



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
November 14, 2024

The City of Signal Hill appreciates your attendance. Citizen interest provides the Commission with valuable information regarding issues of the community. Meetings are held on the 3rd Wednesday of every month.

Meetings begin at 6:00 pm. There is a public comment period at the beginning of the regular meeting, as well as the opportunity to comment on each agenda item as it arises. Any meeting may be adjourned to a time and place stated in the order of adjournment.

The agenda is posted 72 hours prior to each meeting on the City's website and outside of City Hall. The agenda and related reports are also available for review online at www.cityofsignalhill.org.

To participate:

- In-person Participation: Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, California.
- To make a general public comment or comment on a specific agenda item, you may also submit your comment, limited to 250 words or less, to the Director of Parks, Recreation and Library Services at yaguilar@cityofsignalhill.org no later than 4:00 p.m. on Thursday, November 14, 2024. Written comments will be provided electronically to the Parks & Recreation Commission and attached to the meeting minutes. Written comments will not be read into the record.

Park and Recreation Commissioners are compensated \$75.00 per meeting.

(1) **CALL TO ORDER – 6:00 P.M.**

(2) **ROLL CALL**

CHAIR ANHORN
VICE CHAIR EDWARDS
COMMISSIONER DUTCH HUGHES
COMMISSIONER GIDWANI

COMMISSIONER KISS-LEE

(3) PLEDGE OF ALLEGIANCE

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

(5) DISCUSSION ITEM(S)

- a. SIGNAL HILL PUBLIC LIBRARY INTERNET AND ELECTRONIC INFORMATION USE POLICY

Summary:

The Signal Hill Public Library (Library) opened in 2019. At that time, policies and procedures for the use of the internet and electronic information use were established and implemented based on available information, industry trends, and the anticipated use. Since the library's opening, there have been significant changes and updates to industry policies due to evolving and technological advances, including the enhancement of internet resources to provide users with more comprehensive access to information. Additionally, the rise in mobile device usage has prompted libraries to adapt their services, ensuring they meet the needs of patrons who rely on smartphones and tablets for information. Furthermore, the widespread availability of wireless internet access (Wi-Fi) has become a standard practice within the industry, improving connectivity for all library visitors and facilitating a more efficient and interactive experience.

Staff worked with the City Attorney's Office and updated the Signal Hill Public Library Internet and Electronic Information Use Policy (Policy) to reflect the industry standard changes and include language that helps to protect the access of information, particularly for minors. The Policy provides internet access while ensuring compliance with local, state and federal laws, and ensures the public maintains access to information and resources.

Strategic Plan Goal(s):

Goal No. 5 High-Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

Receive and file.

- b. PET OF THE MONTH NOMINATIONS

Summary:

The Commission will consider submitted nominations and select a Pet of the Month for November 2024 (Attachment A).

Strategic Plan Goal(s):

Goal No. 5 Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

Review nominations for November 2024 and select nominee(s) to recognize for Pet of the Month.

c. DIRECTOR’S REPORT - UPDATES ON CITY COUNCIL ACTIONS, PARK PROJECTS, AND PROGRAMS

Summary:

The Director’s Report provides updates on activity and actions related to the Parks, Recreation and Library Services Department and provides the Parks and Recreation Commission with information about City Council direction; status on park projects; and/or other programs and services.

Strategic Plan Goal(s):

Goal No. 4 Maintain and improve the City’s physical infrastructure, water system, and recreational spaces.

Goal No. 5 Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

Receive and file report.

(6) 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 FOR SIGNAL HILL HISTORICAL SOCIETY BOARD MEETINGS IN 2025 AND JANUARY 2026

Summary:

The Signal Hill Historical Society (SHHS), a Signal Hill based non-profit organization, submitted a fee waiver request for the use of the Signal Hill Public Library Learning Center (Learning Center) on the second Thursday of the month in 2025 and January 2026, from 5:00 p.m. to 7:00 p.m.

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:

Approve the SHHS request for a waiver of fees to the Learning Center on one Thursday a month in 2025 and one day in January 2026 from 5:00 p.m. to 7:00 p.m.

- b. FEE WAIVER REQUEST FOR FRIENDS OF SIGNAL HILL LIBRARY BOARD MEETINGS IN 2025

Summary:

The Friends of Signal Hill Library (FOSHL), a Signal Hill based non-profit, submitted a fee waiver request for the use of the Signal Hill Public Library Learning Center (Learning Center) on the second Tuesday of every other month in 2025 from 5:00 p.m. to 7:00 p.m.

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:

Approve the FOSHL request for a waiver of fees to use the Learning Center on the second Tuesday of every other month in 2025 from 5:00 p.m. to 7:00 p.m.

- c. FEE WAIVER REQUEST FOR 69TH ASSEMBLY DISTRICT FOR A SENIOR SCAM AWARENESS EVENT

Summary:

Staff received a request from the office of 69TH Assemblymember Josh Lowenthal for a fee waiver to use the Signal Hill Public Library Community Room (Community Room) for a Senior Scam Awareness event on Monday, November 18, 2024 from 9:00 a.m. to 12:30 p.m.

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:

Review and approve a waiver of fees for use of the Community Room on

Monday, November 18, 2024 from 9:00 a.m. to 12:30 p.m.

- d. FACILITY USE POLICY WAIVER FOR RENTAL ON MARTIN LUTHER KING HOLIDAY WEEKEND 2025

Summary:

Staff received a request for use of the Signal Point Terrace on Saturday, January 18, 2025 during the Martin Luther King, Jr. holiday weekend. In the most recent version of the Community Services Facility Permit Policy from 2021, reservations are not permitted on holidays or holiday weekends.

The request is for a private rental and would generate revenue for the City, as fees would not be waived.

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:

Review and approve a waiver of the policy to allow permitting a rental for the weekend of Saturday, January 18, 2025.

- e. 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.

- f. APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of October 16, 2024.

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.

(7) COMMISSION NEW BUSINESS

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

(8) ADJOURNMENT

Tonight's meeting will be adjourned to the next regular meeting of the Parks & Recreation Commission to be held on Thursday, December 12, 2024, at 6:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

CITIZEN PARTICIPATION

If you need special assistance beyond what is normally provided to participate in City meetings, the City will attempt to accommodate you in every reasonable manner. Please call the City Clerk's office at (562) 989-7305 at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible.

AFFIDAVIT OF POSTING

I, Yvette E. Aguilar, Commission Secretary of the Parks and Recreation Commission, do hereby affirm that a copy of the foregoing agenda was posted at City Hall, the Signal Hill Library, Discovery Well Park, and Reservoir Park, 72 hours in advance of this meeting.



STAFF REPORT

11/14/2024

AGENDA ITEM

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

**FROM: YVETTE E. AGUILAR
PARKS, RECREATION & LIBRARY SERVICES DIRECTOR**

**BY: CHARLES HUGHES
CITY LIBRARIAN**

**SUBJECT: SIGNAL HILL PUBLIC LIBRARY INTERNET AND ELECTRONIC INFORMATION
USE POLICY**

Summary:

The Signal Hill Public Library (Library) opened in 2019. At that time, policies and procedures for the use of the internet and electronic information use were established and implemented based on available information, industry trends, and the anticipated use. Since the library's opening, there have been significant changes and updates to industry policies due to evolving and technological advances, including the enhancement of internet resources to provide users with more comprehensive access to information. Additionally, the rise in mobile device usage has prompted libraries to adapt their services, ensuring they meet the needs of patrons who rely on smartphones and tablets for information. Furthermore, the widespread availability of wireless internet access (Wi-Fi) has become a standard practice within the industry, improving connectivity for all library visitors and facilitating a more efficient and interactive experience.

Staff worked with the City Attorney's Office and updated the Signal Hill Public Library Internet and Electronic Information Use Policy (Policy) to reflect the industry standard changes and include language that helps to protect the access of information, particularly for minors. The Policy provides internet access while ensuring compliance with local, state and federal laws, and ensures the public maintains access to information and resources.

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 Library offers access to a variety of resources and services to residents including books, literacy programs, and internet use via personal or Library public computers.

While the internet offers access to a wealth of valuable information, not all its resources provide reliable, complete, or current material and some sites contain information that is inappropriate for public viewing by all library patrons. As the internet is unregulated, the Library has no control over the information available and is not responsible for its content, accuracy, and/or appropriateness.

Internet access is considered a widely utilized service provided by public libraries. Nearly all libraries offer free public Wi-Fi and computer access, making it a fundamental part of operations and resource to the community. Many individuals rely on libraries as their primary source of internet access, especially those without home internet service. For this reason, public libraries must have clear and comprehensive policies regarding internet usage.

In 2012, the Library began to provide complimentary Wi-Fi access to patrons. This service aimed to enhance the overall experience for visitors by offering convenient internet connectivity within the library premises.

In 2016, the City entered into a partnership with the California State Library to provide the Corporation for Education Network Initiatives in California (CENIC) high-speed broadband internet to library patrons when the new Library building opened in 2019. CENIC has helped connect public libraries to the California Research and Education Network (CalREN), the same high-speed broadband network used by the state's universities, community colleges, and public schools. CalREN is a critical infrastructure for the education, research, and healthcare communities, connecting more than 20 million users and 12,000 institutions across all 58 counties in California.

The library has become increasingly essential for providing Wi-Fi access to the Signal Hill community due to the heightened demand during the pandemic. In the most recent years of implementation, the Library has had the following number of Wi-Fi connections:

Year	Total Wi-Fi Connections
Fiscal Year 20-21	10,256
Fiscal Year 21-22	15,842
Fiscal Year 22-23	17,562
Fiscal Year 23-24	22,795
Total Connections	66,455

With the increased usage over the years, staff have reviewed the most recent Library and Internet Usage Agreement from 2019 (Attachment A) and are proposing updates to the policy.

Analysis:

The Library provides information resources through access to the Internet. This service is available as part of the Library's purpose to free and equal access to information, knowledge, independent lifelong learning, and cultural enrichment. Access to digital information, services, and networks is a core public library service.

The Library strives to uphold a public environment that is secure, inclusive, and hospitable, allowing all Signal Hill community members to benefit from Library resources, including public access to the internet. The updated Policy outlines guidelines and rules to access public library resources and equipment.

The existing Contract Services Agreement to provide the CENIC high-speed broadband internet to patrons, requires the Library to adhere to the American Library Association's Library Bill of Rights and the Children's Internet Protection Act (CIPA).

American Library Association Library Bill of Rights (Library Bill of Rights)

From the Interpretation of the Library Bill of Rights from the American Library Association (Attachment B), "Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses freedom of speech and the corollary right to receive information. Libraries and librarians protect and promote these rights by selecting, producing, providing access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of the format or technology."

Children's Internet Protection Act (CIPA)

The Children's Internet Protection Act (CIPA), (Attachment C), was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive Internet access or internal connections through the CENIC E-rate consortium program, a federal program that offers discounts on telecommunications and internet services to schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

Signal Hill Public Library Internet and Electronic Information Use Policy

In 2019, library patrons agreed to the “Signal Hill Library Internet Use Agreement” guidelines each time they logged in to a workstation and initially when they signed on to use the public Wi-Fi.

Staff have examined the requirements of the American Library Association’s Library Bill of Rights, the Children’s Internet Protection Act (CIPA), and best practices and policies implemented by other public libraries in Los Angeles County and the American Library Association and worked with the City Attorney’s Office to revise the existing Signal Hill Library Internet Use Agreement. The revised Policy is retitled “Signal Hill Public Library Internet and Electronic Information Use Policy” (Attachment D).

The updated Policy not only adheres to the Library Bill of Rights, but it also focuses on customers using internet services and follows the Signal Hill Public Library Rules of Conduct (Rules of Conduct) and public environment norms, supporting intellectual freedom and various workstation options. The Policy provides support to staff who take action to address violations of the Policy and the existing Rules of Conduct.

The updated Policy has been reviewed as to form by the City Attorney and ensures that the Signal Hill Public Library will continue to meet its legal obligations while continuing to provide free public internet access to Library patrons.

Approved:

Yvette E. Aguilar

Attachments:

- A. Signal Hill Internet Use Agreement
- B. American Library Association Library Bill of Rights
- C. Children’s Internet Protection Act
- D. Signal Hill Public Library Internet and Electronic Information Use Policy

Signal Hill Public Library Internet Service

I. ACCEPTABLE USE POLICY

Welcome to the Signal Hill Public Library Internet Service. To become a Library Internet user, a customer must be a borrower in good standing. All Internet users must register and be added to the Smart Access Manager (SAM) database. Each customer must read and accept the on-line Acceptable Use Policy before they can use an Internet workstation. To access the Internet workstations, customers need their Signal Hill Library card and PIN (Personal Identification Number).

The Signal Hill Library upholds the right of each individual to have access to constitutionally protected materials.

The Signal Hill Library affirms the right and responsibility of parents and legal guardians to determine and to monitor their minor children's use of Library materials and resources. Minor children are defined as anyone under the age of 18. Child safety on the Internet is a priority for the City of Signal Hill and for the Library. To assist parents and legal guardians with child safety on the Internet, the Library provides a filtering program pursuant to Federal law (U.S.C. Sec. 254) on Library computers.

