



Agenda Item:

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## COUNCIL COMMUNICATION City Manager's Office

### GENERAL INFORMATION

Agenda Date: 02/23/04  
No.: 04-080  
Agenda Item Type: Resolution  
No.:

Communication

Roll Call

Submitted by: Donald M. Tripp, Park and Recreation Director

### SUBJECT—

Authorization to Sign and Submit Applications for Grants and Giving Programs

### SYNOPSIS—

The Park and Recreation Department requests approval to authorize the Park and Recreation Department Director, or his designee, to execute the Department's grant applications and requests for funds from giving programs which do not bind the City to terms of a grant or funding agreement. Any resulting grant and funding agreements will be brought to the Council for approval.

### FISCAL IMPACT—

The direct cost is \$0. The indirect cost of Council Member and staff time associated with the seeking of Council action in regard to obtaining authorization for the Mayor's signature, however, is considerable. At stake are potential financial awards resulting from requested amounts of various grants being sought by the Park and Recreation Department, ranging from a few hundred dollars to hundreds of thousands of dollars, depending upon the grant monies available from the funding organization and the nature of the project or program for which the grant application is being written or donations are being requested.

## **RECOMMENDATION—**

Approval

## **BACKGROUND—**

To this point, the Parks and Recreation Department has sought Council approval for the Mayor's signature on applications for grants and programs that would subsidize project expenses ranging from speaker honorariums, brochures, seeds and youth/adult recreation programs to capital improvements for construction or renovation of recreational trails, soccer fields and wading pools, etc. Many grant and funding applications simply request the name of the person requesting funds or a staff contact for purposes of communication in regard to questions and clarifications during the assessment process. When requesting the signature of a director, representative or applicant on required paperwork, the funding agent generally is seeking validation of the request.

Through the coordination of the Park and Recreation Fund Development Supervisor, it is anticipated that the Department, each year, will submit scores of grant applications and donation requests to private and governmental entities for funding through local, state and national sources. (See Grant and Fund Source Attachment.) Advance notice or knowledge of the availability of grants and funds is very frequently short; therefore, not allowing time for development of grant project details and applications within the time constraints of both the grant and Council action for a validating signature completed applications. Increasingly, as grant opportunities are determined, funding potential is not maximized due to timing constraints.

As a result of the number of applications received by and limited monies available through grant-funding sources, it is realized and likely that a minority of the applications submitted by the Department will result in an award. Therefore, under the current processes, Council will increasingly be unduly burdened with agenda items that neither commit the City to any action or funding nor result in an award of funds or materials.

The process of applying for outside funding through grants and donations can be likened to many instances of work accomplished on the part of City staff, whereby leases, contracts and sale/purchase agreements are formatted and negotiated on behalf of the City, without Council authorization, with the understanding that all are subject to the Council's approval.

Approval of this resolution would be limited to submission of grant applications and requests for donations. Council approval will continue to be required for all binding contracts and agreements resulting from the grant applications. Applications or funding requests specifically stating that the City is bound to certain terms by virtue of an application will continue to be submitted to Council for authorization prior to submission.