

MAYOR AND COUNCIL COMMUNICATION

DATE: November 18, 2025

TO: Mayor and Council

FROM: Crystal Miranda, Community Relations Director

THROUGH: Crystal Caldera, City Manager

SUBJECT: Request for an In-Kind Grant on behalf of the AARP Tax Aide Services for use of the Community Center to offer free tax preparation.

SPONSOR(S): N/A

PURPOSE

The AARP is requesting use of the Leon Valley Community Center and Conference Center for free tax preparation services through a grant they receive from the IRS.

It is a free service to all interested participants both in Leon Valley and surrounding areas.

The AARP request use of the Community Center every Tuesday and Thursday, between the hours of 9:00 a.m. and 3:00 p.m. beginning February 3 and ending April 14, 2026. AARP is proposing to set-up computers, printers, a scanner and internet hotspot on one side of the Community Center, while the Northwest Seniors conduct their activities on the other side. The Northwest Seniors have expressed concern over sharing space. AARP is requesting that City staff set up tables and chairs prior to their event dates, every Tuesday and Thursday.

The grant request includes a waiver of the deposit, facility usage fee, and the cleaning fee. There are no security fee waiver considerations as the AARP is proposing to share the space with the Northwest Seniors during regular business hours.

The AARP request the use of the Conference Center January 5, 7, 9, 12, 14, 16, 20, 21, and 23rd from 8:30 a.m. to 4:30 p.m. to train and certify their volunteers. AARP is requesting to use the City AV system, and have City staff set up tables and chairs prior to their event dates.

The In-Kind Grant Committee reviewed the request and is forwarding an average score of 15.7. The points required are a minimum of 18 out of 24 (see attached score sheets).

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

City Council Discretion

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary