



Memorandum

**Date:** 6/9/2026  
**Meeting of:** City Council Study Session

**File No.** SS 26-056  
**Type:** Study Session

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

|           |   |              |
|-----------|---|--------------|
| Executive | Lisa Maher, Assistant Chief Operating Officer | 425-556-2427 |
|-----------|---|--------------|

**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:**  
Grant Threshold

**OVERVIEW STATEMENT:**

The City Grants Team will provide Council with current challenges, key safeguards, and a recommendation to support the decision to establish 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:**  
City of Redmond Grant Management Policy and Procedures
- **Required:**  
N/A
- **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   |

**Proposed Upcoming Contact(s)**

| <b>Date</b> | <b>Meeting</b>   | <b>Requested Action</b> |
|-------------|------------------|-------------------------|
| 7/7/2026    | 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: Presentation

Attachment B: Grant Threshold Council Questions Matrix