

Discretionary Fund Policy

Purpose: The purpose of this policy is to provide clear guidelines on the procedure for requesting discretionary funds budgeted for the City Commissioners. This policy aims to clarify the process and promote fairness and equity in the distribution of resources.

Background: In Fiscal Year 2020, a discretionary fund was established for the City Commission to make contributions to organizations that benefit the city and its residents. The implementation of this policy is essential for ensuring transparency, accountability, and equitable use of funds.

Policy Guidelines:

1. **Deadlines for Requests:** Requests must be submitted in writing with all required documents by August 30 to allow staff to allocate the funds and close out the fiscal year on time.
2. **Lead Time and Necessary Documents to Complete a Request:**
 - a. Requests must be submitted early enough to allow for a two-week processing period for departments to complete the request. Requests could take up to a month to be finalized; requests that are not provided in a timely manner will be filled in the next fiscal year.
 - b. An organization must complete a vendor package to become a registered vendor of the city before any request will be fulfilled.
 - c. The organization shall provide a letter indicating the amount requested and how the funds would be used.
 - d. All requests from the commission shall be in writing with the complete backup provided for the request.
3. **Cap for Those Up for Re-election:** A 50% cap on discretionary fund allocation is proposed for individuals who are either up for re-election or termed out to ensure that the funds are distributed equitably. All requests must be fully completed before the election with the deadline of February 1 to submit any request(s).