



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
July 15, 2026

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

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

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

To participate:

- In-person Participation: Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, California.
- To make a general public comment or comment on a specific agenda item, you may also submit your comment, limited to 250 words or less, to the Director of Parks, Recreation and Library Services at yaguilar@cityofsignalhill.org no later than 4:00 p.m. on Wednesday, July 15, 2026. Written comments will be provided electronically to the Parks & Recreation Commission and attached to the meeting minutes. Written comments will not be read into the record.

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

(1) CALL TO ORDER – 6:00 P.M.

(2) ROLL CALL

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

COMMISSIONER EDWARDS

(3) **PLEDGE OF ALLEGIANCE**

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

(5) **PRESENTATION(S)**

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

PET OF THE MONTH NOMINATIONS

Summary:

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

Strategic Plan Goal(s):

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

Recommendation:

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

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.

FEE WAIVER REQUEST FROM SIGNAL HILL HISTORICAL SOCIETY FOR FACILITY USE IN AUGUST, OCTOBER, AND NOVEMBER, 2026

Summary:

The Parks and Recreation Commission will consider a fee waiver request from Signal Hill Historical Society, to hold board meetings the first Thursday of the month in August, October, and November 2026, from 5:30 p.m. to 7:30 p.m. at the Signal Hill Public Library Learning Center.

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:

Staff recommend the Commission approve the Signal Hill Historical Society request to waive facility fees for the use of the Signal Hill Public Library Learning Center for its board meetings on the first Thursday in August, October, and November for the 2026 calendar year.

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.

APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of June 17, 2026.

Strategic Plan Goal(s):

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

Recommendation:

Approve the meeting minutes.

(8) **COMMISSION NEW BUSINESS**

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

(9) **ADJOURNMENT**

Tonight's meeting will be adjourned to the next regular meeting of the Parks & Recreation Commission to be held on August 19, 2026, at 6:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

PUBLIC PARTICIPATION

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

AFFIDAVIT OF POSTING

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



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
Hill, California 90755-3799

7/15/2026

AGENDA ITEM

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

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

BY:
**MELISSA MONTIEL
MANAGEMENT ASSISTANT**

SUBJECT:
PET OF THE MONTH NOMINATIONS

Summary:

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

Strategic Plan Goal(s):

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

Recommendation:

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

Background:

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

Approved:

7/15/2026

Yvette E. Aguilar

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

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

Eligibility Criteria

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

Application Criteria (in addition to information from Eligibility Criteria)

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

Selection Process

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

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

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

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

Pet of the Month - July Nominees

Mellow



Pringles



Louis



Moses



Jellybean



Chuy



Pet of the Month - July Nominees

Zeena



Benito



Astrid



Felix



Katsu



Nacho



Pet of the Month - July Nominees

Gingerbread



City of Signal Hill Pet of the Month July 2026

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

City of Signal Hill Pet of the Month July 2026

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

City of Signal Hill Pet of the Month July 2026

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

City of Signal Hill Pet of the Month July 2026

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

City of Signal Hill Pet of the Month July 2026

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

City of Signal Hill Pet of the Month July 2026

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

City of Signal Hill Pet of the Month July 2026

What is your Pet's name?	Zeenya
Does your pet have a nick name?	Zeenya and Coco
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Shih Tzu
What makes your pet special?	The girls are the best of friends and so sweet
How long have you had your pet? How did you acquire your pet?	One for three years the other one two years
What activities does your pet like to do?	They love their walks on Signal Hill
Does your pet have all required licenses?	Yes
Nominated May 4, 2026	

City of Signal Hill Pet of the Month July 2026

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

City of Signal Hill Pet of the Month July 2026

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

City of Signal Hill Pet of the Month July 2026

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

City of Signal Hill Pet of the Month July 2026

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

City of Signal Hill Pet of the Month July 2026

What is your Pet's name?	Nacho
Does your pet have a nick name?	Nachito burrito with the stinky feeto
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Husky
What makes your pet special?	He talks, he howls, he farts, and he's cute.
How long have you had your pet? How did you acquire your pet?	I've had Nacho for about 6 years and I found him on Craigslist. I used to be a TA and my teacher had huskies he would bring in to class and I wanted one for years and one day I went for it.
What activities does your pet like to do?	Eat, belly rubs, going for walks, going to store and talking to all the people.
Does your pet have all required licenses?	Yes
Nominated May 30, 2026	

City of Signal Hill Pet of the Month July 2026

What is your Pet's name?	Gingerbread
Does your pet have a nick name?	Gingi
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Chihuahua
What makes your pet special?	She's 14 years old and loves the outdoors and sunshine!
How long have you had your pet? How did you acquire your pet?	14 years. From a shelter
What activities does your pet like to do?	Travel, sunbathe, be outside, play
Does your pet have all required licenses?	Yes
	



CITY OF SIGNAL HILL
STAFF REPORT

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7/15/2026

AGENDA ITEM

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

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

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

Summary:

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

Strategic Plan Goal(s):

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

Recommendation:

Receive and file report.

Updates and Analysis:

CITY COUNCIL

At the June 9, 2026 City Council Meeting:

- Police Chief Brad Kenneally swore in newly promoted Sergeant Delia Martinez.
- Chief Engineer and General Manager Robert Ferrante from the Los Angeles County Sanitation District provided a presentation overview of the proposed five-year rate increase for District

#29.

- City Council adopted Resolution No. 2026-06-6936 updating the citywide Development Impact Fee Nexus Fee Study and Capital Improvement Plan and establishing a fee schedule for development impact fees for Traffic, Parks and Recreation, General Government Facilities, Police, Water and Program Administration.
- City Council approved the award of contract for jail services, park security, and parking enforcement service to Allied Universal Protection Services.
- City Council approved the Heritage Square Disposition and Development Agreement.
- City Council approved the Public Works Services agreement for Street Pavement Maintenance Services Master Agreement.

At the June 23, 2026 City Council Meeting:

- Recreation Coordinator Erendira Hernandez made a presentation on the 250th Anniversary Event Celebration.
- Deputy City Manager Yvette E. Aguilar introduced new Deputy Director of Parks, Recreation & Library Services Department, Ricardo Veloz.
- City Council adopted a resolution adopting the 2025 Urban Water Management Plan.
- City Council adopted resolution approving and adopting the Uniform Schedule of Service Fees and Charges.

PARK PROJECTS

Civic Center Master Plan - Phase I (Amphitheater)

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

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

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

RECREATION DIVISION

Program	Number of Participants
Signal Hill Park Afterschool Recreation Club The Afterschool Recreation Club (ARC) and Tween program participants engage in various activities based on a weekly theme that includes science, technology, arts, and sports.	

Afterschool Recreation Club Kindergarten-Fifth Grade	51 Enrolled
Tween Program Sixth - Eighth Grade	14 Enrolled
<u>Summer Day Camp</u> Signal Hill Park Day Camp started on June 15. Tween Day Camp started on June 29.	
Signal Hill Day Camp	June 15 - 18: 65 Enrolled June 22 - 26: 65 Enrolled June 29 - July 2: 64 Enrolled
Tween Day Camp	June 29 - July 2: 20 Enrolled

COMMUNITY SERVICES DIVISION

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

<u>Senior Social Club Programs</u> This program is focused on providing engagement, enrichment, and socialization opportunities for adults aged 55 and older.	
Wellness Wednesday Programs: Silver Sneakers, Meditation, Health & Wellness Workshops	13 Participants per program
Traditional Games: Loteria, Bingo, Dominoes, Cards	15 Participants average per program
Tai Chi	13 Participants average per program
Tech Tuesday	15 Participants average per program
Senior Excursion: San Juan Capistrano Mission June 9	40 Participants
Senior Mini Excursion: The Grove and Original Farmers Market June 25	25 Participants

<u>Ongoing Senior Programs</u>	
Mondays	Tai Chi (2 nd and 4 th Monday of the month)

Tuesdays	Traditional Games (Twice per month) Tech (Once per month)
Wednesdays	Wellness Wednesdays (Silver Sneakers, M Health & Wellness Workshops)

Community Programs

Arts and Crafts	10 Participants Average per program
Master Zumba in the Park	15 Participants per monthly program
Yoga in the Park (2 nd and 4 th of the month)	10 Participants Average per program
Rec Express	50 Participants Average per program
<u>Community Garden at Signal Hill Park</u> The Department is responsible for 23 rentable plots. We have been working on keeping the plots free of weeds. In January, we launched our garden visit.	
Garden Plots	23 Plots
Garden Workshop	25 Participants

Ongoing Community Programs

Mondays	Arts and Crafts (Twice per month)
Thursdays	Yoga in the Park (Twice per month) Rec Express (Once per month)
Saturdays	Master Zumba in the Park (Once per month) Wellness Workshops (Once per month)

Animal and Pet Programs The pet programs are focused on promoting responsible pet ownership, pet health, and pet adoption opportunities in addition to pet and animal education opportunities. Some programs are in partnership with the City of Long Beach, and some are standalone.

Pet Preparedness Workshop Lunch	8 Participants
<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 dog vaccinations.	
June 20	57 Pets

Volunteers

250 th Anniversary Event	6 Event Volunteers
<u>Volunteer Programs</u>	
June Administrative Volunteers	1 Volunteer
Volunteer Hours for June 2026	33.5 Hours

250th Anniversary Celebration & Model T Hill Climb Event A historical event celebrating 250th Anniversary. The event included a Model-T Climb, live entertainment, games and giveaways, historical displays, as well as food and refreshments for purchase. The event was sponsored by the Historical Society and Signal Hill Community Foundation.

Event Attendees	1000+ Attendees
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Facility Rentals:	Resident	Non-Resident	Non-Profit	School	Total
Discovery Well Park Picnic Shelters	1	0	0	0	1
Hilltop Park Picnic Shelter	0	0	0	0	0
Reservoir Park Picnic Shelter	0	1	0	0	1
Signal Hill Park Picnic Shelters	0	1	0	0	1
Discovery Well Community Center	1	0	0	0	1
Spud Field	0	0	0	0	0
Signal Hill Point Terrace	0	0	0	0	0
Library Community Room	0	0	3	0	3
Zinnia Courtyard Patio	0	0	0	0	0
Wedding Space	0	0	0	0	0
TOTAL					7

Rental Revenue	January-June 2026
Facility Rental Revenue	\$8,208.84
Total Facility Fees Waived	\$1,288.00

LIBRARY SERVICES DIVISION

Library Services	Number of Participants
Circulation: Total number of items checked out from the library that are in circulation.	
Circulation of Library Items	4,254 Items
Library Visits	8,791 Visits
Library Website Visits	690 Visits
Library Wi-Fi Connections	2,011 Connections
Resident Library Card Registration	48 Library Card Registrations
Non-Resident Library Card Registration	259 Library Card Registrations

Inter Library Loan 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	53 Items Borrowed
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Inter Library Loan Service Loaned Out	7 Items Loaned Out
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<u>Electronic Resources</u>	<u>Number of Participants</u>
Freegal Music Subscription+	26 Active Users, 259 songs streamed
Kanopy Movie Streaming Subscription	7 New Users, 6,308 minutes streamed
Beanstack Subscription	155 New Active Users, 47,300 total minutes read

<u>Library Programs</u>	<u>Number of Participants</u>
Study Rooms Reservations	170 Reservations
Storytime Monthly Total	218 Children, 195 Adults
Spanish Storytime (5 occurrences)	13 Children, 11 Adults weekly average
Baby Storytime (3 occurrences)	23 Children, 22 Adults weekly average
Preschool Storytime (3 occurrences)	21 Children, 16 Adults weekly average
Khmer Storytime (3 occurrences)	5 Children, 6 Adults weekly average
First Friday Book Club	4 Adults
Romance Book Club	2 Adults
Pageturners Book Club	6 Adults
LGBTQIA+ Book Club	2 Adults
Make It! Program	19 Children , 1 Adult
Senior Dancing for Health (4 occurrences)	36 Adults total 9 Adults weekly average
BARK: Read to Dogs	12 Children, 7 Adults
Signal Hill Public Library Crochet Club	5 Adults

Library Tutoring Program Ceremony	25 Children, 30 Adults
Zumba at the Library (3 occurrences)	64 Adults total 21 Adults weekly average
Spring Mini Concert: Traci Hines & Kurt Hunter	7 Children, 31 Adults
World Soccer Game ON!	7 Adults
Family Drum Circle	6 Children, 14 Adults
Design Your Own Soccer Team Badge	10 Children, 5 Adults

Sol y Salsa	11 Children, 28 Adults
Family Bingo Night: LGBTQ+ Month Plant Bingo	5 Children, 19 Adults
Fabulous Faces: Face Painting at the Library	30 Children, 20 Adults
Lego Takeover	20 Children, 10 Adults
Cooking American Classics	15 Adults
Let's Make a Kite!	12 Children, 10 Adults

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

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

Upcoming Programs	
July 16	Senior Dancing for Health After School Drop-In Club
July 17	Preschool Storytime Signal Hill Public Library in the Park
July 18	Khmer Storytime Open Photography Studio Theater Low-Cost Pet Vaccines
July 20	Signal Hill Day Camp Week 6 Tween Day Camp Social Club: Tai Chi
July 21	After School Drop-In Senior Social Club: Tai Chi
July 22	Baby Storytime Summer Concerts in the Park
July 23	Senior Dancing for Health Teen Drop-In Summer
July 24	Preschool Storytime

July 25	L.A. County Smart Gardening Khmer Storyt Natural History Museum Excursion
July 27	Spanish Storytime Signal Hill Day Camp We Week 5
July 28	After School Drop-In Senior Social Club: Te Accessory Tie Dye Craft
July 29	Baby Storytime Bean & Bloom Coffee Class the Park: Ace Band
July 30	Senior Dancing for Health Day at the Movie
July 31	Preschool Storytime Signal Hill Under the S
August 1	Khmer Storytime Master Zumba Class Gard
August 3	Spanish Storytime BARK Read to Dogs Far Night Senior Social Club: Tai Chi Signal Hill Tween Day Camp Week 6
August 4	After School Drop-In LGBTQIA+ Book Club Traditional Games
August 5	Baby Storytime Great Stuffed Animal Sleep
August 6	Senior Dancing for Health Teen Drop-In Re Park
August 7	First Friday Book Club
August 8	Khmer Storytime Pageturners Book Club
August 10	Signal Hill Day Camp Week 9 Tween Day C Storytime Arts & Crafts
August 11	After School Drop-In Ice Cream Social Bing
August 12	Baby Storytime Fabulous Faces: Face Pain the Sticks
August 13	Senior Dancing for Health Teen Drop-In Se
August 14	Colorful Critters Storytime Make It!
August 15	Gems Rock! Open Photography Studio Jew Theater Workshop Movies in the Park Low
August 17	Spanish Storytime Family Bingo Night: Back by FOSHL) Senior Social Club :Tai Chi
August 18	After School Drop-In Senior Social Club: Tr
August 19	Baby Storytime Senior Social Club: Silver S
August 20	Senior Dancing for Health Yoga in the Park
August 21	Storytime Crochet Club
August 22	Garden Workshop Khmer Storytime

August 24	Spanish Storytime
August 25	After School Recreation Club Program begins Club :Tea Sip and Paint Senior Social Club at the Library
August 26	Seniors Wellness Wednesday Workshop W Movie: Fly With Me
August 27	Senior Excursion: Santa Ana Zoo Senior D the Movies: The Sting Rec Express Teen D
August 28	Preschool Storytime Signal Hill Under the S
August 29	Khmer Storytime
August 31	Spanish Storytime

Approved:

Yvette E. Aguilar



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
Hill, California 90755-3799

7/15/2026

AGENDA ITEM

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

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

BY:
**RICARDO VELOZ
DEPUTY DIRECTOR OF PARKS, RECREATION AND LIBRARY SERVICES**

SUBJECT:
**FEE WAIVER REQUEST FROM SIGNAL HILL HISTORICAL SOCIETY FOR
FACILITY USE IN AUGUST, OCTOBER, AND NOVEMBER, 2026**

Summary:

The Parks and Recreation Commission will consider a fee waiver request from Signal Hill Historical Society, to hold board meetings the first Thursday of the month in August, October, and November 2026, from 5:30 p.m. to 7:30 p.m. at the Signal Hill Public Library Learning Center.

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:

Staff recommend the Commission approve the Signal Hill Historical Society request to waive facility fees for the use of the Signal Hill Public Library Learning Center for its board meetings on the first Thursday in August, October, and November for the 2026 calendar year.

Background:

Staff received a request from the Signal Hill Historical Society (SHHS) to hold their board meetings on the first Thursday of the month in August, October, and November 2026 in the Signal Hill Public Library Learning Center (Attachment A).

SHHS is a non-profit organization based in Signal Hill whose mission is “to develop, promote, perpetuate, and preserve the local historical background of the City of Signal Hill and its surrounding area.” They are regular community partners and work collaboratively with the Parks, Recreation and Library Services Department to host special program offerings.

Analysis:

In accordance with the City’s policy 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 - Request for Modified Fee or Fee Waiver Request for Use of City Facilities (Waiver Policy) (Attachment B). The Waiver Policy requires the Commission to make the following findings to ensure the organization is eligible to request a fee waiver prior to granting approval:

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

The Waiver Policy further outlines seven categories for fee waiver eligibility including:

1. Official City Partner/City Affiliated Organization
2. Intergovernmental Groups/Government Agencies
3. Resident Non-Profit
4. Non-Resident, Non-Profit
5. Schools and School Groups
6. Civic Organizations/Groups
7. Homeowners Association/Neighborhood Associations

Staff have reviewed the criteria identified in the Waiver Policy and confirmed that SHHS meets the requirements for a full fee waiver based on their category of Resident Non-Profit status.

On June 23, 2026, City Council approved the Uniform Schedule of Fees which identified that Signal Hill based non-profit organizations are eligible to request a full fee waiver. Staff estimate the total cost of the proposed fee waiver to be \$444.00 of facility use fees. The following table details the Facility Fee Description, Hourly Rate, and totals for each category:

<u>FACILITY/FEEDESCRIPTION</u>	<u>RATE</u>	<u>HOURS/STAFF</u>	<u>SUBTOTAL</u>
---------------------------------------	--------------------	---------------------------	------------------------

Signal Hill Public Library Learning Center	\$74/hour		
1st Thursday of August			
SUBTOTAL		\$74/hour x 2 hours	\$148.00
Signal Hill Public Library Learning Center	\$74/hour		
1 st Thursday of October			
SUBTOTAL		\$74/hour x 2 hours	\$148.00
Signal Hill Public Library Learning Center	\$74/hour		
1 st Thursday of November			
SUBTOTAL		\$74/hour x 2 hours	\$148.00
GRAND TOTAL			\$444.00

Staff recommend the Parks and Recreation Commission consider a full fee waiver request for SHHS board meetings on the first Thursday of each month in August, October, and November 2026, from 5:30 p.m. to 7:30 p.m. at the Signal Hill Public Library Learning Center. The dates and times of the proposed meetings are scheduled during the Library's regular operating hours and do not necessitate additional staff hours for the rental of the room.

Approved:

Yvette E. Aguilar

Attachments:

- A. Application, Fee Waiver/Reduction Request Form, Letter, & Proof of Non-Profit Status
- B. Policy 4.16 - Request for Modified Fee or Fee Waiver Request for Use of City Facilities



Park, Recreation, and Library Services Department

1800 E. Hill Street | Signal Hill, CA, 90755

Phone: 562-989-7330 Email: Reservations@cityofsignalhill.org

Office Hours: Monday - Friday 8:00 am – 4:00 pm

Application for Use of Indoor City Facilities

Submission of an application does not guarantee a reservation until it is approved by the Parks, Recreation & Library Services Department. Applications must be received a minimum of fifteen (15) business days prior to requested date and will be accepted up to six (6) months in advance. Please email the application to Reservations@cityofsignalhill.org.

Name of Applicant(s) Signal Hill Historical Society

Are you reserving on behalf of a business or organization? ☒ Yes ☐ No

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

Address 2201 E. Willow St. Unit # D180

City Signal Hill Zip Code 90755

Applicant must be at least 21 years of age and will be responsible for the entire event.

Reservation

Description of Rental: City of Signal Hill Library Learning Center

Rental Date: 8/6 10/8 11/5 2026 **Alternate Date:** _____

Rental Set-up time: 5:30 **Rental Clean-up time:** 7:30

EXPECTED ATTENDANCE: Adults: 15-25 Children: 0 **Total Attendance:** 15 - 25

Total Hours Requested: 2 each date **Type of Rental:** Public/ Private

Event time should reflect set-up and cleanup. Please allow a minimum of one hour for cleanup.

Please answer all questions below. Failure to address any questions may delay your request.

- Is this an organized group, club, school, or business? ☒ Yes ☐ No

Do you intend to charge admissions/donations? ☐ Yes ☒ No

- Is the rental available to the public? ☐ Yes ☒ No

If yes, please provide a flyer. All marketing/promotional materials not co-sponsored by the City must include the statement, "This program is not sponsored or endorsed by The City of Signal Hill."

- Will there be a caterer to provide food for your rental? ☐ Yes ☒ No

If yes, please provide the name of the caterer: N/A

Please note no cooking on site

- Will this rental event have amplified music? ☐ Yes ☒ No

If yes, what type? ☐ Band ☐ DJ ☐ Radio ☐ Bluetooth Speaker (Please note that some facilities may not allow music)

- It is required to show proof of insurance (SHMC 9.08.030 C). Please provide a copy before final payment is made.

Function Type:

☐ Bridal Shower	☐ Meeting/Lecture/Seminar/Workshop	☐ Wedding Reception
☐ Baby Shower	☐ Reunion/Banquet	☐ Celebration of Life
☐ Birthday – age	☐ Graduation Party	☒ Other: Business Meeting
☐ Cultural Celebration	☐ Wedding Ceremony	

Space Requested ☒: Please check box of facility requested.

Discovery Well Park – 2200 Temple Avenue

☐ **Discovery Well Park
Community Center**



Available to rent for meetings and smaller gatherings. Tables, chairs and limited refrigerator space is included. Limited parking is available.
Maximum capacity is 36 people.

Signal Hill Public Library – 1800 E. Hill Street

☐ **Library Community Room**



The Community Room is a versatile space suitable for meetings, lectures, training sessions, and workshops. A projector, screen, and sound system are included. Laptop and connection cables are not provided. Please note that technical support is not included.
Room capacity depends on the set-up (48-70 people).

☐ **Library Zinnia Courtyard**



The outdoor patio is nestled between Signal Hill Park and the Signal Hill Public Library. The courtyard is only available when the library is closed.
Maximum capacity is 50 people.
Only available when the library is closed.

Available Rental Times: 5:00 p.m. - 10:00 p.m. Wednesday, Friday, Saturday & 8:00 am-10:00 pm Sunday

☒ **Library Learning Center**



Available to rent for small meetings and trainings. A projector, screen, and sound system are included. Laptop and connection cables are not provided. Please note that technical support is not included. **Maximum capacity is 20 people. Pre-packaged snacks and bottled drinks only.**

Available Rental Times: Monday, Tuesday, & Thursday: 12:00 p.m. - 8:00 p.m.
Wednesday, Friday, & Saturday: 10:00 a.m. - 5:00 p.m.
****Closed: ** Sundays & Holidays**

☐ **Library Signal Point Terrace**



A beautifully appointed patio overlooking. This is a popular location for wedding receptions, anniversary celebrations, or corporate events. **Maximum capacity is 60 people and must be reserved for a minimum amount of 3 hours.**

Available Rental Times: Monday – Sunday: 8:00 am-8:00 pm **(Adult events only).**

***** The Existing speaker is for sound only. No live music or DJ is permitted on Signal Point Terrace.**

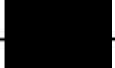
APPLICANT VERIFICATION

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 by and enforce the rules, regulations, and policies governing the facility as set forth by the City of Signal Hill.

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

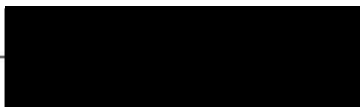
I certify that I am a resident of Signal Hill and that I will be onsite at the event for the entire duration of the event. I understand that if I am found to be renting the facility for a non-resident, the non-resident fees will be deducted from my deposit.

→ Initials: 

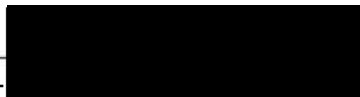
Once you receive confirmation that the permit has been approved, payment can be made online at our website: <https://secure.rec1.com/CA/signal-hill-ca/catalog> or in Person at our Parks Recreation and Library Services Office in cash, check, or credit card. All fees for reservations made within **15 working days** or less must be paid in full by cash, check, or credit card.

Refundable damage deposits will be mailed to the address provided 6 to 8 weeks after your event. Please ensure your address is accurate to avoid delays in processing your refund.

Applicant Name (Print):  _____

Applicant Signature:  _____ **Date:** 7/2 / 2026

Event Insurance: Insurance Rates are set by the insurance provider and are subject to change. Initial: _____
Not applicable for this rental.

X  _____ 7/2/26
Signature _____ Date

FOR DEPARTMENT USE ONLY

Received by: _____ **Date:** _____

Department Approval: _____ **Date:** _____



City of Signal Hill
Fee Waiver or Fee Reduction Form

Date Submitted: 7/2/26

Name of Organization: Signal Hill Historical Society

Type of Activity/Event Title: Business Meeting

Requested Date(s) of Activity: August 6, October 1, November 5 -- 2026

Requested Location(s) of Activity: _____

Point of Contact First & Last Name: [REDACTED]

Point of Contact Email: [REDACTED]

Phone Number: (____) _____

Organization's Address: 2201 E. Willow St., D-180, Signal Hill, CA 90755

City: Signal Hill

Zip Code: 90755

Is your organization/group based in Signal Hill?

☒ Yes

☐ No

Is your event open to the public free of charge?

☐ Yes

☒ No

Will there be any sort of money exchanged during your event?

☐ Yes

☒ No

I am requesting a fee waiver or reduction based on the following category:

☐ Official City Partner/City Affiliated Organization

☐ Intergovernmental Group/Government Agency

☒ Resident Non-Profit

☐ Non-Resident Non-Profit

☐ School/School Group

☐ Civic Organization/Group

☐ Signal Hill Homeowners Association

☐ Other _____

Peak Number of People Expected: 15-25

Description of Event: Business Meeting

Please describe how your planned event or your organization benefits the residents of Signal Hill:

Opportunity to meet other Signal Hill residents and become involved with community events involving the history of Signal Hill.

*Authorized Signature _____

Date 7/2/26

Printed Name of Signatory _____

***Signatory must be authorized to sign on behalf of the organization or group.**

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

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

SIGNAL HILL HISTORICAL SOCIETY
2200 E. WILLOW ST., D-180
SIGNAL HILL, CA 90755

July 2, 2026

Martha Baez
City of Signal Hill
Parks, Recreation and Library Services
1800 E. Hill St.
Signal Hill, CA 90755

Re: Signal Hill Historical Society
Intent to Use Library Facilities

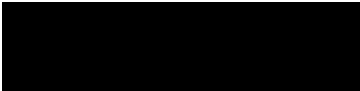
The Signal Hill Historical Society would like to request a fee waiver for use of the Learning Center located in the Signal Hill Library. We wish to hold the following three meetings on the dates and within the times indicated:

Thursday, August 6, 2026	5:30 - 7:30
Thursday, October 1, 2026	5:30 - 7:30
Thursday, November 5, 2026	5:30 - 7:30

We intend to conduct business/planning meetings for the organization - keeping our members and associates informed of future plans and objectives; reviewing the progress we have made in the last year.

Thank you for your consideration and continuing support of our organization.

Signal Hill Historical Society
Board of Directors/Advisors



Judith Johnsen
Treasurer



Entity Status Letter

Date:

ESL ID:

Why You Received This Letter

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID:

Entity Name:

1. The entity is in good standing with the Franchise Tax Board.
2. The entity is **not** in good standing with the Franchise Tax Board.
3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701
4. We do not have current information about the entity.
5. The entity was administratively dissolved/cancelled on _____ through the Franchise Tax Board Administrative Dissolution process.

Important Information

- This information does not necessarily reflect the entity's current legal or administrative status with any other agency of the state of California or other governmental agency or body.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or if the entity did business in California at a time when it was not qualified or not registered to do business in California, this information does not reflect the status or voidability of contracts made by the entity in California during the period the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
- The entity certificate of revivor may have a time limitation or may limit the functions the revived entity can perform, or both (R&TC Section 23305b).

Connect With Us

Web: **ftb.ca.gov**
Phone: 800-852-5711 from 7 a.m. to 5 p.m. weekdays, except state holidays
916-845-6500 from outside the United States

California

Relay Service: 711 or 800-735-2929 (For persons with hearing or speech impairments)

REVISION NO.: 003

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

4.16

APPROVED: _____

DEPARTMENT:
Parks, Recreation and Library Services

I. PURPOSE

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

II. DEFINITIONS

The following definitions apply for purposes of this Policy:

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

III. GENERAL POLICY

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

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

A. Eligibility Criteria for Fee Waiver or Fee Reduction:

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

B. Not Eligible for Fee Waiver or Fee Reduction:

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

C. Eligible Organizations:

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

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

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

6. Civic Organizations/Groups

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

7. Homeowners Association/Neighborhood Associations

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

D. Types of Fees

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

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

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

IV. REQUEST FOR FACILITY FEE REDUCTION OR WAIVER

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

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

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

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

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

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

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

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

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

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

V. DEPOSITS

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

VI. GENERAL USE REQUIREMENTS

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

VII. APPEAL

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



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
Hill, California 90755-3799

7/15/2026

AGENDA ITEM

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

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

SUBJECT:
REVIEW OF COMMISSION REVOLVING OBJECTIVES

Summary:

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

Strategic Plan Goal(s):

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

Recommendation:

Update, receive, and file report.

Background:

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

Approved:

Yvette E. Aguilar

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

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

2023-2028 Strategic Plan Goals

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



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
Hill, California 90755-3799

7/15/2026

AGENDA ITEM

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

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

SUBJECT:
APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of June 17, 2026.

Strategic Plan Goal(s):

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

Recommendation:

Approve the meeting minutes.

**MINUTES OF A REGULAR MEETING
SIGNAL HILL PARKS AND RECREATION COMMISSION
June 17, 2026**

A Regular Meeting of the Signal Hill Parks and Recreation Commission was held in-person in the Council Chamber on June 17, 2026.

(1) CALL TO ORDER – 6:03 P.M.

