

**AVALON CITY COUNCIL MEETING  
TUESDAY, OCTOBER 20, 2015 – 6:00 P.M.  
CITY HALL COUNCIL CHAMBERS  
410 AVALON CANYON ROAD, AVALON  
A G E N D A**

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 / ROLL CALL**

**PLEDGE OF ALLEGIANCE / INVOCATION**

**ANNOUNCEMENTS / WRITTEN COMMUNICATIONS**

**PRESENTATION**

1. Proclamation presented to C.H.O.I.C.E.S. acknowledging the annual National Red Ribbon Week (October 26-30, 2015).
2. The City of Avalon's Landfill contractor, Avalon Environmental (CR&R) will address City Council.
3. Update from Southern California Edison on Phase II Water Rationing.

**CITY MANAGER REPORT / CITY ATTORNEY REPORT**

**COUNCILMEMBER REPORTS / MAYOR REPORT**

**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**

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 October 6, 2015 regular City Council meeting.

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2. Expenditures Submitted for Approval

- Warrants in the amount of \$2,718,515.85
- Electric Fund Transfers in the amount of \$71,340.32
- Two Payrolls in the amount of \$413,380.49

Recommended Action

Approve total expenditure amount of \$3,203,236.66.

3. Casino Dock Temporary Fuel Trailer Purchase

Staff is requesting to purchase a 1,000 gallon fuel trailer (split load 500 gasoline, 500 diesel) for a temporary fueling station at the Rescue Dock, to fuel vessels during the construction of the "Avalon Harbor Fueling Facility- Pier Replacement Project.

Recommended Action

- Authorize the Harbor Master to purchase a Lamar 1,000 Gallon Portable Fuel Trailer from Elsey Farm & Trailer, LLC in the amount of \$6,900.00, plus tax and shipping on the barge.
- Authorize the Harbor Master to contract with Freightquote.com in the amount of \$1,700.00 for pick up and delivery of the Lamar 1,000 Gallon Portable Fuel Trailer from Minneola, Kansas to Catalina Freight Lines in Wilmington.

4. Contract for Professional Services for Temporary Planning Assistance from Michael Baker International

In August 2015, the City Manager's office selected the firm Michael Baker International to provide the City with interim planning service needs. Al Warot, Managing Director for Michael Baker, was further identified as the representative from that firm to provide assistance.

Recommended Action

Authorize the City Manager to enter into an agreement with Michael Baker International (Michael Baker) to provide temporary assistance with the operation of the City's Planning Department.

5. Amended Employment Agreement for Chief Administrative Officer

Upon a recent review of the Chief Administrative Officer's employment agreement, it was noted that provisions in the Agreement required approval from the City Council as opposed to the City Manager.

Recommended Action

**PUBLIC HEARING**

6. Adoption of New FY 15/16 Miscellaneous Fee Schedule

The City's Miscellaneous Fee Schedule includes fees the City can charge for providing certain services to the community. These fees are associated with services or programs provided by the recreation, planning and building, cemetery, finance, public works and the fire department that confer a benefit, grant a privilege, perform regulatory duties,

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PAGE 3**

enforce laws or are a condition of development. Staff has some additional fees to add to the fee schedule. A Public Hearing is required by the City's Municipal Code.

Recommended Action

Open Public Hearing to receive public comment, and then close Public Hearing. Adopt resolution setting new fees for services, facilities and activities of the City of Avalon for Fiscal Year 2015/2016.

**GENERAL BUSINESS**

7. Waterside Permit Application- Catalina Snorkel & Scuba Adventures  
At the time of agenda posting, the report for this item was unavailable.

**CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATIONS  
Agency designated representatives: City Manager Ben Harvey, City Attorney Scott Campbell, and Human Resource Manager Tiffany Bose  
Employee organizations:  
1) Avalon Municipal Employee Association (AMEA)  
2) Avalon Harbor Employee Association (AHEA)  
3) International Association of Fire Fighters Local 2295
2. LIABILITY CLAIMS  
Claimant: Island Charters Inc./Robert Kennedy  
Agency Claimed Against: City of Avalon

**NOTICE OF POSTING**

I, Denise Radde, declare that the City Council Agenda October 20, 2015 was posted on Wednesday, October 14, 2015, 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 and on the City website.



Denise A. Radde, City Clerk / Chief Administrative Officer

CITY OF AVALON CITY COUNCIL

**MEETING DATE:** October 20, 2015  
**ORIGINATING DEP:** City Clerk  
**PREPARED BY:** Denise Radde, City Clerk  
**SUBJECT:** City Council Actions

**AGENDA ITEM:** 1  
**CITY MANAGER:** BH

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**RECOMMENDED ACTION(S):** Approve actions from the October 6, 2015 regular City Council meeting.

**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:** Not aligned,

**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: October 20, 2015

AGENDA ITEM: 2

ORIGINATING DEP: Finance

CITY MANAGER: BH

PREPARED BY: Robert Mescher, Finance Director

SUBJECT: Warrants

**RECOMMENDED ACTION(S):** Approve the warrants in the amount of \$2,718,515.85, EFTS in the amount of \$71,340.32 and two payrolls in the amount of \$413,380.49, for a total expenditure of \$3,203,236.66.

**REPORT SUMMARY:**

US Bank Warrants FY 16 #20995-21059 - \$958,512.72 – September 11, 2015
US Bank Warrants FY 16 #21060-21062 - \$79,686.64 – September 15, 2015
US Bank Warrants FY 16 #21063 - \$300,000.00 – September 21, 2015
US Bank Warrants FY 16 #21064-21122 – \$706,780.13 - September 25, 2015
US Bank Warrants FY 15 #21123-21124 – \$153,989.37 - September 25, 2015
US Bank Warrants FY 16 #21125-21204 - \$519,546.99 – October 9, 2015
Payroll - \$204,627.71 – September 18, 2015
Payroll - \$208,752.78 – October 2, 2015
EFT – CalPERS GASB 68 - \$3,400.00 – September 15, 2015
EFT – CalPERS Retirement - \$29,311.27 – September 17, 2015
EFT – Board of Equalization - \$11,200.00 – September 17, 2015
EFT – CalPERS Retirement - \$27,429.05 – October 1, 2015

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

**FISCAL IMPACTS:** There are sufficient funds available, and the expenditures are included in the adopted 2014-2015 and the adopted 2015-2016 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 PAYMENTS MADE DATES BELOW FOR COUNCIL MEETING OF OCTOBER 20, 2015

	MONTH OF SEPTEMBER & OCTOBER 2015	
US BANK WARRANTS FY 16 #20995-21059	\$ 958,512.72	9/11/2015
US BANK WARRANTS FY16 #21060-21062	\$ 79,686.64	9/15/2015
US BANK WARRANTS FY 16 #21063	\$ 300,000.00	9/21/2015
US BANK WARRANTS FY 16 #21064-21122	\$ 706,780.13	9/25/2015
US BANK WARRANTS FY 15 #21123-21124	\$ 153,989.37	9/25/2015
US BANK WARRANTS FY 16 #21125-21204	\$ 519,546.99	10/9/2015
PAYROLL	\$ 204,627.71	9/18/2015
PAYROLL	208,752.78	10/2/2015
EFT - CALPERS GASB 68	\$ 3,400.00	9/15/2015
EFT - CALPERS RETIREMENT	\$ 29,311.27	9/17/2015
EFT - BOARD OF EQUALIZATION	\$ 11,200.00	9/17/2015
EFT - CALPERS RETIREMENT	\$ 27,429.05	10/1/2015

\$ 3,203,236.66

TOTAL DISBURSEMENTS

**\$ 3,203,236.66**

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 20TH DAY OF OCTOBER 2015

APPROVED AND AUDITED  
THIS 20TH DAY OF OCTOBER 2015

AUDIT COMMITTEE - RICHARD HERNANDEZ

FINANCE DIRECTOR - ROBERT MESCHER

AUDIT COMMITTEE - CINDE CASSIDY

AVALON CITY COUNCIL  
MEETING OF OCTOBER 20, 2015

FY 16

CHECK NUMBER	DATE ISSUED	AMOUNT	PAYEE	DESCRIPTION
21125	10/09/15	362.69	AMERICAN SOCCER CO.	SUPPLIES - REC
21126	10/09/15	25,110.00	ARROYO INSURANCE	POLICY RENEWAL
21127	10/09/15	4,826.70	AT & T	COMMUNICATIONS - ALL
21128	10/09/15	249.00	AT & T MOBILITY	COMMUNICATIONS - HBR
21129	10/09/15	2,009.05	AVALON BOAT STAND	SUPPLIES - GARAGE
21130	10/09/15	5,075.27	AVALON MOORING & DIVING	SERVICE - HARBOR
21131	10/09/15	150.00	AVALON SCHOOLS	ADVERTISING - HARBOR
21132	10/09/15	65,307.51	BEST, BEST & KRIEGER, LLP	CONTRACT SVC - AUG 15
21133	10/09/15	7,029.92	BEYOND SOFTWARE SOLUTIONS	CONTRACT SVC - AUG 15
21134	10/09/15	1,038.50	BILL JONES PLUMBING	BACKFLOW TESTING
21135	10/09/15	40.81	BLUE TARP FINANCIAL	SUPPLIES - PW
21136	10/09/15	19,015.98	BLUE WATER DESIGN GRP	CONTRACT SVC - FD
21137	10/09/15	1,147.00	BORDIN MARTORELL, LLP	LITIGATION COSTS - ADMIN
21138	10/09/15	87.66	BOUND TREE MEDICAL	SUPPLIES - FIRE
21139	10/09/15	2,900.00	BROWNELL & DUFFEY	AUDIT SERVICE - FINANCE
21140	10/09/15	271.68	CAMERON, SCOTT	LASD SUBSISTENCE
21141	10/09/15	1,160.38	CANBY MARINE	SERVICE - FD
21142	10/09/15	2,879.38	CATALINA BEVERAGE CO.	SUPPLIES - ALL
21143	10/09/15	1,896.83	CATALINA BROADBAND SOLUT.	SERVICE - ALL
21144	10/09/15	111.75	CATALINA EXPRESS	TRAVEL - LASD/REC
21144	10/09/15	26,275.20	CATALINA EXPRESS	1ST HLF SEPT 15 - SUBSIDY
21145	10/09/15	620.45	CATALINA FREIGHT LINE	FREIGHT - ALL
21146	10/09/15	82,732.24	CIMC	PASS THRU - SALES TAX
21147	10/09/15	730.39	CATALINA ISLAND PLUMBING	SERVICE - PW
21148	10/09/15	2,224.00	CATALINA ISLANDER	ADVERTISING - ALL DEPTS
21149	10/09/15	22,695.69	CATALINA TRANSPORTATION	CONTRACT SVC - SEPT 15
21150	10/09/15	2,173.36	CHALLENGER TEAMWEAR	SUPPLIES - REC
21151	10/09/15	4,185.00	CHARLES ABBOTT ASSOCIATES	CONTRACT SVC - ADMIN
21152	10/09/15	427.98	CHEST'S HARDWARE	SUPPLIES - ALL
21153	10/09/15	177.42	CHROMIAK, ALLEN	LASD SUBSISTENCE
21154	10/09/15	11,652.70	CO. OF LA SHERIFF'S DEPT	WATERFRONT PT - AUG 15
21155	10/09/15	363.14	DAHL, TOM	LASD SUBSISTENCE
21156	10/09/15	6,668.08	DELTA DENTAL	DENTAL - OCT 15
21157	10/09/15	4,770.00	CONSTRUCTORS PLUS	CONTRACT SVC - ADMIN
21158	10/09/15	3,690.00	CONSTRUCTORS PLUS	CONTRACT SVC - ADMIN
21159	10/09/15	220.00	DEWEY PEST CONTROL	SERVICE - ADMIN
21160	10/09/15	3,000.00	DYGUTOWICZ, MICHELLE	SETTLEMENT AGREEMENT
21161	10/09/15	5,624.39	EDISON	UTILITIES - ALL
21162	10/09/15	65.97	EMS SAFETY SERVICES	SUPPLIES - HARBOR
21163	10/09/15	83,168.42	ENVIRON STRATEGY CONSULTANT	CONTRACT SVC - SEPT 15
21163	10/09/15	5,333.75	ENVIRON STRATEGY CONSULTANT	OT - AUG 15
21164	10/09/15	280.18	GALLIVER, JIM	LASD SUBSISTENCE
21165	10/09/15	68.00	GARCIA, LETICIA	REFUND - CITATION
21166	10/09/15	925.59	GCR TIRES	SUPPLIES - GARAGE
21167	10/09/15	-	VOID - MULTI STUB CHECK	VOID - MULTI STUB CHECK
21168	10/09/15	10,865.42	GEMPLER'S	UNIFORMS - PW/HBR
21169	10/09/15	294.36	GRAINGER	SUPPLIES - FIRE
21170	10/09/15	606.00	GRISHAM, RANDY	REFUND - OVERPYMT
21171	10/09/15	625.00	HAMILTON, KATHERINE	CONTRACT SVC - ADMIN
21172	10/09/15	1,817.50	HELVETIC CONSULTING	CONTRACT SVC - PLANNING

21173	10/09/15	1,575.00	HINDERLITER, DE LLAMAS	CONTRACT SVC - ADMIN
21174	10/09/15	4,361.36	INDUSTRIAL METAL SUPPLY	SUPPLIES - HBR/PW
21175	10/09/15	56.50	ISLAND EXPRESS	FREIGHT - GARAGE
21176	10/09/15	409.68	JORDAHL CONSTRUCTION	S/W EMER. RPR WK
21177	10/09/15	378.92	JUDICIAL DATA SYSTEMS	PARKING ACT. - AUG 15
21178	10/09/15	636.00	KATIE'S KITCHEN	SENIOR MEALS - AUG 15
21179	10/09/15	84.30	KME FIRE APPARATUS	SUPPLIES - GARAGE
21180	10/09/15	17,618.20	LAW OFFICE OF KATHY GANDARA	CONTRACT SVC - ADMIN
21181	10/09/15	181.75	MATTHEWS	SUPPLIES - CEMETERY
21182	10/09/15	518.98	MCMASTER-CARR	SUPPLIES - HARBOR
21183	10/09/15	914.97	MED-TECH RESOURCE	SUPPLIES - FIRE
21184	10/09/15	684.00	MR. NING'S	SENIOR MEALS - SEPT 15
21185	10/09/15	250.00	MYGOV	SERVICE - ADMIN
21186	10/09/15	727.76	NAPA AUTO PARTS	SUPPLIES - GARAGE
21187	10/09/15	32.62	NEOPOST	SUPPLIES - MAIL MACHINE
21188	10/09/15	13,360.91	OUTDRIVE EXCHANGE	SUPPLIES - GARAGE
21189	10/09/15	435.88	PACIFIC WEST BUSINESS SOL.	SUPPLIES - FD
21190	10/09/15	125.00	PINS ADVANTAGE	SERVICE - ADMIN
21191	10/09/15	760.53	PORT SUPPLY	SUPPLIES - HBR/FD
21192	10/09/15	66.26	PRAXAIR	SUPPLIES - GARAGE
21193	10/09/15	568.05	QUILL CORP	SUPPLIES - ALL
21194	10/09/15	259.00	RICH, JAMES	LASD SUBSISTENCE
21195	10/09/15	129.25	SACRAMENTO METRO DISTRICT	GEMT FEES - FIRE
21196	10/09/15	177.56	ALBERTSONS SAFEWAY	SUPPLIES - ALL
21197	10/09/15	2,640.00	SANDTRAP	SENIOR MEALS JUN-AUG 15
21198	10/09/15	46,888.03	SEAWAY COMPANY OF CATALINA	RESALE FUEL - FD
21199	10/09/15	10.22	UNITED PARCEL SERVICE	FREIGHT - HARBOR
21200	10/09/15	435.28	WALTERS WHOLESALE ELECTRIC	SUPPLIES - HARBOR
21201	10/09/15	960.74	WITMER PUBLIC SAFETY GRP	SUPPLIES - FIRE
21202	10/09/15	1,000.00	WITTMAN ENTERPRISES	SERVICE - SEPT 15
21203	10/09/15	216.76	WURZ, THOMAS	LASD SUBSISTENCE
21204	10/09/15	133.14	ZIM'S OF CATALINA	SERVICE - REC

**\$ 519,546.99**

AVALON CITY COUNCIL  
MEETING OF OCTOBER 20,2015

FY 15

CHECK NUMBER	DATE ISSUED	AMOUNT	PAYEE	DESCRIPTION
21123	09/25/15	4,931.98	AVALON MOORING & DIVING	SERVICE - HARBOR
21124	09/25/15	149,057.39	CHAMBER OF COMMERCE	TOT TRUE UP - FY 15

\$ 153,989.37

AVALON CITY COUNCIL  
MEETING OF MEETING OF OCTOBER 20, 2015

FY 16

CHECK NUMBER	DATE ISSUED	AMOUNT	PAYEE	DESCRIPTION
21063	09/21/15	300,000.00	MOSAIC	REFUND OF DEPOSIT
21064	09/25/15	150.00	ADVANCED WIRING, LLC	SERVICE - ADMIN
21065	09/25/15	203.00	AMERIFLEX	FSA ADMIN FEES - SEPT 15
21066	09/25/15	3,626.25	AMMA TRANSIT PLANNING	SERVICE - AUG 15
21067	09/25/15	596.88	ANTHEM BLUE CROSS	COBRA - OCT 15
21068	09/25/15	732.00	ANTONIO'S	SENIOR MEALS - AUG 15
21069	09/25/15	248.92	AT & T	COMMUNICATIONS - FIRE
21070	09/25/15	611.21	AT & T LONG DISTANCE	LONG DISTANCE - ALL DEPTS
21071	09/25/15	78.83	AVALON BOAT STAND	SUPPLIES - HARBOR
21072	09/25/15	119,873.65	AVALON ENVIRONMENTAL	CONTRACT SVC - AUG 15
21073	09/25/15	4,468.94	AVALON MOORING & DIVING	SERVICE - HARBOR
21074	09/25/15	71,504.84	CALPERS	MEDICAL - OCT 15
21075	09/25/15	2,895.32	CATALINA BEVERAGE	SUPPLIES - ALL DEPTS
21076	09/25/15	83,850.25	CHAMBER OF COMMERCE	TOT - OCT 15
21077	09/25/15	74.50	CATALINA EXPRESS	TRAVEL - LASD
21077	09/25/15	34,700.40	CATALINA EXPRESS	2ND HALF 8/15 - SUBSIDY
21078	09/25/15	777.49	CATALINA FREIGHT LINE	FREIGHT - ALL DEPTS
21079	09/25/15	58,100.00	CIMC	PASS THRU - SALES TAX
21080	09/25/15	183.88	CATALINA ISLAND PLUMBING	SERVICE - PUBLIC WKS
21081	09/25/15	2,207.34	CHET'S HARDWARE	SUPPLIES - ALL DEPTS
21082	09/25/15	104,618.05	CO OF LA SHERIFF'S DEPT.	RESIDENT DEPUTY - AUG 15
21083	09/25/15	371.85	CREATIVE SCREEN ART	SUPPLIES - PW/HBR
21084	09/25/15	3,600.00	CONSTRUCTORS PLUS	CONTRACT SVC - ADMIN
21085	09/25/15	5,850.00	CONSTRUCTORS PLUS	CONTRACT SVC - ADMIN
21086	09/25/15	264.00	DEWEY PEST CONTROL	SERVICE - ADMIN/HBR
21087	09/25/15	764.73	BAY AREA TRENCHERS, INC	SUPPLIES - GARAGE
21088	09/25/15	37,883.14	EDISON	UTILITIES - ALL DEPTS
21089	09/25/15	920.84	GRAINGER	SUPPLIES - PW/FIRE
21090	09/25/15	219.33	HAAKER	SUPPLIES - GARAGE
21091	09/25/15	2,477.50	HELVETIC CONSULTING, INC.	CONTRACT SVC - PLANNING
21092	09/25/15	570.51	IDEXX DISTRIBUTION	SUPPLIES - CDO
21093	09/25/15	2,535.17	JORDAHL CONSTRUCTION	EMER RPK WK - PW
21094	09/25/15	267.44	L.N. CURTIS & SONS	SUPPLIES - FIRE
21095	09/25/15	1,950.62	LICARI, TONY	CONTRACT SVC - OCT 15
21096	09/25/15	167.01	MATTHEWS	SUPPLIES - CEMETERY
21097	09/25/15	61.79	MCMASTER-CARR	SUPPLIES - HARBOR
21098	09/25/15	147.14	MED-TECH RESOURCE	SUPPLIES - FIRE
21099	09/25/15	290.12	MONARCH PRODUCTS, INC.	SUPPLIES - GARAGE
21100	09/25/15	606.00	MR. NING'S	SENIOR MEALS - AUG 15
21101	09/25/15	1,462.93	NAPA AUTO PARTS	SUPPLIES - GARAGE
21102	09/25/15	226.00	PARTY TIME ICE	SUPPLIES - FD
21103	09/25/15	327.73	PORT SUPPLY	SUPPLIES - GARAGE
21104	09/25/15	66.26	PRAXAIR	SUPPLIES - PUBLIC WKS
21105	09/25/15	569.85	QUILL CORP	SUPPLIES - ALL DEPTS
21106	09/25/15	7,546.70	MICHAEL BAKER INTERNATIONAL	CONTRACT SVC - ADMIN
21107	09/25/15	20,473.74	REGIONAL GOVERNMENT SVC	CONTRACT SVC - ADMIN
21108	09/25/15	904.75	RICOH AMERICAS CORP	COPIER LEASE - PLANNING
21109	09/25/15	1,316.64	RICOH USA, INC	COPIER LEASE - PLANNING
21110	09/25/15	94,212.62	SEAWAY COMPANY OF CATALINA	RESALE FUEL - FD
21110	09/25/15	3,665.96	SEAWAY COMPANY OF CATALINA	FUEL - ALL DEPTS

21111	09/25/15	186.52	SHERWIN-WILLIAMS	SUPPLIES - PUBLIC WKS
21112	09/25/15	8,340.00	SIRIA'S CLEANING SERVICE	CONTRACT SVCS - AUG 15
21113	09/25/15	890.40	SUN LIFE INSURANCE CO.	LIFE INSURANCE - AUG/SEPT
21114	09/25/15	2,191.35	SUNGARD PUBLIC SECTOR	SOFTWARE LEASE - OCT 15
21115	09/25/15	1,434.16	TIGER DIRECT	SUPPLIES - ADMIN
21116	09/25/15	790.00	TRIPLE H COMPANY	SUPPLIES - CEMETERY
21117	09/25/15	9,525.00	VEGA, EDMUNO	CONTRACT SVC - OCT 15
21118	09/25/15	949.28	VERIZON WIRELESS	COMMUNICATIONS - ALL DEP
21119	09/25/15	557.23	VWR INTERNATIONAL, LLC	SUPPLIES - CDO
21120	09/25/15	1,025.55	WITMER PUBLIC SAFETY GRP	SUPPLIES - FIRE
21121	09/25/15	842.52	ZIM'S OF CATALINA	SERVICE - FIRE
21122	09/25/15	826.00	SAMPSON, JOE	TRAVEL - COUNCIL

**\$ 1,006,780.13**

CITY OF AVALON CITY COUNCIL

MEETING DATE: October 20, 2015

ADENDA ITEM: 3

ORIGINATING DEP: Harbor

CITY MANAGER: BH

PREPARED BY: JJ Poindexter, Assistant Harbor Master

SUBJECT: Casino Dock Temporary Fuel Trailer Purchase

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**RECOMMENDED ACTION(S):**

1. Authorize the Harbor Master to purchase a Lamar 1,000 Gallon portable Fuel trailer from Elsey Farm & Trailer, LLC in the amount of \$6,900.00, plus tax and shipping on the barge.
2. Authorize the Harbor Master to contract with Freightquote.com in the amount of \$1,700.00 for pick up and delivery of the Lamar 1,000 Gallon portable fuel trailer from Minneola, Kansas to Catalina Freight Lines in Wilmington.

**REPORT SUMMARY:**

The Harbor Department is requesting to purchase a 1,000 gallon fuel trailer (split load 500 gasoline, 500 diesel) for the temporary fueling station at the Rescue Dock to fuel vessels during the construction of the Fuel Pier project. This fuel trailer is a specialized piece of equipment that can be purchased directly from the manufacture, therefore staff is unable to obtain the standard three quotes required by the municipal code. When the fuel dock project is finished, the city will have the choice to sell this fuel trailer or keep it as a piece of emergency equipment that can be moved to any location throughout the city to fill equipment, in case of some type of disaster that will render our current fueling station at the warehouse inoperative.

Staff requested bids for the shipping of the fuel trailer from 3 different firms to transport the mobile trailer from Minnesota, Kansas to Wilmington CA and Freightquote.com came in as the lowest bidder:

Freightquote.com	\$1,700.00 + Catalina Freight Lines Barge Fees
FreightCenter.com	\$1,750.00 + Catalina Freight Lines Barge Fees
UPS Freight.com	\$2,669.00 + Catalina Freight Lines Barge Fees

**GOAL ALIGNMENT:** Not aligned.

**FISCAL IMPACTS:** The purchase of the fuel trailer was not included in the adopted 2015-16 budget, but funds are available in the Fuel dock project account 104-70-6698.

**CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION:** We will be unable to provide fuel to boaters in Avalon.

**FOLLOW UP ACTION:** If approved, send purchase order to vendor.

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

**ATTACHMENTS:** Quotes from vendor and freight.

CITY OF AVALON CITY COUNCIL

MEETING DATE: October 20, 2015 AGENDA ITEM: 4  
ORIGINATING DEP: Administration CITY MANAGER: BH  
PREPARED BY: City Manager  
SUBJECT: Contract for Professional Services for Temporary Planning Assistance from Michael Baker International

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**RECOMMENDED ACTION(S):** Authorize the City Manager to enter into an agreement with Michael Baker International (Michael Baker) to provide temporary assistance with the operation of the City's Planning Department.

**REPORT SUMMARY:** The City's Planning Director has been on a leave of absence since early August of this year. Initially, Steve Flint, of Regional Government Services Authority, who was already providing limited contract planning support, was called upon to provide an elevated level of assistance with Planning Department operations. By late August, the City Manager's office had examined the range of firms available to provide contract planning assistance for an extended period. After considering the various options available, it became apparent that Michael Baker International could best serve the City's interim planning needs. Al Warot, Managing Director for Michael Baker, was identified as the representative from the firm who was proposed to provide temporary planning services for the City of Avalon beginning August 25, 2015..

With offices and highly experienced planning staff in Long Beach, the firm was ideally located to serve the City. The firm has an outstanding track record in providing contract planning services to municipalities on an as-needed basis.. Given the breadth and depth of their staff, the firm has the hands-on experience to effectively deal with any planning matter that could conceivably arise during the course of their assistance.

The proposed agreement with Michael Baker provides for on-island coverage of the Planning Department for three days per week. At other times their staff would be available to take calls and follow up on matters at their Long Beach office, if needed. The proposed agreement with Michael Baker would be effective through December 31, 2015, but could be extended if necessary. Any extension would require formal City Council approval.

**FISCAL IMPACTS:** To be determined; dependent upon duration of need for services from Michael Backer. Contract hours are billed at \$150 per hour plus expenses. Contract expenditures for the last week of August for Michael Baker's services totaled \$3,546.70 and are projected to be between \$3,000 and \$4,000 per week

**GOAL ALIGNMENT:** Not aligned.

**CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION:** The Planning Department will operate without the presence of a trained, experienced planner and consistent leadership and oversight for an indefinite period of time.

**FOLLOW UP ACTION:** Direct the City Manager to execute the temporary planning services agreement on behalf of the City with Michael Baker International to serve as the City's contract planning staff through December 31, 2015 for an amount not to exceed \$76,000.

**ADVERTISING, NOTICE AND PUBLIC CONTACT:** Listed on the posted agenda pursuant to the Brown Act.

**ATTACHMENTS:**

1. Proposed Professional Services Agreement with Michael Baker International will be provided under separate cover.

CITY OF AVALON CITY COUNCIL

**MEETING DATE:** October 20, 2015

**AGENDA ITEM:** 5

**ORIGINATING DEP:** City Attorney

**CITY MANAGER:** BH

**PREPARED BY:** Scott Campbell, City Attorney

**SUBJECT:** Amended Employment Agreement for Chief Administrative Officer

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**RECOMMENDED ACTION(S):**

Approve the First Amended Employment Agreement for the Chief Administrative Officer.

**REPORT SUMMARY:**

The City Council previously created the office of Chief Administrative Officer ("CAO"), which is hired directly by the City Council. The proposed Amended Agreement better clarifies that the CAO takes direction and is evaluated annually by the City Manager.

Upon a recent review of the CAO's, employment agreement, it was noted that provisions in the Agreement required approval from the City Council as opposed to the City Manager. For example, section 2.1.4 authorizes the CAO act as a representative of the City in such a manner as necessary to carry out the CAO's duties, but qualifies that the CAO must first obtain the prior authorization of the City Council. Modifying this section, and other similar sections, to clarify that the City Manager may give such prior authorization will enable more efficient functioning of both offices and will better carry out the Council's original intent in creating the position of CAO.

Other than these minor clarifications, the Employment Agreement will not be substantively amended and the duties of the office will remain the same.

**GOAL ALIGNMENT:** Not aligned.

**FISCAL IMPACTS:** N/A

**CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION:**

The CAO's Employment Agreement will remain the same, and it will be unclear as to whether the CAO would need prior Council approval in order to perform necessary functions of the job.

**FOLLOW UP ACTION:** Execute the First Amended Agreement.

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

**ATTACHMENTS:** First Amended Employment Agreement for Chief Administrative Officer.

CITY OF AVALON CITY COUNCIL

MEETING DATE: October 20, 2015

AGENDA ITEM: 6

ORIGINATING DEP: Administration

CITY MANAGER: BH

PREPARED BY: Jordan Monroe, Management Aide

SUBJECT: Adoption of new FY15-16 Miscellaneous Fees

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**RECOMMENDED ACTION(S):** Adopt the resolution setting new fees for services, facilities and activities of the City of Avalon for Fiscal Year 2015-2016.

**REPORT SUMMARY:**

The City's Miscellaneous Fee Schedule includes the fees the City can charge for providing certain services to the community. These fees are associated with services or programs provided by the recreation, planning and building, cemetery, finance, public works and the fire department that confer a benefit, grant a privilege, perform regulatory duties, enforce laws or are a condition of development. Each year the Miscellaneous Fee Schedule is reviewed to recover related costs, establish new fees, modify current fees and eliminate unnecessary fees. Additionally, each year the fees are potentially increased by the cost of providing the fee related services.

