



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.



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
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4/16/2025

AGENDA ITEM

TO:

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

FROM:

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

SUBJECT:

**PRESENTATION - CALIFORNIA PARK AND RECREATION SOCIETY
CONFERENCE UPDATE**

Summary:

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.



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4/16/2025

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TO:

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FROM:

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

SUBJECT:

PRESENTATION - YOUTH IN GOVERNMENT DAY

Summary:

Management Assistant Alyssa Christenson will provide a presentation on the Youth in Government Day that took place on Tuesday, April 1, 2025.



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4/16/2025

AGENDA ITEM

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

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

SUBJECT:
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.

Background:

The Parks and Recreation Master Plan Goal 1.2 (Planning) is to maintain and improve existing facilities, parks, trails, and open spaces. In October 2022, the Commission assigned parks to each commissioner to report their observations and experiences with their assigned parks throughout the year, with a more comprehensive update April of each year.

In accordance with this decision, reports will be given by each commissioner.

Analysis:

Each commissioner will provide feedback in the form of a presentation (visual presentation with photos) to document and share their experience with each assigned park and discuss consideration for prioritizing maintenance needs and improvements on an annual basis each April. Scheduling of presentations in April ensures that all feedback is issued prior to the expiration of terms, which occur in May every two years.

Assignments were issued and will be presented in the following order:

1. Commissioner Kiran Gidwani:
 - a. Signal Hill Park
 - b. Heritage Point Park
 - c. Calbrisas Park
2. Commissioner Pam Dutch Hughes
 - a. Raymond Arbor Park
 - b. Hillbrook Park
3. Commissioner Caroline Kiss-Lee
 - a. Sunset View Park
 - b. Hilltop Park
4. Vice Chair Linda Edwards
 - a. Discovery Well Park
 - b. Panorama Promenade
5. Chair Tim Anhorn
 - a. Reservoir Park
 - b. Signal Hill Dog Park

Approved:

Yvette E. Aguilar



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4/16/2025

AGENDA ITEM

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

BY:
**MELISSA MONTIEL
ADMINISTRATIVE ASSISTANT**

SUBJECT:
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.

Background & Analysis:

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

Approved:

4/16/2025

Yvette E. Aguilar

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

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

Eligibility Criteria

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

Application Criteria (in addition to information from Eligibility Criteria)

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

Selection Process

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

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

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

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

Pet of the Month - April Nominees

Lola



Winnie



Bones



Penny

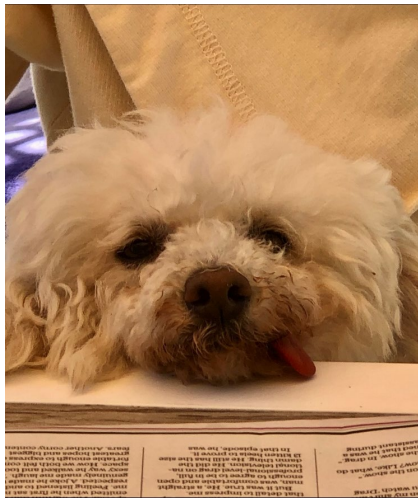


Pet of the Month - April Nominees

Mando




Lulu




Babygirl




City of Signal Hill Pet of the Month April 2025

What is your Pet's name?	Lola
Does your pet have a nick name?	No
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Havanese
What makes your pet special?	She loves bell peppers and Discovery Well park
How long have you had your pet? How did you acquire your pet?	3 years. She moved to Long Beach from Nebraska to find the coastt.
What activities does your pet like to do?	She loves to chase squirrels, lizards and birds . She lives the beach and sailing in the bay with her Shoreline Marina friends living aboard .
Does your pet have all required licenses?	Yes
	


City of Signal Hill Pet of the Month April 2025

What is your Pet's name?	Winnie
Does your pet have a nick name?	Win
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Pug
What makes your pet special?	He loves everyone. When we're out on walks we have to stop and say hi to all people and pets.
How long have you had your pet? How did you acquire your pet?	1 year and 8 minths
What activities does your pet like to do?	He loves to play and be silly and he'll never turn down a treat
Does your pet have all required licenses?	Yes
	


City of Signal Hill Pet of the Month April 2025

What is your Pet's name?	Bones
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?	Himalayan
What makes your pet special?	She's sweet, smart, funny, and soft confident. She is very loving to everyone she meets.
How long have you had your pet? How did you acquire your pet?	We got her from one of the city of Los Angeles Shelters about 5 years ago. She was shaved to the skin, no whiskers, skinny, and razor burned. Someone at the shelter called me nd did you have to have this cat. I went and met her and found out quickly that I did have to have that cat!
What activities does your pet like to do?	She chases balls, lasers, jumps and runs, she loves affection and is constantly purring. She picks who she's in the mood to hang out with and she especially loves house guests.
Does your pet have all required licenses?	Yes
	


City of Signal Hill Pet of the Month April 2025

What is your Pet's name?	Penny
Does your pet have a nick name?	
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Cat
What makes your pet special?	Sassy yet sweet, Penny is known to steal the heart of everyone she meets
How long have you had your pet? How did you acquire your pet?	4 years. She's from a rescue called A Pawsitive Approach based in OC. She was originally found at the Bellflower shelter.
What activities does your pet like to do?	Eat, cuddle, explore, and the eat again.
Does your pet have all required licenses?	Yes
	


