

MAYOR AND COUNCIL COMMUNICATION

DATE: August 19, 2025

TO: Mayor and Council

FROM: Crystal Miranda, Community Relations Director

THROUGH: Crystal Caldera, City Manager

SUBJECT: Request for an In-Kind Grant on behalf of the American Legion Post No. 336 for use of the Conference Center to host a September 11 Ceremony.

SPONSOR(S): N/A

PURPOSE

The American Legion is requesting use of the Leon Valley Conference Center as space to host their free to the community annual September 11 Ceremony.

The grant request includes a waiver of the deposit, facility usage fee, cleaning fee and security fee of the Conference Center for Thursday September 11, between the hours of 4:30 p.m. and 8:30 p.m. The American Legion is requesting use of the facilities AV equipment, Wi-Fi, and staff assistance on the set up of tables and chairs.

The Conference Center is not currently booked during the requested timeline.

The In-Kind Grant Committee reviewed the request and is forwarding an average score of 13.67. The points required are a minimum of 18 out of 24 (see attached score sheets).

FISCAL IMPACT

If approved, the grant would waive the following fees:

Security	\$110 (\$27.50 per hour)
Cleaning Fees	\$145.00
Rental Fees	\$320.00
Deposit	\$400.00
Total Waived	\$975

RECOMMENDATION

City Council Discretion

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary