



Memorandum

Date: 6/23/2026

Meeting of: Committee of the Whole - Parks and Environmental Sustainability

File No. CM 26-403

Type: Committee Memo

TO: Committee of the Whole - Parks and Environmental Sustainability

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:

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, including the recommended process to include council for grants that meet the 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:**  
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
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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

**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: Resolution 1503

Attachment B: Draft Resolution

Attachment C: Grant Pre-Application Form

Attachment D: Presentation

Attachment E: Grant Threshold Council Questions Matrix