

COUNCIL POLICY 04-06: ANNUAL ALLOCATION FOR PROPEL FUNDING

- DISTRIBUTION:** Mayor, City Council, and All Departments
- SUBJECT:** Annual Review of Allocation to Specific Entities for PROPEL Funding
- PURPOSE:** The purpose of this policy is to formalize the City of Lawton’s commitment to considering annual funding allocations from the PROPEL 2019 initiative to Marie Detty Youth & Family Services and Lawton Public Schools (LPS). Because these allocations were used as examples for the Mayor’s 2019 PROPEL campaign, City staff will review these organizations each year and make recommendations to the City Council on whether or not to provide funding. This ensures that funding remains flexible and adaptable to future needs and priorities and that the programs are working as intended and in accordance with the goals of PROPEL 2019.
- BACKGROUND:** On February 11, 2020, the citizens of Lawton approved by a vote of the people the PROPEL 2019 initiative, a strategic funding plan designed to improve the community through a variety of projects and programs funded by a 2.125% sales tax. Resolution 2019-116, adopted by the Lawton City Council on November 26, 2019, was the original resolution of intent outlining the specific allocations of the anticipated revenues from this sales tax.
- Section C-6 of the resolution focused on Youth Programs, stating that the City would allocate funds to support programs aimed at developing life and career-enhancing skills for the youth of Lawton while helping them avoid involvement in the criminal justice system. The resolution projected an expenditure of six million dollars (\$6,000,000.00) for these programs over the life of the funding. Although Resolution 2019-116 has been amended since its adoption, the portion of funding allocated to Youth Programs has remained unchanged.
- As part of the City’s commitment to these goals, this policy outlines the annual review for funding allocations for Marie Detty Youth & Family Services and Lawton Public Schools (LPS) to continue delivering impactful youth services and educational opportunities. These programs were highlighted as examples during the PROPEL 2019 campaign to demonstrate how the initiative could benefit the community. However, funding for these programs is contingent upon an annual review by city staff to ensure that each continues to align with the objectives of PROPEL 2019. This review process allows for flexibility in funding based on evolving needs, ensuring that the programs are meeting their intended goals. This annual review and proposed funding will remain in place through the life of PROPEL 2019, which has a termination date of

December 31, 2034.

- POLICY/PROCEDURE:**
1. In accordance with the intent of PROPEL 2019 funding as outlined in Resolution 2019-116 and its amendments, the City of Lawton will consider providing the following funding allocations on an annual basis:
 - a) Marie Detty Youth & Family Services may receive up to \$100,000.00 each year to support their designated youth programs.
 - b) Lawton Public Schools (LPS) may receive up to \$75,000.00 each year to support their summer Science, Technology, Engineering, and Math (STEM) camp initiative.
 2. The annual consideration of these funding allocations reflects the City's commitment to the promises made during the PROPEL 2019 campaign and may be disbursed annually from the PROPEL 2019 funds, contingent upon City staff's recommendations regarding funding.
 3. **Application Requirements:** In order for staff to consider approval of funding agreements with either LPS or Marie Detty, the following conditions must be met:
 - a) Applicants must submit a comprehensive program budget as part of the application process. The budget must outline all anticipated program expenses, including but not limited to operational costs, personnel, materials, and overhead. The City reserves the right to request additional documentation or clarification regarding any budgeted items. Any discrepancies between the submitted budget and actual expenditures may result in a reduction or denial of reimbursement.
 - b) All grants are disbursed on a reimbursement basis only. Recipients must submit detailed claim forms, accompanied by verifiable proof of purchases (such as receipts or invoices), to receive reimbursement for incurred expenses. Advance payments will not be provided under this program. Failure to provide adequate documentation may result in denial or delay of reimbursement.
 - c) Applicants who received grant funding in prior years must be in full compliance with all reporting requirements, conditions, and audits. Noncompliance with prior obligations, including unresolved audits or unsubmitted reports, will result in disqualification from current-year funding.
 - d) Grant funds must be used solely for expenses approved in the grant application. Any deviation from the approved budget must receive prior written authorization from the City. Unauthorized use of funds for unapproved expenses is prohibited and may result in penalties, including reimbursement of funds and disqualification from future funding opportunities.

- e) Misuse of funds, submission of fraudulent claims, or failure to comply with audits will result in severe penalties. Penalties may include disqualification from future funding, demands for reimbursement of improperly used funds, and referral for criminal prosecution as allowed by law. Any irregularities found in audits or failure to provide requested documentation may result in immediate termination of funding and potential legal action.
 - f) No program shall be eligible to receive funding from more than one city program, fund, or grant source within the same fiscal year. Applicants are required to disclose any additional sources of city funding received or applied for during the current fiscal year.
 - g) Applicants with outstanding debts or financial obligations to the City of Lawton, including unpaid taxes, fines, or fees, are ineligible to apply for or receive grant funding until such obligations are fully resolved.
 - h) In the event of any noncompliance or irregularities identified in the funding process, applicants may be subject to one or more of the following corrective actions: issuance of a Notice of Violation, suspension of grant funds, and referral for legal proceedings, which may include the pursuit of civil or criminal penalties as permitted by law.
4. **Annual Review and Recommendations:** City staff will review the performance of both Marie Detty Youth and Family Services and Lawton Public Schools on an annual basis to ensure the funding is being used effectively and in alignment with the goals of PROPEL 2019. After the review, staff will provide a recommendation to the City Council on whether to continue, modify, or discontinue funding. This approach is designed to ensure that funding remains flexible and responsive to the evolving needs of the community while also ensuring that both programs are still in alignment with the intent of PROPEL 2019. Any recommendations for adjustments or discontinuation will be based on thorough performance evaluations, with reports provided to the City Council for final decision-making. The City Council retains the authority to approve or reject any recommendations to rescind or modify funding.
 5. **Policy Term:** This policy will remain in effect through the duration of the PROPEL 2019 funding source, which expires on December 31, 2034.
 6. **Annual Reports:** Reports on the use of funds and the performance of the funded programs will be provided to Council on an annual basis to ensure continued alignment with the goals of PROPEL 2019.

EXHIBITS: None
REFERENCES: None
EFFECTIVE DATE: October 22, 2024
RESPONSIBLE DEPT: Finance Department, Internal Auditor

Approved as to form and legality this ____ day of October, 2024.

JOHN R. ANDREW, CITY ATTORNEY

Approved by the Lawton City Council this _____ day of October, 2024.

STANLEY BOOKER, MAYOR