



## 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  
September 20, 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)

None

(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.

b. Business Card Policy

Summary: Staff will provide a brief overview of the new Business Card Policy.

Recommendation: Receive and file.

c. Non Profit Fee Waiver Requests

Summary: Three local non-profit organizations have submitted Fee Waiver requests for use of City facilities.

Recommendation: Review and approve requests.

(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 August 16, 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 October 18, 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

September 20, 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:**

#### *Community Recreation Needs Assessment*

Community Services Director Aly Mancini in conjunction with Richard Fisher and Sue Leto from Richard Fisher Associates representatives, presented a report of the Community Recreation Needs Assessment to the City Council. City Council voted to 1) Direct the Parks and Recreation Commission to review the Community Recreation Needs Assessment and provide recommendations to the Council, and 2) Authorize staff to prepare a Request for Proposals to secure a firm to update the Parks and Recreation Master Plan.

### *Contract Services Agreement with Simplus Management for the Library*

City Council voted to authorize the City Manager to enter into a Contract Services Agreement between the City of Signal Hill and Simplus Management Corporation, for construction management services.

### *Library Funding Alternatives*

City Council adopted Resolution No. 2017-08-18 authorizing the execution of a joint exercise of powers agreement with the City of Signal Hill, establishing the Signal Hill Municipal Financing Authority for the Library financing.

## **Recreation Division:**

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

The first day of ARC was August 30, 2017. Recreation Leaders spent the week prior to the school year starting to clean and transition the facility from the summer camp season to be ready for the school-year program. Since the program started, students have been focusing on activities to help them get to know each other as well as create pledges that they will agree to abide by while in the program. The program is full with over 65 participants enrolled.

### *Summer Day Camp*

Summer camp ended on August 18, 2017. The last week of camp, participants attended a field trip to Knott's Berry Farm and had a field day at the park with jumpers and other activities. Campers from Discovery Well and Signal Hill Park Summer Day Camp also participated in fun games and crafts during the end of the summer BBQ on August 18<sup>th</sup>. A post camp meeting with Recreation Leaders incorporated discussions about the success and challenges of the 2017 summer camp season. Parents were also surveyed to gather their feedback of summer program. The following are the statistics for this summer.

	<u># of Weeks</u>	<u>Average Participants per week</u>	<u>Total Participants</u>
Discovery Well Park	9	50	456
Signal Hill Park	3	50	151
Itty Bitty	4	16	64

### *Tween Summer Program*

The Tween program ended the summer with a trip to Knott's and a trip to the beach where they had a bonfire on August 18<sup>th</sup>.

	<u># of Weeks</u>	<u>Average Participants per week</u>	<u>Total Participants</u>
Tween Program	9	12	112

The Tweens started off the new school year with a success and the participants enjoyed their first excursion to the Museum of Latin American Art in Long Beach. This fall the Tween Program will renovate and rejuvenate the garden located next to the Youth Center.

The Tweens have been doing research on plants that grow in the winter, and focusing on activities to help them get to know one another.

### *Co-Ed Youth Sports*

The Co-Ed Youth Sports program will be offering three different sports this season; Flag Football, Volleyball and Street Hockey. Street Hockey is a new sport that is being offered in conjunction with the City of Long Beach and the Los Angeles Kings. The Los Angeles Kings will be providing all equipment for the street hockey participants.

All coaches will attend sport specific trainings as well as a basic training to teach them the proper techniques of coaching. Practices for all three sports will begin in mid-September with games starting at the end of the month. As of September 8, 2017 there are 66 participants registered for the fall co-ed youth sports programs.

## **Community Services Division:**

### *Senior Social Club*

For the month August, Bingo Club took place in the library. A total of 19 participants spent the morning playing Bingo, winning prizes and socializing.

### *Active Adult Excursions*

On August 30<sup>th</sup>, 26 adults took a trip to the Pageant of the Masters in Laguna Beach to experience the crown jewel of the world famous Festival of the Arts. Participants were able to enjoy dinner on their own before watching art pieces come to life before their eyes.

### *Food Distribution Program*

Food Distribution occurs every two weeks. During August, a total of 79 participants received food with an average of 26 distributed on each day. There are 29 low-income senior citizen residents enrolled in the program.

