



Agenda Item: 16.E
Date of Meeting: October 27, 2025
Department: Finance

STAFF REPORT

To: City Council
From: Ethan Aukee
Subject: **2024-25 Grant in Support Reimbursement Claims Made**
Prepared On: September 30, 2025

Background/History:

Three claims were made for reimbursement on 2024-25 Grant in Support Program projects between the end of August and the end of September. Based on the grant agreements, September 30th is the final day for submission. The City's accrual period ends on August 30th, so the expenses associated with these claims are no longer permitted to be accrued to FY 2024-25 and therefore would need to be expensed in FY 2025-26.

In order to allow for reimbursement payment to be made pursuant to the grant agreements, approval for appropriation and a budget adjustment are needed and being requested.

Analysis/Discussion:

The three projects combined qualify for up to \$32,000.00 of reimbursement, therefore, a \$32,000.00 spending increase budget adjustment is being requested. This spending was appropriated in 2024-25, but the associated expense was not incurred, resulting in unspent approved spending in 2024-25 and the need for this budget adjustment in 2025-26.

Moving forward, the City will consider aligning the deadline for grant submissions with the end of its accrual period.

Economic Impacts:

None.

Budget Impacts:

\$32,000.00 increase in expense budget, GL account 001-019-52131.

The \$32,000.00 was intended to be spent in the prior year, but the liability for the City to reimburse the grantees was not established until after the FY 2024-25 accrual period.

Legal Review:

City Attorney Pucci has reviewed this item and finds that the recommended action complies with the law.

Recommended Action:

City Council to authorize \$32,000.00 in increased spending within GL account 001-019-52131 in fiscal year 2025-26.

Approved By: Ethan Aukee 9/30/2025

Approved By: Robin Picken 10/2/2025

Approved By: Pam Foster 10/13/2025

Approved By: