



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
August 19, 2026

The City of Signal Hill appreciates your attendance. Public 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: Signal Hill Public Library, 1800 E. Hill Street, 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, August 19, 2026. 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 EDWARDS
VICE CHAIR KISS-LEE
COMMISSIONER ANHORN
COMMISSIONER DUTCH HUGHES

COMMISSIONER GIDWANI

(3) **PLEDGE OF ALLEGIANCE**

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

(5) **PRESENTATION(S)**

- a. RECOGNITION OF TEEN LEADERS IN TRAINING PARTICIPANTS
- b. MATH TUTORING
- c. AMPHITHEATER LOGO CONCEPTS

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

- a. PET OF THE MONTH NOMINATIONS

Summary:

The Commission will consider submitted nominations and select a Pet of the Month for August 2026 (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 the nominations for August 2026 and select nominee(s) to be recognized for Pet of the Month.

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

Summary:

The Director's Report provides updates on activities 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 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. FEE WAIVER REQUEST FROM FRIENDS OF SIGNAL HILL LIBRARY FOR FACILITY USE

Summary:

The Parks and Recreation Commission will consider a fee waiver request from Friends of the Signal Hill Library to hold board meetings on Tuesday, September 8, 2026; Tuesday, November 10, 2026; and Tuesday, January 12, 2027, from 5:30 p.m. to 7:30 p.m. at the Signal Hill Public Library Learning Center. Friends of Signal Hill Library is a resident, non-profit group and qualifies as a Teir 1 category which is eligible to request a full fee waiver of facility fees, per the City of Signal Hill Policy 4.16.

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:

Staff recommend the Parks and Recreation Commission approve the Friends of the Signal Hill Library request to waive facility fees for the use of the Signal Hill Public Library Learning Center for its board meetings on September 8, 2026, November 10, 2026, and January 12, 2027.

- b. FEE WAIVER REQUEST PROMONTORY WESTBLUFF SKYLINE ESTATES FOR FACILITY USE

Summary:

The Parks and Recreation Commission will consider a fee waiver request from Promontory Westbluff Skyline Estates to hold board meetings on Thursday, August 20, 2026; Thursday, October 22, 2026; and Tuesday, December 22, 2026, from 5:30 p.m. to 7:30 p.m. at the Signal Hill Public Library Learning Center. Promontory Westbluff Skyline Estates is a resident, non-profit group and qualifies as a Teir 1 category which is eligible to request a full fee waiver of facility fees, per City of Signal Hill Policy 4.16.

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:

Staff recommend the Parks and Recreation Commission approve the Promontory Westbluff Skyline Estates request to waive facility fees for the use of the Signal Hill Public Library Learning Center for its board meetings in August, October, and December for the 2026 calendar year.

- c. UPDATES TO THE PARKS, RECREATION & LIBRARY SERVICES OPERATIONS STANDARD MANAGEMENT POLICY 4.16 - REQUEST FOR MODIFIED FEE OR FEE WAIVER REQUEST FOR USE OF FACILITIES

Summary:

To set forth in writing the updated Parks, Recreation and Library Services Department operations standard management policy 4.16 to reflect updated organizational categories related to Request for Modified Fees or Fee Waiver Request for Use of City Facilities (4.16).

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.

- 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 July 15, 2026.

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

(9) ADJOURNMENT

Tonight's meeting will be adjourned to the next regular meeting of the Parks & Recreation Commission to be held on September 16, 2026, at 6:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

PUBLIC 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.



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
Hill, California 90755-3799

8/19/2026

AGENDA ITEM

TO:

**HONORABLE CHAIR
AND MEMBERS OF THE PARKS AND RECREATION COMMISSION**

FROM:

**YVETTE E. AGUILAR
DEPUTY CITY MANAGER/PARKS, RECREATION AND LIBRARY SERVICES
DIRECTOR**

SUBJECT:

RECOGNITION OF TEEN LEADERS IN TRAINING PARTICIPANTS

Summary:

Chair Kiss-Lee will present certificates of recognition to the Teen Leaders In Training participants.



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8/19/2026

AGENDA ITEM

TO:

**HONORABLE CHAIR
AND MEMBERS OF THE PARKS AND RECREATION COMMISSION**

FROM:

**RICARDO VELOZ
DEPUTY DIRECTOR OF PARKS, RECREATION AND LIBRARY SERVICES**

SUBJECT:

MATH TUTORING

Summary:

Library staff will provide a presentation on the Signal Hill Public Library Math Tutoring Program.



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AGENDA ITEM

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**HONORABLE CHAIR
AND MEMBERS OF THE PARKS AND RECREATION COMMISSION**

FROM:

**RICARDO VELOZ
DEPUTY DIRECTOR OF PARKS, RECREATION AND LIBRARY SERVICES**

SUBJECT:

AMPHITHEATER LOGO CONCEPTS

Summary:

Ricardo Veloz, Deputy Director of Parks, Recreation and Library Services, will present amphitheater logo concepts.



CITY OF SIGNAL HILL
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8/19/2026

AGENDA ITEM

TO:
**HONORABLE CHAIR
AND MEMBERS OF THE PARKS AND RECREATION COMMISSION**

FROM:
**YVETTE E. AGUILAR
DEPUTY CITY MANAGER/PARK, RECREATION AND LIBRARY SERVICES
DIRECTOR**

BY:
**MELISSA MONTIEL
MANAGEMENT ASSISTANT**

SUBJECT:
PET OF THE MONTH NOMINATIONS

Summary:

The Commission will consider submitted nominations and select a Pet of the Month for August 2026 (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 the nominations for August 2026 and select nominee(s) to be recognized for Pet of the Month.

Background:

One new qualified nomination was received for August 2026. Ten nominations remain from previous submissions. There are a total of eleven nominations eligible for the Parks and Recreation Commission to consider for the August 2026 Pet of the Month (Attachment B).

Approved:

8/19/2026

Yvette E. Aguilar

**Monthly Pet of the Month
Guidelines
PRC Approved 09/21/2022**

The Pet of the Month program is intended to promote community engagement and highlight Signal Hill pets in the community. Selected pet of the month is subjective, non-scientific or data driven, and at the sole discretion of the Parks and Recreation Commission.

Eligibility Criteria

- Self-Attest to Signal Hill Residency
 - Nominating Owner
 - Pet
- Pet must be licensed in the City of Signal Hill
- One nomination per household per month

Application Criteria (in addition to information from Eligibility Criteria)

- Name of Pet
- Animal Type
- Special Characteristics and Information about the Pet
- Activities Pet Likes
- Photo of Pet

Selection Process

- More than one selection for “Pet of the Month” may be made if approved by the commission.
- All nominations received will be presented to the Parks and Recreation Commission each month, based on the timeline, below.

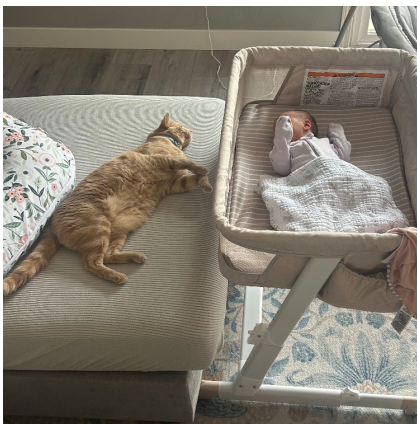
Pet of the Month for	Nomination Window	Pet of the Month Selection	Recognition
January	December 1-31	January PRC Meeting	Mid-January through mid-February
February	January 1-31	February PRC Meeting	Mid-February through mid-March
March	February 1-28/29	March PRC Meeting	Mid-March through mid-April
April	March 1-31	April PRC Meeting	Mid-April through mid-May
May	April 1-30	May PRC Meeting	Mid-May through mid-June
June	May 1-31	June PRC Meeting	Mid-June through mid-July
July	June 1-30	July PRC Meeting	Mid-July through mid-August
August	July 1-31	August PRC Meeting	Mid-August through mid-September

September	August 1-31	September PRC Meeting	Mid-September through mid-October
October	September 1-30	October PRC Meeting	Mid-October through mid-November
November	October 1-31	November PRC Meeting	Mid-November through mid-December
December	November 1-30	December PRC Meeting	Mid-December through mid-January

- Selected Pet of the Month is recognized via:
 - City Website
 - Monthly E-Newsletter
 - City and Community Services Department Facebook pages
- Nominations that are not selected for “Pet of the Month” are eligible for future consideration
- Nominations will also be featured to help promote community engagement, but only pet(s) that are selected as Pet(s) of the Month will be featured as promoted as such.

Pet of the Month - August Nominees

Louis



Moses



Chuy



Zeenya



Benito

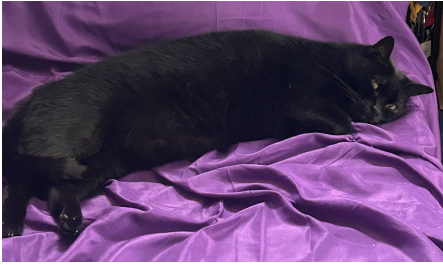


Astrid



Pet of the Month - August Nominees

Felix



Katsu



Nacho



Gingerbread



Jettu



City of Signal Hill Pet of the Month August 2026

What is your Pet's name?	Louis
Does your pet have a nick name?	Field not completed.
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Orange tabby cat
What makes your pet special?	He welcomed our newborn so sweetly. He was mirroring our daughter in her bassinet, giving her cuddles ! He also gives kisses like a dog.
How long have you had your pet? How did you acquire your pet?	We've had him 6 years, he's 8! We rescued him from the shelter.
What activities does your pet like to do?	He likes to carry around a little stuffed bunny. He loves his treat time. He loves to cuddle.
Does your pet have all required licenses?	Yes
Nominated April 21, 2026	

City of Signal Hill Pet of the Month August 2026

What is your Pet's name?	Moses
Does your pet have a nick name?	Mosie, MoMo, Mogli
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Corgi Mix
What makes your pet special?	Moses has 4 teeth, loves babies and puppies, and spends most of her day in her office (the bathroom)
How long have you had your pet? How did you acquire your pet?	16yrs. She was found on the street late one night with a hand basket stuck on her head. She is named after the most famous baby found in a basket, Moses.
What activities does your pet like to do?	Moses likes to go on walks and smell the flowers
Does your pet have all required licenses?	Yes
Nominated April 21, 2026	

City of Signal Hill Pet of the Month August 2026

What is your Pet's name?	Chuy
Does your pet have a nick name?	Field not completed.
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Dog, chihuahua
What makes your pet special?	He is the cutest, sweetest, funniest old man ever
How long have you had your pet? How did you acquire your pet?	7 years! He was my grandma's and after she passed, I adopted him
What activities does your pet like to do?	He enjoys eating, sleeping and watching tv
Does your pet have all required licenses?	Yes
Nominated May 1, 2026	

City of Signal Hill Pet of the Month August 2026

What is your Pet's name?	Zeenya
Does your pet have a nick name?	Zeenya and Coco
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Shih Tzu
What makes your pet special?	The girls are the best of friends and so sweet
How long have you had your pet? How did you acquire your pet?	One for three years the other one two years
What activities does your pet like to do?	They love their walks on Signal Hill
Does your pet have all required licenses?	Yes
Nominated May 4, 2026	

City of Signal Hill Pet of the Month August 2026

What is your Pet's name?	Benito
Does your pet have a nick name?	Benny
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Smooth coat jack russell
What makes your pet special?	Can dance on two hind legs for a moderate amount of time
How long have you had your pet? How did you acquire your pet?	5 years
What activities does your pet like to do?	Go on long hikes and walks on the sand
Does your pet have all required licenses?	Yes
Nominated May 25, 2026	

City of Signal Hill Pet of the Month August 2026

What is your Pet's name?	Astrid
Does your pet have a nick name?	Bubba
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Domestic Shorthair
What makes your pet special?	A Long Beach rescue, Astrid is the most kind and caring cat we've ever met. She illuminates so much sweetness, gives the best cuddles, and always knows when we need a little extra love. Plus, she is gorgeous.
How long have you had your pet? How did you acquire your pet?	10+ years
What activities does your pet like to do?	Sleep, cuddle, play, look out the window at birds and squirrels
Does your pet have all required licenses?	Yes
Nominated May 25, 2026	

City of Signal Hill Pet of the Month August 2026

What is your Pet's name?	Felix
Does your pet have a nick name?	No
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Black Cat
What makes your pet special?	He has character.
How long have you had your pet? How did you acquire your pet?	7 yrs. My son's friend found him in an alley.
What activities does your pet like to do?	He likes to chew on plastic bags
Does your pet have all required licenses?	Yes
Nominated May 28, 2026	

City of Signal Hill Pet of the Month August 2026

What is your Pet's name?	Katsu
Does your pet have a nick name?	Field not completed.
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Shiba Inu - Dog
What makes your pet special?	Shiba Inus are a small Japanese breed of dogs. Some people say Shibas resemble foxes. Katsu is unique because you don't see too many types of Shibas around.
How long have you had your pet? How did you acquire your pet?	We have had Katsu since December 2025.
What activities does your pet like to do?	Katsu is a friendly, energetic Shiba Inu puppy. Katsu loves to be outdoors. He enjoys playing at local dog parks and running around Signal Hill Park.
Does your pet have all required licenses?	Yes
Nominated May 28, 2026	

City of Signal Hill Pet of the Month August 2026

What is your Pet's name?	Nacho
Does your pet have a nick name?	Nachito burrito with the stinky feeto
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Husky
What makes your pet special?	He talks, he howls, he farts, and he's cute.
How long have you had your pet? How did you acquire your pet?	I've had Nacho for about 6 years and I found him on Craigslist. I used to be a TA and my teacher had huskies he would bring in to class and I wanted one for years and one day I went for it.
What activities does your pet like to do?	Eat, belly rubs, going for walks, going to store and talking to all the people.
Does your pet have all required licenses?	Yes
Nominated May 30, 2026	

City of Signal Hill Pet of the Month August 2026

What is your Pet's name?	Gingerbread
Does your pet have a nick name?	Gingi
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Chihuahua
What makes your pet special?	She's 14 years old and loves the outdoors and sunshine!
How long have you had your pet? How did you acquire your pet?	14 years. From a shelter
What activities does your pet like to do?	Travel, sunbathe, be outside, play
Does your pet have all required licenses?	Yes
	

City of Signal Hill Pet of the Month August 2026

What is your Pet's name?	Jett Adventure Paul
Does your pet have a nick name?	Jettu
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Dog / Pomaranian/Poodle
What makes your pet special?	He's a master at jumping and standing on 2 paws
How long have you had your pet? How did you acquire your pet?	8.5 years; he was rescued from Fetch LB
What activities does your pet like to do?	Run at park, chase squirrels, beg for in-n-out fries
Does your pet have all required licenses?	Yes
	



CITY OF SIGNAL HILL
STAFF REPORT

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8/19/2026

AGENDA ITEM

TO:

**HONORABLE CHAIR
AND MEMBERS OF THE PARKS AND RECREATION COMMISSION**

FROM:

**YVETTE E. AGUILAR
PARKS, RECREATION AND LIBRARY SERVICES DIRECTOR**

SUBJECT:

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

Summary:

The Director's Report provides updates on activities 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 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.

Updates and Analysis:

CITY COUNCIL

At the July 14, 2026 City Council Meeting:

- Mayor Hansen presented a proclamation to the Parks, Recreation and Library Services Department staff in recognition of July as Parks Make Life Better Month.

- City Council approved the first reading by title only of an ordinance to amend Title 15 to comply with state law regarding electric vehicle charging stations.
- City Council authorized appropriations for Gundry Reservoir roof replacement/rehabilitation project.
- City Council approved a funding agreement and Amendment No. 1 to the memorandum of understanding with the Los Angeles County Metropolitan Transportation Authority for the Willow Street Corridor Project.

At the July 28, 2026 City Council Meeting:

- Executive Director Jennifer Kumiyama of the Disabled Resource Center shared the offerings and services available to Signal Hill residents.
- The City Council presented Jimmy Eleopoulos a proclamation to recognize the 40th Anniversary of Big E's Pizza.
- The City Council recognized the Long Beach Model T Club for participation in the City's 250th Anniversary Hill Climb.
- The Parks, Recreation, and Library Services staff presented upcoming programs to recognize Women's Equality Day.
- Participants of the "Capture Signal Hill" Citywide Photo Contest were recognized by the City Council.
- The City Council authorized the City Manager to submit a Central Basin Watermaster Request for Carryover Conversation.

PARK PROJECTS

Civic Center Master Plan - Phase I (Amphitheater)

The Civic Center Master Plan (Plan) was approved and adopted by City Council at the August 27, 2024 meeting.

In September 2024 staff-initiated Phase I of the Civic Center Plan. City staff and consultants presented a conceptual design for the amphitheater at the May 27, 2025, City Council meeting. On November 25, 2025, the City Council approved a contract with CABD for the construction of the amphitheater. Construction work began in January 2026 and project completion is anticipated at the end of the 2026 calendar year.

Please visit the website at <https://www.cityofsignalhill.org/717/Civic-Center-Master-Plan> to learn more and keep updated on the status of the Plan.

RECREATION DIVISION

Program	Number of Participants
<u>Summer Day Camp</u>	
Signal Hill Park Day Camp started on June 15. Tween Day Camp started on June 29.	
Signal Hill Day Camp	July 6 – 10: 58 Enrolled July 13 – 17: 66 Enrolled July 20 – 24: 68 Enrolled July 27 – 31: 64 Enrolled August 3 – 7: 64 Enrolled August 10 – 14: 65 Enrolled
Tween Day Camp	July 6 – 10: 20 Enrolled July 13 – 17: 20 Enrolled July 20 – 24: 20 Enrolled July 27 – 31: 18 Enrolled Aug 3 – 7: 16 Enrolled August 10 – 14: 20 Enrolled

COMMUNITY SERVICES DIVISION

Program	Number of Participants
<u>Food Distribution Programs</u>	
The Department offers a Senior Food Distribution program for residents <u>ages</u> 55 and older to receive supplemental groceries and a Family Food Distribution program for families to receive a Mother's Nutritional Market debit card to purchase supplemental groceries each month.	
Senior Brown Bag Program	40 Seniors
Family Food Distribution Program	20 Families
<u>Senior Social Club Programs</u>	
This program is focused on providing engagement, enrichment, and socialization opportunities for adults aged 55 and older.	
Wellness Wednesdays: Silver Sneakers, Meditation, Health & Wellness Workshops	13 Participants average per program
Traditional Games: Loteria, Bingo, Dominoes, Cards	15 Participants average per program
Tai Chi	13 Participants average per program
Tech Tuesday	15 Participants average per program
Senior Excursion	40 Participants

<u>Ongoing Senior Programs</u>	
Mondays	Tai Chi (2 nd and 4 th Monday of the month)
Tuesdays	Traditional Games (Twice per month) Tech Tuesdays (Once per month)
Wednesdays	Wellness Wednesdays (Silver Sneakers, Meditation, Health & Wellness Workshops)

<u>Community Programs</u>	
Arts and Crafts	10 Participants average per program
Master Zumba in the Park	15 Participants per monthly program
Yoga in the Park (2 nd and 4 th Wednesday of the month)	10 Participants average per program
Rec Express	50 Participants average per program

<u>Community Garden at Signal Hill Park</u>	
The Department is responsible for 23 rentable plots in the Community Garden. Staff have been working on keeping the plots free of weeds. In January, we launched our garden workshops, which happen twice a month.	
Garden Plots	23 Plots
Garden Workshop	25 Participants

<u>Ongoing Community Programs</u>	
Mondays	Arts and Crafts (Twice per month)
Thursdays	Yoga in the Park (Twice per month) Rec Express (Twice per month)
Saturdays	Master Zumba in the Park (Once per month) Garden Workshops (Once per month)

<u>Animal and Pet Programs</u>	
The pet programs are focused on promoting responsible pet ownership, pet health, and pet adoption opportunities in addition to pet and animal education opportunities. Some programs are in partnership with the City of Long Beach, and some are standalone.	
Tie Dye Pet Accessories	6 Participants
<u>Low-Cost Pet Vaccination Clinic</u>	
Community Animal Medicine Project (CAMP) provides low-cost vaccine and wellness services. Services include flea/tick treatment, microchips, as well as cat and dog vaccinations.	
July 18	70 Pets

<u>Volunteers</u>	
Concert Volunteers	9 Event Volunteers
<u>Volunteer Programs</u>	
Volunteer Hours for July 2026	33 Hours
Summer Volunteer Social	9 Volunteers

Movies in the Park

The July Movie in the Park featured *Zootopia 2* at Signal Hill Park. City of Long Beach Parks, Recreation and Marine staff brought a jumper and popcorn.

Event Attendees	200+ Attendees
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<u>Facility Rentals:</u>	Resident	Non-Resident	Non-Profit	School	Total
Discovery Well Park Picnic Shelters	0	0	0	0	0
Hilltop Park Picnic Shelter	1	0	0	0	1
Reservoir Park Picnic Shelter	0	1	0	0	1
Signal Hill Park Picnic Shelters	0	0	0	0	0
Discovery Well Community Center	0	0	0	0	0
Spud Field	0	0	0	0	0
Signal Hill Point Terrace	0	0	0	0	0
Library Community Room	0	0	2	0	2
Zinnia Courtyard Patio	0	0	0	0	0
Wedding Space	0	1	0	0	1
TOTAL					5

<u>Rental Revenue</u>	<u>January–July 2026</u>
Facility Rental Revenue	\$8,928.34
Total Facility Fees Waived	\$1,732.00

LIBRARY SERVICES DIVISION

<u>Library Services</u>	<u>Number of Participants</u>
Circulation: Total number of items checked out from the library that are in circulation.	
Circulation of Library Items	4,776 Items
Library Visits	9,212 Visits
Library Website Visits	733 Visits
Library Wi-Fi Connections	2,370 Connections
Resident Library Card Registration	37 Library Card Registrations
Non-Resident Library Card Registration	268 Library Card Registrations
<u>Inter Library Loan</u>	
Inter Library Loan (ILL) enables patrons to obtain materials unavailable at the Signal Hill Public Library, and other libraries can also borrow Signal Hill's materials.	
Inter Library Loan Service Borrowed	58 Items Borrowed
Inter Library Loan Service Loaned Out	18 Items Loaned Out
<u>Electronic Resources</u>	
Freegal Music Subscription+	25 Active Users, 253 songs streamed
Kanopy Movie Streaming Subscription	10 New Users, 5,587 minutes streamed
Beanstack Subscription	69 New Active Users, 491,035 total minutes read

<u>Library Programs</u>	<u>Number of Participants</u>
Study Rooms Reservations	176 Reservations
Storytime Monthly Total	299 Children, 284 Adults
Spanish Storytime (4 occurrences)	11 Children, 10 Adults average per program
Baby Storytime (5 occurrences)	24 Children, 23 Adults average per program
Preschool Storytime (5 occurrences)	16 Children, 14 Adults average per program
Khmer Storytime (3 occurrences)	8 Children, 9 Adults average per program
First Friday Book Club	7 Adults
Romance Book Club	2 Adults
Pageturners Book Club	4 Adults
LGBTQIA+ Book Club	2 Adults
Make It! Program	5 Children, 5 Adults
Senior Dancing for Health (5 occurrences)	47 Adults total 9 Adults average per program
BARK: Read to Dogs	7 Children, 8 Adults
Signal Hill Public Library Crochet Club	2 Children, 6 Adults

Summer Stuffed Animal Workshop	19 Children, 10 Adults
Family Bingo Night: Galactic Glow	6 Children, 12 Adults
Family Bingo Night: Emo Night	3 Children, 20 Adults
History on the Hill	7 Adults
Barnyard Storytime	33 Children, 29 Adults
Pokémon Trivia	15 Children, 14 Adults
Lifestyles of the Slimy & Squishy	12 Children, 10 Adults
Sol y Salsa	11 Children, 28 Adults
Fabulous Faces: Face Painting at the Library	29 Children, 9 Adults
Jewel Box Theater Workshop	4 Children, 4 Adults
L.A. County Smart Gardening	5 Adults
A Day at the Movies: <i>Goldfinger</i>	1 Child, 11 Adults

<u>Ongoing Library Programs</u>	
Mondays	Spanish Story Time
Tuesdays	After School Club Tween Social Club
Wednesdays	Baby Story Time
Thursdays	Senior Dancing for Health Teen Social Club 3 rd Thursday: Romance Book Club
Fridays	Preschool Story Time 1 st Friday: Book Club 2 nd Friday: Make It! 3 rd Friday: Crochet Club
Saturdays	Khmer Story Time 2 nd Saturday: Pageturners Book Club 3 rd Saturday: Photography Open Studio 3 rd Saturday: Jewel Box Children's Theater Workshop

UPCOMING PARKS, RECREATION, AND LIBRARY SERVICES DEPARTMENT PROGRAMS AND EVENTS

<u>Upcoming Programs</u>	
August 20	Senior Dancing for Health Yoga in the Park Romance Book Club
August 21	Preschool Storytime Crochet Club
August 22	Garden Workshop Khmer Storytime
August 24	Spanish Storytime
August 25	After School Recreation Club Program begins Senior Social Club: Tea Sip and Paint Senior Social Club: Tech Tuesday Zumba with the Library
August 26	Seniors Wellness Wednesdays Workshop Memorial Care Women's Equality Day Movie: <i>Fly <u>With Me</u></i>
August 27	Senior Excursion: Santa Ana Zoo Senior Dancing for Health Day at the Movies: The Sting Rec Express- Discovery Well Park Library After School Drop-In
August 28	Preschool Storytime Signal Hill Under the Stars- Reggae Night
August 29	Khmer Storytime
August 31	Spanish Storytime

September 1	Senior Social Club: Traditional Games Library Teen Drop In LGBTQIA+ Book Club Zumba with the Library
September 2	Baby Storytime Wellness Wednesdays: Silver Sneakers Sensory Storytime
September 3	Senior Excursion: The Getty Senior Dancing for Health Library After School Drop-In
September 4	Preschool Storytime First Friday Book Club Immersive Movie Under the Stars
September 5	Master Zumba Class Garden Workshop Spooky Photoshoot Workshop Khmer Storytime
September 8	Senior Social Club: Traditional Games Library After School Drop-In Junk Journaling Session Zumba with the Library
September 9	Wellness Wednesday: Department of Mental Health Baby Storytime Pass the Sticks
September 10	Senior Food Distribution Program Senior Dancing for Health Yoga in the Park Library After School Drop-In
September 11	25 th Anniversary of September 11 th Preschool Storytime Make It!
September 12	Core Workshop: Disaster Pageturners Book Club Khmer Storytime Planetarium: Explore the Universe Little Ones Khmer Dance Class
September 14	Senior Social Club: Tai Chi Spanish Storytime Pilates Fundamentals

September 15	Senior Social Club: Traditional Games Library After School Drop-In Loteria Zumba with the Library
September 16	Wellness Wednesdays: Silver Sneakers Baby Storytime Senior Social Club: Silver Sneakers Souper Bowls: Sopa de Fideo Reading Tutoring program begins
September 17	Senior Dancing for Health Basic Sewing Machine Workshop REC Express Library After School Drop-In Math Tutoring program begins Romance Book Club
September 18	Preschool Storytime Crochet Club

September 19	Pet Vaccine Clinic Khmer Storytime Open Photography Studio Little Ones Khmer Dance Class Theatre Workshop
September 21	Community Arts & Crafts Spanish Storytime Pilates Fundamentals
September 22	Library After School Drop-In Hobbit Day Tea & Terrariums Zumba with the Library
September 23	<u>Wellness Wednesdays</u> : Superfoods to the Rescue Baby Storytime Reading Tutoring

September 24	Senior Dancing for Health A Day at the Movies Library After School Drop-In Math Tutoring
September 25	Preschool Storytime Signal Hill Under the Stars-Cowboy Line Dancing
September 26	Writing Your Life's Story Workshop Khmer Storytime Little Ones Khmer Dance Class
September 28	Tai Chi Class Spanish Storytime Pilates Fundamentals
September 29	Senior Social Club: Tea and Paint Senior Social Club: Tech Tuesday Library After School Drop-In Zumba with the Library
September 30	Baby Storytime Reading Tutoring

Approved:

Yvette E. Aguilar



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
Hill, California 90755-3799

8/19/2026

AGENDA ITEM

TO: HONORABLE CHAIR
AND MEMBERS OF THE PARKS AND RECREATION COMMISSION

FROM: RICARDO VELOZ
DEPUTY DIRECTOR OF PARKS, RECREATION AND LIBRARY SERVICES

BY: MARTHA BAEZ
RECREATION COORDINATOR

SUBJECT: FEE WAIVER REQUEST FROM FRIENDS OF SIGNAL HILL LIBRARY FOR FACILITY USE

Summary:

The Parks and Recreation Commission will consider a fee waiver request from Friends of the Signal Hill Library to hold board meetings on Tuesday, September 8, 2026; Tuesday, November 10, 2026; and Tuesday, January 12, 2027, from 5:30 p.m. to 7:30 p.m. at the Signal Hill Public Library Learning Center. Friends of Signal Hill Library is a resident, non-profit group and qualifies as a Teir 1 category which is eligible to request a full fee waiver of facility fees, per the City of Signal Hill Policy 4.16.

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:

Staff recommend the Parks and Recreation Commission approve the Friends of the Signal Hill Library request to waive facility fees for the use of the Signal Hill Public Library Learning Center for its board meetings on September 8, 2026, November 10, 2026, and January 12, 2027.

Background:

In May 2026, staff proposed updates to the City of Signal Hill Policy 4.16 to create categories for group eligibility for fee waivers. The new policy, approved by the City Council, established seven

categories, four of which allow for a 100 percent fee waiver (Teir 1) and three of which allow for organizations to request for a reduced (modified) fee for the use of City facilities (Teir 2). The policy went into effect on July 1, 2026. Reduced fees are reflected by discounted rate in percentages in the City's adopted fee schedule that went into effect July 1, 2026.

On July 20, 2026, staff received a request from the Friends of the Signal Hill Library (FOSHL) to hold their meetings on Tuesday, September 8, 2026; Tuesday, November 10; and January 12, 2027, in the Signal Hill Public Library Learning Center from 5:30 p.m. to 7:30 p.m. on each date. (Attachment A).

FOSHL is a non-profit organization based in Signal Hill and is a regular community partner that works collaboratively with the Parks, Recreation and Library Services Department to host special offerings with books. Under the new policy, FOSHL qualifies as a Teir 1 group and is eligible for a full fee waiver, with the exception of staffing fees.

Analysis:

In accordance with the City's policy granting fee waivers for City facilities, the applicant must submit a waiver request and meet the general requirements and criteria established by the City of Signal Hill Policy 4.16 - Request for Modified Fee or Fee Waiver Request for Use of City Facilities (Waiver Policy). The Waiver Policy requires the Commission to make the following findings to ensure the organization is eligible to request a fee waiver prior to granting approval (Attachment B):

- The group is considered in good standing with the City, which includes but is not limited to, having no outstanding fees, or debts overdue with the City and documented history of compliance with previous City Facility use policies and procedures.
- The event or program is consistent with the City's mission, values and objectives.
- There are no detrimental impacts on the existing facilities or City activities.
- There is a public benefit to Signal Hill residents.
- Program or event is non-discriminatory and non-political nature.
- Primary mission of organization is philanthropic and/or service-driven for the benefit of the community.
- Event or program is open to the public at no charge.

The Waiver Policy further outlines seven categories for fee waiver eligibility including:

Tier 1 - Eligible for a Full Fee Waiver:

1. Official City Partner/City Affiliated Organization
2. Intergovernmental Groups/Government Agencies
3. Resident Non-Profit
4. Non-Resident, Non-Profit

Tier 2 - Eligible for Reduced/Modified Fee

5. Schools and School Groups
6. Civic Organizations/Groups
7. Homeowners Association/Neighborhood Associations

Staff have reviewed the criteria identified in the Waiver Policy and confirmed that FOSHL meets the requirements to be eligible to request a fee waiver based on their category of Tier 1 - Resident Non-Profit status.

On June 23, 2026, City Council approved the Uniform Schedule of Fees which identified that Signal Hill based non-profit organizations are eligible to request a full fee waiver. Staff estimate the total cost of the proposed fee waiver to be \$444.00 of facility use fees. The following table details the facility fee description, hourly rate, and totals for each category:

FACILITY/FEE DESCRIPTION	RATE	HOURS	SUBTOTAL
Signal Hill Public Library Learning Center			
Tues, September 8, 2026, 5:30p.m.-7:30p.m.	\$74/hour	2 hours	
SUBTOTAL			\$148.00
Signal Hill Public Library Learning Center			
Tues, November 10, 2026, 5:30p.m.-7:30p.m.	\$74/hour	2 hours	
SUBTOTAL			\$148.00
Signal Hill Public Library Learning Center			
Tues, January 12, 2027, 5:30p.m.-7:30p.m.	\$74/hour	2 hours	
SUBTOTAL			\$148.00
GRAND TOTAL			\$444.00

Staff recommend the Parks and Recreation Commission consider a full facility fee waiver for Friends of Signal Hill Library meetings in Tuesday, September 8; Tuesday, November 10; and Tuesday, January 12, 2027, from 5:30 p.m. to 7:30 p.m. at the Signal Hill Public Library Learning Center. The dates and times of the proposed meetings are scheduled during the Library's regular operating hours and do not necessitate additional staff hours for the rental of the room.

Approved:

Ricardo Veloz

Attachments:

- A. Application, Fee Waiver/Reduction Request Form, Letter, & Proof of Non-Profit Status
- B. Policy 4.16 - Request for Modified Fee or Fee Waiver Request for Use of City Facilities



Park, Recreation, and Library Services Department
1800 E. Hill Street | Signal Hill, CA, 90755
Phone: 562-989-7330 Email: Reservations@cityofsignalhill.org
Office Hours: Monday - Friday 8:00 am - 4:00 pm

Application for Use of Indoor City Facilities

Submission of an application does not guarantee a reservation until it is approved by the Parks, Recreation & Library Services Department. Applications must be received a minimum of fifteen (15) business days prior to requested date and will be accepted up to six (6) months in advance. Please email the application to Reservations@cityofsignalhill.org.

Name of Applicant(s) FRIENDS OF SIGNAL HILL LIBRARY (FOSHL)

Are you reserving on behalf of a business or organization? ☒ Yes ☐ No

Phone numbers: Cel [REDACTED] new [REDACTED] Email [REDACTED]

Address [REDACTED] Unit # N/A

City SIGNAL HILL CA Zip Code 90755

Applicant must be at least 21 years of age and will be responsible for the entire event.

Reservation

Description of Rental: LIBRARY LEARNING CENTER ROOM 5-7pm ^{6:30}

Rental Date: TUES SEPT 8, 2026 Alternate Date: TUES JAN 12, 2027

Rental Set-up time: 4:45 - 6:45 Rental Clean-up time: 6:45 PM

EXPECTED ATTENDANCE: Adults: 10-12 Children: 0 Total Attendance: 10-12

Total Hours Requested: 2 Type of Rental: Public / Private

Event time should reflect set-up and cleanup. Please allow a minimum of one hour for cleanup.

Please answer all questions below. Failure to address any questions may delay your request.

- Is this an organized group, club, school, or business? ☒ Yes ☐ No

Do you intend to charge admissions/donations? ☐ Yes ☒ No

- Is the rental available to the public? ☒ Yes ☐ No

If yes, please provide a flyer. All marketing/promotional materials not co-sponsored by the City must include the statement, "This program is not sponsored or endorsed by The City of Signal Hill."

- Will there be a caterer to provide food for your rental? ☐ Yes ☒ No

If yes, please provide the name of the caterer: _____

Please note no cooking on site

- Will this rental event have amplified music? ☐ Yes ☒ No

If yes, what type? ☐ Band ☐ DJ ☐ Radio ☐ Bluetooth Speaker (Please note that some facilities may not allow music)

- It is required to show proof of insurance (SHMC 9.08.030 C). Please provide a copy before final payment is made.

Function Type:

☐ Bridal Shower	☒ Meeting/Lecture/Seminar/Workshop	☐ Wedding Reception
☐ Baby Shower	☐ Reunion/Banquet	☐ Celebration of Life
☐ Birthday – age	☐ Graduation Party	☐ Other:
☐ Cultural Celebration	☐ Wedding Ceremony	

Space Requested ☒: Please check box of facility requested.

Discovery Well Park – 2200 Temple Avenue

☐ **Discovery Well Park
Community Center**



Available to rent for meetings and smaller gatherings. Tables, chairs and limited refrigerator space is included. Limited parking is available.
Maximum capacity is 36 people.

Signal Hill Public Library – 1800 E. Hill Street

☐ **Library Community Room**



The Community Room is a versatile space suitable for meetings, lectures, training sessions, and workshops. A projector, screen, and sound system are included. Laptop and connection cables are not provided. Please note that technical support is not included.
Room capacity depends on the set-up (48-70 people).

☐ **Library Zinnia Courtyard**



The outdoor patio is nestled between Signal Hill Park and the Signal Hill Public Library. The courtyard is only available when the library is closed.
Maximum capacity is 50 people.
Only available when the library is closed.

Available Rental Times: 5:00 p.m. – 10:00 p.m. Wednesday, Friday, Saturday & 8:00 am-10:00 pm Sunday

☒ **Library Learning Center**



Available to rent for small meetings and trainings. A projector, screen, and sound system are included. Laptop and connection cables are not provided. Please note that technical support is not included. **Maximum capacity is 20 people. Pre-packaged snacks and bottled drinks only.**

Available Rental Times: Monday, Tuesday, & Thursday: 12:00 p.m. – 8:00 p.m.
Wednesday, Friday, & Saturday: 10:00 a.m. – 5:00 p.m.

****Closed: ** Sundays & Holidays**

☐ **Library Signal Point Terrace**



A beautifully appointed patio overlooking. This is a popular location for wedding receptions, anniversary celebrations, or corporate events. **Maximum capacity is 60 people and must be reserved for a minimum amount of 3 hours.**

Available Rental Times: Monday – Sunday: 8:00 am-8:00 pm (**Adult events only**).

***** The Existing speaker is for sound only. No live music or DJ is permitted on Signal Point Terrace.**

APPLICANT VERIFICATION

I, the undersigned, on behalf of the above-named organization, do hereby agree to indemnify the City of Signal Hill, according to the attached indemnification form, and to abide by and enforce the rules, regulations, and policies governing the facility as set forth by the City of Signal Hill.

A valid picture I.D. is required at the time of application to verify age and/or residency.

Proof of Signal Hill Residency (if applicable): Driver's License Current Utility Bill Employed in Signal Hill

I certify that I am a resident of Signal Hill and that I will be onsite at the event for the entire duration of the event. I understand that if I am found to be renting the facility for a non-resident, the non-resident fees will be deducted from my deposit.

→ Initials: CAF

Once you receive confirmation that the permit has been approved, payment can be made online at our website: <https://secure.rec1.com/CA/signal-hill-ca/catalog> or in Person at our Parks Recreation and Library Services Office in cash, check, or credit card. All fees for reservations made within **15 working days** or less must be paid in full by cash, check, or credit card.

Refundable damage deposits will be mailed to the address provided 6 to 8 weeks after your event. Please ensure your address is accurate to avoid delays in processing your refund.

Applicant Name (Print): [REDACTED]

Applicant Signature: [REDACTED]

Date: 21 July 2026

Event Insurance: Insurance Rates are set by the insurance provider and are subject to change.

Initial: [REDACTED]

X [REDACTED]

Signature

Date

FOR DEPARTMENT USE ONLY

Received by: _____

Date: _____

Department Approval: _____

Date: _____

Friends of the Signal Hill Library
2202 E. Willow St. D-180
Signal Hill, CA 90755



Friends of the Signal Hill Library requests the use of the Library Learning Center room in the Signal Hill Library for the following meeting dates:

Tuesday Sept 8, 2026

Tuesday Nov 10, 2026

Tuesday Jan 12, 2027

Times requested: 5:00pm - 6:30pm or 5:30 pm - 7 pm

FOSHL is a non-profit organization in the registered in the state of California (Fed ID #33-0674073).

We hold our bi-monthly membership meetings on the 2nd Tues every other month to discuss and plan current & future events that support library reading programs.

Some of our annual events include: 1st Sat of each month community Book Drop Off Donation (12-2 pm) at the library, Dr. Seuss Reading Across America in March, Spring Book Sale, tabling at summer Concerts in the Park & Nat'l Night Out in August, Hispanic, Kymer & Filipino Story Time buying multi-language books, Santa's Workshop in December for kids & parents and providing new books and supplies for many other children's programs. (See attached flyers)

FOSHL thanks the City of Signal Hill for your continuing support of the work we do.

Sincerely,

A large black rectangular box redacts the signature of the President of Friends of Signal Hill Library. The box covers the entire area where a signature would typically be placed.

President
Friends of Signal Hill Library



City of Signal Hill

Fee Waiver or Fee Reduction Form

Date Submitted: JULY 21 2026

Name of Organization: FRIENDS OF SIGNAL HILL LIBRARY (FOSHL)

Type of Activity/Event Title: BI-MONTHLY MEMBERSHIP MEETINGS

Requested Date(s) of Activity: 2ND TUES - SEPT 8, NOV 10, 2024, JAN 12, MAR 9 2027

Requested Location(s) of Activity: LIBRARY LEARNING ROOM 5-6:30 PM

Point of Contact First & Last Name: _____

Point of Contact Email: _____ Phone Number: (____) _____

Organization's Address: _____

City: SIGNAL HILL CA Zip Code: 90755

Is your organization/group based in Signal Hill?

☒ Yes

☐ No

Is your event open to the public free of charge?

☒ Yes

☐ No

Will there be any sort of money exchanged during your event?

☐ Yes

☒ No

I am requesting a fee waiver or reduction based on the following category:

☒ Official City Partner/City Affiliated Organization

☐ Intergovernmental Group/Government Agency

☒ Resident Non-Profit

☐ Non-Resident Non-Profit

☐ School/School Group

☐ Civic Organization/Group

☐ Signal Hill Homeowners Association

☐ Other _____

Peak Number of People Expected: 12-15

Description of Event: EVERY 2ND TUES, FOSHL MEMBERS MEET TO PLAN FUTURE PROGRAMS, DISCUSS SUPPORT DETAILS W/ LIBRARY STAFF, SIGN UP VOLUNTEERS FOR 1ST SAT BOOK DRIVE, EVENT TABLING, ETC.

Please describe how your planned event or your organization benefits the residents of Signal Hill: LOCAL EVERY 1ST SAT, WE HOLD A BOOK DONATION DROP OFF FOR COMMUNITY. BOOKS WE CONTRIBUTE SUPPORT FOR 12 ANNUAL PROGRAMS A YEAR - SALE (BOOKS FOR: STORYTIME, DR. SEUSS SUMMER CONCERTS, HALLOWEEN CARNIVAL, SANTA'S WORKSHOP, STUFFED ANIMAL WORKSHOP, GARDENING, PANATHEON)

*Authorized Signature _____ Date July 21, 2026

Printed Name of Signatory _____

***Signatory must be authorized to sign on behalf of the organization or group.**

After all required payments and documents have been received by the Department, the date will be held for the group. The request shall be reviewed by the Commission at one of its upcoming two regularly scheduled Commission meetings. It is advisable that the applicant appear at such meeting to respond to questions from the Commission.

The applicant will be notified in writing of the Commission's decision within seventy-two (72) hours after the decision is rendered.

****FOR OFFICE USE ONLY****

Additional Required Documents:

☐ Facility Use Application

☐ Letter of Intent

☐ Proof of Non-Profit Status

OR

☐ Organization Verification Documents

COI Required:

☐ Yes

☐ No

If Yes, COI Received?

☐ Yes

☐ No

Special Event Permit Required

☐ Yes

☐ No

Parks & Recreation Commission or City Council Agenda Date: _____

Approved _____ Declined _____

Comments _____

Department Head Signature _____ Date _____



BA20260317661



STATE OF CALIFORNIA
Office of the Secretary of State
STATEMENT OF INFORMATION
CA NONPROFIT CORPORATION

California Secretary of State
1500 11th Street
Sacramento, California 95814
(916) 657-5448

For Office Use Only

-FILED-

File No.: BA20260317661

Date Filed: 2/9/2026

B4401-0832 02/09/2026 12:20 PM Received by California Secretary of State

Entity Details			
Corporation Name	FRIENDS OF THE SIGNAL HILL LIBRARY		
Entity No.	1786140		
Formed In	CALIFORNIA		
Street Address of California Principal Office of Corporation			
Street Address of California Office	1800 E HILL ST SIGNAL HILL, CA 90755		
Mailing Address of Corporation			
Mailing Address	2201 E WILLOW D-180 SIGNAL HILL, CA 90755		
Attention	Cecilia		
Officers			
Officer Name	Officer Address	Position(s)	
CECILIA FIDORA	2201 E WILLOW D-180 SIGNAL HILL, CA 90755	Chief Executive Officer	
Robin Rosin	2201 E Willow D-180 Signal Hill, CA 90755	Secretary	
Larry T Blunden	2201 E Willow D-180 Signal Hill, CA 90755	Chief Financial Officer	
Additional Officers			
Officer Name	Officer Address	Position	Stated Position
Mary Justus	[REDACTED]	Vice President	
Agent for Service of Process			
Agent Name	LARRY T BLUNDEN		
Agent Address	[REDACTED] SIGNAL HILL, CA 90755		
Email Notifications			
Opt-in Email Notifications	Yes, I opt-in to receive entity notifications via email.		
Electronic Signature			
☒ By signing, I affirm that the information herein is true and correct and that I am authorized by California law to sign.			
Larry Blunden		02/09/2026	
Signature		Date	

18

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2025

Open to Public Inspection

A For the 2025 Calendar year, or tax year beginning 2025-01-01 and ending 2025-12-31

B Check if available

Terminated for Business

☒ Gross receipts are normally \$50,000 or lessC Name of Organization: FRIENDS OF THE SIGNAL HILLLIBRARY2201 E Willow St, Signal Hill,
CA, US, 90755

D Employee Identification

Number 33-0674073

E Website:

F Name of Principal Officer: Cecilia Fidora2201 E Willow St D-180,
Signal Hill, CA, US, 90755

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

Request for Modified Fee or Fee Waiver Request for Use of City Facilities

4.16

APPROVED: _____

DEPARTMENT:
Parks, Recreation and Library Services

I. PURPOSE

To establish parameters for reducing or waiving fees associated with the temporary use of City of Signal Hill ("City") facilities.

II. DEFINITIONS

The following definitions apply for purposes of this Policy:

- A. Department: Shall refer to the City's Parks, Recreation and Library Services Department.
- B. Facility or Facilities: Land or a building or room owned, leased, or operated by the City of Signal Hill.
- C. Schedule of Fees and Charges: Shall refer to the City's annually adopted master schedule of fees.
- D. Staffing Fees: Shall refer to costs associated with set-up, tear down and facility monitoring by staff prior to, during and/or after rental of the Facility.

III. GENERAL POLICY

The City recognizes the value of working with and supporting organizations, programs and groups to provide services and resources that benefit the Signal Hill community, that the City would otherwise provide or is unable to provide. In an effort to provide support for these organizations, the City may reduce or waive Facility use fees for eligible groups that meet the eligible criteria established in this Policy.

Fees for the temporary use of City Facilities are established annually by the City Council and set forth in a Schedule of Fees and Charges. Requests for a reduction or wavier of Facility fees is subject to the review and approval the Parks and Recreation Commission ("Commission"). Staffing Fees can only be reduced or waived upon City Council approval.

A. Eligibility Criteria for Fee Waiver or Fee Reduction:

- The group is considered in good standing with the City, which includes but is not limited to, having no outstanding fees, or debts overdue with the City and documented history of compliance with previous City Facility use policies and procedures.
- The event or program is consistent with the City's mission, values and objectives.
- There are no detrimental impacts on the existing facilities or City activities.
- There is a public benefit to Signal Hill residents.
- Program or event is non-discriminatory and non-political nature.
- Primary mission of organization is philanthropic and/or service-driven for the benefit of the community.
- Event or program is open to the public at no charge.

B. Not Eligible for Fee Waiver or Fee Reduction:

- Political activities and supporting or endorsing any candidate for office, ballot measure, or other political measure.
- Commercial events.
- Corporate events.
- Private family or social gatherings.
- Trainings that charge for participation.
- Events that provide no community benefit.
- Projects or organizations that have failed to fulfill their obligations during previous events or activities for which facility permit fees were waived or reduced.
- Profit will be made from the event by the permitting organization or by any other private individual or business.
- Commercial or for-profit individual, group or organization.
- Event, program or activity that, as determined by the City, substantially strains available City resources, such as but not limited to: staffing, materials, equipment, and services.
- Program, event, or meeting that references drug-use, drug paraphernalia, gambling, sex, adult oriented business, explicit language, or material.

C. Eligible Organizations:

The categories of eligible organizations, programs, or groups are as follows:

1. Official City Partner/City Affiliated Organization
 - a. An official affiliate is an organization or individual that has a formal agreement or Memorandum of Understanding with the City.
2. Intergovernmental Groups/Government Agencies
 - a. A governmental entity (city, county, state, federal or special district);
 - b. The use of the Facility is related to the performance of the agency's governmental duties; and
 - c. The program or event provides a public benefit to City residents.
3. Resident Non-Profit
 - a. Organization resides within City or at least 51% of the organization's voting board is made up of City residents; and
 - b. Submits documentation demonstrating either of the foregoing.
4. Non-Resident, Non-Profit
 - a. Organization resides outside of City or is a non-profit;
 - b. Submits documentation demonstrating the foregoing or its non-profit status; and
 - c. Program or event is open to the entire public at no charge; and
 - d. Program or event provides a valuable benefit to Signal Hill residents.
5. Schools and School Groups
 - a. Public schools located within the Long Beach Unified School District, private schools located within the City, or City of Long Beach, or home schools located in the City serving students K-12; and

- b. Any school-based clubs, boosters, social or sports groups that support students that live in the City. School groups must provide a letter from their school identifying the group as an official group, as well as insurance coverage from the school.

6. Civic Organizations/Groups

- a. A group or organizations that seeks to improve the community and promote social welfare.
- b. Possible examples of civic organizations/groups include, but are not limited to:
 - i. Local Community Service Clubs
 - ii. Social Service Groups
 - iii. Membership/Recreation Groups
 - iv. Community Group without official Non-Profit Status

7. Homeowners Association/Neighborhood Associations

- a. Entity resides within the City or is comprised of at least 51% of City residents.

D. Types of Fees

The following list defines established fees that can and cannot be waived.

- 1. Eligible Fees for Waiver or Reduction
 - Facility use/reservation fees
 - Staffing Fees (Per City Council approval)
 - Jumpers and bouncer permit fee
- 2. Fees Not Eligible for Waiver or Reduction
 - Facility use application fees
 - Refundable damage deposit
 - Light usage fees
 - Cleaning fee
 - Change fees
 - Security costs

- Maintenance costs
- Liquor license
- Food/health permits fees
- Business license fees
- Insurance/indemnification fees

IV. REQUEST FOR FACILITY FEE REDUCTION OR WAIVER

A. Process for Requesting **Facility Fee** Waiver or Reduction

The Commission reviews requests for the reduction or waiver of Facilities fees. In order to request a waiver or reduction, an applicant must:

1. Submit an applicable Facility Use Application;
2. Submit a Fee Waiver/Reduction Request Form;
3. Submit a Letter of Intent;
4. Pay the application fee (non-refundable) and damage deposit (refundable) at least sixty (60) calendar days before the event date in order to hold the date. Requests can be made up to six (6) months in advance.; and
5. Submit organizational documents demonstrating the group's eligibility for a fee/waiver reduction based on the criteria set forth in Section III(C) above.

After all required payments and documents have been received by the Department, the date will be held for the group. The request shall be reviewed by the Commission at one of its upcoming two regularly scheduled Commission meetings. It is advisable that the applicant appear at such meeting to respond to questions from the Commission.

The applicant will be notified in writing of the Commission's decision within seventy-two (72) hours after the decision is rendered.

B. Process for Requesting **Staff Fee** Waiver or Reduction

The waiver or reduction of Staff Fees is only be available upon City Council approval. In order to request a waiver or reduction, an applicant must follow the same process for requesting a Facility fee waiver or reduction set forth in Section IV(A) above, and include the request in the letter of intent.

After all required payments and documents have been received by the Department, the date will be held for the group. The request shall be reviewed by the City Council at one

of its upcoming two regularly scheduled City Council meetings. It is advisable that the applicant appear at such meeting to respond to questions from the City Council.

The applicant will be notified in writing of City Council's decision within seventy-two (72) hours after the decision is referred.

V. DEPOSITS

No refundable damage deposit shall be waived for any individual or organization.

VI. GENERAL USE REQUIREMENTS

- A. All established rules and regulations, policies and procedures contained in the Facility Use Policy (4.9) shall apply to groups with reduced or waived fees.
- B. The frequency of use at each Facility shall not exceed a total of once per month for any group as stated in the Facility Use Policy (4.9).
- C. Groups approved for fee reductions or waivers shall not receive an automatic renewal of waiver, nor shall the approval of fee reductions or waivers imply a monopoly of the Facility.
- D. City sponsored programs have priority for Facility use.
- E. Any reservation may be cancelled by the City. In the event of such cancellation, notice shall be given as far in advance of the scheduled usage as possible, and a full refund shall be made.

VII. APPEAL

All decisions of the Commission may be appealed to the City Council for review within ten (10) calendar days from the date of the City's notification of such decision to applicant. If the City Council finds that the Commission's interpretation of the provisions of this Policy for an appealed request are not consistent with the Policy and/or its intent or are not in the best interest of the community, the City Council may overturn the decision of the Commission. The City Council's decision shall be final.



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
Hill, California 90755-3799

8/19/2026

AGENDA ITEM

TO: HONORABLE CHAIR
AND MEMBERS OF THE PARKS AND RECREATION COMMISSION

FROM: RICARDO VELOZ
DEPUTY DIRECTOR OF PARKS, RECREATION AND LIBRARY SERVICES

BY: MARTHA BAEZ
RECREATION COORDINATOR

SUBJECT: **FEE WAIVER REQUEST PROMONTORY WESTBLUFF SKYLINE ESTATES FOR FACILITY USE**

Summary:

The Parks and Recreation Commission will consider a fee waiver request from Promontory Westbluff Skyline Estates to hold board meetings on Thursday, August 20, 2026; Thursday, October 22, 2026; and Tuesday, December 22, 2026, from 5:30 p.m. to 7:30 p.m. at the Signal Hill Public Library Learning Center. Promontory Westbluff Skyline Estates is a resident, non-profit group and qualifies as a Teir 1 category which is eligible to request a full fee waiver of facility fees, per City of Signal Hill Policy 4.16.

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:

Staff recommend the Parks and Recreation Commission approve the Promontory Westbluff Skyline Estates request to waive facility fees for the use of the Signal Hill Public Library Learning Center for its board meetings in August, October, and December for the 2026 calendar year.

Background:

In May 2026, staff proposed updates to the City of Signal Hill Policy 4.16 to create categories for group eligibility for fee waivers. The new policy, approved by the City Council, established seven categories, four of which allow for a 100 percent fee waiver (Tier 1) and three of which allow organizations to request a reduced (modified) fee for the use of City facilities (Tier 2). The policy went into effect on July 1, 2026. Reduced fees are reflected by discounted rate in percentages in the City's adopted fee schedule that went into effect July 1, 2026. As of July 1, 2026, the reduced rate allows for a 50 percent facility fee reduction, excluding staffing fees.

On July 21, 2026, staff received a request from the Promontory Westbluff Skyline Estates (PWSE) to hold board meetings on Thursday, August 20; Thursday, October 22; and Tuesday, December 22, 2026, in the Signal Hill Public Library Learning Center from 5:30 p.m. to 7:30 p.m. on each date (Attachment A).

PWSE is a resident, non-profit, homeowners association in Signal Hill. Under the new updated policy, PWSE qualifies as a Tier 1 group and is eligible for a full fee waiver, with the exception of staffing fees.

Analysis:

In accordance with the City's policy granting fee waivers for City facilities, the applicant must submit a waiver request and meet the general requirements and criteria established by the City of Signal Hill Policy 4.16 - Request for Modified Fee or Fee Waiver Request for Use of City Facilities (Waiver Policy). The Waiver Policy requires the Commission to make the following findings to ensure the organization is eligible to request a fee waiver prior to granting approval (Attachment B):

- The group is considered in good standing with the City, which includes but is not limited to, having no outstanding fees, or debts overdue with the City and documented history of compliance with previous City Facility use policies and procedures.
- The event or program is consistent with the City's mission, values and objectives.
- There are no detrimental impacts on the existing facilities or City activities.
- There is a public benefit to Signal Hill residents.
- Program or event is non-discriminatory and non-political nature.
- Primary mission of organization is philanthropic and/or service-driven for the benefit of the community.
- Event or program is open to the public at no charge.

The Waiver Policy further outlines seven categories for fee waiver eligibility including:

Tier 1 - Eligible for a Full Fee Waiver:

1. Official City Partner/City Affiliated Organization
2. Intergovernmental Groups/Government Agencies
3. Resident Non-Profit
4. Non-Resident, Non-Profit

Tier 2 - Eligible for Reduced/Modified Fee

5. Schools and School Groups
6. Civic Organizations/Groups
7. Homeowners Association/Neighborhood Associations

Staff have reviewed the criteria identified in the Waiver Policy and confirmed that PWSE meets the requirements to be eligible to request a fee waiver based on their category of Tier 1 - Resident Non-Profit status.

On June 23, 2026, City Council approved the Uniform Schedule of Fees which identified that Signal Hill based non-profit organizations are eligible to request a full fee waiver. Staff estimate the total cost of the proposed fee waiver to be \$444.00 of facility use fees. The following table details the facility fee description, hourly rate, and totals for each category:

FACILITY/FEE DESCRIPTION	RATE	HOURS	SUBTOTAL
Signal Hill Public Library Learning Center			
Thursday, August 20, 2026, 5:30 p.m.-7:30 p.m.	\$74/hour	2 hours	
SUBTOTAL			\$148.00
Signal Hill Public Library Learning Center			
Thursday, October 22, 2026, 5:30 p.m.-7:30 p.m.	\$74/hour	2 hours	
SUBTOTAL			\$148.00
Signal Hill Public Library Learning Center			
Tuesday, December 22, 2026, 5:30 p.m.-7:30 p.m.	\$74/hour	2 hours	
SUBTOTAL			\$148.00
GRAND TOTAL			\$444.00

Staff recommend the Parks and Recreation Commission consider a full facility fee waiver for Promontory Westbluff Skyline Estates HOA meetings on Thursday, August 20, Thursday, October 22, and Tuesday, December 22, 2026, from 5:30 p.m. to 7:30 p.m. at the Signal Hill Public Library Learning Center. The dates and times of the proposed meetings are scheduled during the Library's regular operating hours and do not necessitate additional staff hours for the rental of the room.

Approved:

Ricardo Veloz

Attachments:

A. Application, Fee Waiver/Reduction Request Form, Letter, & Proof of Non-Profit Status

8/19/2026

B. Policy 4.16 - Request for Modified Fee or Fee Waiver Request for Use of City Facilities

☐ **Library Community Room & Zinnia Courtyard Capacity: 80**

Only available when the library is closed.

Available Rental Times: 5:00pm-10:00pm Wednesday, Friday, Saturday / 8:00am-10:00pm Sunday

Will food be served? ☐ Yes ☐ No (no red food/drink)

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company _____

Will the event include musical entertainment? ☐ Yes ☐ No If yes, what type? ☐ Band ☐ DJ ☐ Radio ☐ Bluetooth Speaker

☒ **Library Learning Center** (attach room set up diagram) **Capacity: 35**

Available Rental Times: 12:00pm-8:00pm Monday, Tuesday, & Thursday / 10:00am-5:00pm Wednesday, Friday, & Saturday

Closed on Sundays & Holidays

- Pre-packaged snacks and bottled drinks only

☐ **Signal Point Terrace** (attach terrace set up diagram) **Capacity: 160**

Available Rental Times: 8:00am-8:00pm Monday – Sunday

Will food be served? ☐ Yes ☐ No (no red food/drink)

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company _____

- Small serving kitchen included

Use of sound system? ☐ Yes ☐ No

*** Existing speaker for sound only & microphone use. No live music or DJ permitted on Signal Point Terrace.

EXPECTED ATTENDANCE: Adults 6 Children 0 Total Attendance 6

Is the public invited? ☐ Yes ☒ No

Will admission/donations be charged/accepted? ☐ Yes ☒ No

APPLICANT VERIFICATION

I, the undersigned, on behalf of the above named organization, do hereby agree to indemnify the City of Signal Hill, according to the attached indemnification form, and to abide and enforce the rules, regulations and policies governing the facility as set forth by the City of Signal Hill.

SIGNATURE OF APPLICANT: _____

DATE: 7/22/26



City of Signal Hill
Fee Waiver or Fee Reduction Form

Date Submitted: 7/17/26

Name of Organization: Promontory Westbluff Skyline Estates

Type of Activity/Event Title: HOA Meeting

Requested Date(s) of Activity: 8/20, 10/22, 12/22 (5:30 pm - 7:30 pm)

Requested Location(s) of Activity: Library Learning Center

Point of Contact First & Last Name:

Point of Contact Email:

Phone Number:

Organization's Address:

City: Signal Hill Zip Code: 90755

Is your organization/group based in Signal Hill?

☒ Yes

☐ No

Is your event open to the public free of charge?

☐ Yes

☒ No

Will there be any sort of money exchanged during your event?

☒ Yes

☐ No

I am requesting a fee waiver based on the following category:

- ☐ Official City Partner/City Affiliated Organization
- ☐ Intergovernmental Group/Government Agencies
- ☒ Resident Non-Profit
- ☐ Civic Organization/Groups

I am requesting a 50% fee reduction based on the following category:

- ☐ Signal Hill Homeowners Association
- ☐ Non-Resident Non-Profit
- ☐ Schools and School Groups

Peak Number of People Expected: 6

Description of Event: HOA meeting

Please describe how your planned event or your organization benefits the residents of Signal Hill:

This supports the residents of Signal Hill that live in Promontory Westbluff Skyline Estates

*Authorized Signature

Date 7/22/26

Printed Name of Signatory

***Signatory must be authorized to sign on behalf of the organization or group.**

After all required payments and documents have been received by the Department, the date will be held for the group. The request shall be reviewed by the Commission at one of its upcoming two regularly scheduled Commission meetings. It is advisable that the applicant appear at such meeting to respond to questions from the Commission.

The applicant will be notified in writing of the Commission's decision within seventy-two (72) hours after the decision is rendered.

****FOR OFFICE USE ONLY****

Additional Required Documents:

☐ Facility Use Application

☐ Letter of Intent

☐ Proof of Non-Profit Status

OR

☐ Organization Verification Documents

COI Required:

☐ Yes

☐ No

If Yes, COI Received?

☐ Yes

☐ No

Special Event Permit Required

☐ Yes

☐ No

Parks & Recreation Commission or City Council Agenda Date: _____

Approved _____ Declined _____

Comments _____

Department Head Signature _____ Date _____

Promontory Westbluff Skyline Estates

2300 Sea Ridge Drive, Signal Hill, California 90755
[REDACTED]

22 July 2026

[REDACTED]
Park, Recreation & Library Services
City of Signal Hill
1800 E. Hill Street
Signal Hill, Ca 90755

[REDACTED]
I am writing to request use of the Library Learning Center for our HOA monthly meeting.

We would like to reserve the room on 8/20, 10/22 & 12/22 from 5:30 pm - 7:30 pm. We Anticipate approximately six people in attendance. We do understand that we must be finished and vacate the room by 7:45 pm.

If you have any questions, you can contact me at 562 212.1370.

Please let me know as soon as possible if our request is approved.

Thanks.

[REDACTED]
2300 Sea Ridge Drive
Signal Hill, Ca 90755

ARTICLES OF INCORPORATION

2512339



SECRETARY OF STATE

I, *Kevin Shelley*, Secretary of State of the State of California, hereby certify:

That the attached transcript of 2 page(s) has been compared with the record on file in this office, of which it purports to be a copy, and that it is full, true and correct.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of

APR 08 2003



Kevin Shelley
Secretary of State

2512339

**ARTICLES OF INCORPORATION
PROMONTORY WESTBLUFF/SKYLINE ESTATES HOMEOWNERS
ASSOCIATION, INC.**

**I
NAME OF CORPORATION**

The name of this corporation is PROMONTORY WESTBLUFF/SKYLINE ESTATES HOMEOWNERS ASSOCIATION, INC., a California nonprofit mutual benefit corporation (hereinafter called the "Association").

**II
NONPROFIT CORPORATION**

This corporation is a nonprofit Mutual Benefit Corporation organized under the Nonprofit Mutual Benefit Corporation Law. The purpose of this corporation is to engage in any lawful act or activity, other than credit union business, for which a corporation may be organized under such law.

**III
PURPOSE AND POWERS OF THE ASSOCIATION**

This corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act. The Association does not contemplate pecuniary gain or profit, direct or indirect to the members thereof, and the specific purposes for which it is formed are to provide for or assure the maintenance, preservation and architectural control of the Property subject to the Declaration of Covenants, Conditions and Restrictions, Promontory Westbluff/Skyline Estates Homeowners Association, including such additions thereto as may be hereafter brought within the jurisdiction of the Association, and to promote the health, safety and welfare of the Owners of the Property and any additions thereto as may hereafter be brought within the jurisdiction of this Association. For this purpose, the Association shall have the power and authority to:

- ENDORSED - FILED**
In the office of the Secretary of State
of the State of California
- APR 04 2003
- KEVIN SHELLEY
Secretary of State
- (a) Exercise all of the powers and privileges and perform all of the duties and obligations of the Association as set forth in the Declaration of Covenants, Conditions and Restrictions, hereinafter called the "Declaration", applicable to the Property and recorded or to be recorded in the Official Public Records of Los Angeles County, California, and as the same may be amended from time to time as therein provided, said Declaration being incorporated herein as if set forth in full and made a part hereof;
- (b) Fix, levy, collect and enforce payment by any lawful means, of all charges or assessments pursuant to the terms of the Declaration; to pay all expenses in connection therewith, including all office

expenses, licenses, taxes or governmental charges levied or imposed against property of the Association and all other expenses incident to the conduct of the business of the Association;

- (c) Acquire (by gift, purchase or otherwise), own, hold, improve, build upon, operate, maintain, convey, sell, lease, transfer, dedicate for public use or otherwise dispose of real or personal property in connection with the affairs of the Association; and
- (d) Have and exercise any and all powers, rights and privileges which a corporation organized under the Nonprofit Mutual Benefit Corporation Law may now, or later, have or exercise.

The above statement of purposes shall be construed as a statement of both purposes and powers. The purposes and powers stated in each of the clauses above shall not be limited or restricted by reference to, or inference from, the terms and provisions of any other such clause, but shall be broadly construed as independent purposes and powers.

IV PRINCIPAL OFFICE

The corporation has no business or corporate office. The nine-digit zip code of the common interest development is 90755-0000. The front street and the nearest cross street to the common interest development are Cherry Avenue and Hill Street.

V MANAGING AGENT

The corporation has no "managing agent" (as defined in Civil Code Section 1363.1).

VI AGENT FOR SERVICE OF PROCESS

The name and address in the State of California of this corporation's initial agent for service of process is: Robert W. Comstock, Comstock Homes, 321 12th Street, Manhattan Beach, California 90266

VII SPECIFIC PURPOSES

Notwithstanding any of the above statements of purposes and powers, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the specific purposes of this corporation.

IN WITNESS WHEREOF, for the purposes of forming the Corporation under the laws of the State of California, the undersigned, constituting the sole incorporator of this Corporation, has executed these Articles of Incorporation this 31st day of March, 2003.


Jørgen L. Nielsen, Incorporator



Request for Modified Fee or Fee Waiver Request for Use of City Facilities

4.16

APPROVED: _____

DEPARTMENT:
Parks, Recreation and Library Services

I. PURPOSE

To establish parameters for reducing or waiving fees associated with the temporary use of City of Signal Hill ("City") facilities.

II. DEFINITIONS

The following definitions apply for purposes of this Policy:

- A. Department: Shall refer to the City's Parks, Recreation and Library Services Department.
- B. Facility or Facilities: Land or a building or room owned, leased, or operated by the City of Signal Hill.
- C. Schedule of Fees and Charges: Shall refer to the City's annually adopted master schedule of fees.
- D. Staffing Fees: Shall refer to costs associated with set-up, tear down and facility monitoring by staff prior to, during and/or after rental of the Facility.

III. GENERAL POLICY

The City recognizes the value of working with and supporting organizations, programs and groups to provide services and resources that benefit the Signal Hill community, that the City would otherwise provide or is unable to provide. In an effort to provide support for these organizations, the City may reduce or waive Facility use fees for eligible groups that meet the eligible criteria established in this Policy.

Fees for the temporary use of City Facilities are established annually by the City Council and set forth in a Schedule of Fees and Charges. Requests for a reduction or wavier of Facility fees is subject to the review and approval the Parks and Recreation Commission ("Commission"). Staffing Fees can only be reduced or waived upon City Council approval.

A. Eligibility Criteria for Fee Waiver or Fee Reduction:

- The group is considered in good standing with the City, which includes but is not limited to, having no outstanding fees, or debts overdue with the City and documented history of compliance with previous City Facility use policies and procedures.
- The event or program is consistent with the City's mission, values and objectives.
- There are no detrimental impacts on the existing facilities or City activities.
- There is a public benefit to Signal Hill residents.
- Program or event is non-discriminatory and non-political nature.
- Primary mission of organization is philanthropic and/or service-driven for the benefit of the community.
- Event or program is open to the public at no charge.

B. Not Eligible for Fee Waiver or Fee Reduction:

- Political activities and supporting or endorsing any candidate for office, ballot measure, or other political measure.
- Commercial events.
- Corporate events.
- Private family or social gatherings.
- Trainings that charge for participation.
- Events that provide no community benefit.
- Projects or organizations that have failed to fulfill their obligations during previous events or activities for which facility permit fees were waived or reduced.
- Profit will be made from the event by the permitting organization or by any other private individual or business.
- Commercial or for-profit individual, group or organization.
- Event, program or activity that, as determined by the City, substantially strains available City resources, such as but not limited to: staffing, materials, equipment, and services.
- Program, event, or meeting that references drug-use, drug paraphernalia, gambling, sex, adult oriented business, explicit language, or material.

C. Eligible Organizations:

The categories of eligible organizations, programs, or groups are as follows:

1. Official City Partner/City Affiliated Organization
 - a. An official affiliate is an organization or individual that has a formal agreement or Memorandum of Understanding with the City.
2. Intergovernmental Groups/Government Agencies
 - a. A governmental entity (city, county, state, federal or special district);
 - b. The use of the Facility is related to the performance of the agency's governmental duties; and
 - c. The program or event provides a public benefit to City residents.
3. Resident Non-Profit
 - a. Organization resides within City or at least 51% of the organization's voting board is made up of City residents; and
 - b. Submits documentation demonstrating either of the foregoing.
4. Non-Resident, Non-Profit
 - a. Organization resides outside of City or is a non-profit;
 - b. Submits documentation demonstrating the foregoing or its non-profit status; and
 - c. Program or event is open to the entire public at no charge; and
 - d. Program or event provides a valuable benefit to Signal Hill residents.
5. Schools and School Groups
 - a. Public schools located within the Long Beach Unified School District, private schools located within the City, or City of Long Beach, or home schools located in the City serving students K-12; and

- b. Any school-based clubs, boosters, social or sports groups that support students that live in the City. School groups must provide a letter from their school identifying the group as an official group, as well as insurance coverage from the school.

6. Civic Organizations/Groups

- a. A group or organizations that seeks to improve the community and promote social welfare.
- b. Possible examples of civic organizations/groups include, but are not limited to:
 - i. Local Community Service Clubs
 - ii. Social Service Groups
 - iii. Membership/Recreation Groups
 - iv. Community Group without official Non-Profit Status

7. Homeowners Association/Neighborhood Associations

- a. Entity resides within the City or is comprised of at least 51% of City residents.

D. Types of Fees

The following list defines established fees that can and cannot be waived.

1. Eligible Fees for Waiver or Reduction

- Facility use/reservation fees
- Staffing Fees (Per City Council approval)
- Jumpers and bouncer permit fee

2. Fees Not Eligible for Waiver or Reduction

- Facility use application fees
- Refundable damage deposit
- Light usage fees
- Cleaning fee
- Change fees
- Security costs

- Maintenance costs
- Liquor license
- Food/health permits fees
- Business license fees
- Insurance/indemnification fees

IV. REQUEST FOR FACILITY FEE REDUCTION OR WAIVER

A. Process for Requesting **Facility Fee** Waiver or Reduction

The Commission reviews requests for the reduction or waiver of Facilities fees. In order to request a waiver or reduction, an applicant must:

1. Submit an applicable Facility Use Application;
2. Submit a Fee Waiver/Reduction Request Form;
3. Submit a Letter of Intent;
4. Pay the application fee (non-refundable) and damage deposit (refundable) at least sixty (60) calendar days before the event date in order to hold the date. Requests can be made up to six (6) months in advance.; and
5. Submit organizational documents demonstrating the group's eligibility for a fee/waiver reduction based on the criteria set forth in Section III(C) above.

After all required payments and documents have been received by the Department, the date will be held for the group. The request shall be reviewed by the Commission at one of its upcoming two regularly scheduled Commission meetings. It is advisable that the applicant appear at such meeting to respond to questions from the Commission.

The applicant will be notified in writing of the Commission's decision within seventy-two (72) hours after the decision is rendered.

B. Process for Requesting **Staff Fee** Waiver or Reduction

The waiver or reduction of Staff Fees is only be available upon City Council approval. In order to request a waiver or reduction, an applicant must follow the same process for requesting a Facility fee waiver or reduction set forth in Section IV(A) above, and include the request in the letter of intent.

After all required payments and documents have been received by the Department, the date will be held for the group. The request shall be reviewed by the City Council at one

of its upcoming two regularly scheduled City Council meetings. It is advisable that the applicant appear at such meeting to respond to questions from the City Council.

The applicant will be notified in writing of City Council's decision within seventy-two (72) hours after the decision is referred.

V. DEPOSITS

No refundable damage deposit shall be waived for any individual or organization.

VI. GENERAL USE REQUIREMENTS

- A. All established rules and regulations, policies and procedures contained in the Facility Use Policy (4.9) shall apply to groups with reduced or waived fees.
- B. The frequency of use at each Facility shall not exceed a total of once per month for any group as stated in the Facility Use Policy (4.9).
- C. Groups approved for fee reductions or waivers shall not receive an automatic renewal of waiver, nor shall the approval of fee reductions or waivers imply a monopoly of the Facility.
- D. City sponsored programs have priority for Facility use.
- E. Any reservation may be cancelled by the City. In the event of such cancellation, notice shall be given as far in advance of the scheduled usage as possible, and a full refund shall be made.

VII. APPEAL

All decisions of the Commission may be appealed to the City Council for review within ten (10) calendar days from the date of the City's notification of such decision to applicant. If the City Council finds that the Commission's interpretation of the provisions of this Policy for an appealed request are not consistent with the Policy and/or its intent or are not in the best interest of the community, the City Council may overturn the decision of the Commission. The City Council's decision shall be final.



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
Hill, California 90755-3799

8/19/2026

AGENDA ITEM

TO:
**HONORABLE CHAIR
AND MEMBERS OF THE PARKS AND RECREATION COMMISSION**

FROM:
**YVETTE E. AGUILAR
DEPUTY CITY MANAGER/PARKS, RECREATION AND LIBRARY SERVICES
DIRECTOR**

BY:
**ALISON DOBAY
PARKS, RECREATION AND LIBRARY SERVICES MANAGER**

SUBJECT:
**UPDATES TO THE PARKS, RECREATION & LIBRARY SERVICES OPERATIONS
STANDARD MANAGEMENT POLICY 4.16 - REQUEST FOR MODIFIED FEE OR FEE
WAIVER REQUEST FOR USE OF FACILITIES**

Summary:

To set forth in writing the updated Parks, Recreation and Library Services Department operations standard management policy 4.16 to reflect updated organizational categories related to Request for Modified Fees or Fee Waiver Request for Use of City Facilities (4.16).

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.

Background

The Parks, Recreation and Library Services Department has an existing set of policies and procedures that provide a systematic approach to conduct department business. Staff reviewed the existing Policies and identified that they need to be updated to provide clarification and match current operating procedures.

At the meeting of November 2025, the Parks and Recreation Commission requested a review of the existing policy governing fee waivers. In February 2026, staff brought forward an item to the commission for discussion. The Commission provided additional feedback for consideration including the addition of organization categories to be considered for fee waivers or reduced fees; establishing eligibility criteria for organizations; and types of fees applicable for a waiver.

On May 12, 2026, City Council approved the updated Policy 4.16 Request for Modified Fee or Fee Waiver Request for Use of City Facilities. At the meeting of June 23, 2026, the City Council approved the Uniform Schedule of Fees, which reflects the updates to the existing policy.

Analysis:

The purpose of updating policy 4.16 is to reflect the policy updates that City Council approved on May 19, 2026 and match the City's Uniform Schedule of Fees for organizational definitions to qualify as a Tier 1 or Tier 2 category. Tier 1 includes four organizational categories to qualify for a full fee waiver and Tier 2 includes three organizational categories that allow for a reduced fee. Eligibility requirements are detailed in the policy (Attachment A).

Operations – Standard Management Policies (SMPs)			
SMP#	Item	Last Edit	Newest Update
4.16	Request for Modified Fees or Fee Waiver Request for Use of City Facilities	5/12/2026	7/1/2026
This policy establishes a procedure and approval process for requests for a modified or fee waiver for the temporary use of City of Signal Hill facilities. Summary of Updates: At the City Council meeting of May 19, 2026, the City Council approved the proposed policy updates, which included establishment of organizational categories; updating the proposed fee structure to offer a modified and full fee waiver request for groups that meet eligibility requirements; renumbered the categories to match the existing categories in the City's Uniform Schedule of Fees. The proposed changes reflect the modifications approved by City Council on May 19, 2026, with minor clarifications in language.			

Approved:

Yvette E. Aguilar

Attachment:

A. Policy 4.16 Request for Modified Fee or Fee Waiver Request for Use of City Facilities (Version 4)

City of Signal Hill Policy

DATE: July 1, 2026

REVISION NO.: 004

Request for Modified Fee or Fee Waiver Request for Use of City Facilities

4.16

APPROVED: _____

DEPARTMENT:
Parks, Recreation and Library Services

I. PURPOSE

To establish parameters for reducing or waiving fees associated with the temporary use of City of Signal Hill ("City") facilities.

II. DEFINITIONS

The following definitions apply for purposes of this Policy:

- A. Department: Shall refer to the City's Parks, Recreation and Library Services Department.
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- C. Schedule of Fees and Charges: Shall refer to the City's annually adopted master schedule of fees.
- D. Staffing Fees: Shall refer to costs associated with set-up, tear down and facility monitoring by staff prior to, during and/or after rental of the Facility.

III. GENERAL POLICY

The City recognizes the value of working with and supporting organizations, programs and groups to provide services and resources to benefit the Signal Hill community that the City would otherwise provide or is unable to provide. In an effort to provide support for these organizations, the City may reduce or waive Facility use fees for eligible groups that meet the eligible criteria established in this Policy.

Fees for the temporary use of City Facilities are established annually by the City Council and set forth in a schedule of fees and charges. Requests for a reduction or wavier of Facility fees is subject to the review and approval the Parks and Recreation

Commission ("Commission"). Staffing Fees may only be reduced or waived upon City Council approval.

A. Eligibility Criteria for Fee Waiver or Fee Reduction:

- The group is considered in good standing with the City, which includes but is not limited to, having no outstanding fees, or debts overdue with the City and documented history of compliance with previous City Facility use policies and procedures.
- The event or program is consistent with the City's mission, values and objectives.
- There are no detrimental impacts on the existing facilities or City activities.
- There is a public benefit to Signal Hill residents.
- Program or event is non-discriminatory and non-political nature.
- Primary mission of organization is philanthropic and/or service-driven for the benefit of the community.
- Event or program is open to the public at no charge.

B. Not Eligible for Fee Waiver or Fee Reduction:

- Political activities and supporting or endorsing any candidate for office, ballot measure, or other political measure.
- Commercial events.
- Corporate events.
- Private family or social gatherings.
- Trainings that charge for participation.
- Events that provide no community benefit.
- Projects or organizations that have failed to fulfill their obligations during previous events or activities for which facility permit fees were waived or reduced.
- Profit will be made from the event by the permitting organization or by any other private individual or business.
- Commercial or for-profit individual, group or organization.
- Event, program or activity that, as determined by the City, substantially strains available City resources, such as but not limited to: staffing, materials, equipment, and services.

- Program, event, or meeting that references drug-use, drug paraphernalia, gambling, sex, adult oriented business, explicit language, or material.

