

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 and deadlines 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 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.

MOTION:

Move to approve/disapprove the Discretionary Funds Policy.

ATTACHMENT(S):

Fiscal Impact Analysis - N/A
Discretionary Fund Policy