



## CITY OF SIGNAL HILL

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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  
October 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 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 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](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.

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

(1) CALL TO ORDER – 6:00 P.M.

(2) ROLL CALL

CHAIR LAUER

VICE CHAIR KISS-LEE  
COMMISSIONER DUDLEY  
COMMISSIONER ROGERS  
COMMISSIONER RUSSELL

(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 provide an update on status of Capital Improvement Projects.

(6) DISCUSSION ITEM(S)

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.

(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. 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.

b. Minutes

Regular Meeting of September 20, 2017.

Recommendation: Approve.

(8) COMMISSION NEW BUSINESS

COMMISSIONER DUDLEY  
COMMISSIONER KISS-LEE  
COMMISSIONER LAUER  
COMMISSIONER ROGERS  
COMMISSIONER RUSSELL

(10) ADJOURNMENT

Tonight's meeting will be adjourned to the next regular meeting of the Parks and Recreation Commission to be held on November 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](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

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2175 Cherry Avenue ♦ Signal Hill, CA 90755-3799

October 18, 2017

Discussion Item (6a)

### **AGENDA ITEM**

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

**FROM: ALISON DOBAY  
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**

##### *Dog Park Project*

City Council authorized the City Manager to award a contract for the Signal Hill Dog Park Project to DD Systems, Inc. on September 26, 2017. Community Services and Planning Department staff are working to finalize a construction start date and ground-breaking ceremony. Staff will relay that information to the Parks & Recreation Commission as soon as it is available.

### *Hilltop Park Artwork Refurbishment Project*

On September 26, 2017, City Council authorized the City Manager to award a contract for the Hilltop Park Artwork Refurbishment Project. The work is anticipated to be done in November.

## **RECREATION DIVISION**

### *Signal Hill Afterschool Recreation Club (ARC)*

The Afterschool Recreation Club (ARC) staff spent the month of September practicing skills on how to be prepared for an earthquake or fire. Participants performed an earthquake drill to practice their emergency preparedness skills. ARC had an open house for the Blue Team, Red Team, and Great team groups on October 3<sup>rd</sup> – 5<sup>th</sup>. Parents and families were invited to stop by, see the facility, and meet the Recreation Leaders. Each family did a Family Tree craft and enjoyed a slideshow of the first month of the afterschool program. There is a total of 70 registered participants in the ARC program at this time.

### *Tween Program*

Currently, there are 9 participants in the Tween program. The tweens have Tween talk on Tuesdays where they discuss the future school year and how to set themselves up for success. The group has been challenged to think about different topics and ideas critically while focusing on self-motivation and getting to know each other.

### *Co-Ed Youth Sports*

The Co-Ed Youth Sports Flag Football and Volleyball program started practices on September 11<sup>th</sup>. Games started on September 30<sup>th</sup>. The Rookie Football team, Minors Football team, and the E-Girls Volleyball team all won their first game of the season. At this time, there are 120 participants enrolled in the fall youth sports program. Due to low enrollment, the hockey program will not be offered at this time.

## **COMMUNITY SERVICES DIVISION**

### *Senior Social Club*

For the month September, Bingo Club took place in the library. A total of 20 participants spent the morning playing Bingo, winning prizes and socializing.

### *Family Excursion*

On September 9<sup>th</sup>, 26 people took a trip to Dana Point for the Tall Ships Festival for the Family Excursion. They had the opportunity to sing sea shanties with pirates, learned to tie a proper bowline, and explore some of Southern California's tall ships.

### *Food Distribution Program*

Food Distribution occurs every two weeks. During September, a total of 58 participants received food with an average of 29 distributed on each day. There are 30 low-income senior residents enrolled in the program.

### *Discounted Bus Passes*

In September, six reduced-fare bus passes were purchased by low-income and disabled residents.

### *Dial-a-Taxi*

During the month of September, seven out of eleven members used the Dial-a Taxi service.

### *Volunteer Hours*

In September, the Department utilized 10 volunteers at the Senior Folding Group event. The newsletters were mailed out to 200 Active Adults.

### *Community Garden*

The Community Garden currently has 22 out of 24 plots reserved.

### *Facility Rentals*

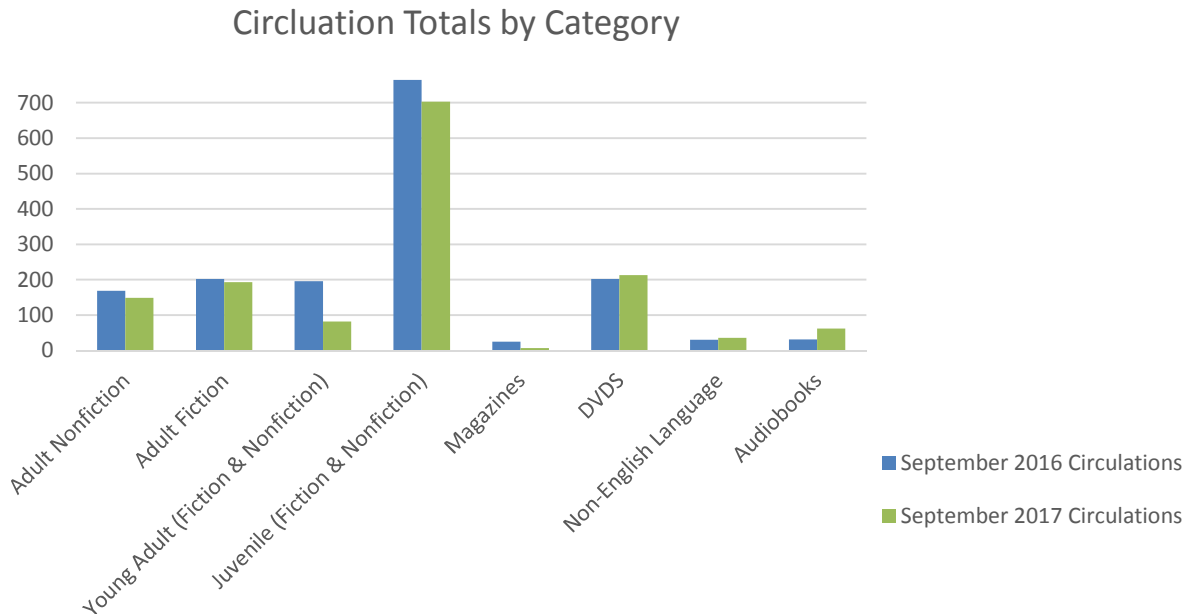
In September, facility rentals generated \$2,299.00 in revenue with 22 facilities rented.

Category	Residents	Non-Residents	Non-Profit	City Use	School Use
1. Shelters	3	5	0	3	2
2. Community Centers	0	1	0	4	0
3. Fitness Permits	0	0	0	0	0
5. Spud Field	0	4	0	0	0
6. Wedding Space	0	0	0	0	0

## **LIBRARY**

### *Circulation*

The circulation of library materials for the month of September 2017 totaled 1,552 items checked out during the 25 days the library was open. This is an average of 60 items checked out per day.



### *Daily Averages of Items Checked Out in September*

	Adult Non-Fiction	Adult Fiction	Young Adult Fiction & Nonfiction	Juvenile Fiction & Nonfiction	Magazines	DVDS	Non-English Language	Audiobooks
2016	7	8	7	79	1	8	1	1
2017	6	10	3	28	0.25	9	1	2.5

### *Library Visits*

	September 2016	September 2017
Adults (18+)	845	1,102
Young Adults (12-17)	204	380
Children (0-11)	490	782
Total	1,539	2,264
Daily Average	64	91

### *Library Registration*

In September 2017, 15 residents and 36 non-residents registered for library cards.

