

MAYOR AND COUNCIL COMMUNICATION

DATE: April 1, 2025
TO: Mayor and Council
FROM: Crystal Miranda, Community Relations Director
THROUGH: Dr. Crystal Caldera, City Manager
SUBJECT: Request for an In-Kind Grant on behalf of John Marshall Orchestra Band for use of the Conference Center to host their banquet.
SPONSOR(S): N/A

PURPOSE & BACKGROUND

The John Marshall Orchestra Band Director is requesting the use of the Leon Valley Conference Center as a space to host their banquet for their members.

The John Marshall Orchestra Band Director is requesting the use of the Conference Center from 3 p.m. until 10 p.m. Saturday, May 17. The Conference Center is not currently booked during the requested timeline.

The grant request includes a waiver of the deposit, facility usage fee, cleaning fee and security fee.

The In-Kind Grant Committee reviewed the request and is forwarding an average score of 19. The points required are a minimum of 14.3 out of 24 (see attached score sheets).

FISCAL IMPACT

If approved, the grant would waive the following fees:

Security	\$192.50 (\$27.50 *7 hrs.)
Cleaning Fees	\$145
Rental Fees	\$696
Deposit	\$400 *refundable
Total Waived	\$1,433.50

RECOMMENDATION

City Council Discretion

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary