



## CITY OF SIGNAL HILL

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2175 Cherry Avenue • Signal Hill, California 90755-3799

THE CITY OF SIGNAL HILL  
WELCOMES YOU TO A REGULAR  
PARKS AND RECREATION COMMISSION MEETING  
May 21, 2025

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](http://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](mailto:yaguilar@cityofsignalhill.org) no later than 4:00 p.m. on Wednesday, May 21, 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 ANHORN  
VICE CHAIR EDWARDS  
COMMISSIONER DUTCH HUGHES  
COMMISSIONER GIDWANI

COMMISSIONER KISS-LEE

**(3) PLEDGE OF ALLEGIANCE**

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

**(5) PRESENTATION(S)**

- a. RECREATION COORDINATOR ERENDIRA HERNANDEZ WILL PROVIDE A PRESENTATION HIGHLIGHTING THE ANNUAL SPRING FEST EVENT THAT TOOK PLACE ON SATURDAY, APRIL 19, 2025.
- b. MANAGEMENT ASSISTANT ALYSSA CHRISTENSON WILL PROVIDE A BRIEF OVERVIEW OF THE PAWS ON THE HILL EVENT WHICH TOOK PLACE ON SATURDAY, MAY 3, 2025.

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

- a. ANNUAL PARKS AND RECREATION COMMISSIONER PARK REPORTS

Summary:

Each year, the Commission assigns parks to each commissioner to report their observations and experiences with their assigned parks. Commissioner Gidwani and Commissioner Dutch Hughes will give their presentation to share their observations and recommendations for future improvements for staff consideration.

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 recommend that Parks and Recreation Commissioners report their observations and experiences with their assigned parks.

- b. PET OF THE MONTH NOMINATIONS

Summary:

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

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

Summary:

The Director's Report provides 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; 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. FEE WAIVER REQUEST FOR ALVARADO ELEMENTARY SCHOOL

Summary:

The Parks and Recreation Commission will consider a fee waiver request from Alvarado Elementary School, to host a "First Grade Reading Day at the Park" and a "Fifth Grade Picnic" at Signal Hill Park on Wednesday, May 28 from 8:30 a.m. to 1:00 p.m. and Wednesday, June 11 from 9:00 a.m. to 1:00 p.m. respectively.

Strategic Plan Goal(s):

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

Recommendation:

Staff recommend the Parks and Recreation Commission approve the Alvarado Elementary School request for a waiver of fees for use of the Signal Hill Park on Wednesday, May 28 from 8:30 a.m. to 1:00 p.m. and Wednesday, June 11 from 9:00 a.m. to 1:00 p.m. respectively.

b. UPDATES TO THE PARKS, RECREATION & LIBRARY SERVICES GENERAL ADMINISTRATION STANDARD MANAGEMENT POLICIES 1.9A (ACCIDENT REPORTING), 1.9B (CITY VEHICLE ACCIDENT REPORTING), 1.9C (WORK RELATED ACCIDENT, INJURY OR ILLNESS REPORTING).

Summary:

To set forth in writing the updated Parks, Recreation and Library Services Department general administration standard management policies 1.9a, 1.9b and 1.9c to reflect accurate and up to date departmental information and procedures related to Accident Reporting (1.9a), City Vehicle Accident Reporting (1.9b), and Work Related Accident, Injury or Illness Reporting (1.9c). It has been over a decade since these specific policies were edited, and thus various edits have been made to each of these to bring the language, procedures, as well as staffing pattern and responsibilities current. One correction that has been made across each of these policies is updating the department name from "Community Services" to "Parks, Recreation and Library Services".

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:

Receive and file.

c. 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.

d. APPROVAL OF MEETING MINUTES

Summary:

Regular Meeting of April 16, 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 DUTCH HUGHES  
COMMISSIONER GIDWANI  
COMMISSIONER KISS-LEE  
VICE CHAIR EDWARDS  
CHAIR ANHORN

**(9) ADJOURNMENT**

Tonight's meeting will be adjourned to the next regular meeting of the Parks & Recreation Commission to be held on June 18, 2025, at 6:00 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.