

**AVALON CITY COUNCIL MEETING
TUESDAY, NOVEMBER 17, 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 honoring two students for their graduation from college and their continuing education efforts: Viridiana Vega Ruiz - Ripon College and Alberto Vega Ruiz - College of Idaho.
2. 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 November 3, 2015 regular City Council meeting.

**CITY COUNCIL AGENDA
NOVEMBER 17, 2015
PAGE 2**

2. Expenditures Submitted for Approval

- Warrants in the amount of \$968,960.83
- Electric Fund Transfers in the amount of \$61,690.91
- Two Payrolls in the amount of \$395,223.36

Recommended Action

Approve total expenditure amount of \$1,425,875.00.

3. Adoption of an Ordinance Amending Titles 6 and 9 of the Avalon Municipal Code for Floodplain Management, Water Efficient Landscape Regulations, and General Standards of Development

This ordinance was introduced and all further readings waived at the November 3, 2015 City Council meeting. The State of California's Phase II National Pollutant Discharge Elimination System (NPDES) for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (Small MS4 Permit) requires that Permittees implement low impact development (LID) standards designed to reduce runoff, treat storm water, and provide baseline hydromodification management to the extent feasible; to meet the Numeric Sizing Criteria for Storm Water Retention and Treatment under Permit Section E.12.e(ii)(c). This ordinance amends Titles 6 and 9 of the Municipal Code for Floodplain Management, Water Efficient Landscape Regulations and General Standards of Development.

Recommended Action

Adopt ordinance amending the following sections of the Municipal Code in:

- a. Section 6-9.509 Provisions for Flood Hazard Reduction (update of existing code).
- b. Section 6-9.901 Removal and Replacement of Channel Vegetation (addition of new section).
- c. Section 6-12.06 Landscape Water Use Standards (update of existing code).
- d. Sections 9-7.404 Location of Other Structures and Projections into Yards (update of existing section).

4. Adopt Amendment to Municipal Code Section Regarding Modification, and Revocation of Variances, Conditional Use Permits, and Non-Conforming Use Permits

Section 9-8.501 of the Municipal Code currently provides that the Planning Commission may, on its own or at the direction of the City Council, revoke or modify any variance, conditional use permit, or non-conforming use permit after a public hearing if the Commission finds at a public hearing that the variance or permit was obtained by fraud, is not being used, or if any provision of such variance or permit is found to be invalid. To further clarify the circumstances under which the Planning Commission may revoke or modify a variance, conditional use permit, or non-conforming use permit, the proposed ordinance amendment adds subsection (e) to Section 9-8.501. City Council introduced and waived all readings of this ordinance at the November 3, 2015 meeting.

**CITY COUNCIL AGENDA
NOVEMBER 17, 2015
PAGE 3**

Recommended Action

Adopt ordinance amending the Municipal Code section regarding modification and revocation of variances, conditional use permits, and non-conforming use permits.

5. Adopt Amendment of Avalon Municipal Code Section 4-4.1712 to Allow for Cost Recovery When a Wheel Lock is Utilized on an Abandoned Vehicle
Municipal Code Section 4-4.1712 only provides for the recovery of costs related to towing abandoned vehicles rather than when a wheel lock is used to immobilize the vehicles. The current section is also unclear as to whether obtaining a City permit has the effect of eliminating the requirement for the vehicle owner to pay the cost of towing the vehicle. The proposed ordinance amends Section 4-4.1712 to allow for recovery of all costs incurred in impounding, towing, or immobilizing a vehicle, and further clarifies that these costs must be paid even if a City permit is later obtained. This ordinance was introduced and all further readings waived at the November 3, 2015 City Council meeting.
Recommended Action
Adopt ordinance amending the Municipal Code to allow for cost recovery when a wheel lock is utilized on an abandoned vehicle.

6. Adopt Resolution Approving the Application for the Annual Allocation of Transit Funds under Article 8 of the Transportation Development Act
The City of Avalon receives funds from the Los Angeles County Metropolitan Transportation Authority under Article 8 of the Transportation Development Act to assist with unmet transit needs in our community. This year the budgeted amount, which is formula based from population, is \$143,632. The City uses these funds to pay for the local transportation programs ART, DAR and ACT.
Recommended Action
Adopt resolution approving the annual application for TDA Article 8 funds for the current Fiscal Year.

7. Procurement of Payroll, Benefit, and Human Resource Reporting Software
Accurate tracking and reporting of human resource data, such as employee pay history, reviews, training, certification, emergency contacts, paid-time off, benefits, etc., is essential. The Affordable Care Act (ACA) requires employers to now track and annually report employee benefits beginning this calendar year. The City does not currently have an integrated and automated system to track employee information
Recommended Action
Authorize the Finance Director to purchase and implement *Sentric Workforce HR Pro* software package to track and report payroll, employee benefits, and other human resource data.

CITY COUNCIL AGENDA
NOVEMBER 17, 2015
PAGE 4

8. Council Chambers Audio/Visual Project – Phase 2 and 3
Phase 1 - mini-computers for each Council member and a large screen for the public to view presentations is 100% complete.
Phase 2 - involves the replacement of the existing cameras used to broadcast the Council meetings on the internet and the local cable channel.
Phase 3 - involves replacing the monitoring and control equipment in the AV room as well as the reorganization of that space. It also includes replacing and updating the interface that communicates the video signal from City Hall to the cable company, where the Council meetings are broadcast.
Recommended Action
Approve Phases 2 & 3 of the Council Chambers A/V project, not to exceed \$44,183 as this is the most economical and efficient method of completing this project.

9. Implementation of In-house Email Server
Currently, the City's email service is a hosted solution, provided by Microsoft at a cost of \$6,000/year. The yearly cost takes into account the quantity of mail boxes, which is currently 124 @ \$48.00 each per year. A City with at least 100 email boxes generally host their own in-house mail server. By implementing an in-house email server, the advantages are numerous.
Recommended Action
Approve the implementation of an in-house email server.

10. Fiscal Year 2015/16 First Quarter Treasurer's Report
At the conclusion of each quarter throughout the fiscal year, the Treasurer is to submit to the City Council a Treasurer's report summarizing the balances in the bank and investment accounts maintained by the City under the Treasurer's control in accordance with State statute and the City's Municipal Code.
Recommended Action
Adopt resolution accepting the Treasurer's Report for FY15-16 for the First Quarter ending September 30, 2015.

11. Extend the Services of Bluewater Design Group (BDG)
Back in 2013, the City Council directed Staff to hire BDG to examine and conduct a study to repair the Fuel Dock structure, after they had decided to negate the "concrete pier" design that had previously been conducted by Noble Consultants. Since this time, BDG has entered into other contracts with the City for multiple tasks, one of which was the re-design of the structure with wooden timbers. The present Council has directed Staff to start the construction process, and a review of the estimated costs previously considered for construction services has increased.
Recommended Action
Extend the Services of the engineer of record, Bluewater Design Group (BDG), for the remaining construction management and services required during the construction

**CITY COUNCIL AGENDA
NOVEMBER 17, 2015
PAGE 5**

required for the "Avalon Harbor Fueling Facilities – Pier Replacement" (Project), for a not to exceed (NTE) cost of \$86,000.00, and authorize the City Manager or his designee to execute the amendment to the existing contract with BDG.

12. Avalon Skate Park Update

The Recreation Department has prepared a brief summary of the Avalon Skate Park history, and current conditions. Additionally, they have included a detail of the requisite repairs necessary to re-open the skate park.

Recommended Action

Receive and file update.

13. Harbor Service Work Van

The Harbor Department had requested a 2016 Ford F-450 with a CTEC Body. This Vehicle is to replace the existing 1981 step side van currently in use. The new truck requested, will last the city a good twenty years or more. Monies were budgeted and approved in the amended 2015-16 budget on the November 3, 2015 Council meeting.

Recommended Action

Authorize the Harbor Master to purchase one 2016 Ford Super Duty F-450 DRW, With CTEC CUV Body Installed, delivered to Catalina Freight Lines, from National Auto Fleet Group for \$ 61,152.07.

14. Emergency Purchase of Pebbly Beach Lift Station Pump

Environ Strategy, who manages the City's Waste Water Treatment Plant and Pump Stations, made the City aware of an emergency situation when the one of the three critical sewage pumps at Pebbly Beach Lift Station broke down. Immediate repairs were required so the system could continue to function properly. Immediate replacement of this particular pump was necessary.

Recommended Action

- A. Determine that an emergency existed and ratify action by the Chief Administrative Officer and the Interim Public Works Director to undertake necessary repairs at the Pebbly Beach Sewage Lift Station.
- B. Authorize the expenditures for these repairs to be funded by Sewer Infrastructure Fund 108-25-6552 in the amount of not to exceed \$28,500.00
- C. Adopt a resolution authorizing necessary repairs. **(A four-fifths vote is required.)**

PUBLIC HEARING

15. Consideration of Adoption of a Resolution Approving Applications for Grant Funds from the Los Angeles County Regional Park and Open Space District and Adoption of the City of Avalon's Youth Employment Plan

On October 26, 2015, Supervisor Don Knabe announced the availability of \$300,000 in Los Angeles County Proposition A funds for each of the cities in the Fourth District.

Important restrictions/requirements of the grant include: 1) Applications and all required

**CITY COUNCIL AGENDA
NOVEMBER 17, 2015
PAGE 6**

documents must be submitted by December 3, 2015. 2) Projects must be categorically exempt from CEQA. and 3) Projects MUST be completed by December, 2016.

Recommended Action

Adopt the Resolution to approve submittal of grant applications for parks enhancement projects for funding from the Los Angeles County Regional Park and Open Space District and adopt the City of Avalon's Youth Employment Plan as it relates to grant funds.

GENERAL BUSINESS

16. Discussion Regarding Recreation versus Community Services Department

The City of Avalon currently operates a Recreation Department. Primarily this department offers activities, sports leagues, classes and events for the community. The Recreation Department also provides community services offerings by overseeing senior nutrition programs, providing assistance with energy bill subsidy programs and coordinating food distribution offerings around the holidays, among other examples. City Council has asked to discuss the offerings of the City's Recreation Department, and make a determination as to any modifications going forward.

Recommended Action

Discuss the City Council's desires for the services to be offered through a Recreation Department, Community Services Department or Recreation/Community Services Department hybrid model, and direct the City Manager to return to the City Council with a corresponding proposal.

17. Contract for Professional Services for Temporary Planning Department Oversight

At the October 20, 2015 City Council meeting, the City Council directed the City Manager to offer revised approaches to providing contract services for temporary Planning Department oversight.

Recommended Action

Review and approve the revised approach for temporary Planning Department oversight, and authorize the City Manager to enter into an agreement with Michael Baker International (MBI).

CLOSED SESSION

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

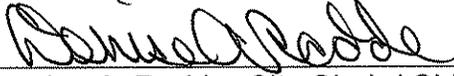
Title: City Manager

2. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

**CITY COUNCIL AGENDA
NOVEMBER 17, 2015
PAGE 7**

NOTICE OF POSTING

I, Denise Radde, declare that the City Council Agenda November 17, 2015 was posted on Tuesday, November 10, 2015, 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 and on the City website.



Denise A. Radde, City Clerk / Chief Administrative Officer

CITY OF AVALON CITY COUNCIL

MEETING DATE: November 17, 2015
ORIGINATING DEP: City Clerk
PREPARED BY: Denise Radde, City Clerk
SUBJECT: City Council Actions

AGENDA ITEM: 1
CITY MANAGER: RH

RECOMMENDED ACTION(S): Approve actions from the November 3, 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
TUESDAY, NOVEMBER 3, 2015
ACTIONS**

CITY COUNCIL CALL TO ORDER 6:04 p.m.

ROLL CALL - Mayor Anni Marshall, Mayor Pro Tem Oley Olsen, Councilmembers Cinde Cassidy, Richard Hernandez, and Joe Sampson. Also present City Manager Ben Harvey, Chief Administrative Officer/City Clerk Denise Radde and City Attorney Scott Campbell.

PRESENTATION

1. A presentation was given by the Los Angeles County Work Force Development Board.

GENERAL BUSINESS

1. Amending Sections of the Municipal Code- Floodplain Management, Water Efficient Landscape Regulations, and General Standards of Development
Daniel Apt of Olaunu, LLC gave a summary of the proposed ordinance changes and additions to make us in compliance with our Small MS4 Stormwater Permit. Introduced and waived all further readings of amendments to the Municipal Code in:
 - a. Section 6-9.509 Provisions for Flood Hazard Reduction (update of existing code).
 - b. Section 6-9.901 Removal and Replacement of Channel Vegetation (addition of new section).
 - c. Section 6-12.06 Landscape Water Use Standards (update of existing code).
 - d. Sections 9-7.404 Location of Other Structures and Projections into Yards (update of existing section).

Motion by Oley Olsen, seconded by Cinde Cassidy. (All Ayes)

2. Unaudited Preliminary Financial Results of FY 14-15 and Proposed Amendments to the FY 15-16 Budget
Finance Director Bob Mescher gave a very in-depth explanation of the budget amendments and request made by Staff. Council asked for clarification on some items. Motion made by Cinde Cassidy, seconded by Richard Hernandez to receive the report of the FY 14-15 preliminary results and adopt the amendment to the FY 15-15 Budget to include additional revenue and spending. (All Ayes)

CONSENT CALENDAR

There were eight items on the Consent Calendar. Councilmember Cassidy pulled Item 4 and Councilmember Sampson pulled Item 9 for further discussion. Motion to approve Items 3, 5, 6, 7, 8, and 10 by Oley Olsen, seconded by Joe Sampson. (All Ayes)

3. Actions
Approved actions from the October 20, 2015 regular City Council meeting.
5. Closed Circuit Television Camera (CCTV)
Authorized the purchase of a new CCTV camera from Haaker Equipment Company for a not to exceed amount of \$69,915.75, plus tax and shipping.

CITY COUNCIL ACTIONS
NOVEMBER 3, 2015
PAGE 2

6. Consideration of an Increase to the Professional Services Agreement with AMMA Transit Planning for Extra Work Performed in Association with the Request for Proposals for the City's Transit Contract
Authorized an increase to the Professional Services Agreement with AMMA Transit Planning for an amount not to exceed \$9,869.95 for extra work performed for the Avalon Transit Request for Proposals Project.
7. Volvo Outdrive Replacement
Authorized the Harbor Master to purchase one Volvo Penta D4 outdrive and one Volvo Penta DRS-D3 outdrive from Outdrive Exchange Inc., in the amount of \$18,440.94.
8. Evinrude E-Tech 150HP Outboard Motor Replacement
Authorized the Harbor Master to purchase one Evinrude E-Tech 150hp outboard motor, one I-Command control box and one 15" three blade Propeller from Avalon Boat Stand in the amount of \$16,150.94.
10. Catalina Express Free Birthday Trips – Waiver of Wharfage Fees
Authorized the waiver for not charging the wharfage fee for all persons who embark and debark the City of Avalon via the Catalina Express in conjunction with the Catalina Express's promotion of giving a free birthday trip.

Pulled Items:

4. Continuance of Chris Woidzik Consultant Agreement
Motion by Cinde Cassidy, seconded by Oley Olsen to authorize the City Manager to extend the agreement with Mr. Chris Woidzik through December 31, 2015 for an amount not to exceed \$15,000, thereby allowing him to continue serving as a temporary consultant to the Finance Department, as well as assisting the City in completing its FY14-15 financial statement audits. (All Ayes) It was additionally noted to move forward to discontinue consulting services in this department.
9. Acknowledge and Authorization of Temporary Planning Department Contract Expenses
Comments were received from the audience regarding this excess spending and Council asked questions for clarification on this spending.
Acknowledge and approve temporary Planning Department contract expenditures from Regional Government Services (RGS) beyond the City Manager's \$5,000 spending authority for a not to exceed amount of \$8,300.00. Motion by Joe Sampson, seconded by Oley Olsen. (All Ayes)

GENERAL BUSINESS (continued)

11. Review and Approval of the City of Avalon Transit User Guide, Avalon Access Eligibility Application and Avalon Dial-A-Ride Eligibility Application
Explanation was provided by Administrative Analyst Audra McDonald and Contractor Roy Glauthier for the need to update transit guidelines.

CITY COUNCIL ACTIONS
NOVEMBER 3, 2015
PAGE 3

City Council reviewed and approved the new Transit User Guide, Avalon Access Eligibility Application and Avalon Dial-A-Ride Eligibility Application. Motion by Cinde Cassidy, seconded by Oley Olsen. (All Ayes)

12. Amendment to Municipal Code Section Regarding Modification, and Revocation of Variances, Conditional Use Permits, and Non-Conforming Use Permits
Introduced and waived all readings of an ordinance amending the Municipal Code section regarding modification and revocation of variances, conditional use permits, and non-conforming use permits. Motion by Joe Sampson, seconded by Cinde Cassidy. (All Ayes)
13. Amendment of Avalon Municipal Code Section 4-4.1712 to Allow for Cost Recovery When a Wheel Lock is Utilized on an Abandoned Vehicle
Introduced and waived all readings of an ordinance amending the Municipal Code to allow for cost recovery when a wheel lock is utilized on an abandoned vehicle. Motion by Oley Olsen, seconded by Anni Marshall. (All Ayes)
14. April 12, 2016 Avalon General Municipal Election
 - 1) Adopt Election Resolutions:
 - o Resolution 15-44 calling the election to be held on Tuesday, April 12, 2016. Motion by Cinde Cassidy, seconded by Joe Sampson. (All Ayes)
 - o Resolution 15-45 requesting the Los Angeles County Board of Supervisors to provide election services. Motion by Joe Sampson, seconded by Oley Olsen. (All Ayes)
 - o Resolution 15-46 setting regulations for candidate statements. Motion by Cinde Cassidy, seconded by Joe Sampson. (All Ayes)
 - 3) Directed the City Clerk to publish the Notice of Election.

ADJOURN

Mayor Marshall adjourned the City Council meeting at 7:41 p.m.

I, Denise Radde, City Clerk of the City of Avalon, do hereby certify that the DVD videotape of the City Council Meeting on November 3, 2015 is the official record of that Council Meeting and is on file and maintained in City Hall.



Denise A. Radde, City Clerk / Chief Administrative Officer

CITY OF AVALON CITY COUNCIL

MEETING DATE: November 17, 2015
ORIGINATING DEP: Finance
PREPARED BY: Robert Mescher, Finance Director
SUBJECT: Warrants

AGENDA ITEM: 2

CITY MANAGER: RH

RECOMMENDED ACTION(S): Approve the total disbursements from October 10, 2015 through November 6, 2015, totaling \$1,425,875.

REPORT SUMMARY:

These disbursements from October 10, 2015 through November 6, 2015 are comprised of warrants totaling \$968,960.83, two payrolls totaling \$395,223.36, and electronic funds transfers totaling \$61,690.91.

US Bank Warrants FY 16 #21205-21206 - \$2,535.00 – October 13, 2015
US Bank Warrants FY 16 #21207-21209 - \$1,300.00 – October 21, 2015
US Bank Warrants FY 16 #21210-21291 - \$593,429.40 – October 23, 2015
US Bank Warrants FY 16 #21292 - \$12,926.65 – October 28, 2015
US Bank Warrants FY 16 #21293 - \$8,137.15 – October 29, 2015
US Bank Warrants FY 16 #21294 - \$60.00 – November 3, 2015
US Bank Warrants FY 16 #21295-21363 - \$350,572.63 – November 6, 2015
Payroll - \$203,239.51 – October 16, 2015
Payroll - \$191,983.85 – October 30, 2015
EFT – CalPERS Retirement - \$27,449.58 – October 14, 2015
EFT – CalPERS Retirement - \$27,353.33 – October 29, 2015
EFT – State Board of Equalization - \$6,888.00 – October 30, 2015

Expenses that have been reimbursed through payroll are included in this report as new supplemental information and will be included in subsequent warrant reports.

GOAL ALIGNMENT: Ongoing meeting of City obligations.

FISCAL IMPACTS: There are sufficient funds available, and the expenditures are included in the adopted 2015-2016 adopted 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.

AVALON CITY COUNCIL
MEETING OF NOVEMBER 17, 2015

FY 16

CHECK NUMBER	DATE ISSUED	AMOUNT	PAYEE	DESCRIPTION
21205	10/13/15	\$ 35.00	BARRIGA, ALEJANDRA	REFUND - RECREATON
21206	10/13/15	2,500.00	MEALS ON WHEELS	DONATION PASS THRU
21207	10/21/15	640.00	CATALINA ART ASSOCIATION	TENT RENTAL - FALL FEST
21208	10/21/15	200.00	GARWICK, KENT	SERVICÉ - FALL FEST
21209	10/21/15	460.00	STEIN, MARY	SERVICE - FALL FEST
21210	10/23/15	62.70	AIR SOURCE INDUSTRIES	SUPPLIES - FIRE
21211	10/23/15	-	VOID - MULTI STUB CHECK	VOID - MULTI STUB CHECK
21212	10/23/15	8,842.83	AMERICAN EXPRESS	CREDIT CARD CHGS - ALL
21213	10/23/15	203.00	AMERIFLEX	FSA ADMIN FEES - ADMIN
21214	10/23/15	3,880.66	AMMA TRANSIT PLANNING	CONTRACT SVCS - ADMIN
21215	10/23/15	596.88	ANTHEM BLUE CROSS	COBRA - NOV 15
21216	10/23/15	1,020.00	ANTONIO'S	SENIOR MEALS - SEPT 15
21217	10/23/15	791.26	ARBOR WORKS	SERVICE - PW
21218	10/23/15	71.54	AT & T	COMMUNICATIONS - ADMIN
21219	10/23/15	119,873.65	AVALON ENVIRONMENTAL	CONTRACT SVCS - ADMIN
21220	10/23/15	345.50	A-Z LOGIC	SUPPLIES - HARBOR
21221	10/23/15	3,178.30	BEYOND SOFTWARE SOLUTIONS	SERVICE - FD
21222	10/23/15	2,018.00	BILL JONES PLUMBING	SERVICE - FIRE
21223	10/23/15	618.09	BLUE TARP FINANCIAL	SUPPLIES - PW/GARAGE
21224	10/23/15	1,606.72	STATE BOARD OF EQUALIZATION	QTRLY PAYMENT - FD
21225	10/23/15	62.92	BOUND TREE MEDICAL	SUPPLIES - FIRE
21226	10/23/15	4,400.00	BROWN, MARSHALL	YELLOW JACKET CONTROL
21227	10/23/15	65.71	CANBY, CLAUDIA	SUPPLIES - HARBOR
21228	10/23/15	4,280.18	CATALINA BEVERAGE	SUPPLIES - ALL DEPTS
21228	10/23/15	5,938.06	CATALINA BEVERAGE	GREEN WASTE BAGS
21229	10/23/15	1,896.83	CATALINA BROADBAND SOLUTIONS	SERVICE - ALL DEPTS
21230	10/23/15	83,850.25	CHAMBER OF COMMERCE	TOT - NOVEMBER 15
21231	10/23/15	72.24	CATALINA DISCOUNT & VARIETY	SUPPLIES - PW/GARAGE
21232	10/23/15	149.00	CATALINA EXPRESS	TRAVEL - RECREATION
21232	10/23/15	26,061.00	CATALINA EXPRESS	2ND HLF 9/15 - SUBSIDY
21233	10/23/15	406.12	CATALINA FREIGHT LINE	FREIGHT - ALL DEPTS
21234	10/23/15	949.09	CATALINA ISLAND PLUMBING	SERVICE - CITY RESTROOMS
21235	10/23/15	650.00	CATALINA STEAM CLEANING	CONTRACT SVCS - HARBOR
21236	10/23/15	504.24	CDW GOVERNMENT	SUPPLIES - IT
21237	10/23/15	7,116.06	CHARLES ABBOTT ASSOICATES	CONTRACT SVC - ADMIN
21238	10/23/15	-	VOID - MULTI STUB CHECK	VOID - MULTI STUB CHECK
21239	10/23/15	-	VOID - MULTI STUB CHECK	VOID - MULTI STUB CHECK
21240	10/23/15	-	VOID - MULTI STUB CHECK	VOID - MULTI STUB CHECK
21241	10/23/15	-	VOID - MULTI STUB CHECK	VOID - MULTI STUB CHECK
21242	10/23/15	2,370.77	CHET'S HARDWARE	SUPPLIES - ALL DEPTS
21243	10/23/15	104,618.05	CO. OF LA SHERIFF'S DEPT	RESIDENT DEPUTY - 9/15
21244	10/23/15	1,493.66	COMMUNICATIONS USA	SUPPLIES - FIRE
21245	10/23/15	239.80	COORDINATED WIRE & ROPE	SUPPLIS - HARBOR
21246	10/23/15	3,780.00	CONSTRUCTORS PLUS	CONTRACT SVCS - ADMIN
21247	10/23/15	4,860.00	CONSTRUCTORS PLUS	CONTRACT SVCS - ADMIN
21248	10/23/15	44.00	DEWEY PEST CONTROL	SERVICE - HARBOR
21249	10/23/15	38,026.59	EDISON	UTILITIES - ALL DEPTS
21250	10/23/15	194.45	EMS SAFETY SERVICES	SUPPLIES - HARBOR
21251	10/23/15	24,951.44	ENVIRON STRATEGY CONSULTANTS	EMER. RPR WK ORDERS
21252	10/23/15	2,675.00	GEOGRAPHIC DATA & MANAGE	CONTRACT SVCS - ADMIN

FY 16

AVALON CITY COUNCIL
MEETING OF NOVEMBER 17, 2015

CHECK NUMBER	DATE ISSUED	AMOUNT	PAYEE	DESCRIPTION
21253	10/23/15	4,189.71	GRAINGER	SUPPLIES - FIRE/PW
21254	10/23/15	4,400.00	HERNANDEZ, SALVADOR	YELLOW JACKET CONTROL
21255	10/23/15	2,410.33	IDEXX DISTRIBUTION, INC	SUPPLIES - CDO
21256	10/23/15	4,857.09	INDUSTRIAL METAL SUPPLY	SUPPLIES - PW/HARBOR
21257	10/23/15	339.00	IRON MOUNTAIN, INC.	SERVICE - ALL DEPTS
21258	10/23/15	1,753.01	KECO PUMB & EQUIPMENT	SUPPLIES - HARBOR
21259	10/23/15	524.70	KIMLEY-HORN & ASSOCIATES	SERVICE - ADMIN
21260	10/23/15	2,262.00	LA COUNTY EMS AGENCY	EMT TRAINING - FIRE/HBR
21261	10/23/15	1,950.62	LICARI, TONY	CONTRACT SVCS - NOV 15
21262	10/23/15	165.38	LA COUNTY TAX COLLECTOR	PROP TAX - WWTP
21263	10/23/15	653.73	MCMASTER-CARR	SUPPLIES - PW/HBR
21264	10/23/15	1,703.34	NAPA AUTO PARTS	SUPPLIES - GARAGE
21265	10/23/15	1,073.81	OUTDRIVE EXCHANGE	SUPPLIES - GARAGE
21266	10/23/15	452.00	PARTY TIME ICE	SUPPLIES - FD
21267	10/23/15	-	VOID - MULTI STUB CHECK	VOID - MULTI STUB CHECK
21268	10/23/15	-	VOID - MULTI STUB CHECK	VOID - MULTI STUB CHECK
21269	10/23/15	1,418.02	PEBBLY BEACH BUILDING SUPPLY	SUPPLIES - ALL DEPTS
21270	10/23/15	173.97	PELICAN PRODUCTS	SUPPLIES - HARBOR
21271	10/23/15	80.22	PETTY CASH	PETTY CASH - ALL DEPTS
21272	10/23/15	1,591.36	PORT SUPPLY	SUPPLIES - HARBOR/GAR
21273	10/23/15	601.37	QUILL CORP	SUPPLIES - ALL DEPTS
21274	10/23/15	17,473.61	MICHAEL BAKER INTERNATIONAL	SERVICE - PLANNING
21274	10/23/15	500.00	MICHAEL BAKER INTERNATIONAL	SERVICE - ADMIN
21275	10/23/15	12,353.00	REGIONAL GOVERNMENT SVCS	CONTRACT SVCS - ADMIN
21275	10/23/15	165.00	REGIONAL GOVERNMENT SVCS	TRAVEL REIMB. - PLANNING
21276	10/23/15	750.00	RICHARD MAINTENANCE	SERVICE - FD
21277	10/23/15	904.75	RICOH AMERICAS CORP.	COPIER LEASE - PLANNING
21278	10/23/15	6,543.00	RIPPETOE LAW, P.C.	LITIGATION COSTS - ADMIN
21279	10/23/15	3,882.50	ROSENOW SPEVACEK GRP	SERVICE - HA/SA
21280	10/23/15	268.00	SANTA CAT. ISLAND RESORT SVC	UTILITIES - ADMIN
21281	10/23/15	343.75	SHERRILL'S MARINE	SERVICE - DAMAGED VESS.
21282	10/23/15	172.17	SHERWIN-WILLIAMS	SUPPLIES - FD
21283	10/23/15	8,340.00	SIRIA'S CLEANING SERVICE	CONTRACT SVCS - OCT 15
21284	10/23/15	461.20	SUN LIFE FINANCIAL	LIFE INSURANCE - OCT 15
21285	10/23/15	-	VOID - PRINTER ERROR	VOID - PRINTER ERROR
21286	10/23/15	859.50	SUPERIOR COURT OF CALIFORNIA	PARKING CIT. - AUG 15
21287	10/23/15	36,000.00	NORTHERN TRUST, CITY OF AVALON	CLOSURE FEES - FY 15
21288	10/23/15	13.55	UNITED PARCEL SERVICE	FREIGHT - HARBOR
21289	10/23/15	9,525.00	VEGA, EDMUNDO	CONTRACT SVCS - NOV 15
21290	10/23/15	1,290.12	VERIZON WIRELESS	COMMUNICATIONS - ALL DEPT
21291	10/23/15	220.00	WILMINGTON PROPELLER SERVICE	SUPPLIES - GARAGE

\$ 597,264.40 TOTAL

AVALON CITY COUNCIL
MEETING OF NOVEMBER 17, 2015

FY16

CHECK NUMBER	DATE ISSUED	AMOUNT	PAYEE	DESCRIPTION
21292	10/28/15	\$ 12,926.65	STUTZ ARTIANO SHINOFF	CONTRACT SVC - BBK
21293	10/29/15	8,137.15	LAW OFFICE OF K. GANDARA	CONTRACT SVC - BBK
21294	11/03/15	60.00	CATALINA KID VENTURES	XMAS SUPPLIES - ADMIN
21295	11/06/15	350.00	ARBOR WORKS	SERVICE - PW
21296	11/06/15	173.08	ART CAPS N' DESIGN	SUPPLIES - FIRE
21297	11/06/15	2,876.19	AT & T	COMMUNICATIONS - ALL DEPTS
21298	11/06/15	338.02	AT & T LONG DISTANCE	LONG DISTANCE - ALL DEPTS
21299	11/06/15	249.00	ATT MOBILITY	COMMUNICATIONS - HARBOR
21300	11/06/15	375.20	A-Z LOGIC SYSTEMS	SUPPLIES - HARBOR
21301	11/06/15	181.55	B & H PHOTO	SUPPLIES - IT
21302	11/06/15	31,633.47	BEST, BEST & KRIEGER, LLP	LEGAL SERVICES - SEPT 2015
21303	11/06/15	3,058.30	BEYOND SOFTWARE SOLUTIONS	CONTRACT SVCS - ADMIN
21304	11/06/15	790.46	BLUE TARP FINANCIAL	SUPPLIES - PW/GARAGE
21305	11/06/15	72,543.04	CALPERS	MEDICAL - NOV 2015
21306	11/06/15	1,335.20	CATALINA BEVERAGE	SUPPLIES - ALL DEPTS
21307	11/06/15	1,896.83	CATALINA BROADBAND SOL.	SERVICE - ALL DEPTS
21308	11/06/15	74.50	CATALINA EXPRESS	TRAVEL - RECREATION
21308	11/06/15	24,133.20	CATALINA EXPRESW	1ST HLF 10/15 - SUBSIDY
21309	11/06/15	158.78	CATALINA FREIGHT LINE	FREIGHT - ALL DEPTS
21310	11/06/15	2,412.91	CATALINA ISLAND PLUMBING	SERVICE - PUBLIC WKS
21311	11/06/15	360.00	CATALINA NATURAL HEALTH	DMV PHYSICALS - GARAGE
21312	11/06/15	505.00	CATALINA PEST CONTROL	SERVICE - HARBOR
21313	11/06/15	325.00	CATALINA STEAM CLEANING	CONTRACT SVCS - HARBOR
21314	11/06/15	30,169.84	CATALINA TRANSPORATION	CONTRACT SVCS - SEPT/OCT 15
21315	11/06/15	-	VOID - MULTI STUB CHECK	VOID - MULTI STUB CHECK
21316	11/06/15	-	VOID - MULTI STUB CHECK	VOID - MULTI STUB CHECK
21317	11/06/15	1,482.04	CHET'S HARDWARE	SUPPLIES - ALL DEPTS
21318	11/06/15	10,366.33	CO. OF LA SHERIFF'S DEPT	WATERFRONT PATROL - 9/15
21319	11/06/15	6,750.00	CODED SYSTEMS	MUNICIPAL CODE UPDATES
21320	11/06/15	6,668.08	DELTA DENTAL	DENTAL - NOV 2015
21321	11/06/15	3,690.00	CONSTRUCTORS PLUS	CONTRACT SVCS - ADMIN
21322	11/06/15	5,130.00	CONSTRUCTORS PLUS	CONTRACT SVCS - ADMIN
21323	11/06/15	415.42	DUNCAN BOLT COMPANY	SUPPLIES - FD
21324	11/06/15	4,799.37	EDISON	UTILITIES - ALL DEPTS
21325	11/06/15	685.00	FINELINE CONSTRUCTION	SUPPLIES - STORM DAMAGE
21326	11/06/15	984.59	ARIENS SPECIALTY BRANDS	SUPPLIES - PW
21327	11/06/15	3,635.00	GEOGRAPHIC DATA & MANAGEMENT	CONTRACT SVCS - ADMIN
21328	11/06/15	851.71	GRAINGER	SUPPLIES - FIRE/PW
21329	11/06/15	1,125.00	HDL COREN & CONE	CONTRACT SVC - ADMIN
21330	11/06/15	3,452.50	HELVETIC CONSULTING	CONTRACT SVCS - PLANNING
21331	11/06/15	2,510.00	HOEFS, STEVEN	MEDICAL REIMB. JUL-NOV 15
21332	11/06/15	240.50	ISLAND EXRESS	FREIGHT - GARAGE
21333	11/06/15	4,934.59	JORDAHL CONSTRUCTION	SERVICE- S/W EMER RPR WK
21334	11/06/15	100.00	JUDICIAL DATA SYSTEMS	PARKING ACT. - 9/15
21335	11/06/15	798.00	KATIE'S KITCHEN	SENIOR MEALS - 9/15
21336	11/06/15	8,955.00	LAW OFFICE OF K. GANDARA	LEGAL SERVICES
21337	11/06/15	69.00	MACGUGAN-CASSIDY, CINDE	REFUND - OBSTRUCTION PMT
21338	11/06/15	105.00	MARTINEZ, BETTY	REFUND - TREMONT HALL
21339	11/06/15	289.86	MCMaster-CARR	SUPPLIES - HARBOR
21340	11/06/15	1,144.82	NEOFUNDS BY NEOPOST	REFILL POSTAGE METER