### *Computer Use for September 2017*

Total Sessions	Sessions per day	Total Session Length (min)	Average Session Length (min)	Total Reservations
339	14	26,038	76	407

### *WiFi*

In September there were 255 Wi-Fi connections made. This averages 10 connections per day.

### *Library Programs*

#### *Story Time*

A total of 196 children and 105 adults attended a total of 8 regularly scheduled story times. Average attendance for each Story Time was 38. The library offers two story times: Baby & Toddler Story Time on Tuesdays at 10:00 am, and Preschool Story Time on Thursdays at 10:00 am.

#### *First Friday Book Club*

The September Friday Book Club discussion was held at the Library on September 1<sup>st</sup> and hosted 9 adult participants. The book discussed *After I'm Gone* by Laura Lippman.

#### *Tween Drop-In Program*

The Tween After School Program for grades 3-5 was held on September 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup> with 22 total attendees for the month. The programs featured water painting, Wii Dance, and the movie "Boss Baby."

#### *Teen Drop-In Program*

The Teen Drop-In Program was held on September 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup> with 33 total attendees for the month. The programs featured Lego Castle building, Board games, Wii gaming and a movie, "Wonder Woman."

### *Special Programs*

#### *Library Card Sign-Up Month*

September is *Library Card Sign-Up Month* - a time when libraries across the country remind parents that the most important school supply of all is @ your library®--it's your library card. Anyone who registered for a new Signal Hill Public library card during the month of September received a card holder and gift bag. The Library signed up a total of 51 new patrons.

#### *Family Game Night*

On Thursday, September 21<sup>st</sup> the library put out a collection of board games, playing cards, and dominoes for families to enjoy. 10 adults, 15 children and 5 teens attended this event. The next Family Game night is scheduled for Thursday, October 19<sup>th</sup>.



#### *Seasonal Flu Presentation*

Seasonal Flu Presentation by the County of Los Angeles was held on Wednesday, September 27 with 26 attendees. The program featured Public Health Nurse, Mrs. Margilane Hernandez.

#### *Free Nutrition Course and Zumba*

The California Department of Public Health Nutrition course offered a free food demonstration and Zumba class on Thursday, September 28<sup>th</sup> for 15 attendees.

#### *Balloon Twisting Workshop*

On Friday, September 29<sup>th</sup>, the Signal Hill Friends of the Library sponsored a Balloon Twisting workshop hosted by Harvey Simpson. There were 25 children, 15 adults and 5 teens learned how to make balloon animals and hats.

#### *New 3-D Printer Grant*

The library applied for a 3D Printer grant from the Southern California Library Consortium in September and was awarded the grant. The Library will receive a new Lulzbot Taz 6 3D printer in the month of October for a free trial. Staff will incorporate the printer into current programming so that a variety of individuals can experience the printer's functions.

#### *Online Driver's Education*

The library has joined Driving-Test.org along with 2,000 other libraries in the US (112 in California) to offer free online driver's education to Signal Hill Public library patrons. This new resources will be up for use the first week of October.

Approved:

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Aly Mancini

A REGULAR MEETING  
SIGNAL HILL PARKS AND RECREATION COMMISSION  
MINUTES

September 20, 2017  
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 September 20, 2017.

**CALL TO ORDER**

Chair Lauer called the meeting to order for the Parks and Recreation Commission at 6:01 p.m.

**ROLL CALL**

Present:     Chair Lauer  
              Vice Chair Kiss-Lee  
              Commissioner Dudley  
              Commissioner Rogers  
              Commissioner Russell

**PLEDGE OF ALLEGIANCE**

Chair Lauer led the audience in the Pledge of Allegiance.

**PUBLIC BUSINESS FROM THE FLOOR**

None

**PRESENTATION(S)**

None

California Library Association Conference in Riverside November 3-5

**DISCUSSION ITEM**

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

Commissioner Russell inquired about the new Street Hockey program, where the various sports programs are holding practices and offered assistance with advertising.

