



## CITY OF SIGNAL HILL

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2175 Cherry Avenue • Signal Hill, California 90755-3799

THE CITY OF SIGNAL HILL  
WELCOMES YOU TO A REGULAR  
PARKS AND RECREATION COMMISSION MEETING  
August 20, 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](http://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](mailto:yaguilar@cityofsignalhill.org) no later than 4:00 p.m. on Wednesday, August 20, 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 – 6:00 P.M.**

**(2) ROLL CALL**

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

COMMISSIONER GIDWANI

(3) **PLEDGE OF ALLEGIANCE**

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

(5) **PRESENTATION(S)**

- a. CHAIR EDWARDS WILL PRESENT CERTIFICATES OF RECOGNITION TO THE TEEN LEADERS IN TRAINING PARTICIPANTS.

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

- a. PET OF THE MONTH NOMINATIONS

Summary:

The Commission will consider submitted nominations and select a Pet of the Month for August 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 August 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.

**(7) CONSENT CALENDAR**

The following Consent Calendar items are expected to be routine and non-controversial. Items will be acted upon by the Commission at one time without discussion. Any item may be removed by a Commissioner or member of the audience for discussion.

- a. FEE WAIVER REQUEST FOR PROMONTORY WESTBLUFF SKYLINE ESTATES HOMEOWNERS ASSOCIATION FACILITY USE

Summary:

The Parks and Recreation Commission will consider a waiver request from the Promontory Westbluff Skyline Estates Homeowners Association (Promontory HOA) for facility fees to hold board of director's meetings at the Signal Hill Public Library Learning Center on Tuesdays, October 21, and December 16, 2025, from 5:30 p.m. to 7:30 p.m. The Signal Hill Public Library Learning Center is available for the requested dates. The Promontory HOA utilized the two "no fee" meetings on April 29 and June 26, 2025, and request consideration of a fee waiver for their board of director's meetings at this time.

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:

Staff recommends the Parks and Recreation Commission consider the Promontory HOA request to waive facility fees for the use of the Library Learning Center.

- b. UPDATES TO THE PARKS, RECREATION AND LIBRARY SERVICES DEPARTMENT GENERAL ADMINISTRATION STANDARD MANAGEMENT POLICIES 1.10 (REQUESTING SUPPORT FROM SIGNAL HILL POLICE DEPARTMENT), 1.13 (TECHNOLOGY IN THE WORKPLACE POLICIES & PROCEDURES); 1.15 (PARKS, RECREATION AND LIBRARY SERVICES DONATION & GIFT POLICY).

Summary:

To set forth in writing the updated Parks, Recreation and Library Services Department General Administration Standard Management Policies (SMPs) 1.10, 1.13 and 1.15 to reflect accurate and up to date departmental information and procedures related to the Requesting Support from the Signal Hill Police Department (1.10), Technology in the Workplace Policies & Procedures (1.13), as well as Parks, Recreation and Library Services Department Donation & Gift Policy (1.15).

It has been more than 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.

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 July 16, 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.

**(8) COMMISSION NEW BUSINESS**

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

**(9) ADJOURNMENT**

Tonight's meeting will be adjourned to the next regular meeting of the Parks & Recreation Commission to be held on September 17, 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.