



**MINUTES OF A REGULAR MEETING  
SIGNAL HILL CITY COUNCIL**  
September 22, 2020

A Regular Meeting of the Signal Hill City Council was held via video/teleconference on September 22, 2020 pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom.

**CALL TO ORDER – 6:02 P.M.**

**ROLL CALL**

PRESENT: MAYOR COPELAND  
VICE MAYOR HANSEN  
COUNCIL MEMBER JONES  
COUNCIL MEMBER WILSON

ABSENT: COUNCIL MEMBER WOODS

**CLOSED SESSION**

- a. A closed session was held pursuant to Government Code Section 54957.6(a) to discuss labor negotiations with the Signal Hill Police Officers' Association.
- b. A closed session was held pursuant to Government Code Section 54956.8, real property negotiations, between the City of Signal Hill and Signal Hill Petroleum, regarding real property located at 700 E. Spring Street.

**PUBLIC BUSINESS FROM THE FLOOR ON CLOSED SESSION ITEMS**

There was no public business from the floor.

**RECESS TO CLOSED SESSION AT 6:03 P.M.**

Council Member Woods entered closed session at 6:03 p.m.

**RECONVENE REGULAR MEETING AT 7:03 P.M.**

Mayor Copeland asked City Manager to provide meeting participation options.

City Manager provided meeting participation options.

## **ROLL CALL**

PRESENT: MAYOR COPELAND  
VICE MAYOR HANSEN  
COUNCIL MEMBER JONES  
COUNCIL MEMBER WILSON  
COUNCIL MEMBER WOODS

ABSENT: NONE

## **PLEDGE OF ALLEGIANCE**

Mayor Copeland led the audience in the Pledge of Allegiance.

## **MAYOR'S ANNOUNCEMENT**

Mayor Copeland announced he will call upon Council Members, City Clerk, City Treasurer, and members of the public one-by-one for questions or comments and a roll call vote will be conducted for each agenda item for transparency and clarity.

## **CLOSED SESSION REPORT**

Interim City Attorney reported that there was no reportable action taken for closed session items (a) and (b).

## **CITY MANAGER COMMENTED ON PUBLIC COMMENT PROCEDURE**

## **PUBLIC BUSINESS FROM THE FLOOR ON ITEMS NOT LISTED ON THE AGENDA**

There was no public business from the floor.

## **COMMUNITY ANNOUNCEMENTS**

Mayor Copeland made the following announcements:

Deadline to respond to the 2020 Census has been updated to Wednesday, September 30. Respond online at [www.my2020census.gov](http://www.my2020census.gov) or by phone at (844) 330-2020.

National Voter Registration Day is Tuesday, September 22. Register to vote or check your voter registration status by visiting [www.lavote.net](http://www.lavote.net). For questions, please call (562) 989-7305.

Mayor Copeland asked a question regarding registration deadline.

Council Member Woods addressed the question posed by Mayor Copeland.

Election Day is November 3, 2020. You can return your ballot by mail (no postage required), at any Vote by Mail drop box location (there is a 24-hour drop box at the Library) or at any vote center in Los Angeles County. You may still vote in person at any vote center in Los Angeles County. The Signal Hill Park Community Center will serve as a vote center from Friday, October 30 through Tuesday, November 3. For questions, please call (562) 989-7305.

City Manager addressed the question posed by Mayor Copeland.

Track your Vote by Mail ballot using the “Where’s My Ballot” tool on [wheresmyballot.sos.ca.gov/](http://wheresmyballot.sos.ca.gov/) to receive automatic email, text, or voice call notifications about your ballot.

Virtual Story Time with Vanessa Knowles on Wednesday, September 23 from 11:00 a.m. to 12:00 p.m. All ages are welcome. No registration required.

In-N-Out Cover to Cover Reading Incentive Program from October 5 through November 9. Children ages 4-12 are invited to sign up to read five books to receive a certificate for a free In-N-Out hamburger. Register by calling (562) 989-7323.

Virtual Bingo for Families on Thursday, October 8 from 3:00 p.m. to 5:00 p.m. Space is limited and registration is required by October 7. Registered participants will receive Zoom access information and materials. Register by calling (562) 989-7330.

Virtual Community Meeting for an update on the View Park on Thursday, October 8 at 6:00 p.m. For Zoom access information and questions, please call (562) 989-7330.

Virtual Book Club on Thursday, October 15 from 3:30 p.m. to 4:30 p.m. Participants must be age 18 and older. Books will be available for pick-up at the Library during curbside pick-up hours. For more information, please call (562) 989-7323.

Free Bulky Item Pickup Week from November 2 through November 6. Single family residences can place bulky items at the curb for collection on their regularly scheduled collection day. Residents in multi-family complexes should call EDCO at (562) 597-0608 no later than November 1 to schedule a pick-up. In addition to the Free Bulky Item Pickup Week, residents may schedule two special pickups annually by contacting EDCO at (562) 597-0608 or visiting [www.edcodisposal.com](http://www.edcodisposal.com).

Vice Mayor Hansen commented on bulky item pickups.

City Clerk announced information regarding the General Municipal Election on

November 3, 2020 and asked a question regarding the City Views newsletter.

City Manager addressed the question posed by City Clerk.

Terry Rogers, Signal Hill resident, asked questions regarding meeting participants.

Vice Mayor Hansen and Deputy City Manager addressed the questions posed by Ms. Rogers.

## **PRESENTATIONS**

- a. Community Services Director made a presentation on the Halloween on the Hill Community Scavenger Hunt.

City Council, City Clerk, and Community Services Director commented on the Halloween on the Hill Community Scavenger Hunt.

- b. City Manager made a presentation about COVID-19-related community updates.

Vice Mayor Hansen and Mayor Copeland commented and asked questions regarding Ten Mile Brewing.

City Manager addressed the questions posed by Vice Mayor Hansen and Mayor Copeland.

Mayor Copeland asked a question regarding election campaigning.

City Manager stated she will address this question towards the end of the meeting.

City Clerk, City Manager, Mayor Copeland, and Vice Mayor Hansen discussed the Small Business Spotlight program.

## **CITY MANAGER REPORTS**

- a. Appointment of Interim City Attorney

Interim City Attorney recused himself and left the meeting at 7:38 p.m. due to a conflict of interest.

City Manager presented the staff report.

Vice Mayor Hansen asked a question regarding the request for proposals.

City Manager addressed the question posed by Vice Mayor Hansen.

City Clerk asked a question regarding the appointment of Interim City Attorney.

City Manager addressed the question posed by City Clerk.

Mayor Copeland invited the public to comment on the agenda item.

There was no public comment.

Council Member Wilson and Council Member Jones commented on the appointment of Interim City Attorney.

Vice Mayor Hansen thanked Aleshire & Wynder and read a statement regarding the years of service they have provided legal services to the City.

Mayor Copeland and Council Member Wilson thanked Aleshire & Wynder and Council Member Wilson requested recognizing Aleshire & Wynder at a later date.

It was moved by COUNCIL MEMBER WILSON and seconded by COUNCIL MEMBER WOODS to authorize the Mayor to approve the agreement between the City and the law firm of Best Best & Krieger LLP for the provision of interim City Attorney services until the recruitment and formal Request for Proposal process for long term legal services are completed.

The following vote resulted:

AYES:      MAYOR COPELAND  
                 COUNCIL MEMBER JONES  
                 COUNCIL MEMBER WILSON  
                 COUNCIL MEMBER WOODS

NOES:      VICE MAYOR HANSEN

ABSENT:      NONE

ABSTAIN:      NONE

Interim City Attorney returned to the meeting at 7:50 p.m.

b. Diversity Coalition Committee (DCC) Interview and Appointment Process

City Manager introduced Deputy City Manager who presented the staff report.

City Council asked questions regarding the DCC.

Deputy City Manager and City Manager addressed the questions posed by City Council.

City Clerk commented on the formation of the DCC.

Mayor Copeland invited the public to comment on the agenda item.

There was no public comment.

City Council commented on and discussed the DCC.

A substitute motion was made by COUNCIL MEMBER WOODS and seconded by COUNCIL MEMBER WILSON to receive and file the staff report; direct staff to bring this item back to a future City Council meeting; and notify applicants regarding the status of the DCC.

The following vote resulted:

AYES:      MAYOR COPELAND  
                 VICE MAYOR HANSEN  
                 COUNCIL MEMBER JONES  
                 COUNCIL MEMBER WILSON  
                 COUNCIL MEMBER WOODS

NOES:      NONE

ABSENT:      NONE

ABSTAIN:      NONE

c. Authorize the Execution of the Agreement and Effectuate Payment to Vigilant Insurance Company in Relation to the Signal Hill Library Construction Project No. 119, Authorize the Drawdown of Remaining Lease Revenue Bond Proceeds and the New Proposed Project Funding Sources, and Authorize the Budget Adjustments Related to Bond Debt Service Payments and Revised Funding Sources

City Manager introduced Public Works Director and Deputy Finance Director who presented the staff report.

City Council asked questions regarding the Library Construction Project.

Public Works Director, Deputy Finance Director, and City Manager addressed the questions posed by City Council.

Mayor Copeland invited the public to comment on the agenda item.

There was no public comment.

City Council thanked staff and Steve Onstot of Aleshire & Wynder for completing the Library Construction Project and commented on the Library.

It was moved by COUNCIL MEMBER WILSON and seconded by VICE MAYOR HANSEN to authorize the Mayor to execute the Memorandum of Agreement and effectuate the payment of \$713,450.21 to Vigilant Insurance Company; authorize staff to use the remaining lease revenue bond proceeds towards the Library/Civic Center Phase II Project not originally budgeted and transfer back \$916,301.07 to the Park Development Fund (204), \$1,197,000 to the Land & Building Fund (111) and \$385,040 (estimate) to the Library Reserve Fund (119); direct staff to maintain and use the Land & Building Fund (111) and the Library Reserve Fund (119) for future capital projects; authorize staff to record the related budget adjustments for the lease revenue bond debt servicing payments and fund transfers relating to the proposed Library/Civic Center Phase II Project funding budget; and waive further reading and adopt Resolution No. 2020-09-6588 declaring work to be completed in conformance with the plans, specifications, and Memorandum of Agreement for the Signal Hill Public Library Project No. 119 in the City of Signal Hill, in accordance with the contract entered into between Tobo Construction Inc. and the City of Signal Hill.

Interim City Attorney read the title of Resolution No. 2020-09-6588, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, DECLARING WORK TO BE COMPLETED IN CONFORMANCE WITH THE PLANS, SPECIFICATIONS, AND MEMORANDUM OF AGREEMENT FOR THE SIGNAL HILL PUBLIC LIBRARY PROJECT NO. 119 IN THE CITY OF SIGNAL HILL, IN ACCORDANCE WITH THE CONTRACT ENTERED INTO BETWEEN TOBO CONSTRUCTION INC. AND THE CITY OF SIGNAL HILL

The following vote resulted:

AYES:            MAYOR COPELAND  
                  VICE MAYOR HANSEN  
                  COUNCIL MEMBER JONES  
                  COUNCIL MEMBER WILSON  
                  COUNCIL MEMBER WOODS

NOES:            NONE

ABSENT:        NONE

ABSTAIN:       NONE

d. A Resolution of the City Council of the City of Signal Hill, California, Approving Participation in the Los Angeles Urban County Permanent Local Housing Allocation Grant Program

City Manager introduced Community Development Director who presented the staff report.

Council Member Woods, City Clerk, and Council Member Wilson asked questions regarding the Grant Program.

Community Development Director and City Manager addressed the questions posed by Council Member Woods, City Clerk, and Council Member Wilson.

Mayor Copeland invited the public to comment on the agenda item.

There was no public comment.

Council Member Wilson commented on the Grant Program.

It was moved by COUNCIL MEMBER WOODS and seconded by VICE MAYOR HANSEN to waive further reading and adopt Resolution No. 2020-09-6589 approving participation in the Los Angeles Urban County Permanent Local Housing Allocation Grant Program by authorizing submittal of a request for eligible alternate activities and execution of a contract for funding from the County of Los Angeles to accelerate future housing production.

Interim City Attorney read the title of Resolution No. 2020-09-6589, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, APPROVING PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PERMANENT LOCAL HOUSING ALLOCATION GRANT PROGRAM BY AUTHORIZING SUBMITTAL OF A REQUEST FOR ELIGIBLE ALTERNATE ACTIVITIES AND EXECUTION OF A CONTRACT FOR FUNDING FROM THE COUNTY OF LOS ANGELES TO ACCELERATE FUTURE HOUSING PRODUCTION

The following vote resulted:

AYES:      MAYOR COPELAND  
                 VICE MAYOR HANSEN  
                 COUNCIL MEMBER JONES  
                 COUNCIL MEMBER WILSON  
                 COUNCIL MEMBER WOODS

NOES:      NONE

ABSENT:      NONE

ABSTAIN:      NONE

e. Professional Services Agreement with HdL Companies to Provide Business License Administration Services, Business License Compliance Services, and Business License Tax Ordinance and Fee Study

City Manager introduced Accounting Manager who presented the staff report.

Council Member Woods and Council Member Wilson asked questions regarding the professional services agreement.

City Manager and Accounting Manager addressed the questions posed by Council Member Woods and Council Member Wilson.

