

MAYOR AND COUNCIL COMMUNICATION

DATE: November 19, 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 AARP Tax Aide Services for use of the Conference Center to offer training to their volunteers in preparation for tax aide services.

SPONSOR(S): N/A

PURPOSE

The AARP is requesting use of the Leon Valley Conference Center as space to train their volunteers for the free tax preparation services offered at the Community Center through a grant they receive from the IRS.

The AARP request use of the Conference Center for 3 and a half weeks, Tuesday through Friday, between the hours of 8:30 a.m. and 4:30 p.m. beginning January 2 and ending January 24, 2025. The AARP is requesting use of the facilities AV equipment, WiFi, and set up of tables and chairs. 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 18 out of 24 (see attached score sheets).

FISCAL IMPACT

If approved, the grant would waive the following fees:

Security	\$3,520 (\$220/16 days)
Cleaning Fees	\$2,320 (\$145/16 days)
Rental Fees	\$8,320 (\$520/16 days)
Deposit	\$6,400 (\$400/16 days) *refundable
Total Waived	\$20,560

RECOMMENDATION

City Council Discretion

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary