



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 10, 2024

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.
- Charter Spectrum Channel 74 or Frontier FiOS Channel 38.

To participate during the regular 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 10, 2024. 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 \$794.40 per month. City Clerk and City Treasurer are compensated \$482.04 per month.

(1) CALL TO ORDER – 6:00 P.M.

(2) ROLL CALL

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

(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. MAYOR WOODS WILL PRESENT THE CITY WITH THE CENTENNIAL TIME CAPSULE.
- b. MAYOR WOODS WILL PRESENT A PROCLAMATION TO OUTGOING VICE MAYOR WILSON.

(7) CERTIFICATION OF ELECTION RESULTS

- a. RESOLUTION CERTIFYING THE CANVASS OF THE NOVEMBER 5, 2024 GENERAL MUNICIPAL ELECTION

Summary:

The Signal Hill General Municipal Election held on November 5, 2024, consolidated with the County of Los Angeles was held in accordance with established laws and procedures governing the conduct of elections. The Los Angeles County Registrar-Recorder/County Clerk has certified the results of the November 5, 2024, General Municipal Election. The City Council will adopt a resolution reciting this fact.

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 OF SIGNAL HILL, CALIFORNIA, RECITING THE FACT OF THE GENERAL MUNICIPAL ELECTION HELD ON NOVEMBER 5, 2024, DECLARING THE RESULTS AND SUCH OTHER MATTERS AS PROVIDED BY LAW

(8) NEWLY ELECTED OFFICIALS TAKE OFFICE

a. **SWEARING-IN OF NEWLY ELECTED OFFICIALS**

Summary:

The newly elected members of the City Council and the City Clerk will be sworn into office.

Strategic Plan Goal(s):

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

Recommendation:

Have the newly elected officers sworn in as members of the City Council and City Clerk

(9) CITY COUNCIL REORGANIZATION

a. **CITY COUNCIL REORGANIZATION**

Summary:

At the first regular City Council meeting following a general municipal election, newly elected Council Members are sworn and seated. The City Council shall designate one of its members as Mayor and one of its members as Vice Mayor, at the first regular City Council meeting following the anniversary of that date for any year in which no general municipal election is held.

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. Reorganize by selecting a new Mayor and Vice Mayor.
2. The newly appointed Mayor will present a proclamation to outgoing Mayor Woods.

(10) PUBLIC HEARINGS

- a. PUBLIC HEARING - RESOLUTION APPROVING THE PROPOSED USE OF FISCAL YEAR (FY) 2025-26 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS

Summary:

The City Council will conduct a public hearing and consider proposed uses for the City's FY 2025-26 Community Development Block Grant (CDBG) funding allocation. The Los Angeles County Development Authority (LACDA) estimates the City will receive approximately \$70,146 to use on CDBG projects and programs.

Staff is proposing to allocate the funding for the continuation of the City's Food Distribution programs and the construction of Americans with Disabilities Act (ADA) ramps and sidewalk improvements. If approved, the City Council is required to adopt a resolution affirming the use of CDBG funds for the projects.

Form of Notice: Notice was published in the Signal Tribune newspaper per Government Code Section 65091(a)(4) and posted in accordance with the Signal Hill Municipal Code Section 1.08.010 on Friday, November 22, 2024.

Strategic Plan Goal(s):

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.

Recommendations:

1. Adopt the following resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, APPROVING THE CITY'S PROPOSED COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS FOR FISCAL YEAR 2025-26

2. Approve the CDBG estimated allocation for FY 2025-26 in the amount of \$70,146 and the proposed expenditures of these allocations.

(11) CITY MANAGER REPORTS

- a. ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR FISCAL YEAR 2023-24

Summary:

The Annual Comprehensive Financial Report (ACFR) is an independently audited summary report of the City's financial transactions for Fiscal Year (FY) 2023-24. The ACFR provides relevant financial information to the City Council, residents, current and future employees, grant entities, creditors, bond investors, rating agencies, and other interested parties. The audit is performed in compliance with the requirements of the City Charter, and the results are presented to the City Council for review.

The audit was completed by the City's independent auditor, Rogers, Anderson, Malody & Scott, LLP, Certified Public Accountants (RAMS), 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 that the ACFR, and audited information within, present fairly the City's financial position for the Fiscal Year ending June 30, 2024.

As part of the ACFR, staff provides detailed information and recommendations regarding the General Fund Operating balance. For FY 2023-24 the General Fund reports a positive fund balance of \$11.1 million. Staff will present recommendations for fund balance appropriations to the City Council in the first part of the 2025 calendar year. This proposed timeline allows staff to conduct a detailed analysis of the positive fund balance, including 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 No. 1 Financial Stability: Ensure the City's long-term financial stability and resilience.

Recommendations:

1. Receive and file the City's ACFR for FY 2023-24.
2. Direct staff to return the first part of the 2025 calendar year with proposed appropriations for the FY 2023-24 General Fund positive fund balance.
3. Direct staff to distribute copies of the ACFR for FY 2023-24 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.

b. WATER MASTER PLAN AND RATE STUDY SUBCOMMITTEE FORMATION

Summary:

The City of Signal Hill's 2023-2028 Strategic Plan identifies conducting a comprehensive water rate study and updating the Water Master Plan (WMP) to ensure the sustained delivery of safe and clean water while enhancing financial sustainability as key initiatives.

The City's Water rates, last adopted in 2019, established rates for the period from 2020 to 2024. On December 7, 2023, the City Council approved a consulting services agreement with Dudek Engineering Services (Dudek) to prepare the Water Master Plan and Water Rate Study Project.

Currently, the City is in the process of updating both the WMP and the Water Rate Study (WRS). The WMP assesses the City's water system infrastructure, identifies deficiencies, and outlines a strategic plan for capital improvements over the next five years. Building on the findings of the WMP, the WRS aims to establish a sustainable and equitable rate structure to ensure adequate funding for operations and capital projects.

Staff is recommending to appoint two council members to serve on a subcommittee to review the preliminary financial analysis, provide guidance on findings, and develop recommendations for rate adjustments. If approved, staff would schedule the subcommittee meeting for either Tuesday, December 17, 2024 or Monday, January 27, 2025; a Water Rate Study Council Workshop at the City Council meeting of Tuesday, February 25, 2025; and a Water Rate Study Community Workshop on Monday, March 10, 2025.

Strategic Plan Goal(s):

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

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.

Recommendations:

1. Appoint two City Council members to serve on a subcommittee to review the Water Master Plan preliminary financial analysis and develop recommendations for any necessary water rate adjustments.
2. Select one of the following dates for the subcommittee meeting: Tuesday, December 17, 2024 or Monday, January 27, 2025.
3. Schedule the Water Rate Study Council Meeting Workshop for Tuesday,

February 25, 2025.

4. Schedule the Water Rate Study Community Workshop for Monday, March 10, 2025.
- c. 2025 COMMEMORATIVE FLAG DISPLAY SCHEDULE

Summary:

The City Council will consider adopting the 2025 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 2025 COMMEMORATIVE FLAG DISPLAY SCHEDULE

(12) 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 City 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. 2024-11-1551 APPROVING ZONING ORDINANCE AMENDMENT 24-01, AMENDING THE OFFICIAL ZONING MAP TO CHANGE AN APPROXIMATE 0.59-ACRE SITE AT 1933 THROUGH 1939 TEMPLE AVENUE FROM RESIDENTIAL HIGH DENSITY (RH) TO THE COURTYARD SPECIFIC PLAN (SP-21) AND ADDING CHAPTER 20.28, THE COURTYARD SPECIFIC PLAN (SP-21) TO THE SIGNAL HILL MUNICIPAL CODE AND ESTABLISHING DEVELOPMENT STANDARDS FOR THE SITE

Summary:

The City Council introduced Ordinance No. 2024-11-1551 at its regular meeting on Tuesday, November 12, 2024. The Signal Hill City Council approved Zoning Ordinance Amendment 24-01, changing the zoning of a 0.59-acre site at 1933-1939 Temple Avenue from Residential High Density (RH) to the Courtyard Specific Plan (SP-21). This ordinance also adds Chapter 20.28 to the Municipal Code, establishing development standards for the site under the Courtyard Specific Plan.

Staff prepared the Ordinance for second reading and adoption.

Strategic Plan Goal(s):

Goal No. 3 Economic and Downtown Development: Improve the local economy, support local businesses, and create a vibrant downtown core.

Recommendation:

Adopt Ordinance No. 2024-11-1551 entitled:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, APPROVING ZONING ORDINANCE AMENDMENT 24-01, AMENDING THE OFFICIAL ZONING MAP TO CHANGE AN APPROXIMATE 0.59-ACRE SITE AT 1933 THROUGH 1939 TEMPLE AVENUE FROM RESIDENTIAL HIGH DENSITY (RH) TO THE COURTYARD SPECIFIC PLAN (SP-21) AND ADDING CHAPTER 20.28, THE COURTYARD SPECIFIC PLAN (SP-21) TO THE SIGNAL HILL MUNICIPAL CODE AND ESTABLISHING DEVELOPMENT STANDARDS FOR THE SITE

c. RESOLUTION OF INTENT TO GRANT A PIPELINE FRANCHISE TO CARDINAL PIPELINE, L.P.

Summary:

Cardinal Pipeline, L.P. (Cardinal), a division of Crimson Midstream, LLC., is requesting to renew a pipeline franchise to operate the pipeline facilities within the City's right-of-way. The City Council will consider the request from Cardinal

to renew the pipeline franchise. If approved, the City Council would adopt the proposed resolution and set a public hearing for January 14, 2025.

Strategic Plan Goal(s):

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

Recommendations:

1. Waive further reading and adopt the following resolution, entitled:

A RESOLUTION OF INTENT OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, DECLARING ITS INTENTION TO GRANT A FRANCHISE TO CARDINAL PIPELINE, L.P. AND THE INTERESTS, RIGHTS, PRIVILEGES, AND DUTIES TO LAY AND USE PIPES AND APPURTENANCES FOR TRANSMITTING AND DISTRIBUTING OIL AND PETROLEUM PRODUCTS FOR ANY AND ALL LAWFUL PURPOSES UNDER AND ALONG THE PUBLIC STREETS, WAYS, ALLEYS, AND PLACES, AS THE SAME NOW OR MAY HEREAFTER EXIST, WITHIN THIS CITY

2. Set a public hearing for January 14, 2025

d. RESOLUTION OF INTENT TO GRANT A PIPELINE FRANCHISE TO CRIMSON CALIFORNIA PIPELINE, L.P.

Summary:

Crimson California Pipeline, L.P. (Crimson), a division of Crimson Midstream, Limited Liability Corporation is requesting to renew a pipeline franchise to operate its pipeline facilities within the City's right-of-way.

The City Council will consider the request from Crimson to renew the pipeline franchise. If approved, the City Council would adopt the proposed resolution and set a public hearing for January 14, 2025.

Strategic Plan Goal(s):

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

Recommendations:

1. Waive further reading and adopt the following resolution, entitled:

A RESOLUTION OF INTENT OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, DECLARING ITS INTENTION TO GRANT A FRANCHISE TO CRIMSON CALIFORNIA PIPELINE, L.P. AND THE INTERESTS, RIGHTS, PRIVILEGES, AND DUTIES TO LAY AND USE PIPES

AND APPURTENANCES FOR TRANSMITTING AND DISTRIBUTING OIL AND PETROLEUM PRODUCTS FOR ANY AND ALL LAWFUL PURPOSES UNDER AND ALONG THE PUBLIC STREETS, WAYS, ALLEYS, AND PLACES, AS THE SAME NOW OR MAY HEREAFTER EXIST, WITHIN THIS CITY

2. Set a public hearing for January 14, 2025.
- e. RESOLUTION APPROVING A BUDGET AMENDMENT FOR THE PROCUREMENT OF A POLICE DEPARTMENT COMMUNITY ENGAGEMENT VEHICLE

Summary:

The Signal Hill Police Department is seeking approval for a budget amendment to procure a fully customized, 4x4 off-road Community Engagement Vehicle. If approved, the Community Engagement Vehicle would be used at citywide community events such as National Night Out and recruitment fairs. The proposed Community Engagement Vehicle's primary purpose is to strengthen communication between officers and the public, supporting the Police Department's community policing and recruitment efforts. The vehicle's compact size and ability to be customized with branding, make it an effective tool to capture public interest and build rapport with the Signal Hill community.

The City Council will consider the approval of the proposed community engagement vehicle, and corresponding budget adjustment. Staff has identified that the vehicle make, model, and requested specifications is exclusively available at a single dealership in Southern California. In compliance with the City's purchasing policy, the vendor has provided a sole source letter. The Police Department has also negotiated preferred pricing for a 2025 model vehicle. As a result, the timing of the City's budget adjustment request is critical to securing the vehicle at the promotional rate.

Strategic Plan Goal(s):

Goal No. 2 Community Safety: Maintain community safety by supporting public safety services and increasing emergency preparedness.

Recommendation:

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 2024-2025

- f. 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 grant in the amount of \$100,000, which is \$10,000 more than originally budgeted. The STEP grant funding would allow the Police Department to carry out traffic safety enforcement, targeting primary collision factors including driving under the influence. If accepted, the grant would help offset the cost of staff overtime, training, and related supplies. Staff recommends the City Council adopt a resolution accepting the grant and authorizing a budget adjustment to increase the grant revenue by \$10,000.

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:
3. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA AMENDING THE ADOPTED BUDGET AND AUTHORIZING BUDGET APPROPRIATIONS FOR FISCAL YEAR 2024-25

g. RESOLUTION DECLARING FINAL ACCEPTANCE OF THE ADA CURB RAMP INSTALLATION PROJECT PURSUANT TO THE PUBLIC WORKS CONTRACT WITH MAJ ENGINEERING

Summary:

The ADA Curb Ramp Installation Project is part of the City's ongoing efforts to enhance accessibility by providing ADA-compliant ramps and improving sidewalks throughout the City. On July 23, 2024, the City Council awarded a contract to MAJ Engineering for the construction of new ADA-compliant curb ramps at various locations within the City. This project is partially funded through a Community Development Block Grant (CDBG).

MAJ Engineering completed work for the ADA Curb Ramp Installation Project in accordance with the project specifications and to the satisfaction of the Public Works Department. Staff recommends the City Council adopt a resolution declaring the work performed by MAJ Engineering as complete and in

conformance with the approved plans and specifications.

Strategic Plan Goal(s):

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

Recommendation:

Adopt a resolution, entitled:

A RESOLUTION OF THE CITY OF SIGNAL HILL, CALIFORNIA, DECLARING WORK TO BE COMPLETED IN CONFORMANCE WITH THE PLAN SPECIFICATIONS FOR THE ADA CURB RAMP INSTALLATION PROJECT IN ACCORDANCE WITH THE CONTRACT ENTERED INTO BETWEEN MAJ ENGINEERING INCORPORATED AND THE CITY OF SIGNAL HILL

h. PUBLIC WORKS CONTRACT WITH ESTATE DESIGN AND CONSTRUCTION INCORPORATED FOR THE PANORAMA PROMENADE SLOPE LANDSCAPE PROJECT

Summary:

In February 2024, the City experienced significant damage to the Panorama Promenade and the slope adjacent to Molino Avenue and 20th Street due to severe winter storms. In response, the City Council adopted a resolution ratifying the City Manager's proclamation of a local emergency. Subsequently, on February 27, 2024, the City Council approved a Public Works contract with Zimprich Engineering Incorporated (Zimprich) to carry out emergency repairs for the Panorama Promenade Trail and the slope at Molino Avenue and 20th Street. The approval included an appropriation of \$800,000 from the Fiscal Year 2023-24 General Fund Unassigned Fund Balance/Capital Improvement Projects Reserve to fund the emergency repairs.

Zimprich successfully completed all emergency repair work at the Panorama Promenade Trail and the Molino Avenue and 20th Street slope to the satisfaction of the Public Works Department and in compliance with project specifications. On October 4, 2024, the City Council adopted a resolution declaring final acceptance of the emergency repairs completed by Zimprich Engineering.

During the completion of slope repairs at Panorama Promenade, the Public Works Department retained Architerra Design Group (Architerra), the City's on-call contractor, on July 30, 2024, to prepare plans and specifications for appropriate seeding, earthwork, and the design of a planting and irrigation system. Architerra completed these plans in compliance with geotechnical specifications, FEMA planting standards, and City requirements; the finalized bid-ready plans were advertised for construction on November 1, 2024, and the bid opening took place on November 25, 2024.

Following a comprehensive and competitive bidding process, the City Council will consider awarding a contract to Estate Design and Construction Incorporated (EDC), the lowest responsive bidder, for a term of 90 working days with a not-to-exceed budget of \$297,683.20. The City Council will consider authorizing the City Manager to execute a Public Works Contract with EDC, with construction scheduled to begin in December 2024 and anticipated completion by May 2025.

Strategic Plan Goal(s):

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:

1. Authorize the City Manager to enter into a Public Works Contract with Estate Design and Construction Incorporated, for the construction of the Panorama Slope Landscape Project, for a term of 90 working days and a not-to-exceed contract amount of \$297,683.20, in a form approved by the City Attorney.
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 2024-25

- i. SECOND AMENDMENT TO THE MAINTENANCE SERVICES AGREEMENT WITH PARKWOOD LANDSCAPE MAINTENANCE, INCORPORATED FOR THE LIGHTING AND LANDSCAPE MAINTENANCE DISTRICT NO. 1

Summary:

The City contracts for landscape maintenance services for the Lighting and Landscape Maintenance District No. 1 (LLMD) with a private contractor, Parkwood Landscape Maintenance Incorporated (Parkwood). After review of the landscape services provided over the past two annual terms, City staff negotiated an amendment to the existing Maintenance Services. The proposed Second Amendment would continue the term of the agreement until December 20, 2025, with an annual not-to-exceed amount of \$31,343.66. Staff also recommends the City Council authorize a 10% contingency for a total budget for the third year of the contract of \$34,478.02.

Staff recommends that the City Council approve the proposed Second Amendment and authorize the City Manager to sign the agreement with Parkwood.

Strategic Plan Goal(s):

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

Recommendations:

1. Authorize the City Manager to execute the proposed Second Amendment to the maintenance services agreement with Parkwood to extend the term through December 20, 2025, and add contract not-to-exceed amount for year three of the Agreement to \$31,343.66.
2. Authorize a 10 percent contingency of \$3,134.37 to accommodate extra work or any unforeseen conditions, to be utilized if approved by the Public Works Director, for a total not-to-exceed amount of \$34,478.02.
3. Adopt a resolution, entitled:

A RESOLUTION OF THE CITY OF SIGNAL HILL, CALIFORNIA, AMENDING THE ADOPTED BUDGET AND AUTHORIZING BUDGET APPROPRIATIONS FOR FISCAL YEAR 2024-2025

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

Summary:

The City Council will consider an amendment to the part-time salary resolution 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, 2025, to \$16.50 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. If approved by City Council, the updated salary schedule would be effective January 1, 2025.

Strategic Plan Goal(s):

Goal No. 5: 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. 2024-06-6819 TO COMPLY WITH THE CALIFORNIA MINIMUM WAGE LAW AND REPEALING ALL PRIOR RESOLUTIONS

k. PROFESSIONAL SERVICES AGREEMENT WITH RCS INVESTIGATIONS & CONSULTING, LLC, FOR POLICE DEPARTMENT BACKGROUND AND PERSONNEL INVESTIGATIONS

Summary:

In February 2014, the City entered into a professional services agreement with RCS Investigations & Consulting, Limited Liability Corporation (RCS) to conduct administrative investigations (Internal Affairs Investigations) and background investigations for both sworn and non-sworn Signal Hill Police Department (Police Department) employees over a five-year term. Since the start of the previous contract, the City has executed two amendments to increase the not-to-exceed amount and extend the contract term, which was in effect through June 30, 2024.

The City Council will consider entering into a new service agreement, with RCS for a two-year term beginning July 1, 2024 and ending June 30, 2026. The service agreement would also allow for three one-year extensions with an annual not-to-exceed amount of \$50,000.

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

Recommendation:

Authorize the City Manager to enter into a two-year Professional Services Agreement, with three additional one-year extensions, with RCS Investigations & Consulting, Limited Liability Corporation, to provide investigative and background services, for a not-to-exceed annual amount of \$50,000, in a form approved by the City Attorney.

I. APPROVE A FEE WAIVER REQUEST FROM THE FRIENDS OF SIGNAL HILL LIBRARY FOR THE BOOK SALE

Summary:

Staff received a request from the Friends of Signal Hill Library (FOSHL), a Signal Hill based non-profit, for a facility fee waiver in the amount of \$1,580 for

the use the Signal Hill Public Library to host a book sale fundraiser on Friday, April 11, 2025, from 10:00 a.m. to 4:00 p.m. The City Council will consider the waiver request from FOSHL for facility and staff fees.

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 the City Council approve the Friends of the Signal Hill Library (FOSHL) request for the waiver of fees for the use of the Signal Hill Library Community Room, supplies, and allow FOSHL to display promotional banners for the book sale.

m. CONTRACT AMENDMENT REGISTERED DATED DECEMBER 10, 2024

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:

- The City Council authorized funds with 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.

There are two contract amendments for City Council consideration as follows:

- 1) Mariposa Landscapes, Incorporated: Maintenance services for citywide landscaping. The proposed Third Amendment would extend the term through December 31, 2025, and increase the contract not-to-exceed amount to \$1,609,123.99.
- 2) Allied Universal Security Services, Incorporated: Armed security services for after-hours and holidays at City parks and facilities. The proposed Ninth Amendment would extend the term through June 30, 2025, and increase the total compensation by \$50,642 for a new not-to-exceed amount of \$814,512.

Strategic Plan Goal(s):

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

Recommendation:

Authorize the Contract Amendment Register dated December 10, 2024.

n. WARRANT REGISTER DATED DECEMBER 10, 2024

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 Registers dated December 10, 2024.

o. APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of November 12, 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:

Approve the meeting minutes.

(13) COUNCIL AGENDA--NEW BUSINESS

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

(14) ADJOURNMENT

Tonight's meeting will be adjourned to the next regular meeting of the Signal Hill City Council to be held on Tuesday, January 14, 2025, at 7:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755. The regular City Council meeting of December 24, 2024 is cancelled.

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.