



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
November 14, 2023

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 (closed session at 6:00 p.m. and 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, November 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.

City Council Members are compensated \$722.18 per month. City Clerk and City Treasurer are compensated \$438.22 per month.

(1) **CALL TO ORDER – 6:00 P.M.**

(2) **ROLL CALL**

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

(3) **CLOSED SESSION**

- a. A CLOSED SESSION WILL BE HELD PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(2).
CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION.
SIGNIFICANT EXPOSURE TO LITIGATION.

NUMBER OF POTENTIAL CASES: 1

(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 THE AGENDA
(SPEAKERS WILL BE GIVEN THREE MINUTES FOR EACH DISTINCT ITEM)**

(10) **COMMUNITY ANNOUNCEMENTS**

(11) **PRESENTATIONS**

- a. MAYOR HANSEN WILL PRESENT CERTIFICATES OF RECOGNITION TO MEMBERS OF THE DIVERSITY COALITION COMMITTEE.
- b. MAYOR HANSEN WILL PRESENT A PROCLAMATION TO THE POLICE DEPARTMENT IN RECOGNITION OF LAW ENFORCEMENT RECORDS AND SUPPORT PERSONNEL DAY, NOVEMBER 14, 2023.

(12) ORDINANCES

- a. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, ADDING CHAPTERS 5.06 (SIDEWALK VENDING), 5.36 (MOBILE FOOD VENDING), 8.58 (VACANT PROPERTY MAINTENANCE), 9.65 (MEDIAN ISLANDS), 9.66 (CATALYTIC CONVERTERS), AND 9.67 (SPEED CONTESTS); AMENDING CHAPTERS 5.14 (FILMING ACTIVITIES), 8.13 (ADMINISTRATIVE CITATION), 9.08 (CONDUCT IN PUBLIC PLACES), 9.18 (LOUD OR UNRULY PARTIES, GATHERINGS AND OTHER DISTURBANCES OF THE PEACE), 1.01 (CODE ADOPTION), 12.14 (CAMPING AND STORAGE OF PERSONAL PROPERTY ON PUBLIC PROPERTY), 1.14 (MUNICIPAL ELECTION), 2.04 (ADMINISTRATIVE OFFICER), 2.08 (COUNCIL MEETINGS), 2.80 (PERSONNEL RULES FOR CLASSIFIED AND NON-CLASSIFIED EMPLOYEES), OF THE SIGNAL HILL MUNICIPAL CODE TO IMPROVE AND ENHANCE OPERATION OF THE CITY; AND FINDING THE ORDINANCE AS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Summary:

In a proactive initiative to modernize the Signal Hill ("City") Municipal Code, City staff and the City Attorney's office have worked together to identify portions of the City's Municipal Code requiring updates to conform with State law and integrate best practices. This collaborative effort has resulted in amendments and new additions to the City's Municipal Code including, but not limited to, code enforcement, vending regulations, health and safety, and other updates tailored to fit the community's evolving needs. These updates to the Municipal Code are presented to the City Council in one comprehensive omnibus ordinance.

Strategic Plan Goal(s):

- Goal No. 2 Community Safety: Maintain Community Safety by supporting public safety services and increasing emergency preparedness.
- Goal No. 3 Economic & Downtown Development: Improve the local economy, support local businesses, and create a vibrant downtown core.
- 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:

Staff recommends the City Council approve the proposed changes to the Signal

Hill Municipal Code by introducing the ordinance.

Introduce an ordinance, entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, ADDING CHAPTERS 5.06 (SIDEWALK VENDING), 5.36 (MOBILE FOOD VENDING), 8.58 (VACANT PROPERTY MAINTENANCE), 9.65 (MEDIAN ISLANDS), 9.66 (CATALYTIC CONVERTERS), AND 9.67 (SPEED CONTESTS); AMENDING CHAPTERS 5.14 (FILMING ACTIVITIES), 8.13 (ADMINISTRATIVE CITATION), 9.08 (CONDUCT IN PUBLIC PLACES), 9.18 (LOUD OR UNRULY PARTIES, GATHERINGS AND OTHER DISTURBANCES OF THE PEACE), 1.01 (CODE ADOPTION), 12.14 (CAMPING AND STORAGE OF PERSONAL PROPERTY ON PUBLIC PROPERTY), 1.14 (MUNICIPAL ELECTION), 2.04 (ADMINISTRATIVE OFFICER), 2.08 (COUNCIL MEETINGS), 2.80 (PERSONNEL RULES FOR CLASSIFIED AND NON-CLASSIFIED EMPLOYEES), OF THE SIGNAL HILL MUNICIPAL CODE TO IMPROVE AND ENHANCE OPERATION OF THE CITY; AND FINDING THE ORDINANCE AS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

(13) CITY MANAGER REPORTS

- a. RESOLUTION APPROVING AND ADOPTING A SIDE LETTER OF AGREEMENT BETWEEN THE CITY OF SIGNAL HILL AND THE SIGNAL HILL POLICE OFFICERS' ASSOCIATION

Summary:

The Signal Hill Police Department is currently experiencing a high level of vacancies in sworn Police Officer positions. To improve recruitment efforts, attract lateral Police Officer candidates, and increase retention efforts staff is proposing a new incentive program. The proposed program would enable a lateral Police Officer hire to receive credit for prior years of continuous law enforcement public service as a Peace Officer Standards and Training (P.O.S.T.) certified or P.O.S.T. approved Peace Officer for the purpose of sick leave, vacation leave, and longevity pay. The program also includes a proposed modification to the longevity pay structure in the current Signal Hill Police Officers' Association (SHPOA) Memorandum of Understanding (MOU). The City met and conferred with the SHPOA, and mutually agreed to amend Section 36 (Longevity Pay) of the 2021 - 2024 SHPOA MOU and implement the proposed Police Lateral Recruitment Incentive Program. A resolution approving the Side Letter of Agreement between the City and SHPOA is presented for City Council consideration. If approved by the City Council, the program would be implemented immediately and would be retroactive to July 1, 2023.

Strategic Plan Goal(s):

Goal 2: Community Safety: Maintain Community Safety by supporting public safety services and increasing emergency preparedness.

Goal 5: High-Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendations:

1. Adopt the following resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, APPROVING AND ADOPTING A SIDE LETTER OF AGREEMENT BETWEEN THE CITY OF SIGNAL HILL AND THE SIGNAL HILL POLICE OFFICERS' ASSOCIATION; and

2. Authorize the City Manager to sign the agreement in a form approved by the City Attorney.

b. PARKS AND RECREATION COMMISSION VACANCY

Summary:

The City Council will consider opening a recruitment to fill an unscheduled vacancy on the Parks and Recreation Commission, to serve for the remainder of the vacant term through May 31, 2025.

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.

Recommendations:

1. Declare the vacancy of one Parks and Recreation Commissioner position; and
2. Authorize staff to open a recruitment seeking residents interested in serving as a Parks and Recreation Commissioner for the remainder of the vacant term through May 31, 2025. The recruitment will run from November 17, through December 15, 2023; and
3. Select a date to conduct the Parks and Recreation Commissioner candidate interviews and appointment.

c. PUBLIC WORKS CONTRACT WITH TTS ENGINEERING INCORPORATED FOR THE 33RD STREET WATER MAIN REPLACEMENT PROJECT (PROJECT NO. 95.22003)

Summary:

The City Council will consider authorizing the City Manager to enter into a Public Works Contract with TTS Engineering Incorporated (TTS) for the construction of the 33rd Street Water Main Replacement Project, in the amount of \$2,317,861 with a contingency up to \$129,335.40. In March 2023, the City released this project out to bid with the original scope of work, which resulted in the rejection of bids due to bid irregularities. Consequently, the City revised the scope of work and re-released a Notice Inviting Bids (NIB) on October 13, 2023, with a bid due date of November 3, 2023; the City received nine bids by the deadline. Following review of bids, staff determined TTS is the lowest responsive and responsible bidder with the proper experience to perform the water main pipeline replacement on 33rd Street and related work identified in the NIB and contract documents. Subject to City Council approval of the contract award, staff would issue a Notice to Proceed and begin coordinating with the contractor. Construction of the project is estimated to start in January 2024 with completion within 120 working days.

Strategic Plan Goal(s):

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

Recommendations:

1. Authorize the City Manager to enter into a Public Works Contract with TTS for the construction of the 33rd Street Water Main Replacement Project (Project No. 95.22003), for a term of 120 working days, for a not-to-exceed contract amount of \$2,317,861, in a form approved by the City Attorney; and
 2. Authorize the Public Works Director to utilize a contingency of up to \$129,335.40 to accommodate additional scope of work in the event of changed or unforeseen conditions and utilize remaining American Rescue Plan Act funds, for a total construction budget of \$2,447,196.40.
- d. DISPLAY OF COMMEMORATIVE FLAGS

Summary:

Per Resolution No. 2021-10-6442, the City Council will consider the display of commemorative flags for the upcoming year.

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.

Recommendations:

1. Consider the list of commemorative flags to be displayed for calendar year 2024.
2. Direct staff to return to a future City Council meeting with a resolution memorializing the commemorative flags to be displayed for calendar year 2024.

(14) 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. WAIVE THE READING OF ORDINANCES IN FULL AND AUTHORIZE READING BY TITLE ONLY

Summary:

The recommended action waives reading of ordinances in full and authorizes reading by title only. The purpose of this item is to streamline the City Council meeting process, avoid unnecessary delay and allow more time for substantive discussion of items on the agenda.

Recommendation:

Waive the reading of all ordinances. Wherein the titles appear on the public agenda; said titles shall be determined to have been read by title, and further reading is waived.

- b. ADOPTION OF ORDINANCE NO. 2023-10-1544, AMENDING SECTION 1.02.010 AND SECTION 1.02.020 OF CHAPTER 1.02 OF THE SIGNAL HILL MUNICIPAL CODE RELATING TO THE CITY SEAL, AND ADOPTION OF A RESOLUTION ESTABLISHING A POLICY FOR THE USE OF THE COMMEMORATIVE ANNIVERSARY CITY SEAL AND LOGO FOR THE CITY'S CENTENNIAL YEAR

Summary:

Ordinance No. 2023-10-1544 amending section 1.02 of Chapter 1.02 of the Signal Hill Municipal Code (SHMC) to effectuate the adoption of the new City seal was introduced at the City Council meeting of October 24, 2023, and is now presented for City Council adoption. As required by SHMC section 1.02.150, staff prepared a Resolution establishing a policy governing the use of the Commemorative Anniversary City Seal and Logo for City Council approval.

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.

Recommendations:

1. Adopt Ordinance No. 2023-10-1544, entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, AMENDING SECTION 1.02.010 AND SECTION 1.02.020 OF CHAPTER 1.02 OF THE SIGNAL HILL MUNICIPAL CODE RELATING TO THE CITY SEAL

2. Adopt a Resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, ESTABLISHING A POLICY FOR THE USE OF THE COMMEMORATIVE ANNIVERSARY CITY SEAL AND LOGO FOR THE CITY'S CENTENNIAL YEAR

- c. CONTRACT SERVICES AGREEMENT WITH LONG BEACH ANIMAL CONTROL SERVICES BUREAU

Summary:

On June 28, 2022, the City Council authorized the City Manager to execute a contract services agreement with the City of Long Beach Animal Control Services Bureau (LBACS) for a two-year term from July 1, 2022, through June 30, 2024, with an option to extend the contract for two year terms, up to two terms maximum. The annual contract cost was for an amount not to exceed \$122,422. In July 2023, LBACS informed the City that the costs for the second year of the contract would be increased by \$25,261, due to its implementation of a new service delivery model, Compassion Saves, which has led to the reduction of animal euthanasia. The proposed new agreement also includes increased engagement efforts to the community, such as quarterly pet adoption presentations; and education and low-cost resources promoting responsible pet ownership. Staff is requesting City Council authorization to execute the new contract services agreement from July 1, 2022, to June 30, 2024, in the amount not-to-exceed \$147,683. If the City extends future terms of the contract, up to two terms maximum, the contract costs could increase by a not-to-exceed Consumer Price Index (CPI) maximum adjustment of 8% per year.

Strategic Plan Goal(s):

- Goal No. 2 Community Safety: Maintain community safety by supporting public safety services and increasing emergency preparedness.
- 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 Contract Services Agreement with the City of Long Beach for animal care services, from July 1, 2022, through June 30, 2024, in an amount not to exceed \$147,683 (year 2 cost), in a form approved by the City Attorney; and
2. Authorize the City Manager to execute future amendments extending the term by two additional years, up to two terms maximum, with an annual cost increase not-to-exceed a CPI adjustment of 8%; and
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 SERVICES AGREEMENT WITH MVP SECURITY SYSTEMS INCORPORATED FOR THE ACCESS CONTROL SYSTEM PROJECT

Summary:

The City Council will consider approving a Contract Services Agreement with MVP Security Systems, Incorporated (MVP) to provide Access Control Systems (ACS) software and partial hardware upgrades at the Police Station, City Hall, and the Library, in the amount of \$122,865 with a 10% contingency up to \$12,286. The City released a Request for Proposals (RFP) for these services on September 15, 2023, with a proposal due date of October 20, 2023; the City received five proposals by the deadline. Following staff review of proposals and interviews, MVP was the highest ranked firm. Based on the evaluation process, staff believes MVP is the best qualified firm with the proper experience to provide access control system upgrades and software system support. If approved by the City Council, staff anticipates MVP would complete the system upgrades within six months from the contract start date. MVP would also provide a three-year system service support plan.

Strategic Plan Goal(s):

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

Recommendations:

1. Authorize the City Manager to enter into a Contract Services Agreement with MVP for the Access Control System Project (Project No. 90.21001), for a term of six months for a not-to-exceed contract amount of \$122,865, in a form approved by the City Attorney; and

2. Authorize the Public Works Director to utilize a contingency of up to 10% (\$12,286) to accommodate additional scope of work in the event of changed or unforeseen conditions, for a total project budget of \$135,151.
- e. PROPOSED ACCEPTANCE OF OFFICE OF TRAFFIC SAFETY SELECTIVE TRAFFIC ENFORCEMENT PROGRAM GRANT AND ADOPTION OF RESOLUTION APPROVING BUDGET AMENDMENT

Summary:

The Office of Traffic Safety (OTS) Selective Traffic Enforcement Program (STEP) awarded the Signal Hill Police Department a \$90,000 grant. The City's awarded STEP grant funding would allow the Police Department to carry out traffic safety enforcement targeting primary collision factors, including driving under the influence, that contribute to traffic collisions. The grant would offset the cost of police overtime, training, and related supplies. Staff recommends the City Council adopt a resolution accepting the grant and authorizing a budget adjustment to increase grant revenue by \$30,000.

Strategic Plan Goal(s):

- Goal No. 1 Financial Stability: Ensure the City's long-term financial stability and resilience.
- Goal No. 2 Community Safety: Maintain community safety by supporting public safety services and increasing emergency preparedness.

Recommendations:

1. Authorize the Police Chief to accept grant funding through the OTS STEP grant.
 2. 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
- f. PUBLIC WORKS CONTRACT WITH VICON ENTERPRISE INCORPORATED FOR THE FUEL STATION CANOPY REPLACEMENT PROJECT (90.17015)

Summary:

The City Council will consider entering into a Public Works Contract with Vicon Enterprise Incorporated for the Fuel Station Canopy Replacement Project, in the amount of \$445,000 with a 10% contingency up to \$44,500. The City released a Notice Inviting Bids (NIB) for these services on September 21, 2023, with a bid due date of October 26, 2023; the City received three bids by the deadline. Following review of bids, staff determined Vicon Enterprise Incorporated is the lowest responsive and responsible contractor with the proper experience to perform the scope of work for the Fuel Station Canopy Replacement Project.

Subject to City Council approval of the contract award, staff would issue a Notice to Proceed and begin coordinating with the contractor. Construction of the project is estimated to start in December 2023, with completion within 90 working days.

Strategic Plan Goal(s):

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

Recommendations:

1. Authorize the City Manager to enter into a Public Works Contract with Vicon Enterprise Incorporated for construction of the Fuel Station Canopy Replacement Project (Project No. 90.17015), for a term of 90 working days, for a not-to-exceed contract amount of \$445,000, in a form approved by the City Attorney; and
2. Authorize the Public Works Director to utilize a contingency of up to 10% (\$44,500) to accommodate additional scope of work in the event of changed or unforeseen conditions, for a total construction budget of \$489,500.

g. WARRANT REGISTER DATED NOVEMBER 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.

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 November 14, 2023.

h. APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of October 24, 2023.

Recommendation:

Approve the meeting minutes.

(15) COUNCIL AGENDA--NEW BUSINESS

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

(16) ADJOURNMENT

Tonight's meeting will be adjourned to a special meeting of the Signal Hill City Council on Tuesday, December 5, 2023 at 6:00 p.m. The next regular meeting of the Signal Hill City Council will be held on Tuesday, December 12, 2023, at 7:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755. There will be no regular meeting of the Signal Hill City Council on November 28, 2023.

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.