



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
June 17, 2026

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

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

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

To participate:

- In-person Participation: 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, June 17, 2026. Written comments will be provided electronically to the Parks & Recreation Commission and attached to the meeting minutes. Written comments will not be read into the record.

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

(1) **CALL TO ORDER – 6:00 P.M.**

(2) **ROLL CALL**

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

COMMISSIONER GIDWANI

(3) **PLEDGE OF ALLEGIANCE**

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

(5) **PRESENTATION(S)**

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

a. COMMISSION REORGANIZATION

Summary:

Each year in June, the Commission conducts the annual reorganization of the Chair and Vice Chair positions. To continue with this annual reorganization, the Commission Secretary will solicit nominations for Chair, and once seated, the Chair will call for nominations for Vice Chair, each position serving the 2026-2027 term of office.

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:

Proceed with the reorganization for the Chair and Vice Chair positions according to the specifications and guidelines (Attachment A).

b. ASSIGNMENT OF PROGRAMS & EVENTS

Summary:

In July 2024, the Parks and Recreation Commission approved the current Revolving Objectives. Historically and in alignment with the Parks and Recreation Master Plan Goal 1.2 to maintain and improve existing facilities, parks, trails, and open spaces, the Commission has assigned parks to each commissioner to provide input and recommendations to further improve park spaces. In April 2026, the Commissioners provided reports and comprehensive input that was captured by City staff. Further, in May 2026, City staff presented an item to the Commission to obtain further input and recommendations for the conceptual design of upcoming capital improvement projects at Reservoir Park and Raymond Arbor Park.

For the period June 2026-April 2027, based on the Parks and Recreation Master Plan section 2.1, Commissioners will be assigned to monitor the participation and usage of the programs, facilities and services, and provide recommendations based on their observations and experience attending their assigned program areas.

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:

Assign and approve program areas for each commissioner for the period June 2026-May 2027.

c. PET OF THE MONTH NOMINATIONS

Summary:

The Commission will consider submitted nominations and select a Pet of the Month for June 2026 (Attachment A).

Strategic Plan Goal(s):

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

Recommendation:

Review the nomination for June 2026 and select nominee(s) to be recognized for Pet of the Month.

d. 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. UPDATES TO THE PARKS, RECREATION & LIBRARY SERVICES OPERATIONS STANDARD MANAGEMENT POLICIES 4.9 (FACILITY USE PERMITS), 4.9A (FACILITY USE PERMITS - INDOOR), 4.9B (FACILITY USE PERMITS - OUTDOOR), 4.16 (REQUEST FOR MODIFIED FEE OR FEE WAIVER REQUEST FOR USE OF FACILITIES).

Summary:

To set forth in writing the updated Parks, Recreation and Library Services Department operations standard management policies 4.9, 4.9A, 4.9B and 4.16 to reflect accurate and up to date departmental information and procedures related to the Facility Use Permits (4.9), Facility Use Permits - Indoors (4.9A), Facility Use Permits - Outdoors (4.9B) as well as Request for Modified Fees or Fee Waiver Request for Use of City Facilities (4.16).

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.

- b. 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.

c. APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of May 20, 2026.

Strategic Plan Goal(s):

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

Recommendation:

Approve the meeting minutes.

(8) COMMISSION NEW BUSINESS

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

(9) ADJOURNMENT

Tonight’s meeting will be adjourned to the next regular meeting of the Parks & Recreation Commission to be held on July 15, 2026, at 6:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

PUBLIC PARTICIPATION

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

AFFIDAVIT OF POSTING

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



STAFF REPORT

6/17/2026

AGENDA ITEM

TO:

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

FROM:

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

SUBJECT:

COMMISSION REORGANIZATION

Summary:

Each year in June, the Commission conducts the annual reorganization of the Chair and Vice Chair positions. To continue with this annual reorganization, the Commission Secretary will solicit nominations for Chair, and once seated, the Chair will call for nominations for Vice Chair, each position serving the 2026-2027 term of office.

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:

Proceed with the reorganization for the Chair and Vice Chair positions according to the specifications and guidelines (Attachment A).

Background:

The Commission appointed the current Chair and Vice Chair in June 2025. For discussion purposes, staff have provided a list of Chair and Vice Chair appointments from 2006-2007 through 2025-2026 (Attachment B).

Approved:

6/17/2026

Yvette E. Aguilar

Guidelines for Reorganization:

The following procedure will occur for the Commission to reorganize:

1. The Chair turns the meeting over to the Commission Secretary, who presides over the nomination of the new Chair.
2. The Commission Secretary indicates that Nominations are now in order for the Chair of the Park and Recreation Commission for the City of Signal Hill.
3. Any member of the Commission may nominate any member for the Chair. No second is required.
4. The Commission Secretary states, Commissioner _____ has been nominated. Are there any further nominations for Chair? The Commission Secretary repeats each nomination in this way until all nominations for the office are made.
5. When it appears no one else wishes to make a nomination, the Commission Secretary again states, Are there any further nominations for Chair? If not, nominations are now closed, without waiting for a motion to that effect.
6. After completion of the nominations, the Commission Secretary should provide each nominee with an opportunity to speak regarding his or her qualifications for the position.
7. The Commission Secretary shall then conduct a roll call vote for the selection of Chair asking each member to vote for the nominee of his or her choice. The vote shall be conducted in alphabetical order as follows:

Commissioner Anhorn
Commissioner Dutch Hughes
Commissioner Edwards
Commissioner Gidwani
Commissioner Kiss-Lee
8. The Commission Secretary then declares the result of the election. The nominee receiving a majority vote of the Commission shall be declared the new Chair.
9. After selection of the new Chair, the Commission Secretary turns the meeting over to the newly elected Chair who is given an opportunity to make any remarks, which they may wish to make upon entering office.
10. The new Chair then presides over the selection of the Vice-Chair, calling for the nominations and conducts the vote, as with the selection of the Chair.
11. The new Chair is also given an opportunity to make any remarks, which they may wish to make upon entering office.

Parks and Recreation Roster of Chair & Vice Chairs

2006-2007

Chair Ken Davis
Vice Chair Gary Dudley

2007-2008

Chair Gary Dudley
Vice Chair Louise Cunningham

2008-2009

Chair Louise Cunningham
Vice Chair Denise Damrow

2009-2010

Chair Denise Damrow
Vice Chair Tickell

2010-2011

Chair Robert Tickell
Vice Chair Ken Davis

2011-2012

Chair Ken Davis
Vice Chair Gary Dudley

2012-2013

Chair Gary Dudley
Vice Chair Louise Cunningham

2013-2014

Chair Louise Cunningham
Vice Chair Alisha Lopez

2014-2015

Chair Alisha Lopez
Vice Chair Carmen Brooks

2015-2016

Chair Carmen Brooks
Vice Chair Gary Dudley

2016-2017

Chair Gary Dudley
Vice Chair Nancy Lauer

2017-2018

Chair Nancy Lauer
Vice Chair Caroline Kiss-Lee

2018-2019

Chair Caroline Kiss-Lee
Vice Chair Debra Russell

2019-2020

Chair Rogers
Vice Chair Anhorn

2020-2021

Chair Anhorn
Vice Chair Hughes

2021-2022

Chair Anhorn
Vice Chair Rogers

2022-2023

Chair Anhorn
Vice Chair Dutch Hughes

2023-2024

Chair Kiss-Lee
Vice Chair Anhorn

2024-2025

Chair Anhorn
Vice Chair Edwards

2025-2026

Chair Edwards
Vice Chair Kiss-Lee



STAFF REPORT

6/17/2026

AGENDA ITEM

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

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

SUBJECT:
ASSIGNMENT OF PROGRAMS & EVENTS

Summary:

In July 2024, the Parks and Recreation Commission approved the current Revolving Objectives. Historically and in alignment with the Parks and Recreation Master Plan Goal 1.2 to maintain and improve existing facilities, parks, trails, and open spaces, the Commission has assigned parks to each commissioner to provide input and recommendations to further improve park spaces. In April 2026, the Commissioners provided reports and comprehensive input that was captured by City staff. Further, in May 2026, City staff presented an item to the Commission to obtain further input and recommendations for the conceptual design of upcoming capital improvement projects at Reservoir Park and Raymond Arbor Park.

For the period June 2026-April 2027, based on the Parks and Recreation Master Plan section 2.1, Commissioners will be assigned to monitor the participation and usage of the programs, facilities and services, and provide recommendations based on their observations and experience attending their assigned program areas.

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:

Assign and approve program areas for each commissioner for the period June 2026-May 2027.

Background and Analysis:

Staff recommend that program assignments be distributed as follows:

1. Youth Programs: Programs that serve youth ages 0-17.
2. Senior Programs: Programs for adults ages 50 and older
3. Library Service Programs: Programs or services offered through the Signal Hill Public Library division.
4. Special Events: Community-wide events that are open to the public
5. Community/Social Programs: Programs or services that are not specific to an age group or the Signal Hill Public Library. Examples include gardening workshops, pop-up events at the park, or volunteer programs.

Commissioners will provide input about the following:

1. The program offerings they attend.
2. Opportunities to enhance or improve existing programs/services.
3. Assess whether programs are meeting existing community needs.
4. Additional services or programs that should be considered (to either replace or add to existing services).
5. Assess participant attendance and engagement.
6. Trends in the industry that may impact existing and/or future programs.

Each commissioner will provide feedback in the form of a presentation (visual presentation with photos recommended) to document and share their experience participating in programs in their assigned program area. Commissioners will provide their evaluation and assessment at a presentation in Spring 2027 to ensure that presentations are given prior to expiring terms and create a consistent schedule for commissioners to follow.

Additionally, commissioners will attend or visit their assigned programs areas throughout the year, creating the opportunity to share feedback with staff on a regular basis to help address topics in a timely manner.

In anticipation of potential newly appointed commissioners attending their first meeting in June, the program assignments are brought before the commission at the June Parks and Recreation Commission meeting for consideration of updating assignments.

Approved:

6/17/2026

Yvette E. Aguilar



STAFF REPORT

6/17/2026

AGENDA ITEM

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

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

BY:
**MELISSA MONTIEL
MANAGEMENT ASSISTANT**

SUBJECT:
PET OF THE MONTH NOMINATIONS

Summary:

The Commission will consider submitted nominations and select a Pet of the Month for June 2026 (Attachment A).

Strategic Plan Goal(s):

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

Recommendation:

Review the nomination for June 2026 and select nominee(s) to be recognized for Pet of the Month.

Background:

Six new qualified nominations were received for June 2026. Seven nominations remain from previous submissions. There are a total of thirteen nominations that are eligible for the Parks and Recreation Commission to consider for the June 2026 Pet of the Month (Attachment B).

Approved:

6/17/2026

Yvette E. Aguilar

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

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

Eligibility Criteria

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

Application Criteria (in addition to information from Eligibility Criteria)

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

Selection Process

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

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

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

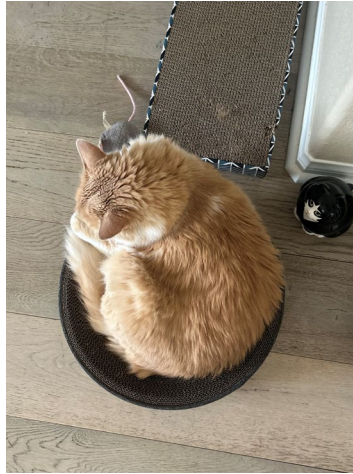
- Selected Pet of the Month is recognized via:
 - City Website
 - Monthly E-Newsletter
 - City and Community Services Department Facebook pages
- Nominations that are not selected for “Pet of the Month” are eligible for future consideration
- Nominations will also be featured to help promote community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

Pet of the Month - June Nominees

Wanda



Mellow



Pringles



Simba & Nala



Louis



Moses



Pet of the Month - June Nominees

Jellybean



Chuy



Zeenya



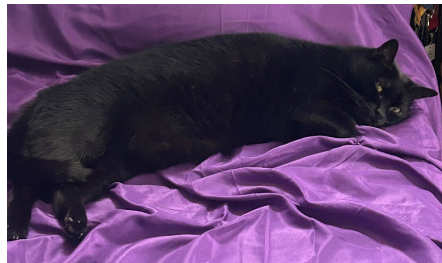
Benito



Astrid



Felix




Pet of the Month - June Nominees


Katsu




City of Signal Hill Pet of the Month May 2026

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	


City of Signal Hill Pet of the Month June 2026

What is your Pet's name?	Mellow
Does your pet have a nick name?	Maxi
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Domester Long Hair
What makes your pet special?	He likes to show his gratitude for having been adopted by thanking me several times a day.
How long have you had your pet? How did you acquire your pet?	2-1/4 years
What activities does your pet like to do?	He and a new kitty of mine like to chase each other and wrestle.
Does your pet have all required licenses?	Yes
Nominated September 11, 2025	


City of Signal Hill Pet of the Month June 2026

What is your Pet's name?	Pringles
Does your pet have a nick name?	No
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Boxer/Husky mix
What makes your pet special?	Different color eyes
How long have you had your pet? How did you acquire your pet?	2 years. Adapted him from Long Beach shelter at 4 months old
What activities does your pet like to do?	Hiking and neighborhood watch
Does your pet have all required licenses?	Yes
Nominated January 30, 2026	


City of Signal Hill Pet of the Month June 2026

What is your Pet's name?	Simba and Nala
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?	Tabby Cats
What makes your pet special?	Completely different personalities but are always punctual for 6am feedings, especially on weekends
How long have you had your pet? How did you acquire your pet?	2 years
What activities does your pet like to do?	Play and cuddle
Does your pet have all required licenses?	Yes
Nominated March 26, 2026	


City of Signal Hill Pet of the Month June 2026

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


City of Signal Hill Pet of the Month June 2026

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

City of Signal Hill Pet of the Month June 2026

What is your Pet's name?	Jellybean
Does your pet have a nick name?	Jellybean
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Leonberger
What makes your pet special?	She is a gentle giant. She weights 130 and love everyone
How long have you had your pet? How did you acquire your pet?	She is 6 years old. From a breeder in Sacramento d
What activities does your pet like to do?	Short walks, loves the snow and hates the water. She loves treats and tricks
Does your pet have all required licenses?	Yes
Nominated April 25, 2026	

City of Signal Hill Pet of the Month June 2026

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


City of Signal Hill Pet of the Month January 2026

What is your Pet's name?	Zeenya
Does your pet have a nick name?	Zeenya and Coco
Are you a Signal Hill resident?	Yes
What is your name?	Marianne Hartshorn
What is your email address?	mhartshorn@charter.net
What is your home address?	2351 Ocean View Drive
What type of animal/breed is your pet?	Shih Tzu
What makes your pet special?	The girls are the best of friends and so sweet
How long have you had your pet? How did you acquire your pet?	One for three years the other one two years
What activities does your pet like to do?	They love their walks on Signal Hill
Does your pet have all required licenses?	Yes


Nominated May 4, 2026




City of Signal Hill Pet of the Month June 2026

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


City of Signal Hill Pet of the Month June 2026

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

City of Signal Hill Pet of the Month June 2026

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

City of Signal Hill Pet of the Month June 2026

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



STAFF REPORT

6/17/2026

AGENDA ITEM

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

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

SUBJECT:
**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 May 19, 2026 Special City Council Meeting

- Mayor Hansen introduced the new Assistant City Clerk, Joy Post.
- City Council conducted a Budget Study Session for the preliminary Budget for Fiscal Year 2026-27 (Year 1) and 2027-28 (Year 2)

At the May 26, 2026 City Council Meeting:

- The Conservation Corps of Long Beach provided an overview of services the organization provides to the City.
- Mayor Hansen issued a Proclamation for Building Safety Month.
- The City Council continued the public hearing on the Development Impact Fee Study to the Regular City Council meeting of June 9, 2026.

PARK PROJECTS

Civic Center Master Plan - Phase I (Amphitheater)

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

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

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

RECREATION DIVISION

Program	Number of Participants
<u>Signal Hill Park Afterschool Recreation Club</u>	
The Afterschool Recreation Club (ARC) and Tween program participants engage in various activities based on a weekly theme that includes science, technology, arts, and sports.	
Afterschool Recreation Club Kindergarten through Fifth Grade	51 Enrolled
Tween Program Sixth through Eighth Grade	14 Enrolled
<u>Co-Ed Youth Sports Program</u>	
The Co-Ed Youth Sports Soccer season started on March 23, 2026, and concluded May 9, 2026.	
Eight Teams	80 Enrolled

COMMUNITY SERVICES DIVISION

Program	Number of Participants
Food Distribution Programs	
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	42 Seniors
Family Food Distribution Program	20 Families

Senior Social Club Programs	
This program is focused on providing engagement, enrichment, and socialization opportunities for adults aged 55 and older.	
Wellness Wednesday Programs	30 Participants
Traditional Games: Loteria, Bingo, Dominoes, Cards	20 Participants
Tai Chi	25 Participants
Tech Tuesday	15 Participants
Senior Excursion: Los Angeles County Fair	40 Participants

Ongoing Senior Programs	
Mondays	Tai Chi (2 nd and 4 th Monday of each month)
Tuesdays	Traditional Games and Tech Tuesdays
Wednesdays	Wellness Wednesdays: Silver Sneakers, Meditation, Workshops

Community Services Programs	
Arts and Crafts	15 Participants
Master Zumba in the Park	15 Participants
Yoga in the Park (2 nd and 4 th Wednesday of each month)	8 Participants
Write Your Story Workshop	5 Participants
Poetry Workshop	2 Participants
Rec Express	100 Participants

Community Garden at Signal Hill Park	
The Department is responsible for 23 rentable plots in the Community Garden. Staff have been working on keeping the plots free of weeds.	
Garden Plots	23 Plots
Garden Workshop	25 Participants

Paws on the Hill – Community Event	
Saturday, May 9, 2026	150 Attendees
Animal and Pet Programs	
The pet programs are focused on promoting responsible pet ownership, pet health, and pet adoption opportunities in addition to pet and animal education opportunities. Some programs are in partnership with the City of Long Beach, and some are standalone.	
K-9 Emergency CPR & First Aid	8 Participants
Silhouette Pet Portrait	4 Participants

Low-Cost Pet Vaccination Clinic	
Community Animal Medicine Project (CAMP) provides low-cost vaccine and wellness services. Services include flea/tick treatment, microchips, as well as cat and dog vaccinations.	
Saturday, May 9	60 Pets

Volunteers	
Paws on the Hill Volunteers	4 Event Volunteers
Volunteer Programs	
May Parks, Recreation and Library Services Department Administrative Volunteers	1 Volunteer
Volunteer Hours for May 2026	27 Hours

Facility Rentals:	Resident	Non-Resident	Non-Profit	School	Total
Discovery Well Park Picnic Shelters	0	0	0	0	0
Hilltop Park Picnic Shelter	0	2	0	0	2
Reservoir Park Picnic Shelter	1	1	0	0	2
Signal Hill Park Picnic Shelters	1	1	0	0	2
Discovery Well Community Center	2	0	0	0	2
Spud Field	0	0	0	0	0
Signal Hill Point Terrace	0	0	0	0	0
Library Community Room	0	0	3	0	3
Zinnia Courtyard Patio	0	0	0	0	0
Wedding Space	0	0	0	0	0
TOTAL					11

Rental Revenue	January–May 2026
Facility Rental Revenue	\$7,325.84
Total Facility Fees Waived	\$1,288.00

LIBRARY SERVICES DIVISION

<u>Library Services</u>	<u>Number of Participants</u>
Circulation: Total number of items checked out from the library that are in circulation.	
Circulation of Library Items	4,342 Items
Library Visits	8,669 Visits
Library Website Visits	788 Visits
Library Wi-Fi Connections	2,160 Connections
Resident Library Card Registration	42 Library Card Registrations
Non-Resident Library Card Registration	226 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	41 Items Borrowed
Inter Library Loan Service Loaned Out	10 Items Loaned Out

<u>Electronic Resources</u>	<u>Number of Participants</u>
Freegal Music Subscription+	22 Active Users, 263 songs streamed
Kanopy Movie Streaming Subscription	12 New Users, 5,040 minutes streamed
Beanstack Subscription	2 New Active Users, 1,000 total minutes read

<u>Library Programs</u>	<u>Number of Participants</u>
Study Rooms Reservations	171 Reservations
Story Time	263 Children, 282 Adults
First Friday Book Club	9 Adults
Romance Book Club	3 Adults
Pageturners Book Club	6 Adults
Make It! Program	3 Adults
Senior Dancing for Health	47 Adults
BARK: Read to Dogs	12 Children, 12 Adults
Signal Hill Public Library Crochet Club	5 Adults

Jewel Box Children's Theater Workshop	1 Child, 1 Adult
Library Tutoring Program	77 Children
Zumba at the Library	100 Adults
Mindful Moments	4 Adults
Seoulful Spotlight	12 Children, 10 Adults
Spring Mini Concert: Sarah Thompson	3 Children, 22 Adults
Spring Mini Concert: Ame Kora	10 Adults
Spring Mini Concert: Vybeshift by Roni/Harvey Milk Day Commemoration	5 Children, 19 Adults
Spring Mini Concert: Whitney's Latin Band	5 Children, 21 Adults
Restorative Sound Bath Session	15 Adults
Cambodian Dance Workshop	30 Children, 25 Adults
Thai Cooking Demo	21 Adults
Isaku Kageyama Taiko Drums	16 Adults

