



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
November 19, 2025

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

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

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

To participate:

- In-person Participation: Community Room of the Signal Hill Public Library, 1800 E. Hill Street, 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, November 19, 2025. Written comments will be provided electronically to the Parks & Recreation Commission and attached to the meeting minutes. Written comments will not be read into the record.

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

(1) CALL TO ORDER – 6:00 P.M.

(2) ROLL CALL

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

COMMISSIONER GIDWANI

(3) **PLEDGE OF ALLEGIANCE**

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

(5) **PRESENTATION(S)**

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

a. PET OF THE MONTH NOMINATIONS

Summary:

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

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

Summary:

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

Strategic Plan Goal(s):

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

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

Recommendation:

Receive and file report.

(7) **CONSENT CALENDAR**

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

- a. FEE WAIVER REQUEST FROM THE FRIENDS OF SIGNAL HILL LIBRARY FOR MEMBERSHIP MEETINGS FROM JANUARY THROUGH MAY 2026

Summary:

The Parks and Recreation Commission will consider a waiver request from the Friends of Signal Hill Library (FOSHL), for facility fees to hold membership meetings on January 13, March 10, May 12 in 2026 from 5:00 p.m. to 7:00 p.m., at the Signal Hill Public Library Learning Center (Learning Center).

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 recommends the Parks and Recreation Commission approve the request submitted by FOSHL to waive facility fees for use of the Learning Center for its membership meetings on January 13, 2026, March 10, 2026 and May 12, 2026.

- b. FEE WAIVER REQUEST FOR SIGNAL HILL HISTORICAL SOCIETY BOARD MEETINGS IN MARCH AND MAY 2026

Summary:

The Parks and Recreation Commission will consider a waiver request from the Signal Hill Historical Society (SHHS), for facility fees to hold board meetings on Thursday, March 12, 2026 and Thursday, May 14, 2026 from 5:30 p.m. to 7:30 p.m., at the Signal Hill Public Library Learning Center (Learning Center).

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 recommends the Parks and Recreation Commission approve the request submitted by SHHS for a waiver of facility fees for use of to use the Learning Center for its board meetings on March 12, 2026 and May 14, 2026.

- c. FEE WAIVER REQUEST FROM THE ROTARY CLUB OF SIGNAL HILL FOR MEMBERSHIP MEETINGS FROM DECEMBER 2025 THROUGH JUNE 2026

Summary:

The Parks and Recreation Commission will consider a waiver request from the Rotary Club of Signal Hill to hold membership meetings on December 11, 2025; February 12, 2026; April 9, 2026; and June 11, 2026 from 6:00 p.m. to 7:00 p.m. at the Signal Hill Public Library Learning Center (Learning Center).

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 recommends the Parks and Recreation Commission approve the request submitted by Rotary Club of Signal Hill for a waiver of facility fees for use of the Learning Center for its membership meetings on December 11, 2025; February 12, 2026; April 9, 2026; and June 11, 2026.

d. 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.

e. APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of October 15, 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 ANHORN
COMMISSIONER DUTCH HUGHES
COMMISSIONER GIDWANI
VICE CHAIR KISS-LEE
CHAIR EDWARDS

(9) ADJOURNMENT

Tonight's meeting will be adjourned to the next regular meeting of the Parks & Recreation Commission to be held on December 17, 2025, at 6:00 p.m., in the Community Room of the Signal Hill Public Library, 1800 E. Hill Street, Signal Hill, CA 90755.

PUBLIC PARTICIPATION

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

AFFIDAVIT OF POSTING

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



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
Hill, California 90755-3799

11/19/2025

AGENDA ITEM

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

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

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 November 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 November 2025 and select nominee(s) to recognize for Pet of the Month.

Background:

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

Approved:

11/19/2025

Yvette E. Aguilar

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

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

Eligibility Criteria

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

Application Criteria (in addition to information from Eligibility Criteria)

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

Selection Process

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

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

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

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

Pet of the Month - November Nominees

Babygirl



Moyis



Kainoa



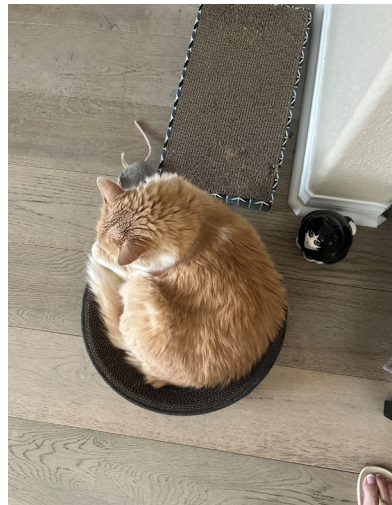
Bailey



Wanda



Mellow

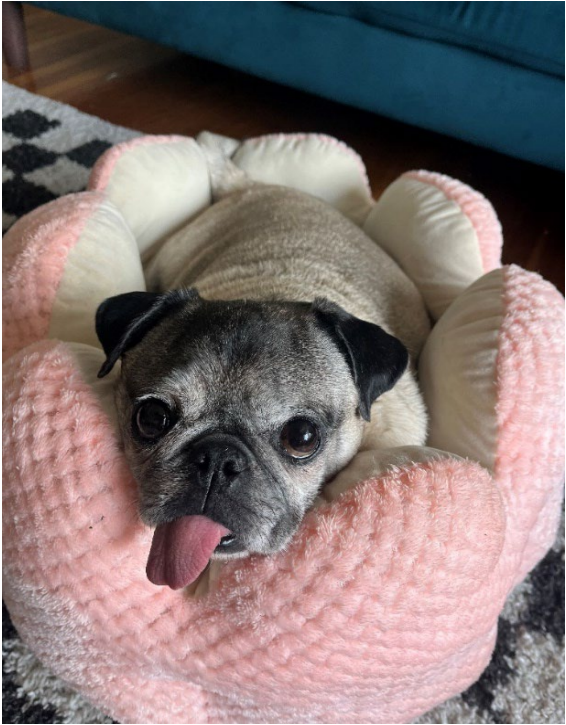


Pet of the Month - November Nominees

Fletcher



City of Signal Hill Pet of the Month November 2025

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

City of Signal Hill Pet of the Month November 2025

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

City of Signal Hill Pet of the Month November 2025

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

City of Signal Hill Pet of the Month November 2025

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

City of Signal Hill Pet of the Month November 2025

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

City of Signal Hill Pet of the Month November 2025

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 November 2025

What is your Pet's name?	Fletcher
Does your pet have a nick name?	
Are you a Signal Hill resident?	Yes
What type of animal/breed is your pet?	Standard Poodle
What makes your pet special?	He is a therapy dog with BARK. Children read to him at Signal Hill library, El Dorado library and Cleveland Elementary School.
How long have you had your pet? How did you acquire your pet?	We have had Fletcher for a year. We got him from a breeder in Oregon.
What activities does your pet like to do?	Fletcher likes his morning walk to the Signal Hill Park and playing with his dog friends at the dog park.
Does your pet have all required licenses?	Yes
Nominated September 12, 2025	



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STAFF REPORT

11/19/2025

AGENDA ITEM

TO:

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

FROM:

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

SUBJECT:

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

Summary:

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

Strategic Plan Goal(s):

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

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

Recommendation:

Receive and file report.

Updates and Analysis:

CITY COUNCIL

At the October 14, 2025, City Council Meeting:

- A representative from the Miller Children's & Women's Hospital provided an overview and update regarding services the organization provides to Signal Hill residents.
- Mayor Jones presented a proclamation to the Public Works Department in recognition of

Water Professionals Week.

- Community Development Director Colleen Doan introduced the new senior building inspector, Joe Cruz and thanked principal building inspector Eric Kranada for nearly four years of service.
- City Council authorized the City Manager to enter a Professional Consultant Management Services Agreement with Kitchell/CEM to provide construction management for the Amphitheater Project.

At the October 28, 2025, City Council Meeting:

- Long Beach Animal Care Services introduced a pet available for adoption.
- The City of Signal Hill and JKA were recognized by the American Planning Association California Chapter for Urban Design for the Civic Center Master Plan.
- City Library Charles Hughes provided a presentation about the scheduled programming to commemorate International Men's Day.
- Mayor Keir Jones presented a proclamation to Colleen T. Doan, Community Development Director, in recognition of her retirement and 13 years of service and dedication to the City of Signal Hill.
- City Council adopted a resolution designating the Community Room of the Signal Hill Public Library as the location meetings for the City Council and other legislative bodies temporarily during the remodeling of City Hall.

PARK PROJECTS

Civic Center Master Plan - Phase I (Amphitheater)

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

In September 2024 staff-initiated Phase I of the Civic Center Plan and released a request for proposals (RFP) for the architectural and engineering design services for the amphitheater project (Phase I) and awarded a contract in December 2024. City staff and the consultants presented a conceptual design for the amphitheater at the May 27, 2025, City Council meeting. Groundbreaking for the project is scheduled for Tuesday, December 2, 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.

Hillbrook Park Wall Mural Art Project (Update)

On August 15, 2025, staff issued a Request for Qualifications - Call For Artists in regards to the Hillbrook Park Wall Mural Art Project (RFQ); the City received 15 submitted packages from various artists demonstrating their qualifications and past projects. The Review Committee evaluated the submitted packages based on specific criteria outlined in the RFQ. Based on the criteria evaluation, five artists were selected to move forward in the process and submit a visual rendering of the mural artwork they are proposing. The five artists will submit their proposals to the City by Friday, November 14, 2025. Interviews with the finalists will be conducted the week of November 17, 2025 - November 20, 2025. On Tuesday, December 9, 2025, the artwork and artist selected to execute the

project will be presented to City Council.

RECREATION DIVISION

Program	Number of Participants
<u>Signal Hill Park Afterschool Recreation Club</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.	
Afterschool Recreation Club Kindergarten-Fifth Grade	50 Enrolled
Tween Program Sixth – Eighth Grade	15 Enrolled
<u>Co-Ed Youth Sports Program</u> The Co-Ed Youth Flag Football and Volleyball season started on September 29 and is scheduled through November 22.	
Eight Teams	82 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	36 Seniors
Family Food Distribution Program	18 Families
<u>Senior Social Club Programs</u> This program is focused on providing engagement, enrichment, and socialization opportunities for adults ages 55 and older.	
Senior Excursion: Tanaka Farms	35 Participants
Silver Sneakers	10 Participants
Traditional Games: Loteria, Bingo, Dominoes, Cards	30 Participants
Yoga in the Park	2 Participants
Tai Chi	20 Participants
Tech Tuesday: Basics iPhone or Android	15 Participants
Arts & Crafts: Wooden Door Decor	11 Participants

<u>Ongoing Senior Programs</u>	
Mondays	Arts and Crafts (2 nd Monday of the month) Tai Chi (2 nd and 4 th Monday of the month)
Tuesdays	Traditional Games
Wednesdays	Silver Sneakers Low Impact Fitness
Thursdays	Yoga in the Park (2 nd and 4 th Wednesday of the month)
Saturday	Master Zumba Class (1 st Saturday of the month)

<u>Community Garden at Signal Hill Park</u> The Department is responsible for 24 rentable plots in the Community Garden. Staff have been working on keeping the plots free of weeds. In January, we launched our garden workshops, which happen twice a month.	
Garden Plots	23 Plots
Garden Party	40 Participants

<u>Halloween Carnival</u>	
October 25	900+ Participants
<u>Ghostly Gus</u>	
October 1- 24	45 Youth Participants
Business Ghostly Gus Hosts	10 Participants
Resident Ghostly Gus Hosts	15 Participants

<u>Animal and Pet Programs</u> The pet programs are focused on promoting responsible pet ownership, pet health, and pet adoption opportunities in addition to pet and animal education opportunities. Some programs are in partnership with the City of Long Beach, and some are standalone.	
<u>Low-Cost Pet Vaccination Clinic</u> Community Animal Medicine Project (CAMP) provides low-cost vaccine and wellness services. Services include flea/tick treatment, microchips, as well as both cat and dog vaccinations.	
October 18	84 Pets

<u>Volunteer Programs</u>	
Newly Processed Volunteers	3 New Volunteers Processed
PRL Department Volunteers	5 Volunteers
Halloween Carnival Volunteers	7 Volunteers
Volunteer Hours for October 2025	37.5 Hours

<u>Facility Rentals</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Non-Profit</u>	<u>School</u>	<u>Total</u>
Discovery Well Park Picnic Shelters	2	0	0	0	2
Reservoir Park Picnic Shelter	0	1	0	0	1
Signal Hill Park Picnic Shelters	3	0	0	0	3
Discovery Well Community Center	0	0	0	0	0
Spud Field	0	0	0	0	0
Signal Hill Point Terrace	0	0	0	0	0
Library Community Room	1	0	2	0	3
Zinnia Courtyard Patio	0	0	0	0	0
Wedding Space	0	1	0	0	1
TOTAL					10

<u>Rental Revenue</u>	<u>January – October 2025</u>
Facility Rental Revenue	\$15,506.50
Total Facility Fees Waived	\$13,232.25

LIBRARY SERVICES DIVISION

<u>Library Services</u>	<u>Number of Participants</u>
Circulation: Total number of items checked out from the library that are in circulation.	
Circulation of Library Items	5,243 Items
Library Visits	10,670 Visits
Library Website Visits	961 Visits
Library Wi-Fi Connections	1,044 Connections
Resident Library Card Registration	40 Library Card Registrations
Non-Resident Library Card Registration	271 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	27 Items Borrowed
Inter Library Loan Service Loaned Out	22 Items Loaned Out

<u>Electronic Resources</u>	<u>Number of Participants</u>
Freegal Music Subscription+	3 New Active Users, 235 songs streamed
Kanopy Movie Streaming Subscription	14 New Active Users, 4,854 minutes streamed
Beanstack Subscription	12 New Active Users

<u>Library Programs</u>	<u>Number of Participants</u>
Study Rooms Reservations	188 Reservations
Story Time	291 Children, 289 Adults
First Friday Book Club	10 Adults
Romance Book Club	11 Adults
Pageturners Book Club	5 Adults
Make It! Program	12 Children, 22 Adults
Senior Dancing for Health	43 Adults
BARK: Read to Dogs	7 Children, 9 Adults
Signal Hill Public Library Crochet Club	3 Adults
Jewel Box Children's Theater Workshop	5 Children, 4 Adults
Library Tutoring Program	120 Children

Zumba	57 Adults
Alvarado Class Visit	28 Children, 4 Adults
Mindful Mondays	1 Child, 30 Adults
Ecos de Espana Flamenco Workshop	7 Children, 28 Adults
Pajama Movie Night	16 Children, 8 Adults
Wicked Sing-Along	3 Children, 4 Adults
History on the Hill	2 Adults
Halloween Adventure Puppet Show	30 Children, 28 Adults
Immersive Scary Movie Night	1 Child, 10 Adults
Creepy Crawly Storytime	27 Children, 29 Adults

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

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

<u>Upcoming Programs</u>	
November 19	Baby Story Time Homemade for the Holidays ARC Friendsgiving
November 20	Senior Dancing for Health Teen Drop In Program Library Tutoring Program Tree Lighting
November 21	Preschool Story Time Signal Hill Public Library Crochet Club
November 22	Khmer Story Time
November 24	Spanish Storytime Pet Treats with Chef Ollie
November 25	After School Club
November 26	Baby Story Time Homemade for the Holidays
November 29	Khmer Story Time

December 1	Spanish Storytime BARK Read to Dogs
December 2	After School Club
December 3	Baby Story Time Homemade for the Holidays
December 4	Senior Dancing for Health Teen Drop In Program Library Tutoring Program
December 5	Preschool Story Time First Friday Book Club
December 6	Khmer Story Time Community Gift Wrapping Workstation
December 8	Spanish Story Time
December 9	After School Club

December 10	Baby Story Time Homemade for the Holidays Pass the Sticks Mayor's Reception
December 11	Senior Dancing for Health Teen Drop In Program Library Tutoring Program
December 12	Preschool Story Time Make It!
December 12	Page Turners Book Club Khmer Story Time Community Gift Wrapping Workstation Holiday Sugar Cookie Decorating Workshop Astronomy Night
December 13	Spanish Story Time Gratitude Journaling Session
December 14	After School Club
December 17	Baby Story Time Santa's Workshop

Approved:

Yvette E. Aguilar



STAFF REPORT

11/19/2025

AGENDA ITEM

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

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

BY: MARTHA BAEZ
RECREATION COORDINATOR

SUBJECT: **FEE WAIVER REQUEST FROM THE FRIENDS OF SIGNAL HILL LIBRARY FOR
MEMBERSHIP MEETINGS FROM JANUARY THROUGH MAY 2026**

Summary:

The Parks and Recreation Commission will consider a waiver request from the Friends of Signal Hill Library (FOSHL), for facility fees to hold membership meetings on January 13, March 10, May 12 in 2026 from 5:00 p.m. to 7:00 p.m., at the Signal Hill Public Library Learning Center (Learning Center).

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 recommends the Parks and Recreation Commission approve the request submitted by FOSHL to waive facility fees for use of the Learning Center for its membership meetings on January 13, 2026, March 10, 2026 and May 12, 2026.

Fiscal Impact:

Staff estimate that the cost of the facility use fees is approximately \$504.00.

Background:

The FOSHL organization requested a waiver for the City of Signal Hill Policy 4.16, Waiver of Fees for City Facilities. The FOSHL organization plans to hold its general membership meetings on the dates and times previously listed at the Learning Center. FOSHL submitted an Application for Use of Indoor Facility (Attachment A).

FOSHL is a non-profit organization located in Signal Hill whose purpose and mission statement are to build and maintain an association of persons interested in the library, its services, facilities, and needs, and to develop supplemental funding to assist in promoting the use and enjoyment of the library by the local community.

Analysis:

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 City Facilities (Attachment B). The Waiver Policy requires the Parks and Recreation Commission to make the following findings before 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.

Staff have reviewed the criteria identified in the Waiver Policy and confirmed that FOSHL meets the requirements and criteria established by the City of Signal Hill Policy 4.16 - Waiver of Fees for City Facilities.

Staff estimates the total cost of the proposed fee waiver to be \$504.00 of facility use fees for the membership meetings at the Learning Center. A separate request for a facility and staffing fee waiver for FOSHL to hold a spring book sale will be taken to the City Council for consideration at an upcoming meeting. The following table details the Facility Fee Description, Hourly Rate, and totals for each category:

FACILITY/FEE DESCRIPTION	RATE	HOURS	SUBTOTAL
Signal Hill Learning Center			
Tuesday, January 13, 5:00 p.m. to 7:00 p.m.	\$72.00	2 hours	
Tuesday, March 10, 5:00 p.m. to 7:00 p.m.	\$72.00	2 hours	
Tuesday, May 12, 5:00 p.m. to 7:00 p.m.	\$72.00	2 hours	
SUBTOTAL		\$72/hour x 6 hours	\$ 432.00
Cleaning Fee	\$36.00		
Application Fee	\$36.00		
SUBTOTAL			\$ 72.00
GRAND TOTAL			\$ 504.00

Staff recommends the Parks and Recreation Commission approve the fee waiver request for FOSHL membership meetings on January 13, March 10, May 12 in 2026 from 5:00 p.m. to 7:00 p.m. The dates and times of the proposed meetings are scheduled during the Library's regular operating hours.

Approved:

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)

2026

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

Home

mail

Address

Unit #

City

Zip Code

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: CAF

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

Description of Event:

FOSHL MEMBERSHIP MEETINGS (6)

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

Event Date:

TUES:

JAN 13

Event Day:

2ND TUES

Rental Start time:

4:45 PM

Rental End time:

6:45 PM

MARCH 10, MAY 12, JULY 14, SEPT 8, NOV 10

Space Requested ☒

Community Centers

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

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

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company

Will the event include musical entertainment? ☐ Yes ☐ No

If yes, what type? ☐ Band ☐ DJ ☐ Radio ☐ Bluetooth Speaker

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

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

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

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company

Will the event include musical entertainment? ☐ Yes ☐ No

If yes, what type? ☐ Band ☐ DJ ☐ Radio ☐ Bluetooth Speaker

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

Library Facilities

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

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

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

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company

• Small serving kitchen included

Will the event include musical entertainment? ☐ Yes ☐ No

If yes, what type? ☐ Band ☐ DJ ☐ Radio ☐ Bluetooth Speaker

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

Only available when the library is closed.

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

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

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company

Will the event include musical entertainment? ☐ Yes ☐ No

If yes, what type? ☐ Band ☐ DJ ☐ Radio ☐ Bluetooth Speaker

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

Only available when the library is closed.

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

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

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company _____

Will the event include musical entertainment? ☐ Yes ☐ No

If yes, what type? ☐ Band ☐ DJ ☐ Radio ☐ Bluetooth Speaker

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

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

• 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.

☒ **LIBRARY FRONT ENTRANCE: 1ST SATS BOOK DRIVE: JAN 3, FEB 7, MAR 7, APR 4, MAY 2, JUN 6, JUL 13, AUG 13, SEP 5, OCT 3, NOV 7, DEC 5**
TABLE 3 CHAIR 12-15 12-2 PM 15
EXPECTED ATTENDANCE: Adults _____ Children _____ Total Attendance _____

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: 10 Oct

☒ **SPRING BOOK SALE - FRI MARCH 20 12-4 PM 2025**
LEARNING CENTER RM THUR MAR 19 SET UP - 5-8 PM
HISTORY ROOM
8 TABLES, 6 CHAIRS
2 (3x10) BANNERS UP RAILING
HILL ST, LIBRARY TERRACE 3wks prior FEB 27
*** DIAGRAM ROOM SET UP ATTACHED**

FRIENDS OF THE SIGNAL HILL LIBRARY



October 1, 2026

To: [REDACTED]
Par [REDACTED]

The Friends of Signal Hill Library request fee waivers for the use of city facilities for events supporting the Signal Hill Library.

The requested dates are between January 1, 2026 thru June 30, 2026

Bi-monthly FOSHL membership meetings

Location: in the Library Learning Center Room

Times: 4:45 - 6:45 pm on:

Dates: 2nd Tuesdays:

January 13, March 10, May 13,

FOSHL 1st Saturday Book Donation Drop Off

Location: Library Front Patio

Times: 12 noon - 2 pm

Dates: Saturdays - January 3, February 7, March 7, April 4, May 2, June 6,

Equipment: 1 table, 3 chairs, FOSHL gray book cart.

FOSHL Monthly Silent Book Auction in Library Lobby glass display case.

Changes monthly for 12 months.

FOSHL Spring Clearance Book Sale

Date: Friday March 20th, 2026

Times: 12 noon - 4 pm.

Location: Learning Center & History Room for Book Sale inside the Library

Set-up: Thursday, March 19, 5:00 pm - 8:00 pm

Friday, March 20, 10 am - 12 pm

Equipment: 8 tables, 6 chairs, 2 library carts.

Hang 2 canvas Book Sale banners (3x10 feet) on Library Terrace & Hill Street,
3 weeks prior.

We look forward to another successful year and thank you for your support.

Sincerely,
[REDACTED]



Friends of the Signal Hill Library

1800 E. Hill Street Signal Hill, CA 90755

www.foshl.org

SPRING CLEARANCE BOOK SALE

FRI MARCH 20 12-4 PM

* DIAGRAM

SET UP
THU MAR 19
5-8 PM

10 AM - 12 NOON
FRI MAR 20

LEARNING
CENTER
ROOM

CHILDREN'S
BOOKS

TEEN'S BOOKS

TOP OF GRANITE

USE
SHELF TOP

BOOKSTORE
AREA

TOP OF
SHELVES

TOP
OF
SHELF
USE

REF
DESK

6
TABLES

MIDDLE
AISLE

HISTORY
ROOM

RARE
BOOKS

1 TABLE
1 CHAIR

COMPUTERS

FRONT
DESK

\$5 BAGS

1 CHECK IN
TABLE
+ 2 CHAIRS

DAISY
DINO

LOBBY

LIBRARY
ENTRANCE
DOORS

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.



STAFF REPORT

11/19/2025

AGENDA ITEM

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

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

BY: MARTHA BAEZ
RECREATION COORDINATOR

SUBJECT: **FEE WAIVER REQUEST FOR SIGNAL HILL HISTORICAL SOCIETY BOARD
MEETINGS IN MARCH AND MAY 2026**

Summary:

The Parks and Recreation Commission will consider a waiver request from the Signal Hill Historical Society (SHHS), for facility fees to hold board meetings on Thursday, March 12, 2026 and Thursday, May 14, 2026 from 5:30 p.m. to 7:30 p.m., at the Signal Hill Public Library Learning Center (Learning Center).

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 recommends the Parks and Recreation Commission approve the request submitted by SHHS for a waiver of facility fees for use of to use the Learning Center for its board meetings on March 12, 2026 and May 14, 2026.

Fiscal Impact:

Staff estimates that the cost of the facility use fees is approximately \$360.00.

Background:

The SHHS organization requested a waiver for the City of Signal Hill Policy 4.16, Waiver of Fees for City Facilities. SHHS plans to hold its board meetings at the Learning Center. SHHS submitted an Application for Use of Indoor Facility (Attachment A).

SHHS is a non-profit organization located in Signal Hill whose purpose and mission is to serve the residents of Signal Hill, preserve the history of the City, and educate residents about the past.

Analysis:

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 City Facilities (Attachment B). The Waiver Policy governing fee waivers requires the Parks and Recreation Commission to make the following findings before 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.

Staff have reviewed the criteria identified in the Waiver Policy and confirmed that SHHS meets the requirements and criteria established by the City of Signal Hill Policy 4.16 - Waiver of Fees for City Facilities.

Staff estimates the total cost of the proposed fee waiver to be \$360.00 of facility use fees. The following table details the Facility Fee Description, Hourly Rate, and totals for each category:

FACILITY/FEE DESCRIPTION	RATE	HOURS	SUBTOTAL
Signal Hill Learning Center			
Thursday, March 12, 5:30 p.m. to 7:30 p.m.	\$72.00	2 hours	
Thursday, May 14, 5:30 p.m. to 7:30 p.m.	\$72.00	2 hours	
SUBTOTAL		\$72/hour x 4 hours	\$ 288.00
Cleaning Fee	\$36.00		
Application Fee	\$36.00		
SUBTOTAL			\$ 72.00
GRAND TOTAL			\$ 360.00

11/19/2025

Staff recommends the Parks and Recreation Commission approve the fee waiver request for SHHS board meetings on March 12, 2026 and May 14, 2026, from 5:30 p.m. to 7:30 p.m. The dates and times of the proposed meetings are scheduled during the Library's regular operating hours.

Approved:

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 _____

Home _____

Email _____

Address _____

Unit # _____

City _____

Zip Code _____

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: JJ

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

Description of Event: Membership Meetings

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

Event Date: Jan.-June Event Day: Thursday6 Rental Start time: 5:30 Rental End time: 7:30

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.

EXPECTED ATTENDANCE: Adults 20 Children 0 Total Attendance 20

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: _____

[Redacted Signature]

DATE: 10-14-25



October 10, 2025

Attn:
Direc
City of

Re: 2026 Fee Waiver request.

The Signal Hill Historical Society would like to request a fee waiver for the the Learning Center in the Library to hold our monthly membership meetings for the first 6 months of 2026. Meetings are held every other month. All meetings are open to the general public. Thursdays are preferred to remain consistent. Dates can be flexible as needed.

Event: Monthly membership meetings at the Learning Center.

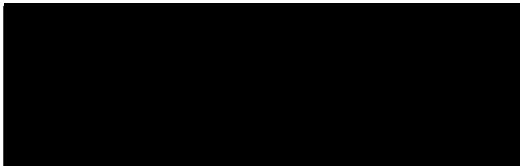
Times: 5:00pm 7:00pm (Thursdays)

January 8th

March 12th

May 14th

Thank you for your considerations and for your support.



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.



STAFF REPORT

11/19/2025

AGENDA ITEM

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

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

BY:
**MARTHA BAEZ
RECREATION COORDINATOR**

SUBJECT:
**FEE WAIVER REQUEST FROM THE ROTARY CLUB OF SIGNAL HILL FOR
MEMBERSHIP MEETINGS FROM DECEMBER 2025 THROUGH JUNE 2026**

Summary:

The Parks and Recreation Commission will consider a waiver request from the Rotary Club of Signal Hill to hold membership meetings on December 11, 2025; February 12, 2026; April 9, 2026; and June 11, 2026 from 6:00 p.m. to 7:00 p.m. at the Signal Hill Public Library Learning Center (Learning Center).

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 recommends the Parks and Recreation Commission approve the request submitted by Rotary Club of Signal Hill for a waiver of facility fees for use of the Learning Center for its membership meetings on December 11, 2025; February 12, 2026; April 9, 2026; and June 11, 2026.

Fiscal Impact:

Staff estimates that the total cost of the facility fees is approximately \$360.00.

Background:

The Rotary Club of Signal Hill requested a waiver for the City of Signal Hill Policy 4.16, Waiver of Fees for City Facilities. The Rotary Club of Signal Hill plans to hold its membership meetings at the Learning Center. The Rotary Club of Signal Hill submitted an Application for Use of Indoor Facility (Attachment A).

The Rotary Club of Signal Hill is a non-profit based in Signal Hill and serving the Signal Hill Community. The mission is to provide service to others, promote integrity, and advance world understanding, goodwill, and peace through the fellowship of business, professional, and community leaders.

The club has been active in Signal Hill for 61 years and supported the following services in the past: Senior Food Distribution Program, Active Adult Senior Bingo Luncheons, and provided free educational workshops to the community.

Analysis:

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 City Facilities (Attachment B). The Waiver Policy governing fee waivers requires the Parks and Recreation Commission to make the following findings before 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.

Staff have reviewed the criteria identified in the Fee Waiver Policy and confirmed that Rotary Club of Signal Hill meets the requirements and criteria established by the City of Signal Hill Policy 4.16 - Waiver of Fees for City Facilities.

Staff estimates the total cost of the proposed fee waiver to be \$360.00 of facility use fees. The following table details the Facility Fee Description, Hourly Rate, and totals for each category:

FACILITY/FEE DESCRIPTION	RATE	HOURS	SUBTOTAL
Signal Hill Learning Center			
Thursday, December 11, 6:00 p.m. to 7:00 p.m.	\$72.00	1 hour	
Thursday, February 12, 6:00 p.m. to 7:00 p.m.	\$72.00	1 hour	
Thursday, April 9, 6:00 p.m. to 7:00 p.m.	\$72.00	1 hour	
Thursday, June 11, 6:00 p.m. to 7:00 p.m.	\$72.00	1 hour	
SUBTOTAL		\$72/hour x 4 hours	\$ 288.00
Cleaning Fee	\$36.00		
Application Fee	\$36.00		
SUBTOTAL			\$ 72.00
GRAND TOTAL			\$ 360.00

Staff recommends the Parks and Recreation Commission approve the fee waiver request for the Rotary Club of Signal Hill to hold membership meetings at the Learning Center on December 11, 2025; February 12, 2026; April 9, 2026; and June 11, 2026 from 6:00 p.m. to 7:00 p.m.

Approved:

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 _____ Home _____ Email _____
Address _____ Unit # _____
City Signal Hill Zip Code 90755

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: KG

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

Description of Event: Monthly Club Meeting

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

Event Date: _____ Event Day: Thursday Rental Start time: 6PM Rental End time: 7PM

Space Requested ☒:

Community Centers

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

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

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company _____

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

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

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

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

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company _____

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

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

Library Facilities

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

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

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

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company _____

♦ Small serving kitchen included

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

☐ Library Zinnia Courtyard **Capacity: 54**

Only available when the library is closed.

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

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

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company _____

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

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

Only available when the library is closed.

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

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

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company _____

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

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

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

Closed on Sundays & Holidays

♦ Pre-packaged snacks and bottled drinks only

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

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

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

Will event be professionally catered? ☐ Yes ☐ No

If yes, name of catering company _____

♦ Small serving kitchen included

Use of sound system? ☐ Yes ☐ No

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

EXPECTED ATTENDANCE: Adults 10 Children _____ **Total Attendance** 10

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:

[Redacted Signature]

DATE: 11/11/25



Rotary Signal Hill

Kiran Gidwani

President, Signal Hill Rotary Club

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Date: 11/11/25

City of Signal Hill Parks and Recreation Commission

2175 Cherry Avenue
Signal Hill, CA 90755

Subject: Request for Fee Waiver – Use of Library Conference Room

Dear Parks and Recreation Commission Members,

The Signal Hill Rotary Club is a long-standing community service organization dedicated to improving the quality of life for residents of Signal Hill and the surrounding areas. Our members are actively involved in numerous projects, including supporting local schools, organizing food and clothing drives for families in need, sponsoring youth leadership programs, and participating in community beautification and environmental initiatives.

To continue these efforts effectively, we respectfully request that the Parks and Recreation Commission consider waving the fee for the use of the library conference room once a month for one hour. This space would be used to plan and coordinate our community service projects and outreach activities. Granting this request would allow the Club to dedicate more of its resources directly toward programs that benefit Signal Hill residents.

Thank you for your consideration of this request and for your continued support of organizations that serve our community. We greatly appreciate the opportunity to partner with the City in making Signal Hill a stronger, more connected community.

Sincerely,

Kiran Gidwani

President, Signal Hill Rotary Club

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

11/19/2025

AGENDA ITEM

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

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

SUBJECT:
REVIEW OF COMMISSION REVOLVING OBJECTIVES

Summary:

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

Strategic Plan Goal(s):

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

Recommendation:

Update, receive, and file report.

Background:

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

Approved:

Yvette E. Aguilar

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

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

2023-2028 Strategic Plan Goals

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



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
Hill, California 90755-3799

11/19/2025

AGENDA ITEM

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

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

SUBJECT:
APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of October 15, 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
October 15, 2025

(1) **CALL TO ORDER – 6:00 P.M.**

(2) **ROLL CALL**

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

ABSENT: NONE

LATE ARRIVAL: COMMISSIONER KIRAN GIDWANI

Commissioner Gidwani arrived at 6:07 p.m.

(3) **PLEDGE OF ALLEGIANCE**

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

(5) **PRESENTATION(S)**

- a. VICE CHAIR KISS-LEE WILL PRESENT THE FRIENDS OF THE SIGNAL HILL LIBRARY A CERTIFICATE OF APPRECIATION IN HONOR OF NATIONAL FRIENDS OF LIBRARY WEEK.
- b. PUBLIC WORKS DEPARTMENT STAFF WILL PRESENT INFORMATION ABOUT UPCOMING PARK IMPROVEMENT PROJECTS AT HILLTOP PARK AND PANORAMA PROMENADE.

Commissioner Gidwani arrived at 6:07 p.m.

(6) DISCUSSION ITEM(S)

a. PET OF THE MONTH NOMINATIONS

It was moved by COMMISSIONER ANHORN and seconded by COMMISSIONER DUTCH HUGHES, to vote Rosie as the October Pet of the Month.

The following vote resulted:

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

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

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

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

The following vote resulted:

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

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

(7) CONSENT CALENDAR

a. REVIEW OF COMMISSION REVOLVING OBJECTIVES

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

(8) COMMISSION NEW BUSINESS

Commissioner Dutch Hughes announced the Mayor's Reception will take place on December 10, the Well 10 Ribbon Cutting is October 23, and the Amphitheater Groundbreaking is December 2.

Commissioner Anhorn announced a No Kings protest on Saturday, October 18 at 10:00 a.m. at Coronado Ave and Ocean Blvd. in Long Beach. Mayor's Clean-Up will also take place on Saturday, October 18.

(9) ADJOURNMENT

It was moved by COMMISSIONER DUTCH HUGHES 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, November 19, 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:	CHAIR EDWARDS VICE CHAIR KISS-LEE COMMISSIONER ANHORN COMMISSIONER DUTCH HUGHES COMMISSIONER GIDWANI
NOES:	NONE
ABSENT:	NONE
ABSTAIN:	NONE

VICE CHAIR KISS-LEE adjourned the meeting at 6:55 p.m.

LINDA EDWARDS
CHAIR

Attest:

YVETTE E. AGUILAR
COMMISSION SECRETARY