City of Signal Hill Pet of the Month April 2025

What is your Pet's name?	Mando
Does your pet have a nick name?	Mando Fernando Commando
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Germand Shepherd/Husky
What makes your pet special?	Manod is a gentle giant. He is a 15 month old 84 pound puppy and is the sweetest dog ever
How long have you had your pet? How did you acquire your pet?	We adopted Mando January 2024
What activities does your pet like to do?	Loves to play with other dogs, lives to go to the dog park. His favorite toy is his squeaky ball.
Does your pet have all required licenses?	Yes
	

City of Signal Hill Pet of the Month April 2025

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

City of Signal Hill Pet of the Month April 2025

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



CITY OF SIGNAL HILL
STAFF REPORT

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4/16/2025

AGENDA ITEM

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

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

SUBJECT:
**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.

Updates and Analysis:

CITY COUNCIL

At the March 11, 2025 City Council Meeting:

- City Manager Carlo Tomaino introduced Tina Knapp, Assistant City Clerk

- City Council approved the proposed recruitment schedule for appointments to the Planning Commission, Parks and Recreation Commission and Civil Service Commission at the April 22, 2025 City Council meeting.
- City Council discussed various components of allowing the sale of State-approved fireworks in the City.
- City Council approved the Public Works contract with Gentry General Engineering, Inc for the FY 24/25 Sidewalk Repair Project.
- City Council approved the resolution approving a list of projects funded by senate bill 1 - The Road Repair and Accountability Act for Fiscal Year 2025-26.
- City Council approved the resolution approving a list of projects to be funded by the Safe, Clean Water Program - Measure W for Fiscal Year 2025-26.

At the March 25, 2025 City Council Meeting:

- Student representative from Alvarado Elementary School led the pledge of allegiance.
- Ground Education, a locally based group, was awarded the Sustainability Award.
- The SHCF was recognized for its 2024 CPRS Service Award of Excellence - Champion of the Community.
- Deputy City Manager/Parks, Recreation and Library Services Department Director Yvette E. Aguilar introduced Isabela Gil, Senior Recreation Specialist.
- Human Resources Manager Patricia Ahumada introduced Xochitl Briseno, Management Assistant.
- City Council requested staff issue a Request for Proposals for environmental studied related to the Opportunity Study Areas.
- City Council authorized staff to submit the Signal Hill General Plan Annual Progress Report for Calendar Year 2024 and the Housing Successor Annual Report (SB 341 Report) to the Governor's Office of Planning and Research and the State Department of Housing and Community Development.
- City Council conformed the recommended water rate adjustments of 15% in FY 2025-26, 15% in FY 2026-27, 14% in FY 2027-28, 14% in FY 2028-29, and 10% in FY 2029-30, and set a Proposition 218 protest hearing for May 27, 2025.

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 Plan, and released a request for proposals (RFP) for the architectural and engineering design services for the amphitheater project (Phase I), and awarded a contract in December 2024. City staff and the consultants are currently working together on a proposed design for the amphitheater and will bring it back for City Council consideration and approval in Spring 2025.

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

RECREATION DIVISION

<u>Program</u>	<u>Number of Participants</u>
<u>After School Programs</u> The Afterschool Recreation Club (ARC) and Tween program participants engage in various activities based on a weekly theme that includes science, technology, arts, and sports.	
<u>ARC</u>	
After School Program	57 Enrolled
Tween	13 Enrolled
<u>Co-Ed Youth Sports</u>	
Indoor Soccer	94 Enrolled (8 Teams)

COMMUNITY SERVICES DIVISION

<u>Program</u>	<u>Number of Participants</u>
<u>Food Distribution Programs</u> The Department offers a Senior Food Distribution program for residents ages 55 and older to receive supplemental groceries and a Family Food Distribution program for families to receive a Mother's Nutritional Market debit card to purchase supplemental groceries each month.	
Senior Brown Bag Program	37 Seniors
Family Food Distribution Program	19 Families

Senior Social Club Programs

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

Silver Sneakers	6 Participants
Embodied Mindfulness	3 Participants
Traditional Games: Loteria	6 Participants
Walking Club	3 Participants
Fire Safety Seminar	11 Participants
Senior Excursion: LACMA	31 Participants
St. Patrick's Day: BINGO & Luncheon	48 Participants
Arts & Crafts: Spring Floral Arrangements	3 Participants
Arts and Crafts: Paint and Sip	11 Participants
Traditional Games: Dominoes	2 Participants

Ongoing Senior Programs

Mondays	Arts and Crafts (second and last Monday of the month)
Tuesdays	Traditional Games
Wednesdays	Embodied Mindfulness
Thursdays	Walking Club

Community Garden at Signal Hill Park

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

Garden Plots	23 Plots
Garden Workshop- Propagation	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 both cat and dog vaccinations.

Saturday, March 15, 2025 Low-Cost Pet Vaccination Clinic	72 Pets
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Volunteer Programs

Newly Processed Volunteers	4 Volunteers	
	Volunteers	Volunteer Hrs.
Administrative Volunteers	5	19.5

<u>Facility Rentals</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Non-Profit</u>	<u>School</u>	<u>Total</u>
Discovery Well Park Picnic Shelters	0	0	0	0	0
Reservoir Park Picnic Shelter	2	2	0	0	4
Signal Hill Park Picnic Shelters	2	1	0	0	3
Discovery Well Community Centers	0	0	0	0	0
Spud Field	0	0	0	0	0
Signal Hill Point Terrace	0	0	0	0	0
Library Community Room	0	0	2	0	2
Zinnia Courtyard Patio	0	0	0	0	0
Wedding Space	0	0	0	0	0
TOTAL					9

<u>Rental Revenue</u>	<u>January - March 2025</u>
Facility Rental Revenue	\$10,310.75
Total Facility Fees Waived	\$2,226.00

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	4289 Items
Library Visits	4994 Visits
Library Website Visits	575 Visits
Library Wi-Fi Connections	904 Connections
Resident Library Card Registration	20 Library Card Registrations
Non-Resident Library Card Registration	187 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	88 Items Borrowed
Inter Library Loan Service Loaned Out	55 Items Loaned Out

<u>Electronic Resources</u>	<u>Number of Participants</u>
Freegal Music Subscription+	5 New Active Users, 204 songs streamed
Kanopy Movie Streaming Subscription	10 New Active Users, 2,960 minutes streamed
Beanstack Subscription	18 New Active Users

<u>Library Services</u>	<u>Number of Participants</u>
Study Rooms Reservations	184 Reservations
Story Time	299 Children, 288 Adults
First Friday Book Club	11 Adults
Romance Comedy Book Club	6 Adults
Make It!	7 Children, 3 Adults
After School Club	18 Children
Teen Social Club	25 Teens
BARK: Read to Dogs	9 Children, 5 Adults
Crochet Club	8 Adults
Zumba	83 Adults
Dino Dig Puzzles	8 Children, 8 Adults
Women's Wellness Workshop	18 Adults
Women's History Films	8 Adults
Spring Mini Concerts	18 Adults, 4 Children
Restorative Sound Bath	16 Adults
Interactive VR Experience	3 Children, 2 Adults
Pass the Sticks	6 Children
Anne Frank VR	5 Children, 3 Adults
Pi Day Workshop	8 Children, 16 Adults
Tutoring Program	44 Children

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

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

<u>Upcoming Programs</u>	
April 14 - 18	Spring Day Camp
April 18	Crochet Club
April 16	Teen Social Pass the Sticks: WWE 2K25
April 19	Spring Fest
April 21	Restorative Sound Bath
April 22	Senior Social Traditional Games- Loteria
April 23	Create a Snuffle Mat
April 25	Family Picnic and Games
April 25	VR Experience – BRINK Traveler VR
April 26	Thai Food Cooking Demonstration
April 26	Earth Day and Sustainability
April 28	Senior Social Club- Spring Wreaths
April 28	National Super Hero Day movie en Espanol.
April 29	Senior Social Traditional Games- Cards
May 9	Senior Social Club- Mother's Day BINGO Luncheon
May 9	Make It- Silhouette Portrait
May 10	Spring Concert Series- Kurt Hunter
May 17	Open Photography Studio
May 17	Senior Excursion- Strawberry Festival

Approved:

Yvette E. Aguilar



STAFF REPORT

4/16/2025

AGENDA ITEM

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

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

**BY: ALISON DOBAY
PARKS, RECREATION AND LIBRARY SERVICES MANAGER**

SUBJECT: 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.

Background:

In 2003, the City Council approved Signal Hill homeowners associations to use City facilities two times per year, per group, without any fees, and directed the Parks and Recreation Commission to review the usage and parking to make recommendations as appropriate (Attachment A).

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

Signal Hill Home Owner Associations' (HOA) and/or their Management Company's rental fees, will be waived twice a calendar year, for their HOA meetings. Staff fees still apply and a refundable cash deposit must remain. (City Council action, July 8, 2003)

The Commission has maintained the original recommendation from the City Council in place.

Analysis:

The Bixby Ridge HOA submitted a request to use a City facility on January 28, 2025; which was received with less than the 15 business day requirement and not approved, per the City's policy (Attachment B). The next requested date was February 25, 2025 and was the first 'no fee reservation' for the year (Attachment C). The second 'no fee reservation' was March 25, 2025.

The Promontory Westbluff HOA submitted an application on April 3, 2025 for use of a City facility on April 29, 2025. This is the first of two 'no fee reservations' for the year (Attachment C). To date, the Promontory Westbluff HOA has not submitted a request for a second 'no fee reservation.'

The date and time of the requested meetings have been scheduled within the library's operating hours, which do not require additional staffing to be scheduled. Additionally, the Learning Center remains set-up with tables and chairs for meetings and for general programs.

Approved:

Yvette E. Aguilar

Attachments:

- A. City Council Minutes from July 8, 2003
- B. City of Signal Hill Policy 4.9A - Facility Use Permits - Indoor
- C. Request from Bixby Ridge HOA
- D. Request from Promontory Westbluff HOA

**A REGULAR MEETING
SIGNAL HILL CITY COUNCIL**

July 8, 2003
6:00 p.m.

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

CALL TO ORDER

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

ROLL CALL

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

ABSENT: COUNCIL MEMBER HANSEN

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

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

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

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

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

The following vote resulted:

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

NOES: NONE

ABSENT: COUNCIL MEMBER HANSEN

ABSTAIN: NONE

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

COUNCIL RECONVENES

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

PLEDGE OF ALLEGIANCE

Mayor Noll led the audience in the Pledge of Allegiance.

CLOSED SESSION REPORT

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

PUBLIC BUSINESS FROM THE FLOOR

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

Royce Rodeman, Signal Hill, spoke about rent control.

PRESENTATION(S)

MAYOR NOLL INTRODUCES RECENTLY HIRED RECREATION SPECIALIST PATRICIA QUAYE

Mayor Noll introduced recently hired Recreation Specialist Patricia Quaye.

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

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

PUBLIC HEARING(S)

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

The City Clerk read the form of notice.

The Director of Community Development presented the staff report.

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

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

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

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

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

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

The following vote resulted:

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

NOES: NONE

ABSENT: COUNCIL MEMBER HANSEN

ABSTAIN: NONE

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

The City Clerk read the form of notice.

The Director of Community Development presented the staff report.

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

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

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

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

The following vote resulted:

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

NOES: NONE

ABSENT: COUNCIL MEMBER HANSEN

ABSTAIN: NONE

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

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

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

The following vote resulted:

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

NOES: NONE

ABSENT: COUNCIL MEMBER HANSEN

ABSTAIN: NONE

CITY MANAGER'S REPORTS

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

The City Manager presented the staff report.

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

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

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

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

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

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

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

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

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

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

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

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

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

John Rees, Torrance, stated he opposed the moratorium.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The following vote resulted:

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

NOES: NONE

ABSENT: COUNCIL MEMBER HANSEN

ABSTAIN: NONE

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

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

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

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

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

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

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

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

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

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

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

The following vote resulted:

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

NOES: NONE

ABSENT: COUNCIL MEMBER HANSEN

ABSTAIN: NONE

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

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

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

The following vote resulted:

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

NOES: NONE

ABSENT: MS. HANSEN

ABSTAIN: NONE

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

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

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

The following vote resulted:

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

NOES: NONE

ABSENT: MS. HANSEN

ABSTAIN: NONE

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

The following vote resulted:

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

NOES: NONE

ABSENT: MS. HANSEN

ABSTAIN: NONE

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

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

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

The Director of Community Services presented the staff report.

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

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

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

The Director of Community Services presented the staff report.

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

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

The following vote resulted:

AYES: MAYOR NOLL
VICE MAYOR WARD
COUNCIL MEMBER FORESTER

NOES: COUNCIL MEMBER WILSON

ABSENT: COUNCIL MEMBER HANSEN

ABSTAIN: NONE

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

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

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

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

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

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

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

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

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

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

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

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

(16) Approval of Final Tract Map No. 53228

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

Recommendation: Approve Final Tract Map No. 53228.

(17) Resolution Establishing Health Benefits

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

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

(18) Claim for Damages

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

Recommendation: Deny the claim of Richard Eugene Kohn.

(19) Warrant Register Dated July 8, 2003

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

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

(20) Minutes of the Following Meeting(s)

Regular Meeting of June 24, 2003.

Recommendation: Approve.

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

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

The following vote resulted:

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

NOES: NONE

ABSENT: COUNCIL MEMBER HANSEN

ABSTAIN: NONE

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

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

The City Manager presented the staff report.

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

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

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

The following vote resulted:

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

NOES: NONE

ABSENT: COUNCIL MEMBER HANSEN

ABSTAIN: NONE

COUNCIL NEW BUSINESS

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

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

The Public Works Director responded to his questions.

PUBLIC BUSINESS FROM THE FLOOR

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

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

ADJOURNMENT

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

The following vote resulted:

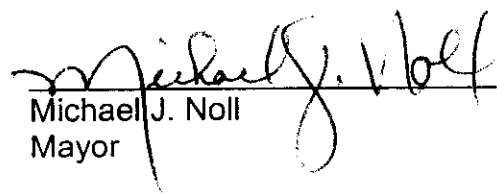
AYES: MAYOR NOLL
 VICE MAYOR WARD
 COUNCIL MEMBER FORESTER
 COUNCIL MEMBER WILSON

NOES: NONE

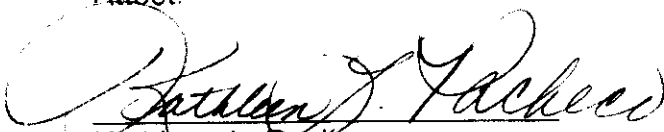
ABSENT: COUNCIL MEMBER HANSEN

ABSTAIN: NONE

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


Michael J. Noll
Mayor

Attest:


Kathleen L. Pacheco
City Clerk

**Richard Kaump
2254 Gaviota #32
Signal Hill, CA 90755**

June 24, 2003

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

Subject: Fire Service Options

Honorable Mayor and City Council Members:

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

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

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

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

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

The basis of this recommendation is as follows:

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

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

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

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

**Includes the Signal Hill Fire Station*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signal Hill Police Department

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

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

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

Summary

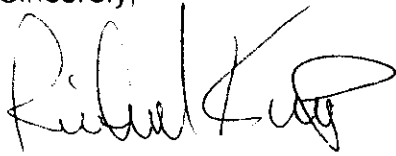
Based on the information I have presented in this letter, I request the Signal Hill City Council maintain their strong commitment to public safety and at a minimum, support further study of the issues presented here. I understand the Council is pressed to make a decision to meet certain Los Angeles County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

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

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

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

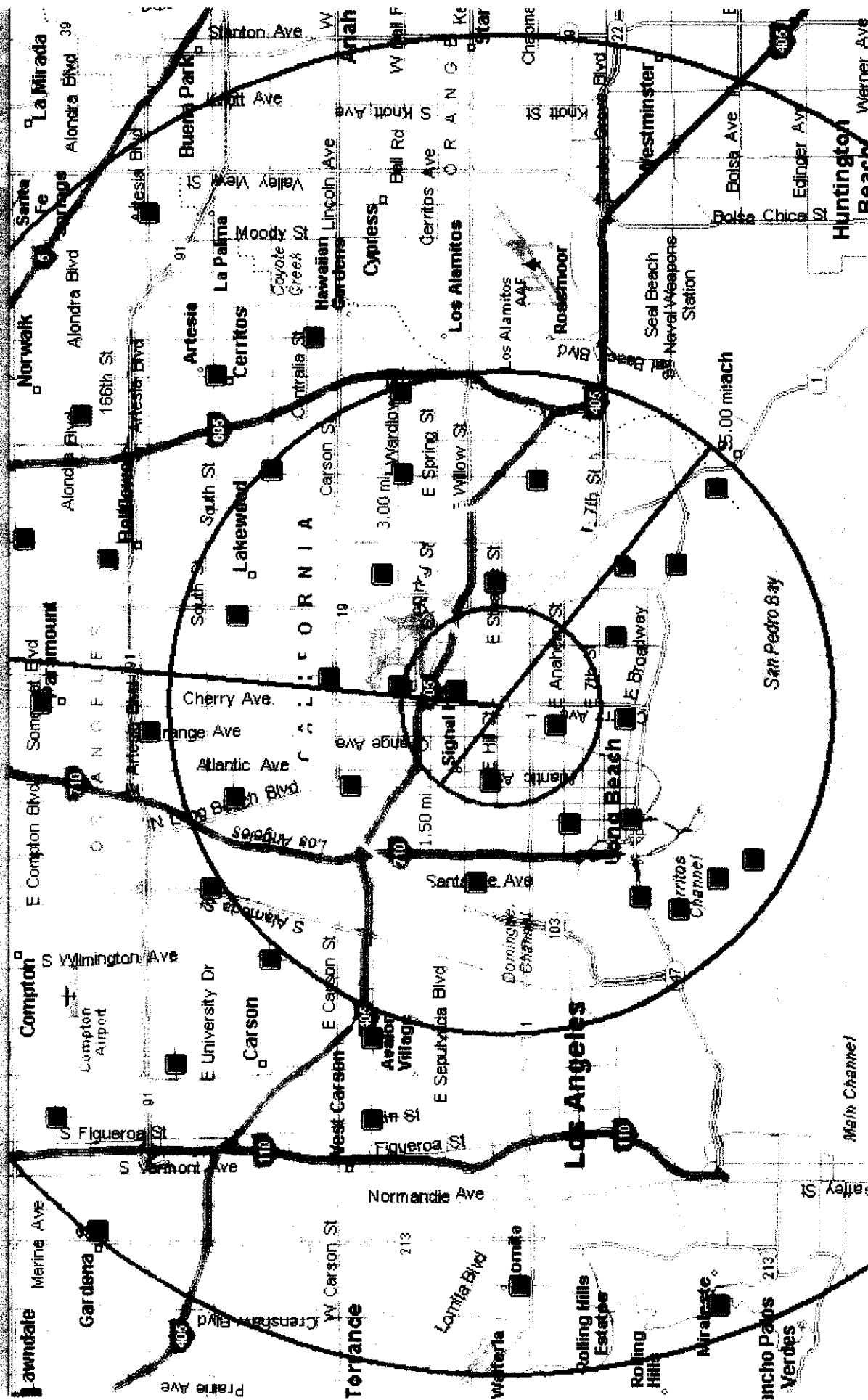
Sincerely,

A handwritten signature in black ink, appearing to read 'Richard Kaump', with a large, stylized loop at the end.

Richard Kaump

cc: Kenneth C. Farfsing, Signal Hill City Manager

Attachments (1): Area Fire Department Stations



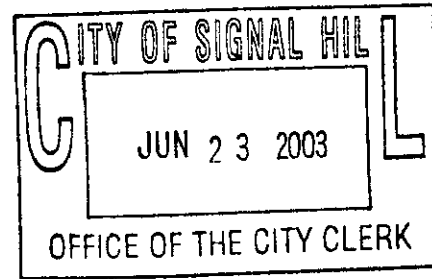
1.5 Miles
 3.0 Miles
 5.0 Miles
 10 Miles

LA County Fire Station
 Long Beach Fire Station

Immediate Resources < 5 Miles
 23 Long Beach / 4 LA County

June 23, 2003

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



Re: Potential Contract Regarding Fire Protection and Emergency Medical Services

Dear Sirs:

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

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

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

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

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

Very truly yours,

A handwritten signature in cursive script that reads "Lucy Garcia".

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

City of Signal Hill Policy

Facility Use Permits – Indoor
4.9A

DATE: October 20, 2021

REVISION NO: 006

APPROVED: _____

DEPARTMENT:

Community Services

Reservation and Usage of Indoor Facilities

I. PURPOSE

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

II. INDOOR FACILITY POLICIES

Amplified/Live Music & Noise Levels

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

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

Application

Patrons wishing to use an indoor facility must complete an *Application for Use of Indoor City Facilities*. Applications must be received a minimum of fifteen (15) business days prior to the requested date and will be accepted up to six (6) months in advance. A refundable damage deposit and a non-refundable fee are required at the time application is submitted. Full payment is due a minimum of ten (10) business days prior to the event date or the permit will be cancelled. All correspondence and communication will be sent to the applicant.

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

Page 1 of 5

Attendance

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

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

Changes

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

Decorations

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

Deliveries

Staff is not authorized to sign for or accept any deliveries. All deliveries must be accepted by someone involved with the activity within the reserved time.

Fees

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

Hours of Operation

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

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

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

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

Kitchen

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

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

Caterer/Kitchen Rental Responsibilities

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

Occupancy Levels

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

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

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

III. FACILITIES AVAILABLE

Signal Hill Public Library Terrace

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

Signal Hill Public Library Community Room

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

Signal Hill Public Library Pipeline Learning Center

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

Signal Hill Public Library Zinnia Courtyard

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

Signal Hill Park Community Center

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

Discovery Well Park Community Center

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

IV. EXCEPTIONS

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

From: [Rosie Gonzalez](#)
To: [Martha Baez](#)
Cc: [Alison Dobay](#)
Subject: Bixby Ridge - Signal Hill Library Reservation
Date: Tuesday, January 28, 2025 11:02:33 AM
Attachments: [ATT00001.png](#)
[ATT00003.png](#)
[ATT00005.png](#)
Importance: High

CAUTION: This email originated from outside of the organization! Do not click links, open attachments or reply, unless you recognize the sender's email address and know the content is safe!

Hello Martha,

I need to reserve the Singal Hill library for the following dates (4th Tuesday of the month)

1. January 28 at 6pm
2. February 25 at 6pm
3. March 25th at 6pm
4. April 22nd at 6pm
5. May 27th at 6pm
6. June 24th at 6pm
7. July 22nd at 6pm
8. August 26th at 6pm
9. September 23rd at 6pm
10. October 28th at 6pm
11. November 25th at 6pm.

Thank you,



CONFIDENTIALITY NOTICE: The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.



Application for Use of Indoor City Facilities

Attachment D

(APPLICATION MUST BE SUBMITTED IN PERSON)

Submission of application does not guarantee a reservation until approval by the Community Services Director or his/her designee.

Name of Applicant (s) PROMONTORY WESTBLUFF SKYLINE

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

Address [REDACTED] Unit [REDACTED]

City SIGNAL HILL, CA Zip Code 90755

A valid picture I.D. is required at the time of application to verify age and/or residency. N/A

Proof of Signal Hill Residency (if applicable): ☐ Driver's License ☐ Current Utility Bill ☐ Employed in Signal Hill

I certify that I am a resident of Signal Hill and that I will be onsite at the event for the entire duration of the event. I understand that if I am found to be renting the facility for a non-resident, the non-resident fees will be deducted from my deposit.

→ Initials: [Signature]

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

Description of Event: HOA MEETING

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

Event Date: 4/29/25 Event Day: TUESDAY Rental Start time: 6:00pm Rental End time: 8:00pm

Space Requested ☒:

Community Centers

☐ **Discovery Well Park Community Center** (standard room set up 6 round tables and 36 chairs diagram) **Only 36 seating max**

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

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company _____

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

☐ **Signal Hill Park Community Center** (attach room set up diagram) **Capacity: 100**

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

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

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company _____

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

***Room & carpet condition has been viewed INITIALS: _____

Library Facilities

☐ **Library Community Room** (attach room set up diagram) **Capacity: 48-70 (depending on room set-up)**

Available Rental Times: 8:00am-10:00pm Monday, Tuesday, Wednesday, Thursday / 8:00am-11:00pm Friday, Saturday, Sunday

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

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company _____

• Small serving kitchen included

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

☐ **Library Zinnia Courtyard** **Capacity: 54**

Only available when the library is closed.

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

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

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company _____

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

☐ **Library Community Room & Zinnia Courtyard Capacity: 80**

Only available when the library is closed.

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

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

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company _____

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



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

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

Closed on Sundays & Holidays *USE EXISTING LAYOUT*

♦ Pre-packaged snacks and bottled drinks only

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

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

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

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company _____

♦ Small serving kitchen included

Use of sound system? ☐ Yes ☐ No

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

EXPECTED ATTENDANCE: Adults 4 Children 0 Total Attendance 4

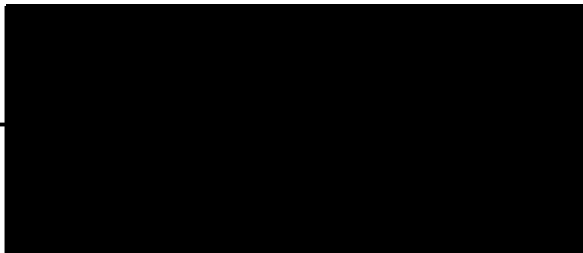
Is the public invited? ☐ Yes ☒ No

Will admission/donations be charged/accepted? ☐ Yes ☒ No

APPLICANT VERIFICATION

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

SIGNATURE OF APPLICANT



DATE: 4/3/2019

Promontory Westbluff Skyline Estates

2300 Sea Ridge Drive Signal Hill California 90755
562 212.1370

3 April 2025

Ms. Alison Dobay
Parks, Recreation & Library Services Manager
1800 E. Hill Street
Signal Hill, Ca 90755

Alison:

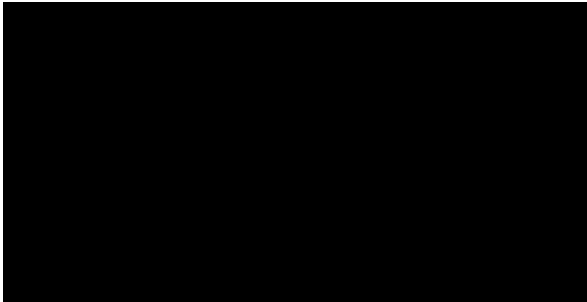
I am writing to request use of the Library Learning Center for our HOA montly meeting.

We would like to reserve the room on 4/29/25 from 6:00 pm to 8:00 pm. We anticpate approximately six people in attendance. We do understand that we must be finished and vacate the room by 8:00 pm.

If you have any questions, you can contact me at 562 212.1370.

Please let me know as soon as possible if our request is approved.

Thanks.





STAFF REPORT

4/16/2025

AGENDA ITEM

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

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

SUBJECT:
**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.

Background and Analysis:

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

Below is a summary of the policies as of March 14, 2025 and the recommendations set forth by staff.

General Administration – Standard Management Policies (SMPs)

SMP#	Item	Last Edit	Newest Update
1.5	Departmental Correspondence	8/23/2012	3/14/2025
This policy outlines the procedure for preparing and reviewing all correspondence, flyers or promotional material generated by Parks, Recreation and Library Services Department.			
<u>Summary of Updates:</u> Edits regarding this policy focus on updating the designated staff that are intended to support this process. The procedures for material reviews, which were outdated in the last iteration of this policy have been updated. This updated policy also outlines in more specific language what is meant by “correspondence, flyers and promotional materials”.			

SMP#	Item	Last Edit	Newest Update
1.6	Departmental Correspondence to Dignitaries	2/25/2012	3/14/2025
This policy establishes the policy and procedure for preparing departmental correspondence to dignitaries.			
<u>Summary of Updates:</u> Edits regarding this policy focus on updating the designated staff that are intended to support this process. This updated policy removed outdated city and department procedures regarding the routing of correspondence. This policy also outlines in more specific language what is meant by “Dignitaries.”			

SMP#	Item	Last Edit	Newest Update
1.7	<i>Combined with 1.8</i>	8/23/2012	1/7/2025
<i>This policy is combined with 1.8 due to the similarity of information.</i>			

SMP#	Item	Last Edit	Newest Update
1.8	Telephone Etiquette and Front Desk Coverage	8/23/2012	3/14/2025
<p>This policy establishes the procedure for telephone etiquette at City facilities, as well as front desk and mainline coverage during the absence of Parks, Recreation and Library Services office personnel.</p> <p><u><i>Summary of Updates:</i></u> Merged previous policies Telephone Usage 1.7 and Telephone and Voicemail Coverage 1.8 into one policy: <i>Telephone Etiquette and Front Desk Coverage</i>. Updated language aligns with City's Telephone Policies including the City's Electronic Communication Devices Use Policy. This updated policy expands on language regarding coverage of front desk areas both physically and via mainline phones as well as current customer service phone etiquette procedures. Removed all outdated language.</p>			

As discussed throughout this report, the purpose of introducing various edits to the Parks, Recreation and Library Services Department SMPs is to update 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.

Waive the Reading of All Policies

Wherein the titles appear on the public agenda, said titles shall be determined to have been read by title, and further reading is waived. The purpose of waiving the reading of policies in full and authorizing reading by title only is to help streamline the Commission meeting process, to avoid unnecessary delay and to allow more time for substantive discussion of items on the agenda.

Approved:

Yvette E. Aguilar

Attachments:

- A. 1.5 Departmental Correspondence
- B. 1.6 Departmental Correspondence to Dignitaries
- C. 1.8 Telephone Etiquette and Front Desk Coverage
- D. Electronic Communication Devices Use Policy



CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal
Hill, California 90755-3799

STAFF REPORT

4/16/2025

AGENDA ITEM

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

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

SUBJECT:
REVIEW OF COMMISSION REVOLVING OBJECTIVES

Summary:

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

Strategic Plan Goal(s):

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

Recommendation:

Update, receive, and file report.

Background:

Each year, the Commission reviews their revolving objectives and status. Attachment A is the most recent list with a status report following each item. This will provide an ongoing status update for Commissioners regarding goals that were approved by the Commission in July 2024.