(2) ROLL CALL

Present:

CHAIR CAROLINE KISS-LEE
VICE CHAIR TIM ANHORN
COMMISSIONER KIRAN GIDWANI
COMMISSIONER LINDA EDWARDS

Absent:

COMMISSIONER PAM DUTCH HUGHES

(3) PLEDGE OF ALLEGIANCE

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

(5) PRESENTATIONS

(6) DISCUSSION ITEMS

a. COMMISSION REORGANIZATION

Commission Secretary called for nominations for Chair.

Commissioner Anhorn nominated Vice Chair Kiss-Lee for Chair.

Commissioner Secretary closed the nominations for Chair.

It was moved by COMMISSIONER ANHORN and seconded by COMMISSIONER GIDWANI, to nominate Vice Chair Kiss-Lee as the new Parks and Recreation

Commission Chair.

The following vote resulted:

AYES: VICE CHAIR ANHORN
COMMISSIONER GIDWANI
COMMISSIONER EDWARDS

NOES: NONE

ABSENT: COMMISSIONER DUTCH HUGHES

ABSTAIN: VICE CHAIR KISS-LEE

Commission Secretary called for nominations for Vice Chair.

Commissioner Edwards nominated Commissioner Anhorn for Vice Chair.

Commissioner Secretary closed the nominations for Vice Chair.

It was moved by COMMISSIONER EDWARDS and seconded by CHAIR KISS-LEE, to nominate Commissioner Tim Anhorn as the new Parks and Recreation Commission Vice Chair.

The following vote resulted:

AYES: CHAIR KISS-LEE
COMMISSIONER GIDWANI
CHAIR EDWARDS

NOES: NONE

ABSENT: COMMISSIONER DUTCH HUGHES

ABSTAIN: VICE CHAIR ANHORN

b. ASSIGNMENT OF PROGRAMS & EVENTS

It was moved by VICE CHAIR ANHORN and seconded by COMMISSIONER EDWARDS, to adopt requested assignments: Commissioner Edwards assigned to Library Programs; Chair Kiss-Lee assigned to Community Services and Food Programs; Vice Chair Tim Anhorn assigned to Special Events; Commissioner Gidwani assigned to Senior Programs.

The following vote resulted:

AYES: CHAIR KISS-LEE
VICE CHAIR ANHORN
COMMISSIONER GIDWANI
COMMISSIONER EDWARDS

NOES: NONE
ABSENT: COMMISSIONER DUTCH HUGHES
ABSTAIN: NONE

c. PET OF THE MONTH NOMINATIONS

It was moved by COMMISSIONER EDWARDS and seconded by COMMISSIONER GIDWANI, to vote Wanda, as well as Simba and Nala as the June Pets of the Month.

The following vote resulted:

AYES: CHAIR KISS-LEE
VICE CHAIR ANHORN
COMMISSIONER GIDWANI
CHAIR EDWARDS

NOES: NONE
ABSENT: COMMISSIONER DUTCH HUGHES
ABSTAIN: NONE

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

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

The following vote resulted:

AYES: CHAIR KISS-LEE
VICE CHAIR ANHORN
COMMISSIONER GIDWANI
COMMISSIONER EDWARDS

NOES: NONE
ABSENT: COMMISSIONER DUTCH HUGHES
ABSTAIN: NONE

(7) CONSENT CALENDAR

a. UPDATES TO THE PARKS, RECREATION & LIBRARY SERVICES OPERATIONS STANDARD MANAGEMENT POLICIES 4.9 (FACILITY USE PERMITS), 4.9A (FACILITY USE PERMITS - INDOOR), 4.9B (FACILITY USE

PERMITS - OUTDOOR), 4.16 (REQUEST FOR MODIFIED FEE OR FEE
WAIVER REQUEST FOR USE OF FACILITIES).

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

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

The following vote resulted:

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

(8) COMMISSION NEW BUSINESS

Commissioner Edwards thanked the Parks and Recreation Commission for letting her by the Chair for the year.

Chair Kiss-Lee stated that Everett started Signal Hill Day Camp and had a wonderful day.

(9) ADJOURNMENT

It was moved by COMMISSIONER EDWARDS and seconded by COMMISSIONER GIDWANI to adjourn tonight's meeting to the next regular meeting of the Signal Hill Parks and Recreation Commission to be held on Wednesday, July 15, 2026, at 6:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

The following vote resulted:

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

ABSTAIN: NONE

CHAIR KISS-LEE adjourned the meeting at 6:40 p.m.

CAROLINE KISS-LEE
CHAIR

Attest:

YVETTE E. AGUILAR
COMMISSION SECRETARY