



## **CITY OF SIGNAL HILL**

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2175 Cherry Avenue • Signal Hill, California 90755-3799

**THE CITY OF SIGNAL HILL  
WELCOMES YOU TO A REGULAR  
CITY COUNCIL MEETING  
September 23, 2025**

The City of Signal Hill appreciates your attendance. Public interest provides the Council and Agency with valuable information regarding issues of the community. Regular meetings are held on the 2nd and 4th Tuesday of every month.

Regular 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](http://www.cityofsignalhill.org).

**To view the meeting live at 7:00 p.m.:**

- City of Signal Hill website at [www.cityofsignalhill.org](http://www.cityofsignalhill.org), select the City Council Meetings Link from the home page.
- Charter Spectrum Channel 74 or Frontier FiOS Channel 38.

**To participate in the 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](mailto:cityclerk@cityofsignalhill.org) not later than 5:00 p.m. on Tuesday, September 23, 2025. Written comments will be provided electronically to the 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 – 7:00 P.M.**

(2) **ROLL CALL**

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

(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) **PRESENTATIONS**

- a. MAYOR JONES WILL PRESENT CERTIFICATES TO THE 2025 SIGNAL HILL LEADERSHIP ACADEMY GRADUATES.
- b. STUDENT REPRESENTATIVES FROM THE AMERICAN UNIVERSITY OF HEALTH SCIENCES WILL PROVIDE A PRESENTATION ON OBESITY IN CHILDREN.

(6) **CITY MANAGER REPORTS**

- a. ECONOMIC DEVELOPMENT SHOP LOCAL UPDATE

Summary:

Shop Local programs increase visibility for Signal Hill businesses and foster a vibrant business community, supporting the City's Strategic Plan to enhance the local economy and strengthen the downtown core. In November 2024, the City Council approved a new Shop Local Program in partnership with BluDot Technologies Incorporated to support small businesses. The City Council allocated \$10,000 for the Open Rewards app, which offers customers a 20% reward on purchases at participating Signal Hill businesses. Customers are able to redeem these rewards on future purchases at local businesses. Staff will present an update regarding the Open Rewards program, including analytics and observations from its initial implementation.

Strategic Plan Goal(s):

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

Recommendation:

Receive and file.

- b. VERIFICATION OF QUORUM/SCHEDULE OF MEETINGS - NOVEMBER & DECEMBER 2025

Summary:

Staff is seeking verification regarding whether a quorum will be present for the regular City Council meetings of November 25, 2025 and December 23, 2025 due to potential scheduling conflicts with the holiday season. Staff is also seeking direction to cancel or reschedule the meeting of Tuesday, November 11, 2025 due to Veterans Day, a federally recognized holiday which the City also observes. Staff recommends holding one meeting each month to conduct regular City business.

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 determine whether a quorum of the City Council will be present for the regular meetings of November 25, 2025 and December 23, 2025, and provide direction to staff to either reschedule or cancel the meeting of November 11, 2025, due the Veterans Day holiday. Staff recommends holding one meeting each month to conduct regular City business.

- c. MASTER AGREEMENTS WITH THE DEPARTMENT OF TRANSPORTATION FOR THE WILLOW STREET AND CHERRY AVENUE CORRIDORS COLLISION REDUCTION PROJECT AND THE CITYWIDE TRANSPORTATION SAFETY ENHANCEMENT PROJECT; HIGHWAY SAFETY IMPROVEMENT PROGRAM CYCLE 12 GRANT FUNDING

Summary:

The Highway Safety Improvement Program (HSIP) is a federally funded program administered by the California Department of Transportation (Caltrans) that provides local agencies with funding for projects aimed at reducing traffic-related fatalities and serious injuries. In September 2024, the Public Works Department submitted two HSIP Cycle 12 grant applications: the Willow Street and Cherry Avenue Corridors Collision Reduction Project and the Citywide Transportation Safety Enhancement Project. In February 2025, Caltrans awarded the City \$1,082,450 in HSIP State funds for the Willow Street and Cherry Avenue Corridors Collision Reduction Project and \$2,719,980 in HSIP Federal funds for the Citywide Transportation Safety Enhancement Project.

The Willow Street and Cherry Avenue Corridors Collision Reduction Project includes updating signal timing, coordinating the operation of 15 signalized intersections, and constructing and integrating a fiber-optic communication network. The Citywide Transportation Safety Enhancement Project consists of upgrading existing signals to provide protected left-turn phasing at eight intersections, improving traffic signal visibility at three intersections, and installing pedestrian countdown heads to enhance safety for all modes of travel. Staff recommends the City Council approve the proposed two Master Agreements with Caltrans and adopt two resolutions necessary to execute documents to receive and utilize HSIP Cycle 12 funds for both projects.

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. 4 Infrastructure: Maintain and improve the City's physical infrastructure, water system, and recreational spaces.

Recommendation:

1. Authorize the City Manager, or his designee, to enter into a Master Agreement with the Department of Transportation for project funding in the amount of \$1,082,450 for the Willow Street and Cherry Avenue Corridors Collision Reduction Project.
2. Authorize the City Manager, or his designee, to enter into a Master Agreement with the Department of Transportation for project funding in the amount of \$2,719,980 for Citywide Transportation Enhancement Project.

3. Adopt a Resolution, entitled:

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE ALL NECESSARY DOCUMENTS TO RECEIVE AND EXPEND HIGHWAY SAFETY IMPROVEMENT PROGRAM CYCLE 12 AWARDED FUNDS FOR THE WILLOW STREET AND CHERRY AVENUE CORRIDORS COLLISION REDUCTION PROJECT.

4. Adopt a Resolution, entitled:

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, AUTHORIZING THE CITY MANAGER OR HIS

DESIGNEE TO EXECUTE ALL NECESSARY DOCUMENTS TO RECEIVE AND EXPEND FEDERAL HIGHWAY SAFETY IMPROVEMENT PROGRAM CYCLE 12 AWARDED FUNDS FOR THE CITYWIDE TRANSPORTATION SAFETY ENHANCEMENT PROJECT.

- d. PROFESSIONAL ENGINEERING DESIGN CONSULTANT SERVICES AGREEMENT WITH W.G. ZIMMERMAN ENGINEERING, INC. FOR THE EAST BURNETT STREET HISTORICAL DISTRICT PEDESTRIAN AND BIKE ENHANCEMENT PROJECT

Summary:

The 2023-2028 City of Signal Hill Strategic Plan promotes multi-model transportation through the development of bicycle lanes and walking trails, as outlined in the City's General Plan and Circulating Element. The East Burnett Street Corridor, which extends from Walnut Avenue to Dawson Avenue, is a well-used route for pedestrians and bicyclists. In June 2023, the California Transportation Commission awarded the City \$2,785,000 in Active Transportation Program (ATP) funding with a \$109,000 local match. The proposed project includes new sidewalks, a Class 2 bicycle lane, ADA curb ramps, enhanced lighting, landscaping, and roadway upgrades to improve safety and accessibility.

The City completed the Project Approval and Environmental Documentation (PA&ED) phase and conducted the CEQA environmental review. In May 2025, the City filed a Notice of Exemption under CEQA Guidelines Section 15301, confirming the project qualifies for a Class 1 Categorical Exemption. On July 18, 2025, Public Works released the Request for Proposals for the Plans, Specifications, and Estimates (PS&E) phase. Following the proposal review process and negotiations with the best qualified firm, Public Works recommends the City Council award a Professional Services Agreement to W.G. Zimmerman Engineering, Inc. to prepare the PS&E documents. If approved by the City Council, the consultant would begin work in October 2025, with completion expected by April 2026.

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. 4 Infrastructure: Maintain and improve the City's physical infrastructure, water system, and recreational spaces.

Recommendation:

1. Authorize the City Manager to enter into a Professional Engineering

Design Consultant Services Agreement with W.G. Zimmerman Engineering, Inc. to prepare the PS&E documents for the East Burnett Street Historical District Pedestrian and Bike Enhancement Project, for a term of 6 months and a not-to-exceed contract amount of \$245,372.70, in a form approved by the City Attorney.

2. East Burnett Street Historical District Pedestrian and Bike Enhancement Project's PS&E preparation
  3. Authorize the Public Works Director/City Engineer to utilize a project contingency of up to 10% (\$24,537.27) and approve a 180-calendar day term extension to accommodate any unforeseen conditions. The proposed contingency would bring the total contract agreement budget to \$269,909.97.
- e. ADOPT A RESOLUTION AUTHORIZING CARRYOVER APPROPRIATIONS FROM THE FISCAL YEAR 2024-25 OPERATING EXPENDITURE BUDGET AND CAPITAL IMPROVEMENT PLAN BUDGET, AND RELATED FUNDING, TO FISCAL YEAR 2025-26 BUDGET

Summary:

Staff recommends that the City Council adopt a resolution authorizing the carryover of unspent appropriations from Fiscal Year (FY) 2024-25 to FY 2025-26. This routine annual process enables the City to re-appropriate funds for programs, purchases, and specific projects, particularly those within the Capital Improvement Program (CIP), that were not completed by the end of the prior fiscal year. Adopting this resolution ensures the continuity of essential projects and prevents the loss of existing budget authority.

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 and 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.

Recommendation:

Adopt a Resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, AUTHORIZING CARRYOVER APPROPRIATIONS FROM THE FISCAL YEAR 2024-2025 OPERATING EXPENDITURE BUDGET AND CAPITAL IMPROVEMENT PLAN BUDGET, AMENDING THE FISCAL YEAR 2025-2026 BUDGET.

**(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. PUBLIC WORKS CONTRACT WITH WESTOVER CONTROLS CORPORATION FOR THE POLICE DEPARTMENT HVAC UPGRADES

Summary:

The HVAC system at the Police Department has experienced persistent operational problems over the past two years, including temperature regulation failures, fluctuating humidity levels, and reduced efficiency. The Public Works staff and the City's Information Technology consultants have conducted interim maintenance that has sustained limited functionality; however, these efforts cannot maintain long-term reliability. Staff reached out to City's current on-call contractors to solicit proposals to address the system's issues. Each company offered complete system replacement, which would have required the removal and replacement of both the controls and equipment at a significantly higher cost. Westover Controls Corporation, the original installer of record, evaluated the system and submitted a proposal to provide and install a retrofit solution for this project.

Westover is uniquely qualified to perform this work, as the only contractor with direct knowledge of the system. Awarding the contract to Westover would ensure timely resolution and protect operational continuity at this 24/7 essential public safety facility. Following a comprehensive review of the required services, staff recommends the City Council award a sole-source contract to Westover Controls Corporation pursuant to Signal Hill Municipal Code Section 3.20.120, which permits the City Council to authorize a contract without competitive bidding when a vendor possesses the unique qualifications and specialized expertise necessary to perform the work. If approved by the City Council, the HVAC upgrades at the Police Department would begin in September 2025, with completion anticipated by December 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.

Recommendation:

1. Authorize the City Manager to enter into a Public Works Contract with Westover Controls Corporation, for a term of 90 calendar days in the amount of \$74,924.96, for the Police Department HVAC system upgrade.
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 2025-26.

b. SCHEDULE OF INVESTMENTS AND MONTHLY TRANSACTION REPORT

Summary:

The Schedule of Investments is a listing of funds invested for both the City and the Successor Agency to the former Signal Hill Redevelopment Agency as of the date shown in the report. The monthly transaction report provides a list of 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.

c. WARRANT REGISTER PRESENTED SEPTEMBER 23, 2025

Summary:

The Warrant Register is a listing of all general disbursements issued since the prior warrant register and are requested 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:

Authorize payment of the Warrant Register presented September 23, 2025.



## d. APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of September 9, 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.

**(8) COUNCIL AGENDA--NEW BUSINESS**

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

**(9) ADJOURNMENT**

Tonight's meeting will be adjourned to the next Regular meeting of the Signal Hill City Council to be held on Tuesday, October 14, 2025, at 7:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

**PUBLIC 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.