



Memorandum

Date: 7/7/2026
Meeting of: City Council

File No. AM No. 26-109
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Executive	Lisa Maher, Assistant Chief Operating Officer	425-556-2427
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DEPARTMENT STAFF:

Executive	Zach Houvener	Deputy - Equity & Strategic Services
Executive	Lauren Thompson	Grant Supervisor
Executive	Amanda LaSala	Grant Coordinator
Finance	Jeanette St. Paul	Capital and Grant Analyst

TITLE:

Adoption of a Resolution Approving the Grant Threshold

- a. Resolution No. 1630: A Resolution of the City Council of the City of Redmond, Washington, Amending Resolution No. 1503, to Add the Grant Contract Threshold and Authority

OVERVIEW STATEMENT:

The City Grants Team requests Council's approval to establish a grant approval limit under delegated contract authority, clear exception criteria, and a process to notify Council about grants that fall below the threshold and meet exception criteria.

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

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
City of Redmond Grant Management Policy and Procedures
- **Required:**
Council approval is required for adoption of a resolution.
- **Council Request:**

February 10, 2026 - Committee of the Whole

- **Other Key Facts:**
N/A

OUTCOMES:

The City benefits from establishing a grant threshold by streamlining grant approvals, reducing administrative costs, 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:
N/A

Approved in current biennial budget: ☒ Yes ☐ No ☐ N/A

Budget Offer Number:
0000304

Budget Priority:
Strategic & Responsive

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
2/10/2026	Committee of the Whole - Finance, Administration, and Communications	Provide Direction
6/9/2026	Study Session	Provide Direction
6/23/2026	Committee of the Whole - Parks and Environmental Sustainability	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

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: Resolution 1503
Attachment B: Draft Resolution
Attachment C: Grant Threshold and Council Notification Process
Attachment D: Grant Pre-Application Form
Attachment E: Presentation
Attachment F: Grant Threshold Council Questions Matrix