C. Eligible Organizations:

- The categories of eligible organizations, programs, or groups are as follows:

Teir 1 – Organizations, programs, or groups eligible for fee waiver:

Group 1 – Official City Partner/City Affiliated Organization

- An official affiliate is an organization or individual that has a formal agreement or Memorandum of Understanding with the City.

Group 2 – Intergovernmental Groups/Government Agencies

- A governmental entity (city, county, state, federal or special district);
- The use of the Facility is related to the performance of the agency's governmental duties; and
- The program or event provides a public benefit to City residents.

Group 3 – Resident Non-Profit

- Organization resides within City or at least 51% of the organization's voting board is made up of City residents; and
- Submits documentation demonstrating either of the foregoing.

Group 4 – Civic Organizations/Groups

- A group or organizations that seeks to improve the community and promote social welfare.
- Possible examples of civic organizations/groups include, but are not limited to:
- Local Community Service Clubs

- iv. Social Service Groups
- v. Membership/Recreation Groups
- vi. Community Group without official Non-Profit Status

Teir 2 – Organizations, programs, or groups eligible for *fee reduction*:

Group 5 – Homeowners Association/Neighborhood Associations

- i. Entity resides within the City or is comprised of at least 51% of City residents.

Group 6 – Non-Resident, Non-Profit

- i. Organization resides outside of City or is a non-profit;
- ii. Submits documentation demonstrating the foregoing or its non-profit status; and
- iii. Program or event is open to the entire public at no charge; and
- iv. Program or event provides a valuable benefit to Signal Hill residents.

Group 7 – Schools and School Groups

- i. Public schools located within the Long Beach Unified School District, private schools located within the City, or City of Long Beach, or home schools located in the City serving students K-12; and
- ii. Any school-based clubs, boosters, social or sports groups that support students that live in the City. School groups must provide a letter from their school identifying the group as an official group, as well as insurance coverage from the school.

D. Types of Fees

- The following list defines established fees that can and cannot be waived.
 - a. Eligible Fees for Waiver or Reduction

- Facility use/reservation fees
 - Staffing Fees (Requires City Council approval)
 - Jumpers and bouncer permit fee
- b. Fees Not Eligible for Waiver or Reduction
- Facility use application fees
 - Refundable damage deposit
 - Light usage fees
 - Cleaning fee
 - Change fees
 - Security costs
 - Maintenance costs
 - Liquor license
 - Food/health permits fees
 - Business license fees
 - Insurance/indemnification fees

IV. REQUEST FOR FACILITY FEE REDUCTION OR WAIVER

A. Process for Requesting **Facility Fee** Waiver or Reduction

The Commission reviews requests for the reduction or waiver of Facilities fees. In order to request a waiver or reduction, an applicant must:

1. Submit an applicable Facility Use Application;
2. Submit a Fee Waiver/Reduction Request Form;
3. Submit a Letter of Intent;
4. Pay the application fee (non-refundable) and damage deposit (refundable) at least sixty (60) calendar days before the event date in order to hold the date. Requests can be made up to six (6) months in advance.; and
5. Submit organizational documents demonstrating the group's eligibility for a fee/waiver reduction based on the criteria set forth in Section III(C) above.

After all required payments and documents have been received by the Department, the date will be held for the group. The request shall be reviewed by the Commission at one of its upcoming regularly scheduled Commission meetings within a two month period. It is advisable that the applicant appear at such meeting to respond to questions from the Commission.

The applicant will be notified in writing of the Commission's decision within seventy-two (72) hours after the decision is rendered.

B. Process for Requesting **Staff Fee Waiver or Reduction**

The waiver or reduction of Staff Fees must be approved by the City Council prior to the rental taking place. In order to request a waiver or reduction, an applicant must follow the same process for requesting a Facility fee waiver or reduction set forth in Section IV(A) above, and include the request in the letter of intent.

After all required payments and documents have been received by the Department, the date will be held for the group. The request shall be reviewed by the City Council at one of its upcoming two regularly scheduled City Council meetings. It is advisable that the applicant appear at such meeting to respond to questions from the City Council.

The applicant will be notified in writing of City Council's decision within seventy-two (72) hours after the decision is referred.

V. DEPOSITS

No refundable damage deposit shall be waived for any individual or organization.

VI. GENERAL USE REQUIREMENTS

- A. All established rules and regulations, policies and procedures contained in the Facility Use Policy (4.9) shall apply to groups with reduced or waived fees.
- B. The frequency of use at each Facility shall not exceed a total of once per month for any group as stated in the Facility Use Policy (4.9).
- C. Groups approved for fee reductions or waivers shall not receive an automatic renewal of waiver, nor shall the approval of fee reductions or waivers imply a monopoly of the Facility.
- D. City sponsored programs have priority for Facility use.
- E. Any reservation may be cancelled by the City. In the event of such cancellation, notice shall be given as far in advance of the scheduled usage as possible, and a full refund shall be made.

VII. APPEAL

All decisions of the Commission may be appealed to the City Council for review within ten (10) calendar days from the date of the City's notification of such decision to applicant. If the City Council finds that the Commission's interpretation of the provisions of this Policy for an appealed request are not consistent with the Policy and/or its intent or are not in the best interest of the community, the City Council may overturn the decision of the Commission. The City Council's decision shall be final.



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
Hill, California 90755-3799

8/19/2026

AGENDA ITEM

TO:
**HONORABLE CHAIR
AND MEMBERS OF THE PARKS AND RECREATION COMMISSION**

FROM:
**YVETTE E. AGUILAR
DEPUTY CITY MANAGER/PARKS, RECREATION AND LIBRARY SERVICES
DIRECTOR**

SUBJECT:
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.

Background:

Each year, the Commission reviews their revolving objectives and status. Attachment A is the most recent list with a status report following each item. This will provide an ongoing status update for Commissioners regarding goals that were approved by the Commission in June 2026.

Approved:

Yvette E. Aguilar

City of Signal Hill
Parks and Recreation Commission
Revolving Goals: FY 2026-2027
Updated June 11, 2026

Goal	Status	Timeline (if applicable)	Strategic Plan Goal(s)
Planning			
Provide feedback on the use of the newly constructed or renovated parks in Signal Hill. <i>(P&RMP Goal 1.2: Maintain and improve existing facilities, parks, trails, and open spaces.)</i>	Ongoing	As appropriate, as funding is available.	Goal No. 4 Infrastructure Goal No. 5 High-Functioning Government
Policy			
Provide input on Parks, Recreation, and Library Services Policies related to private instruction, indoor/outdoor rentals, and fee waivers. <i>(PIP, 2A, 2B, 2C: Policy)</i>	Ongoing		Goal No. 2 Community Safety Goal No. 5 High-Functioning Government
Programs			
Provide recommendations for programming through year-end reporting on program assignment areas.	Ongoing	As appropriate, as funding is available.	Goal No. 5 High-Functioning Government
Capital Projects			
Participate in the Grand Opening Ceremony of the new Signal Hill Amphitheater (Phase I of the Civic Center Master Plan).	Pending	Grand Opening: Fall 2026	Goal No. 4 Infrastructure
Provide input on scheduled park improvement projects. <i>(P&RMP Goal 1.2: Maintain and improve existing facilities, parks, trails, and open spaces.)</i>	Ongoing	As appropriate, as funding is available. Last input provided April 2026, and June 2026 (Reservoir Park and Raymond Arbor Park)	Goal No. 4 Infrastructure Goal No. 5 High-Functioning Government

2023-2028 Strategic Plan Goals

- Goal No. 1 Financial Stability: Ensure the City's long-term financial stability and resilience.
- Goal No. 2 Community Safety: Maintain community safety by supporting public safety services and increasing emergency preparedness.
- Goal No. 3 Economic Development: Improve the local economy, support local businesses, and create a vibrant downtown core.
- Goal No. 4 Infrastructure: Maintain and improve the City's physical infrastructure, water system, and recreational spaces.
- Goal No. 5 High-Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
Hill, California 90755-3799

8/19/2026

AGENDA ITEM

TO:
**HONORABLE CHAIR
AND MEMBERS OF THE PARKS AND RECREATION COMMISSION**

FROM:
**YVETTE E. AGUILAR
DEPUTY CITY MANAGER/PARKS, RECREATION AND LIBRARY SERVICES
DIRECTOR**

SUBJECT:
APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of July 15, 2026.

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.



CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal Hill, California 90755-3799

MINUTES OF A REGULAR MEETING SIGNAL HILL PARKS AND RECREATION COMMISSION July 15, 2026

A Regular Meeting of the Signal Hill Parks and Recreation Commission was held in-person in the Council Chamber on July 15, 2026.

(1) **CALL TO ORDER – 6:00 P.M.**

(2) **ROLL CALL**

PRESENT: CHAIR KISS-LEE
VICE CHAIR ANHORN
COMMISSIONER DUTCH HUGHES
COMMISSIONER GIDWANI

ABSENT: COMMISSIONER EDWARDS

(3) **PLEDGE OF ALLEGIANCE**

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

(5) **PRESENTATION(S)**

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

a. PET OF THE MONTH NOMINATIONS

It was moved by VICE CHAIR ANHORN and seconded by COMMISSIONER GIDWANI, to vote Mellow, Pringles & Jellybean as the July Pets of the Month. The following vote resulted:

AYES: CHAIR KISS-LEE
VICE CHAIR ANHORN
COMMISSIONER DUTCH HUGHES
COMMISSIONER GIDWANI

NOES: NONE

ABSENT: COMMISSIONER EDWARDS

ABSTAIN: NONE

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

It was moved by COMMISSIONER GIDWANI and seconded by VICE CHAIR ANHORN to receive and file.

The following vote resulted:

AYES: CHAIR KISS-LEE
VICE CHAIR ANHORN
COMMISSIONER DUTCH HUGHES
COMMISSIONER GIDWANI

NOES: NONE

ABSENT: COMMISSIONER EDWARDS

ABSTAIN: NONE

(7) CONSENT CALENDAR

a. FEE WAIVER REQUEST FROM SIGNAL HILL HISTORICAL SOCIETY FOR FACILITY USE IN AUGUST, OCTOBER, AND NOVEMBER, 2026

b. REVIEW OF COMMISSION REVOLVING OBJECTIVES

c. APPROVAL OF MEETING MINUTES

It was moved by VICE CHAIR ANHORN and seconded by COMMISSIONER DUTCH HUGHES, to approve the Consent Calendar.

The following vote resulted:

AYES: CHAIR KISS-LEE
VICE CHAIR ANHORN
COMMISSIONER DUTCH HUGHES
COMMISSIONER GIDWANI

NOES: NONE

ABSENT: COMMISSIONER EDWARDS

ABSTAIN: NONE

(8) **COMMISSION NEW BUSINESS**

Commissioner Dutch Hughes announced in August there will be a chamber mixer on the Harbor Breeze Electric Boat. Also, the Signal Hill Rotary will meet at the Flaming Curry on Atlantic on July 23rd at 11:30 a.m.

Vice Chair Anhorn asked staff to research the 50th anniversary of the skateboard run. Possibly show the documentary to celebrate.

Chair Kiss-Lee stated her son is in the City Summer Camp and is having the best time.

(9) **ADJOURNMENT**

It was moved by COMMISSIONER GIDWANI and seconded by VICE CHAIR ANHORN to adjourn tonight's meeting to the next regular meeting of the Signal Hill Parks and Recreation Commission to be held on Wednesday, August 19, 2026, at 6:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

The following vote resulted:

AYES:	CHAIR KISS-LEE VICE CHAIR ANHORN COMMISSIONER DUTCH HUGHES COMMISSIONER GIDWANI
NOES:	NONE
ABSENT:	COMMISSIONER EDWARDS
ABSTAIN:	NONE

CHAIR KISS-LEE adjourned the meeting at 6:27 p.m.

CAROLINE KISS-LEE
CHAIR

Attest:

YVETTE E. AGUILAR
COMMISSION SECRETARY