



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
July 16, 2025

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

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

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

To participate:

- In-person Participation: 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 Wednesday, July 16, 2025. 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 – 5:00 P.M.**

(2) **ROLL CALL**

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

COMMISSIONER GIDWANI

(3) **PLEDGE OF ALLEGIANCE**

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

(5) **DISCUSSION ITEM(S)**

a. PET OF THE MONTH NOMINATIONS

Summary:

The Commission will consider submitted nominations and select a Pet of the Month for July 2025 (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 July 2025 and select nominee(s) to recognize for Pet of the Month.

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

Summary:

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

Strategic Plan Goal(s):

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

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

Recommendation:

Receive and file report

(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. UPDATES TO THE PARKS, RECREATION & LIBRARY SERVICES GENERAL ADMINISTRATION STANDARD MANAGEMENT POLICIES 1.7 (EVENT PROMOTION), 1.11 (INCIDENT NOTIFICATION REPORTS), 1.12 (EVENTS AND ACTIVITIES INVOLVING CITY COUNCIL).

Summary:

To set forth in writing the updated Parks, Recreation and Library Services Department general administration standard management policies 1.7, 1.11 and 1.12 to reflect accurate and up to date departmental information and procedures related to the Event Promotion (1.7), Incident Notification Reports (1.11), as well as Events and Activities Involving City Council (1.12). It has been over a decade since these specific policies were edited, and thus various edits have been made to each of these to bring the language, procedures, as well as staffing pattern and responsibilities current. One correction that has been made across each of these policies is updating the department name from "Community Services" to "Parks, Recreation and Library Services."

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. IN THE NEWS

Summary:

Staff provided a news article (Attachment A) that may be of interest to the Parks and Recreation Commission.

Recommendation:

Receive and file.

- c. 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.

d. APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of June 18, 2025.

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

(8) ADJOURNMENT

Tonight's meeting will be adjourned to the next regular meeting of the Parks & Recreation Commission to be held on August 20, 2025, at 6:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

PUBLIC PARTICIPATION

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

AFFIDAVIT OF POSTING

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



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
Hill, California 90755-3799

7/16/2025

AGENDA ITEM

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

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

BY:
**MELISSA MONTIEL
MANAGEMENT ASSISTANT**

SUBJECT:
PET OF THE MONTH NOMINATIONS

Summary:

The Commission will consider submitted nominations and select a Pet of the Month for July 2025 (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 July 2025 and select nominee(s) to recognize for Pet of the Month.

Background & Analysis:

Two new qualified nominations were received for July 2025, and five nominations remain from previous submissions. A total of seven nominations are eligible for the Parks and Recreation Commission to consider for the July 2025 Pet of the Month (Attachment B).

Approved:

7/16/2025

Yvette E. Aguilar

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

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

Eligibility Criteria

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

Application Criteria (in addition to information from Eligibility Criteria)

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

Selection Process

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

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

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

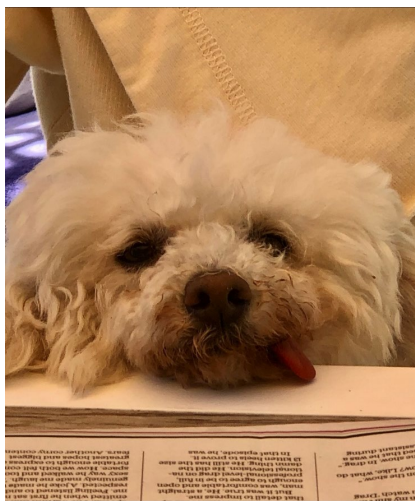
- Selected Pet of the Month is recognized via:
 - City Website
 - Monthly E-Newsletter
 - City and Community Services Department Facebook pages
- Nominations that are not selected for “Pet of the Month” are eligible for future consideration
- Nominations will also be featured to help promote community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

Pet of the Month - July Nominees

Winnie



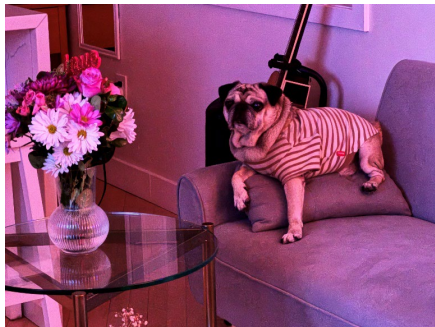
Lulu



Babygirl



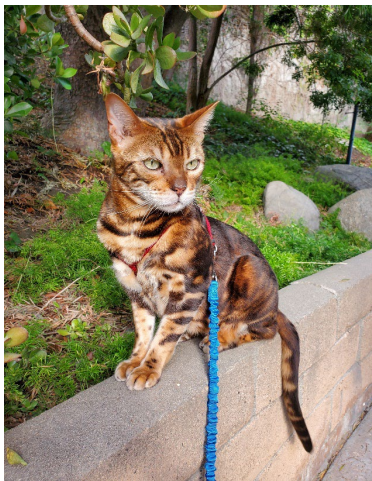
Moyis



Kainoa



Simba




Pet of the Month - July Nominees

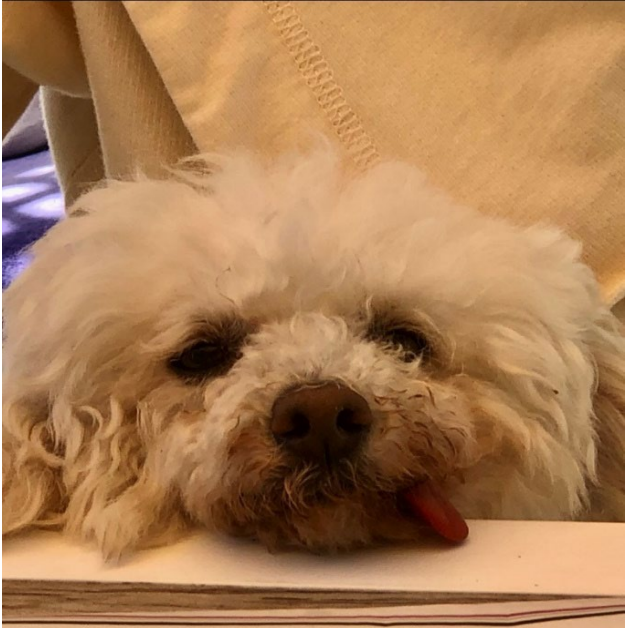
Bailey



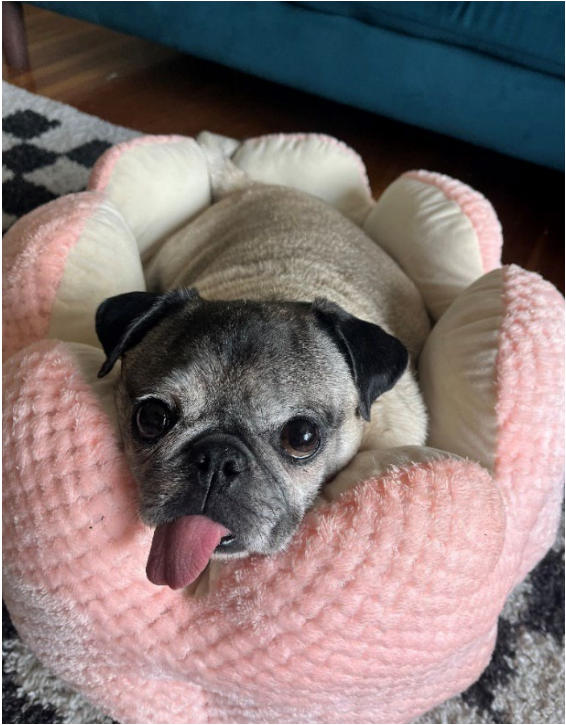
City of Signal Hill Pet of the Month July 2025

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 July 2025

What is your Pet's name?	Lulu
Does your pet have a nick name?	
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Maltipoo
What makes your pet special?	Energetic/ stubborn / loyal / sweet
How long have you had your pet? How did you acquire your pet?	4 years / rescue
What activities does your pet like to do?	Walk / eat / play
Does your pet have all required licenses?	Yes
	


City of Signal Hill Pet of the Month July 2025

What is your Pet's name?	Babygirl
Does your pet have a nick name?	Baby
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Pug
What makes your pet special?	Her tongue
How long have you had your pet? How did you acquire your pet?	8 years, she was offered to me by a family friend
What activities does your pet like to do?	She loves to sleep all day and sunbathe
Does your pet have all required licenses?	Yes
	


City of Signal Hill Pet of the Month July 2025

What is your Pet's name?	Moyis
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?	Pug
What makes your pet special?	He's a travel poppy outgoing, social, adorable and super active.
How long have you had your pet? How did you acquire your pet?	For his whole live 11 beautiful years and a couple months
What activities does your pet like to do?	Walking, eating, car rides, he sleeps anywhere
Does your pet have all required licenses?	Yes
	


City of Signal Hill Pet of the Month July 2025

What is your Pet's name?	Kainoa
Does your pet have a nick name?	The love dogtor
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Labrador Pitbull mix
What makes your pet special?	She's from Hawaii! She has an island spirit and beautiful coat
How long have you had your pet? How did you acquire your pet?	She was adopted in Hawaii when she was 2 months, now she is 5 living it up in signal hill
What activities does your pet like to do?	Walk up the hill! And eat chicken
Does your pet have all required licenses?	Yes
	

City of Signal Hill Pet of the Month July 2025

What is your Pet's name?	Simba
Does your pet have a nick name?	
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Bengal cat
What makes your pet special?	He loves the outdoors and walks.
How long have you had your pet? How did you acquire your pet?	Adopted 2 years ago
What activities does your pet like to do?	Run, eat Churu, go on walks, wrestle with his other cat friend
Does your pet have all required licenses?	Yes
	

City of Signal Hill Pet of the Month July 2025

What is your Pet's name?	Bailey
Does your pet have a nick name?	Bop
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Dog
What makes your pet special?	She is the cuddliest and sweetest puppy
How long have you had your pet? How did you acquire your pet?	3 years
What activities does your pet like to do?	Going to the dog park and playing with her sister Zoey (another dog)
Does your pet have all required licenses?	Yes
	



CITY OF SIGNAL HILL
STAFF REPORT

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7/16/2025

AGENDA ITEM

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

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

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

Summary:

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

Strategic Plan Goal(s):

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

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

Recommendation:

Receive and file report

Updates and Analysis:

CITY COUNCIL

At the June 10, 2025 City Council Meeting:

- A student representative from Signal Hill Elementary School led the pledge of allegiance and

ceremoniously presided over the meeting.

- Police Chief Brad Kenneally introduced Crime Analyst Cynthia Haebe from Insight Analytics, who presented a brief overview of crime analysis and data reporting technology and services.
- City Council approved the resolution approving and adopting the Uniform Schedule of Service Fees and Charges.
- City Council approved a resolution adopting the annual operating and capital budget for FY 2025-26 and a resolution approving and adopting the annual appropriations limit for FY 2025-26.
- City Council approved resolutions adopting city-wide pay schedule, management salary ranges, part-time salary schedule, amendments to the City's classification plan and SHEA side letter.
- City Council approved and adopted the citywide emergency operations plan.

At the June 28, 2025 City Council Meeting:

- Public Works Director/City Engineer Thomas Bekele introduced new employees: Liz Camarena, Tanner Hiers, Marlena Ludwig, Ramiro Diaz, Bryant Lopez, and Cameron Williams.
- Communications Specialist Cindy Flaro presented on the Capture Signal Hill Citywide Photo Contest.
- City Council approved and adopted the proposed annual assessments, declaring the City Council's order to levy and collect assessments for the Landscape and Lighting Maintenance (LLMD) District No. 1.
- City Council approved and adopted the Facilities Master Plan Assessment reports.

PARK PROJECTS

Civic Center Master Plan - Phase I (Amphitheater)

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

In September 2024 staff initiated Phase I of the Civic Center Plan and released a request for proposals (RFP) for the architectural and engineering design services for the amphitheater project (Phase I), and awarded a contract in December 2024. City staff and the consultants presented a conceptual design for the amphitheater at the May 27, 2025 City Council meeting. Ground breaking for the project is anticipated in fall 2025, with project completion by the end of the 2026 calendar year.

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

RECREATION DIVISION

Program	Number of Participants
<u>After School Programs</u>	
The Afterschool Recreation Club (ARC) and Tween program participants engage in various activities based on a weekly theme that includes science, technology, arts, and sports.	
<u>ARC</u>	
After School Program	57 Enrolled
Tween	13 Enrolled
<u>Co-Ed Youth Sports</u>	
Indoor Soccer	94 Enrolled (8 Teams)
<u>Signal Hill Park Summer Day Camp</u>	
The Summer Day Camp runs from 8:00 a.m.-6:00 p.m., Monday- Friday at Signal Hill Park Youth Center and is themed each week:: Gone on Holiday; Digital Creators; The Force is Strong; Kids Vs. Wild; Tropical Splash; Chopped Junior; Animal Kingdom; Guardians of the Realm and The Final Chapter.	
Grades 1-5	63 Enrolled
<u>Itty Bitty Day Camp</u>	
Day Camp runs from 8:00 a.m.-12:00 p.m. at Las Brisas Community Center and each is themed each week: Saddle Up for Adventure, Wands, Wishes and Wonderlands, Stories from the Stars, Summer Sunshine and Smiles	
Ages 4-5 years June 23-June 27	7 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	37 Seniors
Family Food Distribution Program	20 Families

Senior Social Club Programs

This program is focused on providing engagement, enrichment, and socialization opportunities for adults ages 55 and older.

Senior Excursion: Descanso Gardens	31 Participants
Silver Sneakers	8 Participants
Traditional Games: Loteria, Bingo, Dominoes, Cards	15 Participants
Harmonicas on the Hill	8 Participants
Yoga in the Park	5 Participants
Tai Chi	10 Participants
Arts & Crafts: Macramé Rainbow	3 Participants

Ongoing Senior Programs

Mondays	Arts and Crafts (2 nd and 4 th Monday of the month)
Mondays	Tai Chi (2 nd and 4 th Monday of the month)
Tuesdays	Traditional Games
Wednesdays	Silver Sneakers
Wednesdays	Harmonicas on the Hill
Thursdays	Yoga in the Park
Saturday	Master Zumba Class (1 st Saturday of the month)

Community Garden at Signal Hill Park

The Department is responsible for 24 rentable plots in the Community Garden. Staff have been working on keeping the plots free of weeds and setting up a gardening workshop for the new year. In January, we launched our garden workshops, which happen twice a month.

Garden Plots	23 Plots
Garden Workshop twice a month	8 participants

Movies in the Park

On Friday, June 20, 2025, the first movie in the park, *Inside Out 2*, was shown at Signal Hill Park. There were more than 200 guests in attendance. Signal Hill Petroleum provided a raffle, and the City of Long Beach Parks, Recreation and Marine staff brought a jumper and popcorn. Throughout the course of the summer, two additional movies will be shown.

Friday, June 20, 2025	<i>Inside Out 2</i>
Saturday, July 19, 2025	<i>Mufasa: The Lion King</i>
Friday, August 22, 2025	<i>Captain America: Brave New World</i>

<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.	
Pet Preparedness Workshop: Wednesday, June 11, 2025	2 Participants
<u>Low-Cost Pet Vaccination Clinic</u>	
Community Animal Medicine Project (CAMP) provides low-cost vaccine and wellness services. Services include flea/tick treatment, microchips, as well as both cat and dog vaccinations.	
Saturday, June 21, 2025	70 Pets

<u>Volunteer Programs</u>		
Newly Processed Volunteers	1 Volunteers	
	Volunteers	Volunteer Hrs.
Administrative Volunteers	3 Volunteers	6 Hours
Teen Leader in Training Program		
	Participants	Volunteer Hrs.
	7	89

<u>Facility Rentals</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Non-Profit</u>	<u>School</u>	<u>Total</u>
Discovery Well Park Picnic Shelters	0	0	0	0	0
Reservoir Park Picnic Shelter	2	0	0	0	2
Signal Hill Park Picnic Shelters	1	1	0	1	3
Discovery Well Community Centers	0	0	0	0	0
Spud Field	0	0	0	0	0
Signal Hill Point Terrace	0	0	0	0	0
Library Community Room	0	0	2	0	2
Zinnia Courtyard Patio	0	0	0	0	0
Wedding Space	0	0	0	0	0
TOTAL					7

<u>Rental Revenue</u>	<u>January - June 2025</u>
Facility Rental Revenue	\$13,193.25
Total Facility Fees Waived	\$11,251.25

LIBRARY SERVICES DIVISION

<u>Library Services</u>	<u>Number of Participants</u>
Circulation: Total number of items checked out from the library that are in circulation.	
Circulation of Library Items	4,495 Items
Library Visits	7,089 Visits
Library Website Visits	691 Visits
Library Wi-Fi Connections	996 Connections
Resident Library Card Registration	32 Library Card Registrations
Non-Resident Library Card Registration	245 Library Card Registrations
<u>Inter Library Loan</u> Inter Library Loan (ILL) Enables patrons to obtain materials unavailable at the Signal Hill Public Library, and other libraries can also borrow Signal Hill's materials.	
Inter Library Loan Service Borrowed	49 Items Borrowed
Inter Library Loan Service Loaned Out	13 Items Loaned Out

<u>Electronic Resources</u>	<u>Number of Participants</u>
Freegal Music Subscription+	21 New Active Users, 205 songs streamed
Kanopy Movie Streaming Subscription	7 New Active Users, 1,605 minutes streamed
Beanstack Subscription	107 New Active Users

<u>Library Services</u>	<u>Number of Participants</u>
Study Rooms Reservations	174 Reservations
Story Time	274 Children, 235 Adults
First Friday Book Club	13 Adults
Romance Book Club	5 Adults
Make It!	7 Children, 7 Adults
After School Club	4 Children
Teen Social Club	6 Children
Senior Dancing for Health	9 Adults
BARK: Read to Dogs	4 Children, 6 Adults
Signal Hill Public Library Crochet Club	9 Adults
Zumba	85 Adults
Spring Mini Concerts	4 Children, 11 Adults
Tutoring Program	5 Children
Jewel Box Children's Theater Workshop	3 Children
Pride Friendship Bracelets	1 Child, 5 Adults
Author Talk with Reba Birmingham	14 Adults
Kids Karaoke	5 Children, 3 Adults

Family Drum Circle	7 Adults
LA County Smart Gardening	2 Adults
Family Bingo Night	7 Children, 10 Adults
Lifestyles of the Slimy and Squishy	63 Children, 5 Adults
Pride Night: Mini Zen Gardens	1 Child, 3 Adults
The Joy of Music	5 Children, 7 Adults

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

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

<u>Upcoming Programs</u>	
July 18	Signal Hill Public Library Crochet Club
July 19	Low Cost Pet Vaccinations
July 19	Movies in the Park- <i>Mufasa: The Lion King</i>
July 21	Senior – Arts & Crafts
July 22	Pet Treat Jar Craft
July 22	Senior Social Club- Cards
July 23	Summer Stuffed Animal Workshop
July 23	Harmonica on the Hills
July 23	Summer Concerts in the Park
July 24	Summer Volunteer Social
July 24	Yoga in the Park @ Reservoir

July 25	Signal Hill Under the Stars
July 26	Kids' Paint Day
July 28	Tai Chi
July 29	Senior Social Club – Bonus Bingo
July 30	Summer Concerts in the Park
August 5	Senior Social Club- Traditional Games
August 6	Silver Sneakers: Low-Impact Exercise
August 6	Great Stuffed Animal Sleepover
August 7	Senior Mini Excursion: OC Fair
August 9	SuffRAGE Against the Zine
August 11	Family Bingo Night
August 12	Senior Social Club- Traditional Games- Ice Cream Social
August 12	Kids Karaoke
August 13	Fabulous Faces: Face Painting at the Library
August 15	Colorful Critters Storytime
August 16	Oceans Rock
August 16	Low Cost Pet Vaccinations
August 18	Senior Arts & Crafts
August 19	Ikebana Flower Arranging Workshop
August 19	Senior Social Club- Traditional Games
August 19	Ikebana: The Art of Flower Arranging
August 22	Movie in the Park: <i>Captain America: Brave New World</i>
August 25	Tai Chi
August 26	Senior Social Club- Traditional Games
August 28	Yoga in the Park @ Reservoir
August 29	Signal Hill Under the Stars

Approved:

Yvette E. Aguilar



CITY OF SIGNAL HILL
STAFF REPORT

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7/16/2025

AGENDA ITEM

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

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

SUBJECT:
**UPDATES TO THE PARKS, RECREATION & LIBRARY SERVICES GENERAL
ADMINISTRATION STANDARD MANAGEMENT POLICIES 1.7 (EVENT
PROMOTION), 1.11 (INCIDENT NOTIFICATION REPORTS), 1.12 (EVENTS AND
ACTIVITIES INVOLVING CITY COUNCIL).**

Summary:

To set forth in writing the updated Parks, Recreation and Library Services Department general administration standard management policies 1.7, 1.11 and 1.12 to reflect accurate and up to date departmental information and procedures related to the Event Promotion (1.7), Incident Notification Reports (1.11), as well as Events and Activities Involving City Council (1.12). It has been over a decade since these specific policies were edited, and thus various edits have been made to each of these to bring the language, procedures, as well as staffing pattern and responsibilities current. One correction that has been made across each of these policies is updating the department name from "Community Services" to "Parks, Recreation and Library Services."

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 and Analysis:

The Parks, Recreation and Library Services Department has an existing set of policies (Policies) and procedures that provide a systematic approach to conduct department business. Staff reviewed the

existing Policies and identified that they need to be updated to provide clarification and match current operating procedures.

Below is a summary of the policies as of June 26, 2025 and the recommendations set forth by staff.

