



CITY OF SIGNAL HILL

2175 Cherry Avenue ♦ Signal Hill, CA 90755-3799

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

January 18, 2017

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 3rd 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 Community Services office and the Signal Hill Community Center on the Friday afternoon prior to the Commission meeting. Agenda and staff reports are also available on the City website at 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.

Park and Recreation Commissioners are compensated \$65.00 per meeting.

(1) CALL TO ORDER – 6:00 P.M.

(2) ROLL CALL

CHAIR DUDLEY

VICE CHAIR LAUER
COMMISSIONER CUNNINGHAM
COMMISSIONER KISS-LEE
COMMISSIONER BROOKS

(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)

Staff will conduct a presentation overview of Robert's Rules of Order and commission meeting procedures.

(6) DISCUSSION ITEM(S)

None

(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 December 21, 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 February 15, 2017 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.

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.

Aly Mancini
Commission Secretary

Date



CITY OF SIGNAL HILL

2175 Cherry Avenue ♦ Signal Hill, CA 90755-3799

January 18, 2017

AGENDA ITEM

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

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

SUBJECT: PRESENTATION

Summary:

Staff will conduct a presentation overview of Robert's Rules of Order and commission meeting procedures.

Approved:

Aly Mancini



CITY OF SIGNAL HILL

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January 18, 2017

Discussion Item (7a)

AGENDA ITEM

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

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

**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:

Reservoir Park Playground

A Ribbon Cutting Ceremony at Reservoir Park has been scheduled for Saturday, February 4 from 11am – 1pm. A light lunch and craft will be given out to the event attendees. Signal Hill Police Department will have a police cruiser on site for children to look at and enjoy.

Community Recreation Needs Assessment

Staff are working with consultants, Richard Fisher Associates, to conduct a Community Recreation Needs Assessment to prioritize the parks, recreation and library services needs of the community for the next five to ten years. The final draft of the Needs Assessment is expected to be completed by June 2017. In December, consultants met with key city staff to receive their feedback regarding the recreation and library services

programs. A Community Meeting has been scheduled for Wednesday, February 8, 2017 from 5:30-7:30pm at the Signal Hill Library. Signal Hill residents will be receiving a postcard flyer to inform them of the meeting.

Recreation Division

Signal Hill Afterschool Recreation Club (ARC)

The afterschool program was scheduled through December 13, the last day of school before winter break. The ARC program students spent their last few days of school preparing for a winter performance for their peers and parents. Each group sang one to two holiday songs and enjoyed a hot chocolate after the performance. There was over 70 parents in attendance. Besides practicing for their performance, the last few days of school were celebrated by making winter crafts and holiday decorations, learning about and completing random acts of kindness and creating cards for loved ones.

Winter Day Camp

Winter Day camp was scheduled from December 14 – January 6, with one week break from December 26-30. Each week focused on a different theme and activities were based around that theme. The first week of camp's activities included creating tie dye shirts, making play dough and silly putty, and making homemade ice cream. The second week of camp focused on interesting and obscure holidays that are on the calendar. One obscure holiday was the National Snowflake Day where children learned about snowflakes. The theme for the third week was focused around pixelated and video games. Participants played a real life version of Candy Crush and Skee Ball, made Lego friendship bracelets and Angry Birds. There were two excursions during the two and a half weeks of camp, one was to the California Science Center and the second trip was to the Nickel Nickel arcade.

Tweens

The Tweens spent the month of December working on "Do it yourself" projects. They made marbleized mugs, duct tape pens, snow globes and chore coupon books for their parents. They also took a field trip to see the Disney movie *Moana*. Another "Do It Yourself" project they worked on was art on canvas which were displayed during the ARC Winter Performance at the Youth Center. The Tween program finished off the year by preparing to be Junior Recreation Leaders at Winter Camp during the first week of January.

Youth Sports

The month of December was spent training coaches and preparing teams for the upcoming basketball season. Practices began on January 6 and games will begin on January 28. The basketball season will run until the beginning of March.

Community Services Division

Senior Bingo Club

For the month of December, the Signal Hill Social Club (also known as Bingo Group) took place in conjunction with the annual Senior Luncheon on December 8. 47 Active Adults took part in Bingo which was held at the Alpert Jewish Community Center.

Active Adult Excursions

In December, the department offered one excursion. On Tuesday, December 20, 46 program participants traveled to Riverside to take part in the Festival of Lights at the historic Mission Inn Hotel and Spa. Participants also enjoyed dinner at the Old Spaghetti Factory.

Food Distribution Program

Food Distribution occurs every two weeks. For December, a total of 56 participants received food with an average of 28 distributed on each day. There are 30 low-income senior residents enrolled in the program and applications are now being accepted for additional participants.

Discounted Bus Passes

In December, six reduced-fare bus passes were purchased by low-income and disabled residents. Applications are now being accepted for additional participants.

Dial-a-Taxi

In December, three out of five members used this service.

Volunteer Hours

In December, the 7 volunteers attended the Senior Folding Group event to fold the January Active Adult Newsletter. The newsletters were mailed out to 200 Active Adults.

Community Garden

The Community Garden currently has 24 out of 24 plots reserved.

Tree Lighting Ceremony

On Thursday, December 1, the City gathered for the Annual Tree Lighting Ceremony at Discovery Well Park. Guests took pictures with Santa Claus and enjoyed live holiday music before the official tree lighting. Guests were treated to cookies donated by Rossmoor bakery along with hot chocolate, coffee and hot apple cider after the tree was illuminated.

Senior Luncheon

On Thursday, December 8, The Community Services Department hosted its annual Senior Luncheon. The luncheon began with the game of Bingo. Participants played Bingo for various prizes for an hour while also being treated to refreshments. Lunch included turkey, stuffing, green beans, mashed potatoes, cranberry sauce and fresh rolls was provided by Blueberry Hill Catering. Hot and Cold refreshments and desserts were also available. Guests were also given a raffle ticket to enter drawings for prizes. Supervisor Don Knabe donated large pumpkin pies for each guest to take home at the end of the event.

Cookies with Santa

On Saturday, December 10, the Community Services Department hosted its Annual Cookies with Santa event. The event was held at the Library and hosted 80 children and adults. Ms. Claus started the night off with a few songs and a story. Shortly after, Santa Claus joined the festivities and read another story. Once the stories were over, attendees

had the opportunity to take pictures with Santa, make a holiday craft, and enjoy complimentary cookies donated by Rossmoor bakery.

Facility Rentals

In December, facility rentals generated \$822.00 in revenue with 12 facility rentals.

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

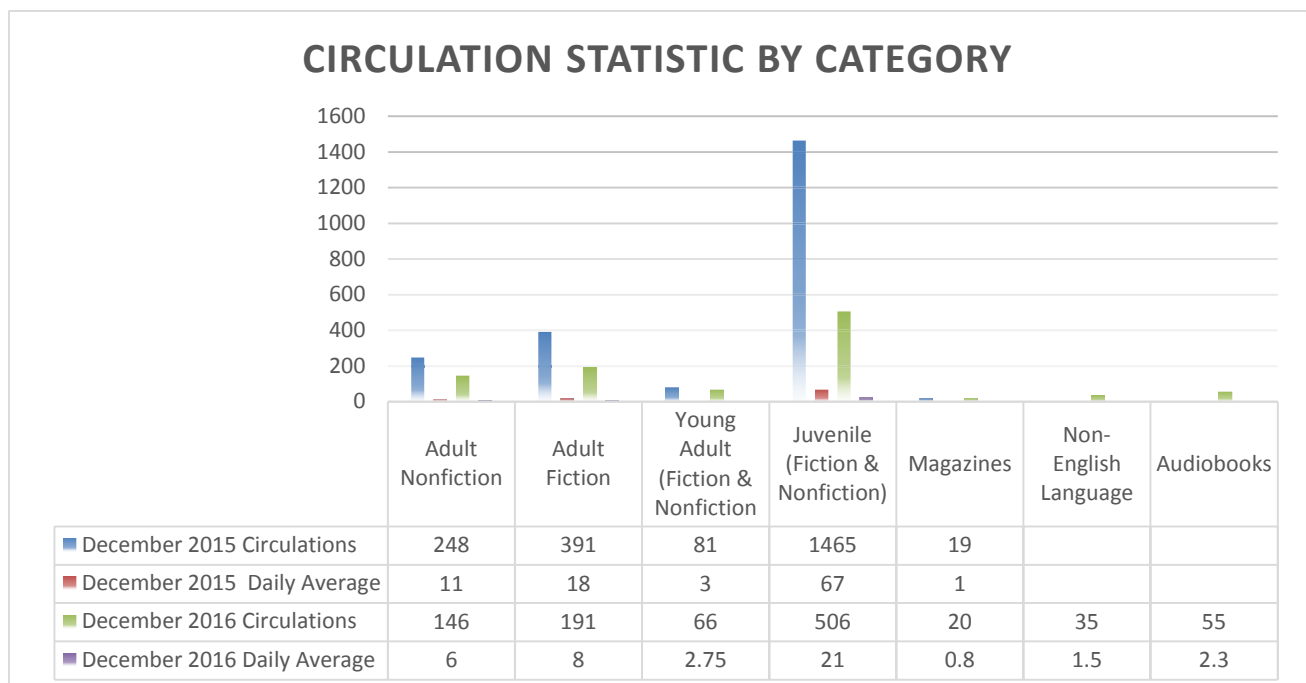
Signal Hill Public Library

A Kids Paint Day was offered during participants Winter Break for children ages 8 to 12. There was a total of 12 participants in attendance who created paintings of their own designs. A total of 28 high school volunteers helped at the library throughout the month of December. We also showed a movie and continued the library's regular adult and children's programming.

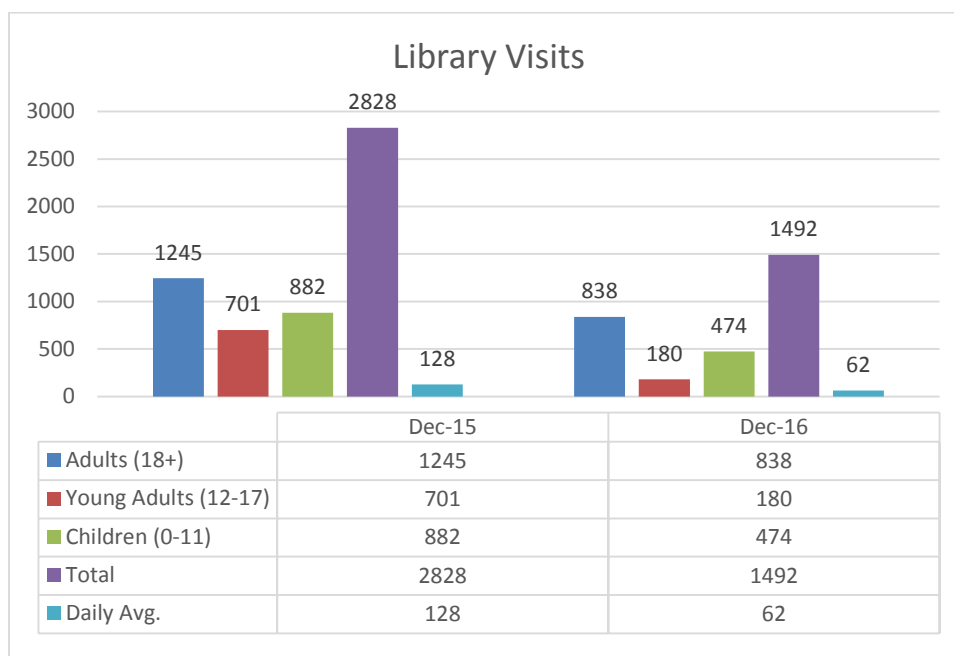
Circulation

The circulation of library materials for the month of December 2016 totaled 1391 during the 24 days the library was open. This is an average of 58 items checked out per day.

Circulation Statistics by Category



Library Visits



Library Registration

In December, 26 residents and 66 non-residents registered for library cards.

Computer Use

December 2016

December 2016 Total Sessions	December 2016 Sessions per day	December 2016 Total Session Length (min)	December 2016 Average Session Length (min)	December 2016 Total Reservations
286	12	23307	81	355

WiFi

In December we had 108 connections made using this service. This averages 4.5 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. Below, are the number of hours volunteers worked in the month of December. SERVE did not place any volunteers with the library during the Fall Semester. The program has been contacted to request students be placed at the library for the Spring.

Volunteer Type	Hours
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High School	28
SERVE	0
Total Hours	28

Story Time Programs

A total of 114 children and 85 adults attended a total of 8 regularly scheduled story times. Average attendance for each story time was 24. The library offers two story times: Baby & Toddler Storytime on Tuesdays at 10:00 am, and Preschool Storytime on Thursdays at 10:00 am.

First Friday Book Club

The December First Friday Book Club discussion was held at Discovery Well Park on December 2 and hosted 14 adult participants. The book discussed was *One Summer: 1927* by Bill Bryson

Teen Drop-In Program

The Teen Drop-in program was held on December 1 and December 8 with 8 total attendees; averaging 4 attendees per program. The programs featured showing the movie *A Charlie Brown Christmas* and making hot chocolate.

Tween After School Club

The Tween After School Club met on December 6 and December 27 with a total of 8 attendees averaging 4 attendees per session. The programs were making Snow Globes and Wizard Wands.

Special Programs

Movie Night was held on December 8. The movie shown was *A Tree Grows in Brooklyn*. There were 8 attendees.

Crafter Day Afternoon

The December Crafter Day Afternoon was held on December 17. The craft was stained glass candle jars. There were 3 attendees.

Kids Paint Day

Kids Paint Day was held on December 28. 12 children attended and created paintings of their own designs.

Long Beach Unified School District (LBUSD) Outreach

There were no class visits during December.

Approved:

Aly Mancini



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January 18, 2017

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:

Aly L. Mancini

Attachment

Commission Revolving Objectives (status through December 2016)

Capital Improvement Projects

- View Park and Electronic Sign – Waiting for final approval for funding awarded by the RMC. Project to continue design for Phase 2. Discussions with City of Long Beach underway.
- Dog Park – Percolation testing complete. Surface use rights being finalized
- Reservoir Park- Playground equipment completed.
- Library- Demolition complete. Final designs in progress.

Maintenance

- Trash Cans along E. Panorama Drive- Public works installing additional trash cans along E. Panorama Drive.
- Conversion of Fountain at Raymond Arbor Park- Staff working with Public Works on converting the fountain into a drought tolerant demonstration area.

Other

- Installation of Kiosk- Staff working with Public Works to see about installation of kiosk at Hilltop or Reservoir Park.
- Ban on Smoking in Parks- Staff will continue research on a potential ban on smoking in the parks.
- Bixby Ridge Trail Improvements-
- Adopt-a-Tree and Adopt-a-Bench programs; use Community Foundation to receive donations – Staff to begin developing program outline Spring 2017

A REGULAR MEETING
SIGNAL HILL PARKS AND RECREATION COMMISSION
MINUTES

December 21, 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 December 21, 2016.

CALL TO ORDER

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

ROLL CALL

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

Absent: Vice Chair Lauer

PLEDGE OF ALLEGIANCE

Chair Dudley led the audience in the Pledge of Allegiance.

PUBLIC BUSINESS FROM THE FLOOR

None

PRESENTATION(S)

Community Services Director, Aly Mancini, provided a presentation on the timeline of the Community Recreation Needs Assessment.

DISCUSSION ITEM

(A) ATTENDANCE AT 2017 CALIFORNIA PARKS & RECREATION SOCIETY (CPRS) ANNUAL CONFERENCE

Director Mancini provided direction for enrollment at the CPRS Conference. The Commission will contact staff if they would like to attend.

CONSENT CALENDAR

Chair Dudley pulled item A.

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

Chair Dudley asked what the improvement projects at Reservoir Park are. Director Mancini informed the Commission that the playground equipment has been replaced at the park.

Chair Dudley asked what the fundraising event was for the Tween program. Director Mancini will find out and inform the Commission.

Chair Dudley stated it was great that all 24 plots are reserved at the Community Garden.

Chair Dudley informed staff it was difficult to hear the music at the Tree Lighting Ceremony.

Commissioner Kiss-Lee stated she really enjoyed the “Friends-giving” event for the ARC children.

Commissioner Cunningham suggested that the Signal Tribune do an article on the ARC Student Council. Commissioner Kiss-Lee suggested maybe a local news channel and possibly ask for donations.

(B) REVIEW OF COMMISSION REVOLVING OBJECTIVES

(C) MINUTES

It was moved by Commissioner Cunningham and seconded by Commissioner Kiss-Lee to approve the consent calendar. The following vote resulted:

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

NOES: None

ABSENT: Vice Chair Lauer

ABSTAIN: None

COMMISSION NEW BUSINESS

Commissioner Kiss-Lee asked if ARC offered a spring break camp. Director Mancini stated that yes, we do.

Commissioner Cunningham attended the Brown Bag Luncheon and thought it turned out nice.

Chair Dudley asked what happened to the kiosk which was placed up near Hilltop Park. Director Mancini asked where they would like to put it. Commissioner Cunningham suggested Reservoir Park near the playground. Commissioner Brooks suggested near the Hilltop Park restrooms where the water fountain is or where people wash their hands.

Chair Dudley stated that when Hilltop Park closes at 10:00 p.m. the people move to the homes and Panorama Promenade. He asked if trash cans can be put out along the Promenade to cut back on the amount of litter left behind. Chair Dudley will follow up with Director Myrter in Public Works.

Commissioner Cunningham stated the Platt Security is not as effective as they could be. Director Mancini informed the Commission that it is being addressed.

ITEMS AGENDIZED FOR NEXT MEETING

None

ADJOURNMENT

It was moved by Commissioner Brooks and seconded by Commissioner Cunningham to adjourn to Regular Meeting on Wednesday, January 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 Dudley
 Commissioner Brooks
 Commissioner Cunningham
 Commissioner Kiss-Lee

NOES: None

ABSENT: Vice Chair Lauer

ABSTAIN: None

The meeting was adjourned at 6:41 p.m.

Gary Dudley
Chair

Aly Mancini
Commission Secretary