07/18/14	345.85	MIKE ROCHE PRINTING	SUPPLIES - ADMIN/SUBSIDY
18724	07/18/14	64.08	MOUSER ELECTRONICS	SUPPLIES - HARBOR
18725	07/18/14	984.50	MUNICIPAL COURT - AVALON	PARKING CITATIONS - MAY 2014
18726	07/18/14	1,036.16	NAPA AUTO PARTS	SUPPLIES - GARAGE
18727	07/18/14	13,459.40	NORTHWIND REFRIGERATION	A/C INSTALLATION - CITY HALL
18728	07/18/14	90.00	NORTON MEDICAL INDUSTRIES	NEW EMPLOYEE SCREENING
18729	07/18/14	1,371.25	OUTDRIVE EXCHANGE	SUPPLIES - GARAGE
18730	07/18/14	462.19	PARSAC	W/C SIR - FIRE
18731	07/18/14	1,941.71	PEBBLY BEACH BUILDING SUPPLY	SUPPLIES - ALL DEPTS
18732	07/18/14	216.75	PORT SUPPLY	SUPPLIES - HARBOR
18733	07/18/14	65.10	PRAXAIR	SUPPLIES - GARAGE
18734	07/18/14	5,029.51	PROACTIVE WELDING ZONE, INC.	SERVICE/SUPPLIES - HARBOR
18735	07/18/14	-	VOID - PRINTER ERROR	VOID - PRINTER ERROR
18736	07/18/14	2,391.41	QUILL CORP.	SUPPLIES - ALL DEPTS
18737	07/18/14	2,950.00	RBF CONSULTING	CONTRACT SVCS - MAY 2014
18738	07/18/14	711.96	REGIONAL GOVERNMENT SERVICES	SERVICE - ADMIN/PLANNING
18739	07/18/14	615.81	REGISTRAR-RECORDER/COUNTY CL	SERVICE - ELECTION 2014
18740	07/18/14	6,538.75	ROSENOW SPEVACEK GROUP	SERVICE - ADMIN
18741	07/18/14	100.83	SAFEWAY, INC.	SUPPLIES - CODE/ADMIN
18742	07/18/14	257.23	SANTA CAT. RESORT. SVCS	UTILITIES - ADMIN
18743	07/18/14	19,956.05	SOURCE NORTH AMERICA	FUEL PUMP EQUIPMENT
18744	07/18/14	2,500.00	STATE CONTROLLER'S OFFICE	STATE CONTROLLERS REPORT
18745	07/18/14	2,572.75	STATE LANDS COMMISSION	LEASE PAYMENT - HARBOR
18746	07/18/14	560.00	STEUTER ELECTRIC	SERVICE - JMF
18747	07/18/14	7,736.25	THOMPSON, DAVE	RETENTION RELEASE - JMF
18747	07/18/14	330.00	THOMPSON, DAVE	REIMB O/P COSTS - JMF
18748	07/18/14	12.00	UNDERGROUND SERVICE ALERT	SERVICE - PLANNING
18749	07/18/14	630.92	VERIZON WIRELESS	COMMUNICATIONS - ALL DEPTS
18750	07/18/14	710.74	W.F. OLSEN	REIMB O/P COSTS
18751	07/18/14	1,175.00	WITTMAN ENTERPRISES, LLC	SERVICE - FINANCE
18752	07/18/14	450.00	ZIM'S OF CATALINA	SERVICE - FIRE

$675,680.26

CITY COUNCIL

MEETING DATE: August 5, 2014 **AGENDA ITEM:** 4

ORIGINATING DEPT: Administration **CITY MANAGER:** BH

PREPARED BY: Ben Harvey, City Manager

SUBJECT: Request for Payment for Organization and Promotion Services Rendered for 2013 Catalina Island Grand Prix

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RECOMMENDED ACTION(S): Review and consider request for payment for organization and promotion services rendered by Philip and Erica Minuto for the 2013 Catalina Island Grand Prix.

REPORT SUMMARY AND BACKGROUND: Following the success of the 2010 Catalina Island Grand Prix, the City of Avalon commenced efforts to try to return the race to the island. Time and effort were expended by the City and its agents to pursue requisite governmental agency permitting, real estate and mitigation negotiations with impacted private property owners, and motorcycle race organization and promotion. Despite best efforts, the City was unable to return the Catalina Island Grand Prix to Avalon in 2012 or 2013.

At the June 3, 2014 City Council Meeting, the City Council directed City staff to cease all efforts to bring the Catalina Island Grand Prix back to the island in 2014, or years going forward. With this direction, it is appropriate at this time to settle up incurred debts for services rendered in the past. Accordingly, attached to this staff report for City Council review and consideration is an invoice for motorcycle race organization and promotion services performed in 2013 by Philip and Erica Minuto in the amount of $5,250. This amount is over the City Manager's authorized spending authority of $5,000 and therefore must be approved by the City Council.

FISCAL IMPACTS: $5,250 in unbudgeted funds within the proposed, unadopted FY14-15 budget.

GOAL ALIGNMENT: To be determined.

CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION(S): None.

ALTERNATIVE ACTION(S): N/A

FOLLOW UP ACTION(S): Should the City Council wish to compensate Philip and Erica Minuto for motorcycle race organization and promotion services rendered in 2013, authorize the City Manager to execute payment on behalf of the City.

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

ATTACHMENTS:

1. Invoice from Philip and Erica Minuto in the amount of $5,250 for motorcycle race organization and promotion services rendered in 2013.

INVOICE

Date: 9/23/2013

Philip and Erica Minuto
P.O. Box 1686
Avalon, CA 90704
310-350-8051
pminuto@sbcglobal.net

To: City of Avalon

Contact	Job	Payment Terms	Due Date
Philip Minuto	Catalina Island Grand Prix 2013	Due on receipt	10/1/13

Qty	Description	Unit Price	Line Total
	Race Organization Meetings		$1,800
	Sponsor Meetings/Contacts		$1,700
	Website Design/Facebook Page		$1,600
	Domain Name/Website Builder		$150

Subtotal	$5,250
Sales Tax	
Total	$5,250

CITY OF AVALON CITY COUNCIL

MEETING DATE: August 5, 2014 **AGENDA ITEM:** 5

ORIGINATING DEPT: Harbor **CITY MANAGER:** BH

PREPARED BY: Brian Bray, Harbor Master
Pat Grady, IT Advisor

SUBJECT: Video Surveillance Equipment Replacement

RECOMMENDED ACTION(S): That the Council approve the proposal from SOV at a cost not-to-exceed $33,197.33.

REPORT SUMMARY:
A video surveillance system was installed in 2007 for security and monitoring at the Cabrillo Mole, the Pier and the fuel dock/Casino pump house. In total, there are approximately 35 cameras installed among these sites. Additionally, there are four camera servers; two at the Mole, one at the Pier and one at the Casino pump house, which were interconnected through the City's wireless network. The surveillance system is used by both the Harbor staff as well as the Sheriff's station.

During the last four months, the camera servers have gradually failed and are not repairable due to their age and the obsolete technology of the existing equipment. Since their failure, video footage has not been available to the Harbor or to the Sheriff's station, which is often used as evidence for incidents that may occur at the three locations where the cameras are located.

Three security companies were contacted to provide proposals to replace the camera servers, including the vendor who installed the original equipment, SOV Security. The other vendors contacted were AVSSC in Thousand Oaks and LA Secure Cam in Los Angeles. SOV Security was the only vendor to meet with Staff along with the City's IT advisor and submit a proposal for a total cost of $33,197.33.

The proposal includes the equipment (camera server & encoders) and labor to restore the system in addition to providing video capability to the Sheriff's station once again. At this time, there is no need to replace the existing cameras (installed in 2007) as replacement will take place gradually as they fail or begin to mal-function. Two separate proposals were submitted. The first proposal for $30,245.23 is for the new camera server and restoring the system, while the second proposal for $2,952.10 is to integrate an existing camera system, located at the fuel dock, into the new server. Integrating the two systems would create centralized management and central visibility of all City cameras into one system.

Due to the recent IT upgrades and improvements, the City was able to benefit from cost savings by simplifying and reducing the equipment needed. One of the IT projects

implemented was interconnecting the Mole, Pier and Casino pump house with a fiber connection. With the speed of the fiber lines, there is opportunity to install one camera server as opposed to four. Previously, four servers were needed with the wireless network. Therefore, the proposal is for one server.

Should the Council approve Staff's recommendation, SOV indicated the system could be restored by the end of August/2014.

FISCAL IMPACTS: The total cost of $33,197.33 will be derived from the Harbor fund, account no. 104-70-6588. Within the FY 2014/15 budget, $35,000.00 was allocated for this project.

CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION(S): Without a functional camera system, safety and the ability for the Sheriff's department to present evidence is jeopardized. Furthermore, the original camera system and equipment was funded by a grant through the federal Homeland Security Department. As a result, there is potential liability for the City in the event an audit is conducted by the federal government. By accepting the original grant funds, the City has the responsibility to ensure the camera system is functional and maintained on a regular basis.

FOLLOW UP ACTION(S): N/A

ADVERTISING, NOTICING AND PUBLIC CONTACT: Posted pursuant to the Brown Act.

ATTACHMENTS: Proposal by SOV Security

CITY OF AVALON CITY COUNCIL

MEETING DATE: July 15, 2014 **AGENDA ITEM:** 6

ORIGINATING DEP: Planning **CITY MANAGER:** BH

PREPARED BY: Amanda Cook, Planning Director

SUBJECT: Renewal of Contract with Helvetic Consulting, Inc. for Building Official Services

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RECOMMENDED ACTION(S): Approve the renewal of the contract with Helvetic Consulting, Inc. for Building Official services at the revised terms of $55/hour.

REPORT SUMMARY: The Contract with Helvetic Consulting, Inc./Bryan Zuppiger was reviewed at the July 15, 2014 City Council meeting. The new contract presented then included a change in the hourly rate of $50 to $60/hr. The City Council held the item over so that Staff could research comparable positions and salaries with other Cities.

It appears that most cities have Building Inspectors (non-exempt) and a Building Official/Building Department Manager (exempt/mgmt.)

The Building Inspectors typical duties are inspection and enforcement of permitting requirements and application of Construction standards and applicable building codes; including associated document handling. Typical Certifications are the four ICC Certifications (Building, Plumbing, Electrical and Mechanical).

Building Officials (typically management positions) are also certified Plans Examiners, provide support and enforcement for other departments, coordinate responses to complaints and nuisance abatement; and provides support for other Public Safety departments.

Staff has prepared a spread sheet that includes:
1) Current part time building inspection services contract and proposed changes, including cost of travel and hotel.
2) Cost for full time building inspection services at current and proposed contract terms.
3) Breakdown of full time employee positions with other cities, including Avalon's position for previous Building Inspector. The benefit cost is based on current City of Avalon benefit costs.

The benefit of having Mr. Zuppiger is that he satisfies the requirements and has the certifications for a Building Inspector. He also has the additional Plans examiner certification and the Fire Code Certification, which allows him to provide in-house plans examination when needed and provide support and assistance to other departments; Public Works, Code Enforcement and most importantly the Fire Department.

Helvetic Consulting, Inc./Bryan Zuppiger has provided the City of Avalon with Building Official services since 2010. Bryan currently provides his services three days a week in the office and two days a week by email or phone. Bryan has proposed to expand his office hours by traveling on the 6:15 out of Long Beach instead of the 9:00 Newport boat. The rate per hour for Bryan's services has not changed since 2010. He is requesting an increase from $50/hour to $55/hour. All other terms of the contract are not changing.

Staff is supportive of renewing the contract. Bryan has provided excellent service to the City and the residents of Avalon.

GOAL ALIGNMENT: To be determined.

FISCAL IMPACTS: Contract will increase by $10,995.00 a year.

CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION: Helvetic Consulting would have to decide if they wish to continue the contract under the current terms.

FOLLOW UP ACTION: If approved by Council the City Manager will execute the contract.

