



## CITY OF SIGNAL HILL

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2175 Cherry Avenue • Signal Hill, California 90755-3799

THE CITY OF SIGNAL HILL  
WELCOMES YOU TO A REGULAR  
PARKS AND RECREATION COMMISSION MEETING  
June 18, 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](http://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](mailto:yaguilar@cityofsignalhill.org) no later than 4:00 p.m. on Wednesday, June 18, 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. STAFF WILL PRESENT AN UPDATE ON THE SIGNAL HILL AMPHITHEATER PROJECT.

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

- a. COMMISSION REORGANIZATION

Summary:

Each year in June, the Commission conducts the annual reorganization of the Chair and Vice Chair positions. To continue with this annual reorganization, the Commission Secretary will solicit nominations for Chair, and once seated, the Chair will call for nominations for Vice Chair, each position serving the 2025-2026 term of office.

Strategic Plan Goal(s):

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

Recommendation:

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

- b. SELECTION OF COMMISSION REPRESENTATIVE AND ALTERNATE TO THE SUSTAINABLE CITY COMMITTEE

Summary:

For the past two years, Commissioner Kiran Gidwani has served as Parks and Recreation Commission representative on the Sustainable City Committee (SCC) and Commissioner Dutch Hughes has served as the alternate. Both attended SCC regular meetings, community events, and SCC field trips. Pursuant to SCC rules, the two-year term for SCC members expires on June 30, 2025. Accordingly, the Commission is asked to consider nominations and select a representative and an alternate for the next two-year term.

Recommendation:

Select a commission representative and an alternate for the SCC.

## c. PARK ASSIGNMENTS

Summary:

In July 2024, the Parks and Recreation Commission approved the current Revolving Objectives. In alignment with the Parks and Recreation Master Plan Goal 1.2, to maintain and improve existing facilities, parks, trails, and open spaces, the Commission assigns each commissioner a group of parks to visit, observe, and report out to the Commission and staff throughout the year, with a more comprehensive update in April of each year.

Strategic Plan Goal(s):

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

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

Recommendation:

Assign and approve parks for each commissioner for the period June 2025-May 2026.

## d. CONSIDERATION TO UPDATE MEETING TIMES FOR THE JULY 2025 PARKS AND RECREATION COMMISSION MEETING

Summary:

The Parks and Recreation Commission meetings start at 6:00 p.m. on the third Wednesday of each month. The meeting scheduled for July 2025 coincides with the Concerts in the Park series on Wednesday, July 16, 2025. The Commission will consider amending the start time of the July meeting from 6:00 p.m. to 5:00 p.m. to allow the public to attend both the Commission meeting and the Concerts in the Park series, as well as provide commissioners the opportunity to engage with the public during the popular summer activity.

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:

Consider amending the start time for the Wednesday, July 16 Parks and Recreation Commission meeting to 5:00 p.m.

## e. PET OF THE MONTH NOMINATIONS

Summary:

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

- f. 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. FEE WAIVER REQUEST FOR THE LONG BEACH MINERAL AND GEM SOCIETY GEMS ON THE HILL EVENT

Summary:

The Parks and Recreation Commission will consider a fee waiver request from

the Long Beach Mineral and Gem Society (LBMGS), a local non-profit organization, to host a Gems on the Hill event, at the Signal Hill Public Library Signal Point Terrace, Zinnia Courtyard, Children's Area, and Community Room on Saturday, October 11 and Sunday, October 12, 2025 and display two banners at the Library Terrace as well as Cherry and Hill Street in advance of the event.

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 approve the LBMGS request for a waiver of fees for the Signal Point Terrace, Zinnia Courtyard, Children's Area, and the Community Room for Saturday, October 11 and Sunday, October 12 and display two banners at the Library Terrace and at the corner of Cherry and Hill Street.

b. REVIEW OF COMMISSION REVOLVING OBJECTIVES

Summary:

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

Strategic Plan Goal(s):

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

Recommendation:

Update, receive, and file report.

c. APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of May 21, 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 July 16, 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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6/18/2025

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**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:**

**SIGNAL HILL AMPHITHEATER PROJECT UPDATE**

**Summary:**

Staff will present an update on the Signal Hill Amphitheater Project.



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**AGENDA ITEM**

**TO:**

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AND MEMBERS OF THE PARKS AND RECREATION COMMISSION**

**FROM:**

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

**SUBJECT:**

**COMMISSION REORGANIZATION**

**Summary:**

Each year in June, the Commission conducts the annual reorganization of the Chair and Vice Chair positions. To continue with this annual reorganization, the Commission Secretary will solicit nominations for Chair, and once seated, the Chair will call for nominations for Vice Chair, each position serving the 2025-2026 term of office.

**Strategic Plan Goal(s):**

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

**Recommendation:**

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

**Background:**

The Commission appointed the current Chair and Vice Chair in June 2024. For discussion purposes, staff have provided a list of Chair and Vice Chair appointments from 2006-2007 through 2024-2025 (Attachment B).

**Approved:**

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6/18/2025

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Yvette E. Aguilar

## **Guidelines for Reorganization:**

The following procedure will occur for the Commission to reorganize:

1. The Chair turns the meeting over to the Commission Secretary, who presides over the nomination of the new Chair.
2. The Commission Secretary indicates that Nominations are now in order for the Chair of the Park and Recreation Commission for the City of Signal Hill.
3. Any member of the Commission may nominate any member for the Chair. No second is required.
4. The Commission Secretary states, Commissioner \_\_\_\_\_ has been nominated. Are there any further nominations for Chair? The Commission Secretary repeats each nomination in this way until all nominations for the office are made.
5. When it appears no one else wishes to make a nomination, the Commission Secretary again states, Are there any further nominations for Chair? If not, nominations are now closed, without waiting for a motion to that effect.
6. After completion of the nominations, the Commission Secretary should provide each nominee with an opportunity to speak regarding his or her qualifications for the position.
7. The Commission Secretary shall then conduct a roll call vote for the selection of Chair asking each member to vote for the nominee of his or her choice. The vote shall be conducted in alphabetical order as follows:  
  
Commissioner Anhorn  
Commissioner Dutch Hughes  
Commissioner Edwards  
Commissioner Gidwani  
Commissioner Kiss-Lee
8. The Commission Secretary then declares the result of the election. The nominee receiving a majority vote of the Commission shall be declared the new Chair.
9. After selection of the new Chair, the Commission Secretary turns the meeting over to the newly elected Chair who is given an opportunity to make any remarks, which they may wish to make upon entering office.
10. The new Chair then presides over the selection of the Vice-Chair, calling for the nominations and conducts the vote, as with the selection of the Chair.
11. The new Chair is also given an opportunity to make any remarks, which they may wish to make upon entering office.

## **Parks and Recreation Roster of Chair & Vice Chairs**

### **2006-2007**

Chair Ken Davis  
Vice Chair Gary Dudley

### **2007-2008**

Chair Gary Dudley  
Vice Chair Louise Cunningham

### **2008-2009**

Chair Louise Cunningham  
Vice Chair Denise Damrow

### **2009-2010**

Chair Denise Damrow  
Vice Chair Tickell

### **2010-2011**

Chair Robert Tickell  
Vice Chair Ken Davis

### **2011-2012**

Chair Ken Davis  
Vice Chair Gary Dudley

### **2012-2013**

Chair Gary Dudley  
Vice Chair Louise Cunningham

### **2013-2014**

Chair Louise Cunningham  
Vice Chair Alisha Lopez

### **2014-2015**

Chair Alisha Lopez  
Vice Chair Carmen Brooks

### **2015-2016**

Chair Carmen Brooks  
Vice Chair Gary Dudley

### **2016-2017**

Chair Gary Dudley  
Vice Chair Nancy Lauer

### **2017-2018**

Chair Nancy Lauer  
Vice Chair Caroline Kiss-Lee

### **2018-2019**

Chair Caroline Kiss-Lee  
Vice Chair Debra Russell

### **2019-2020**

Chair Rogers  
Vice Chair Anhorn

### **2020-2021**

Chair Anhorn  
Vice Chair Hughes

### **2021-2022**

Chair Anhorn  
Vice Chair Rogers

### **2022-2023**

Chair Anhorn  
Vice Chair Dutch Hughes

### **2023-2024**

Chair Kiss-Lee  
Vice Chair Anhorn

### **2024-2025**

Chair Anhorn  
Vice Chair Kiss-Lee



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6/18/2025

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**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:**  
**SELECTION OF COMMISSION REPRESENTATIVE AND ALTERNATE TO THE  
SUSTAINABLE CITY COMMITTEE**

Summary:

For the past two years, Commissioner Kiran Gidwani has served as Parks and Recreation Commission representative on the Sustainable City Committee (SCC) and Commissioner Dutch Hughes has served as the alternate. Both attended SCC regular meetings, community events, and SCC field trips. Pursuant to SCC rules, the two-year term for SCC members expires on June 30, 2025. Accordingly, the Commission is asked to consider nominations and select a representative and an alternate for the next two-year term.

Recommendation:

Select a commission representative and an alternate for the SCC.

Approved:

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Yvette E. Aguilar



STAFF REPORT

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6/18/2025

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**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:**

**PARK ASSIGNMENTS**

Summary:

In July 2024, the Parks and Recreation Commission approved the current Revolving Objectives. In alignment with the Parks and Recreation Master Plan Goal 1.2, to maintain and improve existing facilities, parks, trails, and open spaces, the Commission assigns each commissioner a group of parks to visit, observe, and report out to the Commission and staff throughout the year, with a more comprehensive update in April of each year.

Strategic Plan Goal(s):

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

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

Recommendation:

Assign and approve parks for each commissioner for the period June 2025-May 2026.

Background and Analysis:

Staff recommend that park assignments be distributed as follows given their proximity to each other by area (Attachment A):

1. Reservoir Park, Signal Hill Dog Park

2. Signal Hill Park, Heritage Point Park, and Calbrisas Park
3. Sunset View Park, Hilltop Park
4. Discovery Well Park, Panorama Promenade
5. Raymond Arbor Park and Hillbrook Park

Commissioners will provide feedback about:

1. Design of the park as it relates to amenities and user experience for consideration of future new park improvements.
2. Connectivity of the park in relation to other City buildings, parks, and amenities;
3. Overall experience and observations about the park.

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 or May. This will ensure that presentations are given prior to expiring terms and create a consistent schedule for commissioners to follow.

Additionally, commissioners will visit their assigned parks throughout the year, creating the opportunity to share feedback with staff on a regular basis through communication or utilizing the City's mobile application or iWorqs platforms, to help expedite addressing topics such as safety concerns, graffiti, or other items that commissioners would like to bring to the attention of staff/City.

Further, with anticipated future potential renovations to parks and enhancements, including Reservoir Park and Signal Hill Park, the commissioners will be asked to provide their input and feedback in the design process. This information will be taken into consideration as part of the park improvement process.

Park assignments are brought before the commission each June for consideration of updating assignments in anticipation of potential newly appointed commissioners attending their first meeting in June.

Approved:

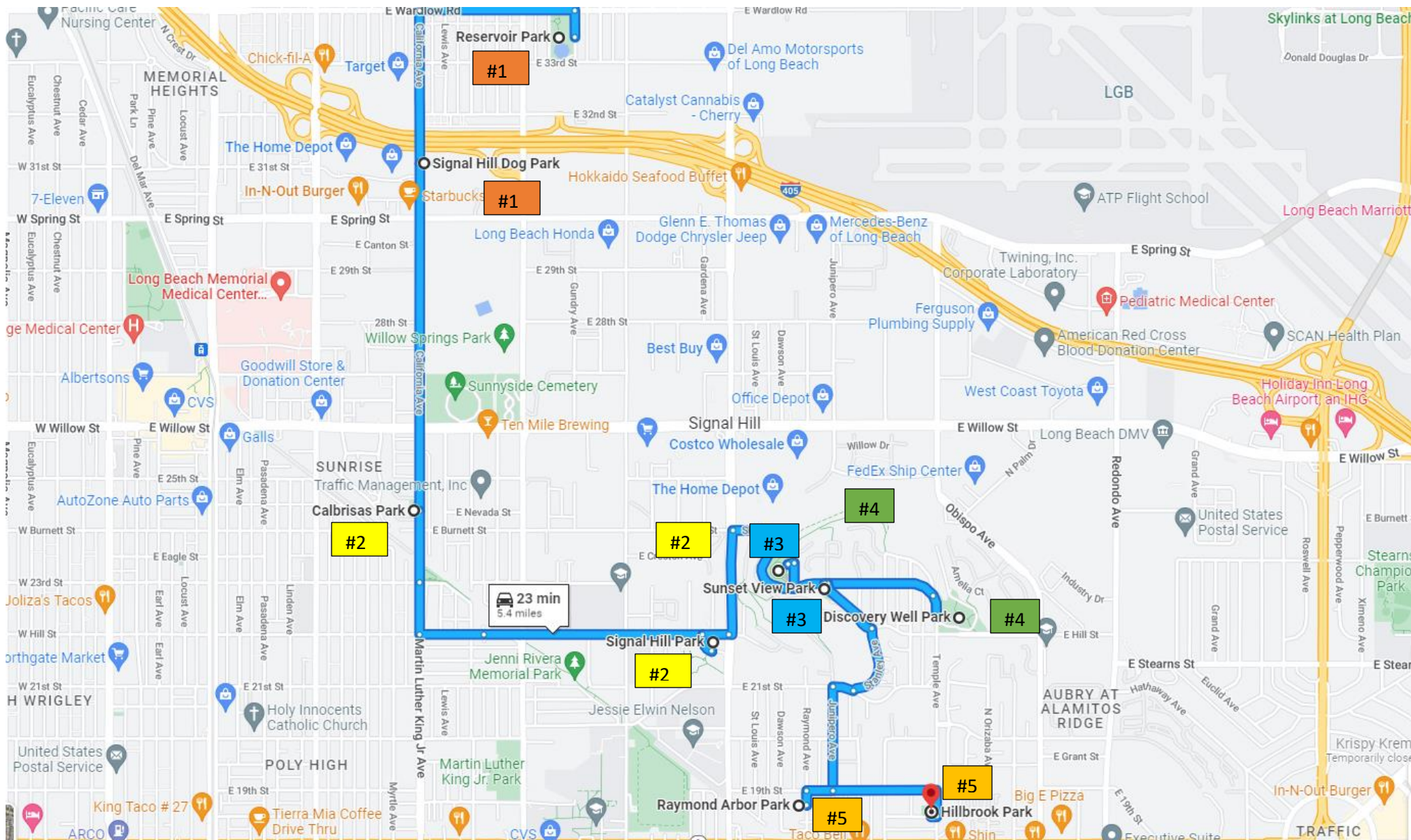
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Yvette E. Aguilar

Attachment:

A. Park Assignment Map

**Attachment A**  
**Park Assignments – 06/18/2025**





## CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal  
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### STAFF REPORT

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6/18/2025

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#### **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:**

**CONSIDERATION TO UPDATE MEETING TIMES FOR THE JULY 2025 PARKS AND  
RECREATION COMMISSION MEETING**

**Summary:**

The Parks and Recreation Commission meetings start at 6:00 p.m. on the third Wednesday of each month. The meeting scheduled for July 2025 coincides with the Concerts in the Park series on Wednesday, July 16, 2025. The Commission will consider amending the start time of the July meeting from 6:00 p.m. to 5:00 p.m. to allow the public to attend both the Commission meeting and the Concerts in the Park series, as well as provide commissioners the opportunity to engage with the public during the popular summer activity.

**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:**

Consider amending the start time for the Wednesday, July 16 Parks and Recreation Commission meeting to 5:00 p.m.

**Background:**

Concerts in the Park will be held on Wednesday, July 16, 2025 which is also the meeting date for the Parks and Recreation Commission. In 2024, the Commission elected to retain the same meeting date, but adjusted the start time for the meeting from 6:00 p.m. to 5:00 p.m. on days when the Concert time coincided with the meeting time to allow the public to attend both the Commission meeting and the Concerts in the Park series, as well as provide commissioners the opportunity to



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6/18/2025

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engage with the public during the popular summer activity. The commission has historically amended the meeting time each July since at least 2014.

Approved:

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Yvette E. Aguilar



CITY OF SIGNAL HILL  
STAFF REPORT

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6/18/2025

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**AGENDA ITEM**

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

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

**BY:**  
**MELISSA MONTIEL  
MANAGEMENT ASSISTANT**

**SUBJECT:**  
**PET OF THE MONTH NOMINATIONS**

**Summary:**

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

**Background & Analysis:**

Two new qualified nominations were received for June 2025, and four nominations remain from previous submissions. A total of six nominations are eligible for the Parks and Recreation Commission to consider for the June 2025 Pet of the Month (Attachment B).

Approved:

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6/18/2025

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Yvette E. Aguilar

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

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

**Eligibility Criteria**

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

**Application Criteria (in addition to information from Eligibility Criteria)**

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

**Selection Process**

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

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

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

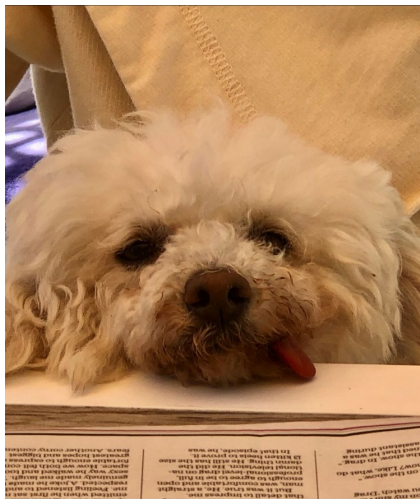
- Selected Pet of the Month is recognized via:
  - City Website
  - Monthly E-Newsletter
  - City and Community Services Department Facebook pages
- Nominations that are not selected for “Pet of the Month” are eligible for future consideration
- Nominations will also be featured to help promote community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

**Pet of the Month - June Nominees**

**Winnie**



**Lulu**



**Babygirl**



**Moyis**




**Prince Charming**



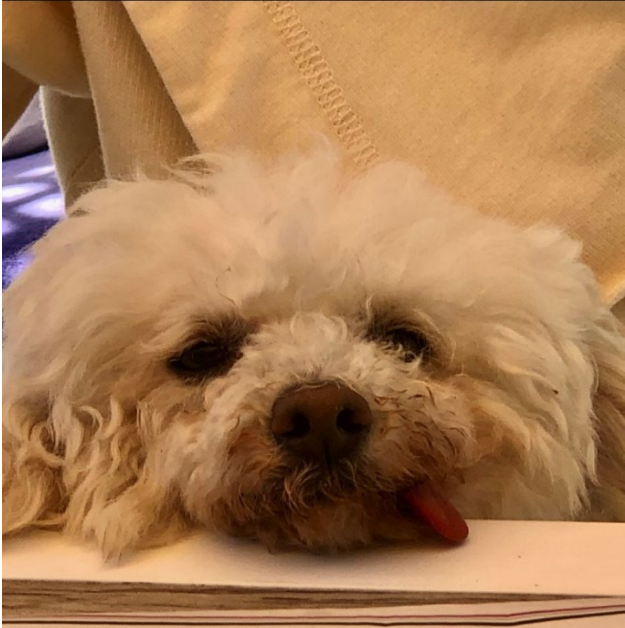
**Kainoa**



**City of Signal Hill Pet of the Month June 2025**

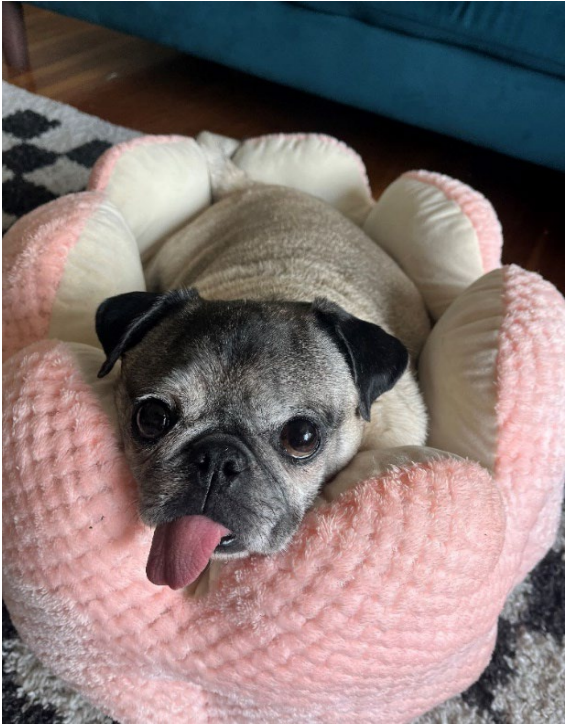
What is your Pet's name?	Winnie
Does your pet have a nick name?	Win
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Pug
What makes your pet special?	He loves everyone. When we're out on walks we have to stop and say hi to all people and pets.
How long have you had your pet? 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 June 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 June 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 Pet of the Month June 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
	

**City of Signal Hill Pet of the Month June 2025**

What is your Pet's name?	Prince Charming
Does your pet have a nick name?	Princey wincey
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Corn snake
What makes your pet special?	He is cute, calm, and loves kids.
How long have you had your pet? How did you acquire your pet?	I've had him for about 4 months and I bought him online.
What activities does your pet like to do?	He loves to climb in his enclosure and slither into people's shirts.
Does your pet have all required licenses?	Yes
	

### City of Signal Hill Pet of the Month June 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
	



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### STAFF REPORT

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6/18/2025

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#### **AGENDA ITEM**

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

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

**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 May 13, 2025 City Council Meeting:

- The newly appointed Chief of Police, Brad Kenneally, was sworn in.

- Mayor Jones presented a proclamation to the Signal Hill Police Department in recognition of Police week, May 11-17, 2025.
- Mayor Jones presented a proclamation to Cecilia Fidora recognizing her as the Signal Hill Outstanding Older American recipient for 2025.
- Mayor Jones presented a proclamation to the Public Works Department in recognition of Public Works Week, May 18-24, 2025.
- Mayor Jones presented a proclamation to City Clerk Daritza Gonzalez and Assistant City Clerk Tina Knapp in recognition of the 56<sup>th</sup> Annual Professional Municipal Clerks Week, May 4-10, 2025.
- City Librarian Charles Hughes provided a presentation about scheduled programming to commemorate LGBTQ Pride Month.
- The Public Works Department provided a presentation of the citywide street sign project.
- Deputy City Manager/Parks, Recreation and Library Services Director Yvette Aguilar and Human Resources Manager Patricia Ahumada provided a presentation on vacancies, recruitment, and retention efforts.
- City Council adopted the resolution declaring final acceptance of the East 20<sup>th</sup> Street and Redondo Avenue intersection improvement project.

At the May 27, 2025 City Council Meeting:

- A new Spotlight on Small Business video series featuring Mia's Café Brunch & Grill was featured.
- City Council adopted the Water Master Plan and received and filed the Water Rate Study Report.
- City Council advanced the Phase One of the Civic Center Master Plan and received and filed the status update report.
- City Council set the Public Hearing for the consideration of levying and collecting assessments for Landscape and Lighting Maintenance District No. 1 for Fiscal Year 2025-26 for June 24, 2025 and adopted Resolution No. 2025-05-6876.
- City Council requested staff conduct more research on the opportunity for a farmers' market in the City and asked that staff return to the City Council with additional information and a formal report in the next couple of months.



## 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, 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. Ground breaking for the project is anticipated by fall 2025, with project completion by the end of the 2026 calendar year.

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

## RECREATION DIVISION

<u>Program</u>	<u>Number of Participants</u>
<u>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	20 Families

Senior Social Club Programs

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

Senior Excursion: Strawberry Festival	47 Participants
Silver Sneakers	5 Participants
Traditional Games: Loteria, Bingo, Dominoes, Cards	5-10 Participants
Walking Club	1-5 Participants
Mother's Day Social Bingo Luncheon	48 Participants
Arts & Crafts: Spring Wreath and DIY Birthday Cards	10 Participants

Senior Social Club Programs

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

Senior Excursion: Strawberry Festival	47 Participants
Silver Sneakers	5 Participants
Traditional Games: Loteria, Bingo, Dominoes, Cards	5-10 Participants
Walking Club	1-5 Participants
Mother's Day Social Bingo Luncheon	48 Participants
Arts & Crafts: Spring Wreath and DIY Birthday Cards	10 Participants

Ongoing Senior Programs

Mondays	Arts and Crafts (2 <sup>nd</sup> and 4 <sup>th</sup> Monday of the month)
Mondays	Tai Chi (2 <sup>nd</sup> and 4 <sup>th</sup> 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 <sup>st</sup> 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 (Twice a month)	4-8 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, May 3, 2025 Low-Cost Pet Vaccination Clinic	67 Pets
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**Volunteer Programs**

	Volunteers	Volunteer Hrs.
Paws on the Hill	3 Volunteers	18 Hours
Community Resource & Health Fair	7 Volunteers	33 Hours
Administrative Volunteers	5 Volunteers	21 Hours
Teen Leader in Training Program	6 Participants	
Newly Processed Volunteers	2 Participants	

<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	1	0	0	1
Signal Hill Park Picnic Shelters	2	4	0	1	7
Discovery Well Community Centers	0	0	0	0	0
Spud Field	0	0	0	0	0
Signal Hill Point Terrace	1	0	0	0	1
Library Community Room	0	0	2	0	2
Zinnia Courtyard Patio	0	0	0	0	0
Wedding Space	0	0	0	0	0
<b>TOTAL</b>					<b>11</b>

<u>Rental Revenue</u>	<u>January - May 2025</u>
Facility Rental Revenue	\$12,365.50
Total Facility Fees Waived	\$3,031.50

**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	4,438 Items
Library Visits	8,386 Visits
Library Website Visits	682 Visits
Library Wi-Fi Connections	1,017 Connections
Resident Library Card Registration	28 Library Card Registrations
Non-Resident Library Card Registration	191 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	57 Items Borrowed
Inter Library Loan Service Loaned Out	11 Items Loaned Out

<u>Electronic Resources</u>	<u>Number of Participants</u>
Freegal Music Subscription+	19 New Active Users, 199 songs streamed
Kanopy Movie Streaming Subscription	4 New Active Users, 4,268 minutes streamed
Beanstack Subscription	4 New Active Users

<u>Library Services</u>	<u>Number of Participants</u>
Study Rooms Reservations	179 Reservations
Story Time	253 Children, 226 Adults
First Friday Book Club	8 Adults
Romance Book Club	3 Adults
Make It!	2 Adults
After School Club	5 Children
Teen Social Club	20 Children
Senior Dancing for Health	76 Adults
BARK: Read to Dogs	7 Children
Crochet Club	3 Adults

Zumba	118 Adults
Spring Mini Concerts	5 Children, 24 Adults
Restorative Sound Bath	23 Adults
Tutoring Program	37 Children
Yoga at Reservoir Park	26 Adults
Storytime with Rachell Abalos	10 Children, 5 Adults
Jewel Box Children's Theater Workshop	6 Children
Harvey Milk Day Paint with Pride and Open Mic	19 Adults
Cambodian Dance Workshop with Mera Dance Troupe	10 Children, 37 Adults
Day at the Movies, 55+	9 Adults

<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 <sup>rd</sup> Thursday Romance Book Club
Fridays	Preschool Story Time Tutoring Program 1 <sup>st</sup> Friday Book Club 2 <sup>nd</sup> Friday: Make It! 3 <sup>rd</sup> Friday Crochet Club
Saturdays	Khmer Story Time 3 <sup>rd</sup> Saturday Photography Open Studio 3 <sup>rd</sup> Saturday Jewel Box Children's Theater Workshop

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

Upcoming Programs	
June 18	Silver Harmonicas
June 18	Family Drum Circle at Calbrisas Park
June 18	Pass the Sticks: WWE 2k25
June 21	Low-Cost Pet Vaccinations
June 21	L.A. County Smart Gardening
June 21	Spring Mini Concert: Danny Williams
June 23	Tai Chi for Beginners
June 24	Traditional Games
June 24	Lifestyles of the Slimy & Squishy
June 26	Yoga in the Park
June 26	Pride Night: Mini Zen Gardens
June 28	Garden Workshop
June 28	The Joy of Music
July 1	What's Cooking Chef Ollie?
July 9	Silver Harmonicas
July 12	Zumba Master Class
July 12	Fabulous Faces: Face Painting at the Library
July 12	Barnyard Story Time
July 14	Tai Chi for Beginners
July 14	Sensory-Friendly Silent Disco

Approved:

Yvette E. Aguilar



CITY OF SIGNAL HILL  
STAFF REPORT

2175 Cherry Avenue • Signal  
Hill, California 90755-3799

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6/18/2025

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**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 THE LONG BEACH MINERAL AND GEM SOCIETY  
GEMS ON THE HILL EVENT**

**Summary:**

The Parks and Recreation Commission will consider a fee waiver request from the Long Beach Mineral and Gem Society (LBMGS), a local non-profit organization, to host a Gems on the Hill event, at the Signal Hill Public Library Signal Point Terrace, Zinnia Courtyard, Children's Area, and Community Room on Saturday, October 11 and Sunday, October 12, 2025 and display two banners at the Library Terrace as well as Cherry and Hill Street in advance of the event.

