



# City of Redmond

15670 NE 85th Street  
Redmond, WA

## 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)**

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**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