

Grant Threshold

June 9, 2026 – Council Study Session

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Current Challenges

- Long timelines for Council approval (5 - 6 weeks minimum)
- Delays impacting grant implementation
- Administrative burden and cost

Per Agenda Item	No. of FTEs	Total Hours	Total Estimated Cost
Pre-Work	7	10	\$1,157.08
Meetings	19	11.5	\$1,550.76
• Internal Services		4.5	\$610.48
• Committee of the Whole		4.75	\$634.59
• Council Meetings		2.25	\$305.69
Legistar System	6	5.9	\$704.11
Total Estimated Staff Time			\$3,411.95



Recommendation

\$50,000 threshold for **all** grants, *except when the grant:*

- obligates unbudgeted matching funds, *or*
- creates future staffing or operational commitments, *or*
- the grantor requires Council acceptance prior to execution



Efficiency Gains and Cost Savings

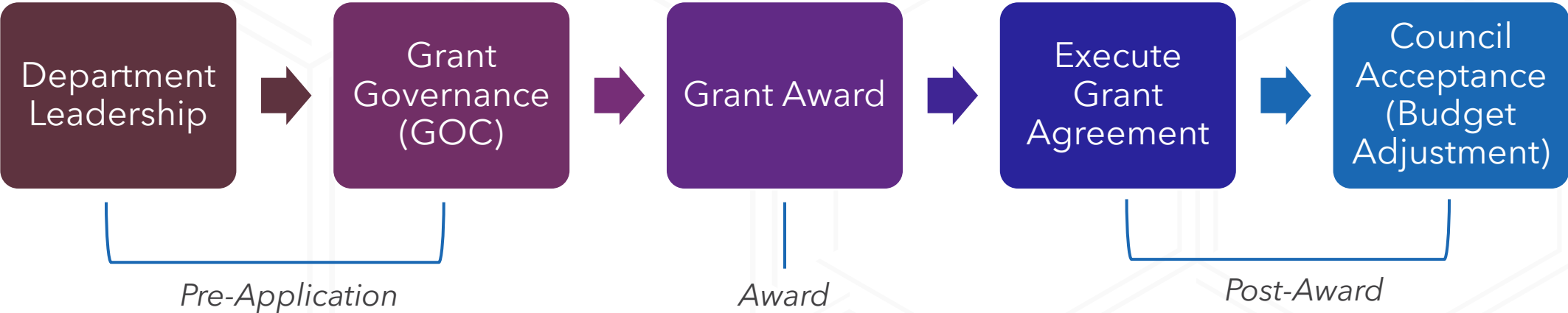
\$3,412 per contract

Not including grant administration (application to closeout)

Total Grant Amount	% Towards Council Process
\$6,000	62%
\$12,000	31%
\$25,000	15%
\$50,000	7.5%



Oversight Process (Internal Controls)



Post-Execution Reporting to Council



* Under \$50k but has ongoing costs to the City

Bolded = recurring, ongoing grants the City receives year over year

Safeguards and Risk Mitigation



**Internal Grant
Management
Policy and
Procedures**



**Contract
Review**



**Grants
Team
Support**



**Grant
Management
Software**



**Compliance
Training**

Council Decision and Next Steps

- **Council:**

- Approve establishment of the grant threshold for July 7 Regular Business Meeting
- Approve update to Delegated Contract Authority
- Provide feedback on quarterly reporting details

- **City Grants Team:**

- Update Grant Management Policy and Procedures
- Update city staff



Thank you

Any Questions?



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