



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
January 23, 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 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 3 or Frontier FiOS Channel 38.

To participate during the 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, January 23, 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 \$722.18 per month. City Clerk and City Treasurer are compensated \$438.22 per month.

(1) **CALL TO ORDER – 7:00 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. STUDENT REPRESENTATIVES FROM THE AMERICAN UNIVERSITY OF HEALTH SCIENCES WILL PROVIDE A PRESENTATION TITLED, "MENTAL HEALTH AND ITS RELATIONSHIP WITH GUT MICROBIOTA".
- b. THE ADMINISTRATION DEPARTMENT STAFF WILL INTRODUCE ALFA LOPEZ, ASSISTANT TO THE CITY MANAGER/ECONOMIC DEVELOPMENT MANAGER. ALFA HAS OVER 15 YEARS OF PROFESSIONAL EXPERIENCE IN LOCAL GOVERNMENT, HAVING WORKED FOR THE CITY OF DIAMOND BAR FOR NINE YEARS AS A PRINCIPAL MANAGEMENT ANALYST IN THE CITY MANAGER'S OFFICE. ALFA PREVIOUSLY WORKED FOR THE CITIES OF COSTA MESA AND POMONA FOR SEVEN YEARS. ALFA IS A VERY EXPERIENCED AND WELL-ROUNDED LOCAL GOVERNMENT PROFESSIONAL WITH A STRONG BACKGROUND IN ECONOMIC DEVELOPMENT. OVERALL, HER EXPERIENCE AS A GENERALIST AND ECONOMIC DEVELOPER WILL ENABLE THE CITY TO FILL PROJECT MANAGEMENT ROLES IN MULTIPLE AREAS. IN ADDITION TO HOLDING A BACHELOR'S DEGREE FROM CALIFORNIA STATE UNIVERSITY LOS ANGELES AND A MASTER'S DEGREE FROM UNIVERSITY OF LA VERNE, ALFA IS ALSO A LICENSED REALTOR.
- c. THE PUBLIC WORKS DEPARTMENT WILL PROVIDE A PRESENTATION TITLED "PROJECT STATUS UPDATE FOR THE EAST 20TH STREET AND REDONDO AVENUE INTERSECTION IMPROVEMENT PROJECT".

(7) **PUBLIC HEARINGS**

- a. PUBLIC HEARING - RESOLUTION APPROVING THE PROPOSED USE OF FISCAL YEAR (FY) 2024-25 COMMUNITY DEVELOPMENT BLOCK GRANT

(CDBG) FUNDS

Summary:

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, January 5, 2024.

The City Council will conduct a public hearing and consider proposed uses for the City's FY 2024-25 Community Development Block Grant (CDBG) funding allocation. The Los Angeles County Development Authority (LACDA) estimates the City will receive approximately \$83,560 to use on CDBG projects and programs.

Staff is proposing to allocate the funding for two purposes: (1) continuation of the City's Food Distribution programs and (2) construction of Americans with Disabilities Act (ADA) Streets and Sidewalk Improvements. If approved, the City Council is required to adopt a resolution affirming the use of CDBG funds for the projects.

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. 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 2024-25

2. Approve the CDBG estimated allocation for FY 2024-25 in the amount of \$83,560 and the proposed expenditures of these allocations.

(8) CITY MANAGER REPORTS

- a. INTERVIEWS AND APPOINTMENT TO THE PARKS AND RECREATION COMMISSION

Summary:

On November 14, 2023, the City Council authorized staff to open a recruitment process seeking residents interested in serving as a Parks and Recreation

Commissioner for the remaining term vacancy through May 31, 2025. This evening, the City Council will interview candidates and appoint a Parks and Recreation Commissioner.

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:

Interview and appoint one Commissioner to the Parks and Recreation Commission to serve the vacant term through May 31, 2025.

b. 2023 ANNUAL REVIEW OF PROPERTIES WITH A CONDITIONAL USE PERMIT

Summary:

The Community Development Department conducts an annual review of properties with active Conditional Use Permits (CUPs). The CUP Annual Review is a tool to confirm compliance with CUP conditions of approval by performing site inspections to verify compliance, observe site maintenance, and oversee operations. Staff will present the findings of the 2023 CUP Annual Review.

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:

Provide direction as deemed appropriate or receive and file.

c. ADOPT A RESOLUTION AUTHORIZING APPROPRIATIONS FOR THE FISCAL YEAR 2022-23 GENERAL FUND OPERATING SURPLUS; CURRENT YEAR APPROPRIATION ADJUSTMENTS AND CAPITAL IMPROVEMENT PLAN BUDGET AND RELATED FUNDING; TRANSFERS FOR CAPITAL IMPROVEMENT PLAN PROJECTS, AND RELATED FUNDING TRANSFERS FOR PHASE 1 OF THE CIVIC CENTER MASTER PLAN BUDGET; AMENDING THE FISCAL YEAR 2023-2024 BUDGET; AND APPROVAL OF THE CIVIC CENTER MASTER PLAN PHASE I BUDGET

Summary:

Staff presented the Annual Comprehensive Financial Report (ACFR) findings for Fiscal Year 2022-23 at the December 12, 2023, City Council meeting. The ACFR highlighted a General Fund operating surplus of approximately \$8 million, which is a combination of revenues and operational savings. Staff recommends

a proportional share distribution of the surplus towards projects, programs, and reserves, further reinforcing the City's commitment to prudent fiscal management. The City's General Fund reserve target is estimated to be at approximately 76% of the current year FY 23-24 adopted budget expenditures after netting out all proposed appropriations.

As discussed at the Special Council Meeting of December 5, 2023, there is a need to finalize the amphitheater construction phase of the Civic Center Master Plan. Staff recommends allocating a portion of the surplus fund balance in the amount of \$4.4 million, to the Civic Center Master Plan Reserve Fund. This recommendation will enable the City to begin pre-development activity associated with the proposed amphitheater project.

This report will provide an overview of the financial results and a detailed list of proposed surplus appropriations towards reserve allocations and other critical program, operational, and project needs. In conjunction with and related to the reserve allocations, staff is also seeking approval to utilize the surplus to fund Phase 1 of the Civic Center Master Plan Project.

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. Approve the proposed appropriations and reserve transfers from FY 2022-23 to FY 2023-24 operating budget and reserve balances, utilizing the current FY 2022-23 General Fund operating surplus of \$7,996,701.
2. Approve the Civic Center Master Plan Phase I budget.
3. Adopt a resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, AUTHORIZING APPROPRIATIONS FROM THE FISCAL YEAR 2022-23 GENERAL FUND OPERATING SURPLUS, CURRENT YEAR APPROPRIATION ADJUSTMENTS, AND CAPITAL IMPROVEMENT PLAN BUDGET AND RELATED FUNDING TRANSFERS FOR PHASE 1 OF THE CIVIC CENTER MASTER PLAN PROJECT, AMENDING THE FISCAL YEAR 2023-24 BUDGET

(9) 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. RESOLUTION DECLARING FINAL ACCEPTANCE OF THE PALM DRIVE PAVEMENT REHABILITATION PROJECT FROM OBISPO AVENUE TO E. WILLOW STREET (PROJECT NO. 90.24003) PURSUANT TO THE PUBLIC WORKS CONTRACT WITH HARDY & HARPER INC.

Summary:

Hardy & Harper Incorporated (H&H) completed the work for the Palm Drive Pavement Rehabilitation Project, from Obispo Avenue to East Willow Street (Project No. 90.24003) (Project) to the satisfaction of the Public Works Department and in accordance with the project plans and specifications. Staff recommends the City Council adopt a resolution declaring final acceptance of the work performed by H&H and issuance of final payment.

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 PLANS AND SPECIFICATIONS FOR THE PALM DRIVE PAVEMENT REHABILITATION PROJECT FROM OBISPO AVENUE TO EAST WILLOW STREET (PROJECT NO. 90.24003), IN ACCORDANCE WITH THE CONTRACT ENTERED INTO BETWEEN HARDY & HARPER INCORPORATED AND THE CITY OF SIGNAL HILL

- b. RATIFICATION OF PURCHASE ORDER TO PURCHASE TWO (2) CITY VEHICLES UTILIZING THE SOURCEWELL COOPERATIVE PURCHASE AGREEMENT WITH NATIONAL FLEET AUTO GROUP

Summary:

Sourcewell is a cooperative purchasing process that leverages competitive bidding conducted by other government agencies to acquire goods and services. The City's Purchasing Ordinance Section 3.20.120(e.) authorizes the use of cooperative purchasing agreements, such as Sourcewell, recognizing the efficiency of procuring goods and services at competitive pricing. In late 2023, Public Works identified two vehicles whose maintenance costs substantially outweighed the cost of ongoing repair. Due to the long lead times associated

with securing fleet vehicles and the immediate replacement need, the City Manager authorized purchase orders for two trucks: an electric Ford F-150 for Public Works and a standard Ford F-150 for the Police Department. Staff is providing an update of these purchases for the City Council's information. The City Council previously approved a budget for vehicle replacements in the Fiscal Year 2023-2024 budget. Staff will procure the vehicles utilizing a government purchasing contract from Sourcewell, Contract #091521-NAF, available through National Fleet Auto Group.

Strategic Plan Goal(s):

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

Recommendation:

Ratify the City Manager's requested purchase of two City vehicles utilizing the Sourcewell Cooperative Purchase Agreement with National Fleet Auto Group.

- c. FIRST AMENDMENT TO THE GENERAL SERVICES AGREEMENT WITH D&H WATER SYSTEMS FOR THE INSTALLATION OF A DISINFECTION STATION AT TEMPLE RESERVOIR

Summary:

The City Council will consider amending a General Services Agreement with D&H Water Systems, increasing the agreement amount from \$171,890 to \$272,500 and extending the project completion date to November 30, 2024. This amendment results from the expanded scope of work following additional plan check comments, permit amendment conditions, and a Sanitary Survey conducted by the State Water Resources Control Board's Division of Drinking Water. Approval of this amendment would facilitate the effective implementation of the required disinfection system at Temple Reservoir.

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 execute the first amendment to a General Services Agreement with D&H Water Systems for the construction of a Disinfection Station at Temple Reservoir thereby increasing the compensation by \$100,610 for a total not-to-exceed contract amount of \$272,500, in a form approved by the City Attorney.

2. Authorize the Director of Public Works to utilize a project contingency of up to 10% (\$27,250) to accommodate additional scope of work in the event of changed or unforeseen conditions, for a total construction budget of \$299,750.
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 2023-24

d. CONTRACT AMENDMENT REGISTER DATED JANUARY 23, 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:

- Funds have been authorized as part of 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.

The contract amendment being presented for City Council consideration is as follows:

Allied Universal Security Services, Incorporated would provide armed security officers after-hours and on Independence Day at City parks and facilities. Amendment No. 8 would extend the term through December 31, 2024, and increase the total compensation by \$97,182 for a new not-to-exceed amount of \$763,870. Staff plans to issue a Request for Proposal for these services later this year.

Strategic Plan Goal(s):

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

Recommendation:

Authorize the Contract Amendment Register dated January 23, 2024.

e. SCHEDULE OF INVESTMENTS AND MONTHLY TRANSACTION REPORT

Summary:

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

f. WARRANT REGISTER DATED JANUARY 23, 2024

Summary:

The Warrant Register is a listing of all general disbursements, issued since the prior warrant register, and warrants to be released subject to 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 Register dated January 23, 2024.

g. APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of January 9, 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.

(10) COUNCIL AGENDA--NEW BUSINESS

COUNCIL MEMBER JONES
COUNCIL MEMBER HANSEN
COUNCIL MEMBER COPELAND

VICE MAYOR WILSON
MAYOR WOODS

(11) ADJOURNMENT

Tonight's meeting will be adjourned to the next regular meeting of the Signal Hill City Council to be held on Tuesday, February 13, 2024, 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.



CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal Hill, California 90755-3799

STAFF REPORT

1/23/2024

AGENDA ITEM

TO:

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

FROM:

**CARLO TOMAINO
CITY MANAGER**

SUBJECT:

PRESENTATION - AMERICAN UNIVERSITY OF HEALTH SCIENCES

Summary:

Student representatives from the American University of Health Sciences will provide a presentation titled, "Mental Health and its Relationship with Gut Microbiota".



STAFF REPORT

1/23/2024

AGENDA ITEM

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

**FROM: CARLO TOMAINO
CITY MANAGER**

**SUBJECT: EMPLOYEE INTRODUCTION-ALFA LOPEZ, ASSISTANT TO THE CITY
MANAGER/ECONOMIC DEVELOPMENT MANAGER**

Summary:

The Administration Department staff will introduce Alfa Lopez, Assistant to the City Manager/Economic Development Manager. Alfa has over 15 years of professional experience in local government, having worked for the City of Diamond Bar for nine years as a Principal Management Analyst in the City Manager's office. Alfa previously worked for the cities of Costa Mesa and Pomona for seven years. Alfa is a very experienced and well-rounded local government professional with a strong background in economic development. Overall, her experience as a generalist and economic developer will enable the City to fill project management roles in multiple areas. In addition to holding a Bachelor's degree from California State University Los Angeles and a Master's Degree from University of La Verne, Alfa is also a licensed realtor.



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal Hill, California 90755-3799

1/23/2024

AGENDA ITEM

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

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: THOMAS BEKELE
PUBLIC WORKS DIRECTOR**

**SUBJECT: PRESENTATION - PROJECT STATUS UPDATE - REDONDO AND 20TH STREET
INTERSECTION**

Summary:

The Public Works Department will provide a presentation titled “Project Status Update for the East 20th Street and Redondo Avenue Intersection Improvement Project”.



STAFF REPORT

1/23/2024

AGENDA ITEM

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

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: ALISON DOBAY
COMMUNITY SERVICES MANAGER**

SUBJECT: PUBLIC HEARING - RESOLUTION APPROVING THE PROPOSED USE OF FISCAL YEAR (FY) 2024-25 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS

Summary:

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, January 5, 2024.

The City Council will conduct a public hearing and consider proposed uses for the City’s FY 2024-25 Community Development Block Grant (CDBG) funding allocation. The Los Angeles County Development Authority (LACDA) estimates the City will receive approximately \$83,560 to use on CDBG projects and programs.

Staff is proposing to allocate the funding for two purposes: (1) continuation of the City’s Food Distribution programs and (2) construction of Americans with Disabilities Act (ADA) Streets and Sidewalk Improvements. If approved, the City Council is required to adopt a resolution affirming the use of CDBG funds for the projects.

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. 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 2024-25

2. Approve the CDBG estimated allocation for FY 2024-25 in the amount of \$83,560 and the proposed expenditures of these allocations.

Fiscal Impact:

The Los Angeles County Development Authority (LACDA) estimates the available funding for CDBG projects and programs for FY 2024-25 is \$83,560. Subject to City Council approval, the CDBG estimated allocation for the Public Service and Non-Public Service Projects would reflect the FY 2024-25 annual budget (Parks, Recreation, and Library Services Community Development Block Grant, Fund 201). Staff proposes the FY 2024-25 CDBG funding allocation as follows:

Estimated FY 2024-25 CDBG Fund Allocation	LACDA Maximum Allocation	Estimated CDBG Funding
Estimated CDBG Funding for FY 2024-25 Acct. No.: 201-11-4310		\$83,560
Proposed CDBG Expenditures		
Public Service Project: Food Distribution Program Acct. No.: 201-40-5723	15%	\$ 12,534
Non-Public Service Project: ADA Streets and Sidewalk Improvements Acct. No.: 201-99-7939	85%	\$ 71,026
Total of Proposed CDBG Expenditures		\$ 83,560
Available Unallocated Fund Balance Remaining from Previous FYs		\$ 6,401
Grand Total of CDBG Funding		\$ 89,961

Background:

The California Department of Housing and Urban Development (HUD) regulations allow a variety of activities that meet documented National Objectives. The primary objective of the Federal CDBG Program is the development of viable urban communities, including providing decent housing, promoting a suitable living environment, and expanding economic opportunity, principally for persons of low-to moderate-incomes. Local CDBG programs must provide maximum priority to benefit low-to moderate-income households, special needs groups such as senior citizens, or the differently abled, preventing or eliminating slum or blight conditions, and making public facilities accessible for people with disabilities in compliance with ADA. Each year, the City Council conducts a public hearing to allocate the funds received for the following fiscal year. Below are some highlights of prior fiscal year

CDBG allocations:

- In FY 2020-21, LACDA allowed the City to use all CDBG funding toward public service projects. On July 14, 2020, in response to community needs related to the COVID-19 pandemic, the City Council re-allocated the City's CDBG funding to the supplemental Coronavirus Aid, Relief, and Economic Security Act Funds (CDBG-CV). The City used the funding to provide weekly supplemental groceries to a total of 44 low-income senior households and 38 low-income families.
- In FY 2021-22, the City provided supplemental groceries to low-income seniors every other week. The City also completed the Signal Hill Park Open Space project, which involved demolishing two single family homes on East 21st Street to expand the green space at Signal Hill Park.
- In FY 2022-23, the City provided supplemental groceries to 35 low-income seniors and completed the ADA Rubberized Playground Surfacing at Discovery Well Park.
- In FY 2023-24, the City continued to provide supplemental groceries to 31 low-income seniors and completed ADA Sidewalk and Streets Improvements throughout the City.

Analysis:

LACDA notified the City the FY 2024-25 CDBG allocation will be approximately \$83,560, a decrease of \$2,630 from FY 2023-24. In December 2023, LACDA informed the City the FY 2024-25 maximum percentage of funds allocated toward a public service project would decrease from 20% to 15%. The remaining funds (85%) may be used for non-public service projects, typically capital improvement projects.

In FY 2022-23, LACDA required the remaining CDBG-CV funding be used by December 31, 2023. To meet the LACDA expenditure deadline, the City initially expended the remaining CDBG-CV funding. The FY 2022-23 regular allocation was not fully exhausted, creating a fund balance of \$6,401. This fund balance may be carried forward and used on future non-public service projects. Staff recommends combining the FY 2022-23 fund balance of \$6,401 with future CDBG allocations.

Public Service Project: Food Distribution Program

Historically, the City has used CDBG funding to cover the cost of the Food Distribution Program. Based on HUD guidelines, only low-income and extremely low-income households are approved for the Food Distribution Program. The program participants are required to reapply for the Food Distribution Program through a process of self-certification of household size and income each fiscal year.

In FY 2020-21, the Food Distribution Program served 44 low-income senior households on a weekly basis, an increase of 19 households from those served in FY 2019-20. A total of 38 families were also served in FY 2020-21, due to COVID-19 and the City's ability to expand the program. In FY 2021-22, the program returned to serving low-income senior citizens every other week and served 38 low-income seniors. In FY 2022-23, the program continued to serve 35 low-income senior citizens, and

in FY 2023-24 the program currently serves 31 senior households. The Family Food Distribution Program was funded by the CDBG-CV Funding and is now incorporated in the Parks, Recreation & Library Services operating budget.

As of December 31, 2023, a total of 31 senior households have participated in the Food Distribution Program. The FY 2023-24 allocation is estimated to cover the entire program costs for the year. However, due to an increased cost of groceries, staff estimates that the proposed CDBG funds for FY 2024-25 will only provide supplemental groceries to the existing 31 participants through February 2025. In anticipation of this shortfall, staff has contacted multiple organizations to secure grant funding to supplement the CDBG allocation for March through June 2025. Staff will continue this effort until the needed funds are secured.

Non-Public Service Projects: ADA Streets and Sidewalk Improvements

The Parks, Recreation, and Library Services and the Public Works staff collaborated to identify possible projects for FY 2024-25. After consulting with CDBG compliance experts, and following careful evaluation of other potential projects, staff determined that the ADA Streets and Sidewalk Improvements were an appropriate and timely use of CDBG funds.

Public Works staff identified ten locations in residential neighborhoods, currently listed on the Department's Streets and Sidewalk Inventory that are missing ADA ramps. The proposed ADA Streets and Sidewalk Improvements project would construct ADA ramps at ten proposed locations in the residential neighborhoods east of Cherry, on 19th Street, and 20th Street. If approved by the City Council, the CDBG allocation for non-public services projects would fund \$71,026 of street and sidewalk improvements.

As noted previously, the current \$6,401 fund balance is insufficient to complete additional sidewalk and street improvements. Staff recommends combining the FY 2022-23 balance with future CDBG allocations that may be used for subsequent non-public service projects; this proposal would provide more efficacious use of these funds.

Conclusion and Recommendations

Staff recommends allocating the non-public service funding to ADA Streets and Sidewalk Improvements at ten locations throughout the city for FY 2024-25. The remaining locations in the City's inventory list would be completed within the Public Works streets and sidewalk maintenance scheduled. The proposed actions include the City Council adopting a resolution to effectuate the approval of the CDBG estimated allocation for FY 2024-25 in the amount of \$83,560 and the proposed expenditures of these allocations.

Staff anticipates issuing a Request for Bids for the FY 2024-25 ADA Streets and Sidewalk Improvements in the near future and will present a staff report to the City Council to recommend an award of contract.

Reviewed for Fiscal Impact:

Sharon del Rosario

1/23/2024

Attachment:

A. Resolution

RESOLUTION NO. 2024-01-XXXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL APPROVING THE CITY'S PROPOSED COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS FOR FISCAL YEAR 2024-25

WHEREAS, under the U.S. Housing and Community Development Act of 1974, as amended (Act), Federal assistance in the form of a Community Development Block Grant (CDBG) may be provided for the support of community development activities which are directed toward certain specific objectives as set forth in the Act; and

WHEREAS, the Los Angeles County Development Authority (LACDA) administers the federal CDBG for Los Angeles County; and

WHEREAS, Signal Hill (City) has participated in LACDA's CDBG program for 49 years through an application submission process to LACDA; and

WHEREAS, the following steps were taken in preparation of the City's Fiscal Year (FY) 2024-25 CDBG application:

1. Citizens of the City were furnished with information concerning the amount of estimated funds available in FY 2024-25 and the range of eligible activities through legal and non-legal press releases.

2. On January 23, 2024, a public hearing was held to solicit comments and suggestions from the community for the utilization of the CDBG funds and to obtain the citizens' views on community development and housing needs.

3. A CDBG application (Application) has been prepared by City staff in the form prescribed by the LACDA and the Federal Department of Housing and Urban Development; and

WHEREAS, a public hearing on the City's CDBG Application to LACDA, was held on January 23, 2024.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City hereby approves of the FY 2024-25 CDBG allocation for the following projects/purposes as set forth in the City's CDBG Application:

- (A) Public Service Project: "Food Distribution" in the amount of \$12,534
- (B) Non-Public Service Project: "ADA Street and Sidewalk Improvements" in the amount of \$71,026

Total Allocation: \$83,560

Section 2. That the City Manager or designee is authorized and directed to submit the City's final Application and all other required documents for the CDBG for FY 2024-25 to LACDA, reflecting the funding allocations set forth herein. Should the City's final allocation vary by less than twenty-five percent (25%) from the figures contained herein, the City Manager is authorized to allocate the additional funds to eligible activities.

Section 3. The City Manager of the City of Signal Hill or designated representative is authorized to execute all such documents, certificates, contracts, agreements, or other instruments as may be necessary or required to carry out the City's Application, the implementation of the projects/programs set forth above, and the CDBG Program.

Section 4. The City Clerk shall certify the adoption of this resolution and shall file a copy of said application with the minutes of this City Council meeting.

PASSED, APPROVED, AND ADOPTED, at a regular meeting of the City Council on this 23rd day of January 2024.

LORI Y. WOODS
MAYOR

ATTEST:

DARITZA GONZALEZ
CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF SIGNAL HILL)

I, DARITZA GONZALEZ, City Clerk of the City of Signal Hill, California, hereby certify that Resolution No. _____ was adopted at a regular meeting of the City Council of the City of Signal Hill held on the 23rd day of January 2024 and that the same was adopted by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DARITZA GONZALEZ
CITY CLERK



Proposed Use of
2024-25 CDBG Funds
Public Hearing

CITY OF SIGNAL HILL

2175 Cherry Avenue ♦ Signal Hill, CA 90755-3799

PROCEDURES RELATIVE TO PUBLIC HEARINGS/WORKSHOPS

1. At the request of the Mayor, the City Clerk reports on the Form of Notice given:
 - a. Notice was published in the *Signal Tribune* newspaper per Government Code §65091(a)(4) on January 5, 2024.
 - b. Notice was posted in accordance with Signal Hill Municipal Code Section 1.08.010 on or before January 5, 2024.
2. Mayor asks for a staff report, which shall be included in written materials presented to the City Council so that they can be received into evidence by formal motion.
3. Mayor declares the public hearing open.
4. Mayor invites those persons who are in favor of the Community Development Block Grant Program (CDBG) budget for 2024-25 to speak.
5. Mayor invites those persons who are in opposition to the CDBG budget for 2024-25 to speak.
6. Representative is provided a brief rebuttal period.
7. Mayor declares the public hearing closed.
8. Discussion by Council only.
10. City Clerk conducts Roll Call vote.



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal Hill, California 90755-3799

1/23/2024

AGENDA ITEM

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

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: KIMBERLY BOLES
SENIOR DEPUTY CITY CLERK**

**SUBJECT: INTERVIEWS AND APPOINTMENT TO THE PARKS AND RECREATION
COMMISSION**

Summary:

On November 14, 2023, the City Council authorized staff to open a recruitment process seeking residents interested in serving as a Parks and Recreation Commissioner for the remaining term vacancy through May 31, 2025. This evening, the City Council will interview candidates and appoint a Parks and Recreation Commissioner.

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:

Interview and appoint one Commissioner to the Parks and Recreation Commission to serve the vacant term through May 31, 2025.

Fiscal Impact:

There is no fiscal impact associated with the recommended action.

Background:

A biennial recruitment for City commissions, as defined in Article VI of the Signal Hill City Charter, is conducted in the spring of odd-numbered years following the City's General Municipal Election.

Article VI of the City Charter specifies the criteria for appointment and terms, meetings, compensation, vacancies, and provides a general description of the powers and duties of each commission.

Commissioner Vacancy

At its meeting of April 26, 2022, the City Council appointed Andrew Zacharias as a Parks and Recreation Commissioner serving a term expiring May 31, 2025. On October 18, 2023, Andrew Zacharias submitted a letter of resignation from the Parks and Recreation Commission, effective November 4, 2023, citing his relocation outside of the City.

Charter Section 602 of Article VI states the following regarding appointive boards and commissions:

The members of each of such boards or commissions shall be appointed by the Mayor, with the approval of the City Council.

At its meeting of November 14, 2023, the City Council directed staff to open a recruitment process for the Parks and Recreation Commission, which took place from November 17, through December 15, 2023.

Three qualified candidates submitted applications for the position of Parks and Recreation Commissioner as follows:

- Linda Edwards
- Mario Fedelin
- Mary Gonzales

On December 19, 2023, staff sent an email notification inviting candidates to tonight's interview.

Analysis:

The 2021 Manual of Procedural Guidelines documents the procedure as follows:

- Candidate Statements
 - Candidates will be offered three minutes to address the City Council regarding their qualifications for appointment.
- City Council Questions
 - City Council Members may ask questions of the applicants if desired.
- Nomination Process
 - The Mayor will open nominations, at which point any member of the City Council may nominate a member or members to the commission or board in question.
 - Once all nominations have been made, the Mayor will close nominations.

- Voting Process

- The Mayor will then present each nominee for a straw vote of the City Council. The nominees will be voted on individually and in the order in which each nominee's application was received.
- The straw voting will continue until the vacancy or vacancies have been filled by majority straw vote of the City Council.
- The Mayor will then present the names of those proposed for appointment and request a vote of the City Council to approve the Mayor's proposed appointments.

Candidate Roster

Candidate	Application Received	Confirmed
Mario Fedelin	12/01/23 10:11 a.m.	Yes
Linda Edwards	12/11/23 10:50 a.m.	Yes
Mary Gonzalez	12/15/23 2:06 p.m.	Yes



STAFF REPORT

1/23/2024

AGENDA ITEM

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

**FROM: CARLO TOMAINO
CITY MANAGER**

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

**BAILEY A. SULLIVAN
CONTRACT PLANNER**

SUBJECT: 2023 ANNUAL REVIEW OF PROPERTIES WITH A CONDITIONAL USE PERMIT

Summary:

The Community Development Department conducts an annual review of properties with active Conditional Use Permits (CUPs). The CUP Annual Review is a tool to confirm compliance with CUP conditions of approval by performing site inspections to verify compliance, observe site maintenance, and oversee operations. Staff will present the findings of the 2023 CUP Annual Review.

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:

Provide direction as deemed appropriate or receive and file.

Fiscal Impact:

The City's cost to conduct annual inspections primarily includes staff and limited consultant time.

Background:

The City Council approved one new CUP in 2022, which was added to the 2023 CUP Annual Review inspection list for the following use:

- CUP 22-01 - Three Chiefs Brewing, 2698 Saint Louis Avenue, consists of a warehouse of approximately 2,300 square feet, of which 1,400 square feet is the brewery/manufacturing area and approximately 100 square feet is designated as a tasting area. Three Chiefs Brewing operates as a Contract Brewer in which most of the manufacturing is outsourced from other vendors off-site.

City Council approved one new CUP in 2023:

- CUP 23-01 - The Long Beach Firefighters Association, 2201 Cherry Avenue, allows limited large events and use of the adjacent lower City parking lot along with a designated portion of the City Library and Community Center parking lot. Use of the adjacent upper City parking lot is prohibited pursuant to an executed License Agreement with the City and the CUP conditions of approval.

City Council approved one CUP amendment in 2023:

- CUP 00-05 - Signal Hill Self Storage, 2901 East Pacific Coast Highway, was amended to address operational and maintenance concerns.

One CUP has been removed from the 2023 inspection list:

- CUP 95-03 - Fish-O-Licious, 2594 Cherry Avenue, consisted of a restaurant with alcoholic beverage sales for on-site consumption.
 - Fish-O-Licious ceased operations at this location. The new tenant is Panda Express, which will not be selling alcoholic beverages and therefore not subject to a CUP.

On December 19, 2023, staff presented the CUP Annual Report to the Planning Commission. At the conclusion of the presentation, the Planning Commission, by voice vote, unanimously voted to receive and file the report and provided the following direction on the following CUPs for City Council consideration:

- *CUP 00-05 Signal Hill Self Storage* - The Planning Commission's recommendation is to establish a three-month timeline for Signal Hill Self Storage to provide and maintain full compliance with all conditions of approval and corrective actions noted in the two observation letters from November and December 2023; and that if the self-storage facility is not in full compliance within this timeframe, the City should consider issuing administrative citations to the business pursuant to the newly adopted Ordinance. Commissioners also recommended Signal Hill Self Storage propose proactive outreach measures, such as meeting with the

neighboring residents, or their homeowners’ association, to address issues of concern, provide operational updates, and provide their contact information.

Analysis:

Pursuant to Signal Hill Municipal Code Section 20.64.120, the City Council has the authority to revoke any CUP for noncompliance with the conditions set forth in the approved permit. In addition, Signal Hill Municipal Code Section 8.13.030 authorizes the City to issue administrative citations and fine business owners for noncompliance with the City’s CUP conditions of approval.

Staff inspected all 55 active CUP sites and found all but one to be in substantial compliance with the City’s conditions of approval. Although staff is not recommending revocations at this time, a summary of ongoing concerns for oversight of operations and maintenance for the Signal Hill Self Storage facility at 2901 East Pacific Coast Highway is provided below. The attached CUP inspection report describes the status of each corrective action required, observations by staff during the 2023 annual inspection, and includes notes for inspections of all 55 properties with an active CUP (Attachment A).

Inspection Results

The annual review includes a total of 55 CUPs as follows:

2023 Conditional Use Permits	
Tesoro Logistics Operations LLC – Oil Field Tank Farm	1
Restaurant with Drive-Thru	6
Alcohol Sales	12
Signal Hill Petroleum (SHP) Drill Sites (7 sites total)	1
Auto Body Repair and Paint Shops – Associated with Auto Center Dealerships	7
Wireless Telecommunication Facilities	12
Other (e.g., Costco Gas facility, trash collection facilities, self-storage, laundromat, firefighters association etc.)	16
Total	55

The results of the site inspections are stratified into two categories:

1. Compliance with conditions of approval; and
2. Overall property maintenance and operations including, but not limited to:
 - landscaping
 - building exterior paint, stucco, or siding
 - parking
 - signage

- graffiti
- trash
- cleanliness
- noise
- operational oversight
- other nuisances

Except for the Signal Hill Self-Storage facility on Pacific Coast Highway, which has a newly amended CUP with new conditions added in September 2023, there were no significant violations of the conditions of approval or property maintenance requirements, as noted in the inspection report matrix. The following updates are provided for City Council information on four specific CUPs:

Long Beach Firefighters Association Club - 2201 Cherry Avenue (CUP 23-01)

Since the July 2023 approval of CUP 23-01, staff continued to monitor and inspect the Long Beach Firefighters Association event activities (both large and small). The Association provided notice for five smaller events (less than 55 attendees), and two larger events (55 attendees or more). During two of the smaller events, staff observed, and a resident reported, several vehicles parked in unpermitted spaces in both the lower and upper City lots. The two larger events complied with the City Parking License Agreement and CUP conditions of approval. Staff continues to remind the LBFFA to verbally inform attendees of all events about where they are allowed to park and to inform them they could be cited if they choose to park in the adjacent City lots. No further amendments to the conditions of approval or the executed License Agreement are recommended at this time. Staff notes the CUP conditions of approval require LBFFA to replenish the Developer Deposit account as needed to keep a positive balance from which to draw from during staff review and oversight of larger events. The account is running a deficit and must be replenished prior to any further larger event reviews. Staff notified the LBFFA of this condition, the state of the deposit account, and staff have requested a replenishment of funds, in writing.

Signal Hill Self-Storage - 2901 E PCH (CUP 00-05)

On August 15, 2023, the Planning Commission considered an amendment request from Signal Hill Self Storage to modify its existing Conditional Use Permit. The amendment consisted of modifying 12 existing conditions of approval and adding 29 new conditions of approval. The City added new conditions to address operational concerns, including but not limited to:

- Unmonitored facility access
- On-street parking
- Loading and unloading violations
- Outdoor storage
- Overall property maintenance
- Vehicle storage

At the conclusion of the public hearing, the Planning Commission recommended the City Council approval of the amended conditions.

On September 26, 2023, the City Council considered the Planning Commission's recommendation, comments from Signal Hill Self Storage and public testimony. At the conclusion of the public hearing, the City Council modified the conditions of approval to allow the business operators to maintain pin code access from the rear of the property adjacent to Ellis Avenue. The City Council also allowed the new secondary, rear office on Ellis Avenue to remain (Attachment B).

Since obtaining approval, Signal Hill Self Storage has been inspected twice as part of the CUP Annual Review process. During the first inspection, on November 20, 2023, several conditions of approval relating to the operation of the business were observed to be noncompliant. In addition, staff observed various property maintenance issues that required corrective actions. Staff provided a letter to Signal Hill Self Storage representatives detailing observations and the respective corrective actions required (Attachment C). Corrective actions included:

- Property maintenance - overgrown vegetation, trash, debris, and graffiti
- Storage - outdoor storage, vehicle storage in the parking garage
- Restroom with shower facilities - not yet removed
- Submittal of supplemental documentation relating to business operations

During the second inspection, on December 5, 2023, staff observed that none of the corrective actions previously noted had been completed. A second observation letter was prepared and provided to Signal Hill Self Storage detailing the continued observations and its respective corrective actions (Attachment D).

Staff informed the operators of the facility that they must provide the requested documentation by December 8, 2023, and begin to address all corrections documented in both observation letters. Requested documents were not provided by December 8, 2023, and staff informed the Planning Commission of items still pending.

On January 4, 2024, staff met with Signal Hill Self Storage to review the observation letters and address compliance of the outstanding items. During the meeting, staff answered questions clarifying the requirements of the observation letter and conditions of approval. Staff also discussed the possible outcomes if the conditions of approval and requirements noted in the observation letters were not complied with, including issuance of administrative citations and fines. Staff set a deadline of the end of business day on Wednesday January 10, 2024, for submittal of responses to all corrective actions.

On January 10, 2024, Signal Hill Self Storage submitted copies of requested information along with written responses to the observation letters (Attachment E). While the business complied with some of the items and conditions, Signal Hill Self Storage Facility is requesting additional time to comply with the following conditions:

- Submittal of facility walk through logs
- Removal of vehicles stored in required parking spaces
- Removal of outdoor storage (boat)
- Removal of the shower

Although the Planning Commission recommendation was to allow Signal Hill Self Storage no more

than three months to comply with all conditions of approval and all corrective actions noted in the observation letters, the business operators requested a modification to the condition regarding the frequency of staff site walk throughs. The request is to decrease the frequency from what was initially proposed by the business operators of once every hour to once every three hours, or up to twice per day. Staff informed the self-storage owners that any modification of existing conditions of approval would require an additional public hearing.

Since the September CUP amendment and CUP Annual Review presentation to Planning Commission, staff received approximately 16 additional reports of concern, for a total of 38, from two residents of the surrounding neighborhood. Reported issues of concern include:

- Unauthorized access to the facility from Ellis Avenue
- Parking violations on Ellis Avenue
- Illicit activities in and around the Ellis Avenue side of the self-storage facility
- Police response protocol
- Operation of the facility beyond the hours stipulated by the CUP
- Facility left unsecured during non-operating hours (rear door unlocked and open)

Responses to all of the reports of concern have been provided by the operators of Signal Hill Self Storage LP (Attachment F). As noted in the responses, there are differing views as to whether all resident reports are accurate; however, staff has observed that the self-storage operators have not been as rigorous in their record keeping; nor kept contact with persons entering the facility as recommended; nor kept up with property maintenance as required. While conditions overall have improved, there is a need for additional oversight and follow-up with persons entering the facility from the Ellis Avenue pin code access door. In addition, during the most recent inspection, the facility had no employees posted at the rear office for the entire inspection time frame (approximately 30 minutes).

Staff will continue to work with the operators to achieve compliance with the conditions of approval. If compliance is not reached within a time frame determined by the City Council or if the business operations create a public nuisance, the City may exercise its authority to issue citations in accordance with the newly adopted Ordinance for each noncompliant condition of approval. The Conditional Use Permit may also be scheduled for a public hearing to reconsider further amendments or revocation.

Staff recommends all compliance items be achieved within three months of the City Council CUP annual review held on January 23, 2024 meeting. Compliance would be required by April 22, 2024.

Ten Mile Brewing Company - 1136 East Willow Street (CUP 16-02)

The City inspected Ten Mile Brewing Company and found the business to be in substantial compliance with all property maintenance requirements; however, the handicap parking stalls need to be restriped.

In response to COVID, the City allowed temporary outdoor dining and business activities and the County of Los Angeles Department of Health initiated a temporary outdoor dining program. This program is reported to have been terminated on January 1, 2024. The Los Angeles County Health

Department is the City's Health Department, and the City therefore follows County Health regulations. The County is in the process of developing a Permanent Outdoor Dining Program. The City will monitor progress by the County on this item.

Ten Mile expressed a desire to permanently extend the outdoor customer seating established under COVID allowances. In addition, the brewery would like to use the previously approved food truck parking space as an extended outdoor seating area.

In 2024, staff will work with the applicant on a CUP amendment to address these requests, continue to monitor progress by the County on their permanent outdoor dining program, and will bring a CUP amendment to the Planning Commission and the City Council.

Signal Hill Petroleum (SHP) Drill Sites - (CUP 97-03)

The City inspected all seven drill sites on December 1, 2023. Inspections have been conducted, on average, on a monthly schedule throughout the year by the City's Oil Services Coordinator. All State, Federal, and local permits and licensing are current and compliant for the 28 reporting agencies with monitoring and oversight of operations. No reports of nuisance, noise, or odors were received from residents, and no Notices of Violation were received from any of the agencies in 2023 (Attachment G).

Landscaping, fencing, equipment, and stormwater protection measures were found to be in generally good condition with a few minor maintenance items which have been accomplished.

SHP has been consistently requesting a long-term extension of its CUP for many years, but the City was reluctant to approve a long-term extension until priority items such as the 2015 amendment to the Oil and Gas Code, long range economic development planning, and a detailed environmental analysis of the Drill Site operations, could be completed. As a result, the City issue a number of short-term extensions.

In 2021, the City Council extended the CUP for a 2-year term until July 30, 2023, and directed SHP and staff to prioritize preparation of a thorough and detailed environmental analysis for the desired long-term extension. Since that time, the following progress has been made:

Long-term Extension of the 7 Drill Sites CUP:

- Signal Hill Petroleum (SHP) requested a 20-year extension of their 7 Drill Sites CUP.
- A Request for Proposal was circulated, and the City executed a contract with their chosen environmental consultant, Catalyst Environmental Solutions (Catalyst) who has been meeting regularly with City staff and representatives from SHP to prepare the required technical reports and conduct the detailed environmental analysis.
- A project description compliant with the California Environmental Quality Act (CEQA), and all environmental technical studies have been completed and/or peer reviewed by Catalyst, and a draft Initial Study recommending a Project Environmental Impact Report (PEIR) was completed.

- A Scoping meeting for the PEIR was conducted on January 30, 2023.
- An initial timeline was prepared to complete the environmental analysis, prepare the PEIR document, and bring an amended CUP for a long-term extension to the City Council for consideration by the end of fiscal year 2023. Although the timeline was delayed by more than 6 months, progress has been steady and the Draft PEIR was prepared and is under staff review. The final draft document is anticipated to be ready for public review and comment in the first quarter of 2024. During that time, SHP also plans to offer one or more public tours of its drill sites to share operational and environmental information with interested parties or individuals.

Conclusion

The CUP annual review ensures businesses and properties continue maintenance and operations in compliance with previously approved conditions of approval. Since CUPs run with the land, annual inspections are imperative to maintain compliance with required conditions, especially if ownership or management changes. Annual inspections also provide staff with an opportunity to address issues of concern and recommend amendments or revocation of the CUPs to the Planning Commission and City Council. Staff will continue to monitor all CUP sites on an annual basis and on an as-needed basis if concerns or complaints are reported. The Planning Commission recommendation to the City Council was to establish a three-month timeline for Signal Hill Self Storage to provide and maintain full compliance with all conditions of approval and corrective actions noted in the two observation letters from November and December 2023; or issue citations for each noncompliant item, prior to consideration of revocation of the permit. Amendments to the conditions of approval of any CUP require a separate public hearing.

Reviewed for Fiscal Impact:

Sharon del Rosario

Attachments:

- A. CUP Inspection Report Matrix
- B. City Council Resolution No. 2023-09-6766
- C. Observation Letter CUP 00-05 Inspection 11-20-23
- D. Observation Letter CUP 00-05 Inspection 12-05-23
- E. Signal Hill Self Storage Responses - 01-10-24
- F. Resident Concerns and Applicant Responses to Concerns
- G. SHP Drill Sites CUP Regulatory Agencies List

CONDITIONAL USE PERMIT INSPECTIONS

2023

STATUS CATEGORY	MEANING
ADDRESSED	Action was taken.
PENDING	Property owner/business operator is on notice. Action is pending. If staff does not receive a response back from property owner, then a reinspection and follow-up letter will be required by end of February 2024

ADDRESS	BUSINESS/APPLICANT	CUP No(s).	CC APPROVAL	INSPECTION NOTES
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Tesoro Oil Field Tank Farm (1)					
1.	2350 Obispo Ave.	Tesoro Logistics Operations LLC – Oil Field Tank Farm	79-01	05/22/79	Site is working with Eric Kranda on the repainting of the tanks.
Restaurants with Drive-Thru Service (6)					
1.	1801 E. Willow St.	Del Taco Drive-Thru	98-01	02/03/98	Repaint drive-thru directional arrows, along with the pedestrian crosswalk (PENDING). Remove stickers from the equipment near the drive-thru entrance (PENDING). Have not received a response back from property owner regarding necessary corrections. *Staff will send a 2 nd notice, relisting the information and providing the date the first notice was sent. If we do not receive a response within 21 days of this 2 nd letter being sent, this matter will be forwarded to Code Enforcement.
2.	2599 Cherry Ave.	McDonald's Drive-Thru	99-01	03/18/99	No reportable observation.
3.	1788 E. Willow St.	Starbucks Drive-Thru (Town Center West)	00-02	02/15/00	Trash and debris located throughout the drive-thru (ADDRESSED). Visible bird droppings and stains on awning (ADDRESSED). Pedestrian crosswalk along drive-thru and handicap parking stalls need to be re-striped (ADDRESSED). Anticipated completion time is end of February 2024 for pending items.
4.	801 E. Spring St.	Jack-in-the-Box Drive-Thru	08-01	06/10/08	Visible trash in the landscaping areas throughout the parking lot (ADDRESSED). Repair and clean parking lot from harmful vehicle fluids that can deteriorate the asphalt prematurely (i.e. pressure washing) (PENDING).

CONDITIONAL USE PERMIT INSPECTIONS

2023

STATUS CATEGORY	MEANING
ADDRESSED	Action was taken.
PENDING	Property owner/business operator is on notice. Action is pending. If staff does not receive a response back from property owner, then a reinspection and follow-up letter will be required by end of February 2024

ADDRESS	BUSINESS/APPLICANT	CUP No(s).	CC APPROVAL	INSPECTION NOTES	
5.	799 E. Spring St.	In-N-Out Drive-Thru (Gateway Center)	10-05	01/04/11	Trash and debris are seen throughout the parking lot and in the landscaping (ADDRESSED). Corner stop sign in the parking lot is covered in stickers and graffiti (ADDRESSED).
6.	999 E. Spring St.	Starbucks Drive-Thru (Gateway Center)	13-04	01/07/14	Unknown circular residue on pavement in front of building needs to be removed (PENDING). Tactile paving is ripped and uneven and needs to be replaced (PENDING). Repair and clean parking lot from harmful vehicle fluids that can deteriorate the asphalt prematurely (i.e. pressure washing) (PENDING). Trash and debris scattered throughout drive-thru and parking lot needs to be removed (PENDING). Drive-thru "stop sign" needs to be repainted (PENDING). Have not received a response back from property owner regarding observation letter. *Staff will send a 2 nd notice, relisting the information and providing the date the first notice was sent. If we do not receive a response within 21 days of this 2 nd letter being sent, this matter will be forwarded to Code Enforcement.
Businesses that Sell Alcohol (12)					
X	2594 Cherry Ave.	Fish-O-Licious Alcohol Sales for On-Site Consumption	95-03	09/05/95	Fish-O-Licious ceased operations at this location. Tenant space will be occupied by Panda Express, which will not be selling alcohol. CUP will be removed from inventory this year.
1.	2301 Redondo Ave.	Wine Country – Alcohol Sales for Off-Site Consumption.	96-01, 95-04	09/03/96	No reportable observation.
2.	2790 Cherry Ave.	Food Mart (76 Gas Station) – Alcohol Sales for off-site consumption	96-05, 94-04	10/10/96	Remove graffiti from the gas station's tire air compressor (PENDING). Have not received a response back from property manager/owner. *Staff will send a 2 nd notice, relisting

CONDITIONAL USE PERMIT INSPECTIONS

2023

STATUS CATEGORY	MEANING
ADDRESSED	Action was taken.
PENDING	Property owner/business operator is on notice. Action is pending. If staff does not receive a response back from property owner, then a reinspection and follow-up letter will be required by end of February 2024

ADDRESS	BUSINESS/APPLICANT	CUP No(s).	CC APPROVAL	INSPECTION NOTES	
				the information and providing the date the first notice was sent. If we do not receive a response within 21 days of this 2 nd letter being sent, this matter will be forwarded to Code Enforcement.	
3.	2599 Cherry Ave.	Chevron – Alcohol Sales for Off-Site Consumption	99-01	03/18/99	No reportable observation.
4.	1600 E. Willow St.	Food 4 Less – Alcohol Sales for Off-Site Consumption	99-02	03/18/99	Scattered trash and debris surrounding the parking lot, in tree planters, and along Willow Street (ADDRESSED). Stray shopping carts displaced throughout the entire parking lot (ADDRESSED). Collection area for shopping carts must be opened during hours of operation for customer usage (ADDRESSED). Fecal smearomg on wall near emergency access side of the property (ADDRESSED). Pool of water flooding the base of the tree nearest the front entrance of the store (ADRESSED). Property owner/manager has been notified and is actively working on addressing the pending items. Anticipated completion timeline is end of February 2024.
5.	1898 E. Willow St.	Black Bear Diner – Alcohol Sales for On-Site Consumption	00-06	08/15/00	Repaint and restripe handicap parking (PENDING). Trash and debris located in parking lot and landscaping surrounding the restaurant (PENDING). Pedestrian walkway needs to be repainted for safety purposes (PENDING). Have not gotten a response back from property owner regarding observation letter. *Staff will send a 2 nd notice, relisting the information and providing the date the first notice was sent. If we do not receive a response within 21 days of this 2 nd letter being sent, this matter will be forwarded to Code Enforcement.

CONDITIONAL USE PERMIT INSPECTIONS

2023

STATUS CATEGORY	MEANING
ADDRESSED	Action was taken.
PENDING	Property owner/business operator is on notice. Action is pending. If staff does not receive a response back from property owner, then a reinspection and follow-up letter will be required by end of February 2024

ADDRESS	BUSINESS/APPLICANT	CUP No(s).	CC APPROVAL	INSPECTION NOTES
6. 2201 E. Willow St. STE #G	Kashiwa Restaurant – Alcohol Sales for On-Site Consumption	03-03	07/22/03	Kashiwa restaurant is back open for lunch and dinner. No other reportable observation.
7. 2475 Cherry Ave.	Mother’s Market A. Alcohol Sales for Off-Site B. Alcohol Sales for On-Site	08-02 17-01	09/08/08 09/12/17	No reportable observation.
8. 899 E. Spring St.	Applebee’s Restaurant – Alcohol Sales for On-Site Consumption	12-03	12/18/12	Remove various trash from parking lot and surrounding planters (PENDING). *Staff will send a 2 nd notice, relisting the information and providing the date the first notice was sent. If we do not receive a response within 21 days of this 2 nd letter being sent, this matter will be forwarded to Code Enforcement.
9. 959 E. Spring St.	Chipotle – Alcohol Sales for On-Site Consumption	13-05	01/07/14	Trash and debris in outdoor seating area (ADDRESSED). *Staff will send a 2 nd notice, relisting the information and providing the date the first notice was sent. If we do not receive a response within 21 days of this 2 nd letter being sent, this matter will be forwarded to Code Enforcement.
10. 1136 E. Willow St.	Ten Mile Brewing – Alcohol Sales for On-Site Consumption	16-02	07/26/16	Repaint handicap parking stalls (PENDING). Anticipated completion time is end of February 2024 for pending items.
11. 950 E. 33 rd St.	Target – Alcohol Sales for Off-Site Consumption	21-01	5/11/21	Shopping carts displaced throughout the parking lot and along the streetscapes (ADDRESSED). Trash and debris in the parking lot must be removed (ADDRESSED). Storage bins observed in parking lot but Target acquired a temporary use permit for the storage containers.
12. 2698 St. Louis Ave.	Three Chiefs Brewing- Alcoholic Beverage	22-01	08/09/2022	Currently under construction. No reportable observation.

CONDITIONAL USE PERMIT INSPECTIONS

2023

STATUS CATEGORY	MEANING
ADDRESSED	Action was taken.
PENDING	Property owner/business operator is on notice. Action is pending. If staff does not receive a response back from property owner, then a reinspection and follow-up letter will be required by end of February 2024

ADDRESS	BUSINESS/APPLICANT	CUP No(s).	CC APPROVAL	INSPECTION NOTES	
	Manufacturing (Microbrewery) and Alcohol Sales for On-Site Consumption				
Signal Hill Petroleum Drill Sites (1)					
1.	7 sites	Signal Hill Petroleum – Drill Sites (Oilfield Facilities)	97-03	06/16/98	Staff inspected all seven drill sites along with a representative from Signal Hill Petroleum on September 1, 2023. All sites were found to be in substantial compliance with CUP conditions, including site maintenance and stormwater compliance. A few minor maintenance improvements were identified and PENDING completion.
Auto Body Repair and Paint Shops (7)					
1.	2998 Cherry Ave.	All Pro (Auto Body Repair & Paint Shop)	89-05	08/22/89	No reportable observation other than the fact that a new tenant will be occupying the site and TI's are being proposed.
2.	2100 E. Spring St.	Glenn E. Thomas Dodge (Auto Body Repair & Paint Shop)	90-03	06/12/90 PC	No reportable observation.
3.	1800 E. Spring St.	Tesla (Auto Body Repair & Paint Shop)	90-04	12/04/90	Tesla now occupies this space and is open and operating under a current business license and permit. Trash and debris need to be picked up from parking lot (ADDRESSED).
4.	1500 E. Spring St.	Long Beach Honda (Auto Body Repair & Paint Shop)	93-06	11/02/93	No reportable observation.
5.	2141 E. 28 th St.	Boulevard Collision Center (Auto Body Repair & Paint Shop)	10-03	04/20/10	No reportable observation.

CONDITIONAL USE PERMIT INSPECTIONS

2023

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PENDING	Property owner/business operator is on notice. Action is pending. If staff does not receive a response back from property owner, then a reinspection and follow-up letter will be required by end of February 2024

ADDRESS	BUSINESS/APPLICANT	CUP No(s).	CC APPROVAL	INSPECTION NOTES	
6.	2750 Rose Ave.	Class Auto - Auto Center Accessory (Auto Body Repair & Paint Shop)	16-03	12/13/16	Keep equipment and furniture inside the designated storage (behind the roll-up doors) and not in the driveway (ADDRESSED).
7.	2370 Walnut Ave.	Caliber Collision (Auto Body Repair & Paint Shop)	18-02	10/09/18	Remove trash and debris that is highly visible off of Creston Avenue (PENDING). Repair the decorative sign that is peeling off of the building (PENDING). Property owner has been notified but has not provided a response to the observation letter. *Staff will send a 2 nd notice, relisting the information and providing the date the first notice was sent. If we do not receive a response within 21 days of this 2 nd letter being sent, this matter will be forwarded to Code Enforcement.
Wireless Communications Facilities (WCF) (12)					
1.	3200 E. Willow St.	Verizon Wireless Monopole WCF (at rear of parking lot)	95-02	11/07/95	No reportable observation.
2.	2550 Orange Ave.	Verizon Wireless Monopole WCF	99-03	06/15/99	No reportable observation.
3.	2411 Skyline Dr.	Crown Castle WCF	99-05	11/16/99	No reportable observation.
4.	2766 St. Louis Ave.	AT&T WCF (pole antennas at corners of building)	00-03	07/18/00	No reportable observation.
5.	2525 Cherry Ave.	Sprint PCS WCF (panel antennas on corners of building)	02-01	03/05/02	No reportable observation.
6.	2550 Orange Ave.	Sprint Monopalm WCF (at Majestic Golf Land)	04-02, 09-02	11/09/04	Paint the new bottom antennas to match the existing palm tree trunk (PENDING). Owner has been notified but has not provided a response to the observation letter. *Staff will send

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				a 2 nd notice, relisting the information and providing the date the first notice was sent. If we do not receive a response within 21 days of this 2 nd letter being sent, this matter will be forwarded to Code Enforcement.	
7.	1850 Redondo Ave.	A. AT&T WCF Equipment B. Metro PCS Building Panels	05-01 (AT&T) 07-02 (Metro PCS)	01/25/05 03/20/07	No reportable observation.
8.	3275 E. Grant St.	A. T-Mobile WCF (rooftop equipment screened by foam building extension) B. Sprint WCF (rooftop equipment screened by foam building extension)	06-01 (T-Mobile) 10-04 (Sprint)	02/14/06 07/06/10	No reportable observation. Marc Platt with Platt Security contacted staff regarding building permit process for additions to the current WCF.
9.	2201 Orange Ave.	T-Mobile (north monopalm WCF)	07-04	10/23/07	No reportable observation.
10.	1855 Coronado Ave.	Verizon Wireless WCF (equipment on top of Kluger Architects Building)	08-03	10/14/08	No reportable observation.
11.	2652 Gundry Ave.	T-Mobile WCF (monopalm at rear of property)	10-01	01/19/10	Chipping of antenna on monopalm (PENDING). Owner has been notified but has not provided a response to the observation letter. *Staff will send a 2 nd notice, relisting the information and providing the date the first notice was sent. If we do not receive a response within 21 days of this 2 nd letter

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				being sent, this matter will be forwarded to Code Enforcement.	
12.	2230 Lemon Ave.	AT&T WCF (south Monopalm – main building is in City of Long Beach)	12-02	12/18/12	No reportable observation.
Other (16)					
1.	2201 E. Willow St. STE #M	Turner's Outdoorsman	91-01	06/18/91	No reportable observation.
2.	3148 Orange Ave.	Freeway Billboard Sign	94-03	06/07/94	No reportable observation.
3.	835 E. 33 rd St.	Memorial West Alumni Club	98-03	01/20/98	Graffiti on EDCO dumpster and mailbox needs to be removed (PENDING). Cigarette butts need to be thrown out weekly by patrons or employees (PENDING). Parking lot needs to be re-stripped, including the handicap parking stalls (PENDING). Property owner has been notified but has not provided a response to the observation letter. *Staff will send a 2 nd notice, relisting the information and providing the date the first notice was sent. If we do not receive a response within 21 days of this 2 nd letter being sent, this matter will be forwarded to Code Enforcement
4.	2901 E. Pacific Coast Hwy.	Signal Hill Self-Storage	00-05	06/06/00	For detailed list of corrective actions, please refer to the observation letters from 11/01/2023 and 12/05/2023.
5.	2152 E. Willow St.	Wells Fargo Freestanding ATM (Town Center East)	01-01	08/07/01	ATM to be demolished in the near future. Cardboard is up, blocking the use.

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6.	2499 E. Pacific Coast Hwy.	Laundry Guys Laundromat	03-05	11/12/03	Broken chair on corner of property (ADDRESSED).
7.	2755 California Ave.	EDCO – Recycling and Solid Waste Transfer Station	09-01	02/17/09	Canopy usage must be for temporary use only such as for events; please remove (PENDING). Property owner has been notified but has not provided a response to the observation letter. *Staff will send a 2 nd notice, relisting the information and providing the date the first notice was sent. If we do not receive a response within 21 days of this 2 nd letter being sent, this matter will be forwarded to Code Enforcement
8.	950 E. 27 th St.	EDCO – Truck Terminal & Admin Office	10-02	09/07/10	No reportable observation.
9.	2655 St. Louis Ave.	Bark! Bark!	12-01	02/07/12	No reportable observation.
10.	2200 E. Willow St.	Costco Gas Station	13-01	09/03/13	Talked to gas queuing monitor on-site. Gas station queuing lines were filled with customers. No other reportable observations.
11.	995 E. 27 th St.	Long Beach Islamic Center	13-02	10/15/13	Outdoor tent is up, no event was occurring (ADDRESSED). Trash cans were not placed in designated trash enclosure area (PENDING). Staff is working with property owner on different location for trash bins during events.
12.	981 E. Spring St.	Bank of America Freestanding ATM (Gateway Center)	13-03	01/07/14	Business license is required for all businesses in the City of Signal Hill, including freestanding ATMs (PENDING). Minor amounts of trash surrounding ATM (PENDING). Water pooling in planters surrounding ATM (PENDING). Property owner has been notified but has not provided a response to the observation letter. *Staff will send a 2 nd notice, relisting the information and providing the date the first notice was

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				sent. If we do not receive a response within 21 days of this 2 nd letter being sent, this matter will be forwarded to Code Enforcement	
13.	3100 California Ave.	Auto Center Electronic Freeway Sign	16-01, 19-02	05/10/16	No reportable observation.
14.	695 E. 27 th St.	Dungarvin California, LLC – Adult Day Care Facility	19-01	8/13/19	Mailbox post has completely fallen off into sidewalk (PENDING). Gate signage has also fallen off (PENDING). Property owner has been notified but has not provided a response to the observation letter. *Staff will send a 2 nd notice, relisting the information and providing the date the first notice was sent. If we do not receive a response within 21 days of this 2 nd letter being sent, this matter will be forwarded to Code Enforcement
15.	3177 California Ave.	Self-Storage Facility at Gateway Center North	21-02	5/11/21	Remove all construction equipment that has been moved outside of the construction site (ADDRESSED).
16.	2201 Cherry Ave.	Long Beach Firefighters Association	23-01	7/25/23	Multiple inspections and review of noticing documents were conducted for five smaller and two larger events since the July approval. Patrons attending the larger events all parked in compliance with conditions of approval and the executed City License Agreement. During two of the smaller events, staff and a resident reported vehicles parked in unpermitted spaces in both the lower and upper City lots. Staff continues to remind the LBFFA to verbally check-in with attendees of all events upon arrival about where they are allowed to park and to note they could be cited if they park in the adjacent City lots. No further amendments to the conditions of approval or the executed License Agreement are recommended at this time.

CONDITIONAL USE PERMIT INSPECTIONS
2023

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ADDRESS	BUSINESS/APPLICANT	CUP No(s).	CC APPROVAL	INSPECTION NOTES

RESOLUTION NO. 2023-09-6766

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, APPROVING AMENDMENTS TO CONDITIONAL USE PERMIT 00-05 FOR AN EXISTING SELF-STORAGE FACILITY AT 2901 EAST PACIFIC COAST HIGHWAY SPECIFIC PLAN AND FINDING THAT SAID ACTION IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO STATE CEQA GUIDELINES SECTION 15301.

WHEREAS, on July 14, 2023, Chris Mata, the authorized agent for the applicant, Signal Hill Self Storage LP, submitted an application requesting approval of an amendment to Conditional Use Permit (CUP) 00-05 to continue operating a self-storage facility at 2901 East Pacific Coast Highway; and

WHEREAS, the legal description of the subject site is RISER TRACT LOT 4 AND EX OF ST LOTS 3 AND 5 and consists of two developed parcel (APN: 7217-010-014 and 7217-012-015) at the north side Pacific Coast Highway; and

WHEREAS, pursuant to Pacific Coast Highway Specific Plan SP-10, "Land Use Classifications," a CUP is required to allow the operation and CUP amendment of a self-storage facility is properly a matter for Planning Commission review and recommendation to the City Council; and

WHEREAS, in 2000, the City Council of the City of Signal Hill conditionally approved a CUP allowing for the operation of a self-storage facility; and

WHEREAS, in 2002, a City Business License was issued for the operation of a self-storage facility and is currently active; and

WHEREAS, in 2012, the current owners and operators of Signal Hill Self Storage purchased the property and business which at the time included a U-Haul rental operation as accessory use to the storage facility; however, there is no City record of

when the U-Haul rental business was established; and

WHEREAS, City staff conducted annual inspections of all 54 CUP sites in the City, referencing the conditions of approval, reported issues of concern, and other City Municipal Code regulations such as property maintenance, signage, and business license for compliance and in recent years CUP corrections included maintenance items regarding weeds, trash, and pest and rodent control; and

WHEREAS, in 2022, staff began to receive reports of concern from residents living adjacent to the storage facility regarding U-Haul trucks parked outside of the gated driveway and dropped off after business hours, the vehicle gate left open after business hours, trash, debris, loitering, and unauthorized entry into the facility; and

WHEREAS, in 2022 the City conducted site inspections in response to the resident reports and also conducted the annual site inspections of all properties with CUPs and observed violations on the subject property located at 2901 East Pacific Coast Highway and a notice was sent to Signal Hill Self Storage informing them of inspection results and recommending the CUP be amended; and

WHEREAS, results of 2022 CUP annual inspections were presented to the City Council on January 24, 2023, and the City Council recommended CUP 00-05 be prepared for an amendment at separate public hearings; and

WHEREAS, on February 17, 2022, following staff research into the U-Haul truck rental use which appeared to be related to the reports of concern and several of the CUP violations regarding trash and debris, staff determined the CUP did not include U-Haul truck rental and that the SP-10 Pacific Coast Highway Specific Plan specifically prohibited the use, staff met with the owner operator of the facility and explained the use would have to be terminated and a 60-day termination timeframe was agreed upon; and

WHEREAS, on August 15, 2023, the Planning Commission held a duly noticed public hearing and all interested parties were given an opportunity to be heard regarding the proposed project and the Planning Commission unanimously voted to amend and add new conditions of approval and recommended City Council approve amendments to CUP 00-05; and

WHEREAS, on September 15, 2023, notices were mailed to property owners and residents within a 300' radius of the subject site and to property owners and residents on the north side of East Hill Street between North Legion Drive and Rose Avenues, were posted and published in accordance with the City of Signal Hill Municipal Code Section 1.08.010; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Signal Hill, California, does hereby find as follows:

Section 1. The proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Article 19, Section 15303 Class 1 as an Existing Facility (Class 1 Exemption). The proposed project consists of the continuation of a self-storage facility use in an existing building and does not involve expansion of the existing building or require offsite utility improvements. In addition, no exceptions to the exemption as set forth in State CEQA Guidelines Section 15300.2 apply. Specifically, the proposed Project (a) is not located in a particularly sensitive environment. The subject site is located in an urbanized area where all necessary public services and facilities are available, and the surrounding area is not environmentally sensitive; (b) there is no possibility of a cumulative impact of the same type of project in the same place over time. The proposed Project involves the continuation of event and office uses in an existing commercial building. Once the Project is completed, the likelihood of a successive project on this site is low and probability of a cumulative impact is low; (c) no Significant Effect. No adverse environmental impacts will occur as a result of the proposed Project's continued use of the existing building as a self-storage facility (d) would not damage scenic resources, including but not limited to, trees,

historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway; (e) is not located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code and (f) would not cause a substantial adverse change in the significance of a historical resource.

Section 2. The proposed project, subject to the attached conditions, is in conformance with the zoning ordinance, other ordinances, and regulations of the City, and the following General Plan Goals and Policies:

LAND USE ELEMENT GOAL 3 – Assure a safe, healthy, and aesthetically pleasing community for residents and businesses.

Land Use Policy 3.9 – Safeguard residential neighborhoods from intrusion by nonconforming and disruptive uses.

Finding regarding Policy 3.10 – The requested amendments to Conditional Use Permit 00-05 to amend conditions of approval for the operation of a self-storage facility at the subject site with an accessory office and retail sales of supplies, requires the self-storage facility to always comply with all conditions of approval. Amended and new conditions address items, including but not limited to: hours of operations, security measures, maintenance of the facility and surrounding areas, and along with an annual review of the applicant's compliance with the conditions. These conditions allow the use to conform with SHMC Section and SP-10 "Land Use Classifications," and establishes safeguards against disruptive activities related to the event use.

Section 3. Signal Hill Self Storage is located on a developed commercial property that is adequate in size and shape to continue to accommodate the operation and maintenance of a self-storage, accessory office, and retail sales of supplies, subject to amended and new conditions of approval.

Section 4. The streets surrounding the site for the proposed use and related to the Streets and Highways Element of the General Plan are adequate in width and pavement type to carry the quantity and type of traffic generated given the amended conditions of approval of CUP 00-05 would require all loading and unloading of items take place on private property.

Section 5. The proposed use, with the application of the conditions of approval, will have no adverse effect on abutting property or the permitted use thereof. The amended and new conditions of approval comprehensively address issues related to, among other things, parking, enhanced security, more regulated access, maintenance,

and ensuring business operation are contained on the site. The subject site will be reviewed annually as part of the Citywide CUP Annual Review and will be reviewed within 90-days of approval to confirm all conditions have been met. If numerous reports of concern from the community are documented as nuisances, the item may be scheduled for review by the City Council which may modify the conditions of approval, or ultimately revoke the CUP pursuant to SHMC Section 20.64.120.

Section 6. The conditions attached hereto are deemed necessary to protect the public health, safety, and general welfare of the community. The amended and new conditions of approval comprehensively address issues related to, among other things, parking, enhanced security, more regulated access, maintenance, and ensuring business operations are contained on the site for the public's benefit.

Section 7. Custodian of Records. The documents and materials that constitute the record of proceedings on which these findings are based are located at City Hall in the City of Signal Hill, located at 2175 Cherry Avenue, Signal Hill, CA 90755. The City Clerk is the custodian of the record of proceedings.

Section 8. Execution of Resolution. The Mayor shall sign this Resolution and the City Clerk shall attest and certify to the passage and adoption thereof.

Section 9. Notice of Exemption. The City Council directs staff to prepare, execute and file with the County Clerk a Notice of Exemption within five (5) working days of the project approval.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Council of the City of Signal Hill does hereby approve amendments to CUP 00-05 subject to the conditions attached hereto as Exhibit A and incorporated herein by reference.

PASSED, APPROVED, AND ADOPTED, at a regular meeting of the City Council of the City of Signal Hill, California, on this 26th day of September 2023.

[Redacted Signature]

LORI Y. WOODS
VICE MAYOR

ATTEST:

[Redacted Signature]

DARITZA GONZALEZ
CITY CLERK

Deputy

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF SIGNAL HILL)

I, DARITZA GONZALEZ, City Clerk do hereby certify that Resolution No. 2023-09-6766 was adopted by the City Council of the City of Signal Hill, California, at a regular meeting held on the 26th day of September 2023, and was adopted by the following vote:

- AYES: VICE MAYOR LORI Y. WOODS, COUNCIL MEMBERS
 ROBERT D. COPELAND, KEIR JONES, EDWARD H.J.
 WILSON
- NOES: NONE
- ABSENT: MAYOR TINA L. HANSEN
- ABSTAIN: NONE

[Redacted Signature]

DARITZA GONZALEZ
CITY CLERK

Deputy

CONDITIONAL USE PERMIT 00-05
Approved Conditions of Approval

Project: A REQUEST TO AMEND CONDITIONAL USE PERMIT 00-05 WHICH ALLOWS FOR THE OPERATION OF A SELF-STORAGE FACILITY BY AMENDING EXISTING AND ADDING NEW CONDITIONS OF APPROVAL

Location: 2901 EAST PACIFIC COAST HIGHWAY

Property Owner: SIGNAL HILL SELF STORAGE LP

Agent/Applicant: CHRIS MATA

GENERAL CONDITIONS

1. The applicant/owner shall indemnify, protect, defend, and hold the City of Signal Hill (City), and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, harmless from any and all claims, demands, lawsuits, writs of mandamus, and other actions and proceedings (whether legal, equitable, declaratory, administrative or adjudicatory in nature), and alternative dispute resolution procedures (including, but not limited to arbitrations, mediations, and other such procedures), judgments, orders, and decisions (collectively "Actions"), brought against the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, that challenge, attack, or seek to modify, set aside, void, or annul, any action of, or any permit or approval issued by the City and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof (including actions approved by the voters of the City) for or concerning the project, whether such Actions are brought under the Ralph M. Brown Act, California Environmental Quality Act, the Planning and Zoning Law, the Subdivision Map Act, Community Redevelopment Law, Code of Civil Procedure Sections 1085 or 1094.5, or any other federal, state, or local constitution, statute, law, ordinance, charter, rule, regulation, or any decision of a court of competent jurisdiction. It is expressly agreed that the City shall have the right to approve, which approval will not be unreasonably withheld, the legal counsel providing the City's defense, and that applicant/owner shall reimburse City for any costs and expenses directly and necessarily incurred by the City in the course of the defense. City shall promptly notify the applicant of any Action brought and City shall cooperate with applicant in the defense of the Action. This provision to indemnify shall survive the expiration, termination, suspension or revocation of this permit.
2. Approval of the amendment to Conditional Use Permit (CUP) 00-05 is subject to Planning Commission review and recommendation to City Council for final determination and approval.

3. Approval of the amendment to CUP 00-05 and all conditions of approval included in Exhibit A of Resolution No. 2023-09-6766 shall supersede and replace previous conditions of approval included in previous approval of June 6, 2000.
4. The Community Development Department shall inspect the subject premises and report to the City Council on an annual basis regarding the operator's compliance with the conditions of approval. The City Council may modify or add additional conditions, if necessary. If any violations of these conditions have occurred and have not been corrected, the CUP may be scheduled for revocation pursuant to Signal Hill Municipal Code (SHMC) 20.64.120 or other appropriate action may be taken.

BUSINESS OPERATIONAL CONDITIONS

5. The business operators/property owner shall have and maintain a valid City business license at all times for the operation of a self-storage facility.
6. The self-storage facility, office, and retail uses shall be permitted to operate during the following hours only:
 - Monday through Friday 9:30 a.m. to 5:45 p.m.
 - Saturday 9:30 a.m. to 5:45 p.m.
 - Sunday 9:00 a.m. to 4:45 p.m.
 - 24-hour operations shall be prohibited.
 - Closed on Federal Holidays.
7. All self-storage patrons shall enter and check in through the front office located along Pacific Coast Highway or the rear office located along Ellis Avenue by entering a PIN code, for initial access to their storage units. All other man doors on both the westerly and easterly sides of the building shall remain locked from the outside at all times and shall not have access via PIN codes.
8. The operator/property owner shall require tenants of the facility to check in at the front office or rear office prior to accessing the self-storage facility. The operator/property owner shall maintain a written tenant access log in order to confirm person(s) or company are tenants of the facility. Informational signage shall be installed on the exterior of each access door informing tenants to park in the private drive aisle at the rear of the property, or in the covered parking garage on East Pacific Coast Highway and check in at the front or the rear office prior to accessing the facility. Signs shall not exceed four square feet with a maximum height of two feet.
9. A record of tenant access shall be maintained by staff and provided during each CUP annual review or upon request from City staff. Staff shall confirm person(s) are tenants of the facility prior to granting access. Staff shall inform tenants where

to park vehicles for loading and unloading prior to accessing the facility. Information signage shall be posted on each access door located on the Ellis Avenue side of the property directing patrons to check in with staff in either the front office or rear office before accessing the facility.

10. All stairways providing access from the parking garage to the self-storage facility shall remain locked from the exterior and tenants shall only be allowed access after checking in with the front office or rear office. Stairway doors shall be equipped with panic hardware.
11. All pedestrian gates and the driveway gate shall remain locked during non-business hours. The pedestrian gate adjacent to Ellis Avenue shall have the locking system replaced with a lock that provides pedestrian access during business hours in order to provide access to and from the surface parking lot located on private property to the facility. Pin code locking systems shall not be allowed on gates.
12. The operator/property owner shall require that all loading and unloading of tenant items take place behind the gated driveway located off Ellis Avenue or in the parking garage located on the southerly portion (adjacent to East Pacific Coast Highway) of the property.
13. The operator/property owner shall provide written instructions identifying locations on private property where the parking, loading, and unloading for patrons may occur. Signs shall also be installed on the interior of the storage facility at all entrances and exits informing patrons parking, loading, and unloading may only take place on private property, inside the gated drive aisle off Ellis Avenue or inside the parking garage of the facility.
14. The operator/property owner shall maintain the site, including private and public property clean, free from trash and debris, neat, and in an orderly manner at all times. This includes all adjacent driveways, curbs, gutters, and sidewalks (public right-of-way). The property owner and business operator shall require staff to physically monitor the interior and exterior of the property including adjacent public right-of-way areas every hour during business hours of operation and maintain written and photo logs of monitoring. All trash and debris shall be removed and properly disposed of and shall be subject to the requirements of SHMC Chapter 8.12.
15. The property owner/operators shall provide and post a telephone number along the northerly side of the building which members of the public may use to contact a staff person, available during all business hours to report maintenance or security issues. Signs shall not exceed four square feet with a maximum height of two feet.
16. Business operations shall be limited to storage unit/locker rentals, administrative offices for the self-storage facility, retail sales associated with the self-storage

facility, and limited vehicle storage if surplus parking in excess of 26 spaces is provided. Vehicles may only be stored in the parking garage and vehicles shall have current registration and be in operable condition. The operator/property owner shall be responsible for ensuring stored vehicles are not utilized for human habitation.

17. The property owner/operator shall remove all existing stored vehicles from the property if no surplus parking is provided. Property owner/operator shall remove all vehicles at the expiration of the stored vehicle's lease agreement. Copies of lease agreements shall be provided to the City for verification of lease expiration.
18. The property owner/operator shall remove all outdoor storage of recreational vehicles, vessels, jet skis, trailers, motorcycles, etc. from the property within 60-days of City Council approval.
19. The property owner/operator shall provide the City with a copy of a previously executed Landscaping and Maintenance Agreement or shall submit a draft for the City to review.
20. No truck rentals, moving equipment rentals, or other business activities shall be permitted on the subject property.
21. No outdoor storage of vehicles, vessels, recreational vehicles, equipment, personal belongings, materials, commercial items, shipping containers, semi-truck storage, etc. shall be permitted on the subject property.
22. Storage units shall not be used for on-site manufacturing, retail, wholesale, office or other business activities, with the exception of storage of items associated with a business off-site.
23. Storage units shall not be utilized for human habitation or residential uses.
24. On-site vehicle repair of any kind shall be prohibited.
25. The operator/property owner shall prevent loitering and loud noises, including, but not limited to radios or other amplified sound around the subject site and in all parking areas serving the use during and after hours of operation.
26. The operator/property owner shall maintain the site free of graffiti. Any graffiti painted or marked on the premise or on adjacent areas under the control of the operator/property owner shall be removed or painted within seven days unless any law in effect at the time imposes a shorter time period for abatement. Refer to SHMC Section 9.56.140.
27. The operator/property owner shall obtain City approval and permits for installation of signage, including refacing or changes to existing signage.

28. The operator/property owner shall provide regularly scheduled pest and rodent control measures performed by a professional company. Pest and rodent control measures shall be applied to the exterior of the property, interior of the building, and parking garage. Copies of regular service shall be presented to the City during the annual inspection.
29. All forms of barbed wire or razor wire shall be prohibited throughout the subject site.
30. The operator/property owner shall work with the City to mitigate nuisance complaints by all reasonable measures including, but not limited to, reducing the hours of operation, modifying services offered, or if deemed necessary by the Community Development Director, paying the cost to have any acoustical study prepared to determine noise levels and implementation of mitigation measures recommended by the study within 30 days of receipt of final study.
31. No events of any kind shall be held in the parking lots or any outdoor area on the property as to render the parking spaces and circulation drive aisles as non-functional.
32. No outdoor contractor storage shall be allowed anywhere on the subject property.
33. Restroom use shall be restricted to employee and tenant use only and shall be maintained clean and in working condition.
34. The operator/property owner shall remove the existing shower located in the restroom located on the second floor.
35. The operator/property owner shall submit plans to the City for review if an alternative parking configuration is proposed. Plans shall be reviewed and approved prior to commencing restriping.
36. There shall be no more than 5,000 square feet of office or retail space allowed at the subject site.
37. No vending machines or coin-operated machines shall be permitted on the subject property.

SECURITY CONDITIONS

38. The operator/property owner shall submit a site plan and floor plan identifying locations of all existing surveillance camera locations for review and approval.
39. Video surveillance recordings shall be made available to Signal Hill Police Department upon request.

40. Overnight patrol provided by private security company shall be conducted at least twice a night. Security company shall physically inspect and check gate and doors to ensure they are locked. Security company shall maintain a log and that log shall be provided to the City during annual inspection.
41. At the discretion of the Chief of Police of the Signal Hill Police Department or the Community Development Director, additional security measures can be required, including on-site security services, if on-going criminal or nuisance activities are reported.

End of Conditions.



CITY OF SIGNAL HILL

2175 Cherry Avenue ♦ Signal Hill, CA 90755

November 21, 2023

SIGNAL HILL SELF STORAGE, LP
ATTN: JOHN ROMERO
5199 E. PACIFIC COAST HIGHWAY
LONG BEACH, CA 90804

SENT VIA EMAIL

CUP ANNUAL REVIEW INSPECTION OBSERVATION NOTICE

CUP NO.: 00-05
BUSINESS: SIGNAL HILL SELF-STORAGE
ADDRESS: 2901 EAST PACIFIC COAST HIGHWAY

The site above is listed under the City's inventory of active Conditional Use Permits (CUPs). Properties with active CUPs are subject to an annual inspection to verify compliance with the approved conditions and general site maintenance. During the annual site inspection conducted on November 20, 2023, the following Conditions of Approval and Property Maintenance were observed and require corrective actions:

Conditions of Approval

1. Applicant shall sign the conditions of approval and submit original signatures to the City of Signal Hill.

Corrective Action Required: Submit original signatures to the City of Signal Hill by the end of business day on December 1, 2023

2. Provide copies of written tenant access logs.

Corrective Action Required: Submit copies of tenant logs to the Planning Division by the end of business day on December 1, 2023

3. Informational signage shall be installed on the exterior of each access door informing tenants where parking may take place on private property.

Corrective Action Required: Submit copies of the notices posted on each access door observed during the inspection by the end of business day on December 1, 2023.

4. Signal Hill Self Storage facility staff shall verify all visitors to the facility are tenants of the facility prior to granting access.

Corrective Action Required: Front office and rear office locations shall be equipped with a verification system to confirm visitors are patrons of the facility as they enter the facility.

5. Signal Hill Self Storage facility staff shall inform patrons where they may park their vehicle for loading and unloading prior to accessing the facility.

Corrective Action Required: Ensure staff are trained and actively informing patrons of the facility where parking is permitted for loading and unloading of items prior to accessing the facility.

6. Signal Hill Self Storage facility staff shall provide written instructions identifying locations of private property where parking, loading, and unloading for patrons may occur.

Corrective Action Required: Submit copies of written instruction to the Planning Division by the end of business day December 1, 2023.

7. Signal Hill Self Storage facility staff shall maintain the site including private and public property clean, free from trash and debris, neat and in an orderly manner at all times. Signal Hill Self Storage shall maintain a written and photo log of hourly physical monitoring of the site.

Corrective Action Required: Signal Hill Self Storage facility shall maintain remove all overgrown weeds from the property located on private property and in the public-right-of-way. All existing landscaping material along the southerly portion of the property shall be trimmed and properly maintained so as not to extend into the public right-of-way. Remove all abandoned and exposed sprinkler pipes located in planter areas. Replace damaged rain gutters pipes connecting to the drains. Remove abandoned truck rental drop off box located on the door on the northerly portion of the property. Submit copies of the written and photo log by the end of business day December 1, 2023.

8. Stored vehicles shall be removed from the property if no surplus parking is provided. Vehicles shall be removed at the expiration of the stored vehicle's lease agreement.

Corrective Action Required: Submit copies of the lease agreements to verify lease expiration dates by the end of business day December 1, 2023.

9. All outdoor storage of recreational vehicles, vessels, jet skis, trailers, motorcycles, etc. shall be removed from the property within 60-days of City Council approval.

Corrective Action Required: For remaining items being stored outside, provide a copy of the documents you have filed for the legal process to remove them from the

site by the end of business day December 1, 2023.

10. Provide a copy of a previously executed Landscaping and Maintenance Agreement or submit a draft for the City to review.

Corrective Action Required: Submit a copy of existing executed agreement or submit a draft copy of a new agreement by the end of business day December 1, 2023.

11. Signal Hill Self Storage shall maintain the site free of graffiti.

Corrective Action Required: All existing graffiti located on all signage or the building shall be abated to the satisfaction of the Planning Division.

12. Signal Hill Self Storage shall obtain City approval and permits for installation of signage, including refacing or changes to existing signage.

Corrective Action Required: Submit an application for sign modifications including face change outs by the end of business day December 1, 2023.

13. Signal Hill Self Storage shall remove the existing shower located in the restroom on the second floor.

Corrective Action Required: Submit a floor plan identifying the existing and proposed removal of the shower. Submit an application for a demolition permit for the removal by the end of business day December 1, 2023.

14. Signal Hill Self Storage shall submit a site plan and floor plan identifying location of all existing surveillance camera equipment.

Corrective Action Required: Submit required plans to the Planning Division by the end of business day December 1, 2023.

15. Signal Hill Self Storage shall have a private security company conduct overnight patrols at least twice a night.

Corrective Action Required: Submit copies of the security company contract identifying the services provided by the end of business day December 1, 2023.

As are aware, staff continues to field complaints regarding the Self Storage facility. Staff is scheduled to provide a status report on all active CUPs to the Planning Commission on December 19, 2023. Subsequently, the status report will be scheduled for a City Council meeting in January of 2024. A reinspection of the property is required on December 4, 2023. If you have any questions or require additional information, please contact me at (562) 989-7360 or via email at cluis@cityofsignalhill.org. Thank you.

Sincerely,



Carlos Luis
Planning Manager

SITE VISIT PHOTOS



2901 E. PACIFIC COAST HWY – Signal Hill Self Storage, LP

November 27, 2023

Page 5







CITY OF SIGNAL HILL

2175 Cherry Avenue ♦ Signal Hill, CA 90755

December 5, 2023

SIGNAL HILL SELF STORAGE, LP
ATTN: JOHN ROMERO
5199 E. PACIFIC COAST HIGHWAY
LONG BEACH, CA 90804

SENT VIA EMAIL

CUP ANNUAL REVIEW INSPECTION OBSERVATION NOTICE

CUP NO.: 00-05
BUSINESS: SIGNAL HILL SELF-STORAGE
ADDRESS: 2901 EAST PACIFIC COAST HIGHWAY

The site above is listed under the City's inventory of active Conditional Use Permits (CUPs). Properties with active CUPs are subject to an annual inspection to verify compliance with the approved conditions and general site maintenance. During the initial annual site inspection conducted on November 20, 2023, various observations were made requiring corrective actions. A reinspection of the site was conducted on December 4, 2023 and the following Conditions of Approval and Property Maintenance issues continue to require corrective actions:

Conditions of Approval

1. Applicant shall sign the conditions of approval and submit original signatures to the City of Signal Hill.

Corrective Action Required: The signed conditions submitted on November 3, 2023, are not the correct copies requiring signatures. The copies for signature were provided to Chris Mata on October 24, 2023, which provide for applicant's signature, printed name, and date. Submit original signatures to the City of Signal Hill by the end of business day on December 8, 2023.

2. Provide copies of written tenant access logs.

Corrective Action Required: Submit complete written logs of tenant access by December 8, 2023. Copies provided are missing dates. Ensure all logs are provided in chronological order by date. Also clarify how Signal Hill Self Storage confirms the person signing in is a customer of the facility.

Attachment D

3. Informational signage shall be installed on the exterior of each access door informing tenants where parking may take place on private property.

Corrective Action Required: Copies provided do not clearly identify parking locations on private property. Submit a copy of informational signage related to parking by December 8, 2023.

4. Signal Hill Self Storage facility staff shall verify all visitors to the facility are tenants of the facility prior to granting access.

Corrective Action Required: During the reinspection of December 4, 2023, the rear office was closed, and no employee was verifying customers entering and existing the facility from the rear. During both site inspections, it was observed employees are not verifying customers after they sign in. Conditions of approval require verification prior to accessing the facility. Ensure front and rear offices are open, staffed, in operation during all business hours, equipped with a verification system to confirm visitors are patrons of the facility by staff.

5. Signal Hill Self Storage facility staff shall inform patrons where they may park their vehicle for loading and unloading prior to accessing the facility.

Corrective Action Required: In addition to the copy of the newsletter sent to patrons of the facility, ensure staff is verifying and directing patrons to park on private property during the check-in process.

6. Signal Hill Self Storage facility staff shall maintain the site including private and public property clean, free from trash and debris, neat and in an orderly manner at all times. Signal Hill Self Storage shall maintain a written and photo log of hourly physical monitoring of the site.

Corrective Action Required: During the reinspection of December 4, 2023, Signal Hill Self Storage facility continues to maintain overgrown weeds and vegetation on the property and in the public-right-of-way. All existing landscaping material along the southerly portion of the property shall be trimmed and properly maintained so as not to extend into the public right-of-way. Remove all abandoned and exposed sprinkler pipes located in planter areas. Replace damaged rain gutters pipes connecting to the drains. Remove abandoned truck rental drop off box located on the door on the northerly portion of the property. Submit copies of the written and photo log of hourly property walk throughs by employees of Signal Hill Self Storage by December 8, 2023.

7. Stored vehicles shall be removed from the property if no surplus parking is provided. Vehicles shall be removed at the expiration of the stored vehicle's lease agreement.

Corrective Action Required: Submit copies of the lease agreements to verify lease expiration dates by the end of business day December 8, 2023.

8. All outdoor storage of recreational vehicles, vessels, jet skis, trailers, motorcycles, etc. shall be removed from the property within 60-days of City Council approval.

Corrective Action Required: For remaining items being stored outside, provide a copy of the documents you have filed for the legal process to remove them from the site by the end of business day December 8, 2023.

9. Provide a copy of a previously executed Landscaping and Maintenance Agreement or submit a draft to the City for review.

Corrective Action Required: Landscaping and Maintenance Agreement was required as part of the original conditions of approval and as a condition of approval of the amended Conditional Use Permit. As indicated in your email dated December 1, 2023, you are unable to locate a copy of the originally executed agreement. As a result, submit a draft copy of a new agreement for City review.

10. Signal Hill Self Storage shall maintain the site free of graffiti.

Corrective Action Required: During the reinspection of December 4, 2023, graffiti was continued to be observed on the existing signage. As indicated in your email dated December 1, 2023, attempts to remove graffiti have not been successful. As a result, existing vandalized signage shall be replaced. Submit plans to the City for review and approval prior to replacement of vandalized signs by December 8, 2023.

11. Signal Hill Self Storage shall obtain City approval and permits for installation of signage, including refacing or changes to existing signage.

Corrective Action Required: Submit an application for sign modifications including face change outs by the end of business day December 8, 2023.

12. Signal Hill Self Storage shall remove the existing shower located in the restroom on the second floor.

Corrective Action Required: During the reinspection of December 4, 2023, the shower was continued to be observed. Submit a floor plan identifying the existing and proposed removal of the shower. Submit an application for a demolition permit for the removal by the end of business day December 8, 2023. Demolition of the shower shall not commence until permits have been obtained from the City.

13. Signal Hill Self Storage shall submit a site plan and floor plan identifying location of all existing surveillance camera equipment.

Corrective Action Required: Revise the submitted plan to identify if the red dots are the locations of the surveillance equipment. Revise to identify the location of the monitoring equipment (i.e. screens).

14. Signal Hill Self Storage shall have a private security company conduct overnight

patrols at least twice a night.

Corrective Action Required: Copies of Submit copies of the security company contract identifying the services provided by the end of business day December 8, 2023.

Staff is scheduled to provide a status report on all active CUPs to the Planning Commission on December 19, 2023. Subsequently, the status report will be scheduled for a City Council meeting in January of 2024. If you have any questions or require additional information, please contact me at (562) 989-7360 or via email at cluis@cityofsignalhill.org. Thank you.

Sincerely,



Carlos Luis
Planning Manager

SITE VISIT PHOTOS



2901 E. PACIFIC COAST HWY – Signal Hill Self Storage, LP

December 5, 2023

Page 5



2901 E. PACIFIC COAST HWY – Signal Hill Self Storage, LP

December 5, 2023

Page 6



SIGNAL HILL SELF STORAGE, LP
CUP ANNUAL REVIEW UPDATES

1. SIGNING OF CONDITIONS OF APPROVAL

Original signatures were signed by Chris Mata on January 4th, 2024 and presented to Carlos Luis, Signal Hill Planning Manager, in person.

2. PROVIDE COPIES OF WRITTEN TENANT ACCESS LOGS

Signal Hill Self Storage has provided Three (3) months of our security system's access logs. Each pin login is recorded at both entrances and providing:

- Date
- Time Stamped of Pin Attempt
- Location of Entry (only two entrances into building facility)
- Action Description from Each Pin Code Attempt (see details below)
- Storage Unit associated with each personalized Pin Code
- Name of Tenant associated with each Pin Code

Each pin attempt is recorded in our system's ACTIVITY LOG. The Activity Log shows all activities that occur at each pin code system. The following activity codes are recorded on our Activity Logs. A brief description is listed below to understand our Activity Log:

- Granted Entry : pin code attempt is recognized and approved. This is for tenant's who are paid in full, current, and in compliance of all Facility rules to be continued facility access.
- Denied Access : pin code used is either being attempted outside business hours or pin code has been revoked by our staff due to non-payment, outstanding balance, security breach of a known user, or there is an important message we need to discuss with the tenant.
- Denied Unknown User : this message appears when the pin code entered is not recognized in our system. Oftentimes, the user has forgotten the correct sequence of numbers and input an incorrect/invalid code. Our pin sequence requests a "*" (asteriks)" before the numbers, followed by the "# (pound)" button.
- Unknown Code/Card Entered : the system recognizes an attempt but either timed out or insufficient characters were pushed to recognize the code.

*** Attached in an email, we are providing Three (3) months of activity logs for your review. October, November and December 2023. It is in PDF format. Each month is saved separately. Before printing reports, please be aware that each month's Activity Log may be up to 50 pages.

3. INFORMATIONAL SIGNAGE FOR TENANT PARKING

Informational Signage was placed inside and outside all facility entrances and along all major pedestrian isles and interior walls. Over 25 Information Signs were placed in our facility in Early November 2023. Each sign was laminated and affixed on all facility doors, exit doors, elevators, main office desk, main office door, rear entrance door, East and West Facility Emergency Doors, Stairwells, Rear Office, and major pedestrian walkways in the building.

Below is a picture of that Information Sign and is also attached along with this Response. It is labeled "REAR PARKING AREA"



SIGNAL HILL SELF STORAGE

WE URGE EVERYONE TO PARK IN OUR PARKING LOT LOCATED IN THE REAR OF OUR BUILDING, BEHIND OUR GATES.

PLEASE BE KIND AND COURTEOUS OF OUR COMMUNITY NEIGHBORS.



PARKING GUIDELINES

**** SIGNAL HILL PARKING ENFORCEMENT WILL CITE VEHICLES IF YOU ARE NOT PARKED IN OUR PARKING LOT. WE RECOMMEND DO NOT PARK ON ELLIS OR GLADYS AVE. ****

4. VERIFICATION OF VISITORS INTO FACILITY

Our facility is secured by the most proven security and access control system in our industry. Our system is also used at Public Storage, Extra Space, CubeSmart and other major self storage facilities. Our access control system is integral to our security strategy. We monitor our access control system which we control, grant or deny all tenant access into the building. When a pin code is punched into the keypad, our system verifies if the tenant has permission to access our facility.

At the same time, when a tenant keys in their access code into the keypad at the gate, our staff is trained to follow these protocols from the main office:

- A. A loud notification chime rings into the front office notifying that someone is accessing any of our entrances. Our main office is always staffed at all times.
- B. Management or employees in the office, verify the information in real time on a desktop computer and video monitoring system.
- C. Our Security System notifies us the following information : Pin Code Used, Date and Time of granted access, and Tenant and Storage Unit associated with the matching pin code.
- D. Staff pulls up the tenant account in our system and verifies the individual entering our facility with the matching picture I.D. saved in our system. All tenants in our facility must have a picture I.D. scanned into our system when moving in.
- E. If I.D. does not match the person visually seen entering our facility, our staff is trained to make immediate contact and ask questions verifying the individual and the relationship to the storage unit associated with the Tenant.
- F. If an individual gives suspicious answers, wandering freely in our facility, or tampering with storage unit locks and doors, our staff informs the individual to leave the facility immediately or the police will be called.
- G. If an individual enters into the facility with the use of a storage tenant's code and is waiting inside for the arrival of the Tenant, the individual will be asked to wait outside until the Tenant arrives. A discussion will be had with the Tenant of the responsibilities of Pin Code access into our facility.
- H. If pin code is deemed to be incorrectly misused, the pin code will be disabled by staff. This denies any further entry into our facility until the Tenant has been contacted, reminded of proper Pin Code use and informed that further misuse may lead to eviction of our property.

VERIFICATION OF VISITORS INTO FACILITY (continued)

Payment - Storable Payments

Apply To	PaidThru	Balance
P17	12/31/2023	200.00

Brooks, C

Unit	P17
Total Due	200.00
PaidThru	12/31/2023
Monthly Payment	200.00
Billing	Monthly
Rent	200.00
Scheduled Date	5/1/2024
Scheduled Rate	207.00
Overlocked	
Lease#	1702
Lease	8/2/2023
Last Payment	12/10/2023
Type	Parking Sp...

Preview

- Notes
- Payments
- Receipts
- Invoices
- Rate History
- Statement
- Ledger

Periods

1 Make Future Charges

California DRIVER LICENSE FEDERAL LIMITS APPLY

Tenant Note

P17

Address Vehicle Contents Access Unit Note

Long Beach, CA 90814

Tenant ID 415670
Primary
Alternate

ePhotos & eFiles

Web Cam

- Start
- Snapshot

Scanner

- Start

Import

- Upload
- Web URL

Use WIA (XP only)

You are currently using SiteLink eFiles.

Files (photos and/or PDFs) that you upload are securely stored on the SiteLink Servers. You may upload up to 9 SiteLink ePhotos & eFiles per tenant with the max file size of each being 100MB. SiteLink ePhotos & eFiles are deleted 1 year after the tenant moves out of all units.

*** Attachment Picture showing our Picture I.D. verification process matching tenant info and tenant photo identification. Attachment is labeled " SHSS LIVE I.D VERIFICATION".

VERIFICATION OF VISITORS INTO FACILITY (continued)

Rear Office : The creation of our Rear Office deters unauthorized access as a deterrent against casual attempts to gain unauthorized access into the facility, and more often are in place to provide an added barrier layer to help keep our tenants honest. They accomplish this by monitoring or controlling traffic under the supervision of facility staff by making visual, conversational or sign-ins at the rear office.

The combination of both the Main Office protocols and the added Rear Office staffing, acts as a deterrent for all unauthorized access into our building.



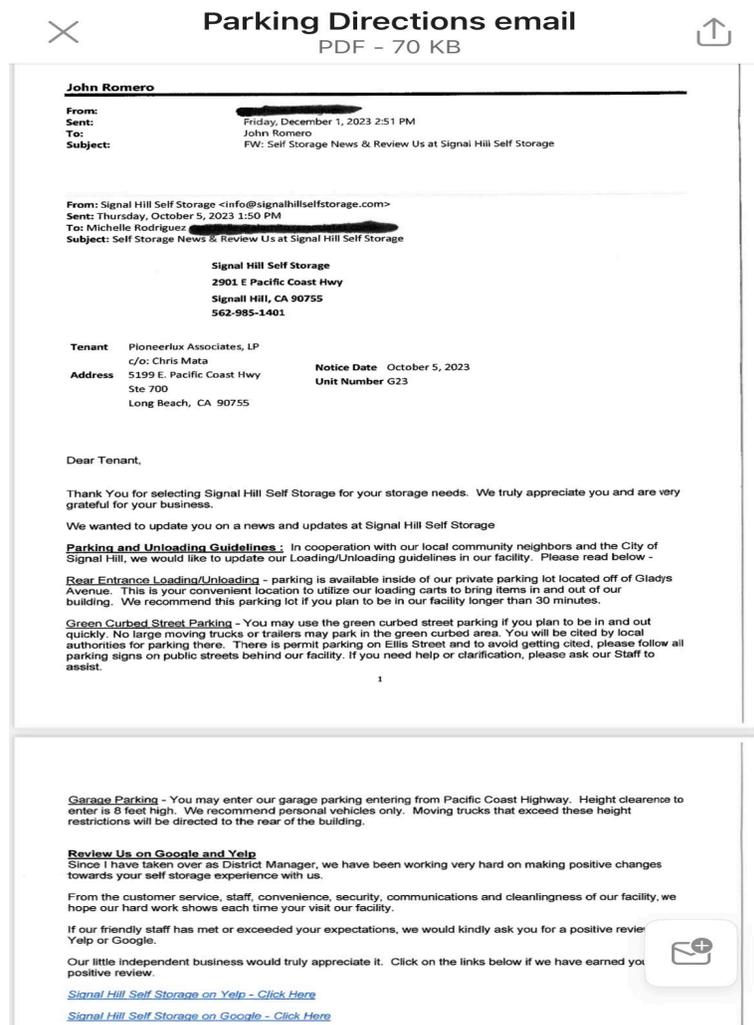
PICTURE OF REAR OFFICE. FEW STEPS FROM REAR FACILITY ENTRANCE.

*** Attachment picture is added to email as "SHSS Rear Office"

5. FACILITY COMMUNICATION TO TENANTS ABOUT PARKING AREA

Aside from posting over 25 Informational Signs in our facility, we have also sent communication detailing where and how to park in the rear parking lot. Attached is a copy the first email sent to all tenants on this matter on October 5th, 2023.

- Email provides guidelines of parking locations in our facility
- Directions to utilize the Rear Loading/Unloading area and directs them to park in our private parking area off Gladys Avenue.
- Green Curbed Street Parking use and directions to only be utilize by personal vehicles and not large moving trucks. Informs tenants that vehicles may be cited if parking violations exist.
- Information to also utilize the Garage parking area for loading and unloading via Pacific Coast Highway entrances.



*** Attachment Email is labeled " Parking Direction Email" sent on October 5th 2023.

6. Staff Facility Walk Throughs

Our staff is trained to walk our facilities each hour. The protocol is to observe the following:

- Facility is Secure and all doors are locked, closed and secure.
- No Facility Breach by unrecognized guests or intruders
- Security of storage units have not been compromised or damaged.
- Trash or Debris left inside and outside of our facility that was disposed of by our tenants. If trash is left on our property or in the near vicinity, our staff will do their best to pick it up in a timely manner.
- All facility equipment such as video surveillance cameras have not been tampered with.
- No large items are obstructing tenants from evacuating facility in case of emergency
- All tenants are parking properly and not obstructing street traffic.

GUARD TOUR SYSTEM: In December, Management purchased and is planning implementation of a Guard Tour System at Signal Hill Self Storage. This is the ideal solution for us to track and ensure our employees are patrolling every point of our facility. This Guard Tour System utilizes a portable handheld device that scans checkpoint tags at over 30 points in our building. These checkpoints will be located at:

- Every facility pin code entrance
- Every Emergency Exit
- Each of the four corners of our exterior property including the Aragon Property emergency gate
- Rear Loading Parking Area
- Each Garage entrance gate
- Corners, Angles and Pathways that are not fully visibly covered by our Security Cameras

Software records the employee patrolling the facility, the time of day, if tours are being conducted at their scheduled time, observation if staff movements are walking all areas of the facility, and the frequency of tours throughout the day. It can be monitored in real time or data can be collected and saved for reporting purposes. We plan to have this system set up by the end of January 2024. This will help us add another element of security for our business and added assurance to the city and our community neighbors.

REQUEST FROM SIGNAL HILL SELF STORAGE:

We have found that a thorough walkthrough may take an average of 15-20 minutes to walk the facility, garage, basement, review lock checks, patrol all exits and doors, and sweep up if necessary. Walking the facility is an operations priority for us and we do not disagree with the importance of it.

But in order to comply with the C.U.P requirement of walking the facility every hour, we would like the city to reconsider this requirement. Due to heavy business traffic, customer calls, taking payments, giving future tenant tours of our facility, we have found that, at times, our staff may be stretched thin and this requirement may be excessive and overreaching to fulfill every hour. In order to not fail and consistently fulfill this requirement, we are asking the City Council to consider this Walkthrough once every 3 hours, up to twice a day. With the implementation of the Guard Tour System, we think we can still achieve the same result. We would like to hear the City Council's thoughts on this matter.

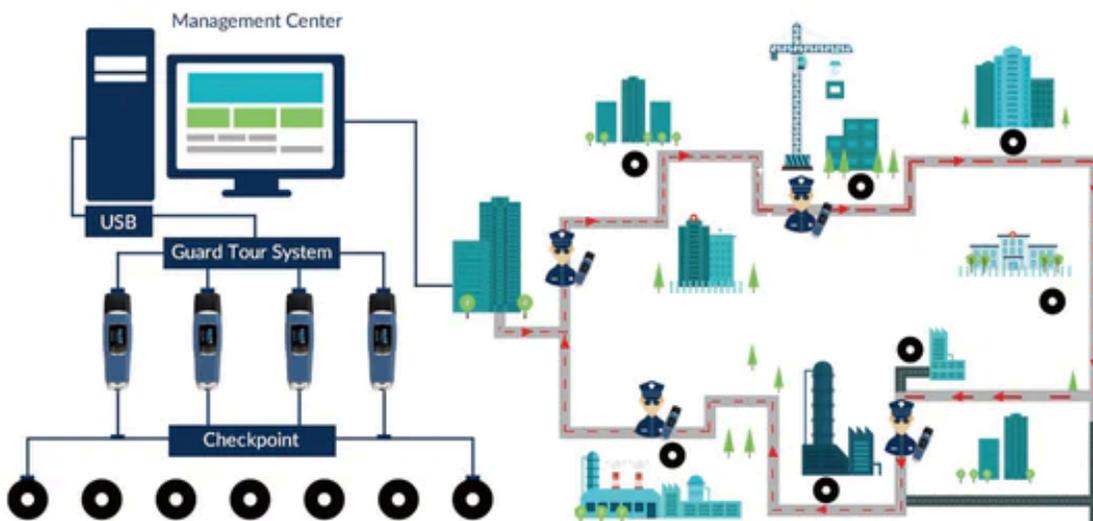
6. Staff Facility Walk Throughs (continued)

Images of purchased Guard Tour System and Demo Map.

*** Attachment Email has Image labeled "Guard Tour System"



Guard Tour System Demo Map



7. Garage Stored Vehicles / Removal of All Vehicles

In compliance with this C.U.P. request, we have a plan in place to have all stored vehicles removed out of our garage area by no later than February 1st, 2024. Signal Hill Self Storage has contracted parking spots at a parking garage in the city of Long Beach for our tenants. This is a long term solution for our facility and a convenient service for our tenants.

On December 29th, 2023, a letter was sent to 13 vehicle parking tenants at our facility informing them of the news.

On January 4th, phone calls were made to each of the vehicle parking tenants providing them with additional details and how the relocation will take place.

Between January 17th and January 27th, we will be coordinating with tenants on their vehicle moves at the new parking garage.

February 1st, 2024 - the goal is to have no stored vehicles in our parking garage at Signal Hill Self Storage. This will free up all 26 parking spaces required in the C.U.P. agreement.



PARKING SPACE RELOCATION

Dear Valued Signal Hill Self Storage Tenant,

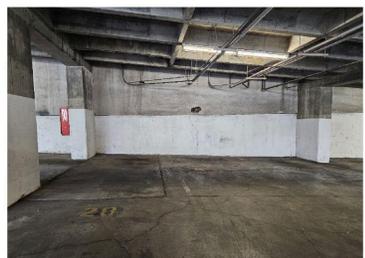
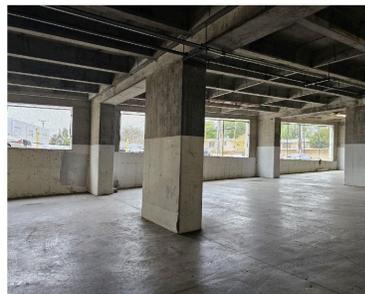
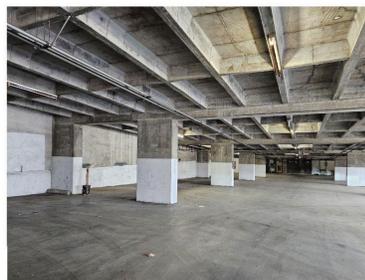
As the property will be undergoing renovations over the next few months, we will be relocating all storage vehicles to our sister building located at 5199 E. Pacific Coast Hwy. in Long Beach.

The facility is secure, gated and easily convenient to our current facility, 1 mile east of us.

Please contact the Signal Hill Self Storage Management office to coordinate this transition as all vehicles must be relocated by February 1st 2024.

I will personally be calling everyone on January 3rd, and provide additional information for this relocation.

JOHN ROMERO - DISTRICT MANAGER
JROMERO@SIGNALHILLSELFSTORAGE.COM



*** Attachment Email has Image labeled "Parking Space Relocation Letter"

8. Outdoor Storage of Recreational Vehicles/Vessels

In a recent site visit from the Planning Manager, several recreational vehicles/vessels were observed. We have updates on the 3 that were observed (Jet Skis on trailer, motorcycle, and large Sea Boat).

Jet Skis - were removed off the property in October 2023.

Motorcycle - is being towed off site in part of our Parking Relocation plan

Marine Boat (**UPDATE 1.5.24**) - We have obtained the title to the boat and are exploring options on how to remove the boat off the premises. Currently the boat is not on a trailer, but on blocks. Estimates that we have collected entail lifting the boat onto a trailer and moving the trailer with boat to a new location, has varied from \$7,500 - \$12,500. This is an expensive cost we are trying to avoid as much as possible. We are also exploring the option of cutting and disassembling the boat for parts and disposal, which will be time consuming.

REQUEST FROM SIGNAL HILL SELF STORAGE:

We are asking the City Council to grant us a relief and extension on only this condition for an additional 90 days. We feel that this will give us time and a hard deadline that we can meet that will be cost efficient friendly to our business.

9. Landscaping and Maintenance Agreement

An original Landscaping and Maintenance Agreement form that dates back to the last CUP review process has not been located at time of this response. It has been 20 years since this agreement was presented to the city.

The facility currently houses 4 small dwarf palms that run parallel to the Pacific Coast Hwy. street. Surrounding these dwarf palms, is artificial turf that covers concrete underbedding. Occasionally, crab grass and weeds sprout from crevices along the building, particularly in the rear parking lot area.

To facilitate the upkeep and maintenance, Management has scheduled "Landscaping & Graffiti Maintenance Days" every Tuesday. All grass and palm trimmings will be disposed of in the Green Waste Bin that is picked up weekly. A log will be maintained showing the dates and work completed on each "Landscaping Maintenance Day." This Log will be accessible anytime it needs to be reviewed by the City of Signal Hill and Management staff. It will be located in the Main office. This process was started on January 2nd, 2024.

*** Attachment Email has Image labeled "LANDSCAPING/GRAFFITI MAINTENANCE LOG"

10. Graffiti Free Facility

In addition to our Landscaping Maintenance duties, we are including Graffiti reporting and removal on our Log. This will be recorded weekly in our log each Tuesday. It is our responsibility to remove all graffiti in a timely manner to facilitate a clean presentation to the community. Staff are being trained to be observant when making their facility walk throughs and report graffiti to management immediately. This includes wall, signage, and window etching on all facility grounds.

11. Sign Installation and Permit Approvals

A on-site visit by the Signal Hill Planning Manager noted the graffiti on our facility's plexi lightbox sign facing Pacific Coast Hwy. Management shared that we were finalizing our plans to replace and update all facility lightbox signs. Currently there is one at ground level facing PCH (single sided) and one on the roof (double sided). The Planning Manager shared that City approval and permits for installation were required before this process can start.

Below is a mockup of the designs for these replacements. A separate email will follow requesting permit approval from the city.

*** Attachment Email has Image labeled "SHSS LIGHTBOX SIGN CONCEPTS"

**SIGNAL HILL
SELF STORAGE**

**SIGNAL HILL
SELF STORAGE
LIGHT BOX
SIGNAGE DESIGNS
[STREET & ROOF]**




**SIGNAL HILL
SELF STORAGE**

12. Removal of Shower Located in Restroom on 2nd Floor

A on-site visit by the Signal Hill Planning Manager noted the existence of a Shower in a restroom on the 2nd floor. This was part of the original design when the business purchased this building. In the C.U.P Agreement, it requires removal of the entire shower which we deem very costly for something that is never used and not part of our business operation.

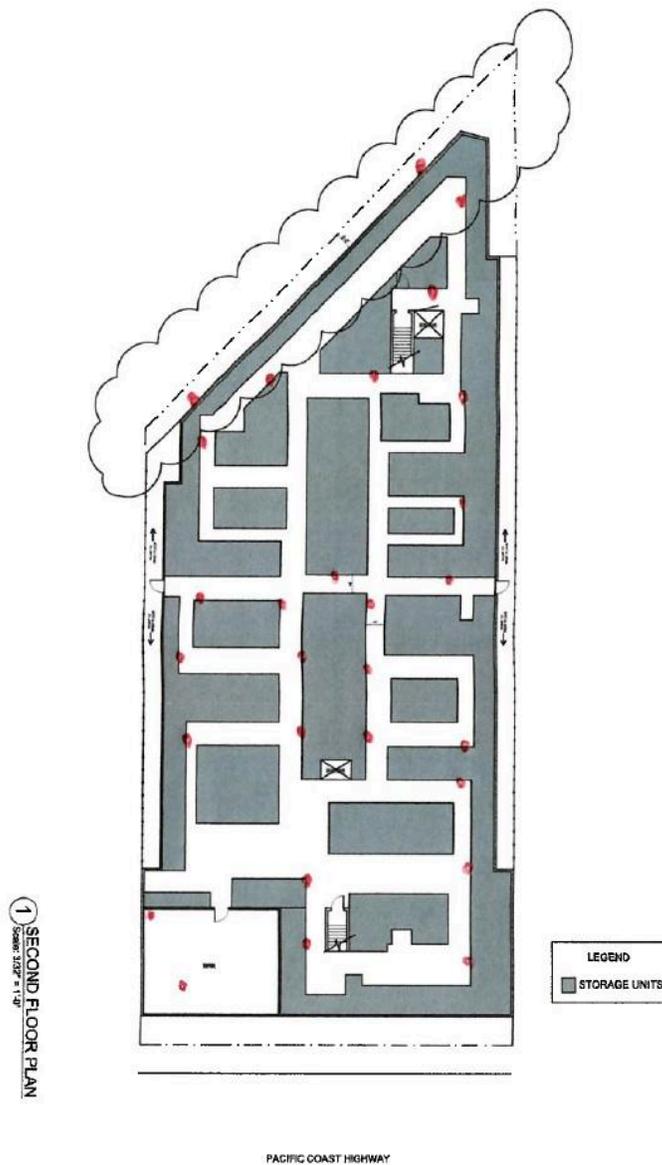
After discussion with the Planning Manager and Commission Board, we have sought the most cost effective method to please this requirement.

On December 8th, our maintenance team capped and canceled the water line to the shower where no water flows through the shower head, making the showerhead 100% non operational.. We hope this may be considered as a cost effective and sufficient alternative to the C.U.P. requirement.

13. Map of Surveillance Camera Locations in Facility

We have fulfilled this requirement in a previous response to the City. We have over 42 cameras in our facility that cover all entrances, emergency exits, parking areas, main office, major pedestrian walkways and isles. Main floor has 29 cameras and the lower level basement has 14 cameras.

*** A sample of the Location map is shown below and added as an attachment in an Email titled " SHSS SEC CAMERA LOCATIONS."



14. Private Security Nightly Patrols

*** An attachment to our current Private Security Night Patrol contract.

Carlos Luis

From: John Romero [REDACTED]
Sent: Friday, December 8, 2023 12:10 PM
To: Carlos Luis; John Romero
Cc: Chris Mata
Subject: RE: 2901 E. Pacific Coast Highway

CAUTION: This email originated from outside of the organization! Do not click links, open attachments or reply, unless you recognize the sender's email address and know the content is safe!

Good Morning Carlos.

All claims have been addressed and responded to in RED.

- You will read how vast the discrepancy of reality in her claims, the lack of full disclosure on her claims, need of some common sense into her claims, and lack of reaching out to our facility management. Over 20 signs on all facility entrances are posted where complaints or issues can be directed to management. To date, no phone call or email has been made from the community or [REDACTED].
- We are requesting for the City to provide reports for claims where Police were called to address or validate [REDACTED] concerns of "theft, crime, drug, stash housing, drug dealing" on or in our business property. If claims of "theft, crime, drug, stash housing, or drug dealing" are not justified in police reports pertaining to these claims, please address in your reply or at upcoming City Council meeting.
- Please share to City Council where our staff, including management, also took steps in working with local enforcement on several claims that [REDACTED] did not report.
- We are requesting the City Council to review the abuses of perking permits that continue with the residents on Ellis/Gladys avenue. A dozen emails were sent to Carlos Luis, with pictures and incident details, and the consistent parking issue on Ellis. Parking issues are not created only by Signal Hill Self Storage, but the residents and guests of the apartment building on Ellis. [REDACTED] states that vehicles (i.e. moving trucks, vehicles) park on their side of the street. These non-parking permit vehicles are seen guests or belonging to residents of the Ellis apartments. What is the landlord of the property doing to alleviate these issues? Why is there no parking on their premises and driveway? How many calls did [REDACTED] report from her fellow residents who continue to park across the street while obtaining permit parking passes?
- [REDACTED] also claims vehicles parked behind the hotel and near the end of the cul de sac as issues pertaining to our facility. [REDACTED] states that many do not enter our facility but merely look "suspicious." Are the owners of the hotel, jewelry, pet grooming businesses and Ellis Apartments doing their part to address [REDACTED] concern?
- Please share with City Council our responses as we will also address at upcoming meeting.

- -----

Hi John,

Please see the claims below. Please provide responses addressing the claims.

Attachment F

10/30/23 Monday Oct 30, 2023

White Honda CRV in permit parking for over 2 hours. PD called at 10:25AM, they responded at 11:33AM. Vehicle moved prior to PD arrival to the Ellis Ave pin code access entrance of Storage facility and loaded their vehicle. Photos attached. Ellis Ave parking lot was completely empty (pictured) and green curb parking was open. Ample parking on the non-permit side of the street. They are not telling customers where to park.

WE HAVE OVER 30 SIGNS POSTED INSIDE AND OUTSIDE EVERY ENTRY WAY OF OUR FACILITY, IN ALL MAJOR HALLWAYS OF OUR FACILITY WITH PARKING INSTRUCTIONS, INCLUDING STAIRWELLS AND ELEVATORS. EMAILS ARE SENT TO OUR TENANTS WITH THESE INSTRUCTIONS. ALL NEW TENANTS ARE GIVEN A TOUR OF WHERE PARKING IS FOR LOADING AND UNLOADING. * ALSO, PUBLIC SIGNS HAVE BEEN POSTED FOR CONCERNS TO BE MADE TO OUR PUBLIC COMPLAINT NUMBER. NO CALL WERE MADE TO THAT NUMBER.**

Blue Tesla in permit parking (pictured) Parked for over an hour. PD called at 12:57PM, they responded at 1:32PM. PD did not cite vehicle, they were heard directing the Tesla where to park across the street. If the facility was directing their customers on where to park like they're supposed to be, PD wouldn't have to play parking attendant. They should have been cited. Signs are visible. Parking lot was empty. Ample parking on the non-permit side. They are not telling customers where to park.

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White Ford Explorer parked ON the sidewalk...well the dirt patch where the sidewalk would be if the City would repair the street (pictured). Parking on the sidewalk behind resident cars is a FREQUENT occurrence. Please add sidewalk where it is missing, and a curb where the asphalt "driveway" is on this street. It is contributing to loitering tweekers **(IS THERE A POLICE REPORT WHERE ARRESTS WERE MADE ON ILLEGAL DRUG ACTIVITY ON OUR PROPERTY. IF SO, I REQUEST THE CITY OF SIGNAL HILL TO SHARE WITH US. IF THERE ISN'T, THEN THIS IS ANOTHER FALSE REPORT/ACCUSATION ON BEHALF OF ERIN)** on our block. When is that 23 year old landscaping agreement required by the CUP going to be executed?

PD called at 3:30PM, arrived at 3:49PM. White female with short light brown hair and white shirt seen exiting Explorer and entering the Storage through the pin code access box. Male in blue shirt remained. PD directed truck to move to the green curb. 2 males remained in/around truck for 2 hours. Female never returned to vehicle.

PD called again at 5:07PM Explorer was playing loud music, one occupant was hunched over high on something, the other occupant was chopping a bike on the sidewalk by the orange door (pictured).

Please review the security footage and please advise why the storage is not directing customers where to park **(WE HAVE OVER 30 SIGNS POSTED INSIDE AND OUTSIDE EVERY ENTRY WAY OF OUR FACILITY, IN ALL MAJOR HALLWAYS OF OUR FACILITY WITH PARKING INSTRUCTIONS, INCLUDING STAIRWELLS AND ELEVATORS. EMAILS ARE SENT TO OUR TENANTS WITH THESE INSTRUCTIONS. ALL NEW TENANTS ARE GIVEN A TOUR OF WHERE PARKING IS FOR LOADING AND UNLOADING.)**, and why they are allowing tweekers dismantling bikes to remain on our block. The males were not customers and never entered nor exited the Storage. **(“THE MALES WERE NOT CUSTOMERS AND NEVER ENTERED NOR EXITED THE STORAGE” per [REDACTED])** Their female companion did, and the males left without her.

This is the kind of traffic we are sick of. These people have no business on our street, and we do not need junkies lingering in our neighborhood.

It is contributing to petty theft and it is unsafe for residents. It is directly attributed to the storage facility . **(IS THERE A POLICE REPORT WHERE ARRESTS WERE MADE ON PETTY THEFT/ ILLEGAL DRUG ACTIVITY ON OUR PROPERTY. IF SO, I REQUEST THE CITY OF SIGNAL HILL TO SHARE WITH US. IF THERE ISN'T, THEN THIS IS ANOTHER FALSE REPORT/ACCUSATION ON BEHALF OF [REDACTED])**

11/05/23 Nov 5, 2023 PD called 12:35PM male intoxicated on drugs sitting on sidewalk outside of storage on Ellis Ave between back code entrance and orange door. Male is sitting down slumped over like a rag doll. Latino or white male, blue jeans, white shirt, blue backpack sitting next to him. PD arrived 12:53PM.

FALSE – THIS INDIVIDUAL IS KNOWN AT OUR FACILITY. THIS INDIVIDUAL DEALS WITH KYPHOSIS, SEVERE SPINAL ALIGNMENT DISEASE. ONE OF THE SYMPTONS OF KYPHOSIS IS SHORTNESS OF BREATH DUE TO NARROWING OF BREATHING AIRWAY AND IMBALANCE. HE IS A LOCAL ELDERLY MAN WHO VISITS OUR FACILITY AT LEAST ONCE A MONTH. HE GREETUS EACH TIME HE COMES INTO OUR FACILITY. ITS SAD THAT ERIN CLAIMS THAT HE WAS ON DRUGS. DOES SHE NOT SYMPATHIZE WITH THIS PERSON DEALING WITH THESE SYMPTONS? AFTER EXITING OUR FACILITY, HE STANDS HIS BICYCLE ON OUR SIDEWALK AND SITS DOWN ALONG OUR BUILDING. POLICE WERE CALLED AND APPROACHED OUR TENANT. POLICE LEAVE AND UNDERSTAND THAT HE IS JUST RESTING. TENANT LEAVES SHORTLY AFTER. NEVER A THREAT. A PREVIOUS EMAIL WAS SENT TO CARLOS LUIS IN RESPONSE TO OUR REVIEW OF THIS COMPLAINT PRIOR.

Facility did not do anything to remove this person despite their statement that they patrol every 30 minutes and loitering is strictly prohibited around the facility. This is utter nonsense. They do not patrol every half hour, and they are clearly not monitoring their security cameras. STILL. This male was outside for close to an hour. After PD advised him and left, at 1PM, he gathered his belongings and walked straight to the back entrance, entered a PIN code and entered the facility. **YES, HE ENTERED OUR FACILITY BECAUSE HE IS A TENANT. HE SUFFERS FROM KYPHOSIS (SEVERE SPINAL**

DISEASE THAT ALSO LEADS TO SHORTNESS OF BREATH DUE TO NARROWING OF BREATHING AIRWAY AND IMBALANCE.

Why is this facility allowing their junkie customers (**THIS ELDERLY TENANT IS NOT A JUNKIE**) to pass out on the sidewalk outside of their facility in a residential neighborhood? Why does the City continue to allow our safety to be put at risk by allowing this to continue. ***** PUBLIC SIGNS HAVE BEEN POSTED FOR CONCERNS TO BE MADE TO OUR PUBLIC COMPLAINT NUMBER. NO CALL WERE MADE TO THAT NUMBER.**

Please view their security footage and you will see him outside for close to an hour and will also see him enter the facility after PD leaves. **REVIEWED AND WE ARE CERTAIN THE POLICE REPORT WILL VALIDATE THAT NO THREAT OR CRIME WAS BEING COMMITTED.**

Nov 6, 2023 The same male returns and enters facility with another junkie male on a bike in an orange workers vest. The male in the orange vest was seen coming and going from the facility via code box at least twice earlier that day. He did not bring anything into the facility, and did not leave with any items except his bike. The two entered the facility and left within 5 minutes. I observed this while walking my dog and could not believe that this same guy was back again the very next day. **CONFUSED – PICTURES SHOW A BICYCLIST IN AN ORANGE VEST ON ELLIS AVE BICYCLING AWAY OUR FACILITY IN FRONT OF THE APARTMENTS APPROXIMATELY OVER 200 FT FROM OUR FACILIYT. WHERE IS THE PICTURE OF HIM ENTERING OUR FACILITY AS STATED? *** ALSO, PUBLIC SIGNS HAVE BEEN POSTED FOR CONCERNS TO BE MADE TO OUR PUBLIC COMPLAINT NUMBER. NO CALL WERE MADE TO THAT NUMBER.**

It is unbelievable how many druggies frequent this facility. Has PD ever looked into this? This storage appears to be renting units to people as stash houses. Allegedly, in my opinion, based on my observation. **FALSE – NO ARRESTS OR INVESTIGATIONS FROM SIGNAL HILL POLICE DEPT INTO THESE “STASH HOUSES” OR ILLEGAL DRUG DEALING IN OUR PROPERTY. FALSE ACCUSATION.**

Please look at the security footage.

November 6, 2023. An oversized UHaul truck was parked on Ellis Ave near Groomingdale, taking up 2-3 resident parking spots on the street. PD towed the truck at 2:18PM after a 72 hour notice was placed on the vehicle. **(ON FRIDAY NOVEMBER 3RD, JOHN ROMERO, DISTRICT MANAGER, WAIVED DOWN A PATROLLING SIGNAL HILL POLICE OFFICER ON ELLIS AVE. JOHN ROMERO INFORMED POLICE OFFICER THAT THE UHAUL AT THE END OF THE CUL DE SAC, APPROXIMATELY 500 FT AWAY FROM THE STORAGE FACILITY, HAD BEEN PARKED THERE FOR SEVERAL DAYS. OFFICER SAID HE “WAS GOING TO CHECK IT OUT AND TAG IT WITH A 72 HOUR NOTICE. IF TRUCK WAS STILL THERE AFTER 72 HOURS, IT WOULD GET TOWED. “ JOHN ROMERO ALSO CALLED CEDRIK PEOPLES, UHAUL DISTRICT MANAGER, WHO PREVIOUSLY WORKED WITH US. JOHN ROMERO SHARED THE INFORMATION, PLATE NUMBER, AND LOCATION TO UHAUL D.M. AND HE SAID HE WILL LOOK INTO IT AND IF IT WAS ABANDONED, HE WILL SEND SOMEONE TO PICK IT UP. VEHICLE WAS NOT TOWED BUT RETRIEVED FROM UHAUL.)**

Friday Nov 17 UHaul truck parked at back entrance was escorted by employee at 6:17PM. Their closing time is 5:45PM. **(WE ACCOMODATED A NEW TENANT WHO WAS MOVING INTO OUR FACILITY FROM OUT OF STATE. AFTER A LONG DAY OF DRIVING, WE ACCOMODATED TENANT TO UNLOAD INTO OUR FACILITY. ALL ENTRY POINTS INTO OUR FACILITY ARE LOCKED AND SECURED. PIN CODES ARE DISABLED AUTOMATICALLY AT 5:45 PM MON – SATURDAY. OUR EMPLOYEE WAS STATIONED AT REAR ENTRANCE DOOR AND MONITORED THE EXTRA HALF HOUR OF UNLOADING. THIS IS CUSTOMER SERVICE. NOT IMPROPER BUSINESS PRACTICE. THIS TENANT HAPPENS TO BE SIGNAL HILL’S NEWEST RESIDENT. GLAD TO HELP)**

11/27/23 Attached please find a screenshot of a Yelp review of Signal Hill Self Storage on November 11, 2023. **(PLEASE READ THE POSITIVE REVIEWS ON YELP AND GOOGLE SINCE MAY 2023 SINCE JOHN ROMERO TOOK OVER STATING THE POSITIVE CHANGES THAT HAVE OCCURRED DURING THIS TIME PERIOD)**

The review from customer Jose reads:

"I came in today to check on my unit and I am so glad the staff well I mean employee the only person their was Mariana and she was doing great all by her self while it looked pretty crazy she looked like she had it all under control glad she was their to help me today you keep up the good work Mariana they need more employees like you"

John Ramos stated that they were going to have 3 employees working everyday. Wonder which office this one employee was working out of? I doubt it was the "new office" at the back PIN code access entrance off of Ellis... **FALSE – NEVER STATED. PLEASE REFER TO CITY COUNCIL MEETING (RECORDED ON ZOOM AUGUST AND SEPTEMBER MEETINGS). WHEN ASKED HOW MANY EMPLOYEES WORKED AT OUR FACILITY ON AVERAGE, JOHN ROMERO, DISTRICT MANAGER, RESPONDED “ABOUT 2-3 EMPLOYEES PER SHIFT DEPENDING IF IT IS THE WEEKEND WHERE WE HAVE THE MOST ACTIVITY IN OUR BUILDING.” CITY COUNCIL ALSO COMMENTED THAT ADDING MORE EMPLOYEES WILL BRING A FINANCIAL BURDEN TO OUR BUSINESS WHICH IS UNFAIR. CITY COUNCIL ALSO WANTED THE FACILITY IMPLEMENT THE BEST PRACTICES THAT WERE SHARED BY JOHN ROMERO AND MEASURE THE RESULTS OF THESE BEST PRACTICES IN THE FUTURE.**

Attached please find a photo from 12:57PM Nov 27, 2023 of a pet grooming truck parked in the permit parking. The female driver of the truck, dark hair, long sleeved dark shirt and pants can be seen crossing the street, looking at her phone, and then entering a PIN code at the back entrance to access the storage facility.

FALSE – PICTURE OF VEHICLE PARKED ON ELLIS. MAYBE A RESIDENT OR GUEST OF ELLIS/GLADYS RESIDENCES. THIS IS A “MOBILE” PET GROOMING VEHICLE. MAYBE ATTENDING TO A CUSTOMER AT THE ELLIS APARTMENTS. NO PICTURE OF DRIVER WALKING TO OUR FACILITY. NO ENTRY IN REAR ENTRANCE DURING THIS DATE AND TIME. * ALSO, PUBLIC SIGNS HAVE BEEN POSTED FOR CONCERNS TO BE MADE TO OUR PUBLIC COMPLAINT NUMBER. NO CALL WERE MADE TO THAT NUMBER.**

When is this facility going to confirm that customers are parked in their lot and not in permit parking before they allow them to access their unit? Because they are still not doing that. **FALSE – WE HAVE OVER 30 SIGNS POSTED INSIDE AND OUTSIDE EVERY ENTRY WAY OF OUR FACILITY, IN ALL MAJOR HALLWAYS OF OUR FACILITY WITH PARKING INSTRUCTIONS, INCLUDING STAIRWELLS AND**

ELEVATORS. EMAILS ARE SENT TO OUR TENANTS WITH THESE INSTRUCTIONS. ALL NEW TENANTS ARE GIVEN A TOUR OF WHERE PARKING IS FOR LOADING AND UNLOADING.

Customers rarely utilize the parking lot (even after they FINALLY removed the oversized dumpster & standard size dumpster that were there for several months, last week). **CONFUSION – TENANTS OF ELLIS/GLADYS AVENUE APARTMENTS WHO HAVE PARKING PERMITS ALSO PARK IN NON PERMIT PARKING AREAS, TOO. COULD IT POSSIBLY BE THAT PARKERS PARK WHERE IT IS SOMETIMES MOST CONVENIENT FOR THEM? EVEN WITH SIGNAGE POSTED? IS THE LANDLORD OF THE ELLIS/GLADYS APARTMENTS DOING ENOUGH TO INSTRUCT THEIR TENANTS WHERE TO PARK AS WELL? IS THE CITY OF SIGNAL HILL RESPONSIBLE FOR THESE PARKERS NOT PARKING IN THEIR ASSIGNED SECTION?**

***** ALSO, PUBLIC SIGNS HAVE BEEN POSTED FOR CONCERNS TO BE MADE TO OUR PUBLIC COMPLAINT NUMBER. NO CALL WERE MADE TO THAT NUMBER.**

11/28/23 We have noticed that customers **(FALSE - IF THEY DON'T HAVE PIN CODES, DON'T HAVE STORAGE UNITS AT OUR BUSINESS AND NEVER ACCESS OUR FACILIYT, THEY ARE NOT CUSTOMERS)** regularly are showing up and waiting at the residential Ellis Ave back entrance up to 2 hours prior to the facility opening. Some of these customers create noise disturbances and PD has been called out to deal with them on more than one occasion since the hearing. Others are just loitering, some making noise with carts, loud talking, etc. How are customers with PIN codes unaware of business hours? **SIGNS ARE POSTED ON ALL ENTRANCES OF OUR FACILITY OF BUSINESS HOURS.** Perhaps they are still not aware that this location no longer operates 24 hours. **FALSE – FACILITY AND BUSINESS NEVER OPERATED FOR 24 HOURS. ERIN AND CITY OF SIGNAL HILL ARE AWARE OF THIS.**

Yesterday Nov 27 a customer arrived at approx 8:40AM in a black flatbed RAM or Tundra style truck and parked on the permit side. PD was called at 8:49AM when the male exited the vehicle and went across the street to the storage. He can be seen in a gray sweatshirt, blue jeans and a light colored cap on their security cameras. He was instructed by the parking enforcement officer following the street sweeper to move out of permit parking. He can be seen on camera moving his truck from the permit side to the storage side. Please take a look at the security camera, this is a frequent occurrence.

CONFUSED – VEHICLE LEFT SHORTLY AFTER AT 8:57 AM (33 MINUTES BEFORE OPENING). NON-TENANT. WHY DIDN'T ERIN INCLUDE THAT IN HER REPORT? HOW IS THIS ASSOCIATED WITH OUR BUSINESS? ALSO, PUBLIC SIGNS HAVE BEEN POSTED FOR CONCERNS TO BE MADE TO OUR PUBLIC COMPLAINT NUMBER. NO CALL WERE MADE TO THAT NUMBER.

Nov 28 12:12PM customer in white Ford style flatbed truck illegally parked against traffic on the street next to the neighborhood watch sign. PD was called to address the issue. Customer was seen unloading a cart of items and entering the PIN code back door. ...

Meanwhile their parking lot is completely empty. Remember how the facility stated that customers needed access to park on the residential side because they needed to use the ramp? **INCIDENT REVIEWED – ERIN DID NOT STATE THAT EMPLOYEES MADE CONTACT WITH TENANT OUTSIDE AND INSTRUCTED THEM WHERE TO PARK. IF OUR FACILITY STAFF DOES THEIR BEST TO LIMIT THESE SITUATIONS. WE HAVE OVER 30 SIGNS POSTED INSIDE AND OUTSIDE EVERY ENTRY WAY OF OUR FACILITY,**

IN ALL MAJOR HALLWAYS OF OUR FACILITY WITH PARKING INSTRUCTIONS, INCLUDING STAIRWELLS AND ELEVATORS. EMAILS ARE SENT TO OUR TENANTS WITH THESE INSTRUCTIONS. ALL NEW TENANTS ARE GIVEN A TOUR OF WHERE PARKING IS FOR LOADING AND UNLOADING.)

11/29/23 November 29, 2023 1:19PM

Attached please find (2) photos:

Silver Ford crossover plate# ending in #062 parked in permit parking

Black sedan parked at red curb adjacent to ramp leading from Ellis to PCH. Please check security camera for arrival time. Open parking spot available directly in front of back entrance door as well as the vacant parking lot. Customer chose to park in a red zone. He was not using a cart and was not physically disabled, he did not need to be right near the ramp.

Storage customer's vehicle is pictured with hood and trunk open. Vehicle owner, latino male with a mustache in red shirt and black cap pictured coming down ramp from PCH to Ellis. He went up and down the ramp more than once.

NO INFORMATION ON DATE, TIME FOR US TO REVIEW SECURITY FOOTAGE. PLEASE PROVIDE SO WE MAY REFERENCE INTO REVIEW.

12/01/23 A female employee, short with dark hair has been parking a blue vehicle in the 2hr parking for the past 2 days. **FALSE – NONE OF OUR EMPLOYEES DRIVE A BLUE VEHICLE.**

Yesterday until 4PM. 7 hours in a 2 hour parking space. ***** ALSO, PUBLIC SIGNS HAVE BEEN POSTED FOR CONCERNS TO BE MADE TO OUR PUBLIC COMPLAINT NUMBER. NO CALL WERE MADE TO THAT NUMBER.**

Why are employees no longer parking in the back of the Ellis Ave lot, or better yet in one the unused 20 parking spaces in their underground parking? 20 spaces not including the cars they have stored in there. **PARKING IS AVAILABLE FOR EMPLOYEES, TENANTS, AND GUESTS IN EITHER OF OUR TWO PARKING AREAS IN GARAGE AND REAR OF BUILDING.**

Please view the security camera. She's parking near the ramp. Photos attached.

12/01/23 This evening customers in a UHaul truck were seen entering the back entrance of Ellis after 5:30...when "access hours" are supposed to be cut off.

FALSE – OUR FACILITY CLOSSES AT 5:45 PM MONDAY TO SATURDAY. CUSTOMERS ENTERING FACILITY AT 5:30 PM ARE WITHIN THEIR ACCESS TIME.

Please view the security camera footage.

12/02/23 Attached is the photo sent to the City of the moving truck that was ILLEGALLY parked in permit parking on Sept 30 that is referenced below. This is one of the calls I made to PD for illegal parking by storage customers on Sept 30.. John states I'm calling on vehicles that are parked legally.

PEOPLE WHO MOVE OCCASSIONALLY ORDER MOVING TRUCKS TO MOVE FROM ONE RESIDENCE TO ANOTHER. LOOKS LIKE SOMEONE PARKED AT ELLIS MOVED OUT. WE DON'T UNDERSTAND HOW THIS AFFILIATED WITH US.

12/03/23 Please see attached photos of male in dark clothing entering Ellis Ave residential PIN code entrance of Signal Hill Self Storage at 5:36PM on Friday December 1, 2023. **(IN ACCORDANCE TO OUR C.U.P IN SIGNAL HILL, WE CAN OPERATE TO 5:45PM ON FRIDAYS. [REDACTED] REPORTED ENTRANCE AT 5:36PM).**

The facility insists that access hours end 15 minutes prior to business close. This was a Friday, business close is 5:45PM access hours were to end at 5:30PM.

FALSE – NEVER STATED. PLEASE REFER TO CITY COUNCIL MEETING (RECORDED ON ZOOM AUGUST AND SEPTEMBER MEETINGS).

Not 5:30ish or whenever they feel like it. Not on a case by case basis to accommodate customers that arrive late and aren't finished on time.

They have stated in writing that nobody is able to access the facility 15 minutes prior to closing.

FALSE – NEVER STATED. PLEASE REFER TO CITY COUNCIL MEETING (RECORDED ON ZOOM AUGUST AND SEPTEMBER MEETINGS)

Also attached photos of male loading UHaul truck afterwards.



JOHN ROMERO

DISTRICT MANAGER

562.484.8023

From: Carlos Luis <cluis@cityofsignalhill.org>

Sent: Thursday, December 7, 2023 5:11 PM

To: John Romero <[REDACTED]>; John Romero <[REDACTED]>

Cc: Chris Mata <[REDACTED]>

Subject: 2901 E. Pacific Coast Highway

Hi John,

Please see the claims below. Please provide responses addressing the claims.

10/30/23 Monday Oct 30, 2023

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Please review the security footage and please advise why the storage is not directing customers where to park, and why they are allowing tweekers dismantling bikes to remain on our block. The males were not customers and never entered nor exited the Storage. Their female companion did, and the males left without her.

This is the kind of traffic we are sick of. These people have no business on our street, and we do not need junkies lingering in our neighborhood.

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Facility did not do anything to remove this person despite their statement that they patrol every 30 minutes and loitering is strictly prohibited around the facility. This is utter nonsense. They do not patrol every half hour, and they are clearly not monitoring their security cameras. STILL. This male was outside for close to an hour. After PD advised him and left, at 1PM, he gathered his belongings and walked straight to the back entrance, entered a PIN code and entered the facility.

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Please view their security footage and you will see him outside for close to an hour and will also see him enter the facility after PD leaves.

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11/28/23 We have noticed that customers regularly are showing up and waiting at the residential Ellis Ave back entrance up to 2 hours prior to the facility opening. Some of these customers create noise disturbances and PD has been called out to deal with them on more than one occasion since the hearing. Others are just loitering, some making noise with carts, loud talking, etc. How are customers with PIN codes unaware of business hours? Perhaps they are still not aware that this location no longer operates 24 hours.

Yesterday Nov 27 a customer arrived at approx 8:40AM in a black flatbed RAM or Tundra style truck and parked on the permit side. PD was called at 8:49AM when the male exited the vehicle and went across the street to the storage. He can be seen in a gray sweatshirt, blue jeans and a light colored cap on their security cameras. He was instructed by the parking enforcement officer following the street sweeper to move out of permit parking. He can be seen on camera moving his truck from the permit side to the storage side. Please take a look at the security camera, this is a frequent occurrence.

Nov 28 12:12PM customer in white Ford style flatbed truck illegally parked against traffic on the street next to the neighborhood watch sign. PD was called to address the issue. Customer was seen unloading a cart of items and entering the PIN code back door. ...

Meanwhile their parking lot is completely empty. Remember how the facility stated that customers needed access to park on the residential side because they needed to use the ramp?

11/29/23 November 29, 2023 1:19PM

Attached please find (2) photos:

Silver Ford crossover plate# ending in #062 parked in permit parking

Black sedan parked at red curb adjacent to ramp leading from Ellis to PCH. Please check security camera for arrival time. Open parking spot available directly in front of back entrance door as well as the vacant parking lot. Customer chose to park in a red zone. He was not using a cart and was not physically disabled, he did not need to be right near the ramp.

Storage customer's vehicle is pictured with hood and trunk open. Vehicle owner, latino male with a mustache in red shirt and black cap pictured coming down ramp from PCH to Ellis. He went up and down the ramp more than once.

12/01/23 A female employee, short with dark hair has been parking a blue vehicle in the 2hr parking for the past 2 days.

Yesterday until 4PM. 7 hours in a 2 hour parking space.

Why are employees no longer parking in the back of the Ellis Ave lot, or better yet in one the unused 20 parking spaces in their underground parking? 20 spaces not including the cars they have stored in there.

Please view the security camera. She's parking near the ramp. Photos attached.

12/01/23 This evening customers in a UHaul truck were seen entering the back entrance of Ellis after 5:30...when "access hours" are supposed to be cut off.

Please view the security camera footage.

12/02/23 Attached is the photo sent to the City of the moving truck that was ILLEGALLY parked in permit parking on Sept 30 that is referenced below. This is one of the calls I made to PD for illegal parking by storage customers on Sept 30.. John states I'm calling on vehicles that are parked legally.

12/03/23 Please see attached photos of male in dark clothing entering Ellis Ave residential PIN code entrance of Signal Hill Self Storage at 5:36PM on Friday December 1, 2023.

The facility insists that access hours end 15 minutes prior to business close. This was a Friday, business close is 5:45PM access hours were to end at 5:30PM.

Not 5:30ish or whenever they feel like it. Not on a case by case basis to accommodate customers that arrive late and aren't finished on time.

They have stated in writing that nobody is able to access the facility 15 minutes prior to closing.

Also attached photos of male loading UHaul truck afterwards.



Carlos Luis
Planning Manager

Signal Hill Community Development
2175 Cherry Avenue Signal Hill CA 90755
O: 562-989-7360 | cluis@cityofsignalhill.org
www.cityofsignalhill.org



Click to sign up for our eNewsletter

Carlos Luis

From: John Romero [REDACTED]
Sent: Friday, January 5, 2024 4:52 PM
To: Carlos Luis
Cc: Chris Mata
Subject: Re: 2901 E. Pacific Coast Highway

CAUTION: This email originated from outside of the organization! Do not click links, open attachments or reply, unless you recognize the sender's email address and know the content is safe!

December 4th concern:

We were testing fire alarms that morning. Testing which zones were active and not active in our system. An email sent to Carlos Luis (on 12/4) informing Signal Hill that we were testing alarms in case the sounds or doors triggered concerns for neighbors. Also, in picture where bicyclist is leaving rear basement door, shadow of building indicates that her picture was taken around noon.

January 3rd concern:

Three Incidents-

Incident A: moving truck in parking lot was her concern. We directed the moving truck and movers to park in the parking lot. Based on the picture, the movers did. There's no obstruction to sidewalk pedestrians or cars parking around the truck in our parking area. Please let us know where the infraction is? The truck is parked where it should be.

Incident B: white RV van. This RV was parked for a long period of time in green section. We were aware of it. A tenant drives and lives in that vehicle. The concerned neighbor brings up that PD ran plates and was stolen. We don't know which vehicles are stolen or not. It isn't our responsibility to run plates. Since tenant was in our building, we were aware of vehicle there. At closing time, tenant had a large amount of items outside her storage unit. Our employee contacted me updated me that they were trying to put everything away. I authorized the allotted time for them to put away their items. Facility was closed for business to the public at our regular time. But employee and three individuals were in the building putting their items away.

Incident C: black car left overnight. This vehicle was left overnight and belonged to one of the three individuals this evening. He locked keys in vehicle when employee escorted them out. Employee called me asking what to do. I informed individual that we had to lock gates and he can return in the morning as we couldn't stay longer to accommodate him. Individual obliged and we secured gate and facility with the vehicle in our parking lot.

January 4th concern: inhabitants in building. Our facility has motion sensor alarms that call police if our property is breached. If people were living in our property, Signal Hill PD would have informed us of security alarms going off at night. We don't have any fines/citations from the city of triggered alarm calls. We will be reviewing our alarm system again why this door is not sounding an alarm. Will update you when I get an update.

Any information or additional clarification needed , please let me know . I'm happy to oblige

John Romero
Alamitos Associates

District Property Manager

Cell // [REDACTED]
Email // [REDACTED]

From: Carlos Luis <cluis@cityofsignalhill.org>
Sent: Thursday, January 4, 2024 5:06:48 PM
To: John Romero <[REDACTED]>
Cc: Chris Mata <[REDACTED]>
Subject: 2901 E. Pacific Coast Highway

Hi John,

Please provide responses to the claims below:

Wed January 3, 2024

Moving activity in lot and in vehicle illegally parked (partially blocking driveway) observed after hours. Last photo taken at **6:59PM**.

See photos.

Storage employee in blue shirt outside observing for part of the time.

They're hours today 9:30AM-5:45PM with access hours closing at 5:30PM.

Please advise why this facility is allowed to break multiple CUP requirements.

.....











Wednesday January 3, 2024

10:53AM moving truck blocking driveway of Ellis Ave parking lot

1:58PM moving truck still blocking driveway of Ellis Ave parking lot

John Romero stated in a public hearing that a large moving truck takes 1-1.5 hours MAX to load/unload. Here's photos showing the truck blocking the driveway. Again, during off-peak season.

Red vehicle parked in red zone, moving truck still partially blocking driveway, and white moving truck parked directly outside the unit.

1:58PM customer in red vehicle in red zone leaves storage PIN code door, puts empty dolly/cart in trunk and leaves.

The facility is still not verifying customers are parked legally prior to allowing them access to their units.

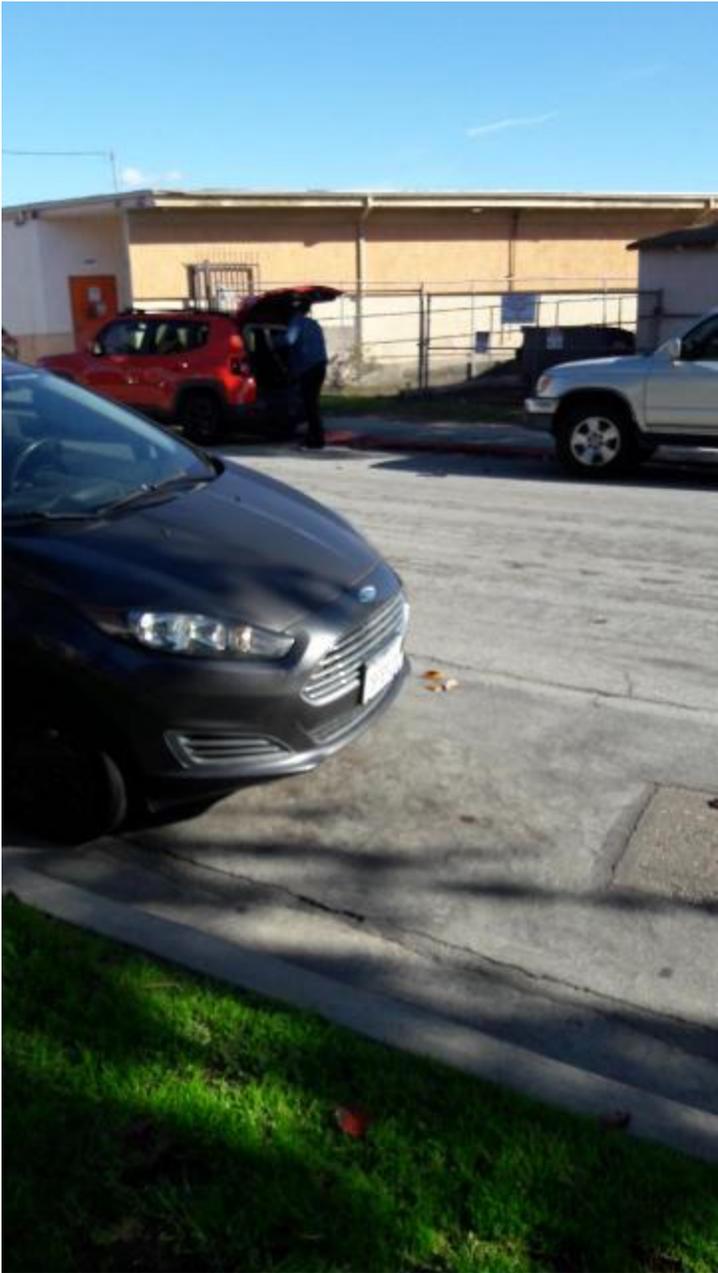
1:58PM white moving van parked at PIN code entrance. Moving van pictured at **7PM** still. Storage employees in and out of b parking lot.

An unattended moving truck parked at their back entrance for 5+ hours, and the facility does nothing?

Separate email to follow.....









January 3, 2024

10:53AM photo showing **stolen** white moving truck not yet parked at back entrance. It was not there when the business opened.

1:58PM **stolen** white moving truck seen parked at back entrance, unattended, blocking customer parking on Ellis Ave on rear side.

7PM storage open after hours, employee pictured in parking lot, **stolen** white moving truck still on street unattended. Employee has been multiple times assisting their after-hours customers.

8:47PM PD called out, I requested officer issue a citation or mark the truck, parked 7+ hours, unattended, at 2hr green curb area, blocking it, the "loading zone".

9:40PM (approximately) PD observing locksmith buzz saw open back door of unattended truck.

10:06PM locksmith, truck and PD drive away.

See photos below.

SHPD EVENT# 2401S-0136

Per PD, the moving truck was **stolen**. PD was able to contact the owners and they came to pick it up.

Quick question...how in the world did this facility, that claims to be monitoring their security cameras **EVERY HOUR**, and w notice an abandoned moving truck at their back door for 7+ hours?? The truck was parked at their back door **during business hours** **they refer to as their "loading zone"**. They are also supposed to be monitoring the parking lots/ramp and their property outside of the building utilized by their customers.

Answer: They didn't notice it, because they *do not* monitor their security cameras and *do not* monitor the outside of the facility (e.g. scooter or dropping off stolen vehicles). Obviously, since this is a commercial moving truck, it did not belong to a resident and it was dropped off and nobody was moving in or out of it for 7+ hours while they were OPEN.

Please revoke their CUP as they are not adhering to the conditions, requirements nor amendments of their CUP.

These slumlords need to be restricted to SP-10 PCH Commercial Specific Zone ONLY as their permit indicates. They should not be on the residential side at all. Their permit doesn't allow it, and they are irresponsible.

Wonder if one of their customers with "scoliosis" dropped the stolen van off.....

Separate email to follow re: "scoliosis"







January 4, 2024

Black sedan left in 1 of 6 customer parking spaces in lot off Ellis overnight.

Are they storing vehicles in the Ellis Ave customer parking lot now too, in addition to the ones in their parking garage that they sent out in their annual observation letters?

By the way, when was the caretaker's unit removed? Seems odd that the caretaker's unit was supposedly removed at some point but the unit was left in tact.

I do hope this is Romero's vehicle and he was at the facility last night. It will make it even funnier if neither the district manager nor the truck parked in their "loading zone" for 7+ hours unattended. And that both ignored it when they left for the night. I wonder if they dropped the truck off yesterday? Pretty bold the truck was dropped off right in front of security cameras in broad daylight. Love tweekers!

See below. Photo behind locked gate, as well as photo of vehicle in a different space in lot last night at 7PM....so it's not a b

Also notice the grey tarp on their roof. They put that up a few weeks ago before it started to rain. So strange...cuz they said it repaired....why would they need to put a tarp over a roof that was already fixed.....





December 4, 2023

PD was called at 9AM re: orange basement "fire" door at storage facility, backside of 2901 E PCH wa (when the business was closed). It was visibly open from across the street.





This door is marked on the inside with a sign that says "Fire door, do not pro
supposed to have a mechanism that causes them to automatically close sh
opened. This door does not do that. It has to be pushed shut or it sits on the
When will the facility be required to meeting fire code?

The City was emailed a few months ago, with photos, when customers have entered the PIN code do
door from the inside, to let other people in the building. This door is still not hooked up to an alarm to
clearly the facility is still not monitoring their security cameras.



SHSTOR0000630

This is the 3rd or 4th time I have come across this door open and fully accessible to anyone after hours. I have reported it to PD, since I am now aware that people have been living in the storage units, accessing the facility through this "fire" door, have witnessed people waiting by the door after hours, knocking on the door after hours.

The facility claims vehemently that all exterior doors remain locked and closed during business hours. The security protocol is to have employees lock & secure all doors/gates when they close.

The facility also claims to have a security service that drives by once a night & double checks that everything is locked.

If both of those things happened on December 3, the only explanation is that someone remained inside, unlocked the door from the inside & left it open. This has happened before, and it is not safe for the neighborhood for the neighborhood in the event of a fire at the facility. The purpose of a fire door is to allow an emergency exit, but to automatically close afterwards to *contain the fire*.

Business hours on Sundays end at 4:45PM.

Business hours on Mondays (including Monday Dec 4) begin at **9:30AM.**

So how long was the building left open & accessible to anyone?

The PD report shows that officers noted **2 doors were open, they did a building walk through, and**

Why did the officers mark the call "checked ok" instead of "notification made" or "advised"?

The facility was *not open*, no employees were on-site, PD contacted Alamitos Associates (located south of the facility) and "advised them".

Customers were heard around 9:40AM asking why the facility was not open yet. Male in black picture wasn't sure, and "maybe they're just running late".

One door was reported open to PD, and they found **2 open doors**. How did they find that second open door? It would require their involvement? It wouldn't have been reported if employees/management were already there.

Also the 2nd unit marked themselves as arrived 13 minutes after the first. Why? I saw the male's passengers side of the PD vehicle they both arrived in at 9:12AM.

Signal Hill Police Department

2745 Walnut Ave

Signal Hill, CA 90755

Event Record

Event #: 2312S-0125	Date: 12/04/23	Final Type: OPEN DOOR OR WINDOW	Disposition(s): Checked Ok
----------------------------	-----------------------	--	-----------------------------------

Address: **2901 E Pacific Coast Hwy, Signal Hill; Signal Hill Self Storage L P**

Related Events:

Beat: 961	Sector:	Fire Area:	EMS Post:	Parcel:
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Event Times and Assignment Data

Received By: CFISHER	Primary Unit: TNADAL	Units Assigned: P131 09:03
Received: 09:03:13	First/Original Unit: TNADAL	DMART
Dispatched: 09:03:53	Priority When Assigned: 2	09:04:56
Arrived: 09:12:39	Original Type: OPEN DOOR OR WINDOW	
Cleared: 09:38:07		

Parties

Per Kelli Crigler SHPD, (see email below) " **Checked ok**" means the officer determined there was **needed our involvement.** "

Case Assignments

Case #	Assigned To	Report Title
--------	-------------	--------------

CONTROLLED DOCUMENT
DO NOT DUPLICATE

12/6/2023

SIGNAL HILL POLICE DEPARTMENT
BY:prodriguez

Dispatch Notes

Dispatcher ID	Date / Time	Notes
CFISHER	12/04/23 09:03:22	** Priority set to 2 by CFISHER**
CFISHER	12/04/23 09:03:25	2901 E PCH, back orange basement door on the res side is open and not secure, a fire door, business is not open
P131	12/04/23 09:03:53	Event Taken by P131/Tnadal
P131	12/04/23 09:12:39	Mobile Update: Unit P131 set status to Arrived.
CFISHER	12/04/23 09:21:01	2 open doors, will wait for back to clear the building
A125	12/04/23 09:26:47	Mobile Update: Unit A125 set status to Arrived.
CFISHER	12/04/23 09:29:08	Conducting a walk through
Tnadal	12/04/23 09:37:47	Spoke with management and advised them
Tnadal	12/04/23 09:37:57	** Call Disposition changed from to CKOK by Tnadal **
P131	12/04/23 09:37:59	Mobile Update: Unit P131 cleared from event.
CFISHER	12/04/23 09:38:09	** Event closed by dispatcher "CFISHER" at 12/04/2023 09:38:09 **

Event Unit Log

Date / Time	Unit ID	Status	Location
12/04/2023 09:03:53	P131	En Route	2901 E Pacific Coast Hwy

The officers performed a walk through via the open orange "fire" door and discovered a 2nd door was when a business is closed is not a problem? And officers performing a walkthrough, contacting off-s them of the incident did not require their involvement?



Please explain why PD marked the call in this manner. Why does PD continue to cover up issues at t

Here is a photo of presumably an Alamos Associates employee speaking with officers. Officers wh minutes for an incident that was "not a problem" and "did not require their involvement.....?"



This incident leads me to believe that they still have homeless people living in the units and these doors are left open at night, and were left open to either give others access, or so people could come and go as they please.

Either that, or the employees are not locking doors and neither is the security company that drives by (see photo above).

A couple weeks later a transient customer leaves facility shortly before 5PM, and returns to facility and was observed stopping at orange door and knocking. The person waited, then knocked again and waited. Did anyone open the door and let them in? And why? Coincidentally, a homeless tenant was at the facility 2 hours later that same day, entered via PIN code door on Ellis Ave on the residential side when they opened, was found in the parking lot wrapped in a blanket/sleeping bag 5+ hours later, and then went back inside facility. She was found by a security guard. But she did leave her black shopping cart on the street.

Romero did not move the shopping cart until asked by PD at my request 5 days later. I guess if you care about your next door, why bother doing the right thing unless you're caught and asked to....

When is The City going to ensure nobody is still living in the facility?

Please restrict this facility to operating the commercial business out of the PCH. Their CUP gives them permission to operate in Area 2 of SP-10 PCH C Plan ONLY.

ZERO PERCENT OF ELLIS AVE AND GLADYS AVE ARE LOCATED IN SP-10.

100% of the neighborhood is zoned in residential high density specific plan prohibit commercial activities and none allow this to be bypassed with a CUP

Attachments (6):

In body and attached

- 2 photos of orange basement fire door at SHSS open
- 1 photo of PD speaking with Alamitos Assoc rep in black after finding 2 open doors at facility when t
- 1 photo of PD looking into open orange door
- SHPD event ID #2312S-0125 Dec 4 2023 showing disposition of "checked ok" in response to report was closed, notes show officers were there 30+ minutes, performed a walk through, found 2 open doors management
- Photo of orange door opened - female customer entered with PIN code at back entrance, then opened for her male friend with bikes to come inside (previously reported to The City)



Carlos Luis
Planning Manager

Signal Hill Community Development
2175 Cherry Avenue Signal Hill CA 90755
O: 562-989-7360 | cluis@cityofsignalhill.org
www.cityofsignalhill.org





November 28, 2023

City of Signal Hill
2175 Cherry Ave.
Signal Hill, CA 90755

RE: Signal Hill Petroleum, Inc. Permits, Registrations, and Other Governing Documents requested by the City of Signal Hill

To whom it may concern:

Below is a list of all requested documents disclosed via OneDrive Link. If you have any further questions or concerns, please feel free to contact me at (562) 326-5257 or e-mail me at vsluder@shpi.net.

OneDrive Link Contents:

Air Resources Board

Portable Equipment Registration Program (PERP) Documents for Mud Pump 2 and Mud Pump 3

California Department of Geologic Energy Management (CalGEM) Pipeline Management Plan (PMP)

PMP Complete pdf
Figures Folder

California Highway Patrol (CHP)

CHP 2023 HazMat Transportation License pdf

CUPA – Los Angeles County Fire Department

CUPA CERS Reports
20-1 and 20-3 Final Submittal
22-5 Final Submittal
23-2 and 23-5 Final Submittal
29-3 and 29-7 Final Submittal
29-9 Final Submittal
47 Final Submittal
53-25 Final Submittal

56-3 Final Submittal
76-8, 76-4 and 80-1 Final Submittal
86 Final Submittal
96-1 Final Submittal
A-11 Final Submittal
A-Site Final Submittal
B-3 Final Submittal
B-5 Final Submittal
B-60 Final Submittal
B-76 Final Submittal
Berry Final Submittal
C-7 Final Submittal
California Yard Final Submittal
D-10 Final Submittal
D-3 Final Submittal
Darby Meader Final Submittal
Desoto Final Submittal
D-site Final Submittal
Foster Final Submittal
Georgia Final Submittal
Italo Final Submittal
LBC-28 Final Submittal
Legion Final Submittal
North Drill Site Final Submittal
Pierce Lightburn Final Submittal
Raymond Final Submittal
Rosemond Final Submittal
Schilling Final Submittal
SHCU Final Submittal
SHWU Final Submittal
TS-2 Final Submittal
TS-6 and Well 135 Final Submittal
CUPA Inspection Reports 2023
3-23-23- Signal Hill SHWU-Inspection Report
CUPA Permits
LA County CUPA Permits for 2023 – 2024

Department of Motor Vehicles (DMV)
DMV Motor Carrier Permit 6.1.2023 pdf

Department of Transportation
Facility Response Plan
Main Facility Response Plan (FRP)
Appendices
Figures
Haz Mat Registration 2022 – 2025 pdf

EPA Spill Prevention Control and Countermeasure (SPCC) and CalGEM Spill Contingency Plans (SCP)

Central Unit SPCC

CRC Facilities
East Unit SPCC
Graner Facilities
HL Facilities
LBC SPCC
West Unit SPCC

South Coast Air Quality Management District (SCAQMD) Permits and Renewals

1166 Compliance Plan
Beesemeyer (ID 180514)
Big Bear (ID 182979, Renewal)
Central (ID 45086, AN 547446, 547447, Renewal)
Christenson Eureka (ID 183005, Renewal)
Darby & Meader (ID 182980, Renewal)
Duncan (ID 170543, Renewal)
East (PN D01618, D38642, M60919, Renewal)
Foster (ID 183006, Renewal)
H&L Fee (ID 170544, Renewal)
H&L Georgia (170542, Renewal)
Hoyt (ID 170542, Renewal)
Italo (ID 183008, Renewal)
Legion (ID 184711, Renewal)
Lewis (ID 182986, Renewal)
Long Beach Community (ID 142231, Renewal)
McEvoy O'Donnell (ID 182995, Renewal)
Mills (ID 183009, Renewal)
Robinson (ID 182990, Renewal)
Rosemond (ID 182983, Renewal)
Schilling (ID 183016, Renewal)
SHP – Baker Combustor (ID 159601, Renewal)
Various Locations SWS Pressure Washer (ID 101527, Renewal)
West Unit (ID 101977, Renewal)

State Water Resource Control Board Storm Water Pollution Prevention Plan (SWPPP)

SHCU Plant SWPPP
SHCU South Site SWPPP
SHWU CA Yard SWPPP
SHWU Pipeyard SWPPP

California Department of Geologic Energy Management (CalGEM) Ultrasonic Tank Thickness Testing

Central Unit
West Unit
Graner Facilities
HL Facilities
CRC Facilities

S&C Oil California Department of Geologic Energy Management (CalGEM) Pipeline Management Plan

PMP Complete PDF
PMP Maps

S&C Oil Los Angeles County Fire Department- CUPA CERS Reports

Barnes Bush
Whitney Marine

S&C Oil California Department of Geologic Energy Management Spill Contingency Plan (SCP)

Barnes Bush
Whitney Marine

S&C Oil California Department of Geologic Energy Management (CalGEM) Ultrasonic Tank
Thickness Testing

Barnes Bush
Whitney Marine

S&C Oil South Coast Air Quality Management District (SCAQMD) Permits and Renewals

Barnes Bush (ID 195879)
Barnes Bush Flare (ID 195879)
Whitney Marine (ID 195876)
Whitney Marine Flare (ID 195876)

Sincerely,

Veronica Sluder
Junior Regulatory Specialist



STAFF REPORT

1/23/2024

AGENDA ITEM

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

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: SHARON DEL ROSARIO
ADMINISTRATIVE SERVICES OFFICER/FINANCE DIRECTOR**

SUBJECT: ADOPT A RESOLUTION AUTHORIZING APPROPRIATIONS FOR THE FISCAL YEAR 2022-23 GENERAL FUND OPERATING SURPLUS; CURRENT YEAR APPROPRIATION ADJUSTMENTS AND CAPITAL IMPROVEMENT PLAN BUDGET AND RELATED FUNDING; TRANSFERS FOR CAPITAL IMPROVEMENT PLAN PROJECTS, AND RELATED FUNDING TRANSFERS FOR PHASE 1 OF THE CIVIC CENTER MASTER PLAN BUDGET; AMENDING THE FISCAL YEAR 2023-2024 BUDGET; AND APPROVAL OF THE CIVIC CENTER MASTER PLAN PHASE I BUDGET

Summary:

Staff presented the Annual Comprehensive Financial Report (ACFR) findings for Fiscal Year 2022-23 at the December 12, 2023, City Council meeting. The ACFR highlighted a General Fund operating surplus of approximately \$8 million, which is a combination of revenues and operational savings. Staff recommends a proportional share distribution of the surplus towards projects, programs, and reserves, further reinforcing the City's commitment to prudent fiscal management. The City's General Fund reserve target is estimated to be at approximately 76% of the current year FY 23-24 adopted budget expenditures after netting out all proposed appropriations.

As discussed at the Special Council Meeting of December 5, 2023, there is a need to finalize the amphitheater construction phase of the Civic Center Master Plan. Staff recommends allocating a portion of the surplus fund balance in the amount of \$4.4 million, to the Civic Center Master Plan Reserve Fund. This recommendation will enable the City to begin pre-development activity associated with the proposed amphitheater project.

This report will provide an overview of the financial results and a detailed list of proposed surplus appropriations towards reserve allocations and other critical program, operational, and project needs.

In conjunction with and related to the reserve allocations, staff is also seeking approval to utilize the surplus to fund Phase 1 of the Civic Center Master Plan Project.

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. Approve the proposed appropriations and reserve transfers from FY 2022-23 to FY 2023-24 operating budget and reserve balances, utilizing the current FY 2022-23 General Fund operating surplus of \$7,996,701.
2. Approve the Civic Center Master Plan Phase I budget.
3. Adopt a resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, AUTHORIZING APPROPRIATIONS FROM THE FISCAL YEAR 2022-23 GENERAL FUND OPERATING SURPLUS, CURRENT YEAR APPROPRIATION ADJUSTMENTS, AND CAPITAL IMPROVEMENT PLAN BUDGET AND RELATED FUNDING TRANSFERS FOR PHASE 1 OF THE CIVIC CENTER MASTER PLAN PROJECT, AMENDING THE FISCAL YEAR 2023-24 BUDGET

Fiscal Impact:

FY 2022-23 closed with General Fund revenues exceeding expenditures, including net transfers, in the amount of \$7,996,701. Staff has proposed a list of surplus requests that include reserve fund increases, carryovers and one-time operating and capital improvement expenditures. The recommended action would establish and/or increase several Capital Improvement Project budgets as detailed within the General Fund Analysis section of the staff report.

Background:

The City operates within a two-year budget format since 2014, reinforcing its commitment to long-term fiscal health and strategic planning. The year-end operating surplus occurs when there is an excess of revenues over expenditures in a particular year; generally a result of higher than budgeted revenues, and/or lower than budgeted expenditures. The City concluded Fiscal Year 2022-23 with a surplus of approximately \$8 million. The City’s financial practice is to allocate year-end operating surplus in a manner that is in line with strategic goals and objectives. The following General Fund

Analysis provides a detailed overview of the ACFR financial results and summary of staff recommended allocation of surplus funds towards various critical needs.

General Fund Analysis

The General Fund is the City's primary operating fund, comprised of local tax revenues and fees for services to fund core municipal services such as public works, police, planning, and recreation. The General Fund ended FY 2022-23 with revenues exceeding expenditures, including transfers, by \$7,996,701.

As reported in the ACFR, the FY 2022-23 General Fund Operating and Non-Operating Revenues were \$36.7 million, or \$7.0 million, above the FY 2022-23 final budget of \$29.7 million and \$4.2 million over the prior year's FY 2021-22 actuals of \$32.5 million. As the year progressed, and during the budget preparation for Year 2, the City increased the current year's revenue projections to reflect \$33.1 million. The increase over the FY 2021-22 Operating Budget was due to an overall increase in most revenue line items, with the largest increases in sales tax revenues of \$1.7 million and investment income of \$1.4 million. The sales tax increase reflects the second full-year collection of Measure SHR, the City's add-on sales tax. Even with rising interest rates, the investment portfolio and net investment income remained positive and provided overall interest income was higher compared to the prior year.

The General Fund's Operating and Non-Operating Expenditures (net of subscription acquisition sources) were \$28.5 million, which is \$5.2 million below the FY 2022-23 Current Operating Budget of \$33.7 million and \$3.6 million above the prior year FY 2021-22 actuals of \$24.9 million. All departments ended the year with expenditures below budget, primarily due to vacant positions across multiple departments, delayed projects, and lower use of planned contract services.

Net transfers-out were \$0.2 million, which is \$0.02 million lower than the FY 2022-23 Current Operating Budget. The net transfers are mainly made up of transfers-in to fund operating activities of \$615K, transfers-out to fund capital improvements of \$470K, and the annual transfer out to the Housing Authority for approximately \$348K, representing 20% of the annual loan repayment between the City and the Successor Agency.

The General Fund Operating Results are summarized in Table 1 and 2. The Beginning Fund Balance in the FY 2022-23 Operating Budget was \$56.6 million. Revenues and transfers-in less operating expenditures and transfers-out resulted in a year-end surplus of \$7,996,701. After reflecting revenues, expenditures, and net transfers, the actual Ending Fund Balance, as of June 30, 2023, was \$64.6 million.

Table 1. General Fund Operating Results compared to Budget

OPERATING RESULTS (millions)	2022-23 FINAL BUDGET	2022-23 FINAL RESULTS	DIFF BUD vs RES
Beginning Fund Balance	\$ 56.58	\$ 56.58	\$ -
Revenues	\$ 29.69	\$ 36.75	\$ 7.06
Expenditures (net of subscription acquisition sources)	\$ 33.79	\$ 28.55	\$ 5.24
Excess Revenues over Expenditures	\$ (4.10)	\$ 8.20	\$ 12.30
Net Transfers In/(Out)-Other Financing Sources (Uses)	\$ (0.22)	\$ (0.20)	\$ 0.02
Net Change in Fund Balance	\$ (4.32)	\$ 8.00	\$ 12.32
Ending Fund Balance at June 30, 2023	\$ 52.26	\$ 64.58	\$ 12.32

Table 2. General Fund Operating Results compared to Projections

OPERATING RESULTS (millions)	2022-23 PRO- JECTIONS	2022-23 FINAL RESULTS	DIFF PRO vs RES
Beginning Fund Balance	\$ 56.58	\$ 56.58	\$ -
Revenues	\$ 33.07	\$ 36.75	\$ 3.68
Expenditures (net of subscription acquisition sources)	\$ 29.74	\$ 28.55	\$ 1.19
Excess Revenues over Expenditures	\$ 3.33	\$ 8.20	\$ 4.87
Net Transfers In/(Out)-Other Financing Sources (Uses)	\$ (0.57)	\$ (0.20)	\$ 0.37
Net Change in Fund Balance	\$ 2.76	\$ 8.00	\$ 5.24
Ending Fund Balance at June 30, 2023	\$ 59.34	\$ 64.58	\$ 5.24

General Fund Reserves

As reported in the ACFR the General Fund Unassigned Reserve is \$27.1 million, and the Economic Uncertainties Reserve is \$5.2 million, for a total of \$32.3 million as of June 30, 2023. Based on the original FY 2022-23 General Fund budgeted expenditures, not including net transfers of \$32.3 million, the General Fund Unassigned Reserve and Economic Uncertainties Reserve together represent a reserve level of 100%, meeting and exceeding the City’s target of maintaining 50% in reserves.

The grand total of the General Fund Committed Reserves and the Unassigned General Fund Balance was \$54.1 million on June 30, 2023. The Committed Reserves are classified fund balances that may only be used for the specific purposes determined by the City Council through the adoption of a resolution prior to the end of the fiscal year. The FY 2022-23 ACFR split the fund balance presentation of the Successor Agency (SA) loan receivable balance to the non-spendable classification. The committed reserve portion now represents the cumulative surplus balance between the SA loan repayments, over the debt payments related to the 2018 Library Lease Revenue Bond issuance. The cumulative surplus balance is designated to redeem the callable Lease Revenue Bonds in 2028 prior to the original maturity date in 2033.

Committed Reserves balances and changes are summarized in Table 3.

Table 3. Changes to Committed Reserves

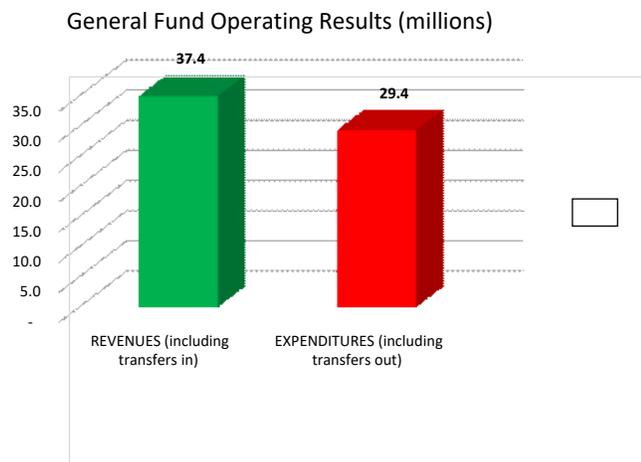
General Fund Balance Classifications	FY 2021-22	FY 2022- 23	Change
Debt Service*	\$8.24	\$1.58	-6.66
Economic Uncertainties Reserve	4.45	5.17	\$0.72
Library Reserve Fund	3.67	2.63	-1.04
PERS Reserve	3.24	3.24	0.00
OPEB future costs	1.52	1.52	0.00
Building and Land Acquisition	2.13	2.96	0.83
Capital Improvements Reserves	2.29	4.53	2.24
Economic Development	1.21	1.21	0.00
Equipment & Furniture Reserve	0.52	0.04	-0.48
Insurance Premium Increases	0.83	0.83	0.00
Police Radio/System Reserve	1.02	1.31	0.29
General Plan	0.34	0.34	0.00
100 th Anniversary	0.09	0.10	0.01
Park Expansion	0.74	0.74	0.00
Workforce Innovation	0.00	0.68	0.68
NPDES issues	0.001	0.001	0.000
General Fund Capital Outlay (incl Police-General Reserve)	0.06	0.06	0.00
Total Committed	\$30.35	\$26.95	(3.41)
Unassigned Fund balance**	23.10	27.17	4.07
Total Committed and Unassigned Fund Balance	\$53.45	\$54.12	\$0.66
Total Non-Spendable *	3.13	10.46	7.33
Total Committed, Unassigned & Non-spendable	\$56.58	\$64.58	\$7.99

* - FY 22-23 only includes surplus of Successor Agency (SA) repayments vs Library Lease bond payments committed, remaining receivable SA loan balance reclassified to non-spendable
 ** - reduced by capital outlay that is included in committed fund balance

Reserve Appropriations and Reallocations of FY 2022-23 Surplus

For FY 2022-23, the General Fund closed with revenues exceeding expenditures in the amount of \$7,996,701 (including net transfers), as shown in Graph 1.

Graph 1. General Fund FY 2022-23 Operating Results



This surplus, available for a one-time allocation, provides the City Council an opportunity to direct funds towards projects, programs, or reserves, further reinforcing the City's commitment to prudent

fiscal management.

Staff proposes to allocate approximately 91% of the operating surplus to the City’s reserve funds; the summary of proposed allocations is listed below for the City Council’s consideration:

Reserve Civic Center Master Plan Phase 1 – Amphitheater	\$4,400,000
Reserve Fund Allocations	\$2,883,489
Carryover Appropriations	\$ 201,753
New Appropriations - Operating	\$ 511,459
TOTAL	\$7,996,701

Use of Existing Reserve-New Appropriations \$ 445,700

Civic Center Master Plan - Phase 1 - Amphitheater Budget and Fund Sources Approval

- As discussed at the Special Council Meeting on December 5, 2023, the build out of the amphitheater along with grant funds will utilize a portion of the surplus (unassigned) fund balance (\$4,400,000) and Repurposed Civic Center Master Plan Reserve Fund (\$2,600,000) to finalize the construction phase of the project. Staff is recommending transferring funds to the Civic Center Master Plan Reserve Fund for this project.
- Staff is also seeking formal approval of the Phase 1 - Civic Center Master Plan budget and funding sources as follows:

Amphitheater Project Budget (based on projected estimates)	
Design, Environmental & Project Admin (15%)	\$1,333,200
Construction Cost	\$8,889,000
Construction Management (10%)	\$888,900
Contingency (10%)	\$888,900
Total	\$12,000,000

Civic Center Master Plan Budget Funding Sources:

Phase I - Civic Center Master Plan	Budget/Funding	Funding %
California Arts Council	5,000,000	62.5%
Unassigned Surplus fund balance - CIP Reserve	4,400,000	55.0%
Library/Civic Center Master Plan Reserve	2,600,000	32.5%
Total Budget	12,000,000	150%

Replenishment and augmentation of reserve funds (See Attachment B - Table 4)

- Economic Uncertainties Reserve (\$240,000)
 - Total Reserve represents approximately two months of budgeted expenditures (based on current budget).
- New Facility Reserve Fund (\$400,000)
 - A new reserve fund to plan for on-going and future City-Wide facility maintenance of public facilities.
- New Art Reserve Fund (\$150,000)
 - A new reserve fund to provide funding for future public art installations.
- Capital Improvement Reserve (\$450,000)
 - \$100,000 to fund additional City-Wide Median improvement projects as part of phase 1 project CIP Budget in FY 2023-24.
 - \$350,000 to fund future CIP for the City-Wide Alley Improvement project to be formally adopted in the next biennial budget cycle.

Civic Center Master Plan Reserve Fund (\$1,150,000)

- Repurpose the Library Reserve Fund to fully commit funds towards the Civic Center Master Plan to allow for a broader redevelopment focus on all facilities within the Civic Center campus location. Funding for maintenance activities for City-wide facilities will be reserved in the New Facility Reserve Fund. (Balance as of June 30, 2023, \$2,624,322).
- \$1,150,000 to increase the City Hall remodel project budget adopted in the FY 2023-24 budget for renovations to accommodate long-term use of the facility and utilize a portion of the additional FY 2023-24 adopted budgeted reserves in the amount of \$400,000 for a total project budget of \$2,400,000.
- Police Radio/System/Equipment Reserve (\$493,489)
 - \$333,489 - Year 2 annual maintenance for new Motorola Police radio system.
 - \$160,000 - Replacement of Police Taser.

Carryover appropriations for items budgeted in FY 2022-23 (See Attachment B - Table 5)

- City Council - Council Development (\$6,801)
 - Unused amounts will be applied to the increase in cost and additional/new opportunities not available in the prior year.
- City replacement of damage light pole (\$79,951.96)
 - Claim reimbursement was received in FY 2022-23 but replacement took place in FY 2023-24 due to scheduling delays.
- City-Wide Median Improvement annual unused CIP budget (\$115,000)
 - Carryover unused annual CIP budget to FY 2023-24 to complete planned project expenditures; funded by CIP Reserve fund. The proposed transfer would increase total project budget to \$315,000 for Fiscal Year 2023-24.

Operating New appropriations for FY 2021-22 (See Attachment B - Table 6)

- IT/Finance (\$192,000)
 - Contract tracking software: \$20,000
 - PD Redundancy Network Infrastructure to prevent system failures: \$172,000
- Community Development (\$6,000)
 - Three large wall-mounted computer screens: \$6,000
- Police Department (\$96,500)
 - Supplies/Small equipment:
 - New Gym equipment: \$8,000
 - New flashlights: \$5,000
 - Emergency Management Center Office equipment: \$7,500
 - Records equipment update (monitors & scanner): \$6,000
 - Station security system for Jail visiting system: \$40,000
 - Consolidate legacy databases to Axon: \$30,000
- Parks, Recreation, and Library (\$208,500)
 - Multilanguage and Cultural Children books: \$3,000
 - Supplies/Small equipment:
 - 3D printer: \$4,500
 - Colibri book covering system & supplies: \$5,000
 - Plotter and Accessories (buy or lease): \$2,500
 - Laminator (buy or lease): \$2,500
 - Event/Program costs:
 - Replacement of Special Event equipment: \$40,000
 - Storage bins: \$1,000
 - Centennial Celebration - increase budget by \$150,000 includes anticipated sponsorship offset approximately \$100,000.
- Public Works (\$8,459)

- o Gym Equipment replacement: \$8,459.

Workforce Innovation Fund Reserve

Last year, the City approved the creation of the Workforce Innovation Fund Reserve to address operational staffing needs. Staff utilized the past year to work with departments to evaluate current staffing levels and workload capacities. Staff proposes utilizing a portion of the Workforce Innovation Fund Reserve to address acute staffing needs, including positions reduced during the Great Recession. Therefore, separate from the proposed appropriations corresponding to the operating budget surplus, staff proposes a limited number of re-allocations from existing reserve funds to address staffing needs in the Public Works, Administration, and Finance Departments. Proposed appropriations utilizing the Workforce Innovation Fund Reserve for FY 2023-24 (Attachment B - Table 7) are listed below:

Public Works	(2) Maintenance Workers: \$180,700 annual cost.
Administration	(1) Senior Management Analyst - HR: \$145,000 annual cost.
Finance	Deputy Finance Director: \$120,000 one-time, six-month estimated cost, including recruitment contract services.

Next Steps

Staff recommendations utilize a proportional share distribution of the surplus towards projects, programs, and reserves, further reinforcing the City's commitment to prudent fiscal management. To ensure the City's long term financial stability and resilience, the transfers to reserve funds represent the largest single share of allocations. The maintenance and improvement of the City's physical infrastructure is prioritized with the distribution of funding towards capital improvement projects, addressing City Hall deferred maintenance, and creating a reserve fund to evaluate ongoing City infrastructure needs. Lastly, to increase the effectiveness and efficiency of City services, a significant allocation is proposed toward increasing staff levels, and support of employee retention programs.

The recommended allocation levels are consistent with the City's conservative financial principles and meet several key strategic plan goals. Staff will present the mid-year FY 2023-24 financial results at the February 27, 2024, City Council meeting. Presentation of the mid-year budget will be followed by the Biennial budget reporting for FY 2024-26 which will include year-end projections for FY 2023-24.

Attachment:

- A. Budget Surplus Resolution
- B. Tables 4 through 7

RESOLUTION NO. 2024-01-XXXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, AUTHORIZING APPROPRIATIONS FROM THE FISCAL YEAR 2022-23 GENERAL FUND OPERATING SURPLUS, CURRENT YEAR APPROPRIATION ADJUSTMENTS, AND CAPITAL IMPROVEMENT PLAN BUDGET AND RELATED FUNDING TRANSFERS FOR PHASE I OF THE CIVIC CENTER MASTER PLAN PROJECT, AMENDING THE FISCAL YEAR 2023-24 BUDGET

WHEREAS, the City Manager submitted a proposed Annual Operating and Capital Budget for Fiscal Year 2023-24 which was adopted by the City Council on June 27, 2023; and

WHEREAS, annually, the City prepares an Annual Comprehensive Financial Report in coordination with an independent external auditor; and

WHEREAS, staff presented the City's Fiscal Year 2022-23 Annual Comprehensive Financial Report at the City Council meeting of December 12, 2023, which stated Fiscal Year 2022-23 closed with revenues exceeding expenditures, including net transfers, in the amount of \$7,996,701; and

WHEREAS, this one-time surplus funding can be allocated to reserves, programs, projects, and operating expenditures; and

WHEREAS, approving the Capital Improvement Plan (CIP) budget and related funding transfers for Phase I of the Civic Center Master Plan project.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

THE ANNUAL OPERATING AND CAPITAL BUDGET for Fiscal Year 2023-24 is hereby amended by enacting those reserve transfers, current year

appropriations and capital improvement plan adjustments (24-03) as shown in Table A.

**TABLE A. RESERVE TRANSFERS AND
CURRENT YEAR APPROPRIATIONS AND CIP ADJUSTMENTS**

Phase I - Civic Center Master Plan	Budget/Funding	Funding %
California Arts Council	5,000,000	41.7%
Unassigned Surplus fund balance - Civic Center Master Plan Reserve	4,400,000	36.7%
Library/Civic Center Master Plan Reserve (Repurpose existing reserve fund)	2,600,000	21.7%
Total Budget	12,000,000	100%

Reserve Fund	Current Balance	Account/ Fund	FY 23-24 Budget Transfers	Proposed Appropriation Amount	FY 23-24 Projected Balance
Economic Uncertainties Reserve	5,173,093	110		240,000	5,413,093
Land and Building Reserve	2,957,325	111	(850,000)		2,107,325
Equipment and Furniture Replacement Reserve	43,748	112			43,748
Capital Improvement Reserve	4,529,885	113	(1,639,063)	450,000	3,340,822
Insurance Reserve	828,372	114			828,372
PERS Reserve	3,237,225	115	546,741		3,783,966
OPEB Reserve	1,521,444	116			1,521,444
Park Reserve	741,121	117			741,121
Police Radio/System/Equipment Reserve	1,312,518	118	(375,000)	493,489	1,431,007
Library Civic Center Master Plan Reserve Fund	2,624,322	119	396,740	1,150,000	4,171,062
100 th Anniversary Reserve	100,019	120	(100,019)		-
General Plan Update Reserve	340,573	121	(265,235)		75,338
Economic Development Reserve	1,208,150	122	(300,000)		908,150
Workforce Innovation Reserve	681,300	123	159,800		841,100
Facility Reserve Fund (NEW)		XXX		400,000	400,000
Art Reserve Fund (NEW)		XXX		150,000	150,000
NPDES Trash Reserve	1,456	198			1,456
Police - General Reserve	66,336	100			66,336
Debt Service - Lease Revenue Bonds	1,581,093	100			1,581,093
SUBTOTAL	26,947,980		(2,426,036)	2,883,489	27,405,433

Carryover Appropriations	Account Name	Account/ Fund	Type	Proposed Appropriation Amount
Council Development	Council Development	100-41-53XX	one-time	6,801
Public Works Street Maintenance - Light Pole	Street Maintenance	100-95-5581	one-time	79,952
City-Wide Median Improvement CIP project	CIP/CIP Reserve Fund	Fd 400/113	one-time	115,000
SUBTOTAL				201,753

Operating - New Appropriations	Account Name	Account/ Fund	Type	Proposed Appropriation Amount
IT/Finance - Contract Tracking Software	Capital Outlay	100-53/43- 5400	one-time	20,000
IT/Finance - PD Redundancy Network Infrastructure	Capital Outlay	100-52-5840	one-time	172,000
CD - Wall-Mounted Computer Screens	Supplies	100-61-5740	one-time	6,000
PD - Supplies/Small equipment	Supplies	100-XX-5740	one-time	26,500
PD - Station Security system	Software	100-77-5570	one-time	40,000
PD - BWC server migration	Capital Outlay	100-72-5840	one-time	30,000
PRL - Multilanguage & Cultural Children Books	Supplies	100-81-5721	one-time	5,000
PRL - Various supplies/small equipment	Supplies	100-81-5740	one-time	12,500
PRL - Special Event/Program supplies/equipment	Event/Program costs	100-82-5723	one-time	41,000
PRL - Centennial Celebration - budget increase	Supplies	100-82-5740	one-time	150,000
PW - Gym Equipment Replacement	Supplies	100-91-5740	one-time	8,459
SUBTOTAL				511,459

Other - New appropriations/ Workforce Innovation Reserve	Account Name	Account/ Fund	Type	Proposed Appropriation Amount
PW - Two Maintenance Workers	Salary&Benefits/ Reserve	100/123	on-going	180,700
Admin - Senior Management Analyst - HR	Salary&Benefits/ Reserve	100/123	on-going	145,000
Finance - Deputy Finance Director	Salary&Benefits/ Reserve	100/123	one-time	120,000
SUBTOTAL				445,700

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Signal Hill, California, on this 23rd day of January, 2024.

LORI WOODS
MAYOR

ATTEST:

DARITZA GONZALEZ
CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)ss
CITY OF SIGNAL HILL)

I, DARITZA GONZALEZ, City Clerk of the City of Signal Hill, California, hereby certify that Resolution No. 2024-01-XXXX was adopted by the City Council of the City of Signal Hill at a regular meeting held on the 23rd day of January, 2024, and that the same was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DARITZA CONZALEZ
CITY CLERK

Table 4 – Replenishment and Augmentation of Reserve Funds

Reserve Fund	Current Balance	Account/ Fund	FY 23-24 Budget Transfers	Proposed Appropriation Amount	FY 23-24 Projected Balance
Economic Uncertainties Reserve	5,173,093	110		240,000	5,413,093
Land and Building Reserve	2,957,325	111	(850,000)		2,107,325
Equipment and Furniture Replacement Reserve	43,748	112			43,748
Capital Improvement Reserve	4,529,885	113	(1,639,063)	450,000	3,340,822
Insurance Reserve	828,372	114			828,372
PERS Reserve	3,237,225	115	546,741		3,783,966
OPEB Reserve	1,521,444	116			1,521,444
Park Reserve	741,121	117			741,121
Police Radio/System/Equipment Reserve	1,312,518	118	(375,000)	493,489	1,431,007
Library Civic Center Master Plan Reserve Fund	2,624,322	119	396,740	1,150,000	4,171,062
100 th Anniversary Reserve	100,019	120	(100,019)		-
General Plan Update Reserve	340,573	121	(265,235)		75,338
Economic Development Reserve	1,208,150	122	(300,000)		908,150
Workforce Innovation Reserve	681,300	123	159,800		841,100
Facility Reserve Fund (NEW)		XXX		400,000	400,000
Art Reserve Fund (NEW)		XXX		150,000	150,000
NPDES Trash Reserve	1,456	198			1,456
Police - General Reserve	66,336	100			66,336
Debt Service - Lease Revenue Bonds	1,581,093	100			1,581,093
SUBTOTAL	26,947,980		(2,426,036)	2,883,489	27,405,433

Table 5 – Carryover Appropriations

Carryover Appropriations	Account Name	Account/ Fund	Type	Proposed Appropriation Amount
Council Development	Council Development	100-41-53XX	one-time	6,801
Public Works Street Maintenance - Light Pole	Street Maintenance	100-95-5581	one-time	79,952
City-Wide Median Improvement CIP project	CIP/CIP Reserve Fund	Fd 400/113	one-time	115,000
SUBTOTAL				201,753

Table 6 – Operating New Appropriations

Operating - New Appropriations	Account Name	Account/ Fund	Type	Proposed Appropriation Amount
IT/Finance - Contract Tracking Software	Capital Outlay	100-53/43- 5400	one-time	20,000
IT/Finance - PD Redundancy Network Infrastructure	Capital Outlay	100-52-5840	one-time	172,000
CD - Wall-Mounted Computer Screens	Supplies	100-61-5740	one-time	6,000
PD - Supplies/Small equipment	Supplies	100-XX-5740	one-time	26,500
PD - Station Security system	Software	100-77-5570	one-time	40,000
PD - BWC server migration	Capital Outlay	100-72-5840	one-time	30,000
PRL - Multilanguage & Cultural Children Books	Supplies	100-81-5721	one-time	5,000
PRL - Various supplies/small equipment	Supplies	100-81-5740	one-time	12,500
PRL - Special Event/Program supplies/equipment	Event/Program costs	100-82-5723	one-time	41,000
PRL - Centennial Celebration - budget increase	Supplies	100-82-5740	one-time	150,000
PW - Gym Equipment Replacement	Supplies	100-91-5740	one-time	8,459
SUBTOTAL				511,459

Table 7 -Reserve Allocations

Other - New appropriations/ Workforce Innovation Reserve	Account Name	Account/ Fund	Type	Proposed Appropriation Amount
PW - Two Maintenance Workers	Salary&Benefits/ Reserve	100/123	on-going	180,700
Admin - Senior Management Analyst - HR	Salary&Benefits/ Reserve	100/123	on-going	145,000
Finance - Deputy Finance Director	Salary&Benefits/ Reserve	100/123	one-time	120,000
SUBTOTAL				445,700



STAFF REPORT

1/23/2024

AGENDA ITEM

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

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: THOMAS BEKELE
PUBLIC WORKS DIRECTOR**

SUBJECT: RESOLUTION DECLARING FINAL ACCEPTANCE OF THE PALM DRIVE PAVEMENT REHABILITATION PROJECT FROM OBISPO AVENUE TO E. WILLOW STREET (PROJECT NO. 90.24003) PURSUANT TO THE PUBLIC WORKS CONTRACT WITH HARDY & HARPER INC.

Summary:

Hardy & Harper Incorporated (H&H) completed the work for the Palm Drive Pavement Rehabilitation Project, from Obispo Avenue to East Willow Street (Project No. 90.24003) (Project) to the satisfaction of the Public Works Department and in accordance with the project plans and specifications. Staff recommends the City Council adopt a resolution declaring final acceptance of the work performed by H&H and issuance of final payment.

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 PLANS AND SPECIFICATIONS FOR THE PALM DRIVE PAVEMENT REHABILITATION PROJECT FROM OBISPO AVENUE TO EAST WILLOW STREET (PROJECT NO. 90.24003), IN ACCORDANCE WITH THE CONTRACT ENTERED INTO BETWEEN HARDY & HARPER INCORPORATED AND THE CITY OF SIGNAL HILL

Fiscal Impact:

The Capital Improvement Project Budget for Pavement Management Program for the Fiscal Year (FY) 2023-24 is \$1,305,311 (Project# 90.24003). The contract award amount for the Palm Drive Pavement Rehabilitation Project was \$774,000 plus a 10% contingency of \$77,400 authorized by the City Council, for a total project cost of \$851,400.

The final amount of the contract with H&H was \$743,978.70, inclusive of change orders approved by the Public Works Director, due to unforeseen soil conditions during construction and balancing of all actual construction quantities. This represents a budget savings of \$107,421.30 from the original project budget.

The project utilized the FY 2023-24 Pavement Management Program (PMP) Budget consisting of funding sources including: Measure R (County), Measure M, Proposition C, and the Road Maintenance and Rehabilitation Act (RMRA) funds. The expenditures for this Project prioritized the allocation to utilize Measure R, Measure M, and Proposition C funds, consistent with expenditure deadlines. The table below shows a budget breakdown of the total FY 2023-24 Pavement Management Budget, with actuals and encumbrances inclusive of the subject Project.

Funding Source	FY 23/24 PMP Budget	PMP*Actuals & Encumbrances	H&H Contract	FY 23/24 PMP Budget Remaining Funds
Measure M	322,906	200,000.00	200,000.00	122,906.00
Measure R	272,219	272,219.00	272,219.00	-
Proposition C	200,000	200,000.00	200,000.00	-
<u>RMRA</u>	<u>510,186</u>	<u>202,033.27</u>	<u>71,759.70</u>	<u>308,152.73</u>
Total	1,305,311	874,252.27	743,978.70	431,058.73

**Amounts in this column include this contract as well as previous pavement projects completed in FY 2023-24, on-call professional inspection and material testing services, and the Palm Drive Pavement Rehabilitation Project.*

Background and Analysis:

On July 11, 2023, the City Council approved a Public Works contract with H&H for the Project, with a term of fifty (50) working days, a not-to-exceed contract amount of \$774,000, plus a contingency of \$77,400, consistent with the City’s Purchasing and Contracting Guidelines.

The Project included approximately 49,700 square feet of asphalt pavement repair employing a combination of reconstruction and grind/overlay strategies, and removal and replacement of approximately 600 square feet of damaged sidewalk and driveways. The Project also included ADA access ramp upgrades, removal and replacement of curb and gutter, and restoration of traffic striping and markings.

H&H completed the Project in conformance with the plans and specifications upon acceptance of the work and a final inspection was conducted on October 19, 2023. H&H completed the contract closeout of the Project, including approval of the final quantities. Based on the contractor’s successful completion of the project to the City’s satisfaction, staff is recommending adoption of the proposed Resolution declaring final acceptance of the project.

1/23/2024

Reviewed for Fiscal Impact:

Sharon del Rosario

Attachment:

A. Resolution

RESOLUTION NO. 2024-01-XXXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, DECLARING WORK TO BE COMPLETED IN CONFORMANCE WITH THE PLANS AND SPECIFICATIONS FOR THE PALM DRIVE PAVEMENT REHABILITATION PROJECT FROM OBISPO AVENUE TO EAST WILLOW STREET (PROJECT NO. 90.24003), IN ACCORDANCE WITH THE CONTRACT ENTERED INTO BETWEEN HARDY & HARPER INCORPORATED AND THE CITY OF SIGNAL HILL

WHEREAS, on the 11th day of July 2023, the City Council of the City of Signal Hill, California, authorized the execution of a Public Works contract with Hardy & Harper Incorporated for the Palm Drive Pavement Rehabilitation Project (Project No. 90.24003); and

WHEREAS, the Public Works Department has submitted its approval of the final quantities and cost figures, and the scope of work under Hardy & Harper Incorporated contract is deemed complete.

NOW, THEREFORE, the City Council of the City of Signal Hill, California, does hereby resolve as follows:

Section 1. That work required to be completed by Hardy & Harper Incorporated for the Palm Drive Pavement Rehabilitation Project (Project No. 90.24003) has been completed on October 19, 2023, and that the total cost of said work is in the amount of \$743,978.70.

Section 2. That the funds for the payment shall be drawn from the Street Capital Improvement Account No. 400-40-5894.

Section 3. It is further ordered that a Notice of Completion (Exhibit A) be filed on behalf of the Agency, in the Office of the County Recorder of the County of Los Angeles within ten (10) days of the date of this resolution.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Signal Hill, California, on this 23rd day of January 2024.

LORI Y. WOODS
MAYOR

ATTEST:

DARITZA GONZALEZ
CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF SIGNAL HILL)

I, DARITZA GONZALEZ, City Clerk of the City of Signal Hill, California, hereby certify that Resolution No. 2024-01-XXXX was adopted by the City Council of the City of Signal Hill, California, at a regular meeting held on the 23rd day of January 2024, and that the same was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DARITZA GONZALEZ
CITY CLERK

**RECORDING REQUESTED BY:
CITY OF SIGNAL HILL**

WHEN RECORDED MAIL TO:

**THOMAS BEKELE
PUBLIC WORKS DIRECTOR
CITY OF SIGNAL HILL
2175 Cherry Avenue
Signal Hill, CA 90755**

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN that the contract heretofore awarded by the Signal Hill City Council of the City of Signal Hill, California, to Hardy & Harper Incorporated, that was the company thereon for doing the following work, to wit:

**PALM DRIVE PAVEMENT REHABILITATION
PROJECT (PROJECT NO. 90.24003) IN THE CITY
OF SIGNAL HILL, IN ACCORDANCE WITH THE
CONTRACT ENTERED INTO BETWEEN HARDY &
HARPER INCORPORATED AND THE CITY OF
SIGNAL HILL.**

That said work, located in the City of Signal Hill's public right of way, was completed on October 19, 2023, by said company according to the scope of work outlined in the contract and to the satisfaction of the City Council of the City of Signal Hill, and that said work was accepted by the City Council of the City of Signal Hill at a regular meeting held on the 23rd day of January 2024, by Resolution No. 2024-01-XXXX (see Exhibit "A" attached hereto and made a part hereof).

CITY COUNCIL OF THE CITY OF SIGNAL HILL

NOTICE OF COMPLETION VERIFICATION
PALM DRIVE PAVEMENT REHABILITATION PROJECT FROM OBISPO AVE.
TO E. WILLOW ST. (PROJECT NO. 90.24003)

Dated at Signal Hill, California, this 23rd day of January, 2024.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF SIGNAL HILL)

The undersigned, being duly sworn says, "that he/she is the City Manager of the City of Signal Hill, California, that he/she makes this verification on behalf of said entity, that he/she has read the foregoing, and that he/she knows the contents thereof and the facts stated therein are true".

CITY OF SIGNAL HILL

CARLO TOMAINO
CITY MANAGER

LORI Y. WOODS
MAYOR

ATTEST:

DARITZA GONZALEZ
CITY CLERK

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____)

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)



STAFF REPORT

1/23/2024

AGENDA ITEM

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

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: THOMAS BEKELE
PUBLIC WORKS DIRECTOR**

SUBJECT: RATIFICATION OF PURCHASE ORDER TO PURCHASE TWO (2) CITY VEHICLES UTILIZING THE SOURCEWELL COOPERATIVE PURCHASE AGREEMENT WITH NATIONAL FLEET AUTO GROUP

Summary:

Sourcewell is a cooperative purchasing process that leverages competitive bidding conducted by other government agencies to acquire goods and services. The City’s Purchasing Ordinance Section 3.20.120(e.) authorizes the use of cooperative purchasing agreements, such as Sourcewell, recognizing the efficiency of procuring goods and services at competitive pricing. In late 2023, Public Works identified two vehicles whose maintenance costs substantially outweighed the cost of ongoing repair. Due to the long lead times associated with securing fleet vehicles and the immediate replacement need, the City Manager authorized purchase orders for two trucks: an electric Ford F-150 for Public Works and a standard Ford F-150 for the Police Department. Staff is providing an update of these purchases for the City Council’s information. The City Council previously approved a budget for vehicle replacements in the Fiscal Year 2023-2024 budget. Staff will procure the vehicles utilizing a government purchasing contract from Sourcewell, Contract #091521-NAF, available through National Fleet Auto Group.

Strategic Plan Goal(s):

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

Recommendation:

Ratify the City Manager’s requested purchase of two City vehicles utilizing the Sourcewell Cooperative Purchase Agreement with National Fleet Auto Group.

Fiscal Impact:

The City Council approved the vehicles identified below for replacement during the Fiscal Year 2023-24 budget process. Staff's initial estimate to acquire these vehicles was \$127,000; the total purchase cost of both vehicles is \$127,716.59. There are sufficient funds available in the Fiscal Year 2023-24 Operating Budget, Vehicle Replacement Fund (601) to cover these costs. Staff researched various options to find vehicles that more closely matched desired specifications, and desired delivery timeframe. Staff would allocate funds from the Vehicles and Large Equipment account, (601-40-5842), for this purchase as follows:

Purchase Date	Department	Vehicle Replaced	Make and Model	Estimated Cost	Quoted Amount
Jan 2024	Public Works	2014 Ford F-250 CNG- Vehicle #61714	2024 Ford Lightning	\$80,000.00	\$70,855.40
Jan 2024	Police	2009 Ford Taurus-Vehicle #75009	2024 Ford F-150 XTL	\$47,000.00	\$56,861.19
			TOTAL:	\$127,000	\$127,716.59

In consideration of the City's sustainability goals, staff evaluated the availability of electric or hybrid vehicles. The 2024 Ford Lightning is an all-electric vehicle, qualifying for funding through the City's Air Quality Management (AQMD) Motor Vehicle Subvention Program funding. A portion of the costs for the 2024 Ford F-150 XTL will utilize \$19,000 from the current fiscal year budgetary savings.

Reviewed for Fiscal Impact:

Sharon Del Rosario

Attachments:

1. National Auto Fleet Group Quote 36548.
2. National Auto Fleet Group Quote 36445.



National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076
(855) 289-6572 • (831) 480-8497 Fax
Fleet@NationalAutoFleetGroup.com

11/28/2023

Quote ID: 36548

Order Cut Off Date: TBA

RYAN HEIGHES
CITY OF SIGNAL HILL
fleet services

2175 CHERRY AVE

SIGNAL HILL, California, 90755-3713

Dear RYAN HEIGHES,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2024 Ford F-150 (W3K) XLT 2WD SuperCrew 5.5' Box 145" WB,) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$54,072.00	\$51,566.84	4.633 %	\$2,505.16
Tax (10.2500 %)		\$5,285.60		
Tire fee		\$8.75		
Total		\$56,861.19		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Not Listed
Account Manager
Email: Neil@nationalautofleetgroup.com
Office: (951) 440-0585
Fax: (831) 480-8497



GMC

Purchase Order Instructions & Resources

In order to finalize your purchase please submit this purchase packet to your governing body for a purchase order approval and submit your purchase order in the following way:

Email: Fleet@NationalAutoFleetGroup.com

Fax: (831) 480-8497

Mail: National Auto Fleet Group

490 Auto Center Drive

Watsonville, CA 95076

We will send a courtesy confirmation for your order and a W-9 if needed.

Additional Resources

Learn how to track your vehicle: www.NAFGETA.com

Use the upfitter of your choice: www.NAFGpartner.com

Vehicle Status: ETA@NationalAutoFleetGroup.com

General Inquiries: Fleet@NationalAutoFleetGroup.com

For general questions or assistance please contact our main office at:

1-855-289-6572

Vehicle Configuration Options

ENGINE	
Code	Description
995	Engine: 5.0L V8, -inc: auto start-stop technology, GVWR: 6,800 lbs Payload Package, 3.15 Axle Ratio
TRANSMISSION	
Code	Description
44G	Transmission: Electronic 10-Speed Automatic, (STD)
TIRES	
Code	Description
___	Tires: 265/60R18 BSW A/S, (STD)
PRIMARY PAINT	
Code	Description
M7	Carbonized Gray Metallic
SEAT TYPE	
Code	Description
US	Black w/Medium Dark Slate, Cloth 40/Console/40 Front Seats, -inc: 10-way power driver seat w/power lumbar, 8-way power passenger seat w/power lumbar, flow-through console and steering column-mounted shift
AXLE RATIO	
Code	Description
X15	3.15 Axle Ratio
ADDITIONAL EQUIPMENT	
Code	Description
___	GVWR: 6,800 lbs Payload Package
153	Front License Plate Bracket, -inc: Standard in states where required by law, optional to all others
96W	Tough Bed Spray-In Bedliner
BD0	4 Key Lockset, -inc: The dealer or modifier must program all 4 keys for ePATS and RKE to assure all keys function on each unit, Refer to the Owners Manual for direction on programming replacement keys
OPTION PACKAGE	
Code	Description

301A

Equipment Group 301A Standard

2024 Fleet/Non-Retail Ford F-150 XLT 2WD SuperCrew 5.5' Box 145" WB

WINDOW STICKER

2024 Ford F-150 XLT 2WD SuperCrew 5.5' Box 145" WB

CODE	MODEL	MSRP
W3K	2024 Ford F-150 XLT 2WD SuperCrew 5.5' Box 145" WB	\$49,980.00
OPTIONS		
995	Engine: 5.0L V8, -inc: auto start-stop technology, GVWR: 6,800 lbs Payload Package, 3.15 Axle Ratio	\$1,370.00
44G	Transmission: Electronic 10-Speed Automatic, (STD)	\$0.00
—	Tires: 265/60R18 BSW A/S, (STD)	\$0.00
M7	Carbonized Gray Metallic	\$0.00
US	Black w/Medium Dark Slate, Cloth 40/Console/40 Front Seats, -inc: 10-way power driver seat w/power lumbar, 8-way power passenger seat w/power lumbar, flow-through console and steering column-mounted shift	\$0.00
X15	3.15 Axle Ratio	INC
—	GVWR: 6,800 lbs Payload Package	INC
153	Front License Plate Bracket, -inc: Standard in states where required by law, optional to all others	\$0.00
96W	Tough Bed Spray-In Bedliner	\$595.00
BD0	4 Key Lockset, -inc: The dealer or modifier must program all 4 keys for ePATS and RKE to assure all keys function on each unit, Refer to the Owners Manual for direction on programming replacement keys	\$132.00
301A	Equipment Group 301A Standard	\$0.00

Please note selected options override standard equipment

SUBTOTAL	\$52,077.00
Advert/ Adjustments	\$0.00
Manufacturer Destination Charge	\$1,995.00
TOTAL PRICE	\$54,072.00

Est City: N/A MPG
 Est Highway: N/A MPG
 Est Highway Cruising Range: N/A mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Notes

Standard Equipment

MECHANICAL

Engine: 2.7L V6 EcoBoost -inc: auto start-stop technology (STD)

Transmission: Electronic 10-Speed Automatic -inc: SelectShift w/progressive range select and selectable drive modes: normal, ECO, sport, tow/haul, slippery and trail (STD)

3.55 Axle Ratio (STD)

EXTERIOR

Tires: 265/60R18 BSW A/S (STD)

WHEELS

Wheels: 18" Chrome-Like PVD

ADDITIONAL EQUIPMENT

50 State Emissions System

Rear-Wheel Drive

70-Amp/Hr 610CCA Maintenance-Free Battery w/Run Down Protection

200 Amp Alternator

Class IV Towing Equipment -inc: Hitch and Trailer Sway Control

Trailer Wiring Harness

1815# Maximum Payload

GVWR: 6,400 lbs Payload Package

HD Shock Absorbers

Front Anti-Roll Bar

Electric Power-Assist Steering

36 Gal. Fuel Tank

Single Stainless Steel Exhaust w/Chrome Tailpipe Finisher

Double Wishbone Front Suspension w/Coil Springs

Solid Axle Rear Suspension w/Leaf Springs

4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist, Hill Hold Control and Electric Parking Brake

Regular Box Style

Steel Spare Wheel

Full-Size Spare Tire Stored Underbody w/Crankdown

Clearcoat Paint

Chrome Front Bumper w/Body-Colored Rub Strip/Fascia Accent

Chrome Rear Step Bumper
Black Side Windows Trim
Chrome Door Handles
Black Power Heated Side Mirrors w/Manual Folding
Fixed Rear Window w/Defroster
Variable Intermittent Wipers
Deep Tinted Glass
Aluminum Panels
Running Boards
Black Grille w/Chrome Accents
Tailgate Rear Cargo Access
Tailgate/Rear Door Lock Included w/Power Door Locks
Integrated Storage
Ford Co-Pilot360 - Autolamp Auto On/Off Aero-Composite Led Low/High Beam Auto High-Beam Daytime Running Lights Preference Setting Headlamps w/Delay-Off
Cargo Lamp w/High Mount Stop Light
Perimeter/Approach Lights
Headlights-Automatic Highbeams
Front Fog Lamps
Radio w/Seek-Scan, Clock, Speed Compensated Volume Control and Radio Data System
Radio: AM/FM SiriusXM w/360L -inc: 6 speakers and auxiliary audio input jack
Fixed Antenna
Cloth 40/20/40 Front Seat -inc: 8-way power driver seat, power driver/manual passenger lumbar, armrest w/storage and locking storage under 20% seat
Driver Seat
Passenger Seat
60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Voltmeter, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Trip Odometer and Trip Computer
Power Rear Windows
FordPass Connect 5G Mobile Hotspot Internet Access
Leatherette Steering Wheel
Front Cupholder
Rear Cupholder
Compass
Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button
Keypad
Cruise Control w/Steering Wheel Controls
HVAC -inc: Underseat Ducts
Voice Activated Dual Zone Front Automatic Air Conditioning

Locking Glove Box
Full Cloth Headliner
Urethane Gear Shifter Material
Interior Trim -inc: Metal-Look Instrument Panel Insert, Cabback Insulator and Chrome/Metal-Look Interior Accents
Day-Night Auto-Dimming Rearview Mirror
Driver And Passenger Visor Vanity Mirrors
Mini Overhead Console w/Storage and 1 12V DC Power Outlet
Fade-To-Off Interior Lighting
Front And Rear Map Lights
Full Carpet Floor Covering -inc: Carpet Front And Rear Floor Mats
Pickup Cargo Box Lights
Smart Device Remote Engine Start
Connected Navigation Integrated Navigation System w/Voice Activation
SYNC 4 w/Enhanced Voice Recognition -inc: 12" LCD capacitive touchscreen w/swipe capability, wireless phone connection, cloud connected, AppLink w/App catalog, 911 Assist, Apple CarPlay and Android Auto compatibility, digital owners manual, conversational voice command recognition and connected navigation, Note: Navigation services require SYNC4 and FordPass Connect (optional on select vehicles), Eligible vehicles receive a complimentary 1-year trial of navigation services that begins on the new vehicle warranty start date, Customers must unlock the navigation service trial by activating the eligible vehicle w/a FordPass member account, If not subscribed by the end of the complimentary period, the connected navigation service will terminate, and the system will revert to embedded offline navigation, Connected service and features depend on compatible AT&T network availability, Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features, FordPass App, compatible w/select smartphone platforms, is available via a download, Message and data rates may apply
Instrument Panel Bin, Dashboard Storage, Interior Concealed Storage, Driver / Passenger And Rear Door Bins, Locking 1st Row Underseat Storage and 2nd Row Underseat Storage
Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
Power Door Locks w/Autolock Feature
Delayed Accessory Power
Redundant Digital Speedometer
Trip Computer
Outside Temp Gauge
Digital/Analog Appearance
Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
2 Seatback Storage Pockets
Perimeter Alarm
Securilock Anti-Theft Ignition (pats) Immobilizer
1 12V DC Power Outlet
Air Filtration
AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)
ABS And Driveline Traction Control
Side Impact Beams

Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Reverse Sensing System Rear Parking Sensors
BLIS (Blind Spot Information System) Blind Spot
Pre-Collision Assist with Automatic Emergency Braking (AEB)
Lane Keeping Alert Lane Keeping Assist
Lane Keeping Alert Lane Departure Warning
Collision Mitigation-Front
Driver Monitoring-Alert
Collision Mitigation-Rear
Aerial View Camera System
Tire Specific Low Tire Pressure Warning
Dual Stage Driver And Passenger Front Airbags
Airbag Occupancy Sensor
Safety Canopy System Curtain 1st And 2nd Row Airbags
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners
Rear Child Safety Locks
Ford Co-Pilot360 - Reverse Camera Back-Up Camera
Front Camera w/Washer
Cargo Bed Camera
Left Side Camera
Right Side Camera



National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-8572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

11/16/2023

Quote ID: **36445**

Order Cut Off Date: **TBA**

RYAN HEIGHES
CITY OF SIGNAL HILL
fleet services

2175 CHERRY AVE

SIGNAL HILL, California, 90755-3713

Dear RYAN HEIGHES,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2024 Ford F-150 Lightning (W1B) Pro 4WD SuperCrew 5.5' Box 145" WB,) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$64,960.00	\$64,260.00	1.078 %	\$700.00
Tax (10.2500 %)		\$6,586.65		
Tire fee		\$8.75		
Total		\$70,855.40		

- per the attached specifications. Price includes 1 additional key(s).

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Not Listed

Account Manager

Email: Neil@nationalautofleetgroup.com

Office: (951) 440-0585

Fax: (831) 480-8497



GMC

Purchase Order Instructions & Resources

In order to finalize your purchase please submit this purchase packet to your governing body for a purchase order approval and submit your purchase order in the following way:

Email: Fleet@NationalAutoFleetGroup.com

Fax: (831) 480-8497

Mail: National Auto Fleet Group

490 Auto Center Drive

Watsonville, CA 95076

We will send a courtesy confirmation for your order and a W-9 if needed.

Additional Resources

Learn how to track your vehicle: www.NAFGETA.com

Use the upfitter of your choice: www.NAFGpartner.com

Vehicle Status: ETA@NationalAutoFleetGroup.com

General Inquiries: Fleet@NationalAutoFleetGroup.com

For general questions or assistance please contact our main office at:

1-855-289-6572

Vehicle Configuration Options

ENGINE	
Code	Description
997	Engine: Dual eMotor - Extended Range Battery (FLT), -inc: single onboard charging level 2 peak charging rate of 11.5kW and 131 kWh usable capacity extended range high-voltage battery, GVWR: 8,550 lbs (Fleet)
TRANSMISSION	
Code	Description
44L	Transmission: Single-Speed, (STD)
WHEELS	
Code	Description
643	Wheels: 18" Machined w/Black High Gloss Pockets, (STD)
PRIMARY PAINT	
Code	Description
YZ	Oxford White
SEAT TYPE	
Code	Description
ES	Medium Dark Slate, HD Police-Grade Cloth 40/Console/40 Front-Seats (FLT), -inc: reduced bolsters and 8-way power driver/manual passenger
ADDITIONAL EQUIPMENT	
Code	Description
66S	Pro SSV Package, -inc: red/white task lighting in overhead console and universal top tray center of I/P for mounting aftermarket equipment
___	GVWR: 8,550 lbs
63T	Tailgate Step w/Tailgate Work Surface
153	Front License Plate Bracket, -inc: Standard in states requiring 2 license plates, optional to all others
96W	Tough Bed Spray-In Bedliner
66A	Mobile Power Cord (120/240V)
479	Pro Power Onboard - 9.6 kW
OPTION PACKAGE	
Code	Description
110A	Equipment Group 110A Standard

2024 Fleet/Non-Retail Ford F-150 Lightning Pro 4WD SuperCrew 5.5' Box 145" WB

WINDOW STICKER

2024 Ford F-150 Lightning Pro 4WD SuperCrew 5.5' Box 145" WB

CODE	MODEL	MSRP
W1B	2024 Ford F-150 Lightning Pro 4WD SuperCrew 5.5' Box 145" WB	\$49,995.00
OPTIONS		
997	Engine: Dual eMotor - Extended Range Battery (FLT), -inc: single onboard charging level 2 peak charging rate of 11.5kW and 131 kWh usable capacity extended range high-voltage battery, GVWR: 8,550 lbs (Fleet)	\$10,000.00
44L	Transmission: Single-Speed, (STD)	\$0.00
643	Wheels: 18" Machined w/Black High Gloss Pockets, (STD)	\$0.00
YZ	Oxford White	\$0.00
ES	Medium Dark Slate, HD Police-Grade Cloth 40/Console/40 Front-Seats (FLT), -inc: reduced bolsters and 8-way power driver/manual passenger	\$0.00
66S	Pro SSV Package, -inc: red/white task lighting in overhead console and universal top tray center of I/P for mounting aftermarket equipment	\$145.00
—	GVWR: 8,550 lbs	INC
63T	Tailgate Step w/Tailgate Work Surface	\$430.00
153	Front License Plate Bracket, -inc: Standard in states requiring 2 license plates, optional to all others	\$0.00
96W	Tough Bed Spray-In Bedliner	\$595.00
66A	Mobile Power Cord (120/240V)	\$500.00
479	Pro Power Onboard - 9.6 kW	\$1,200.00
110A	Equipment Group 110A Standard	\$0.00

Please note selected options override standard equipment

SUBTOTAL	\$62,865.00
Advert/ Adjustments	\$0.00
Manufacturer Destination Charge	\$2,095.00
TOTAL PRICE	\$64,960.00

Est City: 17 (2023) MPG
 Est Highway: 23 (2023) MPG
 Est Highway Cruising Range: 598.00 mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Notes

Standard Equipment

MECHANICAL

Engine: Dual eMotor - Standard Battery -inc: 98 kWh usable capacity standard range high-voltage battery (STD)

Transmission: Single-Speed (STD)

EXTERIOR

Wheels: 18" Machined w/Black High Gloss Pockets (STD)

TIRES

Tires: 275/65R18 A/T

ADDITIONAL EQUIPMENT

Transmission w/Driver Selectable Mode

Full-Time All-Wheel

Driver Selectable Rear Locking Differential

9.61 Axle Ratio

Battery w/Run Down Protection

Class IV Towing Equipment -inc: Hitch and Trailer Sway Control

Trailer Wiring Harness

2235# Maximum Payload

GVWR: 8,250 lbs

HD Front Shock Absorbers and Gas-Pressurized Rear Shock Absorbers

Front And Rear Anti-Roll Bars

Electric Power-Assist Speed-Sensing Steering

Permanent Locking Hubs

Double Wishbone Front Suspension w/Coil Springs

Trailing Arm Rear Suspension w/Coil Springs

Regenerative 4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist, Hill Hold Control and Electric Parking Brake

Lithium Ion Traction Battery w/11.5 kW Onboard Charger and 1.517 Hrs Charge Time @ 440V

Regular Box Style

Aluminum Spare Wheel

Full-Size Spare Tire Stored Underbody w/Crankdown

Clearcoat Paint

Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks

Black Rear Step Bumper
Black Side Windows Trim
Black Door Handles
Black Manual Side Mirrors w/Manual Folding
Fixed Rear Window
Deep Tinted Glass
Variable Intermittent Wipers
Aluminum Panels
Black Grille
Tailgate Rear Cargo Access
Tailgate/Rear Door Lock Included w/Power Door Locks
Integrated Storage
Ford Co-Pilot360 - Autolamp Auto On/Off Projector Beam Led Low/High Beam Directionally Adaptive Auto High-Beam Daytime Running Lights Preference Setting Headlamps w/Delay-Off
Cargo Lamp w/High Mount Stop Light
LED Brakelights
Headlights-Automatic Highbeams
Radio w/Seek-Scan, Clock, Speed Compensated Volume Control and Radio Data System
Radio: FM Stereo w/6 Speakers
Fixed Antenna
Vinyl Bucket Heated Front Seats -inc: 2-way manual driver/passenger w/flow-through console and floor shifter
Driver Seat
Passenger Seat
60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Engine Coolant Temp, Traction Battery Level, Power/Regen, Traction Battery Temperature and Trip Odometer
Power Rear Windows
FordPass Connect 4G Mobile Hotspot Internet Access
Front Cupholder
Rear Cupholder
3 12V DC Power Outlets
Compass
Remote Keyless Entry w/Integrated Key Transmitter and Panic Button
Cruise Control w/Steering Wheel Controls
Dual Zone Front Automatic Air Conditioning
HVAC -inc: Underseat Ducts and Console Ducts
Locking Glove Box
Driver Foot Rest
Interior Trim -inc: Cabback Insulator, Metal-Look Door Panel Insert and Metal-Look Interior Accents

Full Cloth Headliner
Urethane Gear Shifter Material
Day-Night Auto-Dimming Rearview Mirror
Driver And Passenger Visor Vanity Mirrors
Mini Overhead Console w/Storage, 3 12V DC Power Outlets and 8 120V AC Power Outlets
Front Map Lights
Fade-To-Off Interior Lighting
Full Vinyl/Rubber Floor Covering
Plastic Floor Trim
Cargo Area Concealed Storage
Pickup Cargo Box And Cargo Space Lights
Smart Device Remote Engine Start
SYNC 4 w/Enhanced Voice Recognition -inc: 12" LCD capacitive touchscreen w/swipe capability, information on demand panel, wireless phone connection, cloud connected, AppLink w/App catalog, 911 Assist, wireless Apple CarPlay and Android Auto compatibility, digital owners manual, conversational voice command recognition and connected navigation (includes 3-year trial), Note: Navigation services require SYNC4 and FordPass Connect (optional on select vehicles), complimentary connect service and the FordPass app (see FordPass Terms for details), Eligible vehicles receive a complimentary 3-year trial of navigation services that begins on the new vehicle warranty start date, Customers must unlock the navigation service trial by activating the eligible vehicle w/a FordPass member account, If not subscribed by the end of the complimentary period, the connected navigation service will terminate, and the system will revert to embedded offline navigation, Connected service and features depend on compatible AT&T network availability, Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features, FordPass App, compatible w/select smartphone platforms, is available via a download, Message and data rates may apply
Instrument Panel Bin, Dashboard Storage, Interior Concealed Storage, Driver / Passenger And Rear Door Bins
Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
Delayed Accessory Power
Power Door Locks w/Autolock Feature
Outside Temp Gauge
Digital Appearance
Seats w/Vinyl Back Material
Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
Perimeter Alarm
3 12V DC Power Outlets and 8 120V AC Power Outlets
AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)
ABS And Driveline Traction Control
Side Impact Beams
Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Reverse Sensing System Rear Parking Sensors
BLIS (Blind Spot Information System) Blind Spot
Pre-Collision Assist with Automatic Emergency Braking (AEB)

Lane Keeping Alert Lane Keeping Assist
Lane Keeping Alert Lane Departure Warning
Collision Mitigation-Front
Driver Monitoring-Alert
Collision Mitigation-Rear
Tire Specific Low Tire Pressure Warning
Dual Stage Driver And Passenger Front Airbags
Safety Canopy System Curtain 1st And 2nd Row Airbags
Airbag Occupancy Sensor
Mykey System -inc: Top Speed Limiter, Audio Volume Limiter, Early Low Fuel Warning, Programmable Sound Chimes and Beltminder w/Audio Mute
Rear Child Safety Locks
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners
Ford Co-Pilot360 - Reverse Camera Back-Up Camera



STAFF REPORT

1/23/2024

AGENDA ITEM

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

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: THOMAS BEKELE
PUBLIC WORKS DIRECTOR**

SUBJECT: FIRST AMENDMENT TO THE GENERAL SERVICES AGREEMENT WITH D&H WATER SYSTEMS FOR THE INSTALLATION OF A DISINFECTION STATION AT TEMPLE RESERVOIR

Summary:

The City Council will consider amending a General Services Agreement with D&H Water Systems, increasing the agreement amount from \$171,890 to \$272,500 and extending the project completion date to November 30, 2024. This amendment results from the expanded scope of work following additional plan check comments, permit amendment conditions, and a Sanitary Survey conducted by the State Water Resources Control Board's Division of Drinking Water. Approval of this amendment would facilitate the effective implementation of the required disinfection system at Temple Reservoir.

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 execute the first amendment to a General Services Agreement with D&H Water Systems for the construction of a Disinfection Station at Temple Reservoir thereby increasing the compensation by \$100,610 for a total not-to-exceed contract amount of \$272,500, in a form approved by the City Attorney.

2. Authorize the Director of Public Works to utilize a project contingency of up to 10% (\$27,250) to accommodate additional scope of work in the event of changed or unforeseen conditions, for a total construction budget of \$299,750.

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 2023-24

Fiscal Impact:

The City recently completed the Well No. 10 Construction Project (Project 95.18011, Account No. 500-40-5840), which came in under budget. Staff recommends reappropriating a portion of these funds towards the Temple Reservoir Disinfection project in the amount of \$299,750.

Background and Analysis:

The City incorporates chloramination at Gundry Reservoir as part of its water treatment system. The treated water is distributed to the Temple and Hilltop Reservoirs. In 2022, the State Water Resource Control Board (SWRCB) identified two instances of insufficient chlorine levels in water samples from Temple Reservoir; water quality testing performed by a certified laboratory concluded that no harmful bacteria were detected. The cause for low chlorine levels was identified by SWRCB and the City as low circulation due to conservation efforts that were implemented at the time. On January 28, 2023, the City discussed with SWRCB on a plan to update its Disinfection Treatment Performance Standards. The City in collaboration with AKM Engineering Incorporated, the City's on-call Water Engineering Consultant, developed a plan for a new disinfection station design to address these issues.

On May 9, 2023, the City Council approved a General Services Agreement with D&H Water Systems for the procurement and installation of a disinfection system at Temple Reservoir. The City followed the Emergency Procurement Policies stipulated in the Signal Hill Municipal Code. Subsequent to the City Council's approval, staff has been collaborating with Division of Drinking Water (DDW) to secure the necessary permits for this project.

To achieve optimal water treatment, DDW conducted several plan checks and a site-specific sanitary survey, which resulted in the need to implement additional control and disinfection measures; these measures led to a significant expansion of the project scope. DDW completed its review which now requires installation of three additional sampling stations, bringing the total to four sampling stations within the Temple Reservoir system. These stations are strategically placed throughout Temple Reservoir site: one at the reservoir's inlet, two within the reservoir itself, and one at the outlet. Sampling of the water is automatically conducted, and the quality of water is analyzed using a water quality analyzer and a control panel. The analysis determines the precise chemistry of the water on-site and calculates the appropriate dosage of disinfectants. The system automatically adjusts the disinfectant dosage at both the inlet and outlet pipes based on real-time data.

DDW completed its review and conditionally approved the current plans, subject to administrative

1/23/2024

requirements such as California Environmental Quality Act filings and periodic project reporting.

Staff thoroughly reviewed the proposed cost and schedule changes and is requesting City Council approval for the City Manager to execute the proposed First Amendment to the Agreement with D&H Water Systems. Approval of this amendment would facilitate the effective implementation of the required disinfection system at Temple Reservoir.

Reviewed for Fiscal Impact:

Sharon del Rosario

Attachment(s):

- A. Amendment No. 1 to General Services Agreement
- B. Budget Reclassification Resolution

CITY OF SIGNAL HILL
FIRST AMENDMENT TO
AGREEMENT FOR GENERAL SERVICES

1. PARTIES AND DATE.

This First Amendment to the Agreement for construction of a disinfection station at Temple Reservoir (“First Amendment”) is entered into on the 23rd day of January, 2024, by and between the City of Signal Hill, a municipal corporation, organized under the laws of the State of California, with its principal place of business at 2175 Cherry Avenue Signal Hill, CA 90755 (“City”) and D&H Water Systems, a CORPORATION, with its principal place of business at 4121 Avenida De La Plata, Oceanside, California, (“Contractor”). City and Contractor are sometimes individually referred to herein as “Party” and collectively as “Parties.”

2. RECITALS.

2.1 Agreement. The Parties entered into that certain Agreement for the construction of a disinfection station at Temple Reservoir dated the 9th of May, 2023 (“Agreement”).

2.2 First Amendment. The Parties now desire to amend the Agreement in order to extend the term of the Agreement, expand the scope of services and increase the total amount of compensation under the Agreement.

3. TERMS.

3.1 Term. Section 3.1.2 of the Agreement is hereby amended in its entirety to read as follows:

The term of this Agreement shall be from May 9th, 2023 to November 30th, 2024, unless earlier terminated as provided herein. The City reserves the right to review the Contractor’s performance at the end of each year and cancel all or part of the Agreement.

3.2 Compensation. Section 3.3.1 of the Agreement is hereby amended in its entirety to read as follows:

Contractor shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit “C” attached hereto and incorporated herein by reference. The total compensation shall not exceed two hundred seventy-two thousand and five hundred dollars (\$272,500). Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.3 Scope of Work. Exhibit “A” of the Agreement is hereby amended to add the Services set forth in Exhibit “A-1” to this First Amendment, attached hereto and incorporated herein.

3.4 Remaining Provisions of Agreement. Except as otherwise specifically set forth in this First Amendment, the remaining provisions of the Agreement shall remain in full force and effect.

CITY OF SIGNAL HILL

D&H WATER SYSTEMS, INC.

By: _____
Carlo Tomaino
City Manager

By: _____
David Hartwig, President

[If Corporation, TWO SIGNATURES,
President **OR** Vice President **AND** Secretary
OR Treasurer REQUIRED]

ATTEST:

By: _____
Daritza Gonzalez
City Clerk

By: _____
Brian Doane, Secretary

APPROVED AS TO FORM:

By: _____
Matthew E. Richardson
City Attorney

EXHIBIT "A-1"

SCOPE OF WORK

Item #1

- Provide and install 3/4" conduits for Mixer power from electrical room to the reservoir 2nd hatch.
- Provide concrete coring at 3 locations to penetrate for power.
- Provide complete hardware to install the Mixer control panel with associate fittings.
- Provide and install dedicated 3 #10 with #10 ground wires from electrical room to the Mixer control panel next to the hatch.
- Provide and install complete conduit supports from the reservoir wall to the hatch.
- Provide complete termination and testing.

Item #2

- Provide and install 3/4" conduits from electrical room to the reservoir 2nd hatch for submersible sample pump.
- Provide and install Nema 3R disconnect switch next to the Mixer power control panel for the sample pump.
- Provide and install Nema 1 with overload current protection toggle disconnect switch next to analyzer.
- Provide and install complete hardware to install the Analyzer with complete piping work inside the chemical room.
- Provide labor only to hook up the chemical tubing. Tubing supply by the owner.
- Provide complete termination of mechanical and electrical work.

Item #3

- Provide complete demo of the existing power and control conduits to accommodate the new power and control conduits.
- Provide complete power, controls and instrumentation cables from chemical pump room to the PLC and Panel A.
- Provide complete termination and testing.

Item #4

- Provide 1" PVC Schedule 40 from Sample submersible pump to the Chemical room.
- Provide labor only to install tubing and terminate both ends. Tubing supply by the owner.
- Provide and install feed line from tank to the pump.
- Provide and install PVC block valves at both ends.
- Provide complete termination and testing of leaks.

Item #5

- Trenching from Chemical Room to Reservoir Main for Primary chemical injection.

Clarification: All rental equipment is included.

Exception : Metering equipment, Analyzer, Poly tubing and fittings by the owner.

SUPPLIES/EQUIPMENT:

Qty [1] Big Wave Water Technologies Chloramine Boosting System

- Qty [1] Big Wave Water CBS Control Panel
 - 10" Touch Screen
 - CBS Control Logic
 - 24"W x 30.5"H x 14"D Nema 4X FRP Enclosure

Qty [2] Prominent Total Chlorine and ORP Analyzer

- Aegis X Controller
- DGMA Flow Cell With CTE and ORP Sensor
- CTE Probe 10 PPM
- Mounted on Black Polypropylene Backboard
- Sample Return System

Qty [1] D&H Water Systems Dual Pump Chemical Feed Skid with Prominent Peristaltic Metering Pumps for Sodium Hypochlorite

- [2] Prominent DFXa Peristaltic Metering Pumps DFXAUS0565VPTLQ100UDC130EN07EN
0.048 GPD – 17.3GPH; 30L/H
73PSI; 05BAR
- California Motor Controls Terminal Box GFCI Receptable
- Skid made on high-density marine grade chemical resistant polyethylene
- All joints shall be socket welded and warranted to be leak free for 5 years
 - Wherever a Serviceable Item is Located a union or ball valve will be used for ease of maintenance
 - Skid to include:
 - Qty [1] Grifco Cal Column 200 ML
 - Qty [1] Blue White Flow Indicator
 - Qty [2] Grifco Pressure Relief Valve
 - Qty [2] Ashcroft Pressure Gauge Filled with Glycerin
 - Qty [2] Plast-0-Matic Diaphragm Type Check Valves
- All Components shall be Pre-Plumbed on skid.

Qty [1] D&H Water Systems Dual Pump Chemical Feed Skid with Prominent Peristaltic Metering Pumps for Liquid Ammonia Sulfate

- [1] Prominent DFXa Peristaltic Metering Pumps DFXAUS0565VPTLQ100UDC130EN07EN
0.048 GPD – 17.3GPH; 30L/H
73PSI; 05BAR
- California Motor Controls Terminal Box GFCI Receptable
- Skid made on high-density marine grade chemical resistant polyethylene
- All joints shall be socket welded and warranted to be leak free for 5 years
 - Wherever a Serviceable Item is Located a union or ball valve will be used for ease of maintenance
 - Skid to include:
 - Qty [1] Grifco Cal Column 200 ML
 - Qty [1] Blue White Flow Indicator
 - Qty [1] Grifco Pressure Relief Valve
 - Qty [1] Ashcroft Pressure Gauge Filled with Glycerin
 - Qty [1] Plast-0-Matic Diaphragm Type Check Valves
- All Components shall be Pre-Plumbed on skid.

Qty Assmann Ammonia Storage Tank 120 Gal Dual Wall Tank

- 34 ½" Dia x 51" HGT
- [1] ½" Bulkhead fitting for Level Sensor
- [1] 1" Bulkhead fitting for fill line
- [1] 2" Bulkhead fitting for vent line
- [1] ¾" Double wall male fitting for tank Outlet
- [1] 6" Manway Cap

Qty [1] Viatran Level Sensor for Sodium Hypochlorite
Viton Seals

Qty [1] Viatran Level Sensor for Liquid Ammonium Sulfate
Epdm Seals

Qty [1] Storm Mixer 10" PVC Wafer Style Static Mixer

RESOLUTION 2024-01-XXXX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SIGNAL HILL, CALIFORNIA AMENDING THE ADOPTED
BUDGET AND AUTHORIZING BUDGET
APPROPRIATIONS FOR FISCAL YEAR 2023-24**

WHEREAS, the City Council approves the appropriation of funds for the purpose stated below.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. To authorize budget adjustment 24-005 of the FY 2023-24 Budget as follows:

Purpose: Disinfection Station at Temple Reservoir

<u>Fund</u>	<u>Dept</u>	<u>Object</u>	<u>Project No.</u>	<u>Description</u>	<u>Amount</u>
1) Budget Adjustment					
500	40	5560		Repair and Maintenance	\$299,750

Section 2. To add the above-referenced adjustments to the Budget Adjustment Status Report (Exhibit A).

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council on this 23rd day of January, 2024.

LORI Y. WOODS
MAYOR

ATTEST:

DARITZA GONZALEZ
CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF SIGNAL HILL)

I, DARITZA GONZALEZ, City Clerk of the City of Signal Hill, California, hereby certify that Resolution No. 2024-01-XXXX was adopted at a regular meeting of the City Council of the City of Signal Hill held on the 23rd day of January 2024 and that the same was adopted by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DARITZA GONZALEZ
CITY CLERK

CITY OF SIGNAL HILL - SUMMARY OF BUDGET ADJUSTMENTS - FY 2023-24

Budget Adjustment #	Council Date	Description		Revenues	Expenditures	Capital Outlay	Transfers In	Transfers Out	Net Change
General Fund - 100			Adopted	32,907,358.64	31,948,672.67	1,047,746.27	2,305,059.63	2,215,999.20	
BA 24-001	8/22/2023	Citywide Landscaping Agreement - Amendment 1			135,997.13				(135,997.13)
BA 24-003	11/14/2023	Animal Control Services Agreement			25,261.00				(25,261.00)
									-
									-
									-
			Adjusted	32,907,358.64	32,109,930.80	1,047,746.27	2,305,059.63	2,215,999.20	Total (161,258.13)
Public Safety State Resources - OTS - 275			Adopted	60,000.00	60,000.00	-	-	-	
BA 24-002	11/14/2023	Awarded OTS and Step Grant		30,000.00	30,000.00				-
									-
			Adjusted	90,000.00	90,000.00	-	-	-	Total -
Water Fund - 500			Adopted	7,040,029.49	6,722,672.00	4,270,812.00	795,812.00	-	
BA 24-004	12/12/2023	Water Master Plan & Rate Study Project			370,065.30	(370,065.30)			-
									-
			Adjusted	7,040,029.49	7,092,737.30	3,900,746.70	795,812.00	-	Total -

Notes: If the net change is positive, there is an overall increase to the Fund Balance. If negative, there is an overall reduction to the Fund Balance.



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal Hill, California 90755-3799

1/23/2024

AGENDA ITEM

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

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: SHARON DEL ROSARIO
ADMINISTRATIVE SERVICES OFFICER/FINANCE DIRECTOR**

SUBJECT: CONTRACT AMENDMENT REGISTER DATED JANUARY 23, 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:

- Funds have been authorized as part of 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.

The contract amendment being presented for City Council consideration is as follows:

Allied Universal Security Services, Incorporated would provide armed security officers after-hours and on Independence Day at City parks and facilities. Amendment No. 8 would extend the term through December 31, 2024, and increase the total compensation by \$97,182 for a new not-to-exceed amount of \$763,870. Staff plans to issue a Request for Proposal for these services later this year.

Strategic Plan Goal(s):

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

Recommendation:

Authorize the Contract Amendment Register dated January 23, 2024.

1/23/2024

Fiscal Impact:

The City Council authorized funds as part of the adopted FY 2023-2024 Operating Budget.

Attachments:

- A. Contract Amendment Register
- B. Allied Universal Security Services Amendment No. 8

CONTRACT AMENDMENT REGISTER

January 23, 2024

Contract No.	Dept.	Service	Vendor	RFP (Y/N) & Council Approval Date	Cooperative Purchasing (Y/N) & Source	Current Term and Expiration Date	Current Not-to-Exceed	Amendment No.	Additional Term and Date	Additional Comp & CPI	New Not-to-Exceed	Funding Source Account No.	Adopted Budget
TERM AND COMPENSATION													
1	PD	Park Security	Allied Universal Security Services, Inc	Y 2/4/2015	N	12/31/2023	\$666,688	8	1 year 12/31/2024	\$97,182.50 (FY 23-24 -\$48,592)	\$763,870	100-72-5400	Yes (FY 23-24 partial)
2													
COMPENSATION ONLY													
None													
TERM ONLY													
1													

N/A: Not applicable

CITY OF SIGNAL HILL
EIGHTH AMENDMENT TO
AGREEMENT FOR CONTRACT SECURITY SERVICES

1. PARTIES AND DATE.

This Eighth Amendment to the Agreement for Contract Security Services ("Eighth Amendment") is entered into on this 23rd day of January, 2024, between the City of Signal Hill, a charter city, organized under the laws of the State of California, with its principal place of business at 2175 Cherry Avenue Signal Hill, CA 90755 ("City") and Universal Protection Service, LP, dba Allied Universal Security Services, Inc., a California limited liability partnership, with its principal place of business at 1551 N. Tustin Avenue, Suite 650, Santa Margarita, CA 92705, successor-in-interest to Platt Security Services, Inc. ("Contractor"). City and Contractor are sometimes individually referred to herein as "Party" and collectively as "Parties."

2. RECITALS.

2.1 Agreement. The Parties entered into that certain Agreement for Contract Security Services dated February 20, 2015 ("Agreement").

2.2 First Amendment. The Parties entered into that certain Agreement for Contract Security Services dated March 27, 2018 ("First Amendment") in order to increase the total amount of compensation under the Agreement and extend the term of the Agreement.

2.3 Second Amendment. The Parties entered into that certain Agreement for Contract Security Services dated December 19, 2018 ("Second Amendment") in order to expand the Scope of Services, increase the total amount of compensation under the Agreement and extend the term of the Agreement.

2.4 Third Amendment. The Parties entered into that certain Agreement for Contract Security Services dated July 23, 2019 ("Third Amendment") in order to expand the Scope of Services and increase the total amount of compensation under the Agreement.

2.5 Fourth Amendment. The Parties entered into that certain Agreement for Contract Security Services dated December 31, 2019 ("Fourth Amendment") in order to increase the total amount of compensation under the Agreement and extend the term of the Agreement.

2.6 Allied Universal Security Services. In November, 2020, Universal Protection Service, LP, D/B/A Allied Universal Security Services acquired Platt Security Services, Inc., hereby assuming all rights and responsibilities as its successor-in-interest under the Agreement

2.7 Fifth Amendment. The Parties entered into that certain Agreement for Contract Security Services dated February 9, 2021 ("Fifth Amendment") in order to increase the total amount of compensation under the Agreement and extend the term of the Agreement.

2.8 Sixth Amendment. The Parties entered into that certain Agreement for Contract Security Services dated December 14, 2021 ("Sixth Amendment") in order to increase the total amount of compensation under the Agreement and extend the term of the Agreement.

2.9 Seventh Amendment. The Parties entered into that certain Agreement for Contract Security Services dated December 13, 2022 ("Seventh Amendment") in order to increase the total amount of compensation under the Agreement and extend the term of the Agreement.

2.10 Eight Amendment. The Parties now desire to amend the Agreement in order to increase the total amount of compensation under the Agreement and extend the term of the Agreement.

3. TERMS.

3.1 Contract Sum. Section 2.1 of the Agreement is hereby amended in its entirety to read as follows:

“Subject to any limitations set forth in this Agreement, City agrees to pay Contractor the amounts specified in the "Schedule of Compensation" attached hereto as Exhibit "C" and incorporated herein by this reference. The total compensation, including reimbursement for actual expenses, shall not exceed Seven Hundred Sixty Three Thousand Eight Hundred Seventy Dollars and Fifty Cents (\$763,870.50) (the "Contract Sum"), unless additional compensation is approved pursuant to Section 1.10.”

3.2 Schedule of Compensation. Section I of Exhibit “C” of the Agreement is hereby amended to add the fee schedule set forth in “Attachment 1” to this Eighth Amendment, attached hereto and incorporated herein by reference.

3.3 Term. Section 3.5 of the Agreement is hereby amended in its entirety to read as follows:

“Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until December 31, 2024, except as otherwise provided in the Schedule of Performance (Exhibit “D”).”

3.4 Schedule of Performance. Section I of Exhibit “D” of the Agreement is hereby amended in its entirety to read as follows:

“The term of this Agreement shall continue in full force and effect until December 31, 2024, unless the Contract Officer approves an extension of the term in writing in which case the Agreement term shall continue on a month-to-month basis following the end of the term until terminated by the City.”

3.5 Remaining Provisions of Agreement. Except as otherwise specifically set forth in this Eighth Amendment, the remaining provisions of the Agreement shall continue in full force and effect.

CITY OF SIGNAL HILL

ALLIED UNIVERSAL SECURITY SERVICES, INC.

By: _____
Carlo Tomaino
City Manager

By: _____
Steve Claton
Regional President

[If Corporation, TWO SIGNATURES,
President **OR** Vice President **AND** Secretary
OR Treasurer REQUIRED]

ATTEST:

By: _____
Daritza Gonzalez
City Clerk

By: _____
[INSERT NAME AND TITLE]

APPROVED AS TO FORM:

By: _____
Matthew E. Richardson
City Attorney

EXHIBIT C



City of Signal Hill Police Department

2024 Pricing

NAME	WEEKLY HOURS	BILL RATES	HOLIDAY RATE	WEEKLY	MONTHLY*	ANNUALLY**
Armed Security Officer	56.00	\$32.75	\$49.87	\$1,834.00	\$8,023.75	\$96,285.00
4th of July Coverage-3 Officers 6 hours each	0.00	\$0.00	\$49.87	\$0.00	\$0.00	\$897.50
	56.00		Total	\$1,834.00	\$8,023.75	\$97,182.50

* Monthly average based on yearly cost

** Yearly Cost includes 7 holidays

Equipment - Billed as Incurred

Patrol Vehicle	\$ -	\$ -
Digital Reporting System	\$ -	\$ -
GRAND TOTAL	\$8,023.75	\$97,182.50

HOLIDAYS - Allied Universal recognizes the following holidays and the security officers are to be paid and billed at the holiday rates (1.5 times the regular bill rates) if they work on these days.

New Years Day
Labor Day

Presidents Day
Thanksgiving Day

Memorial Day
Christmas Day

Independence Day



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal Hill, California 90755-3799

1/23/2024

AGENDA ITEM

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

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: SHARON DEL ROSARIO
ADMINISTRATIVE SERVICES OFFICER/FINANCE DIRECTOR**

SUBJECT: SCHEDULE OF INVESTMENTS AND MONTHLY TRANSACTION REPORT

Summary:

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

Fiscal Impact:

No fiscal impact is associated with the recommended action.

Background:

The Schedule of Investments dated December 31, 2023, shows the distribution of the City and its former Redevelopment Agency's invested surplus funds, and the annualized interest for each investment listed. Also provided is the monthly transaction report detailing changes within the investment account.

Analysis:

In accordance with California Government Code Section 53646, all listed investments are in compliance with the City's adopted Investment Policy. Funds are available to meet anticipated expenditure requirements for the next six months.

Attachments:

- A. Investment Transaction Report
- B. Schedule of Investments

**Investments Transaction Report
December 31, 2023**

Total Investments Beginning Balance (PAR Value):	89,766,323.50
Receipts	
Interest	79,771.27
Transfer to LAIF from Checking	-
Transfer To CAMP	3,000,000.00
Bond Contributions to Fiscal Agent	-
Investment Purchases	(750,000.00)
Money Market	2,000,000.00
Total Receipts	4,329,771.27
Disbursements	
Transfer to Checking from LAIF	(5,600,000.00)
Transfer to Checking from CAMP	-
Bond Debt Service Payments by Fiscal Agent	(770,887.50)
Bond Draw Down from Fiscal Agent	-
Investment Maturities/Calls	-
Money Market	750,000.00
Total Disbursements	(5,620,887.50)
Total Investments Ending Balance (PAR Value):	88,475,207.27

Schedule of Investments
(Includes City of Signal Hill and Signal Hill Redevelopment Agency)
December 31, 2023

Investment	CUSIP #	PURCHASE Date	MATURITY Date**	COUPON	YIELD@	V A L U E			Annual Projected Interest	Weight	
						COST #	PAR	MARKET*			
Local Agency Investment Fund:											
City of Signal Hill			Various	Demand	N/A	3.92%	43,934,095.11	43,934,095.11	43,934,095.11	1,928,639.29	0.497
Successor Agency			Various	Demand	N/A	3.92%	495,177.56	495,177.56	495,177.56	19,218.00	0.006
							Subtotal	44,429,272.67	44,429,272.67	1,947,857.28	0.502
California Asset Management Program:											
City of Signal Hill ***			Various	Demand	N/A	5.550%	5,015,579.24	5,015,579.24	5,015,579.24	194,700.72	0.057
							Subtotal	5,015,579.24	5,015,579.24	194,700.72	
Government Securities:											
INTER AMERICAN DEVEL BANK (IADB)	4581X0DF2	7/5/2022	1/16/2024	2.625%	2.957%	500,000.00	500,000.00	499,489.62	13,125.00	0.006	
FEDERAL HOME LOAN BANK	3130ATUQ8	2/6/2023	3/8/2024	4.750%	4.821%	500,000.00	500,000.00	499,429.43	23,750.00	0.006	
FEDERAL FARM CREDIT BANK	3133ENUN8	4/25/2022	4/18/2024	2.440%	2.440%	500,000.00	500,000.00	495,857.28	12,200.00	0.006	
FEDERAL HOME LOAN BANK	3133X8EW8	5/8/2023	8/15/2024	5.375%	4.278%	500,000.00	500,000.00	501,185.38	26,875.00	0.006	
FEDERAL FARM CREDIT BANK	3133ZENZ4	2/6/2023	11/18/2024	4.500%	4.335%	500,000.00	500,000.00	498,172.62	25,000.00	0.006	
FEDERAL HOME LOAN BANK	3130AQUJ5	8/7/2023	2/28/2025	2.000%	1.000%	500,000.00	500,000.00	494,469.98	10,000.00	0.006	
FREDDIE MAC (FHLMC)	3134GWWM4	10/13/2020	3/28/2025	0.450%	0.381%	500,000.00	500,000.00	474,086.50	2,250.00	0.006	
FREDDIE MAC (FHLMC)	3134GWXK1	10/13/2020	6/30/2025	0.500%	0.396%	500,000.00	500,000.00	472,067.54	2,500.00	0.006	
FEDERAL FARM CREDIT BANK	3133EMBJ0	9/29/2020	9/29/2025	0.530%	0.530%	1,000,000.00	1,000,000.00	934,596.57	5,300.00	0.011	
FANNIE MAE	3135G0EG3	8/7/2023	11/7/2025	0.500%	4.720%	500,000.00	500,000.00	465,829.44	2,500.00	0.006	
INTL FINANCE CORP	45950VSG2	8/8/2023	1/7/2026	4.550%	4.690%	500,000.00	500,000.00	500,167.18	22,750.00	0.006	
FREDDIE MAC (FHLMC)	3130AKZ25	2/26/2021	2/26/2026	0.650%	0.750%	500,000.00	500,000.00	462,269.60	3,250.00	0.006	
FEDERAL HOME LOAN BANK	3130APJX4	10/26/2021	10/26/2026	1.200%	1.210%	500,000.00	500,000.00	458,561.00	5,500.00	0.006	
INTER-AMERICAN DEVEL BK	4581X0EK0	7/6/2023	5/15/2026	4.500%	4.840%	500,000.00	500,000.00	503,279.85	22,500.00	0.006	
FEDERAL HOME LOAN BANK	3130AJLH0	10/18/2021	5/19/2026	0.920%	0.985%	500,000.00	500,000.00	461,601.85	4,600.00	0.006	
FEDERAL HOME LOAN BANK	3130ANSV3	9/16/2021	6/16/2026	0.800%	0.730%	500,000.00	500,000.00	461,041.68	4,000.00	0.006	
FEDERAL FARM CREDIT BANK	3133EM3T7	9/1/2021	9/1/2026	0.870%	0.810%	500,000.00	500,000.00	456,735.70	4,350.00	0.006	
FEDERAL HOME LOAN BANK	3130AP4N2	10/18/2021	9/30/2026	0.950%	1.054%	500,000.00	500,000.00	456,522.76	4,750.00	0.006	
FEDERAL HOME LOAN BANK	3130APCD5	10/21/2021	10/21/2026	1.000%	1.000%	500,000.00	500,000.00	459,302.81	5,000.00	0.006	
FEDERAL HOME LOAN BANK	3130APHT5	11/23/2021	11/23/2026	1.000%	1.000%	500,000.00	500,000.00	458,810.98	6,000.00	0.006	
FEDERAL HOME LOAN BANK	3130APXM2	12/15/2021	12/15/2026	1.500%	1.500%	500,000.00	500,000.00	460,962.67	7,500.00	0.006	
FEDERAL HOME LOAN BANK	3130AQHB2	12/7/2022	12/7/2027	1.500%	1.500%	500,000.00	500,000.00	461,247.39	7,500.00	0.006	
FEDERAL HOME LOAN BANK	3130AQH55	1/28/2022	1/28/2027	1.700%	1.700%	500,000.00	500,000.00	464,063.01	8,500.00	0.006	
FEDERAL HOME LOAN BANK	3130ALS8A	7/13/2022	2/26/2027	0.900%	3.150%	500,000.00	500,000.00	451,434.79	4,500.00	0.006	
INTER-AMERICAN DEVEL BANK (IADB)	45818WED4	10/7/2022	6/10/2027	2.980%	4.080%	500,000.00	500,000.00	481,497.81	14,900.00	0.006	
FEDERAL HOME LOAN BANK	3130AT4T1	9/22/2022	9/22/2027	4.000%	4.000%	500,000.00	500,000.00	500,192.22	20,000.00	0.006	
INTER-AMERICAN DEVEL BANK (BK)	4581X0EHT	2/7/2023	1/12/2028	4.000%	3.690%	500,000.00	500,000.00	499,521.75	20,000.00	0.006	
INTL BK RECON & DEVELOPMENT (IBRD)	4590M3R0	2/7/2023	2/7/2028	2.625%	3.690%	500,000.00	500,000.00	492,264.64	18,125.00	0.006	
FEDERAL FARM CREDIT BANK	3133EPJ08	5/8/2023	5/9/2028	3.600%	3.504%	500,000.00	500,000.00	491,980.12	18,000.00	0.006	
INTL BK RECON & DEVELOPMENT (IBRD)	4590M4E8	6/26/2023	6/26/2028	4.500%	4.500%	500,000.00	500,000.00	503,737.97	22,500.00	0.006	
INTL BK RECON & DEVELOPMENT (IBRD)	4590S8K79	8/8/2023	7/12/2028	3.500%	4.269%	500,000.00	500,000.00	490,012.74	17,500.00	0.006	
INTL FINANCE CORP	4590VSM9	12/12/2023	11/27/2028	4.500%	4.284%	500,000.00	500,000.00	511,675.77	22,500.00	0.006	
						Subtotal	16,500,000.00	16,500,000.00	15,818,048.61	385,225.00	0.186
Municipal Bonds											
SAN JOSE CA TXBL-SER B	798135F20	10/12/2022	9/1/2027	2.600%	4.600%	500,000.00	500,000.00	470,949.00	13,000.00	0.006	
						Subtotal	500,000.00	500,000.00	470,949.00	13,000.00	0.006
Money Market Funds											
Goldman FS Gov 1237	38142Y716	Various	Demand	N/A	5.220%	3,950,983.59	3,950,983.59	3,950,983.59	163,880.79	0.045	
JPMorgan FedMMF Inst 836	48142A275	Various	Demand	N/A	5.210%	3,843,446.22	3,843,446.22	3,843,446.22	159,420.31	0.043	
Wells Fargo Gov 1751	94975P405	Various	Demand	N/A	5.230%	2,014,104.32	2,014,104.32	2,014,104.32	83,541.99	0.023	
						Subtotal	9,808,534.13	9,808,534.13	323,301.10	0.111	
Certificate of Deposit- Negotiable											
BEAL BANK USA	07371CX38	4/13/2022	4/10/2024	2.000%	2.000%	250,000.00	250,000.00	247,736.75	5,000.00	0.003	
LUJANA SAVINGS BANK	4581904C5	6/5/2022	6/5/2024	0.450%	0.450%	250,000.00	250,000.00	244,989.36	1,125.00	0.003	
TEXAS EXCHANGE BANK	85241THM5	8/8/2020	8/7/2024	1.700%	0.700%	250,000.00	250,000.00	245,214.04	1,750.00	0.003	
COMMERCE BANK GENEVA	20056QTD5	6/10/2020	6/10/2024	0.450%	0.450%	250,000.00	250,000.00	244,852.59	1,125.00	0.003	
BMO HARRIS BANK NA	05600XAN0	7/29/2020	7/29/2024	0.550%	0.550%	247,000.00	247,000.00	240,447.82	1,358.50	0.003	
CHARLES SCHWAB BANK	15987UBW7	8/10/2023	8/8/2024	5.300%	5.300%	250,000.00	250,000.00	250,181.35	13,250.00	0.003	
MORGAN STANLEY BANK	61690UT34	10/13/2022	10/15/2024	4.300%	4.300%	250,000.00	250,000.00	248,410.25	10,750.00	0.003	
MORGAN STANLEY PVT BANK	61768EMK6	10/13/2022	10/15/2024	4.300%	4.300%	250,000.00	250,000.00	248,410.25	10,750.00	0.003	
SECURITY BANK AND TRUST	81401OCB8	10/30/2020	2/26/2025	0.250%	0.000%	250,000.00	250,000.00	236,386.50	625.00	0.003	
FLAGSTAR BANK FSB	33847E3D7	4/29/2020	4/29/2025	1.150%	1.150%	250,000.00	250,000.00	237,584.48	2,875.00	0.003	
SYNCHRONY BANK	81765HB41	5/1/2020	5/1/2025	1.050%	1.100%	250,000.00	250,000.00	237,229.87	2,625.00	0.003	
STATE BANK INDIA	85628P326	7/10/2020	7/10/2025	0.950%	0.950%	247,000.00	247,000.00	232,562.20	2,346.50	0.003	
SALLIE MAE BANK	7954506W0	7/29/2020	7/29/2025	0.650%	0.650%	247,000.00	247,000.00	231,046.22	1,605.00	0.003	
MEDALLION BANK UTAH	58404DHQ7	7/30/2020	7/30/2025	0.550%	0.550%	247,000.00	247,000.00	230,536.87	1,358.50	0.003	
BARCLAYS BANK	06740KRZ2	8/16/2023	8/18/2025	5.000%	5.000%	250,000.00	250,000.00	251,520.69	12,500.00	0.003	
TOYOTA FINANCIAL SGS BK	89235MKF7	8/21/2020	8/21/2025	0.650%	0.650%	247,000.00	247,000.00	230,517.69	1,605.00	0.003	
BMW BANK NORTH AMERICA	05580AXF6	9/25/2020	9/25/2025	0.500%	0.500%	250,000.00	250,000.00	231,968.02	1,250.00	0.003	
FIRST CHOICE BANK	319461DB2	9/30/2020	9/30/2025	0.400%	0.400%	250,000.00	250,000.00	231,291.34	1,000.00	0.003	
PACIFIC WESTERN BANK	69506YSA8	9/30/2020	9/30/2025	0.450%	0.450%	250,000.00	250,000.00	231,641.84	1,125.00	0.003	
HIAWATHA NATIONAL BANK	428548AT8	10/9/2020	10/9/2025	0.450%	0.450%	250,000.00	250,000.00	231,255.37	1,125.00	0.003	
CITI BANK NATIONAL ASSOCIATION	17312Q4D8	10/30/2023	10/30/2025	5.350%	5.350%	250,000.00	250,000.00	252,372.02	13,375.00	0.003	
BANKUNITED NA	066519OR3	3/19/2021	3/19/2026	0.800%	0.800%	250,000.00	250,000.00	228,937.00	2,000.00	0.003	
UBS BANK USA	90348JN48	6/23/2021	6/23/2026	0.750%	0.750%	247,000.00	247,000.00	223,414.50	1,852.50	0.003	
NEW YORK COMMUNITY BANK	649447LZ0	6/30/2021	7/1/2026	0.700%	0.700%	247,000.00	247,000.00	223,158.49	1,725.00	0.003	
GOLDMAN SACHS BANK USA	38149MXX7	7/28/2021	7/28/2026	0.850%	0.850%	250,000.00	250,000.00	225,991.64	2,125.00	0.003	
MERIDIAN BANK	58958PJ09	7/28/2021	7/28/2026	0.700%	0.700%	250,000.00	250,000.00	224,877.53	1,750.00	0.003	
FIRST NATL BK OF AMERICA	32110YUC7	7/30/2021	7/30/2026	0.600%	0.600%	250,000.00	250,000.00	224,852.94	1,500.00	0.003	
SAUK VALLEY BANK & TRUST	804375DV2	7/30/2021	7/30/2026	0.650%	0.650%	250,000.00	250,000.00	224,549.68	1,625.00	0.003	
AMERICAN NATL BANK MN CD	02769QEW5	11/10/2023	11/10/2026	5.050%	5.050%	250,000.00	250,000.00	251,079.79	12,625.00	0.003	
CAPITAL ONE BANK USA	14042RGG9	11/24/2021	11/24/2026	1.150%	1.150%	250,000.00	250,000.00	224,930.94	2,875.00	0.003	
CAPITAL ONE BANK USA	14042TEB9	11/24/2021	11/24/2026	1.150%	1.150%	250,000.00	250,000.00	224,930.94	2,875.00	0.003	
BANK HAPOALIM	06251A3M0	1/7/2022	1/7/2027	1.500%	1.500%	250,000.00	250,000.00	226,362.97	3,750.00	0.003	
NELNET BANK INC	64034KAJ0	2/2/2022	2/2/2027	1.450%	1.450%	250					



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal Hill, California 90755-3799

1/23/2024

AGENDA ITEM

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

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: DAVID HOPPER
CITY TREASURER**

**SHARON DEL ROSARIO
ADMINISTRATIVE SERVICES OFFICER/FINANCE DIRECTOR**

SUBJECT: WARRANT REGISTER DATED JANUARY 23, 2024

Summary:

The Warrant Register is a listing of all general disbursements, issued since the prior warrant register, and warrants to be released subject to 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 Register dated January 23, 2024.

Fiscal Impact:

Funds are budgeted and available for payment.

Analysis:

Warrant Register for Council Meeting 1/23/24

Payment Type	Payment Date	Payment Numbers	Total
Regular Check	1/23/2024	117925 THRU 117968	\$ 115,631.08
EFT*	1/24/2024	103273 THRU 103309	\$ 399,370.18
Manual Check	1/11/2024	117924 THRU 117924	\$ 75.00
Manual DFT*	1/15/2024	DFT0011063 THRU DFT0011072	\$ 82,161.46
Manual DFT*	1/16/2024	DFT0011077	\$ 23,067.44
Payroll Vendor Payments	1/4/2024		\$ 147,247.58
Payroll Vendor Payments	1/8/2024		\$ 119,400.28
Payroll Vendor Payments	1/10/2024		\$ 73,205.52
Payroll Vendor Payments	1/11/2024		\$ 19,053.03
Payroll**	1/4/2024		\$ 282,309.98
Total			\$ 1,261,521.58

All warrants are submitted for approval. The invoices and their supporting documentation are available for review in the Finance Department.

Attachment:

- A. Warrant Register



City of Signal Hill

Warrant Register

By Vendor Name

Payment Dates 1/23/2024 - 1/23/2024

Payment Number	Payment Date	Payable Number	Payable Date	Description (Payable)	Account Number	Account Name	Amount
Vendor: 9219 - ANDREW DAVIS							
117925	01/23/2024	2	12/13/2023	OUTDOOR PUBLIC ART: ZINNIA COURTYARD	100-81-5721	Special Department Supplies	31,000.00
Vendor 9219 - ANDREW DAVIS Total:							31,000.00
Vendor: 5580 - AYDA GHEBREZGHI							
117926	01/23/2024	12182023	12/18/2023	CIVIL SVC COMMISSIONER ROSTER: 2ND QTR	100-46-5150	Commission Meetings	150.00
Vendor 5580 - AYDA GHEBREZGHI Total:							150.00
Vendor: 5333 - BIBLIONIX LLC							
117927	01/23/2024	9033	07/01/2023	APOLLO ILS SYSTEM SUBSCRIPTION: 5/24/23 - 7/23/24	100-81-5570	Software Licensing & Support	4,868.00
Vendor 5333 - BIBLIONIX LLC Total:							4,868.00
Vendor: 5711 - BMP CONTRACTORS INC							
117928	01/23/2024	200306	11/21/2023	PUBLIC WORKS SUPPLIES	100-93-5400	Contract Services - General	4,003.00
Vendor 5711 - BMP CONTRACTORS INC Total:							4,003.00
Vendor: 0062 - BRODART CO							
117929	01/23/2024	86711333	12/12/2023	LIBRARY BOOK SUPPLIER	100-81-5721	Special Department Supplies	32.98
Vendor 0062 - BRODART CO Total:							32.98
Vendor: 0471 - CALIF DEPT JUSTICE							
117930	01/23/2024	699995	12/05/2023	FINGERPRINT APPS: NOV 2023	100-46-5400	Contract Services - General	292.00
Vendor 0471 - CALIF DEPT JUSTICE Total:							292.00
Vendor: 9147 - DANIA B CALDERON							
117931	01/23/2024	113	01/16/2024	LIBRARY PROGRAM: HEALTH WELLNESS	100-81-5723	Event/Program Costs	80.00
117931	01/23/2024	114	01/23/2024	LIBRARY PROGRAM: HEALTH WELLNESS	100-81-5723	Event/Program Costs	80.00
Vendor 9147 - DANIA B CALDERON Total:							160.00
Vendor: 9146 - DE NORA WATER TECHNOLOGIES							
117932	01/23/2024	9200083607	12/29/2023	PUMP SERVICE KIT	500-40-5740	General Supplies	1,232.74
Vendor 9146 - DE NORA WATER TECHNOLOGIES Total:							1,232.74
Vendor: 0695 - ECS IMAGING INC							
117933	01/23/2024	18358	12/20/2023	RENEWAL - LASERFICHE SOFTWARE: 1/9/24 - 1/10/25	100-43-5400	Contract Services - General	2,397.50

Warrant Register							Payment Dates: 1/23/2024 - 1/23/2024
Payment Number	Payment Date	Payable Number	Payable Date	Description (Payable)	Account Number	Account Name	Amount
117933	01/23/2024	18358	12/20/2023	RENEWAL - LASERFICHE SOFTWARE: 1/9/24 - 1/10/25	100-76-5400	Contract Services - General	2,397.50
Vendor 0695 - ECS IMAGING INC Total:							4,795.00
Vendor: 1651 - FLEMING ENVIRONMENTAL INC							
117934	01/23/2024	20742	01/03/2024	ANNUAL UST TRAINING	601-40-5400	Contract Services - General	95.00
117934	01/23/2024	20793	01/04/2024	MONTHLY INSPECTION: DEC 2023	601-40-5400	Contract Services - General	145.00
Vendor 1651 - FLEMING ENVIRONMENTAL INC Total:							240.00
Vendor: 1475 - HARRELL & COMPANY ADVISORS LLC							
117935	01/23/2024	12062023	12/06/2023	PROFESSIONAL SVCS: CCMP FINANCIAL CONSULTING	400-40-5896	Facilities Capital Improvement	3,150.00
Vendor 1475 - HARRELL & COMPANY ADVISORS LLC Total:							3,150.00
Vendor: 5649 - HINDERLITER, de LLAMAS & ASSOCIATES							
117936	01/23/2024	SIN034679	12/31/2023	CONTRACT SVCS: TRANSACTION TAX - QTR 2	100-53-5420	Professional Services	600.00
Vendor 5649 - HINDERLITER, de LLAMAS & ASSOCIATES Total:							600.00
Vendor: 7311 - INLAND EMPIRE STAGES, LTD							
117937	01/23/2024	60471	01/03/2024	SENIOR EXCURSIONS: FLOATFEST	202-40-5670	Recreational Transit	1,557.42
Vendor 7311 - INLAND EMPIRE STAGES, LTD Total:							1,557.42
Vendor: 9216 - iWATER INC							
117938	01/23/2024	9812	01/03/2024	INFRAMAP & GIS CONFIGURATION	500-40-5570	Software Licensing & Support	600.00
Vendor 9216 - iWATER INC Total:							600.00
Vendor: 9134 - JJ PROPERTY MAINTENANCE NETWORK INC							
117939	01/23/2024	122049	01/02/2024	JANITORIAL SVCS: CITY HALL - JAN 2024	100-92-5521	Cleaning Services	12,710.00
Vendor 9134 - JJ PROPERTY MAINTENANCE NETWORK INC Total:							12,710.00
Vendor: 8644 - JOE MAR POLYGRAPH & INVESTIGATION SERVICES INC							
117940	01/23/2024	2023-10-011 SHPD	10/11/2023	POLYGRAPH SVCS: POLICE OFFICER RECRUIT	100-74-5400	Contract Services - General	250.00
117940	01/23/2024	2023-10-017 SHPD	10/17/2023	POLYGRAPH SVCS: POLICE OFFICER RECRUIT	100-74-5400	Contract Services - General	250.00
117940	01/23/2024	2023-12-011 SHPD	12/11/2023	POLYGRAPH SVCS: POLICE OFFICER APPLICANT	100-74-5400	Contract Services - General	250.00
Vendor 8644 - JOE MAR POLYGRAPH & INVESTIGATION SERVICES INC Total:							750.00
Vendor: 8790 - L.N. CURTIS AND SONS							
117941	01/23/2024	INV774003	12/15/2023	UNIFORMS	100-72-5730	Uniforms	21.90
117941	01/23/2024	INV776080	12/21/2023	UNIFORMS	100-72-5730	Uniforms	74.70
117941	01/23/2024	INV776261	12/21/2023	UNIFORMS	100-72-5730	Uniforms	66.41
117941	01/23/2024	INV776754	12/22/2023	UNIFORMS	100-72-5730	Uniforms	253.02
Vendor 8790 - L.N. CURTIS AND SONS Total:							416.03

Warrant Register						Payment Dates: 1/23/2024 - 1/23/2024	
Payment Number	Payment Date	Payable Number	Payable Date	Description (Payable)	Account Number	Account Name	Amount
Vendor: 0496 - LINDE GAS & EQUIPMENT INC							
117942	01/23/2024	40127674	12/22/2023	WATER DEPT RENTAL	500-40-5552	Rental/Lease of Equipment	155.34
Vendor 0496 - LINDE GAS & EQUIPMENT INC Total:							155.34
Vendor: 3583 - LONG BEACH POLICE DEPARTMENT							
117943	01/23/2024	SHPD-2402	12/19/2023	BOOKING COSTS: NOV 2023	100-72-5400	Contract Services - General	1,050.00
Vendor 3583 - LONG BEACH POLICE DEPARTMENT Total:							1,050.00
Vendor: 2902 - LONG BEACH WATER DEPARTMENT							
117944	01/23/2024	51877	11/30/2023	RESERVOIR PARK RECLAIMED WATER: 10/18 - 11/21/23	100-94-5512	Utility Services	1,447.35
Vendor 2902 - LONG BEACH WATER DEPARTMENT Total:							1,447.35
Vendor: 4862 - NAPA AUTO PARTS							
117945	01/23/2024	497868	12/19/2023	VEHICLE MAINT: UNIT 72719	601-40-5540	Vehicle Maintenance	123.19
117945	01/23/2024	498917	01/02/2024	VEHICLE BATTERIES	601-40-5721	Vehicle Supplies	465.19
Vendor 4862 - NAPA AUTO PARTS Total:							588.38
Vendor: 0170 - OFFICE DEPOT							
117946	01/23/2024	340858179001	11/10/2023	OFFICE SUPPLIES: PUBLIC WORKS	100-92-5740	General Supplies	385.86
117946	01/23/2024	342045944001	11/30/2023	OFFICE SUPPLIES: POLICE DEPT	100-74-5740	General Supplies	71.05
117946	01/23/2024	344654633001	12/11/2023	OFFICE SUPPLIES: ADMIN	100-44-5740	General Supplies	7.85
117946	01/23/2024	344657800001	12/14/2023	CREDIT MEMO - OFFICE SUPPLIES: ADMIN	100-44-5740	General Supplies	-7.85
117946	01/23/2024	345078961001	12/07/2023	OFFICE SUPPLIES: POLICE DEPT	100-72-5740	General Supplies	222.07
117946	01/23/2024	345080692001	12/06/2023	OFFICE SUPPLIES: POLICE DEPT	100-73-5740	General Supplies	4.95
117946	01/23/2024	345772700001	12/11/2023	OFFICE SUPPLIES: ADMIN	100-44-5740	General Supplies	7.85
117946	01/23/2024	345772700001	12/11/2023	OFFICE SUPPLIES: ADMIN	100-46-5740	General Supplies	17.47
117946	01/23/2024	345772700001	12/11/2023	OFFICE SUPPLIES	100-51-5710	Office Supplies	39.68
117946	01/23/2024	346204786001	12/14/2023	OFFICE SUPPLIES: POLICE DEPT	100-74-5740	General Supplies	61.37
117946	01/23/2024	346820062001	12/18/2023	OFFICE SUPPLIES: COMMUNITY SVCS	100-83-5740	General Supplies	423.46
Vendor 0170 - OFFICE DEPOT Total:							1,233.76
Vendor: 1824 - PAUL PATTERSON							
117947	01/23/2024	12182023	12/18/2023	CIVIL SVC COMMISSIONER ROSTER: 2ND QTR	100-46-5150	Commission Meetings	150.00
Vendor 1824 - PAUL PATTERSON Total:							150.00
Vendor: 5408 - PPG ARCHITECTURAL FINISHES INC.							
117948	01/23/2024	806820000088	12/13/2023	PUBLIC WORKS SUPPLIES	100-95-5721	Special Dept Supplies-Graffiti	466.80
Vendor 5408 - PPG ARCHITECTURAL FINISHES INC. Total:							466.80

Warrant Register							Payment Dates: 1/23/2024 - 1/23/2024
Payment Number	Payment Date	Payable Number	Payable Date	Description (Payable)	Account Number	Account Name	Amount
Vendor: 5265 - REGIONAL TAP SERVICE CENTER							
117949	01/23/2024	6021132	09/30/2023	REDUCED BUS FARE: SEP 2023	202-40-5671	Bus Fare Subsidy	24.00
117949	01/23/2024	6021512	11/30/2023	REDUCED BUS FARE: NOV 2023	202-40-5671	Bus Fare Subsidy	24.00
Vendor 5265 - REGIONAL TAP SERVICE CENTER Total:							48.00
Vendor: 5033 - RIO HONDO COLLEGE							
117950	01/23/2024	F23-147-ZSGH	12/01/2023	ENROLLMENT FEES	100-75-5320	Travel & Training	280.00
Vendor 5033 - RIO HONDO COLLEGE Total:							280.00
Vendor: 8409 - RIVISTAS, LLC							
117951	01/23/2024	17109	08/08/2023	MAGAZINE SUBSCRIPTION	100-81-5721	Special Department Supplies	1,513.74
Vendor 8409 - RIVISTAS, LLC Total:							1,513.74
Vendor: 1575 - RONALD GRIGGS							
117952	01/23/2024	12182023	12/18/2023	CIVIL SVC COMMISSIONER ROSTER: 2ND QTR	100-46-5150	Commission Meetings	150.00
Vendor 1575 - RONALD GRIGGS Total:							150.00
Vendor: 1602 - RON'S MAINTENANCE INC.							
117953	01/23/2024	927	01/03/2024	ANNUAL CATCH BASIN CLEANING	100-93-5400	Contract Services - General	6,154.00
Vendor 1602 - RON'S MAINTENANCE INC. Total:							6,154.00
Vendor: 1380 - SECURITAS TECHNOLOGY CORPORATION							
117954	01/23/2024	6003782962	12/01/2023	MAINTENANCE / MONITORING: 1/1 - 3/31/24	100-92-5400	Contract Services - General	208.38
Vendor 1380 - SECURITAS TECHNOLOGY CORPORATION Total:							208.38
Vendor: 5557 - SIERRA ANALYTICAL LABS INC							
117955	01/23/2024	3L07002-	12/07/2023	WATER ANALYSIS	500-40-5400	Contract Services - General	491.00
117955	01/23/2024	3L11003-	12/11/2023	WATER ANALYSIS	500-40-5400	Contract Services - General	145.00
117955	01/23/2024	3L27017-	12/27/2023	WATER ANALYSIS	500-40-5400	Contract Services - General	341.00
117955	01/23/2024	3L27018-	12/27/2023	WATER ANALYSIS	500-40-5400	Contract Services - General	145.00
117955	01/23/2024	3L27084-	12/27/2023	WATER ANALYSIS	500-40-5400	Contract Services - General	405.00
117955	01/23/2024	3L27085-	12/27/2023	WATER ANALYSIS	500-40-5400	Contract Services - General	667.00
117955	01/23/2024	4A02032-	01/02/2024	WATER ANALYSIS	500-40-5400	Contract Services - General	465.00
117955	01/23/2024	4A02033-	01/02/2024	WATER ANALYSIS	500-40-5400	Contract Services - General	145.00
Vendor 5557 - SIERRA ANALYTICAL LABS INC Total:							2,804.00
Vendor: 2502 - SIGNAL HILL FLORIST							
117956	01/23/2024	1021	12/13/2023	FLORAL ARRANGEMENT - PARADE VEHICLE	100-41-5324	Council Development - Jones	82.69
Vendor 2502 - SIGNAL HILL FLORIST Total:							82.69
Vendor: 3048 - SIGNAL HILL PETTY CASH							
117957	01/23/2024	01022024	01/02/2024	PETTY CASH REIMBURSEMENT: HR	100-41-5330	Meetings	12.12
117957	01/23/2024	01022024	01/02/2024	PETTY CASH REIMBURSEMENT: HR	100-46-5350	Employee Recognition	36.98

Warrant Register							Payment Dates: 1/23/2024 - 1/23/2024
Payment Number	Payment Date	Payable Number	Payable Date	Description (Payable)	Account Number	Account Name	Amount
117957	01/23/2024	01022024	01/02/2024	PETTY CASH REIMBURSEMENT: HR	100-46-5350	Employee Recognition	38.98
117957	01/23/2024	01022024	01/02/2024	PETTY CASH REIMBURSEMENT: HR	100-46-5350	Employee Recognition	80.00
117957	01/23/2024	01022024	01/02/2024	PETTY CASH REIMBURSEMENT: HR	100-46-5721	Special Department Supplies	20.70
117957	01/23/2024	01022024	01/02/2024	PETTY CASH REIMBURSEMENT: HR	100-46-5721	Special Department Supplies	20.00
117957	01/23/2024	01022024	01/02/2024	PETTY CASH REIMBURSEMENT: HR	100-46-5721	Special Department Supplies	14.30
117957	01/23/2024	01022024	01/02/2024	PETTY CASH REIMBURSEMENT: HR	100-46-5721	Special Department Supplies	11.80
117957	01/23/2024	01022024	01/02/2024	PETTY CASH REIMBURSEMENT: HR	100-46-5721	Special Department Supplies	10.35
117957	01/23/2024	01022024	01/02/2024	PETTY CASH REIMBURSEMENT: HR	100-46-5721	Special Department Supplies	8.88
117957	01/23/2024	01022024	01/02/2024	PETTY CASH REIMBURSEMENT: HR	100-46-5721	Special Department Supplies	10.50
Vendor 3048 - SIGNAL HILL PETTY CASH Total:							264.61
Vendor: 8578 - SOUTHERN CALIFORNIA PERMANENTE MEDICAL GROUP							
117958	01/23/2024	12202023	12/20/2023	OCCUPATIONAL HEALTH & SAFETY SVCS	100-46-5425	Medical Services	295.00
Vendor 8578 - SOUTHERN CALIFORNIA PERMANENTE MEDICAL GROUP Total:							295.00
Vendor: 1040 - STATE WATER RESOURCES CONTROL BOARD							
117959	01/23/2024	WD-0259563	12/15/2023	ANNUAL PERMIT FEE: 7/1/23 - 6/30/24	500-40-5400	Contract Services - General	399.00
Vendor 1040 - STATE WATER RESOURCES CONTROL BOARD Total:							399.00
Vendor: 9160 - STEP SAVER CA LLC							
117960	01/23/2024	370264	12/18/2023	WATER DEPT SUPPLIES: SALT	500-40-5721	Special Department Supplies	531.05
117960	01/23/2024	370344	12/22/2023	WATER DEPT SUPPLIES: SALT	500-40-5721	Special Department Supplies	396.85
117960	01/23/2024	370403	12/27/2023	WATER DEPT SUPPLIES: SALT	500-40-5721	Special Department Supplies	252.33
117960	01/23/2024	370469	01/02/2024	WATER DEPT SUPPLIES: SALT	500-40-5721	Special Department Supplies	270.68
Vendor 9160 - STEP SAVER CA LLC Total:							1,450.91
Vendor: 0554 - SUSAN SAXE-CLIFFORD PH.D							
117961	01/23/2024	23-1221-14	12/21/2023	PROFESSIONAL SVCS: PSYCHOLOGICAL EXAM	100-74-5400	Contract Services - General	300.00
Vendor 0554 - SUSAN SAXE-CLIFFORD PH.D Total:							300.00
Vendor: 5684 - TALENTZOK							
117962	01/23/2024	176343	12/05/2023	TEMP STAFFING SVCS: WEEK ENDING - 12/03/23	100-53-5450	Contract Professional Labor	895.90
117962	01/23/2024	176404	12/12/2023	TEMP STAFFING SVCS: WEEK ENDING - 12/10/23	100-53-5450	Contract Professional Labor	2,318.80

Warrant Register							Payment Dates: 1/23/2024 - 1/23/2024
Payment Number	Payment Date	Payable Number	Payable Date	Description (Payable)	Account Number	Account Name	Amount
117962	01/23/2024	176463	12/19/2023	TEMP STAFFING SVCS: WEEK ENDING - 12/17/23	100-53-5450	Contract Professional Labor	1,897.20
Vendor 5684 - TALENTZOK Total:							5,111.90
Vendor: 8054 - TEXT MY GOV							
117963	01/23/2024	501843	01/02/2024	SOFTWARE MANAGEMENT & SUPPORT: FEB 2024 - JAN 2025	100-91-5400	Contract Services - General	500.00
117963	01/23/2024	501843	01/02/2024	SOFTWARE MANAGEMENT & SUPPORT: FEB 2024 - JAN 2025	100-94-5400	Contract Services - General	500.00
117963	01/23/2024	501843	01/02/2024	SOFTWARE MANAGEMENT & SUPPORT: FEB 2024 - JAN 2025	100-95-5400	Contract Services - General	500.00
Vendor 8054 - TEXT MY GOV Total:							1,500.00
Vendor: 9244 - TJ TRAILER SALES INC							
117964	01/23/2024	667123	12/14/2023	BOBCAT EQUIPMENT TRAILER	601-40-5842	Vehicles & Large Equipment	15,375.14
Vendor 9244 - TJ TRAILER SALES INC Total:							15,375.14
Vendor: 1723 - TRAFFIC MANAGEMENT INC							
117965	01/23/2024	06-104164	12/19/2023	PUBLIC WORKS SUPPLIES	100-95-5740	General Supplies	315.33
117965	01/23/2024	06-104173	12/19/2023	PUBLIC WORKS SUPPLIES	100-95-5740	General Supplies	165.39
117965	01/23/2024	06-104236	12/21/2023	PUBLIC WORKS SUPPLIES	100-92-5740	General Supplies	38.59
117965	01/23/2024	06-104358	01/02/2024	PUBIC WORKS SUPPLIES	100-95-5740	General Supplies	350.61
Vendor 1723 - TRAFFIC MANAGEMENT INC Total:							869.92
Vendor: 5621 - TYLER TECHNOLOGIES							
117966	01/23/2024	025-450032	12/27/2023	ERP SOFTWARE SYSTEM: ADVANCED SCHEDULING	100-52-5840	Capital Outlay	435.00
117966	01/23/2024	025-450745	12/31/2023	UTILITY BILLING: 10/01 - 12/31/23	500-45-5570	Software Licensing & Support	5,404.80
Vendor 5621 - TYLER TECHNOLOGIES Total:							5,839.80
Vendor: 0122 - ULINE							
117967	01/23/2024	171838935	12/07/2023	SAFETY GLOVES	100-72-5740	General Supplies	536.19
Vendor 0122 - ULINE Total:							536.19
Vendor: 9140 - ZOOBEAN, INC							
117968	01/23/2024	29758	09/01/2023	READING CHALLENGE SUBSCRIPTION	100-81-5570	Software Licensing & Support	799.00
Vendor 9140 - ZOOBEAN, INC Total:							799.00
Grand Total:							115,631.08

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	82,625.35
202 - Transportation	1,605.42
400 - Capital Improvement	3,150.00
500 - Water Operations Fund	12,046.79
601 - Vehicle and Equipment	16,203.52
Grand Total:	115,631.08

Account Summary

Account Number	Account Name	Payment Amount
100-41-5324	Council Development - Jones	82.69
100-41-5330	Meetings	12.12
100-43-5400	Contract Services - General	2,397.50
100-44-5740	General Supplies	7.85
100-46-5150	Commission Meetings	450.00
100-46-5350	Employee Recognition	155.96
100-46-5400	Contract Services - General	292.00
100-46-5425	Medical Services	295.00
100-46-5721	Special Department Support	96.53
100-46-5740	General Supplies	17.47
100-51-5710	Office Supplies	39.68
100-52-5840	Capital Outlay	435.00
100-53-5420	Professional Services	600.00
100-53-5450	Contract Professional Labor	5,111.90
100-72-5400	Contract Services - General	1,050.00
100-72-5730	Uniforms	416.03
100-72-5740	General Supplies	758.26
100-73-5740	General Supplies	4.95
100-74-5400	Contract Services - General	1,050.00
100-74-5740	General Supplies	132.42
100-75-5320	Travel & Training	280.00
100-76-5400	Contract Services - General	2,397.50
100-81-5570	Software Licensing & Support	5,667.00
100-81-5721	Special Department Supplies	32,546.72
100-81-5723	Event/Program Costs	160.00
100-83-5740	General Supplies	423.46
100-91-5400	Contract Services - General	500.00
100-92-5400	Contract Services - General	208.38
100-92-5521	Cleaning Services	12,710.00
100-92-5740	General Supplies	424.45
100-93-5400	Contract Services - General	10,157.00

Account Summary

Account Number	Account Name	Payment Amount
100-94-5400	Contract Services - General	500.00
100-94-5512	Utility Services	1,447.35
100-95-5400	Contract Services - General	500.00
100-95-5721	Special Dept Supplies-Graffiti	466.80
100-95-5740	General Supplies	831.33
202-40-5670	Recreational Transit	1,557.42
202-40-5671	Bus Fare Subsidy Facilities	48.00
400-40-5896	Capital Improvement	3,150.00
500-40-5400	Contract Services - General	3,203.00
500-40-5552	Rental/Lease of Equipment	155.34
500-40-5570	Software Licensing & Support	600.00
500-40-5721	Special Department Support	1,450.91
500-40-5740	General Supplies	1,232.74
500-45-5570	Software Licensing & Support	5,404.80
601-40-5400	Contract Services - General	240.00
601-40-5540	Vehicle Maintenance	123.19
601-40-5721	Vehicle Supplies	465.19
601-40-5842	Vehicles & Large Equipment	15,375.14
	Grand Total:	115,631.08

Project Account Summary

Project Account Key	Payment Amount
None	112,046.08
40.18002	435.00
90.24001.CIPR.113	3,150.00
	Grand Total:
	115,631.08

Authorization Signatures

STAFF REPORT

Verify accuracy of the Warrant Register.

Dated

Finance Director

City Manager



City of Signal Hill

Warrant Register

By Vendor Name

Payment Dates 1/24/2024 - 1/24/2024

Payment Number	Payment Date	Payable Number	Payable Date	Description (Payable)	Account Number	Account Name	Amount
Vendor: 4695 - ADMINISTRATIVE SERVICE CO-OP							
103273	01/24/2024	231130	11/30/2023	DIAL-A-TAXI SVCS: NOV 2023	202-40-5674	Dial-A-Taxi	1,002.31
Vendor 4695 - ADMINISTRATIVE SERVICE CO-OP Total:							1,002.31
Vendor: 1351 - AIRGAS SPECIALTY PRODUCTS							
103274	01/24/2024	9145274869	12/20/2023	WATER DEPT SUPPLIES: AMMONIUM HYDROXIDE	500-40-5721	Special Department Supplies	1,173.93
Vendor 1351 - AIRGAS SPECIALTY PRODUCTS Total:							1,173.93
Vendor: 5568 - AKM CONSULTING ENGINEERS INC.							
103275	01/24/2024	0012119	04/04/2023	ON-CALL SVCS - TEMPLE RESERVOIR: 2/27 - 3/31/23	500-40-5423	Engineering Services	12,871.00
Vendor 5568 - AKM CONSULTING ENGINEERS INC. Total:							12,871.00
Vendor: 1151 - ALL CITY MANAGEMENT SRVCS INC.							
103276	01/24/2024	89197	11/15/2023	CROSSING GUARD SVCS: 10/29 - 11/11/23	100-74-5400	Contract Services - General	5,172.44
Vendor 1151 - ALL CITY MANAGEMENT SRVCS INC. Total:							5,172.44
Vendor: 5633 - AQUA BACKFLOW INC.							
103277	01/24/2024	2024-0016	01/02/2024	BACKFLOW MANAGEMENT: DEC 2023	500-40-5400	Contract Services - General	85.50
Vendor 5633 - AQUA BACKFLOW INC. Total:							85.50
Vendor: 5438 - BEARCOM							
103278	01/24/2024	5654497	12/01/2023	SC SVC AGREEMENT: DEC 2023	100-75-5560	Repair & Maintenance Services	1,999.88
Vendor 5438 - BEARCOM Total:							1,999.88
Vendor: 8218 - BEST BEST & KRIEGER LLP							
103279	01/24/2024	979313	11/07/2023	LEGAL SVCS: PUBLIC RECORDS ACT / HANDLED BY ARC	100-23530	Deposits-Community Develop	2,752.20
103279	01/24/2024	979313	11/07/2023	LEGAL SVCS: PUBLIC RECORDS ACT / HANDLED BY ARC	100-23530	Deposits-Community Develop	550.44
103279	01/24/2024	979313	11/07/2023	LEGAL SVCS: PUBLIC RECORDS ACT / HANDLED BY ARC	100-34-4600	Administrative Fee (CD)	-550.44
103279	01/24/2024	979313	11/07/2023	LEGAL SVCS: PUBLIC RECORDS ACT / HANDLED BY ARC	100-44-5410	Legal Services	1,049.40
103279	01/24/2024	979313	11/07/2023	LEGAL SVCS: PUBLIC RECORDS ACT / HANDLED BY ARC	100-61-5410	Legal Services	1,584.00
103279	01/24/2024	979313	11/07/2023	LEGAL SVCS: PUBLIC RECORDS ACT / HANDLED BY ARC	100-63-5410	Legal Services	59.40

Warrant Register							Payment Dates: 1/24/2024 - 1/24/2024
Payment Number	Payment Date	Payable Number	Payable Date	Description (Payable)	Account Number	Account Name	Amount
103279	01/24/2024	979313	11/07/2023	LEGAL SVCS: PUBLIC RECORDS ACT / HANDLED BY ARC	100-74-5410	Legal Services	277.20
103279	01/24/2024	982681	12/05/2023	LEGAL SVCS: CONTRACTS - ADMIN	100-44-5410	Legal Services	758.90
103279	01/24/2024	982681	12/05/2023	LEGAL SVCS: CONTRACTS - ADMIN	100-46-5410	Legal Services	872.50
103279	01/24/2024	982681	12/05/2023	LEGAL SVCS: CONTRACTS - ADMIN	100-74-5410	Legal Services	103.80
Vendor 8218 - BEST BEST & KRIEGER LLP Total:							7,457.40
Vendor: 1560 - CARUSO FORD							
103280	01/24/2024	5392869	12/11/2023	VEHICLE MAINT: UNIT 76016	601-40-5540	Vehicle Maintenance	430.23
103280	01/24/2024	5392952	12/14/2023	VEHICLE MAINT: UNIT 76016	601-40-5540	Vehicle Maintenance	308.95
103280	01/24/2024	5392953	12/14/2023	VEHICLE MAINT: UNIT 76016	601-40-5540	Vehicle Maintenance	-308.95
103280	01/24/2024	5393009	12/18/2023	VEHICLE MAINT: UNIT 72719	601-40-5540	Vehicle Maintenance	407.43
103280	01/24/2024	5393043	12/19/2023	VEHICLE BODY REPAIR	601-40-5542	Vehicle Body Work Services	278.90
Vendor 1560 - CARUSO FORD Total:							1,116.56
Vendor: 0111 - CENTRAL BASIN MUNI WATER DIST							
103281	01/24/2024	SH-NOV23	12/14/2023	WATER AND SVCS CHARGES: NOV 2023	500-40-5780	Water Supply Costs	1,955.01
Vendor 0111 - CENTRAL BASIN MUNI WATER DIST Total:							1,955.01
Vendor: 0714 - CIRCLE MARINA CW LLC							
103282	01/24/2024	120623	12/06/2023	CAR WASH SVCS: NOV 2023	100-74-5540	Vehicle Maintenance	120.00
Vendor 0714 - CIRCLE MARINA CW LLC Total:							120.00
Vendor: 1496 - CIVIC PLUS							
103283	01/24/2024	266387	07/01/2023	CIVIC PLUS ANNUAL DUES: FY 23-24	100-45-5631	Software Purchases	8,802.45
Vendor 1496 - CIVIC PLUS Total:							8,802.45
Vendor: 1239 - CLEAN ENERGY							
103284	01/24/2024	CE12649027	12/31/2023	CNG FUEL: DEC 2023	601-40-5754	Fuel Purchases	621.80
Vendor 1239 - CLEAN ENERGY Total:							621.80
Vendor: 1136 - CLEANSTREET, LLC							
103285	01/24/2024	107814CS	12/31/2023	STREET SWEEPING SVCS: DEC 2023	100-93-5525	Street Sweeping Services	25,194.60
Vendor 1136 - CLEANSTREET, LLC Total:							25,194.60
Vendor: 9128 - DIANA PHILLIPS							
103286	01/24/2024	12182023	12/18/2023	CIVIL SVC COMMISSIONER ROSTER: 2ND QTR	100-46-5150	Commission Meetings	150.00
Vendor 9128 - DIANA PHILLIPS Total:							150.00
Vendor: 8270 - DISC SOLUTIONS INC							
103287	01/24/2024	5040	12/23/2023	FACILITATOR SVCS FOR DCC: DEC 2023	100-82-5400	Contract Services - General	2,500.00
Vendor 8270 - DISC SOLUTIONS INC Total:							2,500.00

Warrant Register							Payment Dates: 1/24/2024 - 1/24/2024
Payment Number	Payment Date	Payable Number	Payable Date	Description (Payable)	Account Number	Account Name	Amount
Vendor: 8268 - ELECTRA-MEDIA INC							
103288	01/24/2024	15930	01/06/2024	ELECTRONIC ADVERTISING DISPLAY: FEB 2024	100-47-5400	Contract Services - General	2,881.80
Vendor 8268 - ELECTRA-MEDIA INC Total:							2,881.80
Vendor: 0130 - GALLS LLC							
103289	01/24/2024	026384116	11/28/2023	UNIFORMS	100-72-5730	Uniforms	1,025.33
Vendor 0130 - GALLS LLC Total:							1,025.33
Vendor: 1194 - GRAINGER							
103290	01/24/2024	9940458491	12/19/2023	PUBLIC WORKS SUPPLIES	100-95-5740	General Supplies	17.75
103290	01/24/2024	9941224447	12/19/2023	PUBLIC WORKS SUPPLIES	100-92-5740	General Supplies	113.56
103290	01/24/2024	9950186602	01/03/2024	PUBLIC WORKS SUPPLIES	100-92-5740	General Supplies	156.59
103290	01/24/2024	9950186610	01/03/2024	PUBLIC WORKS SUPPLIES	100-95-5740	General Supplies	705.03
103290	01/24/2024	9950702069	01/03/2024	PUBLIC WORKS SUPPLIES	100-92-5740	General Supplies	15.15
Vendor 1194 - GRAINGER Total:							1,008.08
Vendor: 1387 - HARDY & HARPER INC							
103291	01/24/2024	49889	11/01/2023	CONSTRUCTION SVCS: PALM DRIVE - OBISPO TO WILLOW	400-21150	Retention Payable	-5,954.34
103291	01/24/2024	49889	11/01/2023	CONSTRUCTION SVCS: PALM DRIVE - OBISPO TO WILLOW	400-40-5894	Street Capital Improvements	71,759.70
103291	01/24/2024	49889	11/01/2023	CONSTRUCTION SVCS: PALM DRIVE - OBISPO TO WILLOW	400-40-5894	Street Capital Improvements	47,327.00
Vendor 1387 - HARDY & HARPER INC Total:							113,132.36
Vendor: 8595 - HEALTHEQUITY, INC.							
103292	01/24/2024	INV6001843	12/26/2023	HEALTHCARE BENEFITS PERIOD: DEC 2023	100-51-5273	Health Benefits	130.00
Vendor 8595 - HEALTHEQUITY, INC. Total:							130.00
Vendor: 6528 - INFOSEND, INC							
103293	01/24/2024	254006	12/31/2023	MAILING AND PRINTING SVCS: DEC 2023	500-45-5720	Postage	1,356.35
Vendor 6528 - INFOSEND, INC Total:							1,356.35
Vendor: 9246 - JOHN KALISKI ARCHITECTS, INC							
103294	01/24/2024	6698	12/31/2023	PREPARATION OF CIVIC CENTER MASTER PLAN: NOV 2023	400-40-5896	Facilities Capital Improvement	20,938.75
103294	01/24/2024	6700	01/09/2024	PREPARATION OF CIVIC CENTER MASTER PLAN: DEC 2023	400-40-5896	Facilities Capital Improvement	3,010.01
Vendor 9246 - JOHN KALISKI ARCHITECTS, INC Total:							23,948.76
Vendor: 8349 - JULIANNE DOI							
103295	01/24/2024	12182023	12/18/2023	CIVIL SVC COMMISSIONER ROSTER: 2ND QTR	100-46-5150	Commission Meetings	150.00
Vendor 8349 - JULIANNE DOI Total:							150.00

Warrant Register							Payment Dates: 1/24/2024 - 1/24/2024
Payment Number	Payment Date	Payable Number	Payable Date	Description (Payable)	Account Number	Account Name	Amount
Vendor: 8840 - KASEYA US, LLC							
103296	01/24/2024	INV2464548561058	01/28/2024	IT UNITREND SVCS: 01/28/24 - 02/27/24	100-52-5570	Software Licensing & Support	461.89
103296	01/24/2024	INV2464548561058	01/28/2024	IT UNITREND SVCS: 01/28/24 - 02/27/24	100-74-5570	Software Licensing & Support	461.89
103296	01/24/2024	INV2464548561058	01/28/2024	IT UNITREND SVCS: 01/28/24 - 02/27/24	500-45-5570	Software Licensing & Support	307.92
Vendor 8840 - KASEYA US, LLC Total:							1,231.70
Vendor: 8821 - MARIPOSA LANDSCAPES, INC.							
103297	01/24/2024	105610	11/30/2023	LANDSCAPE MAINT SVCS: NOV 2023 - EXTRA WORK	100-94-5530	Lawn Care Services	27,748.00
Vendor 8821 - MARIPOSA LANDSCAPES, INC. Total:							27,748.00
Vendor: 5673 - MEDICO PROFESSIONAL LINEN SERVICE							
103298	01/24/2024	20915104	11/10/2023	SHPD SUPPLIES	100-75-5721	Special Department Supplies	98.17
103299	01/24/2024	20931013	12/08/2023	SHPD SUPPLIES	100-75-5721	Special Department Supplies	95.40
103299	01/24/2024	20938841	12/22/2023	SHPD SUPPLIES	100-75-5721	Special Department Supplies	90.92
Vendor 5673 - MEDICO PROFESSIONAL LINEN SERVICE Total:							284.49
Vendor: 5672 - NORTHSTAR CHEMICAL							
103300	01/24/2024	270741	12/21/2023	WATER DEPT SUPPLIES: SODIUM HYPOCHLORITE	500-40-5721	Special Department Supplies	2,872.28
Vendor 5672 - NORTHSTAR CHEMICAL Total:							2,872.28
Vendor: 9127 - RUGGED SOLUTIONS AMERICA LLC							
103301	01/24/2024	77107	12/27/2023	PATROL CAR LAPTOPS	100-72-5840	Capital Outlay	7,952.56
Vendor 9127 - RUGGED SOLUTIONS AMERICA LLC Total:							7,952.56
Vendor: 0992 - RUSSELL ROBINETT							
103302	01/24/2024	01232024	01/23/2024	RENTPAYMENTS: FEB 2024	100-47-5551	Rental of Land & Buildings Exp	623.58
103302	01/24/2024	01232024	01/23/2024	RENTPAYMENTS: FEB 2024	100-47-5551	Rental of Land & Buildings Exp	929.00
103302	01/24/2024	01232024	01/23/2024	RENTPAYMENTS: FEB 2024	100-47-5551	Rental of Land & Buildings Exp	927.42
103302	01/24/2024	01232024	01/23/2024	RENTPAYMENTS: FEB 2024	100-47-5551	Rental of Land & Buildings Exp	930.08
103302	01/24/2024	01232024	01/23/2024	RENTPAYMENTS: FEB 2024	100-47-5551	Rental of Land & Buildings Exp	1,275.17
103302	01/24/2024	01232024	01/23/2024	RENTPAYMENTS: FEB 2024	100-47-5551	Rental of Land & Buildings Exp	652.08
103302	01/24/2024	01232024	01/23/2024	RENTPAYMENTS: FEB 2024	100-47-5551	Rental of Land & Buildings Exp	695.58
103302	01/24/2024	01232024	01/23/2024	RENTPAYMENTS: FEB 2024	100-47-5551	Rental of Land & Buildings Exp	22,233.33
103302	01/24/2024	01232024	01/23/2024	RENTPAYMENTS: FEB 2024	100-47-5551	Rental of Land & Buildings Exp	5,946.67
103302	01/24/2024	01232024	01/23/2024	RENTPAYMENTS: FEB 2024	100-47-5551	Rental of Land & Buildings Exp	3,341.42
103302	01/24/2024	01232024	01/23/2024	RENTPAYMENTS: FEB 2024	100-47-5551	Rental of Land & Buildings Exp	3,574.42
Vendor 0992 - RUSSELL ROBINETT Total:							41,128.75
Vendor: 0118 - SHELTERCLEAN SERVICES INC							
103303	01/24/2024	760005	11/30/2023	SHELTER/BUS STOP MAINT: NOV 2023	202-40-5400	Contract Services - General	910.00
Vendor 0118 - SHELTERCLEAN SERVICES INC Total:							910.00

Warrant Register							Payment Dates: 1/24/2024 - 1/24/2024
Payment Number	Payment Date	Payable Number	Payable Date	Description (Payable)	Account Number	Account Name	Amount
Vendor: 5227 - STUDIO SPECTRUM							
103304	01/24/2024	192661	01/01/2024	PRODUCTION SVCS: CITY COUNCIL MEETING - DEC 2023	100-43-5400	Contract Services - General	2,250.00
Vendor 5227 - STUDIO SPECTRUM Total:							2,250.00
Vendor: 0399 - THE SIGNAL TRIBUNE							
103305	01/24/2024	58949	12/15/2023	PUBLICATION SVCS: NOTICE PUBLISHING	100-43-5630	Media Services	143.85
103305	01/24/2024	58949	12/15/2023	PUBLICATION SVCS: NOTICE PUBLISHING	100-51-5400	Contract Services - General	155.92
Vendor 0399 - THE SIGNAL TRIBUNE Total:							299.77
Vendor: 8896 - VITAL RECORDS CONTROL							
103306	01/24/2024	3898494LAX1	11/30/2023	SHREDDING SVCS: DEC 2023	100-76-5400	Contract Services - General	511.45
103306	01/24/2024	3967750LAX1	12/31/2023	OFFSITE STORAGE SVCS: JAN 2024	100-43-5420	Professional Services	216.11
Vendor 8896 - VITAL RECORDS CONTROL Total:							727.56
Vendor: 1316 - WATER REPLENISHMENT DISTRICT							
103307	01/24/2024	2024-03	01/02/2024	WELL 10 LOAN PAYMENT #3	500-26200	Long Term Payable	34,883.72
103308	01/24/2024	11302023	11/30/2023	GROUNDWATER REPLENISHMENT: NOV 2023	500-40-5780	Water Supply Costs	57,396.87
Vendor 1316 - WATER REPLENISHMENT DISTRICT Total:							92,280.59
Vendor: 8846 - ZONES, LLC							
103309	01/24/2024	W03614170102	11/21/2023	IT SVCS - OFFICE 365: 11/18 - 12/18/23	100-52-5725	Software	3,914.46
103309	01/24/2024	W03660860102	12/28/2023	IT SVCS - OFFICE 365: 12/18 - 01/18/24	100-52-5725	Software	3,914.46
Vendor 8846 - ZONES, LLC Total:							7,828.92
Grand Total:							399,370.18

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	145,735.81
202 - Transportation	1,912.31
400 - Capital Improvement	137,081.12
500 - Water Operations Fund	112,902.58
601 - Vehicle and Equipment	1,738.36
Grand Total:	399,370.18

Account Summary

Account Number	Account Name	Payment Amount
100-23530	Deposits-Community Develop	3,302.64
100-34-4600	Administrative Fee (CD)	-550.44
100-43-5400	Contract Services - General	2,250.00
100-43-5420	Professional Services	216.11
100-43-5630	Media Services	143.85
100-44-5410	Legal Services	1,808.30
100-45-5631	Software Purchases	8,802.45
100-46-5150	Commission Meetings	300.00
100-46-5410	Legal Services	872.50
100-47-5400	Contract Services - General	2,881.80
100-47-5551	Rental of Land & Building	41,128.75
100-51-5273	Health Benefits	130.00
100-51-5400	Contract Services - General	155.92
100-52-5570	Software Licensing & Support	461.89
100-52-5725	Software	7,828.92
100-61-5410	Legal Services	1,584.00
100-63-5410	Legal Services	59.40
100-72-5730	Uniforms	1,025.33
100-72-5840	Capital Outlay	7,952.56
100-74-5400	Contract Services - General	5,172.44
100-74-5410	Legal Services	381.00
100-74-5540	Vehicle Maintenance	120.00
100-74-5570	Software Licensing & Support	461.89
100-75-5560	Repair & Maintenance Services	1,999.88
100-75-5721	Special Department Supplies	284.49
100-76-5400	Contract Services - General	511.45
100-82-5400	Contract Services - General	2,500.00
100-92-5740	General Supplies	285.30
100-93-5525	Street Sweeping Services	25,194.60
100-94-5530	Lawn Care Services	27,748.00
100-95-5740	General Supplies	722.78

Account Summary

Account Number	Account Name	Payment Amount
202-40-5400	Contract Services - General	910.00
202-40-5674	Dial-A-Taxi	1,002.31
400-21150	Retention Payable	-5,954.34
400-40-5894	Street Capital Improvement	119,086.70
400-40-5896	Facilities Capital Improvement	23,948.76
500-26200	Long Term Payable	34,883.72
500-40-5400	Contract Services - General	85.50
500-40-5423	Engineering Services	12,871.00
500-40-5721	Special Department Support	4,046.21
500-40-5780	Water Supply Costs	59,351.88
500-45-5570	Software Licensing & Support	307.92
500-45-5720	Postage	1,356.35
601-40-5540	Vehicle Maintenance	837.66
601-40-5542	Vehicle Body Work Services	278.90
601-40-5754	Fuel Purchases	621.80
Grand Total:		399,370.18

Project Account Summary

Project Account Key	Payment Amount
None	253,032.08
6185	3,302.64
90.24001.CIPR.113	23,948.76
90.24003.MSR.236	47,327.00
90.24003.RMRA.238	71,759.70
Grand Total:	399,370.18

Authorization Signatures

STAFF REPORT

Verify accuracy of the Warrant Register.

Dated

Finance Director

City Manager



City of Signal Hill

Warrant Register

By Vendor Name

Payment Dates 1/11/2024 - 1/11/2024

Payment Number	Payment Date	Payable Number	Payable Date	Description (Payable)	Account Number	Account Name	Amount
Vendor: 0629 - LA COUNTY - REGISTAR-RECORDER 117924	01/11/2024	NOE TEMPLE	01/11/2024	FILING FEE NOE TEMPLE RESEVOIR DISINFECTION	500-40-5400	Contract Services - General	75.00
						Vendor 0629 - LA COUNTY - REGISTAR-RECORDER Total:	75.00
						Grand Total:	75.00

Report Summary

Fund Summary

Fund	Payment Amount
500 - Water Operations Fund	<u>75.00</u>
Grand Total:	75.00

Account Summary

Account Number	Account Name	Payment Amount
500-40-5400	Contract Services - General	<u>75.00</u>
Grand Total:		75.00

Project Account Summary

Project Account Key	Payment Amount
None	<u>75.00</u>
Grand Total:	75.00

Authorization Signatures

STAFF REPORT

Verify accuracy of the Warrant Register.

Dated

Finance Director

City Manager



City of Signal Hill

Warrant Register

By Vendor Name

Payment Dates 1/15/2024 - 1/15/2024

Payment Number	Payment Date	Payable Number	Payable Date	Description (Payable)	Account Number	Account Name	Amount
Vendor: 0464 - SOUTHERN CALIFORNIA EDISON							
DFT0011063	01/15/2024	9772 12/26/23	12/26/2023	ELECTRIC SERVICE: NOV 2023	100-13001	Accrued Accounts Receivable	12.60
DFT0011063	01/15/2024	9772 12/26/23	12/26/2023	ELECTRIC SERVICE: NOV 2023	100-92-5512	Utility Services	27,055.31
DFT0011063	01/15/2024	9772 12/26/23	12/26/2023	ELECTRIC SERVICE: NOV 2023	100-94-5512	Utility Services	540.10
DFT0011063	01/15/2024	9772 12/26/23	12/26/2023	ELECTRIC SERVICE: NOV 2023	100-95-5510	Electricity	16,085.92
DFT0011063	01/15/2024	9772 12/26/23	12/26/2023	ELECTRIC SERVICE: NOV 2023	100-95-5512	Utility Services	1,442.31
DFT0011063	01/15/2024	9772 12/26/23	12/26/2023	ELECTRIC SERVICE: NOV 2023	260-40-5512	Utility Services	36.67
DFT0011063	01/15/2024	9772 12/26/23	12/26/2023	ELECTRIC SERVICE: NOV 2023	500-40-5512	Utility Services	18,724.40
DFT0011064	01/15/2024	3727 01/02/24	01/02/2024	ELECTRIC SERVICE: DEC 2023	100-95-5510	Electricity	31.71
DFT0011065	01/15/2024	9065 12/29/23	12/29/2023	ELECTRIC SERVICE: DEC 2023	500-40-5512	Utility Services	2,092.48
DFT0011067	01/15/2024	5674 01/02/24	01/02/2024	ELECTRIC SERVICE: DEC 2023	100-95-5510	Electricity	956.21
DFT0011069	01/15/2024	1906 01/02/24	01/02/2024	ELECTRIC SERVICE: DEC 2023	100-92-5512	Utility Services	8,584.58
DFT0011070	01/15/2024	5165 12/29/23	12/29/2023	ELECTRIC SERVICE: DEC 2023	100-92-5512	Utility Services	4,410.31
DFT0011071	01/15/2024	6543 12/22/23	12/22/2023	ELECTRIC SERVICE: DEC 2023	100-94-5512	Utility Services	66.83
DFT0011072	01/15/2024	7593 12/28/23	12/28/2023	ELECTRIC SERVICE: DEC 2023	100-47-5512	Utility Services	2,122.03
Vendor 0464 - SOUTHERN CALIFORNIA EDISON Total:							82,161.46
Grand Total:							82,161.46

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	61,307.91
260 - Lighting and Landscape	36.67
500 - Water Operations Fund	20,816.88
Grand Total:	82,161.46

Account Summary

Account Number	Account Name	Payment Amount
100-13001	Accrued Accounts Receivable	12.60
100-47-5512	Utility Services	2,122.03
100-92-5512	Utility Services	40,050.20
100-94-5512	Utility Services	606.93
100-95-5510	Electricity	17,073.84
100-95-5512	Utility Services	1,442.31
260-40-5512	Utility Services	36.67
500-40-5512	Utility Services	20,816.88
Grand Total:		82,161.46

Project Account Summary

Project Account Key	Payment Amount
None	82,161.46
Grand Total:	82,161.46

Authorization Signatures

STAFF REPORT

Verify accuracy of the Warrant Register.

Dated

Finance Director

City Manager



City of Signal Hill

Warrant Register

By Vendor Name

Payment Dates 1/16/2024 - 1/16/2024

Payment Number	Payment Date	Payable Number	Payable Date	Description (Payable)	Account Number	Account Name	Amount
Vendor: 7313 - CITY OF SIGNAL HILL							
DFT0011077	01/16/2024	12312023	01/16/2024	MONTHLY WATER CHARGES - 100-13001 DEC 2023		Accrued Accounts Receivable	798.54
DFT0011077	01/16/2024	12312023	01/16/2024	MONTHLY WATER CHARGES - 100-47-5512 DEC 2023		Utility Services	23.96
DFT0011077	01/16/2024	12312023	01/16/2024	MONTHLY WATER CHARGES - 100-92-5512 DEC 2023		Utility Services	4,332.68
DFT0011077	01/16/2024	12312023	01/16/2024	MONTHLY WATER CHARGES - 100-94-5512 DEC 2023		Utility Services	16,400.35
DFT0011077	01/16/2024	12312023	01/16/2024	MONTHLY WATER CHARGES - 260-40-5512 DEC 2023		Utility Services	1,248.30
DFT0011077	01/16/2024	12312023	01/16/2024	MONTHLY WATER CHARGES - 500-40-5512 DEC 2023		Utility Services	263.61
Vendor 7313 - CITY OF SIGNAL HILL Total:							23,067.44
Grand Total:							23,067.44

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	21,555.53
260 - Lighting and Landscape	1,248.30
500 - Water Operations Fund	<u>263.61</u>
Grand Total:	23,067.44

Account Summary

Account Number	Account Name	Payment Amount
100-13001	Accrued Accounts Receivable	798.54
100-47-5512	Utility Services	23.96
100-92-5512	Utility Services	4,332.68
100-94-5512	Utility Services	16,400.35
260-40-5512	Utility Services	1,248.30
500-40-5512	Utility Services	<u>263.61</u>
Grand Total:		23,067.44

Project Account Summary

Project Account Key	Payment Amount
None	<u>23,067.44</u>
Grand Total:	23,067.44

Authorization Signatures

STAFF REPORT

Verify accuracy of the Warrant Register.

Dated

Finance Director

City Manager



CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal Hill, California 90755-3799

STAFF REPORT

1/23/2024

AGENDA ITEM

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

**FROM: CARLO TOMAINO
CITY MANAGER**

SUBJECT: APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of January 9, 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.



CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal Hill, California 90755-3799

MINUTES OF A REGULAR MEETING SIGNAL HILL CITY COUNCIL January 09, 2024

A Regular Meeting of the Signal Hill City Council was held in-person in the Council Chamber on January 9, 2024.

(1) **CALL TO ORDER – 7:00 P.M.**

(2) **ROLL CALL**

PRESENT: MAYOR LORI WOODS
COUNCIL MEMBER ROBERT COPELAND
COUNCIL MEMBER TINA HANSEN
COUNCIL MEMBER KEIR JONES

ABSENT: NONE

LATE ARRIVAL: VICE MAYOR EDWARD WILSON

Vice Mayor Wilson arrived at 7:03 p.m.

(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)**

Pam Dutch Hughes, Signal Hill resident, addressed the City Council and presented a balloon arrangement in recognition of the City's centennial.

(5) **COMMUNITY ANNOUNCEMENTS**

(6) **PRESENTATIONS**

a. CHIEF BYERLEY WILL INTRODUCE AND SWEAR IN ADRIAN RAYON AND

REESE PROULX, NEW POLICE OFFICERS FOR THE CITY OF SIGNAL HILL.

Chief Byerley presented agenda item 6a.

- b. CHIEF BYERLEY WILL INTRODUCE REBECCA LOPEZ, EMERGENCY MANAGEMENT COORDINATOR FOR THE CITY OF SIGNAL HILL.

Chief Byerley presented agenda item 6b.

- c. THE PARKS, RECREATION AND LIBRARY SERVICES DEPARTMENT STAFF WILL PROVIDE AN OVERVIEW OF THE CITY OF SIGNAL HILL CENTENNIAL CELEBRATION.

Parks Recreation and Library Services Acting Recreation Supervisor presented agenda item 6c.

Pam Dutch-Hughes and Cecelia Fedora, Signal Hill residents, commented on the presentation.

(7) CITY MANAGER REPORTS

- a. COUNCIL APPOINTMENTS TO VARIOUS ORGANIZATIONS

It was moved by VICE MAYOR WILSON and seconded by COUNCIL MEMBER HANSEN to adopt Resolution No. 2024-01-6775 amending Resolution No. 2023-01-6719, confirming the appointment of delegates and alternates as official representatives of the City.

Adopt Resolution No. 2024-01-6775, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, AMENDING RESOLUTION NO. 2023-01-6719, CONFIRMING THE APPOINTMENT OF DELEGATES AND ALTERNATES AS OFFICIAL REPRESENTATIVES OF THE CITY

The following vote resulted:

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

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

- b. ANNUAL REVIEW OF INSTITUTIONAL PERMITS

It was moved by VICE MAYOR WILSON and seconded by COUNCIL MEMBER HANSEN to adopt Resolution No. 2024-01-6776, approving the annual

institutional permits for 2024 for Cole Vocational Services, Courtyard Care Center, Dungarvin California LLC., Las Brisas Childcare Center, and Unlimited Quest.

Adopt Resolution No. 2024-01-6776, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, APPROVING THE ANNUAL INSTITUTIONAL PERMITS FOR 2024 FOR COLE VOCATIONAL SERVICES, COURTYARD CARE CENTER, DUNGARVIN CALIFORNIA LLC., LAS BRISAS CHILDCARE CENTER, AND UNLIMITED QUEST

The following vote resulted:

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

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

(8) CONSENT CALENDAR

- a. ANNUAL REPORT ON DEVELOPMENT IMPACT FEES FOR FISCAL YEAR (FY) 2022-23
- b. CONTRACT AMENDMENT REGISTER DATED JANUARY 9, 2024
- c. SCHEDULE OF INVESTMENTS AND MONTHLY TRANSACTION REPORT
- d. WARRANT REGISTER DATED JANUARY 9, 2024
- e. APPROVAL OF MEETING MINUTES

It was moved by COUNCIL MEMBER JONES and seconded by VICE MAYOR WILSON to approve the Consent Calendar.

The following vote resulted:

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

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

(9) COUNCIL AGENDA--NEW BUSINESS

Council Member Hansen wished happy birthday to her 19 year old twins, Ben and Kaitlin.

Council Member Wilson wished everyone a happy new year.

(10) ADJOURNMENT

It was moved by COUNCIL MEMBER HANSEN and seconded by VICE MAYOR WILSON to adjourn to the next regular meeting of the City Council on Tuesday, January 23, 2024, at 7:00 p.m.

MAYOR WOODS adjourned the meeting at 8:08 p.m.

LORI Y. WOODS
MAYOR

Attest:

DARITZA GONZALEZ
CITY CLERK