



STAFF REPORT

1/14/2025

AGENDA ITEM

**TO: HONORABLE MAYOR
AND MEMBERS OF THE CITY COUNCIL**

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: COLLEEN T. DOAN
COMMUNITY DEVELOPMENT DIRECTOR**

SUBJECT: ANNUAL REVIEW OF INSTITUTIONAL PERMITS

Summary:

Chapter 8.16 of the Signal Hill Municipal Code requires an annual review of institutional permits by the City Council. A total of five organizations applied for institutional permits for 2025 including: Cole Vocational Services: 2798 Junipero Avenue; Courtyard Care Center: 1880 Dawson Avenue; Dungarvin California, LLC: 695 E. 27th Street; Las Brisas Childcare Center: 2399 California Avenue, Suite A; and Unlimited Quest: 3350 Olive Avenue.

The City's review process for an institutional permit requires multiple City department inspections and a review of online reports from the State and Federal inspections. Staff recommends the City Council adopt the resolution approving the five annual permits for calendar year 2025, based on the results of the detailed review process.

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, APPROVING THE ANNUAL INSTITUTIONAL PERMITS FOR 2025 FOR COLE VOCATIONAL SERVICES, COURTYARD CARE CENTER, DUNGARVIN CALIFORNIA LLC, LAS BRISAS CHILDCARE CENTER, AND UNLIMITED QUEST

Fiscal Impact:

While the institutional permit review process involved inspections and administrative staff time, the associated costs are minimal due, in part, to the offset provided by permit fees collected through this process.

Background:

In accordance with Signal Hill Municipal Code 8.16.050, no person shall conduct, operate, or maintain any home for the aged, mental institution, private day school, day nursery or day nursery school, private boarding school, or children's boarding home unless the facility has a valid, unrevoked, and unsuspended permit issued by the City Council.

The Community Development Department coordinates an annual review of inspections by health and safety agencies to ensure the facilities are appropriately maintained. There are five institutions pending renewal (Attachment A).

Cole Vocational Services
2798 Junipero Avenue
Business License: 12201690

Day care program for adults with developmental disabilities; serves up to 30 individuals in the morning and 30 in the afternoon.

Courtyard Care Center
1880 Dawson Avenue
Business License: 12200358

59-bed skilled nursing facility that provides 24-hour skilled care and rehabilitation services.

Dungarvin California, LLC
695 E. 27th Street
Business License: 12202867

Day care program for adults with developmental disabilities; serves up to 30 individuals in the morning and 30 in the afternoon.

Las Brisas Child Care Center
(Long Beach Community Improvement League)
2399 California Avenue, Ste A
Business License: 12203829

Child Care Center for 2- to 4-year-old children, and before and after school care for 5- to 12-year-old children. The facility can accommodate up to 141 children.

Unlimited Quest
3350 Olive Avenue
Business License: 12201457

Family support services for families of youth at risk with complex mental health, behavioral and other needs.

Analysis:

The review process for an institutional permit requires multiple City department inspections and a review of online reports from State and Federal inspections. Below is a summary of the findings for each review:

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Signal Hill Police Department

The Police Department reviewed its records and reported no significant activities at the facilities.

Signal Hill Building & Safety

The Principal Building Inspector (Inspector) performed follow-up inspections for each facility during 2024. Inspections for the annual permit renewal were done during the month of September 2024. The inspector reported that all facilities passed inspections pursuant to the California Building Codes.

County of Los Angeles Fire Department

The County of Los Angeles Fire Department (LACFD) also inspects the facilities. LACFD last inspected these facilities as follows (Attachment B):

- Cole Vocational Services: 11-06-2024
- Courtyard Care: 04-09-2024
- Dungarvin California, LLC: 05-12-2023 (inspected biennially)
- Las Brisas Childcare Center: 10-02-2024
- Unlimited Quest: 09-24-2024

State of California Department of Social Services (CDSS)

CDSS administers the licenses for Cole Vocational Services, Dungarvin California, LLC, Las Brisas Childcare Center, and Unlimited Quest; all facilities are listed as licensed at this time. City staff conducted a review of the online information from CDSS. The most recent inspections of each location are listed below:

- Cole Vocational Services: 02-23-2024 and 07-31-2024
- Dungarvin California, LLC: 08-20-2024 and 08-28-2024
- Las Brisas Childcare Center: 07-12-2023 (no inspection listed for 2024)
- Unlimited Quest: 07-25-2024

U.S. Department of Health and Human Services (DHHS) Centers for Medicare & Medicaid Services (Medicare)

Medicare administers the license for the Courtyard Care Center. City staff conducted a review of the online information DHHS.

The facility has a valid license, and the most recent inspections are as follows:

- Inspection report: 10-01-2023
- Complaint report: 10-20-2023
- Complaint report: 01-30-2024

Staff is recommending adoption of the resolution approving the annual permits for calendar year 2025 for Courtyard Care Center, Las Brisas Childcare Center, Cole Vocational Services, Dungarvin

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California, LLC, and Unlimited Quest.

Approved as to Fiscal Impact:

Siamlu Cox

Attachments:

- A. Permit Applications
- B. LA County Fire Dept Evaluations
- C. Resolution