



STAFF REPORT

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11/12/2024

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**AGENDA ITEM**

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

**BY: CARLO TOMAINO  
CITY MANAGER**

**FROM: YVETTE E. AGUILAR**

**SUBJECT: ALCOHOL WAIVER REQUEST FOR THE SIGNAL HILL COMMUNITY FOUNDATION**

Summary:

The City Council will consider an Alcohol Waiver request from the Signal Hill Community Foundation (SHCF). 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 formally requesting a waiver based on established guidelines for an event that took place on Friday, November 8, 2024.

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 an exemption to City Policy 4.15, to allow alcohol to be served and consumed for a reception that occurred on Friday, November 8, 2024, at the Signal Hill Public Library - Signal Point Terrace.

Fiscal Impact:

The Signal Hill Community Foundation applied and paid for all permits and licenses associated with the request for the alcohol waiver.

Background:

SHCF requested a waiver for the City of Signal Hill Policy 4.15, Prohibiting Alcohol Use at City property (Attachment A). Per the City's policies governing alcohol use at City property, the applicant must submit a waiver request and meet the general requirements and criteria established

(Attachment B). Due to the timing associated with the request, which occurred between the City Council meeting of October 22<sup>nd</sup> and the current meeting, there was no opportunity for the City Council to consider the item in advance of the event. Nonetheless, staff ensured the applicant followed all requirements of the City's Policy. Staff is bringing this item to the City Council to ensure full transparency and compliance with the City's procedures.

Analysis:

The City of Signal Hill's Policy 4.15 Prohibiting Alcohol Use at City Property Except Under Certain Circumstances (Policy) provides for a waiver process regarding alcohol use at public facilities (Attachment A). The Policy requires the City Council to make the following findings:

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.

The SHCF event complied with all California Department of Alcoholic Beverage Control (ABC) requirements. Following a review by the Chief of Police, the SHCF hired a trained private security company for the reception. Additionally, SHCF obtained an ABC License through the State and an Alcohol Insurance Policy available through the City. SHCF agreed to these conditions and fulfilled all requirements as outlined in the Policy.

Attachments:

- A. Waiver Request
- B. City of Signal Hill Policy 4.15