II. Guidelines for Public Internet Use

- Computer use by a patron may be limited to 60 minutes at a time.
- Extension of the time limit may be granted at the librarian's discretion and only if the computer does not need to be accessed by other patrons or library staff for the Internet or other resources.
- Internet use by the public at Signal Public Library does not include access to all types of listservs, newsgroups, or File Transfer Protocol.
- Printing may be done. There is a fee of fifteen cents (\$0.15) per page for printing black and white copies, and thirty cents (\$0.30) per page for printing color copies.
- Internet access may not be available due to technical problems.
- The Library attempts to maintain the most current versions of Internet browsing and security software, however the Library is not required to upgrade as new versions are made available. This may mean certain websites and resources that utilize the latest technologies are inaccessible.
- Signal Hill Public Library cannot be responsible for the quality or accuracy of any information found on the Internet.
- Internet access will be denied to anyone breaching this use policy.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.



Children's Internet Protection Act (CIPA)

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

What CIPA requires

Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

- Access by minors to inappropriate matter on the Internet;
- The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures restricting minors' access to materials harmful to them.

Schools and libraries must certify they are in compliance with CIPA before they can receive E-rate funding.

- CIPA does not apply to schools and libraries receiving discounts only for telecommunications service only;
- An authorized person may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.
- CIPA does not require the tracking of Internet use by minors or adults.

You can find out more about CIPA or apply for E-rate funding by contacting the Universal Service Administrative Company's (USAC) Schools and Libraries Division (SLD) at sl.universalservice.org. SLD



also operates a client service bureau to answer questions at 1-888-203-8100 or via email through the SLD website.

Filing a complaint

You have multiple options for filing a complaint with the FCC:

- File a complaint online at <https://consumercomplaints.fcc.gov>
- By phone: 1-888-CALL-FCC (1-888-225-5322); TTY: 1-888-TELL-FCC (1-888-835-5322); ASL: 1-844-432-2275
- By mail (please include your name, address, contact information and as much detail about your complaint as possible):

Federal Communications Commission
Consumer and Governmental Affairs Bureau
Consumer Inquiries and Complaints Division
45 L Street NE
Washington, DC 20554

Alternate formats

To request this article in an alternate format - braille, large print, Word or text document or audio - write or call us at the address or phone number at the bottom of the page, or send an email to fcc504@fcc.gov.

Last Reviewed: 12/30/19





Signal Hill Public Library Internet & Electronic Information Use Policy

The Signal Hill Public Library (Library) provides public access to the Internet as part of its mission to deliver services and materials to meet the information needs of its users. The Library adheres to the American Library Association's policy statement: Access to Electronic Information, Services, and Networks: an interpretation of the Library Bill of Rights which supports the right of individuals to choose library materials for themselves, including those in electronic formats.

In order to make limited computer and internet resources available to as many people as possible, the Library designates time limits for public computer use. While Internet access is free, the Library charges for printing as established by the Library's current [Fines and Fees Schedule](#).

A. THE INTERNET

The Internet, as an electronic information resource, enables the Library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. It is an unregulated medium. As such, while it offers access to a vast array of tools and resources that are personally, professionally and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing, illegal, inaccurate or incomplete. Users are encouraged to evaluate the validity and appropriateness of information accessed via the Internet.

B. DISCLAIMER

The Library does not endorse the viewpoints nor does it have any control over the accuracy or timeliness of the resources available to Internet users. The Library cannot control or monitor material which may be accessible from Internet sources. The Library's selection policies which serve to govern the Library's purchase of materials are not applicable to material accessed electronically. Use of the Library's Internet and electronic databases at their own risk. The Library assumes no responsibility for any damage arising from use of the Internet and is not liable for any loss that may occur from disclosure of personal and financial information. Further, the Library assumes no responsibility and shall have no liability for any direct, indirect, or consequential damages arising from use of its connection to the Internet.

C. USER RESPONSIBILITY

Each individual user must accept responsibility for determining which electronic resources they will access and determining for themselves the relative value of the content. Computer users are

Updated: 9/30/2024



cautioned that the Library is a public area that is shared by Library users of all ages, backgrounds, and sensibilities. Users of both their own devices and those provided by the Library are asked to respect the sensibilities of others when accessing potentially offensive information or images. Since the Internet is not secure, each user accepts personal and financial responsibility for information transmitted and received.

All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided. It is unacceptable to use the Library's computer systems and Internet resources for any purposes which violate the law or Library policies.

D. UNACCEPTABLE USES OF LIBRARY RESOURCES

It is unacceptable to use the Library's computer system and Internet resources for any of the following:

1. For any purposes which violate applicable federal, state, or local laws or regulations, copyright laws or licensing agreements pertaining to software, files and other resources obtained via the internet.
2. Sending, printing, receiving, or displaying content or graphics which may reasonably be construed as extremely violent, sexual, offensive or obscene by contemporary statewide standards.
3. Using computers to gain access to the Library's network or computer systems or to any other restricted network or computer system.
4. Using computer accounts, access codes, or network identification numbers without authorized permission.
6. Violating another user's privacy.
7. Destruction, damage, or disruption of equipment, software, or data belonging to the Library, including removal of privacy screens, shutting off computers, and disconnecting any computer cables.
8. Engaging in any activity which is deliberately and maliciously offensive, libelous, or slanderous.
9. Attempting to alter software configurations or to cause degradation of system performance, including the installation or downloading of any software.
10. Disrupting or interfering with network users or services, including but not limited to distribution of unsolicited advertising, harassment of others, propagation of computer



worms or viruses, randomly initiating interactive electronic communications, and overuse of interactive network utilities.

E. FILTERING

Filtering software has been installed and is utilized on all Library computers and in all forms of wireless internet access provided at the Signal Hill Public Library [in accordance with the federal Children's Internet Protection Act (CIPA) (Public Law 106-554)]. The Library employs filtering software that complies with [CIPA](#) in an attempt to bar access to objectional Internet sites while providing users with the broadest possible access to constitutionally protected speech and information. However, the Library cannot and does not guarantee absolute censorship or protection from all objectionable images or content. While filtering software may be help to limit access to objectionable Internet sites, it may also block sites that have useful information, including sites suitable for minors and adults. If a website is found to be incorrectly blocked, users may send the site address to library@cityofsignalhill.org for evaluation.

F. MINOR'S ACCESS AND USAGE

The Library does not have the right or responsibility to act in the place of the parent (in loco parentis) in order to limit or censor a minor's access to and usage of the Internet. As with other library materials, supervision of a minor's use of the internet is the responsibility of a parent or legal guardian, including the use email, chat rooms and other forms of electronic information. While the Library's system will help guide minors to age-appropriate resources, the Library strongly encourages parents and guardians to define for their family members what material or information is consistent with their personal and family beliefs.

G. PRIVACY OF INFORMATION

The Library recommends against entering private or personal information on any public Internet workstation or wireless network. The Library does not, and cannot, guarantee the privacy of any such information entered on a public workstation or shared service. The Internet provided is meant to be used for research purposes and not as means of conducting personal or corporate business.

Library users are advised to remove any personal information from workstations at the conclusion of each use. At any point in time, the Library may have software that deletes personal information from public computer workstations. However, there is no guarantee that all information will be removed. Once a computer is logged off, it is not possible for the Library to retrieve any information. Because the Library is a public place, users should be aware that information accessed on the Internet may be observed by other users.

Updated: 9/30/2024



The Library observes local, state and federal laws governing privacy of library records, including Internet usage. Specifically, while the Library places a high value on user confidentiality, the Library is required to comply with the provisions of the California Public Records Act regarding requests for records submit pursuant to California Government Code section 7927.10.

H. WIRELESS INTERNET ACCESS

The Library assumes no responsibility for damage or loss of hardware, software or data resulting from use of the Library's wireless internet access. Wireless users should be aware of the security risks and potential signal loss inherent to wireless internet access.

I. ENFORCEMENT OF RULES

Users violating these rules will be asked to discontinue prohibited activity. If further violation(s) occur, users may be asked to leave the library facility. Finally, police assistance and enforcement may be sought by Library staff for extreme or repeated violations or refusal to comply with the rules herein, per the Signal Hill Public Library Code of Conduct.



STAFF REPORT

11/14/2024

AGENDA ITEM

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

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

**BY: MELISSA MONTIEL
ADMINISTRATIVE ASSISTANT**

SUBJECT: PET OF THE MONTH NOMINATIONS

Summary:

The Commission will consider submitted nominations and select a Pet of the Month for November 2024 (Attachment A).

Strategic Plan Goal(s):

Goal No. 5 Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

Review nominations for November 2024 and select nominee(s) to recognize for Pet of the Month.

Background & Analysis:

Two new qualified nominations were received for November 2024 and six nominations remain from previous submissions. A total of eight nominations are eligible for the Parks and Recreation Commission to consider for the November 2024 Pet of the Month (Attachment B).

Approved:

Yvette E. Aguilar

11/14/2024

**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.

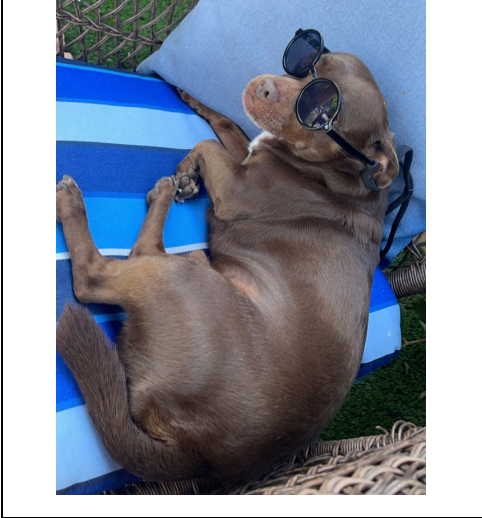
Pet of the Month for	Nomination Window	Pet of the Month Selection	Recognition
January	December 1-31	January PRC Meeting	Mid-January through mid-February
February	January 1-31	February PRC Meeting	Mid-February through mid-March
March	February 1-28/29	March PRC Meeting	Mid-March through mid-April
April	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 - November Nominees

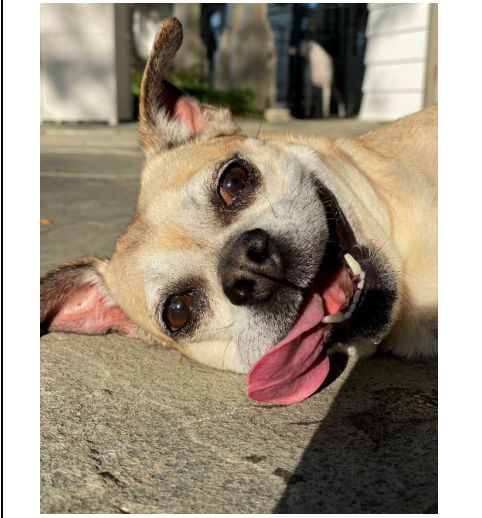
Canelo



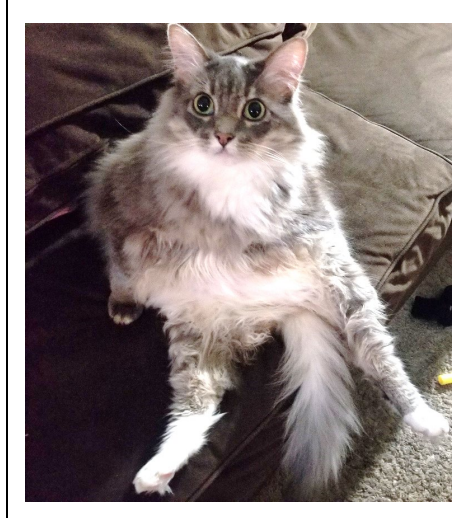
Mia



Chalupa



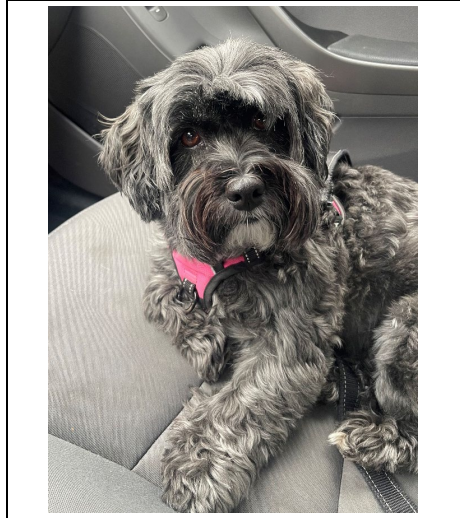
Kanji



Eddie & Vinny



Lola



Pet of the Month - November Nominees

Winnie



Whiskey




City of Signal Hill Pet of the Month November 2024


What is your Pet's name?	Canelo
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?	Chihuahua Mix
What makes your pet special?	Very calm and loves kids
How long have you had your pet? How did you acquire your pet?	3 years, he was a stray dog and my husband and I took him in ever since.
What activities does your pet like to do?	Walking, fetch, bike rides,
Does your pet have all required licenses?	Yes



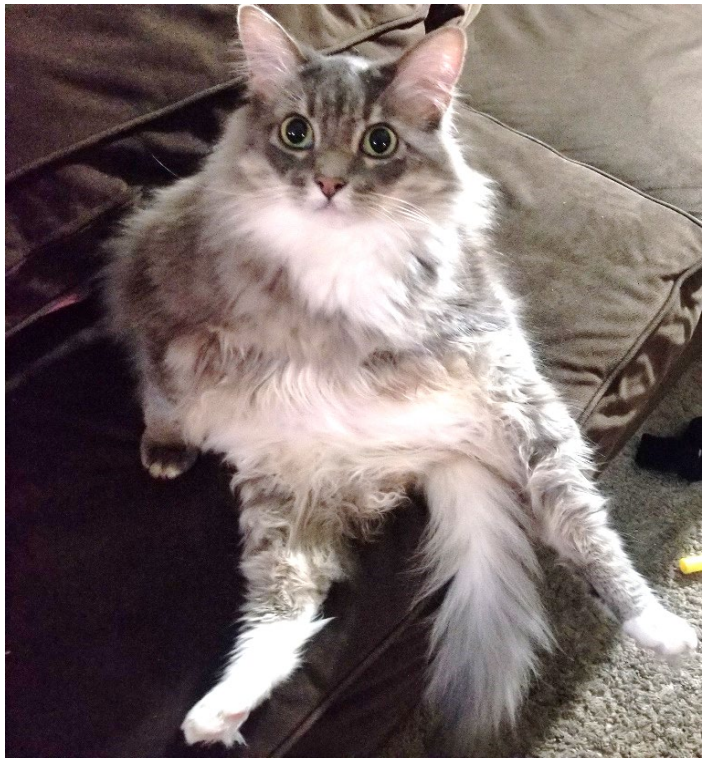
City of Signal Hill Pet of the Month November 2024

What is your Pet's name?	Mia
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?	Maltese
What makes your pet special?	So lovable, loves all dogs, cats and small animals
How long have you had your pet? How did you acquire your pet?	4 years. I purchased her from a breeder (my 17yo cat died)
What activities does your pet like to do?	Loves meeting people and other animals
Does your pet have all required licenses?	Yes
	


City of Signal Hill Pet of the Month November 2024

What is your Pet's name?	Chalupa
Does your pet have a nick name?	Chalupa
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Puggle
What makes your pet special?	She thinks and acts more like a cat
How long have you had your pet? How did you acquire your pet?	8 years and she was found with a broken leg
What activities does your pet like to do?	Chase lasers and sit in high places
Does your pet have all required licenses?	Yes
	


City of Signal Hill Pet of the Month November 2024

What is your Pet's name?	Kanji
Does your pet have a nick name?	Chomps
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Long Haired mixed breed
What makes your pet special?	He is very calm and easy going. Doesn't fuss and rarely meows about anything
How long have you had your pet? How did you acquire your pet?	Like a good cat auntie I was cat sitting. It's been about 2 years and I am now his cat mommy. He was meant to be with me.
What activities does your pet like to do?	He loves tummy rubs, naps, snacks and sitting on couch watching TV with his cat daddy.
Does your pet have all required licenses?	Yes
	


City of Signal Hill Pet of the Month November 2024

What is your Pet's name?	Eddie And Vinny
Does your pet have a nick name?	No
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Eddie is a female tortoiseshell cat and Vinny is a male Bombay cat
What makes your pet special?	They are great parents to their 4 kittens. they love to cuddle and play
How long have you had your pet? How did you acquire your pet?	1 year. Adopted then from a friend
What activities does your pet like to do?	Chase each other and play with their toys
Does your pet have all required licenses?	Yes
	

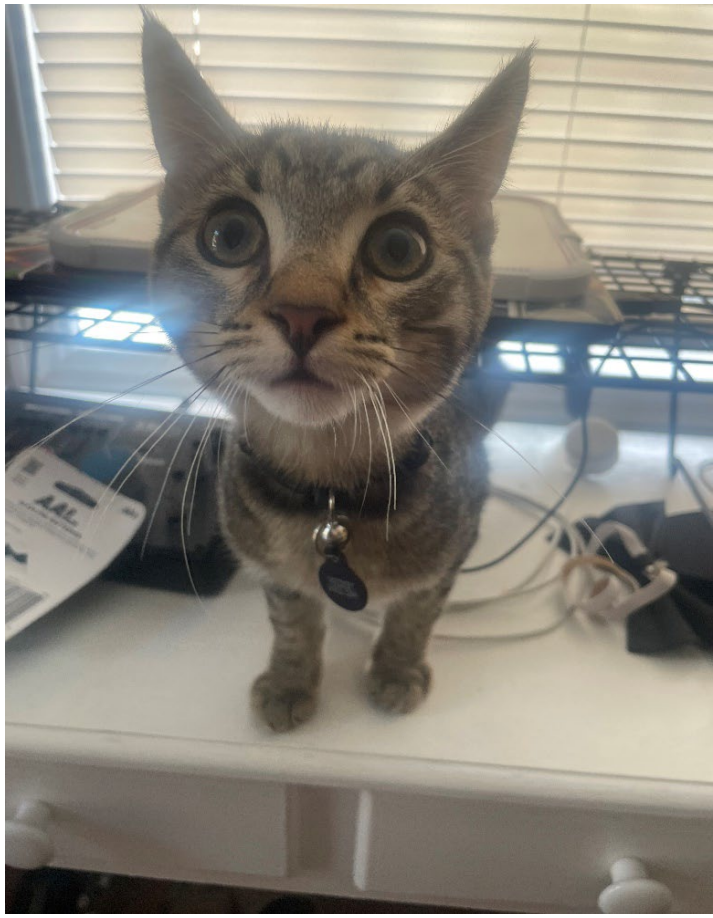
City of Signal Hill Pet of the Month November 2024

What is your Pet's name?	Lola
Does your pet have a nick name?	No
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Havanese
What makes your pet special?	She loves bell peppers and Discovery Well park
How long have you had your pet? How did you acquire your pet?	3 years. She moved to Long Beach from Nebraska to find the coastt.
What activities does your pet like to do?	She loves to chase squirrels, lizards and birds . She lives the beach and sailing in the bay with her Shoreline Marina friends living aboard .
Does your pet have all required licenses?	Yes
	

City of Signal Hill Pet of the Month November 2024

What is your Pet's name?	Winnie
Does your pet have a nick name?	Win
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Pug
What makes your pet special?	He loves everyone. When we're out on walks we have to stop and say hi to all people and pets.
How long have you had your pet? How did you acquire your pet?	1 year and 8 minths
What activities does your pet like to do?	He loves to play and be silly and he'll never turn down a treat
Does your pet have all required licenses?	Yes
	

City of Signal Hill Pet of the Month November 2024

What is your Pet's name?	Whiskey
Does your pet have a nick name?	Whiskey Bear
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Cat - Tabby Mix
What makes your pet special?	He is a sweet, cuddly, and a social cat who loves to meet new friends. He is vocal and sings along to his dads guitar.
How long have you had your pet? How did you acquire your pet?	We have had him for 1 year and three months. he is a stray. We found him when he was six weeks old. and brought him to his new home in signal hill.
What activities does your pet like to do?	Whiskey loves to take walks whether in his backpack, on a leash, or on his own. He is energetic and love to chase things especially bugs. He is a big cuddler and will siut on your lap if you let him. He is also a sleepy boy and will find any spot to nap on.
Does your pet have all required licenses?	Yes
	



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal Hill, California 90755-3799

11/14/2024

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 activity and actions related to the Parks, Recreation and Library Services Department and provides the Parks and Recreation Commission with information about City Council direction; status on park projects; and/or other programs and services.

Strategic Plan Goal(s):

Goal No. 4 Maintain and improve the City's physical infrastructure, water system, and recreational spaces.

Goal No. 5 Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

Receive and file report.

Updates and Analysis:

CITY COUNCIL

At the October 8, 2024 City Council Meeting:

- Staff introduced a new spotlight on small business video series featuring The Nook.

- The Parks, Recreation and Library Services Department Manager introduced the new Senior Recreation Specialist, Brianna Quintanilla.
- City Council interviewed candidates for the open position on the Planning Commission and appointed Georgette (Gege) Lopez.
- City Council approved an agreement with Bludot Technologies for the Open Rewards App and Economic Development shop local incentives update.
- City Council declared work completed in conformance with the plans specifications for the emergency slope failure repair service Panorama Promenade Trail and Molina Avenue and 20th Street and 20th Street Project in accordance with the contract entered into between Zimprich Engineering Incorporated and the City of Signal Hill.
- City Council canceled the regular City Council meetings for the second meeting in November and December 2024.

At the October 22, 2024 City Council Meeting:

- The City of Long Beach, Animal Care Services staff introduced a pet available for adoption.
- The Sustainable City Committee awarded a Sustainability Award to The Heights at Signal Hill.
- The Public Works Department provided a presentation on various FY 24-25 CIP projects.
- City Council approved an agreement with Catalyst Environmental Solutions Corporation for the Project Approval and Environmental Documents phase of the East Burnett Street Historical District Pedestrian and Bike Enhancement Project.
- City Council approved the First Amendment to the agreement with Infinity Technologies for Information Technology (IT) Management Services.
- City Council approved an MOU between the City and the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority (GWMA) for administration and cost sharing to implement the coordinated compliance, monitoring, and reporting plan for the Dominguez Channel and Los Angeles and Long Beach Harbors Waters Toxic Pollutants Total Maximum Daily loads.

CENTENNIAL PROGRAMS AND EVENTS

The City of Signal Hill continues to celebrate 100 years of incorporation in 2024. In January 2022, City Council appointed the Centennial Celebration Committee, comprised of two council members, and one representative from the Planning and Parks and Recreation Commissions. The committee has been meeting since early 2023 to plan, organize, and map out the festivities throughout the year.

The city's website has also been updated and populated with information related to the centennial. There's a landing page that is dedicated promoting the centennial year, and more information is

updated on a regular basis. Additional events, programs, and activities will be included on the website as details are finalized throughout the year.

Signal Hill Passport

Be a part of the City's history and learn about the rich offerings of our past. Visit one of the centennial activities or events and get your passport stamped with Signal Hill's commemorative stamp. Fill in your passport book and redeem your prizes at the Signal Hill Public Library by December 18, 2024.

Tree Sponsorship Program

The City of Signal Hill is home to a beautiful park system with exquisite views. Part of that landscape includes trees that adorn our recreation and open spaces, trails, sidewalks, and medians.

Our Tree Sponsorship Program allows park supporters to have a tree planted in honor of a loved one. To sponsor a tree simply complete the application online and provide your preferred area for your sponsored tree to be planted.

The city will make every effort to place a tree in the requested zone. However, if staff are unable to accommodate specific zone request, contact will be made with the applicant to find an alternative zone.

Sponsorship donations are final and non-refundable. All sponsorship donations should be made payable to the City of Signal Hill, 2175 Cherry Avenue, Signal Hill CA 90755 with a note "Tree Sponsorship" in the memo line.

Time Capsule - Share Your Story

The City of Signal Hill is celebrating 100 years of incorporation in 2024 and you are an important part of the City's history. Share your story and tell us why Signal Hill is important to you, your favorite memory about the City, or an important occasion that took place in the City. Be a part of the City's continued history as we capture your story and save it to install in the City's new time capsule at the end of the 2024 year. Please note, your name may be published, but your contact will only be used by City personnel to get in touch with you regarding your submittal if needed. Contact the Parks, Recreation and Library Services Department if you have any questions at 562-989-7330 or email us at 100years@cityofsignalhill.org <mailto:100years@cityofsignalhill.org> for more information.

Celebrating Centenarians

In honor of the City's milestone year, we want to recognize centenarians in our community! If you, or someone you know, is 100 years old or will turn 100 this year, let us know! We'll share their name, date of birth, and recognize them at a future City Council meeting.

Please complete the information online to be a part of the celebration. Note, information will be shared via public information channels such as the website, social media, and in a public meeting.

City Hall Open House

On February 27, we hosted the first Open House at the City Hall building and City Council Chambers. A total of 25 patrons attended the Open House and took a tour of the building. The afternoon included a Model T, displays of past City Council and City Hall building pictures, as well as light

refreshments. The participants of the Afterschool Recreation Club (ARC) joined in the festivities to learn about the Model T car and the departments that are based at City Hall.

Youth Art & Community Photo Contest

As a part of the City's Centennial Celebration, more than 60 photos were submitted for the Community Photo Contest and three art pieces were submitted for the Youth Art Contest.

The Community Photo Contest invited individuals to enter digital images with a theme "Signal Hill Captured." The Youth Art Contest theme was "A Moment In The Community". Photos and art pieces were displayed at the Centennial Celebration Event on Saturday, April 27. The Community Photo Contest winners and Youth Art Contestants were presented with certificates at the May Parks and Recreation Commission Meeting.

Mayor's Tree Planting Event

On Saturday, May 20, the Mayor and the Sustainable City Committee hosted a tree planting event at Reservoir Park. More than 40 members of the community attended and helped to plant a total of 14 trees around the Park area.

Centennial Celebration Event

On Saturday, April 27, the City hosted a day filled with various events and activities to commemorate the City's official Centennial anniversary.

The morning started off with the Signal Hill Color Fun Run and Walk, which had nearly 250 participants, followed by a pancake breakfast, which was enjoyed by nearly 500 guests.

In the afternoon, the City held the official Opening Ceremony to start off the City's event, where 150 people were in attendance. The Opening Ceremony program included all members of the current City Council, Supervisor Janice Hahn, City Manager Carlo Tomaino, Dave Slater from Signal Hill Petroleum, and several guests including Signal Hill resident Ian Hand, artists Amy Glinska and Brianna Liddi, and Chaplain Wesley Sullivan. The United States Marine Corps 3rd Air Naval Gunfire Liaison Company presented the flags.

The City's existing time capsule was revealed and an exhibit with all items contained within the capsule were displayed for public viewing inside the City Council Chambers for the afternoon.

The event which featured live bands, music, games, food, and crafts began immediately following the Opening Ceremony, until the evening, when the evening concluded with a customized drone show that captivated the 2,500 person audience at the park and throughout the City.

SH Police Department Open House

On May 4, we hosted the second Open House at the Signal Hill Police Department. A total of 150 patrons attended the Open House and took a tour of the station, with tours led by SHPD staff. The morning included meet and greets with the SHPD Command Team, a visit through the lobby, Emergency Operations Center (EOC), jail, dispatch, administrative offices, the opportunity to explore the interior of multiple police vehicles, and concluded with a BBQ on site.

Jessie Nelson Gravesite Visit

On May 15, the Signal Hill Historical Society hosted a visit to Jessie Nelson's gravesite. The City provided bus transportation for 35 attendees. The group visited the gravesite, and were presented

with a Signal Hill Historical Society presentation to honor the City's first mayor. After the gravesite visit, the group visited the Hilbert Museum and enjoyed lunch at Orange Circle for the remainder of the afternoon.

Public Works Open House & Touch-A-Truck Event

On June 26, we hosted the Public Works Open House & Touch-A-Truck event at the Public Works Yard. More than 100 patrons attended the Open House and had a chance to check out the Public Works and safety vehicles firsthand including a Los Angeles County Fire Department ladder truck; a Signal Hill Petroleum Crane; an EDCO refuse truck; Public Works trucks and tractors; a historical Model T truck and fire engine; and enjoy light refreshments. The participants of the Signal Hill Park Day Camp joined in the festivities.

Summer Concerts

A total of six concerts were held for the Summer 2024 concert series. Each week, a different band from each decade played, starting from the 1960s to the 2010s. The Summer Concert attendees filled the park to enjoy an outdoor family-friendly evening of live music. The Signal Hill Community Foundation recognized the concert sponsors on stage before the July 10 Concert, and again at the City Council meeting of August 27, 2024. This year's sponsors were: Signal Hill Petroleum, Crimson Pipeline, Supervisor Janice Hahn, Port of Long Beach, EDCO, Signal Hill Historical Society and 2H Construction.

Hill Climb & Parks & Recreation Open House

On Saturday, September 14, 2024 a ceremonial Model T Hill Climb was celebrated to honor the City's centennial year. During this event vintage vehicles, conquered the hill, recreating the Model T Hill Climb which was originally from the 1960s and 1970s. Ten vintage vehicles participated in the climb up Hill Street next to Discovery Well Park. After all the competing vehicles had completed their timed race up the hill, participants had the option to take a closer look at additional vintage and classic vehicles and hear stories from individuals who participated in the original hill climb. A key partner in the event, the Long Beach Model T Club, provided a display of Model T artifacts. An estimated 500 community members attended this event.

Centennial State of the City

On Wednesday, October 2, 2024, the Mayor held the State of the City address and all City Council members provided an update on the status of the City's Strategic Plan. Approximately 100 residents and business owners attended the event.

Past Centennial Programs & Events	
Program Dates	Number of Participants
February 27, 2024	City Hall Open House - 25 Adult, 65 Youth Afterschool Recreation Club Participants
March 28, 2024	Community Photo Contest Entries Closed 64 Photos submitted
April 11, 2024	History on the Hill Talk – 1940s
	Youth Art Contest Entries Closed 3 Youth Art pieces submitted
April 20, 2024	Mayor's Tree Planting at Reservoir Park
April 27, 2024	Centennial Celebration Event <ul style="list-style-type: none"> • Color Fun Run & Walk • Pancake Breakfast • Opening Ceremony/Time Capsule Revelation • Skate Demonstration • Live Entertainment and Music • Food, Games, and Crafts for the Family • Drone Show
May 4, 2024	Police Department Open House – 150 Participants

May 9, 2024	History on the Hill Talk – 1950s
May 11, 2024	Paws on the Hill Event at Signal Hill Park
June 13, 2024	History on the Hill Talk – 1960s
June 26, 2024	Open House – Public Works Yard and Touch-A-Truck Event
July 10, 2024	Summer Concert – Tribute to the 60s
July 11, 2024	History on the Hill Talk – 1970s
July 17, 2024	Summer Concert – Tribute to the 70s
July 24, 2024	Summer Concert – Tribute to the 80s
July 31, 2024	Summer Concert – Tribute to the 90s
August 6, 2024	National Night Out
August 8, 2024	History on the Hill Talk – 1980s
August 7, 2024	Summer Concert – Tribute to the 00s
August 10, 2024	Signal Hill Public Library 5 th Birthday
August 14, 2024	Summer Concert – Tribute to 10s
September 12, 2024	History on the Hill Talk– 1990s
September 14, 2024	Model T Hill Climb and Discovery Well Park Open House
October 2, 2024	State of the City
October 10, 2024	History on the Hill Talk – 2000s
October 19, 2024	Fall Mayor's Clean-up: Central Neighborhood
October 26, 2024	Halloween Carnival and Centennial Laser Light Show
November 8, 2024	Vice Mayor Reception

Upcoming Centennial Programs & Events	
November 14, 2024	History on the Hill Talk – 2010s
November 20, 2024	Centennial Tree Lighting & Light Extravaganza
December 10, 2024	Mayor’s Reception
December 12, 2024	History on the Hill Talk – Present Day
December 18, 2024	Santa’s Workshop

PARK PROJECTS

Hillbrook Park Improvement Project

The City underwent extensive outreach for the Hillbrook park improvement project for the redesign of the park space. Construction has begun and is projected to be completed by Winter 2025. The project can be followed on the City’s website at [≤https://www.cityofsignalhill.org/692/Hillbrook-Park-Improvement-Project≥](https://www.cityofsignalhill.org/692/Hillbrook-Park-Improvement-Project).

Civic Center Master Plan

City Council entered into an agreement with John Kaliski Architects, Incorporated (JKA), to develop, design, and recommend potential implementation alternatives for future enhancements of the Civic Center campus.

The consultant gathered community input through several engagement opportunities including in-person feedback at special events, multiple online surveys, workshops, and general at City Council, Commission, and Committee meetings.

The final master plan was approved and adopted by City Council at the August 27, 2024 meeting.

Please visit the website at [≤https://www.cityofsignalhill.org/717/Civic-Center-Master-Plan≥](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>After School Programs</u>	
The Afterschool Recreation Club (ARC) and Tween program participants engage in various activities based on a weekly theme that include science, technology, arts, and sports. This month it was Back to ARC Night and they made a family craft, game, and introduce staff to the new families. They also participated in Trick or Treating throughout the Civic Center.	
<u>ARC</u>	
After School Program	57 enrolled
Tween	15 enrolled
<u>Youth Sports (73)</u>	
Co-Ed Flag Football 4 teams	32 enrolled
Co-Ed Volleyball 4 teams	41 enrolled

COMMUNITY SERVICES DIVISION

Program	Number of Participants
<u>Food Distribution Programs</u> The Department offers a Senior Food Distribution program for residents ages 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	32 seniors
Family Food Distribution Program	18 families

<u>Senior Social Club Programs</u> This program is focused on providing engagement, enrichment, and socialization opportunities for adults ages 55 and older.	
10/2/2024: Silver Sneakers	18
10/2/2024: Traditional Games: Loteria	2
10/3/2024: Silver Sneakers	4
10/8/2024: Arts & Crafts- Yarn Pumpkins	8
10/9/2024: Silver Sneakers	20
10/9/2024: Traditional Games: BINGO	6
10/10/2024: Walking Club	1
10/11/2024: Senior Mini Excursion: Tanaka Farm	25
10/16/2024: Silver Sneakers	20
10/16/2024: Traditional Games: Dominoes	6
10/17/2024: Walking Club	1
10/22/2024: Arts & Crafts- Decoupage Pumpkins	6
10/22/2024: Traditional Games: Cards	5
10/24/2024: Walking Club	1
10/29/2024: Senior Excursion- The Getty	45
10/30/2024: Silver Sneakers	18
10/30/2024: Social Club- Spooktacular Bingo Luncheon	50
10/31/2024: Walking Club	1

<u>Community Garden at Signal Hill Park</u> The Department is responsible for 24 rentable plots in the Community Garden. Staff are working to contact the individuals on the waiting list for the one open plot.	
Garden Plots	23

<u>Halloween Carnival</u> The Department hosted the annual Halloween Carnival at Signal Hill Park with carnival games, bouncers, and a costume parade for all and pets. The night ended with a Laser Light Show as part of the Centennial Celebration.	
Saturday, October 26, 2024	2,500+ attendance, 585 wristbands sold
<u>Ghostly Gus – Hunt for the 100th</u> The PRL Department and Signal Hill Community Foundation hosted a Halloween Scavenger Hunt. Posters featuring Ghostly Gus were displayed at locations in the city with a QR Code to learn a little history of Signal Hill in celebration of the Centennial.	
Participants	75
Business Hosts	24
Neighbor Hosts	25

<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 stand alone.	
<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 both cat and dog vaccinations.	
10/5/2024: Low-Cost Pet Vaccination Clinic	47 pets

<u>Volunteer Programs</u>		
<u>Newly Processed Volunteers</u>	27 Volunteers	
	Volunteers	Volunteer Hrs.
Halloween Carnival	10 volunteers	39.5 hours

<u>Facility Rentals – October</u>	Resident	Non-Resident	Non-Profit	School	Total
Discovery Well Park Picnic Shelters	1	0	0	1	2
Reservoir Park Picnic Shelter	2	0	0	0	2
Signal Hill Park Picnic Shelters	0	1	0	0	1
Discovery Well Community Centers	0	0	0	0	0
Spud Field	0	0	0	0	0
Signal Hill Point Terrace	0	1	0	0	1
Library Community Room	0	0	2	0	2
Zinnia Courtyard Patio	0	0	0	0	0
Wedding Space	1	0	0	0	1
TOTAL					9

<u>Rental Revenue</u>	January – October 2024
Facility Rental Revenue	\$16,937.00
Total Facility Fees Waived	\$14,377.50

LIBRARY SERVICES DIVISION

<u>Service</u>	<u>Number of Participants</u>
<u>Circulation</u> : Total number of items checked out from the library that are in circulation.	
Circulation of Library Items	4,870
Library Visits	9,855
Library Website Visits	592
Library Wi-Fi Connections	1,201
Resident Library Card Registration	50
Non-Resident Library Card Registration	202
<u>Inter Library Loan (ILL)</u> 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	51
Inter Library Loan Service Loaned Out	22

<u>Electronic Resources</u>	<u>Number of Participants</u>
Freegal Music Subscription+	2 New Active Users, 181 songs streamed
Kanopy Movie Streaming Subscription	10 New Active Users, 2,565 minutes streamed
Beanstack Subscription	19 New Active Users

<u>Service</u>	<u>Number of Participants</u>
Study Rooms Reservations	188
Story Time	305 Children, 269 Adults
First Friday Book Club	10 Adults
Romance Comedy Book Club	8 Adults
Make It!	6 Children, 17 Adults
Senior Dance for Health	36 Adults
After School Club	22 Children, 1 Adult
Teen Social Club	40 Children
Jewel Box Children's Theater	4 Children, 2 Adults
Zumba at the Library	110 Adults
Loteria de la Familia	15 Children, 15 Adults
Pajama Movie Night with Daisy	11 Children, 15 Adults
Hobbit Day Celebration	7 Children, 13 Adults
History on the Hill	22 Adults
Daisy's STEAM Lab	9 Children, 3 Adults
Eat Your Words Poetry Workshop	7 Adults
ADHD Seminar	7 Adults
MOLAA Family Art Workshop	7 Children, 15 Adults

Ongoing Library Programs	
Mondays	Spanish Story Time 4 th Monday: Daisy's Steam Lab
Tuesdays	After School Club Zumba at the Library
Wednesdays	Baby Story Time 3 rd Wednesday: Make It! Do-It-Yourself Craft Club
Thursdays	Senior Dancing for Health Teen Social Club 3 rd Thursday Romance Comedy Book Club Tutoring Program
Fridays	Preschool Story Time 1 st Friday Book Club Tutoring Program
Saturdays	Khmer Story Time 3 rd Saturday Fun Photography Club and Open Studio 3 rd Saturday Jewel Box Children's Theater Company Workshop

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

Upcoming Programs	
November 16	Low-Cost Pet Vaccination Clinic
November 18	Selfie Museum
November 20	Centennial Tree Lighting & Lights Extravaganza
November 22	Music of Ancient Homelands with Martin Espino
November 23	Puppy Party & Storytime
November 25	Healthy Dog & Cat Treats
November 27	Documentary: <i>Gather</i>
December 2 – December 31	Signal Hill Wish Tree
December 4	DIY Bead Necklace
December 4	Senior Social Club: Holiday Ugly Sweater Cookie Decor
December 7	Holiday Sugar Cookie Decorating Workshop
December 11	Senior Social Club: Holiday Bingo Luncheon

Approved:

Yvette E. Aguilar



STAFF REPORT

11/14/2024

AGENDA ITEM

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

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

**BY: MARTHA BAEZ
SENIOR RECREATION SPECIALIST**

SUBJECT: FEE WAIVER REQUEST FOR SIGNAL HILL HISTORICAL SOCIETY BOARD MEETINGS IN 2025 AND JANUARY 2026

Summary:

The Signal Hill Historical Society (SHHS), a Signal Hill based non-profit organization, submitted a fee waiver request for the use of the Signal Hill Public Library Learning Center (Learning Center) on the second Thursday of the month in 2025 and January 2026, from 5:00 p.m. to 7:00 p.m.

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:

Approve the SHHS request for a waiver of fees to the Learning Center on one Thursday a month in 2025 and one day in January 2026 from 5:00 p.m. to 7:00 p.m.

Fiscal Impact:

The request totals \$2,108.00 for the waiver of facility use.

FACILITY/FEE DESCRIPTION	RATE	HOURS/STAFF	SUBTOTAL
Signal Hill Public Library-Learning Center	\$70/hour	(2 hours)	\$140.00
Second Thursday of each month (13 total)		5:00 -7:00 p.m. hours	
SUBTOTAL		\$140 x 13	\$ 1,820
Refundable Security Deposit	\$288		\$ 288
		TOTAL	\$ 2,108

Background:

Staff received a request from SHHS to hold their 2025 board meetings in the Signal Hill Public Library Learning Center on the second Thursday of each month and one day in January 2026, based on the facility availability, from 5:00 p.m. to 7:00 p.m. (Attachment A).

SHHS is a non-profit organization located in Signal Hill whose purpose and mission is to serve the residents of Signal Hill, preserve the history of the City, and educate residents about the past.

Staff recommend fees be waived for the SHHS meeting on the second Thursday of each month in the 2025 calendar year on January 9; February 13; March 13; April 10; May 8; June 12; July 10; August 14; September 11; October 9; November 13; December 11, 2025; and January 8, 2026 from 5:00 p.m. to 7:00 p.m. The date and time of the proposed meeting is scheduled within the library’s operating hours, which would not require additional staffing to be scheduled. Additionally, the Learning Center remains set-up with tables and chairs for meetings or general programs.

If a schedule conflict arises, staff will work with the SHHS to reschedule their meeting, but it will not impact or change the total of the fee waiver.

Analysis:

The dates and times of the proposed board meetings are scheduled in accordance with the Signal Hill Public Library’s regular operating hours, which would not require additional staffing support. Additionally, the Learning Center set-up of tables and chairs for the City’s general programs remains the same for the proposed SHHS meetings and will not require additional staff for setup.

City of Signal Hill Policy 4.16 - Waiver of Fees for City Facilities (Waiver Policy), provides for a waiver process regarding facility fees (Attachment B). The Waiver Policy governing fee waivers allows for the Parks and Recreation Commission to waive fees based on the following general use requirements:

- a) The applicant must be a Signal Hill resident. Applicant must provide proof of residency.
- b) The individual or organization must have nonprofit status with the Internal Revenue Service (IRS). Applicant must provide proof of non-profit status issued by the IRS.
- c) The organization’s primary focus must be on serving the residents of Signal Hill. The

11/14/2024

organization must provide proof of such service by way of programs, services, or activities offered to the community.

d) The organization's voting board must be comprised of at least 51% Signal Hill residents.

Approved:

Yvette E. Aguilar

Attachments:

- A. Application and Letter
- B. Waiver of Fees Policy



Application for Use of Indoor City Facilities

(APPLICATION MUST BE SUBMITTED IN PERSON)

Submission of application does not guarantee a reservation until approval by the Community Services Director or his/her designee.

numbers: Cell _____
 Address _____
 City _____

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: _____

Refundable damage deposit will be mailed to the address provided 6 to 8 weeks after your event

Description of Event: _____

Event time should reflect setup and cleanup. *Please allow a minimum of one hour for cleanup.*

Event Date: _____ Event Day: _____ Rental Start time: _____ Rental End time: _____

Space Requested :

Community Centers

Discovery Well Park Community Center (standard room set up 6 round tables and 36 chairs diagram) **Only 36 seating max**

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

Signal Hill Park Community Center (attach room set up diagram) **Capacity: 100**

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

***Room & carpet condition has been viewed INITIALS: _____

Library Facilities

Library Community Room (attach room set up diagram) **Capacity: 48-70 (depending on room set-up)**

Available Rental Times: 8:00am-10:00pm Monday, Tuesday, Wednesday, Thursday / 8:00am-11:00pm Friday, Saturday, 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

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

Library Zinnia Courtyard **Capacity: 54**

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 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 _____ Children _____ Total Attendance _____

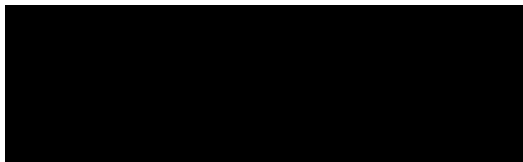
Is the public invited? Yes No

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: _____



November 1, 2024



City of Signal Hill

The Signal Hill Historical Society would like to request a fee waiver the Learning Center in the Library to hold our monthly membership meetings for the year of 2025. All meetings are open to the general public. Thursdays are preferred to remain consistent. Dates can be flexible as needed.

Event: Monthly membership meetings at the Learning Center.

Times: 5:00pm 7:00pm (Thursdays)

January 9th

February 13th

March 13th

April 10th

May 8th

June 12th

July 10th

August 14th

September 11th

October 9th

November 13th

December 11th

+ January 8th, 2026 (to allow for commission/City scheduling during the holiday season)

Thank you for your considerations and for your support.



Since 1983

City of Signal Hill Policy

Waiver of Fee's for City Facilities
4.16

DATE: June 21, 2017

REVISION NO.: 002

APPROVED: _____

DEPARTMENT:
Community Services

I. PURPOSE

To set forth in writing the City's position in regards to the waiver of fees for the Community Center, Spud Field, Signal Hill Park Amphitheater, Basketball Courts, Library Meeting Room, Picnic Shelters, and Hilltop Grass Area.

II. GENERAL POLICY

A. Fees for the use of city facilities are established annually by ordinance of the City Council. The Community Services Director has been given the authority to waive or reduce deposits, but cannot waive facility fees or staff fees. Waiver of these fees can only be done by the Parks and Recreation Commission and the City Council respectively.

In order to request a waiver the applicant must:

1. Submit an application for Use of City Facilities and attach a letter for waiver of fees.
2. Prove that the general requirements stated in this policy have been met.

To be considered for a waiver the Applicant must meet all of the following criteria:

- a. The Applicant Must Be a Signal Hill Resident. Proof of residency must be furnished to City staff.
- b. The individual or Organization Must Have Nonprofit Status with the Internal Revenue Service. Proof of nonprofit status by the I.R.S. must be furnished to City staff.
- c. The organization's primary focus must be on serving the residents of Signal Hill. Proof of such service by way of programs, services or activities offered to the community must be provided.
- d. The organization's voting board must be comprised of at least 51% Signal Hill residents.

It is advisable that the applicant appears at the meeting when the waiver is requested to respond to any questions of the City Council or Parks and Recreation Commission.

- B. Non-profits not based in Signal Hill will be prohibited from conducting any fundraising activities in any City Park or facility including raffles.
- C. Musical events will be prohibited after dusk and will also be prohibited during the months of June, July and August.
- D. Events numbering more than 25 people will be prohibited at Hilltop Park, with the exception of the wedding space, which will permit up to 75 people for up to 3 hours.
- E. Any events which may significantly impact noise, traffic or public use of the park, deemed so by the Director of Community Services, must be approved by the City Council at least sixty days prior to the event.

III. **FACILITY FEE WAIVER**

- 1. The City Council has given the Parks and Recreation Commission authority to waive facility fees. In order to request a waiver, the applicant must:
 - A. Submit an application for Use of City Facilities.
 - B. Attach a letter for waiver of fees.
 - C. Prove that the general use requirements stated in this policy have been met.
- 2. Request must be received a minimum of one week prior to the next scheduled Parks and Recreation Commission meeting.

IV. **STAFF FEE WAIVER**

- 1. In the event staff is required to supervise the City facility, City Council shall review the application for waiver of staff fees and shall make the final determination on the waiver of fees.
- 2. Request must be received a minimum of one week prior to the next scheduled City Council Meeting.

V. **DEPOSITS**

No deposit shall be waived for any individual or organization without written documentation from the Director of Community Services.

VI. GENERAL USE REQUIREMENTS

- A. All established rules and regulations, policies and procedures contained in the Facility Use Policy shall apply to fee exempt groups.
- B. The frequency of use at each facility shall not exceed a total of once per week by fee exempt groups.
- C. Approved Waiver of Fees shall not imply a monopoly of the facility or an automatic renewal of waiver.
- D. City sponsored programs have priority for facility use. Any reservation may be cancelled by the City.

VII. SPECIAL AGREEMENTS

Community Center:

Signal Hill Lions Club rental fees will be waived twice a (calendar) year for their annual fundraising events in view of their help in the construction of the facility. Staff fees still apply.

The LBUSD may use the facility without rental fees based on the most current joint use agreement. Staff fees will apply.

Signal Hill Home Owner Associations' (HOA) and/or their Management Company's rental fees, will be waived twice a calendar year, for their HOA meetings. Staff fees still apply and a refundable cash deposit must remain. (City Council action, July 8, 2003)

There are no additional existing agreements for the waiver of fees.

VIII. EXCEPTIONS

There shall be no exceptions to this policy unless authorized by the Community Services Director.



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal Hill, California 90755-3799

11/14/2024

AGENDA ITEM

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

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

**BY: MARTHA BAEZ
SENIOR RECREATION SPECIALIST**

SUBJECT: FEE WAIVER REQUEST FOR FRIENDS OF SIGNAL HILL LIBRARY BOARD MEETINGS IN 2025

Summary:

The Friends of Signal Hill Library (FOSHL), a Signal Hill based non-profit, submitted a fee waiver request for the use of the Signal Hill Public Library Learning Center (Learning Center) on the second Tuesday of every other month in 2025 from 5:00 p.m. to 7:00 p.m.

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:

Approve the FOSHL request for a waiver of fees to use the Learning Center on the second Tuesday of every other month in 2025 from 5:00 p.m. to 7:00 p.m.

Fiscal Impact:

The request totals \$1,128.00 for the waiver of facility use.

FACILITY/FEE DESCRIPTION	RATE	HOURS/STAFF	SUBTOTAL
Signal Hill Public Library-Learning Center	\$70.00 per hour	5:00 p.m. to 7:00 p.m.	\$ 840.00
Second Tuesday of every other month (6 months total)		6 months	
SUBTOTAL		\$140.00 x 6 months	\$ 840.00
Refundable Security Deposit	\$ 288.00		\$ 288.00
		TOTAL	\$ 1,128.00

Background:

Staff received a request from FOSHL to hold their 2025 board meetings in the Signal Hill Public Library Learning Center on the second Tuesday of every other month from 5:00 p.m. to 7:00 p.m. (Attachment A).

FOSHL is a non-profit organization located in Signal Hill whose purpose and mission statement are to build and maintain an association of persons interested in the library, its services, facilities and needs, and to develop supplemental funding to assist in promoting the use and enjoyment of the library by the local community.

Staff recommend fees be waived for the FOSHL meeting on the second Tuesday of the second month on January 14; March 11; May 13; July 8; September 9; and November 18 (moved due to the November 11 Veterans Day Holiday), from 5:00 p.m. to 7:00 p.m. The date and time of the proposed meeting is scheduled within the library’s operating hours, which would not require additional staffing to be scheduled. Additionally, the Learning Center remains set-up with tables and chairs for meetings or general programs.

Analysis:

The dates and times of the proposed board meetings are scheduled during the Signal Hill Public Library’s regular operating hours, which would not require additional staffing support. Additionally, the Learning Center set-up of tables and chairs for the City’s general programs remains the same for the proposed FOSHL meetings.

City of Signal Hill Policy 4.16 - Waiver of Fees for City Facilities (Waiver Policy), provides for a waiver process regarding facility fees (Attachment B). The Waiver Policy governing fee waivers allows for the Parks and Recreation Commission to waive fees based on the following general use requirements:

- a) The applicant must be a Signal Hill resident. Applicant must provide proof of residency.
- b) The individual or organization must have nonprofit status with the Internal Revenue Service (IRS). Applicant must provide proof of non-profit status issued by the IRS.
- c) The organization’s primary focus must be on serving the residents of Signal Hill. The organization must provide proof of such service by way of programs, services, or activities offered to the community.

11/14/2024

d) The organization's voting board must be comprised of at least 51% Signal Hill residents.

Approved:

Yvette E. Aguilar

Attachments:

- A. Application and Letter
- B. Waiver of Fees Policy



Application for Use of Indoor City Facilities

(APPLICATION MUST BE SUBMITTED IN PERSON)

Submission of application does not guarantee a reservation until approval by the Community Services Director or his/her designee.

Name of Applicant (s) _____

Phone numbers: Cell _____

Address _____

City 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

Refundable damage deposit will be mailed to the address provided 6 to 8 weeks after your event

Description of Event: FOSHL BI-MONTHLY MEETINGS FOR 2025 + 2026

Event time should reflect setup and cleanup. Please allow a minimum of one hour for cleanup.

Event Date: TUES JAN 14, 2025 Event Day: 2ND TUES Rental Start time: 4:45 pm Rental End time: 6:45 pm
MAR 11 MAY 13, JULY 8, SEPT 9, NOV 4 or 18 (NOV. 11 HOLIDAY)

Space Requested

Community Centers

Discovery Well Park Community Center (standard room set up 6 round tables and 36 chairs diagram) **Only 36 seating max**

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

Signal Hill Park Community Center (attach room set up diagram) **Capacity: 100**

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

***Room & carpet condition has been viewed INITIALS: _____

Library Facilities

Library Community Room (attach room set up diagram) **Capacity: 48-70 (depending on room set-up)**

Available Rental Times: 8:00am-10:00pm Monday, Tuesday, Wednesday, Thursday / 8:00am-11:00pm Friday, Saturday, 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

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

Library Zinnia Courtyard **Capacity: 54**

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 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.

FOSHL MEETINGS

EXPECTED ATTENDANCE: Adults 15 Children _____ Total Attendance 15

Is the public invited? Yes No

Will admission/donations be charged/accepted? Yes No

+ SPRING BOOK SALE: 180 ATTENDANCE

FRI APRIL 11 10AM - 5 PM FRONT ENTRANCE PATIO

APPLICANT VERIFICATION 2025 (EVENT 12-4 PM) LIBRARY

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: Oct 16, 2024

FRONT LIBRARY ENTRANCE PATIO

FRI APRIL 11 SPRING BOOK SALE

10 TABLES, 6 CHAIRS, HANG 2 BANNERS 3 WKS (MARCH 21) BEFORE

FRIENDS OF THE SIGNAL HILL LIBRARY



November 1, 2024

Re: Fee waiver request for 2025
[REDACTED]

Friends of the Signal Hill Library would like to request a Fee Waiver for the use of city facilities for the following events for the upcoming year of 2025.

EVENT: FOSHL Bi-Monthly Membership Meetings (six)

LOCATION: Library Learning Center room. **TIME:** 4:45 pm – 6:45 pm

DATES: 2nd Tuesdays of the month

Tues Jan 14, March 11, May 13, July 8, Sept 9 &
Nov 18 (move 1 week due to Tues Nov 11 holiday)

EVENT: 1st Saturday Book Donation Curbside Drop Off

DATES: 1st Sat Book Donation Drop Off:

Sat Jan 4, Feb 1, March 1, April 5, May 3, June 7, July 5 (unless closed for July 4 holiday), Aug 2, Sept 6, Oct 4, Nov 1 & Dec 6

LOCATION: Front Patio, Library Entrance. **TIME:** 12 Noon – 2 pm

Equipment: 1 Table & 3 chairs, FOSHL book cart

EVENT: FOSHL Monthly Silent Book Auction

DATES: Changes each month, Jan - Dec (12)

LOCATION: 1 Glass display case in Library Lobby

EVENT: Spring Book Sale (National Library Week), Fall Book Sale

DATES: Friday, April 11, 2025

LOCATION: Library, Front Patio Entrance. **TIME:** 12 Noon – 4 pm

Equipment: 10 ft tables, 6 chairs, hang 2 banners (3x10 ft), library book cart.

Thank you for your support!

Si
[REDACTED]

Friends of Signal Hill Library
[REDACTED]

City of Signal Hill Policy

Waiver of Fee's for City Facilities
4.16

DATE: June 21, 2017

REVISION NO.: 002

APPROVED: _____

DEPARTMENT:
Community Services

I. PURPOSE

To set forth in writing the City's position in regards to the waiver of fees for the Community Center, Spud Field, Signal Hill Park Amphitheater, Basketball Courts, Library Meeting Room, Picnic Shelters, and Hilltop Grass Area.

II. GENERAL POLICY

A. Fees for the use of city facilities are established annually by ordinance of the City Council. The Community Services Director has been given the authority to waive or reduce deposits, but cannot waive facility fees or staff fees. Waiver of these fees can only be done by the Parks and Recreation Commission and the City Council respectively.

In order to request a waiver the applicant must:

1. Submit an application for Use of City Facilities and attach a letter for waiver of fees.
2. Prove that the general requirements stated in this policy have been met.

To be considered for a waiver the Applicant must meet all of the following criteria:

- a. The Applicant Must Be a Signal Hill Resident. Proof of residency must be furnished to City staff.
- b. The individual or Organization Must Have Nonprofit Status with the Internal Revenue Service. Proof of nonprofit status by the I.R.S. must be furnished to City staff.
- c. The organization's primary focus must be on serving the residents of Signal Hill. Proof of such service by way of programs, services or activities offered to the community must be provided.
- d. The organization's voting board must be comprised of at least 51% Signal Hill residents.

It is advisable that the applicant appears at the meeting when the waiver is requested to respond to any questions of the City Council or Parks and Recreation Commission.

- B. Non-profits not based in Signal Hill will be prohibited from conducting any fundraising activities in any City Park or facility including raffles.
- C. Musical events will be prohibited after dusk and will also be prohibited during the months of June, July and August.
- D. Events numbering more than 25 people will be prohibited at Hilltop Park, with the exception of the wedding space, which will permit up to 75 people for up to 3 hours.
- E. Any events which may significantly impact noise, traffic or public use of the park, deemed so by the Director of Community Services, must be approved by the City Council at least sixty days prior to the event.

III. FACILITY FEE WAIVER

- 1. The City Council has given the Parks and Recreation Commission authority to waive facility fees. In order to request a waiver, the applicant must:
 - A. Submit an application for Use of City Facilities.
 - B. Attach a letter for waiver of fees.
 - C. Prove that the general use requirements stated in this policy have been met.
- 2. Request must be received a minimum of one week prior to the next scheduled Parks and Recreation Commission meeting.

IV. STAFF FEE WAIVER

- 1. In the event staff is required to supervise the City facility, City Council shall review the application for waiver of staff fees and shall make the final determination on the waiver of fees.
- 2. Request must be received a minimum of one week prior to the next scheduled City Council Meeting.

V. DEPOSITS

No deposit shall be waived for any individual or organization without written documentation from the Director of Community Services.

VI. GENERAL USE REQUIREMENTS

- A. All established rules and regulations, policies and procedures contained in the Facility Use Policy shall apply to fee exempt groups.
- B. The frequency of use at each facility shall not exceed a total of once per week by fee exempt groups.
- C. Approved Waiver of Fees shall not imply a monopoly of the facility or an automatic renewal of waiver.
- D. City sponsored programs have priority for facility use. Any reservation may be cancelled by the City.

VII. SPECIAL AGREEMENTS

Community Center:

Signal Hill Lions Club rental fees will be waived twice a (calendar) year for their annual fundraising events in view of their help in the construction of the facility. Staff fees still apply.

The LBUSD may use the facility without rental fees based on the most current joint use agreement. Staff fees will apply.

Signal Hill Home Owner Associations' (HOA) and/or their Management Company's rental fees, will be waived twice a calendar year, for their HOA meetings. Staff fees still apply and a refundable cash deposit must remain. (City Council action, July 8, 2003)

There are no additional existing agreements for the waiver of fees.

VIII. EXCEPTIONS

There shall be no exceptions to this policy unless authorized by the Community Services Director.



STAFF REPORT

11/14/2024

AGENDA ITEM

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

FROM:
**YVETTE E. AGUILAR
PARKS, RECREATION & LIBRARY SERVICES DIRECTOR**

SUBJECT:
**FEE WAIVER REQUEST FOR 69TH ASSEMBLY DISTRICT FOR A SENIOR SCAM
AWARENESS EVENT**

Summary:

Staff received a request from the office of 69TH Assemblymember Josh Lowenthal for a fee waiver to use the Signal Hill Public Library Community Room (Community Room) for a Senior Scam Awareness event on Monday, November 18, 2024 from 9:00 a.m. to 12:30 p.m.

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:

Review and approve a waiver of fees for use of the Community Room on Monday, November 18, 2024 from 9:00 a.m. to 12:30 p.m.

Fiscal Impact:

The request totals \$725.50 for the waiver of facility use.

FACILITY/FEE DESCRIPTION	RATE	HOURS/STAFF	SUBTOTAL
Signal Hill Library Community Room	\$115/hour	(3.5 Hours)	\$ 402.50
Monday, November 18, 2024 3.5 hours		9:00 a.m. - 12:30 p.m.	
SUBTOTAL		\$115/hour x 3.5	\$ 402.50
Cleaning Fee	\$35		
Refundable Security Deposit	\$288		
SUBTOTAL			\$ 323.00
GRAND TOTAL			\$ 725.50

Background:

Staff received a request from 69TH Assemblymember Josh Lowenthal’s Office to hold a Senior Scam Awareness event at the Signal Hill Public Library - Community Room on Monday, November 18, 2024 from 9:00 a.m. to 12:30 p.m. (Attachment A)

Staff recommend fees be waived for the Senior Scam Awareness event on Monday, November 18, 2024 from 9:00 a.m. to 12:30 p.m. The date and time of the proposed event is scheduled within the library’s operating hours, which would not require additional staffing to be scheduled. Additionally, the event is open to the public, and Signal Hill residents would be able to attend the informative seminar.

Analysis:

The date and time of the scheduled event is within the library’s operating hours, which would not require additional staffing support. The event would be open to the public and allow seniors and community members to attend the informational event.

The City’s Waiver of Fees Policy allows the City Council to waive fees based on specific criteria (Attachment B):

- A. The applicant must be a Signal Hill resident: Proof of residency must be furnished to City staff.
- A. The individual or organization must have nonprofit status with the Internal Revenue Service: Proof of nonprofit status by the I.R.S. must be furnished to City staff.
- A. The organization’s primary focus must be on serving the residents of Signal Hill: Proof of such service by way of programs, services or activities offered to the community must be provided.
- A. The organization’s voting board must be comprised of at least 51% Signal Hill residents.

The 69th Assembly District represents the cities of Signal Hill, Long Beach, Avalon, and large portions

11/14/2024

of Carson. The District provides support and funding to the represented cities if and when available. Staff recommend that the fee waiver be approved.

Approved:

Yvette E. Aguilar

Attachments:

- A. Application and Letter
- B. Waiver of Fees Policy



Application for Use of Indoor City Facilities

(APPLICATION MUST BE SUBMITTED IN PERSON)

Submission of application does not guarantee a reservation until approval by the Community Services Director or his/her designee.

Name of Applicant (s) _____

Phone numbers: Cell _____

Address _____ Unit # _____

City _____ Zip Code _____

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: _____

Refundable damage deposit will be mailed to the address provided 6 to 8 weeks after your event

Description of Event: _____

Event time should reflect setup and cleanup. Please allow a minimum of one hour for cleanup.

Event Date: 11/18/2024 Event Day: Monday Rental Start time: 9:00am Rental End time: 12:30pm

Space Requested :

Community Centers

Discovery Well Park Community Center (standard room set up 6 round tables and 36 chairs diagram) **Only 36 seating max**

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

Signal Hill Park Community Center (attach room set up diagram) **Capacity: 100**

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

***Room & carpet condition has been viewed INITIALS: _____

Library Facilities

Library Community Room (attach room set up diagram) **Capacity: 48-70 (depending on room set-up)**

Available Rental Times: 8:00am-10:00pm Monday, Tuesday, Wednesday, Thursday / 8:00am-11:00pm Friday, Saturday, 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

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

Library Zinnia Courtyard **Capacity: 54**

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 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 40 Children _____ **Total Attendance** 40

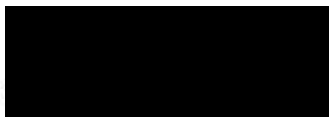
Is the public invited? Yes No

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: 10/30/2024

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

I am writing on behalf of Assemblymember Josh Lowenthal 69th District Office to formally request a fee waiver for the Senior Scam Awareness Event scheduled for Monday, November 18 at the Signal Hill Library Community Room. This event will be a public, non-profit event for our districts constituents who reside in Long Beach, Signal Hill, Carson and Catalina Island.

In accordance with the criteria for fee waiver requests outlined by a department agenda item, our office meets the following requirements from 4.16 Waiver of Fees for City Facilities:

1. The organization must be a community service organization that promotes, provides or carries out activities for the benefit or welfare of the community or any members who have a particular need by reason of youth, age, infirmity or disablement, poverty or social or economic circumstances.

2. Organization must have recent history of providing free services or scholarships for free services to residents of Signal Hill.

Thank you for considering our request for a fee waiver. If there is additional information you may need, please contact our office.