Approved:

Yvette E. Aguilar

City of Signal Hill
Parks and Recreation Commission
Revolving Goals
FY 2024-2025
Updated April 07, 2025

Goal	Status	Timeline (if applicable)	Strategic Plan Goal(s)
Planning			
Provide input on the acquisition of outdoor art for the SH Public Library. <i>(Previous Revolving Objective)</i>	Ongoing	As appropriate, as funding is available. Upcoming: Hillbrook Park	Goal No. 4 Infrastructure Goal No. 5 High-Functioning Government
Provide feedback on the use of the newly constructed 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. Recent Completion: Hillbrook Park	Goal No. 4 Infrastructure Goal No. 5 High-Functioning Government
Policy			
Provide input on the process for community services to receive feedback and document community requests for new amenities/changes to current parks and recreation facilities. <i>(PIP, 2B: Policy)</i>	Pending		Goal No. 4 Infrastructure Goal No. 5 High-Functioning Government
Provide input on the policy for Private Instruction on parks and fields. <i>(PIP, 2C: Policy)</i>	Pending		Goal No. 2 Community Safety Goal No. 5 High-Functioning Government
Provide input and on the Indoor and Outdoor Rental Policies. <i>(PIP, 2A: Policy)</i>	Pending		Goal No. 5 High-Functioning Government
Programs			
Provide recommendations for programming.	Ongoing	As appropriate, as funding is available.	Goal No. 5 High-Functioning Government
Capital Projects			
Participate in the Grand Opening of the redesigned Hillbrook Park	Complete	February 4, 2025	Goal No. 4 Infrastructure Goal No. 5 High-Functioning Government

Provide input on schedule park improvement projects. <i>(P&RMP Goal 1.2: Maintain and improve existing facilities, parks, trails, and open spaces.)</i>	Ongoing	As appropriate, as funding is available.	Goal No. 4 Infrastructure Goal No. 5 High-Functioning Government
Through Park Assignment presentations, provide recommendations on future park improvements for consideration.	Ongoing	As appropriate, as funding is available.	Goal No. 4 Infrastructure Goal No. 5 High-Functioning Government

2023-2028 Strategic Plan Goals

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



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
Hill, California 90755-3799

4/16/2025

AGENDA ITEM

TO:

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

FROM:

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

SUBJECT:

APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of 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.



CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal Hill, California 90755-3799

MINUTES OF A REGULAR MEETING SIGNAL HILL PARKS AND RECREATION COMMISSION March 26, 2025

A Regular Meeting of the Signal Hill Parks and Recreation Commission was held in-person in the Council Chamber on March 26, 2025.

(1) **CALL TO ORDER – 6:00 P.M.**

(2) **ROLL CALL**

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

ABSENT: COMMISSIONER PAM DUTCH HUGHES
COMMISSIONER KIRAN GIDWANI

(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 KISS-LEE, COMMISSIONER DUTCH HUGHES, AND COMMISSIONER GIDWANI WILL SHARE THEIR EXPERIENCE ATTENDING THE CONFERENCE.

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

- a. PET OF THE MONTH NOMINATIONS

It was moved by VICE CHAIR EDWARDS and seconded by COMMISSIONER

KISS-LEE, to vote Kanji and Mia as the March Pet of the Month.

The following vote resulted:

AYES: CHAIR ANHORN
VICE CHAIR EDWARDS
COMMISSIONER KISS-LEE

NOES: NONE

ABSENT: COMMISSIONER DUTCH HUGHES
COMMISSIONER GIDWANI

ABSTAIN: NONE

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

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

The following vote resulted:

AYES: CHAIR ANHORN
VICE CHAIR EDWARDS
COMMISSIONER KISS-LEE

NOES: NONE

ABSENT: COMMISSIONER DUTCH HUGHES
COMMISSIONER GIDWANI

ABSTAIN: NONE

(7) **CONSENT CALENDAR**

- a. FEE WAIVER REQUEST FOR SIGNAL HILL HISTORICAL SOCIETY HOW TO RESEARCH YOUR HISTORICAL HOME
- b. REVIEW OF COMMISSION REVOLVING OBJECTIVES
- c. APPROVAL OF MEETING MINUTES

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

The following vote resulted:

AYES: CHAIR ANHORN
VICE CHAIR EDWARDS
COMMISSIONER KISS-LEE

NOES: NONE

ABSENT: COMMISSIONER DUTCH HUGHES
COMMISSIONER GIDWANI

ABSTAIN: NONE

(8) COMMISSION NEW BUSINESS

Commissioner Kiss-Lee would like the City to have a skate park, pump track and ninja course.

Chair Anhorn asked if there was an update on the mini park on Willow and Gundry. Staff informed the Commission development has stopped and there is currently no agreement on how to develop that area.

Vice Chair Edwards suggested a farmers market for the City.

(9) ADJOURNMENT

It was moved by COMMISSIONER KISS-LEE and seconded by CHAIR ANHORN to adjourn tonight's meeting to the next regular meeting of the Signal Hill Parks and Recreation Commission to be held on Wednesday, April 16, 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 ANHORN VICE CHAIR EDWARDS COMMISSIONER KISS-LEE
NOES:	NONE
ABSENT:	COMMISSIONER DUTCH HUGHES COMMISSIONER GIDWANI
ABSTAIN:	NONE

CHAIR ANHORN adjourned the meeting at 6:45 p.m.

TIM ANHORN
CHAIR

Attest:

YVETTE E. AGUILAR
COMMISSION SECRETARY