



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
January 23, 2024

The City of Signal Hill appreciates your attendance. Citizen interest provides the Council and Agency with valuable information regarding issues of the community. Meetings are held on the 2nd and 4th Tuesday of every month.

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 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.

To participate during the regular meeting at 7:00 p.m.:

- In-person Participation: Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, California.
- 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, January 23, 2024. Written comments will be provided electronically to City Council and attached to the meeting minutes. Written comments will not be read into the record.

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

(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) **PRESENTATIONS**

- a. STUDENT REPRESENTATIVES FROM THE AMERICAN UNIVERSITY OF HEALTH SCIENCES WILL PROVIDE A PRESENTATION TITLED, "MENTAL HEALTH AND ITS RELATIONSHIP WITH GUT MICROBIOTA".
- b. THE ADMINISTRATION DEPARTMENT STAFF WILL INTRODUCE ALFA LOPEZ, ASSISTANT TO THE CITY MANAGER/ECONOMIC DEVELOPMENT MANAGER. ALFA HAS OVER 15 YEARS OF PROFESSIONAL EXPERIENCE IN LOCAL GOVERNMENT, HAVING WORKED FOR THE CITY OF DIAMOND BAR FOR NINE YEARS AS A PRINCIPAL MANAGEMENT ANALYST IN THE CITY MANAGER'S OFFICE. ALFA PREVIOUSLY WORKED FOR THE CITIES OF COSTA MESA AND POMONA FOR SEVEN YEARS. ALFA IS A VERY EXPERIENCED AND WELL-ROUNDED LOCAL GOVERNMENT PROFESSIONAL WITH A STRONG BACKGROUND IN ECONOMIC DEVELOPMENT. OVERALL, HER EXPERIENCE AS A GENERALIST AND ECONOMIC DEVELOPER WILL ENABLE THE CITY TO FILL PROJECT MANAGEMENT ROLES IN MULTIPLE AREAS. IN ADDITION TO HOLDING A BACHELOR'S DEGREE FROM CALIFORNIA STATE UNIVERSITY LOS ANGELES AND A MASTER'S DEGREE FROM UNIVERSITY OF LA VERNE, ALFA IS ALSO A LICENSED REALTOR.
- c. THE PUBLIC WORKS DEPARTMENT WILL PROVIDE A PRESENTATION TITLED "PROJECT STATUS UPDATE FOR THE EAST 20TH STREET AND REDONDO AVENUE INTERSECTION IMPROVEMENT PROJECT".

(7) **PUBLIC HEARINGS**

- a. PUBLIC HEARING - RESOLUTION APPROVING THE PROPOSED USE OF FISCAL YEAR (FY) 2024-25 COMMUNITY DEVELOPMENT BLOCK GRANT

(CDBG) FUNDS

Summary:

Form of Notice: Notice was published in the Signal Tribune newspaper per Government Code Section 65091(a)(4) and posted in accordance with the Signal Hill Municipal Code Section 1.08.010 on Friday, January 5, 2024.

The City Council will conduct a public hearing and consider proposed uses for the City's FY 2024-25 Community Development Block Grant (CDBG) funding allocation. The Los Angeles County Development Authority (LACDA) estimates the City will receive approximately \$83,560 to use on CDBG projects and programs.

Staff is proposing to allocate the funding for two purposes: (1) continuation of the City's Food Distribution programs and (2) construction of Americans with Disabilities Act (ADA) Streets and Sidewalk Improvements. If approved, the City Council is required to adopt a resolution affirming the use of CDBG funds for the projects.

Strategic Plan Goal(s):

Goal No. 4 Infrastructure: Maintain and improve the City's physical infrastructure, water system, and recreational spaces.

Goal No. 5 High-Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

1. Adopt the following resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, APPROVING THE CITY'S PROPOSED COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS FOR FISCAL YEAR 2024-25

2. Approve the CDBG estimated allocation for FY 2024-25 in the amount of \$83,560 and the proposed expenditures of these allocations.

(8) CITY MANAGER REPORTS

- a. INTERVIEWS AND APPOINTMENT TO THE PARKS AND RECREATION COMMISSION

Summary:

On November 14, 2023, the City Council authorized staff to open a recruitment process seeking residents interested in serving as a Parks and Recreation

Commissioner for the remaining term vacancy through May 31, 2025. This evening, the City Council will interview candidates and appoint a Parks and Recreation Commissioner.

Strategic Plan Goal(s):

Goal No. 5 High-Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

Interview and appoint one Commissioner to the Parks and Recreation Commission to serve the vacant term through May 31, 2025.

b. 2023 ANNUAL REVIEW OF PROPERTIES WITH A CONDITIONAL USE PERMIT

Summary:

The Community Development Department conducts an annual review of properties with active Conditional Use Permits (CUPs). The CUP Annual Review is a tool to confirm compliance with CUP conditions of approval by performing site inspections to verify compliance, observe site maintenance, and oversee operations. Staff will present the findings of the 2023 CUP Annual Review.

Strategic Plan Goal(s):

Goal No. 5 High Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

Provide direction as deemed appropriate or receive and file.

c. ADOPT A RESOLUTION AUTHORIZING APPROPRIATIONS FOR THE FISCAL YEAR 2022-23 GENERAL FUND OPERATING SURPLUS; CURRENT YEAR APPROPRIATION ADJUSTMENTS AND CAPITAL IMPROVEMENT PLAN BUDGET AND RELATED FUNDING; TRANSFERS FOR CAPITAL IMPROVEMENT PLAN PROJECTS, AND RELATED FUNDING TRANSFERS FOR PHASE 1 OF THE CIVIC CENTER MASTER PLAN BUDGET; AMENDING THE FISCAL YEAR 2023-2024 BUDGET; AND APPROVAL OF THE CIVIC CENTER MASTER PLAN PHASE I BUDGET

Summary:

Staff presented the Annual Comprehensive Financial Report (ACFR) findings for Fiscal Year 2022-23 at the December 12, 2023, City Council meeting. The ACFR highlighted a General Fund operating surplus of approximately \$8 million, which is a combination of revenues and operational savings. Staff recommends

a proportional share distribution of the surplus towards projects, programs, and reserves, further reinforcing the City's commitment to prudent fiscal management. The City's General Fund reserve target is estimated to be at approximately 76% of the current year FY 23-24 adopted budget expenditures after netting out all proposed appropriations.

As discussed at the Special Council Meeting of December 5, 2023, there is a need to finalize the amphitheater construction phase of the Civic Center Master Plan. Staff recommends allocating a portion of the surplus fund balance in the amount of \$4.4 million, to the Civic Center Master Plan Reserve Fund. This recommendation will enable the City to begin pre-development activity associated with the proposed amphitheater project.

This report will provide an overview of the financial results and a detailed list of proposed surplus appropriations towards reserve allocations and other critical program, operational, and project needs. In conjunction with and related to the reserve allocations, staff is also seeking approval to utilize the surplus to fund Phase 1 of the Civic Center Master Plan Project.

Strategic Plan Goal(s):

- Goal No. 1 Financial Stability: Ensure the City's long-term financial stability and resilience.
- Goal No. 4 Infrastructure: Maintain and improve the City's physical infrastructure, water system, and recreational spaces.
- Goal No. 5 High-Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendations:

1. Approve the proposed appropriations and reserve transfers from FY 2022-23 to FY 2023-24 operating budget and reserve balances, utilizing the current FY 2022-23 General Fund operating surplus of \$7,996,701.
2. Approve the Civic Center Master Plan Phase I budget.
3. Adopt a resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, AUTHORIZING APPROPRIATIONS FROM THE FISCAL YEAR 2022-23 GENERAL FUND OPERATING SURPLUS, CURRENT YEAR APPROPRIATION ADJUSTMENTS, AND CAPITAL IMPROVEMENT PLAN BUDGET AND RELATED FUNDING TRANSFERS FOR PHASE 1 OF THE CIVIC CENTER MASTER PLAN PROJECT, AMENDING THE FISCAL YEAR 2023-24 BUDGET

(9) 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 DECLARING FINAL ACCEPTANCE OF THE PALM DRIVE PAVEMENT REHABILITATION PROJECT FROM OBISPO AVENUE TO E. WILLOW STREET (PROJECT NO. 90.24003) PURSUANT TO THE PUBLIC WORKS CONTRACT WITH HARDY & HARPER INC.

Summary:

Hardy & Harper Incorporated (H&H) completed the work for the Palm Drive Pavement Rehabilitation Project, from Obispo Avenue to East Willow Street (Project No. 90.24003) (Project) to the satisfaction of the Public Works Department and in accordance with the project plans and specifications. Staff recommends the City Council adopt a resolution declaring final acceptance of the work performed by H&H and issuance of final payment.

Strategic Plan Goal(s):

Goal No. 4 Infrastructure: Maintain and improve the City's physical infrastructure, water system, and recreational spaces.

Recommendation:

Adopt a resolution, entitled:

A RESOLUTION OF THE CITY OF SIGNAL HILL, CALIFORNIA, DECLARING WORK TO BE COMPLETED IN CONFORMANCE WITH THE PLANS AND SPECIFICATIONS FOR THE PALM DRIVE PAVEMENT REHABILITATION PROJECT FROM OBISPO AVENUE TO EAST WILLOW STREET (PROJECT NO. 90.24003), IN ACCORDANCE WITH THE CONTRACT ENTERED INTO BETWEEN HARDY & HARPER INCORPORATED AND THE CITY OF SIGNAL HILL

- b. RATIFICATION OF PURCHASE ORDER TO PURCHASE TWO (2) CITY VEHICLES UTILIZING THE SOURCEWELL COOPERATIVE PURCHASE AGREEMENT WITH NATIONAL FLEET AUTO GROUP

Summary:

Sourcewell is a cooperative purchasing process that leverages competitive bidding conducted by other government agencies to acquire goods and services. The City's Purchasing Ordinance Section 3.20.120(e.) authorizes the use of cooperative purchasing agreements, such as Sourcewell, recognizing the efficiency of procuring goods and services at competitive pricing. In late 2023, Public Works identified two vehicles whose maintenance costs substantially outweighed the cost of ongoing repair. Due to the long lead times associated

with securing fleet vehicles and the immediate replacement need, the City Manager authorized purchase orders for two trucks: an electric Ford F-150 for Public Works and a standard Ford F-150 for the Police Department. Staff is providing an update of these purchases for the City Council's information. The City Council previously approved a budget for vehicle replacements in the Fiscal Year 2023-2024 budget. Staff will procure the vehicles utilizing a government purchasing contract from Sourcewell, Contract #091521-NAF, available through National Fleet Auto Group.

Strategic Plan Goal(s):

Goal No. 4 Infrastructure: Maintain and improve the City's physical infrastructure, water system, and recreational spaces.

Recommendation:

Ratify the City Manager's requested purchase of two City vehicles utilizing the Sourcewell Cooperative Purchase Agreement with National Fleet Auto Group.

- c. FIRST AMENDMENT TO THE GENERAL SERVICES AGREEMENT WITH D&H WATER SYSTEMS FOR THE INSTALLATION OF A DISINFECTION STATION AT TEMPLE RESERVOIR

Summary:

The City Council will consider amending a General Services Agreement with D&H Water Systems, increasing the agreement amount from \$171,890 to \$272,500 and extending the project completion date to November 30, 2024. This amendment results from the expanded scope of work following additional plan check comments, permit amendment conditions, and a Sanitary Survey conducted by the State Water Resources Control Board's Division of Drinking Water. Approval of this amendment would facilitate the effective implementation of the required disinfection system at Temple Reservoir.

Strategic Plan Goal(s):

Goal No. 4 Infrastructure: Maintain and improve the City's physical infrastructure, water system, and recreational spaces.

Goal No. 5 High Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendations:

1. Authorize the City Manager to execute the first amendment to a General Services Agreement with D&H Water Systems for the construction of a Disinfection Station at Temple Reservoir thereby increasing the compensation by \$100,610 for a total not-to-exceed contract amount of \$272,500, in a form approved by the City Attorney.

2. Authorize the Director of Public Works to utilize a project contingency of up to 10% (\$27,250) to accommodate additional scope of work in the event of changed or unforeseen conditions, for a total construction budget of \$299,750.
3. 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 2023-24

d. CONTRACT AMENDMENT REGISTER DATED JANUARY 23, 2024

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
- The City Manager reviewed and approved each amendment for streamlined processing.

The contract amendment being presented for City Council consideration is as follows:

Allied Universal Security Services, Incorporated would provide armed security officers after-hours and on Independence Day at City parks and facilities. Amendment No. 8 would extend the term through December 31, 2024, and increase the total compensation by \$97,182 for a new not-to-exceed amount of \$763,870. Staff plans to issue a Request for Proposal for these services later this year.

Strategic Plan Goal(s):

Goal No. 2 Community Safety: Maintain community safety by supporting public safety services and increasing emergency preparedness.

Recommendation:

Authorize the Contract Amendment Register dated January 23, 2024.

e. 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.

Strategic Goal(s):

Goal No. 1 Financial Stability: Ensure the City's long-term financial stability and resilience.

Recommendation:

Receive and file.

f. WARRANT REGISTER DATED JANUARY 23, 2024

Summary:

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

Strategic Plan Goal(s):

Goal No. 1 Financial Stability: Ensure the City's long-term financial stability and resilience.

Recommendation:

Authorize payment of the Warrant Register dated January 23, 2024.

g. APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of January 9, 2024.

Strategic Plan Goal(s):

Goal No. 5 High-Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

Approve the meeting minutes.

(10) COUNCIL AGENDA--NEW BUSINESS

COUNCIL MEMBER JONES
COUNCIL MEMBER HANSEN
COUNCIL MEMBER COPELAND

VICE MAYOR WILSON
MAYOR WOODS

(11) ADJOURNMENT

Tonight's meeting will be adjourned to the next regular meeting of the Signal Hill City Council to be held on Tuesday, February 13, 2024, at 7:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

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.