



## AGENDA REPORT SUMMARY

**Meeting Date:** May 24, 2022  
**Subject:** Rental Fee Waiver Request by the Friends of the Library of Los Altos

**Prepared by:** Mary Jo Price, Recreation Supervisor  
**Reviewed by:** Donna Legge, Recreation Director  
**Approved by:** Gabriel Engeland, City Manager

**Attachment(s):**

1. Fee Waiver Policy Memorandum dated March 4, 2008
2. Letter from Friends of the Library of Los Altos dated April 28, 2022
3. Los Altos Community Center Rental Fee Schedule

**Initiated by:**

Friends of the Library of Los Altos (Friends of the Library)

**Previous Council Consideration:**

None

**Fiscal Impact:**

Approval of the fee waiver will result in the potential loss of rental revenue valued at \$11,040 and a total of 4 days of prime-time use (Thursday through Sunday) of the Los Altos Community Center. Revenue is not budgeted therefore no budget adjustments would be required.

**Environmental Review:**

Not applicable

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

Does Council wish to support a fee waiver equivalent to \$11,040 for the use of the Los Altos Community Center by the Friends of the Library for their August book sale?

**Summary:**

- Fee waivers over \$1,000 are considered and only approved by Council
- Friends of the Library has requested a rental fee waiver in the amount of \$11,040 per year
- Friends of the Library were previously approved for free use of the Hillview Community Center for their quarterly book sales
- Council will be reviewing the Fee Waiver Policy in September 2022

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City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JE

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Subject: Title

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### **Staff Recommendation**

Consider and approve immediate request from Friends of the Library to waive the rental fees for use of specific rooms from August 5 to 7, 2022, at the Los Altos Community Center for its book sale in the amount of \$11,040.

With the number of fee waiver requests received, City staff plans to update the existing Fee Waiver Policy to be reviewed and considered by City Council in September 2022.

### **Purpose**

Consider rental fee waiver for the Friends of the Library of Los Altos.

### **Background**

On March 11, 2008, Council adopted the Fee Waiver Policy which states:

For fee waiver requests from community and non-profit groups for one-time events or facility usage, 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 Los Altos Community Center is a City facility and is one of many reservable spaces managed by the Recreation & Community Services Department. Located at 97 Hillview Avenue, the Community Center opened on Monday, October 4, 2021. The rental fee schedule was approved at the regular City Council meeting of October 26, 2021, per resolution 2021-54 (Attachment A). As of November 8, 2021, staff began to reserve rooms in the Community Center. From November 8, 2021, through April 2022 the Community Center has earned \$75,878.50 in rental revenue. The revenue budget/target for FY 21/22 is \$50,000.

### **Discussion/Analysis**

The Friends of the Library is a non-profit that provides supplemental funding, approximately \$150,000 annually, to the Los Altos Library. They are currently leasing 1,120 square feet of space at the Civic Center which includes three temporary units across from the Library and behind the Police Department.

The Friends of the Library utilized the Hillview Community Center from 1975 until its demolition in October 2019. Free use of the Hillview Community Center by the Friends of the Library included dedicated space through use of a classroom (Room 7), and two storage spaces through temporary sheds to support their operations. Free use also extended to their quarterly book sales



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which utilized a variety of multipurpose spaces at the Hillview Community Center (Hillview Multipurpose Room, Hillview Social Hall, and Room 2). During the design of the Los Altos Community Center, the dedicated operation and storage space was not included, along with other non-City uses that were previously scheduled at the Hillview Community Center.

While staff encourages the use of the new Community Center by the Friends of the Library August Book Sale, no agreement has been established for the use of the new Community Center. Due to logistics of set-up and clean-up for their August book sale, the Friends of the Library has requested dedicated rental space at the Community Center from Thursday evening to Sunday evening for a total of 48 hours of use. Their current rental request for the Community Center includes use of the Grand Oak room and the Sequoia/Manzanita/Lobby rental package. At the Non-profit rate of \$105/hr for the Grand Oak Space and \$125/hr for the Sequoia/Manzanita/Lobby rental package, the total requested fee waiver would be \$11,040.

Friends of the Library Los Altos provides a public benefit by subsidizing programs, services, books, equipment and furnishings for the two Los Altos Libraries. They also have recently expanded their mission to include funding opportunities for other community organizations including City run programs and events. In addition, the Friends of the Library are a recycling and reuse organization which the community relies on for book disposal. They resell approximately 150,000 books a year that would otherwise end up in the landfill. The Friends of the Library also support local teachers by providing books at no cost.

With the opening of the Los Altos Community Center and approval of the new facility rental fee schedule for all City facilities, the Recreation & Community Services Department has streamlined the process for handling all fee waiver requests to continue and include formal approval by City Council per the existing policy. As part of the City Council retreat held on January 18 and 22, 2022, the agenda included a policy question to City Council asking if they wish to subsidize certain users and groups using City facilities, and if so, to what extent? Does the City Council wish to update the current Fee Waiver Policy? Staff will be updating the policy to be reviewed and considered by City Council in September 2022.

**Recommendation**

Consider and approve immediate request from Friends of the Library to waive the rental fees for use of specific rooms from August 5 to 7, 2022, at the Los Altos Community Center for its book sale in the amount of \$11,040.