

# **Charge from the Laredo Mayor and City Council to the Third Party Funding Advisory Committee (Ad Hoc)**

## **I. General Powers and Duties**

The Third Party Funding Advisory Committee shall evaluate all applications for Third Party Funding received by the City of Laredo and make recommendations to City Council as to which organizations to fund at what level.

## **II. Vision and Mission Statement**

A. **Vision:** The City of Laredo seeks a strong and innovative nonprofit community, one which will work to help combat social problems, develop the community, and raise the standard of living in Laredo.

B. **Mission:** In order to maximize the effectiveness of City of Laredo grants to local nonprofits, more in depth analysis of their individual operations is necessary. Detailed budgetary information, program descriptions, mission statements, workload measures, goals, and objectives are required for each applicant. The Third Party Funding Advisory Committee is charged with evaluating each application for funding received by the City.

## **III. Goals and Responsibilities**

A. **Goals:** The goal of the Committee is to make recommendations to City Council as to which organizations to fund at what level.

B. **Responsibilities:** The responsibilities of the Committee are to thoroughly and fairly evaluate each application, identify funding priorities, and recommend funding levels which are fiscally responsible.

## **IV. Officers and Members**

A. **Officers:** Members shall elect a Chair and a Vice Chair, voting in the presence of a quorum

### **B. Members:**

1. Number of members: 9
2. Appointed by: Mayor and Council Members

V. **Ethics and Standards of Performance**

- A. Members are City Appointed Officials and shall reflect the highest standards of ethics, performance, and excellence in customer service.
- B. They also shall reflect professionalism, courtesy, and proper decorum in interacting with each other and with the public while serving as City Appointed Officials.
- C. They shall comply with the standards, parliamentary authority (Robert's Rules of Procedure, 9<sup>th</sup> edition, 1990), policies and procedures defined in the protocol and procedures handbooks adopted by the Mayor and Council.
- D. Members shall file a conflict of interest statement with the Third Party Funding Advisory Committee Chair which identifies all affiliations, both direct and indirect, of Committee members with nonprofit organizations in Laredo. Any member experiencing a conflict of interest shall disqualify and absent themselves from discussion and voting privileges in relations to those applications where the conflict exists.

VI. **Timeline, Schedule, and Reporting Dates**

- A. **Timeline:** The Committee shall be formed within one month after the Third Party Funding application deadline has passed, and shall make funding recommendations to City Council before the Budget Workshops begin.
- B. **Schedule:** The Committee schedule shall be that which is necessary to meet the timeline above.
- C. **Report:** The Committee shall produce one report that lists their funding recommendations to City Council. This report must be made available before the City Council Budget Workshops.
- D. **Dissolution:** The Committee shall be dissolved after City Council has allocated Third Party Funding and adopted the annual budget.

VII. **Accountability and Accessibility to the Public**

- A. Reports submitted to the Mayor and City Council shall be public information and reflect accountability to the public.
- B. Members shall be subject to the notice and openness requirements of the Texas Open Meetings Act.

1. All meetings shall be posted in compliance with the procedures defined for the Mayor and City Council in the priority procedures handbook.
2. All meetings shall be held in compliance with the openness provision of the Texas Open Meetings Act defined for the Mayor and Council in the priority procedures handbook.

**VIII. Liaison with City Staff**

- A. The City staff liaison shall be the Coordinator of the Nonprofit Management and Volunteer Center.
- B. The designated City staff liaison shall submit all required reports and records to the Mayor and City Council via the City Secretary or the City Secretary's designee.
- C. The City Manager shall ensure that the designated City staff liaison works with members to comply with all directives of the Laredo Mayor and City Council, including complying with provisions of the protocol and procedures handbooks adopted by the Mayor and Council.

## **RULES AND PROCEDURES FOR THE ALLOCATION OF FUNDS TO THIRD PARTY ENTITIES**

The City of Laredo has an ongoing program to provide funding assistance to nonprofit organizations that work to help combat social problems, develop the community, and raise the standard of living in Laredo. This program, known as "Third Party Funding," is funded through two sources, General Fund Revenue and Hotel-Motel Tax Revenue. The Third Party Funding Advisory Committee shall evaluate all applications for Third Party Funding received by the City of Laredo and recommend to City Council as to which organizations to fund and at what amount.

The following rules and procedures will apply;

1. All nonprofit organizations seeking funds from Third Party Funding must apply solely through the City of Laredo Nonprofit Management and Volunteer Center.
2. Applications for funds shall only be accepted once a year at the inception of the budget process on a date and time identified through public notice. Designated funding will be for subsequent fiscal year commencing on October 1.
3. All applications must be submitted to the City Secretary's office and will only be considered if they are date and time stamped by City Secretary personnel by the advertised deadline date.
4. No application shall be considered if incomplete.
5. **General fund applicants must be a nonprofit organization recognized by the Internal Revenue Code (IRS) under Section 501(c)3, and Hotel-Motel applicants must be a nonprofit organization recognized under IRS Code Section 501 (c);**
6. Applicants must qualify to receive funds from either General Funds or Hotel-Motel Funds.
7. To qualify for General Fund monies, applicant must provide education, economic development and/or promote a health and welfare environment as defined in Section 15 of this Motion.
8. To qualify for monies from Hotel-Motel Funds, applicant must offer local historical events/education, arts/entertainment or promote tourism bringing heads to beds as defined in Section 15 of this Motion.
9. Funds are awarded for each fiscal year and are not automatically subject for renewal.

10. Upon approval of Third Party Funding in the City Budget by the City Council, funds will remain fixed for that fiscal year unless the City is unable to meet its obligation due to an unforeseen revenue short fall.

11. Nonprofits shall submit monthly or quarterly reimbursement reports in accordance with the contract.

12. The monies allocated to the nonprofit organization shall be reduced for the following year by 10% should the nonprofit organization not adhere to any of the requirements in the signed contract.

13. Funding may be terminated in accordance with the contract.

14. Committee Members shall file a conflict of interest statement with the Third Party Funding Advisory Committee Chair which identifies all affiliations, both direct and indirect, of Committee members with nonprofit organizations in Laredo. Any member experiencing a conflict of interest shall disqualify and absent himself/herself from discussion and voting privileges in relations to those applications where the conflict exists.

15. Definitions:

For the purpose of this Motion the following terms, phrases, words and their derivations shall have the meaning given herein. When not consistent with the context, words in the plural number include the singular and words in the singular number include the plural. The word "shall" is always mandatory and is not merely directory.

(a) "*Nonprofit Organization(s)*" means tax exempt under 501 (C) 3 of the Internal Revenue Code.

(b) "*General Fund Revenue*" means revenues from property taxes, licenses and permits, local taxes, service charges, and other types of revenue.

(c) "*Hotel-Motel Tax Revenue*" means that the monies comes from hotel-motel tax occupancy

(d) "*Third Party Funding Advisory Committee*" means that it is made up of 9 members appointed by City Council and the Mayor. Their goal is to make recommendations to City Council and Mayor as to what nonprofit organizations to fund and at what amount.

(e) "*Fiscal Year*" means the accounting period of the City of Laredo (October 1 through September 30).

(f) "*Complete*" means having all the necessary information, exhibits, etc. as defined by application.

Amended March 1, 2010

- (g) “*Contract*” means an agreement between the nonprofit organization and the City of Laredo for the purpose of financially supporting the continuation of certain nonprofit organization services.
- (h) “*Economic Development*” means an incident that causes a situation to change or progress by producing or capable of producing a profit.
- (i) “*Health & Welfare Environment*” means the promotion of physical and mental well-being. Concerning or designed to aid people who are poor, unemployed, or in need of assistance in some other way.
- (j) “*Education*” means teaching, learning, schooling, instruction, culture, knowledge.
- (k) “*Historical*” means existing, happening, or relating to the past (based on or describing people who lived in the past or events that happened in the past).
- (l) “*Arts*” means the activities enjoyed for the beauty they create or the way they present ideas, for example, painting, music, and literature.
- (m) “*Tourism & Promotion*” means promotion of tourism as a source of currency.
- (n) “*Heads to Beds*” means to generate hotel/motel taxes

## MOTION

### **ADOPTING RULES AND PROCEDURES FOR THE ALLOCATION OF FUNDS TO THIRD PARTY ENTITIES THAT MEET THE MINIMUM QUALIFICATIONS FOR REQUESTING SAID FUNDING FROM THE CITY OF LAREDO**

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4. No application shall be considered if incomplete.
5. Applicants must be a nonprofit organization recognized by the Internal Revenue Code under section 501(c)3
6. Applicants must qualify to receive funds from either General Funds or Hotel-Motel Funds.
7. To qualify for General Fund monies, applicant must provide education, economic development and/or promote a health and welfare environment as defined in Section 15 of this Motion.
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