



STAFF REPORT

1/28/2025

AGENDA ITEM

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

**FROM: CARLO TOMAINO
CITY MANAGER**

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

**ALISON DOBAY
PARKS, RECREATION AND LIBRARY SERVICES MANAGER**

**SUBJECT: FEE AND ALCOHOL PROHIBITION WAIVER REQUEST FOR THE SIGNAL HILL
COMMUNITY FOUNDATION BUSINESS MIXER EVENT**

Summary:

The City Council will consider a waiver request from the Signal Hill Community Foundation (SHCF) for facility fees and alcohol use for a Business Mixer event, to be held at the Signal Hill Public Library Zinnia Courtyard on Thursday, April 24, 2025. The SHCF is requesting a waiver of rental and staff fees for the use of the Zinnia Courtyard. The City's adopted policy states that no alcohol may be consumed on City property unless the City Council grants a waiver. The SHCF is requesting a waiver based on established guidelines, in consideration of the planned business mixer 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:

Staff recommends the City Council approve the Signal Hill Community Foundation's request for the following:

1. A requested exemption to City Policy 4.15 prohibiting alcohol on City property.

2. A waiver of fees for the use of the Signal Hill Public Library Zinnia Courtyard.

Fiscal Impact:

Staff estimates the cost of the facility use fees, staff time, and supplies for the SHCF event at approximately \$1,631.

Background:

The SHCF requested a waiver for the City of Signal Hill Policy 4.16, Waiver of Fees for City Facilities and Policy 4.15, Prohibiting Alcohol Use at City Property. The SHCF plans to hold its Business Mixer event on Thursday, April 24, 2025, at the Signal Hill Public Library. The event would take place in the Zinnia Courtyard, from 5:00 p.m. to 7:00 p.m., including a set-up and tear-down window from 2:00 p.m. to 5:00 p.m. and 7:00 p.m. to 9:00 p.m., respectively. The SHCF submitted an application for Use of Indoor City Facilities and included a letter of support detailing the event and benefits to the community (Attachment A).

Analysis:

In accordance with the City's policies governing alcohol use at City property and granting fee waivers for City facilities, the applicant must submit a waiver request and meet the general requirements and criteria established. The City's Policy 4.15 - Prohibiting Alcohol Use at City Property Except Under Certain Circumstances (Alcohol Policy) provides for a waiver process regarding alcohol use at public facilities (Attachment B). The Alcohol Policy requires the City Council to make the following findings prior to granting approval:

1. The group is currently registered as a non-profit organization with the California Secretary of State.
2. The group is considered "in good standing" with the City.
3. The event or activity proposed directly benefits a City-sponsored program or project.
4. The group is domiciled within Signal Hill.
5. The group has a membership of at least 51% Signal Hill residents or 51% Signal Hill business employees.
6. The Chief of Police determined the amount and type of security necessary for the event and the approximate cost to the group.

Based on staff's findings, the ability to serve alcohol is an appropriate feature for the planned SCHF event. The event must comply with all requirements of the California Department of Alcoholic Beverage Control (ABC). The Acting Chief of Police reviewed the request and determined the SHCF would be required to provide private security and ensure one Board Member complete the LEAD (Licensee Education on Alcohol and Drugs) training prior to the event. Subject to City Council approval, the SHCF would be required to obtain an ABC License through the State and an Alcohol Insurance Policy available through the City.

The SHCF is requesting a waiver of rental and staff fees for the use of the Signal Hill Public Library Zinnia Courtyard. The proposed date of the event is Thursday, April 24, 2025, unless a different date is agreed upon by all parties. Staff estimates the total cost of the fee waiver is \$1,631; the amount includes the facility use fees, City staff costs, and cost of supplies. The following table details the Facility Fee Description, Hourly Rate, Staff Hours, and totals for each category:

FACILITY/FEE DESCRIPTION	RATE	HOURS/STAFF	SUBTOTAL
Signal Hill Public Library Zinnia Courtyard	173/hour		
Thursday, April 24, 2:00 p.m. to 9:00 p.m.		7 hours	
SUBTOTAL		\$173/hour x 7 hours	\$ 1,211
Hourly Fee for Part-Time Staff	\$25/hour		
Set Up and Break Down of Event (2:00 - 5:00 p.m.; 7:00 p.m. - 9:00 p.m.)		7 hours	
No. of Part-Time Staff Needed		2 staff	
SUBTOTAL		\$25/hour x 7 hours x 2 staff	\$ 350
Application Fee	\$ 35		
Cleaning Fee	\$ 35		
SUBTOTAL			\$ 70
GRAND TOTAL			\$ 1,631

The City of Signal Hill Policy 4.16 - Waiver of Fees for City Facilities (Waiver Policy), provides for a waiver process (Attachment C). The Waiver Policy allows the City Council to waive fees that meet the criteria.

The SHCF has a current Memorandum of Understanding (MOU) with the City. The organization’s 501 (c)(3) designation has been verified to be current. The organization is tax-exempt with the IRS and in good standing with both the IRS and the City. The SHCF’s primary focus is to serve the residents of Signal Hill by providing programs and services.

Staff recommends the City Council approve the SHCF’s waiver requests. The SHCF meets the established criteria established by the City’s policies and has provided continuous support for programs and activities serving the community. The SHCF has agreed to all the applicable event conditions. If any of the above conditions are not met, the City Council would have the ability to cancel the event.

Reviewed:

Siamlu Cox

1/28/2025

Attachments:

- A. Application and Letter
- B. Prohibiting Alcohol at City Facilities Policy
- C. Waiver of Fees Policy