



Memorandum

Date: 2/10/2026

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 26-056

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Executive	Lisa Maher, Assistant COO - Executive Department	425-556-2427
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DEPARTMENT STAFF:

Executive	Lauren Thompson	Grant Supervisor
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TITLE:

Delegated Contract Authority - Grant Threshold

OVERVIEW STATEMENT:

Staff will provide Council with key data, comparative practices, and threshold options to support an informed decision on establishing a grant approval limit under delegated contract authority.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**

N/A

- **Required:**

N/A

- **Council Request:**

N/A

- **Other Key Facts:**

The current policy results in prolonged approval timelines, missed opportunities for smaller, quick-turnaround grants, and increased administrative inefficiencies that place a disproportionate workload on staff for low-value grants.

OUTCOMES:

The City benefits from establishing a grant threshold by streamlining grant approvals, reducing administrative delays,

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and ensuring timely access to funding opportunities while maintaining transparency and oversight.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

None

Approved in current biennial budget:

☒ Yes

☐ No

☐ N/A

Budget Offer Number:

0000304

Budget Priority:

Vibrant & Connected

Other budget impacts or additional costs:

☐ Yes

☐ No

☒ N/A

If yes, explain:

N/A

Funding source(s):

N/A

Budget/Funding Constraints:

N/A

☐ Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
12/9/2025	Committee of the Whole - Finance, Administration, and Communications	Receive Information

Proposed Upcoming Contact(s)

Date: 2/10/2026

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Date	Meeting	Requested Action
2/17/2026	Business Meeting	Approve

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

If not approved, the city will continue operating under the current policy of no threshold, resulting in prolonged approval timelines, missed opportunities for smaller, quick-turnaround grants, and increased administrative inefficiencies that place a disproportionate workload on staff for low-value grants.

ATTACHMENTS:

Attachment A: Grant Threshold

Attachment B: December 9, 2025 Committee Meeting Grant Update Notes