



STAFF REPORT

Meeting Type: City Council
Meeting Date: October 20, 2025
From: Tyler Deems, City Manager
Subject: Resolution 2025-38: City Manager Grant Application Authority

DECISION TO BE MADE:

Whether to adopt a resolution formally authorizing the City Manager to pursue grant opportunities and submit and sign grant applications on behalf of the City of Sandy.

APPLICABLE COUNCIL GOAL:

- **Police goal 1.3.1:** Seek grant funding to support traffic safety and speed enforcement, and other programs within the Police Department.
- **Library goals:**
 - **2.1:** Advocate for the financial independence of the Sandy and Hoodland Libraries.
 - **2.1.1:** Explore alternative funding sources if necessary.
 - **2.2:** Identify and secure the remaining funds needed to upfit the outreach vehicle.
- **Transit goal 4.4:** Identify funding and procure alternative fuel vehicles.
- **Public Works goals:**
 - **7.5:** Secure necessary funding to complete projects.
 - **7.5.2:** Pursue all options for securing outside funding assistance for infrastructure projects.
 - **7.9:** Secure necessary funding to complete projects.
 - **7.9.3:** Pursue all options for securing outside funding assistance for infrastructure projects.
- **City Operations goals:**
 - **9.5:** Encourage cross-department collaboration.
 - **9.5.1:** Collaborate on grant writing opportunities.
 - **9.6:** Explore the possibility of hiring a grant writer.

BACKGROUND / CONTEXT:

Throughout the 2025-2027 City Council goals the Council prioritized the exploration of grant opportunities. Grant applications often require proof of the applicant's ability to apply for the grant, such as written authorization from the governing body.

This resolution would provide documentation that the Sandy City Council has granted approval to the City Manager to submit grant applications. This would save the City Council and City Departments time by removing the need for City Council to grant authority each time a department has an opportunity to submit an application.

For example, the Transit Department was recently made aware of a grant opportunity through the Oregon Department of Energy for construction costs of solar panels on the new maintenance building should it be constructed. When Transit was made aware of the application process, the deadline was just a few weeks away and the grant application required written proof that the City had authority from the governing body to apply. Fortunately, Transit was able to get the item on the Council agenda in time for the application, but that may not always be the case. This resolution gives staff the tools they need to pursue grant funds, even in unfortunate situations where deadlines are close.

Although this resolution would grant authority for the City Manager to submit grant applications, after an award actual execution of a grant agreement typically still requires City Council approval.

KEY CONSIDERATIONS / ANALYSIS:

Grant applications may require documentation such as written authorization from the governing body for submittal. Grant applications may also require documentation verifying the City Council has authorized the signatory to sign the application. This resolution clarifies that the City Manager has the authority to sign grant applications on behalf of the City.

BUDGET IMPACT:

None.

RECOMMENDATION:

Staff recommend that the Council approve Resolution 2025-38 authorizing the City Manager to pursue grant opportunities and submit and sign grant applications on behalf of the City of Sandy

SUGGESTED MOTION LANGUAGE:

"I move to adopt Resolution 2025-38."

LIST OF ATTACHMENTS / EXHIBITS:

- Resolution 2025-38