

**A REGULAR MEETING  
SIGNAL HILL PARKS AND RECREATION COMMISSION  
MINUTES**

March 16, 2011  
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 March 16, 2011.

**CALL TO ORDER**

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

**ROLL CALL**

Present:      Chair Tickell  
                 Vice Chair Davis  
                 Commissioner Cunningham  
                 Commissioner Damrow  
                 Commissioner Dudley

**PLEDGE OF ALLEGIANCE**

Chair Tickell led the audience in the Pledge of Allegiance.

**PUBLIC BUSINESS FROM THE FLOOR**

None

**DISCUSSION ITEM(S)**

**(A) ELECTRONIC SIGN**

Community Services Director Alcivar-McCoy presented an update to Commission recommendations from the February meeting for the Electronic Sign at Signal Hill Park.

It was moved by Commissioner Dudley and seconded by Vice Chair Davis to receive the project as drawn on the site plan depicting the distance from the street light as 12' plus 18'; once bids are received, staff is to present to the Commission for discussion the alternate bid items (relocation of the existing sign closer to City Hall and installation of planter/landscaping); and to present the project to City Council for approval and consent to proceed with the development of the final design and construction documents.

Motion passed 5/0/0

**(B) BUDGET REVIEW**

Community Services Director Alcivar-McCoy discussed the FY 2011/2012 revenue, expenditure and capital improvement requests under consideration during the City budget process.

It was moved by Vice Chair Davis and seconded by Commissioner Dudley to receive and forward to City Council for direction.

Motion passed 5/0/0

**(C) NON-PROFIT WAIVER UPDATE**

Community Services Manager Mancini provided an update of nonprofit organizations' facility uses and waivers of facility fees. In August 2010, the Commission had approved a schedule of Annual Volunteer Requirements and other in-kind services to be provided to offset the fee waivers. Mancini reiterated that volunteer hours would not be required of the Friends of Signal Hill Library (FOSHL) and Friends of Signal Hill Cultural Arts (FOSHCA).

Staff was directed to send a letter to FOSHL and FOSHCA clarifying that volunteer hours are not required of their organizations. Staff requested clarification about tracking hours and were advised that providing a sign-in sheet for volunteers would be sufficient. Also, the Annual Volunteer Requirements as adopted in August 2010 would be deemed a sufficient guideline, to be revisited as needed, with an annual update from staff to be brought to the Commission.

It was moved by Vice Chair Davis and seconded by Commissioner Dudley to receive and file the report.

Motion passed 5/0/0

**(D) NON-PROFIT REQUEST FOR WAIVER OF FACILITY RENTAL FEES**

A supplemental waiver of fees was received from the Friends of the Signal Hill Library for an increase in the number of events for a total of ten Author Talks to be held at City facilities through the June 30, 2011 fiscal year.

It was moved by Vice Chair Davis and seconded by Commissioner Dudley to approve the request.

Motion passed 4/1/0 with Commissioner Damrow abstaining.

**(E) OUTSTANDING OLDER AMERICAN AWARD**

Director Alcivar-McCoy presented the staff report requesting Commission to recognize a Signal Hill resident as an Outstanding Older American. This year, four outstanding residents have been nominated for this prestigious award.

It was moved by Commissioner Dudley and seconded by Commissioner Cunningham to nominate Frank Virga as the Outstanding Older American 2011.

The Outstanding Older American Award will be announced at an upcoming City Council meeting.

Motion passed 5/0/0.

**(F) CPRS CONFERENCE UPDATE**

The California Park and Recreation Conference was held March 8-11, 2011 in Sacramento. Chair Damrow attended the conference and provided an oral review regarding the conference.

It was moved by Commissioner Dudley, and second by Commissioner Cunningham to receive and file.

Motion passed 5/0/0.

**(G) UPDATES ON CITY COUNCIL ACTIONS, PARK PROJECTS AND PROGRAMS**

Community Services Manager Mancini presented an update on various presentations, programs and events including activities at the Library during National Library Week, one of which is a film night.

Chair Tickell directed staff to investigate regulations regarding public performances of movies at City facilities.

It was moved by Commissioner Damrow and seconded by Commissioner Cunningham to receive and file this report.

Motion passed 5/0/0

**(H) REVIEW OF COMMISSION REVOLVING OBJECTIVES**

Director Alcivar-McCoy indicated the revolving objectives for the Electronic Sign were included in Discussion Item A.

It was moved by Commissioner Cunningham and seconded by Vice Chair Davis to receive and file this report.

Motion passed 5/0/0

### **MINUTES**

It was moved by Commissioner Damrow and seconded by Commissioner Dudley to approve the minutes of the January 12, 2011 Parks and Recreation Commission meeting.

Motion passed 5/0/0

### **COMMISSION NEW BUSINESS**

Chair Tickell requested our thoughts for the people of Japan who are suffering due to the effects of the earthquake and tsunami.

Vice Chair Davis reported on the Education Business Advisory. Their goal is for schools and the business community to work together to create synergy for students for opportunities in education and careers. Davis has emphasized to members of the EBU the importance of creating synergy with the City government as well. He will be visiting the City of Antioch and viewing their program as a model.

Commissioner Damrow reported that during a recent visit to Discovery Well Park, it was evident the restrooms are in need of a thorough cleaning, and requested staff follow up to ensure this is completed.

### **ITEMS AGENDIZED FOR NEXT MEETING**

There were no items agendized for the next meeting.

### **PUBLIC BUSINESS FROM THE FLOOR**

There was no public business from the floor.

### **ADJOURNMENT**

It was moved by Commissioner Dudley, and seconded by Commissioner Cunningham to adjourn to the Regular Meeting continued to Wednesday, April 13, 2011, at 6:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

The motion passed 5/0/0

The meeting was adjourned at 7:35 p.m.

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Robert Tickell  
Chair

  
Pilar Alcivar-McCoy  
Commission Secretary