



STAFF REPORT

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2/25/2025

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**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 FOR THE WOMEN OF DISTINCTION EVENT**

**Summary:**

The City Council will consider a waiver request from the Office of California's 69<sup>th</sup> State Assembly District, represented by Assemblymember Josh Lowenthal for facility fees and staff waiver to host the Women of Distinction event, to be held at the Signal Hill Public Library Terrace on Friday, March 28, 2025, from 4:00 p.m. to 6:00 p.m.

**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 Office of the 69<sup>th</sup> State Assembly District to waive facility fees and staff time for use of the Signal Hill Library Terrace.

**Fiscal Impact:**

The cost of the facility use fees and staff time for the Women of Distinction event is estimated at \$616.00.

Background:

The Office of the 69<sup>th</sup> Assembly District represents the cities of Signal Hill, Long Beach, Avalon, and large portions of Carson. The District provides support and funding to the represented cities if and when available. The Women of Distinction event honors women leaders within the California's 69<sup>th</sup> State Assembly District who have made extraordinary accomplishments in business, community service, education, and health services. At its regular meeting of March 14, 2023, the City Council approved a request to waive the facility and staff fee waiver for the 2023 Women of Distinction event.

Analysis:

The Office of California's 69<sup>th</sup> Assembly District requested a waiver pursuant to City of Signal Hill Policy 4.16 for City Facilities. The Office of the 69<sup>th</sup> Assembly District plans to hold its annual Women of Distinction event on Friday, March 28, 2025, at the Signal Point Terrace. The proposed event would take place from 4:00 p.m. to 6:00 p.m. Staff has also allotted time to set up and tear-down windows from 2:00 p.m. to 4:00 p.m. and 6:00 p.m. to 8:00 p.m. respectively. The Office of the 69<sup>th</sup> Assembly District applied for Use of Indoor City Facilities and included a letter detailing the 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.

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 \$616.00. The estimated amount includes the facility use fees and City staff costs. The following table details the Facility Fee Description, Hourly Rate, Staff Hours, and totals for each category:

<b>FACILITY/FEE DESCRIPTION</b>	<b>RATE</b>	<b>HOURS/STAFF</b>	<b>SUBTOTAL</b>
Signal Hill Public Library Terrace	\$ 173.00		
Thursday, April 24, 4:00 p.m. to 6:00 p.m.		2 hours	
SUBTOTAL		\$173.00/hour x 2 hours	\$ 346.00
Hourly Fee for Part-Time Staff	\$25.00		
Set Up and Break Down of Event (2:00 - 4:00 p.m.; 6:00 p.m. - 8:00 p.m.)		4 hours	
No. of Part-Time Staff Needed		2 staff	
SUBTOTAL		\$25.00/hour x 4 hours x 2 staff	\$ 200.00
Application Fee	\$ 35.00		
Cleaning Fee	\$ 35.00		
SUBTOTAL			\$ 70.00
<b>GRAND TOTAL</b>			<b>\$ 616.00</b>

The Office of the 69<sup>th</sup> Assembly District continually supports the City of Signal Hill and has done much to benefit the community directly and indirectly through its legislative efforts. The City also generally allows elected officials that represent Signal Hill to utilize City facilities for nonpolitical, community-oriented events. In addition, the proposed event is intended to honor and commemorate residents of the 69<sup>th</sup> Assembly District, which includes Signal Hill. The Assemblymember's 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:

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Siamlu Cox

Attachments:

- A. Application and Letter
- B. Waiver of Fee's for City Facilities Policy