



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
Hill, California 90755-3799

3/14/2023

AGENDA ITEM

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

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

SUBJECT:
**FEE WAIVER REQUEST FOR 69th ASSEMBLY DISTRICT WOMEN OF
DISTINCTION EVENT**

Summary:

Staff received a request from the office of Assemblymember Lowenthal for a fee waiver to use the Signal Point Terrace for the 69th Assembly District Women of Distinction event on Thursday, March 30, 2023 from 3:30 p.m. to 6:30 p.m.

Recommendation:

Review and approve a waiver of fees for use of the Signal Point Terrace and City staff costs.

Fiscal Impact:

The request totals \$870.00 for the waiver of facility use and City staff costs.

FACILITY/FEE DESCRIPTION	RATE	HOURS/STAFF	SUBTOTAL
Signal Point Terrace	\$170/hour		
Thursday, March 30, 2023 3:30 p.m. – 6:30 p.m.		3 hours	
SUBTOTAL		\$170/hour x 3 hours	\$510
Hourly Fee for Staff	\$20/hour		
Set Up and Break Down of Event (2:30 p.m. – 3:30 p.m.; 6:30 – 7:30 p.m.)		2 hours	
No. of Part-Time Staff Needed		2 staff	
SUBTOTAL		\$20/hour x 2 hours x 2 staff	\$80
Cleaning Fee	\$30		
Refundable Security Deposit	\$250		
SUBTOTAL			\$280
GRAND TOTAL			\$870

Strategic Plan Objectives:

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

Analysis:

In anticipation of this event, Assemblymember Josh Lowenthal's Office submitted a request for a fee waiver to hold the 2023 Women of Distinction event for the 69th District at the Signal Point Terrace (Attachment A). The date and time of the proposed event is scheduled for Thursday, March 30, 2023, from 5:00 p.m. to 6:30 p.m.

This event will celebrate and honor women leaders within the district who have made extraordinary accomplishments in business, community service, education, and health services.

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.

3/14/2023

The 69th Assembly District represents the cities of Signal Hill, Long Beach, Avalon, and large portions of Carson. The District provides support and funding to the represented cities if and when available. Staff recommends that a fee waiver, use of City facility, and staff costs be approved.

Reviewed:

Sharon del Rosario

Approved:

Carlo Tomaino

Attachments:

- A. Fee Waiver Application
- B. Waiver of Fees Policy