



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 10, 2025

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 74 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, June 10, 2025. 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 JONES
VICE MAYOR HANSEN
COUNCIL MEMBER COPELAND
COUNCIL MEMBER HONEYCUTT
COUNCIL MEMBER WOODS

(3) **CLOSED SESSION**

- a. A CLOSED SESSION WILL BE HELD PURSUANT TO GOVERNMENT CODE SECTION 54957(B)(1) TO CONDUCT A PUBLIC EMPLOYEE PERFORMANCE EVALUATION.

TITLE: CITY MANAGER

(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) **PRESENTATIONS**

- a. A STUDENT REPRESENTATIVE FROM SIGNAL HILL ELEMENTARY SCHOOL WILL PARTICIPATE IN THE CITY COUNCIL MEETING BY LEADING THE PLEDGE OF ALLEGIANCE AND CEREMONIOUSLY PRESIDING OVER THE MEETING WITH THE GAVEL. MAYOR JONES WILL THEN RECOGNIZE THE STUDENT.
- b. POLICE CHIEF BRAD KENNEALLY WILL INTRODUCE CRIME ANALYST CYNTHIA HAEBE FROM INSIGHT ANALYTICS, WHO WILL PRESENT A BRIEF OVERVIEW OF CRIME ANALYSIS AND DATA REPORTING TECHNOLOGY AND SERVICES.

(11) **PUBLIC HEARINGS**

- a. PUBLIC HEARING - A RESOLUTION APPROVING AND ADOPTING THE UNIFORM SCHEDULE OF SERVICE FEES AND CHARGES

Summary:

For the upcoming fiscal year, the proposed Fee Schedule maintains the methodology of last year's adopted schedule, with adjustments primarily for the Consumer Price Index (CPI) and City operating costs. Prior to adopting new or increased fees, the City Council is required to conduct a public hearing. At the conclusion of the public hearing, the City Council shall determine whether to approve and adopt the updated Fee Schedule. Staff published the legal notice for this public hearing in the Signal Tribune newspaper pursuant to Government Code Section 65091(a)(4). The legal notice appeared in the newspaper on May 30 and June 6, 2025. Staff also posted the notice in accordance with Signal Hill Municipal Code Section 1.08.010 on May 30, 2025. If approved and adopted by the City Council, the revised schedule would become effective July 1, 2025.

Strategic Plan Goal(s):

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

Recommendations:

1. Staff recommends the City Council open a public hearing, consider public testimony, and approve and adopt the proposed service fees and charges.
2. Adopt a Resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, APPROVING AND ADOPTING THE UNIFORM SCHEDULE OF SERVICE FEES AND CHARGES.

(12) CITY MANAGER REPORTS

- a. RESOLUTION ADOPTING THE ANNUAL OPERATING AND CAPITAL BUDGET FOR FISCAL YEAR 2025-26 (YEAR 2) AND RESOLUTION ESTABLISHING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025-26

Summary:

The City Council will consider adopting the second year of a biennial budget for Fiscal Year 2025-26. The City Council reviewed the proposed FY 2025-26 (Year 2) Operating and Capital Budget (Operating Budget) at the budget workshop held on May 13, 2025. The Operating Budget, as presented, is structurally

balanced per City policy. In addition, the City Council will also consider a resolution adopting the annual appropriations limit for the next fiscal year.

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.
- 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.

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 2025-26.

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 2025-26.

- b. RESOLUTIONS ADOPTING A CITY-WIDE PAY SCHEDULE, MANAGEMENT SALARY RANGES, PART-TIME SALARY SCHEDULE, AMENDMENTS TO THE CITY'S CLASSIFICATION PLAN, AND SHEA SIDE LETTER

Summary:

During the 2024 labor negotiations, the City approved Memoranda of Understanding (MOU) with the Signal Hill Employees' Association (SHEA) and the Signal Hill Police Officers' Association (SHPOA) for the period of July 1, 2024, through June 30, 2027. The SHEA MOU included cost-of-living adjustments of 2% in FY 2024-2025, 4% in FY 2025-2026, and 3% in FY 2026-2027, effective July 1 of each year. The SHPOA MOU included cost-of-living adjustments of 1% in FY 2024-2025, 4% in FY 2025-2026, and 3% in FY 2026-2027, effective July 1 of each year. The effective date of the

City-Wide Pay Schedule, Management Resolution, and Part-Time Pay Schedule is July 1, 2025. The City-Wide Pay Schedule, Management Resolution, and Part-Time Pay Schedules must be approved and adopted by City Council in advance of the FY 2025-2026 cost-of-living adjustment taking place. 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 a Resolution to amend salary ranges for hourly part-time employees.

Lastly, the City Council will consider recommended changes to the City's Classification and Compensation Plan (Plan) by amending the job specifications for the following positions: Senior Building Inspector, Senior Public Works Inspector, Community Services Manager, and Public Works Director, as well as job titles for Senior Water Maintenance Worker and Water Maintenance Worker. If approved by the City Council, staff would incorporate the class plan amendments for positions represented by SHEA into the SHEA MOU by Side Letter Agreement. Staff recommends the updates to the Plan to better position the City to continue meeting its overarching strategic plan goals, enhance public safety and public service delivery, attract and retain talented candidates in these essential positions, and update cleanup language in accordance with prior City Council direction. Except for the approved MOU cost-of-living increases, the proposed changes would not change compensation associated with these positions.

Strategic Plan Goal(s):

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

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, APPROVING AND ADOPTING A CITY-WIDE PAY SCHEDULE AS REQUIRED BY THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS), AND REPEALING ALL PRIOR RESOLUTIONS.

2. Adopt a Resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, APPROVING AND ADOPTING REVISED SALARY RANGES

AND BENEFITS FOR MANAGEMENT PERSONNEL, AND REPEALING ALL PRIOR RESOLUTIONS.

3. Adopt a Resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, APPROVING AND ADOPTING SALARY RANGES FOR HOURLY, PART-TIME EMPLOYEES, AND REPEALING ALL PRIOR RESOLUTIONS.

4. Adopt a Resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, AMENDING THE CLASSIFICATION AND COMPENSATION PLAN TO INCLUDE REVISIONS TO THE CLASS SPECIFICATIONS FOR COMMUNITY SERVICES MANAGER, PUBLIC WORKS DIRECTOR, SENIOR BUILDING INSPECTOR, SENIOR PUBLIC WORKS INSPECTOR, SENIOR WATER MAINTENANCE WORKER, WATER MAINTENANCE WORKER.

5. Adopt a 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 EMPLOYEES' ASSOCIATION.

c. APPROVAL & ADOPTION OF CITYWIDE EMERGENCY OPERATIONS PLAN

Summary:

In 2024, staff issued a Request for Proposals to select a qualified professional consulting firm to undertake a comprehensive update to the City's Emergency Operations Plan (EOP) and develop an Emergency Public Information Annex. After a comprehensive and competitive process, the City Council awarded a contract to Tandem Solutions in January, for a not-to-exceed amount of \$35,000. Broadly defined, the EOP is a detailed document that outlines how a city will respond to and manage various types of emergencies or disasters. The Plan is developed and updated with consideration to other citywide operations and response plans including the General Plan and Hazard Mitigation Plan. The Emergency Public Information Annex is a new addition that the consultant developed as a supplemental document to the EOP and will be used to outline the flow of communications and information both internally and externally during an emergency or disaster. The comprehensive update re-establishes the EOP as a working, off-the-shelf ready plan, with functional annexes, that will assist staff in the response and recovery portion of any Emergency Operations Center activation. Staff recommends the City Council approve and adopt the proposed City EOP in the form presented this evening.

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:

Staff recommends the City Council approve and adopt the proposed City Emergency Operations Plan.

d. VERIFICATION OF QUORUM/SCHEDULE OF MEETINGS - JULY & AUGUST 2025

Summary:

Due to potential scheduling conflicts with the summer holiday season, staff is seeking verification of whether there will be a quorum present, or whether the City Council desires to cancel Regular City Council meetings in July and August.

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:

Due to potential conflicts with the summer holiday season, staff is recommending the City Council cancel regularly scheduled City Council meetings in July and August of 2025, potentially July 22 and August 12, 2025.

(13) **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. PUBLIC WORKS CONTRACT WITH SOUTHLAND ROOFING INCORPORATED FOR THE CITYWIDE ROOF REPLACEMENT PROJECT

Summary:

The City of Signal Hill's 2023-2028 Strategic Plan includes the development of a Capital Facility Master Plan to identify current, deferred, and future maintenance needs, providing a framework to guide long-term maintenance investments. On October 24, 2023, the City Council authorized a professional services agreement with Bureau Veritas Technical Assessment LLC to conduct a

comprehensive facility assessment of all City-owned buildings and prepare a Facility Master Plan (FMP). The FMP is a strategic framework for prioritizing major repairs needed to maintain City facilities at an optimal service level while providing routine maintenance schedules across all sites. During the evaluation of City facilities, the FMP identified the roofs at the Youth Center, City Hall, and City Yard as needing significant repair and designated them among the highest-priority projects.

