



Department Source: City Manager  
To: City Council  
From: City Manager & Staff  
Council Meeting Date: December 3, 2018  
Re: Supplemental Memo – Nora Stewart Proposal

## Executive Summary

Staff has prepared for Council consideration a resolution authorizing an agreement with Nora Stewart Early Learning Center; and, transferring funds (\$33,855.00) for the Creating Lasting Family Connection Program.

## Discussion

It has recently been brought to staff's attention that there could be a potential conflict of interest. For full disclosure, Judy Hubbard and Glenn Cobbins currently serve on the Nora Stewart Early Learning Center Board and are also city employees. That being said, this is a volunteer board position. They will not financially benefit from this contract in any way. Staff was unaware at the time this was brought forward to Council that a potential conflict could exist.

## Fiscal Impact

Short-Term Impact:  
Long-Term Impact:

## Strategic & Comprehensive Plan Impact

### Strategic Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

### Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

## Legislative History

Date	Action

## Suggested Council Action

Information only.