

ITEM 4.7

CITY MANAGER'S REPORT SEPTEMBER 11, 2023 CITY COUNCIL REGULAR MEETING

ITEM: **APPROVE 2023 FACILITY FEE WAIVER REQUEST FOR MITRA USA**

RECOMMENDATION: **Adopt a Resolution Approving a Facility Fee Waiver request from Mitra USA for the use of the Scott Brooks Gymnasium on October 13, 2023 from 4:00 p.m. to 10:00 p.m. to host a Cultural Event**

SUMMARY:

Review and consider adoption of a resolution approving a facility fee waiver request from Mitra USA for the use of Scott Brooks Gymnasium in accordance with the City of Lathrop Fee Waiver Policy. Mitra USA submitted a facility fee waiver request for the use of Scott Brooks Gymnasium for October 13, 2023 to host a Cultural Event from 4:00 p.m. to 10:00 p.m. with an estimated attendance of 150 participants.

The Parks and Recreation Commission typically reviews and makes recommendations on approving Fee Waiver requests, however, the submission came in after the August 3, 2023 meeting. In order to move forward with this Fee Waiver request, staff reviewed the request, and recommends Council approval, as it meets the requirements of the Fee Waiver Policy and are of public benefit, de minimis in nature and not subsidized from other facility fees. Staff requests that the Council review and approve the proposed resolution for the fee waiver requested by Mitra USA.

BACKGROUND:

Staff received a request for a fee waiver that meets the requirements of the Fee Waiver Policy, from a local organization for the use of a City facility to support their activities. Mitra USA is a local non-profit engaged in charitable, social, cultural, and community development activities. Mitra USA submitted a facility fee waiver for the use of Scott Brooks Gymnasium on October 13, 2023 to host a Cultural Event from 4:00 p.m. to 10:00 p.m. with an estimated attendance of 150 participants in the amount of \$1,050.10 which includes both the cost of the facility and staffing.

RECOMMENDATION:

Staff recommends Council find the requested waiver provides a public benefit to the community and the amount of the request is de minimis in nature and not subsidized from other facility fees, and approve the Facility Fee Waiver requested by Mitra USA.

FISCAL IMPACT:

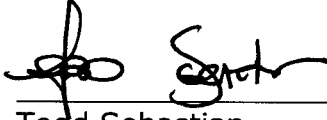
The fees associated with the facility fee waiver request total \$1,050.10.

ATTACHMENTS:

- A. Resolution approving a Facility Fee Waiver request from Mitra USA for the use of the Scott Brooks Gymnasium on October 13, 2023 from 4:00 p.m. to 10:00 p.m. to host a Cultural Event
- B. Fee Waiver Calculations

**CITY MANAGER'S REPORT
SEPTEMBER 11, 2023 CITY COUNCIL REGULAR MEETING
MITRA USA FEE WAIVER**

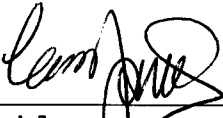
APPROVALS:



Todd Sebastian
Director of Parks, Recreation and Maintenance Services

8.25.23

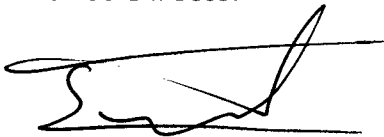
Date



Cari James
Finance Director

8/29/2023

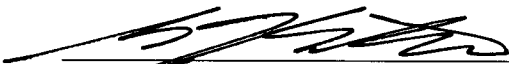
Date



Salvador Navarrete
City Attorney

8/22/2023

Date



Stephen J. Salvatore
City Manager

9.1.23

Date

RESOLUTION NO. 23 -

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP
APPROVING A FACILITY FEE WAIVER REQUEST FROM MITRA USA FOR THE
USE OF THE SCOTT BROOKS GYMNASIUM ON OCTOBER 13, 2023 FROM
4:00 P.M. TO 10:00 P.M. TO HOST A CULTURAL EVENT**

WHEREAS, the City received a facility fee waiver request from Mitra USA in accordance with the City of Lathrop Fee Waiver Policy; and

WHEREAS, Mitra USA submitted a facility fee waiver request for the use of Scott Brooks Gymnasium on October 13, 2023 to host a Cultural Event from 4:00 p.m. to 10:00 p.m. with an estimated attendance of 150 participants; and

WHEREAS, The Parks and Recreation Commission typically reviews and makes recommendations on approving Fee Waiver requests, however, the submission came in after the August 3, 2023 meeting and in order to move forward with this Fee Waiver request, staff reviewed the request, and recommends Council approval, as it meets the requirements of the Fee Waiver Policy and are of public benefit, de minimis in nature and not subsidized from other facility fees.

NOW, THEREFORE, BE IT RESOLVED, that by the City Council of the City of Lathrop finds the request to be of public benefit, de minimis in nature and not subsidized from other facility fees does hereby approve the Facility Fee Waiver for Mitra USA for the use of Scott Brooks Gymnasium on October 13, 2023 to host a Cultural Event from 4:00 p.m. to 10:00 p.m. with an estimated attendance of 150 participants in the amount of \$1,050.10.

The foregoing resolution was passed and adopted this 11th day of September 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sonny Dhaliwal, Mayor

ATTEST:

APPROVED AS TO FORM:

Teresa Vargas, City Clerk



Salvador Navarrete, City Attorney

Mitra USA					
Fee Calculations for 2023 Request for Use of Facilities					
Facility	Month Rqstd	Dates Requested	Purpose	Rate/Day	Total Price
Lathrop Community Center	October	10/13/2023	Cultural Event	\$ 640.00	\$ 640.00
Application Fee	October	10/13/2023	Cultural Event	\$ 25.00	\$ 25.00
TOTAL					\$665.00

City of Lathrop Staffing				
Fee Calculations for 2023 Request Staff Time Associated with Fee Waiver Request				
Event	Title	Hourly Rate	Hrs Rqstd	
Cultural Event	Recreation Leader (2)	\$ 21.93	8	\$ 350.88
Cultural Event	Administrative	\$ 34.22	1	\$ 34.22
TOTAL				\$385.10

\$1,050.10