### *Discounted Bus Passes*

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

### *Dial-a-Taxi*

During the month of August, four out of nine members used the Dial-a Taxi service.

### *Volunteer Hours*

In August, the Department utilized eight 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.

### *Movies in the Park*

The final Movie in the Park was Finding Dory which was shown on August 4<sup>th</sup> at Signal Hill Park. This was the most well attended movie. Pizza and light concessions were sold. Popcorn and entertainment for the children was provided by the City of Long Beach.

### *Facility Rentals*

In August, facility rentals generated \$1,843.00 in revenue with a total of 42 facility rentals.

Category	Residents	Non-Residents	Non-Profit	City Use	School Use
1. Shelters	9	6	0	18	2
2. Community Centers	0	1	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

### *Concerts in the Park*

The 2017 Summer Concerts concluded on August 16<sup>th</sup> with one of the best attended concerts of the season. The band was Stone Soul and played a variety of Motown hits. Sixteen year old Kaycee Carpenter was the winner of the first VOICE of Signal Hill competition this summer. Concert sponsors and volunteers will be recognized at the September 26<sup>th</sup> City Council Meeting.

### **Signal Hill Public Library:**

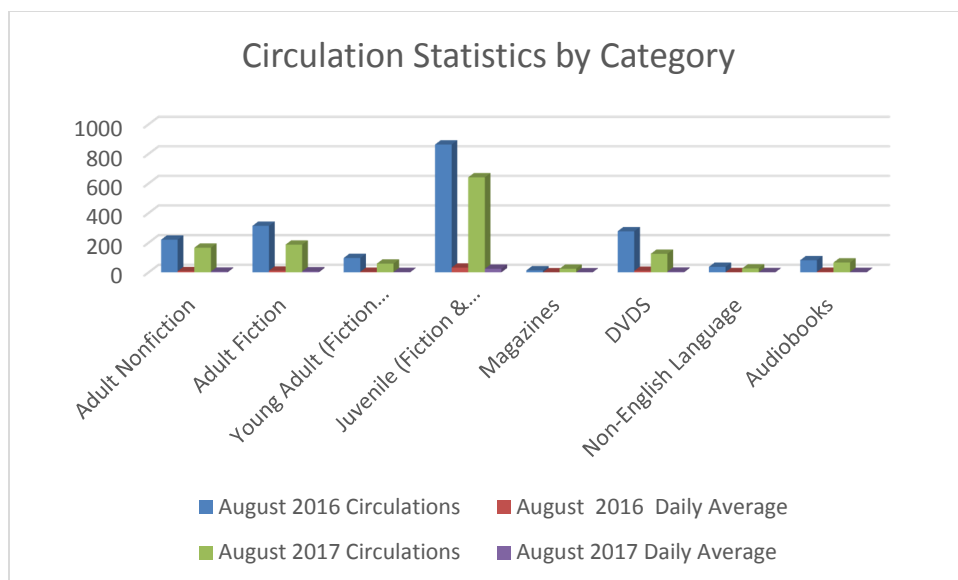
#### *Circulation*

The circulation of library materials for the August, 2017 totaled 1,561 items during the 27 days the library was open. This is an average of 57.8 items checked out per day.

#### *Circulation Statistics by Category*

Category	August 2016 Circulations	August 2016 Daily Average	August 2017 Circulations	August 2017 Daily Average
Adult Nonfiction	220	8	166	5.1
Adult Fiction	313	11.5	187	6.9
Young Adult (Fiction & Nonfiction)	97	3.5	59	2.1
Juvenile (Fiction & Nonfiction)	863	32	641	23.7
Magazines	13	.5	24	0.8
DVDS	277	10	125	4.6
Non-English Language	37	1.3	26	.96
Audiobooks	82	3	66	2.4





### *Library Visits*

Age Group	August 2016	August 2017
Adults (18+)	1219	1212
Young Adults (12-17)	396	420
Children (0-11)	640	651
<b>Total</b>	<b>2255</b>	<b>2283</b>
<b>Daily Avg.</b>	<b>83.5</b>	<b>84.5</b>

### *Library Registration*

In August 22 residents and 41 non-residents registered for library cards.

### *Computer Use*

August 2017 Total Sessions	August 2017 Sessions per day	August 2017 Total Session Length (min)	August 2017 Average Session Length (min)	August 2017 Total Reservations
343	12.7	28,083	81.87	399

### *WiFi*

In August, we had 155 connections made using this service. This averages 6 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 (month).

Volunteer Type	Hours
High School	35
SERVE	0
Total Hours	35

### *Story Time Programs*

A total of 175 children and 105 adults attended a total of 10 regularly scheduled story times. Average attendance for each story time was 28. The library offers two Story Times: Baby & Toddler Story Time on Tuesdays at 10:00 a.m., and Preschool Story Time on Thursdays at 10:00 a.m.

### *First Friday Book Club*

The August First Friday Book Club discussion was held on the Signal Hill Public Library on August 4<sup>th</sup> and hosted 12 adult participants. The book discussed was *After I'm Gone* by Laura Lippman.

### *Special Programs*

#### *Summer Library Program*

The Summer Library Program started on Saturday, June 17<sup>th</sup> and concluded on August 12<sup>th</sup>. This year's theme was Reading by Design and there were 35 adults, 17 teens, and 175 children who participated in the program. Total enrollment in the program was 227 participants.

#### *End of Summer Reading Program Ice Cream Sundae Party*

On Saturday, August 12<sup>th</sup>, 25 adults and 60 children attended the ice cream sundae party. Attendees had the chance to build their own Ice Cream Sundae. After the party, the Summer Reading Program Grand Prize Winners was drawn for each age category: Children, Teens and Adults. The program was held in the library and Friends of the Signal Hill Library member Sylvia Hopper helped scoop sundaes and draw the winners.

#### *Teen Drop-In Program*

The Teen Drop-In Program was held on August 3<sup>rd</sup>, 9<sup>th</sup> and 23<sup>rd</sup> with 21 total attendees; averaging 6 attendees per program. The programs featured a video of a TED talk, a movie and a magnet craft.

#### *Tween Drop-In Program*

The Tween Drop-In Program was held on August 1<sup>st</sup>, 8<sup>th</sup>, 5<sup>th</sup> and 22<sup>nd</sup> with 32 total attendees; averaging 5 attendees per program. The programs featured mini heart pinatas, oreo bars, a movie, and a bookmark.

Approved:

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Aly Mancini



## CITY OF SIGNAL HILL

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2175 Cherry Avenue ♦ Signal Hill, CA 90755-3799

September 20, 2017

Discussion Item (6b)

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

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

**SUBJECT: NON-PROFIT ORGANIZATIONS' 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 2017/2018.

### **Recommendation:**

Approve waiver requests from non-profit organizations for use of City facilities for FY 2017/2018.

### **Background and Analysis:**

The City currently has three MOUs in place with the following organizations:

- Friends of Signal Hill Library (FOSHL)
- Signal Hill Community Foundation (SHCF)
- Signal Hill Historical Society (SHHS)

The MOU's include 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, three organizations have submitted required documents to City staff. Staff has reviewed the documents and did not find any discrepancies that would be cause for concern.

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:

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Aly Mancini

Attachments

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 August 16, 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 confirmed City Council has requested Commission circle back on the Community Needs Assessment more thoroughly and decide which are best as they are not in order of priority. Director Mancini indicated this will be a future agenda item in the form of a Director's Discussion, possibly November.

Commissioner Dudley asked for clarification on who Simplus Contract Services are. Director Mancini explained they are project managers for the Library construction. Director Mancini further explained the scope of work for the Library was revised by removing some items and classifying them as "add" alternates to the base project. Bidding is to close October 12, and the goal is to select a contract October 26 so long as bids are within \$12.8-\$13.2M budget.

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

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 was selected and will be awarded 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 stated word of mouth is most effective mean of outreach as fliers tend to end up on the ground. The group has grown this past year, and there are currently 6-10 participants. Chair Lauer offered Rotary to assist with their Interact Club at Jessie Nelson if more (Teen/Tween) participants are needed. Alison Dobay accepted and appreciated the offer.

Chair Lauer asked about the Commission's requested review of the Recreation Community Needs Assessment by City Council. Director Mancini indicated a final version of the Recreation Community Needs Assessment will be sent via email or mail if requested for review and an open discussion will take place. The community will be invited to identify which items will be taken back to City Council.

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