



CITY OF FORT LAUDERDALE

APPROVED
BUDGET ADVISORY BOARD MEETING
CITY OF FORT LAUDERDALE
VIRTUAL MEETING
SEPTEMBER 16, 2020 – 6:00 P.M.

Board Member	Attendance	10/2019 through 9/2020 Cumulative Attendance	
		Present	Absent
Brian Donaldson, Chair	P	8	0
Johnnie Smith, Vice Chair	P	6	2
Ross Cammarata	P	8	0
Jeff Lowe	P	8	0
Michael Marshall	P	7	1
Robert McGrath	A	5	3
Prabhuling Patel	P	8	0
Adam Sabin	P	8	0
Christopher Williams	P	8	0
John Xanthos	P	6	2

Also Attending

- Laura Reece, Budget Director
- John Herbst, City Auditor
- Susan Grant, Finance Director
- Interim Police Chief Karen Dietrich
- Ben Rogers, Transportation and Mobility Director
- Yvette Matthews, Grants Manager
- Parth Patel, Budget Analyst
- Michael Kam, Performance Analyst
- Charmaine Crawford, Budget Department and Board Liaison
- Jamie Opperee, Prototype Inc. Recording Secretary

Communications to the City Commission

None

Purpose: To Provide the City with input regarding the taxpayers’ perspective in the development of the annual operating budget; to review projections and estimates from the City Manager regarding revenues and expenditures for upcoming fiscal year; to advise the City Commission on service levels and priorities and fiscal solvency; and to submit recommendations to the City Commission no later than August 15 of each year regarding a budget for the upcoming fiscal year.

I. Call to Order

The meeting of the Budget Advisory Board was called to order at 6:03 p.m.

II. Roll Call

Roll was called, and it was determined a quorum was present.

**III. Approval of Meeting Minutes
A. August 10, 2020**

Motion made by Mr. Sabin, seconded by Mr. Lowe, to approve the minutes of the Board's August 10, 2020 meeting. In a voice vote, motion passed unanimously.

IV. Floor Open for Neighbor Input

None

V. Old Business

Chair Donaldson announced that this was the Board's last meeting for this fiscal year. He thanked staff and Board members for working together. He reported the City Commission had passed the budget and assessments at their last meeting.

VI. New Business

**A. Presentation of Non-Profit Grant Organization Funding Review Process
~ Office of Management and Budget**

Ms. Reece provided a Power Point presentation explaining the non-profit funding review processes used by Fort Lauderdale, other municipalities and counties.

Mr. Lowe noted that a private company reviewed agencies for Pompano Beach and he felt Fort Lauderdale might want to consider using them. He agreed to provide the company's information to Ms. Reece.

Mr. Herbst explained Jacksonville's process, with non-profits completing an application and then making in-person presentations to a committee of volunteers.

Mr. Sabin would like to see additional information from cities outside Florida, especially those with a robust non-profit sector.

Ms. Reece said the BAB's enabling legislation allowed them to provide recommendations on any budget-related item, and therefore they could participate in the review and ranking of the non-profit applications.

As soon as the new BAB was seated in October, Chair Donaldson wanted to formally vote for it to serve as the review committee, and they should immediately announce the new process through the City's civic associations.

Mr. Smith suggested notifying the non-profits that there would be a new procedure this year.

Mr. Lowe wanted to ensure that the timetable allowed sufficient time for the organizations to make presentations, during which the BAB members could ask questions.

Mr. Camarata asked how it was determined that the City would donate a total of \$2 million and if the City could spend as much of the taxpayers' money as it wanted. They must also codify the criteria and rules so the program could be explained and justified to the public.

Ms. Reece clarified that the donations until now had been driven by the City Commission's priorities, such as homelessness.

Chair Donaldson suggested Board members compile questions and send them to Ms. Crawford prior to their next meeting. Ms. Reece said someone from her team would prepare responses.

Mr. Camarata asked how many non-profit organizations there were in Fort Lauderdale. Ms. Reece did not know, but noted the City also donated to County non-profits that served needs in the City.

