



## 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  
PARKS AND RECREATION COMMISSION MEETING  
May 15, 2024

The City of Signal Hill appreciates your attendance. Citizen interest provides the Commission with valuable information regarding issues of the community. Meetings are held on the 3rd Wednesday of every month.

Meetings begin at 6:00 pm. 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. The agenda and related reports are also available for review online at [www.cityofsignalhill.org](http://www.cityofsignalhill.org).

**To participate:**

- In-person Participation: Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, California.
- To make a general public comment or comment on a specific agenda item, you may also submit your comment, limited to 250 words or less, to the Director of Parks, Recreation and Library Services at [yaguilar@cityofsignalhill.org](mailto:yaguilar@cityofsignalhill.org) no later than 4:00 p.m. on Wednesday, May 15, 2024. Written comments will be provided electronically to the Parks & Recreation Commission and attached to the meeting minutes. Written comments will not be read into the record.

Park and Recreation Commissioners are compensated \$75.00 per meeting.

**(1) CALL TO ORDER – 6:00 P.M.**

**(2) ROLL CALL**

CHAIR KISS-LEE  
VICE CHAIR ANHORN  
COMMISSIONER DUTCH HUGHES  
COMMISSIONER EDWARDS

COMMISSIONER GIDWANI

**(3) PLEDGE OF ALLEGIANCE**

**(4) PUBLIC BUSINESS FROM THE FLOOR ON ITEMS NOT LISTED ON THIS AGENDA**

**(5) PRESENTATION(S)**

a. CHAIR KISS LEE WILL RECOGNIZE THE WINNERS OF THE CENTENNIAL CELEBRATION PHOTO AND ART CONTEST.

**(6) DISCUSSION ITEM(S)**

a. FEE WAIVER REQUEST FOR ALVARADO ELEMENTARY SCHOOL

Summary:

Staff received a request from Alvarado Elementary School for a facility fee waiver in the amount of \$390.00 for the use of the Signal Hill Park Open Space and Picnic Shelter #3 for their 5th grade picnic celebration on Tuesday, June 11, 2024.

Strategic Plan Goal(s):

Goal No. 5 - High-Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

Review and consider waiving facility fees for use of Signal Hill Park Open Space and Picnic Shelter #3 on Tuesday, June 11, 2024.

Fiscal Impact:

The total fee waiver request is \$390.00 for the use of all requested facilities and open space.

b. FEE WAIVER REQUEST FOR THE LONG BEACH MINERAL AND GEM SOCIETY GEMS ON THE HILL EVENT

Summary:

The Parks and Recreation Commission will consider a waiver request from the Long Beach Mineral and Gem Society (LBMGS), a local non-profit, for facility fees for its annual Gems on the Hill event, to be held at the Signal Hill Public Library on Saturday, October 12 and Sunday, October 13, 2024. The LBMGS is requesting a waiver of rental fees for the use of the Signal Point Terrace, Zinnia Courtyard, Children's Area, and the Community Room. The City's adopted policy states that non-profit agencies meeting specific criteria are eligible for a fee

waiver consideration.

Strategic Plan Goal(s):

Goal No. 5 High-Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

Staff recommend the Parks and Recreation Commission approve the LBMGS fee waiver request for the following:

1. A waiver of fees for the use of the Signal Point Terrace; Zinnia Courtyard; Children's Area; and the Community Room, on Saturday, October 12, from 7:00 a.m. to 5:15 p.m. and Sunday, October 13, 2024 from 9:00 a.m. to 6:00 p.m.; and,
2. Display a banner on the exterior of the Library and at Cherry and Hill Street in advance of the event.

Fiscal Impact:

The cost of the facility use fees is estimated to be \$7,877.50.

c. CONSIDERATION TO UPDATE MEETING TIMES FOR THE JULY 2024 PARKS AND RECREATION COMMISSION MEETING

Summary:

The Parks and Recreation Commission meetings start at 6:00 p.m. on the third Wednesday of each month. The meeting scheduled for July 2024 coincides with the Concerts in the Park series on Wednesday, July 17, 2024. The Commission will consider amending the start time of the July meeting from 6:00 p.m. to 5:00 p.m. to allow the public to attend both the Commission meeting and the summer concert series, as well as provide commissioners the opportunity to engage with the public during the popular summer activity.

Strategic Plan Goal(s):

Goal No. 5 Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

Consider amending the start time for the Wednesday, July 17 Commission meeting to 5:00 p.m.

d. PET OF THE MONTH NOMINATIONS

Summary:

The Commission will consider submitted nominations and select a Pet of the Month for May 2024 (Attachment A).

Strategic Plan Goal(s):

Goal No. 5 Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

Review nominations for May 2024 and select nominee(s) to recognize for Pet of the Month.

e. DIRECTOR'S REPORT - UPDATES ON CITY COUNCIL ACTIONS, PARK PROJECTS, AND PROGRAMS

Summary:

The Director's Report provides an overview and various updates on activity and actions related to the Parks, Recreation and Library Services Department and provides the Parks and Recreation Commission with information about City Council direction; project status on park projects; and/or other programs and services.

Strategic Plan Goal(s):

Goal No. 4 Maintain and improve the City's physical infrastructure, water system, and recreational spaces.

Goal No. 5 Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

Receive and file report.

**(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. IN THE NEWS

Summary:

Article (Attachment A) provided by staff that may be of interest to the Parks and Recreation Commission.

Strategic Plan Goal(s):

Goal No. 5 High-Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

Receive and file.

b. 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.

Strategic Plan Goal(s):

Goal No. 5 High-Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

Update, receive, and file report.

c. APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of April 17, 2024.

Strategic Plan Goal(s):

Goal No. 5 High-Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

Approve the meeting minutes.

**(8) COMMISSION NEW BUSINESS**

COMMISSIONER DUTCH HUGHES  
COMMISSIONER GIDWANI  
COMMISSIONER ZACHARIAS  
VICE CHAIR ANHORN

CHAIR KISS-LEE

**(9) ADJOURNMENT**

Tonight's meeting will be adjourned to the next regular meeting of the Parks & Recreation Commission to be held on June 19, 2024, 2023, at 6:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

**CITIZEN PARTICIPATION**

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, Yvette E. Aguilar, Commission Secretary of the Parks and Recreation Commission, do hereby affirm that a copy of the foregoing agenda was posted at City Hall, the Signal Hill Library, Discovery Well Park, and Reservoir Park, 72 hours in advance of this meeting.