



## **Budget, Governance, and Intergovernmental Relations Council Committee Meeting Summary**

**Tuesday, September 3, 2024  
CH-14 at 2:00 pm**

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### **COMMITTEE AGENDA TOPICS**

Agenda Overview

- I. Financial Partners Process and Proposed Policy
- II. MWSBE Participation in Capital Projects
- III. FY2025 Internal Audit Plan

### **COMMITTEE INFORMATION**

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**Committee Members Present:** Dimple Ajmera (Chair), Tiawana Brown, Lawana Mayfield and James Mitchell were present, Tariq Bokhari (Vice Chair) was absent.

**Staff Resources:** Shawn Heath, City Manager's Office  
Marie Harris, Strategy and Budget  
Tina Adams, Internal Audit  
Phil Reiger, General Services

### **DISCUSSION HIGHLIGHTS**

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#### **Criteria for Annual Financial Partners Process**

Ms. Marie Harris, Strategy and Budget, provided an overview of updated financial partner application process, highlighting updated process enhancements developed based on feedback received from the Committee from the May and June meetings. Additionally, Ms. Harris also reviewed a draft policy based on council's feedback and proposed expectations and criteria around the financial partners policy.

Proposed Process Enhancements: Assessment of Applicants:

- ***Internal cross-departmental team with representative across several departments will rank order proposals based on criteria that will be provided in advance to potential applicants.***
- The requested funding amount should be ***no more than 30% of organization's operating budget and is for one-time expense (programming/staffing)***
  - This is industry best practice to ensure viability of the organization beyond city funding.

Proposed Process Enhancements: Selection for Funding

- Funding request ***with percentage by category (ex. 70% operating / 30% salaries)***
- ***Rank order of applicants based on review team inputs (new)***
- For Current Partners: Mid-year achievements, ***staff assessment of progress toward performance goals.***

#### Proposed Financial Partners Policy Requirements

- Organizations funded through the Financial Partners process must be active non-profit organizations
- The requested funding amount should be no more than 30% of organization's operating budget and be for one-time expenses (programming / staffing)
- Term limit on funding for general fund discretionary (e.g. up to 5 years)
- Performance monitoring and accountability

The committee had a discussion around eligibility of organization to apply be to Financial Partners if the organization does not have 501(c) status at time of application.

**Vote:** Motion was made and passed unanimously by the members present to amend the proposed policy to add clarifying language for potential financial partner applicants to either have a 501 status, which is the current process, or are in pursuit of such status (new recommendation), and would have obtained the status before release of the initial funding; and to recommend the revised policy to Council for adoption.

#### **MWSBE Participation in Capital Projects**

Due to lack of CBI representation during the meeting, the committee members agreed to move this topic discussion to the October 7<sup>th</sup> meeting.

#### **Annual Audit Plan**

Ms. Tina Adams, Internal Audit Office, provided an update of the ongoing FY2024 audits and planned FY2025-26 audit plan.

##### FY2024 Audits:

- 9 reports issued. I&T – Cybersecurity Program Assessment audit completed (but report not published due to nature of audit contents)
- 11 audits in progress

##### FY2025-FY2026 Planned Performance Audits:

- CATS – Transit Operations
- CMPD – Animal Control
- I&T – Cybersecurity
- Citywide Usage of Automated Vehicle Location (AVL) Technology
- Planning – Green Area Guideline
- Housing and Neighborhood Services – 311 Service Requests
- Aviation (Concessions, Contract Services, or Revenue Diversion)
- Citywide Unspecified Services Contracts

##### FY2025-FY2026 Other Planned Audits:

- Annual Audit – Vice Imprest Fund Reimbursements
- Follow-up Audits

- CBI/B2Gnow
- Vision Zero
- Audits under consideration
  - CATS Asset Management
  - Construction
  - General Services Procurement
  - Human Resources – ERP Payroll Testing

Meeting adjourned at 3:30 p.m.