

# Memo

**To:** City Council  
**From:** Bryan Myrkle, Community Development Director  
**Date:** September 22, 2017  
**Re:** Certified Grant Administrator Contract – Beach Market project

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City Council recently approved our selection of a grant administrator for the Beach Market CDBG project.

There also needs to be a contract or agreement between the city and the administrator.

For your consideration at the next City Council meeting is the proposed agreement, which is based on language required by the Community Development Block Grant program.

Please note that the funds paying for these services come with the grant award, and are not city funds.