



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

**Monday, June 3, 2024  
CH-14 at 2:00 pm**

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### **COMMITTEE AGENDA TOPICS**

- I. Agenda Overview
- I. Criteria for Annual Financial Partners Process
- II. MWSBE Participation in Capital Projects

### **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  
Cherie Smith, Strategy and Budget  
Phil Reiger, General Services  
Steven Coker, Charlotte Business INClusion

### **DISCUSSION HIGHLIGHTS**

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

Ms. Marie Harris, Strategy and Budget, provided an overview of current financial partner application process for Committee to review and discuss on potential criteria updates to recommend for the FY 2026 annual Financial Partners application process.

Ms. Harris recapped the Committee feedback received from the May 6<sup>th</sup> Committee meeting and the proposed changes based on the Committee's feedback.

#### **Proposed Process Enhancements: Assessment of Applicants**

- Continue working with other departments to compile a listing of community organizations to notify for funding or partnership opportunities.
- Internal cross-departmental team with representatives 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 be for one-time expenses (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) to be added to the packet council received during the budget development process.
- Financial Partner requests will be rank ordered based on review team input
- For Current Partners, staff will provide an assessment of progress towards performance goals and mid-year achievements within the application packet provided to Council.
- Strategy and Budget will follow up with organizations not funded to help to identify opportunities for capacity-building where needed.

New criteria for partner funding and payments:

- Term Limit on Funding
  - Funding for an organization can continue for up to 5 years (must be approved by Council each year)
  - After Financial Partnership period, determine if on-going service contract is appropriate
- Payment Terms
  - Payments may be delayed until all reporting requirements are met
- Monitoring
  - Payments may be delayed until progress towards performance deliverables is confirmed
  - Partners that receive over \$100k require a financial audit, under \$100k provide 2-year comparative financial statement

#### Proposed Process Enhancements: Financial Partner Reporting

Currently partners provide performance, MWBE utilization, and Equity reporting. To add additional accountability staff will begin to assess the reporting and progress toward objectives.

- Performance Measures
  - Reported on at mid-year and year-end, progress to be assessed by staff
- CBI-Certified MWBE Utilization
  - Reported on quarterly, progress to be assessed by staff
- Equity Measures
  - Reported on at mid-year and year-end, progress to be assessed by staff

The committee had questions around if an organization is on the Dollar Lease program, will they be able to sub-lease out space within that building for revenue? And can they still apply for funding through Financial Partners scheme when they have generated such revenue.

Council Member Mayfield requested city staff to communicate clearly to existing partners, who have been receiving funding support from City for a prolonged period, that they will now have five years to start planning and developing other funding sources, before the city stops funding support.

The Council suggested to include Workforce Development as part of the “internal cross-departmental team” to rank order proposals (per new proposed process enhancement).

Mayor Pro Tem Anderson commented that funding applications should be mostly complete to be eligible for funding consideration.

#### **Council Budget Straw Votes Meeting Follow Up**

The Committee discussed the items that were assigned to the BGIR Committee from the May 30<sup>th</sup> Council Straw Votes meeting for inclusion in the adjusted FY 2025 Budget. After review and discussion, the Committee voted.

**Vote:** Motion was made and passed unanimously by the members present to fund the Carolina Asian Chamber of Commerce for \$100,000 and the Stiletto Boss University for \$77,500. Incomplete applications were not accepted.

**Vote:** Motion was made and passed unanimously by the members present to include additional funding of non-profit organizations/program totaling \$534,000 from ARPA interest; including Block Love (\$100,000), Carolina Youth Coalition (\$100,000), Charlotte Museum of History (\$100,000), Hearts for the Invisible (\$100,000), Home Again Foundation (\$100,000), and Save Our Children's Movement (\$34,000).

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

After completing the referral from Straw votes, the committee began work on the referral to review the city's current procurement and CBI policies used for capital project contracting including project delivery methods, change orders and MWSBE goal setting.

Reiger, Director of General Services and Steven Coker, CBI Manager presented how they are working to increase MWSBE participation in city contracting and explained the General CIP Pilot Framework. The framework is being implemented and a proposal was shared to develop a General CIP MWSBE Utilization Master Plan, which will help to define the objectives, the actions, and the measures for how City will use the CIP to offer more opportunity, improved participation, and increase utilization.

Over the summer, staff will implement a pilot CIP pilot framework. Staff explained how the pilot is working toward the development of General CIP MWSBE Utilization Master Plan to review the city's current procurement and CBI policies used for capital project contracting including project delivery methods, change orders, and MWSBE goal setting.

The plan includes for the Committee to review progress on the pilot program and provide additional feedback for inclusion within the draft Utilization Master Plan. The plan includes having a recommendation to Council this Fall. The Committee reviewed the proposed schedule:

#### **Proposed Council Committee Meeting Schedule**

- September 2
  - Review construction procurement and CBI policy
  - Examine MWSBE goal-setting policies and factors that shape utilization
- October 7
  - Review project delivery methods
  - Introduce draft General CIP MWSBE Utilization Master Plan
- November 4
  - Finalize draft master plan
  - Committee recommendation

Council Member Mitchell made some requests before the meeting adjourned:

- By next Council meeting, staff to share how many of CBI firms have been awarded work

- Suggests the City to consider switching from EMR to DART metric when evaluating a contractor's safety practice.
- Consider reducing quick pay to 15-day, a timeframe gaining popularity in the industry, from the current 30 or 45 days, to help small businesses with their cashflow
- Explore the possibility of having City Council member sit in the interview process for construction projects.

Meeting adjourned at 3:40 p.m.