Analysis:

General Administration – Standard Management Policies (SMPs)			
SMP#	Item	Last Edit	Newest Update
1.7	Event Promotion	8/23/2012	6/26/2025
This policy establishes a standard method of promoting Parks, Recreation and Library Services Department events.			
<p><u>Summary of Updates:</u> Changed number of policy from 1.13 to 1.7. Updated the language to better align with current creation and promotion of marketing materials for events. Added in specific language to insure staff understand all the critical pieces of information that is required for event promotion materials. Expanded listed options for outreach mediums to align with updated technology.</p>			

SMP#	Item	Last Edit	Newest Update
1.11	Incident Notification Reports	8/23/2012	6/26/2025
This policy establishes the policy and reporting within Parks, Recreation and Library Services Department when an incident does not arise to the level activating emergency services or threatening public safety.			
<p><u>Summary of Updates:</u> Changed title from "Security or Potential Claim Related Incident Notification" to "Incident Notification Reports." Removed language that was better suited for other policies as it related to emergencies as those events better align with City policies and procedures. This policy outlines the process for how to manage incidents that do not arise to the level of emergency services or threatening public safety. Updated language as it relates to incidents and incident reports and the newest incident notification report form.</p>			

SMP#	Item	Last Edit	Newest Update
1.12	Events and Activities Involving City Council	8/23/2012	6/26/2025
This policy establishes and defines the guidelines for events and activities involving City Council.			
<p><u>Summary of Updates:</u> Changed title from "Facility Dedications" to "Events and Activities Involving City Council." Expanded language to include events and activities that City Council and other dignitaries may participate in beyond just facility dedications. Updated the process for including consideration for City Council dates for the planning of events and activities.</p>			

Conclusion:

7/16/2025

As discussed throughout this report, the purpose of introducing various updates to the Parks, Recreation and Library Services Department Standard Management Policies (SMPs) is to bring current the written documentation reflecting the Department's current facility, management and customer service policies and procedures, as well as reflecting the most up-to-date reporting structure and staffing pattern. Many of these documented procedures are already taking place, despite the out of date documentation.

Approved:

Yvette E. Aguilar



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
Hill, California 90755-3799

7/16/2025

AGENDA ITEM

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

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

SUBJECT:
IN THE NEWS

Summary:

Staff provided a news article (Attachment A) that may be of interest to the Parks and Recreation Commission.

Recommendation:

Receive and file.

Approved:

Yvette E. Aguilar

Parks are key to ensuring communities can survive and recover after weather-related impacts.

Parks Are Key to Community Preparedness

By Michele White

During the past year, our communities have experienced new and more extreme impacts of a changing climate, from flooding and wildfire to increased heat. Compounding these challenges is weak community infrastructure that fails to help communities during and after these events. However, parks can be the solution!

Nature-Based Solutions

Whether it's adding indigenous plants or trees, bioswales, or other smaller water-absorbing spaces to large-scale green infrastructure systems, parks can act as sponges to prevent and mitigate the impacts of flooding. Take for instance Franklin, Indiana, where the development of Youngs Creek Park is preventing downtown flooding (tinyurl.com/42353e7r). To the untrained eye it looks just like any other park. However, just this April, Franklin experienced flood waters reaching above 12 feet, and Youngs Creek Park did exactly what it was

designed to do: absorb flood waters and protect the community.

"The playground, amphitheater, green spaces and shelters were all designed to withstand flooding," explains Chip Orner, CPRE, director of parks and recreation for City of Franklin. "This was our first major flood since construction. The park functioned as designed. Our downtown area, which has historically flooded during major rain events, received no flooding. Youngs Creek Park is a success story in using parks to retain water to prevent flooding in other critical spaces in our city. In our situation, the water receded

quickly and the cleanup proved to be minor in this new park."

In New Orleans, St. Bernard/Willie Hall Playground sits within a neighborhood challenged with flooding and that lacked park space in the past. The park builds on a historic sports field and will feature a 5-million-gallon detention basin beneath the field — the largest stormwater storage solution of its kind in the South. Additional elements, including rain gardens and access to the Bayou St. John, will help ensure this community is prepared for future impacts.

Greening of communities also addresses the heat island effect. Green spaces offer shade, evapotranspiration, cooling microclimates, natural ventilation and water-related amenities, like streams and lakes, that add to the cooling effect. Parks can be up to 17 degrees

cooler than urban landscapes, providing a refuge during peak heat incidents (tinyurl.com/yc6kt7vj). By ensuring native or climate-adaptive plant and tree species, these spaces can also be drought tolerant, saving one of our most precious resources: water.

Offering Shelter


In areas prone to drought, wildfires are a threat. Issues with fire loads and ladder fuels can exacerbate the threat. But communities can leverage green spaces as a preventive solution.

In 2018, Paradise, California, experienced the Camp Fire. During that wildfire, residents took shelter in their community park. Due to management techniques, the park created a firebreak and was one of the only

places in the community spared. Since then, the parks department and other partners have been creating nature-based, community-level preparedness plans to combat wildfire, and parks are the key. A local study shows that if they are able to convert identified parcels to parks within city limits, they will be able to decrease community wildfire risk by 60 percent (tinyurl.com/3fu3hyjr).

During emergencies, parks and recreation centers often are used as gathering places to provide essential services, such as food and water distribution. These facilities and the people who staff them need to ensure they are prepared. This can include implementing backup systems, including solar power with battery backups, air filtration systems that

mitigate poor air quality, or energy and water conservation elements that help take the load off of municipal systems. For example, Park District of Oak Park, Illinois' net-zero Community Recreation Center's solar panel roof has a 316 kilowatt capacity that includes onsite battery storage, which staff use during emergencies to ensure the building can operate fully.

Parks are key to ensuring communities can withstand and recover from weather-related events. To do so, planning, maintenance and preparation are critical. With parks and recreation's leadership, communities can be resilient within our ever-changing environment. 

Michele White is Senior Program Manager, Community and Environmental Resilience at NRPA (mwhite@nrpa.org).



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
Hill, California 90755-3799

7/16/2025

AGENDA ITEM

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

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

SUBJECT:
REVIEW OF COMMISSION REVOLVING OBJECTIVES

Summary:

Each month staff will provide an update on various actions taken regarding items identified on the Commission Revolving objectives.

Strategic Plan Goal(s):

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

Recommendation:

Update, receive, and file report.

Background:

Each year, the Commission reviews their revolving objectives and status. Attachment A is the most recent list with a status report following each item. This will provide an ongoing status update for Commissioners regarding goals that were approved by the Commission in June 2025.

Approved:

Yvette E. Aguilar

City of Signal Hill
Parks and Recreation Commission
Revolving Goals: FY 2025-2026
Updated June 18 2025

Goal	Status	Timeline (if applicable)	Strategic Plan Goal(s)
Planning			
Provide input on the design of an outdoor art project for Hillbrook Park.	Pending	Spring 2026	Goal No. 4 Infrastructure Goal No. 5 High-Functioning Government
Provide feedback on the use of the newly constructed or renovated parks in Signal Hill. <i>(P&RMP Goal 1.2: Maintain and improve existing facilities, parks, trails, and open spaces.)</i>	Ongoing	As appropriate, as funding is available.	Goal No. 4 Infrastructure Goal No. 5 High-Functioning Government
Policy			
Provide input on Parks, Recreation, and Library Services Policies related to private instruction, indoor/outdoor rentals, and fee waivers. <i>(PIP, 2A, 2B, 2C: Policy)</i>	Pending		Goal No. 2 Community Safety 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 Ground Breaking Ceremony and Grand Opening the new Signal Hill Amphitheater (Phase I of the Civic Center Master Plan).	Pending	Ground Breaking: Fall 2025 Grand Opening: Summer/Fall 2026	Goal No. 4 Infrastructure
Provide input on scheduled park improvement projects. <i>(P&RMP Goal 1.2: Maintain and improve existing facilities, parks, trails, and open spaces.)</i>	Ongoing	As appropriate, as funding is available.	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

7/16/2025

AGENDA ITEM

TO:

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

FROM:

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

SUBJECT:

APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of June 18, 2025.

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 June 18, 2025

(1) **CALL TO ORDER – 6:17 P.M.**

(2) **ROLL CALL**

PRESENT: COMMISSIONER TIM ANHORN
CHAIR LINDA EDWARDS
COMMISSIONER PAM DUTCH HUGHES

ABSENT: COMMISSIONER KIRAN GIDWANI
VICE CHAIR CAROLINE KISS-LEE

(3) **PLEDGE OF ALLEGIANCE**

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

Karin from Long Beach Gems on the Hill gave an overview of their upcoming event in October and the public programs they provide for the Library.

(5) **PRESENTATION(S)**

- a. STAFF WILL PRESENT AN UPDATE ON THE SIGNAL HILL AMPHITHEATER PROJECT.

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

- a. COMMISSION REORGANIZATION

Commission Secretary called for nominations for Chair.

Commissioner Anhorn nominated Commissioner Edwards for Chair.

Commissioner Secretary closed the nominations for Chair.

It was moved by COMMISSIONER DUTCH HUGHES and seconded by CHAIR ANHORN, to nominate Commissioner Edwards to serve as chair.

The following vote resulted:

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

The meeting was turned over to Chair Edwards, who opened the nominations for Vice Chair.

Commissioner Dutch Hughes nominated Commissioner Anhorn for Vice Chair. Commissioner Anhorn declined.

Commissioner Anhorn nominated Commissioner Kiss-Lee for Vice Chair.

Commission Secretary closed the nominations for Vice Chair.

