



CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal Hill, California 90755-3799

THE CITY OF SIGNAL HILL
WELCOMES YOU TO A REGULAR MEETING OF THE
PARKS AND RECREATION COMMISSION

March 18, 2015
6:00 p.m.

The City of Signal Hill appreciates your attendance. Citizen interest provides the Council, Agency and Commissions with valuable information regarding issues of the community. Meetings are held on the 2nd Wednesday of every month.

Meetings commence at 6:00 p.m. 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 and is available at each meeting. The agenda and related reports are also available for review at the Library on the Friday afternoon prior to the Commission meeting. Agenda and staff reports are also available on the City website at www.cityofsignalhill.org.

During the meeting the Community Services Director presents agenda items for Commission consideration. The public is allowed to address the Commission on all agenda items. The Chair will announce when the period for public comment is open on each agenda item. The public may speak to the Commission on items that are not listed on the agenda. This public comment period will be held at the beginning of the public portion of the meeting. You are encouraged (but not required) to complete a speaker card prior to the item being considered, and give the card to a City staff member. The purpose of the card is to ensure speakers are correctly identified in the minutes. However, completion of a speaker card is voluntary, and is not a requirement to address the Commission. The cards are provided at the rear of the Council Chamber. Please direct your comments or questions to the Chair. Each speaker is allowed three minutes to make their comments.

(1) CALL TO ORDER – 6:00 P.M.

(2) ROLL CALL

CHAIR LOPEZ
VICE CHAIR BROOKS
COMMISSIONER CUNNINGHAM
COMMISSIONER DAVIS
COMMISSIONER DUDLEY

(3) PLEDGE OF ALLEGIANCE

The Chair will lead the audience in reciting the Pledge of Allegiance.

(4) PUBLIC BUSINESS FROM THE FLOOR

Matters of general concern, which are not on the agenda, can be addressed during this portion of the meeting. However, State law (Brown Act) prohibits the City Council or Commissions from acting upon any item not posted 72 hours before a regular meeting and 24 hours before a special meeting.

(5) PRESENTATION(S)

(6) DISCUSSION ITEM(S)

a. Signal Hill Rotary Club Volunteer Involvement

Summary: Staff will provide information regarding a new partnership with the Signal Hill Rotary Club for ongoing assistance with the Brown Bag Food Distribution Program.

Recommendation: Receive and file the report.

b. Commission Agenda Packet Delivery Methods

Summary: The Commission will consider options for delivery of the monthly agenda packet.

Recommendation: Provide direction to staff.

(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. Updates on City Council Actions, Park Projects and Programs

Summary:

Each month staff will provide an update on various actions, which affect the Community Services Department such as City Council direction, project status for park development, or other Community Services programs which have changed over the previous month.

Recommendation:

Receive and file.

b. Review of Commission Revolving Objectives

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

Recommendation: Receive and file.

c. Minutes

Regular Meeting of February 11, 2015.

Recommendation: Approve.

(8) COMMISSION NEW BUSINESS

COMMISSIONER CUNNINGHAM
COMMISSIONER DUDLEY
COMMISSIONER DAVIS
VICE CHAIR BROOKS
CHAIR LOPEZ

(10) ADJOURNMENT

Tonight's meeting will be adjourned to the next regular meeting of the Parks and Recreation Commission to be held on April 8, 2015 at 6:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA, 90755.

CITIZEN PARTICIPATION

Routine matters are handled most quickly and efficiently if contact is made with the City department directly concerned. However, if you would like to request that a matter be presented for Council, Agency or Commission consideration, you may do so by writing the City Council, City Manager, City Clerk or Commission Secretary. The deadline for agenda items is 12 noon on the Tuesday preceding the meetings. Agendas will be mailed to those who provide self-addressed, stamped envelopes to the City Clerk's office or Commission Secretary. The agenda and related agenda items are available on our website at www.cityofsignalhill.org.

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, Pilar Alcivar-McCoy, Commission Secretary of the City of Signal Hill, 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.



Pilar Alcivar-McCoy
Commission Secretary



Date



CITY OF SIGNAL HILL

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March 18, 2015

Discussion Item (6a)

AGENDA ITEM

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

**FROM: ALY MANCINI
COMMUNITY SERVICES MANAGER**

SUBJECT: SIGNAL HILL ROTARY CLUB VOLUNTEER INVOLVEMENT

Summary:

Staff will provide information regarding a new partnership with the Signal Hill Rotary Club for ongoing assistance with the Brown Bag Food Distribution Program.

Recommendation:

Receive and file the report.

Background and Analysis:

Staff met recently with the Signal Hill Rotary Club to discuss their desire to provide service to the community on an ongoing basis. Several ideas were discussed and the most feasible project would be to assist the department in preparing the food for the Brown Bag Food Distribution Program.

Presently, two to three staff are needed every other week to prepare approximately 40 bags of food for senior participants in the program. The availability a regular group of volunteers would allow the City to cut back to only one staff person. The Rotary Club has also offered to deliver bags to those who have difficulty picking theirs up, and staff is researching this as an option.

The Rotary Club meets every Thursday morning, so staff will move the Brown Bag distribution from Tuesday to Thursday. This transition will take a few weeks to ensure all participants in the program are informed and prepared to make this change. Staff will make certain they are all reached individually.

Approved:



Pilar Alcivar-McCoy

Attachment



CITY OF SIGNAL HILL

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March 18, 2015

Discussion Item (6b)

AGENDA ITEM

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

**FROM: PILAR ALCIVAR-McCOY
COMMUNITY SERVICES DIRECTOR**

SUBJECT: COMMISSION AGENDA PACKET DELIVERY METHODS

Summary:

The Commission will consider options for delivery of the monthly agenda packet.

Recommendation:

Provide direction to staff.

Background and Analysis:

Recently, the City has been experiencing delays in delivery of items sent through the US Postal Service (USPS). As a result, the agenda materials have been delayed as much as a week in reaching Commissioners. Staff is requesting direction regarding each Commissioners' preference of delivery method for the hard copy agenda. Options include:

- Electronic delivery and Commissioner will bring agenda materials on laptop or tablet
- Electronic delivery and Commissioner will print hard copy
- Pick-up at City Hall on Friday or Monday prior to Commission meeting
- Pick-up at Police Department during weekend prior to Commission meeting
- Continue to use USPS for delivery

Staff will continue to send all Commissioners an email with electronic materials attached, but are interested in accommodating Commissioners' schedules and preferences regarding the hard copy.

Approved:



Pilar Alcivar-McCoy

Attachment



CITY OF SIGNAL HILL

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March 18, 2015

Discussion Item (7a)

AGENDA ITEM

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

FROM: ALY MANCINI
COMMUNITY SERVICES MANAGER

SUBJECT: UPDATES ON CITY COUNCIL ACTIONS, PARK PROJECTS, OR PROGRAMS

Summary:

Each month staff will provide an update on various actions which affect the Community Services Department such as City Council direction, project status for park development, or other Community Services programs which have changed over the previous month.

Recommendation:

Receive and file report.

Updates:

RECREATION

Signal Hill ARC

Signal Hill ARC had a total of 922 youth attend the program during the month of February with an average of 51 youth per day. This month featured a Family Game Night for ARC families to come, eat some dinner, watch their kids perform a skit, and play games. This event had a great turnout with approximately 80 people attending and participating. It was a great opportunity for families to connect with each other. The ARC children have still been having fun with Chef Ollie, making tasty treats such as sliders, stuffed grilled cheese, Valentine's Day treats and quesadillas with guacamole.

Tween Program

The total attendance for the month of February was 194 teens. This month the teens took a trip to Mulligans where they enjoyed go karts and games. They were active making Valentine's Day origami, going to the library, and trying out some new sports. The tweens are working on being a more cohesive group and will be working on team building activities.

Youth Sports

Long Beach Youth Sports League has been doing well throughout the month. The games have been well attended by parents and children. The teams make sure to work on good sportsmanship regardless of the outcome of the game. The athletes are getting ready for their last games, and the banquet which is approaching quickly.

Volunteer Hours

In February, the Recreation Division did not use any volunteers.

COMMUNITY SERVICES

Active Adult Excursion

On Thursday, February 5, a group of 33 adults went to the Graber Olive House in Ontario where they toured the olive processing plant. The lunch stop was at Antonino's and the day ended with a guided tour and wine tasting at Joseph Filippi Winery.

On Thursday, February 19, a group of 25 adults enjoyed a buffet lunch at the Terrace Restaurant, toured Palm Springs Air Museum and enjoyed the "USO Variety Show" which included favorites from Bob Hope, Bing Crosby and The Andrews Sisters.

Senior Social Club

Eighteen participants attended the Social Club's monthly meeting on Thursday, February 12, in the Signal Hill Library. The group enjoyed a travel presentation.

Workshops

In February, two public events were held. On Tuesday, February 10, a Travel Workshop took place in the Signal Hill Library with 10 people in attendance. The group reviewed planning, budgeting, organizing, and implementing travel for novices to experienced travelers.

On Wednesday, February 25, the Self Defense Workshop at the Signal Hill Community Center had 16 people in attendance. The group participated in an active class and learned how to defend themselves against violence.

Facility Rentals

In February, facility rentals generated \$5,961 in revenue with 38 facility rentals. The following table outlines the rental categories.

Category	Residents	Non-Residents	Non-Profit	City Use
1. Shelters	1	5	0	0
2. Community Centers	6	1	2	12
3. Fitness Permits	1	0	0	0
4. Library Meeting Room	1	0	1	3
5. Spud Field	0	4	0	0
6. Wedding Space	0	1	0	0

Bus Pass

In February, eight bus passes were purchased for total revenue of \$192. Currently there are 15 participants in the program.

Dial A Taxi

In February, four members utilized the Dial a Taxi program. Currently, there are ten participants in the program.

Food Distribution

In February, food was distributed on two occasions. A total of 76 participants received food. There are currently 42 residents registered for the program.

Volunteer Hours

In February, the Community Services Division utilized 18 volunteers at the Senior Folding Group. The group mailed over 400 Active Adult Newsletters.

LIBRARY

Circulation

The circulation of library materials for the month of February totaled 2,933 items during the 23 days the library was open. This is an average of 128 items checked-out per day. Adult Fiction books were the highest circulating category at 423 checkouts.

Circulation Statistics by Category

Category	Monthly Circs	Average Per Day
1. Adult Non-Fiction (000-999)	220	10
2. Adult Fiction	423	18
3. Young Adult (FIC & NF)	106	5
4. Juvenile (FIC & NF)	1,553	68
5. Magazines	33	1
6. DVDs	299	13

Attendance

Adults (18+)	Young Adults (12-17)	Children (0-11)	Total
1,608	485	701	2,769

Average daily attendance over the 25 days the library was open was 142 people.

Library Registration

For the month of February, there were 31 residents and 29 non-residents who registered for library cards.

Computer Use

Public access computers were used for 357 sessions during February. This averages to 16 sessions of computer use per day.

WiFi

This month we had 372 connections made using this service.

InterLibrary Loan Service

This month, we borrowed thirty-five items from different libraries across the nation.

Proctored Exams

A total of three students utilized the proctored exam program during February.

Volunteer Hours

The library offers volunteer opportunities for high school students and a teacher preparation program at CSULB called SERVE. We also accept Federal Work Study Students from LBCC and Casa Loma College. All four student groups (high school, SERVE, LBCC, & Casa Loma) are labeled as volunteers as they are not compensated by the City. They assist library staff and help library patrons with computer problems or homework. Below are the number of hours volunteers worked in November.

Volunteer Type	Hours
High School	11 hrs.
Federal Work Study	0 hrs.
SERVE	0 hrs.
Total Hours	11 hrs.

Regular Programming

First Friday Book Club

Eighteen adults participated in the discussion held on February 6. This month's book was *The Last Policeman* by Ben H Winters.

Got Computer Troubles?

The library offers one-on-one tutorial sessions with a staff member on any computer topic a patron wants assistance with. Two adults utilized the program this month.

English Conversation Classes

English Conversation Classes (ECC) are for people who want to learn and improve their English. The classes focus on speaking and listening skills. Eight adults signed up and utilized the program this month.

Story Time Programs

A total of 174 kids and 148 adults attended the regularly scheduled story times.

Shark Lagoon: Web Cam

A total of 16 kids and 9 adults attended the scheduled web cam event. Saturday's Shark Feeding Frenzy features a scheduled feeding of Sharks from the Long Beach Aquarium of the Pacific.

Homework Assistance

Ten students took advantage of our homework assistance program. This service is made possible by our volunteers.

Technology Assistance

Two patrons called on our volunteers to help them with various technology issues. This service is made possible by our volunteers.

Special Programs

Night at the Library: Opera Night

The LA Opera collaborated with the Signal Hill Public Library to engage and serve the community. Nineteen adults attended this event on February 9.

Night at the Library: Chef Ollie Cigliano

Twenty five adults attended this event on February 11. Participants spent the evening with host Chef Ollie Cigliano learning to make delicious chocolate ganache and truffle treats. After the food demo, patrons stayed for a screening of Lasse Hallström's romance, *Chocolat*.

Family Movie Night

To celebrate the spring season, we showed *The Boxtrolls* on February 21. Fifty-four people attended the event. Four children won drawings for Boxtroll toy character, DVD and books. Popcorn, candy and drinks were provided for all attendees.

Public School Support

This month, Ms. Manks and her 5th grade class from Signal Hill Elementary visited the library with 35 students.

Approved:



Pilar Alcivar-McCoy



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March 18, 2015

Discussion Item (7b)

AGENDA ITEM

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

FROM: PILAR ALCIVAR-MCCOY
DIRECTOR OF COMMUNITY SERVICES

SUBJECT: REVIEW OF COMMISSION REVOLVING OBJECTIVES

Summary:

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

Recommendation:

Update, receive, and file report.

Background and Analysis

As requested by the Commission, attached is a list of items that were brought up during past meetings and subsequently given to staff or the Commissioners for follow-up. Attachment A is the most recent list with a status report following each item. This will provide an ongoing status update for Commissioners regarding requests they have made. Notes in blue indicate updates since the last meeting.

Approved:


Pilar Alcivar-McCoy

Attachment

Commission Revolving Objectives (status as of 1/14/15)

New Items from February Meeting – Future agenda for consideration

None

New Items from February Meeting – Maintenance/Operations follow-up

- Signal Hill Park play equipment and safety surfacing – Staff submitted a work request to Public Works to clean and repair the equipment; slide replacement is on order; City will know if we were recommended for funding for the surfacing material on April 7; replacement project to begin once disposition of grant is known

Pending

Capital Improvement Projects

- Request to have PW investigate installation of a pathway at Hilltop Park, near the service road, from the street around the drive pole – Service request submitted to PW; project on hold until Deputy PW Director vacancy is filled
- Community Garden – Update to be provided at Dec Commission meeting; review of expenditures will be provided at six month mark during May Commission meeting
- View Park and Electronic Sign – Council reviewed and approved development of construction documents at their Feb 17 meeting; preparing contract with landscape architect
- Kiosk at Panorama Promenade – Project on hold until Deputy PW Director vacancy is filled
- SHP play equipment rubberized surfacing (staff request) – Grant proposal submitted for \$18,000 to cover cost of rubber material; recommendations for grant funding will be available April 7
- Adopt-a-Tree and Adopt-a-Bench programs; use Community Foundation to receive donations – To be brought back as an agenda item at a future meeting with Project Checklist completed
- Dog Park – Project is included in the FY 14/15 budget; State Dept of Finance approval received; final project design to begin by spring 2015

Maintenance

- DWP driveway – PW is researching options to slow cars down; speed bumps are unsafe on such a steep slope; project on hold until Deputy PW Director vacancy is filled

Other

- Fitness businesses in parks – No permits at this time
- Replacement of drinking fountains with dog bowls – Fountains at Signal Hill, Hilltop and Hillbrook parks will be replaced this year; Project on hold until Deputy PW Director vacancy is filled
- Development of park sign program – Preliminary meeting was held with sign consultant; contract proposal received and being processed
- Research permanent solutions to the parking congestion at DWP – Staff is researching parking meters and other possible solutions
- Dawson tree replacement request – Project on hold until Deputy PW Director vacancy is filled