

## **Charge from the Laredo Mayor and City Council to the Civic Partnership and Engagement Committee**

### **General Powers and Duties**

The Civic Partnership and Engagement Committee shall evaluate all applications request by nonprofit applicants for Third-Party Funding received by the City of Laredo, assist with the City's volunteer program, promote civic engagement initiatives, and make funding recommendations to the City Council.

### **Vision and Mission Statement**

- **Vision:** The City of Laredo envisions a vibrant and engaged community where nonprofit organizations, volunteers, and civic initiatives collaborate to address social challenges, foster community development, and enhance the quality of life for all residents.
- **Mission:** To enhance the effectiveness of the City's support to local nonprofits, volunteers, and civic engagement efforts, the Committee will conduct thorough evaluations of funding applications, support the City's volunteer programs, and foster civic engagement. The Committee will require detailed budgetary information, program descriptions, mission statements, workload measures, goals, and objectives from each funding applicant.

### **Goals and Responsibilities**

- **Goals:**
  - To recommend which organizations should receive funding and at what levels.
  - To support and enhance the City's volunteer program.
  - To promote and increase civic engagement within the community.
- **Responsibilities:**
  - To thoroughly evaluate each Third-Party Funding application, identify funding priorities, and recommend fiscally responsible funding levels.
  - To assist in the development and implementation of the City's volunteer program by identifying opportunities for volunteer engagement, supporting recruitment efforts, and promoting volunteer activities.
  - To support the City's civic engagement program by identifying strategies to increase public participation in City initiatives and events.
  - To coordinate with City staff to ensure alignment between the nonprofit community, volunteers, and civic engagement efforts.

### **Schedule for Funding Process**

- **Application Period:** Third Party Funding application will be reviewed annually.
- **Preparation of Recommendations:** The Committee shall prepare funding recommendations for City Council.

- **City Council Approval:** Consideration and final approval of funding recommendations will be granted by the City Council.
- **Annual Budget Setting:** The budget for Third Party Funding for the upcoming fiscal year will be established by October 1st of each year for the upcoming schedule.

### **Officers and Members**

Officers: Members will elect a Chair and Vice Chair in the presence of a quorum.

- Members:
  - Number: 9
  - Appointed by: Mayor and Council Members

### **Ethics and Standards of Performance**

- Members are City Appointed Officials and shall uphold high standards of ethics, performance, and customer service.
- Members must demonstrate professionalism, courtesy, and proper decorum.
- Compliance with Robert's Rules of Procedure, policies, and procedures as defined in protocol and procedures handbooks is required.
- Members must file a conflict of interest statement with the Chair, disclosing all affiliations with nonprofit organizations in Laredo. Members with conflicts must recuse themselves from discussions and voting related to those conflicts.

### **Accountability and Accessibility to the Public**

- Reports submitted to the Mayor and City Council will be public information, ensuring accountability.
- Members are subject to the Texas Open Meetings Act, with all meetings posted and conducted in compliance with openness requirements.

### **Liaison with City Staff**

- The City staff liaison will be the Coordinator of the Nonprofit Management and Volunteer Center.
- The designated liaison will submit required reports and records to the Mayor and City Council through the City Secretary.
- The City Manager will ensure the liaison's compliance with all directives from the Mayor and City Council, including adherence to established protocols and procedures.

### **Nonprofit Reporting and Coordination**

- All nonprofits receiving city funding or support shall report through the Civic Partnership and Engagement Committee and the Coordinator of the Nonprofit Management and Volunteer Center.
- All nonprofits receiving city support will provide an annual report on the use of the funds and are subject to a financial audit, if necessary.

- The Committee and Coordinator shall:
  - Develop and maintain standardized reporting requirements and guidelines for all nonprofits.
  - Review and evaluate all reports submitted by nonprofits to ensure compliance with city goals and funding requirements.
  - Provide feedback and support to nonprofits to improve program effectiveness and alignment with city priorities.
  - Regularly communicate updates, changes in policies, and opportunities for collaboration to all funded nonprofits.

### **Oversight and Collaboration with City Departments**

- Nonprofits receiving city funding or support shall report through the Coordinator of the Nonprofit Management and Volunteer Center. The Civic Partnership and Engagement Committee will serve as an advisory committee.
- In cases where nonprofit services align with specific departmental needs, oversight will be jointly managed by the Coordinator and the relevant department directors.
- The Coordinator and department directors shall:
  - Establish regular coordination meetings to discuss nonprofit performance, align activities with city goals, and address challenges.

### **Final Process for Managing Third-Party Funding Application with the Laredo Civic Engagement Rewards Program**

This document outlines the comprehensive process for managing third-party funding, the use of General Fund revenues, Hotel/Motel funds, and the Laredo Civic Engagement Rewards Program. It details the roles, responsibilities, and guidelines for ensuring effective allocation and use of City resources in alignment with Laredo's strategic goals.

### **Third-Party Funding Process**

#### **A. Overview of the Third-Party Funding Process:**

The Third-Party Funding Process provides financial support to non-profit organizations that offer valuable services aligned with the City of Laredo's strategic priorities, including education, economic development, and promoting a health and welfare environment.

#### **B. Role of the Civic Partnership and Engagement Committee:**

1. Composition and Purpose:
  - The Civic Partnership and Engagement Committee, appointed by the Mayor and City Council, is responsible for evaluating funding applications submitted by nonprofit organizations and providing recommendations on funding allocations and levels to the City Council.
2. Anonymous Review Process:

- To ensure fairness and impartiality, all applications are reviewed anonymously. City staff redacts any identifying information before distributing applications to Committee members, focusing solely on program content, impact, and alignment with City goals.

**3. Evaluation Criteria:**

- Applications are evaluated based on:
  - Alignment with City priorities
  - Demonstrated community impact and effectiveness.
  - Financial transparency and accountability.
  - The organization's commitment to community service through the Laredo Civic Engagement Rewards Program.

**4. Reporting, Contracts and Reimbursement**

- The Committee submits a final report with funding recommendations to the City Council before the Budget Workshops. The report is made publicly available to ensure transparency and accountability.

**C. Contingency Plan for Completion of Charge:**

**1. Activation of Contingency Plan:**

- If the Committee cannot meet due to unforeseen circumstances or fails to achieve a quorum after three consecutive meetings, a contingency plan will be activated.

**2. Formation of a Staff Review Committee:**

- A Staff Review Committee, composed of representatives from relevant City departments, will take over the review process, ensuring all applications are evaluated according to established guidelines and within the required timeline.

**3. Public Reporting and Transparency:**

- The Staff Review Committee will follow the same anonymous review process and submit recommendations to the City Council, with a summary report made publicly available while maintaining the confidentiality of applicant identities.