

City Council – Action Request Form

Date: June 8, 2020

To: Mayor, Mayor Pro Tempore, and Members of the City Council

From: Ben Rowe, Assistant City Manager
Scott Tesh, Performance and Accountability Director

Council Action Requested:
 Authorization for the City Manager to Obligate Grant Matching Requirements When Grant Timeline Does Not Allow For Review and Approval by City Council

Strategic Focus Area: Service Excellence
Strategic Objective: Maintain City’s Financial Strength
Strategic Plan Action Item: No
Key Work Item: No



Summary of Information:
 With the federal and state governments having passed legislation and considering additional legislation that will potentially provide grant opportunities to the City, meeting timelines for grant applications is a necessity. Due to the need to allocate and disburse funds very quickly, some grant opportunities have been provided with application periods that do not allow for the normal City Council review of matching requirements. To ensure that the City does not miss out on grant funding opportunities, the attached resolution provides the City Manager the authority to obligate city funds to match grant opportunities deemed necessary and fiscally responsible. The following policy will be instituted:

- For all grant matches under \$100,000, the City Manager will have the sole discretion to obligate funds on behalf of the City. Reports of such action will be generated to the City Council through the next weekly update and the next meeting of the Finance Committee.
- For all grant matches \$100,000 or greater, the City Manager will consult with the Mayor and Members of the City Council and use their feedback in determining the necessity for the grant match. A report will be generated to the City Council through the next weekly

Committee Action:

Committee	Finance 6/8/2020	Action	Approval
For	Unanimous	Against	
Remarks:			

update, and an action item will be put forward at the next meeting of the Finance Committee.

The authority described above may only be used in instances where, based on the grant application timeline, it is not feasible for City Council to review and provide approval for grant matching during its regularly scheduled meetings. The reports generated to City Council will note the grant application period and provide justification for why City Council approval was deemed infeasible.

Although the circumstance for this policy change has arisen from a grant related to CARES Act funding, this policy would apply to all grant opportunities, regardless of their relationship to coronavirus-related funding sources.