

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** November 21, 2023

**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 2:30 p.m. beginning February 1 and ending April 16, 2024. The 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 indicated that this is a common practice and are fine with them in the building. 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 In-Kind Grant Committee reviewed the request and is forwarding an average score of 18.67. 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:

Security	\$0
Cleaning Fees	\$4,400 (\$200/22 days)
Rental Fees	\$5,500 (\$250/22 days)
Deposit	\$8,800 (\$400/22 days)

**Total Waived        \$18,700**

**STRATEGIC GOALS**

This request most closely relates to Strategic Goal 1, "Economic Development" which encourages promoting the City and fosters positive stakeholder collaboration between AARP and the City.

Use of the Center by AARP also allows participants in the free tax services to visit and view the City's facilities and amenities.

**RECOMMENDATION**

City Council Discretion

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary