



## **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  
December 8, 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: 881-4793-6648 and pin: 374778 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/88147936648> on your desktop computer or laptop and enter pin: 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 pin: 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 pin: 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, December 8 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 \$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 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 54956.9(d)(1), conference with legal counsel regarding existing litigation. Number of cases: 1. Case Name: Mike Bubalo Construction Co., Inc. vs. City of Signal Hill, Los Angeles County Superior Court Case No: 20STCV43549.
- b. A closed session will be held pursuant to Government Code Section 54956.9(d)(2), potential litigation in an undisclosed matter.

- (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. American University Health Sciences student pharmacists will make a presentation regarding the importance of the influenza vaccination.
  - b. Community Development Director Colleen Doan will make a presentation thanking participants of the Mayor's Clean-Up Event.
  - c. Mayor Copeland will present to Sharon del Rosario, Finance Director, a Certificate of Achievement for Excellence in Financial Reporting in recognition of the City's Comprehensive Annual Financial Report.
  - d. City Manager will make a presentation about COVID-19-related community updates.
- (12) CERTIFICATION OF ELECTION RESULTS
  - a. Resolution Certifying the Canvass of the November 3, 2020 General Municipal Election

Summary: The Los Angeles County Registrar-Recorder/County Clerk has certified the results of the November 3, 2020 General Municipal Election. The City Council will adopt a resolution reciting this fact.

Recommendation: Waive further reading and adopt a resolution reciting the fact of the General Municipal Election held on November 3, 2020, declaring the results and such other matters as provided by law.
- (13) NEWLY ELECTED OFFICIALS TAKE OFFICE
  - a. Swearing-In of Newly Elected Officials

Summary: The newly elected members of the Signal Hill City Council will be sworn into office.

Recommendation: Have the newly elected officers sworn in as members of the City Council.

(14) CITY COUNCIL REORGANIZATION

a. City Council Reorganization

Summary: The City Council will reorganize by selecting a new Mayor and Vice Mayor.

Recommendations: 1. Reorganize by selecting a new Mayor and new Vice Mayor. 2. The newly appointed Mayor will present a proclamation to outgoing Mayor Copeland. There will be additional presentations from other agencies.

(15) ORDINANCE

a. Second Reading and Adoption of Ordinance No. 2020-11-1515 of the City of Signal Hill Adding Chapter 3.13 to Title 3 of the Signal Hill Municipal Code Relating to the Establishment of a New Three Quarter Cent Per Dollar (0.75%) General Transactions and Use (Sales) Tax

Summary: Ordinance No. 2020-11-1515 was introduced at the City Council meeting of July 28, 2020, and is now presented for second reading and adoption. The purpose of the Ordinance is to establish the new three quarter cent per dollar (0.75%) general transactions and use (sales) tax as approved by Signal Hill voters as part of the November 3, 2020 election.

Recommendation: Waive further reading and adopt Ordinance No. 2020-11-1515 adding Chapter 3.13 to Title 3 of the Signal Hill Municipal Code, relating to the establishment of a new three quarter cent per dollar (0.75%) general transactions and use (sales) tax.

(16) PUBLIC HEARING

a. Zoning Ordinance Amendment 20-01 to Conditionally Allow Full Service Kitchens and Food Service in Alcoholic Beverage Manufacturing Facilities with Tasting Rooms and an Amendment to Conditional Use Permit 16-02 to Allow Ten Mile Brewing Company to Install a Full Service Kitchen at the Existing Brewery at 1136 E. Willow Street

Form of Notice: Notice was published in the Signal Tribune newspaper per Government Code §65091(a)(4) on November 27, 2020; and notice was posted in accordance with Signal Hill Municipal Code Section 1.08.010 at City Hall,

Signal Hill Library, Reservoir Park, and Discovery Well Park on November 25, 2020.

Summary: The applicant, Daniel Sundstrom, owner of Ten Mile Brewing Company is proposing to amend Conditional Use Permit (CUP) 16-02 to allow installation of a full service kitchen and food service at 1136 E. Willow Street. The proposed CUP amendment will require a Zoning Ordinance Amendment to portions of the Signal Hill Municipal Code related to commercial use classifications.

Recommendations: 1. Waive further reading and introduce an ordinance, approving Zoning Ordinance Amendment 20-01 revising Section 20.20.020 of the Signal Hill Municipal Code to conditionally permit full service kitchens and food service in alcoholic beverage manufacturing facilities with tasting rooms in the Commercial Industrial (CI), Light Industrial (LI), and General Industrial (GI) zoning districts. 2. Waive further reading and adopt a resolution approving an amendment to Conditional Use Permit 16-02 to allow installation of a full service kitchen and food service at the existing ten mile brewing company at 1136 E. Willow Street in the Commercial Industrial (CI) zoning district.

#### (17) CITY MANAGER REPORTS

a. Adoption of Residential Water Service Shut Off Policy for SB 998 Compliance and Amendment of Signal Hill Municipal Code Section 13.04.150

Summary: Senate Bill 998 requires all public water systems to have a written policy on water service discontinuation for non-payment. Specifically, the provisions of the bill would require amendment to the City's existing ordinance related to water billing and the adoption of a written policy. This policy would be applicable to all residential water customers and result in expanded notification procedures prior to service shut off for non-payment.

Recommendations: 1. Waive further reading and introduce an ordinance amending Section 13.04.150 Subsection C of the Signal Hill Municipal Code, Bills-Payment-Delinquencies, to comply with Senate Bill 998 requirements. 2. Waive further reading and adopt a resolution to establish guidelines and procedure for residential water discontinuation for non-payment.

b. Amendment No. 1 to Contract Services Agreement with BrightView Landscape Services, Inc. for Landscape Maintenance Services Within the Landscape and Lighting Maintenance District No. 1

Summary: On December 20, 2017, the City contracted with BrightView Landscape Services, Inc. (BrightView) to provide landscape maintenance services for Landscape and Lighting Maintenance District No. 1 (LLMD). Staff is requesting authorization to enter into Amendment No. 1 to the Contract Services Agreement to extend the term by one year and increase the compensation by

\$27,599, representing a thirty-four percent (34%) reduction in cost for the additional term.

Recommendation: Authorize the City Manager to execute Amendment No. 1 to the Contract Services Agreement with BrightView for landscape maintenance services for the LLMD, in a form approved by the City Attorney. The amendment will extend the term by one year and increase the compensation by \$27,599, representing a thirty four percent (34%) reduction in cost for the additional term.

c. Amendment to Update the Hourly, Part-Time Salary Schedule

Summary: The City Council will consider an amendment to the part-time salary resolution that will update hourly, part-time salary ranges to comply with the California Fair Wage Act of 2016. The updated schedule will be effective December 19, 2020, the first day of the 2021 bi-weekly pay period. The updated pay schedule also includes pay range adjustments for certain part-time classifications to equal the pay range of their associated full-time classifications, and title changes of two (2) classifications in the Community Services Department to appropriately reflect the department's staffing structure and address pay rate compactions.

Recommendation: Waive further reading and adopt a resolution amending salary ranges for hourly, part-time employees previously adopted by Resolution Number 2019-12-6449 to comply with the California Fair Wage Act of 2016 and repealing all prior resolutions.

d. Measure R Implementation Items

Summary: Prior to this item on the agenda, the City Council took action to certify the results of the November 3, 2020 General Municipal Election in which a transaction and use tax (Measure R) was approved by the voters. Pursuant to Revenue and Taxation Code Section 7265, the tax is scheduled to become operative on April 1, 2021. In order to implement the new tax and establish proper administrative components, the California Department of Tax and Fee Administration requires the following specific actions be taken by the City Council.

Recommendations: 1. Waive further reading and adopt a resolution authorizing the City Manager to execute agreements with the California Department of Tax and Fee Administration for implementation of a local transactions and use tax. 2. Waive further reading and adopt a resolution authorizing the examination of transactions (sales) and use tax records. 3. Authorize the City Manager to enter into an Agreement with Hinderliter, de Llamas and Associates (HDL) for the provision of certain professional transactions tax audit and information consulting services for the new local transactions and use tax.

e. Continuance of the Proclamation of the Existence of a Local Emergency in Response to COVID-19

Summary: The City Council will receive a report from the City Manager as the Director of Emergency Services on the continuance of the proclamation of the existence of a local emergency in response to the current public health crisis related to COVID-19.

Recommendation: Receive and file report.

(18) 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. Approval of a Memorandum of Understanding with the City of Long Beach for Cost Sharing of Street Improvements for the Temple Avenue Rehabilitation Project

Summary: The City of Signal Hill Public Works Department utilizes a Pavement Management Program (PMP) to evaluate the condition of arterial, collector, and local streets. The objective of the PMP is to provide cost-effective strategies to maintain a desirable level of pavement performance on a network scale, designed to optimize the expenditure of limited fiscal resources. The PMP is used to evaluate the conditional status of the pavement network and then provide a ranked list of all streets, or segments of streets, by condition within the network. Pursuant to the latest PMP, dated April 23, 2019, Temple Avenue was identified as the second worst street in the City of Signal Hill (Signal Hill) with a ranking of "poor to very poor". To address the deficiency, on June 23, 2020, as part of the adopted and approved Fiscal Year 2020-21 Capital Improvement Project Budget, Council allocated \$398,519 for the rehabilitation of a portion of Temple Avenue within the City's jurisdiction as part of a greater project led by the City of Long Beach (Long Beach). City Council will consider entering into a Memorandum of Understanding (MOU) with Long Beach for the Signal Hill portion of the work in a not-to-exceed amount of \$398,519.

Recommendation: Authorize the City Manager to execute all documents necessary to enter into an MOU, including any subsequent amendments, with Long Beach, for construction cost sharing for an amount not-to-exceed \$398,519 for street improvements within Signal Hill's right-of-way on Temple Avenue between Obispo Avenue and Spring Street.

b. Amendment No. 1 to Contract Services Agreement with Cyrun Inc.

Summary: The City Council will consider Amendment No. 1 to the Contract Services Agreement with Cyrun Inc. (Cyrun). Amendment No. 1 extends the term

of the current contract by one year to provide support and maintenance to the Police Department's Computer Aided Dispatch (CAD) and Records Management Systems (RMS).

Recommendation: Authorize the City Manager to execute Amendment No. 1 to the Contract Services Agreement between the City and Cyrun for support and maintenance of the Police Department's CAD and RMS.

c. Upgrade of Digital Citation Writers

Summary: Staff is seeking authorization to purchase replacement digital citation writer equipment and associated software for the Police Department.

Recommendation: Authorize the Police Department to purchase 11 iPad minis, with chargers and ruggedized cases; 10 MSA Systems Incorporated digital citation printers; and upgraded Crossroads digital citation software.

d. Second Amendments to Contract Services Agreements for Extension of Police Towing Services with Mr. C's Towing, Inc. and Kruger Towing, Inc.

Summary: Mr. C's Towing, Inc. and Kruger Towing, Inc. were both contracted to provide police towing services in 2012 after a competitive Request for Qualifications process. The proposed recommendations will extend the terms of the current contracts by five years.

Recommendations: 1. Authorize the City Manager to execute Amendment No. 2 to the Contract Services Agreement between the City and Mr. C's Towing, Inc. extending the term for five years, in a form approved by the City Attorney. 2. Authorize the City Manager to execute Amendment No. 2 to the Contract Services Agreement between the City and Kruger Towing, Inc. extending the term for five years, in a form approved by the City Attorney.

e. Amended Employment Agreement – City Manager

Summary: The City Council conducted its annual review of the City Manager and will consider an amendment to the Employment Agreement.

Recommendation: Approve the First Amendment to the Employment Agreement for City Manager, in a form approved by the City Attorney.

f. 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.

g. Warrant Register Dated December 8, 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 December 8, 2020.

h. Minutes of the Following Meeting

Regular Meeting of November 10, 2020.

Recommendation: Approve.

(19) COUNCIL AGENDA--NEW BUSINESS

COUNCIL MEMBERS  
VICE MAYOR  
MAYOR

(20) ADJOURNMENT

Tonight's meeting will be adjourned to the next regular meeting of the Signal Hill City Council to be held on Tuesday, January 12, 2021, at 7:00 p.m. via video and teleconference. Instructions to participate in the meeting will be provided on the meeting agenda. There will be no regular meeting of the Signal Hill City Council on Tuesday, December 22, 2020.

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.



## COVID-19 News and Updates:

[cityofsignalhill.org/coronavirus](https://cityofsignalhill.org/coronavirus)

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#COVID19SignalHill

## Slow the Spread ❤️