It was moved by CHAIR ANHORN and seconded by COMMISSIONER DUTCH HUGHES, to nominate Commissioner Kiss-Lee to serve as Vice Chair.

The following vote resulted:

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

b. SELECTION OF COMMISSION REPRESENTATIVE AND ALTERNATE TO THE SUSTAINABLE CITY COMMITTEE

It was moved by CHAIR ANHORN and seconded by VICE CHAIR EDWARDS, to nominate Commissioner Edwards as the representative for the Parks and Recreation Commission and Commissioner Dutch Hughes as the alternate.

The following vote resulted:

AYES:	COMMISSIONER ANHORN CHAIR EDWARDS COMMISSIONER DUTCH HUGHES
NOES:	NONE

ABSENT: COMMISSIONER GIDWANI
VICE CHAIR KISS-LEE

ABSTAIN: NONE

c. PARK ASSIGNMENTS

It was moved by CHAIR ANHORN and seconded by COMMISSIONER DUTCH HUGHES, to assign and approve parks for each commissioner as follows: Commissioner Anhorn assigned Panorama Promenade and Discovery Well Park; Commissioner Dutch Hughes assigned Hilltop Park and Sunset View Park; Chair Edwards assigned Raymond Arbor Park and Hillbrook Park; Commissioner Gidwani assigned Signal Hill Park, Heritage Point Park and Calbrisas Park; and Vice Chair Kiss-Lee assigned Reservoir Park and Signal Hill Dog Park

The following vote resulted:

AYES: COMMISSIONER ANHORN
CHAIR EDWARDS
COMMISSIONER DUTCH HUGHES

NOES: NONE

ABSENT: COMMISSIONER GIDWANI
VICE CHAIR KISS-LEE

ABSTAIN: NONE

d. CONSIDERATION TO UPDATE MEETING TIMES FOR THE JULY 2025 PARKS AND RECREATION COMMISSION MEETING

It was moved by CHAIR ANHORN and seconded by COMMISSIONER DUTCH HUGHES, to move the July Commission meeting to 5:00 p.m.

The following vote resulted:

AYES: COMMISSIONER ANHORN
CHAIR EDWARDS
COMMISSIONER DUTCH HUGHES

NOES: NONE

ABSENT: COMMISSIONER GIDWANI
VICE CHAIR KISS-LEE

ABSTAIN: NONE

e. PET OF THE MONTH NOMINATIONS

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

The following vote resulted:

AYES: COMMISSIONER ANHORN
CHAIR EDWARDS
COMMISSIONER DUTCH HUGHES

NOES: NONE

ABSENT: COMMISSIONER GIDWANI
VICE CHAIR KISS-LEE

ABSTAIN: NONE

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

It was moved by CHAIR ANHORN and seconded by COMMISSIONER DUTCH HUGHES, to receive and file.

The following vote resulted:

AYES: COMMISSIONER ANHORN
CHAIR EDWARDS
COMMISSIONER DUTCH HUGHES

NOES: NONE

ABSENT: COMMISSIONER GIDWANI
VICE CHAIR KISS-LEE

ABSTAIN: NONE

(7) CONSENT CALENDAR

- a. FEE WAIVER REQUEST FOR THE LONG BEACH MINERAL AND GEM SOCIETY GEMS ON THE HILL EVENT
- b. REVIEW OF COMMISSION REVOLVING OBJECTIVES
- c. APPROVAL OF MEETING MINUTES

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

The following vote resulted:

AYES: COMMISSIONER ANHORN
CHAIR EDWARDS
COMMISSIONER DUTCH HUGHES

NOES: NONE

ABSENT: COMMISSIONER GIDWANI
VICE CHAIR KISS-LEE

ABSTAIN: NONE

(8) **COMMISSION NEW BUSINESS**

Commissioner Anhorn requested to discuss the cost of fee waivers and the amount we have waived, at a future meeting.

Commissioner Dutch Hughes announced a free music event at Los Alamito Rancho at 8:00 p.m. on Sunday.

(9) **ADJOURNMENT**

It was moved by CHAIR ANHORN 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 Wednesday, July 16, 2025, at 5:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

The following vote resulted:

AYES: COMMISSIONER ANHORN
CHAIR EDWARDS
COMMISSIONER DUTCH HUGHES

NOES: NONE

ABSENT: COMMISSIONER GIDWANI
VICE CHAIR KISS-LEE

ABSTAIN: NONE

CHAIR EDWARDS adjourned the meeting at 7:18 p.m.

LINDA EDWARDS
CHAIR

Attest:

YVETTE E. AGUILAR
COMMISSION SECRETARY