



Avalon City Council Weekly Update 1-30-15

City Manager's Office – Status of City Server

As you know, the City's server went down today due to what we believe was a motherboard failure. Fortunately, we had a recent backup of files as of 1:30 AM. Pat Grady, the City's IT Consultant, has been working on getting everything up and running by tomorrow afternoon (Saturday). We will keep you posted as to the status of the City's system – as well as any changes going forward that may be made to shorten downtime that may result in the future due to component failures such as this. As you can tell from receiving this document, internet access and web email remained in place today, despite the server motherboard failure, as well as access to the City's mooring system, Sungard (Finance Department software) and the City's payroll system.

City Manager's Office – Zero Emission Vehicle Grant Opportunity

In continuing to proactively explore transportation opportunities, the City applied for a California Energy Commission grant for Zero Emission Vehicle Readiness. The purpose of the grant, which had no matching requirements, was to support new and existing planning efforts for plug-in electric vehicles (PEVs) and fuel cell electric vehicles (FCEVs). Working with Origin Energy Partners Inc. who has developed the idea for a hydrogen fuel cell golf cart for Catalina over the last 8 years, the City submitted an application for Category C funding FCEV Readiness. Unfortunately, the City's application was not selected. Regardless, we remain undaunted. The City will continue to work with interested parties on transportation design issues, and we look forward to the next opportunity. For reference of what other projects were proposed, and which ones were ultimately selected, the list Notice of Proposed Awards may be found at: http://www.energy.ca.gov/contracts/PON-14-603_NOPA_rev.pdf

City Manager's Office - Insurance Response to Avalon Complex 12/30/14

Over the last few weeks the City's 3rd party risk liability pool has sent assessors to examine the infrastructure damaged by the Avalon Complex 12/30/14. The City has currently identified 16 areas of concern, but is still evaluating the complete extent of the damage. This list and insurance status will be crucial for the County Office of Emergency Management and the State Office of Emergency Services as they process the State of Emergency declared by the City Council on January 6, 2015. In addition to the city's infrastructure, City staff has been working with other island organizations to assess the damages to their infrastructure to be included in our update to OEM and OES. While this process does not guarantee any aid from these agencies, we obviously feel that we must pursue any available funding that could potentially be provided.

City Attorney's Office – Two Super Lawyers

We are pleased to announce that Scott Campbell and Shawn Haggerty of the City Attorney's Office (from the BBK Law firm) were named to the 2015 Southern California Super Lawyers list by *Super Lawyers Magazine*. Only five percent of Southern California lawyers receive this honor following a selection process that includes independent research, peer nominations and peer evaluations. Congratulations to both Scott and Shawn!

Finance Department – Business License Renewals

The business license renewal process began in early December when we mailed the first license application renewal notices. At this point we're only at 50% renewed, but several more businesses have informed us they will not be needing a license for 2015. Next week we will begin processing the delinquent invoices and adding late fees. This is an annual process we go through as all of the City's business licenses expire each December. Aliana Gonzales has been diligently handling this process as it does take an inordinate amount of time each December and January.

Finance Department – Sheriffs Contract

This past week, several deputies from the Sheriff's Contract Law Enforcement Bureau visited the City to provide a "101 educational seminar" to several City staff members on how our contract amount is determined. This supplements the annual City Manager meeting hosted by the Sheriff's Department when overall rates are discussed for the upcoming year. Other topics included in this past week's meeting included an "a la cart pricing" list for additional services, pros and cons of special events police contracting (for invoicing purposes), as well as information that was shared concerning the Sheriff's Dept. potential plans of providing services across the island. It was informative and provided City staff with counterpart contacts we can speak with in the future regarding specific contractual questions.

Fire Department – Juvenile Firesetter Prevention Program

This past week, the Orange County Fire Authority responded to a multiple fatality fire that was caused by a child playing with fire within a 4 bedroom condo without a single working smoke alarm. The Avalon Fire Department is able to assist with these types of issues. Should anyone need assistance with children and fire play, we offer a juvenile firesetter prevention program that can be tailored to meet specific needs. We also offer free smoke alarms to anyone who requests them (true!). Please feel free to drop by the Avalon Fire Department or call (310) 510-0203 for additional information.

Planning Department - Proposed Vons Project Story Poles

Staff is working with Vons and SCICo on the design of the story poles to be installed at the dirt lot currently owned and operated by SCICo where the proposed Vons project may be located in the future. Our goal is to have them in place once we have a method of installing them that will not impact the continued use of the lot by the current tenants. The Municipal Code requires that the poles be installed no less than 15 days prior to the hearing before the City Council – but, obviously we are working to get them installed well before this date. Vons should have a final story pole design in the next few days, and staff will then notify the City Council as well as the public as to when they will be installed.

Chief Administrative Officer/City Clerk Office - Sewer System Management Plan Audit

At the last City Council meeting, a proposal from Dudek for the City's Sewer System Management Plan Audit, was approved. The plan is required by the Cease and Desist Order. Staff notified Dudek on Wednesday and we are finalizing their profession services agreement. The deadline for submission to the Regional Water Control Board is March 15, 2015.

Chief Administrative Officer/City Clerk Office - Records Management Needs Assessment Project

The City entered into a Professional Services Agreement with Gladwell Governmental Services to do an assessment of the City's records management system. Diane Gladwell visited the City last week, and interviewed each department on procedures and policy for retention and destruction. She will submit a report outlining options for a long-range plan that will greatly improve the City's record management system.

Chief Administrative Officer/City Clerk Office - Code Enforcement Update # 6- Permits

Permits are a vital process in City government. Code Enforcement is responsible to check on these permits and follow through with a business or person who has not obtained a proper permit before proceeding with work, business, etc. A sample of the many permits that the Code Enforcement team verifies on a daily basis include: Building permits, remodeling permits, obstruction permits, sign permits, encroachment permits, business licenses, and excavation permits. When appropriate, Code Enforcement will issue a stop work order, write a citation, write up a report, and most importantly, follow through to ensure an appropriate permit has been obtained for the work or activity being performed.

Public Works Department – Sewer Maintenance Service

The proper maintenance and any repairs that may be necessary on our sewer system is a primary concern to the PWD. This week we started "dye tabbing" our public restrooms on the Green Pier to ensure proper working order. The "dye tab" procedure is simply a small colored ecofriendly food-coloring pellet, which allows us to inspect and possibly detect a leak or seepage from the outside on the piping. When this pellet is inserted, water is built up manually, the piping is charged, and we are then able to visually determine if a leak exists. We are happy to report that the process at the Pier did not show any signs of leakage and things appear to be in good working order.

Public Works Department – Sewer Inspection Services

The PWD is also currently performing video inspections of various homes and businesses on a frequent basis within our community. These procedures are very important and enhance our efforts for the continuing improvements of our bay water quality.

As a reminder to the public, and especially those that are thinking about the sale of a property within the city limits, it is required by the Avalon Municipal Code that private sewer lines be properly inspected by internal video methods prior to the sale of the property. The City PWD can perform this inspection (for a cost-recovery fee, of course), however, any properly licensed plumbing contractor may also perform this service and present the findings to the City. This procedure is in compliance with the Cease and Desist Order and it is mandatory.

Public Works Department –Cemetery & Mortuary Repairs/Cleanup

The PWD has been devoting time to the Cemetery and Mortuary Building lately. The building itself has needed substantial cleaning and shelving repairs for some time. We have been able to focus on the needed items there, and organize objects in a proper manner. We have also devoted some hours for appropriate care and enhancement of the lower cemetery, which supports our services when called for in the event of a burial or funeral service.

Harbor Department – Clean Up Continues

With the extreme high tides last week, tons of debris washed out from underneath the Blue Water Avalon. Harbor Maintenance Personnel, Harbor Patrol Officers and crews from the local Vessel Assist operation spent most of the day on Monday, Tuesday and Wednesday last week gathering the debris and then hoisting it on the Cabrillo Mole where it was placed into roll off



dumpsters. On Thursday the local Vessel Assist crew commenced diving operations to gather numerous loads of debris from the sea floor that came from the *King Neptune*.

Recreation Department - Upcoming Leave/Transition Plan

With the upcoming maternity leave of Jennifer Monroe, Recreation Coordinator, the Recreation Department has been working closely with Public Works and Administration Departments on a transition plan. This includes the management of facilities, ongoing sports and leisure programming, and special events that the Recreation Department currently manages during the busy upcoming Spring season. Jennifer's last day of work is tentatively planned for February 18, 2015.

Respectfully submitted,

Ben Harvey

Ben Harvey
City Manager
City of Avalon