

THE CITY OF SIGNAL HILL  
WELCOMES YOU TO A REGULAR MEETING OF THE  
PARKS AND RECREATION COMMISSION

May 12, 2010  
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. The agenda is posted 72 hours prior to each meeting outside of City Hall and are available at each meeting. The agenda and related reports are also available for review at the City Clerk's Office and the Library on the Friday afternoon prior to the meeting. Agendas are also available on our web site at [www.cityofsignalhill.org](http://www.cityofsignalhill.org). The public may speak on an agenda item once the Chair opens the item for discussion. Please complete a speaker card prior to the item being considered, and give the card to a City staff member in order to be recognized and correctly identified in the minutes. The cards are provided at the rear of the Council Chambers. Please state your name and direct your comments or questions to the Chair.

**CALL TO ORDER – 6:00 P.M.**

**ROLL CALL**

Chair Damrow  
Vice Chair Tickell  
Commissioner Cunningham  
Commissioner Davis  
Commissioner Dudley

**PLEDGE OF ALLEGIANCE**

**PUBLIC BUSINESS FROM THE FLOOR**

Matters of general concern, which are not on the agenda, can be addressed during this portion of the meeting and also before the adjournment. 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. Please state your name for the official record using the microphone at the podium and courteously limit your remarks.

## **PRESENTATION**

There are no presentations scheduled.

## **DISCUSSION ITEM(S)**

### **(A) REVISED FIELD AND COURT ALLOCATION POLICY**

#### **Summary:**

At the April meeting, the Commission reviewed a final draft policy for rental use of the field, including the use of the basketball courts in Signal Hill Park. Commission requested that staff revise the policy based on their recommendations and return in May for a final review.

#### **Recommendation(s):**

1. Adopt the allocation policy.

### **(B) SPECIAL EVENTS APPLICATION POLICY AND PROCEDURE**

#### **Summary:**

THIS ITEM WAS CARRIED OVER FROM THE APRIL MEETING.

Commission will review and discuss the draft Special Events Application and provide direction to staff for development of a policy and procedure for requests by third party organizers seeking to conduct special events in the City of Signal Hill.

#### **Recommendation:**

Provide input for policy development.

### **(C) REQUESTS FOR WAIVERS OF FACILITY RENTAL FEES**

#### **Summary:**

The following nonprofit organizations have requested waivers of facility rental fees for their monthly business meetings and/or special events held in the Signal Hill facilities. Previous waivers of facility rental fees have been approved.

- Associated Radio Amateurs of Long Beach
- Signal Hill Chamber of Commerce
- Signal Hill Historical Society
- Friends of Signal Hill Cultural Arts

- Long Beach IBM User's Group
- Friends of Signal Hill Library

**Recommendation:**

1. Motion to approve the requests for waivers of facility rental fees as follows:
  - Associated Radio Amateurs of Long Beach totaling \$1,815 for the use of the Signal Hill Park Community Center for their monthly business meeting. Waiver does not include staffing fees.
  - Signal Hill Chamber of Commerce totaling \$2,200 for the use of Signal Hill Park Community Center for their monthly membership meeting. Waiver does not include staffing fees.
  - Signal Hill Historical Society totaling \$480 for the use of the Library Meeting Room for their monthly board meetings.
  - Friends of Signal Hill Cultural Arts totaling \$4,172 for the use of the Library Meeting Room for monthly board meetings; Signal Hill Park Community Center for the Annual Show and Sell fundraiser; Discovery Well Park Community Center for quarterly family art making workshops; Signal Hill Park Amphitheater and surrounding open space for summer concerts
  - Long Beach IBM User's Group totaling \$2,301 for the use of the Signal Hill Park Community Center for their monthly board meeting
  - Friends of Signal Hill Library totaling \$1,380 for the use of the Library Meeting Room for their monthly board meeting.
2. Waivers are approved with the understanding that said groups will continue to provide volunteer support at the following levels, or financial support of additional programs may be provided in lieu of some volunteer hours.
  - Associated Radio Amateurs of Long Beach – 121 hours
  - Signal Hill Chamber of Commerce – 146 hours
  - Signal Hill Historical Society – 32 hours
  - Friends of Signal Hill Cultural Arts – 278 hours
  - Long Beach IBM User's Group – 1 computer class per quarter; 10 computers refurbished for donation
  - Friends of Signal Hill Library – 92 hours
3. These volunteer hours are above any routine assistance routinely provided to the City.

**(D) UPDATES ON CITY COUNCIL ACTIONS, PARK PROJECTS AND 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.

**(E) 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:**

Update, receive, and file report.

**Minutes**

**Summary:**

Attached for your review and approval are the minutes of the April 14, 2010, Parks and Recreation Commission meeting.

**Recommendation:**

Approve.

**COMMISSION NEW BUSINESS**

1. Chair Damrow
2. Vice Chair Tickell
3. Commissioner Cunningham
4. Commissioner Davis
5. Commissioner Dudley

**ITEMS AGENDIZED FOR NEXT MEETING**

## **PUBLIC BUSINESS FROM THE FLOOR**

### **ADJOURNMENT**

The next regular meeting of the Parks and Recreation Commission will be held June 9, 2010, at 6:00 p.m. in the Signal Hill Council Chamber.

### **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.

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, Pilar Alcivar-McCoy, 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 Library, Discovery Well Park, and Reservoir Park, 72 hours in advance of this meeting.

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Pilar Alcivar-McCoy  
Commission Secretary

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Date