



## 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

May 18, 2016  
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 3<sup>rd</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 may take agenda items out of order and 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.

(1) CALL TO ORDER – 6:00 P.M.

(2) ROLL CALL

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

(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)

- Grissel Chavez, Deputy Director of Public Works
  - Overview of Public Works parks and facilities projects
- Recognition of Department's Employee of the Month

(6) DISCUSSION ITEM(S)

(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 effect 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 April 20, 2016.

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 June 15, 2016 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, Aly Mancini, 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 Community Center, Discovery Well Park, and Reservoir Park, 72 hours in advance of this meeting.

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Aly Mancini  
Commission Secretary

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Date



## CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal Hill, California 90755-3799

May 18, 2016

Discussion Item (7a)

### **AGENDA ITEM**

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

**FROM:** GINA ALLEN  
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 Updates**

##### *Outstanding Older American Award*

At the April 28<sup>th</sup> City Council meeting, Mayor Woods announced Neena Strichart as the Parks and Recreation Commission's nominee for the Outstanding Older American Award for 2016 presented by Los Angeles County Supervisor Don Knabe. Mayor Woods and staff accompanied Ms. Strichart, her husband, mother and a guest to an awards luncheon to honor all nominees on May 5<sup>th</sup>.

### *Go Signal Hill*

At the April 28<sup>th</sup> City Council meeting, staff introduced Go Signal Hill, the new official mobile phone app for the City.

## **Capital Improvement Projects**

### *Dog Park*

The landscape architect is working on the construction drawings. Staff is working with Signal Hill Petroleum on releasing their surface use rights over the dog park. Once the agreement has been completed for relinquishment of the surface use rights, the dog park will go to the City Council.

### *View Park*

The View Park project is on hold pending notification of potential grant funding which will expand the project. Staff anticipates receiving notice in May.

### *Library*

The Library has officially closed its doors at the 1770 E. Hill Street location and is currently moving into its temporary quarters. The book drop will remain open for returns. The library will re-open in the Signal Hill Community Center in early June.

### *Bixby Ridge Trail improvements*

The City received an extension from Los Angeles County to complete the project by December 2016. Currently, Public Works is drafting a Request for Proposal to solicit proposals for design and contract management services. Once a consultant is secured (by June), staff will proceed with hiring a contractor to complete the trail renovation. Expected completion is fall 2016.

### *Playground Resurfacing*

The playground resurfacing at Discovery Well Park has concluded and the tot lot has reopened to the public. The resurfacing of the Signal Hill Park Playground has begun and is anticipated to end June 1<sup>st</sup>.

## **Grants**

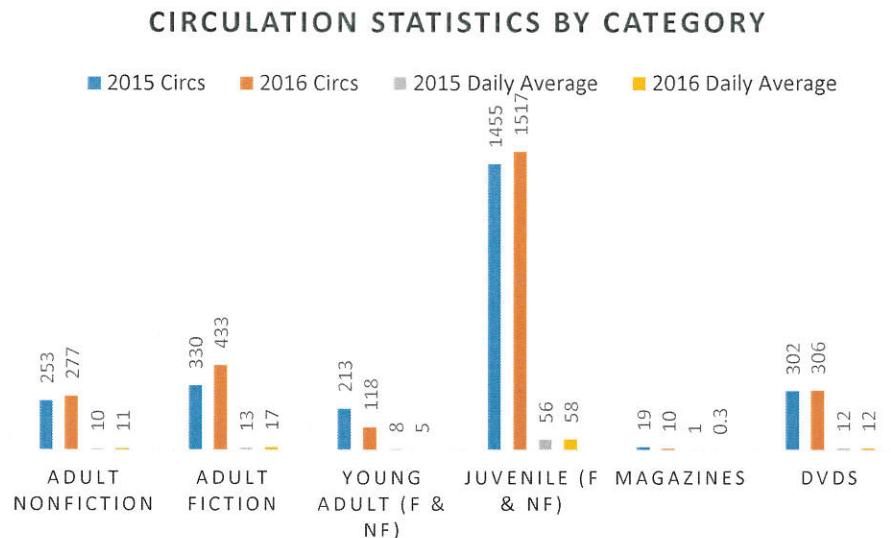
The City has received \$300,000 in grant funds from Supervisor Don Knabe's office. The grant will fund new playground equipment and surfacing at Reservoir Park and a new irrigation system and modification for tree coverage at Signal Hill Park. Public Works and Community Services staff will begin planning these projects in May with updates to be presented to the Commission at a future meeting.

## **Signal Hill Public Library**

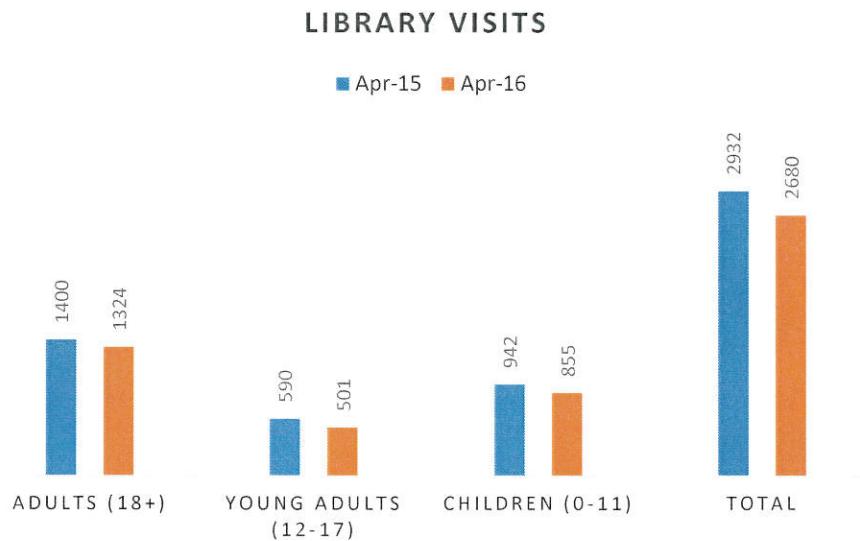
### *Circulation*

The circulation of Library materials for the month of April 2016 totaled 3,159 during the 26 days the Library was open. This is an average of 122 items checked-out per day.

## Circulation Statistics by Category



## Library Visits



## Library Registration

In April, 46 residents and 33 non-residents registered for library cards.

## Computer Use

Public access computers were used for 416 sessions during April. This averages to 16 sessions of public computer use per day.

## WiFi

In April, the Library had 134 connections made using the Wi-Fi service. This averages five connections per day.

### *Volunteer Hours*

The Library offers volunteer opportunities for high school students and California State University, Long Beach (CSULB) students in Service Experiences for Revitalizing Education (SERVE), a teacher preparation program. We also accept Federal Work Study Students from Long Beach City College (LBCC) and Casa Loma College. All four student groups are considered 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 the month of April.

Volunteer Type	Hours
High School	12
SERVE	21.5
Total Hours	33.5

### *Story Time Programs*

A total of 110 children and 84 adults attended a total of eight regularly scheduled story times. Average attendance for each story time was 24. The Library offers two story times: Baby and Toddler Story Time on Tuesdays at 10:00 am, and Preschool Story Time on Thursdays at 10:00 am.

### *First Friday Book Club*

The April Friday Book Club discussion was held on April 1<sup>st</sup> and hosted 17 adult participants. The discussion was led by volunteer, Carol Apt. The book discussed was *Suspect* by Robert Crais.

*Teen Drop-In Program* was held on April 7<sup>th</sup>, April 14<sup>th</sup>, and April 21<sup>st</sup> with 25 total attendees; averaging eight attendees per program. The programs featured Social and WII Gaming, Fitivities Challenge Game, and the movie, Ender's Game with refreshments.

### *Special Programs*

*Listen Up*, a program on choosing audiobooks was held on Monday, April 11<sup>th</sup>. Library Specialist, Shavaughn Thom, led the program with six attendees.

Movie Night was held on Monday, April 18th. Mr. Holmes was the film shown. There were 12 attendees.

The documentary *Race to Nowhere* was shown April 20<sup>th</sup> with seven people in attendance.

A *Farewell Reception* for the Library was held on Thursday, April 28<sup>th</sup>. 50 people attended to reminisce about the Library and discuss the great future ahead.

### *Long Beach Unified School District (LBUSD) Outreach*

Signal Hill and Alvarado Elementary School were on Spring Break for the whole month of April. There were no class visits.

## **Community Services Division**

### *Senior Bingo Club*

The Senior Social Club hosted 17 seniors on Thursday, April 14th from 10:00 am to noon in the Signal Hill Public Library.

### *Food Distribution Program*

Food Distribution occurs every two weeks. For April, a total of 62 participants received food with an average of 32 bags distributed on each day. There are 40 low income senior residents enrolled in the program.

### *Discounted Bus Passes*

In April, eight reduced bus fare passes were purchased by low income and disabled residents.

### *Dial a Taxi*

In April, four out of five members used the service.

### *Active Adult Excursions*

In April the department offered two excursions. The Queen Mary trip was attended by 23 active adults. They enjoyed a docent guided tour of the famous ship along with lunch. 15 active adults traveled to Los Angeles to tour the Japanese-American National Museum and have lunch at Philippe the Original. The tour was guided by an internment camp survivor.

### *Volunteer Hours*

In April, the Community Services Division utilized 14 volunteers at the Senior Folding Group event. The newsletters were mailed out to 200 Active Adults.

### *Special Events*

On Saturday, May 7<sup>th</sup> the department held its annual Community Yard Sale in partnership with the Signal Hill Community Foundation. 36 yard sale spaces were sold to community members looking to sell items at the event. Of those 36 spaces, 28 spaces were reserved by resident, five by non-residents, and one by a commercial business.

Hounds on the Hill will take place on Saturday, May 28<sup>th</sup> and will include low-cost vaccinations from Spay Neuter Project of Los Angeles (SNPLA) and dog licensing from Long Beach Animal Care Services.

### *Community Garden*

The Community Garden currently has four open plots. The committee completed its second Garden Cleanup Day on Saturday, May 7<sup>th</sup>. The gardeners will host a Tomato Tasting event on Saturday, July 9<sup>th</sup>.

### *90<sup>th</sup> Anniversary Historical Panels*

The Historical Panels have begun their quarterly rotation schedule for the months of May, June and July. Panels 9, 1 and 2 are located in City Hall (one on each floor), panels 4-5

are located at Signal Hill Petroleum (5<sup>th</sup> floor and Annex), panels 6-8 are located at the Signal Hill Police Department, and panel 3 is located in the Signal Hill Community Center foyer (the temporary library location).

#### *Facility Rentals*

In February, facility rentals generated \$4,519.00 in revenue with 34 facility rentals.

Category	Residents	Nonresidents	Nonprofit	City Use	School Use
1. Shelters	11	3	0	0	0
2. Community Centers	6	1	1	3	0
3. Fitness Permits	1	0	0	0	0
4. Library Meeting Room	3	0	2	3	0
5. Spud Field	0	3	0	0	0
6. Wedding Space	0	1	0	0	0

#### **Recreation Division**

##### *Signal Hill Afterschool Recreation Club (ARC) - Spring Camp*

Students from at Alvarado and Signal Hill Elementary School enjoyed Spring Camp through the month of April. Spring Camp provided full day care from 8:00 a.m. to 6:00 p.m. The program had 67 kids registered.

Campers participate in games, arts and crafts, field trips and special events. Each week was themed. The first was *All about Animals*. The campers learned about zoo animals, made zoo collages, handprint animals, and played various animal themed games. They also visited the El Capitan Theatre to see the movie *Zootopia*. The second week coincided with National Library Week, therefore, the theme was *Books! Books!* Campers partook in activities that revolved around some of their favorite classic books. They made green eggs and ham, created clay monsters from *Where the Wild Things Are*, and enjoyed a reptile show! The third week introduced *Earth Week* in honor of Earth Day on April 22<sup>nd</sup>. Campers made volcanoes, drank going green smoothies, and took a hike through the Signal Hill walking trails system to Hill Top Park. Finally, camp concluded with a week dedicated to what campers want to be when they grow up appropriately named *When I Grow Up*. Camp had special guest speakers throughout the week and visited the Signal Hill Police Department for a tour. Campers also enjoyed a trip to the Columbia Memorial Space Center where they visited the robotics lab, learned about planes, and saw a real rocket ship.

##### *Tween Program*

The Tweens focused on health and wellness during the month of April. They had fitness competitions, made healthy smoothies, completed workout videos, and after learning about healthy eating, the Tweens walked to Fish-O-Licious for some tasty treats.

The Tweens also held a fundraiser at California Pizza Kitchen where they raised almost \$150.00! All proceeds will go towards programming cost such as field trips and Tween room improvements.

*Youth Sports*

April was the kick off month for indoor soccer. This season, we have 9 teams and about 79 kids participating. The athletes on the teams are learning many new skills and have greatly improved their game. The coaches and parents could not be happier with their achievements. Currently, one of the teams remains undefeated! The coaches will soon find out which teams will be invited to the championship tournament.

Approved:

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Aly Mancini





## CITY OF SIGNAL HILL

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May 18, 2016

Discussion Item (7b)

### AGENDA ITEM

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

**FROM: ALY MANCINI  
DIRECTOR OF COMMUNITY SERVICES**

**SUBJECT: REVIEW OF COMMISSION REVOLVING OBJECTIVES**

#### Summary:

Each month staff 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 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.

Approved:

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Aly L. Mancini

Attachment

Commission Revolving Objectives (status through April 2016)

*Capital Improvement Projects*

- View Park and Electronic Sign – On hold pending notification of Rivers and Mountains Conservancy funding opportunity.
- SHP play equipment rubberized surfacing- Work is underway.
- Adopt-a-Tree and Adopt-a-Bench programs; use Community Foundation to receive donations – On hold pending Commemorative Language Policy.
- Dog Park – To reach City Council soon
- DWP Surfacing- Work is completed

*Maintenance*

- None at this time

*Other*

- Fitness businesses in parks – No permits at this time.
- Replacement of drinking fountains with dog bowls – Fountains at Signal Hill and Hilltop have been completed. Hillbrook parks bowls have been ordered and received by PW. Will be installed by the end of April.
- Development of park sign program – Project back underway.
- Research permanent solutions to the parking congestion at DWP – on hold until further notice.
- Dawson tree replacement request – Completed.
- Memorial Bricks – Policy back to City Council May 2016

**A REGULAR MEETING  
SIGNAL HILL PARKS AND RECREATION COMMISSION  
MINUTES**

April 20, 2016  
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 April 20, 2016.

**CALL TO ORDER**

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

**ROLL CALL**

Present:      Chair Brooks  
                 Vice Chair Dudley  
                 Commissioner Cunningham  
                 Commissioner Kiss-Lee  
                 Commissioner Lauer

Absent:      None

**PLEDGE OF ALLEGIANCE**

Chair Brooks led the audience in the Pledge of Allegiance.

**PUBLIC BUSINESS FROM THE FLOOR**

None

**PRESENTATION(S)**

- The Commission recognized retiring employee, Sue Hurd, for her 25 years of service
- City Librarian, Judy Kamei, conducted a slideshow presentation overview of programs and services of the Signal Hill Public Library. Certificates were awarded to the winners of the Library Bookmark Contest.

**DISCUSSION ITEM(S)**

**(A) APPOINTMENT OF COMMISSION MEMBER TO THE RFP INTERVIEW  
PANEL FOR THE PROPOSED NEEDS ASSESSMENT**

The Commission was asked to appoint a member to participate on the panel for the RFP interviews.

It was moved by Vice Chair Dudley and seconded by Commissioner Cunningham to appoint Chair Brooks to sit on the interview panel for the Recreation Needs Assessment Consultant panel. The following vote resulted:

AYES: Chair Brooks  
Vice Chair Dudley  
Commissioner Cunningham  
Commissioner Kiss-Lee  
Commissioner Lauer

NOES: None

ABSENT: None

ABSTAIN: None

#### **(B) COMMEMORATIVE LANGUAGE POLICY**

Staff presented a proposed policy for commemorative language in city property.

It was moved by Vice Chair Dudley and seconded by Commissioner Lauer to forward the proposed policy to the City Council for approval. The following vote resulted:

AYES: Chair Brooks  
Vice Chair Dudley  
Commissioner Cunningham  
Commissioner Kiss-Lee  
Commissioner Lauer

NOES: None

ABSENT: None

ABSTAIN: None

#### **CONSENT CALENDAR**

Vice Chair Dudley pulled item A.

#### **(B) REVIEW OF COMMISSION REVOLVING OBJECTIVES**

## **(C) MINUTES**

It was moved by Vice Chair Dudley and seconded by Commissioner Lauer to approve items B and C. The following vote resulted:

AYES: Chair Brooks  
Vice Chair Dudley  
Commissioner Cunningham  
Commissioner Kiss-Lee  
Commissioner Lauer

NOES: None

ABSENT: None

ABSTAIN: None

## **(A) UPDATES ON CITY COUNCIL ACTIONS, PARK PROJECTS & PROGRAMS**

Vice Chair Dudley wanted to know how long the library will be closed and where will we be having events which are usually held in the Community Center. Director Mancini stated the Library will reopen in early June. Staff is still working on where the events will be moved.

Vice Chair Dudley stated a few people had informed him there were trucks driving on the grass while working on the playground resurfacing. Director Mancini was aware and Public Works has addressed the issue with the contractor.

Vice Chair Dudley wanted clarification on the grants modification for tree coverage at Signal Hill Park. Director Mancini stated the grant belongs to Public Works and will ask them what that includes.

Vice Chair Dudley asked, under Volunteer Hours, what was Casa Loma College. Manager Allen informed him it was a non-profit college.

Vice Chair Dudley asked if the Teen Writing Club was a new program. Manager Allen informed him it is indeed a new program and the Library staff is currently reevaluating the program since attendance was so low.

Vice Chair Dudley asked if children actually read to the dogs at the BARK dogs program. Manager Allen informed him that the children read to the therapy dogs.

It was moved by Vice Chair Dudley and seconded by Commissioner Kiss-Lee to approve item A. The following vote resulted:

AYES: Chair Brooks

Vice Chair Dudley  
Commissioner Cunningham  
Commissioner Kiss-Lee  
Commissioner Lauer

NOES: None

ABSENT: None

ABSTAIN: None

### **COMMISSION NEW BUSINESS**

Chair Brooks reminded the Commissioners of the closing reception of the Signal Hill Public Library on Thursday, April 28<sup>th</sup> from 4pm to 6pm. Also, on May 7<sup>th</sup> the Signal Hill Community Foundation is hosting their annual Yard Sale on Jesse Nelson Circle. The event runs from 8am to 12pm; vendor spaces are still available.

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

None

### **ADJOURNMENT**

It was moved by Vice Chair Dudley and seconded by Commissioner Cunningham to adjourn to Regular Meeting on Wednesday, May 18, 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 Brooks  
Vice Chair Dudley  
Commissioner Cunningham  
Commissioner Kiss-Lee  
Commissioner Lauer

NOES: None

ABSENT:

ABSTAIN: None

The meeting was adjourned at 6:45 p.m.

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Carmen Brooks  
Chair

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Aly Mancini  
Commission Secretary