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

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

Upcoming Programs	
June 18	Romance Book Club Rec Express Reservoir Park
June 20	Pet Vaccine Clinic Sol y Salsa
June 22	Family Bingo Night: Plant Bingo (Pride Edition) SSC Tech Tuesday
June 23	Tech Tuesday Zumba at the Library
June 24	Wellness Wednesdays – Guided Meditation Baby Storytime Fabulous Faces: Face Painting at the Library Senior Social Club Meditation
June 25	Senior Excursion: Grove & Farmers Market Yoga in the Park Senior Excursion: The Originals Farmers Market and Grove
June 26	Lego Takeover Crochet Club
June 27	250 th Celebration & Model T Hill Climb Event
June 29	Cooking American Classics

June 30	Pet Preparedness Workshop Let's Make a Kite!
July 1	Wellness Wednesdays - Silver Sneakers Summer Stuffed Animal Workshop
July 3	First Friday Book Club
July 6	Family Bingo Night: Galactic Bingo BARK Read to Dogs Tai Chi
July 7	Traditional Games LGBTIA+ Book Club
July 8	Pass the Sticks Summer Concerts in the Park – The Eagles Ronstadt Experience
July 9	History on the Hill: Kid Mexico vs. Nellie Combellack
July 10	Make It!
July 11	Master Zumba Barnyard Storytime Khmer Storytime Pageturners Book Club
July 13	Arts & Crafts Pokemon Trivia
July 14	Lifestyles of the Slimy & Squishy
July 15	Wellness Wednesdays - Silver Sneakers Fabulous Faces: Face Painting at the Library Summer Concerts in the Park - Queen Legion

Approved:

Yvette E. Aguilar



STAFF REPORT

6/17/2026

AGENDA ITEM

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

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

BY: ALYSSA CHRISTENSON
MANAGEMENT ASSISTANT

SUBJECT: UPDATES TO THE PARKS, RECREATION & LIBRARY SERVICES OPERATIONS
STANDARD MANAGEMENT POLICIES 4.9 (FACILITY USE PERMITS), 4.9A
(FACILITY USE PERMITS - INDOOR), 4.9B (FACILITY USE PERMITS - OUTDOOR),
4.16 (REQUEST FOR MODIFIED FEE OR FEE WAIVER REQUEST FOR USE OF
FACILITIES).

Summary:

To set forth in writing the updated Parks, Recreation and Library Services Department operations standard management policies 4.9, 4.9A, 4.9B and 4.16 to reflect accurate and up to date departmental information and procedures related to the Facility Use Permits (4.9), Facility Use Permits - Indoors (4.9A), Facility Use Permits - Outdoors (4.9B) as well as Request for Modified Fees or Fee Waiver Request for Use of City Facilities (4.16).

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 June 10, 2026 and the recommendations set forth by staff.

Analysis:

Operations – Standard Management Policies (SMPs)

SMP#	Item	Last Edit	Newest Update
4.9	Facility Use Permits	10/20/2021	6/11/2026
<p>This policy establishes procedures for obtaining a rental permit for private use of City facilities and spaces.</p> <p><u>Summary of Updates:</u> Merged with policies 4.9A Facility Use Permits – Indoor and 4.9B Facility Use Permits – Outdoor to create one overarching policy: <i>Facility Use Permits</i>. Expanded and updated the policy’s purpose statement. Changed the due dates for Facility Use Applications to <u>no</u> less than 15 calendar days as opposed to 10 business days to match the Signal Hill Municipal Code 9.08.030A. Updated organization categories and definitions. Added Special Event Permitting information. Updated staffing information.</p>			

SMP#	Item	Last Edit	Newest Update
4.9A	Facility Use Permits - Indoor	10/20/2021	6/11/2026
<p>This policy establishes the procedures and rules for the private rental and use of the City of Signal Hill’s indoor facilities.</p> <p><u>Summary of Updates:</u> This policy is combined with 4.9 due to similarity of information.</p>			

SMP#	Item	Last Edit	Newest Update
4.9B	Facility Use Permits - Outdoor	10/20/2021	6/11/2026
<p>This policy establishes the procedures and rules for the private rental and use of the City of Signal Hill's outdoor facilities and spaces.</p> <p><u>Summary of Updates:</u> This policy is combined with 4.9 due to similarity of information.</p>			

SMP#	Item	Last Edit	Newest Update
4.16	Request for Modified Fees or Fee Waiver Request for Use of City Facilities	7/21/2017	5/12/2026
<p>This policy establishes a policy and procedure for requests for a modified fee, procedures for waiving fees, and the temporary use of City of Signal Hill facilities.</p> <p><u>Summary of Updates:</u> Incorporated a procedure to request a modified fee or fee waiver, organization categories, fees eligible for a modification or fee waiver, identified fees eligible for a modification or reduction, defined the process for organizations to submit a request for the fee modification, and an appeal process.</p>			

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. Facility Use Permits (Policy 4.9)
- B. Request for Modified Fees or Fee Waiver Request for Use of City Facilities (Policy 4.16)

DATE: June 17, 2026

City of Signal Hill Policy

Facility Use Permits
4.9

REVISION NO.: 006

APPROVED: _____

DEPARTMENT:
Parks, Recreation and Library
Services

I. PURPOSE

To establish a procedure for obtaining a rental permit for private use of City facilities and spaces. Exclusive use of facilities and spaces requires an advance reservation and is subject to fees and damage deposits. This policy is in place to ensure that City facilities are utilized for recreational functions, services and activities that meets the needs and interest of the community. The primary purpose of City facilities and spaces is to enhance community programs and align with the City's mission.

II. GENERAL POLICY

General rules apply to all permissible City facilities and spaces. Applications will be accepted up to six months in advance. An application to reserve a facility or outdoor space must be completed and paid in its entirety, 15 calendar days prior to the event unless otherwise stated in this policy.

Permits will only be issued to persons 21 years of age and older. The person signing the permit (applicant) **must be present for the duration of the reservation time**. A picture identification (I.D.) will be required at the time of application to verify age and residency. If applicant wants to obtain the resident rate, they must provide a picture I.D. listing their resident address. If the I.D. does not confirm current resident address, a second form official documentation will be required demonstrating proof of residency.

Any communication or correspondence regarding the reservation will be sent to the applicant listed on the permit. All reservations must be approved by the Parks, Recreation and Library Services Department.

Times stated on the application must include time to decorate, set-up, conduct the event, and properly clean the facility. Permit holder should begin to wrap-up event and clean facility 60 minutes prior to the end of the permit time. Everything needs to be cleaned and returned to its original condition before the group leaves before the end of the permit time.

Attachment A

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

Activities involving youth (under 21) must have no less than a 1:10 adult-to-youth ratio. The City may request a list of chaperones.

Depending on the nature of the event (e.g. field use, special events, etc.), it is within the sole discretion of the Parks, Recreation and Library Services Department to request additional approval from the Parks and Recreation Commission or City Council. The City reserves the right to require security guard services at any and all City facilities and spaces during permitted rentals. The City also requires the applicant to provide insurance, per Signal Hill Municipal Code (SHMC 9.08.030C8). The amount of the insurance would be determined by the City depending on the nature of the rental. Insurance requirements must be submitted 15 calendar days prior to scheduled use.

The applicant agrees to abide by and enforce the rules, regulations, and policies set forth by the City. The applicant agrees to accept all responsibility for any damages to premises, furniture, equipment, or grounds resulting from use of the facility. Any violation of the City of Signal Hill Facility Use Permits or Policies can result in immediate cancellation of the permit and forfeiture of all fees and deposits.

The City reserves the right to refuse use of any facility or space if applicant fails to comply with City rules, regulations and policies, or if the planned event is not an appropriate usage of the City space. Any group, organization, or individual can be denied a permit, if in the opinion of the Parks, Recreation and Library Services Department the activity is not in the best interest of the City or the community. A permit may also be denied if the reservation presents detrimental impacts on the existing facilities or City activities.

III. APPLICATION AND ADMINISTRATIVE PROCEDURES

Submission of Application

Complete applications must be submitted to the Parks, Recreation and Library Services Department either in-person or electronically. The Parks, Recreation and Library Services office is located at 1800 Hill Street, Signal Hill, CA 90755 and open during the following business hours: Monday - Thursday, 8:00 a.m. –5:00 p.m. and Friday, 8:00 a.m. – 4:00 p.m., excluding holidays. Complete applications will be reviewed and must be approved by Parks, Recreation and Library Department before payments will be accepted. Payments are accepted in cash, check, or credit card.

The patron signing the application (applicant or permit holder) is considered to be responsible for the event and must be on site for the duration of the event (reservation time). Applicant will be required to show I.D. to City staff the day of the event to gain entry into the building or access to the reserved space. Failure to be on site at all times

may result in loss of all fees and deposits. A copy of the Facility Rental Permit must be carried by the applicant during the event.

Reservation requests for indoor facilities will include one site visit for up to 45 minutes to view the room. All site visits must be pre-arranged with City Staff. 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 Parks, Recreation and Library Services Department staff member.

Application Due Dates

Applications for Facilities must be received a minimum of 15 calendar days prior to the requested date and will be accepted up to six (6) months in advance, unless stated differently below.

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 Parks, Recreation and Library Services Department for groups of 50+ people or at the discretion of the Department depending on the event's needed support or impact, 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.

Holiday Rentals

Applications are not accepted, nor are permits issued on the following days: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans' Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. There will not be any permits issued December 24 through January 1.

Residency

To qualify for the Resident rate the applicant must live or work in Signal Hill. Residents may not rent a facility for non-residents. A picture I.D. will be required at the time of application. If the applicant's I.D. does not confirm current resident status, a second form official documentation will be required demonstrating proof of residency or employment in Signal Hill (e.g. car registration, bank statement, utility bill, etc.).

Indoor Facilities:

- A set-up diagram must be submitted at least 15 calendar days prior to the event for any of the following facilities:
 - Library Signal Point Terrace

- Library Zinnia Courtyard
- Library Community Room
- Library Learning Center
- Discovery Well Park Community Center (Signal Hill Residents Only)

Outdoor Facilities:

- Outdoor Facilities – (*Parks and Recreation Commission Approval Not Required*):
 - Signal Hill Park Picnic Shelters
 - Reservoir Park Picnic Shelters
 - Hilltop Park Picnic Shelters
 - Hilltop Park Wedding Space
 - Spud Field
 - Discovery Well Park Picnic Shelters (Signal Hill Residents Only)
 - Signal Hill Basketball Courts (Signal Hill Residents Only)
 - Discovery Well Park Amphitheater (Signal Hill Residents Only)
 - Must be reserved with Discovery Wall Park Community Center

- Outdoor Facilities – (*Approval from Parks and Recreation Commission is Required*):
 - Signal Hill Park Amphitheater
 - Applications for Use of Open Space at the following locations must be received a minimum of 60 calendar days before the event date so the request can be reviewed by the Parks and Recreation Commission.
 - Open Spaces:
 - Reservoir Park Open Space
 - Discovery Well Park Open Space
 - Signal Hill Park Open Space (Main Grassy Area)

Fees & Deposits

Facility deposits, fees and charges are set forth by the approval of the Signal Hill City Council in the *City's Schedule of Service Fees and Charges*. City staff do not have the authority to waive or reduce fees.

After a permit is approved, all non-refundable fees and the refundable deposit are required to hold the facility space and the date. Any remaining payments owed are due a minimum of 15 calendar days prior to the scheduled date or the use is cancelled. Payments are accepted in cash, check, or credit card.

The facility must also be cleaned and returned to the condition found at the beginning of usage. If the group fails to do so, the actual cleaning costs will be deducted from the facility damage deposit. If the cost exceeds the deposit paid, the balance of costs will be billed to the applicant. If excessive clean-up is required, additional cleaning fees may apply. Any violation of the City of Signal Hill Facility Use Permits or Policies can result in immediate cancellation of the permit and forfeiture of all fees and deposits.

If applicant abides by all City rules, regulations and policies, the refundable deposit may be returned to the applicant within eight (8) weeks after the date of the rental.

Modification of Fees or Fee Waiver for Facility Use Fees

Request for the modification or waiver of fees is based upon the written policy *Request for Modified Fee or Fee Waiver Request for Use of Facilities (Policy 4.16)*. The Parks and Recreation Commission or City Council shall make the final determination for either a modification or fee waiver in relation to facility use fees.

Permit Changes and Cancellations

Only the applicant may make changes to the permit. Changes must be made in writing.

One date change per permit may be granted, but not guaranteed, depending on availability of the facility, for a fee listed in the *City's Schedule of Service Fees and Charges*. No modifications to the rental may be made on the day of the event including any changes or additions to the facility set up (tables, chairs, etc.).

Cancellation must be made in writing to the Parks, Recreation and Library Services Department at least 15 calendar days prior to the event date in order to receive a refund. Non-refundable fees or any other administrative fees will be retained upon notice to the City of cancellation. If applicant cancels less than 15 calendar days prior to scheduled usage, 50% of all fees and deposits shall be forfeited. If cancellation is made seven (7) calendar days or less prior to event, all fees and deposits will be forfeited. There is no refund for reservation time not utilized by the applicant.

Any reservation may be cancelled by the City for a City sponsored program. In the event of such cancellation, notice shall be given as far in advance of the scheduled usage as possible. In the event the City must cancel the event for City usage, causing the inability to use a reserved facility or space, a full refund will be made. However, if the City does cancel an event for a City sponsored program, it shall not be responsible for anything except refunding all deposits, fees, and charges made to the City and relative to the reserved permit time.

The City reserves the right to cancel use of outdoor facilities (e.g. Park Picnic Shelter), open spaces, the Signal Hill Public Library Signal Point Terrace and Zinnia Courtyard in the event of inclement weather. If the reservation is cancelled by the City due to inclement weather, a refund of all deposits, fees, and charges may be issued to the applicant.

Refunds

The refundable deposit may be returned to the applicant/permit holder per the terms outlined in this policy. The City facility or space must be left in the same condition as it was prior to the reservation. The premises must be properly cleaned up with no breakage, vandalism, graffiti or other damage to the facility. Furniture, equipment, and grounds must be left in good condition.

The refundable damage deposit paid by the applicant for the reservation will be processed and delivered by mail to the permit holder on file within eight (8) weeks

pending approval by the City Council. If there is a dispute after the scheduled rental, the Parks, Recreation and Library Services Director or their designee will review the case and a determination will be made.

IV. FACILITY USAGE AND OPERATIONS

Occupancy Levels

These levels were set by the City of Signal Hill 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.

The City has set the following rental occupancy levels for picnic shelters, park open spaces, buildings and adjacent facilities this number includes children and adults:

- Discovery Well Park Community Center 35
- Signal Hill Public Library Community Room 70
- Signal Hill Public Library Learning Center 35-30
- Signal Hill Public Library Terrace 160
- Zinnia Courtyard 90-50
- Single Picnic Table Shelter 25 people
- Double Picnic Table Shelter 50 people
- Signal Hill Park Open Space 74 people
- Reservoir and Discovery Well Park Open Spaces 50 people
- Hilltop Park Wedding Space 74 people
- Signal Hill Park Amphitheater 74 people

INDOOR FACILITIES:

Indoor Hours of Operation

Discovery Well Park Community Center is available by permit, Sunday through Saturday, between the hours of 8:00 a.m. - 10:00 p.m. The Signal Hill Public Library Signal Point Terrace and the Signal Hill Public Library Community Room is available by permit Sunday through Saturday, between the hours of 8:00 a.m. - 10:00 p.m. Permits are available for the Signal Hill Public Library Zinnia Courtyard Sunday through Saturday outside of the Library's regularly scheduled business hours.

- Signal Hill Public Library Terrace

No children's 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 8:00 p.m. No use of amplified sound unless using the existing sound system. Sound cables will be provided and must be returned to staff at the end of the event. If sound cables are damaged or not returned, the cost will be taken out of the deposit.

- Signal Hill Public Library Community 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. A request for use of the kitchen must be included in the initial application.

- Signal Hill Public Library Learning Center

Bottled drinks with caps and prepackaged food 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.

- Signal Hill Public Library Zinnia Courtyard

Available individually or with the Library Community Room, when the outside of Library's regularly scheduled business hours. Furniture cannot be moved out of the Courtyard.

- Discovery Well Park Community Center

General Meeting Room. Room includes small refrigerator and microwave with counter space. Available individually or with the Discovery Well Park Amphitheatre.

OUTDOOR FACILITIES:

Outdoor Hours of Operation

Permit reservation hours of operation 8:00 a.m. – 10:00 p.m. If a reservation needs to utilize time outside of 8:00 a.m. – 10:00 p.m. it will need to be approved by the Parks, Recreation and Library Services Department

- Amphitheater - Discovery Well Park

Discovery Well Park Amphitheatre must be rented in conjunction with the Discovery Well Park Community Center. Amphitheatre is available for small performances or discussions for a three-hour minimum usage. The Parks, Recreation and Library Services Department will determine the number of additional staff that may be required based on the event and size of the group. There is an additional hourly fee for this area.

- Amphitheater - Signal Hill Park

Use of the Amphitheatre will be subject to the approval of the Parks and Recreation Commission. A request for use of electricity, lighting, sound must be included in the initial application.

- Open Space - Discovery Well Park, Reservoir Park, and Signal Hill Park

The open grass area is available and may be reserved with a four-hour maximum. There is a 50-person limit for open spaces at Discovery Well Park and Reservoir Park. The Signal Hill Park open space which has an occupancy limit of 74 people. The fee includes one staff. Amplified sound is prohibited. Use is permitted during park hours and

at City staff's discretion. No organized sports play or practice is allowed without a permit.

- Open Space - Hilltop Park

The open grass area in Hilltop Park can be reserved for small wedding ceremonies only. It may be reserved for a maximum of three hours with a 74-person limit. The fee includes one staff. Amplified sound is prohibited. Use is permitted during park hours and at City staff's discretion, which includes set-up and clean-up. No children's parties are permitted at Hilltop Park.

- Picnic Shelters - Discovery Well Park, Hilltop Park, Reservoir Park, Signal Hill Park

At least one covered picnic shelter is available with a charcoal barbeque at each of these parks. Permits will be issued for up to 25 persons per table, per shelter site. 50 people will be permitted at the shelters with two tables. If the permit is for more than 50, they will be required to reserve and pay for an open grass area.

If no reservation is confirmed for a specific date, the shelter will be made available on a first come, first served basis for under 20 people with the exception of Reservoir Park picnic shelter.

Small shelters by the playground at Signal Hill Park are not for rent and are available on a first-come, first-served basis with a limit of 10 people or less.

The foregoing notwithstanding, the picnic shelter located at Reservoir Park may only be utilized by those holding a valid permit and with a valid reservation. In the absence of a valid permit and reservation, this picnic shelter is closed to the public, may not be utilized in any way, and is not otherwise available for visitors to Reservoir Park.

- Basketball Courts - Signal Hill Park

Reservation of the basketball court is available to Signal Hill residents only. Residents may reserve a maximum of four (4) tournaments, limited to two (2) days per tournament, per year. The hours of operation are Monday through Saturday, 8 a.m. – 9 p.m.; and Sunday, 9 a.m. – 7 p.m. A minimum of four hours will be charged per day for tournaments. Tournaments must be pre-approved by the Parks, Recreation and Library Services Department and will require presentation of team roster reflecting at least 50% residents. Reservations of the courts shall not imply or constitute a monopoly.

- Spud Field - Signal Hill Park

Spud Field is a non-regulation sized field, with lights and bleachers. No organized sports play or practice is allowed without a permit. Due to the proximity of the field to the residential area and playground, use is permitted for youth sports teams only (12 years and younger). Availability is based around City sponsored youth programs. Use of Spud Field is for sports activities only. Picnics or other events are not allowed.

For individual use, reservations are available to residents only, unless waived by the Parks and Recreation Commission. Applicants must provide proof of residency. Group applicants must file under a separate policy (refer to *Field and Court Allocation Policy 4.17*). All requests for tournaments and leagues will require approval by the Parks and Recreation Commission. Reservations for the field shall not imply or constitute a monopoly. Use fees are found under the *Schedule of Service Fees and Charges* published annually by the City of Signal Hill.

There is an additional fee for the use of the lights, rate dependent on the season. Lights will be provided 15 minutes before and 15 minutes after reserved time to allow for safe entry and exit of the ball field. Request for lights must be made at time of application.

No vehicles are allowed on Spud Field. Removal or addition of infield dirt or brick dust is not permitted. There is a minimum two-hour charge for general use. There is a four-hour minimum for tournament play.

Wet Field Policy

Groups shall abide by the Wet Field Policy and preserve the life and condition of the fields by not playing on them in wet conditions. A field is considered too wet if you can see standing water, hear a “squishy” sound when walking on the turf, or have mud on the bottom of your shoes after walking on the turf. Play is allowed during a light mist if the ground is hard and relatively dry. If, however, it has been raining for three days, or the wet conditions, as described above exist, groups are not to play.

V. FACILITY RULES AND REGULATIONS

Groups

Groups of 25 or more people are required by Municipal Code to obtain a facility permit. (SHMC 9.08.010N)

Accidental Injury, Liability, & Insurance

The City of Signal Hill is not liable for accidental injury to persons or loss or damage of group or individual property. Applicant is required to sign a liability waiver prior to scheduled usage. The Parks, Recreation and Library Services Department reserves the right to require the applicant to acquire an insurance policy naming the City of Signal Hill as additional insured.

An original document providing proof of Certificate of Liability Insurance listing the City of Signal Hill as additional insured Insurance coverage shall include, but is not limited to: General Liability with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the general aggregate for bodily injury, personal injury, and property damage. The cost of such insurance shall be paid by the applicant purchased privately.

Security Services

The City reserves the right to require security guard services at any activity held in City facilities and spaces. If it is deemed necessary that a reservation will require security,

they must present during the entire time of reservation. It will be the responsibility of the applicant to arrange security services at the applicant's expense. The Signal Hill Police Department reserves the right of final approval of the security services.

Admission Fees, Donations, and Profit-Making Activities

Profit-making activities in City facilities and spaces are prohibited.

City Affiliated Organizations and Official City Partners with a current Memorandum of Understanding (MOU) may, but are not guaranteed, use City facilities for activities requiring an admission fee, donation, or activities that will include any raffles or other fundraising activities.

If monies are to be exchanged in any form on City property during an activity or event, a written request must be submitted to the Parks and Recreation Commission, no less than 60 calendar days in advance of the event date to be considered for approval. In addition, a Special Event Permit may be required for any organizations that do not have an MOU with the City and wish to conduct activities requiring an admission fee, donation, raffles, or fundraising activities.

Special Event Permits

Special event is defined by the Signal Hill M.C. 9.08.010P as:

- (1) Any organized formation, parade, procession, demonstration or assembly which is to assemble or travel in unison on any street, sidewalk, or other public right-of-way owned or controlled by the city.
- (2) Any organized or assemblage of 75 or more persons at any public place property or facility which is to gather for a common purpose under the direction or control of a person or persons.
- (3) Any other organized activity involving 50 or more persons conducted by a person for a common or collective use, purpose or benefit which involves use of, or has an impact on, public property or facilities and which may require the provision of city public services in response thereto.

Special Requests

Reservation requests for the Signal Hill Park Amphitheater, as well as for Reservoir Park, Discovery Well Park and Signal Hill Park open spaces need to be reviewed for approval by the Parks and Recreation Commission. A written request must be received a minimum of 60 calendar days prior to the event date to be considered.

Alcoholic Beverages, Smoking and Regulations

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

immediate cancellation of the permitted use and departure from the park facility. All fees and deposits will be forfeited.

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

Live Music, Amplified Sound & Noise Levels

All noise must be kept at a reasonable sound level as stated in the Signal Hill Municipal Code 9.08.10(O). 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. 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.

Live music and amplified sound are NOT permitted within the parks. Live music or amplified sound in parks is allowed only by approval of the Parks and Recreation Commission. Musical concerts and events will not be permitted between the months of June, July, or August at Signal Hill Park.

Live music and amplified sound are permitted within the Signal Hill Public Library Community Room, Zinnia Courtyard, and Discovery Well Park Community Center only. Live music and amplified sound is not permitted during events held at the Signal Hill Public Library nor on the Signal Point Terrace during normal operating hours.

Kitchen

The kitchen at 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. No griddles, hotplates, coffee makers or other electronic or battery powered kitchen appliances can be used. Propane cannot be used in any city facilities. Kitchens with an oven and stovetop are available for warming only. 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 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 Sternos 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.

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.
 - 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 permit holder must verify the cleanliness of the kitchen with the facility event staff prior to leaving the event.

BBQ Rules and Regulations

It is unlawful to bring portable barbecues, hibachis, gas grills, etc. in City parks or facilities as per Signal Hill M.C. 9.08.010 "It is unlawful to make or kindle a fire at any place other than a barbecue pit or other designated place without a written permit from the park superintendent." Groups or organizations with advanced written permission from the Director of Community Services may be permitted to bring in a professional portable grill or portable propane barbeque in good condition, to be used in a specific designated area; request must be indicated on application if such use is requested.

Animals

Animals will not be permitted inside City facilities unless they are service animals used by those requiring such assistance. Emotional support or comfort animals are not allowed inside any City facility.

Any dogs on city property and present outdoors are required to be on a leash per Signal Hill Municipal Code 6.04.010(4).

Water Usage

Recreational water usage is not available at any Signal Hill parks.

General Care

The *Facility Rental Inspection Checklist* must be completed with City Staff prior to event's start and at the conclusion of the event for the refundable damage deposit to be processed and returned. The facility must be left in the same condition as it was prior to the reservation and properly cleaned up with no breakage, vandalism, graffiti or other damage to the facility.

The permit holder agrees to accept all responsibility for any damages to premises, furniture, equipment, or grounds resulting from use of the facility. The permit holder is responsible for the actions of all participants within the group, including any actions of vandalism, graffiti, etc., affecting any spaces utilized by the group, including restrooms. The permit holder is responsible for the condition of the facility at the conclusion of the event.

The permit holder is responsible to remove all items brought into the facility at the conclusion of their event including decorations. All trash must be deposited into trash bags or receptacles at the conclusion of event. If additional trash is anticipated, the applicant is responsible to provide their own additional waste bags to contain the trash.

City staff reserves the right to full access and inspection of all facility reservation areas at any time and to document the appearance and condition of the facility with photographs.

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

Graffiti or Vandalism

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

Laws

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

Minors

Individual minors or groups of minors must be properly supervised by adults when using City facilities. Groups composed of minors must be supervised by one adult over the age of 21 for each ten minors throughout the use period of City facilities. The City may request a list of chaperones.

Multiple Day Use Prohibited

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

Non-Profit Organizations

Non-profit organizations registered in Signal Hill may submit a request for monthly meetings. No permanent rental or assignment of the facility shall be made to any individual or organization.

Political Forums

Elected officials presenting an issue that is of importance to their constituency must submit a written request for approval to the Parks, Recreation and Library Services Department AND the City Manager's Office.

City facilities may not be used for political campaigning or political fundraising.

Decorations

Nails, staples, tacks, or pins are not permitted to be used for any facility rentals including indoor or outdoor spaces. Use of “low stick” tape can be used only on rented picnic shelters, but no other rented spaces. Decorations may not be placed on walls, glass, windows, or doors. Decorations cannot be hung or suspended from ceilings, drapes, or other City surfaces.

Open flames including lit candles, sparkler candles, and cold spark fountains are not permitted anywhere on City property. Rice, confetti, glitter, or birdseed may be not be used within or around any City facility or outdoor space. Setting and removal of decorations must be done during the time frame of the permit.

Deliveries

The permit holder or party member involved with reservation must be present to accept any deliveries within the scheduled reservation time. City staff is not authorized to sign for or accept any deliveries.

Storage

There is no storage provided. All items must leave the building at the conclusion of the event. There are no exceptions. If items are left they will be disposed of at the City’s discretion. The City is not responsible for any items left on the premises.

Tables, Chairs, and Canopies

Canopies are not allowed for facility rentals (this includes any park or outdoor space rentals), unless approved through a Special Event Permit. The City’s tables and chairs must remain inside the facilities. Tables and chairs should not exceed the maximum occupancy level for any City facility or space. If permit holder exceeds the occupancy, the City reserves the right to immediately cancel the permit and permit holder would forfeit all fees and deposits.

A small table no more than four feet long (4’) and lawn chairs or bench may be used by the general public in all parks. If the group has a Facility Rental Permit the applicant is able to bring foldable tables and chairs commensurate with the level of attendance approved in the application.

Jumper/Bounce House Permits - Discovery Well Park (residents only), Reservoir Park, Signal Hill Park

A permit issuing written approval from the Parks, Recreation and Library Services Department must be secured prior to setting up a jumper/bounce house at a City park. (SHMC 9.08.010P).

Jumper and Bounce House vendors may be selected from a company that is on the Parks, Recreation and Library Services Department Approved Vendor List. The public is not permitted to bring their personally owned equipment.

Bounce houses may only be set up by qualified representatives of the rental company. Any damage to City property resulting from the use of a bounce house is the responsibility of the applicant. Any deviation from rules stated in this policy will be grounds for revocation of any current or future use permit issued to the applicant by the City of Signal Hill Parks, Recreation and Library Services Department.

Bounce house users will provide sufficient supervision so that the use is in compliance with the manufacturer's recommendations and reflects a reasonable level of safe operation. Even when not in use, the applicant is responsible for any use, unintended or otherwise, of the inflatable while it is on City property. The applicant is responsible for all damages caused by their use of the bounce house. Damage to City property or turf may result in loss of deposit. City is not responsible for any damages caused to the bounce house. Bounce houses must not be left unattended and must be picked up prior to sunset, they are not allowed in City parks overnight.

Bounce houses must be supervised at all times.

Bounce houses must be gas generated; no electricity will be provided. Gas generators may not be refueled while on City property, including streets, sidewalks, and grass.

The specific location of the bounce house must be identified with the request for approval on the permit. The house must be placed on turf and situated so that its entrance is at least ten feet away from any object that might hurt an occupant. The maximum space allowed for the house is 20' x 20'. For safety reasons, houses must be enclosed and no combo jumpers are allowed. Only one bounce house is permitted in a park per day. A picnic shelter permit is required with a bounce house permit. Jumpers and Bounce Houses must be free standing and weighted. Stakes are prohibited in City parks. Houses may not be tied or tethered to trees, tables, or other park amenities.

Unauthorized vehicles may not be driven in or onto any City Park property. Representatives of the vendors company shall set up equipment, but should not use vehicles on City park space. The use of a cart, hand truck, dolly or similar method of transportation is acceptable.

VI. STAFFING

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

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

Park Patrol

The City has Park Patrol staff during weekend hours that monitor parks and rental permits. Park Patrol staff will remind permit holders of policies and will advise if a patron is violating a policy. If permit holder does not follow the rules, regulations and policies, This could result in immediate cancellation of the permit, a loss of fees and deposits and/or denial of future facility use

VII. EXCEPTIONS

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

VIII. EXHIBITS

- A. Application for Use of Outdoor City Facilities – Parks and Picnic Shelters
- B. Application for Use of City Indoor Facilities
- C. Facility Rental Inspection Checklist

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

4.16

APPROVED: _____

DEPARTMENT:
Parks, Recreation and Library Services

I. PURPOSE

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

II. DEFINITIONS

The following definitions apply for purposes of this Policy:

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

III. GENERAL POLICY

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

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

A. Eligibility Criteria for Fee Waiver or Fee Reduction:

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

B. Not Eligible for Fee Waiver or Fee Reduction:

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

C. Eligible Organizations:

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

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

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

6. Civic Organizations/Groups

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

7. Homeowners Association/Neighborhood Associations

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

D. Types of Fees

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

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

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

IV. REQUEST FOR FACILITY FEE REDUCTION OR WAIVER

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

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

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

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

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

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

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

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

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

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

V. DEPOSITS

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

VI. GENERAL USE REQUIREMENTS

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

VII. APPEAL

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



STAFF REPORT

6/17/2026

AGENDA ITEM

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

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

SUBJECT:
REVIEW OF COMMISSION REVOLVING OBJECTIVES

Summary:

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

Strategic Plan Goal(s):

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

Recommendation:

Update, receive, and file report.

Background:

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

Approved:

Yvette E. Aguilar

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

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

2023-2028 Strategic Plan Goals

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



CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal Hill, California 90755-3799

STAFF REPORT

6/17/2026

AGENDA ITEM

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

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

SUBJECT:
APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of May 20, 2026.

Strategic Plan Goal(s):

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

Recommendation:

Approve the meeting minutes.



CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal Hill, California 90755-3799

MINUTES OF A REGULAR MEETING SIGNAL HILL PARKS AND RECREATION COMMISSION May 20, 2026

A Regular Meeting of the Signal Hill Parks and Recreation Commission was held in-person in the Council Chamber on May 20, 2026.

(1) **CALL TO ORDER – 6:00 P.M.**

(2) **ROLL CALL**

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

ABSENT: NONE

(3) **PLEDGE OF ALLEGIANCE**

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

(5) **PRESENTATION(S)**

- a. SENIOR RECREATION SPECIALIST BRIANNA QUINTANILLA WILL PROVIDE A PREVIEW ON THE UPCOMING SUMMER DAY CAMP PROGRAMS.

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

- a. REQUEST FOR INPUT FROM THE PARKS AND RECREATION COMMISSION ON UPCOMING PARK CONCEPT DESIGNS

Commissioner Dutch Hughes and Commissioner Gidwani left the meeting at 6:49 p.m.

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

The following vote resulted:

AYES: CHAIR EDWARDS
VICE CHAIR KISS-LEE
COMMISSIONER ANHORN

NOES: NONE

ABSENT: COMMISSIONER DUTCH HUGHES
COMMISSIONER GIDWANI

ABSTAIN: NONE

b. PET OF THE MONTH NOMINATIONS

It was moved by COMMISSIONER ANHORN and seconded by CHAIR EDWARDS, to vote Kainoa and Choco as the May Pets of the Month.

The following vote resulted:

AYES: CHAIR EDWARDS
VICE CHAIR KISS-LEE
COMMISSIONER ANHORN

NOES: NONE

ABSENT: COMMISSIONER DUTCH HUGHES
COMMISSIONER GIDWANI

ABSTAIN: NONE

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

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

The following vote resulted:

AYES: CHAIR EDWARDS
VICE CHAIR KISS-LEE
COMMISSIONER ANHORN

NOES: NONE

ABSENT: COMMISSIONER DUTCH HUGHES
COMMISSIONER GIDWANI

ABSTAIN: NONE

(7) CONSENT CALENDAR

a. FEE WAIVER REQUEST FROM PROMONTORY WESTBLUFF SKYLINE ESTATES HOMEOWNERS ASSOCIATION FOR FACILITY USE ON JUNE 18,

2026

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

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

The following vote resulted:

AYES: CHAIR EDWARDS
VICE CHAIR KISS-LEE
COMMISSIONER ANHORN

NOES: NONE

ABSENT: COMMISSIONER DUTCH HUGHES
COMMISSIONER GIDWANI

ABSTAIN: NONE

(8) COMMISSION NEW BUSINESS

Commissioner Anhorn reported a few hoses in the Community Garden are broken and need replacing.

Chair Edwards invited the Commission to join her at the Long Beach Half Marathon.

(9) ADJOURNMENT

It was moved by VICE CHAIR KISS-LEE and seconded by COMMISSIONER ANHORN to adjourn tonight's meeting to the next regular meeting of the Signal Hill Parks and Recreation Commission to be held on Wednesday, June 17, 2026, at 6:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

The following vote resulted:

AYES: CHAIR EDWARDS
VICE CHAIR KISS-LEE
COMMISSIONER ANHORN

NOES: NONE

ABSENT: COMMISSIONER DUTCH HUGHES
COMMISSIONER GIDWANI

ABSTAIN: NONE

CHAIR EDWARDS adjourned the meeting at 7:41 p.m.

LINDA EDWARDS
CHAIR

Attest:

YVETTE E. AGUILAR
COMMISSION SECRETARY