



CITY OF SIGNAL HILL  
STAFF REPORT

2175 Cherry Avenue • Signal  
Hill, California 90755-3799

3/12/2024

**AGENDA ITEM**

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

**FROM: CARLO TOMAINO  
CITY MANAGER**

**BY: YVETTE E. AGUILAR  
PARKS, RECREATION AND LIBRARY DIRECTOR**

**MARTHA BAEZ  
SENIOR RECREATION SPECIALIST**

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

**Summary:**

The City Council will consider a waiver request from the Signal Hill Community Foundation (SHCF) for facility fees and alcohol use for its annual Gala Fundraiser event, to be held at the Signal Hill Public Library on Friday, October 18, 2024. The SHCF is requesting a waiver of rental and staff fees for the use of the Community Room and 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 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.

**Recommendations:**

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

1. A requested exemption to the City Policy 4.15 prohibiting alcohol on City property; and
2. A waiver of fees for the use of the Signal Hill Library Community Room and Zinnia Courtyard.

The cost of the facility use fees, staff time and supplies for the SHCF event is estimated at \$2,420.00.

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 annual Gala Fundraiser event on Friday, October 18, 2024, at the Signal Hill Library. The event would take place in the Community Room and Zinnia Courtyard, from 12:00 p.m. to 10:00 p.m., including a set-up and tear-down window from 10:00 a.m. to 12:00 p.m. and 10:00 p.m. to 11:30 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). 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.

Analysis:

City of Signal Hill 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 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 Chief of Police reviewed the request and determined the SHCF would be required to provide private security and ensure one Board Member must complete 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 Alcohol Beverage Control (ABC) License through the state's Department of Alcoholic Beverage Control 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 Library

Community Room and Zinnia Courtyard. Staff estimates the total cost of the fee waiver is \$2,420.00. The amount includes the facility use fees, City staff costs, and cost of supplies including tables and chairs. 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 Library Community Room & Zinnia Courtyard	\$200		
Friday, October 18, 12:00 p.m. to 10:00 p.m.		10 hours	
<b>SUBTOTAL</b>		\$200/hour x 10 hours	<b>\$ 2,000</b>
Hourly Fee for Part-Time Staff	\$20/hour		
Set Up and Break Down of Event (10:00 a.m. - 12:00 p.m.; 10:00 p.m. - 11:30 p.m.)		3.5 hours	
No. of Part-Time Staff Needed		2 staff	
<b>SUBTOTAL</b>		\$20/hour x 3.5 hours x 2 staff	<b>\$ 140</b>
Cleaning Fee	\$ 30		
Refundable Security Deposit	\$ 250		
<b>SUBTOTAL</b>			<b>\$ 280</b>
<b>GRAND TOTAL</b>			<b>\$ 2,420</b>

City of Signal Hill Policy 4.16 - Waiver of Fees for City Facilities (Waiver Policy), provides for a waiver process regarding facility fees (Attachment C). The Waiver Policy governing fee waivers allows for the City Council to waive fees based on the following general use requirements:

- a) The applicant must be a Signal Hill resident. Applicant must provide proof of residency.
- b) The individual or organization must have nonprofit status with the Internal Revenue Service (IRS). Applicant must provide proof of nonprofit status issued by the IRS.
- c) The organization's primary focus must be on serving the residents of Signal Hill. The organization must provide proof of such service by way of programs, services, or activities offered to the community.
- d) The organization's voting board must be comprised of at least 51% Signal Hill residents.

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

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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:

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Sharon del Rosario

Attachments:

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