



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
December 12, 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 6:00 p.m.:

- City of Signal Hill website at www.cityofsignalhill.org, select the City Council Meetings Link from the home page.

To participate during the regular City Council meeting at 6:00 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 4:00 p.m. on Tuesday, December 12, 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) 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) CITY MANAGER REPORTS

a. CITY COUNCIL REORGANIZATION

Summary:

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

Strategic Plan Goal(s):

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

Recommendations:

1. The City Council will reorganize by selecting a new Mayor and Vice Mayor.
2. The newly appointed Mayor will present a proclamation to outgoing Mayor Hansen.

b. PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH DUDEK TO PREPARE AN UPDATE TO THE WATER MASTER PLAN AND RATE STUDY

Summary:

The City Council will consider approving a Professional Consultant Services Agreement with Dudek for the preparation of an update to the 2018 Water Master Plan (WMP) and the 2019 Water System Rate Study, in the amount of \$336,423 (with a contingency of up to \$33,642.30). The City released a Request for Proposals (RFP) for these services on November 3, 2023, with a proposal due date of November 27, 2023; the City received two proposals by the deadline. Following staff review of proposals and interviews, Dudek was the

highest ranked firm. Based on the evaluation process, staff believes Dudek is the best qualified firm with the proper experience to prepare a comprehensive water master plan based on the qualification criteria identified in the RFP. If approved by the City Council, staff anticipates work can begin on December 15, 2023, and be completed within a nine-month period, by fall 2024, from the contract start date.

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 Professional Consultant Services Agreement with Dudek for the preparation of an update to the 2018 Water Master Plan and 2019 Rate Study, for a 9-month term contract (with one 3-month extension) for a not-to-exceed contract amount of \$336,423, in a form approved by the City Attorney.
2. Authorize the Public Works Director to utilize a project contingency of up to 10% (\$33,642.30).
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

c. ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR FISCAL YEAR 2022-23

Summary:

The Annual Comprehensive Financial Report (ACFR) is an independently audited summary report of the financial transactions of the City for Fiscal Year (FY) 2022-23, providing relevant financial information to the City Council, residents, current and future employees, grant entities, creditors, bond investors, rating agencies, and other interested parties. This audit is performed in compliance with City Charter requirements with the results presented to the City Council for review.

The audit was completed by the City's independent auditor, RAMS, Rogers, Anderson, Malody & Scott, LLP, Certified Public Accountants, which issued an unqualified opinion audit report, otherwise known as a "clean opinion" finding nothing of material concern in the City's internal controls, financial, and bookkeeping practices. The independent auditor's unmodified report provides assurance the ACFR, and the audited information within, present fairly the City's financial position for the fiscal year ending June 30, 2023.

As part of this report, staff normally provides detailed information and allocation recommendations regarding any General Fund Operating Surplus or Deficit. The FY 2022-23 General Fund surplus is \$8.0 million as reported in the ACFR. Staff will return to the City Council on January 23, 2024, to provide recommendations regarding the proposed surplus appropriations. This proposed time extension will allow staff to conduct a detailed analysis of the surplus that will identify ongoing revenue updates, requests to re-appropriate unutilized budget appropriations, one-time expenditure requests for department operations, programs or special projects, and reserve allocations resulting in budget adjustments for the current fiscal year.

Strategic Plan Goal(s):

Goal 1 Financial Stability: Ensure the City's long-term financial stability and resilience.

Recommendations:

1. Receive and file the City's ACFR for FY 2022-23.
2. Direct staff to return in January with proposed appropriations for the FY 2022-23 General Fund operating surplus.
3. Direct staff to distribute copies of the ACFR for FY 2022-23 as required, as well as to the Office of the City Clerk to be placed on file for the general public and posted on the City's website.

d. 2024 COMMEMORATIVE FLAG DISPLAY SCHEDULE

Summary:

The City Council will consider adopting the 2024 Commemorative Flag Display Schedule by resolution.

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:

Adopt the resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, ADOPTING THE 2024 COMMEMORATIVE FLAG DISPLAY SCHEDULE

(7) 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 help streamline the Council meeting process, to avoid unnecessary delay and to allow more time for substantive discussion of items on the agenda.

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:

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. 2023-11-1545 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 effectiveness and efficiency of City services.

Recommendation:

Adopt Ordinance No. 2023-11-1545, entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIGNAL Hill, CALIFORNIA, ADDING CHAPTER 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), AND 21.28 (TIME OF PAYMENT AND FINANCIAL CONTROLS) 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

- c. CONTRACT SERVICES AGREEMENT WITH ANDREW (AJ) DAVIS OF PROJECT STREET GOLD FOR THE DESIGN, CONSTRUCTION, AND INSTALLATION OF OUTDOOR PUBLIC ART IN THE SIGNAL HILL PUBLIC LIBRARY ZINNIA COURTYARD

Summary:

The City has a history of incorporating art into parks and public facilities. With the opening of the Signal Hill Public Library, the City Council desired to enhance the Signal Hill Public Library Zinnia Courtyard by encouraging creative

expression. To effectuate this purpose, the City Council formed the Arts Sub-Committee (subcommittee) to facilitate the process and approved issuance of a Request for Proposals (RFP) for an outdoor public art project.

The City released the RFP in June 2023 and received 21 proposals. Subsequently, one artist withdrew their proposal leaving a total of 20 proposals. Following review of proposals, the subcommittee selected five (5) artists for an interview. Upon conclusion of the evaluation process, the subcommittee recommends the City award a contract to Andrew Davis (aka AJ Davis) of Project Street Gold, to design, construct, and install the outdoor public art piece in the Zinnia Courtyard.

Staff recommends City Council approve the Contract Services Agreement with Andrew Davis of Project Street Gold to design, construct, and install the final outdoor public art in the Zinnia Courtyard in the amount not-to-exceed \$80,000. The estimated completion date for this project is April 2024.

Recommendation:

Authorize the City Manager to execute the Contract Services Agreement with Andrew Davis of Project Street Gold for the design, construction, and installation of the outdoor public art piece in the Signal Hill Public Library Zinnia Courtyard, in an amount not to exceed \$80,000, in a form approved by the City Attorney.

d. CONTRACT AMENDMENT REGISTER DATED DECEMBER 12, 2023

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:

Michael Baker International, Inc. for on-call water engineering services. Amendment No. 7 extends the term through June 30, 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:

Authorize the Contract Amendment Register dated December 12, 2023.

e. RESOLUTION AMENDING THE HOURLY PART-TIME SALARY SCHEDULE TO COMPLY WITH THE CALIFORNIA STATE MINIMUM WAGE LAW

Summary:

The City Council will consider an adjustment to the part-time salary schedule that would update the City's hourly, part-time salary ranges to comply with the California State minimum wage law. The State's hourly minimum wage will increase effective January 1, 2024, to \$16.00 an hour. The City has five existing part-time classifications (Intern, Library Aide, Maintenance Helper, Police Aide, and Recreation Leader) whose wages would need to be updated accordingly to comply with the law. City Council approval of the proposed Resolution is required to update the salary schedule effective January 1, 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:

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. 2023-06-6748 TO COMPLY WITH THE CALIFORNIA MINIMUM WAGE LAW AND REPEALING ALL PRIOR RESOLUTIONS

f. FEE WAIVER REQUEST FOR THE FRIENDS OF SIGNAL HILL LIBRARY (FOSHL)

Summary:

Staff received a request from the FOSHL, a Signal Hill non-profit, for a facility and staffing fee waiver for the use of the Signal Hill Public Library Learning Center for the following Tuesday dates in 2024: January 9, March 12, May 14, July 9, September 10, and November 12 from 4:45 p.m. to 6:45 p.m. along with Thursday, May 16 and Thursday, October 17, 2024, from 10:00 a.m. to 5:00 p.m. Additionally, FOSHL is requesting permission to promote its fundraising events by displaying banners on the Signal Hill Point Terrace and at Hill Street and Temple Avenue.

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:

Staff recommends that City Council review and approve FOSHL's fee waiver request for use of the Signal Hill Library Community Room, costs for City staff and supplies, and approve FOSHL to display its banners for book sale promotion events.

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.

Strategic Goal(s):

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

Recommendation:

Receive and file.

h. WARRANT REGISTER DATED DECEMBER 12, 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 December 12, 2023.

i. APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of November 24, 2023.

Recommendation:

Approve the meeting minutes.

(8) COUNCIL AGENDA--NEW BUSINESS

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

(9) ADJOURNMENT

Tonight's meeting will be adjourned to the next regular meeting of the Signal Hill City Council to be held on Tuesday, January 9, 2024, at 6:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755. There will be no regular Signal Hill City Council meeting on Tuesday, December 26, 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.