



CITY OF SIGNAL HILL
STAFF REPORT

2175 Cherry Avenue • Signal
Hill, California 90755-3799

8/26/2025

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**

**MARTHA BAEZ
RECREATION COORDINATOR**

**SUBJECT: FEE AND ALCOHOL PROHIBITION WAIVER REQUEST FOR THE SIGNAL HILL
COMMUNITY FOUNDATION ANNUAL FALL FUNDRAISING EVENT**

Summary:

The City Council will consider a request from the Signal Hill Community Foundation (SHCF) to waive facility fees and allow alcohol use for its annual fall fundraising event. The event is scheduled for Thursday, October 30, 2025, at the Signal Hill Public Library. SHCF is requesting a waiver of rental and staff fees for the use of the Signal Point Terrace. Under the City's adopted policy, alcohol is prohibited on City property unless specifically approved by the City Council. SHCF is requesting a waiver in accordance with established guidelines for its annual fall fundraising event.

Strategic Plan Objective(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. An exemption to City Policy 4.15 prohibiting alcohol on City property.
2. A waiver of fees for the use of the Signal Point Terrace.

Fiscal Impact:

Staff estimates the total cost of facility use fees, staff time, and supplies for the SHCF event to be approximately \$2,327.

Background:

The SHCF has requested a waiver under 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 annual fall fundraising event on Thursday, October 30, 2025, at the Signal Hill Public Library. The event is scheduled to take place on the Signal Point Terrace from 6:30 p.m. to 9:00 p.m., including a set-up and tear-down window from 12:00 p.m. to 6:30 p.m., and 9:00 p.m. to 11:00 p.m., respectively. SHCF submitted an application for use of indoor City facilities and included a letter of support outlining the event and its community benefits (Attachment A).

Analysis:

In accordance with the City's policies regulating alcohol use at City property and granting fee waivers for City facilities, the applicant must submit a waiver request and meet established requirements and criteria. Policy 4.15 - *Prohibiting Alcohol Use at City Property Except Under Certain Circumstances* (Alcohol Policy) outlines the waiver process for alcohol use at public facilities (Attachment B). Under the policy, the City Council must make specific findings prior to granting approval as follows:

1. The group must be 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 must determine the amount and type of security necessary for the event and the approximate cost to the group.

Based on staff's review, allowing alcohol service is an appropriate feature for the planned SCHF event, provided all requirements of the California Department of Alcoholic Beverage Control (ABC) are met. The Chief of Police has reviewed the request and determined that SHCF must provide private security and ensure one Board Member completes LEAD (Licensee Education on Alcohol and Drugs) training prior to the event. Subject to City Council approval, SHCF would be required to obtain an ABC License through the State and an Alcohol Insurance Policy.

The SHCF is requesting a waiver of rental and staff fees for the use of the Signal Hill Public Library Signal Point Terrace. The proposed event date is Thursday, October 30, 2025. Staff estimates the

total cost of the requested fee waiver is \$2,327, which includes facility use fees, City staff costs, and supplies. A detailed breakdown of facility fee description, hourly rate, staff hours, and subtotals is provided in the following table:

FACILITY/FEE DESCRIPTION	RATE	HOURS/STAFF	SUBTOTAL
Signal Hill Public Library Signal Point Terrace	\$179		
Thursday, October 30, 2025, 12:00 p.m. to 11:00 p.m.		11 hours	
SUBTOTAL			\$ 1,969
Hourly Fee for Part-Time Staff	\$26		
Set Up, Additional Staff, and Break Down of Event (12:00 p.m. to 11:00 p.m.)		11 hours	
No. of Part-Time Staff Needed		1 Staff	
SUBTOTAL			\$ 286
Cleaning Fee	\$36		
Application Fee	\$36		
SUBTOTAL			\$ 72
GRAND TOTAL			\$ 2,327

The City of Signal Hill Policy 4.16 - *Waiver of Fees for City Facilities* (Waiver Policy), establishes the process for requesting and approving fee waivers (Attachment C). Under this policy, the City Council may waive fees if the established criteria are met.

The SHCF has a current Memorandum of Understanding with the City. The organization's 501(c)(3) designation has been verified and remains in good standing with both the Internal Revenue Service and the City. SHCF is a tax-exempt organization whose primary focus is to serve Signal Hill residents through community programs and services.

Staff recommends that the City Council approve the SHCF's waiver requests. SHCF meets the established criteria outlined in City policies and has demonstrated ongoing support for programs and activities that serve the community. SHCF has agreed to comply with all applicable event conditions. If any of these conditions are not met, the City retains the authority to cancel the event.

Reviewed:

Siamlu Cox

Attachments:

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