



## CITY OF SIGNAL HILL

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2175 Cherry Avenue • Signal Hill, California 90755-3799

THE CITY OF SIGNAL HILL  
WELCOMES YOU TO A REGULAR  
CITY COUNCIL MEETING  
February 08, 2022

**\* \* \* THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF GOVERNMENT CODE SECTION 54953 (AS AMENDED BY AB 361) WHICH AUTHORIZES TELECONFERENCED MEETINGS UNDER THE BROWN ACT DURING CERTAIN PROCLAIMED STATES OF EMERGENCY. THE GOVERNOR OF CALIFORNIA PROCLAIMED A STATE OF EMERGENCY RELATED TO COVID-19 ON MARCH 4, 2020. THIS TELECONFERENCED MEETING IS NECESSARY SO THAT THE CITY CAN CONDUCT ESSENTIAL BUSINESS AND IS PERMITTED UNDER GOVERNMENT CODE 54953 IN ORDER TO PROTECT PUBLIC HEALTH AND SAFETY OF ATTENDEES. \* \* \***

**Consistent with Government Code Section 54953, this City Council Meeting will be held via video/teleconference only and will not be physically open to the public. Council Members and staff will teleconference into the meeting by audio and/or video. The meeting will be conducted via Zoom.**

Meetings begin at 6:00 pm with the conduct of any business permitted to be conducted in closed session by the Brown Act (Government Code Section 54950, et seq.), if any, and with the public portion of the meeting beginning at 7:00 pm. There is a period for public comment on closed session matters at 6:00 pm prior to the closed session. In the event there is no business to be conducted in closed session, the regular meeting shall begin at 7:00 pm. There is a public comment period at the beginning of the regular meeting. Any person wishing to comment shall be allotted three minutes per distinct item. Any meeting may be adjourned to a time and place stated in the order of adjournment.

The agenda is posted 72 hours prior to each meeting on the City's website and outside of City Hall. The agenda and related reports are also available for review online at [www.cityofsignalhill.org](http://www.cityofsignalhill.org).

In order to minimize the spread of the COVID-19 virus, this will be a virtual meeting.

**To view or listen to the meeting live at 7:00 p.m.:**

- City of Signal Hill website at [www.cityofsignalhill.org](http://www.cityofsignalhill.org), select the City Council Meetings Link from the home page.
- Charter Spectrum Channel 3 or Frontier FiOS Channel 38.
- Call (408) 638-0968 (audio only) and enter meeting ID: 881-4793-6648, press # when prompted to provide participant ID, and enter passcode: 374778. If you would like to make a public comment, please notify the meeting host by pressing \*9 on the telephone keypad.

**To view and participate (closed session at 6:00 p.m. and regular meeting at 7:00 p.m.):**

- Visit <https://zoom.us/j/88147936648> on your desktop computer or laptop and enter passcode: 374778; or
- Visit [www.zoom.us](http://www.zoom.us) on your desktop computer or laptop, click on “Join a Meeting”, and enter meeting ID: 881-4793-6648 and passcode: 374778 when prompted; or
- Download the app from the app store if you are using a smart phone and enter meeting ID: 881-4793-6648 and passcode: 374778 when prompted.
- Please note that you will be placed in a “listen only” mode and your video feed will not be shared with the Council or public. If you would like to make a public comment, please notify the meeting host by raising your virtual hand (see hand icon at bottom of screen) and you will be invited to speak when the City Council is taking public comments. Please do not simultaneously use a microphone through Zoom and a cellphone/telephone. That combination results in audio problems for all participants.
- To make a general public comment or comment on a specific agenda item, you may also submit your comment, limited to 250 words or less, to the City Clerk at [cityclerk@cityofsignalhill.org](mailto:cityclerk@cityofsignalhill.org) not later than 5:00 p.m. on Tuesday, February 8, 2022. Written comments will be provided electronically to City Council and attached to the meeting minutes. Written comments will not be read into the record.
- The City is not responsible for meeting disruptions or technical difficulties; however, if you are disconnected, please repeat the steps above.

The City of Signal Hill thanks you in advance for taking all precautions to prevent spreading the COVID-19 virus.

City Council Members are compensated \$694.14 per month. City Clerk and City Treasurer are compensated \$421.20 per month.

**(1) CALL TO ORDER – 6:00 P.M.****(2) ROLL CALL**

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

**(3) CLOSED SESSION**

- a. A CLOSED SESSION WILL BE HELD PURSUANT TO GOVERNMENT CODE SECTION 54957, TO CONDUCT DEPARTMENT HEAD EVALUATIONS.

**(4) PUBLIC BUSINESS FROM THE FLOOR ON CLOSED SESSION ITEMS****(5) RECESS TO CLOSED SESSION****(6) RECONVENE REGULAR MEETING – 7:00 P.M.****(7) PLEDGE OF ALLEGIANCE****(8) CLOSED SESSION REPORT****(9) PUBLIC BUSINESS FROM THE FLOOR AND PUBLIC COMMENT PERIOD ON ITEMS ON THE AGENDA AND NOT ON THE AGENDA EXCEPT THOSE RELATED TO PUBLIC HEARINGS (SPEAKERS WILL BE GIVEN THREE MINUTES FOR EACH DISTINCT ITEM)****(10) COMMUNITY ANNOUNCEMENTS****(11) PRESENTATIONS**

- a. SIGNAL HILL LIBRARIAN WILL PROVIDE A PRESENTATION ON NEW COMPUTER PROGRAMS AND SERVICES AVAILABLE AT THE LIBRARY.
- b. COMMUNITY SERVICES DIRECTOR WILL PROVIDE A PRESENTATION ON BLACK HISTORY MONTH.
- c. CITY MANAGER WILL PROVIDE A PRESENTATION ABOUT COVID-19-RELATED COMMUNITY UPDATES.

**(12) CITY MANAGER REPORTS**

- a. FUTURE AGENDA ITEM CONSIDERATION - REQUEST FROM BEN KITCHENS REGARDING PROPOSED EAGLE SCOUT SERVICE PROJECT

Summary:

At the City Council meeting of January 25, 2022, Council Member Woods requested and Mayor Jones seconded the placement of a discussion item regarding the following for a future agenda: request from Signal Hill resident Ben Kitchens regarding proposed Eagle Scout service project.

Recommendation:

Provide direction to staff regarding the placement of the requested item on a future agenda.

- b. 2021 ANNUAL REVIEW OF PROPERTIES WITH A CONDITIONAL USE PERMIT

Summary:

Staff will present the findings of the 2021 Conditional Use Permit (CUP) Annual Review. The CUP Annual Review is a tool to confirm compliance with CUP conditions, and to note any reportable observations regarding general site maintenance. To ensure compliance, a field inspection of each CUP site is conducted on an annual basis, or as needed. Per Signal Hill Municipal Code Section 20.64.120, the City Council has the authority to revoke any CUP for noncompliance with the conditions set forth in the approved permit. Staff inspected the sites for all the 54 active CUPs and found all of them to be in substantial compliance with their approved conditions. No revocations are recommended at this time.

Recommendation:

Receive and file.

- c. RESOLUTION ADOPTING AN ENCROACHMENT AGREEMENT PROGRAM AND POLICY

Summary:

The Public Works Department is proposing an Encroachment Agreement Program and Policy to enable property owners to place typical and routine improvements such as fencing, planters, mailboxes, and decorative improvements (pavers, brick, stone, etc.) within the public parkway adjacent to their property while indemnifying the City and protecting the City's primary rights to utilize the right-of-way when needed.

Recommendations:

1. Adopt a resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL,  
CALIFORNIA, APPROVING AN ENCROACHMENT AGREEMENT  
PROGRAM AND POLICY

2. Authorize the Public Works Director to approve and execute Encroachment Agreements for minor improvements that are typical and routine.

- d. CANNABIS ROADMAP

Summary:

At its meeting of January 25, 2022, the City Council provided direction to staff to present at the Parks and Recreation Commission and the Planning Commission, as well as host a series of community workshops, highlighting the proposed

cannabis buffer map and desired components to be included in a ballot measure for the November 2022 General Municipal Election regarding cannabis operations and cannabis taxing structure. Based on Council direction, staff has prepared a roadmap and associated recommendations.

Recommendations:

1. Approve the draft roadmap.
2. Appoint two City Council Members to the Cannabis Ordinance Ad Hoc Subcommittee to meet with the City Attorney, City Manager, and relevant staff in the drafting of the Cannabis Ordinance regarding cannabis operations and a potential licensing, permitting, and taxation structure.
3. Direct staff to utilize the appropriate purchasing and contract mechanism to retain a professional services consultant to develop a potential licensing, permitting, and taxation structure for cannabis-related operations in Signal Hill based on the requested associated budget adjustment.
4. Adopt a resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, AMENDING THE ADOPTED BUDGET AND AUTHORIZING BUDGET APPROPRIATIONS FOR FISCAL YEAR 2021-22 TO INCORPORATE FUNDING RELATED TO DRAFTING OF A CANNABIS ORDINANCE AND DEVELOPMENT OF A POTENTIAL LICENSING, PERMITTING, AND TAXATION STRUCTURE FOR CANNABIS-RELATED OPERATIONS IN SIGNAL HILL

5. Provide staff with any other relevant direction.

**(13) CONSENT CALENDAR**

The following Consent Calendar items are expected to be routine and non-controversial. Items will be acted upon by the Council at one time without discussion. Any item may be removed by a Council Member for discussion.

- a. RESOLUTION ESTABLISHING ANNUAL SALARY FOR CITY MANAGER AND RESOLUTION ADOPTING A CITY-WIDE SALARY SCHEDULE

Summary:

At its meeting of January 25, 2022, the City Council approved a second amendment to the City Manager Employment Agreement. Revisions to the Management Resolution and the resolution establishing the approved City Manager annual salary in the city-wide Salary Schedule are necessary as required by the Signal Hill Municipal Code and the California Public Employees' Retirement System (CalPERS).

Recommendations:

1. Adopt a resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, AMENDING RESOLUTION NO. 2021-06-6624, REVISING MANAGEMENT SALARY RANGES TO ESTABLISH THE SALARY FOR CITY MANAGER

2. Adopt a resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, AMENDING RESOLUTION NO. 2021-06-6625, APPROVING AND ADOPTING A CITY-WIDE PAY SCHEDULE AS REQUIRED BY THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)

- b. CONTRACT AMENDMENT REGISTER DATED FEBRUARY 8, 2022

Summary:

The Contract Amendment Register is a listing of proposed contract amendments eligible for streamlined processing based upon the following criteria as documented in the City's Purchasing Policy:

- Funds have been authorized as part of the adopted fiscal year Operating Budget;
- Staff are satisfied with the goods/services received to date; and
- City Manager has reviewed and approved each amendment for streamlined processing.

Two contract amendments are being presented for City Council consideration. The amendments were prepared in a form approved by the City Attorney and are included as attachments.

Recommendation:

Authorize the Contract Amendment Register dated February 8, 2022.

- c. CONTINUANCE OF THE PROCLAMATION OF THE EXISTENCE OF A LOCAL EMERGENCY IN RESPONSE TO COVID-19 AND FINDINGS RELATED TO AB 361 EXEMPTING THE CITY FROM BROWN ACT TELECONFERENCING RULES

Summary:

The City Council will consider the continuance of the proclamation of the existence of a local emergency in response to the current public health crisis related to COVID-19. The City Council will also consider whether to continue to hold virtual meetings of all City legislative bodies, as allowed by Assembly Bill (AB) 361.

Recommendations:

1. Receive and file report regarding the continuance of the existence of a local emergency in response to COVID-19.
  2. Direct all City legislative bodies to continue to hold meetings virtually and determine that such meetings are exempt from the Brown Act teleconferencing rules based on the following findings set forth in AB 361:
    - a. There is a Statewide state of emergency in effect in response to the COVID-19 pandemic; and
    - b. State or local officials have imposed or recommended measures to promote social distancing.
  3. Direct staff, no later than 30 days after the City Council approves the recommended action, to report back on the state-proclaimed state of emergency so that City Council may reconsider the circumstances of the emergency and, if appropriate, make findings to continue to hold virtual meetings of City legislative bodies pursuant to AB 361.
- d. WARRANT REGISTER DATED FEBRUARY 8, 2022

Summary:

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

Recommendation:

Authorize payment of the Warrant Register dated February 8, 2022.

- e. MINUTES OF THE FOLLOWING MEETING

Summary:

Regular Meeting of January 25, 2022.

Recommendation:

Approve.

**(14) COUNCIL AGENDA--NEW BUSINESS**

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

**(15) ADJOURNMENT**

Tonight's meeting will be adjourned in memory of Signal Hill resident, community leader, and Parks and Recreation Commission Terry Rogers. The next regular meeting of the Signal Hill City Council will be held on Tuesday, February 22, 2022, at 7:00 p.m. via video and teleconference. Instructions to participate in the meeting will be provided

on the meeting agenda.

**CITIZEN PARTICIPATION**

Routine matters are handled most quickly and efficiently if contact is made with the City department directly concerned. However, if you would like to request that a matter be presented for City Council consideration, you may do so by writing to the City Council, City Clerk, or City Manager. The deadline for agenda items is 12 noon on the Tuesday preceding the Council and Agency meetings. The complete agenda, including back up materials is available on the City website on the Friday preceding the meeting.

If you need special assistance beyond what is normally provided to participate in City meetings, the City will attempt to accommodate you in every reasonable manner. Please call the City Clerk's office at (562) 989-7305 at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible.