



## CITY OF SIGNAL HILL

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2175 Cherry Avenue • Signal Hill, California 90755-3799

THE CITY OF SIGNAL HILL  
WELCOMES YOU TO A REGULAR MEETING OF THE  
PARKS AND RECREATION COMMISSION

June 10, 2015  
6:00 p.m.

The City of Signal Hill appreciates your attendance. Citizen interest provides the Council, Agency and Commissions with valuable information regarding issues of the community. Meetings are held on the 2<sup>nd</sup> Wednesday of every month.

Meetings commence at 6:00 p.m. There is a public comment period at the beginning of the regular meeting as well as the opportunity to comment on each agenda item as it arises. 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 and is available at each meeting. The agenda and related reports are also available for review at the Library on the Friday afternoon prior to the Commission meeting. Agenda and staff reports are also available on the City website at [www.cityofsignalhill.org](http://www.cityofsignalhill.org).

During the meeting the Community Services Director presents agenda items for Commission consideration. The public is allowed to address the Commission on all agenda items. The Chair will announce when the period for public comment is open on each agenda item. The public may speak to the Commission on items that are not listed on the agenda. This public comment period will be held at the beginning of the public portion of the meeting. You are encouraged (but not required) to complete a speaker card prior to the item being considered, and give the card to a City staff member. The purpose of the card is to ensure speakers are correctly identified in the minutes. However, completion of a speaker card is voluntary, and is not a requirement to address the Commission. The cards are provided at the rear of the Council Chamber. Please direct your comments or questions to the Chair. Each speaker is allowed three minutes to make their comments.

(1) CALL TO ORDER – 6:00 P.M.

(2) ROLL CALL

CHAIR ALISHA LOPEZ  
VICE CHAIR BROOKS  
COMMISSIONER CUNNINGHAM  
COMMISSIONER DAVIS  
COMMISSIONER DUDLEY

(3) PLEDGE OF ALLEGIANCE

The Chair will lead the audience in reciting the Pledge of Allegiance.

(4) PUBLIC BUSINESS FROM THE FLOOR

Matters of general concern, which are not on the agenda, can be addressed during this portion of the meeting. However, State law (Brown Act) prohibits the City Council or Commissions from acting upon any item not posted 72 hours before a regular meeting and 24 hours before a special meeting.

(5) PRESENTATION(S)

- a. Staff will present outgoing Chair Alisha Lopez and Commissioner Ken Davis with the City's thanks for their service.
- b. Commission Secretary Pilar Alcivar-McCoy will conduct the swearing-in of the newly appointed Commissioners, Caroline Kiss-Lee and Nancy Lauer.

(6) DISCUSSION ITEM(S)

a. Commission Reorganization

Summary:

The Commission will conduct the annual reorganization for Chair and Vice Chair.

Recommendation:

Proceed with the reorganization according to the attached specifications and guidelines.

b. Nonprofit Facility Fee Waiver Requests

Summary:

Three nonprofit organizations have requested waivers of facility rental fees for their monthly business meetings and/or special events held in Signal Hill parks

and facilities for FY 2015/2016. One nonprofit organization has requested a one-time fee waivers for two dates.

Recommendation:

Approve waiver requests from non-profit organizations for use of City facilities for FY 2015/2016.

c. July and August Meeting Dates

Summary:

Two dates for the Concerts in the Park coincide with the meeting dates for the Parks and Recreation Commission on July 8 and August 12. The Commission will consider if there is a need to revise the meeting dates or time.

Recommendation:

Provide direction to staff to revise meeting dates/times if needed.

d. Tour of City Parks

Summary:

At the April meeting, the Commission set a date to take a vehicular and walking tour of the City parks during the June meeting. However, due the length of the agenda, the Commission may wish to consider rescheduling the tour.

Recommendation:

Provide direction to staff regarding the biennial tour of City parks.

(7) CONSENT CALENDAR

The following Consent Calendar items are expected to be routine and non-controversial. Items will be acted upon by the commission at one time without discussion. Any item may be removed by a Commissioner or member of the audience for discussion.

a. Updates on City Council Actions, Park Projects and Programs

Summary:

Each month staff will provide an update on various actions, which affect the Community Services Department such as City Council direction, project status for park development, or other Community Services programs which have changed over the previous month.

Recommendation:

Receive and file.

b. Review of Commission Revolving Objectives

Summary: Each month staff and Commissioners will provide an update on various actions taken regarding items identified on the Commission Revolving objectives.

Recommendation: Receive and file.

c. Minutes

Regular Meeting of May 13, 2015.

Recommendation: Approve.

(8) COMMISSION NEW BUSINESS

COMMISSIONER BROOKS  
COMMISSIONER CUNNINGHAM  
COMMISSIONER DUDLEY  
COMMISSIONER KISS-LEE  
COMMISSIONER LAUER

(10) ADJOURNMENT

Tonight's meeting will be adjourned to the next regular meeting of the Parks and Recreation Commission to be held on July 8, 2015 at 6:00 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 Council, Agency or Commission consideration, you may do so by writing the City Council, City Manager, City Clerk or Commission Secretary. The deadline for agenda items is 12 noon on the Tuesday preceding the meetings. Agendas will be mailed to those who provide self-addressed, stamped envelopes to the City Clerk's office or Commission Secretary. The agenda and related agenda items are available on our website at [www.cityofsignalhill.org](http://www.cityofsignalhill.org).

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.

**AFFIDAVIT OF POSTING**

I, Pilar Alcivar-McCoy, Commission Secretary of the City of Signal Hill, do hereby affirm that a copy of the foregoing agenda was posted at City Hall, the Signal Hill Library, Discovery Well Park, and Reservoir Park, 72 hours in advance of this meeting.

Pilar Alcivar-McCoy  
Pilar Alcivar-McCoy  
Commission Secretary

6/5/15  
Date



## CITY OF SIGNAL HILL

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2175 Cherry Avenue • Signal Hill, California 90755-3799

June 10, 2015

Discussion Item (6a)

### AGENDA ITEM

**TO: HONORABLE CHAIR  
AND MEMBERS OF THE PARKS AND RECREATION COMMISSION**

**FROM: PILAR ALCIVAR-MCCOY  
DIRECTOR OF COMMUNITY SERVICES**

**SUBJECT: COMMISSION REORGANIZATION**

#### Summary:

The Commission will conduct the annual re-organization for Chair and Vice Chair.

#### Recommendation:

Proceed with the reorganization according to the attached specifications and guidelines.

#### Background and Analysis

The Commission appointed the current Chair and Vice Chair in June 2014.

Current terms for Commissioners are:

Term expiring 5/31/17: Carmen Brooks, Louise Cunningham, and Gary Dudley  
Term expiring 5/31/19: Caroline Kiss-Lee and Nancy Lauer

For discussion purposes, staff has provided the attached list of Chair and Vice Chair appointments over the last several years.

Approved:

  
\_\_\_\_\_  
Pilar Alcivar-McCoy

Attachments

**Parks and Recreation Roster of Chair & Vice Chairs**

**2006-2007**

Chair Ken Davis  
Vice Chair Gary Dudley

**2007-2008**

Chair Gary Dudley  
Vice Chair Louise Cunningham

**2008-2009**

Chair Louise Cunningham  
Vice Chair Denise Damrow

**2009-2010**

Chair Denise Damrow  
Vice Chair Tickell

**2010-2011**

Chair Robert Tickell  
Vice Chair Ken Davis

**2011-2012**

Chair Ken Davis  
Vice Chair Gary Dudley

**2012-2013**

Chair Gary Dudley  
Vice Chair Louise Cunningham

**2013-2014**

Chair Louise Cunningham  
Vice Chair Alisha Lopez

**2014-2015**

Chair Alisha Lopez  
Vice Chair Carmen Brooks

## Guidelines for Reorganization

The following procedure will occur for the Commission to reorganize:

1. The Chair turns the meeting over to the Commission Secretary, who presides over the nomination of the new Chair.
2. The Commission Secretary indicates that Nominations are now in order for the Chair of the Park and Recreation Commission for the City of Signal Hill.
3. Any member of the Commission may nominate any member for the Chair. No second is required.
4. The Commission Secretary states, Commissioner \_\_\_\_\_ has been nominated. Are there any further nominations for Chair? The Commission Secretary repeats each nomination in this way until all nominations for the office are made.
5. When it appears no one else wishes to make a nomination, the Commission Secretary again states, Are there any further nominations for Chair? If not, nominations are now closed, without waiting for a motion to that effect.
6. After completion of the nominations, the Commission Secretary should provide each nominee with an opportunity to speak regarding his or her qualifications for the position.
7. The Commission Secretary shall then conduct a roll call vote for the selection of Chair asking each member to vote for the nominee of his or her choice. The vote shall be conducted in alphabetical order as follows:

Commissioner Brooks  
Commissioner Cunningham  
Commissioner Dudley  
Commissioner Kiss-Lee  
Commissioner Lauer

8. The Commission Secretary then declares the result of the election. The nominee receiving a majority vote of the Commission shall be declared the new Chair.
9. After selection of the new Chair, the Commission Secretary turns the meeting over to the newly elected Chair who is given an opportunity to make any remarks, which they may wish to make upon entering office.
10. The new Chair then presides over the selection of the Vice-Chair, calling for the nominations and conducts the vote, as with the selection of the Chair.
11. The new Chair is also given an opportunity to make any remarks, which they may wish to make upon entering office.



## CITY OF SIGNAL HILL

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2175 Cherry Avenue • Signal Hill, California 90755-3799

June 10, 2015

Discussion Item (6b)

**TO: HONORABLE CHAIR  
AND MEMBERS OF THE PARKS AND RECREATION COMMISSION**

**FROM: ALY MANCINI  
COMMUNITY SERVICES MANAGER**

**SUBJECT: NON-PROFIT ORGANIZATIONS' FEE WAIVER REQUESTS**

**Summary:**

Four nonprofit organizations have requested waivers of facility rental fees for their monthly business meetings and/or special events held in Signal Hill parks and facilities for FY 2015/2016. One nonprofit organization has requested a one-time fee waiver for two dates.

**Recommendation:**

Approve waiver requests from non-profit organizations for use of City facilities for FY 2015/2016.

**Background and Analysis:**

In past years, waivers for facility rental fees were approved with the understanding that groups would provide a specified number of volunteer hours during the fiscal year at City sponsored events or other appropriate City activities. Nonprofit organizations also had the option of providing in-kind donations or monetary support for additional activities that benefitted the City programs and residents.

At the June 4, 2013 City Council meeting, the Council authorized staff to prepare Memorandums of Understanding (MOUs) for nonprofit organizations regularly seeking waivers of fees for use of City facilities. Staff worked with the organizations to complete MOUs with the groups. The City now has four MOUs in place with the following organizations:

- Associated Radio Amateurs of Long Beach (ARALB)
- Friends of Signal Hill Library (FOSHL)
- Signal Hill Community Foundation (SHCF)
- Signal Hill Historical Society (SHHS)

The MOU included the following provision:

*1.1. Given the close cooperation between the City and (ORGANIZATION) under this Agreement, (ORGANIZATION) understands the public expectation that (ORGANIZATION) will perform its mission, responsibilities, and obligations in a manner that upholds the public trust in the City of Signal Hill and reflects positively on the reputation of both the City and (ORGANIZATION). To that end, (ORGANIZATION) shall take all measures and precautions necessary to protect against fraud. (ORGANIZATION) shall ensure that all funds collected and disbursed by (ORGANIZATION) reflect positively on the reputation of both the City and (ORGANIZATION).*

*1.1.1. Annually, and prior to requesting any fee waiver, (ORGANIZATION) shall provide to the City Finance Director statements of all bank accounts held by (ORGANIZATION), covering at least the previous 12-month period.*

*1.1.2. The City may require reasonable additional financial disclosures and reports from (ORGANIZATION) at any time the City, in its sole discretion, determines the financial relationship between the City and (ORGANIZATION) has changed such that additional disclosures or reports are necessary to ensure (ORGANIZATION) is acting in accordance with section 1.1.*

As required by the section above, all four organizations have submitted their January to December 2014 bank statements. Staff has reviewed the documents and did not find any discrepancies that would be cause for concern.

Attachment A contains the letters from the organizations requesting waivers of fees for various facilities during fiscal year 2015/2016. Attachment B is a matrix that outlines the amount of the requested fee waivers. All organizations are aware that only the City Council can waive staff costs and have agreed to pay these fees.

#### One-Time Fee Waiver Request – Rock for Vets

The mission of The Rock Club – Rock for Vets is to create a music education program for veterans and others at-risk by offering music therapy/instruction classes. Their goal is to build career skills that are transferable to the music industry in a supportive and educational environment.

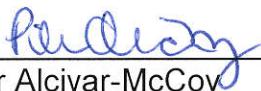
Rock for Vets is requesting fee waivers for two events this year (see Attachment C).  
The events are:

1. A concert at the amphitheater and open space area at Signal Hill Park on Saturday, August 19, from 6:30 to 8:30 p.m. Set up for this event will be from 3:30 to 6:30 p.m., and breakdown will be from 8:30 to 9:30 p.m.
2. A fundraising event, Quartermania, on Saturday, November 14, from 12:00 to 3:00 p.m. Set-up for this event will be from 9:30 a.m. to 12:00 p.m., and breakdown will be from 3:30 to 4:00 p.m.

Both of these events were held last year, and the organization was in compliance with all City policies. The fee waiver details are also included in Attachment B.

Only the City Council has the authority to waive staff costs. All the organizations have been advised of this and are prepared to pay for any staff costs incurred.

Approved:

  
\_\_\_\_\_  
Pilar Alcivar-McCoy

Attachments



## The Associated Radio Amateurs of Long Beach

A 501(c)(3) Nonprofit Corporation  
PO Box 7493  
Long Beach, CA 90807

Ms. Melissa Montiel  
City of Signal Hill  
Community Services Department  
2175 Cherry Avenue  
Signal Hill, CA 90755

May 26, 2015

Dear Melissa,

The ARALB is submitting a request for a meeting place at the Signal Hill Community Center, and would like to request a waiver of fees for the site.

As a public service organization, our club supports the City of Signal Hill with many volunteers at annual events, including the Spring Fest and Halloween Carnival. Through our association with other amateur radio organizations, our members also support emergency communications for the Long Beach American Red Cross, Long Beach Disaster Resource Center (based at St. Mary Hospital), and the Long Beach ARES/RACES that can all be called out in any disaster.

This venerable club has been servicing local amateur radio operators and the Signal Hill and Long Beach communities since 1927.

We look forward to participating in the Signal Hill activities this coming year.

Thank you for considering our request.  
Sincerely,

Becky Rustuen, KJ6VSL  
ARALB Secretary

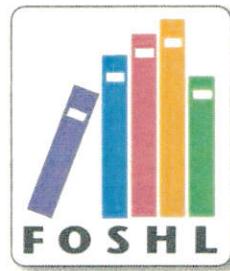
Jeff Irwin, President • Endaf Buckley, Vice President • Becky Rustuen, Secretary • Scott Kanzelmeyer, Treasurer  
Richard Sherwood, Past President  
Directors: Richard Kitchen • Jeff Potter • Julie Potter • Robert Hartwig • Walter Geist • Jim Snow

ATTACHMENT A

# Friends of the Signal Hill Library

1770 E. Hill Street Signal Hill CA 90755

Supporting our Local Library



May 26th, 2015

Parks & Recreation Commission  
City of Signal Hill  
2175 Cherry Avenue  
Signal Hill, CA 90755

Re: Request for Facility Fee Waiver for Fiscal year 2015-2016

Honorable Chair & Commissioners,

FOSHL has been using the Signal Hill Library for their regular meetings for many years. We currently meet monthly on the First Monday of each month at 5:30 p.m. in the S. H. Library meeting room.

FOSHL also promotes the Library at local events such as Concerts in the Park and National Night Out. FOSHL volunteers often participate in most Library events such as summer programs, senior events, speakers, halloween and spring fest.

FOSHL is requesting that the City waive their fees for FOSHL for use of City facilities for the 2015-16 year. FOSHL is again very grateful that the City Council and the Parks and Recreation Commission have graciously waived the fees for use of city facilities in the past.

As President of FOSHL, I respectfully request that consideration be given to waiving them again for the 2015-16 period .

Sincerely,

A handwritten signature in blue ink that reads "Sylvia Hopper".

Sylvia Hopper  
President



Signal Hill Community Foundation  
2175 Cherry Avenue  
Signal Hill, California 90755-3799

A registered 501 (c) (3)

## Board of Directors

Gary Dudley  
President  
*Parks and Recreation Commission*

June 2, 2015

Bradford Barto  
Vice President  
*Signal Hill Petroleum*

City of Signal Hill Parks & Recreation Commission  
2175 Cherry Avenue  
Signal Hill, CA 90755

Larry Forester  
Secretary/Financial Officer  
*Signal Hill City Council*

SUBJECT: Request for Waiver of Facility Fees – Fiscal Year 2015-2016

Louise Cunningham  
Board Member  
*Community Member*

Honorable Chair and Commissioners:

Marty Simonoff  
Board Member  
*EDCO/Signal Hill Disposal*

The Signal Hill Community Foundation (Foundation) is a non-profit, tax-exempt 501(c) (3) corporation which has been in existence since 2001. The Foundation was formed to support the City of Signal Hill by providing funding through grants, donations and corporate support for charitable, recreational and cultural purposes to benefit the community of Signal Hill. The Foundation plans to support 2015 Concerts in the Park, an 18 years tradition for hundreds of Signal Hill residents.

Terry Rogers  
Board Member  
*Coldwell Banker*

The Foundation requests the Commission to waive the fees for use of Signal Hill Park for the 2015 Concerts in the Park series that consists of six concerts scheduled for consecutive Wednesday evenings from July 8 through August 12, 2015. The concerts start at approximately 6:30 pm and end by about 8:00pm. Foundation Board members and volunteers have supported many City events including the Halloween Carnival and Breakfast with Santa.

We thank the Commission for waiving these fees in the past and thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink that reads "Gary L. Dudley".

Gary Dudley  
President



# Signal Hill Historical Society

Dedicated to Preserving the History of Signal Hill

2201 E Willow Suite D-180 Signal Hill CA 90755

May 20th, 2015

Parks & Recreation Commission  
City of Signal Hill  
2175 Cherry Avenue  
Signal Hill, CA 90755

Re: Request for Facility Fee Waiver for Fiscal year 2015-2016

Honorable Chair & Commissioners,

the Signal Hill Historical Society has been in existence since 1983 and has a wonderful history of it's own. Many of our members are deeply involved with City activities and functions and most of our members are residents from Signal Hill. The SHHS also has a current MOU agreement with the City.

The Signal Hill Historical Society has been using the Signal Hill Library for their regular meetings for many years. We currently meet monthly on the third Thursday of each month at 6:30 p.m. The Library meeting room is also a place where many historical documents and artifacts are displayed and available for others to view.

The SHHS also plans to hold a Casino Night at the community center on a Saturday of the first or second week of February, 2016.

The Signal Hill Historical Society is again very grateful that the City Council and the Parks and Recreation Commission have graciously waived the fees for use of city facilities in the past. As President of the Signal Hill Historical society, I respectfully request that consideration be given to waiving them again for the 2015-16 period

Sincerely,

Larry Blunden  
President

Organization	Annual Rental Fee Waiver Request (Waiver does not include staff fees)	Total Waiver Request
Associated Radio Amateurs of Long Beach	<ul style="list-style-type: none"> <li>• SHP CC for 11 monthly business meetings (3 hrs x 11 mo @ \$55/hr)</li> <li>• Refundable damage deposit of \$250 is required and on file</li> </ul>	\$1,815
Signal Hill Community Foundation	<ul style="list-style-type: none"> <li>• SHP Amphitheater for 6 annual summer concert series (6 x 2.5 @ \$64/hr = \$960)</li> <li>• SHP Amphitheater electricity (6 x 2.5 hrs @ \$3/hr = \$45)</li> <li>• SHP Open Space for annual 6 summer concert series (6 x 2.5 hrs @ \$60/hr = \$900)</li> <li>• Refundable damage deposit of \$100 is required and on file</li> </ul>	\$1,905
Signal Hill Historical Society	<ul style="list-style-type: none"> <li>• Library MR for 12 monthly board meetings (1.5 hr x 12 mo @ \$20/hr = \$360)</li> <li>• SHP CC for the annual Casino Carnival (9 hrs @ \$55/hr + Kitchen \$50 = \$545)</li> <li>• Refundable damage deposit of \$250 is required and on file</li> </ul>	\$905
Friends of Signal Hill Library	<ul style="list-style-type: none"> <li>• Library MR for 12 monthly meetings (2 hrs x 12 mo @ \$20/hr = \$480)</li> <li>• Refundable damage deposit of \$100 is required and on file</li> </ul>	\$480
<b>TOTAL</b>		<b>\$5,105</b>

### 2015/2016 One Time Fee Waiver Request

Rock for Vets	<ul style="list-style-type: none"> <li>• SHP Amphitheater summer concert (2 @ \$64/hr = \$128)</li> <li>• SHP Amphitheater electricity (2 hrs @ \$3/hr = \$6)</li> <li>• SHP Open Space summer concert (2 hrs @ \$60/hr = \$180)</li> <li>• SHP CC for Quartermania (6.5 hrs @ \$55/hr + Kitchen \$50 = \$407.50)</li> <li>• Refundable damage deposit of \$100 is required and on file</li> </ul>	\$721.50
<b>TOTAL</b>		<b>\$721.50</b>



## THE ROCK CLUB AND 'ROCK FOR VETS' SIGNAL HILL PARK & COMMUNITY CENTER USE REQUEST



### 'ROCK FOR VETS' – MISSION STATEMENT

Our mission is to create a music education program for Veterans and others at-risk. We offer music education/instruction classes, whether one can already play an instrument or sing, or even if they just have the desire to learn. All while building career skills transferable to the music industry all in a supportive and educational environment.

### 'THE ROCK CLUB / ROCK FOR VETS' – WHO ARE WE

The Rock Club – 'Rock for Vets' Music Education Program began in October of 2010 and has proven to be so powerful in such a short time. As one veteran stated "This program gave me a reason to live. I no longer have thoughts of suicide." Community support will ease Veterans' transition back to civilian life after serving their country.

### 'ROCK FOR VETS' - PROGRAM OUTLINE

The Rock For Vets music rehabilitation program is an open-call mental health service program serving all U.S. Military Veterans at the VA (Veterans Administration) Medical Center, Long Beach, Ca. Currently there are 130 Veterans signed up for the program with a core of 40-45 Veterans participating on a regular basis.

**The Goals and Objectives of the Rock For Vets program are to help Veterans:**

#### **Gain knowledge of musical instruments**

- will learn basics of music theory
- be able to arrange and perform songs in a group
- entertain other Vets and the public by playing live

#### **Develop Socialization skills**

- be able to interact in a group
- learn new coping skills for being in public
- learn how to be on time

#### **Reduce the suicide rate for Veterans suffering from PTSD**

- be motivated by learning new skills
- develop trust by engaging with others
- feel supported by a peer network of musicians

Veterans in the program range from zero experience to 'closet musicians', encompassing a wide variety of musical abilities. The program hires master musicians, those with at least 20 years in the music industry, to give the Veterans lessons in music theory, instrumentation and vocal lessons. Beyond the valuable lessons learned from the visiting teachers, the program is supported with a peer-to-peer structure, and under the leadership of Frank McIlquham, the Veterans quickly evolve into an ensemble as a fully electric 'rock-band'.

*"Doesn't matter their disability, music is their remedy" -Frank McIlquham*

The Rock Club, 'Rock for Vets' P:866 597 1116 F:310 982 1352

\*[www.therockclub.net](http://www.therockclub.net) \*[frank@therockclub.net](mailto:frank@therockclub.net)

ATTACHMENT C

**'ROCK FOR VETS' – SIGNAL HILL SUPPORT/INVOLVEMENT TO DATE**  
**2013 Free Concert Signal Hill Park 28 Sept 2013**  
**2014 Free Concert Signal Hill Park 20 Sept 2014**  
**2014 Quartermania Fund Raiser - Signal Hill Community Center 08 Nov 2014**

**Key Sponsors for the concerts:**

McDonalds- Cherry & Willow  
Signal Hill Petroleum  
EDCO  
Glenn E. Thomas  
Accountable Health Care  
Orozco's Auto Service  
Red Eye Media

**Raffle donors:**

Rossmoor Pastries  
Kashiwa Japanese  
French Nails  
Home Depot  
Black Bear Diner  
Golden Eagle Diner  
Super Cuts  
Bixby Car Wash  
Turner Chiro

**REQUEST 1:**

**'ROCK FOR VETS' – SUMMER CONCERT - PARK REQUEST -19 August 2015**

Having been granted for our 3<sup>rd</sup> Annual Summer Concert to be incorporated in the Signal Hill Community Summer Concert Series, on Wednesday 19 August 2015, Rock For Vets respectfully requests the use of the amphitheater and surrounding park area for the concert, requesting any fees be waived and public facilities to be available.

The purpose of the concert is to honor and support the Veterans of Signal Hill (700 alone in Signal Hill) and it surrounds, and to offer the Signal Hill Community an alternative option in terms of genre of music. We intend to have The Rock for Vets band perform along with another band (to be confirmed). This free concert will benefit the local community in terms of entertainment and community spirit.

We strive to support our local community by encouraging sponsors and raffle donations from local businesses and retailers and would welcome the regular vendors to support our event.

## REQUEST 2:

### QUATERMANIA FUND RAISER– COMMUNITY CENTER REQUEST- 14 November 2015

Rock for Vets would like to arrange a fundraiser event –“Quartermania”- on Saturday 14 November from 12pm to 3pm, with use of the community center, for set up and pack down, from 10am to 4pm.

QuarterMania is a cross between an auction (where you hold up a numbered paddle to bid on an item), a raffle (where you are trying to win a prize), bingo (using a chip or ball with a number on it), a home party (gathering with friends), a new way of 'FUN'draising (collecting money/quarters for a charity) and it's a ton of FUN!!

It will be a pre-sale event with tickets being sold in advance (\$25 to include entry, lunch and \$10 of quarters) as space is limited to the capacity of 100 people.

A light lunch and soft drinks will be served as part of the cost of the ticket and opportunity drawings will also be available.

Rock for Vets and the LB Jaycees ran this event at the Signal Hill Community Center on 8 Nov 2014 and it was great success -as it is a fun and unique way to fund raise.

All proceeds will go towards The Rock Club- Music is the Remedy's Youth Programs.

Rock For Vets respectfully requests the use of the community center for the Quartermania event, requesting any fees be waived, as the center is geographically in an ideal location it's supporters who will attend the event. It will be promoted by direct mail, e-blast, evite and other social media channels and will be on a first come first served basis- pre-sale event, until capacity of 100 attendees is reached. There will be very minor costs and overheads involved, for which sponsorship will be requested so that all funds raised will benefit the non-profits.

Whilst the organization is registered as Long Beach businesses, the director of Rock For Vets, Frank McIlquham, is a Signal Hill resident - West Bluff Estate - Bay View Drive, and the organization serves the needs of the Signal Hill and Long Beach communities

Thanking you for your support and consideration.

FRANK MCILQUHAM  
Director – The Rock Club – Rock For Vets  
866-597-1116

[www.therockclub.net](http://www.therockclub.net)  
[frank@therockclub.net](mailto:frank@therockclub.net)

The Rock Club, 'Rock for Vets' P:866 597 1116 F:310 982 1352

\*[www.therockclub.net](http://www.therockclub.net) \*[frank@therockclub.net](mailto:frank@therockclub.net)

ATTACHMENT C



## CITY OF SIGNAL HILL

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2175 Cherry Avenue • Signal Hill, California 90755-3799

June 10, 2015

Discussion Item (6c)

### AGENDA ITEM

**TO: HONORABLE CHAIR  
AND MEMBERS OF THE PARKS AND RECREATION COMMISSION**

**FROM: PILAR ALCIVAR-MCCOY  
DIRECTOR OF COMMUNITY SERVICES**

**SUBJECT: JULY AND AUGUST MEETING DATES**

#### Summary:

Two dates for the Concerts in the Park coincide with the meeting dates for the Parks and Recreation Commission on July 8 and August 12. The Commission will consider if there is a need to revise the meeting dates or time.

#### Recommendation:

Provide direction to staff to revise meeting dates/times if needed.

#### Background and Analysis

The Concerts in the Park will be held on July 8 and August 12, which are also meeting dates for the Parks & Recreation Commission. During the months of July and August in 2014, the Commission had retained the same meeting dates, but adjusted the start time for the meetings to 5:00 p.m.

Approved:

*Pilar McCoy*

Pilar Alcivar-McCoy



## CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal Hill, California 90755-3799

June 10, 2015

Discussion Item (6d)

### AGENDA ITEM

**TO: HONORABLE CHAIR  
AND MEMBERS OF THE PARKS AND RECREATION COMMISSION**

**FROM: PILAR ALCIVAR-MCCOY  
DIRECTOR OF COMMUNITY SERVICES**

**SUBJECT: TOUR OF CITY PARKS**

#### Summary:

At the April meeting, the Commission set a date to take a vehicular and walking tour of the City parks during the June meeting. However, with the length of the agenda, the Commission may wish to consider rescheduling the tour.

#### Recommendation:

Provide direction to staff regarding the biennial tour of City parks.

#### Background and Analysis

In past years, the Commission has taken a biennial tour of City parks in odd numbered years during a selected Commission meeting. At the April Commission meeting, staff recommended that the Commission set a date to tour Signal Hill parks during the Commission meeting in either May or June. The Commission scheduled the tour for June, and staff is prepared to provide a tour. However, given the extent of the June agenda, the Commission may wish to consider rescheduling the date to ensure sufficient daylight hours to visit all the parks.

Whenever the tour is scheduled, it will include the following parks in order of visits:

1. Signal Hill Park and Community Garden
2. Las Brisas Park
3. Reservoir Park
4. Hilltop Park and Panorama Promenade

5. Sunset View Park
6. Discovery Well Park
7. Hillbrook Park

A facility tour will be scheduled for spring 2016, and thereafter, tours will be conducted at that time of year.

Approved:

  
\_\_\_\_\_  
Pilar Alcivar-McCoy



## CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal Hill, California 90755-3799

June 10, 2015

Discussion Item (7a)

### **AGENDA ITEM**

**TO: HONORABLE CHAIR  
AND MEMBERS OF THE PARKS AND RECREATION COMMISSION**

**FROM: ALY MANCINI  
COMMUNITY SERVICES MANAGER**

**SUBJECT: UPDATES ON CITY COUNCIL ACTIONS, PARK PROJECTS, OR  
PROGRAMS**

#### **Summary:**

Each month staff will provide an update on various actions which affect the Community Services Department such as City Council direction, project status for park development, or other Community Services programs which have changed over the previous month.

#### **Recommendation:**

Receive and file report.

#### **Updates:**

##### **CITY COUNCIL ACTION**

On July 7, the City Council will present a proclamation (attached) to the Community Services Department in recognition of July as Parks Make Life Better!® Month.

##### **RECREATION**

###### *Signal Hill ARC*

A total of 1,015 youth attend the program during the month of May with an average of 50 youth per day. May brought the last week of spring break and the beginning of full school days. This month our kindergarteners learned about armed forces for the Memorial Day

holiday. Also, the 1<sup>st</sup> and 2<sup>nd</sup> graders learned about the 7 continents and the oldest kids got to take a look at themselves by completing several different personality tests.

#### *Tween Program*

The total attendance for the month of May was 96 teens. The Tweens took a walking field trip to Subway after learning about healthy eating habits. They also discussed diet and exercise and how to stay fit.

#### *Youth Sports*

May brought an end to our indoor soccer season. We had 3 teams make it to the championship tournament. One team made it all the way to the finals. Soccer season had 80 kids on soccer teams and 7 teams total. The coaches emphasized sportsmanship and mastering the basics.

#### *Volunteer Hours*

In May, the Recreation Division did not use any volunteers.

### COMMUNITY SERVICES

#### *Active Adult Excursion*

Thursday, May 7, a group of 27 adults went to Temecula Valley to spend the day at the Alpaca Hacienda to feed the alpacas and make a fur craft to take home. They enjoyed lunch at the Gambling Cowboy Chophouse and Saloon and ended the day at the Temecula Valley Museum.

Thursday, May 28, a group of 80 adults went to the California Science Center to view the Dead Sea Scroll exhibition, Endeavor Space Shuttle and watch Jerusalem 3D in the IMAX theater.

#### *Senior Social Club*

The Social Club's monthly meeting was on Thursday, May 14, in the Signal Hill Library with 16 people in attendance.

#### *Workshops*

The Self Defense Workshop had five participants this month. They learned new techniques on how to protect themselves and use force if necessary.

#### *Facility Rentals*

In April, facility rentals generated \$4,611, in revenue with 43 facility rentals.

Category	Residents	Non-Residents	Non-Profit	City Use
1. Shelters	7	6	0	0
2. Community Centers	5	3	1	13
3. Fitness Permits	1	0	0	0
4. Library Meeting Room	2	0	1	2
5. Spud Field	0	2	0	0

6. Wedding Space	0	0	0	0
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#### *Bus Pass*

In May, eleven bus passes were purchased for total revenue of \$264. Currently there are 15 participants in the program.

#### *Dial A Taxi*

In May, four members utilized the Dial A Taxi program. Currently, there are ten participants in the program.

#### *Food Distribution*

In May, food was distributed on two occasions. A total of 67 participants received food. There are currently 40 residents registered for the program.

#### *Volunteer Hours*

In May, the Community Services Division utilized 11 volunteers at the Senior Folding Group. The group mailed out over 400 Active Adult Newsletters.

#### *Family Excursion*

On Saturday, May 16, the family excursion had 46 people attend the Strawberry Festival in Oxnard.

## LIBRARY

#### *Circulation*

The circulation of library materials for the month of April totaled 3,367 items during the 26 days the library was open. This is an average of 130 items checked-out per day.

#### *Circulation Statistics by Category*

Category	Monthly Circs	Average Per Day
1. Adult Non-Fiction (000-999)	233	9
2. Adult Fiction	374	14
3. Young Adult (FIC & NF)	166	6
4. Juvenile (FIC & NF)	1632	63
5. Magazines	38	1
6. DVDs	249	10

#### *Attendance*

Adults (18+)	Young Adults (12-17)	Children (0-11)	Total
1,579	500	959	3,038

Average daily attendance per day was 116 people.

### *Library Registration*

For the month of May, there were 23 residents and 737 non-residents who registered for library cards

### *Computer Use*

Public access computers were used for 541 sessions during May. This averages to 21 sessions of computer use per day.

### *WiFi*

This month we had 1,717 connections made using this service.

### *InterLibrary Loan Service*

This month, we loaned no items and borrowed seventeen items from different libraries across the nation.

### *Volunteer Hours*

The library offers volunteer opportunities for high school students and a teacher preparation program at CSULB called SERVE. We also accept Federal Work Study Students from LBCC and Casa Loma College. All four student groups (high school, SERVE, LBCC, & Casa Loma) are labeled as volunteers as they are not compensated by the City. They assist library staff and help library patrons with computer problems or homework. Below are the number of hours volunteers worked in November.

Volunteer Type	Hours
High School	12 hrs.
Federal Work Study	0 hrs.
SERVE	16.5hrs.
Total Hours	28.5 hrs.

### *Regular Programming*

#### *Got Computer Troubles?*

The library offers one-on-one 30 minute tutorial sessions with a staff member on most computer topics. This service is offered daily during operating hours. One adult signed up and utilized the program this month.

#### *Story Time Programs*

A total of 177 kids and 141 adults attended the regularly scheduled story times.

#### *Shark Cam*

A total of 7 children and 11 adults attended the Saturday shark cam webstreaming programs on Saturdays

#### *Homework Assistance*

Six students took advantage of our homework assistance program. This service is made possible by our volunteers.

### *Proctor Exam*

With the popularity of long distance education, more people require a proctor. Signal Hill Public Library offers this service for \$25.00 per exam. This month we proctored 5 exams.

### *Technology Assistance*

Seven patrons requested assistance with various technology issues. This service is made possible by our volunteers.

### *Special Programs*

#### *First Friday Book Club*

Eight adults participated in the book discussion and movie viewing held on May 1, 2015.

#### *Opera Night*

12 adults participated in the Opera Night Program held on May 11, 2015.

#### *Ocean Marine Science*

4 Adults and 22 Children attended the Ocean Marine Science Program held on May 28, 2015.

#### *LBUSD Outreach*

The City's three area schools, Signal Hill Elementary, Alvarado Elementary and Jessie Nelson Academy, sometimes seek curriculum support through the library. This month the library assisted these schools:

- May 15, 2015 - Alvarado Elementary 5<sup>th</sup> grade class visit 35 students and 1 teacher

Approved:

  
\_\_\_\_\_  
Pilar Alcivar-McCoy

# ***Proclamation Designating July as Parks Make Life Better!® Month July, 2015***

**WHEREAS**, Parks and Recreation makes lives and communities better now and in the future; and

**WHEREAS**, it is established through statewide public opinion research, 98% of California households visit a local park at least once a year; two in three households visit a park once a month; and 50% of households participate in an organized recreation program; and most park use is with family and friends; and

**WHEREAS**, residents value their local parks and recreation services as they provide access to the serenity and the inspiration of nature, outdoor spaces, and places to play and exercise; facilities for directed and self-directed recreation; activities that facilitate social connections, human development, the arts, and lifelong learning; and positive alternatives for youth that help lower crime and mischief; and

**WHEREAS**, the residents of the City of Signal Hill including children, youth, families, adults, seniors, businesses, community organizations, and visitors benefit from the wide range of parks, trails, open space, picnic areas, facilities and programs including seasonal community events provided by the City; and

**WHEREAS**, the City of Signal Hill urges all its residents to recognize that parks and recreation enrich the lives of its residents and visitors; and adds value to the community's homes and neighborhoods.

**NOW, THEREFORE**, be it resolved that I, Mayor Edward H.J. Wilson, proclaim that Parks Make Life Better!® and the month of July, 2014 as Parks Make Life Better!® Month and in doing so, urge all citizens to use and enjoy our parks and recreational opportunities.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused to be affixed the Seal of the City this 16<sup>th</sup> day of June, 2015.

*In recognition thereof, this Proclamation is presented this 16<sup>th</sup> day of June, 2015.*

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*Larry Forester, Mayor*

*Lori Woods, Vice Mayor  
Tina Hansen, Council Member  
Michael J. Noll, Council Member  
Edward H.J. Wilson, Council Member*



## CITY OF SIGNAL HILL

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2175 Cherry Avenue • Signal Hill, California 90755-3799

June 10, 2015

Discussion Item (7b)

### AGENDA ITEM

**TO: HONORABLE CHAIR  
AND MEMBERS OF THE PARKS AND RECREATION COMMISSION**

**FROM: PILAR ALCIVAR-MCCOY  
DIRECTOR OF COMMUNITY SERVICES**

**SUBJECT: REVIEW OF COMMISSION REVOLVING OBJECTIVES**

### Summary:

Each month staff and Commissioners will provide an update on various actions taken regarding items identified on the Commission Revolving objectives.

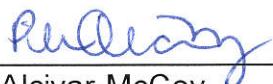
### Recommendation:

Update, receive, and file report.

### Background and Analysis

As requested by the Commission, attached is a list of items that were brought up during past meetings and subsequently given to staff or the Commissioners for follow-up. Attachment A is the most recent list with a status report following each item. This will provide an ongoing status update for Commissioners regarding requests they have made. Notes in blue indicate updates since the last meeting.

Approved:

  
\_\_\_\_\_  
Pilar Alcivar-McCoy

Attachment

Commission Revolving Objectives (status through May 2015)

**New Items from May Meeting – Future agenda for consideration**

None

**New Items from May Meeting – Maintenance/Operations follow-up**

- Sticker graffiti on the Wrong Way sign at Panorama Drive and on the street sweeping signs along Molina – [Work request was submitted to PW](#)

**Pending**

*Capital Improvement Projects*

- Request to have PW investigate installation of a pathway at Hilltop Park, near the service road, from the street around the drive pole – Service request submitted to PW; project on hold until Deputy PW Director vacancy is filled
- Community Garden – Update to be provided at Dec Commission meeting; review originally scheduled for May, postponed due to Finance software update
- View Park and Electronic Sign – [Contract with landscape architect approved at June 2 Council meeting; project scheduled attached](#)
- Kiosk at Panorama Promenade – Project on hold until Deputy PW Director vacancy is filled
- SHP play equipment rubberized surfacing (staff request) – Project proceeding with City resources; [work scheduled to be completed in fall when school is back in session](#)
- Adopt-a-Tree and Adopt-a-Bench programs; use Community Foundation to receive donations – To be brought back as an agenda item at a future meeting with Project Checklist completed
- Dog Park – [Contract with architect being developed](#)

*Maintenance*

- Drinking fountains on Panorama Promenade have a lot of calcium build up and need to be cleaned – Work request was submitted to PW
- A couple of lights on Panorama Promenade are beginning to peel and need to be repainted – Work request was submitted to PW
- DWP driveway – PW is researching options to slow cars down; speed bumps are unsafe on such a steep slope; project on hold until Deputy PW Director vacancy is filled

*Other*

- Dangerous driveway into Discovery Well Park, cars driving too fast with people walking down; CSD staff have requested that PW review the situation to determine what can be done; on hold pending filling of vacancies in the department
- Fitness businesses in parks – No permits at this time
- Replacement of drinking fountains with dog bowls – Fountains at Signal Hill, Hilltop and Hillbrook parks will be replaced this year; Project on hold until Deputy PW Director vacancy is filled
- Development of park sign program – Work is ongoing; [Commission review to be scheduled for future meeting](#)
- Research permanent solutions to the parking congestion at DWP – Staff is researching parking meters and other possible solutions
- Dawson tree replacement request – [To be presented to Council at the July 7 meeting](#)

TASK	DURATION	5/4	5/18	6/1	6/15	6/29	7/13	7/27	8/10	8/24	9/7	9/21	10/5	10/19	11/2	11/16	11/30	12/14	12/28	1/11	1/25	2/8	2/22	3/7	3/21	4/4	4/18	5/2	5/16	5/30	6/13	6/27	7/11	7/25
		2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016			
DESIGN CONTRACT SET UP	4 weeks																																	
NOTICE TO PROCEED	•																																	
TOPOGRAPHIC SURVEY																																		
SET UP SHP KICK OFF MTG																																		
SOILS INVESTIGATION																																		
LBT BUS SHELTER CRITERIA	•																																	
SIGN COORDINATION	•																																	
DESIGN TEAM KICK-OFF W/ SHP	•																																	
DESIGN DEVELOPMENT	4 weeks																																	
CLIENT REVIEW	2 weeks																																	
50% CD PACKAGE	4 weeks																																	
CLIENT REVIEW	2 weeks																																	
100% CD PACKAGE	4 weeks																																	
BIDDING & AWARD	8 weeks																																	
CONSTRUCTION	20 weeks																																	
Maint & ESTABLISHMENT	12 weeks																																	
PARK OPENING																																		

A REGULAR MEETING  
SIGNAL HILL PARKS AND RECREATION COMMISSION  
MINUTES

May 13, 2015  
6:00 p.m.

A Regular Meeting of the Signal Hill Parks and Recreation Commission was held in the Council Chambers of City Hall on May 13, 2015.

**CALL TO ORDER**

Chair Lopez called the meeting to order for the Parks and Recreation Commission at 6:00 p.m.

**ROLL CALL**

Present:      Chair Lopez  
                 Vice Chair Brooks  
                 Commissioner Cunningham  
                 Commissioner Davis  
                 Commissioner Dudley

**PLEDGE OF ALLEGIANCE**

Chair Lopez led the audience in the Pledge of Allegiance.

**PUBLIC BUSINESS FROM THE FLOOR**

None

**PRESENTATION(S)**

Introduction of the two newest members of the Community Services Department

- Judy Kamei – City Librarian
- Ashleigh Williams-Pearce – Recreation Coordinator

**DISCUSSION ITEM(S)**

**(A) IDENTIFICATION OF ITEMS FOR PROPOSED FISCAL YEAR 2015/2016 CITY BUDGET**

Community Services Director, Pilar Alcivar-McCoy, reported that we are in the middle of a 2-year budget cycle. Not many changes for the new fiscal year.

Alcivar-McCoy indicated there would be no budget reductions for FY 15/16 with the exception of CDBG, but not significantly enough to harm the Brown Bag Program. We received a couple of grants and donations which will allow all participants to continue with the program.

Alcivar-McCoy reported on the status of upcoming projects. At the June meeting, the City Council will approve the contract with a landscape architect for the View Park, fee changes for ARC programs will be reevaluated, the Library will be getting new software, possible replacement of the carpet at Signal Hill Community Center, and new recreation software will need to be purchased.

Capital Improvements for the upcoming year include beginning a new Needs Assessment Plan and Park and Recreation Master Plan as part of the City Strategic Plan, a shade structure at Discovery Well Park playground, updating all park rule signs, replacement of rubberized surfacing at Signal Hill Park playground, and the surfacing at Discovery Well Park will be replaced with a rubberized surface.

Commissioner Davis suggested installing solar powered signs at the Panorama Promenade which read Park Closed.

It was moved by Commissioner Davis and seconded by Commissioner Cunningham to receive and file the report.

The following vote resulted:

AYES:      Chair Lopez  
                 Vice Chair Brooks  
                 Commissioner Cunningham  
                 Commissioner Davis  
                 Commissioner Dudley

NOES:      None

ABSENT:      None

ABSTAIN:      None

## **CONSENT CALENDAR**

- (A) UPDATES ON CITY COUNCIL ACTIONS, PARK PROJECTS & PROGRAMS**
- (B) REVIEW OF COMMISSION REVOLVING OBJECTIVES**
- (C) MINUTES**

It was moved by Commissioner Davis and seconded by Commissioner Brooks to approve the consent calendar.

The following vote resulted:

AYES: Chair Lopez  
Vice Chair Brooks  
Commissioner Cunningham  
Commissioner Davis  
Commissioner Dudley

NOES: None

ABSENT: None

ABSTAIN: None

### **COMMISSION NEW BUSINESS**

Commissioner Cunningham noticed sticker graffiti on the Wrong Way sign at Panorama Drive and on the street sweeping signs along Molina.

### **ITEMS AGENDIZED FOR NEXT MEETING**

None

### **ADJOURNMENT**

It was moved by Commissioner Davis and seconded by Commissioner Cunningham to adjourn to Regular Meeting on Wednesday, June 10, at 6:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

The following vote resulted:

AYES: Chair Lopez  
Vice Chair Brooks  
Commissioner Cunningham  
Commissioner Davis  
Commissioner Dudley

NOES: None

ABSENT: None

ABSTAIN: None

The meeting was adjourned at 6:27 p.m.

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Alisha Lopez  
Chair

Pilar Alcivar-McCoy  
Pilar Alcivar-McCoy  
Commission Secretary