

A REGULAR MEETING  
SIGNAL HILL PARKS AND RECREATION COMMISSION  
MINUTES

July 13, 2011  
5:00 p.m.

A Regular Meeting of the Signal Hill Parks and Recreation Commission was held in the Council Chambers of City Hall on July 13, 2011.

**CALL TO ORDER**

Vice Chair Davis called the meeting to order for the Parks and Recreation Commission at 5:18 p.m.

**ROLL CALL**

Present: Vice Chair Davis  
Commissioner Cunningham  
Commissioner Damrow  
Commissioner Dudley (arrived at 5:20 p.m.)  
Commissioner Lopez

**PLEDGE OF ALLEGIANCE**

Vice Chair Davis led the audience in the Pledge of Allegiance.

**PRESENTATION**

None

**PUBLIC BUSINESS FROM THE FLOOR**

None

**DISCUSSION ITEM(S)**

**(A) COMMISSION REORGANIZATION**

**Summary:**

Community Services Director Pilar Alcivar-McCoy opened nominations for Chair of Parks and Recreation Commission.

Commissioner Dudley nominated Vice Chair Davis to serve as Chair. There were no additional nominations.

Roll call vote was taken.

Passed 5/0/0.

Chair Davis opened nominations for Vice Chair of the Parks and Recreation Commission.

Commissioner Cunningham nominated Commissioner Dudley to serve as Vice Chair. There were no additional nominations.

Roll call vote was taken.

Passed 5/0/0

**(B) SELECTION OF COMMISSION REPRESENTATIVE AND ALTERNATE TO THE SUSTAINABLE CITY COMMITTEE**

For the past four years, Commissioner Dudley has served as Parks and Recreation Commission representative on the Sustainable City Committee, and Commissioner Davis has served as an alternate. Both Commissioners indicated they were willing to continue as representatives to the Sustainable City Committee.

It was moved by Commissioner Damrow, and seconded by Commissioner Cunningham to nominate Commissioner Dudley to continue serving as a representative on the Sustainable City Committee and Commissioner Davis to serve as the alternate.

Motion passed 5/0/0

**(C) REVIEW OF COMMISSION GOALS FOR FISCAL YEAR 2010-2011 ESTABLISHING NEW GOALS FOR FISCAL YEAR 2011-2012**

The Commission reviewed and discussed goals for 2010-2011 and 2011-2012. With regard to statistics collected for parks programs, the Commission indicated an interest to receive an update on trends over a period of 2-3 years. Staff will also update the Commission about the development of a social networking policy by Administration.

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

Motion passed 4/0/0 (Commissioner Dudley absent)

**(D) DOG PARK**

Staff requested the assistance of the Open Space, Park and Tree Subcommittee to review proposed dog park sites, rank priorities for desired features, and to provide a recommendation for Commission review.

It was moved by Commissioner Damrow and seconded by Commissioner Lopez to send this item to the Subcommittee.

Motion passed 4/0/0 (Commissioner Dudley absent)

## **(E) NON-PROFIT ORGANIZATIONS FEE WAIVER REQUEST**

Several local nonprofit organizations requested a waiver of facility rental fees for their monthly business meetings and/or special events held in the Signal Hill facilities. Staff also requested direction regarding requirements for volunteer hours and/or in-kind donations from requesting organizations.

The Commission directed staff to provide a sign-in sheet for volunteers at events as documentation of participation. Staff was directed to send letters outlined below to the organizations showing the value of the facility rentals and approximate number of volunteer hours (valued at the federal level of approximately \$21 per hour):

1. Chamber of Commerce:
  - a. The value of the fee waiver is approximately equivalent to \$   x  .
  - b. Waiver was approved with the understanding that said group will provide volunteers for a minimum of   x   hours during fiscal year 2011/2012 at City sponsored events or other appropriate City/community events.
  - c. The City encourages equivalent contributions from the Chamber for other appropriate City sponsored programs and community events.
2. FOSHCA and FOSHL:
  - a. The value of the fee waiver is approximately equivalent to \$   x  .
  - b. In addition to the hours the organization provides for City community events, we hope they will continue to participate and volunteer at other appropriate City sponsored programs and community events.
3. ARALB and the Historical Society:
  - a. The value of the fee waiver is approximately equivalent to \$   x  .
  - b. Waiver was approved with the understanding that said group will provide in-kind services or volunteers for a minimum of   x   hours during fiscal year 2011/2012 at City sponsored programs and community events.

It was moved by Commissioner Damrow and seconded by Vice Chair Dudley to approve the requests for a waiver of fees for the Associated Radio Amateurs of Long Beach and the Signal Hill Historical Society.

Motion passed 5/0/0

It was moved by Vice Chair Dudley and seconded by Commissioner Cunningham to approve the requests for a waiver of fees for the Signal Hill Chamber of Commerce.

Motion passed 3/0/2 (abstentions: Commissioner Damrow and Chair Davis)

It was moved by Commissioner Lopez and seconded by Commissioner Cunningham to approve the requests for a waiver of fees for the Friends of Signal Hill Cultural Arts.

Motion passed 3/0/2 (abstentions: Commissioner Damrow and Vice Chair Dudley)

It was moved by Vice Chair Dudley and seconded by Commissioner Cunningham to approve the requests for a waiver of fees for the Friends of Signal Hill Library.

Motion passed 4/0/1 (abstention: Commissioner Damrow)

**(F) CALIFORNIA ASSOCIATION OF PARKS & RECREATION COMMISSIONERS AND BOARD MEMBERS**

Staff received a request to renew agency membership in the California Association of Parks & Recreation Commissioners & Board Members. The Association requested contact information including email addresses for communication with members.

Roll call vote was taken and the Commissioners agreed to release personal email addresses.

Motion passed 5/0/0

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

Staff provided 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.

It was moved by Commissioner Damrow and seconded by Vice Chair Dudley to receive and file this report.

Motion passed 5/0/0

**(H) FRIENDS OF LONG BEACH ANIMALS FEE WAIVER REQUEST**

The Friends of Long Beach Animals, a nonprofit organization, requested a waiver of rental fees for a picnic shelter at Hilltop Park for a Meet & Greet event.

It was moved by Commissioner Damrow and seconded by Commissioner Cunningham to approve the waiver request.

Motion passed 5/0/0

**MINUTES**

It was moved by Commissioner Damrow and seconded by Vice Chair Dudley to approve the minutes of the May 18, 2011 Parks and Recreation Commission meeting.

Motion passed 5/0/0

It was moved by Commissioner Cunningham and seconded by Commissioner Lopez to approve the minutes of the June 15, 2011 Parks and Recreation Commission meeting with the elimination of the first name of one of the Commissioners from the minutes.

Motion passed 5/0/0

### **COMMISSION NEW BUSINESS**

Vice Chair Dudley reported several dead trees on the lower north slope which might be a potential fire hazard. He also thanked staff for painting the light poles on the Promenade.

Commissioner Cunningham conveyed that the crowd for July 4<sup>th</sup> appears to have been well managed in the Hilltop Park area.

Commissioner Damrow reported the restrooms at Discovery Well Park were in need of attention. Community Services Manager Mancini pointed out that the restrooms had been cleaned by staff that morning and procedures were being implemented for their continued cleaning and maintenance.

Commissioner Lopez reported that one of the parking gates at Discovery Well Park had recently been left open and cars were driving on the path. Staff will contact Signal Hill Petroleum to ensure the gates are closed and locked.

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

There were no items agendized for the next meeting.

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

None.

### **ADJOURNMENT**

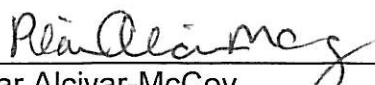
It was moved by Commissioner Cunningham, and seconded by Vice Chair Dudley to adjourn to the Regular Meeting continued to Wednesday, August 10, 2011, at 6:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

The motion passed 5/0/0

The meeting was adjourned at 6:13 p.m.

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Ken Davis  
Chair

  
Pilar Alcivar-McCoy  
Commission Secretary