



Avalon City Council Weekly Update 3-13-15

City Manager's Office – Million Gallon Tank Water Sampling

We are expecting the results of the first round of the City's water sampling efforts of the Million Gallon Tank to be available soon - possibly as early as next Tuesday morning. The first round of the water sampling effort was conducted by Josh Kerns of Confluence Environmental. Confluence Environmental was contracted by the City to replicate the sampling effort that has been being conducted by Geosyntec (under contract from SCE) over the past several months, primarily to check for the presence of PCBs within the water. Following the return of the first round of test results from Confluence Environmental, the City will next embark on an effort to conduct a consumer confidence drinking water panel test of the water from user end sources (such as water taps within homes in Avalon, etc.). We are hopeful to gather samples for the second round next week.

City Manager's Office – Academy for Supervisor & Manager Excellence

Day 1 of 3 for the Academy for Supervisor & Manager Excellence took place on Tuesday of this week. All City Department Heads, Managers, Supervisors and Lead Workers participated in the class. The training was interactive, and included categories with subtopics including "Creating a Positive Work Environment", "The Many Hats of a Supervisor", and "Situational Leadership". The next sessions are scheduled for April 21st and May 19th.

Finance Department – Insurance of Assets

The Finance Department, along with the help of the other City departments, performed a thorough review of the assets owned or controlled by the City to ensure we had all assets listed for insurance coverage purposes at the request of PARSAC (Public Agency Risk Sharing Authority of California). Avalon is one of 37 other cities in PARSAC whereby the Authority provides joint protection and shares administrative costs. We updated our insurance assets schedules with additional descriptive information, added notations if the buildings had sprinkler systems in place (to help reduce premiums), and newly added business interruption insurance covering our leased buildings in the Harbor. Without this business interruption insurance the City would be out the rental revenues paid by the tenants were a catastrophe to hit resulting in the tenants not being able to pay rent. The cost of this addition to the premium will amount to only a few hundred dollars relative to the amount at risk. Additionally, we spoke with our PARSAC representative to make sure we were not doubly insuring assets that were already covered by another policy.

Finance Department – Financial Planning & Fiscal Policies Training Class

The Interim Finance Director attended a one day class of two sessions covering the Power of Fiscal Policies and significance of Long-Term Financial Planning that was sponsored by the California Society of Municipal Finance Officers. Numerous examples of practices and policies in use by other cities were discussed to aid in the discussion. We will be looking to incorporate certain of these into Avalon's practices in such areas as the value to benchmarking with similar cities, developing understandable financial reporting, preparing the mid-year budget review summary and establishing helpful budgeting and reserves policies, to mention just a few.

Finance Department – Finance Department Webpage & Fee/Tax Payment Forms Procedure Change

Next week we will be sending a letter to all business owners and operators that pay Admission Taxes, Harbor Use Fees, Transient Occupancy Taxes and Wharfage Fees to the City. The letter is to inform them that the Finance Department will be discontinuing the monthly mailing of these blank forms due to the amount of staff time and mailing costs. To assist in the transition, we will be providing several blank forms for them to use for the upcoming reporting months. The letter will also mention that blank forms will be available at City Hall and that they will also be available on the City's Website, Finance Department webpage. Eliminating the practice of mailing the forms each month will allow us to better use the three dozen or more hours the staff puts into mailing these forms over the course of the year. This will also match up with the new practice of no longer mailing forms to the City's tenant's for their lease payments. The new leases specifically stated this change. The blank lease forms are already on the Finance Department webpage and at City Hall.

Additionally, through the letter, we're encouraging the businesses to visit the City's website to see what else is there for them pertaining to other City departments or services. Over the past several months we've been steadily collecting email address from our business operators and tenants, so we can speed up our communications with them. We've been finding that communication by email is welcomed, if not preferred, and results in quicker exchanges and resolutions to questions/issues.

Recreation Department Community Message Board

On Monday, March 9th Jeffery Hernandez from Public Works and David Hart from Recreation worked together to put up the Community message board in Vons. The Message Board is located above the doorway and at 70" it is visible from any of the 3 check out lines. We will be going back in next week to install the software and place our first message on that board. Here is a picture of the message board now up at Vons:



Recreation Department - Avalon Youth Basketball

Avalon Youth Basketball is going strong. We have over 125 participants; that's 30 more than last year! We are also introducing 1st and 2nd graders with our new lower basketball hoops donated by "Just for the Halibut", so they can learn proper form and are not just throwing a ball. We have some great volunteer coaches this year who are teaching the fundamentals, and are slowly taking ownership of their teams.

Recreation Department – LA Galaxy

The Recreation Department has joined forces with the LA Galaxy soccer team (5-time Major League Soccer Champions). The Galaxy will be coming here on Weds. March 18th. We have set up a meet and greet at the Avalon High School during their lunch. Then there will be a little mini camp for kids 6-18 on JMF from 3:30 PM -4:30 PM to work with the coaches of the Galaxy. This is all to prep and market for the camp being held at JMF on May 29-30-31st.

Recreation Department - Step Into Health.

Step Into Health will be giving away 5 gift certificates worth up to \$100 to local kids who are trying to achieve a healthier way of life. They will be able to use the gift certificates to participate in any of the youth sports programs. We are looking forward to adding more people and dollars to encourage our youth to embark upon a healthier way of life.

Recreation Department – Boxing

The Recreation Dept. is teaming up with Deputy Jeff Flotree of LASD Avalon Station in bringing boxing as a way of fitness to the local adults. Deputy Flotree will not be charging for his services, but the City will be charging a \$100 membership fee which covers 6 months of instruction, 2 nights a week, the insurance policy, equipment needed, as well as services for Tremont Hall. The proposed start date for the program is April 13th.

Public Works Department/Chief Administrative Officer – SSMP Audit

In May of 2006, the State of California's Water Resources Control Board adopted a requirement that all publicly owned sanitary sewer systems, comprised of one or more miles of pipeline, develop a Sewer System Management Plan (SSMP). This SSMP has many different elements of requirements, one of which is to conduct an internal audit, at least every two years. The audit is to evaluate how the agency (City of Avalon) has developed and implemented each of the eleven components of the SSMP, and how each particular element is functioning to assist in the prevention of any sanitary sewer overflows (SSO).

Public Works Department staff, and the Chief Administrative Officer, was able to gather all the data, and present it to our independent auditor, who has in turn developed the report that will be submitted to the State by March 15, 2015, as required. We thank all those involved, including Environ Strategies, for the help and effort that was devoted to this important task.

Public Works Department – Public Parks Cleanup & Restoration

The PWD is continuing with our plan to repair and restore some of the parks around town that need attention. Many of them have been negatively impacted due to the lack of water, and they have shown the diminished affects of normal wear and tear. Staff is committed in keeping our parks and recreation sites in good shape, and we are trying to keep on top of the areas that need attention. This process will continue on an as needed basis.

Public Works Department – Curb & Gutter Repairs

Although our concrete curb & gutters are scheduled for major repairs/replacements in the future, it is necessary for our forces to always be focused on small needed repairs where cracking or chipping has created problem spots. These areas usually can develop into safety hazards, and it is necessary to repair them on a regular basis. This process will continue in an effort to ensure safe passage for pedestrians and vehicular traffic. We thank the public for their understanding for any inconvenience this work may cause.

Public Works Department /Capital Improvements – Phase 1 Sewer Repairs

Staff is in the process of developing a scope of work (SOW) for public bids, in order to repair/replace sewer lines and manholes that are in need of restoration. As a result of the Cease & Desist Order (CDO) that was received from the State of California, the City was to implement a 10-year sewer plan that concentrates on needed repairs. This Phase 1 Plan was approved by the City Council last week.

Staff is compiling a list of work activities, and will be assembling a bid package to be sent out to public contractors in the near future. Before any construction begins, advance notice will be issued to the public on the areas that will be affected due to the implementation of this important project.

Public Works/Capital Improvements – Museum Stairs

Staff is also in the process of developing a Scope of Work for the replacement and restoration of the wooden stairway at the Museum site that is under construction on Metropole. These stairs are on the east side of this building and have to be rebuilt to different elevations in order to allow access into the new structure. It is anticipated that the contract documents for a public bid on this work will be completed in approximately 3 weeks. When the bid occurs and the scheduling of construction is developed, the public will be alerted in advance as it will be necessary to close the stairs during some of the work activities.

Planning Department – Proposed Vons Project Story Poles Corrections

Vons crew will be on the Island Monday to make corrections to the story poles. Primary among the corrections being made by Vons will be to move the story poles indicating the location of the front of the store approximately twenty-five feet (25') closer to Sumner.

Grants Administration/Planning Department – Commuter Subsidy

The Grants Administrator met this week with Helene and Marisa from Congressman Lowenthal's Office. One of the topics discussed was the request for language inclusion at the Federal level to ensure the City of Avalon will continue to receive funding for the commuter subsidy program. As a reminder, currently the subsidy program at \$650,000 per year is funded through Prop A Incentive Local Return funds. These funds are discretionary, and are adopted annually as part of Metro's budget. With Supervisor Knabe termed out (he sits on the Metro Board); continued support for these funds to the City might become a lower priority (or not a priority at all). The City, with Metro's help, has been reaching out to our elected Federal Officials for many years to get the language included in a bill. Congressman Lowenthal will be introducing HR 1308 - Economy in Motion next week, and we are hoping that there might be an opportunity within the bill to have the inclusion of the language requested. The text of the proposed language for considered inclusion is as follows:

“For purposes of apportioning formula grants pursuant to Section 5336(b) of title 49 of the U.S. Code, the revenue miles, route miles and passenger miles of ferry services operated between Santa Catalina Island and mainland Los Angeles County shall be eligible for inclusion as a fixed guideway revenue vehicle-miles, route-miles and passenger-miles provided that a public mass transportation contributes to the financing of those ferry miles”.

Harbor Department - Float 4 Ramp Repair

The ramp servicing Float 4 was placed back in service this morning after being down two weeks for welding repairs. A big thank you goes out the Harbor Maintenance, Garage and Public Works crews for working together to make this happen in a timely manner.

Harbor Department- Expected busy weekend

Weather forecasts for this weekend call for temperatures in the 80s, and we expect to see a large crowd of boats in the harbor. Shoreline Yacht Club will be visiting with 18 boats and hosting their annual St. Patrick’s Day dinghy parade.

Fire Department – Cooking Safety

The Avalon Fire Department has responded to several kitchen fires over the past few weeks, all caused by food left unattended on a stovetop. One incident required that the resident involved be transported to the hospital for smoke inhalation. Unattended cooking fires account for a large amount of property damage and injuries each year. The information, below, on cooking safety may be helpful to residents, particularly to educate children and young adults on cooking safety.

Cooking Safety Tips:

- Cook with caution - Be on alert! If you are sleepy or have consumed alcohol don’t use the stove or stovetop.
- Stay in the kitchen while you are frying, grilling, or broiling food. If you leave the kitchen for even a short period of time, turn off the stove.
- If you are simmering, baking, roasting, or boiling food, check it regularly, remain in the home while food is cooking, and use a timer to remind you that you are cooking.
- Keep anything that can catch fire — oven mitts, wooden utensils, food packaging, towels or curtains away from your stovetop.
- If you have a small (grease) cooking fire and decide to fight the fire:
 - On the stovetop, smother the flames by sliding a lid over the pan and turning off the burner.
 - Leave the pan covered until it is completely cooled.
 - For an oven fire, turn off the heat and keep the door closed.
- If you have any doubt about fighting a small fire:
 - Just get out! When you leave, close the door behind you to help contain the fire.
- Call 9-1-1 or the local emergency number from outside the home.

Respectfully submitted,

Ben Harvey

Ben Harvey
City Manager
City of Avalon