

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** August 6, 2024  
**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 Wednesday September 11, between the hours of 4:00 p.m. and 8:15 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 19.33. 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	\$116.88 (\$27.50 per hour)
Cleaning Fees	\$145.00
Rental Fees	\$320.00
Deposit	\$400.00
<b>Total Waived</b>	<b>\$981.88</b>

**RECOMMENDATION**

City Council Discretion

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary