

Discussion, Consideration & Possible Action on an In-Kind Grant Request by AARP Tax Services

City Council Meeting

November 18, 2025

Crystal Miranda

Community Relations Director



Purpose

- AARP Tax Services is requesting use of the Community and Conference Center for their tax aide services and training.
- Training is requested to be held at the Conference Center on January 5, 7, 9, 12, 14, 16, 20, 21 and 23rd from 8:30 a.m. until 4:30 p.m.
- Tax Aide Preparation Services is requested to be held in the Community Center every Tuesday & Thursday from 10 am – 2 pm, beginning February 3 through April 14, 2026. (With set up at 9 a.m. and Break down at 3 p.m.)

Purpose

- Provide FREE tax preparation assistance for residents and anyone near Leon Valley.
- Provide training for the volunteer staff members that will provide the tax assistance services.



Background

- AARP has applied for In-Kind Grants in previous years and have shared the Community Center space with the Northwest Seniors (NWS) during their contracted hours; with approval from the President of the NWS.
- The Northwest Seniors have expressed concern with sharing space for this request.



Background

- On September 4, 2018, the City Council voted to, “require a deposit, no longer waive cleanup cost, no longer waive security, and add a setup fee which would be same as the cleanup fee and do not waive the fee at the discretion of each application coming to Council.”
- **However, AARP is requesting a waiver of all fees at City Councils discretion.**

Fiscal Impact

- If approved, the grant would waive the following fees:

- Training-

• Building	\$4,680	(\$520x9)
• Cleaning	\$1,305	(\$145x9)
• Security	\$1,980	(\$220x9)
• <u>Deposit</u>	<u>\$3,600</u>	<u>(\$400x9)* (refundable)</u>
Total Fees Waived	\$11,565	

- Tax Aide Services-

• Building	\$5,250	(\$250x21)
• Cleaning	\$4,200	(\$200x21)
• Security	\$0	
• <u>Deposit</u>	<u>\$8,400</u>	<u>(\$400x21)* (refundable)</u>
Total Fees Waived	\$17,850	

Recommendation

- The In-Kind Grant Committee reviewed the two requests and forwards to Council an average score of 19 out of 24 for the training application and 15.7 for the services application. The points required for approval is a minimum of 18.
- City Council's discretion to waive fees requested.