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

ATTACHMENTS:

- Proposed contract
- Spreadsheet of comparables

CITY OF AVALON

BUILDING INSPECTOR SERVICES RATE COMPARISON

DESCRIPTION/TITLE		# OF DAYS	ANNUAL HOURS	HOURLY	SUBTOTAL	+ BENEFITS	HOTEL	PARKING & COMMUTER	= TOTAL	TOTAL HOURLY
HCI Part-Time Service										
- 3 days on island; 2 days accessible	Current Contract	146.25	1170	50.00	58,500	n/a	3,900	5,144	67,544	57.73
- Includes (1) Hotel Stay per week	**Revised Proposal**	**146.25**	**1170**	**55.00**	**64,350**	**n/a**	**3,900**	**5,144**	**73,394**	**62.73**
- 24 hours a week	Prior Proposed	146.25	1170	60.00	70,200	n/a	3,900	5,144	79,244	67.73
HCI F/T 5 days a week										
- 5/8 Schedule M-Fri.	Example Only	260	2080	50.00	104,000	n/a	15,600	3,142	122,742	59.01
- Includes (4) Hotel Stays per week	Example Only	260	2080	55.00	114,400	n/a	15,600	3,142	133,142	64.01
- Example is not a formal offer	Example Only	260	2080	60.00	124,800	n/a	15,600	3,142	143,542	69.01
COMPARABLE CITIES										
Building Inspector I	Oceanside	260	2080	30.36	63,149	28,315	n/a	n/a	91,464	43.97
Building Inspector	Redondo Beach	260	2080	31.96	66,468	29,239	n/a	n/a	95,707	46.01
Building inspector II	Oceanside	260	2080	33.25	69,160	29,989	n/a	n/a	99,149	47.67
Building Inspector I	Oxnard	260	2080	34.71	72,190	30,833	n/a	n/a	103,023	49.53
Building Inspector I	Huntington Beach	260	2080	35.24	73,299	31,142	n/a	n/a	104,441	50.21
Building Inspector	Seal Beach	260	2080	35.26	73,341	31,153	n/a	n/a	104,494	50.24
Building inspector III	Oceanside	260	2080	35.34	73,500	31,198	n/a	n/a	104,698	50.34
Building Inspector	Avalon (2010)	260	2080	35.49	73,817	31,286	n/a	n/a	105,103	50.53
Building Inspector II	Huntington Beach	260	2080	38.94	80,995	33,285	n/a	n/a	114,280	54.94
Building Inspector III	Huntington Beach	260	2080	43.02	89,484	35,649	n/a	n/a	125,133	60.16
Building Services Administrator	Oceanside	260	2080	48.46	100,797	38,800	n/a	n/a	139,597	67.11
Building Official	Seal Beach	260	2080	57.77	120,162	43,792	n/a	n/a	163,954	78.82
Building Manager	Huntington Beach	260	2080	69.59	144,747	49,115	n/a	n/a	193,862	93.20

ASSUMPTIONS

- Helvetic Consulting Inc. (HCI) currently provides Building Official Services.
- Commuter book includes subsidy per MTA City Contract at $192.50 for (5) round trips or $38.50 per round trip
- Commuter book is for (2) round trips per week for P/T and (1) round trip for F/T
- Parking is based on $95 per month rate.
- Hotel is based on $75 a night rate.
- TOTAL HOURLY RATE: The hourly rate from comparable cities was adjusted using the City of Avalon's benefit structure to achieve a TOTAL HOURLY RATE.

*** The revised proposed rate increase is $55.00, an increase of $5.00 hour.**

CITY OF AVALON CITY COUNCIL

MEETING DATE: August 5, 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 an interim agreement for bird abatement services with On The Wing Falconry.

REPORT SUMMARY: The City of Avalon does not currently have a nuisance bird abatement contract in place. On April 27, 2014 the City's agreement for falconry and nuisance bird abatement with Rocky Post, doing business as On The Wing Falconry, expired.

From 2012 through 2013, the City paid On The Wing Falconry approximately $120,000 (including cross-channel travel reimbursement), provided City housing for the Falconer and birds, and offered access to a City vehicle. While the City was pleased with the impact Mr. Post's efforts had in reducing nuisance birds, improving the visitor/customer experience and positively impacting Avalon Bay water quality, the structure of the agreement was not financially sustainable for the City.