AVALON CITY COUNCIL
MEETING OF NOVEMBER 17, 2015

FY16

CHECK NUMBER	DATE ISSUED	AMOUNT	PAYEE	DESCRIPTION
21341	11/06/15	812.61	PEBBLY BEACH BUILDING SUPPLY	SUPPLIES - ALL DEPTS
21342	11/06/15	1,756.82	PORT SUPPLY	SUPPLIES - FD/HBR
21343	11/06/15	1,342.00	POST, ROCKY	10/12-10/15 - CONTRACT SVC
21344	11/06/15	64.13	PRAXAIR	SUPPLIES - GARAGE
21345	11/06/15	350.50	QUILL CORP	SUPPLIES - ALL DEPTS
21346	11/06/15	4,000.00	MICHAEL BAKER INTERNATIONAL	CONTRACT SVCS - ADMIN
21347	11/06/15	6,490.00	REGIONAL GOVERNMENT SVCS	CONTRACT SVCS - PLANNING
21347	11/06/15	1,031.32	REGIONAL GOVERNMENT SVCS	TRAVEL REIMB. - ADMIN
21348	11/06/15	663.91	RICOH US, INC.	COPIER LEASE - PLANNING
21349	11/06/15	180.63	ALBERTSONS SAFEWAY	SUPPLIES - ADMIN/FD
21350	11/06/15	20,353.79	SEAWAY COMPANY OF CATALINA	RESALE FUEL - FD
21350	11/06/15	7,956.38	SEAWAY COMPANY OF CATALINA	FUEL - ALL DEPTS
21351	11/06/15	2,387.25	SIRIA'S CLEANING SERVICE	SERVICE - SEPT 2015
21352	11/06/15	5,144.92	SPECIALTY DOORS	SUPPLIES/SVCS - FIRE/GARAGE
21353	11/06/15	1,533.45	SPORTS PINS INTERNATIONAL	SUPPLIES - ADMIN
21354	11/06/15	2,191.35	SUNGARD PUBLIC SECTOR	SOFTWARE LEASE - 11/15
21355	11/06/15	687.50	SUPERIOR COURT OF CALIFORNIA	PARKING CITATIONS - 9/15
21356	11/06/15	109.04	TIGER DIRECT	SUPPLIES - IT
21357	11/06/15	952.17	ULINE	SUPPLIES - HARBOR
21358	11/06/15	186.20	UNITED COMMUNICATIONS	SUPPLIES - FIRE
21359	11/06/15	134.00	VWR INTERNATIONAL	SUPPLIES - CDO
21360	11/06/15	43,660.00	WESTERN STATES ROOFING	CITY HALL ROOFING PROJ.
21361	11/06/15	728.78	WITMER PUBLIC SAFETY GRP	SUPPLIES - FIRE
21362	11/06/15	4,234.50	WOOLSON, PETER	REIMB MEDICAL FY 15
21363	11/06/15	500.00	ZEST CATERING & EVENTS	EMPLOYEE RECOGNITION PARTY

\$ 371,696.43 TOTAL

AVALON CITY COUNCIL
EXPENSES REIMBURSED THROUGH PAYROLL
MEETING OF NOVEMBER 17, 2015

FY16

CHECK NUMBER	DATE ISSUED	AMOUNT	PAYEE	DESCRIPTION
16452	10/16/15	82.87	DAVID HART	TRAVEL
16453	10/16/15	44.00	AUDRA MCDONALD	TRAVEL & MEALS
16475	10/16/15	95.00	CHRIS WOIDZIK	TRAVEL
16488	10/16/15	178.26	CINDE MACGUGAN-CASSIDY	TRAVEL
16525	10/30/15	224.47	BRIAN BRAY	SAFETY EQUIP; TRAVEL & MEALS
16530	10/30/15	311.48	AUDRA MCDONALD	TRAVEL & MEALS

\$ 936.08 TOTAL

CITY OF AVALON
 REPORT OF DISBURSEMENTS FROM OCTOBER 10, 2015 THROUGH NOVEMBER 6, 2015
 NOVEMBER 17, 2015

DESCRIPTION	AMOUNT	DATE
US BANK WARRANTS FY16 #21205-21206	\$ 2,535.00	10/13/2015
US BANK WARRANTS FY16 #21207-21209	1,300.00	10/21/2015
US BANK WARRANTS FY 16 #21210-21291	593,429.40	10/23/2015
US BANK WARRANTS FY 16 #21292	12,926.65	10/28/2015
US BANK WARRANTS FY16 #21293	8,137.15	10/29/2015
US BANK WARRANTS FY 16 #21294	60.00	11/3/2015
US BANK WARRANTS FY16 #21295-21363	350,572.63	11/6/2015
PAYROLL	203,239.51	10/16/2015
PAYROLL	191,983.85	10/30/2015
EFT - CALPERS RETIREMENT	27,449.58	10/14/2015
EFT - CALPERS RETIREMENT	27,353.33	10/29/2015
EFT - BOARD OF EQUALIZATION	6,888.00	10/30/2015
 TOTATOTAL DISBURSEMENTS	 <u>\$ 1,425,875.10</u>	

EXPENSES REIMBURSED THROUGH PAYROLL AND INCLUDED IN THE ABOVE TOTAL	\$ 936.08
--	-----------

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.

APPROVED AND AUDITED
 THIS 17TH DAY OF NOVEMBER 2015

 AUDIT COMMITTEE - RICHARD HERNANDEZ

EXECUTED THIS 17TH DAY OF NOVEMBER 2015

 AUDIT COMMITTEE - CINDE CASSIDY

 FINANCE DIRECTOR - ROBERT MESCHER

CITY OF AVALON CITY COUNCIL

MEETING DATE: November 17, 2015 AGENDA ITEM: 3
ORIGINATING DEP: Administration CITY MANAGER: [Signature]
PREPARED BY: Denise Radde, Chief Administrative Officer
SUBJECT: Adoption of an Ordinance Amending Titles 6 and 9 of the Avalon Municipal Code for Floodplain Management, Water Efficient Landscape Regulations, and General Standards of Development

RECOMMENDED ACTION(S): Adopt an Ordinance updating and adding the following sections of the City of Avalon Municipal Code:

- Title 6 – Sanitation & Health:
 - o Chapter 9 – Floodplain Management – Article 5. Provisions for Flood Hazard Reduction - Section 6-9.509 Flood-Related Erosion-Prone Area (update of existing section)
 - o Chapter 9 – Floodplain Management – Article 9. Buffering of Channels - Sec. 6-9.901 Removal and Replacement of Channel Vegetation (Addition of new section)
 - o Chapter 12 – Water Efficient Landscape Regulations - Sec. 6-12.06 Landscape Water Use Standards. (update of existing section)
- Title 9 – Planning and Zoning
 - o Chapter 7 – General Standards of Development – Article 4. Yard Requirements – Section 9-7.404 Location of Other Structures and Projections into Yards. (update of existing section)

REPORT SUMMARY:

The State of California’s Phase II National Pollutant Discharge Elimination System (NPDES) for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) (Order No. 2013-0001-DWQ/NPDES NO. CAS000004) (Small MS4 Permit) requires that Permittees implement low impact development (LID) standards designed to reduce runoff, treat storm water, and provide baseline hydromodification management to the extent feasible, to meet the Numeric Sizing Criteria for Storm Water Retention and Treatment under Permit Section E.12.e(ii)(c).

The Small MS4 Permit acknowledges that many Permittees may have codes and standards that place impediments to the use of LID practices. To that end, Section E.12.j of the Small

MS4 Permit requires that Permittees conduct a review of existing codes and standards using an existing guide or template already developed for MS4s. Priority shall be placed on review of the landscape code. Specifically, the Small MS4 Permit requires:

- (a) Within the first year of the effective date of this permit, the Permittee shall conduct an analysis of the landscape code to correct gaps and impediments impacting effective implementation of post-construction requirements.
- (b) Within the second year of the effective date of the permit, the Permittee shall complete any changes to the landscape code to effectively administer post-construction requirements.

By the second year of the effective date of the Small MS4 Permit, the Permittee shall require these Post-Construction Standards be applied on applicable new and redevelopment Regulated Projects, both private development requiring municipal permits and public projects, to the extent allowable by applicable law. June 30, 2015 represents the end of the second year of the Small MS4 Permit and the deadline for completing code changes intended to administer the Permit's post-construction requirements.

Project Background

Consulting assistance provided by the California Stormwater Quality Association (CASQA) through a Proposition 84 grant, led by grant project manager Daniel Apt, conducted a gap analysis of the City's existing codes and standards to identify barriers to the use of LID practices within the City's landscape related codes and standards.

The results of the gap analysis, aided by meetings with City staff, development of draft amendments to the City's codes by the CASQA consulting team, and review of the proposed amendments by City staff and the City's legal team of Best, Best and Krieger, led to proposed amendments to the City's codes, as identified in the above identified sections of the City of Avalon Municipal Code. The adoption of the proposed amendments will fulfill the requirement of completing any changes to the landscape code during the second year of the effective date of the Small MS4 Permit. The amendments include updates to landscape-related codes and standards that remove barriers to the use of LID practices. The proposed amendments also remove any barriers to employing LID practices within right-of-ways and landscaped areas.

The City identified in its Small MS4 Permit Annual Report submitted on October 15, 2015 in reference to the status of implementation of the requirements for Section E.12.j of the Small MS4 Permit that "Changes have been made to the landscape code and adoption of the changes is set for November 17, 2015."

