



Discussion & Possible Action On An In-kind Grant Request By American Legion No. 336 – September 11 Ceremony

Crystal Miranda
Community Relations Director
City Council Meeting
August 19, 2025

Summary

- City Council is being asked to consider waiving all fees for the rental of the Conference Center.
- Options
 - Approval of waiving all fees associated with the half day rental at the Conference Center as requested in the application.
 - Approve the rental as per the In-King Grant application policy only.
 - Allow a selection of waivers per Council discretion.
- Denial
- Other
- Declaration
 - This has been an annual event for many years at the Leon Valley Conference Center.

Purpose

- The Leon Valley American Legion No. 336 is requesting an In-Kind Grant for use of the Leon Valley Conference Center on Thursday, September 11, 2025, for a 9/11 Remembrance event.

Background/Request

- The request includes a waiver of all fees.
- The event will begin at 5 p.m. and will end at 8:30 p.m..
- The set-up will begin at 4:30 p.m. on the same day as the event.
- On September 4, 2018 the City Council voted to, “require a deposit, no longer waive cleanup cost, no longer waive security, and add a setup fee which would be same as the cleanup fee and do not waive the fee at the discretion of each application coming to Council.”

Background/Request

- The In-Kind Grant Committee members evaluated the request based on the criteria outlined in the grant policy and guidelines.
- Per the matrix, the maximum score is 24.

Background/Request

- A score of 18 or above results in an affirmative recommendation by the committee members.
- Per guidelines, Committee findings are forwarded to Council for final consideration.
- Request scored a median average of 13.67

Fiscal Impact

- If approved, the grant would waive the following fees:

Rental Fee	\$320 (half day)
Deposit	\$400 (refundable)
Clean-Up Fee	\$145
Security	\$110

Total Fees Waived \$975

Recommendation

- City Council Discretion