

RESOLUTION NO. 2022-___

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
CREATING A FEE WAIVER POLICY**

WHEREAS, City Council has historically reviewed all fee waiver requests on an individual basis for any requests over \$1,000 because there is no internal process ;and

WHEREAS, The purpose of this policy is to establish a process for non-profit and civic organizations to request fee waivers ;and

WHEREAS, The policy will allow the City Manager or his or her designee to approve fee waiver requests through a formalized process ;and

WHEREAS, providing fee waivers to certain nonprofit and civic organizations confers a public benefit to the City and the Los Altos community.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby adopts the following policy:

City of Los Altos requires all nonprofits interested in a waiver of fees to provide the completed “City of Los Altos Fee Waiver Application” and all other required documents 90 days prior to the event.

1. Applicant Criteria
 - a. The organization must be a nonprofit or civic organization.
 - b. The organization and the event must provide a direct benefit to the Los Altos community.
 - c. The event may not be political or religious in nature.

2. Application Requirements and Terms
 - a. Completed applications will be due 90 days prior to the event.
 - b. All programs or events must be open to the public with no charge to attend and provide services on a non-discriminatory basis.
 - c. The organization must provide insurance coverage as required by the City.
 - d. Programs and activities of nonprofit or civic organizations are superseded by those of the City or by previously contracted use of space.
 - e. The City of Los Altos must be listed on all related publicity with the phrase, “In cooperation with the City of Los Altos.”

3. Review and Approval Process
 - a. Applications will be reviewed by City staff for completion.
 - b. The City Manager or their designee will have the authority to approve fee waivers for nonprofit or civic organizations annually in an amount not to exceed the Council approved expenditure authority of the City Manager.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the ___ day of ____, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Anita Enander, MAYOR

Attest:

Angel Rodriguez, INTERIM CITY CLERK