



CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal Hill, California 90755-3799

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

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, 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.



CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal Hill, California 90755-3799

STAFF REPORT

8/20/2025

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:

RECOGNITION OF TEEN LEADERS IN TRAINING

Summary:

Chair Edwards will present certificates of recognition to the Teen Leaders In Training participants.



STAFF REPORT

8/20/2025

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 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.

Background & Analysis:

One new qualified nomination was received for August 2025, and six nominations remain from previous submissions. A total of seven nominations are eligible for the Parks and Recreation Commission to consider for the August 2025 Pet of the Month (Attachment B).

Approved:

8/20/2025

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 - August Nominees

Lulu



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Babygirl



Moyis



Kainoa



Simba

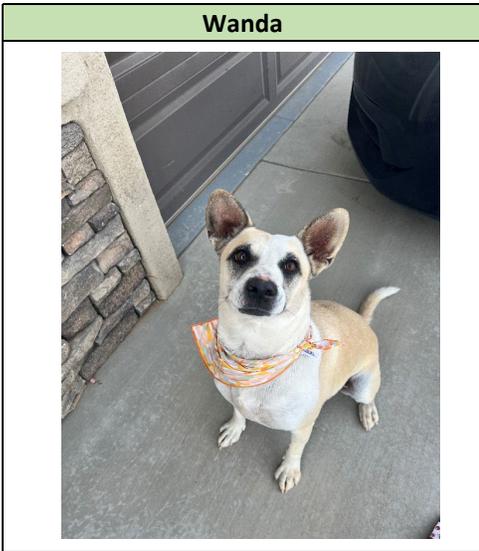


Bailey



Pet of the Month - August Nominees

Wanda



City of Signal Hill Pet of the Month August 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
Nominated February 5, 2025	

City of Signal Hill Pet of the Month August 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
Nominated March 24, 2025	

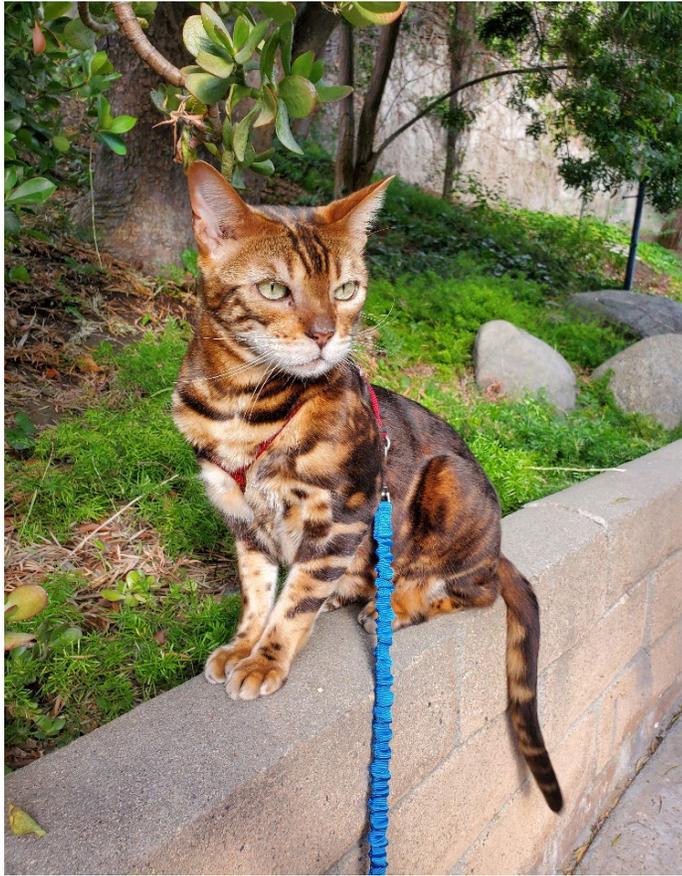
City of Signal Hill Pet of the Month August 2025

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
Nominated April 16, 2025	

City of Signal Hill Pet of the Month August 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
Nominated May 25, 2025	

City of Signal Hill Pet of the Month August 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
Nominated June 9, 2025	

City of Signal Hill Pet of the Month August 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
Nominated June 24, 2025	

City of Signal Hill Pet of the Month August 2025

What is your Pet's name?	Wanda
Does your pet have a nick name?	Wandisimo,wandiesel,wandita
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	dog
What makes your pet special?	she communicates her needs very well and curses at me in her own way
How long have you had your pet? How did you acquire your pet?	rescued
What activities does your pet like to do?	leisure walks, naps, and not share her toys
Does your pet have all required licenses?	Yes
Nominated July 27, 2025	



STAFF REPORT

8/20/2025

AGENDA ITEM

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

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

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

Summary:

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

Strategic Plan Goal(s):

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

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

Recommendation:

Receive and file report.

Updates and Analysis:

CITY COUNCIL

At the July 8, 2025 City Council Meeting:

- Librarian Gelli Nocon presented on scheduled programming to commemorate Women's

Equality Day.

- Mayor Jones presented a proclamation to the Parks, Recreation and Library Services Department in recognition of July as Parks Make Life Better Month.
- A representative from the Children’s Clinic provided an overview of the services the organization provides to Signal Hill residents.
- City Council approved the Exclusive Negotiation Agreement (ENA) between the City of Signal Hill and Red Mountain Group.
- City Council authorized the City Manager to enter into a Public Works Contract with Kormex Construction, Inc. for the construction of the Willow Median Improvements Project.
- City Council approved the Third Amendment to the Employment Agreement for the City Manager.
- City Council discussed and provided direction to staff regarding the purpose and support requirements for the Sustainable City Committee and Diversity Coalition Committee.

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

<u>Program</u>	<u>Number of Participants</u>
<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	65 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-July 18	7 Enrolled
<u>Tween Day Camp</u> The Tween Day Camp runs from 8:00 a.m.-6:00 p.m. at Discovery Well Park Community Center and themed each week: Challenge Accepted, Fear Factor, Utensil Warriors, Mad Science, Wild Wonders, and Summer Bliss.	
Grades 6 th – 8 th July 7- August 15	20 Enrolled

COMMUNITY SERVICES DIVISION

<u>Program</u>	<u>Number of Participants</u>
<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	16 Families
<u>Senior Social Club Programs</u> This program is focused on providing engagement, enrichment, and socialization opportunities for adults ages 55 and older.	
Senior Excursion: OC Fair	25 Participants
Silver Sneakers	8 Participants
Traditional Games: Loteria, Bingo, Dominoes, Cards	30 Participants
Harmonicas on the Hill	11 Participants
Yoga in the Park	6 Participants
Tai Chi	11 Participants
Arts & Crafts: Yarn Art	0 Participants

<u>Ongoing Senior Programs</u>	
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)

<u>Community Garden at Signal Hill Park</u>	
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

<u>Movies in the Park</u>	
On Saturday, July 19, 2025, the second movie in the park, <i>Mufasa: The Lion King</i> , was shown at Signal Hill Park. There were more than 200 guests in attendance. Friends of the Signal Hill Library provided books to the children, and the City of Long Beach Parks, Recreation and Marine staff brought a jumper and popcorn.	
Friday, August 22, 2025	<i>Captain America: Brave New World</i>

<u>Signal Hill Under the Stars</u>	
During the last Friday of the month, 56 guests enjoyed live music themed to a Havana Night with mocktails and snacks under the magnificent stars in the Zinnia Courtyard.	
Friday, August 29, 2025	Jazz Night Theme
Friday, September 26, 2025	Country Line Dancing Night Theme

<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 Treat Jar Craft, July 22, 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, July 19, 2025	82 Pets

<u>Volunteer Programs</u>		
Newly Processed Volunteers	10 Volunteers	
	Volunteers	Volunteer Hrs.
Summer Concert Volunteers	4 Volunteers	80 Hours
Administrative Volunteers	8 Volunteers	22 Hours
Teen Leader in Training Program		
	Participants	Volunteer Hrs.
	7	311
Quarterly Volunteer Social		
Summer Volunteer Social	12 Volunteers	

<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	1	1	0	0	2
Signal Hill Park Picnic Shelters	3	0	0	0	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	1	0	2	0	3
Zinnia Courtyard Patio	0	0	0	0	0
Wedding Space	0	0	0	0	0
TOTAL					8

<u>Rental Revenue</u>	<u>January - July 2025</u>
Facility Rental Revenue	\$14,324.75
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	5,545 Items
Library Visits	8,127 Visits
Library Website Visits	824 Visits
Library Wi-Fi Connections	1,355 Connections
Resident Library Card Registration	62 Library Card Registrations
Non-Resident Library Card Registration	293 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	48 Items Borrowed
Inter Library Loan Service Loaned Out	8 Items Loaned Out

<u>Electronic Resources</u>	<u>Number of Participants</u>
Freegal Music Subscription+	19 New Active Users, 231 songs streamed
Kanopy Movie Streaming Subscription	3 New Active Users, 3,193 minutes streamed
Beanstack Subscription	54 New Active Users

<u>Library Services</u>	<u>Number of Participants</u>
Study Rooms Reservations	173 Reservations
Story Time	332 Children, 314 Adults
First Friday Book Club	14 Adults
Romance Book Club	9 Adults
Make It!	9 Adults
Tween Social Club	11 Children
Teen Social Club	7 Children
Senior Dancing for Health	38 Adults
BARK: Read to Dogs	4 Children, 3 Adults
Signal Hill Public Library Crochet Club	4 Adults
What's Cooking, Chef Ollie?	3 Children, 15 Adults

National Video Game Day	6 Children
Fabulous Faces: Face Painting at the Library	29 Children, 22 Adults
History on the Hill	10 Adults
Barnyard Storytime	26 Children, 23 Adults
Sensory-Friendly Silent Disco	5 Children, 2 Adults
Kids' Karaoke	5 Children, 5 Adults
Family Bingo Night	3 Child, 3 Adults
Summer Stuffed Animal Workshop	14 Children, 17 Adults
Kids' Paint Day	8 Children, 4 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>	
August 22	Movie in the Park: <i>Captain America: Brave New World</i>
August 26	Senior Social Club: Tech Tuesday
August 25	Tai Chi
August 26	First Day of ARC for School Year 2025-2026
August 26	Senior Social Club- Traditional Games
August 27	Women in Space Flight VR
August 28	Yoga in the Park @ Reservoir

August 29	Signal Hill Under the Stars- Jazz Night
August 16	Low Cost Pet Vaccinations
August 26	Zumba at the Library
August 27	Women in Space Flight (Space Explorers VR)
September 2	Zumba at the Library
September 3	Sensory Storytime
September 3	Active Adults: Silver Sneakers
September 4	Seniors on the Go!
September 5	First Friday Book Club
September 6	Zumba at the Library
September 8	Tai Chi
September 10	Pass the Sticks
September 11	Rec Express: Signal Hill Park
September 12	Make It!: Faux Caramel Apple Decor
September 13	Garden Workshop: Cover Crops
September 13	PageTurners Book Club
September 13	Spooky Photoshoot Workshop
September 15	Senior Social Club Arts & Craft
September 16	Zumba at the Library
September 16	Loteria de la Familia

Approved:

Yvette E. Aguilar



STAFF REPORT

8/20/2025

AGENDA ITEM

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

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

SUBJECT:
**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.

Fiscal Impact:

The total free waiver request totals \$360.00 for the waiver of facility use.

Background:

In September 2003, the City Council dedicated Discovery Well Park and approved Signal Hill HOAs to reserve the space at no charge two times per year, per HOA group. The Promontory HOA utilized the two “no fee” meetings on April 29, 2025, and June 26, 2025, and request additional consideration of a fee waiver for their board of director’s meetings at the Signal Hill Public Library Learning Center. (Attachment A).

In the most recent version of the Parks, Recreation and Library Services Department policies from 2017, the policy states:

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)

To date, the original recommendation from the City Council remains in place.

Analysis:

The Promontory HOA submitted a request for use of a City facility on October 21, and December 16, 2025 from 5:30 p.m. to 7:30 p.m. and proof of their Non-Profit Status (Attachment B). Staff recommends using the Library Learning Center at the Signal Hill Public Library as an appropriate meeting space. The dates and times of the requested meetings are scheduled within the library’s operating hours, which do not require additional staffing to be scheduled. Additionally, the Learning Center remains set-up with tables and chairs for meetings and for general programs.

The Promontory Westbluff Skyline Estates HOA used two “no fee” meetings on April 29 and June 26, 2025, per City Council approval in 2003. In accordance with the City’s policies granting fee waivers for City facilities, the applicant must submit a waiver request and meet the general requirements and criteria established.

In accordance with the City’s policies granting fee waivers for City facilities, the applicant must submit a waiver request and meet the general requirements and criteria established by the City of Signal Hill Policy 4.16 - Waiver of Fees for Facilities (Attachment C). The Waiver Policy requires the Commission to make the following findings prior to granting approval:

1. The group is currently registered as a non-profit organization with the California Secretary of State.
2. The group is considered “in good standing” with the City.
3. The event or activity proposed directly benefits the residents of Signal Hill.
4. The group is domiciled within Signal Hill.
5. The group has a membership of at least 51% Signal Hill residents or 51% Signal Hill business employees.

Staff estimates the total cost of the proposed fee waiver to be \$360.00 of facility use fees. The following table details the Facility Fee Description, Hourly Rate, and totals for each category:

FACILITY/FEE DESCRIPTION	RATE	HOURS	SUBTOTAL
Signal Hill Public Library Learning Center	\$ 72.00		
Tuesday, October 21, 2025 5:30 p.m. to 7:45 p.m.	\$ 72.00	2.25 Hours	\$ 162.00
Tuesday, December 16, 2025 5:30 p.m. to 7:45 p.m.	\$ 72.00	2.25 Hours	\$ 162.00
SUBTOTAL			\$ 324.00
Application Fee	\$ 36.00		
SUBTOTAL			\$ 36.00
GRAND TOTAL			\$ 360.00

The Promontory HOA’s request meets the criteria of the City’s adopted Fee Waiver Policy; therefore, staff recommends that the Parks and Recreation Commission approve the proposed fee waiver.

Approved:

Yvette E. Aguilar

Attachments:

- A. City Council Minutes from July 8, 2003
- B. Request & Proof of Non-Profit Status
- C. Waiver of Fees Policy

**A REGULAR MEETING
SIGNAL HILL CITY COUNCIL**

July 8, 2003
6:00 p.m.

A Regular Meeting of the Signal Hill City Council was held in the Council Chambers of City Hall on July 8, 2003.

CALL TO ORDER

Mayor Noll called the meeting to order for the City Council at 6:05 p.m.

ROLL CALL

PRESENT: MAYOR NOLL
VICE MAYOR WARD
COUNCIL MEMBER FORESTER
COUNCIL MEMBER WILSON

ABSENT: COUNCIL MEMBER HANSEN

COUNCIL RECESSES TO EXECUTIVE (CLOSED) SESSION AT 6:05 P.M.

The City Manager indicated the following items were to be discussed under Executive (Closed) Session.

- (1) Pursuant to Government Code Section 54956.9(b), pertaining to existing litigation regarding Cities of Arcadia, et al v. United States Environmental Protection Agency et al., Case No. C-02-5244-SBA.
- (2) Pursuant to Government Code Section 54956.9(a), to confer with legal counsel regarding pending litigation regarding the Monte Carlo Nightclub.
- (3) Pursuant to Government Code Section 54956.9(a), to confer with legal counsel regarding existing litigation pertaining to the following cases:
 - Shell Chemical Co., et al. v. County of Los Angeles, et al. – Case No. 00-1917 MRP (MANx)
 - Phillips Petroleum Co. et al. v. County of Los Angeles, et al. – Case No. 00-1938 MRP (MANx)
 - California Department of Toxic Substances Control et al. v. Commercial Realty Projects, Inc. Case No. 95-8773 MRP (MANx)
- (4) Pursuant to Government Code Section 54956.8 to enable the City Council to consider real property negotiations with Hilltop LLC and to give direction to its

negotiator regarding property known as Lots 6, 7 & 8, Block "M" of the Signal Hill Track. The City's real property negotiator will seek direction from the City regarding site prices, terms and conditions.

It was moved and seconded to recess to Executive (Closed) Session at 6:05 p.m.

The following vote resulted:

AYES: MAYOR NOLL
 VICE MAYOR WARD
 COUNCIL MEMBER FORESTER
 COUNCIL MEMBER WILSON

NOES: NONE

ABSENT: COUNCIL MEMBER HANSEN

ABSTAIN: NONE

The City Manager indicated any action taken during Executive (Closed) Session would be reported on during the regular portion of the meeting.

COUNCIL RECONVENES

Mayor Noll called the meeting back to order at 7:10 p.m.

PLEDGE OF ALLEGIANCE

Mayor Noll led the audience in the Pledge of Allegiance.

CLOSED SESSION REPORT

The City Attorney reported on discussion undertaken during Executive (Closed) Session. No action was taken.

PUBLIC BUSINESS FROM THE FLOOR

Denise Damrow, Signal Hill, announced the Concerts in the Park beginning July 9th in Signal Hill Park; Shakespeare by the Sea performing "Twelfth Night" at The Green on July 31st; Thursdays on The Green, a weekly Farmers' Market; and a Blood Drive on July 31st at the library.

Royce Rodeman, Signal Hill, spoke about rent control.

PRESSENTATION(S)

MAYOR NOLL INTRODUCES RECENTLY HIRED RECREATION SPECIALIST PATRICIA QUAYE

Mayor Noll introduced recently hired Recreation Specialist Patricia Quaye.

MAYOR NOLL PRESENTS A PROCLAMATION RECOGNIZING JULY AS PARKS AND RECREATION MONTH

Mayor Noll presented a proclamation to Denise Damrow, Parks and Recreation Commissioner recognizing July as Parks and Recreation Month.

PUBLIC HEARING(S)

COUNCIL ACCEPTS TESTIMONY AND CLOSSES PUBLIC HEARING, REGARDING CONDITIONAL USE PERMIT 03-02, A REQUEST TO CONVERT SPECIAL BUSINESS PERMIT 00-01 TO A CONDITIONAL USE PERMIT TO OPERATE A BAR AND RESTAURANT WITH DANCING AND ENTERTAINMENT AT 1922 CHERRY AVENUE AND AN OFF-SITE PARKING LOT AT 2030 19TH STREET IN THE CR, COMMERCIAL RESIDENTIAL, ZONING DISTRICT, TO JULY 22, 2003

The City Clerk read the form of notice.

The Director of Community Development presented the staff report.

Mayor Noll opened the public hearing at 7:39 p.m. He invited anyone wishing to speak on this matter to come forward.

Richard C. Brizendine, attorney for Monte Carlo, Long Beach, spoke in favor of the Conditional Use Permit. Requested a continuance to discuss dismissal of pending lawsuit and to review the Conditions of Approval.

Daniel Camacho, Signal Hill, stated his concerns regarding the 18 and over nights.

Daniel Camacho, Sr., Signal Hill, reiterated what his son stated regarding the 18 and over nights.

There being no further testimony, Mayor Noll closed the public hearing at 7:46 p.m.

It was moved by Council Member Wilson, and seconded by Vice Mayor Ward to close the public hearing and continue the consideration of the Conditional Use Permit until the next Council meeting of July 22, 2003.

The following vote resulted:

AYES: MAYOR NOLL
VICE MAYOR WARD
COUNCIL MEMBER FORESTER
COUNCIL MEMBER WILSON

NOES: NONE

ABSENT: COUNCIL MEMBER HANSEN

ABSTAIN: NONE

COUNCIL ADOPTS RESOLUTION NO. 2003-07-5320, APPROVING NEGATIVE DECLARATION NO. 5/13/03(1), RELATIVE TO AN URGENCY INTERIM ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, ESTABLISHING RULES AND REGULATIONS FOR ADULT ORIENTED BUSINESSES AND DECLARING THE URGENCY THEREOF; AND ADOPTS URGENCY ORDINANCE NO. 2003-07-1320; ESTABLISHING RULES AND REGULATIONS FOR ADULT ORIENTED BUSINESS AND DECLARING THE URGENCY THEREOF

The City Clerk read the form of notice.

The Director of Community Development presented the staff report.

Mayor Noll opened the public hearing at 7:53 p.m. He invited anyone wishing to speak on this matter to come forward. There being none, Mayor Noll closed the public hearing at 7:53 p.m.

The City Attorney read title of Resolution No. 2003-07-5320, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, APPROVING NEGATIVE DECLARATION NO. 5/13/03(1), RELATIVE TO AN URGENCY INTERIM ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, ESTABLISHING RULES AND REGULATIONS FOR ADULT ORIENTED BUSINESSES AND DECLARING THE URGENCY THEREOF

It was moved by Council Member Wilson, and seconded by Vice Mayor Ward to waive further reading and adopt Resolution No. 2003-07-5320.

The following vote resulted:

AYES: MAYOR NOLL
VICE MAYOR WARD
COUNCIL MEMBER FORESTER
COUNCIL MEMBER WILSON

NOES: NONE

ABSENT: COUNCIL MEMBER HANSEN

ABSTAIN: NONE

The City Attorney read title of Urgency Ordinance No. 2003-07-1320, entitled:

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF SIGNAL HILL, CALIFORNIA, ESTABLISHING RULES
AND REGULATIONS FOR ADULT ORIENTED BUSINESSES
AND DECLARING THE URGENCY THEREOF

It was moved by Council Member Wilson, and seconded by Vice Mayor Ward to waive further reading and adopt Urgency Ordinance No. 2003-07-1320.

The following vote resulted:

AYES: MAYOR NOLL
VICE MAYOR WARD
COUNCIL MEMBER FORESTER
COUNCIL MEMBER WILSON

NOES: NONE

ABSENT: COUNCIL MEMBER HANSEN

ABSTAIN: NONE

CITY MANAGER'S REPORTS

COUNCIL HOLDS A PUBLIC DISCUSSION ON VIEW PROTECTION, LEGAL ENFORCEMENT AND MORATORIUM ISSUES

The City Manager presented the staff report.

Mayor Noll opened the floor for discussion at 8:10 p.m.

Mary Oliphant, Signal Hill, stated she understands the process much better now.

Mel Pinkham, Signal Hill, stated he appreciates what the City has done, but will keep a watch on what happens next.

Ed Fajardo, Signal Hill, stated he felt view protection ordinance favors existing residents.

Jerry Gross, Long Beach, stated he was a prospective homebuilder, supporting the existing ordinance.

Danny Ray, Signal Hill, stated he was against the moratorium.

Dorothy Odenheimer, Signal Hill, stated she was willing to work with the City on a compromise instead of a moratorium.

Mike Foley, Signal Hill, owns a project at 2230 Molino Ave., supports existing system and is against the moratorium request.

Peggy Owen, Signal Hill, stated her concerns with the Council's interpretation of the view protection ordinance.

Louis Dare, Signal Hill, stated he felt the existing ordinance is very clear on view protection, it just needs to be followed.

Scott Wilcox, Signal Hill, commented on the impacts to the hilltop area.

Thien Ta, Signal Hill, stated he owns the lot next to Mike Foley and is against any moratorium.

Robert Lee, Long Beach, stated he was opposed to the moratorium concept.

John Rees, Torrance, stated he opposed the moratorium.

Jody Weikal, Signal Hill, suggested there are different ways to deal with hilltop view issues.

Tom Shollin, Hilltop, LLC, Signal Hill, stated he was unable to contact some of the people who had purchased property. He supports the workshop idea as a way to get the information out there about the view protection ordinance.

George Papadakis, Long Beach, stated he was opposed to the moratorium and supported the workshop concept.

Kim Emery, Signal Hill, opposed to the moratorium, but was in support of the workshop concept.

Jay Feinberg, Signal Hill, stated he was representing owners of 2055-75 Freeman Avenue, and that he felt the existing procedures work.

Gloria Marin, Long Beach, representing the Renaissance Group, commented on the lack of notice for this issue, stated she was opposed to the moratorium.

Richard Corrington, Signal Hill, stated the construction on the Q lots was impacting his property and that he had filed a complaint with the EPA regarding soil issues.

Loren Miller, Long Beach, stated he felt the Planning Department did a comprehensive job when working with prospective builders.

Bill Meyer, Torrance, stated he was opposed to the moratorium.

Mayor Noll closed the floor to comments at 8:50 p.m. He then thanked everyone for their comments.

Council Member Wilson thanked everyone for their comments and stated he feels the process works, balancing protection of existing views with new development.

Vice Mayor Ward stated she was against any kind of moratorium and supports having a community workshop.

Council Member Forester stated he was also against a moratorium and it was his belief that the Planning Commission process works. He also supports a community workshop.

Mayor Noll agreed the Planning Commission process works and that he fully supports a community workshop to address these issues.

It was moved by Vice Mayor Ward, and seconded by Council Member Forester to hold a joint Community Workshop with the Planning Commission on July 29th in the Community Center at 6:30 p.m. to discuss view protection issues.

The following vote resulted:

AYES: MAYOR NOLL
 VICE MAYOR WARD
 COUNCIL MEMBER FORESTER
 COUNCIL MEMBER WILSON

NOES: NONE

ABSENT: COUNCIL MEMBER HANSEN

ABSTAIN: NONE

CHAIR WILSON CALLS THE REDEVELOPMENT AGENCY TO ORDER FOR A JOINT DISCUSSION

Chair Wilson called the Redevelopment Agency to order at 9:17 p.m.

CHAIR NOLL CALLS THE PUBLIC FINANCING AUTHORITY TO ORDER FOR A JOINT DISCUSSION

Chair Noll called the Public Financing Authority to order at 9:17 p.m.

COUNCIL ADOPTS RESOLUTION NO. 2003-07-5321, APPROVING THE ISSUANCE BY THE SIGNAL HILL REDEVELOPMENT AGENCY OF ITS NOT TO EXCEED \$56,000,000 AGGREGATE PRINCIPAL AMOUNT OF SIGNAL HILL REDEVELOPMENT PROJECT NO. 1, 2003 TAX ALLOCATION BONDS IN TWO SERIES AND TAKING CERTAIN OTHER ACTIONS AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO

REDEVELOPMENT AGENCY ADOPTS RESOLUTION NO. 2003-07-362, AUTHORIZING ISSUANCE OF NOT TO EXCEED \$56,000,000 AGGREGATE PRINCIPAL AMOUNT OF SIGNAL HILL REDEVELOPMENT PROJECT NO. 1, 2003 TAX ALLOCATION BONDS, IN TWO SERIES APPROVING, AUTHORIZING AND DIRECTING EXECUTION OF FIRST SUPPLEMENT AND SECOND SUPPLEMENT TO INDENTURE OF TRUST RELATING THERETO, AUTHORIZING SALE OF SUCH BONDS, APPROVING AN OFFICIAL STATEMENT, AND AUTHORIZING CERTAIN OTHER OFFICIAL ACTIONS AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO

PUBLIC FINANCING AUTHORITY ADOPTS RESOLUTION NO. 2003-07-02, AUTHORIZING THE PURCHASE AND SALE OF SIGNAL HILL REDEVELOPMENT AGENCY PROJECT NO. 1, 2003 TAX ALLOCATION PARITY REFUNDING BONDS, SERIES A, AND 2003 TAXABLE TAX ALLOCATION PARITY BONDS, SERIES B, UPON CERTAIN TERMS AND CONDITIONS, APPROVING DISTRIBUTION OF OFFICIAL STATEMENT RELATING THERETO, AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO

The Deputy City Manager and Suzanne Harrell from Harrell & Co. presented the staff report.

The City Attorney read title of Resolution No. 2003-07-5321, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, APPROVING THE ISSUANCE BY THE SIGNAL HILL REDEVELOPMENT AGENCY OF ITS NOT TO EXCEED \$56,000,000 AGGREGATE PRINCIPAL AMOUNT OF SIGNAL HILL REDEVELOPMENT PROJECT NO. 1, 2003 TAX ALLOCATION BONDS IN TWO SERIES AND TAKING CERTAIN OTHER ACTIONS AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO

It was moved by Council Member Forester and seconded by Council Member Wilson to waive further reading and adopt Resolution No. 2003-07-5321.

The following vote resulted:

AYES: MAYOR NOLL
 VICE MAYOR WARD
 COUNCIL MEMBER FORESTER
 COUNCIL MEMBER WILSON

NOES: NONE

ABSENT: COUNCIL MEMBER HANSEN

ABSTAIN: NONE

The Agency Counsel read title of Resolution No. 2003-07-362, entitled:

A RESOLUTION OF THE REDEVELOPMENT AGENCY OF THE CITY OF SIGNAL HILL, CALIFORNIA, AUTHORIZING ISSUANCE OF NOT TO EXCEED \$56,000,000 AGGREGATE PRINCIPAL AMOUNT OF SIGNAL HILL REDEVELOPMENT PROJECT NO. 1, 2003 TAX ALLOCATION BONDS, IN TWO SERIES APPROVING, AUTHORIZING AND DIRECTING EXECUTION OF FIRST SUPPLEMENT AND SECOND SUPPLEMENT TO INDENTURE OF TRUST RELATING THERETO, AUTHORIZING SALE OF SUCH BONDS, APPROVING AN OFFICIAL STATEMENT, AND AUTHORIZING CERTAIN OTHER OFFICIAL ACTIONS AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO

It was moved by Mr. Noll, and seconded by Ms. Ward to waive further reading and adopt Resolution No. 2003-07-362.

The following vote resulted:

AYES: CHAIR WILSON
VICE-CHAIR FORESTER
MR. NOLL
MS. WARD

NOES: NONE

ABSENT: MS. HANSEN

ABSTAIN: NONE

The City Attorney read title of Resolution No. 2003-07-02, entitled:

A RESOLUTION OF THE SIGNAL HILL PUBLIC FINANCING AUTHORITY OF THE CITY OF SIGNAL HILL, CALIFORNIA, AUTHORIZING THE PURCHASE AND SALE OF SIGNAL HILL REDEVELOPMENT AGENCY PROJECT NO. 1, 2003 TAX ALLOCATION PARITY REFUNDING BONDS, SERIES A, AND 2003 TAXABLE TAX ALLOCATION PARITY BONDS, SERIES B, UPON CERTAIN TERMS AND CONDITIONS, APPROVING DISTRIBUTION OF OFFICIAL STATEMENT RELATING THERETO, AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO

It was moved by Mr. Forester, and seconded by Mr. Wilson to waive further reading and adopt Resolution No. 2003-07-02.

The following vote resulted:

AYES: CHAIR NOLL
VICE CHAIR WARD
MR. FORESTER
MR. WILSON

NOES: NONE

ABSENT: MS. HANSEN

ABSTAIN: NONE

It was moved by Mr. Forester, and seconded by Mr. Wilson to adjourn the Public Financing Authority.

The following vote resulted:

AYES: CHAIR NOLL
VICE CHAIR WARD
MR. FORESTER
MR. WILSON

NOES: NONE

ABSENT: MS. HANSEN

ABSTAIN: NONE

Chair Noll adjourned the Public Financing Agency at 9:28 p.m.

CHAIR WILSON RECESSES THE REDEVELOPMENT AGENCY AT 9:28 P.M.

COUNCIL SELECTS SEPTEMBER 27, 2003, FROM NOON TO 2:30 P.M. FOR DISCOVERY WELL PARK DEDICATION; APPROVES THE HOURS OF OPERATION AS RECOMMENDED BY THE PARKS AND RECREATION COMMISSION WITH PARK GATES TO CLOSE AT 9 P.M.; AND APPROVES RENTAL USAGE OF FACILITIES TO BE LIMITED TO "RESIDENTS ONLY" FOR THE FIRST YEAR TO ALLOW FOR REVIEW OF PARKING AND FACILITY USAGE ISSUES

The Director of Community Services presented the staff report.

Denise Damrow, Parks & Recreation Commissioner, responded to questions.

It was decided to hold the Discovery Well Park dedication on September 27, 2003 from noon to 2:30 p.m. and approve the hours of operation as recommended by the Parks and Recreation Commission with park gates to close at 9 p.m.; and approve rental usage of facilities to be limited to "residents only" for the first year to allow for review of parking and facility usage issues, but limiting "no-fee" HOA meetings to two per year, per group. The Commission will review after three months and recommend revisions as appropriate.

COUNCIL APPROVES PARKS AND RECREATION COMMISSION RECOMMENDATIONS TO CLOSE THE SIGNAL HILL SKATE PARK AND DONATE THE EQUIPMENT TO THE CITY OF LONG BEACH PARKS, RECREATION AND MARINE DEPARTMENT

The Director of Community Services presented the staff report.

Council Member Wilson indicated he would be voting against this item, as he believes the City needs to have a skate park for the kids.

It was moved by Council Member Forester, and seconded by Vice Mayor Ward to approve the Parks and Recreation Commission's recommendation to close the Signal Hill Skate Park and donate the equipment to the City of Long Beach Parks, Recreation and Marine Department.

The following vote resulted:

AYES: MAYOR NOLL
 VICE MAYOR WARD
 COUNCIL MEMBER FORESTER

NOES: COUNCIL MEMBER WILSON

ABSENT: COUNCIL MEMBER HANSEN

ABSTAIN: NONE

COUNCIL APPROVES CONSENT CALENDAR ITEM NOS. 13 THROUGH 16 AND 18 THROUGH 20, EXCLUSIVE OF ITEM NO. 17

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

The City Manager indicated the following items were listed on the Consent Calendar for Council approval:

(13) **Renewal of Permit to Use Space at Long Beach's Transmitter Facility in the City of Signal Hill**

Summary: The permit to use space at Long Beach's transmitter facility in the City of Signal Hill expired on February 28, 2003. We were notified in February by Long Beach that the previous permit was expiring, given a verbal quote as to our new monthly rate and told the new permit agreements would be forthcoming.

Recommendation: Approve the permit to use space at Long Beach's transmitter facility in the City of Signal Hill between the City of Long Beach and the City of Signal Hill commencing retroactively to March 1, 2003, through February 28, 2008, and authorize the Mayor to execute the permit.

(14) Signal Hill Sewerage Facilities Agreement with the Los Angeles County Sanitation District

Summary: The Los Angeles County Sanitation District has agreed to take ownership of the City's existing sewer facilities. An Agreement has been prepared to establish the terms and conditions of the sewer facility acquisition. Through this acquisition, the City will be relieved of sewer system maintenance and operation costs saving the City up to \$300,000 annually.

Recommendations: 1) Authorize the Mayor to execute an Agreement between the City of Signal Hill and County Sanitation District No. 29 of Los Angeles County, in a form approved by the City Attorney; and 2) Authorize the City Manager to execute Exhibits D (Bill of Sale) and E (Quitclaim Deed) of the Agreement.

(15) Settlement Agreement and Release Between the City of Signal Hill and Chevron Pipe Line Company

Summary: Pipeline removal is a component of the Spring Street Widening Project. The execution of a Settlement Agreement and Release with Chevron Pipe Line Company is needed to resolve easement related issues and establish the method of payment for removal of existing Chevron pipelines.

Recommendation: Authorize the City Manager to execute a Settlement Agreement and Release between the City of Signal Hill and Chevron Pipe Line Company in a form approved by the City Attorney.

(16) Approval of Final Tract Map No. 53228

Summary: Hilltop LLC, on behalf of the Signal Hill Company, is requesting approval of Final Tract Map No. 53228. This map covers the area known as Promontory West. Staff has determined that the final tract map substantially conforms to the approved tentative map and meets the City's conditions of approval required to receive final tract map approval.

Recommendation: Approve Final Tract Map No. 53228.

(17) Resolution Establishing Health Benefits

Summary: The City has recently been informed that all part-time employees who are enrolled in PERS may be eligible for health benefits through CalPERS. This resolution will define the employer contribution rate for health benefits for full-time employees and part-time employees.

Recommendation: Waive further reading and adopt a resolution repealing Resolution No. 2003-05-5297, and fixing the employer's contribution under the Public Employees' Medical and Hospital Care Act.

(18) Claim for Damages

Summary: The City has received a claim for damages from Richard Eugene Kohn.

Recommendation: Deny the claim of Richard Eugene Kohn.

(19) Warrant Register Dated July 8, 2003

Summary: The Warrant Register is a listing of all general checks issued since the prior warrant register and warrants to be released upon City Council approval.

Recommendation: Authorize payment of Warrant Register dated July 8, 2003.

(20) Minutes of the Following Meeting(s)

Regular Meeting of June 24, 2003.

Recommendation: Approve.

Item No. 17 was pulled by David Frick, Signal Hill, for discussion.

It was moved by Council Member Forester, and seconded by Council Member Wilson to approve Consent Calendar Item Nos. 13 through 16 and 18 through 20, exclusive of Item No. 17.

The following vote resulted:

AYES: MAYOR NOLL
 VICE MAYOR WARD
 COUNCIL MEMBER FORESTER
 COUNCIL MEMBER WILSON

NOES: NONE

ABSENT: COUNCIL MEMBER HANSEN

ABSTAIN: NONE

COUNCIL APPROVES CONSENT CALENDAR ITEM NO. 17 – RESOLUTION ESTABLISHING HEALTH BENEFITS

David Frick, Signal Hill, pulled this item, stating he felt it should have been listed under City Manager’s Reports, as it impacts the City budget.

The City Manager presented the staff report.

The City Attorney read title of Resolution No. 2003-07-5322, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, REPEALING RESOLUTION NO. 2003-05-5297, AND FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT

It was moved by Council Member Forester and seconded by Vice Mayor Ward to waive further reading and adopt Resolution No. 2003-07-5322.

The following vote resulted:

AYES: MAYOR NOLL
VICE MAYOR WARD
COUNCIL MEMBER FORESTER
COUNCIL MEMBER WILSON

NOES: NONE

ABSENT: COUNCIL MEMBER HANSEN

ABSTAIN: NONE

COUNCIL NEW BUSINESS

Council Member Wilson requested a review of park operating hours for winter and summer.

Council Member Wilson asked for a status report on the installation of the illuminated crosswalk.

The Public Works Director responded to his questions.

PUBLIC BUSINESS FROM THE FLOOR

Shannon Murphy, Planning Commissioner, Signal Hill, stated she was disappointed in the Council's decision to remove the Skate Park from Signal Hill, stating she felt it wasn't promoted enough by Community Services.

Denise Damrow, Parks & Recreation Commissioner, Signal Hill, stated she also was disappointed the Skate Park was being removed.

ADJOURNMENT

It was moved by Vice Mayor Ward, and seconded by Council Member Forester to adjourn to a regular meeting on Tuesday, July 22, 2003, at 6 p.m., in the Council Chambers of City Hall, 2175 Cherry Avenue, Signal Hill, CA, 90755.

The following vote resulted:

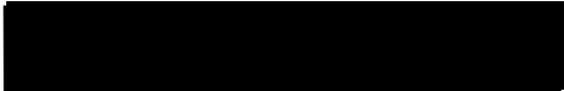
AYES: MAYOR NOLL
VICE MAYOR WARD
COUNCIL MEMBER FORESTER
COUNCIL MEMBER WILSON

NOES: NONE

ABSENT: COUNCIL MEMBER HANSEN

ABSTAIN: NONE

Mayor Noll adjourned the meeting at 10:17 p.m.



Michael J. Noll
Mayor

Attest:



Kathleen L. Pacheco
City Clerk

Richard Kaump
2254 Gaviota #32
Signal Hill, CA 90755

June 24, 2003

Honorable Mayor and City Council Members
City of Signal Hill
2175 Cherry Ave
Signal Hill, CA 90755

Subject: Fire Service Options

Honorable Mayor and City Council Members:

As a resident of the City of Signal Hill for the past 5 years, I have been pleased with the City's positive direction in supporting high-level public safety services for our community. However, the recent recommendations submitted by the City's subcommittee assigned to study this issue greatly disturbs me.

Their recommendation to change our fire protection and paramedic services to the Los Angeles County Fire Department may significantly reduce and negatively impact the emergency response times to fires and life-threatening medical events that occur in Signal Hill.

As previous program manager for paramedic and ambulance services for a public-safety fire agency, I was responsible for developing methods to gauge and review the fire department's response time performance to fires and medical emergencies. I was also assigned as project manager to write and develop proposals for fire suppression, paramedic, and ambulance services to our neighboring cities. During the past 20 years I have developed strategies to measure response time performance by fire departments to assess which deployment model best serves a local community.

At various stages of my career, I have had the opportunity to meet and work with members of the Long Beach and Los Angeles County Fire Departments. Both organizations are excellent and are dedicated to providing the best services possible to the communities they serve. The recommendations made in this correspondence relate solely on the ability of which department is best positioned with resources to provide acceptable and timely response into the City of Signal Hill.

Based on my past experience and my concern of moving too quickly without adequate study and community input, I ask the Signal Hill City Council to postpone its decision until more information can be made available to Council Members, community residents, and businesses.

The basis of this recommendation is as follows:

1. **Response Data Needed:** A study of the actual response time performance as provided by the Long Beach Fire Department should be obtained and reviewed. I am aware the Long Beach Fire Department recently acquired analysis and modeling software that can graphically display their response time performance on a map, block by block, so true response time comparisons can be made. But as stated in their report to the City, it is not yet operational.

This same software enables the department to provide “what-if” comparisons so changes in station location, response plans, and reconfiguration of resources can be compared using past data. This will be extremely important to develop so our decision makers can view the impacts of deleting the closer Long Beach Fire stations from the City’s emergency response resources.

2. **Reduction of Immediate Resources:** The Los Angeles County Fire Agreement would reduce immediate resources by 83%. Without benefit of the software, I have calculated the availability of fire stations using a commercially available mapping program to calculate various distances of fire stations from City Hall. The data comparing the closest and immediately available fire stations for each of the two proposals are represented below.

Distance	Long Beach Fire Stations*	Los Angeles County Fire Stations*	% Change Increase or (Decrease) in Immediate Resources
1.5 Miles	3	1	(67%)
3 Miles	13	2	(85%)
5 Miles	23	4	(83%)

**Includes the Signal Hill Fire Station*

One of the key determinants in providing quality fire protection and paramedic services is delivering the appropriate resources of people and equipment to the scene of an emergency in the least amount of time. Although the Los Angeles County Fire Department has a great number of resources, the location, availability and deliverability of those resources in a timely manner are the concerns raised here. These changes in service levels need more study and community input.

Using the same commercial software as above, calculation of travel times were made. Although emergency response times can vary due to time of day, traffic, ready time, and other factors, the data below shows comparative time using a fixed travel speed for all stations.

Distance	Travel Time	Long Beach Stations	County Fire Stations
1.5 Mile Radius	Less than 5 Minutes	3	1
3.0 Mile Radius	6-11 Minutes	13	2
5.0 Mile Radius	12-15 Minutes	23	4

Since only one Los Angeles County Fire Station would be located within the 1.5 mile radius, two stations within the 3-mile radius, and only 4 stations within the 5 miles radius, it becomes apparent that overall response times will likely increase as units must travel greater distances to arrive on scene of emergency incidents.

3. **Single Engine Deployment Within Signal Hill.** Increased travel times required to respond to emergencies in Signal Hill cannot be sufficiently mitigated by maintaining a single paramedic-assessment engine company within the City limits.

This station and its equipment are part of a system in which additional resources must be called upon to provide timely service. Back-up services when the engine is busy, in training, or out of service must be addressed. This is especially important during structure fire responses, multiple incidents occurring simultaneously, and multiple victim incidents where 2 or more persons require immediate treatment. The need for additional immediate resources is critical.

4. **Second, Third, And Forth In Unit Response Times Are Equally Important As First In Response Times.** The amount of time needed to provide adequate resources at the scene of structure fires, heavy rescues, and hazardous material incidents is dependent upon the location and travel time of the resources required. Simply put, replacing resources now available within a 3-mile radius of the City with fewer units further away will increase the likelihood of a negative outcome; i.e. loss of life, greater fire spread, and increased financial loss.

Location and number of available fire stations, types of equipment stationed, and the numbers of personnel assigned to that equipment are interdependent. Separating Station 27 and its existing resources from the Long Beach Fire Department's preplanned response network and decreasing staffing levels can SERIOUSLY disrupt response capabilities and increase risk to firefighters and the public.

5. **Why Response Times Are Important:** Both medical aid and fire incidents require fast response times to save lives and preserve property. The speed in which these services are delivered should be the basis of deciding the best response plan and which agency is best located to provide the resources in the most rapid manner

- During cardiac arrest, irreversible brain damage can occur after five minutes without CPR
- A person's chance of survival decreases 7% for every minute it takes to shock a fibrillating heart
- A fire can double in size every 30 seconds until sufficient water and resources are applied to the fire
- New firefighter safety regulations (NFPA Standard 1710) requires at least four firefighters be at scene before entering a building fire or other hazardous area unless a rescue is needed.

Longer response times of equipment and adequate personnel to the scene of an emergency may place firefighters and those in need of assistance at greater risk.

6. **Public Safety Commitment:** I understand the City's General Fund has not been directly paying for fire and paramedic services. These funds are obtained through a three party agreement where taxes collected by the Los Angeles County Fire Department are paid to Long Beach Fire Department to provide services within Signal Hill.

Long Beach Fire Department stated in their May 12, 2003 letter that new costs now make it impossible to continue to deliver the same service level as previously provided unless the City of Signal Hill pays a subsidy. It appears this is the first request for a subsidy since the contract was implemented 16 years ago and to date, the City has not had to pay additional costs from their General Fund for fire and paramedic services.

Since the residents and business are paying for the services through county taxes, I have used the police department's budget to see if Long Beach's request is somehow out-of-line with current conditions. The chart below shows the budget for the Signal Hill Police Department for two comparative years to determine if the percentage increase requested by Long Beach is unreasonable.

Signal Hill Police Department

Year	Budgeted Amount	# Personnel	\$ Increase	% Increase
1993-94	\$3,485,600	42		
2003-04	\$5,740,900	46	\$2,255,300	39%

It appears the additional \$27,505 per month increase (or \$330,060 annually) is comparable to the increase provided to the police department. The additional \$330,060 requested is 29% above the fire assessment district's payment to Long Beach and less than the 39% increase provided to the Police Department. During this time, public safety positions and resources for the Police Department were increased, not decreased, when compared to the Los Angeles County Fire Department proposal.

- 7. Budget Considerations:** I wish to compliment the Council and City Staff for their strong fiscal foresight in maintaining such healthy reserve balances. But I am concerned that with such healthy reserves of \$3,931,393 (28%) of General Fund revenues projected at the end of Fiscal Year 2003-04 and an additional reserve fund for Economic Uncertainties of \$1,471,869 (10.5 %) of the General Fund revenues, we are sacrificing responsive fire protection and paramedic services for fear of reducing reserve fund balances. It appears the City is well positioned to handle the increase needed for police and fire services without reductions in service levels and the increase proposed is consistent with maintaining strong public-safety programs.

Summary

Based on the information I have presented in this letter, I request the Signal Hill City Council maintain their strong commitment to public safety and at a minimum, support further study of the issues presented here. I understand the Council is pressed to make a decision to meet certain Los Angeles County Fire Department deadlines.

However, it appears sufficient funds can be made available within the General Fund to offset this cost increase required by Long Beach. If we continue with the Long Beach Fire Department agreement, we retain the option to cancel the contract with 6 months notice. This should give the city enough time to fully address the issues of comparable response capabilities using actual data and receive additional comments from the community. I am sure many of the residents feel as I do and do not wish to see a reduction of public safety services or an increase in emergency response times. This is a small price to pay for the certainty of the right decision.

I trust you will postpone this decision until all the facts have been presented to the City Council as well as interested community residents and businesses. This issue deserves the same public input as zone changes, new ordinances, or other changes that affect the residents of our community.

I appreciate your time in reviewing my comments. You may contact me anytime via my cell phone at (714) 313-1703, my office (562) 432-9833 or email rkaump@aol.com.

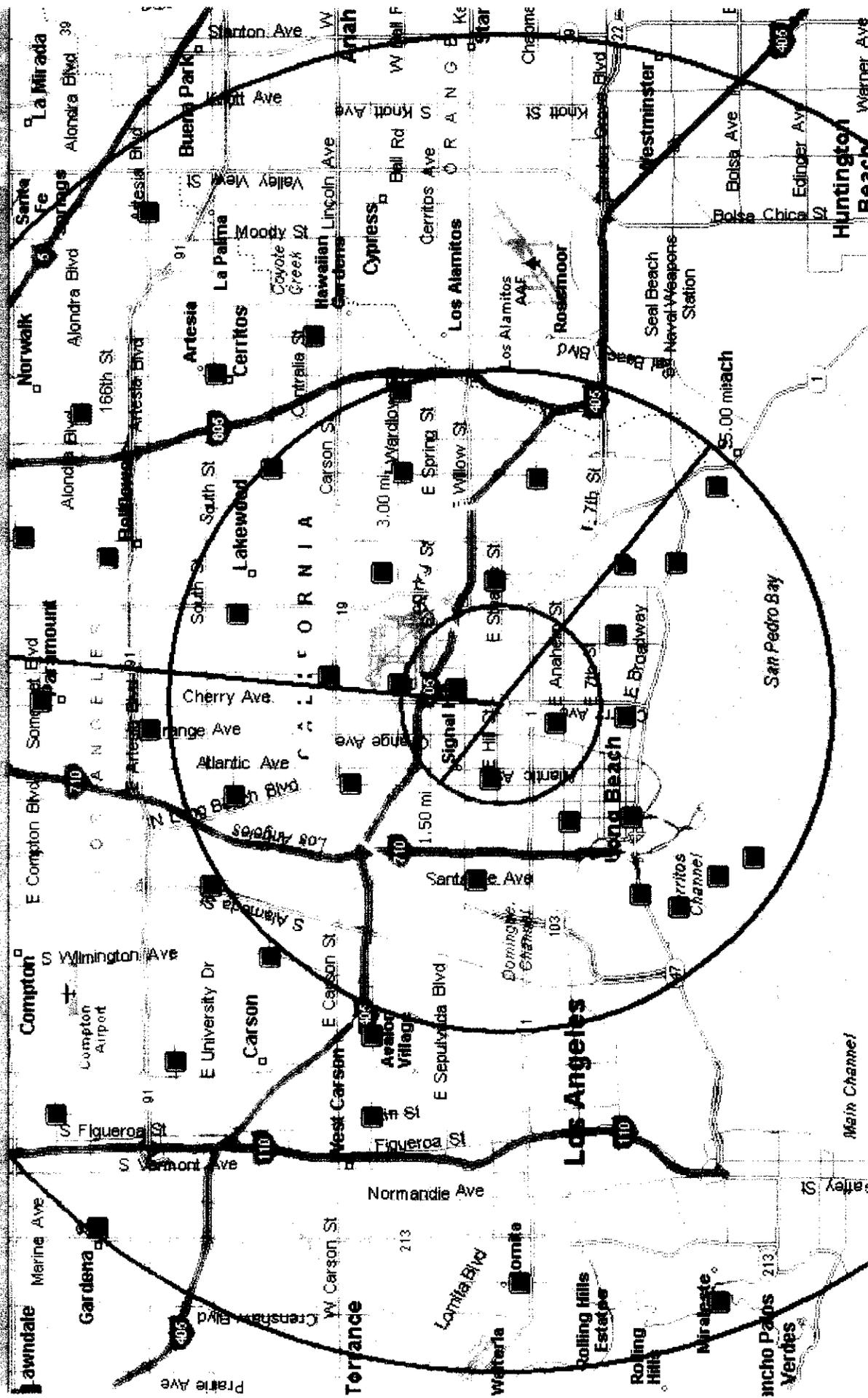
Sincerely,

A redacted signature block consisting of two black rectangular boxes. The first box is on the left and contains the name 'Richard Kaump'. The second box is on the right and contains a handwritten signature. A thin line connects the two boxes, suggesting they are part of the same signature.

Richard Kaump

cc: Kenneth C. Farfsing, Signal Hill City Manager

Attachments (1): Area Fire Department Stations



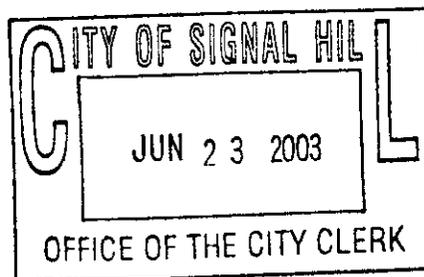
- 1.5 Miles
- 3.0 Miles
- 5.0 Miles
- 10 Miles
- LA County Fire Station
- Long Beach Fire Station

Immediate Resources < 5 Miles

23 Long Beach / 4 LA County

June 23, 2003

City Council
CITY OF SIGNAL HILL
2175 Cherry Avenue
Signal Hill, CA 90755



Re: Potential Contract Regarding Fire Protection and Emergency Medical Services

Dear Sirs:

I have been a resident of the city of Lakewood since 1955. I take pride in my city and I have been blessed with a wonderful community for 48 years. I have always felt safe knowing my city has the resources to respond to life's emergencies.

The City of Signal Hill recently announced its intention to seek the services of Los Angeles County to provide Fire Protection and Emergency Medical Services to Signal Hill. I am concerned with this decision because apparently the city of Lakewood would be sharing its Paramedic with Signal Hill.

The City of Lakewood has 87,000 residents in comparison to Signal Hill's 10,284 residents. Further, the City of Lakewood has many Senior Citizens including myself. The difference in the populations is large and alarming. The questions becomes this; if the City of Signal Hill has an emergency and receives response and at the same time we experience an emergency in Lakewood, who gets preference?

I would like to receive an answer to this question. Without all the facts, it does appear that this may not be the best decision for either Signal Hill or Lakewood. I feel strongly that their should be a voice for the residents of these cities and I would like to understand how the new system will work without jeopardizing the excellent service Lakewood has received throughout the years.

I look forward to your response. Thank you for your consideration of time.

Very truly yours,


LUCY GARCIA
4628 Pixie Avenue
Lakewood, CA 90712
(562) 355-8738



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) Promontory Westbluff Skyline Estates c/o [REDACTED]

Phone numbers: Cell [REDACTED] Home _____ Email [REDACTED]

Address 2300 Sea Ridge Drive Unit # _____

City Signal Hill, CA Zip Code 90755

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: DA

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

Description of Event: HOA Meeting

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

Event Date: 10/21/2025 & 12/16/2025 Event Day: Tuesday Rental Start time: 5:30 pm Rental End time: 7:45 pm

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
Attachment B

Library Community Room & Zinnia Courtyard Capacity: 80

Only available when the library is closed.

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

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

Will event be professionally catered? Yes No If yes, name of catering company _____

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

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

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

Closed on Sundays & Holidays

♦ Pre-packaged snacks and bottled drinks only

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

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

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

Will event be professionally catered? Yes No If yes, name of catering company _____

♦ Small serving kitchen included

Use of sound system? Yes No

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

EXPECTED ATTENDANCE: Adults 6 Children 0 Total Attendance 6

Is the public invited? Yes No

Will admission/donations be charged/accepted? Yes No

APPLICANT VERIFICATION

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

SIGNATURE OF

[Redacted Signature]

DATE: 18 July 2025

ARTICLES OF INCORPORATION

2512339



SECRETARY OF STATE

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

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

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

APR 08 2003



Kevin Shelley
Secretary of State

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

I
NAME OF CORPORATION

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

II
NONPROFIT CORPORATION

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

III
PURPOSE AND POWERS OF THE ASSOCIATION

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

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

ENDORSED - FILED
in the office of the Secretary of State
of the State of California

APR 04 2003

KEVIN SHELLEY
Secretary of State

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

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

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

IV PRINCIPAL OFFICE

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

V MANAGING AGENT

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

VI AGENT FOR SERVICE OF PROCESS

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

VII SPECIFIC PURPOSES

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

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



Jorgen L. Nielsen, Incorporator



City of Signal Hill Policy

Facility Use Permits – Indoor
4.9A

DATE: October 20, 2021

REVISION NO: 006

APPROVED: _____

DEPARTMENT:

Community Services

Reservation and Usage of Indoor Facilities

I. PURPOSE

This policy has been established to ensure that Signal Hill’s indoor facilities are utilized for recreational, cultural, educational, social and community service functions that meet the needs and interest of the community, through clear procedures, regulations, and rental fees regarding such uses. Exclusive use requires an advance reservation and is subject to fees and damage deposits.

II. INDOOR FACILITY POLICIES

Amplified/Live Music & Noise Levels

D.J.’s and amplified/live music are permitted within the Signal Hill Public Library Community Room, Zinnia Courtyard, Signal Hill Park Community Center, and Discovery Well Park Community Center only. D.J.’s or amplified/live music is not permitted during events held at the Signal Hill Public Library during normal operating hours nor on the Signal Point Terrace. Staff reserves the right to monitor and regulate all noise levels as to not disrupt other rental groups or residents. Rentals may be terminated and the group asked to vacate the premises, with no refund of fees or deposits at any time if the noise level is determined to be disruptive by any City staff member including the Signal Hill Police Department.

All noise must be kept at a reasonable sound level as stated in the Signal Hill Municipal Code Chapter 9.16. City staff on duty will determine if noise is deemed disturbing the peace, quiet, and comfort of the neighboring properties or other persons. If volume exceeds a reasonable level as dictated by staff, the deposit will be forfeited, and the event will be cancelled immediately.

Application

Patrons wishing to use an indoor facility must complete an *Application for Use of Indoor City Facilities*. Applications 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. A refundable damage deposit and a non-refundable fee are required at the time application is submitted. Full payment is due a minimum of ten (10) business days prior to the event date or the permit will be cancelled. All correspondence and communication will be sent to the applicant.

A set-up diagram must be submitted at least ten (10) business days prior to the event.

Attendance

Estimated attendance is required to determine the impact upon the facility and the number of staff that may be required to monitor the rental. Additional staff may be deemed necessary by the Community Services Director for groups of 50+ people at an hourly fee, per employee as listed in the City's Schedule of Service Fees and Charges.

Attendance also determines the ability to use a particular facility. The attendance number stated by the applicant should be the **maximum** amount of people anticipated during the rental at peak attendance. Violations of the attendance and occupancy levels will result in the loss of all fees and deposits; may cause termination of the rental due to overcrowding and safety violations; and could affect future ability to utilize City facilities.

Changes

Only the applicant may make changes to the permit. Changes must be made in writing. One date change per permit may be granted depending on availability. No changes to the rental may be made on the day of the event including any changes to the facility set up. Last-minute table and chair additions/changes are not permitted.

Decorations

Nails, staples, tacks, pins, or tape are not permitted. Decorations may not be placed on walls, glass, windows, or doors. Decorations cannot be hung or suspended from ceilings, drapes, or other City surfaces with "low stick" tape. All decorative materials must be flame retardant. Lit candles are not permitted. No rice, confetti, glitter, or birdseed may be used within or around the facility. Setting and removal of decorations must be done during the time frame of the permit.

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.

Fees

Reservation requests for indoor facilities will include one thirty (30) minute site visit to view the room. Time spent for additional site visits will be charged per hour based on the fees in the *City's Schedule of Service Fees and Charges* and pending availability of a Community Services Department staff member. Additional site visits must be pre-arranged with City Staff.

Hours of Operation

Signal Hill Park Community Center is available by permit Monday through Thursday, between the hours of 8:00 a.m. – 10:00 p.m.; Friday, Saturday and Sunday, 8:00 a.m. – 11:00 p.m. Discovery Well Park Community Center is available by permit, Sunday through Saturday, between the hours of 8:00 a.m. - 10:00 p.m.. Signal Hill Public Library Signal Point Terrace is available by permit 8:00 a.m. – 10:00 p.m. Signal Hill Public Library Community Room is available by permit Monday – Thursday, 8:00 a.m. –

10:00 p.m.; Friday, Saturday and Sunday, 8:00 a.m. – 11:00 p.m. Zinnia Courtyard permits are only available after the Library's regularly scheduled business hours.

Times stated on the application must include time to decorate, set-up, conduct the event, and properly clean the facility. Clean up must begin and guests must leave the facility one hour before contract time ends. Applications are not accepted, nor are permits issued, on City recognized holidays, holiday weekends, or City-wide event dates.

The permittee must adhere to the time specified on the permit. Exceeding the time specified will result in the loss of the deposit.

Kitchen

The kitchen at Signal Hill Park Community Center, Library Community Room, Zinnia Courtyard and Library Terrace is included in the rental fee. The Library Community Room kitchen is included in the Zinnia Courtyard reservation. **A cleaning fee applies to all indoor facilities that include a kitchen.**

Groups need to bring their own utensils and paper goods. Trash liners will be provided by the City. Cooking is not permitted. Kitchens with an oven and stovetop are available for warming only. The griddle in the Signal Hill Park Community Center Kitchen may not be used. Groups are responsible for removing all food and supplies at the completion of the event. The facilities do not come supplied with utensils, and refrigerator space may be limited due to use by City Programs. An ice maker and a portion of the commercial refrigerator are available at the Signal Hill Park Community Center and the Signal Hill Point Terrace. All surfaces must be wiped clean at the end of each permit. No red colored beverages are allowed in any City indoor facility.

Caterer/Kitchen Rental Responsibilities

1. Warming trays, chafing dishes, and Sterno may all be used inside the facilities.
2. The facility DOES NOT provide any pots, serving dishes, or utensils.
3. Propane IS NOT allowed inside any facility. Any use of barbecues or propane in an outside area needs prior approval from the Director and the Los Angeles County Fire Department (LACoFD) Fire Marshall and may only be done in approved locations.
4. Kitchen clean-up. It is the Renter's responsibility to bring cleaning supplies for the following:
 - a. Wipe up all spills and drips from the countertops and cupboard fronts.
 - b. Wipe up all spills from the range top, inside the.
 - c. Remove all food from the refrigerator, freezer and dispose of it properly.
 - d. Dispose of all trash.
 - e. Clean all sinks.
 - f. Sweep floors.
 - g. The Renter must verify the cleanliness of the kitchen with the facility event staff prior to leaving the event.

Occupancy Levels

The City has set the following rental occupancy levels for the buildings and adjacent facilities:

- Signal Hill Park Community Center 100
- Discovery Well Park Community Center 35
- Signal Hill Public Library Community Room 70
- Signal Hill Public Library Learning Center 35
- Signal Hill Public Library Terrace 160
- Zinnia Courtyard 90

These levels were set by the Parks and Recreation Commission to accommodate parking, reduce impact on the parks, and to ensure enjoyment of the park by others. Violations of the occupancy levels or the monopolizing of adjacent park facilities to exceed occupancy levels (whether rented or not) constitute exclusive use of the area and are in violation of the intent of this policy. Violations of the occupancy levels will result in the loss of all fees and deposits; and could affect future ability to utilize city facilities. Maximum occupancy levels are dependent upon chairs and table set-up.

III. FACILITIES AVAILABLE

Signal Hill Public Library Terrace

No Children events or parties are permitted. No music during Library business hours. No DJ's or live music. Use of the existing microphones and sound system included with the Terrace must be turned off by 9:00 p.m. Sound cables will be provided and must be returned to staff at the end of the event.

Signal Hill Public Library Community Room

General Meeting Room. Groups must supply their own laptop computer and connection cables to connect with the room audio visual equipment. Laptops must have HDMI Input to connect with audio visual system. Technical support is not provided.

Signal Hill Public Library Pipeline Learning Center

Bottled drinks with caps and prepackaged snacks only. Groups must supply their own laptop computer and connection cables to connect with the room audio visual equipment. Laptops must have HDMI Input to connect with audio visual system. Technical support is not provided.

Signal Hill Public Library Zinnia Courtyard

Available individually or with the Library Community Room, when the Library is closed. Requests for rearranging existing furniture on the Zinnia Courtyard will be charged for the staff time spent to move the furniture (approximately 4 hours of staff time). Furniture cannot be moved out of the Courtyard.

Signal Hill Park Community Center

Use of the existing microphones, sound system, projection screen is included. Groups must bring their own projector, laptop, and all necessary connection cables. Technical support is not provided.

Discovery Well Park Community Center

General Meeting Room. Room includes small refrigerator and microwave with counter space.

IV. EXCEPTIONS

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



STAFF REPORT

8/20/2025

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: ALYSSA CHRISTENSON
MANAGEMENT ASSISTANT

SUBJECT: 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.

Background and Analysis:

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

Below is a summary of the policies as of July 24, 2025 and the recommendations set forth by staff.

Analysis:

General Administration – Standard Management Policies (SMPs)

SMP#	Item	Last Edit	Newest Update
1.10	Requesting Support From the Signal Hill Police Department	7/1/1999	7/24/2025

This policy establishes a policy and procedure for requesting support from the Signal Hill Police Department for incidents at City facilities (e.g. parks, library, etc.).

Summary of Updates:
Edits regarding this policy focus on removing outdated guidelines that are no longer relevant and confirming the correct up-to-date procedure with Signal Hill Police Department. This policy outlines the instructions for when and how staff are to call Signal Hill Police Department when the need arises.

SMP#	Item	Last Edit	Newest Update
1.13	Technology in the Workplace Policies & Procedures	8/23/2012	7/24/2025

This policy is in place to add to the City’s technology policies and assist in separating personal and work technology use.

Summary of Updates:
Changed the number of the policy from 1.17 to 1.13. Removed all language referring to outdated technology and outdated policies as they relate to technology use. Removed all language redundant to the City Policy Electronic Communication Devices Use Policy. Attached all updated City Policies for reference as exhibits.

SMP#	Item	Last Edit	Newest Update
1.15	Parks, Recreation and Library Services Donations & Gifts	8/23/2012	7/24/2025

This policy directs staff to review the City’s Gifts & Gratuities Policy.

Summary of Updates:
All language was removed from Department Policy. The Parks, Recreation and Library Services Department will adhere to the City’s Gifts & Gratuities Policy which is provided as Exhibit A in the Department Policy.

As discussed throughout this report, the purpose of introducing various updates to the Parks, Recreation and Library Services Department 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

Attachments:

- A. Requesting Support from the Police Signal Hill Department
- B. Technology in the Workplace Policies & Procedures
- C. Parks, Recreation and Library Services Donation and Gift - Policy
- D. Incident Notification Report
- E. Electronic Communication Devices Use Policy - City Policy & Procedure
- F. Internet Usage - City Policy & Procedure
- G. Electronic Mail Policy - City Policy & Procedure
- H. Social Media - City Policy & Procedure
- I. Multi-Factor Authentication - City Policy & Procedure
- J. City of Signal Hill Policy Gifts & Gratuities - City Policy & Procedure

DATE: July 24, 2025

City of Signal Hill Policy

Requesting Support From The
Signal Hill Police Department

REVISION NO.: 004

APPROVED: _____

1.10

DEPARTMENT:
Parks, Recreation and Library
Services

I. PURPOSE

To establish a policy and procedure for requesting support from the Police Department for incidents at City facilities (e.g. parks, library, etc.).

II. GENERAL POLICY

If there arises any situation that may result in any harm or injury to a participant, staff, or patron, where an employee feels unsafe, staff are to immediately call the Police Department for support.

III. PROCEDURE

- A. When an incident which may warrant support from the Police Department occurs, a staff member is to immediately call the Police Department (562) 989-7201 (ext. 7201). Staff is not to intervene in such incidents. If there is a medical emergency or threat of harm, dial 911.
- B. The staff person calling is to identify themselves as a City employee, explain the situation and problem which is occurring, confirm phone number if PD needs to call back, and make a note of the time the call was placed.
- C. If needed, a follow-up call may be warranted to PD (e.g. if the situation changes, escalates, or worsens). When placing the call the staff member should identify that they are a City employee, and reference what problem they are calling about.
- D. Inform your supervisor immediately and fill out Incident Notification Report as directed by your supervisor.

IV. **EXCEPTIONS**

There shall be no exceptions to this policy unless authorized by the Parks, Recreation and Library Services Director or their designee and/or the Chief of Police or their designee.

V. **EXHIBIT**

A. Incident Notification Report

City of Signal Hill Policy

DATE: July 24, 2025

Technology in the Workplace
Policies & Procedures
1.13

REVISION NO.: 002

APPROVED: _____

DEPARTMENT:
Parks, Recreation and Library
Services

I. PURPOSE

Technology provides the ability for constant communication and updates. While this is a good thing, in the work environment it can cause distraction from work activities for which staff are being paid. This policy is in place to assist in separating personal and work technology use.

II. GENERAL POLICY

- A. Personal devices (cell phones, tablets, etc.) that access e-mail, text messages, music and videos can only be utilized during breaks or lunch hours. Part-time staff are not to utilize such personal devices during the course of their work hours, unless performing a work-related task. If on a specific day, there is a need to be in contact for a personal reason, this must first be cleared with the direct supervisor. The supervisor can then provide direction as to how to handle accessing the device for that day.
- B. City computers and their related software, cell phones, or entertainment devices such as streaming video, televisions, video players or similar City owned equipment are only to be utilized for work related activities.

Personal integrity in following this policy is required. Should you have any questions regarding this process or need assistance in seeking an exception on a case by case basis is to be discussed with your supervisor.

III. EXCEPTIONS

There shall be no exceptions to this policy unless authorized by the Parks, Recreation and Library Services Director or their designee.

IV. AUTHORITY

By the authority of the Parks, Recreation and Library Services Director.

EXHIBITS

- A. Electronic Communication Devices Use Policy – City Policy & Procedure
- B. Internet Usage – City Policy & Procedure
- C. Electronic Mail Policy – City Policy & Procedure
- D. Social Media – City Policy & Procedure
- E. Multi-Factor Authentication – City Policy & Procedure

City of Signal Hill Policy

Parks, Recreation and Library
Services Donation & Gift Policy
1.15

DATE: July 24, 2025

REVISION NO.: 003

APPROVED: _____

DEPARTMENT:

Parks, Recreation and Library
Services

I. PURPOSE

To direct the Parks, Recreation and Library Services Department Staff on how to handle the receipt of donations and/or gifts by referring them to the City of Signal Hill Policy Gift & Gratuities (Exhibit A).

II. EXCEPTIONS

There shall be no exceptions to this policy unless authorized by the Parks, Recreation and Library Services Director or their designee.

III. EXHIBITS

- A. City of Signal Hill Policy Gifts & Gratuities

CITY OF SIGNAL HILL
Department of Community Services

INCIDENT NOTIFICATION REPORT

This report is to be completed immediately following the occurrence of any incident at a City facility or program. The report must also be submitted to the Community Services Department by the next working day. Immediate notification of the immediate Supervisor is also required in the event of a major incident or when the Police Department, Public Works, or Fire Department/Paramedics are notified. When injuries occur, please complete an accident

TYPE OF INCIDENT

- Disrespect/defiance of adult
- Teasing/fighting/assaulting
- Inappropriate language
- Throwing Items
- Interfering with game
- Misuse of equipment
- Misuse of restrooms
- Facility break-in
- Theft
- Vandalism
- Other: _____
(please be specific)

FACILITY: _____
Exact location on facility: _____
Date of Incident: _____ Time of incident: _____ AM/PM
Date report was taken: _____ Report taken by: _____
SHPD called? YES NO By whom? _____
Officer: _____ Report #: _____

INCIDENT INFORMATION

What led up to the incident?

Specific description of incident:

What action was taken/how was incident resolved?

Property description: _____

Damage to City property? YES NO Repairs needed? Yes, immediately Yes, not immediately None Needed

Specify repairs (also attach work request)

Name of victim (if any) _____ Age: _____ Phone: () _____

Address: _____ City and Zip: _____

WITNESS INFORMATION

1. _____ Age: _____ Phone: () _____

Address: _____ City and Zip: _____

2. _____ Age: _____ Phone: () _____

Address: _____ City and Zip: _____

CITY OF SIGNAL HILL
Department of Community Services

INCIDENT NOTIFICATION REPORT

SUSPECT(S) INFORMATION

1. _____ Age: _____ Phone: () _____

Address: _____ City and Zip: _____

2. _____ Age: _____ Phone: () _____

Address: _____ City and Zip: _____

Other information (description/distinguishing characteristics) of suspect(s):

NOTIFICATION INFORMATION

What authorities were notified? (Check all notified and indicate time of call).

Police Department _____ AM/PM

Fire Department _____ AM/PM

Public Works _____ AM/PM

Paramedics _____ AM/PM

Other (explain) _____ AM/PM

What supervisors were verbally informed? (i.e., telephoned)? Check all notified and enter time.

Immediate Supervisor _____ AM/PM

Director of Community Services _____ AM/PM

Other (state whom) _____ AM/PM

FOLLOW UP INFORMATION

Parent called by: _____ Title: _____

Date: _____ Time: _____ AM/PM

Parent/Guardian signature of notification: _____

Notes:

STAFF INFORMATION - All staff on duty at the time:

Report compiled by (name): _____ Title: _____

Signature: _____ Date: _____

Reviewed by: Coordinator: _____ Date: _____

Supervisor: _____ Date: _____

Director: _____ Date: _____



CITY OF SIGNAL HILL Policy & Procedure

Electronic Communication Devices Use Policy

DATE: *September 26, 2024*

APPROVED BY: 

I. PURPOSE

This policy outlines the guidelines and expectations for the use of City-issued cell phones, personal cell phones, and other mobile communication devices (“electronic communication devices” or “ECD”), and reimbursement for use of personal ECDs by City employees for City business. The policy aims to ensure proper use, protect sensitive information, and comply with relevant laws, including the California Public Records Act (CPRA).

II. SCOPE

This policy applies to all City employees who are provided with a City-issued ECD as well as employees who use their personal ECD for City business and are seeking reimbursement for conducting City business using their personal ECD. There is a separate policy that outlines the guidelines and expectations regarding City issued communication devices for the Police Department.

III. CITY-ISSUED ECD

- a. City-issued ECD will be provided based on the approval of the City Manager (or designee) as well as the designated employees' job requirements and responsibilities.
- b. City-issued ECD shall be used for official City business purposes only.
- c. Employees have no expectation of privacy in any matters which are stored on a City-issued ECD, or in any communications transmitted using a City-issued ECD, including texts messages, voicemails, and any communications transmitted through the City's applications. The devices are the property of the City, and issued for business purposes, and may be searched by the City.

IV. PERSONAL ECD

- a. Employees may use their personal ECD for City business if authorized by their Department Head or supervisor as well as the designated employees' job requirements and responsibilities.
- b. Employees using their ECD for City business must comply with the same rules and guidelines as City-issued ECD as it relates to the sections V, VI, VIII, X, XI and XIII.
- c. Employees who use their personal ECD for City business must be aware that such use could subject their phone or communications to a subpoena, a warrant, or, as discussed below, a public records act request. Employees will not be required to submit to a search of their personal ECD without required legal procedures, in accordance with applicable law.
- d. Employees who conduct City business on their personal ECD and whose job responsibilities require the use of an ECD, may apply for reimbursement for such use pursuant to Section VII of this Policy.

V. OUTLOOK EMAIL, MICROSOFT TEAMS, SOFT PHONE APPLICATION, AND OTHER DEPARTMENT SPECIFIC APPLICATIONS

- a. Employees may install the City's Outlook email, Microsoft Teams, the City's soft phone application, or other applications used in their City Department, via their City-issued ECD or personal ECD, with prior supervisor approval. When using City applications those communications may be available to the City through the City's system, in which case, employees should have no expectation of privacy in those communications.
- b. Employees are not expected to perform work functions after hours. If employees receive calls, text messages, or emails on their cell phones through any City Application outside of their normal work hours, employees should not answer those calls or check any messages that are left until the employee's normal work hours unless they have received prior supervisor approval. Answering calls or checking messages could result in overtime and employees must receive prior supervisor approval/direction to work overtime.¹ In an emergency after hours, employees would be contacted directly on the number provided for emergency contact.

VI. CALIFORNIA PUBLIC RECORDS ACT

Any ECD used for any City business is subject to the California Public Records Act (CPRA). This means that any information or data related to City business conducted on ECDs, regardless of whether the device is owned by the City or the employee, falls under the scope of the CPRA. The CPRA is a State law that grants the public the right to access certain records held by public agencies, including local government entities. Under the CPRA, information and communications related to official City business conducted on these devices are considered public records and must be made available for public inspection and copying upon request.

Under the CPRA, members of the public have the right to request access to public records pertaining to City business which includes information pertaining to City operations, decisions, and activities. This can include records stored on City-issued and personal ECDs, such as text messages discussing City policies, emails related to City projects, or call logs containing information pertaining to official City business.

Failure to comply with the CPRA and provide access to requested records can lead to legal consequences for both the individual employees and the City, itself. Pursuant to Section III(B) of the City's Public Records Act Policy, if a request for public records pursuant to the CPRA seeks records contained in or likely contained in a City issued or personal ECD, the City Clerk's office, with the assistance of the relevant City Department(s) will notify all employees potentially in possession of the requested information. The City employee is required to immediately search for the requested

¹ Page 21, OVERTIME Section(C), of the Memorandum of Understanding between the City and the Signal Hill Employees Association, provides that prior supervisor approval is required to work overtime. Section 16(A) of the Memorandum of Understanding between the City and the Signal Hill Police Officers' Association provides that an employee may work overtime upon direction from a proper authority to do so.

information in their City-issued or personal ECD. The City employee must confirm in writing to the Department Director, or if the employee is a Director, to the City Clerk, that the employee conducted the search and whether responsive records were located. If responsive records were located, the City employee must provide all responsive records to the Department Director, or if the employee is a Director, to the City Clerk.

VII. REIMBURSEMENT PROCESS

- a. Employees who conduct City business on their personal cell phones and are eligible based on the job criteria noted above, may apply for a cellular phone allowance.
- b. Employee must submit the Cellular Phone Allowance Request Form to their Department Head. Upon Department Head approval, the form will be reviewed by Human Resources and the Finance Departments.
- c. If approved, a monthly allowance of \$30.00 will be provided to the employee for the use of their personal cellular phone for City-related business.

VIII. SAFE DRIVING POLICY

- a. The use of cell phones or other ECDs while driving is restricted by California law to use in a hands-free manner, such as speaker phone or voice commands, but never while holding the device. Employees are permitted to use ECDs in accordance with State law but are encouraged to safely stop driving when engaging in extended communications.
- b. Under no circumstances may a driver take notes, send a text message, or initiate a call using their hands while driving a vehicle during the course of business or on City time.
- c. City employees who are charged with traffic violations resulting from the use of electronic devices (whether personal or City-issued) while driving will be solely responsible for all liabilities that result from such actions.

IX. MINIMAL USE FOR PERSONAL REASONS IN EMERGENCIES

Use of a City-issued ECD for personal reasons shall be kept to a minimum, and only used in emergencies.

X. CONFIDENTIALITY AND PROFESSIONALISM

- a. Wireless communications may not be secure; therefore, employees should use discretion in relaying confidential information.
- b. All communication via ECDs should be professional in nature and should not violate any other City policy.

- c. Disciplinary action, up to and including termination, may be imposed on employees responsible for abuse, improper use, or neglect of a City-issued ECD, as well as failure to follow any portion of this policy.

XI. SECURITY PRECAUTIONS

- a. Reasonable precautions should be taken to prevent equipment theft and vandalism of City-issued ECDs.
- b. Employees are responsible for their ECD's security code to prevent access to confidential information. Any suspected access to City communications or business on an ECD must be immediately reported to IT; this includes suspected viruses or other unauthorized access, or loss of a device.
- c. Employees are required to set an idle timeout that will automatically lock the City-issued ECD or a personal ECD used for City business when not in use to prevent unauthorized access to the device.

XII. MOBILE DEVICE MANAGEMENT

All City-issued ECD will be managed by a Mobile Device Management (MDM) software used by the Information Technology consultants for the management and administration of communication devices owned by the City; software is installed prior to issuance of the device.

XIII. REPORTING LOSS OR DAMAGE

- a. Employees are responsible for the security of a City-issued ECDs.
- b. If a City-issued ECD is damaged or lost, the employee's immediate supervisor and/or Department Director shall be notified immediately.
- c. In case of theft, the Police Department shall be notified.
- d. If a City-issued device is lost/stolen, the Information Technology consultants may wipe and completely erase all data from the device to prevent unauthorized access to City data and systems that are accessed from the device.
- e. If an employee's personal ECD which has been used for City business is lost or stolen, the employee must notify the Information Technology consultants immediately, so that the City can assess the risk of any confidential City information being improperly accessed. The employee is required to assist the City in minimizing any risk that confidential City information will be accessed.

XIV. ECD ASSIGNMENTS

ECDs are assigned to specific individuals based on City business needs as determined by their Department Director.

Employees will be required to return any City-issued ECD at the time of separation from employment with the City or upon the request of the employee's Department Director or Human Resources.

XV. REVIEW AND ACKNOWLEDGEMENT

- a. This policy will be reviewed regularly to ensure its effectiveness and relevance.
- b. All employees who use City-issued ECD, their personal ECD for City business, or seek reimbursement under this policy must acknowledge their review, understanding, and acceptance of this policy in writing.

City of Signal Hill
Electronic Communication Devices Use Policy Acknowledgement

By adhering to this comprehensive Electronic Communication Devices Use Policy, City government employees can contribute to the efficient and secure operation of City business while protecting sensitive information and complying with relevant laws.

I acknowledge and understand the terms and conditions of the Electronic Communication Devices Use Policy.

Agreed to this _____ day of _____, 20____, by:

Print Employee Name

Employee Signature

Date: _____



CITY OF SIGNAL HILL CELLULAR PHONE ALLOWANCE REQUEST FORM

The City provides a cellular phone allowance for qualifying employees, in accordance with City of Signal Hill Electronic Communication Device Use Policy. To request an allowance, please complete the form and submit to your Department Head.

Employee: _____

Department and Job Title: _____

Program Account Number: _____

Employee may qualify for a cellular phone allowance under the following criteria:

- A significant percentage of the workday is spent out of the office, and the employee is required to maintain contact with his/her office throughout the day, and a City issued cellular phone is not available.
- Mobile communication is necessary due to job responsibilities including, but not limited to, oversight of multiple sites, supervision of field personnel, coordination of special events, and/ or safety related services.
- Immediate communication with the employee may be required when the employee is out of the office for any reason.

I agree that the cell phone stipend amount of \$_____ is reasonable to cover my City business use.

I understand that if my job responsibilities change and I no longer meet the cellular phone allowance criteria, my cellular phone allowance will be discontinued.

Employee Signature: _____

Department Director Approval: _____

City Manager Approval: _____

HUMAN RESOURCES USE ONLY

Cellular Phone Allowance effective date: _____

Human Resources Manager Signature: _____



CITY OF SIGNAL HILL Policy & Procedure

INTERNET USAGE

DATE: 1/26/2022

APPROVED: *Frank J. Matthey*

I. PURPOSE

To establish a policy regarding the use of the Internet for the City of Signal Hill.

II. DEFINITIONS

City: The City of Signal Hill, California.

City Business: Information relating to the conduct of the public's business or communications concerning matters within the subject matter of the City's jurisdiction, including, but not limited to, pending or potential City projects, past or prospective City agenda items, or City budgets or expenditures involving City funds.

Internet: The City-provided connection to the electronic communications network that connects computer networks and organizational computer facilities.

Official(s): Any elected or appointed City Councilmember or commissioner sitting on a City legislative body. Officials shall also include the City Clerk and the City Treasurer.

User(s): Any City Officials, employees (full-time, part-time, temporary and seasonal), volunteers, contractors, consultants, vendors and other persons at the City, including all personnel affiliated with third parties who have access and/or authorization to use the Internet for City Business.

III. POLICY

Official City Business conducted via the Internet shall comply with all statutory requirements as well as standards for integrity, accountability, and legal sufficiency. Thus, official City Business conducted via the Internet should meet or exceed the standards of performance for traditional methods (such as meetings, use of telephone, etc.) and promote a professional image for the City.

Access to the Internet shall be limited to Users whose positions require using the Internet to send or retrieve information. It is important that the management of each department closely evaluates the need for approving access to the Internet, and make recommendations to the City Manager. The City Manager or his/her designee shall determine which positions are authorized for Internet access. Those Users will be given a copy of this policy and will be required to sign the "User Agreement for Internet Services" form (Exhibit A attached hereto and incorporated herein by reference) before access to the Internet will be allowed.

Use of the Internet is restricted to official City Business. Personal use of the Internet or time spent on the Internet for personal gain is strictly prohibited. No Internet User shall represent himself/herself as someone else. Sending a message anonymously is prohibited. Internet Users shall not send, post or provide access to any confidential City materials or information.

In order to protect the City's interest, the Information Systems staff has purchased software for the specific use of monitoring and logging individual use of the Internet. It would be the City's intent to use this information to ensure that individual use of the Internet is for City Business, and the City may use such software to restrict access to certain sites. The supervision of Internet use is the responsibility of each individual's supervisor. Failure to use the Internet for authorized purposes will lead to immediate removal of Internet access and may result in further disciplinary action, including but not limited to termination (for City employees), censure (for City Officials), and/or breach of contract (for City consultants). The City reserves its right to enforce any and all remedies.

Data and software may be subject to the Federal copyright laws. Care should be exercised whenever accessing or copying any information that does not belong to the User.

Downloading a file from the Internet can bring viruses with it. Files should be downloaded only when absolutely necessary and from government or corporate web sites. Every Internet User is obligated to cooperate with any investigation regarding the use of his/her computer equipment and which the Department Head has authorized.

If information from an Internet site is to be used for strategic City Business decisions, the User shall verify the integrity of that information. The User shall verify whether the site is updated on a regular basis (the lack of revision date might indicate out-of-date information) and that it is a valid provider of the information the User is seeking.

The City has no control or responsibility for content on an external server not under the control of the City of Signal Hill. Information on the Internet may be offensive and/or unsuitable for dissemination.

All Users shall comply with any and all other applicable City policies, rules, and regulations, including, but not limited to, the City's Social Media Policy and the City's Electronic Mail Policy.

Exhibit A

City of Signal Hill
User Agreement for Internet Services

I have read, understand, and agree to abide by the City's Internet Usage Policy and the following additional terms and conditions that govern my use of these services.

- Access to the Internet is granted to me for the sole purpose of fulfilling the duties and responsibilities associated with my most recent job description. Below are some specific examples for which I will use the Internet:
- I will not knowingly allow access to the Internet to any other individual who does not have written approval for Internet access.
- I understand that my actions on the Internet can and will be monitored in terms of time used and sites visited and that such information will be made available to my supervisor at his/her request to ensure I am using the Internet for approved business reasons.
- I understand that unauthorized use and copy of copyrighted materials and software may be illegal and I will refrain from such actions. Only software approved by the Information Systems Manager is allowed on any City computer. In order to avoid computer viruses, I will limit the downloading of data or information to only when necessary and only from formal government or corporate web sites.

By signing this agreement, I certify that I understand the terms and conditions of this agreement and the City's policy, and I accept responsibility for adhering to the agreement. I also understand that any infractions on my part will result in disciplinary action, including, but not limited to, termination of Internet access privileges.

Name (printed): _____

Signature: _____ Date: _____



CITY OF SIGNAL HILL Policy & Procedure

ELECTRONIC MAIL POLICY

DATE: 1/20/2022

APPROVED: 

I. PURPOSE

To establish guidelines for the use of electronic mail (hereinafter "e-mail") on the computer network of the City of Signal Hill. E-mail is a business tool, which will be used in accordance with generally accepted business practices and current law, including, but not limited to, the California Public Records Act (Gov. Code, § 6250 *et seq.*), to provide an efficient and effective means of City communications.

II. DISCUSSION

This policy shall apply to all City Officials, Employees, and consultants or other non-employees utilizing electronic communications via the City's computer network.

III. DEFINITIONS

City: The City of Signal Hill, California.

City Business: Information relating to the conduct of the public's business or communications concerning matters within the subject matter of the City's jurisdiction, including, but not limited to, pending or potential City projects, past or prospective City agenda items, or City budgets or expenditures involving City funds.

User(s): Any City Officials, employees (full-time, part-time, temporary and seasonal), volunteers, contractors, consultants, vendors and other persons at the City, including all personnel affiliated with third parties who have access and/or authorization to use the City's e-mail network for City Business.

Official(s): Any elected or appointed City Councilmember or commissioner sitting on a City legislative body. Officials shall also include the City Clerk and the City Treasurer.

IV. POLICY

E-mail is for City Business-related purposes only. All e-mail communications are the property of the City. The City reserves the right to retrieve and make proper and lawful use of any and all communications transmitted through the e-mail system. The City respects the individual privacy of its Users. However, Users cannot expect privacy rights to extend to work-related or City-related conduct or the use of City-owned equipment, domains, or supplies. Consequently, Users shall have no reasonable expectation of privacy in communications sent over the City's e-mail network as e-mail communications are not confidential. For purposes of this Policy, e-mail shall also include all messages transmitted on the internet.

A. Proper Use of E-Mail

1. Communications transmitted over the City's e-mail system shall involve City Business or contain information related to the accomplishment of City Business.

2. Users should not establish and/or use private e-mail accounts for the conduct of City Business. This includes any accounts on Gmail, Yahoo, Hotmail, Verizon, etc.
3. Users are responsible for the management of their mailbox and its associated folders. E-mail documents will remain in a folder until deleted. The City, through its MIS department, will not maintain a backup of any e-mail. It is the User's responsibility to make archival copies if desired.

B. Prohibited Use of E-Mail

Users are prohibited from using e-mail to transmit any of the following messages:

1. Messages that disrupt or threaten to disrupt the efficient operation of City Business or administration are prohibited. Messages that publicize a personal dispute other than according to an approved grievance or complaint procedure.
 - a. Messages that constitute or counsel insubordination. Messages that may harm close working relationships.
 - b. Messages that may take employees away from their assigned tasks.
 - c. Messages that may undermine the City's ability to provide public services through its employees.
 - d. Messages that harm the integrity of the system or network.
2. Messages that violate laws, violate individual rights, create potential liability for the City or violate public policy of the State of California are prohibited. These prohibited messages include, but are not limited to, the following:
 - a. Messages which are pornographic or obscene.
 - b. Messages in conflict with the City's Harassment Policy or any other policy prohibiting discrimination, including harassment based on race, color, religion, sex, national origin, ancestry, age, physical disability, mental disability, medical condition, veteran status, marital status, sexual orientation or any other status protected by local, State or Federal law.
 - c. The use of racial, religious or ethnic slurs.
 - d. Messages intended to harass or annoy.

- e. Threats that implicate personal safety.
- 3. Messages that solicit or proselytize others for non-job related commercial ventures, religious or political causes, outside organizations or other non-job related activities.

C. Status of E-mail Communications

- 1. E-mail communications are not confidential and are subject to review by City management and may be subject to disclosure to the public.
- 2. E-mail communications may be subpoenaed or requested under the California Public Records Act and/or may be used as evidence in court or as part of an investigation. The content of e-mail may be disclosed within or outside the City without a User's permission or knowledge.
- 3. City management has the authority to access communications in the e-mail system at any time for any lawful City Business-related reason and may periodically monitor a User's e-mail file.
- 4. The City has unlimited access to protect system security or the City's property rights. However, the City does not routinely monitor e-mail communications and expects that Users will voluntarily abide by this Policy.
- 5. Users must treat confidential e-mail similar to other confidential letters & memos. Such e-mails must be clearly marked as "Confidential" and must not be left on screen for others to read or otherwise be printed out and left for others to read.

D. Penalties for Misuse of E-Mail

- 1. All Users shall be provided a copy of this Policy, upon the granting of access to the City's computer network. Each User shall be required to complete an Acknowledgement (Attachment A), which will be maintained by the Personnel Department.
- 2. Failure on the part of any User to comply with the provisions of this Policy shall subject the User to the suspension or revocation of the User's privilege of using or accessing e-mail and may result in further disciplinary action, including but not limited to termination (for City employees), censure (for City Officials), and/or breach of contract (for City consultants).

E. Records Management

1. E-mail messages, which are intended to be retained in the ordinary course of City Business, are recognized as official records that need protection/retention in accordance with the California Public Records Act. Because the e-mail system is not designed for long-term storage, e-mail communications which are intended to be retained as an official record should be printed out and the hard copy filed in the appropriate subject file.
2. The City and/or Users shall maintain hard copies of all e-mail messages determined by City staff to be official records for a minimum of two (2) years or as otherwise designated in the City's records retention schedule.
3. E-mail communications that do not relate to City Business, are not intended to be retained, or that serve no useful purpose to the City shall be deleted from the system. Such e-mail communications may include, without limitation, spam e-mail.

F. Unauthorized Monitoring of e-Mail

It is a violation of City policy for any User, including system administrators, supervisors, or programmers to use the electronic mail and computer systems for purposes of satisfying idle curiosity about the affairs of others by obtaining access to the files or communications of others with no substantial business purpose or legal authority. Abuse of authority by accessing e-mail for such purposes is prohibited.

G. E-mail Etiquette and Use

1. Remember you are representing the City through your communications both internally and externally, and it is critical that you maintain a positive image for both yourself and the City.
2. Be certain that your message is addressed to the proper person. Be sure you check the list of persons being e-mailed when you choose a REPLY ALL function. E-mail should not be used for broadcast purposes unless the message is of interest to all Users.
3. Capitalize words only to emphasize an important point or to distinguish a title or heading. Capitalizing whole words that are not titles is generally interpreted as shouting.
4. Be professional and careful of what you say about others. E-mail is easily forwarded and blind copied.

5. Be cautious when using sarcasm and humor. Without face-to-face communication, humor may be viewed as criticism. By the same token, also carefully read what others write. The perceived tone may be easily misinterpreted.
6. Some e-mail messages, especially those written in “the heat of the moment” are best unsent. Think twice before sending angry or sarcastic messages or using e-mail to let off steam.
7. Be aware that deleting or erasing information, documents, or messages maintained on the City network is, in many cases, ineffective. Information kept on the City’s system may be electronically recalled or recreated regardless of whether it may have been erased or deleted by an employee. Because of the way in which computers re-use file storage space, files and messages may exist even after a User assumes they are deleted. Finally, information or messages may still exist in the storage area of other Users. Therefore, employees who delete or erase information or messages should not assume that such information or messages are confidential.

H. Viruses

Viruses are often transmitted to networks via e-mail as attached files. Because of this, a User should never open an email attachment (usually Word or Excel documents) if the User does not know the sender.

ATTACHEMENT "A"

CITY OF SIGNAL HILL

USER ACKNOWLEDGEMENT: E-MAIL POLICY

I hereby acknowledge receiving a copy of the Electronic Mail Policy. I also understand that any questions concerning this Policy may be addressed to the Director of Finance.

I understand that the City's e-mail system and computer network are for City business only and that I am not to establish and/or use a private e-mail account for City business. I further understand that all information contained on or communicated through the e-mail system and computer network are subject to monitoring, review and disclosure. Consequently, I may not assume that any information stored on or communicated through any City system or network is confidential or private. Finally, I understand that violation of this Policy may result in disciplinary action, up to and including dismissal (for City employees) and censure for (City Officials).

Name (printed): _____

Signature: _____ Date: _____



CITY OF SIGNAL HILL Policy & Procedure

Social Media Policy

DATE: *1/26/2022*

APPROVED: *Frank J. Hayes*

I. PURPOSE

This Policy establishes guidelines for City use of social media sites. The City has an overriding interest and expectation in protecting the integrity of the information posted on City Social Media Sites and the content that is attributed to the City and its officials and employees.

This Policy applies to City officials, employees, contractors, volunteers, and any other person or entity participating in social media on behalf of the City as part of their duties. All pre-existing and proposed social media sites and online accounts created by Employees during the course and scope of their employment are subject to this policy.

II. GOALS OF SOCIAL MEDIA USE

The City regards social media and any official online and internet presence as a means of enhancing traditional communication methods to engage, convey information to, and communicate with members of the public.

The City's use of social media should:

1. Build awareness and interest around the City (i.e., mission, services, projects, meetings, activities and events, etc.);
2. Supplement the rapid disbursement of emergency information;
3. Draw the public to the City website;
4. Disseminate timely, relevant information that is clear and concise; and
5. Foster civic pride and engagement within the community.

III. DEFINITIONS

City: The City of Signal Hill, California.

City Business: Information relating to the conduct of the public's business or communications concerning matters within the City's jurisdiction, including, but not limited to, pending or potential City projects, past or prospective City agenda items, or City budgets or expenditures involving City funds.

City Social Media Sites: Social media sites which the City establishes and maintains and has control of all postings (excluding advertisements or hyperlinks on the social media vendor's website). City Social Media Sites will supplement, not replace, the City's official website for all notices and events.

Employee(s): Shall include all City employees (full-time, part-time, temporary and seasonal), volunteers, contractors, consultants, vendors and other persons at the City, including all personnel affiliated with third parties who have access and/or authorization to use City Social Media Sites.

Employee Access: The degree to which authorized Employees are allowed to access Social Media Sites while at work and the procedures for gaining access.

Official(s): Any elected or appointed City Council Member, Commissioner sitting on a City legislative body. Officials shall also include the City Clerk and the City Treasurer.

Post: Items of information, articles, photos, video, etc., placed on a City Social Media Site.

Social Media: The term “social media” is used to refer to various activities and websites that integrate technology, social interaction, and content creation. This may include but is not limited to: media sharing (examples: YouTube, Flickr, iTunes), blogging/microblogging (examples: WordPress, Blogger, Twitter), and social networking (examples: Facebook, LinkedIn, Instagram, NextDoor). These examples are references only and are not to be considered a requirement that the agency use any of these third-party tools, services, or technologies.

IV. GENERAL POLICY

This Policy is the City’s official position governing the use of social media. The City has an overriding interest and expectation in what is announced or spoken on City Social Media Sites. This Policy establishes internal procedures for the use of social media.

- A. The City’s official website, www.cityofsignalhill.org, remains the City’s primary online presence and means of digital/electronic communication. Social media may be an alternative point of contact, but information on City Social Media Sites shall not be posted in lieu of posting on the City’s official website.
- B. Neither this Policy nor the City’s use of social media is intended to require the City or its Employees to actually use social media.
- C. The establishment of City Social Media Sites is subject to approval of the City Council. Upon approval, these sites shall bear the name and official City seal and logo and shall be branded as “the official [name of Social Media platform] page of the City of Signal Hill.” A list of approved sites is included as Appendix A to this Policy.
- D. All City Social Media Sites shall provide a link back to the City’s official website for further information (i.e., documents, forms, etc.) whenever possible.
- E. The City Manager, or his/her designee, shall have the discretion to direct dissemination of emergency information. Emergency information may be posted on the City’s Social Media Sites prior to being posted on the City’s website.
- F. The City intends for its use of City Social Media Sites to relate solely to matters of City business and does not, in any way, intend to, nor actually create general public forums.
- G. The use of social media by the City is not intended to create any contract with anyone at any time or in any way nor is any use of social media by the City intended to create any expectation of action to be taken by the City. The public is warned that there is no reasonable expectation that the City nor any emergency services of the City will respond to any social media posting.
- H. City Social Media Sites shall be managed consistent with the Brown Act. City officials shall not respond to, like, share, re-tweet, or otherwise participate in any

published postings, or use the site to post, blog, engage in serial meetings, or otherwise discuss, deliberate, or express opinion on any issue within the subject matter of the jurisdiction of the body, except in accordance with Section VI of this Policy.

- I. All City Social Media Sites utilized shall be a limited public forum. A limited public forum is a place where reasonable, content-based prohibitions may be utilized in furtherance of a compelling public interest. Ideally, City Social Media Sites shall function as one-way communication tools when possible. Such sites shall indicate the one-way nature of the communication and direct citizens to the official City website.
- J. The City should preserve social media activities as an extension of public-agency-related business and not for the purpose of creating a much broader public forum. All City Social Media Sites must clearly establish that such activities have terms of use consistent with a limited public forum status.
- K. The Comment and Content Moderation Policy section of this document shall govern comments and public usage of City Social Media Sites.
- L. City Social Media Sites shall comply with usage rules and regulations required by the site provider, including privacy policies.
- M. All City Social Media Sites shall adhere to applicable federal, state, and local laws, regulations and policies. This includes but is not limited to laws and policies regarding copyrights, records retention, the Public Records Act, the First Amendment, privacy laws, and information security.
- N. All City Social Media Sites shall comply with the City's Conflict of Interest code and applicable ethics rules and policies.
- O. All City Social Media Sites are subject to the Public Records Act ("PRA"). Any content maintained in a social media format that is related to City business, including, but not limited to, a list of subscribers, posted communications, and private messages sent from or received on a City Social Media Site, may be considered a public record and may be subject to public disclosure. City Social Media Sites shall clearly indicate that any content posted or submitted for posting may be subject to public disclosure requests and shall contain the following disclaimer language, "This site is intended to foster additional communication between the City of Signal Hill and the public, pursuant to the City's adopted Social Media Policy [\[hyperlink to Policy\]](#). All public records requests should be directed to the office of the Signal Hill City Clerk." Content related to City business shall be maintained in an accessible format so that it can be readily produced in response to a PRA request.
- P. The City's Social Media Policy and Privacy Policy shall be made available to the public via links on each City Social Media Site where possible, and via posting on the City's official website.
- Q. Any unofficial or unauthorized content and all content posted by a member of the public on the City Social Media Sites are the opinions of the person making the post. Appearance of content on a City Social Media Site does not necessarily imply endorsement of, nor agreement by, the City, nor does such content necessarily reflect the opinions or policies of the City.
- R. The City will immediately edit or remove content from City Social Media Sites that does not adhere to this Policy.

- S. The City Manager or his/her designee reserves the right to restrict, review, or remove any content that is deemed in violation of this Policy or any applicable law.
- T. City Social Media Sites may contain content, including, but not limited to, advertisements or hyperlinks, over which the City has no control. The City does not endorse any hyperlink or advertisement placed on City Social Media Sites by the social media site's owners, vendors, or partners.
- U. The City Manager or his/her designee reserves the right to terminate use of any City Social Media Site at any time without notice. The City Manager or his/her designee shall notify the City Council of his/her decision to terminate the use of an approved City Social Media Site.
- V. The City reserves the right to change, modify, or amend all or part of this Policy at any time.

V. EMPLOYEE PROCEDURE

When posting on social networking websites or other social media channels on behalf of the City, Employees are, in effect, serving as the voice of the City. Therefore, all posting shall be in accordance with the guidelines set forth below.

A. Employee Access

1. Only department heads and Employees authorized by his/her department head are authorized to post on a Social Media Site on behalf of the City.
2. Any Employee authorized to post items on any of the City Social Media Sites shall review, be familiar with, and have signed the attached acknowledgement with respect to this Policy, and any applicable terms and conditions.
3. The use of personal email, personal social media accounts, or personal phone numbers by any City Employee is not allowed for the purpose of setting-up, updating, posting or maintaining a City Social Media Site, unless previously authorized by the City Manager or his/her designee.
4. Social media use is for City communication and for the purpose of fulfilling job duties and not for personal use.
5. Each department head will designate a staff member to post authorized information and ensure the City Social Media Site is up-to-date.
6. Each department will have only one account per social media platform.
7. Designated Employees shall participate in training in the use of the specific social media site to be used, prior to being allowed to post on a City Social Media Site. Training will be provided by the City.

B. Content Rules and Guidelines

1. Except as expressly provided in this policy, accessing and posting on any City Social Media site shall comply with all applicable City policies pertaining to communications and the use of the internet by Employees, including the City's Email Policy.
2. Authorized Employees shall only use City-owned equipment to work on social media sites on behalf of the City.
3. Postings shall be made during normal business hours unless approved by a department head or in the event that emergency information must be

disseminated. Postings may be scheduled to post outside of normal business hours.

4. All official City-related communications through social media should remain professional in nature and should always be consistent with the City's values and professional standards.
5. Employees shall always make every effort to ensure that information shared via social media is factual and accurate.
6. If it is determined that any social media communication needs to be corrected, amended or clarified in a substantive manner; employees must seek a correction with their department head immediately, who will determine what modification or supplement to the earlier communication is needed. Non-substantive corrections (i.e., spelling errors, grammatical errors, etc.) may be immediately updated without department head approval.
7. All posts must follow professional standards for good grammar, spelling, brevity, clarity and accuracy, and shall avoid jargon, abbreviations, or acronyms when possible.
8. All posts made by Employees shall reflect the official views of the City. Any Employee authorized to post items on any of the City's social media sites shall not express his/her own personal views or concerns through such postings.
9. Employees are discouraged from using their own personal social media pages to conduct or comment about City business. In the event Employees post about City business on their personal social media pages, such posts may be subject to the PRA and any other applicable law.
10. The City shall ensure and maintain full permission or rights to any content posted by departments, including photos and video.
11. To the extent possible, any video posted to a third-party site must also be posted to the City's website for archive purposes.

C. Postings and comments (where applicable) made on City social media pages may not contain the following:

1. Any personal information except the names of employees whose job duties include being available for contact by the public.
2. Content that is made confidential by any policy of the City, or by any other local, state, or federal law.
3. Photos or images of anyone who can be identified without first obtaining a signed release of any such person, or parent of a minor, so depicted, except for publicly obtained pictures/videos involving public social events.
4. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation, or any other classes protected under federal, state, or local law.
5. Sexual content or links to sexual content.
6. Solicitations of commerce, except with respect to City bids.
7. Information that may tend to compromise the safety or security of the public or public systems.
8. Content that violates the legal ownership interest of any other party.

9. Content in support of or opposition to political campaigns, candidates or ballot measures.
10. Content that violates any local, county, state or federal law or regulation.
11. Content that is considered unprotected speech under the First Amendment.

D. Employee Personal Use Guidelines

1. The City recognizes that employees have the right to express their personal views on social media. However, the same principles, guidelines, and standards of conduct that apply to employees acting in their official capacities and carrying out their official duties for the City may also apply to an employee's participation in social media. For example, employees are bound by the City's Code of Conduct and similar policies. Further, employees must understand that non-public information (e.g., personal privacy information, proprietary information, confidential information, information pertaining to pending or threatened litigation, personnel matters, attorney-client and attorney work product information, or information subject to government privileges, among others) may not be conveyed through social media unless and until the release of such information becomes lawful and has been authorized by the City Manager or his/her designee in accordance with the law.
2. Employees do not need to obtain permission from the City to utilize social media in their personal capacity. Employees are cautioned, however, that there may be restrictions on the receipt of compensation, disclosure of nonpublic information, and improper use of a City title or official authority that may apply to social media activity – even when an employee thinks they are acting in a personal capacity. Employees are encouraged to check with their department head if there are any questions.
3. When an employee uses social media in a personal capacity, they are doing so for themselves and they are not speaking nor communicating on behalf of the City. Employees should make certain that they do not appear they are speaking for the City unless authorized to do so.

VI. ADDITIONAL REGULATIONS FOR CITY OFFICIALS

- A. This section of the Policy is adopted, in part, in light of California Assembly Bill No. 992, which authorizes members of a legislative body to use social media to communicate with the public, subject to statutory exceptions.
- B. The City recognizes that social media has become an integral channel of communication for individual members of the City Council and other City officials with members of the public. However, such communications must be balanced against legal obligations with respect to transparency in the conduct of the people's business. For example, the Brown Act requires that legislative bodies of public agencies deliberate and take action openly. (Gov. Code §§ 54950, et seq.) Moreover, communications regarding City business on private accounts may be subject to disclosure under the Public Records Act. (Gov. Code §§ 6250, et seq.) To that end, the protocol described in this section will be followed.
- C. Public Records Act: City officials should be aware that their posts, comments, and responses about City business on social media platforms, whether on public or

private pages, may be subject to disclosure under the Public Records Act.

- D. First Amendment: City officials should also be aware that their private social media accounts may be transformed into public forums where members of the public may have First Amendment rights. In determining whether a private social media page has become a public forum, courts have examined factors including:
1. How the official is referenced on the site (i.e., are they referenced as “Mayor” or “Chair”, or simply “Jane Doe”?);
 2. How the page is titled (i.e., is the account registered as a governmental account or a private account?);
 3. How the official “invites” users to use the page (i.e., in cases in which the account was deemed a public one, the public official solicited the public’s opinion on City matters);
 4. Whether the official is “transacting” City matters on the site (i.e., posting about matters before the City);
 5. Whether City Employees help maintain and operate the site; and
 6. Whether the official uses the site to engage directly with the public (i.e., replying to constituent comments regarding City business).
 7. Whether an account is private or public is fact-specific and depends on the totality of the circumstances. If there are reasons to believe that a City official’s private social media page has turned into a public forum, City officials should refrain from blocking members of the public from the page or deleting comments with which they disagree.
- E. Brown Act: City officials may engage in separate conversations or communicate on social media platforms to answer questions, provide information to the public, or solicit information from the public regarding City business.
- F. However, a City official may not do either of the following on social media:
1. Discussion by a majority: Discuss City business with a majority of members of the same legislative body. That includes communicating, posting, sharing, commenting, or using digital icons (i.e., a thumbs up or an emoji); and
 2. Direct Responses: Respond directly to another member’s communication, comment or post if the two are on the same legislative body of the City and the topic concerns City business.
- G. Moreover, City officials must keep their social media presence separate from that of the City, and from that of other City officials. The City recommends that City officials will include the following language on their personal social media sites to prevent confusion and false public expectations that their pages are affiliated with the City: “This page is not operated by the City of Signal Hill and is not a reflection of the City’s policies or opinions.”

VII. EXCEPTIONS

There are no exceptions to this Policy. See separate City policies mentioned in this document.

VIII. RECORDS RETENTION

Social media sites contain communications sent to or received by the City and its Employees, and such communications may be public records subject to the Public Records Act. Retention requirements apply regardless of the form of the record (i.e., digital text, photos, audio, and video). The Department maintaining a site shall preserve records, as may be legally required, pursuant to a relevant records retention schedule for the required retention period in a format that preserves the integrity of the original record and is easily accessible. Furthermore, retention of social media records shall fulfill the following requirements:

- A. Social media records are captured in a continuous, automated fashion throughout the day to minimize a potential loss of data due to deletion and/or changes on the social networking site
- B. Social media records are maintained in an authentic format (i.e. ideally the native technical format provided by the social network, such as XML or JSON) along with complete metadata.
- C. Social media records are archived in a system that preserves the context of communications, including conversation threads and rich media, to ensure completeness and availability of relevant information when records are accessed.
- D. Social media records are indexed based on specific criteria such as date, content type, and keywords to ensure that records can be quickly located and produced in an appropriate format for distribution (e.g. PDF).
- E. Each employee who administers one or more social networking sites on behalf of the City has self-service, read-only access to search and produce relevant social media records to fulfill public information and legal discovery requests as needed.
- F. The City utilizes an automated archiving solution provided by ArchiveSocial to comply with applicable public records law and fulfill the above record retention requirements.

IX. VIOLATIONS

Violation of this Policy may result in disciplinary action up to and including revoked access to City Social Media Sites, and for City Employees, dismissal from employment and referral for criminal prosecution. Additionally, failure to abide by this Policy, following its adoption, may result in one or more of the following:

- A. Disciplinary action, up to and including termination (for City Employees);
- B. Censure (for City officials);
- C. Breach of contract (for City consultants); and
- D. Revocation of electronic device privileges.

COMMENT AND CONTENT MODERATION POLICY

This Policy is to be posted on the City of Signal Hill's official website, www.cityofsignalhill.org. This Policy, or a link to it, is also to be posted on and accessible via all City-managed social media sites.

City social media sites are not monitored in real-time. If you have an emergency or know of a crime in progress, call 9-1-1 immediately.

The purpose of the City of Signal Hill's social media pages is to share news, information, and updates regarding the activities, policies and programs of the City of Signal Hill. However, the information and content contained in our social media site is only intended to supplement, not to replace, the information available through official City of Signal Hill channels, in general, and the City of Signal Hill's official website, www.cityofsignalhill.org.

Media Inquiries: If you are a reporter, please direct your inquiries to the City's Communication Specialist at 562-989-7308. We do not post nor respond to reporters' questions on our social media site.

The City of Signal Hill is not responsible for comments, remarks, messages, or other material posted to its social media sites and does not, in any way, guarantee, ensure, or warrant the content, accuracy, or use of social media content from anyone else. The City of Signal Hill specifically disclaims all liability for claims or damages that may result from any posting on its social media sites. Opinions expressed on our social media sites are those of the person posting and do not necessarily reflect the opinions, practices, or policies of the City. In no event shall the City of Signal Hill be liable to you or anyone else for any decision made or action taken in reliance on information on our social media sites.

By accessing, viewing and/or posting content to our social media pages, you accept, without limitation or qualification, these terms and conditions of use, as well as any other terms of use required by the company that owns and operates the social media site. If you do not agree to the terms of this Policy, do not view or post any content. Your use of our social media sites is deemed acceptance of these terms and conditions and to have the same effect as if you had actually physically signed an agreement.

These terms and conditions are in addition to the third-party policies, terms, and conditions of any social media provider (i.e. Facebook, LinkedIn, Twitter, YouTube, etc.). The City of Signal Hill does not operate or control these social media sites and is subject to the terms of use for these sites by the providers. The City of Signal Hill does not control the terms and conditions of the social media site providers.

Comments Are Public and Reviewed

The City of Signal Hill's social media sites are public pages and viewable by the general public. The City reserves the right, at any time, to allow comments or to disable them on any of the City's social media sites. To the extent that comments are allowed, comments and shared information may also become part of a public record and may be archived in

order to abide with applicable laws, e-discovery requirements, and document retention policies.

Information shared through the City of Signal Hill's social media sites may be subject to release to those who request it through the Public Records Act or other public information statutes. Use of the City of Signal Hill's social media sites and the posting of any content is deemed a waiver by users of any rights to privacy or confidentiality. Please be aware that all comments are reviewed upon posting. Because the sites are visible to the general public, persons who leave comments are expected to do so with respect, good manners, and careful thought.

If public comments are enabled on a City social media site, the site would be considered a limited public forum. In a limited forum, the City of Signal Hill reserves the right to moderate, monitor, remove, prohibit, restrict, block, suspend, terminate, delete, discontinue or reject comments and access to comments if they are:

- Obscene, defamatory posts, or posts that contain violent language. This may include calls-to-action for attacks on specific individuals or groups;
- Messages that are a violation of existing law or regulation;
- Violations of the intellectual property rights of others;
- Spam (unsolicited messages that are usually intended as advertising or messages that are repeatedly posted on the same site);
- Discriminatory comments or comments that promote, foster, or perpetuate discrimination or harassment on the basis of race, ethnicity, religion, gender, disability, sexual orientation, political beliefs, or a protected class under local, state, or federal law;
- Links or comments containing sexually explicit content or material;
- Links to malicious software or sites;
- Cyber-stalking or threats of violence against an individual or organization; doxxing;
- Messages that disclose confidential or proprietary information;
- Solicitation of funds;
- Unsolicited business proposals;
- Incitement of illegal or unlawful activity;
- Any form of legal and/or administrative notices or processes, which the City does not accept through its social media sites; and
- Posts that are unintelligible.

The above list is not necessarily exhaustive, and the City of Signal Hill reserves the right to remove or restrict any post or comment that violates the purpose or spirit of these terms and conditions. Individuals who repeatedly violate these terms and conditions may, among other actions, be banned, prohibited from posting future comments, or be reported to the social media provider.

The City of Signal Hill does not edit comments to remove objectionable or inappropriate content.

Information contained on the City's social media sites may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for any official purpose, including criminal investigations. Unauthorized access or use of the City's social media sites, including attempting unauthorized copying, altering, destroying, or damaging site content may violate the Federal Computer Fraud and Abuse Act of 1986 and may subject violators to criminal, civil, and/or administrative action.

Privacy: Do not include personally identifiable information in comments.

Endorsements: The City of Signal Hill does not endorse commercial entities, products, services, or other non-governmental organizations or individuals through social media. Any references to commercial entities, products, services, or non-governmental organizations or individuals are solely for informational purposes or posted by the social media provider.

The City's Comments Are Not Legal Advice and Users Comments Are Not Official Notice

Postings, interactions, and messages made through social media sites do not constitute legal advice. Likewise, anything posted by a user is not considered an official notice or comment to the City of Signal Hill or to any official or to any Employees for any purpose. The City of Signal Hill disclaims all warranties, expressed or implied, for any of the information and content provided in its social media sites.

You can contact the City of Signal Hill by visiting www.cityofsignalhill.org or calling 562-989-7300 Monday-Thursday, 7:30am-5:30pm, Friday, 7:30 am-4:30pm.

Posts in the Public Domain Become Public

By posting on the City's social media sites, users grant the City of Signal Hill a non-exclusive, transferable, sub-licensable, royalty-free, worldwide license to use that content. The City of Signal Hill can reproduce, distribute, publish, display, and otherwise use any posted content.

Advertisement and Link Disclaimer

The City of Signal Hill does not endorse nor support any advertising that may be contained on its social media sites nor on any of the pages of any linked or referenced sites.

The City of Signal Hill does not generally link to the following:

- Candidate or nominee sites nor sites advocating a position on City or ballot issues
- Corporate commercial sites
- Personal home pages

External links may be provided at times and are posted only as additional information or resource material. The City of Signal Hill does not attest to the accuracy of information provided by any links. Should a user access another site through a link, the user is then subject to that destination site's privacy policy and terms of use.

Intellectual Property Use

Images, photographs, written works and graphics posted by the City, unless otherwise noted, are the property of the City of Signal Hill and are protected under both United States and International Copyright Laws. These images, photographs, written works and graphics may not be reproduced, copied, transmitted or manipulated without the written permission of the City of Signal Hill. Any use without written permission is a violation of the United States and International Copyright laws.

For questions or for permission to reproduce our social media please call 562-989-7300.

Indemnification

By using the City of Signal Hill's social media sites, users agree to defend, indemnify, and hold the City of Signal Hill and its officers, directors, employees, contractors, representatives, agents, successors and assigns harmless from and against any and all losses, claims, damages, settlements, costs, and liabilities of any nature whatsoever (including reasonable attorneys' fees) to which they may become subject and which arise out of, are based upon, are as a result of, or are in any way connected with use of the City of Signal Hill's social media sites, including any third party claims of infringement or any breach of these terms and conditions.

Jurisdiction

By using the City of Signal Hill's social media sites, users agree that any claim or dispute relating to the posting of any content shall be construed in accordance with the laws of the State of California without regard to its conflict of laws provisions, and users agree to be bound and shall be subject to the exclusive jurisdiction of the state and federal courts located in Los Angeles County, California.

This Policy Is Subject to Amendment

This Policy may be updated or amended at any time without notice.

Appendix A
List of Approved Social Media Sites

Facebook

- City of Signal Hill
- Signal Hill Police Department
- Signal Hill Community Services Department

Instagram

- City of Signal Hill
- Signal Hill Police Department
- Signal Hill Community Services Department

LinkedIn

- City of Signal Hill

NextDoor

- City of Signal Hill

Twitter

- Signal Hill Police Department
- City of Signal Hill



CITY OF SIGNAL HILL Policy & Procedure

Multi-Factor Authentication Policy (MFA)

DATE: 10/7/2022

APPROVED: *Frank J. [Signature]*

Multi-Factor Authentication Policy (MFA)

I. PURPOSE

The purpose of this policy is to provide guidance and define when the additional security provided by Multi-Factor Authentication (MFA) will be required to access City of Signal Hill ("City") network and email accounts. Every City of Signal Hill employee and elected or appointed officials are required to adhere to this Policy.

II. SCOPE

This policy applies to all users who access restricted or confidential data (or the systems that contain this data) maintained by the City. This policy applies to both on-site and off-site access to City resources whether the access is through City-owned or personally owned devices.

This policy applies to any system that contains confidential or restricted data or that requires an additional layer of protection as determined by the City Manager or City designated Information Technology Officer. Since Microsoft 365 services may hold restricted data these systems will be part of MFA.

III. DEFINITIONS

Multi-Factor Authentication (MFA): Method of authentication that requires more than one verification method. This adds a critical second layer of security when users sign-in to their City Office 365 account. It does this by requiring more than one method of verifying that it is really the user logging into the account.

User: Any person or entity accessing, logging into, or attempting to access or log into, a City hardware or software system; or connecting to, or attempting to connect to or traverse a City network, whether by hardware or software or both, from any location. The term "User" includes employee and elected or appointed officials, and any other individuals or agents who access and use City information technology.

Microsoft 365: Microsoft 365 is a suite of cloud-based solutions that includes Outlook email, SharePoint, and Teams.

IV. POLICY

With new technological advances it is easy for individuals to inadvertently fall victim to highly sophisticated phishing attacks. This could give a hacker unauthorized access to the City's network and information system (Network). The Administrative Services Department and Information Technology Services (IT) has taken several steps to protect and monitor the City's Network. As part of its efforts, IT has established a Multi-Factor Authentication Policy (MFA Policy), which provides a common method of protection for the City, that utilize and store sensitive personal, and financial information. In order to

access City resources and the Network, all individuals will be required to engage in one additional step beyond the normal logon process. Individuals will be required to register a second approved device. The MFA system will send a message to the device which the individual must use to authenticate. Upon successful completion of this 2- step authentication process, the individual will be able to access the system.

All users who have access to confidential and/or restricted data will be required to use Multi-Factor Authentication on their City network and email accounts.

Users will be required to enroll a device to serve as the second authentication method as part of MFA. This second device can be an office phone, City provided cell phone, personal cell phone or supported authenticator app.

Users must contact IT to report suspicious activity or a compromised account.

Users understand they are required to re-authenticate their City accounts every 90 days. The City of Signal Hill does not require the use of a personal cell phone for multi-factor authentication. It is a user's choice if they wish to enroll and authorize a personal device as a method for multi-factor authentication as well as the user's responsibility to pay any charges related to such communications from the City.

Any users who do not authorize the City to text or communicate through a personal device as a method for multi-factor authentication may elect to use a City phone (DID or mobile) as the method of authentication. When a City DID phone is used as the sole method of MFA, the user understands they will not be able to access their accounts outside of their assigned, City secured facility workstation associated with the applicable City phone line.

V. PERIODIC REVIEW AND RECERTIFICATION

Due to the rapid change in technology and increase in cyber security threats, the content of this Policy is subject to regular review at the discretion of City Manager or City designated Information Technology Officer in collaboration with Information Technology Services.

City of Signal Hill
Multi-Factor Authentication Policy User Acknowledgement

I hereby acknowledge that I have read and understand the City's Multi-Factor Authentication Policy (MFA) and agree (as a user of the City's information technology) to the following additional security measures and protections to access the City's network.

- I agree to use MFA on my City accounts and understand that I am required to enroll a device of my choosing to serve as one of the following authentication communication methods as part of MFA.
 - Microsoft Authenticator Application
 - SMS/Text Message to a mobile device
 - Call to user phone (Office DID or Mobile)
- I understand that I must report suspicious activity or a compromised account to IT.
- I understand I am required to re-authenticate their City accounts every 90 days.
- I understand that I am not required to use my personal cell phone for multi-factor authentication and agree that it is my choice to enroll my personal device as an MFA communication method. I also agree that should I choose to enroll my personal device that any communication charges incurred related to MFA will be my responsibility to pay.
- I understand that when a City DID phone is used as the sole method of MFA, I will not be able to access my City account outside of the City secured facility workstation that is associated with the applicable City phone line.

I accept the use of Multi-Factor Authentication.

By signing below, I certify that I understand the City's policy and accept to use Multi-Factor Authentication on my City accounts to access the City's resources and Network.

Name (printed): _____

Signature: _____ Date: _____

City of Signal Hill Policy
Gifts & Gratuities

DATE: March 24, 1998

REVISION NO.:

APPROVED:  _____

DEPARTMENT: ADMINISTRATION

I. PURPOSE

To provide information regarding the acceptance of gifts and gratuities from persons doing business with the City or persons having matters pending before the City.

II. DISCUSSION

Although gifts are an expression of thanks, as public servants, all employees have a responsibility to avoid any doubt that their actions may be influenced by special favors.

III. POLICY

- A. Employees shall not accept gifts, gratuities, or favors which might reasonably be interpreted as an attempt to influence their actions in the performance of their official duties.
- B. Employees should not directly or indirectly solicit any gift(s) or receive any gift(s) whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form under circumstances where it could reasonably be expected to influence them in the performance of their official duties, or was intended as a reward for any official action on their part.
- C. All employees should actively discourage the delivery or receipt of any gifts or gratuities.
- D. If an individual or firm wants to provide a tangible expression of thanks, a gift which can be shared by City employees as a group (candy, baked goods, etc.) would be appropriate. If such a gift is received, it must be shared with City employees or donated to an employee event such as the employee holiday luncheon as a raffle item.

IV. DISCIPLINARY ACTION

- A. Lack of adherence to this policy could result in disciplinary action.

- B. If an employee is unsure if the acceptance of a certain gift violates this policy, he/she should refuse the gift.
- C. Perception is very important, and there is a very fine line between a gift and a bribe. Recognizing that policy statements may not clearly address every factual situation, all employees must rely on common sense.

V. EXCEPTIONS

- A. Donations offered to the City of Signal Hill for the benefit of the City of Signal Hill, of money, services, or personal or real property valued over \$100 may be accepted only by the City Council.
- B. City staff members may solicit the donation of money, services, and personal or real property for the benefit of the City only after receiving written permission from the City Manager.
- C. Donations of labor or supplies by volunteers are not considered gifts under this policy.

VI. EMPLOYEE ACKNOWLEDGMENT

Employee Name (printed): _____

Employee Signature: _____

Date: _____



STAFF REPORT

8/20/2025

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

2175 Cherry Avenue • Signal Hill, California 90755-3799

STAFF REPORT

8/20/2025

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 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.



CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal Hill, California 90755-3799

MINUTES OF A REGULAR MEETING SIGNAL HILL PARKS AND RECREATION COMMISSION July 16, 2025

A Regular Meeting of the Signal Hill Parks and Recreation Commission was held in-person in the Council Chamber on Wednesday, July 16, 2025.

(1) **CALL TO ORDER – 5:01 P.M.**

(2) **ROLL CALL**

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

ABSENT: COMMISSIONER KIRAN 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

It was moved by COMMISSIONER ANHORN and seconded by COMMISSIONER DUTCH HUGHES, to vote Winnie as the July Pet of the Month.

The following vote resulted:

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

NOES: NONE
ABSENT: COMMISSIONER GIDWANI
ABSTAIN: NONE

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

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

The following vote resulted:

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

NOES: NONE

ABSENT: COMMISSIONER GIDWANI

ABSTAIN: NONE

(6) CONSENT CALENDAR

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).

b. IN THE NEWS

c. REVIEW OF COMMISSION REVOLVING OBJECTIVES

d. APPROVAL OF MEETING MINUTES

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

The following vote resulted:

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

NOES: NONE

ABSENT: COMMISSIONER GIDWANI

ABSTAIN: NONE

(7) COMMISSION NEW BUSINESS

Vice Chair Kiss-Lee reported some damage to the Calbrisas parking lot. Staff will look into it.

Chair Edwards reported dog owners at Signal Hill Dog Park are not supervising pets when in enclosures.

(8) ADJOURNMENT

It was moved by COMMISSIONER 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, August 20, 2025, 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 EDWARDS VICE CHAIR KISS-LEE COMMISSIONER ANHORN COMMISSIONER DUTCH HUGHES
NOES:	NONE
ABSENT:	COMMISSIONER GIDWANI
ABSTAIN:	NONE

CHAIR EDWARDS adjourned the meeting at 5:18 p.m.

LINDA EDWARDS
CHAIR

Attest:

YVETTE E. AGUILAR
COMMISSION SECRETARY