



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
September 17, 2025

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

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

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

To participate:

- In-person Participation: Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, California.
- To make a general public comment or comment on a specific agenda item, you may also submit your comment, limited to 250 words or less, to the Director of Parks, Recreation and Library Services at yaguilar@cityofsignalhill.org no later than 4:00 p.m. on Wednesday, September 17, 2025. Written comments will be provided electronically to the Parks & Recreation Commission and attached to the meeting minutes. Written comments will not be read into the record.

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

(1) CALL TO ORDER – 6:00 P.M.

(2) ROLL CALL

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

COMMISSIONER GIDWANI

(3) **PLEDGE OF ALLEGIANCE**

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

(5) **PRESENTATION(S)**

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

a. PET OF THE MONTH NOMINATIONS

Summary:

The Commission will consider submitted nominations and select a Pet of the Month for September 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 September 2025 and select nominee(s) to recognize for Pet of the Month.

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

Summary:

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

Strategic Plan Goal(s):

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

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

Recommendation:

Receive and file report.

(7) **CONSENT CALENDAR**

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

a. FEE WAIVER REQUEST FOR LONG BEACH UNIFIED SCHOOL DISTRICT FACILITY USE

Summary:

The Parks and Recreation Commission will consider a waiver request from the Long Beach Unified School District (LBUSD) for facility fees to hold a Cross Country Meet at Discovery Well Park and use Picnic Shelter No. 1 and Picnic Shelter No. 2 on Tuesday, October 14, 2025 from 12:00 p.m. to 6:00 p.m.

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 the Parks and Recreation Commission review and consider the LBUSD request to waive facility fees for the use of Discovery Well Park Picnic Shelter No. 1 and Picnic Shelter No. 2.

b. APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of August 20, 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.

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.

(8) COMMISSION NEW BUSINESS

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

(9) ADJOURNMENT

Tonight's meeting will be adjourned to the next regular meeting of the Parks & Recreation Commission to be held on October 15, 2025, at 6:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

PUBLIC PARTICIPATION

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

AFFIDAVIT OF POSTING

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



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
Hill, California 90755-3799

9/17/2025

AGENDA ITEM

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

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

SUBJECT:
PET OF THE MONTH NOMINATIONS

Summary:

The Commission will consider submitted nominations and select a Pet of the Month for September 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 September 2025 and select nominee(s) to recognize for Pet of the Month.

Background:

No new qualified nominations were received for September 2025. Six nominations remain from previous submissions. There is a total of six nominations that are eligible for the Parks and Recreation Commission to consider for the September 2025 Pet of the Month (Attachment B).

Approved:

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.

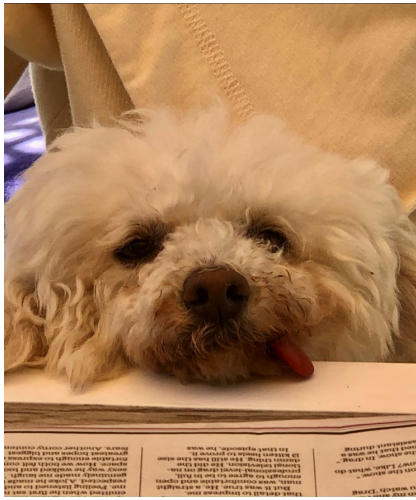
Pet of the Month for	Nomination Window	Pet of the Month Selection	Recognition
January	December 1-31	January PRC Meeting	Mid-January through mid-February
February	January 1-31	February PRC Meeting	Mid-February through mid-March
March	February 1-28/29	March PRC Meeting	Mid-March through mid-April
April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

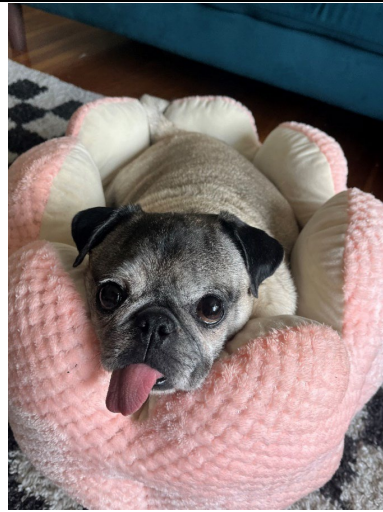
- Selected Pet of the Month is recognized via:
 - City Website
 - Monthly E-Newsletter
 - City and Community Services Department Facebook pages
- Nominations that are not selected for “Pet of the Month” are eligible for future consideration
- Nominations will also be featured to help promote community 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 - September Nominees

Lulu



Babygirl



Moyis



Kainoa



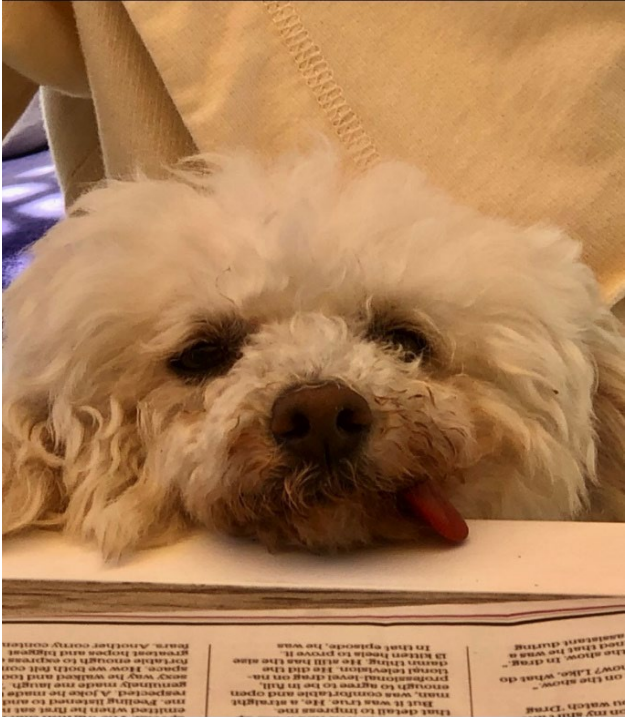
Bailey



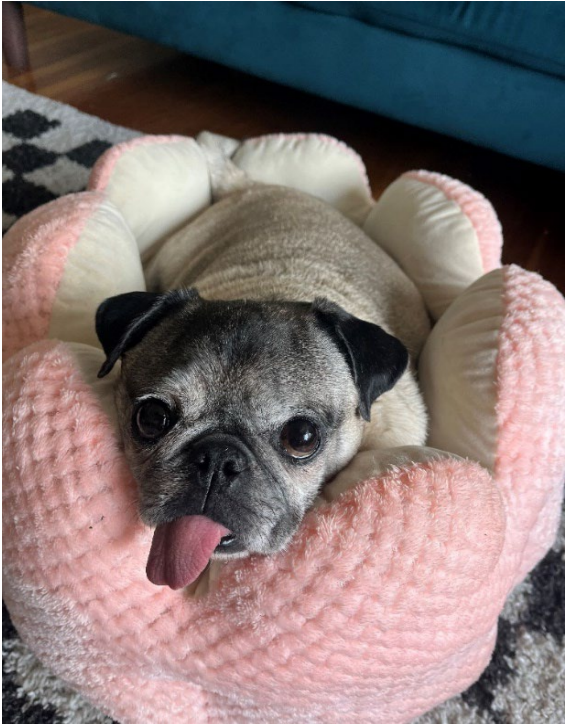
Wanda




City of Signal Hill Pet of the Month September 2025

What is your Pet's name?	Lulu
Does your pet have a nick name?	
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Maltipoo
What makes your pet special?	Energetic/ stubborn / loyal / sweet
How long have you had your pet? How did you acquire your pet?	4 years / rescue
What activities does your pet like to do?	Walk / eat / play
Does your pet have all required licenses?	Yes
Nominated February 5, 2025	


City of Signal Hill Pet of the Month September 2025

What is your Pet's name?	Babygirl
Does your pet have a nick name?	Baby
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Pug
What makes your pet special?	Her tongue
How long have you had your pet? How did you acquire your pet?	8 years, she was offered to me by a family friend
What activities does your pet like to do?	She loves to sleep all day and sunbathe
Does your pet have all required licenses?	Yes
Nominated March 24, 2025	


City of Signal Hill Pet of the Month September 2025

What is your Pet's name?	Moyis
Does your pet have a nick name?	Field not completed.
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Pug
What makes your pet special?	He's a travel poppy outgoing, social, adorable and super active.
How long have you had your pet? How did you acquire your pet?	For his whole live 11 beautiful years and a couple months
What activities does your pet like to do?	Walking, eating, car rides, he sleeps anywhere
Does your pet have all required licenses?	Yes
Nominated April 16, 2025	


City of Signal Hill Pet of the Month September 2025

What is your Pet's name?	Kainoa
Does your pet have a nick name?	The love dogtor
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Labrador Pitbull mix
What makes your pet special?	She's from Hawaii! She has an island spirit and beautiful coat
How long have you had your pet? How did you acquire your pet?	She was adopted in Hawaii when she was 2 months, now she is 5 living it up in signal hill
What activities does your pet like to do?	Walk up the hill! And eat chicken
Does your pet have all required licenses?	Yes
Nominated May 25, 2025	

City of Signal Hill Pet of the Month September 2025

What is your Pet's name?	Bailey
Does your pet have a nick name?	Bop
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Dog
What makes your pet special?	She is the cuddliest and sweetest puppy
How long have you had your pet? How did you acquire your pet?	3 years
What activities does your pet like to do?	Going to the dog park and playing with her sister Zoey (another dog)
Does your pet have all required licenses?	Yes
Nominated June 24, 2025	

City of Signal Hill Pet of the Month September 2025

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



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
Hill, California 90755-3799

9/17/2025

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

Strategic Plan Goal(s):

- Goal No. 4: Maintain and improve the City's physical infrastructure, water system, and recreational spaces.
- Goal No. 5: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendation:

Receive and file report.

Updates and Analysis:

CITY COUNCIL

At the August 26, 2025, City Council Meeting:

- Police Chief Brad Kenneally swore in newly promoted Captain Kelli Crigler.
- Greater Los Angeles County Vector Control District Assistant General Manager Allison Costa presented information about the agency and the services they provide.

- Mayor Jones presented certificates of recognition to the sponsors of the 2025 Concerts in the Park series.
- Mayor Jones presented a certificate of recognition to The Wine Country owner, Randall “Randy” Kemner.
- City Council approved a contract with Kormex Construction for the street tree planting project.
- City Council approved final acceptance of the Panorama Promenade Slope Landscape Project and approval of a cost-sharing agreement with Signal Hill Petroleum.

PARK PROJECTS

Civic Center Master Plan - Phase I (Amphitheater)

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

In September 2024 staff-initiated Phase I of the Civic Center Plan and released a request for proposals (RFP) for the architectural and engineering design services for the amphitheater project (Phase I) and awarded a contract in December 2024. City staff and the consultants presented a conceptual design for the amphitheater at the May 27, 2025, City Council meeting. Groundbreaking for the project is anticipated in fall 2025, with project completion by the end of the 2026 calendar year.

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

DIVISION UPDATES

Please refer to Attachment A for division updates.

Approved:

Yvette E. Aguilar

Attachment:

A. Division Updates

RECREATION DIVISION

Program	Number of Participants
<u>Signal Hill Park Summer Day Camp</u> The Summer Day Camp was offered for first through fifth grade students from 8:00 a.m.-6:00 p.m., Monday-Friday at Signal Hill Park Youth Center and is themed each week: Gone on Holiday; Digital Creators; The Force is Strong; Kids Vs. Wild; Tropical Splash; Chopped Junior; Animal Kingdom; Guardians of the Realm and The Final Chapter.	
June 23-August 15	63 Enrolled
<u>Tween Day Camp</u> The Tween Day Camp was offered this past summer for youth in sixth grade through eighth grade. The Tween Day Camp ran from 8:00 a.m.-6:00 p.m. at Discovery Well Park Community Center and themed each week: Challenge Accepted, Fear Factor, Utensil Warriors, Mad Science, Wild Wonders, and Summer Bliss.	
July 7- August 15	18 Enrolled

Program	Number of Participants
<u>Signal Hill Park Afterschool Recreation Club (ARC)</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 through the school-year.	
Afterschool Recreation Club Kindergarten-Fifth Grade	63 Enrolled
Tween Program Sixth – Eighth Grade	14 Enrolled
<u>Co-Ed Youth Sports Program</u> Registration opened for the Co-Ed Youth Flag Football and Volleyball leagues.	
Eight Teams	56 Enrolled (as of August 31, 2025)

COMMUNITY SERVICES DIVISION

Program	Number of Participants
<u>Food Distribution Programs</u> The Department offers a Senior Food Distribution program for residents aged 55 and older to receive supplemental groceries and a Family Food Distribution program for families to receive a Mother's Nutritional Market debit card to purchase supplemental groceries each month.	
Senior Brown Bag Program	32 Seniors
Family Food Distribution Program	18 Families

Senior Social Club Programs

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

Senior Excursion: OC Fair	25 Participants
Silver Sneakers	8 Participants
Traditional Games: Loteria, Bingo, Dominoes, Cards	31 Participants
Harmonica on the Hill	9 Participants
Yoga in the Park	6 Participants
Tai Chi	13 Participants
Technology Tuesday: Basics of iPhone or Android	15 Participants
Arts and Crafts: Fabric Bookmarks	1 Participant

Ongoing Senior Programs

Mondays	Arts and Crafts (2 nd and 4 th Monday of the month)
Mondays	Tai Chi (2 nd and 4 th Monday of the month)
Tuesdays	Traditional Games
Wednesdays	Silver Sneakers
Wednesdays	Harmonicas on the Hill
Thursdays	Yoga in the Park
Saturday	Master Zumba Class (1 st Saturday of the month)

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 – August 9 and 23, 2025	7 participants

Movies in the Park

On Friday, August 22, 2025, the last movie in the park, *Captain America: Brave New World*, was shown at Signal Hill Park. The City of Long Beach Parks, Recreation and Marine staff provided the movie, a jumper and popcorn for all participants.

Friday, August 22, 2025	200 participants
-------------------------	------------------

Signal Hill Under the Stars

During the last Friday of the month, guests enjoyed live music-themed night with mocktails and snacks under the magnificent stars in the Zinnia Courtyard.

Friday, August 29, 2025	54 participants
-------------------------	-----------------

<u>Animal and Pet Programs</u>	
The pet programs are focused on promoting responsible pet ownership, pet health, and pet adoption opportunities in addition to pet and animal education opportunities. Some programs are in partnership with the City of Long Beach, and some are standalone.	
<u>Low-Cost Pet Vaccination Clinic</u>	
Community Animal Medicine Project (CAMP) provides low-cost vaccine and wellness services. Services include flea/tick treatment, microchips, as well as both cat and dog vaccinations.	
Saturday, August 16, 2025	68 Pets

<u>Volunteer Programs</u>	
Newly Processed Volunteers	2 Volunteers
Administrative Volunteers	8 Volunteers
Volunteer Hours for August 2025	26.5 Hours
<u>Teen Leader in Training Program</u>	
The Teen Leaders in Training (LIT) Program was a 9-week program that provided students with the opportunity to learn basic job skills and introductory leadership skills in a hands-on learning experience. LIT participants supported various Parks, Recreation, and Library Services Department programs and events.	
Leaders In Training Volunteers	7 Participants
Leaders in Training Volunteer Hours for August 2025	122 Hours

<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	0	0	0	0	0
Signal Hill Park Picnic Shelters	1	0	0	0	1
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	1	2	0	3
Zinnia Courtyard Patio	0	0	0	0	0
Wedding Space	0	0	0	0	0
TOTAL					4

<u>Rental Revenue</u>	<u>January - August 2025</u>
Facility Rental Revenue	\$14,983.75
Total Facility Fees Waived	\$11,998.25

LIBRARY SERVICES DIVISION

<u>Library Services</u>	<u>Number of Participants</u>
Circulation: Total number of items checked out from the library that are in circulation.	
Circulation of Library Items	4,857 Items
Library Visits	10,576 Visits
Library Website Visits	1,124 Visits
Library Wi-Fi Connections	1,699 Connections
Resident Library Card Registration	39 Library Card Registrations
Non-Resident Library Card Registration	264 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	35 Items Borrowed
Inter Library Loan Service Loaned Out	14 Items Loaned Out
<u>Electronic Resources</u>	<u>Number of Participants</u>
Freegal Music Subscription+	22 New Active Users, 215 songs streamed
Kanopy Movie Streaming Subscription	10 New Active Users, 2,799 minutes streamed
Beanstack Subscription	9 New Active Users

<u>Library Services</u>	<u>Number of Participants</u>
Study Rooms Reservations	180 Reservations
Story Time	327 Children, 311 Adults
First Friday Book Club	9 Adults
Romance Book Club	9 Adults
Make It! Program	15 Adults
Teen Social Club	9 Children
Senior Dancing for Health	32 Adults
BARK: Read to Dogs	13 Children, 8 Adults
Signal Hill Public Library Crochet Club	3 Adults
Great Stuffed Animal Sleepover	18 Children, 9 Adults
SuffRAGE Against the Zine	4 Adults
Fabulous Faces: Face Painting at the Library	41 Children, 14 Adults
Colorful Critters Storytime	40 Children, 35 Adults
Oceans Rock	21 Children, 11 Adults
Open Photography Studio	5 Adults
Pass the Sticks	1 Child, 1 Adult
Family Bingo Night	8 Children, 9 Adults
Jewel Box Children's Theater Workshop	5 Children, 3 Adults
Zumba	21 Adults
Ikebana: Art of Flower Arranging	17 Adults
Women in Spaceflight VR	6 Adults

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

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

Upcoming Programs	
September 10	Pass the Sticks
September 11	Rec Express: Signal Hill Park
September 12	Mini Senior Excursion: Irvine Spectrum Movie Make It!: Faux Caramel Apple Decor
September 13	Garden Workshop: Cover Crops Pageturners Book Club Spooky Photoshoot Workshop
September 15	Senior Social Club Arts & Craft
September 16	Zumba at the Library Senior Social Club: Traditional Games Loteria de la Familia
September 17	Harmonica on the Hills
September 18	State of the City Senior Dancing for Health Romance Book Club
September 19	Talk Like a Pirate Day
September 20	Low-Cost Pet Vaccination Clinic
September 22	Write Your Story Workshop
September 23	Senior Social Club: Traditional Games Tech Tuesday Zumba at the Library

September 24	Senior Excursion: Heritage Square Museum
September 25	Senior Dancing for Health Yoga in the Park at Reservoir Park
September 26	Signal Hill Under the Stars: Line Dancing
September 27	Edible Garden Workshop
September 29	MOLAA Family Art Workshop
September 30	Senior Social Club: Traditional Games Zumba at the Library Quarterly Volunteer Social
October 2	Ecos de Espana Flamenco Dance Workshop
October 3	Pajama Movie Night
October 4	Master Zumba
October 6	Senior Tai Chi for Beginners
October 7	Senior Social Club: Traditional Games
October 8	Harmonicas on the Hill Pass the Sticks
October 9	Rec Express: Reservoir Park History on the Hill
October 10	Make It!
October 11	Long Beach Mineral and Gem Society: Gems on the Hill Show Pageturners Book Club
October 12	Long Beach Mineral and Gem Society: Gems on the Hill Show
October 13	Senior Social Club: Arts and Crafts
October 14	Senior Social Club: Traditional Games Zumba at the Library
October 15	Harmonicas on the Hill



CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal
Hill, California 90755-3799

STAFF REPORT

9/17/2025

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: MARTHA BAEZ
RECREATION COORDINATOR

SUBJECT: **FEE WAIVER REQUEST FOR LONG BEACH UNIFIED SCHOOL DISTRICT
FACILITY USE**

Summary:

The Parks and Recreation Commission will consider a waiver request from the Long Beach Unified School District (LBUSD) for facility fees to hold a Cross Country Meet at Discovery Well Park and use Picnic Shelter No. 1 and Picnic Shelter No. 2 on Tuesday, October 14, 2025 from 12:00 p.m. to 6:00 p.m.

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 the Parks and Recreation Commission review and consider the LBUSD request to waive facility fees for the use of Discovery Well Park Picnic Shelter No. 1 and Picnic Shelter No. 2.

Fiscal Impact:

Staff estimate that the cost of facility use fees are approximately \$254.

Background:

The LBUSD submitted a request for a waiver of fees based on the City of Signal Hill Policy 4.16, Waiver of Fees for City Facilities. The LBUSD plans to hold their annual Cross Country Meet on Tuesday, October 14, 2025. The event will take place from 12:00 p.m. to 6:00 p.m. The LBUSD submitted an application for Use of Outdoor City Facilities to hold an all-league cross country meet for high school participants throughout the Moore League (Attachment A).

LBUSD has worked with the City of Signal Hill for more than 10 years to coordinate this event which includes Signal Hill students. LBUSD staff contacted the Bixby Ridge Homeowners Association (HOA) and Signal Hill Petroleum (SHP) to request approval for use of their spaces, as the specified course encompasses use of private trails and property. Both the HOA and SHP have approved the use of their spaces (Attachment B).

Analysis:

LBUSD proposed to host this event at Discovery Well Park and will utilize a portion of the open grass area. The proposed route for the cross-country runners will traverse on land owned by Signal Hill Petroleum and trails within the HOAs that parallels Panorama Drive.

LBUSD staff estimate that approximately 50 adults and 200 minors will be in attendance throughout the duration of the four-hour event. Seven local high schools make up the Moore League including: Cabrillo High School; Jordan High School; Lakewood High School; Millikan High School; Polytechnic High School; Wilson High School; and Compton High School. The local high schools in the Moore League serve Signal Hill students. LBUSD is requesting that fees for their requested use be waived.

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

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

While LBUSD does not meet all of the aforementioned requirements, in the past the City and LBUSD have had a joint use agreement in place and are currently in the process of updating the agreement. Additionally, the LBUSD serves Signal Hill residents for secondary education, and the proposed event includes Signal Hill students.

Staff estimates the total cost of the proposed fee waiver to be \$254 of facility use fees. The following

table details the Facility Fee Description, Hourly Rate, Staff Hours, and totals for each category:

FACILITY/FEE DESCRIPTION	RATE	HOURS	SUBTOTAL
Tuesday, October 14, 2025, 12:00 p.m. to 6:00 p.m.			
Discovery Well Park Picnic Shelter #1, Non-Resident Rate	\$109	Flat Rate	\$109
Discovery Well Park Picnic Shelter #2, Non-Resident Rate	\$109	Flat Rate	\$109
SUBTOTAL			\$218
Application Fee	\$36		
SUBTOTAL			\$36
GRAND TOTAL			\$254

Staff recommend the Commission review and consider the approval of the fee waiver as requested, and allow for the use of Picnic Shelter No. 1 and Picnic Shelter No. 2 on Tuesday, October 14, 2025, from 12:00 p.m. to 6:00 p.m.

Approved:

Yvette E. Aguilar

Attachments:

- A. Application and Map
- B. Approval Documentation
- C. Waiver of Fees Policy

**Park Picnic Shelters****(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 Applicant [REDACTED] LBUSD/Moore League AdminAddress [REDACTED] Unit # City Long Beach Zip Code 90810Phone numbers: Cell [REDACTED] Email [REDACTED]**A valid picture I.D. is required at the time of application to verify age and/or residency.****Proof of Signal Hill Residency (if applicable):** ☒ Driver's License ☐ Current Utility Bill ☐ Employed in Signal Hill

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

→ Initials: **Refundable damage deposit will be mailed to the address you provide 6 to 8 weeks after event****Description of Event:** Moore League Cluster Cross Country Meet (Annual Event)**Event day:** Tuesday **Event date:** October 14 **Event time should reflect setup and cleanup.**
Start time: 12:00 pm **End time:** 6:00 pm

Picnic Shelter rental must be made in increments of 4 hours

Choose a Park ☒:☒ **Discovery Well Park** (Residents Only) (25 capacity)☐ Picnic Shelter #1 or #2 (circle one) ☐ Jumper ☐ Amphitheatre *REQUIRES PARKS AND RECREATION COMMISSION APPROVAL☐ **Signal Hill Park**☐ Picnic Shelter (circle one) (50 capacity) #1 or #3 ☐ Jumper (choose from approved vendor list)
(25 capacity) #4☐ Amphitheatre ☐ with electricity *REQUIRES PARKS AND RECREATION COMMISSION APPROVAL☐ Open Space *REQUIRES PARKS AND RECREATION COMMISSION APPROVAL☐ **Reservoir Park**☐ Picnic Shelter (50 capacity) ☐ Jumper (choose from approved vendor list)
☐ Open Space *REQUIRES PARKS AND RECREATION COMMISSION APPROVAL☐ **Hilltop Park** (Adults only)☐ Picnic Shelter #1 or #2 (circle one) ☐ Wedding Open Space (max of 75 people)
(25 capacity)

EXPECTED ATTENDANCE: Adults 75 Children 175 Total Attendance 250

Fundraising Event? ☐ Yes ☒ No

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: 6/23/25



CITY OF SIGNAL HILL

2175 Cherry Avenue ♦ Signal Hill, CA 90755-3799

SPECIAL EVENT PERMIT APPLICATION

INTRODUCTION

The City of Signal Hill is committed to assist event organizers in planning safe events that create a minimal impact on the community. In order to assist event organizers in obtaining the necessary permits and services the attached Special Event Permit Application must be completed thoroughly and returned to the City of Signal Hill a **minimum of ninety (90) calendar days** prior to the requested event date. City reserves the right to deny any application not submitted 90-days in advance of the requested event date. The City reserves the right to require earlier submission of an application based on the size and nature of a requested special event.

Signal Hill Municipal Code Section 9.08.010 states:

It is unlawful for any person or persons, corporation, partnership, association, society or any organization as principal, agent, employee, or otherwise, to do, to aid in doing, or cause or permit to be done, any of the acts enumerated in this section within the limits of any public park, building, enclosure or other public property, in the city:

- R. *Special Events. To conduct or cause to be conducted, participate or engage in, hold, manage, permit or allow another to conduct a special event on such public property, or any event on private property which is sufficiently large as to affect adjacent public right-of-way or property, without first having obtained a written permit from the City Manager, or his/her designee. (SHMC 9.08)*

"Special events" is defined as:

1. *Any organized formation, parade, procession, demonstration or assembly which may include persons, animals, vehicles or any combination thereof, which is to assemble or travel in unison on any street, sidewalk or other public right-of-way owned or controlled by the City which does not comply with applicable traffic regulations, laws or controls; or*
2. *Any organized or assemblage of seventy-five or more persons or more at any public place, property, or facility which is to gather for a common purpose under the direction or control of a person, or*
3. *Any other organized activity involving seventy-five or more persons conducted by a person for a common or collective use, purpose or benefit which involves the use of, or has an impact on, public property or facilities and which may require the provision of city public services in response thereto.*
4. *Examples of such events include, but are not limited to, concerts, parades, circuses, fairs, festivals, street fairs, community events, mass participation sports (such as marathons and*

other running events), athletic or sporting events, and community celebrations and observances conducted on public property or public rights-of-way.

PERMIT PROCESS

The permit process, deposits and fees vary based on the size and scope of the event. The permit process begins when the City of Signal Hill receives the fully completed Special Event Permit Application, Application Fee, and corresponding attachment including site and parking plans.

PRE-EVENT MEETING

Once the City receives a completed application with all required materials and fees, a pre-event meeting with the event organizer and representatives from City departments will be scheduled. The event organizer **MUST** attend this meeting to review the event plans, determine required services to be provided and discuss fees, permits and insurance. Additional pre-event meetings will be held as needed.

THE FOLLOWING SECTIONS WILL PROVIDE THE CITY WITH THE INFORMATION NEEDED TO EVALUATE THE PROPOSED EVENT. PLEASE COMPLETE ALL SECTIONS. AN INCOMPLETE APPLICATION MAY DELAY REVIEW OF THE PROPOSED EVENT.

APPLICANT TYPE (Check One)	
X <u>Commercial Entity</u> All entities or organizations without IRS 501(c)(3) valid tax exemption status are considered to be commercial in nature.	
<u>Tax Exempt, Nonprofit</u> Organizations that are recognized as tax exempt by the Internal Revenue Service at least six (6) months prior to the requested event date, and are in good standing with the IRS, are included in this classification. A copy of the IRS 501(c)(3) tax exemption letter is required.	
ORGANIZATION INFORMATION	
Name of Organization Long Beach Unified School District	
Address 1515 Hugues Way	
City Long Beach, CA	
Zip 90810	
Phone Number 562-997-8276	
Fax Number	
Email Address wsalas@lbschools.net	
Does organization have nonprofit 501(c)(3) status? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Contact Name William (Bill) Salas	Contact Title Program Admin. K-12 Sports & Recreation
Contact Address same as above	
Contact Phone Number Same as above	
Contact Fax	
Contact Email Address Same as above	
EMERGENCY CONTACT INFORMATION	
Emergency Contact Name Tiffany Brown	
Emergency Contact Address Same as above	
Emergency Contact Phone Number Same as above	
Emergency Contact Fax	
Emergency Contact Email Address	
SUMMARY OF EVENT/DESCRIPTION	
This section of the application is intended to provide the City with an overview of the event.	
Event Title/Name Moore Leauge Cluster Cross Country Meet. Three boys and three girls races.	
Event Location/Address Discovery Wells Park, Signal Hill Petroleum property and Bixby Ridge HOA property	
Event Dates Tuesday, October 14, 2024	
Actual Event Hours	
Start Time 12:00 PM AM/PM	

End Time <u>6:00 pm</u> AM/PM
Set-Up Information: Set-Up Day & Date(s) <u>10/14/24</u> Start Time <u>12:00 pm</u> AM/PM
Strike Down Information: Strike Day & Date(s) <u>None</u> From _____ AM/PM to _____ AM/PM Strike Down Completed by date <u>None</u> at _____ AM/PM
Attendance Information <i>Expected Attendance per Day</i> Children (0-17) <u>175</u> Adults (18+) <u>75</u> Is event open to the public? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Admission/Fees (subject to obtaining sales permit) Is there an admission charge? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Admission Charges _____ Is this a FUNDRAISING event? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Benefitting _____
Description of the Event This is our 16 year running at Discovery Wells. This is a one day 3.1 mile race among Moore League Schools in LBUSD. Each gender has three races at the Varsity, JV, and FS level. The course is designed to include access to three different properties: Discovery Wells Park, SHPI, and Bixby Ridge (small piece). Coaches, district security (CSA), and ADs will be supervising the event. All trash will be removed. LBUSD/Moore League will rent portable toilets/handwashing stations so park facilities are not over used.

