



Staff Report

DISCUSSION AND DIRECTION ON GRANT APPLICATION PROCESS

Honorable Mayor and Council Members:

Summary

City Council has no formal adopted policies or procedures for the application of grant funds. The informal policy is all grant applications shall be approved by resolution of the City Council. Staff recommends a formal policy be established for all grant applications.

Background

The past practice for grant applications was to bring any grant application that required a resolution of support to the City Council. There are a number of grants that do not require a resolution of support. It was a past practice that the grant applications that did not require resolutions of support were submitted to the various grant agencies with the signature of the City Manager or Department Head.

Discussion

City Council raised concerns regarding grant applications that did not require resolutions of support being submitted to grant agencies without the Council and public having the ability to discuss the advantages and disadvantages of receiving the grant. The grant applications submitted under signature of the City Manager or Department Head did not afford the City Council the opportunity to conduct a public discussion on whether or not the particular grant was appropriate for the community.

City Council instructed staff that all future grant applications for specific projects were to be brought to Council and to be approved by resolution. City Council did not adopt any formal process for the application of grant funding.

Staff believes that a formalized process requiring all grant applications to be reviewed and approved by Council resolution is a recommended best practice. This policy will enable the appropriate public discussion and acceptance by Council as to the direction with any grant for a particular project.

Fiscal Impact

The City, on occasion, will receive small minor private grants for Park & Recreation purposes. For these small private grants, it may be advisable to exempt them from the policy.

Public Contact

There has been no public involvement on this matter.

Recommendation

It is recommended City Council:

1. Direct staff to prepare a grant application policy and return to Council for adoption of the policy.
2. Approve a dollar amount of \$5,000.00 or less for private grants that the City may accept without City Council Approval.

Alternatives

1. Take no action.

Respectfully submitted,

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