



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 19-00287

City Council

6/13/2019

DISCUSSION ITEM

FROM: City Council President Andy Terhaar

SUBJECT:

DISCRETIONARY FUNDS POLICY

SUMMARY:

Section 166.021, Florida Statutes, the City Council of the City of Pensacola is authorized to expend public funds on programs that serve a municipal purpose. Past Florida Attorney General Advisory Opinions provide that these programs should be open to the public and should be determined by the City Council to serve *a valid public purpose* and that *proper safeguards should be implemented to assure the accomplishment of the intended public purpose*.

In that regard, the following policies are established for Fiscal Year 2020, effective October 1, 2019:

1. The city budget will allocate \$10,000 for each City Council Member for their use toward neighborhood projects, community events or causes deemed to be a valid public purpose. For Council Members not in office for the full fiscal year, this amount will be prorated to the period they are serving during the fiscal year.
2. The City Council Discretionary Fund Disbursement Request (attachment 1) will be submitted for each recommended disbursement. Disbursement of discretionary funds can be made to non-profit organizations authorized to do business in Florida, or to other approved city projects to improve or enhance city facilities or properties. When providing funding to outside non-profit agencies, The Discretionary Fund Award Agreement (attachment 2) will be utilized to provide details of the organization and the municipal purpose for the funding.
3. Discretionary Funds will normally be disbursed as a reimbursement for the approved municipal purpose provided when supporting invoices or other documentation is provided. If disbursement of discretionary funds for a municipal event are deemed appropriate in advance of the municipal purpose, documentation of the valid expenditure of those funds must be provided in accordance with the provisions of the Discretionary Fund Award Agreement (attachment 2).
4. The City Council will vote to approve each disbursement request to validate the public purpose and to authorize advance disbursement if requested.
5. Any discretionary funding allocated to council members that is not expended in the fiscal year allocated will be carried over for one fiscal year. Discretionary fund allocations that are not expended prior to an individual council member leaving the office will be transferred to the general fund.

PRIOR ACTION:

September 2011 - The City Council approved the Fiscal Year 2012 City Budget that created discretionary funds for each council district that allowed them to address community needs.

April 22, 2019 - The City Council expressed interest in establishing a formal policy concerning the administration of city council discretionary funds.

STAFF CONTACT:

Don Kraher, Council Executive

ATTACHMENTS:

- 1) City Council Discretionary Fund Disbursement Request
- 2) Council Discretionary Fund Award Agreement

PRESENTATION: No