



CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal Hill, California 90755-3799

THE CITY OF SIGNAL HILL
WELCOMES YOU TO A REGULAR
CITY COUNCIL MEETING
February 14, 2023

* * * Pursuant to Government Code Section 54953 (as amended by AB 361) and City Council Resolution No. 2020-03-6557, this meeting will be conducted using a hybrid meeting format in which members of the City Council, members of the public, and City staff may physically attend the meeting or virtually participate by audio and/or video. To protect members of the City Council, members of the public, and City staff, face masks are encouraged but not required. The City will evaluate the current circumstances before each meeting to decide if it is safe to change COVID-19 safety protocols. * * *

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.

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

- City of Signal Hill website at 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.):

- In-person: Council Chambers of City Hall, 2175 Cherry Avenue, Signal Hill, California.
- Visit <https://zoom.us/j/88147936648> on your desktop computer or laptop and enter passcode: 374778; or
- Visit 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 not later than 5:00 p.m. on Tuesday, February 14, 2023. 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 \$722.18 per month. City Clerk and City Treasurer are compensated \$438.22 per month.

(1) CALL TO ORDER – 7:00 P.M.**(2) ROLL CALL**

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

(3) PLEDGE OF ALLEGIANCE**(4) PUBLIC BUSINESS FROM THE FLOOR ON ITEMS NOT LISTED ON THE AGENDA
(SPEAKERS WILL BE GIVEN THREE MINUTES FOR EACH DISTINCT ITEM)****(5) COMMUNITY ANNOUNCEMENTS**

(6) CITY MANAGER REPORTS**a. AWARD OF CONTRACT - FIVE-YEAR STRATEGIC PLAN****Summary:**

The City of Signal Hill's most recent Strategic Plan covered the years 2015-2019. The City Council previously directed staff to issue a Request for Proposals to select a consultant to work with elected officials and staff to develop a new strategic plan covering 2022-2027. While the selection process occurred last year, the contract award was delayed by six months due to the need to recruit a permanent City Manager. Given this delay, the five-year strategic planning period will now cover the period from 2023-2028. As part of the selection process, the City received four (4) proposals and interviewed the three (3) highest scoring consultants. After interviews, staff is recommending the selection of Moss Adams LLP to complete the project.

Recommendation:

Authorize the City Manager to enter into a Professional Consultant Services Agreement with Moss Adams LLP for a total not-to-exceed amount of \$41,800 for a one-year term, in a form approved by the City Attorney.

b. SIGNAL HILL CITY CLERK VACANCY**Summary:**

Signal Hill's City Clerk, Carmen Brooks, has submitted her resignation effective March 1, 2023, as she will be relocating outside of Signal Hill. Government Code section 36512(b) requires that the City Council either appoint a City Clerk or determine an election date by April 30, 2023. This report discusses the options available to the City Council.

Recommendation:

Provide direction to staff on the City Council's preferred alternative to fill the City Clerk vacancy.

c. AUTHORIZE SOLICITATION OF A REQUEST FOR PROPOSALS FOR PROFESSIONAL CONSULTING SERVICES TO CONDUCT A COMPREHENSIVE FEE STUDY, DEVELOPMENT IMPACT FEE STUDY, AND A COST ALLOCATION PLAN STUDY**Summary:**

The City Council will consider authorizing staff to issue a Request for Proposals (RFP) for professional consulting services for a comprehensive fee study (also referred to as User Fee Study), comprehensive development impact fee study to support a citywide impact fee program that meets the requirements of the Mitigation Fee Act (California Government Code Section 66000 et seq., also

known as "AB 1600"), and a Cost Allocation Plan (CAP) Study.

Recommendation:

Authorize the Finance Director to issue the RFP for professional consulting services for a comprehensive fee study, comprehensive development impact fee study to support a citywide impact fee program that meets the requirements of the Mitigation Fee Act (California Government Code Section 66000 et seq., also known as "AB 1600"), and a CAP Study.

- d. RESOLUTION APPROVING A LIST OF PROJECTS FUNDED BY SENATE BILL 1 (SB 1) - THE ROAD REPAIR AND ACCOUNTABILITY ACT FOR FISCAL YEAR (FY) 2023-24

Summary:

The City Council will consider adopting a resolution to incorporate a list of projects funded by SB 1 - The Road Repair and Accountability Act for FY 2023-24.

Recommendation:

Adopt a resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, APPROVING THE LIST OF PROJECTS FOR FISCAL YEAR 2023-24 TO BE FUNDED BY SB 1 - THE ROAD REPAIR AND ACCOUNTABILITY ACT

- e. LOAN AGREEMENT FOR CONSTRUCTION OF GUNDRY RESERVOIR ROOF REPLACEMENT PROJECT

Summary:

City Council will consider approval of an Inter-Fund Loan Agreement between the City's General Fund and Water Enterprise Fund for the construction of Gundry Reservoir Roof Replacement Project. The Inter-Fund Loan Agreement will be for a not-to-exceed amount of \$1.9 million at zero interest and payment term of 20 years with the first payment beginning on January 1, 2025, in the amount of \$95,000.

Recommendation:

Authorize the Mayor to execute an Inter-Fund Loan Agreement between the City's General Fund and Water Enterprise Fund for \$1.9 million at zero interest and payment term of 20 years.

(7) 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. 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.
- b. CONTRACT AMENDMENT REGISTER DATED FEBRUARY 14, 2023

Summary:

The Contract Amendment Register is a listing of proposed contract amendments and project change orders 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:

- 1) Michael Baker International, Inc. provides on-call water engineering consulting services. The amendment includes a time extension to the on-call agreement to complete an on-going design services task for the

33rd Street Water Main Replacement Project, currently at 90% design stage.

- 2) Tetra Tech, Inc. is under contract to provide engineering and project management services for the Well 8 Demolition and Well 10 Construction Project, which is currently nearing completion of construction. The amendment extends the contract to complete construction management services on the Well 8 Demolition and Well 10 Construction Project, increases the scope of the agreement to include a water quality and treatability study and memorandum of Well 10 requested by California Division of Drinking Water, and increases the compensation by \$8,000.

Recommendation:

Authorize the Contract Amendment Register dated February 14, 2023.

- c. WARRANT REGISTER DATED FEBRUARY 14, 2023

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 14, 2023.

- d. APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of January 24, 2023.

Recommendation:

Approve the meeting minutes.

(8) COUNCIL AGENDA--NEW BUSINESS

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

(9) ADJOURNMENT

Tonight's meeting will be adjourned to the next regular meeting of the Signal Hill City Council to be held on Tuesday, February 28, 2023, at 7:00 p.m. (hybrid meeting format, including in-person, and video and teleconference participation options). 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.