Mayor Copeland invited the public to comment on the agenda item.

There was no public comment.

City Council thanked staff and commented on the professional services agreement.

Council Member Woods asked questions regarding the professional services agreement.

Accounting Manager addressed the questions posed by Council Member Woods.

It was moved by COUNCIL MEMBER WOODS and seconded by COUNCIL MEMBER JONES to authorize the City Manager to enter into a professional services agreement with HdL Companies to provide Business License Tax Operations Management Services for an initial term of three years with two additional one-year term extensions, and conduct a one-time Business License Tax Ordinance and Fee Study, in a form approved by the City Attorney.

The following vote resulted:

AYES:      MAYOR COPELAND  
                 VICE MAYOR HANSEN  
                 COUNCIL MEMBER JONES  
                 COUNCIL MEMBER WILSON  
                 COUNCIL MEMBER WOODS

NOES:      NONE

ABSENT:     NONE

ABSTAIN:    NONE

f. Award of Contract for the Lease of Photocopiers/Multi-Function Devices and Equipment Maintenance Services

City Manager introduced Economic Development Manager who presented the staff report.

Council Member Wilson asked questions regarding the contract services agreement.

Economic Development Manager, Deputy Finance Director, and City Manager addressed the questions posed by Council Member Wilson.

Mayor Copeland invited the public to comment on the agenda item.

There was no public comment.

It was moved by COUNCIL MEMBER JONES and seconded by VICE MAYER HANSEN to authorize the City Manager to enter into a Contract Services Agreement with Canon Solutions America in a form to be approved by the City Attorney, for a term of five years and an annual not-to-exceed amount of \$30,700, which includes \$17,001 for the machine rental plus agreed upon maintenance rates which will vary based on usage.

The following vote resulted:

AYES:      MAYOR COPELAND  
                 VICE MAYER HANSEN  
                 COUNCIL MEMBER JONES  
                 COUNCIL MEMBER WILSON  
                 COUNCIL MEMBER WOODS

NOES:      NONE

ABSENT:      NONE

ABSTAIN:      NONE

## **CONSENT CALENDAR**

a. State of California – Office of Traffic Safety Selective Traffic Enforcement Program Grant

Summary: The City has been awarded a \$67,000 grant through the State of California Office of Traffic Safety (OTS) Selective Traffic Enforcement Program (STEP). The Chief of Police is seeking authorization to accept the grant. The grant will be used to offset Police Department costs to participate in public safety education and enforcement events.

Recommendation: Authorize the Chief of Police to accept grant funding through the OTS STEP Grant Program.

b. Amendments to Contract Services Agreements for Extension of On-Call Water Engineering Services with Michael Baker International and AKM Consulting Engineers

Summary: Michael Baker International and AKM Consulting Engineers were both retained through on-call services agreements for water engineering design services in July 2017 after a competitive Request for Proposal process. The executed agreements allow for the term to be extended for up to three additional one-year terms. The proposed recommendations will exercise the option to extend the term of the current contracts by one additional year and modify the annual not-to-exceed \$100,000 limit. The new not-to-exceed contract amounts for each agreement will be \$400,000, and the total contract term will be four years.

Recommendations: 1. Authorize the City Manager to execute Amendment No. 1 with Michael Baker International (MBI) and AKM Consulting Engineers (AKM) for on-call water engineering design services to extend the term of the contracts by an additional year through July 11, 2021 and increase the not-to-exceed contract amount to \$400,000. 2. Authorize staff to use prior unencumbered contract amounts for MBI under the not-to-exceed \$100,000 annual restriction to be utilized towards future services in the amount of \$38,415 and authorize a budget adjustment in this amount for Fiscal Year (FY) 2020-21. 3. Authorize staff to use prior unencumbered contract amounts for AKM under the not-to-exceed \$100,000 annual restriction to be utilized towards future services in the amount of \$179,305 and authorize a budget adjustment in this amount for FY 2020-21.

c. Resolution Amending Conflict of Interest Code

Summary: Government Code Section 87300 et. seq. requires local governments to review their conflict of interest code to determine its accuracy or make amendments. It is necessary to amend the City's Conflict of Interest Code to add City employee classifications and update the schedule of designated employees.

Recommendation: Waive further reading and adopt Resolution No. 2020-09-6590 amending Resolution No. 2019-08-6333, amending the Conflict of Interest Code for the City of Signal Hill.

d. Schedule of Investments and Monthly Transaction Report

Summary: The Schedule of Investments is a listing of all surplus funds invested for both the City and the Successor Agency to the former Signal Hill Redevelopment Agency as of the date shown on the report. The monthly transaction report provides the changes in investments for the prior month.

Recommendation: Receive and file.

e. Warrant Register Dated September 22, 2020

Summary: The Warrant Register is a listing of all general checks issued since the prior warrant register and warrants to be released upon City Council approval.

Recommendation: Authorize payment of Warrant Register dated September 22, 2020.

f. Minutes of the Following Meetings

Regular Meeting of September 8, 2020, Special Meeting of September 10, 2020, and Special Meeting of September 15, 2020.

Recommendation: Approve.

Council Member Wilson requested pulling Consent Calendar item (c).

It was moved by VICE MAYOR HANSEN and seconded by COUNCIL MEMBER WOODS to approve Consent Calendar items (a), (b), (d), (e), and (f).

The following vote resulted:

AYES:      MAYOR COPELAND  
                 VICE MAYOR HANSEN  
                 COUNCIL MEMBER JONES  
                 COUNCIL MEMBER WILSON  
                 COUNCIL MEMBER WOODS

NOES:      NONE

ABSENT:      NONE

ABSTAIN:      NONE

c. Resolution Amending Conflict of Interest Code

Council Member Wilson requested a staff report.

City Manager presented the staff report.

Mayor Copeland invited the public to comment on the agenda item.

There was no public comment.

It was moved by COUNCIL MEMBER WILSON and seconded by COUNCIL MEMBER JONES to waive further reading and adopt Resolution No. 2020-09-6590 amending Resolution No. 2019-08-6333, amending the Conflict of Interest Code for the City of Signal Hill.

The following vote resulted:

AYES:      MAYOR COPELAND  
                 VICE MAYOR HANSEN  
                 COUNCIL MEMBER JONES  
                 COUNCIL MEMBER WILSON  
                 COUNCIL MEMBER WOODS

NOES:      NONE

ABSENT:      NONE

ABSTAIN:      NONE

### **COUNCIL AGENDA--NEW BUSINESS**

Mayor Copeland reminded the public to wear face coverings.

City Manager addressed a question Mayor Copeland asked earlier regarding election campaigning.

City Clerk, Vice Mayor Hansen, and Council Member Wilson asked questions regarding flags at half-mast.

City Manager addressed the questions posed by City Clerk, Vice Mayor Hansen, and Council Member Wilson.

Council Member Wilson requested tonight's meeting be adjourned in honor of Bonnie Virga, longtime Signal Hill volunteer and member of the Signal Hill Historical Society and Friends of the Library, and Supreme Court Justice Ruth Bader Ginsburg.

Mayor Copeland spoke in memory of Bonnie Virga.

### **RECESS TO CLOSED SESSION AT 9:35 P.M.**

It was moved by COUNCIL MEMBER WOODS and seconded by VICE MAYOR HANSEN to recess to closed session to discuss closed session item (b).

The following vote resulted:

AYES:      MAYOR COPELAND  
                 VICE MAYOR HANSEN  
                 COUNCIL MEMBER JONES  
                 COUNCIL MEMBER WILSON  
                 COUNCIL MEMBER WOODS

NOES:      NONE

ABSENT:      NONE

ABSTAIN:      NONE

Council Member Wilson left closed session at 9:37 p.m.

Council Member Jones left closed session at 11:13 p.m.

**RECONVENE REGULAR MEETING AT 11:14 P.M.**

**CLOSED SESSION REPORT**

Interim City Attorney reported that item (b) was discussed and no reportable action was taken.

**ADJOURNMENT**

It was moved by VICE MAYOR HANSEN and seconded by COUNCIL MEMBER WOODS to adjourn tonight's meeting in honor of Bonnie Virga, longtime Signal Hill volunteer and member of the Signal Hill Historical Society and Friends of the Library, and Supreme Court Justice Ruth Bader Ginsburg. The next regular meeting of the Signal Hill City Council will be held on Tuesday, October 13, 2020, at 7:00 p.m. via video and teleconference. Instructions to participate in the meeting will be provided on the meeting agenda.

The following vote resulted:

AYES:      MAYOR COPELAND  
                 VICE MAYOR HANSEN  
                 COUNCIL MEMBER WOODS

NOES:      NONE

ABSENT:      COUNCIL MEMBER JONES  
                 COUNCIL MEMBER WILSON

ABSTAIN:      NONE

MAYOR COPELAND adjourned the meeting at 11:15 p.m.

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ROBERT D. COPELAND  
MAYOR

Attest:

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CARMEN R. BROOKS  
CITY CLERK