**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 approve the LBMGS request for a waiver of fees for the Signal Point Terrace, Zinnia Courtyard, Children's Area, and the Community Room for Saturday, October 11 and Sunday, October 12 and display two banners at the Library Terrace and at the corner of Cherry and Hill Street.

Background:

The Long Beach Mineral and Gem Society (LBMGS), is a local non-profit organization that is dedicated to fostering the study of mineralogy and collection of specimens, and the Art of Lapidary. The group's passionate and knowledgeable members bring together a diverse range of skills and expertise spanning from geologic sciences and lapidary craftsmanship (jewelry and metalsmithing arts). The LBMGS membership consists of approximately 40 volunteers, all knowledgeable in the fields of geology, gemology, mining, and lapidary arts. The purpose of the Gems on the Hill event is to educate the community on gems and minerals and the event is open to the public, which will allow library patrons and community members to visit the family-friendly interactive activities, vendors, and guest speaker program.

In June 2022, May 2023, and May 2024, the Parks and Recreation Commission approved a fee waiver request for the LBMGS to host their Gems on the Hill event each year. In good faith of fostering a partnership with the City, the LBMGS has hosted two to three programs each year "

In consideration of this year's facility fee waiver request, LBMGS has proposed to host up to three future library programs for the community. The proposed programs will be designed to engage children and families as well as offer an educational guest speaker for adults and seniors.

At each of the recent events, LBMGS showcased geology, provided public demonstrations on geode cutting and jewelry making. LBMGS also featured several interactive kids' activities where children discovered various minerals and gems by digging in the sand. The two-day event attracted more than 600 attendees to the Signal Hill Public Library which also included more than 20 vendors. Funds raised from the vendor fees are used for the club to provide free programs to the community, including in the City of Signal Hill throughout the year.

Analysis:

The Long Beach Mineral and Gem Society requested a waiver pursuant to the City of Signal Hill Policy 4.16 for City Facilities. The Long Beach Mineral and Gem Society plans to hold a Gems on the Hill event on October 11 and October 12, 2025. The LBMGS applied for Use of Indoor City Facilities and included a letter detailing the event (Attachment A).

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 B). The Waiver Policy requires the Parks and Recreation 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.

LBMGS has been a supporter and partner with Signal Hill Public Library since 2022. Over the past three years, LBMGS has provided eight free programs to the Signal Hill community. The chart below shows the programs that LBMGS has provided to the Signal Hill community free of charge.

Program	Date	Attendance
Gems on the Hill Event	October 2022	800 Adults and Children
Lets' Discover Rocks, Minerals & Fossils	January 2023	12 Adults, 24 children
Gemstone Treasure Hunt	April 2023	15 Adults, 22 Children
Gems on the Hill Event	October 2023	750 Adults and Children
All About Volcanoes	April 2024	25 Adults, 32 Children
Gems on the Hill Event	October 2024	600 Adults and Children
Pet Rocks	January 2024	16 Adults, 6 Children
Let's Discover Rocks, Minerals and Fossils	January 2023	12 Adults, 20 Children

The cost of the facility use fees is estimated to be \$8,220.75.

FACILITY/FEE DESCRIPTION	RATE	HOURS	SUBTOTAL
Saturday, October 11, 7:00 a.m. to 5:15 p.m.			
Library Community Room & Zinnia Courtyard	\$230/hour	10.25 hours	\$2,357.50
Signal Point Terrace	\$173/hour	10.25 hours	\$1,773.25
Cleaning Fee	\$35 per room	2 locations	\$70.00
		SUBTOTAL	\$4,200.75
Sunday, October 12, 9:00 a.m. to 6:00 p.m.			
Library Community Room & Zinnia Courtyard	\$230/hour	9 hours	\$2,070.00
Signal Point Terrace	\$173/hour	9 hours	\$1,557.00
Cleaning Fee	\$35 per room	2 locations	\$70.00
		SUBTOTAL	\$3,697.00
Application Fee	\$ 35.00		
Refundable Security Deposit	\$ 288.00		
SUBTOTAL			\$ 323.00
GRAND TOTAL			\$8,220.75

Although the applicant does not meet all the listed criteria, Long Beach Gem & Mineral Society has

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6/18/2025

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supported the Signal Hill Public Library and has served the Signal Hill community since 2022, providing programs that are free of charge to the public and geared toward Signal Hill residents. Staff recommend approval of the fee waiver as requested and allow for the facility to be utilized on October 11 and 12, 2025; and banner hanging for event advertising.

Approved:

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Yvette E. Aguilar

Attachments:

- A. Application and Letter
- B. Waiver of Fees Policy





## Application for Use of Indoor City Facilities

(APPLICATION MUST BE SUBMITTED IN PERSON)

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

Name of Applicant (s) \_\_\_\_\_

Phone numbers: Cell \_\_\_\_\_

Address \_\_\_\_\_

Unit # \_\_\_\_\_

City \_\_\_\_\_

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 provided 6 to 8 weeks after your event

Description of Event: Gems on the Hill, Gem & Mineral Show

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

Event Date: 10/11 & 10/12/25

Event Day: SAT & SUN

Rental Start time: 7am - 5:15pm

Rental End time: 9am - 6pm

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

• Small serving kitchen included

If yes, name of catering company \_\_\_\_\_

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

- 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.