At the City Council meeting of November 2, 2015, the City Council introduced and waived all readings of the proposed ordinance which at that meeting, was presented with the text of the code sections to be changed and added. These code sections have been put into the City's standard ordinance form which is attached. No substantive changes to the ordinance language have been added and the adoption is exempt from CEQA.

GOAL ALIGNMENT: Not aligned.

FISCAL IMPACTS: N/A

CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION: If the City of Avalon does not adopt the recommended updates to the Avalon Municipal Code, the City will not be in compliance with Section E.12.j of the Small MS4 Permit, and the City will be issued a Notice of Violation (NOV) from the State Board and if not complied with the City will like be issued monetary fines, which may include civil and administrative penalties.

FOLLOW UP ACTION: Publication as require by law.

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

ATTACHMENTS: Ordinance.

CITY OF AVALON CITY COUNCIL

MEETING DATE: November 17, 2015

AGENDA ITEM: 4

ORIGINATING DEP: City Attorney

CITY MANAGER: [Signature]

PREPARED BY: Scott Campbell City Attorney

SUBJECT: Amendment to Municipal Code Section Regarding Modification, and Revocation of Variances, Conditional Use Permits, and Non-Conforming Use Permits

RECOMMENDED ACTION: Adopt ordinance amending the Municipal Code section regarding modification and revocation of variances, conditional use permits, and non-conforming use permits.

REPORT SUMMARY: Section 9-8.501 of the Municipal Code currently provides that the Planning Commission may, on its own or at the direction of the City Council, revoke or modify any variance, conditional use permit, or non-conforming use permit after a public hearing if the Commission finds at a public hearing that the variance of permit was obtained by fraud, is not being used, or if any provision of such variance or permit is found to be invalid.

To further clarify the circumstances under which the Planning Commission may revoke or modify a variance, conditional use permit, or non-conforming use permit, the proposed ordinance amendment adds subsection (e) to Section 9-8.501.

Subsection (e) clarifies that a variance, conditional use permit, and/or non-conforming use permit may be revoked or modified if the Planning Commission finds that the terms and/or conditions of approval for such variance or permit have been or are being violated, or if the Planning Commission finds that the variance or permit constitutes, or is likely to constitute, a nuisance in addition to the current provisions set forth in the Municipal Code. Subsection (e) further states that the decision to revoke or modify a variance or permit for these reasons is in the discretion of the Planning Commission.

At the November 3, 2015 City Council meeting, the City Council introduced and waived all readings of this ordinance.

GOAL ALIGNMENT: Not aligned.

FISCAL IMPACTS: None.

CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION: The current version of the ordinance will remain in place.

FOLLOW UP ACTION: Publish in newspaper.

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

ATTACHMENTS: Ordinance

CITY OF AVALON CITY COUNCIL

MEETING DATE: November 17, 2015

AGENDA ITEM: 5

ORIGINATING DEPT: Administration

CITY MANAGER: RA

PREPARED BY: Scott Campbell, City Attorney

SUBJECT: Amendment of Avalon Municipal Code Section 4-4.1712 to allow for cost recovery when a wheel lock is utilized on an abandoned vehicle

RECOMMENDED ACTION(S): Adopt ordinance amending the Municipal Code to allow for cost recovery when a wheel lock is utilized on an abandoned vehicle.

REPORT SUMMARY: The current AMC Section 4-4.1712 only provides for the recovery of costs related to towing abandoned vehicles rather than when a wheel lock is used to immobilize the vehicles. The current Section 4-4.1712 is also unclear as to whether obtaining a City permit has the effect of eliminating the requirement for the vehicle owner to pay the cost of towing the vehicle.

The proposed ordinance amends Section 4-4.1712 to allow for recovery of all costs incurred in impounding, towing, or immobilizing a vehicle, and further clarifies that these costs must be paid even if a City permit is later obtained. The proposed ordinance also clarifies that the consequence of not obtaining a permit is that the vehicle is shipped to San Pedro to be stored, with those additional costs also being borne by the vehicle owner.

The costs of attending to abandoned vehicles in the City is a burden on the City, and those costs should be borne by the vehicle owners who have created the problem by abandoning their vehicles. This is true whether or not the owner eventually obtains a permit, and whether the City tows the vehicle or simply immobilizes it with a wheel lock. At the November 3, 2015 City Council meeting, the City Council introduced and waived all readings of the ordinance.

FISCAL IMPACTS: By requiring vehicle owners to bear the costs incurred by their abandonment of their vehicles, the City will receive reimbursement of public funds to immobilize, impound, or tow abandoned vehicles.

CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION: The Municipal Code will continue to allow for recovery only of towing costs and may continue to confuse staff and citizens as to whether obtaining a permit alters the requirement for vehicle owners to bear costs.

FOLLOW UP ACTION: Publish in newspaper.

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

ATTACHMENTS: Ordinance.

CITY OF AVALON CITY COUNCIL

MEETING DATE: November 17, 2015

AGENDA ITEM: 6

ORIGINATING DEP: Planning

CITY MANAGER: RH

PREPARED BY: Audra McDonald, Administrative Analyst

SUBJECT: Consider the adoption of a Resolution approving the application for the annual allocation for transit funds under Article 8 of the Transportation Development Act.

RECOMMENDED ACTION(S): Adopt the Resolution approving the annual application for TDA Article 8 funds for the current Fiscal Year.

REPORT SUMMARY: The City of Avalon receives funds from the Los Angeles County Metropolitan Transportation Authority (LACMTA) under Article 8 of the Transportation Development Act to assist with unmet transit needs in our community. The funds, which are a combination of State gas and sales tax, are only available to cities that do not have LACMTA bus service (Avalon, Lancaster, Palmdale and Santa Clarita). This year the budgeted amount, which is formula based from population, is \$143,632. The City uses these funds to pay for the local transportation programs ART, DAR and ACT.

TDA Article 8 Funds are highly restrictive and require an annual Public Hearing which is facilitated by LACMTA staff and typically held at a City Council Meeting in March or April.

GOAL ALIGNMENT: Goal Six – Transportation.

FISCAL IMPACTS: Continues funding for the local transportation program and is indicated as a source of revenue in the FY 2015-16 budget, Local Transportation Fund.

CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION: The City would not be eligible to claim the \$143,632 in TDA Article 8 funds.

FOLLOW UP ACTION: Forward the Resolution and the claim form to LACMTA for approval and reimbursement.

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

ATTACHMENTS:

1. Resolution
2. LACMTA Transit Fund Allocations Fiscal Year 2016 Revenue Estimates

CITY OF AVALON CITY COUNCIL

MEETING DATE: November 17, 2015 AGENDA ITEM: 7
ORIGINATING DEP: Finance CITY MANAGER: BA
PREPARED BY: Robert Mescher, Finance Director
SUBJECT: Procurement of Payroll, Benefit, and Human Resource Reporting Software

RECOMMENDED ACTION(S): Authorize the Finance Director to purchase and implement Sentric *Workforce HR Pro* software package to track and report payroll, employee benefits, and other human resource data.

REPORT SUMMARY: Accurate tracking and reporting of human resource data, such as employee pay history, reviews, training, certification, emergency contacts, paid-time off, benefits, etc., is essential. Additionally, the Affordable Care Act (ACA) requires employers to now track and annually report employee benefits beginning this calendar year. The City does not currently have an integrated and automated system to track employee information.

The City currently uses Sentric products for its payroll and time and attendance processing. Sentric has a software suite called *Workforce HR Pro* and it can easily be integrated with the City's current payroll and software. *Workforce HR Pro* allows employees to manage their own profiles, benefits and training. It enables managers to monitor and manage workforce communications, training, development and performance from one unified solution. It facilitates reporting key workforce metrics, labor costs, ACA data, and other workforce activities. Consequently, this additional project can be done more efficiently and economically than going out to bid.

Staff is proposing to not use the "Carrier Connections" feature, which would transfer information more automatically to each of the City's employee insurance carriers. Staff will further investigate the costs and benefits, and at a later date, may request Council to authorize adding this feature.

GOAL ALIGNMENT: The implementation of *Workforce HR Pro* will encourage and continue ongoing efforts to foster and nourish professionalism and effectiveness within the Finance Department by streamlining processes and recording ongoing staff development.

FISCAL IMPACTS: The first-year estimated cost of *Workforce HR Pro* is \$11,025, which includes a one-time implementation fee of \$4,000. The annual cost is estimated because the actual cost will be based on number of active employees throughout the future monthly billing

periods. The amended FY15-16 Budget provides for this expenditure in General Fund Account 101-30-5006.

CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION: Increased labor costs to reconcile, track, and report labor statistics, and an increased risk of reporting errors.

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

ATTACHMENTS:

1. Sentric Workforce Quote

CITY OF AVALON CITY COUNCIL

MEETING DATE: November 17, 2015

AGENDA ITEM: 8

ORIGINATING DEP: Information Technology

CITY MANAGER: BA

PREPARED BY: IT Advisor, Pat Grady

SUBJECT: Council Chambers Audio/Visual Project – Phase 2 and 3

RECOMMENDED ACTION(S): That the City Council approve Phases 2 & 3 of the Council Chambers A/V project not to exceed \$44,183 as this is the most economical and efficient method of completing this project.

REPORT SUMMARY:

The A/V project is intended to update and upgrade the audio and video equipment in the Council Chambers to the latest technology. By updating the equipment, the viewing experience by the public will be improved tremendously in terms of picture and sound quality. In the near future, as the City implements its online interactive agendas system, having the new A/V equipment in place will be beneficial to all concerned.

Phase 1 of the A/V project included the installation of mini-computers for each Council member as well as a large screen for the public to view presentations. Phase 1 is 100% complete.

Phase 2 involves the replacement of the existing cameras used to broadcast the Council meetings on the internet and the local cable channel. By replacing the existing cameras to high-definition, with the addition of peripheral equipment, the quality and viewing experience by the public will be vastly improved.

Phase 3 is needed to replace the monitoring and control equipment in the A/V room as well as the reorganization of that particular space. It also includes replacing and updating the interface that communicates the video signal from City Hall to the cable company, where the Council meetings are broadcast.

In order to complete Phases 2 and 3, Staff is recommending a sole-source by utilizing the services of Advanced Wiring, LLC to perform the labor and provide some equipment. The principal of Advanced Wiring, Rick Oxley, works locally on the island and would be readily available to perform maintenance, when needed. Additionally, if issues arise with the system, his ability to respond quickly would be advantageous. Mr. Oxley has teamed up with Bruce Knopper to install and setup the new equipment. Mr. Knopper has vast experience with audio/visual equipment and was instrumental in installing the City's current A/V equipment.

The determining factors in recommending Advanced Wiring over a different contractor are the following:

- Institutional knowledge of the existing wiring infrastructure throughout the Council chambers as well as the existing equipment in place.
- Proven track record and knowledgeable when needing support on the existing system;
- Efficient response by working on the island during the week.
- Ability to resolve any issues with Catalina Broadband quickly as Mr. Oxley is employed by the cable company as well.
- A strong comfort level with Mr. Oxley and Mr. Knopper among City staff.

The quote provided by Advanced Wiring covers the equipment to refurbish the AV room, the labor for both Mr. Oxley and Mr. Knopper, travel expenses, and the warranty. The labor portion covers the AV room in addition to the installation and setup of the new cameras and equipment. In essence, the labor portion of the quote covers all labor for Phases 2 and 3. Based upon all of the above, contracting with Advanced Wiring LLC will be the most economical and efficient way to complete the project.

Items not included within the Advanced Wiring quote are the high-definition cameras and the peripheral equipment. Staff is recommending to purchase these items separately by selecting the most competitive pricing. In doing so, five vendors were evaluated and two are recommended for the camera equipment and peripheral equipment.

FISCAL IMPACTS: For FY 2015/16, a total of \$ 52,000 is budgeted for this project.

The following is a price breakdown for Phases 2 and 3:

Phase 2 (Cameras & Equipment - City to Purchase)

(4) HD Cameras (Vendor: B&H)	\$ 12,996
Controller (Vendor: B&H)	\$ 1,819
HDMI Matrix switch (Vendor: HDTV Supply)	\$ 6,000

Phase 3 (AV Room - Advanced Wiring)

Equipment	\$ 5,954
Labor (Mr. Oxley and Mr. Knopper)	\$ 6,000
Warranty	\$ 3,000
Expenses	\$ 1,050

Sub-Total:	\$ 36,819
Contingency (20%)	\$ 7,364
Total:	\$ 44,183

GOAL ALIGNMENT: Not aligned.

CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION(S): The quality of the A/V system remains as is.

ALTERNATIVE ACTION(S): None

FOLLOW UP ACTION(S): None

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

ATTACHMENTS: Quote from Advanced Wiring LLC.

CITY OF AVALON CITY COUNCIL

MEETING DATE: November 17, 2015
ORIGINATING DEP: Information Technology
PREPARED BY: IT Advisor, Pat Grady
SUBJECT: Implementation of In-house Email Server

AGENDA ITEM: 9

CITY MANAGER: [Signature]

RECOMMENDED ACTION(S): That the City Council approves the implementation of an in-house email server.

REPORT SUMMARY:

Currently, the City's email service is a hosted solution, provided by Microsoft at a cost of \$6,000/year. The yearly cost takes into account the quantity of mail boxes, which is currently 124 @ \$48.00 each per year. When the City implemented the automated time entry software, email addresses were required for each employee, which accounts for the 124 mail boxes.

With the hosted solution, the City shares its email system with other Microsoft customers, and as additional customers are added, the servers and the overall performance tend to slow down. Recently, Microsoft has also been performing a series of server updates and improvements. As a result, the City has been experiencing outages and certain employees have been experiencing significant slowness in the overall performance of the service. Microsoft attempts to perform server updates after-hours. However, since Microsoft provides service to customers worldwide, after-hours may vary from customer to customer, which is contingent on the time zone of that particular customer.

A City with at least 100 email boxes generally host their own in-house mail server. Previously, the City did not have ongoing IT support to maintain in-house servers. However, circumstances have changed where an email server is now feasible and can be maintained along with the other four servers currently in place at City Hall.

By implementing an in-house email server, the advantages include the following:

- Faster access speeds of emails and attachments for the staff.
- Local control of server maintenance and updates.
- Complete flexibility for adding new user mailboxes at no additional cost.
- Retrieval of archived and historic emails is more efficient.

FISCAL IMPACTS: For FY 2015/16, a total of \$ 26,920 was budgeted for this project. It is estimated that the cost to implement the in-house email server is \$22,080, which includes the following breakdown:

1. Hardware (Server and spam appliance)	\$ 8,100
2. Software and Licenses	\$ 10,980
3. Labor by IT Advisor (Server and spam appliance configuration, migration of 124 mailboxes, and configuration of staff mobile devices – est. 3 days)	<u>\$ 3,000</u>
Total	\$ 22,080

With today's technological environment, servers are typically functional up to 6 years and in some cases longer. It is estimated the implementation cost of \$22,080 would be recovered in 3.7 years (\$22,080/\$6,000 current yearly cost to Microsoft). Beyond the 3.7 years, the City will subsequently experience a cost savings.

The management and implementation of this project will be performed by the City's IT Advisor and all of the hardware and software will be purchased by the City through its computer suppliers pursuant to the City's purchasing guidelines.

GOAL ALIGNMENT: Not aligned.

CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION(S):

Staff will continue to experience slow performance of email access and the City will not have the opportunity for cost savings beyond the estimated 3.7 year payback period.

ALTERNATIVE ACTION(S): None

FOLLOW UP ACTION(S): None

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

ATTACHMENTS: None

CITY OF AVALON CITY COUNCIL

MEETING DATE: November 17, 2015 **AGENDA ITEM:** 10
ORIGINATING DEP: Finance **CITY MANAGER:** BH
PREPARED BY: Christy Lins, Treasurer
Robert Mescher, Finance Director
SUBJECT: Fiscal Year 2015-16 First Quarter Treasurer's Reports

RECOMMENDED ACTION(S): Adopt the resolution accepting the Treasurer's report for FY15-16 for the First Quarter ending September 30, 2015.

REPORT SUMMARY: At the conclusion of each quarter throughout the fiscal year, the Treasurer is to submit to the City Council a Treasurer's report summarizing the balances in the bank and investment accounts maintained by the City under the Treasurer's control in accordance with State statute and the City's Municipal Code.

Accordingly, attached is the First Quarter Treasurer's report for FY15-16. It was provided to you by e-mail on October 29, 2015, within the required 30 days following the first quarter ended September 30, 2015.

The purpose of the report is to inform you on a quarterly basis, the City's cash and investment balances, the investment types, yields, and market values, and to ensure you that the City's investments are in compliance with the City's adopted Investment Policy.

The report shows that all of the City's funds are in compliance with the its investment policy. Generally, operating cash is held in US Bank checking accounts and the excess cash is invested in California's Local Agency Investment Fund (LAIF) and earn about 0.3%. The City Treasurer and Finance Director will be working together in the coming months to explore other investment opportunities that may provide higher yield than LAIF.

GOAL ALIGNMENT: Meeting required disclosures.

FISCAL IMPACTS: N/A

CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION: Non-compliance with State statute and City Municipal Code.

FOLLOW UP ACTION: Fully accept the FY15-16 First Quarter Treasurer's Report and Resolution.

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

ATTACHMENTS:

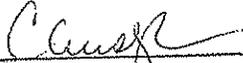
1. FY15-16 First Quarter Treasurer's Report
2. Resolution to Accept the Report

**CITY OF AVALON
 QUARTERLY TREASURER'S REPORT
 FIRST QUARTER ENDED SEPTEMBER 30, 2015**

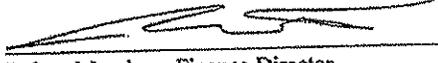
NAME OF ISSUER/TYPE OF INVESTMENT	BALANCE	Annual Yield	MATURITY	MARKET VALUE
CITY CASH AND INVESTMENTS				
US BANK - GENERAL CHECKING ACCOUNT	\$ 2,103,710.75	-	On demand	\$ 2,103,710.75
US BANK - PAYROLL ACCOUNT	98,041.22	-	On demand	98,041.22
US BANK - FLEX BENEFITS ACCOUNT	9,264.57	-	On demand	9,264.57
PETTY CASH	500.00	-	On demand	500.00
LAIF - GENERAL ACCOUNT (CA LOCAL AGENCY INVESTMENT FUND)	9,866,571.09	0.3%	On demand	9,872,438.21
TOTAL CITY CASH AND INVESTMENTS	<u>\$ 12,078,087.63</u>			<u>\$ 12,083,954.75</u>
OTHER ACCOUNTS:				
US BANK - FLEX BENEFITS ACCOUNT	\$ 30,392.55	-	On demand	\$ 30,392.55
US BANK - HOUSING AUTHORITY (LOW MODERATE INCOME HOUSING)	465,135.96	-	On demand	465,135.96
US BANK - SUCCESSOR AGENCY TO ACIA	21,274.23	-	On demand	21,274.23
LAIF - SUCCESSOR AGENCY TO ACIA	4,999,559.97	0.3%	On demand	5,002,532.94
US BANK (AS TRUSTEE) - ACIA AVALON COMMUNITY IMPROVEMENT AGENCY 2003 TAX ALLOCATION BONDS - SERIES A	156,764.82	0.3%	On demand	156,764.82
US BANK (AS TRUSTEE) - ACIA 2003 TAX ALLOCATION BONDS - SERIES B ⁽¹⁾	-	0.3%	On demand	-
TOTAL OTHER ACCOUNTS	<u>\$ 5,673,127.53</u>			<u>\$ 5,676,100.50</u>
TOTAL BALANCE OF ALL ACCOUNTS	<u><u>\$ 17,751,215.16</u></u>			<u><u>\$ 17,760,055.25</u></u>

(1) Note: The 2003 Tax Allocation Bonds - Series B were refunded and the \$4,070,000 reserve was temporarily transferred to LAIF - Successor Agency. A new and separate LAIF account for the reserve will be established in the second quarter. This quarterly report will be the last reporting of the Series B Account since the balance is \$0.

Under the provision of Section 53646 of the California Government Code, the Treasurer or Chief Fiscal Officer shall render a report to the City Council and City Manager, at least quarterly, detailing information on all securities, investments and moneys of the City. This quarterly report complies with the current Investment Policy adopted by the City Council on January 20, 2015.


 Christy Lins - Treasurer

10/22/15
 Date


 Robert Mescher - Finance Director

10-22-15
 Date

CITY OF AVALON CITY COUNCIL

MEETING DATE: November 17, 2015
ORIGINATING DEP: Capital Improvements
PREPARED BY: Dennis Jaich – Interim Director Public Works
SUBJECT: Extend the Services of Bluewater Design Group

AGENDA ITEM: 11

CITY MANAGER: RA

RECOMMENDED ACTION(S): Extend the Services of the engineer of record, Bluewater Design Group (BDG), for the remaining construction management and services required during the construction required for the "Avalon Harbor Fueling Facilities – Pier Replacement" (Project), for a not to exceed (NTE) cost of \$86,000.00, and authorize the City Manager or his designee to execute the amendment to the existing contract with BDG.

REPORT SUMMARY: Back in 2013, the City Council directed staff to hire BDG to examine and conduct a study to repair the Fuel Dock structure, after they had decided to negate the "concrete pier" design that had previously been conducted by Noble Consultants. Since this time, BDG has entered into other contracts with the City for multiple tasks, one of which was the re-design of the structure with wooden timbers.

Now that this present Council has directed staff to start the construction process, a review of the estimated costs previously considered for construction services has increased. Listed below are the tasks from BDG that are needed to be performed during, and after, the construction:

- Contract Administration
- Progress Meetings
- Permit Compliance
- RFIs (Responses)
- Submittal Reviews
- Address Possible Change Orders
- Engineering Support
- Site Visits
- As-Built Preparation
- Project Close Out Documents

Please note however, that many of these tasks can, and will be, performed by City staff. However, in an effort to make sure the construction proceeds continuously without any engineering or deficiency issues, it would be prudent to authorize a not-to-exceed amount for as-needed services.

GOAL ALIGNMENT: City Infrastructure

FISCAL IMPACTS: Fuel Dock – Capital Grants Fund 106-76-5005.

CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION: The important tasks of construction inspection, verifications, compliance with permitting agencies, and the possible delay charges to the City by the contractor for down-time, would negatively affect the City.

FOLLOW UP ACTION: If approved, the City Manager or his designee will execute an amendment to the current contract of BDG for the NTE cost of \$86,000.00.

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

ATTACHMENTS: None

CITY OF AVALON CITY COUNCIL

MEETING DATE: November 17, 2015
ORIGINATING DEP: Recreation
PREPARED BY: Jennifer Monroe, Recreation Coordinator
SUBJECT: Avalon Skate Park Update

AGENDA ITEM: 12
CITY MANAGER: [Signature]

RECOMMENDED ACTION(S): Receive and file update.

REPORT SUMMARY: At the request of Councilmember Sampson, the Recreation Department has prepared a brief summary of the Avalon Skate Park history, and current conditions. The Recreation Department has also included a detail of the requisite repairs necessary to re-open the skatepark.

History:

The Skate Park was constructed in 1995, as a combination skate park/roller rink. In 2000, the park was moved and expanded to its current configuration. The property is owned by the Santa Catalina Island Company, which makes the park ineligible for most grant funding available to the City of Avalon (long-term land tenure, either through land ownership or a 25 year or longer lease, is a typical grant requirement).

More recently, at the August 20, 2013 City Council Meeting, the City Council authorized \$4000 for new fencing materials for the Skate Park perimeter, which was installed by the Public Works Department and Chris Arnold of Straight Up Builders. It was the intention of both the Recreation Department and the skate park community group to renovate the skate ramps and equipment once the park could be secured. The new fencing was installed November 2013, and the park was open for public use throughout the process. Once secured, the new half pipe from the 2014 Downhill Skate Competition was installed.

On January 22, 2014, the Offield Family Foundation requested that the City transfer the application of \$110,000 previously donated for improving the skate part to use towards meeting the needs of the concession stand at Joe Machado Field (the letter formalizing this request is attached to this staff report). The City had requested that the Offield Family Foundation transfer the application of the donation to offset a budget shortfall, and thereby allow the City to complete the concession stand project.

On August 18, 2014, PARSAC, the City's insurance provider, reviewed all City properties and recommended significant repair of the Skate Park equipment, which needs constant work due to the fact that the park is unmanned and is a wood park open to the elements. On

September 1, 2015 the City Recreation Department was directed by PARSAC to lock the park until it was brought into compliance with their standards.

Over the past two months, Recreation Assistant David Hart has been working with Chris Arnold and Monica Seals of the skate park community group to determine a date that Mr. Arnold may meet with Public Works crews to complete the necessary repairs. Mr. Arnold and Ms. Seals (on behalf of the skate park community group) have purchased the Skatelite sheets necessary to resurface all ramps in the park through private donations they have collected (Skatelite is a super durable paper-composite material that is designed to stand up to the daily punishment inflicted by skateboards and BMX bikes). Because of the busy construction season, the two parties have not been able to find a mutual date for skate park repairs until very recently.

Current skate park repair plans and scheduled improvements:

- Half Pipe: On Saturday, November 7, 2015 Chris Arnold was able to pre-cut and pre-drill the Skatelite for installation on the half pipe. On Saturday, November 14, 2015 Public Works and Mr. Arnold will install the Skatelite.
- Quarter Pipe: Skatelite is in stock, and Mr. Arnold will pre-cut and predrill for an estimated installation date of November 14.
- Flat Bank: Skatelite is in stock, and Mr. Arnold will pre-cut and predrill for an estimated installation date of November 14.
- Spine: Coping (the border used on the edges of skate ramps) on top of the ramp needs to be re-secured, and ramps will be resurfaced with Skatelite, with an estimated installation of November 14.
- Boxes: All four boxes currently in the park are in disrepair. Mr. Arnold evaluated the boxes on November 7, 2015, and is recommending they be scrapped and built anew. He will donate his labor to reconstruct the boxes at his shop, and is asking that the materials be paid for by City of Avalon. His current estimate for the materials is not to exceed \$450 per box, or \$1,800. As the City has budgeted \$2000 for Skate Park maintenance in FY 2015-2016, this purchase of materials can be handled in-house without a budget amendment.
- Grind Rails: The two grind rails at the Park have been secured into the pad as PARSAC requires, and are in good working order. A grind rail is an object used by skateboarders to do skateboarding tricks on such as grinds and slides. Grind rails are usually square or round.
- Signage: The Recreation Department is creating a new sign stating the skate park rules. The sign may be printed on-island and installed to coincide at the time when the park is anticipated to reopen, which is estimated to be by the end of November, 2015.

Path forward:

- Continue to work with the skatepark community group for the repairs outlined above. Draw from funding allocated within the adopted FY 15-16 budget.
- Work with the skatepark community group to develop a plan for future improvements, and then determine the potential cost of the plan.
- Determine potential funding sources for future improvements.
- Report back to the City Council with findings.

GOAL ALIGNMENT: Enhance recreation opportunities.

FISCAL IMPACTS: There is no direct impact associated with this update. Two thousand dollars is already budgeted in the FY15-16 Budget (102-65-5647) for Skate Park Maintenance Funds.

CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION: Not applicable (this is not an action item).

FOLLOW UP ACTIONS:

1. Direct the City Manager to oversee the Recreation Department's efforts to continue to work with the skatepark community group to address identified repairs.
2. Direct the City Manager to oversee the Recreation Department's efforts to work with the skatepark community group to develop a plan for future improvements, including potential costs and funding sources.

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

ATTACHMENT: Letter from The Offield Family Foundation dated January 22, 2014.

CITY OF AVALON CITY COUNCIL

MEETING DATE: November 17, 2015
ORIGINATING DEPT: Harbor
PREPARED BY: Assistant Harbor Master
SUBJECT: Harbor Service Work Van

AGENDA ITEM: 13

CITY MANAGER: 

RECOMMENDED ACTION(S): Authorize the Harbor Master to purchase One 2016 Ford Super Duty F-450 DRW, With CTEC CUV Body Installed. Delivered to Catalina Freight Lines, From National Auto Fleet Group for \$ 61,152.07

REPORT SUMMARY: The Harbor Department had requested a 2016 Ford F-450 with a CTEC Body. This procurement was excluded from the adopted FY15-16 Budget but is necessary to maintain the City & Harbor infrastructures and for public safety. The Fiscal Year 15/16 Budget has been amended to include this purchase.

This Vehicle is to replace current 1981 step side van currently in use at this time that is failing. Our current step side is old and constantly breaking down and in need of repair. Maintenance costs are increasing and are extensive, parts are hard to come by at this time. The new truck requested, will last the city a good twenty years or more. Monies were budgeted and approved in the amended 2015-16 budget on the November 3 council meeting.

Received the following bids:

National Auto Fleet Group	\$ \$61,152.07 Tax Included
Wondries Fleet Group	\$ \$62,281.90 Tax Included
Bob Wondries Ford	\$ \$62,445.48 Tax Included

GOAL ALIGNMENT: Not aligned

FISCAL IMPACTS: The budgeted Service Van will be purchased with funds in the Vehicle Replacement and Maintenance Fund 138 25 6689.

CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION: Patrol Boats will not have necessary equipment to operate to collect revenue and to respond to emergencies.

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

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

ATTACHMENTS: 3 quotes for equipment.

CITY OF AVALON CITY COUNCIL

MEETING DATE: November 17, 2015 AGENDA ITEM: 14
ORIGINATING DEP: Public Works CITY MANAGER: RF
PREPARED BY: Dennis Jaich – Interim Director Public Works
SUBJECT: Emergency Purchase of Pebbly Beach Lift Station Pump

RECOMMENDED ACTION(S):

1. Determine that an emergency existed and ratify action by the Chief Administrative Officer and the Interim Public Works Director to undertake necessary repairs at the Pebbly Beach Sewage Lift Station.
2. Authorize the expenditures for these repairs to be funded by Sewer Infrastructure Fund 108-25-6552 in the amount of not to exceed \$28,500.00
3. Adopt a resolution authorizing necessary repairs. **(A four-fifths vote is required.)**

REPORT SUMMARY:

Environ Strategy (ES), who manages the City's Waste Water Treatment Plant and Pump Stations, made the City aware of an emergency situation when the one of the three existing sewage pumps at Pebbly Beach Lift Station broke down, and did not function. Immediate repairs were required such that the system could continue to function properly. Waiting to advertise and publically bid the repair project could have resulted in a system failure. Further, waiting for the next regularly scheduled council meeting would have meant that the repairs would have to wait until approved by the City Council, thus increasing the chance that a system failure could occur. Therefore, immediate replacement of this particular pump was necessary.

The broken pump was originally installed in 2006. Once removed this old pump will be sent out to be rebuilt and put back on the shelf for our critical parts inventory.

GOAL ALIGNMENT: City Infrastructure.

FISCAL IMPACTS: Sewer Infrastructure Fund 108-25-6552- \$28,500.00.

CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION: This facility is crucial to our sewage system. If this (or any) pump station were to not function, all wastewater could not be collected and send up to the Treatment Plant.

FOLLOW UP ACTION: Allow payment for the emergency purchase of a replacement pump to continue for a NTE cost of \$28,500.00.

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

ATTACHMENTS: Quote from Xylem Pump Co.

CITY OF AVALON CITY COUNCIL

MEETING DATE: November 17, 2015

AGENDA ITEM: 15

ORIGINATING DEP: Planning/Recreation

CITY MANAGER: RA

PREPARED BY: Audra McDonald, Administrative Analyst
Jennifer Monroe, Recreation Coordinator

SUBJECT: Consideration of Adoption of a Resolution Approving Applications for Grant Funds from the Los Angeles County Regional Park and Open Space District and Adoption of the City of Avalon's Youth Employment Plan

RECOMMENDED ACTION(S): Adopt the Resolution to approve submittal of grant applications for parks enhancement projects for funding from the Los Angeles County Regional Park and Open Space District and adopt the City of Avalon's Youth Employment Plan as it relates to grant funds.

REPORT SUMMARY: On October 26, 2015, Supervisor Don Knabe announced the availability of \$300,000 in Los Angeles County Proposition A funds for each of the cities in the Fourth District. Important restrictions/requirements of the grant include:

1. Applications and all required documents must be submitted by December 3, 2015.
2. Projects must be categorically exempt from CEQA
3. Projects MUST be completed by December, 2016.

Other requirements that must be considered regarding the utilization of Proposition A funds are as follows:

Section III.B.1. Employment of Youth – *“The Propositions place special emphasis on employing youth in park improvement projects, and the District has, accordingly, developed a Youth Employment Policy. The governing body of the Grantee must adopt a Youth Employment Plan at a duly noticed public meeting for each Grant.”*

Section II.C. Application Packet (excerpt) – *“the Applicant must submit evidence, such as a grant deed, that the Applicant owns the land; or the Applicant may submit some other evidence of land tenure, such as a long-term lease form the land owner, stating that the Applicant has permission to perform the Project.”*

Section V.C.1. Maintenance and Operation – *“Grant-funded property must be maintained and operated in perpetuity. Reasonable public access to Grant-funded property, including the*

provisions of parking and public restrooms, must also be provided in perpetuity, except where that access may interfere with resource protection.”

In order to meet the time constraints of the project performance period, CEQA exemptions as well as compliance with the restrictions of the grant funding, staff is proposing to enhance the City's existing parks as follows:

- Avalon Mole Park Tot Lot: Located at 108 Crescent Avenue, this park will see a replacement of the existing structure and use zone surfacing, both of which have come to the end of their life expectancy. The existing planter walls and fencing around the Tot Lot and volleyball/basketball courts shall be removed. An expanded custom play structure featuring a boat and marine life shall be installed, along with a bay of five swings facing Avalon Harbor, which will make this a real show-stopper of a park as locals and visitors enter the City of Avalon. The basketball court shall be resurfaced with sport court surfacing for increased safety, and the Tot Lot shall have poured-in-place use zone surfacing, making the space ADA compliant. The entire basketball court and Tot Lot shall have new perimeter fencing installed, and benches mimicking those on Old Ben Park will be installed in the Tot Lot and near the Basketball Court to tie the two spaces together.
- Joe Machado Field: Located at 1000 Avalon Canyon Road, Joe Machado Field shall have shade sails installed in the courtyard. This is a much-needed feature as no shade currently exists on the site, which services the entire community for school and community sporting events and celebrations.
- Avalon Kids Park: Located at 411 Avalon Canyon Road, the Avalon Kids Park is a highly-use space by Avalon residents. Funds will be used to replace the existing use-zone tile matting under the park's structure with poured-in-place surfacing. Additional surfacing will be poured in the existing dirt area where no safe play surfacing exists, which will allow the City to maximize use of the park space. If existing funds remain, additional park amenities such as barbeques and additional play features may be added in Avalon Kids Park.

GOAL ALIGNMENT: Enhance recreation opportunities.

FISCAL IMPACTS: The potential fiscal impacts would be positive, allowing for \$300,000 in recreation improvements that are needed and unfunded.

CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION: The City would not be eligible to apply for the grant funds and pass up an opportunity for an additional \$300,000 for recreation enhancements.

FOLLOW UP ACTION: Authorize staff to submit the grant applications and required documents for consideration of grant funding.

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

ATTACHMENTS: Resolution and City of Avalon Youth Employment Plan.

YOUTH EMPLOYMENT PLAN

City of Avalon

Avalon Canyon Road Fit Trail Project and Avalon Parks Enhancement Projects

BACKGROUND

The Safe Neighborhood Parks Proposition of 1996 provided \$299,700 to the City for the construction of an outdoor fitness trail along Avalon Canyon Road. Additionally, the City is applying for \$300,000 for park enhancements at Cabrillo Mole Park, Peoples Park and Joe Machado Field. The combined proposed projects will include site work (excavation, retaining walls, relocation of trees), replacement of aging equipment, and installation of new equipment, landscaping and hardscape work. It is anticipated that the majority of the site preparation, excavation and potential tree removal will be performed by City of Avalon Public Works employees. As the City has done in the past, with this plan, the intention is to employ at-risk youth from the community provide assistance with the public works portion of the projects.

TASKS THAT MAY BE PERFORMED BY AT-RISK YOUTH

Avalon Canyon Fit Trail and Avalon Parks Enhancement Projects

1. Excavation, setting forms, and laying base material (200 hours).
2. Tree removal/relocation (40 hours)
3. Landscaping (40 hours)

ESTIMATED COST OF YOUTH EMPLOYMENT

Total estimated hours of youth employment:	280 hours
Cost per hour:	× \$13.00 per hour
Total estimated cost of youth employment:	\$ 3,640

METHOD OF YOUTH EMPLOYMENT

The City of Avalon will continue its practice of working with the local school and law enforcement agencies to identify local youth that conform to the Los Angeles County Regional Park and Open Space District's (District) definition of "at-risk youth."

YOUTH EMPLOYMENT GOAL

Under the provisions of the District's policy on employment of at-risk youth, the Youth Employment Goal (YEG) of the City of Avalon is \$67,123, equal to ten percent the City's total development Project funding from Propositions A of 1992 and 1996.

The City of Avalon has met \$36,769 (55%) of the \$67,123, which leaves a balance of the required Youth Employment goal of \$30,354.

Avalon Canyon Fit Trail/Avalon Parks Enhancement Projects	\$3,640.00	(Prop A funds)
Reimbursable maintenance and servicing on Prop A funded Improvements at Joe Machado (\$1,000 X 15 years)	\$15,000.00	(Prop A funds)
Other new youth employment (various parks, harbor, etc.)	\$11,714.00	(City funds)
Total Youth Employment	\$ 30,354.00	

CITY OF AVALON CITY COUNCIL

MEETING DATE: November 17, 2015

AGENDA ITEM: 16

ORIGINATING DEP: Administration

CITY MANAGER: BA

PREPARED BY: Ben Harvey, City Manager

SUBJECT: Discussion Regarding Recreation versus Community Services Department

RECOMMENDED ACTION(S): Discuss the City Council's desires for the services to be offered through a Recreation Department, Community Services Department or Recreation/Community Services Department hybrid model, and direct the City Manager to return to the City Council with a corresponding proposal.

REPORT SUMMARY: The City of Avalon currently operates a Recreation Department. Primarily the Recreation Department offers activities, sports leagues, classes and events for the community. However, at times currently, as well as in the past, the Recreation Department has also provided community services offerings by overseeing senior nutrition programs, providing assistance with energy bill subsidy programs and coordinating food distribution offerings around the holidays, among other examples.

At the request of Mayor Marshall and Council Member Cassidy, the City Council is asked to discuss the offerings of the City's Recreation Department, and make a determination as to any modification that would like to be made going forward. Depending on the determination that is made, modifications to the adopted Fiscal Year 15-16 budget and current Recreation Department staffing may be necessary due to the types of proposed services that are desired.

Discussion

Traditionally, Recreation Departments offer programs and facilities to enhance recreational opportunities. Examples of these types of offerings including sports leagues, activities and classes at parks, community halls, public buildings, etc. Community Services Departments historically have offered recreational services, but also offer social service based programs, including providing services related to assisting senior citizens (such as Meals on Wheels or Dial A Ride), low-income families and at-risk youth.

A non-academic, rudimentary internet-based review of comparator municipalities (drawn from those cities used within the recently completed Koff Study) reveals that services offered, names of departments and scope of programs varies widely (please refer to the "List of Comparator City Recreation and Community Services Offerings" attachment to this staff report). Some municipalities offer traditional Recreation Departments like Avalon, others offer

Community Services Departments that provide more than just recreation services, and some subscribe to department models that are based on other needs, providing "neighborhood services" offerings (such as Code Enforcement) in addition to recreation.

Modifications to the City's Recreation Department offerings could be made - and the title could be shifted - based upon City Council direction. The current Fiscal Year 15-16 adopted budget calls for two full-time employees (A Recreation Coordinator and a Recreation Assistant), with seasonal part-time employees who assist in running activities, leagues, etc. Should the City Council wish to expand the mission of the Recreation Department to also include community service based offerings, such as senior citizen programs, transit programs, at-risk youth programs, etc., budgetary and staff modifications will likely need to be considered to allow for requisite expertise and resource availability.

Any recommendation for a proposed modification should take into consideration available fiscal resources, municipal facilities, and expertise. The City is limited by fiscal and geographic constraints, in addition to a shortage of municipal facilities.

GOAL ALIGNMENT: Enhance Recreational Opportunities.

FISCAL IMPACTS: To be determined; dependent upon City Council direction.

CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION: The City will continue to operate a traditional Recreation Department.

FOLLOW UP ACTION: Direct the City Manager to return to the City Council with a corresponding proposal.

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

ATTACHMENTS: List of Comparator City Recreation and Community Services Offerings.

List of Comparator City Recreation and Community Services Offerings

Municipality	Department	Offerings
1. Marina	Recreation & Cultural Services	The Marina Recreation & Cultural Services Department oversees the Youth, Teen and Senior Centers. In addition the department holds a variety of community special events and sport leagues.
2. Santa Barbara	Parks & Recreation	Four separate divisions (Parks, Recreation, Golf and Creeks), as well as a non-profit foundation (the Parc Foundation). Some community service programs offered, including vocational training and at-risk youth prevention.
3. Seaside	Recreation Services	Recreation as well as community service programs, including senior nutrition and dial-a-ride services, among other offerings.
4. Morro Bay	Recreation Services	Traditional recreation offerings. No community service offerings (or limited community service offerings).
5. Seal Beach	Community Services/Recreation Department	Recreation as well as community service programs, including senior nutrition and dial-a-ride services, among other offerings.
6. Long Beach	Parks, Recreation and Marine Department	Vast, full-service big-city department that incorporates the marinas within the City. Separate and distinct from the Health & Human Services Department.
7. Pismo Beach	Parks & Facilities Department	The division is responsible for overseeing the scheduling and reserving of seven City-owned parks and two Veterans' halls for wedding receptions, meetings, and/or special events.
8. Monterey	Community Services Department	Large multi-purpose department comprised of the following divisions/functions: Harbor and Marina, Conference Center, Public Library, Museums, Recreation (including Community Centers), Sports Center and Parking.
9. Redondo Beach	Community Services Department	Large department responsible for Recreation, Performing Arts Center, Facilities, Senior and Family Services, CDBG funds, Housing and Transit.
10. Hermosa Beach	Recreation & Community Services	Traditional Recreation Department that also includes a Senior Center and a Community Theater.
11. Oceanside	Neighborhood Services Department	Provides Code Enforcement, Housing and Parks & Recreation Services.

CITY OF AVALON CITY COUNCIL

MEETING DATE: November 17, 2015

AGENDA ITEM: 17

ORIGINATING DEP: Administration

CITY MANAGER: BH

PREPARED BY: Ben Harvey, City Manager

SUBJECT: Contract for Professional Services for Temporary Planning Department Oversight

RECOMMENDED ACTION(S): Review and approve the revised approach for temporary Planning Department oversight, and authorize the City Manager to enter into an agreement with Michael Baker International (MBI).

REPORT SUMMARY: This item comes back before the City Council again, following direction provided at the October 20, 2015 City Council meeting. At the October 20, 2015 City Council meeting, the City Council directed the City Manager to offer revised approaches to providing contract services for temporary Planning Department oversight in the absence of the Planning Director, who has been on a leave of absence since early August of this year.

Since late August of this year, Michael Baker International (MBI) has been providing temporary Planning Department oversight for the City of Avalon. Al Warot, a Managing Director for MBI, has been the designee working within the Planning Department.

Initially, staff proposed an agreement with MBI for on-island coverage of the Planning Department for three days per week. This arrangement was in place for the month of September, and partially for the month of October. Since the October 20th City Council meeting, Mr. Warot has been on island two days per week, with additional time spent on Avalon Planning Department issues remotely on an as-needed basis.

The City has incurred \$43,000 in contract temporary Planning Department oversight fees since the end of August through the end of October (MBI has not yet invoiced the City for all of the incurred \$43,000 in fees). For the remainder of the calendar year (the months of November and December), staff recommends continuing with MBI, with Mr. Warot being on-island two days a week, with availability for questions, etc. to be addressed remotely on an as-needed basis. The projected cost for these remaining two months would be approximately \$26,000. Should the City Council decide against this recommended approach, another option would be to provide contract temporary Planning Department oversight on a time and materials basis, with no scheduled on-island assistance. This would reduce the projected \$26,000 expenditure for the months of November and December, but would come at the cost of diminished customer service, reduced accessibility for Planning expertise for both the community and City staff, and a potential additional time lag for Planning issues to be resolved.

FISCAL IMPACTS: Sufficient funds are available within General Fund Account 102-55-5005 within the amended FY 15-16 budget to cover the projected \$26,000 in contract Planning Department services.

GOAL ALIGNMENT: Not aligned.

CONSEQUENCES OF NOT FOLLOWING RECOMMENDED ACTION: Temporary Planning Department oversight will continue to be provided without an executed agreement with MBI.

FOLLOW UP ACTION: Direct the City Manager to execute the agreement on behalf of the City with Michael Baker International.

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

ATTACHMENTS: None.