Commissioner Dudley inquired about the Recreation Community Needs Assessment. Director Mancini provided an update.

Commissioner Dudley asked for clarification on who Simplus Contract Services are. Director Mancini explained they are project managers for the Library construction.

Commissioner Dudley asked about the Municipal Financing Authority. Director Mancini stated they oversee financial handling of the bonds.

Vice Chair Kiss-Lee asked about the Library Add Alternates and if it will be limited to one contractor. Director Mancini explained it will be awarded to one contractor.

Commissioner Dudley asked if the Dog Park Contract had been selected. Director Mancini confirmed the contract will be awarded at the next City Council meeting.

Commissioner Dudley asked about who is handling the Library bids. Director Mancini confirmed Public Works and Simplus Contract Services are the project managers.

Chair Lauer asked about Teen and Tween drop in programs outreach and capacity. Alison Dobay discussed outreach methods.

Chair Lauer asked about the Commission's requested review of the Recreation Community Needs Assessment by City Council. Director Mancini indicated that the Commission will further review the document and provide priorities for the City Council to consider.

It was motioned by Chair Lauer and seconded by Commissioner Dudley to receive and file the updates.

The following vote resulted:

AYES: Chair Lauer  
Vice Chair Kiss-Lee  
Commissioner Dudley  
Commissioner Rogers  
Commissioner Russell

NOES: None

ABSENT: None

ABSTAIN: None

#### **(B) BUSINESS CARD POLICY**

Director Mancini confirmed Commissioners received their business cards last meeting. The business card policy was recently drafted and states how the cards are guidelines of how they are to be used.

It was motioned by Commissioner Rogers and seconded by Commissioner Dudley to approve the Business Card Policy.

The following vote resulted:

AYES: Chair Lauer  
Vice Chair Kiss-Lee  
Commissioner Dudley  
Commissioner Rogers  
Commissioner Russell

NOES: None

ABSENT: None

ABSTAIN: None

#### **(C) NON PROFIT FEE WAIVER REQUESTS**

Director Mancini presented requests to waive facility fees only for Friends of the Library, Signal Hill Community Foundation and Signal Hill Historical Society.

It was motioned by Commissioner Rogers and seconded by Commissioner Dudley to approve the facility fee waiver requests.

The following vote resulted:

AYES: Chair Lauer  
Vice Chair Kiss-Lee  
Commissioner Dudley  
Commissioner Rogers  
Commissioner Russell

NOES: None

ABSENT: None

ABSTAIN: None

### **CONSENT CALENDAR**

It was motioned by Chair Lauer and seconded by Commissioner Russell to approve the Consent Calendar.

The following vote resulted:

AYES: Chair Lauer  
Vice Chair Kiss-Lee  
Commissioner Dudley  
Commissioner Rogers  
Commissioner Russell

NOES: None

ABSENT: None

ABSTAIN: None

### **COMMISSION NEW BUSINESS**

Commissioner Rogers went to a mixer for Tai Chi class which relocated from Hilltop Park to Heartwell Park and received positive feedback from the instructor. Chair Lauer commended City staff for redirecting class attendees arriving at Hilltop Park of the relocation.

Commissioner Rogers asked about the outcome of church group teen event. Director Mancini indicated the event went well.

## **ADJOURNMENT**

It was moved by Commissioner Dudley and seconded by Commissioner Rogers to adjourn to the next Regular Meeting of the Signal Hill Parks & Recreation Commission on Wednesday, October 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 Lauer  
                  Vice Chair Kiss-Lee  
                  Commissioner Dudley  
                  Commissioner Rogers  
                  Commissioner Russell

NOES:           None

ABSENT:       None

ABSTAIN:       None

The meeting was adjourned at 6:20 p.m.

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Nancy Lauer  
Chair

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Aly Mancini  
Commission Secretary