Best,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

City of Signal Hill Policy

Waiver of Fee's for City Facilities
4.16

DATE: June 21, 2017

REVISION NO.: 002

APPROVED: _____

DEPARTMENT:
Community Services

I. PURPOSE

To set forth in writing the City's position in regards to the waiver of fees for the Community Center, Spud Field, Signal Hill Park Amphitheater, Basketball Courts, Library Meeting Room, Picnic Shelters, and Hilltop Grass Area.

II. GENERAL POLICY

A. Fees for the use of city facilities are established annually by ordinance of the City Council. The Community Services Director has been given the authority to waive or reduce deposits, but cannot waive facility fees or staff fees. Waiver of these fees can only be done by the Parks and Recreation Commission and the City Council respectively.

In order to request a waiver the applicant must:

1. Submit an application for Use of City Facilities and attach a letter for waiver of fees.
2. Prove that the general requirements stated in this policy have been met.

To be considered for a waiver the Applicant must meet all of the following criteria:

- a. The Applicant Must Be a Signal Hill Resident. Proof of residency must be furnished to City staff.
- b. The individual or Organization Must Have Nonprofit Status with the Internal Revenue Service. Proof of nonprofit status by the I.R.S. must be furnished to City staff.
- c. The organization's primary focus must be on serving the residents of Signal Hill. Proof of such service by way of programs, services or activities offered to the community must be provided.
- d. The organization's voting board must be comprised of at least 51% Signal Hill residents.

It is advisable that the applicant appears at the meeting when the waiver is requested to respond to any questions of the City Council or Parks and Recreation Commission.

- B. Non-profits not based in Signal Hill will be prohibited from conducting any fundraising activities in any City Park or facility including raffles.
- C. Musical events will be prohibited after dusk and will also be prohibited during the months of June, July and August.
- D. Events numbering more than 25 people will be prohibited at Hilltop Park, with the exception of the wedding space, which will permit up to 75 people for up to 3 hours.
- E. Any events which may significantly impact noise, traffic or public use of the park, deemed so by the Director of Community Services, must be approved by the City Council at least sixty days prior to the event.

III. FACILITY FEE WAIVER

- 1. The City Council has given the Parks and Recreation Commission authority to waive facility fees. In order to request a waiver, the applicant must:
 - A. Submit an application for Use of City Facilities.
 - B. Attach a letter for waiver of fees.
 - C. Prove that the general use requirements stated in this policy have been met.
- 2. Request must be received a minimum of one week prior to the next scheduled Parks and Recreation Commission meeting.

IV. STAFF FEE WAIVER

- 1. In the event staff is required to supervise the City facility, City Council shall review the application for waiver of staff fees and shall make the final determination on the waiver of fees.
- 2. Request must be received a minimum of one week prior to the next scheduled City Council Meeting.

V. DEPOSITS

No deposit shall be waived for any individual or organization without written documentation from the Director of Community Services.

VI. GENERAL USE REQUIREMENTS

- A. All established rules and regulations, policies and procedures contained in the Facility Use Policy shall apply to fee exempt groups.
- B. The frequency of use at each facility shall not exceed a total of once per week by fee exempt groups.
- C. Approved Waiver of Fees shall not imply a monopoly of the facility or an automatic renewal of waiver.
- D. City sponsored programs have priority for facility use. Any reservation may be cancelled by the City.

VII. SPECIAL AGREEMENTS

Community Center:

Signal Hill Lions Club rental fees will be waived twice a (calendar) year for their annual fundraising events in view of their help in the construction of the facility. Staff fees still apply.

The LBUSD may use the facility without rental fees based on the most current joint use agreement. Staff fees will apply.

Signal Hill Home Owner Associations' (HOA) and/or their Management Company's rental fees, will be waived twice a calendar year, for their HOA meetings. Staff fees still apply and a refundable cash deposit must remain. (City Council action, July 8, 2003)

There are no additional existing agreements for the waiver of fees.

VIII. EXCEPTIONS

There shall be no exceptions to this policy unless authorized by the Community Services Director.



STAFF REPORT

11/14/2024

AGENDA ITEM

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

FROM:
**YVETTE E. AGUILAR
PARKS, RECREATION & LIBRARY SERVICES DIRECTOR**

SUBJECT:
**FACILITY USE POLICY WAIVER FOR RENTAL ON MARTIN LUTHER KING
HOLIDAY WEEKEND 2025**

Summary:

Staff received a request for use of the Signal Point Terrace on Saturday, January 18, 2025 during the Martin Luther King, Jr. holiday weekend. In the most recent version of the Community Services Facility Permit Policy from 2021, reservations are not permitted on holidays or holiday weekends.

The request is for a private rental and would generate revenue for the City, as fees would not be waived.

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:

Review and approve a waiver of the policy to allow permitting a rental for the weekend of Saturday, January 18, 2025.

Background and Analysis:

In the most recent version of the Community Services Facility Permit Policy from 2021 (Attachment A), the policy states:

- Applications are not accepted, nor are permits issued, on City recognized holidays, holiday weekends, or City-wide event dates.

11/14/2024

Staff received a request to use the Signal Point Terrace on Saturday, January 18, 2025. The proposed date falls on the weekend of the Martin Luther King, Jr. holiday. Per section VI. Exceptions, "There shall be no exceptions to this policy unless authorized by the Parks and Recreation Commission."

Staff are requesting approval to accept the application and permit the facility rental request.

Approved:

Yvette E. Aguilar

Attachments:

A. Facility Use Permit Policy 4.9

City of Signal Hill Policy

Facility Use Permits
4.9

DATE: , October 20, 2021

REVISION NO.: 005

APPROVED: _____

DEPARTMENT:

Community Services

I. PURPOSE

To establish a procedure for obtaining a facility for private use.

II. GENERAL POLICY

General rules apply to all locations. Applications will be accepted up to six months in advance. An application to reserve a facility must be completed and paid in its entirety, ten business days prior to the event.

Permits will only be issued to persons 21 years of age and older. The person signing the permit (applicant) **must be present for the duration of the event**. A picture I.D. will be required at the time of application to verify age and residency. Applicant may be required to show identification the day of the event to City staff. All correspondence and communication will be sent to the applicant. A copy of the Facility Rental Permit must be carried by the applicant to their event. All reservations must be approved by the Community Services Director or his or her designee. Outdoor Reservations are only available during park hours.

Activities involving youth (under 21) must have no less than a 1:10 adult-to-youth ratio. The City may request a list of chaperones. City staff reserves the right to full access and inspection of all facility reservation areas at any time and to document the appearance and condition of the facility with photographs.

Depending on the nature of the event, it is within the sole discretion of the Community Services Department to request additional approval from the Parks and Recreation Commission or City Council. The City reserves the right to require security guard services at any activity held on any City property. The City may also require the user to provide a duplicate policy of insurance naming the City as additional insured. Depending on the nature of the rental, the amount of coverage will be determined by the City. Insurance requirements must be submitted ten calendar days prior to scheduled use.

The City reserves the right to refuse use of any facility if applicant fails to comply with City rules and regulations or if the planned event is not an appropriate usage of the facility. Any group, organization, or individual can be denied a permit, if in the opinion of

the Community Services Director that activity is not in the best interest of the City or the community.

Applications must be completed in-person at the Community Services Department, 1800 Hill Street, Signal Hill, CA 90755. Business Hours: Monday - Thursday, 7:30 a.m. – 5:30 p.m. and Friday, 7:30 a.m. – 4:30 p.m., excluding holidays. Payments are accepted in cash, check, credit card, or money order.

Rules and regulations that pertain to Indoor Facilities are specified in the *Facility Use Permits – Indoor, Section 4.9A*. Rules and regulations that pertain to Outdoor Facilities are specified in the *Facility Use Permits – Outdoor, Section 4.9B*.

The applicant agrees to abide by and enforce the rules, regulations, and policies listed in this document. The applicant agrees to accept all responsibility for any damages to premises, furniture, equipment, or grounds resulting from use of the facility. Any violation of the City of Signal Hill Facility Permits Policies (4.9, 4.9A, 4.9B, or 4.17) can result in immediate cancellation of the permit and forfeiture of all fees and deposits. The refundable deposit may be returned to the applicant after the event is properly cleaned up and no breakage or damage has occurred.

The primary purpose of the community facilities is to enhance community programs. Therefore, priority and categories are as follows:

City Sponsored City sponsored recreation and community services activities.

Civic Organizations Signal Hill service organizations, and non-profit groups with a current MOU.

Resident/Resident Groups* Individuals and business residing within the City boundaries, which includes individuals who work in Signal Hill.

Resident must be primary applicant and payer of all fees to receive resident rate. Resident must be present at the time of reservation, sign the permit contract, must be in attendance at the event, and provide proof of residency or employment in Signal Hill.

*Resident groups are those having 50% of their active membership residing within the City of Signal Hill. Groups may be requested to provide a current roster of members with addresses and phone numbers.

Non-Resident & Non-Profit Individuals residing outside the City boundaries or Non-Profit organizations with their registered address outside of Signal Hill.

Commercial Profit making organizations, religious organizations, politically affiliated groups, and non-Signal Hill businesses.

III. APPLICATION PROCEDURE

Application Due Dates

The patron signing the application (applicant) is considered to be responsible for the event and must be on site for the duration of the event. Applicant will be required to show identification to City staff the day of the event to gain entry into the building. Failure to be on site at all times may result in loss of all fees and deposits. A copy of the Facility Rental Contract/Permit must be carried by the applicant to their event. All reservations must be approved by the Community Services Director or his or her designee.

Indoor Facilities:

- Applications for Indoor Facilities must be received a minimum of fifteen (15) business days prior to the requested date and will be accepted up to six (6) months in advance.
- Indoor Facilities:
 - Signal Hill Community Center
 - Library Terrace
 - Library Zinnia Courtyard
 - Library Community Room
 - Library Learning Center
 - Discovery Well Park Community Center

Outdoor Facilities:

- Applications for Outdoor Facilities, Spud Field, or Fitness Groups must be received a minimum of ten (10) business days prior to the requested date and will be accepted up to six (6) months in advance.
- Applications for Use of the Hilltop Park Wedding Space must be received a minimum of fifteen (15) business days prior to the requested date and will be accepted up to six (6) months in advance.
- Applications for Use of Open Space at Discovery Well Park, Reservoir Park, and Signal Hill Park must be received a minimum of twenty (20) days prior to the next Parks and Recreation Commission meeting to be considered for approval by the Commission.
- Outdoor Facilities:
 - Signal Hill Park Picnic Shelters
 - Signal Hill Park Amphitheater
 - Discovery Well Park Picnic Shelters
 - Discovery Well Park Amphitheater
 - Reservoir Park Picnic Shelters
 - Hilltop Park Picnic Shelters

- Hilltop Park Wedding Space
- Signal Hill Basketball Courts
- Spud Field
- Open Spaces
- Jumpers and Bounce Houses

Deposits

The City Council sets fees and deposits for use of facilities annually. Deposits are required for use of all facilities.

The facility deposit, refundable and non-refundable deposit, must be paid at the time of the application. City staff does not have the authority to waive or reduce fees. All deposits are due at the time the reservation is submitted to hold the date and facility. Remaining fees are due a minimum of ten (10) business days prior to the scheduled date or the use is cancelled. Waiver of fees may be granted by the Community Services Director, the Parks and Recreation Commission and the City Council respectively.

The facility must be cleaned and returned to the condition found at the beginning of usage. If the group fails to do so, the actual cleaning costs will be deducted from the facility deposit. If the cost exceeds the deposit paid, the balance of costs will be billed to the applicant. If excessive clean-up is required, additional cleaning fees may apply.

The applicant agrees to abide by and enforce the rules, regulations, and policies listed in this document. The applicant agrees to accept all responsibility for any damages to premises, furniture, equipment, or grounds resulting from use of the facility. Any violation of the City of Signal Hill Facility Use Permits 4.9, Facility Use Permits – Indoor 4.9A, Facility Use Permits – Outdoor 4.9B, or Field and Court Allocation 4.17 can result in immediate cancellation of the permit and forfeiture of all fees and deposits. The refundable deposit may be returned to the applicant within six (6) to eight (8) weeks after the event is properly cleaned up and no breakage or damage has occurred.

Cancellation & Refunds

Cancellation must be made in writing to the Community Services Department at least ten business days prior to the event date in order to receive a refund. Non-refundable fees or any other administrative fees will be retained upon notice to the City of cancellation. If permittee cancels less than ten (10) business days prior to scheduled usage, 50% of all fees and deposits shall be forfeited. If cancellation is made five (5) business days or less prior to event, all fees and deposits will be forfeited. In the event the City must cancel the event for City usage, causing the inability to use the indoor facility, a full refund will be made. There is no refund for reservation time not utilized by the applicant.

Refunds will only be distributed to the applicant as listed on the original *Application For Use of City Facilities (Indoor or Outdoor Facility)* if the premises, furniture, equipment, and grounds are left in good condition. Refunds will be processed and delivered by mail in six to eight weeks pending approval by the City Council.

Any reservation may be cancelled by the City for a City sponsored program. 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. The City shall not be responsible in the event it causes a cancellation, other than the responsibility for refunding all deposits, fees, and charges made to the City relative to the scheduled usage.

In the event of inclement weather, causing the inability to use the Signal Hill Public Library Signal Point Terrace and Zinnia Courtyard, or a Park Picnic Shelter, a full refund will be issued to the permitted if cancelled by the City.

Fees

The fees and charges are set forth by the approval of the Signal Hill City Council in the *City's Schedule of Service Fees and Charges*. City staff does not have the authority to waive or reduce fees. All deposits are due at the time the reservation is submitted to hold the date and facility. Remaining fees are due a minimum of ten (10) business days prior to the scheduled date or the use is cancelled.

Waiver of Fees

Request for waiver of fees requires the submittal of the *Application for Use of City Facilities* along with a letter of request for waiver of fees to the Parks and Recreation Commission and proof that the general requirements stated in the *Waiver of Fees for City Facilities Policy 4.16* have been met. The Parks and Recreation Commission and/or City Council shall make the final determination for community facilities based upon the written policy. Requests must be submitted a minimum of twenty (20) business days prior to the date of the upcoming Parks and Recreation Commission meeting to be considered for approval by the Commission.

IV. FACILITY RULES AND REGULATIONS

Accidental Injury, Liability, & Insurance

The City of Signal Hill is not liable for accidental injury to persons or loss or damage of group or individual property. Applicant is required to sign a liability waiver prior to scheduled usage. When, in the opinion of the Director of Community Services, an activity warrants an insurance policy naming the City of Signal Hill as additional insured, the cost shall be paid by the applicant. Coverage shall include public liability and property damage. Applicant must purchase said insurance privately.

The City of Signal Hill is not liable for accidental injury to persons or loss or damage of group or individual property, and applicant is required to sign a liability waiver prior to scheduled usage. An original document providing proof of Certificate of Liability Insurance listing the City of Signal Hill as additional insured for \$1 million may be required for certain events (e.g. children's jumpers, musical events, etc.)

Admission Fee or Donations

Only non-profit organizations with a current Memorandum of Understanding (MOU) and current 501(c)(3) status, registered in Signal Hill, can use City facilities for activities

requiring an admission fee or donation, or activities that will include any raffles or other fundraising activities. Any other user desiring to charge an admission fee or donation, sell any items, or fund raise must submit a written request twenty (20) business days in advance of the upcoming Parks and Recreation Commission meeting to be considered for approval by the Commission. No monies can be exchanged at the facility without prior written authorization. All fundraising events including raffles or donations must have prior approval from the Parks and Recreation Commission.

Alcoholic Beverages, Smoking and Regulations

Alcoholic beverages are prohibited in and around all facilities, parks, and parking lots. Smoking is prohibited in all facilities and within 100' of the building. Gambling of any kind is not permitted at any facility. Regulations will be strictly enforced. All groups must abide by all laws pertaining to smoking, drinking, and illegal drugs. Failure to comply with this regulation will result in the immediate cancellation of the permitted use and departure from the park facility. All fees and deposits will be forfeited.

Signal Hill M.C. 9.04.090C, California Government Code Section 7596-7597

Animals

Animals will not be permitted inside the facility unless they are service dogs used by those requiring such assistance.

Deliveries

Staff is not authorized to sign for or accept any deliveries. All deliveries must be accepted by someone involved with the activity within the reserved time.

General Care

Applicant must complete the *Facility Rental Inspection Checklist* with City staff prior to event and at the conclusion of the event to receive their refundable damage deposit. The facility must be left in the same condition as it was accepted. Applicant is responsible to remove all items brought into the facility at the conclusion of their event. All trash must be deposited into trash receptacles and at conclusion of event taken out of the building and deposited into the City dumpster.

The applicant is responsible for the condition in which they leave the building and for removal of all decorations. Any excessive clean-up required by City will be deducted from the rental deposit.

The applicant is responsible for the actions of all participants within the group, including any actions of vandalism, graffiti, etc., specific to all indoor and outdoor rental spaces utilized by the group, including restrooms.

Complaints from surrounding neighborhood residents as to noise level, litter and debris, and disregard for use of parking regulations could result in immediate cancellation of the permit, a loss of fees and deposits and denial of future facility use.

Staff supervising the permit will walk through the facility with applicant at the conclusion of the permit to ensure the facility is left in proper condition.

Graffiti or Vandalism

If there is any graffiti or vandalism to any of the equipment or facilities within the permitted time, the matter will be handled by the Signal Hill Police Department. All fees and deposits will be automatically forfeited, and permittee will be subject to additional penalties and charges.

Holiday Rentals

Applications are not accepted, nor are permits issued, on City recognized holidays, holiday weekends, or City-wide event dates.

Laws

Users of the facilities shall observe, obey and comply with all City, County, State and Federal Laws, Rules, Policies and Regulations. The City reserves the right to refuse use of any facility if applicant fails to comply with any such rules and regulations or laws.

Any group, organization, or individual can be denied a permit if, in the opinion of the Community Services Department, that activity is not in the best interest of the City or community.

Minors

Individual minors or groups of minors must be properly supervised by adults when using City facilities. Groups composed of minors must be supervised by one adult over the age of 21 for each ten minors throughout the use period of City facilities. The City may request a list of chaperones. City staff reserves the right to full access and inspection of all facility reservation areas at any time.

Multiple Day Use Prohibited

Rentals are limited to one use per month unless a special allowance is granted by the Parks and Recreation Commission or stated in a current MOU with the City. Reservations shall not imply a monopoly.

Non-Profit Organizations

Non-profit organizations (NPO) registered in Signal Hill with a current MOU with the City conducting business meetings, recreational and/or educational instruction may submit a request for monthly meetings. No permanent rental or assignment of the facility shall be made to any individual or organization. NPO must maintain regular average attendance of no less than ten people for continuous use. NPO with a current Memorandum of Understanding (MOU) with the City of Signal Hill must reserve City facilities at least 15 days in advance, pending availability.

Permit

All reservations must be approved by the Director of Community Services or his or her designee. Applicant will be required to show identification the day of the event to City

staff. A copy of the Facility Rental Contract/Permit must be carried by each applicant to their event. The City reserves the right to cancel picnic shelter reservations and refund fees in full.

Political Forums

Local organizations may schedule political forums open to all candidates upon approval of written request to the City Managers Office. City facilities may not be used for political campaigning or political fundraising.

Elected officials presenting an issue that is of importance to their constituency must submit a written request for approval to the City Manager's Office.

Profit Making Activities

Profit-making activities in the parks, facilities and adjacent areas are prohibited.

Residency

To qualify for the Resident rate the permittee must live or work in Signal Hill. Residents may not rent a facility for non-residents. Proof of residency or employment in Signal Hill is required at time of application.

Only Signal Hill residents may reserve the following Outdoor Facilities:

- Discovery Well Park Picnic Shelters and Jumper Space
- Signal Hill Park Basketball Court

Staffing

Staff will monitor the use of City facilities. The City reserves the right to assign additional staff or security for any event to be paid by the applicant. Staff scheduled to monitor the facility are not available to assist with event operations.

If applicant is not present after 30 minutes from the start time indicated on the application, staff will lock up and leave the facility thus cancelling the event. No refund will be given.

Security Services

The City reserves the right to require security guard services at any activity held in the parks, City buildings and adjacent areas. Security services will be arranged by the permittee at their expense, with final approval of said service by the Signal Hill Police Department. If security guards are required, they must begin at the time of event when guests are scheduled to arrive and terminate after event clean-up.

Storage

There is no storage provided. All items must leave the building at the conclusion of the event. There are no exceptions.

Tables and chairs

The City's tables and chairs must remain inside the facilities.

V. PARK PATROL

The City has Park Patrol staff during weekend hours that monitor parks and rental permits. Park Patrol staff will remind permit holders of policies and will advise if a patron is violating a policy. If permit holder does not follow the Policies set forth in the Indoor or Outdoor Facilities policies, the City can withhold all deposits.

Report any immediate non-emergencies to the Signal Hill Police Department (562) 989-7200.

VI. EXCEPTIONS

There shall be no exceptions to this policy unless authorized by the Parks and Recreation Commission.

VII. EXHIBITS

- A. Application for Use of City Facilities – Parks and Picnic Shelters
- B. Application for Use of City Indoor Facilities
- C. Application for Use of City Outdoor Facilities
- D. Application for Use of City Indoor Facilities – Business & Non-Profit Organizations
- E. Application for Use of City Outdoor Facilities – Business & Non-Profit Organizations
- F. Facility Rental Inspection Checklist



STAFF REPORT

11/14/2024

AGENDA ITEM

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

**FROM: YVETTE E. AGUILAR
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 July 2024.

Approved:

Yvette E. Aguilar

City of Signal Hill
Parks and Recreation Commission
Revolving Goals
FY 2024-2025
Updated October 30, 2024

Goal	Status	Timeline (if applicable)	Strategic Plan Goal(s)
Planning			
Provide input on the acquisition of outdoor art for the SH Public Library. <i>(Previous Revolving Objective)</i>	Ongoing	As appropriate, as funding is available.	Goal No. 4 Infrastructure Goal No. 5 High-Functioning Government
Provide feedback on the use of the newly constructed 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 the process for community services to receive feedback and document community requests for new amenities/changes to current parks and recreation facilities. <i>(PIP, 2B: Policy)</i>	Pending		Goal No. 4 Infrastructure Goal No. 5 High-Functioning Government
Provide input on the policy for Private Instruction on parks and fields. <i>(PIP, 2C: Policy)</i>	Pending		Goal No. 2 Community Safety Goal No. 5 High-Functioning Government
Provide input and on the Indoor and Outdoor Rental Policies. <i>(PIP, 2A: Policy)</i>	Pending		Goal No. 5 High-Functioning Government
Programs			
Provide recommendations for programming.	Ongoing	As appropriate, as funding is available.	Goal No. 5 High-Functioning Government
Capital Projects			
Participate in the Grand Opening of the redesigned Hillbrook Park	Pending	December	Goal No. 4 Infrastructure Goal No. 5 High-Functioning Government
Provide input on schedule 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.	Goal No. 4 Infrastructure Goal No. 5 High-Functioning Government
Through Park Assignment presentations, provide recommendations on future park improvements for consideration.	Ongoing	As appropriate, as funding is available.	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

11/14/2024

AGENDA ITEM

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

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

SUBJECT:
APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of October 16, 2024.

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 October 16, 2024

A Regular Meeting of the Signal Hill Parks and Recreation Commission was held in-person in the Council Chamber on October 16, 2024.

(1) **CALL TO ORDER – 6:02 P.M.**

(2) **ROLL CALL**

PRESENT: CHAIR TIM ANHORN
VICE CHAIR LINDA EDWARDS
COMMISSIONER PAM DUTCH HUGHES
COMMISSIONER KIRAN GIDWANI
COMMISSIONER CAROLINE KISS-LEE

ABSENT: NONE

(3) **PLEDGE OF ALLEGIANCE**

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

(5) **PRESENTATION(S)**

- a. ADRIANA LOPEZ, THE CITY'S LCA4 HOMELESS SERVICES LIAISON, WILL PROVIDE AN UPDATE ON THE CITY'S INITIATIVES AND EFFORTS IN DELIVERING OUTREACH AND PREVENTION SERVICES TO THE COMMUNITY.

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

- a. VERIFICATION OF QUORUM FOR FUTURE PARKS AND RECREATION COMMISSION MEETINGS

It was moved by COMMISSIONER DUTCH HUGHES and seconded by CHAIR

ANHORN, to approve rescheduling the Parks and Recreation Commission meetings from Wednesday, November 20 to Thursday, November 14 and Wednesday, December 18 to Thursday, December 12.

The following vote resulted:

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

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

b. PET OF THE MONTH NOMINATIONS

It was moved by COMMISSIONER DUTCH HUGHES and seconded by CHAIR ANHORN, to vote Rex as the October Pet of the Month.

The following vote resulted:

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

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

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

It was moved by COMMISSIONER KISS-LEE and seconded by VICE CHAIR EDWARDS, to receive and file.

The following vote resulted:

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

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

(7) CONSENT CALENDAR

- a. IN THE NEWS
- b. REVIEW OF COMMISSION REVOLVING OBJECTIVES
- c. APPROVAL OF MEETING MINUTES

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

The following vote resulted:

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

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

(8) COMMISSION NEW BUSINESS

Commissioner Dutch Hughes attended the Gateway City Economic Development conference in Lakewood. Learned difference between training programs and education and also the procedures for employment outreach.

Commissioner Kiss-Lee reported issues at the Browning High School crosswalk. She will follow up with Long Beach Unified School District.

(9) ADJOURNMENT

It was moved by COMMISSIONER GIDWANI and seconded by COMMISSIONER DUTCH HUGHES to adjourn tonight's meeting to the next regular meeting of the Signal Hill Parks and Recreation Commission to be held on Thursday, November 14, 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 ANHORN
VICE CHAIR EDWARDS
COMMISSIONER DUTCH HUGHES
COMMISSIONER GIDWANI
COMMISSIONER KISS-LEE

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

CHAIR ANHORN adjourned the meeting at 6:44 p.m.

TIM ANHORN
CHAIR

Attest:

YVETTE E. AGUILAR
COMMISSION SECRETARY