



## CITY OF SIGNAL HILL

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2175 Cherry Avenue ♦ Signal Hill, CA 90755-3799

THE CITY OF SIGNAL HILL  
WELCOMES YOU TO A REGULAR  
CITY COUNCIL MEETING  
September 22, 2020

**\* \* \*GOVERNOR'S EXECUTIVE ORDER N-29-20\* \* \***  
**\* \*RE: CORONAVIRUS COVID-19\* \***

**THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE  
GOVERNOR'S EXECUTIVE ORDER WHICH SUSPENDS CERTAIN  
REQUIREMENTS OF THE RALPH M. BROWN ACT AND WILL BE HELD VIA  
VIDEO/TELECONFERENCE**

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, as well as the opportunity to comment on each agenda item as it arises. 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: 890-5595-8487 and pin: 734190 when prompted. 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/89055958487> on your desktop computer or laptop and enter pin: 734190; or
- Visit [www.zoom.us](http://www.zoom.us) on your desktop computer or laptop, click on “Join a Meeting”, and enter meeting ID: 890-5595-8487 and pin: 734190 when prompted; or
- Download the app from the app store if you are using a smart phone and enter meeting ID: 890-5595-8487 and pin: 734190 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, September 22 and your comment will 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 \$667.44 per month. City Clerk and City Treasurer are compensated \$405 per month.

(1) CALL TO ORDER – 6:00 P.M.

(2) ROLL CALL

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

(3) CLOSED SESSION

- a. A closed session will be held pursuant to Government Code Section 54957.6(a) to discuss labor negotiations with the Signal Hill Police Officers' Association.
- b. A closed session will be 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.

(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 ON ITEMS NOT LISTED ON THIS AGENDA
- (10) COMMUNITY ANNOUNCEMENTS
- (11) PRESENTATIONS
  - a. Community Services Director will make a presentation on the Halloween on the Hill Community Scavenger Hunt.
  - b. City Manager will make a presentation about COVID-19-related community updates.
- (12) CITY MANAGER REPORTS
  - a. Appointment of Interim City Attorney

Summary: The City received and accepted the resignation of the contract City Attorney firm Aleshire & Wynder, which provided for the culmination of contract city attorney services on September 15, 2020. To ensure the continued provision of appropriate legal services to support ongoing City operations until the process to procure long term legal services is complete, the City Council will consider appointment of an interim City Attorney firm.

Recommendation: 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 attached agreement has been reviewed by general counsel for the California Joint Powers Insurance Authority, the City's risk manager, on behalf of the City.
  - b. Diversity Coalition Committee Interview and Appointment Process

Summary: At its meeting of July 28, 2020, the City Council approved establishment of the Diversity Coalition Committee (DCC) as a means to engage the community and dialogue on various aspects of race and equity. Tonight staff will provide a status report on the DCC recruitment effort and the City Council will provide guidance on the interview and appointment process.

Recommendations: 1. Select a date and time to conduct virtual interviews of applicants for DCC membership. 2. After conducting interviews, appoint all interested applicants to serve as DCC members in a volunteer capacity.

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

Summary: The City Council will consider a Memorandum of Agreement ("Agreement") in order to resolve remaining issues related to the Signal Hill Library Construction Project No. 119 ("Project"). Under the proposed Agreement, the general contractor's surety warrants that the project is completed (or provides the City with a credit for items not required to be completed), insures that all subcontractors and material suppliers are paid, insures all labor/prevailing wage issues are resolved, settles all lawsuits for non-payment brought by subcontractors, and pays the City a portion of its attorneys' fees and staff time. In return, the City will pay the surety the sum of \$713,450.21, which is the sum of money remaining in the contract budget plus money withheld from payments to the general contractor less credits for work not required to be performed, attorneys' fees, and staff time. With the proposed Agreement, the Project will come in under budget, with an original budget of \$17,673,000 and a total cost estimated at \$17,598,775, which includes \$11,838,823.11 for construction.

With the close out of the Project, the City Council will consider the final drawdown of bond proceeds requested for Fiscal Year (FY) 2019-20 and FY 2020-21 for expenditures in the amount of \$1,435,751.50 and for replacement of project budgeted funds transferred from the FY 2018-19 Library Reserve Fund (119) in the amount of \$385,040; consider directing staff to maintain and use the Land & Building Reserve Fund (111) and remaining unused balance of Library Reserve Fund (119) for future capital projects; and consider approving a budget adjustment to address needed historical accounting corrections relating to lease revenue bond debt servicing payments.

Recommendations: 1. Authorize the Mayor to execute the Memorandum of Agreement and effectuate the payment of \$713,450.21 to Vigilant Insurance Company. 2. 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). 3. Direct staff to maintain and use the Land & Building Fund (111) and the Library Reserve Fund (119) for future capital projects. 4. 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. 5. Waive further reading and adopt a resolution 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.

- 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

Summary: The County of Los Angeles will be applying for funding from the State's five-year Permanent Local Housing Allocation (PLHA) grant program. They have assigned the Los Angeles County Development Authority (LACDA) to facilitate the application process and oversee implementation of funded activities once awarded. The City of Signal Hill has an Urban County Agreement with LACDA. The County has selected the Eviction Defense Program for use of the PLHA funds. The City has the option to solely participate in the countywide program, or participate in the countywide program and request local funds in an estimated amount of \$65,482 annually for alternate local activities. Staff is recommending the City Council consider utilizing local funds for three alternate activities related to preparation and implementation of the 6<sup>th</sup> Cycle Housing Element to accelerate the production of affordable housing.

Recommendation: Waive further reading and adopt a resolution 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.

- 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

Summary: The City Council will consider approving a professional services agreement with HdL Companies for Business License Tax Operations Management Services and Business License Tax Ordinance and Fee Study. Procurement of these professional services will promote enhanced customer service by providing 24 hours a day, 7 days a week online processing of business license applications through HdL's proprietary software and database. Staff has investigated other firms and has not found any comparable companies offering the desired comprehensive services and as such is requesting sole source procurement as provided for in the City's Purchasing Manual.

Recommendation: 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.

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

Summary: The City Council authorized staff to issue a Request for Proposals for the lease of photocopiers/multi-function devices and equipment maintenance services. Upon review and analysis, staff is recommending a contract be awarded to Canon Solutions America.

Recommendation: 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.

(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 or member of the audience for discussion.

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 a resolution 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.

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

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

#### **(15) ADJOURNMENT**

Tonight's meeting will be adjourned in honor of Bonnie Virga, longtime Signal Hill volunteer and members of the Signal Hill Historical Society and Friends of the Library. 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.

#### **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 1) writing to the City Council or the City Manager, or 2) completing an Agenda Item Request Form available from the City Clerk. The deadline for agenda items is 12 noon on the Tuesday preceding the Council and Agency meetings. Agendas are mailed to those who provide self-addressed, stamped envelopes to the City Clerk's office. The agenda and related agenda items are available on our website at [www.cityofsignalhill.org](http://www.cityofsignalhill.org).

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.

