



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
June 27, 2023**

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 Participation: Council Chambers of City Hall, 2175 Cherry Avenue, Signal Hill, California.
- Remote Participation: 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, June 27, 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.
- Please note that remote participation is offered as a public service and the City is not responsible for meeting disruptions or technical difficulties; however, if you are disconnected, please repeat the steps above. Submission of written comments or in-person participation will ensure that your comments are received.

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) **PRESENTATIONS**

- a. THE FINANCE DIRECTOR WILL INTRODUCE FRAN SPEER, ACCOUNTING MANAGER FOR THE CITY OF SIGNAL HILL.
- b. THE CITY COUNCIL WILL PRESENT A PROCLAMATION TO THE COMMUNITY SERVICES DEPARTMENT IN RECOGNITION OF JULY AS PARKS MAKE LIFE BETTER!© MONTH.

(7) PUBLIC HEARING

- a. PUBLIC HEARING - RESOLUTION AMENDING THE UNIFORM SCHEDULE OF CITY SERVICE FEES AND CHARGES

Summary:

The City published a notice in the Signal Tribune newspaper per Government Code Section 65091(a)(4) on June 16 and 23, 2023; and posted the notice in accordance with Signal Hill Municipal Code Section 1.08.010 on June 16, 2023.

On May 25, 2023, the City Council reviewed the proposed updates to the City's Uniform Schedule of Service Fees and Charges as part of the Budget Workshop. Based on the information presented, the City Council directed staff to update existing fees and charges and proceed with a public hearing to consider adoption of the City's amended Uniform Schedule of Service Fees and Charges. Staff recommends City Council open the public hearing, consider public testimony, and adopt the resolution approving the proposed schedule of city service fees and charges.

Recommendation:

Adopt a resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, AMENDING RESOLUTION NO. 2022-06-6685, AMENDING THE UNIFORM SCHEDULE OF SERVICE FEES AND CHARGES

(8) CITY MANAGER REPORTS

- a. PROPOSED 2023-2025 COMMUNICATIONS PLAN

Summary:

The City of Signal Hill strives to provide clear, concise, proactive, transparent, and timely information to our residents, businesses, employees, and media outlets. Under direction from the City Manager, staff developed a Communications Plan that recognizes that our City has a diverse audience, promotes a transparent and honest atmosphere, and uses an omnichannel approach to communications by providing multiple mediums for residents and businesses to engage with the City Council and staff. The City Strategic Plan goals include the need to promote economic development and promote transparency in government.

The City's key objectives, as defined in this Communications Plan, include employing greater use of social media, developing marketing programs, and updating the City's website. With respect to both goals and objectives, the City has identified a specific need to proactively share information with the community and promote Signal Hill as a destination for business development.

The 2023-2025 Communications Plan prepared by staff would help the City organize these efforts and advance multiple communications objectives that serve the needs of the broader community.

Recommendation:

Review the 2023-2025 Communications Plan, provide direction to staff, and adopt the proposed document as desired.

- b. RESOLUTION ADOPTING THE ANNUAL OPERATING AND CAPITAL BUDGET FOR FISCAL YEAR 2023-24 (YEAR 2) AND RESOLUTION ESTABLISHING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023-24

Summary:

The City Council will consider adopting the second year of a biennial budget for Fiscal Year (FY) 2023-24. The City Council reviewed the proposed FY 2023-24 (Year 2) Operating and Capital Budget (Operating Budget) at a budget workshop held on May 25, 2023. The Operating Budget, as presented, is structurally balanced per City policy. In addition, the City Council will consider a resolution adopting the annual appropriations limit for Year 2, known as the Gann limit.

Recommendations:

1. Adopt a resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, ADOPTING THE ANNUAL OPERATING AND CAPITAL BUDGET FOR FISCAL YEAR 2023-24 (YEAR 2)

2. Adopt a resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, APPROVING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023-24

- c. RESOLUTIONS ADOPTING A CITY-WIDE PAY SCHEDULE, MANAGEMENT SALARY RANGES, PART-TIME SALARY SCHEDULE, AND ESTABLISHING NEW CLASS SPECIFICATIONS FOR ASSISTANT TO CITY MANAGER/ECONOMIC DEVELOPMENT MANAGER, COMMUNICATIONS OFFICER, AND EMERGENCY MANAGEMENT COORDINATOR

Summary:

During tonight's meeting, the City Council will consider approving and adopting a City-Wide Pay Schedule and Management Salary resolution as required by the California Public Employees' Retirement System (CalPERS). The City Council will also consider approving and adopting new class specifications for three newly created full-time positions: Assistant to City Manager/Economic Development Manager, Communications Officer, and Emergency Management

Coordinator.

During the last 2020 labor negotiations, the City approved a 2% cost of living adjustment for Signal Hill Employees' Association members and 3% cost of living adjustment for Signal Hill Police Officers' Association Members, annually from 2021-2023. The effective date of both the Management Resolution and City-Wide Pay Schedule is July 1, 2023. The Management Resolution and City-Wide and Part-Time Pay Schedules must be approved and adopted by City Council in advance of the cost of living adjustment taking place.

With City Council approval of the proposed class specifications, staff would proceed with the necessary recruitment actions to get the new positions filled. The City's total Full-Time Equivalent (FTE) positions are thereby increased from 124.2 in FY 2022-23 to 128.75 in FY 2023-24. These additional 4.55 positions reflect the increase in full-time positions and part-time hours as proposed in the FY 2023-24 operating budget. Staff recommends these changes in order to enhance service to residents and businesses; the proposed changes are supported by ongoing revenues.

Recommendation:

1. Adopt a resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, AMENDING RESOLUTION NO. 2022-12-6717, APPROVING AND ADOPTING A CITY-WIDE PAY SCHEDULE AS REQUIRED BY THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)

2. Adopt a resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, AMENDING RESOLUTION NO. 2023-01-6722, APPROVING AND ADOPTING REVISED MANAGEMENT SALARY RANGES

3. Adopt a resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, AMENDING SALARY RANGES FOR HOURLY, PART-TIME EMPLOYEES PREVIOUSLY ADOPTED BY RESOLUTION NO. 2022-11-6714, AND REPEALING ALL PRIOR RESOLUTIONS

4. Adopt a resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, APPROVING THE UPDATED CLASSIFICATION AND COMPENSATION PLAN TO INCLUDE THE ASSISTANT TO CITY MANAGER/ECONOMIC DEVELOPMENT MANAGER, COMMUNICATIONS OFFICER, AND EMERGENCY MANAGEMENT COORDINATOR

CALL THE CITY COUNCIL AS SUCCESSOR AGENCY TO ORDER**ROLL CALL**

CHAIR HANSEN
VICE CHAIR WOODS
MEMBER COPELAND
MEMBER JONES
MEMBER WILSON

d. RESOLUTIONS ADOPTING INVESTMENT POLICIES

Summary:

The City's Investment Policy provides guidelines for the prudent investment of the City's available resources and outlines policies for maximizing the efficiency of the City's cash management process. The ultimate goal of an Investment Policy is to enhance the economic status of the City while protecting its pooled cash. In accordance with California Government Code Section 53646(a), an annual rendering of the City's Investment Policy shall be presented to the City Council for consideration. Staff does not propose changes to the Investment Policy at this time. In addition, the City Council as Successor Agency, will consider adoption of a companion policy addressing Successor Agency funds.

Recommendations:

City Council:

Adopt a resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL,
CALIFORNIA, ADOPTING ITS INVESTMENT POLICY FOR PUBLIC FUNDS

Successor Agency:

Adopt a resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL AS SUCCESSOR AGENCY OF THE
CITY OF SIGNAL, CALIFORNIA, ADOPTING ITS INVESTMENT POLICY FOR
PUBLIC FUNDS

RECESS THE CITY COUNCIL AS SUCCESSOR AGENCY

(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 AMENDING RECORDS RETENTION SCHEDULE**Summary:**

Staff recently completed the annual review of the Records Retention Schedule (Schedule). All changes to the Schedule have been submitted by the City Clerk, approved by the City, and now require City Council approval. This action would amend the Schedule for the Community Development; Parks, Recreation, and Library Services (formerly Community Services); and Police Departments.

Recommendation:

Adopt a resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, AMENDING THE CITY'S RECORDS RETENTION SCHEDULE PREVIOUSLY ADOPTED BY RESOLUTION NO. 2021-07-6628, AND REPEALING ALL PRIOR RESOLUTIONS

b. RESOLUTION DECLARING FINAL ACCEPTANCE OF THE DISCOVERY WELL PARK PLAY AREA RESURFACING PROJECT (PORTION OF PROJECT NO. 80.23006) PURSUANT TO THE PUBLIC WORKS CONTRACT WITH T.J. JANCA CONSTRUCTION, INC.**Summary:**

T.J. Janca Construction, Inc. (T.J. Janca) completed work for the Discovery Well Park Play Area Resurfacing Project (Portion of Project No. 80.23006), "Project", to the satisfaction of the Public Works Department and in accordance with the project plans and specifications. The final construction cost of for this project was \$82,357. Staff is recommending final acceptance of the work performed by T.J. Janca and release of retention withheld.

Recommendations:**1. Adopt a resolution, entitled:**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, DECLARING WORK TO BE COMPLETED IN CONFORMANCE WITH THE PLANS AND SPECIFICATIONS FOR THE DISCOVERY WELL PARK PLAY AREA RESURFACING PROJECT (PORTION OF PROJECT NO. 80.23006) IN THE CITY OF SIGNAL HILL, IN ACCORDANCE WITH THE CONTRACT ENTERED INTO BETWEEN T.J. JANCA CONSTRUCTION, INC. AND THE CITY OF SIGNAL HILL

2. Authorize the Finance Department to release retention withheld on the project.
- c. MAINTENANCE SERVICES AGREEMENT WITH JJ PROPERTY MAINTENANCE NETWORK INC. FOR CUSTODIAL MAINTENANCE SERVICES

Summary:

The City Council will consider entering into a Maintenance Services Agreement with JJ Property Maintenance Network Inc. (JJP) for citywide custodial maintenance services for an amount of \$152,527.00 (plus 10% for contingencies) for a term of one year, with a maximum of two additional one-year term extensions. The services under this contract include janitorial services for city facilities including pressure washing of playgrounds at City parks, and on-call custodial services for special city events.

Recommendations:

1. Authorize the City Manager to enter into a Maintenance Services Agreement with JJP to provide custodial maintenance services of City building facilities, in a form approved by the City Attorney, with an annual contract amount of \$152,527.00. The term of the contract agreement is for a one-year term with a maximum of two additional one-year term extensions.
2. Authorize standard contingency of 10% (\$15,252.70) and up to a 180-day term extension pursuant to the City's Purchasing and Contract Guidelines, to be utilized if approved by the Public Works Director.
- d. RESOLUTION AUTHORIZING AND APPROVING THE EXECUTION OF A COOPERATIVE AGREEMENT WITH THE LOS ANGELES URBAN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FOR FISCAL YEARS 2024-2026

Summary:

The City Council will consider adopting a resolution authorizing the continued participation in the CDBG Program by entering into an agreement with the Los Angeles County Development Authority (LACDA) to administer the program for Fiscal Years (FY) 2024-26, effective July 1, 2024, to June 30, 2027. Adopting the resolution would allow the City to receive CDBG funds for future years.

Recommendation:

Adopt a resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, APPROVING PARTICIPATION IN THE LOS ANGELES URBAN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM BY

AUTHORIZING THE MAYOR, OR HIS/HER DESIGNEE TO SIGN A COOPERATION AGREEMENT WITH THE COUNTY OF LOS ANGELES

- e. RESOLUTION APPROVING YEAR THREE PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PERMANENT LOCAL HOUSING ALLOCATION GRANT PROGRAM

Summary:

Los Angeles County (County) was granted funding from the State's five-year Permanent Local Housing Allocation (PLHA) grant program in 2020. Los Angeles County Development Authority (LACDA) was assigned to facilitate and oversee implementation of funded activities. In accordance with its Urban County Agreement with LACDA, the City of Signal Hill chose to participate in the PLHA program through an option to request local funds for alternate local activities related to implementation of the 6th Cycle Housing Element, as well as in the County's selected Eviction Defense Program. The City previously submitted for Year One and Year Two PLHA grant funds. Staff is recommending City Council approve the resolution for the Year Three PLHA grant funds.

Recommendation:

Adopt a resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, APPROVING YEAR THREE PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PERMANENT LOCAL HOUSING ALLOCATION PROGRAM BY AUTHORIZING THE MAYOR, OR HIS/HER DESIGNEE, TO SIGN A REIMBURSABLE CONTRACT WITH THE LOS ANGELES COUNTY DEVELOPMENT AUTHORITY (LACDA) ACTING ON BEHALF OF THE COUNTY

- f. CONTRACT AMENDMENT REGISTER DATED JUNE 27, 2023

Summary:

The Contract Amendment Register is a listing of proposed contract amendments and project changes 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.

The contract amendments being presented for City Council consideration are as follows:

Michael Baker International, Inc. (MBI) provides consultation services to staff to

support the City's Parks, Recreation and Library Services Department in the administration of the City's various Community Development Block Grant (CDBG) and Permanent Local Housing Allocation (PLHA) programs. The proposed amendment extends the term by one year through June 30, 2024 with a not-to-exceed contract amount of \$82,500.

Project Partners, Inc. provides professional consultant services for an Interim Water Superintendent to provide the Public Works Water Department with critical water utility services. The proposed amendment extends the term by 180 days through December 27, 2023.

Recommendation:

Authorize the Contract Amendment Register dated June 27, 2023.

g. 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.

h. WARRANT REGISTER DATED JUNE 27, 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 June 27, 2023.

i. APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of June 13, 2023.

Recommendation:

Approve the meeting minutes.

(10) COUNCIL AGENDA--NEW BUSINESS

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

- a. VICE MAYOR WOODS WILL REPORT ON HER ATTENDANCE AT THE CALIFORNIA CONTRACT CITIES ASSOCIATION ANNUAL MUNICIPAL SEMINAR MAY 17-20, 2023.

(11) ADJOURNMENT

Tonight's meeting will be adjourned in honor and memory of Julian Denis Kitchens, long-time Signal Hill resident, former Civil Service Commissioner, and husband to Mayor Tina L. Hansen. The next regular meeting of the Signal Hill City Council will be held on Tuesday, July 11, 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.