Mr. Smith asked the category of non-profits the City historically donated to and Ms. Reece stated they were mostly social welfare, with a small arts and culture and educational component.

Chair Donaldson wanted to ask the City Commission for direction, and suggested putting this on a conference agenda. Ms. Reece said once the Board voted to take on this responsibility, then they could ask to be put on the conference agenda.

Mr. Camarata wanted a list of questions that other municipalities asked in the application process and Ms. Reece agreed to look into this.

Chair Donaldson liked the idea of giving a higher ranking to an organization that could provide matching funds, but Mr. Herbst said this methodology would favor larger non-profits and exclude smaller, newer organizations.

Chair Donaldson suggested they could sort organizations by size instead of by type. Mr. Lowe felt this would cause problems if a large organization requested funds for a small program.

Mr. Patel questioned whether large organizations, which were capable of doing their own fundraising, needed funding from the City.

B. FY 2021 Work Plan Discussion

Chair Donaldson was satisfied with the existing plan. He felt their first priority for the new fiscal year would be the non-profit funding.

C. Updated Budget Advisory Board Recommendation Matrix

No comments

D. Pros and Cons of FY 2021 Department Budget Packets and Meeting Format – Changes for FY 2022

Chair Donaldson suggested waiting until May to discuss this.

VII. Communications to/from the City Commission

None

VIII. Board Member Comments

Mr. Patel thanked Mr. Donaldson for chairing the Board; he felt he had brought a lot of substance to the Board. Other Board members agreed.

Chair Donaldson thanked staff and his fellow Board members.

IX. Adjourn

Upon motion duly made and seconded, the meeting was adjourned at 7:27 p.m.

Minutes prepared by J. Opperlee ProtoType Inc.

**City of Fort Lauderdale
Not For Profit Grant Participation Agreement Funding**

As of October 1, 2020

Organization	FY 2018 Approved Funding	FY 2019 Adopted Funding	FY 2019 Amended Funding	FY 2020 Approved Funding	FY 2020 Amended Funding	FY 2021 Approved Funding	The Purpose of City's Contribution is to:
Broward League of Cities Installation Dinner	-	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	Raising awareness and resolving issues facing Broward County's 31 cities and municipalities at the local, county, and state level.
Broward Metropolitan Planning Organization (MPO)	\$ 8,276	\$ 16,552	\$ 16,552	\$ 16,552	\$ 16,552	\$ 16,552	Provides advocacy for Federal and State Lobbying efforts in Washington, DC and Tallahassee, FL that results in additional funding for transportation projects.
Sister Cities International	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	Creates relationships based on cultural and educational exchanges, economic partnerships, and humanitarian assistance.
First Call for Help of Broward, Inc.	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	Provide approximately 19,500 contacts in Fort Lauderdale, including supportive listening, crisis intervention, and information and referrals that help residents to access social program services.
Fort Lauderdale St. Patrick's Day Parade & Festival, Inc.	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	Promote and host the Annual Fort Lauderdale St. Patrick's Parade & Festival of community organizations, support the associated volunteer presentation, and provide education on Irish culture for the benefit of the community.
Junior Achievement of South Florida	-	-	-	\$ 33,900	\$ 33,900	\$ 33,900	The requested funds of \$33,900 (\$10 per student) will provide financial and entrepreneurial learning for every public school 5th and 8th grade student in Fort Lauderdale served annually through JA BizTown and JA Finance Park.
Hope South Florida, Inc.	-	-	-	-	-	\$ 40,000	To work with persons receiving assistance from HOME Investments Partnerships (HOME) Tennant Based Rental Assistance (TBRA) Program and to provide supportive services and linkages to additional resource to minimize future risk of homelessness for program participants.
Early Learning Coalition of Broward County, Inc.	\$ 41,249	\$ 41,249	\$ 41,249	\$ 41,249	\$ 41,249	\$ 41,249	Provide subsidized child care for approximately 2,500 Fort Lauderdale children of eligible low income families.
Aging and Disability Resource Center of Broward County	\$ 46,568	\$ 46,568	\$ 46,568	\$ 46,568	\$ 46,568	\$ 46,568	Provide services benefitting an estimated 125 homebound frail elders living in Fort Lauderdale and approximately 25,000 congregate meals to about 150 Fort Lauderdale residents.
Riverwalk Fort Lauderdale, Inc.	-	\$ 50,400	\$ 50,400	\$ 50,400	\$ 50,400	\$ 50,400	Provide space in the monthly <i>Go Riverwalk</i> Magazine to communicate City information.
Winterfest, Inc.	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000	\$ 75,000	\$ 75,000	Administer the Annual Boat Parade and to build a festival and full complement of events around the Greater Fort Lauderdale area.
Fort Lauderdale Historical Society, Inc.	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	To contribute in the educational, cultural and historical life of the City of Fort Lauderdale and to serve as an important resource as a heritage tourist destination within the Riverwalk Arts and Entertainment District.

City of Fort Lauderdale
Not For Profit Grant Participation Agreement Funding

As of October 1, 2020

Organization	FY 2018 Approved Funding	FY 2019 Adopted Funding	FY 2019 Amended Funding	FY 2020 Approved Funding	FY 2020 Amended Funding	FY 2021 Approved Funding	The Purpose of City's Contribution is to:
The Stranahan House, Inc.	-	-	-	\$ 100,000	\$ 100,000	\$ 100,000	To help residents and visitors of all ages learn about the history of the region, thus furthering the social, cultural and historic viability with the City of Fort Lauderdale.
Summer Youth Employment Program	\$ 190,000	\$ 190,000	\$ 190,000	\$ 190,000	\$ 190,000	\$ 190,000	Provide Broward County's young men and women with a summer-long adventure with lessons about how to obtain a job, how to keep a job, and how to turn any job into an investment of time and effort for the future.
Riverwalk Fort Lauderdale, Inc.	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	Responsible for the programming, beautification, and revitalization of Riverwalk Park and special events such as the annual Light Up Lauderdale and the Day of the Dead celebration.
Nova Southeastern University for NSU Museum of Arts	-	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	Provide innovative art exhibitions and free supplemental cultural, educational and enrichment programs for Fort Lauderdale neighbors and stimulate tourism in Fort Lauderdale.
United Way of Broward County, Inc.	-	-	\$ 800,000	\$ 750,000	\$ 750,000	\$ 710,000	Find solutions and strategies to help homeless people within the corporate limits of the City of Fort Lauderdale.
TOTAL FUNDING	\$ 670,093	\$ 1,233,769	\$ 2,033,769	\$ 2,177,669	\$ 2,177,669	\$ 2,177,669	



Budget Advisory Board Nonprofit Funding Review Process



WE BUILD COMMUNITY

BAB NONPROFIT FUNDING REVIEW PROCESS

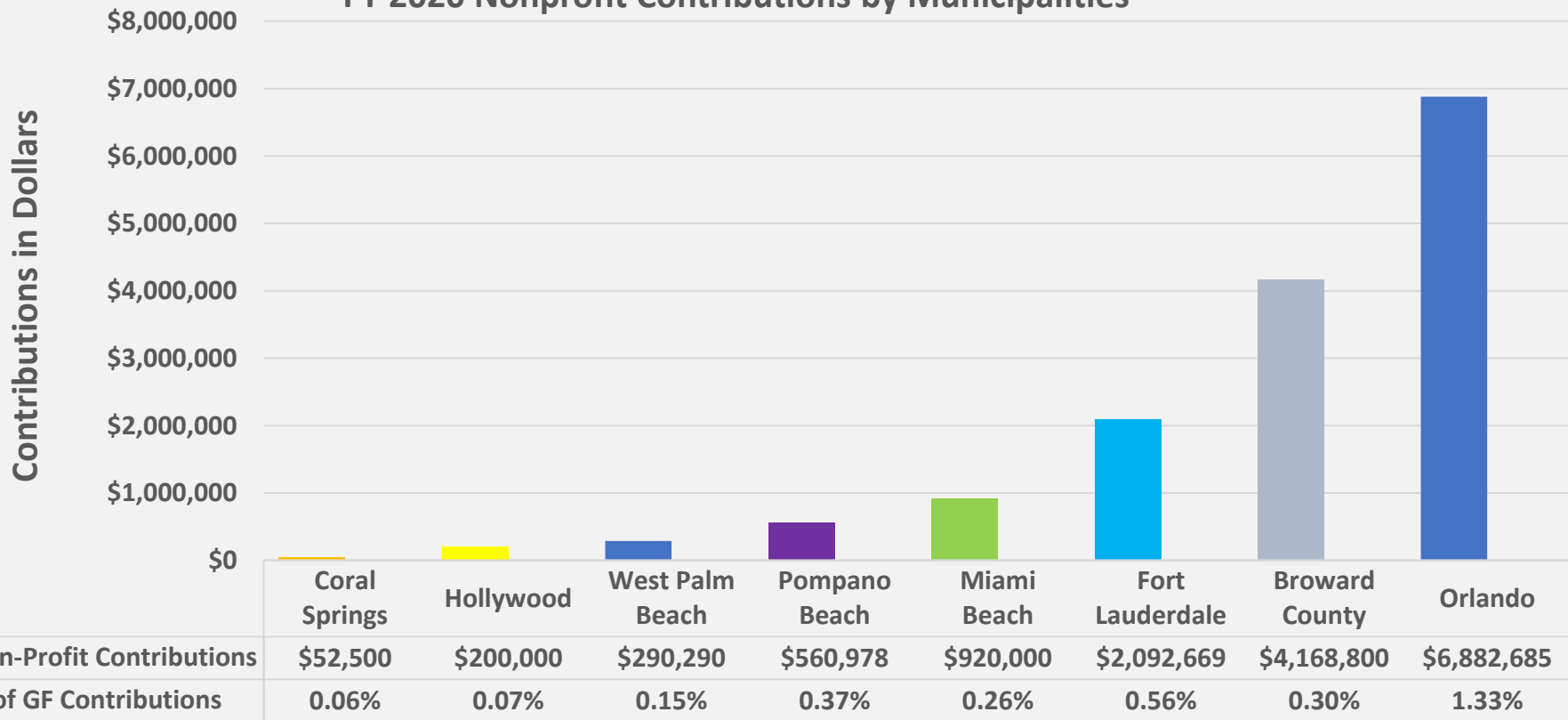
COMPARATIVE MUNICIPALITY NONPROFIT PROCESS

Hollywood	Pompano Beach	Coral Springs	Broward County
Applicants submit application with 501c determination letter, insurance certificate, audited financial statement	Applicants submit application with tax status, insurance coverage, program budget on the website	City provides funds to Community Chest (CC) Non-Profit Organization	Applicants submit application with the tax status, organization's financial information, program description budget
Community Development Advisory Board (CDAB) reviews applications	City Advisory Committee reviews and scores completed applications based on predetermined categories	CC manages and awards funding received from the City and other organizations/ donor to recipients	Peer Panelists, appointed by the Broward Cultural Council, consider and rate the applications
CDAB provides recommendations to City Commission	Recommendations are submitted to the City Manager	Applicants submit application and required documents to CC	Recommendations are forwarded to the Broward Cultural Council. The Council confirms and/or alters the recommendations and forwards them to the Board of County Commissioners for approval.
City enters contract with recipients	City enters contract with recipients	CC enters contract with recipients	The County enters into contact with the recipient.

BAB NONPROFIT FUNDING REVIEW PROCESS

NEIGHBORING MUNICIPALITIES: GENERAL FUND NONPROFIT CONTRIBUTIONS COMPARISON

FY 2020 Nonprofit Contributions by Municipalities



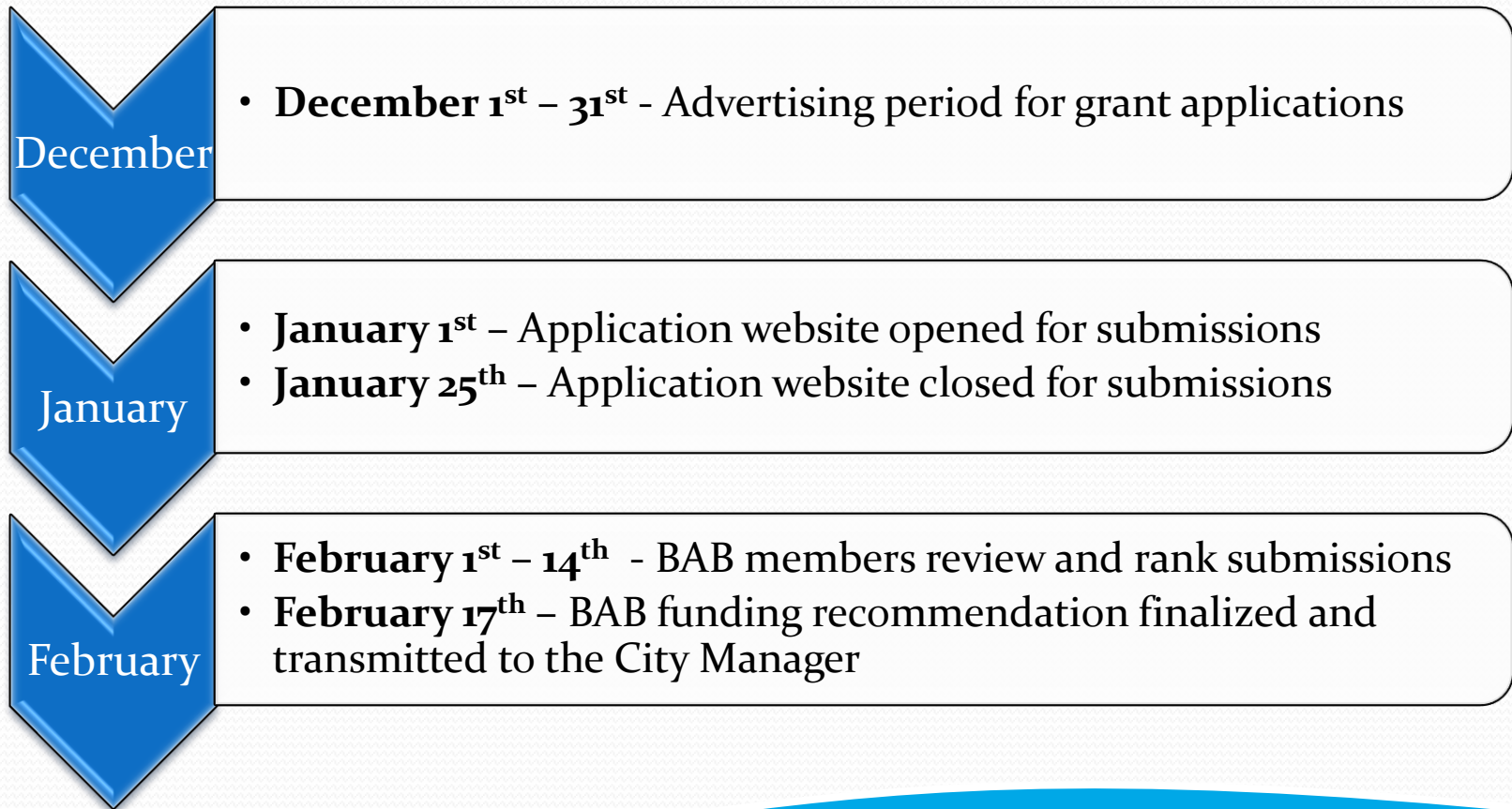
BAB NONPROFIT FUNDING REVIEW PROCESS

CURRENT DISCUSSION

- Recommended Process: Full Budget Advisory Board (BAB) participation in the review and ranking of the nonprofit funding applications.
 - The BAB's enabling legislation allows the board to provide recommendations on any budget-related items.
 - The BAB will provide a funding recommendation to the City Manager which will be incorporated in the annual operating budget development.
 - If a BAB member serves on a nonprofit board or has any executive affiliation with nonprofits that are seeking funding, then that board member must recuse him or herself from ranking and recommending that nonprofit.
- Platforms for Advertisement:
 - FLTV
 - Newspaper Advertisement
 - Newsletter
 - Social Media posts (i.e., Twitter, Facebook, etc.)
- Methodology:
 - Fixed Budget versus Variable Budget

BAB NONPROFIT FUNDING REVIEW PROCESS

TIMELINE



BAB NONPROFIT FUNDING REVIEW PROCESS

APPLICATION COMPONENTS

- Project Title
- Program/Project Description
- Funding Request
 - Breakdown of Type of Funding (Operational/Capital)
 - Matching Funds (Federal Grants, State Grants, Local Grants, and Grantee Funding)
- Budget
 - Breakdown of Administrative, Operational, and Capital Costs
 - Spending Categories (Salaries, Services/Materials, Consultants, Construction)
- Program Performance
 - Specific Goals
 - Target Population Serviced
 - Expected Benefit & Outcomes

BAB NONPROFIT FUNDING REVIEW PROCESS

APPLICATION RANKING CRITERIA

- Ranking by Application Category
 - Social Welfare & Health
 - Arts, Culture, and History
 - Educational
- Ranking Criteria/Social Benefit Metrics
 - Budget
 - Capacity of Nonprofit
 - Implementation Plan
 - Strength of Outcomes
 - Community Value
 - Alignment with Top Commission Priorities and Strategic Plan

BAB NONPROFIT FUNDING REVIEW PROCESS

RANKING METHODOLOGY AND SOCIAL BENEFIT METRICS

- **Methodology:**

BAB members will assign a score of 1 through 3 for each section of the ranking metrics listed below. A scoring legend is provided for each item to assist with a scoring process.

- **Social Benefit Metrics**

- **Budget:** This metric measures the leveraging of City funds against the total programmatic costs.
- **Capacity of Nonprofit:** This metric measures the ability to implement the program/project based on previous outcomes.
- **Implementation Plan:** This metric measures the plan of implementation of the proposed program/project.
- **Strength of Outcomes:** This metric measures the outcomes associated with the program/project based on the performance measures.
- **Community Value:** This metric measures the benefit provided to the neighbors of Fort Lauderdale.
- **Alignment with Commission Priorities and Strategic Plan:** This metric measures the alignment with the Top Commission Priorities and the 2024 Strategic Plan.

BAB NONPROFIT FUNDING REVIEW PROCESS

SOCIAL BENEFIT METRIC EXAMPLES

- **Budget:** This metric measures the leveraging of City funds against the total programmatic costs.
 - 1: > 75% of City matching funds
 - 2: $\geq 25\%$ and $\leq 75\%$ of City matching funds
 - 3: < 25% of City matching funds
- **Capacity of the Nonprofit:** This metric measures the ability to implement the program/project by the non-profit based on previous outcomes.
 - 1: No experience with similar projects
 - 2: Some experience with similar projects
 - 3: Extensive experience with similar projects
- **Implementation Plan:** This metric measures the plan of implementation of the proposed program/project.
 - 1: No planning
 - 2: Some planning
 - 3: Extensive planning

BAB NONPROFIT FUNDING REVIEW PROCESS

SOCIAL BENEFIT METRIC WORKSHEET

Social Benefit Metrics

Budget
 Capacity of Nonprofit
 Implementation Plan
 Strength of Outcomes
 Community Value
 Alignment with Commission
 Priorities and Strategic Plan
 Total Points

Category	Non-Profit Applications							
Social Welfare and Health	Example: Sample Organization	1	2	4	2	3	2	14.0
								0.0
								0.0
								0.0
Arts, Culture, and Historical								0.0
								0.0
								0.0
								0.0
Educational								0.0
								0.0
								0.0
								0.0



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