Following a comprehensive and competitive bidding process, staff recommends that the City Council award a contract to Southland Roofing Incorporated (Southland), the lowest responsive bidder, for a term of 90 working days and a not-to-exceed budget of \$858,245. Staff further recommends the City Council authorize the City Manager to execute a Public Works Contract with Southland, with construction scheduled to begin in June 2025 and anticipated to be completed by September 2025. The FMP initially estimated a lower replacement cost for this project; however, labor and material costs have increased substantially. Staff proposes a budget transfer from the Facilities Maintenance Services, totaling \$348,549.50, to fully fund the project.

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. Authorize the City Manager to enter into a Public Works Contract with Southland Roofing Incorporated for the construction of the Citywide Roof Replacement Project, for a term of 90 working days and a not-to-exceed contract amount of \$858,245, in a form approved by the City Attorney.
2. Authorize a contingency of \$85,824.50 and up to a 30-calendar-day extension to accommodate additional scope of work and changes or unforeseen conditions, to be utilized if approved by the Public Works Director, for a total construction budget of \$944,069.50.
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 2024-25.

- b. FOURTH AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH ALL CITY MANAGEMENT SERVICES FOR CROSSING GUARD SERVICES

Summary:

Crossing guard services are a vital resource to ensure the safety of pedestrians, particularly students and families, near and around all school locations in the City. The City has maintained a long-standing partnership with All City Management Services (ACMS). With the current agreement set to expire on June 30, 2025, staff is proposing a fourth amendment to include an additional three-year agreement with ACMS, for a proposed increase of \$362,181 and a new not-to-exceed contract amount of \$1,027,866.06, to continue services through June 30, 2028.

Strategic Plan Goal(s):

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

Recommendation:

Staff recommends that the City Council approve the proposed Fourth Amendment and authorize the City Manager to execute the proposed agreement with All City Management Services for crossing guard services, for a term of three years and a total new not-to-exceed contract amount of \$1,027,866.06, in a form approved by the City Attorney. If approved by the City Council, staff would issue a Notice to Proceed and begin coordinating with the contractor to continue services.

- c. SERVICE AGREEMENT WITH KRUGER TOW AND MR. C'S TOWING FOR TOW SERVICES

Summary:

Police towing services are a vital resource in supporting the Signal Hill Police Department's public safety and enforcement operations. With the City's current tow contracts set to expire on June 30, 2025, staff initiated a competitive Request for Proposals (RFP) process to ensure the selection of the most qualified vendors and to update the scope of services in alignment with current operational needs. Following a thorough evaluation by a review panel, staff selected Kruger Tow and Mr. C's Towing as the most qualified providers for continued Police Tow Services. Staff proposes entering into a three-year agreement with each vendor, with the option to extend for up to two additional one-year terms. While the contracts do not involve direct costs to the City, each agreement includes a quarterly franchise fee of \$3,000, providing ongoing revenue to the City for the duration of the contract.

Strategic Plan Goal(s):

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

Recommendation:

Staff recommends that the City Council award the proposed Contract Services Agreements and authorize the City Manager to execute General Services Agreements with Kruger Tow and Mr. C's Towing for Police Tow Services. The term of each agreement is proposed to be three years, with the option to extend for up to two additional one-year periods, in a form approved by the City Attorney. Upon City Council approval, staff would issue a Notice to Proceed and begin coordinating with the contractors to provide services.

d. CONTRACT AMENDMENT REGISTER DATED JUNE 10, 2025

Summary:

The attached 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.
- The City Manager reviewed and approved each amendment for streamlined processing.

There is one contract amendment for City Council consideration as follows:

1. Allied Universal, Park Security Services Tenth Amendment would extend the term through June 30, 2026.

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 June 10, 2025.

e. APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of May 27, 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.

Recommendation:

Approve the meeting minutes.

f. WARRANT REGISTER PRESENTED JUNE 10, 2025

Summary:

The Warrant Register is a listing of all general disbursements issued since the prior warrant register, and warrants to be approved by the City Council.

Strategic Plan Goal(s):

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

Recommendation:

Approve the Warrant Registers presented on June 10, 2025.

(14) COUNCIL AGENDA--NEW BUSINESS

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

(15) ADJOURNMENT

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

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.