



CITY OF SIGNAL HILL  
STAFF REPORT

2175 Cherry Avenue • Signal  
Hill, California 90755-3799

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3/14/2023

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**AGENDA ITEM**

**TO:**  
**HONORABLE MAYOR  
AND MEMBERS OF THE CITY COUNCIL**

**FROM:**  
**YVETTE E. AGUILAR  
COMMUNITY SERVICES DIRECTOR**

**SUBJECT:**  
**FEE WAIVER REQUEST FOR THE FRIENDS OF SIGNAL HILL LIBRARY (FOSHL)  
BOOK SALE**

**Summary:**

Staff received a request from FOSHL for a fee waiver and use of the Signal Hill Library Community Room, City staff costs, and supplies for the set up and breakdown of their book sale, which will take place on Thursday, April 27, 2023, from 1:00 p.m. to 6:00 p.m.

**Recommendation:**

Review and approve a waiver of fees for use of Signal Hill Library Community Room, City staff costs, supplies, and allow use of space for banner hanging for program advertisement.

**Fiscal Impact:**

The request totals \$1,420.00 for the waiver of facility use, City staff costs, and supplies:

<b>FACILITY/FEE DESCRIPTION</b>	<b>RATE</b>	<b>HOURS/STAFF</b>	<b>SUBTOTAL</b>
Signal Hill Library Front Entryway (as an extension of the Library Community Room)	\$120/hour		
Thursday, April 27, 2023 1:00 – 6:00 p.m.		5 hours	
<b>SUBTOTAL</b>		<b>\$120/hour x 5 hours</b>	<b>\$600</b>
Hourly Fee for Full-Time Staff	\$45/hour		
Set Up and Break Down of Event (10:00 a.m. – 1:00 p.m.; 6:00 – 9:00 p.m.)		6 hours	
No. of Full-Time Staff Needed		2 staff	
<b>SUBTOTAL</b>		<b>\$45/hour x 6 hours x 2 staff</b>	<b>\$540</b>
Cleaning Fee	\$30		
Refundable Security Deposit	\$250		
<b>SUBTOTAL</b>			<b>\$280</b>
<b>GRAND TOTAL</b>			<b>\$1,420</b>

In addition to the fee waiver request (Attachment A), FOSHL is requesting use of the following equipment and City supplies, and approval of banner hanging from the Signal Hill Public Library - Signal Point Terrace and at Hill Street and Temple Avenue:

- 10 tables;
- Four (4) chairs;
- Three (3) library book carts;
- Library front entryway as an extension of the Community Room; and
- Hang two (2) banners on the Signal Hill Point Terrace railing and Hill Street and Temple Avenue from April 10, 2023, through April 28, 2023.

#### Strategic Plan Objective:

Goal No. 6: Promote a transparent and open government.

#### Background:

FOSHL is a non-profit organization whose purpose is “to maintain an association of persons interested in books and libraries; to focus attention on library services and needs; and to stimulate gifts of books, magazines, and funds for library services and programs.”

Through the years, FOSHL’s mission has been to raise funds for and to sponsor various reading, literacy, and library programs in the City. FOSHL has proposed a used book sale at the Signal Hill Public Library as an effort to raise funds to support future library programs.

#### Analysis:

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The City's Waiver of Fees Policy allows the City Council to waive fees based on specific criteria (Attachment B):

- A. The applicant must be a Signal Hill resident: Proof of residency must be furnished to City staff.
- A. 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.
- A. 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.
- A. The organization's voting board must be comprised of at least 51% Signal Hill residents.

Historically, FOSHL has met the criteria as outlined in the policy and is currently in the process of reestablishing the organization to meet all four criteria of the policy. The proposed event will benefit the community of Signal Hill and staff recommend that a fee waiver, use of City supplies, staff costs associated with event staging, set up and teardown, and banner hanging request be approved.

Reviewed:

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Sharon del Rosario

Approved:

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Carlo Tomaino

Attachments:

- A. FOSHL Application and Letter
- B. Waiver of Fees Policy