



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
June 19, 2024

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

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

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

To participate:

- In-person Participation: Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, California.
- To make a general public comment or comment on a specific agenda item, you may also submit your comment, limited to 250 words or less, to the Director of Parks, Recreation and Library Services at yaguilar@cityofsignalhill.org no later than 4:00 p.m. on Wednesday, June 19. 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 KISS-LEE
VICE CHAIR ANHORN
COMMISSIONER DUTCH HUGHES
COMMISSIONER EDWARDS

COMMISSIONER GIDWANI

(3) PLEDGE OF ALLEGIANCE

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

(5) PRESENTATION(S)

a. THE CITY'S CONSULTANT, JKA, WILL PROVIDE A PRESENTATION ON THE STATUS OF THE FINAL DRAFT OF THE CIVIC CENTER MASTER PLAN.

(6) DISCUSSION ITEM(S)

a. COMMISSION REORGANIZATION

Summary:

Each year in June, the Commission conducts the annual reorganization of the Chair and Vice Chair positions. To continue with this annual reorganization, the Commission Secretary will solicit nominations for Chair, and once seated, the Chair will call for nominations for Vice Chair, each position serving the 2024-2024 term of office.

Strategic Plan Goal(s):

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

Recommendation:

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

b. PARK ASSIGNMENTS

Summary:

In June 2023, the Parks and Recreation Commission approved the current Revolving Objectives. In alignment with the Parks and Recreation Master Plan Goal 1.2, to maintain and improve existing facilities, parks, trails, and open spaces, the Commission assigns each commissioner a group of parks to visit, observe, and report out to the Commission and staff throughout the year, with a more comprehensive update in April of each year.

Strategic Plan Goal(s):

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

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

Recommendation:

Assign and approve parks for each commissioner for the period June 2024-April 2025.

c. PET OF THE MONTH NOMINATIONS

Summary:

The Commission will consider submitted nominations and select a Pet of the Month for June 2024 (Attachment A).

Strategic Plan Goal(s):

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

Recommendation:

Review nominations for June 2024 and select nominee(s) to recognize for Pet of the Month.

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

Summary:

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

Strategic Plan Goal(s):

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

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

Recommendation:

Receive and file report.

(7) CONSENT CALENDAR

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

a. BIXBY RIDGE HOMEOWNERS ASSOCIATION FACILITY USE UPDATE**Summary:**

Staff received a request for use of an indoor City facility from Bixby Ridge Homeowners Association (Bixby Ridge HOA) for a board of director's meeting on Tuesday, June 25, 2024 from 6:00 p.m. to 8:00 p.m.

In September 2003, Discovery Well Park was dedicated and the City Council subsequently approved recommendations by the Parks and Recreation Commission (Commission) to limit the usage of the new community center to residents only for the first year and allow for review of parking and facility usage issues but limited "no fee" HOA meetings to two per year, per group. The City Council also directed the Commission to review this after three months and recommend revisions as appropriate. To date, the original recommendation from the City Council remains in place.

The current Discovery Well Park Community Room is currently not available for use due to City scheduled programming, but staff are able to accommodate the request at the Signal Hill Public Library to remain compliant with 2003 City Council direction. If approved, the Bixby Ridge HOA will have exhausted all of the permitted uses for the Bixby Ridge HOA for the calendar year.

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:

Receive and file.

b. RAYMOND HEIGHTS HOMEOWNERS ASSOCIATION FACILITY USE UPDATE**Summary:**

Staff have received a Facility Reservation Request for use of an indoor City facility from Raymond Heights Homeowners Association (Raymond Heights HOA) for a meeting on Monday, July 1, 2024 from 4:00 p.m. to 5:00 p.m.

In September 2003, Discovery Well Park was dedicated and the City Council

subsequently approved recommendations by the Parks and Recreation Commission (Commission) to limit the usage of the new community center to residents only for the first year and allow for review of parking and facility usage issues but limited “no fee” HOA meetings to two per year, per group. The City Council also directed the Commission to review this after three months and recommend revisions as appropriate. To date, the original recommendation from the City Council remains in place.

The Discovery Well Park Community Room is currently not available for use due to City scheduled programming, but staff are able to accommodate the request at the Signal Hill Public Library to remain compliant with the 2003 City Council direction. If approved, the Raymond Heights HOA would remain eligible for one (1) no fee use of the Community Room at Discovery Well Park for the 2024 calendar year.

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:

Receive and File

c. FEE WAIVER REQUEST FOR THE SIGNAL HILL HISTORICAL SOCIETY

Summary:

The Signal Hill Historical Society submitted a fee waiver request for use of the two picnic shelters at Hilltop Park on Tuesday, June 25, from 9:30 a.m. to 1:30 p.m. for a private event.

Strategic Plan Goal(s):

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

Recommendation:

Approve the Signal Hill Historical Society request for a waiver of fees to use the two picnic shelters at Hilltop Park on Tuesday, June 25, 9:30 a.m. to 1:30 p.m.

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 High-Functioning Government: 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 May 15, 2024.

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:

Approve the meeting minutes.

(8) COMMISSION NEW BUSINESS

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

(9) ADJOURNMENT

Tonight's meeting will be adjourned to the next regular meeting of the Parks & Recreation Commission to be held on July 17, 2024, at 5:00 p.m., in the Council Chamber of City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755.

CITIZEN PARTICIPATION

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

AFFIDAVIT OF POSTING

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

Signal Hill Library, Discovery Well Park, and Reservoir Park, 72 hours in advance of this meeting.