Mr. Post adhered to the City's request to propose an alternate financial structure and came back with a proposal for an equitable three-party cost-sharing agreement between The City of Avalon, The Santa Catalina Island Company and the Catalina Island Chamber of Commerce and Visitor's Bureau. This agreement provided for three (3) days of service each week, including a Saturday, Sunday or Tuesday. Each party paid $2,200 monthly to On The Wing Falconry, for a term of three (3) months, from January 28, 2014 through April 27, 2014. The agreement did not provide for housing, access to vehicles or cross-channel travel reimbursement.

The City of Avalon and the Catalina Island Chamber of Commerce and Visitor's Bureau have both agreed to renew this arrangement for a twelve month term with On The Wing Falconry. This would be a commitment of $2,200 monthly to On The Wing Falconry from July 22, 2014 through June 21, 2015. The agreement will not provide for housing, access to vehicles or cross-channel travel reimbursement.

The Santa Catalina Island Company has agreed to participate at $2,200 monthly through Labor Day 2014 (September 2, 2014) only. After this date, a group of private business and property owners have pledged commitments to continue falconry services, and it is Staff's goal to secure contracts with these individuals to equal the $2,200 in the Santa Catalina Island Company's stead. It is the City of Avalon's objective that this funding will be secured prior to

the August 19, 2014 City Council Meeting so that a contract for an eleven-month period may be presented for Council's approval prior to the ceasing of falconry services through this six week contract currently proposed. This would allow the falconry services to proceed uninterrupted in Avalon for a full twelve-month period.

GOAL ALIGNMENT: To be determined.

FISCAL IMPACTS: $2200 per month on a pro-rata basis from July 22, 2014 through September 2, 2014. Funding is budgeted within the Fiscal Year 2014/2015 Budget 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

CITY OF AVALON CITY COUNCIL

MEETING DATE: August 5, 2014 **AGENDA ITEM:** 8

ORIGINATING DEPT: Planning **CITY MANAGER:** BH

PREPARED BY: Amanda Cook

SUBJECT: Consideration of an Ordinance of the City Council of the City of Avalon Amending Avalon Municipal Code Section 9-5.404 (HD) Uses by Conditional Use Permit and 9-5.504 HD-R-CH/Low Moderate Income Housing, Uses by Conditional Use Permit and Adding Article 3 to Chapter 16 of Title 9 of the Avalon Municipal Code to Establish and Regulate Single Room Occupancy Facilities.

RECOMMENDED ACTION(S: That the City Council introduce and waive all readings of an Ordinance of the City Council of the City of Avalon Amending Avalon Municipal Code Section 9-5.404 (HD) Uses by Conditional Use Permit and 9-5.504 HD-R-CH/Low Moderate Income Housing, Uses by Conditional Use Permit and Adding Article 3 to Chapter 16 of Title 9 of the Avalon Municipal Code to Establish and Regulate Single Room Occupancy Facilities.

BACKGROUND: Assembly Bill 2634 (AB 2634), adopted in 2007, amended the California Government Code to require that each local government in California identify, in its General Plan's Housing Element, adequate sites for housing, including Single Room Occupancies (SROs). The 2013-2021 Housing Element includes a commitment by the City to complete a number of Zoning Code updates and revisions by summer 2014 to comply with AB 2634 (among other state mandates) and facilitate the development of affordable housing.

Implementation requires that the City designate one or more zones where SROs are permitted as a conditionally permitted use (requires a Conditional Use Permit). The City submitted to the Department of Housing and Community Development ("HCD") the 5th cycle Housing Element in late 2013. HCD has indicated that prior to receiving certification of the 5th cycle Housing Element, the City must make the zoning changes called for in the 4th cycle Housing Element, including the adoption of the Single Room Occupancy Ordinance.

When considering land use changes in the 4th cycle of the Housing Element, the City Council designated the High Density/Flats and HD/Community Housing zone (formerly the Low/Moderate income zone or generally Tremont Canyon) as appropriate for this land use.

Adoption of the ordinance establishing Article 3 in Chapter 16 of Title 9 and amendments to Municipal Code Sections 9-5.404 and 9-5.504, do not approve any particular project or any particular parcel for immediate construction of a Single Room Occupancy Facility.

The ordinance will add Article 3 – Single Room Occupancies to Chapter 16 – Special Needs Housing, of Title 9 of the Municipal Code. This section will include standards specific to single room occupancies (as allowed by AB 2634) including maximum occupancy, bath and kitchen requirements, parking and management plan.

The amendment to Municipal Code Sections 9-4.404 and 9-5.504 will add single room occupancy as a conditionally permitted use within the HD/Flats and HD-R-CH (Low Moderate Income Housing) Zones.

FISCAL IMPACTS: There is no fiscal impact from the adoption of the Ordinance.

GOAL ALIGHMENT: Its meets the Goal of the General Plan to facilitate affordable housing.

CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION: The City will have not complied with the 4th Cycle Housing Element program to adopt an Single Room Occupancy Ordinance (SROs) making SROs a conditionally permitted use in the HD/Flats and HD-R-CH (Low Moderate Income) Zones and it is likely the Department of Housing and Community Development will not certify the City's 5th Cycle Housing Element.

FOLLOW UP ACTION: Adopt the Ordinance.

ADVERTISING, NOTICE AND PUBLIC CONTACT: Pursuant to the Brown Act. The ordinance will be published as required by law.

ENVIRONMENTAL REVIEW: This change was included in the EIR prepared for the adopted General Plan and thus is exempt from further CEQA review pursuant to State CEQA Guidelines Section 15061(b)3.

ATTACHMENTS: Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF AVALON AMENDING SECTIONS 9-5.404 AND 9-5.504 OF TITLE 9 OF THE AVALON MUNICIPAL CODE AND ADDING ARTICLE 3 TO CHAPTER 16 OF TITLE 9 OF THE AVALON MUNICIPAL CODE TO ESTABLISH AND REGULATE SINGLE ROOM OCCUPANCY FACILITIES

WHEREAS, the City of Avalon ("City") recognizes that affordable housing is a scarce resource, and therefore committed in its Housing Element to update the City's ordinances to encourage the development of such housing; and

WHEREAS, a type of affordable housing is a single room occupancy ("SRO"), which consists of a small unit that may provide housing opportunities for lower-income individuals, persons with disabilities, seniors, and formerly homeless people seeking to enter the housing market; and

WHEREAS, in many communities, older SROs have been lost due to deterioration, hotel conversions, and demolitions; and

WHEREAS, the City Council recognizes the value of identifying zoning and development standards that will allow and encourage the development or construction of new SROs; and

WHEREAS, in support of SRO housing, the City desires to amend the Avalon Municipal Code ("AMC") to add standards governing the establishment of SROs within the City; and

WHEREAS, a public hearing was held before the Planning Commission on May 21, 2014 in which the Commission recommended that that the Council adopt Zoning Code text amendments to allow for the establishment and regulation of SROs in the City; and

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF AVALON DOES ORDAIN AS FOLLOWS:

Findings. The above recitals are true and correct and are incorporated herein by this reference.

Section 1. Section 9-3.619 of Article 6 of Chapter 3 of Title 9 of the Avalon Municipal Code is hereby amended to add the following definition:

"**Section 9-3.619 'S' Definitions.**

'Single room occupancy facility' shall mean a facility providing six or more dwelling units where each unit has a minimum floor area of one hundred ninety (190) square feet. These dwelling units may have kitchen or bathroom facilities and shall be offered on a monthly basis or longer."

Section 2. Article 3 of Chapter 16 of Title 9 of the Avalon Municipal Code is hereby added to

the Avalon Municipal Code and shall read as follows:

"CHAPTER 16 SPECIAL NEEDS HOUSING

Article 3. Single Room Occupancies

9-16.300 Purpose and intent.
9.16-301 Occupancy.
9-16.302 Residential Zone Land Uses and Permit Requirements.
9-16.303 Standards.

9-16.300 Purpose and intent.

It is the purpose and intent of this chapter to regulate the development and operation of single room occupancy land uses. Single room occupancy (SRO) units provide housing opportunities for lower-income individuals, persons with disabilities, seniors, and formerly homeless individuals.

9.16-301 Occupancy

A single room occupancy unit provides living and sleeping space for the exclusive use of up to two occupants.

9-16.302 Residential Zone Land Uses and Permit Requirements.

Single-room occupancy facilities shall be permitted in the HD Multiple Residential – High Density (Flats) zone and the High Density Residential – Community Housing (HD-R-CH) zone subject to the approval of a conditional use permit by the Planning Commission per Section 9-8.401.

9-16.303 Standards.

A. Single Room Occupancy Units. The following standards apply to single room occupancy units. In the event of conflict between these standards and the underlying zoning district regulations, the provisions of this section shall apply.

1. Unit Size. The minimum size of a unit shall be one hundred ninety (190) square feet.

2. Bathroom Facilities. An SRO unit is not required to, but may contain partial or full bathroom facilities. A partial bathroom facility shall have at least a toilet and sink; a full facility shall have a toilet, sink, and bathtub, shower, or bathtub/shower combination. If a full bathroom facility is not provided, common bathroom facilities shall be provided with at least one full bathroom on a floor, with at least one bathroom for every six units on a floor. A full bathroom shall be at least 35 square feet.

3. Kitchen. An SRO unit is not required to but may contain partial or full kitchen

facilities. A full kitchen includes a sink, a refrigerator, and a stove, range top, or oven. A partial kitchen is missing at least one of these appliances. If a full kitchen is not provided, common kitchen facilities shall be provided with at least one full kitchen per floor, or at least one kitchen for every six units on a floor.

4. Closet. Each SRO unit shall have a separate closet.

5. Code Compliance. All SRO units shall comply with all requirements of the California Building Code.

B. Single Room Occupancy Facilities. In addition to the development standards in the underlying zoning district, the following standards apply to single room occupancy facilities. In the event of conflict between these standards and the underlying zoning district regulations, the provisions of this section shall apply.

1. Common Area. A single room occupancy facility shall include at least two hundred (200) square feet in area of interior common space, excluding janitorial storage, laundry facilities, and common hallways. All common areas shall comply with all applicable ADA accessibility and adaptability requirements.

2. Bathroom Facilities. If private bathing facilities are not provided for each unit, shared shower or bathtub facilities shall be provided with at least one full bathroom (including toilets, sinks, and bathing facilities) for every floor, with a minimum of one full bathroom per every six units on a floor. The shared shower or bathtub facility shall be accessible from a common area or hallway. Each shared shower or bathtub facility shall be provided with an interior lockable door. A full bathroom shall be at least 35 square feet.

3. Laundry Facilities. Laundry facilities shall be provided in a separate room at the ratio of one washer and dryer for every ten (10) units, with at least one washer and dryer per floor.

4. Cleaning Supply Room. A cleaning supply room or utility closet with a wash tub with hot and cold running water shall be provided on each floor of the SRO facility.

5. Management Plan. A management plan shall be submitted with the development application for an SRO facility and shall be approved by the community development director and housing programs manager. The management plan must address management and operation of the facility, rental procedures, safety and security of the residents and building maintenance.

6. Facility Management. An SRO facility with ten (10) or more units shall have an on-site manager. An SRO facility with less than ten (10) units shall provide a management office on-site.

7. Off-Street Parking. Off-street parking shall be determined by the Planning Commission.

8. Accessibility. All SRO facilities shall comply with all applicable ADA

accessibility and adaptability requirements.

9. Existing Structures. An existing structure may be converted to an SRO facility, consistent with the provisions of this section."

Section 4. Section 9-5.404 Uses by Conditional Use Permit is amended to add (h) as follows: (h) Single room occupancies. Section 9-5.504 Uses by Conditional Use Permit is amended to add (h) as follows: (h) Single room occupancies.

Section 5. Severability. The provisions of this Ordinance are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this Ordinance, or the application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions of this Ordinance or the application of those provisions.

Section 6. Exemption from California Environmental Quality Act. The City finds that the amendments to the Municipal Code, made pursuant to this Ordinance, are exempt from the California Environmental Quality Act ("CEQA") because they do not constitute a project within the meaning of State CEQA Guidelines Section 15378. The amendments herein have no potential for resulting in physical change to the environment, directly or indirectly, that is capable of ascertainment at the present time. Specifically, no meaningful review of potential impacts is currently possible because the proposed amendments do not obligate development of SRO facilities in any particular place and the City has not received any proposals or applications for such development. The City further finds, under State CEQA Guidelines Section 15305, that the proposed amendments constitute a minor change to land use limitations and do not affect any change of zoning or generally permissible land uses or densities. The City further finds, under State CEQA Guidelines Section 15061(b)(3), that this Ordinance is also exempt from the requirements of CEQA in that the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. These amendments do not allow any new activities, but rather define a previously undefined term and provide regulations for the establishment of a type of affordable housing. The City Clerk shall be the custodian of record for the documentation supporting this action. Staff is hereby directed to file a Notice of Exemption with the Los Angeles County Clerk's Office within five (5) working days.

Effective Date. This Ordinance shall become effective thirty (30) days after its adoption.

Custodian of Records. The documents and materials that constitute the record of proceedings on which these findings and this Ordinance are based are located at the City Clerk's Office at City Hall located at 410 Avalon Canyon Rd., Avalon, CA 90704. The custodian of these records is the City Clerk.

Publication. The City Clerk shall certify to the adoption of this Ordinance and cause the same to be published as required by law.

INTRODUCED at a regular meeting of the City Council of the City of Avalon on the ___ day of _____, 2014, and thereafter ADOPTED at a Regular Meeting of said City Council held on the _____ day of _____, 2014, by the following vote to wit:

AYES:
NAYS:
ABSENT:
ABSTAIN:

_____
Ann Marshall, Mayor

ATTEST:

_____
Denise Radde, City Clerk

APPROVED AS TO FORM:

_____
Scott H. Campbell
Best Best & Krieger, LLP

CITY OF AVALON CITY COUNCIL

MEETING DATE: August 5, 2014 **AGENDA ITEM:** 9

ORIGINATING DEP: Administration **CITY MANAGER:** BH

PREPARED BY: Scott Campbell, City Attorney and Jordan Monroe, Management Aide

SUBJECT: Avalon City Council Policies Manual

RECOMMENDED ACTION(S): Review the Avalon City Council Policies Manual Chapters 1-8 as a whole document and adopt the Policies Manual.

REPORT SUMMARY: At the request of Mayor Pro Tem Olsen at the April 23, 2014 Special Council Meeting, City staff is developing a policies manual to serve as a reference for Council Members regarding duties and responsibilities of elected and appointed officials of the City of Avalon.

Rather than providing the manual in its entirety for approval at one time, specific chapters were presented to allow for individual and comprehensive review, which were then be adopted into a complete document.

The ultimate goal of this process is the development a single reference tool to be used by the City Council to provide guidelines as to the appropriate operating procedures and policies. The Avalon City Council Policies Manual will serve as a resource for Council Members, Department Heads, City staff and members of the public in determining the manner in which matters of the City business are to be conducted.

In addition to these proposed policies other specific training will be, or has been, afforded to the City Council and City Staff, including ethics training.

The entirety of the Policy Manual is presented for a comprehensive review and adoption. Chapters 1-8 have been previously presented to Council and approved. As the Policy Manual is a living document intended not only for reference but to be updated as required the full Policy Manual is presented to be adopted as a whole. The updated Chapters include the revisions requested at prior City Council meetings as well as those suggested by Council Member Cassidy.

At the May 6, May 20, July 1, and July 15, 2014 City Council meetings policy chapters 1: The Purpose of Council Policies, 2: The Basis of Authority for the Policies, 3: Meeting Policies, 4: Council Member Compensation and Rules and Regulations Regarding Payment, 5: Communication Roles of City Council and City Staff, 6: Council Actions and Decisions, 7: Rules of Order for Council and Committee Meetings and chapter 8: Training, Education and Conferences were presented and approved.

GOAL ALIGNMENT: N/A

FISCAL IMPACTS: None.

CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION: The Avalon City Council and community will not have a working policies document for reference and direction.

FOLLOW UP ACTION: Utilize the approved Council Policies Manual as a guideline and living document to be referenced and reviewed as needed.

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

ATTACHMENTS: Chapters of the Avalon City Council Policies Manual:

- 1. The Purpose of Council Policies
- 2. The Basis of Authority for the Policies
- 3. Meeting Policies
- 4. Council Member Compensation and Rules and Regulations Regarding Payment
- 5. Communication Roles of City Council and City Staff
- 6. Council Actions and Decisions
- 7. Rules of Order for Council and Committee Meetings
- 8. Training, Education and Conferences