SITE PLAN	
A detailed, legible, scaled site plan must be attached to this application. Site plan must include the following:	
	Included
Outline of entire event venue including names of streets, direction of travel (if applicable), boundaries and street or lane closures	See submitted documents
Location of fencing, barriers and/or barricades (indicate any removable fencing for emergency access purposes)	
Location of trash, recycle and organics containers	
Storm drains and run off containment (BMP)	
Location of parking area(s) for participants and/or spectators, including number of cars anticipated	
Location of twenty-foot emergency access lanes throughout event venue	
Location of first-aid facilities/ambulances	
Location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers and dumpsters, and other	placed near the oil rig in DWP north of path

temporary structures	
A detailed footprint of all vending areas and types of services offered, including identification of all vendors cooking with flammable gases or barbecue grills	
Location of hand wash, utensil and janitorial sinks for use by food vendors	
Detailed site plan for any planned electrical services you will be installing, including hours of operation of such services	
Placement of vendor vehicles and/or trailers	
Fuel storage facility	
Exit locations for fenced outdoor events and/or exit locations within tents	
Identification of all event components that meet accessibility standards	
Other related components not listed above (VIP accommodations, lost children, emergency evacuation, etc.)	

PUBLICITY	
Do you plan to advertise the event? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
If yes, how? Check all that apply.	
<input type="checkbox"/> Invitation only <input type="checkbox"/> Radio <input type="checkbox"/> Television <input type="checkbox"/> Print <input type="checkbox"/> Social Media	
<input type="checkbox"/> Other- Please describe: LBUSD, School websites, and The562.org.	
Will there be live media during the event? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Please describe:	
PROMOTOR/EVENT PLANNER	
Promoter/Event Planner may be required to obtain a Signal Hill Business License.	
Will a promoter/event planner be hired for this event? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Promoter/Event Planner's Name	
Address	
City	
Zip	
Phone Number	
Fax Number	
Email Address	

VENDING AND PRODUCT DISTRIBUTION

If vendors will be selling goods and/or services at the event, a list of the vendors and items to be sold will be provided **no less than four (4) weeks** prior to the event. All vendors must have a current City of Signal Hill Business License.

A list of all food vendors must be submitted **no less than four (4) weeks** prior to the event. The event organizer must comply with all fire regulations regarding use of gas or other flammable cooking methods.

Check all that apply: ☐ Food/Beverage Sales ☐ Auction of Goods ☐ Sale of Goods
☐ Services ☐ Solicitation of donations at event ☐ Other/Describe _____

Will there be retail sales by concessionaires in conjunction with this event? YES ☐ NO ☒

If yes, how many concessionaires?

What types of products will be sold?

Will products be given away at the event? YES ☐ NO ☒

If yes, describe products:

FOOD/BEVERAGES

If food and/or beverages are included in the event, a County of Los Angeles Health Department Permit is required. Event organizer must ensure that all vendors have all required permits and that permits prominently displayed in the booth.

Will food be served? YES ☐ NO ☒

It will be served to (check all that apply): ☐ invited guests ☐ public

Will food be cooked on site? YES ☐ NO ☒

Will non-alcoholic beverages be served? YES ☐ NO ☒

Please describe:

ALCOHOL

Alcohol is not permitted at community events without express approval by the City Council. If such approval is granted, event organizer is responsible for attending an alcohol service training class approved by the Chief of Police and securing an Alcohol Beverage Control (ABC) Permit prior to the event. ABC Permit must be available for inspection during the event, and the person who attended the service training class must be on site for the entire event.

Will alcoholic beverages be served and/or sold on site?

YES ☐

NO ☒

Describe service area and security measures planned to ensure consumption by persons 21 years or older only.

Office Use Only**LEAD Alcohol Service Training Required**

No _____ Yes _____ Received/Approved _____

ABC License Required

No _____ Yes _____ Received/Approved _____

Staff Initials _____

ACCESSIBILITY PLAN

Event organizers are required to comply with all City, County, State and Federal disability access requirements applicable to the event.

Describe the Accessibility Plan for the event, including, but not limited to, accessible path of travel, disabled parking and/or transportation and disabled restrooms and other facilities. (Attach separate pages if necessary.)

See attached letter of description along we detailed map.

PUBLIC WORKS***Sanitation and Recycling***

Describe plans for sanitation and recycling to ensure the proper collection and disposal of trash throughout the event. Plans should include:

- Locations of trash receptacles around event venue
- Method of providing for recycling and organics
- Location of dumpsters (if available)
- Method for removal of trash after event (if dumpsters are not available)

Describe plans for clean-up and collection/disposing of refuse.

Teams competing will help to clean up the team area as well as the course.

Describe plans for recycling and organics.

Street Sweeping

The city does not provide street sweeping services or additional collection containers for special events. At the conclusion of the event, the event venue and surrounding areas must be cleaned and returned to a condition equal or better than the condition prior to the onset of your event activities. If venue is not clear of all trash, pavement markings and debris prior to event organizer vacating premises, event organizer will be charged for clean-up costs.

Do you agree to adhere to the requirements by the City and understand applicant obligation to leave the event venue and surrounding areas cleaned and returned to a condition equal or better than the condition prior to the onset of your event activities? ☒ YES ☐ NO

Do you agree to pay in full for any and all clean-up costs resulting from your event that are not covered? ☒ YES ☐ NO

Portable Restrooms

The City of Signal Hill will determine if portable restrooms will be needed for the event even if the event is held in a location with existing restroom facilities. The event organizer will be required to provide additional restrooms if necessary.

Office Use Only**Portable Restrooms Required**

No _____ Yes _____ #/type Required _____

Staff Initials _____

Traffic Plan/Safety Equipment

Will the event involve impact to lanes of traffic, sidewalks, parking lanes, or street closure(s)?

☐ YES ☒ NO

If yes, provide a detailed traffic plan prepared by a qualified Traffic Engineer or Traffic Control Specialist identifying extent of closure(s) or lane including methods to reroute traffic. Organizer will be responsible for all fees associated with review of traffic control plan by the City. Organizer will provide all barricades, traffic cones, directional signage, traffic control devices, and other safety equipment as deemed necessary by the City of Signal Hill.

Describe plans for clean-up and collection/disposing of refuse.

Describe plans for recycling and organics.

Building and Safety

Will any of the following be included in the event?

- | | |
|---|---|
| <input type="checkbox"/> Stages | <input type="checkbox"/> Bleachers/Seating |
| <input checked="" type="checkbox"/> Canopies (open sides) | <input type="checkbox"/> Tents (enclosed sides) |
| <input type="checkbox"/> Other Structure | <input type="checkbox"/> Display |

If yes, please describe (include number and size). Each team will have an easy up approximately 10 x 10.

Parking/Transportation Management

Number of Vehicles (staff and guests)

Describe parking plans (parking locations, shuttle service, etc.).

Describe how attendees will arrive at the event (designated drop-off area, arrival times – at once,

various times).

Will a valet parking service be used?

YES ☐

NO ☒

NOTIFICATION OF EVENT

Residents/businesses/schools/places of worship within affected event area must be notified in writing **no less than 30 days prior** to the event by the applicant AND APPROVAL SIGNATURES may BE REQUIRED. During the pre-event meeting, the City will inform applicant of the notification map requirement. Notice will include a brief description of the event, date and time, contact person and phone number to reach that person during the event. Evidence of notification mailing signed by organizer's designated representative must be presented to the City **no later than two weeks prior** to the event.

If the event will impact businesses during hours of operation, the organizer will secure approval signatures from all affected businesses.

Office Use Only

Notification Map provided

No _____ Yes _____ Received/Approved _____

Approval Signatures Required

No _____ Yes _____ Received/Approved _____

Staff Initials _____

POLICE/SECURITY

All event organizers are required to provide a safe and secure environment for spectators and participants. Based on event details, organizers may be required to provide additional security.

Name of Security Company LBUSD- Campus Security Personnel

Contact Name William Salas

Contact Phone 562-715-9428

If required, a Security Plan must be submitted with the application.

Office Use Only

Security plan required?

No _____ Yes _____ Received/Approved _____

Staff Initials _____

EMERGENCY MANAGEMENT AND MEDICAL PLAN

All event organizers are required to provide a safe and secure environment for spectators and participants. Based on event details, organizers may be required to provide an Emergency Management and Medical Plan that include show emergencies that arise during the course of the event will be handled, including, but not limited to, medical emergencies, first aid, lost children, announcements, emergency evacuations, acts of civil disobedience and/or natural disasters.

Office Use Only

Emergency Management and Medical Plan required?

No _____ Yes _____ Received/Approved _____

Staff Initials _____

--

FIRE DEPARTMENT

The City will submit the event application to LA County Fire for review. The organizer is responsible for complete compliance with any and all requirements of the Fire Department.

Office Use Only

Has application been reviewed by LA County Fire?

No _____ Yes _____ Approved _____

Staff Initials _____

ENTERTAINMENT/AMPLIFIED SOUND

All event entertainment must comply with local laws applicable to noise levels. If an event is permitted, event organizers agree to abide by City requests regarding noise levels, and will reduce noise volume if necessary.

Will there be amplified sound/music during the event? YES ☐ NO ☒

If yes, will the amplified sound/music be ☐ indoors ☐ outdoors ☐ both?

Hours of amplified sound/music:

Date _____ Start _____ AM/PM Finish _____ AM/PM

Date _____ Start _____ AM/PM Finish _____ AM/PM

Number of Stages _____ Height of Stages _____

Number of Band(s) _____ Type of Music _____

Name(s) of Entertainer(s) _____

Describe other amplified sound _____

Sound Check: Date _____ Start _____ AM/PM Finish _____ AM/PM

SIGNAGE

List the type of signage that will be displayed at the event.

How and where will the signage be mounted? (Attach separate page if necessary)

EVENT CANCELLATION

If the organizer cancels or would like to request to reschedule the date of proposed event or any permitted elements of the event, organizer must notify the Community Services Department in writing no less than 3 business days or 72 business hours in advance of the set-up time for event. Should personnel or other resources be dispatched to support proposed event or an event activity that has been canceled, the Host Organization will be assessed the cost of the services provided.

Do you understand and agree to the event cancellation policy? ☒ YES ☐ NO

INSURANCE, INDEMNIFICATION AND BONDS

Event organizer agrees to purchase and maintain at its sole cost and expense during the life of this Agreement, the following insurance with an insurer or insurers satisfactory to the City:

- a. General Liability Insurance with Bodily Injury and Property Damage limits of not less than \$1,000,000 (one million) combined single limit, per occurrence, and \$2,000,000 (two million) in the annual aggregate.
- b. Contractual liability coverage sufficiently broad so as to include the liability assumed by organizer in the indemnity or hold harmless agreement included in this contract.
- c. A cross-liability clause, or equivalent wording, stating that coverage shall apply separately to each named or additional insured as if separate policies had been issued to each.

All of the above policies of insurance shall be primary insurance and event organizer agrees to have its insurer endorse the third party general liability coverage required herein to include as additional insureds AGENCY, its officials, employees and agents, using standard ISO endorsement No. CG 2010 with an edition prior to 1992 or similarly worded endorsement. The insurer shall waive all rights of subrogation and contribution it may have against the City, its officers, employees and agents and their respective insurers. All of said policies of insurance shall provide that said insurance may not be amended or canceled without providing thirty (30) days prior written notice by registered mail to the City. No work, services, duties, responsibilities, or obligations shall commence or take effect under this Agreement until organizer has provided the City with Certificate of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificate of Insurance or binders are approved by the City.

Event organizer agrees that the provisions of this section shall not be construed as limiting in any way the extent to which event organizer may be held responsible for the payment of damages to any persons or property resulting from event organizer's activities or the activities of any person or persons for which the event organizer is otherwise responsible.

The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide, The Key Rating Guide or in the Federal Register, and only if they are of a financial category Class VI or better, unless such requirements are waived by the City due to unique circumstances.

City reserves the right to increase required limits of coverage when deemed necessary at the sole discretion of the City.

Indemnification

Organizer shall indemnify, defend, and hold harmless the City, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with the special event, unless solely caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents.

Failure to Maintain Insurance

If event organizer fails to obtain and maintain the insurance required hereunder, City shall have the right, but not the obligation, to obtain the same or similar insurance in the name and account of event organizer, in which event organizer shall pay the cost thereof and furnish upon demand all information that may be requested by City to permit City to obtain all such required coverage on behalf of event organizer.

STATEMENT OF AFFIDAVIT

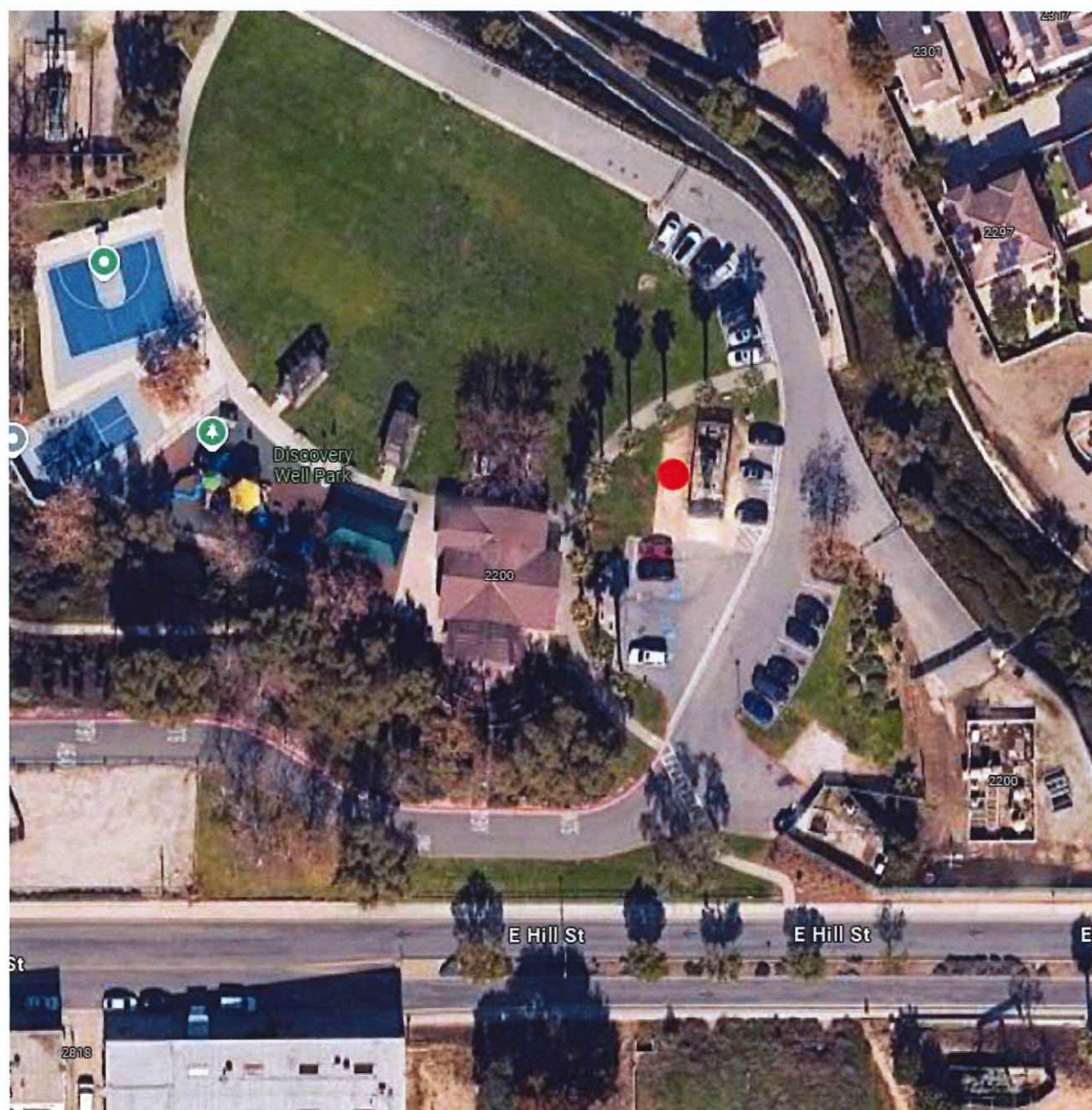
The undersigned certifies that the information contained in this application is true and correct, and that he/she is authorized by the applicant to submit the application.

I CERTIFY THAT I WILL FULLY COMPLY WITH THE COMMUNITY EVENTS ORDINANCE AND WITH THE SPECIFIC CONDITIONS OF THE EVENT PERMIT. I UNDERSTAND THAT SUBMISSION OF THIS APPLICATION DOES NOT DEEM IT APPROVED AND THE CITY RESERVES THE REVIEW AND REQUEST ADDITIONAL EVENT AND/OR APPLICANT INFORMATION.

I DECLARE UNDER PENALTY OF PERJURY THAT THE FORGOING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, AND I AM AN AUTHORIZED AGENT FOR THE APPLICANT. I UNDERSTAND THAT FALSIFICATION OR OMISSION OF INFORMATION ON THE APPLICATION WILL RESULT IN REVOCATION OF PERMIT AND LOSS OF ALL FEES.

Submitted by	<u>William (Bill) Salas</u>	Title	<u>Program Admin. K-12 Sports</u>
Signature	<u>William Salas </u>	Date	<u>6/30/25</u>

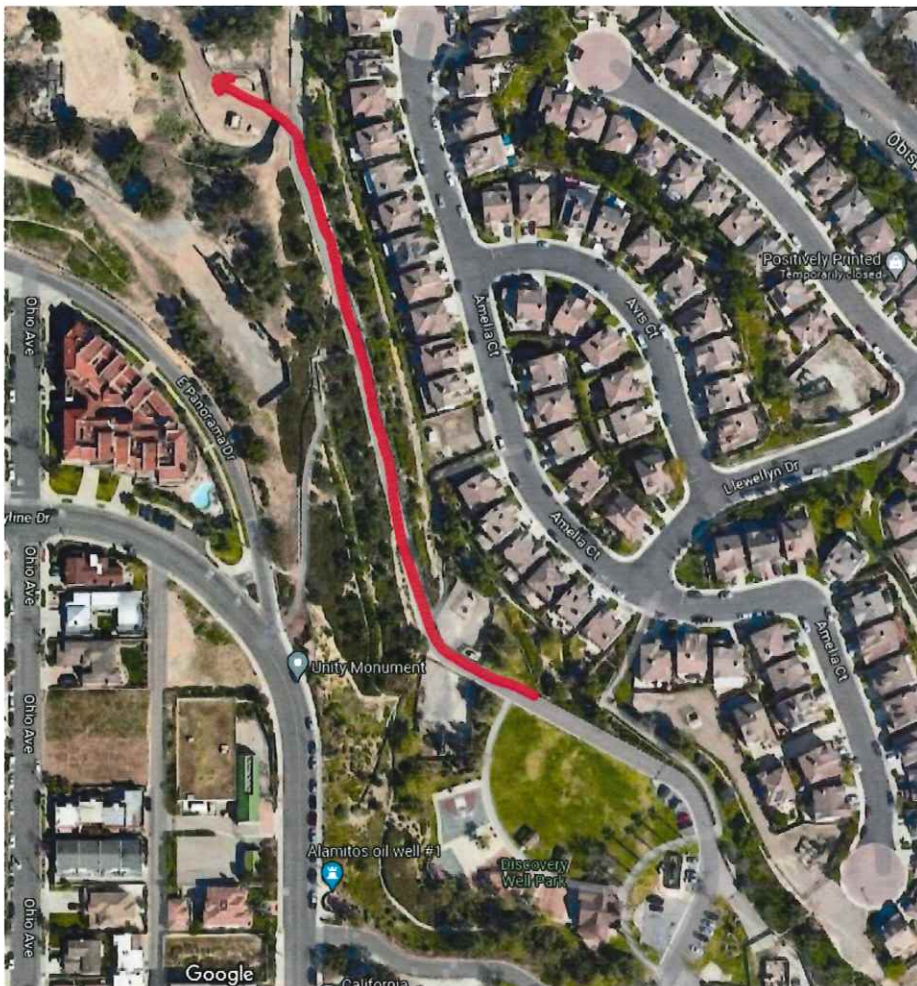
SEE READ DOT FOR PLACEMENT OF RESTROOMS





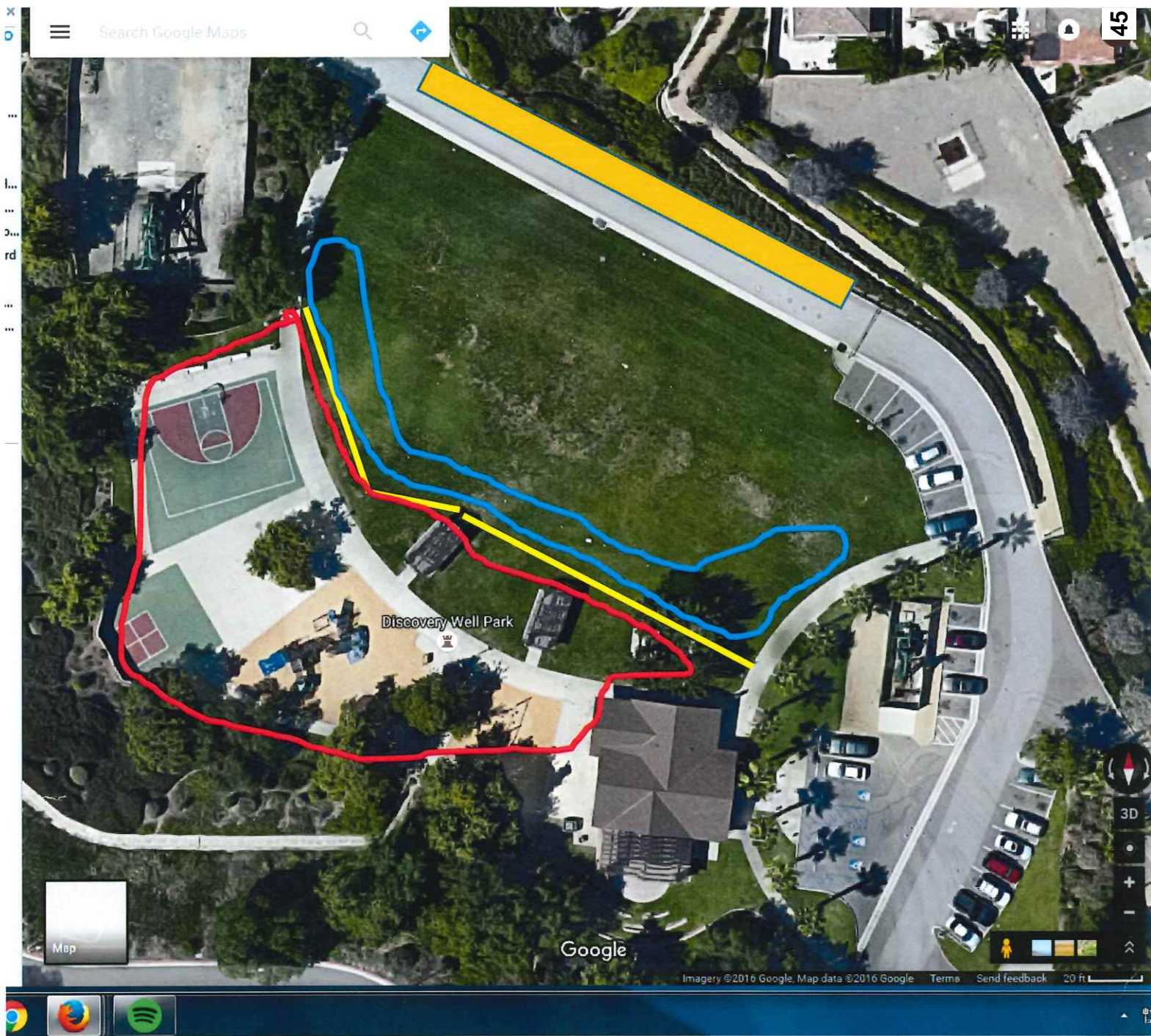
Signal Hill Course Map

Start/Finish Area



Course Loop (3x clockwise)





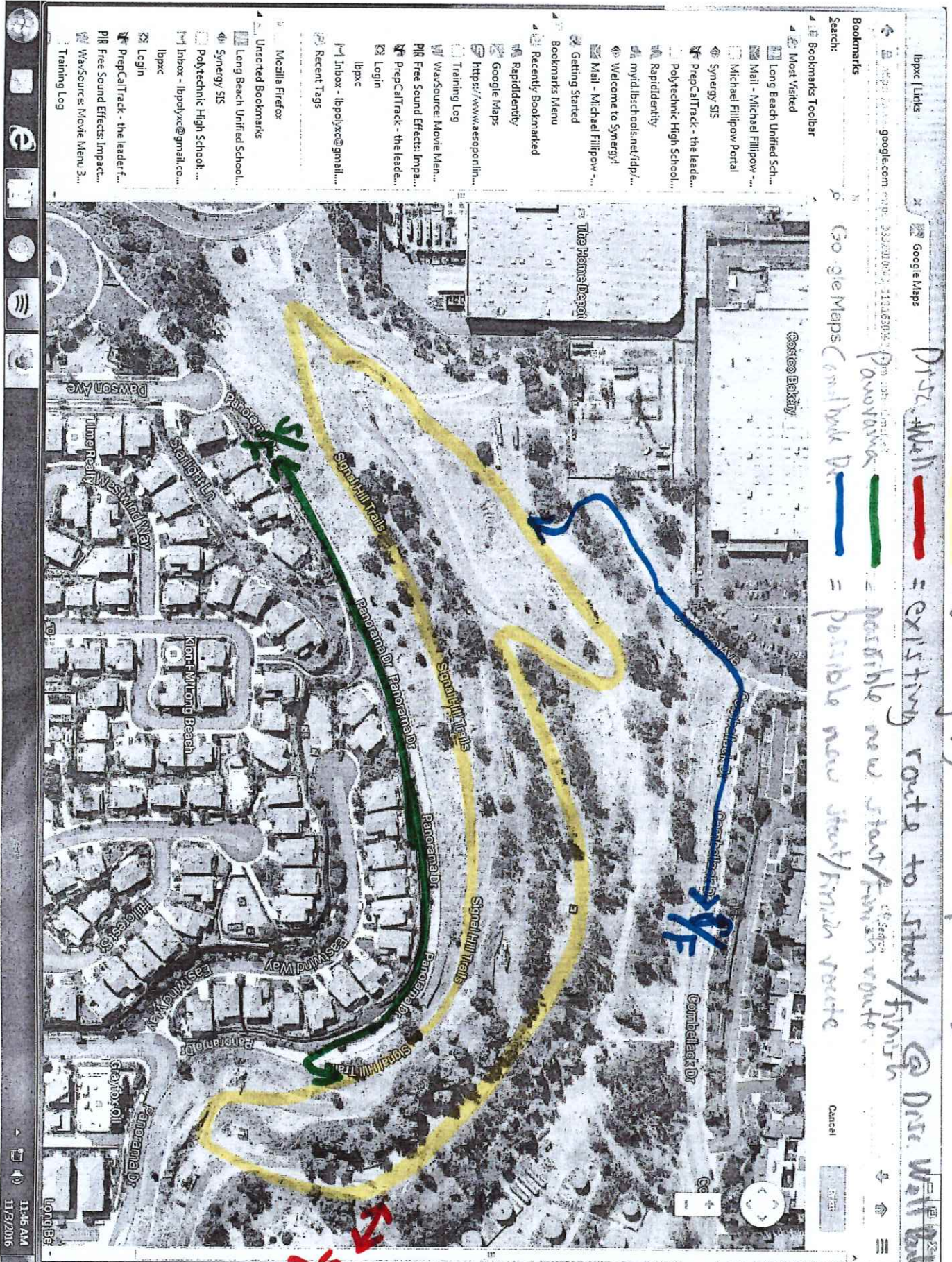
Discover Well Park Team Tent Area for Moore League #2 - Blue

Warm Up Area – Main Grass Field

Finish Line Area - Orange

Open Area for Signal Hill Residents Only! – Red

Please help keep athletes out of red area!





City of Signal Hill

2175 Cherry Avenue ♦ Signal Hill, CA 90755

Approval from Signal Hill Petroleum

This written documentation gives permission for the Long Beach Unified School District to use Signal Hill Petroleum property adjacent to Discovery Well Park as a course for the annual cross country meet. The following terms have been agreed upon:

1. The Long Beach Unified School District has been approved to hold their cross country meet on Signal Hill Petroleum property on 10/14/25.
2. An approved course has been mapped out between Signal Hill Petroleum and the Long Beach Unified School District.
3. Signal Hill Petroleum has received a copy of the proof of liability insurance from the Long Beach Unified School District.

Both parties agree to the above information:

Signal Hill Petroleum

Long Beach Unified School District

Name: [REDACTED]

Name: _____

Title: [REDACTED]

Title: _____

Signature: [REDACTED]

Signature: _____

Process Complete:

Community Services Staff: _____ Date: _____

EVIDENCE OF COVERAGE

DATE (MM/DD/YYYY)
6/25/2025

This Evidence of Coverage is used as a matter of information only and confers no rights upon the Certificate Holder. This Evidence of Coverage does not amend, extend, or alter the coverage afforded by the memoranda listed below.

MEMORANDUM NUMBER: 59

JOINT POWERS AUTHORITY (JPA)

Alliance of Schools for Cooperative Insurance Programs
16550 Bloomfield Avenue
Cerritos, CA 90703

www.ASCIP.org

CONTACT NAME: Mr. Reshan Cooray

PHONE: (562) 404-8029

cooray@ascip.org

JPA MEMBER

Long Beach Unified School District
1515 Hughes Way
Long Beach CA 90810

This is to certify that the Alliance of Schools for Cooperative Insurance Programs (ASCIP) Memorandum of Coverages on insurance listed below have been issued to the Covered Party named above for the period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this Evidence of Coverage may be used or may pertain, the coverages afforded by the Memorandum of Coverages described herein are subject to all the terms, exclusions, and conditions of such Memorandum of Coverages.

TYPE OF COVERAGE	ADDL INSR	MEMORANDUM NUMBER (MOC)	POLICY EFF (MM/DD/YYYY)	POLICY EXP 12:01a.m.	LIMIT OF LIABILITY / COVERAGE	
GENERAL LIABILITY <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> Personal Injury <input checked="" type="checkbox"/> Errors & Omission <input checked="" type="checkbox"/> Employment Practices		MOC #59	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT PER OCCURRENCE	\$ \$5,000,000
					AGGREGATE	\$ none
						\$
						\$
						\$
AUTOMOBILE LIABILITY <input type="checkbox"/> AUTOMOTIVE PHYSICAL DAMAGE <input type="checkbox"/> COMPREHENSIVE / COLLISION <input type="checkbox"/> ANY AUTO					COMBINED SINGLE LIMIT PER OCCURRENCE	\$
					ACTUAL CASH VALUE	\$
						\$
						\$
						\$
PROPERTY <input type="checkbox"/> BUILDING / CONTENTS <input type="checkbox"/> FIRE, THEFT, RENTAL INTERRUPTION					REPLACEMENT COST SUBJECT TO POLICY LIMITS, TERMS, AND CONDITIONS	
						\$
						\$
						\$
						\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> WC STATUTORY LIMITS	N/A				EACH ACCIDENT	\$
					PER EMPLOYEE	\$
					POLICY LIMIT	\$
OTHER <input type="checkbox"/> EMPLOYEE DISHONESTY (CRIME)					SUBJECT TO POLICY LIMITS, TERMS, AND CONDITIONS	
						\$
						\$
						\$

ADDITIONAL REMARKS:

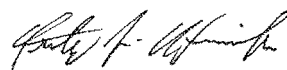
As respects to use of facilities League Cross Country event at Discovery Well Park in the City of Signal Hill

CERTIFICATE HOLDER

Bixby Ridge HOA and Pacific Coast Management
4515 E. Anaheim
Long Beach CA 90804

CANCELLATION

Should any of the above coverages for the Covered Party be changed or withdrawn prior to the expiration date issued above, ASCIP will mail 30 days written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon ASCIP, its agents, or representatives.



AUTHORIZED REPRESENTATIVE: Fritz J. Heirich

EVIDENCE OF COVERAGE

DATE (MM/DD/YYYY)
7/22/2025

This Evidence of Coverage is used as a matter of information only and confers no rights upon the Certificate Holder. This Evidence of Coverage does not amend, extend, or alter the coverage afforded by the memoranda listed below.

MEMORANDUM NUMBER: 59

JOINT POWERS AUTHORITY (JPA)

Alliance of Schools for Cooperative Insurance Programs
12610 Park Plaza Drive
Cerritos, CA 90703

www.ASCIP.org

CONTACT NAME: Mr. Reshan Cooray

PHONE: (562) 404-8029

cooray@ascip.org

JPA MEMBER

Long Beach Unified School District
1515 Hughes Way
Long Beach CA 90810

This is to certify that the Alliance of Schools for Cooperative Insurance Programs (ASCIP) Memorandum of Coverages on insurance listed below have been issued to the Covered Party named above for the period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this Evidence of Coverage may be used or may pertain, the coverages afforded by the Memorandum of Coverages described herein are subject to all the terms, exclusions, and conditions of such Memorandum of Coverages.

TYPE OF COVERAGE	ADDL INSR	MEMORANDUM NUMBER (MOC)	POLICY EFF (MM/DD/YYYY)	POLICY EXP 12:01a.m.	LIMIT OF LIABILITY / COVERAGE	
GENERAL LIABILITY <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> Personal Injury <input checked="" type="checkbox"/> Errors & Omission <input checked="" type="checkbox"/> Employment Practices		MOC #59	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT PER OCCURRENCE	\$ \$5,000,000
					AGGREGATE	\$ none
						\$
						\$
						\$
AUTOMOBILE LIABILITY <input type="checkbox"/> AUTOMOTIVE PHYSICAL DAMAGE <input type="checkbox"/> COMPREHENSIVE / COLLISION <input type="checkbox"/> ANY AUTO					COMBINED SINGLE LIMIT PER OCCURRENCE	\$
					ACTUAL CASH VALUE	\$
						\$
						\$
						\$
PROPERTY <input type="checkbox"/> BUILDING / CONTENTS <input type="checkbox"/> FIRE, THEFT, RENTAL INTERRUPTION					REPLACEMENT COST SUBJECT TO POLICY LIMITS, TERMS, AND CONDITIONS	
						\$
						\$
						\$
						\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> WC STATUTORY LIMITS	N/A				EACH ACCIDENT	\$
					PER EMPLOYEE	\$
					POLICY LIMIT	\$
OTHER <input type="checkbox"/> EMPLOYEE DISHONESTY (CRIME)					SUBJECT TO POLICY LIMITS, TERMS, AND CONDITIONS	
						\$
						\$
						\$
						\$

ADDITIONAL REMARKS:

As respects to Use of Facility for Moore League Cross Country Meet at the Discovery Wells Park in the City of Signal Hill on October 14, 2025

CERTIFICATE HOLDER

Signal Hill Petroleum
2633 Cherry Avenue
Signal Hill CA 90755

CANCELLATION

Should any of the above coverages for the Covered Party be changed or withdrawn prior to the expiration date issued above, ASCIP will mail 30 days written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon ASCIP, its agents, or representatives.



AUTHORIZED REPRESENTATIVE: Fritz J. Heirich

*ASCIP is a joint powers authority pursuant to Article 1 (commencing with Section 6500) Chapter 5 of Division 7 of Title 1 of the Government Code and Sections 39603 and 81603 of the Education Code.

Rev 5-97

EVIDENCE OF COVERAGE

DATE (MM/DD/YYYY)
7/22/2025

This Evidence of Coverage is used as a matter of information only and confers no rights upon the Certificate Holder. This Evidence of Coverage does not amend, extend, or alter the coverage afforded by the memoranda listed below.

MEMORANDUM NUMBER: 59

JOINT POWERS AUTHORITY (JPA)

Alliance of Schools for Cooperative Insurance Programs
12610 Park Plaza Drive
Cerritos, CA 90703

www.ASCIP.org

CONTACT NAME: Mr. Reshan Cooray

PHONE: (562) 404-8029

cooray@ascip.org

JPA MEMBER

Long Beach Unified School District
1515 Hughes Way
Long Beach CA 90810

This is to certify that the Alliance of Schools for Cooperative Insurance Programs (ASCIP) Memorandum of Coverages on insurance listed below have been issued to the Covered Party named above for the period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this Evidence of Coverage may be used or may pertain, the coverages afforded by the Memorandum of Coverages described herein are subject to all the terms, exclusions, and conditions of such Memorandum of Coverages.

TYPE OF COVERAGE	ADDL INSR	MEMORANDUM NUMBER (MOC)	POLICY EFF (MM/DD/YYYY)	POLICY EXP 12:01a.m.	LIMIT OF LIABILITY / COVERAGE	
GENERAL LIABILITY <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> Personal Injury <input checked="" type="checkbox"/> Errors & Omission <input checked="" type="checkbox"/> Employment Practices		MOC #59	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT PER OCCURRENCE	\$ \$5,000,000
					AGGREGATE	\$ none
						\$
						\$
						\$
AUTOMOBILE LIABILITY <input type="checkbox"/> AUTOMOTIVE PHYSICAL DAMAGE <input type="checkbox"/> COMPREHENSIVE / COLLISION <input type="checkbox"/> ANY AUTO					COMBINED SINGLE LIMIT PER OCCURRENCE	\$
					ACTUAL CASH VALUE	\$
						\$
						\$
						\$
PROPERTY <input type="checkbox"/> BUILDING / CONTENTS <input type="checkbox"/> FIRE, THEFT, RENTAL INTERRUPTION					REPLACEMENT COST SUBJECT TO POLICY LIMITS, TERMS, AND CONDITIONS	
						\$
						\$
						\$
						\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> WC STATUTORY LIMITS	N/A				EACH ACCIDENT	\$
					PER EMPLOYEE	\$
					POLICY LIMIT	\$
OTHER <input type="checkbox"/> EMPLOYEE DISHONESTY (CRIME)					SUBJECT TO POLICY LIMITS, TERMS, AND CONDITIONS	
						\$
						\$
						\$
						\$

ADDITIONAL REMARKS:

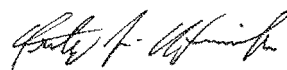
As respects to Use of Facility for Moore League Cross Country Meet at the Discovery Wells Park in the City of Signal Hill on October 14, 2025

CERTIFICATE HOLDER

City of Signal Hill
2175 Cherry Avenue
Signal Hill CA 90755

CANCELLATION

Should any of the above coverages for the Covered Party be changed or withdrawn prior to the expiration date issued above, ASCIP will mail 30 days written notice to the Certificate Holder, but failure to mail such notice shall impose no obligation or liability of any kind upon ASCIP, its agents, or representatives.



