



STAFF REPORT

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11/25/2025

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**AGENDA ITEM**

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

**FROM: CARLO TOMAINO  
CITY MANAGER**

**BY: YVETTE AGUILAR  
DEPUTY CITY MANAGER/DIRECTOR OF PARKS, RECREATION AND LIBRARY  
SERVICES**

**SUBJECT: FACILITY USE AGREEMENT FOR USE OF THE SIGNAL HILL SOFTBALL FIELD  
BY SAINT ANTHONY HIGH SCHOOL FOR ITS 2026 GIRLS' SOFTBALL TEAM  
SEASON**

Summary:

Saint Anthony High School approached the City in August 2025 and indicated a desire to utilize Spud Field for its girls' softball team practices and games for the 2026 season. City staff worked with Saint Anthony High School representatives to identify improvements to Spud Field, to ensure the space is safe for regular, intensified use of the space for the intended purpose. Due to the proposed duration of the facility use, staff worked with the City Attorney's Office to draft a Facility Use Agreement for the temporary non-exclusive use and identified improvements to Spud Field that will be facilitated and paid for by Saint Anthony High School. In addition, staff proposes the City Council review and approve an exception to Standard Management Policy 4.17 "Field and Court Allocation" in relation to the proposed use of Spud Field for Saint Anthony's High School girls' softball team. Staff recommends entering into a Facility Use Agreement ("Agreement") with Saint Anthony High School for the temporary, non-exclusive use of the Signal Hill Softball Field ("Spud Field") to hold its girls' softball team practices and games from January 2026 through May 2026.

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:

1. Staff recommends the City Council consider entering into a Facility Use Agreement with Saint

Anthony High School for the temporary, non-exclusive use of Spud Field to host its girls' softball team practices and games, from January 2026 through May 2026, and approve an exception to Standard Management Policy 4.17 Field and Court Allocation to allow play for ages older than 12 years; and

2. Authorize the City Manager to execute the proposed Facility Use Agreement with Saint Anthony High School for the proposed temporary, non-exclusive use of Spud Field for its upcoming 2026 girls' softball season.

Fiscal Impact:

The proposed Facility Use Agreement would generate revenue for the Parks, Recreation and Library Services Department Facility Reservation Account; the total amount is dependent on actual time used. Additionally, the Saint Anthony High School field improvements will help to offset costs to the City.

Background:

Saint Anthony High School is a local private non-profit high school located in Long Beach, also serving Signal Hill students. The high school serves approximately 400 students, with 10% of the student body residing in Signal Hill. The City has an active and positive relationship with Saint Anthony High School. Students from Saint Anthony High School recently participated in the Youth in Government Day and the Leaders In Training programs. Saint Anthony High School has one softball team, comprised of high school girls 12-18 years of age. Saint Anthony High School notified the City that it is losing access to its regular field and is seeking the City's assistance, identifying an alternative location for its practices and games on a temporary basis.

Analysis:

Saint Anthony High School requested the use of Spud Field for its girls' softball team to host practices and games for the duration of its season from January 2026 through May 2026. The parties estimate that approximately 15 students, between the ages of 14 and 18 years old, with approximately four coaches, would be in regular attendance for practices, which take place Monday through Friday from 3:00 p.m. to 5:00 p.m. Competitive games take place once per week, starting in February through early May, from 3:00 p.m. to 5:00 p.m.

The proposed use also necessitates City Council approval pursuant to Standard Management Policy 4.17 (Field and Court Allocation) to allow for the use of Spud Field for persons older than 12 years of age for practices and games (Attachment A). The school submitted a formal Request for Use of a City Facility Reservation Form, which is attached to the proposed agreement (Attachment B).

*Proposed Improvements to Spud Field*

Staff met with school representatives and discussed the possibility of allowing Saint Anthony High School to use Spud Field for its 2026 girls' softball team only during specific dates and times. Both City staff and representatives from Saint Anthony High School reviewed the existing condition of the field and identified potential improvements needed to the facility to allow for the safe, regular, and intensified use of the space for the intended purpose.

Saint Anthony High School has proposed the following improvements to Spud Field:

- Replace the backstop padding to prevent damage to the backstop;
- Repair/replace the dugout gate;
- Install running boards along the lower area on the inside of the field; and
- Install new safety netting to aid in shielding properties and spectators from foul balls.

Due to the proposed duration of use, staff worked with the City Attorney's Office to draft a Facility Use Agreement, which grants the school a temporary non-exclusive license to use Spud Field solely for the subject purpose (Attachment B). The proposed Agreement requires that Saint Anthony High School work in conjunction with the City's Public Works Department to ensure that all of the above-listed improvements are performed in a manner satisfactory to the City. Saint Anthony High School would also be responsible for regularly maintaining the in-field area before and after each use of the field for its practices and games. The school would store equipment necessary for its practices and games in a pre-approved and secure temporary storage box. Staff estimates the total value of the improvements to be approximately \$15,000.

Standard Management Policy 4.17 Field and Court Allocation states that a group shall not have exclusive use of a facility, specifically notes a maximum age group to use the facility, and prohibits games. The proposed improvements to Spud Field would provide recreational space for youth sports programs, for which students in Signal Hill and the surrounding area can benefit. Additionally, the use of the space would also attract visitors from the surrounding area, potentially increasing visitation to our local businesses. Based on the foregoing, staff recommends the City Council review and consider waving Standard Management Policy 4.17 Field and Court Allocation in relation to the use of Spud Field for Saint Anthony High School Girls' Softball Team from January 2026 through May 2026, Monday through Friday, from 3:00 p.m. to 5:00 p.m.

Pursuant to the City's adopted Fee Schedule, the hourly rental rate of Spud Field is \$119 per hour. The City assesses fees based on the actual time used. However, in consideration of the value of the above-specified improvements to be performed by Saint Anthony High School, and in furtherance of the public purpose of providing recreational space for youth sports, the proposed Agreement provides the school with a monetary credit to the school's hourly rental rate of Spud Field. Staff believes it is reasonable to provide a credit against the hourly rental fee of up to 50% of the estimated value of the improvements, in an amount not to exceed \$7,500. Saint Anthony High School would remain responsible for completing all field improvements prior to use and would be responsible for all expenditures incurred associated with the field improvements that exceed the \$7,500 credit.

### Conclusion

Saint Anthony High School is requesting temporary accommodation to utilize Spud Field on a temporary and nonexclusive basis for its 2026 girls' softball season. The school has attempted to identify alternative locations, without success, and given the timing of the upcoming season, has requested the City's assistance. Saint Anthony High School serves local Signal Hill residents and has offered to make improvements to Spud Field, exceeding the value of the proposed discounted hourly rental fee. Given the limited nature of this request, staff recommends the City Council authorize the City Manager to execute the proposed Facility Use Agreement and that the City Council consider waiving the specified applicable provisions of Standard Management Policy 4.17 in connection with

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the age of the participants to enable the use of the field next year.

Reviewed for Fiscal Impact:

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Siamlu Cox  
Administrative Services Officer/Finance Director

Attachments:

- A. Standard Management Policy 4.17 Field and Court Allocation
- B. Facility Use Agreement & Application