



CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal
Hill, California 90755-3799

STAFF REPORT

4/8/2025

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
SENIOR RECREATION SPECIALIST**

**SUBJECT: FEE WAIVER REQUEST FROM THE SPRINGS OF HOPE GRIEF CARE CENTER
FOR A PRIVATE MEMORIAL EVENT**

Summary:

The City Council will consider a proposed waiver request from the Springs of Hope Grief Care Center (Springs of Hope) for facility fees and staff waiver costs to host the Ron Settles Day of Remembrance event at the Signal Hill Library Community Room, Signal Hill Park Open Space, and Picnic Shelter No. 3 on Monday, June 2, 2025 from 4:00 p.m. to 8:00 p.m. The cost of the facility use fees and staff time for the Springs of Hope Private Memorial event is estimated at \$1,032.00

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 request submitted by the Springs of Hope to waive facility fees and staff time for use of the Signal Hill Library Community Room, Signal Hill Park Open Space, and Picnic Shelter No. 3.

Fiscal Impact:

Staff estimates the cost of the facility use fees and staff time for the Springs of Hope Private

Memorial event to be \$1,032.00.

Background:

At its meeting of April 27, 2021, the City Council approved a request for a fee waiver submitted by Ms. Juanita S. Matthews, Executive Director of the Springs of Hope, and the aunt of Mr. Ron Settles. The Springs of Hope is a local non-profit organization whose mission is to provide hope to individuals dealing with transitions in life. The group submitted the request on behalf of the family of Ron Settles to hold a private memorial event to commemorate the 40th anniversary of his death. On November 9, 2021, the City Council approved the designation of June 2 as the Ron Settles Day of Remembrance. Springs of Hope has held private events at the Signal Hill Park Community Center and Signal Hill Public Library in June 2021, June 2022, June 2023, and June 2024.

Analysis:

The Springs of Hope organization requested a waiver pursuant to City of Signal Hill Policy 4.16, City Facilities. Springs of Hope plans to hold its annual event, the Ron Settles Day of Remembrance, on Monday, June 2, 2025, at the Signal Hill Library, Signal Hill Park Open Space, and at Picnic Shelter No. 3. The proposed event would take place from 4:00 p.m. to 8:00 p.m. Staff has allotted time to set up and tear-down tables and chairs from 2:00 p.m. to 4:00 p.m. and 8:00 p.m. to 9:00 p.m., respectively. Springs of Hope applied for the Use of Indoor City Facilities for the Ron Settles Day of Remembrance Private Memorial event (Attachment A).

In accordance with the City's policies granting fee waivers for City facilities, the applicant must submit a waiver request and meet the general requirements and criteria established by the City of Signal Hill Policy 4.16 - Waiver of Fees for Facilities (Attachment B). The Waiver 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 the residents of Signal Hill.
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.

Staff estimates the total cost of the proposed fee waiver is \$1,032.00. The estimated amount includes the facility use fees and City staff costs. The following table details the Facility Fee Description, Hourly Rate, Staff Hours, a cleaning and application fee, and totals for each category:

FACILITY/FEE DESCRIPTION	RATE	HOURS/STAFF	SUBTOTAL
Signal Hill Library Community Room (History Room)	\$ 138.00		
Monday, June 2, 2025 4:00 p.m. to 8:00 p.m.		4 Hours	
SUBTOTAL		\$138.00/Hour x 4 Hours	\$ 552.00
Hourly Fee for Part-Time Staff	\$ 25.00		
Set Up and Break Down of Event (2:00 p.m. to 4:00 p.m. and 8:00 p.m. to 9:00 p.m.)		3 Hours	
No. of Part-Time Staff Needed		2 Staff	
SUBTOTAL		\$25.00/Hour x 3 Hours x 2 Staff	\$ 150.00
Signal Hill Park Open Space	\$ 140.00	Flat Rate	
Signal Hill Park Picnic Shelter No. 3	\$ 120.00	Flat Rate	
SUBTOTAL			\$ 260.00
Cleaning Fee	\$ 35.00		
Application Fee	\$ 35.00		
SUBTOTAL			\$ 70.00
GRAND TOTAL			\$ 1,032.00

Although the applicant does not meet all four criteria listed, the applicant has a non-profit status and offers services to the Signal Hill community. Given the historical significance of the individual being honored and the importance of promoting healing and restoration, along with the City Council's designation of June 2 as Ron Settles Remembrance Day, staff recommends making an exception. The Springs of Hope request generally meets the criteria of the City's adopted Fee Waiver Policy; therefore, staff recommends the City Council approve the proposed fee waiver.

Reviewed for Fiscal Impact:

Siamlu Cox

Attachments:

- A. Application
- B. Waiver of Fees Policy