

# **STAFF REPORT REGULAR MEETING**

**AGENDA DATE:** June 3, 2025

**DEPARTMENT:** City Clerk

**TITLE:**

Discretionary Funds Policy

**SUMMARY:**

\$50,000 in discretionary funds is budgeted every fiscal year for the City Commissioners (\$10,000 each) to use for donations at their request. A discretionary fund policy is needed to provide clear guidelines on the procedure to request funds.

**BACKGROUND AND JUSTIFICATION:**

A discretionary fund was established for the City Commission in Fiscal Year 2020. This policy will set the procedure and deadlines for requests, setting a cap for those up for re-election or termed out, and establish a lead time to complete a request.

Deadlines for requests are necessary to allow staff to allocate the funds and close out the fiscal year on time. A certain amount of lead time is required as well as submitting the necessary documents to complete a request, for example, an organization must complete a vendor package to receive funds from the city.

Cap for Those Up for Re-election – access to discretionary funds begins after a commissioner is sworn into office following the election. It seems fair to set a 50% cap on discretionary funds for individuals who are up for re-election or termed out. They would have access to the funds for three full years, half a fiscal year in the year elected, all of the following two fiscal years and half of the fiscal year of the next election. This will ensure that the funds are distributed equitably.

**MOTION:**

Move to approve/disapprove the Discretionary Funds Policy.

**ATTACHMENT(S):**

Fiscal Impact Analysis - N/A  
Discretionary Fund Policy