



CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal Hill, California 90755-3799

THE CITY OF SIGNAL HILL
WELCOMES YOU TO A REGULAR
PARKS AND RECREATION COMMISSION MEETING
February 19, 2025

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.

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 no later than 4:00 p.m. on Wednesday, February 19, 2025. 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 ANHORN
VICE CHAIR EDWARDS
COMMISSIONER DUTCH HUGHES

COMMISSIONER GIDWANI
COMMISSIONER KISS-LEE

(3) **PLEDGE OF ALLEGIANCE**

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

(5) **PRESENTATION(S)**

- a. THE PUBLIC WORKS DEPARTMENT WILL PROVIDE A PRESENTATION ON THE SAFE ROUTES TO SCHOOL PROGRAM.
- b. MANAGEMENT ASSISTANT, ALYSSA CHRISTENSON, WILL PROVIDE AN UPDATE ON THE PARKS, RECREATION AND LIBRARY SERVICES DEPARTMENT'S ANIMAL SERVICE PROGRAM OFFERINGS AND OUTREACH EFFORTS.
- c. RECREATION COORDINATOR, ERENDIRA HERNANDEZ, WILL PROVIDE A PRESENTATION ON THE UPCOMING COMMUNITY RESOURCES & HEALTH FAIR.

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

- a. OLDER AMERICAN AWARD NOMINEE SELECTION

Summary:

The Los Angeles County Commission for Older Adults (LACCOA) accepts nominations of older adults to be honored at the 60th Annual Older Americans Recognition Day (OARD) Awards Program.

The City, byway of the Parks and Recreation Commission, selects a Signal Hill resident, aged 60 or older, as an Outstanding Older American and submits the nominee for the LACCOA award.

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 nominee list and select one finalist to be submitted as the City of Signal Hill Outstanding Older American for 2025.

- b. VERIFICATION OF QUORUM FOR THE MARCH 2025 PARKS AND RECREATION COMMISSION MEETING

Summary:

Staff anticipate a lack of quorum at the March 19, 2025 Parks and Recreation

Commission meeting due to commissioners attending the annual California Parks & Recreation Society (CPRS) Conference taking place March 18-21. Staff have explored an alternate meeting date and time for Commission 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:

The Commission will consider rescheduling the March 19, 2025 Parks and Recreation Commission to the alternate date of Wednesday, March 26, 2025 at 6:00 p.m. or cancelling the meeting.

c. PET OF THE MONTH NOMINATIONS

Summary:

The Commission will consider submitted nominations and select a Pet of the Month for February 2025 (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 February 2025 and select nominee(s) to recognize for Pet of the Month.

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

Summary:

The Director's Report provides 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; 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. UPDATES TO THE PARKS, RECREATION & LIBRARY SERVICES GENERAL ADMINISTRATION STANDARD MANAGEMENT POLICIES 1.0 (MAINTENANCE OF STANDARD MANAGEMENT POLICIES), 1.1 (DEPARTMENT ORGANIZATIONAL STRUCTURE), 1.2 (MANUALS AND HANDBOOKS), 1.3 (CUSTOMER SERVICE) AND 1.4 (HANDLING COMPLAINTS FROM THE PUBLIC)

Summary:

The Parks, Recreation and Library Services Department established standard operating procedures and policies to allow for consistency in the implementation of operations, programs, and service. In a proactive initiative to modernize the Parks, Recreation and Library Services Department staff have worked together to identify general administration standard management policy updates in sections 1.0 through 1.4 to reflect accurate and up to date departmental information and procedures related to the Maintenance of Standard Management Policies (1.0), Department Organizational Structure (1.1), Manuals And Handbooks (1.2), Customer Service (1.3), and Handling Complaints From The Public (1.4). It has been more than ten years since these specific policies were edited, and therefore various edits have been made to each of these to bring the language, procedures, as well as staffing pattern and responsibilities current. One correction that has been made across each of these policies is updating the department name from "Community Services" to "Parks, Recreation and Library Services."

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. PARKS AND RECREATION COMMISSION MEETING ATTENDANCE

Summary:

Per the Signal Hill Municipal Code (SHMC) Chapter 2.32, it is the obligation of members of the Parks and Recreation Commission to attend all meetings, whether regular or special, of the parks and recreation commission, except for good cause. The SHMC identifies the attendance requirements for commissioners, and procedure to review excused and unexcused absences.

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 the report.

c. IN THE NEWS

Summary:

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

Recommendation:

Receive and file.

d. 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 Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

Update, receive, and file report.

e. APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of January 15, 2025.

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:

Approve the meeting minutes.

(8) COMMISSION NEW BUSINESS

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

(9) ADJOURNMENT

Tonight's meeting will be adjourned to the next regular meeting of the Parks & Recreation Commission to be held on March 19, 2025, 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.