Packaged  
Snacks Only

**EXPECTED ATTENDANCE:** Adults 200 Children 100 Total Attendance 300

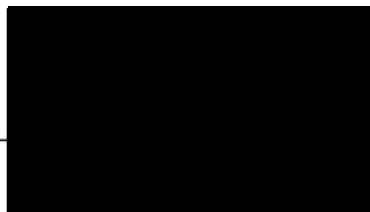
Is the public invited? ☒ Yes ☐ No

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: 5/12/25



May 13<sup>th</sup> 2025

City of Signal Hill Parks and Rec Department  
1800 E. Hill Street  
Signal Hill, CA

Dear COSHP&R,

It is that time of year again and Long Beach Mineral and Gem Society would like to host our annual Gems on the Hill Gem and Mineral Show 2025 at the Signal Hill Public Library.

Each year that passes, we notice a larger crowd in attendance. 2024's event consisted of families who frequent the Library programs plus a growing number of gem and mineral enthusiasts from the LA area. Our vendors now see repeat customers who returned from the previous shows.

Long Beach Mineral and Gem Society would like to continue the opportunity to host this show on October 11<sup>th</sup> and 12<sup>th</sup> 2025 and requests a waiver for the facility rental fees for the Terrace, Community Room and Zinnia Courtyard.

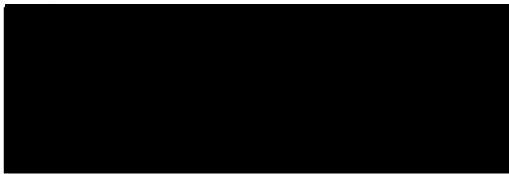
We strongly believe that event promotion is the key to increase attendance. Coordination with the City's social media posts will assist with getting the word out to the community.

Also, we continue our request to place our event banner on Cherry Ave for at least 3 weeks prior to the event, and additional promotion in Cityviews magazine in the months leading up to the show.

To continue our collaboration with City of Signal Hill's programming, our Society is happy to host seasonal mini events throughout 2026. We successfully hosted "My First Rock Collection" this past month and attendees were able to go home with a boxed collection of labeled rock specimens from around the world.

On behalf of all of the members at LBMGS we thank you for this continued opportunity!

Sincerely,



Long Beach Mineral and Gem Society

GEMS ON THE HILL 2025  
Proposal from the Long Beach Mineral and Gem Society  
May 12<sup>th</sup> 2025

Long Beach Mineral and Gem Society plans to continue our largest annual event "Gems on the Hill" this October at the Signal Hill Library. This year will mark our third consecutive year hosting this Gem and Mineral Show.

2024 was an enormous success! We were beyond pleased with how popular the GEMS ON THE HILL Show was. We drew in roughly 500 to 1,000 people, which included local families, children, college students, seniors, gem and mineral collectors, shoppers and people who just stopped in.

We arranged for 30 plus vendors to attend, and a few other local rock clubs that hosted educational and interactive displays. Our LBMGS Club hosted a Welcome Booth with our rock specimens laid out to introduce the patrons to some geologic specimens and distributed a show program. We held an impressive Raffle fundraiser that helps us generate funds to put on our Society programs throughout the year. We displayed live demonstrations on meteorites, geode cutting and lapidary. Our volunteers and vendors wore ID badges and custom printed T Shirts so that we were easy to find by our visitors.

#### OUR PROPOSED SHOW IN 2025

Honestly – we would love to duplicate what we did in 2024. Our hopes would be to add more vendors that specialize in different rock/ gem materials.

As before, we would host a 2-day weekend show on Saturday October 11<sup>th</sup> and Sunday October 12<sup>th</sup> 2025. Hours 10am to 5pm on Saturday and 10am to 4pm on Sunday with at least 3 hours for set up and 2 hours for tear down after the event.

Our activities for kids would include the following:

Geode cutting – geodes are round rocks that kids would pick out their own and we would slice them open with a special saw to expose the crystal structures inside. We must charge \$3.00 for each that covers our costs for the material. Each piece is unique.

Kids Arts and Crafts – Make and take home a painted rock. FREE

Gemstone Dig – We fill bins with sand and kids hunt around to find treasure (polished rocks, crystals) in the mix with a sieve. We provide a bag for them to take what they find home. FREE

Spin the Wheel – Rock related wheel of fortune with rock related prizes. FREE

Adopt a Rock – Pet rock that comes with care instructions. FREE

We may have additional ideas along with these themes for kids as well.

#### Vendors:

Vendors would sign up for the show using an application form that we provide outlining an agreement between LBMGS and their entity to sell their goods. Vendors pay for a table space at a flat rate in advance and will provide their own displays, lighting props. We also ask each vendor to donate an item suitable for our fundraiser raffle. Vendors agree to provide proof of Sellers Permit and Liability insurance. We have about 90% of last year's vendors wishing to join us again this year. LBMGS will handle all correspondence with the show vendors.

#### Insurance:

Through our parent organization CFMS we qualify for special liability coverage through McDaniel Insurance Services, LLC. We can provide our annual declaration page for your review, and once a Show date is set, we can apply for a certificate of insurance for the specific dates. This coverage is tailored to Mineral and Gem Shows. We can provide more details on request.

#### Advertising:

We will print and distribute a color postcard advertising our event as soon as possible. Distribution will be City wide at local events, our location at the Long Beach Senior Center, LA based rock clubs, schools and local businesses.

We will post the event on our Facebook page, Instagram page and local newspapers immediately. Coordination with the Library's social media postings would be beneficial to all in order to reach the intended audience.

We anticipate that the City of Signal Hill Parks and Rec would allow us to hang a banner on the Cherry Ave sign to advertise to passing traffic for at least 3 weeks leading up to the event. We found that this is a crucial step in advertising.

On the event day we would like to display "A" signs on the sidewalks surrounding the buildings directing guests to the upstairs terrace and Community Room.

#### Guest Speaker Program:

As part of our event, we would like to include one or more guest speakers who would give a lecture and present a slide show on a geological topic at a chosen time for anyone to attend. Perhaps 1 hour lecture length.

Here are samples of topics that could be presented:

- Geology of California's National Parks
- Meteorites
- Volcanoes
- Mining California Gemstones
- Mining Opal in Koroit, Queensland Australia

#### LBMGS Raffle:

We will conduct a new raffle each day of the show with over 50 individual prizes. This RAFFLE is key for our Society to generate funds for our programs. Items are donated from Club members and Vendors.

#### Snacks:

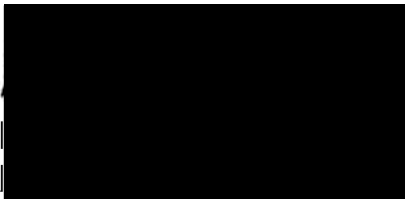
We would like to use the facilities to offer packaged drinks and snacks throughout the Show.

#### Library Display

We would like the opportunity to continue a Gem and Mineral display inside the Library leading up to the show.

Attached are some visuals from last year's GEMS ON THE HILL show to share how wonderful this event was for LBMGS.

If you have any questions about this proposal, please reach out to us and we would be happy to answer.



Long Beach Mineral and Gem Society





Gems on the Hill 2024



## ***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

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6/18/2025

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**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:

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Yvette E. Aguilar

**City of Signal Hill**  
**Parks and Recreation Commission**  
Revolving Goals: FY 2025-2026  
Updated June 18, 2025

Goal	Status	Timeline (if applicable)	Strategic Plan Goal(s)
<b>Planning</b>			
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&amp;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
<b>Policy</b>			
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
<b>Programs</b>			
Provide recommendations for programming.	Ongoing	As appropriate, as funding is available.	Goal No. 5 High-Functioning Government
<b>Capital Projects</b>			
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&amp;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

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6/18/2025

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**AGENDA ITEM**

**TO:**

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

**FROM:**

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

**SUBJECT:**

**APPROVAL OF MEETING MINUTES**

Summary:

Regular Meeting of May 21, 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 May 21, 2025

(1) **CALL TO ORDER – 6:07 P.M.**

(2) **ROLL CALL**

PRESENT: VICE CHAIR LINDA EDWARDS  
COMMISSIONER PAM DUTCH HUGHES  
COMMISSIONER KIRAN GIDWANI

ABSENT: CHAIR TIM ANHORN  
COMMISSIONER CAROLINE KISS-LEE

(3) **PLEDGE OF ALLEGIANCE**

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

(5) **PRESENTATION(S)**

- a. RECREATION COORDINATOR ERENDIRA HERNANDEZ WILL PROVIDE A PRESENTATION HIGHLIGHTING THE ANNUAL SPRING FEST EVENT THAT TOOK PLACE ON SATURDAY, APRIL 19, 2025.
- b. MANAGEMENT ASSISTANT ALYSSA CHRISTENSON WILL PROVIDE A BRIEF OVERVIEW OF THE PAWS ON THE HILL EVENT WHICH TOOK PLACE ON SATURDAY, MAY 3, 2025.

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

- a. ANNUAL PARKS AND RECREATION COMMISSIONER PARK REPORTS

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

The following vote resulted:

AYES: VICE CHAIR EDWARDS  
COMMISSIONER DUTCH HUGHES  
COMMISSIONER GIDWANI

NOES: NONE

ABSENT: CHAIR ANHORN  
COMMISSIONER KISS-LEE

ABSTAIN: NONE

b. PET OF THE MONTH NOMINATIONS

It was moved by COMMISSIONER GIDWANI and seconded by COMMISSIONER DUTCH HUGHES, to vote Lola and Tuesday as the May Pet of the Month.

The following vote resulted:

AYES: VICE CHAIR EDWARDS  
COMMISSIONER DUTCH HUGHES  
COMMISSIONER GIDWANI

NOES: NONE

ABSENT: CHAIR ANHORN  
COMMISSIONER KISS-LEE

ABSTAIN: NONE

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

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

The following vote resulted:

AYES: VICE CHAIR EDWARDS  
COMMISSIONER DUTCH HUGHES  
COMMISSIONER GIDWANI

NOES: NONE

ABSENT: CHAIR ANHORN  
COMMISSIONER KISS-LEE

ABSTAIN: NONE

(7) **CONSENT CALENDAR**

a. FEE WAIVER REQUEST FOR ALVARADO ELEMENTARY SCHOOL

b. UPDATES TO THE PARKS, RECREATION & LIBRARY SERVICES GENERAL



ADMINISTRATION STANDARD MANAGEMENT POLICIES 1.9A (ACCIDENT REPORTING), 1.9B (CITY VEHICLE ACCIDENT REPORTING), 1.9C (WORK RELATED ACCIDENT, INJURY OR ILLNESS REPORTING).

- c. REVIEW OF COMMISSION REVOLVING OBJECTIVES
- d. APPROVAL OF MEETING MINUTES

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

The following vote resulted:

AYES:	VICE CHAIR EDWARDS COMMISSIONER DUTCH HUGHES COMMISSIONER GIDWANI
NOES:	NONE
ABSENT:	CHAIR ANHORN COMMISSIONER KISS-LEE
ABSTAIN:	NONE

**(8) COMMISSION NEW BUSINESS**

Commissioner Dutch Hughes reported at Reservoir Park it looks like some bars are missing on the fence around the picnic shelter. Also suggested posting homeless shelter phone number on dog bag dispensers.

**(9) ADJOURNMENT**

It was moved by COMMISSIONER GIDWANI 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, June 18, 2025, at 6:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

The following vote resulted:

AYES:	VICE CHAIR EDWARDS COMMISSIONER DUTCH HUGHES COMMISSIONER GIDWANI
NOES:	NONE
ABSENT:	CHAIR ANHORN COMMISSIONER KISS-LEE
ABSTAIN:	NONE

VICE CHAIR EDWARDS adjourned the meeting at 6:54 p.m.

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LINDA EDWARDS  
VICE CHAIR

Attest:

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YVETTE E. AGUILAR  
COMMISSION SECRETARY