



STAFF REPORT

---

1/19/2022

---

**AGENDA ITEM**

**TO:**

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

**FROM:**

**ALISON DOBAY  
COMMUNITY SERVICES MANAGER**

**SUBJECT:**

**PET OF THE MONTH**

**Summary:**

Each month staff will provide the Pet of the Month nominations and the Parks and Recreation Commission will select a pet to recognize.

**Recommendation:**

Review and approve the process for selecting a Pet of the Month.

**Background and Analysis:**

In December 2021, Parks and Recreation Commissioner Lauer requested that staff create a process to recognize a “Pet of the Month” at the monthly Parks and Recreation Commission meeting.

Staff recommend that Signal Hill Residents may nominate a pet to be recognized on the City Website and social media pages each month. Each resident may submit one nomination form per month. Submissions must be received by the last day of each month. Nominations will be submitted and organized with a Google Form, which is a user-friendly platform for residents to access and staff to manage (Attachment A). A link to the form will be available on the City Website, the City of Signal Hill Facebook page, and the Community Services Department Facebook page. The information will also be listed in the March E-Newsletter and upcoming City Views newsletter.

Staff will prepare a monthly report of the nominations received and present the information to the Parks and Recreation Commission to select one “Pet of the Month” to recognize. Nominations that are not selected will remain on the monthly report for the Commission’s future consideration. The selected “Pet of the Month” will be recognized on the City website, E-newsletter, and City of Signal Hill Facebook page, and the Community Services Department Facebook page.

The nomination form will include the following criteria:

---

1/19/2022

---

- Pet's Name
- Nick names
- Verification of residency
- Type of animal
- Special characteristics and information about the pet
- Activities that their pet likes to do
- Verification of a current pet license
- Photo

Approved:

---

Aly Mancini