At this time staff has new fees to include in the FY 15/16 Fee Schedule

Tonight is the public hearing required by the City's Municipal Code. The fees will be effective on November 1, 2015.

The proposed additions to the Miscellaneous Fee Schedule includes the following additions, referred to as Exhibit A:

1. Fats, Oils and Grease Fees (Administration)
  - Permit Fee – this includes the cost of bi-annual inspections, the FOG Program binder, CAA administrative time and staff administrative time. This is an annual fee.
    - i. The fee is \$323.00
      1. It is proposed that FSEs which complete the installation and are signed off by the City by 12/31/15 will have the first year's permit fee waved, all FSEs must be compliant by 3/31/15.
  - Inspection Fee – for new Food Service Establishments, or changes in menu/operations it is necessary to determine if a FOG permit is required. If a permit is required the inspection fee is rolled into the permit fee. This includes the cost of inspection and administrative time.
    - i. The fee is \$94.00

- Re-inspection Fee – if a FSE fails a portion of their inspection it requires a follow up. Because this is in addition to the regular bi-annual inspection the cost is higher due to the fact that staff has to make special arrangements, and that it is not coupled with all the other inspections. This includes the cost of inspection and administrative time.
  - i. The fee is \$142.00
- Replacement FOG Program Binder – the binder is included in the permit fee, however if an FSE requires a replacement we do not have the benefit of bulk purchasing. This includes the cost of materials and admin time.
  - i. The fee is \$50.00
- Replacement FOG Best Management Practice Poster – each FSE is required to post the BMP Poster in their kitchen, if the one included in the Permit is lost or damaged a replacement is required, however we do not have the benefit of bulk purchasing. This includes the cost of materials and admin time.
  - i. The fee is \$15.00

**GOAL ALIGNMENT:** N/A

**FISCAL IMPACTS:** The Miscellaneous Fee Schedule covers various services that are based on conferring a benefit, granting a privilege, performing regulatory duties, enforcing laws or are a condition of development. The proposed fees allow costs endured by the City to be recovered while providing these services.

The FOG expenses and the proposed fee revenue will be recorded in the Sewer Fund. The intention of the proposed FOG fees is to ensure that the related expenses are fully funded. If FSEs meet the December 31, 2015 deadline for signed off FOG permits and the first year's fee is waived this could cost the City up to \$12,521.59 in lost cost recovery. However this money is already budgeted and accounted for, and subsequent years fees would be collected for the permit.

**CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION:** Associated costs for city services associated with the fees and the mandated FOG inspection would not be recovered.

**FOLLOW UP ACTION:** Staff will modify all ticket books, forms to conform with the rate changes.

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

**ATTACHMENTS:** Proposed FY15-16 Miscellaneous Fee Resolution

RESOLUTION NO. \_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF AVALON SETTING FEES FOR SERVICES,  
FACILITIES AND ACTIVITIES OF THE CITY OF  
AVALON FOR FISCAL YEAR 2015-2016**

Whereas, pursuant to the public hearing held on October 20, 2015, the City Council considered the recommendations of staff regarding the appropriate fees for permits, approvals, services leases, and activates; and

Whereas, the recommended fees are based upon (1) the averages of the CPI Index for the year; (2) review of fees charged in other jurisdictions for similar service levels; and (3) analysis of general increases in the cost of labor, contract services and materials in Southern California area; and

Whereas, the Avalon Municipal Code provides that all of the fees, charges and costs listed in Exhibit "A" attached hereto and incorporated by this reference shall be set by resolution of the City Council; and

Whereas, the fees, charges and costs listed in Exhibit "A" have been available for public inspection for at least ten days, and notice of the meeting regarding fees was published in a newspaper of general circulation on October 9 and October 16, 2015.

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

**Section 1.** The City Council hereby finds that the fees set forth in Exhibit "A" Fee Schedule represents a reasonable estimate of the cost of providing the services, activities and/or facilities for which the fees are charged.

**Section 2.** The City Council hereby adopts the fees for City services, facilities and activities as set forth in Exhibit "A" attached hereto and made a part of hereof, which fees shall be effective **November 1, 2015**.

**PASSED, APPROVED AND ADOPTED** this 20<sup>th</sup> day of October, 2015.

Ayes:  
Noes:  
Absent:  
Abstain:

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

**ATTEST:**

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Denise A. Radde, City Clerk