



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
April 16, 2025

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

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

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

To participate:

- In-person Participation: Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, California.
- To make a general public comment or comment on a specific agenda item, you may also submit your comment, limited to 250 words or less, to the Director of Parks, Recreation and Library Services at yaguilar@cityofsignalhill.org no later than 4:00 p.m. on Wednesday, April 16, 2025. Written comments will be provided electronically to the Parks & Recreation Commission and attached to the meeting minutes. Written comments will not be read into the record.

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

(1) CALL TO ORDER – 6:00 P.M.

(2) ROLL CALL

CHAIR ANHORN
VICE CHAIR EDWARDS
COMMISSIONER DUTCH HUGHES
COMMISSIONER GIDWANI

COMMISSIONER KISS-LEE

(3) PLEDGE OF ALLEGIANCE

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

(5) PRESENTATION(S)

- a. THE ANNUAL CALIFORNIA PARK & RECREATION SOCIETY (CPRS) CONFERENCE TOOK PLACE TUESDAY, MARCH 18 THROUGH FRIDAY, MARCH 21, 2025 IN SACRAMENTO, CALIFORNIA. COMMISSIONER DUTCH HUGHES AND COMMISSIONER GIDWANI WILL SHARE THEIR EXPERIENCE ATTENDING THE CONFERENCE.
- b. MANAGEMENT ASSISTANT ALYSSA CHRISTENSON WILL PROVIDE A PRESENTATION ON THE YOUTH IN GOVERNMENT DAY THAT TOOK PLACE ON TUESDAY, APRIL 1, 2025.

(6) DISCUSSION ITEM(S)

- a. ANNUAL PARKS AND RECREATION COMMISSIONER PARK REPORTS

Summary:

Each year, the Commission assigns parks to each commissioner to report their observations and experiences with their assigned parks. In April, commissioners do a comprehensive presentation to share their observations and recommendations for future improvements for staff consideration.

Strategic Plan Goal(s):

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

Recommendation:

Staff recommend that Parks and Recreation Commissioners report their observations and experiences with their assigned parks.

- b. PET OF THE MONTH NOMINATIONS

Summary:

The Commission will consider submitted nominations and select a Pet of the Month for April 2025 (Attachment A).

Strategic Plan Goal(s):

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

efficiency of City services.

Recommendation:

Review nominations for April 2025 and select nominee(s) to recognize for Pet of the Month.

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

Summary:

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

Strategic Plan Goal(s):

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

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

Recommendation:

Receive and file report.

(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. **HOMEOWNERS ASSOCIATION FACILITY USE UPDATE**

Summary:

Staff received applications for use of the Signal Hill Library Learning Center from Bixby Ridge Homeowners Association (Bixby Ridge HOA) and Promontory Westbluff Skyline Estates Homeowners Association (Promontory Westbluff HOA) to hold meetings on February 25, 2025 and March 25, 2025; and April 29, 2025 respectively.

In 2003, Discovery Well Park was dedicated in September, and the City Council subsequently approved recommendations by the Parks and Recreation Commission (Commission) to limit the usage of the new community center to residents only for the first year to allow for review of parking and facility usage issues but limited "no fee" HOA meetings to two per year, per group. The City

Council also directed the Commission to review this after three months and recommend revisions as appropriate. The Commission has maintained the original recommendation from the City Council in place.

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. UPDATES TO THE PARKS, RECREATION AND LIBRARY SERVICES DEPARTMENT STANDARD MANAGEMENT POLICIES 1.5 - DEPARTMENTAL CORRESPONDENCE, 1.6 - DEPARTMENTAL CORRESPONDENCE TO DIGNITARIES, 1.8 - TELEPHONE ETIQUETTE AND FRONT DESK COVERAGE

Summary:

To set forth in writing the updated Parks, Recreation and Library Services Department Standard Management Policies (SMPs) 1.5, 1.6 and 1.8 to reflect accurate and up to date departmental information and procedures related to the Departmental Correspondence (1.5), Departmental Correspondence to Dignitaries (1.6), and Telephone Etiquette and Front Desk Coverage (1.8).

It has been over a decade since these specific policies were updated, and thus various edits have been made to each of these to bring the language, procedures, as well as staffing pattern and responsibilities current. One correction that has been made across each of these policies is updating the department name from "Community Services" to "Parks, Recreation and Library Services."

Strategic Plan Goal(s):

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

Recommendation:

Receive and file.

- c. REVIEW OF COMMISSION REVOLVING OBJECTIVES

Summary:

Each month staff will provide an update on various actions taken regarding

items identified on the Commission Revolving objectives.

Strategic Plan Goal(s):

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

Recommendation:

Update, receive, and file report.

d. APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of March 26, 2025.

Strategic Plan Goal(s):

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

Recommendation:

Approve the meeting minutes.

(8) COMMISSION NEW BUSINESS

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

(9) ADJOURNMENT

Tonight's meeting will be adjourned to the next regular meeting of the Parks & Recreation Commission to be held on May 21, 2025, at 6:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

CITIZEN PARTICIPATION

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

AFFIDAVIT OF POSTING

I, Yvette E. Aguilar, Commission Secretary of the Parks and Recreation Commission,

do hereby affirm that a copy of the foregoing agenda was posted at City Hall, the Signal Hill Library, Discovery Well Park, and Reservoir Park, 72 hours in advance of this meeting.