



## AGENDA REPORT SUMMARY

**Meeting Date:** October 11, 2022

**Subject:** Los Altos Fee Waiver Policy

**Prepared by:** Anthony Carnesecca, Economic Development Administrator

**Reviewed by:** Jon Maginot, Assistant City Manager

**Approved by:** Gabriel Engeland, City Manager

**Attachment(s):**

1. Resolution No. 2022-XX
2. City of Los Altos Fee Waiver Application

**Initiated by:**

City staff

**Previous Council Consideration:**

March 4, 2008

**Fiscal Impact:**

The total fiscal impact of this policy is unknown and would depend on the number and type of waivers granted. There will be no budget impact if this policy is approved as the revenues were not included in the current fiscal year budget. However, this policy would reduce the collection of unbudgeted revenues.

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

- Does the Council wish to adopt a resolution that will clarify the review of fee waivers for non-profit and civic organizations to rent space in City facilities?

**Summary:**

- 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.
- The City Manager or their designee will be able to review and approve fee waiver requests for non-profit and civic organizations wishing to rent community space at City facilities.

**Staff Recommendation:**

Approve Resolution No. 2022-XX.

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City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JE

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**Subject:** Los Altos Fee Waiver Policy

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**Purpose**

These resolutions will allow the City Manager or their designee to approve fee waiver requests through a formalized process.

**Background**

On March 4, 2008, the City of Los Altos approved a fee waiver policy allowing “the City Manager or his/her designee is authorized to consider the request and to render a decision if the amount of the waiver is less than \$1,000. For requests greater than \$1,000, a written request shall be placed on the agenda of the City Council for its determination.”

The current fee waiver policy does not outline the requirements or procedures for a fee waiver review and what requests would qualify for approval.

**Discussion/Analysis**

This policy provides clear direction on how the City Manager or their designee would determine whether a nonprofit organization shall be approved or denied for their fee waiver request.

The cities of Mountain View and Palo Alto have similar policies to the proposed policy, which dictate that the Director may waive facility rental fees for eligible organizations that host events within City facilities for the community benefit.

The City Manager or their designee would have the authority to approve qualifying fee waivers for nonprofit and civic organizations. All interested non-profit or civic organizations must complete the application 90 days prior to the event to be reviewed by the City Manager or their designee.

Furthermore, the Parks & Recreation Department will designate weekdays (Monday through Thursday) during non-peak use for the Apricot room in the Los Altos Community Center for non-profit and civic organizations to use at no cost. Use will be limited to once per month (pending availability), and will only be available for reservation 45 days in advance of the requested date of use.

**Recommendation**

The staff recommends adopting Resolution No. 2022-XX.