



STAFF REPORT

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6/24/2025

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**AGENDA ITEM**

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

**FROM: CARLO TOMAINO  
CITY MANAGER**

**BY: THOMAS BEKELE  
PUBLIC WORKS DIRECTOR/CITY ENGINEER**

**SUBJECT: FACILITIES MASTER PLAN**

**Summary:**

The City of Signal Hill's 2023-2028 Strategic Plan identifies the need for a Capital Facility Master Plan (FMP) to assess current, deferred, and future maintenance needs at City-owned facilities. The FMP serves as a framework to guide long-term investments in maintenance and infrastructure improvements. On October 24, 2023, the City Council authorized a professional services agreement with Bureau Veritas Technical Assessment, LLC to conduct a comprehensive assessment of 12 City-owned facilities. The resulting FMP includes routine maintenance schedules to preserve facility conditions and a facility Capital Improvement Program (CIP) that prioritizes projects based on urgency and critical need.

The FMP provides a strategic roadmap to implement consistent maintenance practices and prioritize major repairs that support uninterrupted service delivery across all City facilities. Staff recommends the City Council adopt the completed Facility Master Plan Assessment Reports; if adopted, staff would begin developing an implementation plan, identifying funding needs, and return to the City Council with future project recommendations for consideration. Staff would also utilize the assessment reports to pursue grant funding opportunities to help finance the implementation of capital improvement projects.

**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.

Recommendation:

Adopt the Facilities Master Plan Assessment Reports substantially in the form attached.

Fiscal Impact:

There is no fiscal impact with the adoption of the FMP. However, the assessments identify and prioritize facility repair and upgrade projects, which collectively form a recommended 20-year Facility CIP.

If the City Council adopts the FMP assessment reports, the Public Works Department would begin incorporating the recommendations into future capital improvement budgets starting in FY 2026-2027; staff would return to the City Council with funding request for projects listed in the Facilities CIP. All proposed expenditures will undergo evaluation during the annual budget development process, and staff will actively integrate the recommendations from the FMP as funding allows.

Background:

The Public Works Department manages the ongoing maintenance of all City-owned facilities, all which require routine maintenance to remain functional and accessible to the public. Over the years, staff has utilized various maintenance techniques to maintain City facilities; however, evolving building codes, fire safety standards, accessibility regulations, and energy efficiency goals have increased the need for a centralized, long-term maintenance strategy. A comprehensive facility plan is essential to ensure effective asset management, establish consistent maintenance practices, and understand life cycle costs for building system repairs and replacements.

On October 24, 2023, the City Council approved a professional services agreement with Bureau Veritas Technical Assessment, LLC, (BVTA), to conduct a citywide facility assessment and develop the FMP. The FMP aligns with the 2023-2028 Strategic Plan by identifying critical facility repairs, establishing scheduled maintenance tasks, and promoting long-term functionality and sustainability across City facilities. The FMP outlines clear policies and objectives that guide the Public Works Department and help preserve the City's physical infrastructure to avoid costly and unexpected repairs.

Analysis:

The newest City-owned facility is the Signal Hill Library, constructed in 2018, with many of the City's facilities dating back 30 to 70 years, with the oldest facility being City Hall. Given the varying condition and age of the City's facilities, it is important for the City to have an accurate condition assessment and a long-term maintenance plan. The FMP focused on evaluating 12 essential facilities that support and are crucial to the City to provide day-to-day services and access to the public:

Facility	Year Built	Address
City Hall	1934	2175 Cherry Avenue

Signal Hill Library	2018	1800 East Hill Street
Youth Center	1951	1780 East Hill Street
Signal Hill Park Restrooms	1994	2175 Cherry Avenue
City Yard	1985	2175 East 28 <sup>th</sup> Street
Police Department	2012	2745 Walnut Avenue
Hilltop Park Restrooms	1998	2351 Dawson Avenue
Discovery Well Park Community Center	2000	2200 Temple Avenue
Temple Pump Station	1996	2271 Temple Avenue
Gundry Pump Station	1974	3315 Gundry Avenue
Well 7	1983	6476 Orange Avenue (Long Beach)
Well 10	1985	6065 Cherry Avenue (Long Beach)

Over the past 15 months, the facilities division of the Public Works Department worked extensively with the City's consultant, BVTA, to perform the scope of services, consisting of two phases. Phase I of the FMP consisted of the physical inspection of each facility and corresponding building systems, including plumbing, electrical, roofing, fire, general accessibility, and mechanical components. For Phase II, the consultant prepared comprehensive assessment reports detailing the inspection findings, condition assessments, system replacement reports, and Facility Condition Index Scores.

In addition to the assessment reports, BVTA and staff worked closely to prepare routine maintenance schedules for each facility, outlining tasks and recommended service intervals. The maintenance schedules serve as a basis for the facility division to follow to ensure the current facilities remain functional for City staff to perform work and public to access the facilities. The consultant also prepared a Facility CIP that identifies and ranks capital repair projects based on urgency, system condition, and lifecycle status. The CIP would serve as a tool for budgeting, planning, and executing long-term capital improvements.

On June 10, 2025, the City Council approved a construction contract for roof reconstruction at City Hall, the Youth Center, and the City Yard. The FMP identified these projects as high-priority and in need of immediate action. The table below summarizes additional priority projects by facility and proposed implementation year:

Facility	Priority Project	Proposed Year
City Hall	Roofing	Year 1
	Fire Alarm System	
	Distribution Panel	
Signal Hill Library	HVAC System	Year 1
	Window Repairs	
Youth Center	Roofing	Year 1
	Flooring	
	HVAC System	
Signal Hill Park Restrooms	Electrical System	Year 2

City Yard	Roofing	Year 1
	HVAC	
	Distribution Panel	
Police Department	Parking lot pavement	Year 1
	Roofing	Year 3
Hilltop Park Restrooms	Plumbing System	Year 1
	Drinking Fountain	Year 2
Discovery Well Park Community Center	Irrigation System	Year 3
Temple Pump Station	Roofing	Year 1
	Exterior Painting	Year 3
Gundry Pump Station	Exterior Painting	Year 1
Well 7	Roofing	Year 1
	Ceiling	
Well 10	Soffit Work	Year 3

The CIP identifies approximately \$23.1 million in recommended capital repairs and replacements across all City-owned facilities over a 20-year period based on the specific condition and life cycle of operational component of each facility. For instance, the FMP assessment for the Signal Hill Library recommends heating and air conditioning system upgrades and window repairs in Year 1 to maintain energy efficiency and ensure continued comfort for users, with approximately \$6.6 million in total improvements projected for the Library over the 20-year span.

As noted, proposed CIP funding levels vary by year and are not evenly distributed; rather, each year's budget is driven by the specific repair needs and priorities identified in the assessments. This phased approach allows the City to address critical infrastructure needs first, while strategically planning for long-term improvements in a fiscally responsible manner. Each facility's FMP assessment outlines immediate repairs, short-term maintenance tasks, and long-range system renewals, organized by urgency and implementation year to support effective financial planning.

While adoption of the FMP does not obligate the City to commit funds immediately, it establishes a comprehensive and flexible roadmap for future capital investment. Staff recommends the City Council adopt the FMP Assessment Reports. If approved, the Public Works Department would begin incorporating the recommendations into future capital improvement budgets; staff would return to the City Council with project-specific funding proposals as part of the annual budget cycle, enabling timely implementation based on available resources and Council direction.

Reviewed for Fiscal Impact:

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Siamlu Cox

Attachment:

#### A. Facility Master Plan Assessments