AUTHORIZED REPRESENTATIVE: Fritz J. Heirich

City of Signal Hill Policy

Waiver of Fee's for City Facilities 4.16

DATE: June 21, 2017

REVISION NO.: 002

APPROVED: _____

DEPARTMENT:
Community Services

I. PURPOSE

To set forth in writing the City's position in regards to the waiver of fees for the Community Center, Spud Field, Signal Hill Park Amphitheater, Basketball Courts, Library Meeting Room, Picnic Shelters, and Hilltop Grass Area.

II. GENERAL POLICY

- A. Fees for the use of city facilities are established annually by ordinance of the City Council. The Community Services Director has been given the authority to waive or reduce deposits, but cannot waive facility fees or staff fees. Waiver of these fees can only be done by the Parks and Recreation Commission and the City Council respectively.

In order to request a waiver the applicant must:

1. Submit an application for Use of City Facilities and attach a letter for waiver of fees.
2. Prove that the general requirements stated in this policy have been met.

To be considered for a waiver the Applicant must meet all of the following criteria:

- a. The Applicant Must Be a Signal Hill Resident. Proof of residency must be furnished to City staff.
- b. The individual or Organization Must Have Nonprofit Status with the Internal Revenue Service. Proof of nonprofit status by the I.R.S. must be furnished to City staff.
- c. The organization's primary focus must be on serving the residents of Signal Hill. Proof of such service by way of programs, services or activities offered to the community must be provided.
- d. The organization's voting board must be comprised of at least 51% Signal Hill residents.

It is advisable that the applicant appears at the meeting when the waiver is requested to respond to any questions of the City Council or Parks and Recreation Commission.

- B. Non-profits not based in Signal Hill will be prohibited from conducting any fundraising activities in any City Park or facility including raffles.
- C. Musical events will be prohibited after dusk and will also be prohibited during the months of June, July and August.
- D. Events numbering more than 25 people will be prohibited at Hilltop Park, with the exception of the wedding space, which will permit up to 75 people for up to 3 hours.
- E. Any events which may significantly impact noise, traffic or public use of the park, deemed so by the Director of Community Services, must be approved by the City Council at least sixty days prior to the event.

III. FACILITY FEE WAIVER

- 1. The City Council has given the Parks and Recreation Commission authority to waive facility fees. In order to request a waiver, the applicant must:
 - A. Submit an application for Use of City Facilities.
 - B. Attach a letter for waiver of fees.
 - C. Prove that the general use requirements stated in this policy have been met.
- 2. Request must be received a minimum of one week prior to the next scheduled Parks and Recreation Commission meeting.

IV. STAFF FEE WAIVER

- 1. In the event staff is required to supervise the City facility, City Council shall review the application for waiver of staff fees and shall make the final determination on the waiver of fees.
- 2. Request must be received a minimum of one week prior to the next scheduled City Council Meeting.

V. DEPOSITS

No deposit shall be waived for any individual or organization without written documentation from the Director of Community Services.

VI. GENERAL USE REQUIREMENTS

- A. All established rules and regulations, policies and procedures contained in the Facility Use Policy shall apply to fee exempt groups.
- B. The frequency of use at each facility shall not exceed a total of once per week by fee exempt groups.
- C. Approved Waiver of Fees shall not imply a monopoly of the facility or an automatic renewal of waiver.
- D. City sponsored programs have priority for facility use. Any reservation may be cancelled by the City.

VII. SPECIAL AGREEMENTS

Community Center:

Signal Hill Lions Club rental fees will be waived twice a (calendar) year for their annual fundraising events in view of their help in the construction of the facility. Staff fees still apply.

The LBUSD may use the facility without rental fees based on the most current joint use agreement. Staff fees will apply.

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)

There are no additional existing agreements for the waiver of fees.

VIII. EXCEPTIONS

There shall be no exceptions to this policy unless authorized by the Community Services Director.



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
Hill, California 90755-3799

9/17/2025

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 August 20, 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 August 20, 2025

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

(1) **CALL TO ORDER – 6:01 P.M.**

(2) **ROLL CALL**

PRESENT: CHAIR LINDA EDWARDS
COMMISSIONER TIM ANHORN
COMMISSIONER PAM DUTCH HUGHES

ABSENT: VICE CHAIR CAROLINE KISS-LEE

LATE ARRIVAL: COMMISSIONER KIRAN GIDWANI

(3) **PLEDGE OF ALLEGIANCE**

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

(5) **PRESENTATION(S)**

Commissioner Gidwani arrived at 6:03 p.m.

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

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

- a. PET OF THE MONTH NOMINATIONS

It was moved by COMMISSIONER ANHORN and seconded by

COMMISSIONER GIDWANI, to vote Simba as the August Pet of the Month.

The following vote resulted:

AYES: CHAIR EDWARDS
COMMISSIONER ANHORN
COMMISSIONER DUTCH HUGHES
COMMISSIONER GIDWANI

NOES: NONE

ABSENT: VICE CHAIR KISS-LEE

ABSTAIN: NONE

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

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

The following vote resulted:

AYES: CHAIR EDWARDS
COMMISSIONER ANHORN
COMMISSIONER DUTCH HUGHES
COMMISSIONER GIDWANI

NOES: NONE

ABSENT: VICE CHAIR KISS-LEE

ABSTAIN: NONE

(7) CONSENT CALENDAR

- a. FEE WAIVER REQUEST FOR PROMONTORY WESTBLUFF SKYLINE ESTATES HOMEOWNERS ASSOCIATION FACILITY USE
- b. UPDATES TO THE PARKS, RECREATION AND LIBRARY SERVICES DEPARTMENT GENERAL ADMINISTRATION STANDARD MANAGEMENT POLICIES 1.10 (REQUESTING SUPPORT FROM SIGNAL HILL POLICE DEPARTMENT), 1.13 (TECHNOLOGY IN THE WORKPLACE POLICIES & PROCEDURES); 1.15 (PARKS, RECREATION AND LIBRARY SERVICES DONATION & GIFT POLICY).
- c. REVIEW OF COMMISSION REVOLVING OBJECTIVES
- d. APPROVAL OF MEETING MINUTES

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

The following vote resulted:

AYES: CHAIR EDWARDS
COMMISSIONER ANHORN
COMMISSIONER DUTCH HUGHES

NOES: NONE

ABSENT: VICE CHAIR KISS-LEE

ABSTAIN: NONE

LATE ARRIVAL: COMMISSIONER GIDWANI

(8) COMMISSION NEW BUSINESS

Commissioner Dutch Hughes invited the Commission to the Signal Hill Community Foundation Night of Magic on October 30th. She also reminded the Commission the State of the City is on September 18th.

Commissioner Anhorn asked for a timeline on the staff report for the Fee Waiver Policy update. Director Aguilar stated staff will bring the report to the Commission at the September or October meeting.

Chair Edwards attended the Sustainable City Committee and let the Commission know what was discussed.

(9) ADJOURNMENT

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

The following vote resulted:

AYES: CHAIR EDWARDS
COMMISSIONER ANHORN
COMMISSIONER DUTCH HUGHES

NOES: NONE

ABSENT: VICE CHAIR KISS-LEE

ABSTAIN: NONE

LATE ARRIVAL: COMMISSIONER GIDWANI

CHAIR EDWARDS adjourned the meeting at 6:53 p.m.

LINDA EDWARDS
CHAIR

Attest:

YVETTE E. AGUILAR
COMMISSION SECRETARY



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
Hill, California 90755-3799

9/17/2025

AGENDA ITEM

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

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

SUBJECT:
REVIEW OF COMMISSION REVOLVING OBJECTIVES

Summary:

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

Strategic Plan Goal(s):

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

Recommendation:

Update, receive, and file report.

Background:

Each year, the Commission reviews their revolving objectives and status. Attachment A is the most recent list with a status report following each item. This will provide an ongoing status update for Commissioners regarding goals that were approved by the Commission in June 2025.

Approved:

Yvette E. Aguilar

City of Signal Hill
Parks and Recreation Commission
Revolving Goals: FY 2025-2026
Updated July 9, 2025

Goal	Status	Timeline (if applicable)	Strategic Plan Goal(s)
Planning			
Provide input on the design of an outdoor art project for Hillbrook Park.	Pending	Spring 2026	Goal No. 4 Infrastructure Goal No. 5 High-Functioning Government
Provide feedback on the use of the newly constructed or renovated parks in Signal Hill. <i>(P&RMP Goal 1.2: Maintain and improve existing facilities, parks, trails, and open spaces.)</i>	Ongoing	As appropriate, as funding is available.	Goal No. 4 Infrastructure Goal No. 5 High-Functioning Government
Policy			
Provide input on Parks, Recreation, and Library Services Policies related to private instruction, indoor/outdoor rentals, and fee waivers. <i>(PIP, 2A, 2B, 2C: Policy)</i>	Pending		Goal No. 2 Community Safety Goal No. 5 High-Functioning Government
Programs			
Provide recommendations for programming.	Ongoing	As appropriate, as funding is available.	Goal No. 5 High-Functioning Government
Capital Projects			
Participate in the Ground Breaking Ceremony and Grand Opening the new Signal Hill Amphitheater (Phase I of the Civic Center Master Plan).	Pending	Ground Breaking: Fall 2025 Grand Opening: Summer/Fall 2026	Goal No. 4 Infrastructure
Provide input on scheduled park improvement projects. <i>(P&RMP Goal 1.2: Maintain and improve existing facilities, parks, trails, and open spaces.)</i>	Ongoing	As appropriate, as funding is available.	Goal No. 4 Infrastructure Goal No. 5 High-Functioning Government
Through Park Assignment presentations, provide recommendations on future park improvements for consideration.	Ongoing	As appropriate, as funding is available.	Goal No. 4 Infrastructure Goal No. 5 High-Functioning Government

2023-2028 Strategic Plan Goals

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