



CITY OF FORT LAUDERDALE

APPROVED
BUDGET ADVISORY BOARD MEETING
CITY OF FORT LAUDERDALE
VIRTUAL MEETING
OCTOBER 21, 2020 – 6:00 P.M.

Board Member	Attendance	10/2020 through 9/2021 Cumulative Attendance	
		Present	Absent
Brian Donaldson, Chair	P	1	0
Jeff Lowe, Vice Chair	P	1	0
Ross Cammarata	P	1	0
Catherine Graham	P	1	0
Johnnie Smith	P	1	0
Michael Marshall	A	0	1
Prabhuling Patel	P	1	0
Adam Sabin	P	1	0
Christopher Williams	A	0	1

Also Attending

Laura Reece, Director, Office of Management and Budget
John Herbst, City Auditor
Yvette Matthews, Principal Budget and Management Analyst
Parth Patel, Budget and Management Analyst
Charmaine Crawford, Budget Department and Board Liaison
Jamie Opperlee, 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 6:00 p.m. Chair Donaldson welcomed new Board member Catherine Graham.

II. Roll Call

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

III. Approval of Meeting Minutes
A. September 16, 2020

Motion made by Mr. Smith, seconded by Mr. Lowe, to approve the minutes of the Board's September 16, 2020 meeting. In a voice vote, motion passed unanimously.

IV. Floor Open for Neighbor Input

None

V. New Business

A. Selection of Budget Advisory Board Chair and Vice Chair

Mr. Smith nominated Mr. Donaldson for Chair, seconded by Mr. Sabin. In a voice vote, Mr. Donaldson was elected unanimously.

Mr. Smith nominated Mr. Lowe for Vice Chair, seconded by Mr. Cammarata. In a voice vote, Mr. Lowe was elected unanimously.

B. Selection of Infrastructure Taskforce Representative

Chair Donaldson wanted to defer this until Mr. Marshall was present to indicate whether he wished to continue to serve on the task force.

Motion made by Mr. Cammarata, seconded by Mr. Smith, to defer the Board's appointment to the Infrastructure Task Force to November. In a voice vote, motion passed unanimously.

C. Selection of Revenue Estimating Conference Committee Member

Ms. Reece said the meetings usually happened in March and April but had not been held this year due to the pandemic. This year's meetings had been limited to staff.

Chair Donaldson nominated Mr. Patel, seconded by Mr. Cammarata to represent the Board on the Revenue Estimating Conference Committee. In a voice vote, Mr. Patel was appointed unanimously.

VI. Old Business

A. New Process for Non-Profit Grant Organization Funding

Ms. Matthews provided a Power Point presentation, a copy of which is attached to these minutes for the public record.

Mr. Cammarata asked if the application process could have different criteria for different sized organizations. Ms. Matthews explained that they wanted organizations to be ranked based on the services they would provide. They also needed to ensure the financial stability and security of the organizations. Ms. Reece said the goal was to target services related the City's goals.

Chair Donaldson stated ranking had nothing to do with the size of the request. Ms. Reece confirmed that after the Board ranked the organizations, the City Manager would determine the amount of the contribution. This was similar to their CIP process. Mr. Lagerbloom took into account priorities and available budget.

Ms. Matthews said they had added a question on the application asking the organization what they would do with a smaller contribution.

Chair Donaldson described how BAB members would review the applications and each of them would provide an individual score for each. He wanted to incorporate the BAB's input in the dollar amounts during the process. Ms. Matthews explained that the BAB members' rankings would be combined to make a recommendation. Chair Donaldson asked if the Board could weigh in on whether they felt the amount of funding was appropriate or not.

Mr. Cammarata noted that sometimes requests were made with a specific amount needed to complete an ongoing project and he did not see how the Board should be making funding recommendations. He did not want every Board member to be responsible for ranking every applicant. He would rather the Board create one ranking and make one recommendation. Mr. Lowe agreed. He felt sending individual opinions to the City Manager would result in a loss of transparency.

Mr. Lowe wondered why they were not speaking to the applicants to allow for questions.

Ms. Graham asked how many applications they would review and suggested they could split up the applications among themselves.

Ms. Reece thought the Board could discuss the dollar amounts after the City Manager presented the preliminary budget in June.

Mr. Smith wanted to allocate a percentage to each City Commission district. Chair Donaldson noted that there may not be an applicant from every district. He felt the BAB members should have the ability to question applicants and discuss the applications among themselves prior to ranking.

Mr. Cammarata felt it was important for the BAB to know what was important to the City Commission. He was most concerned that the Board would come up with a recommendation that was not followed. Ms. Matthews displayed the list of metrics used for ranking:

Social Benefit Metric Examples

Budget: this metric measures the leveraging of City funds against the total programmatic costs

- 1: >75% of City funding
- 2: $\geq 25\%$ and $\leq 75\%$ of City funding
- 3: < 25 % of City funding

Capacity of the Non-profit: 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

Mr. Sabin did not agree with allocating funds by district because he thought they should consider what would benefit Fort Lauderdale as a whole. He said it might make sense to meet with applicants as a Board, and then each Board member could create his/her own ranking. At the following meeting, perhaps with the City Manager, they could review and discuss their scores to make a recommendation. Chair Donaldson suggested they could have an additional meeting to compare and discuss their individual rankings and Board members agreed.

Mr. Patel thought the rankings should have a wider range and Mr. Cammarata suggested ranking from 1 to 5 instead of 1 to 3. Mr. Patel also thought the categories could be weighted.

Chair Donaldson wanted the Board to meet with Ms. Reece and Mr. Lagerbloom and then get on the City Commission's conference agenda in December to discuss this in advance of the Commission's goal setting. Ms. Reece said if the Board sent a Communication to the City Commission, it would be put on the Commission's conference agenda and a Board member could attend the meeting to discuss it.

Ms. Graham agreed with Mr. Patel regarding weighting the categories. Ms. Reece said for the CIP rankings, the City Commission members created individualized weightings. The Board could apply individual weightings or an agreed-upon Board weighting.

Chair Donaldson summarized that the Board wanted to have communication with the applicants, either by presentations or making applicants available to answer questions to help make their recommendations and the Board agreed. They were also willing to hold an additional meeting to accomplish this.

Ms. Reece suggested they wait to see how many applications they received before scheduling meetings.

B. FY 2021 Work Plan Discussion

Chair Donaldson suggested that at their November meeting Ms. Reece provide a presentation on possible revenue shortfalls and where the City anticipated expenses to go. He asked Ms. Reece to identify dates for February/March when the Board could add the extra meeting for the non-profit application discussion.

Ms. Reece said the City Commission had begun discussing virtual/in person meetings when the emergency order expired. Mr. Patel noted that the spread of Covid-19 was on the increase again and he would not feel comfortable attending a meeting in person. Ms. Reece said more than one Commission member had expressed the same concern. She noted that the BAB needed five members to be physically present to hold a meeting and the City Commission was working with the City Attorney to ensure that members who attended virtually would have their votes count.

Mr. Herbst explained that the City Commission was considering a resolution that would allow them to meet remotely but he did not know how this affected boards and committees. This may require an ordinance change.

Chair Donaldson asked how the contracts the Commission ratified with Police and Fire affected the budget. Ms. Reece said their 2021 budget had projected that everyone would receive step increases only, no cost of living adjustment. After negotiations, the unbudgeted expense for all four of the agreements was \$3.7 million annually. To offset this increase, they had deferred the capital project related to equipment for a year, received more from the Wilton Manors contract and received some other concessions.

Ms. Reece explained how the City negotiated contracts with the Fire and Police unions. Mr. Cammarata wanted the Board to have input in contract negotiations with the unions and in determining where the budget should be adjusted to make up shortfalls.

Mr. Herbst recalled that when his office put out the memo reviewing the budget, they had pointed out that there were things that they would need to accommodate in the adopted budget because some numbers were not known yet. Ms. Reece agreed to inform the Board of the total increase in payroll for 2021.

Board members discussed whether they would be willing to attend a meeting in person if it was required in November. Ms. Reece said the Commission chambers had been reconfigured to accommodate social distancing requirements for Board members.

Ms. Graham asked if they knew the City's contribution for the pension plans for 2021 and Ms. Reece said this was typically a surprise every year, but they were negotiating skipping a year and using the previous year's report.

Chair Donaldson asked Board members to send their thoughts regarding the non-profits to Ms. Reece. Ms. Reece invited Board members to send her inquiries regarding anything about which they wanted additional information for the November meeting.

VII. Communications to/from the City Commission

None

VIII. Board Member Comments

None

IX. Adjourn

Upon motion duly made and seconded, the meeting was adjourned at 7:51 p.m.



Budget Advisory Board Nonprofit Funding Review Process



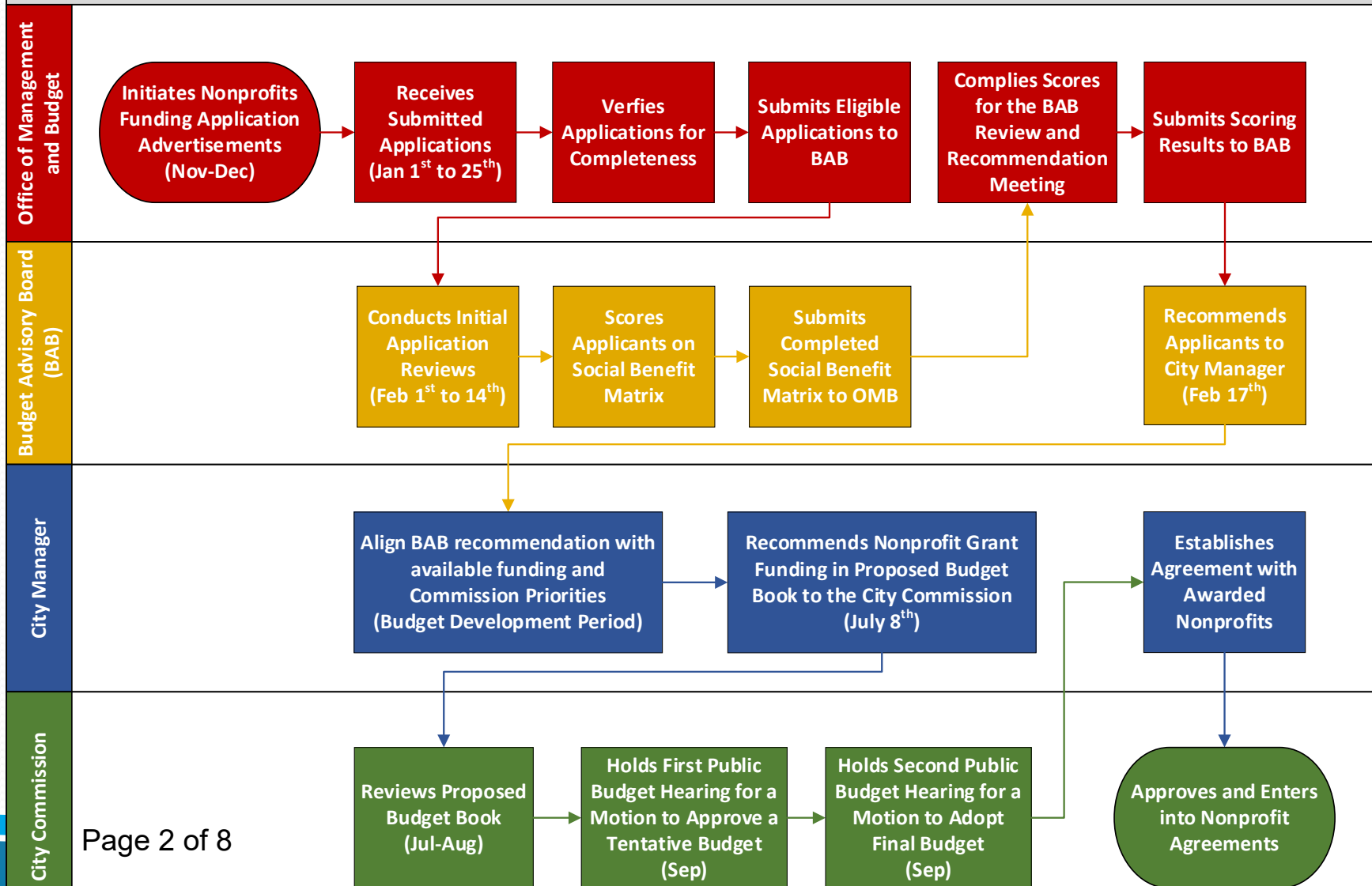
BAB NONPROFIT FUNDING REVIEW PROCESS

OVERVIEW OF NONPROFIT FUNDING

- Reason for Nonprofit Funding
 - Allows the Commission to target resources toward key priorities via the Annual Commission Goal Setting Workshop.
 - Support programs and initiatives aimed at strengthening the community socially, educationally, and economically in ways that are outside of the City's current operations.
 - Allows the flexibility of addressing different funding priorities each year.
- Monitoring of Nonprofit Outcomes
 - Typically grants will be on a cost-reimbursable basis which will require grantees to detail the costs incurred.
 - Awardees will be required to submit periodic progress reports demonstrating the impact of the funds expended.

NONPROFIT FUNDING PROCESS MAP

City of Fort Lauderdale Nonprofits Funding Approval Process [DRAFT]



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, County 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

APPLICATION RANKING CRITERIA

- Ranking by Application Category
 - Social Welfare & Elderly Programs
 - Arts, Culture, and Historical
 - Educational Programs
 - Commission Target Area: Homelessness
- Ranking Criteria/Social Benefit Metrics
 - Budget
 - Capacity of Nonprofit
 - Implementation Plan
 - Strength of Outcomes
 - Community Value
 - Alignment with Commission Priorities

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:** This metric measures the alignment with the Commission Priorities.

SOCIAL BENEFIT METRIC EXAMPLES

- **Budget:** This metric measures the leveraging of City funds against the total programmatic costs.
 - 1: > 75% of City Funding
 - 2: $\geq 25\%$ and $\leq 75\%$ of City Funding
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- **Capacity of the Nonprofit:** This metric measures the ability to implement the program/project by the non-profit based on previous outcomes.
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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	Total Points	Notes
Category	Non-Profit Applications								
Social Welfare and Elderly Programs	Example: Sample Organization	1	2	4	2	3	2	14	
								0	
								0	
Arts, Culture, and Historical								0	
								0	
								0	
Educational Programs								0	
								0	
								0	
Commission Target Area: Homelessness								0	
								0	
								0	



WE BUILD COMMUNITY



GENERAL INFORMATION & INSTRUCTIONS

The City of Fort Lauderdale City Commission is now considering applications for General Fund Agency Grants to be awarded to non-profit agencies that provide services to Fort Lauderdale residents during the City's Fiscal Year 2022. Applications shall be submitted for a one-year grant cycle and are dependent on the following criteria:

1. Availability of funds from the City's General Fund
2. Applicant is a non-profit organization with tax-exempt status under section 501(C)(3), 501(C)(4), 501(C)(6) of the Internal Revenue Code, or a College or University
3. The City's receipt and approval of all insurance certificates required by the City's Risk Management Team
4. Applicant programs / projects **must align with at least one of the following categories:**
 - Social Welfare and Elderly Programs
 - Arts, Culture, and Historical
 - Educational Programs

The City of Fort Lauderdale reserves the right to determine whether submitted proposals are eligible, timely and complete, whether funding requests are appropriate, and whether other considerations relating to the funding application and funding requirements have been met.

All agencies receiving funding will be required to enter into a contractual agreement with the City, which will specify performance, periodic financial and program reporting requirements.

City of Fort Lauderdale funds will be provided in a one-time grant award to the agency, provided the agency complies with the requirements for documentation as stated in the agreement.

The grant agreement and any specific requests for follow-up information that may be required by the City of Fort Lauderdale from the submitting agency is deemed necessary and in the City's best interest.



APPLICATION SUBMISSIONS MUST INCLUDE:

One PDF copy of the completed application submitted by email to nonprofit@fortlauderdale.gov and including a PDF copy of all the following attachments:

1. **Attachment A:** The agency's most recent audited financial statement. If the agency does not have a certified audit, submit a compilation of financial statements, with income statement and balance sheet for the most recent year.
2. **Attachment B:** All pages of the most recently completed and filed IRS Form 990.
3. **Attachment C:** A current Certificate of Insurance for Commercial General Liability Insurance naming the City as an Additional Insured with not less than the following limits:
 - a. Products-Comp/Op Aggregate \$1,000,000
 - b. Personal and Advertising Injury \$1,000,000
 - c. Each Occurrence \$1,000,000
 - d. General Aggregate \$1,000,000
4. **Attachment D:** Proof of Registration and Certificate of Standing from Sunbiz.org

APPLICATION DEADLINE: Monday, January 25, 2021 by 5:00 P.M.



CITY OF FORT LAUDERDALE FY 2021- 2022 NON-PROFIT APPLICATION



1. Project Title
2. Date of Submission
(MM/DD/YYYY)
3. Project/Program Description

4. Amount of the Nonrecurring Request for Fiscal Year 2021-2022

Type of Funding	Amount
Operations	
Fixed Capital Outlay	
Total Funds Requested	

5. Total Project Cost for Fiscal Year 2021-2022 (including matching funds available for this project)

Type of Funding	Amount	Percentage
Total Funds Requested (from question #4)		%
Matching Funds		
Federal		%
State		%
County		%
Other		%
Total Project Costs for Fiscal Year 2021-2022		%

6. Has this project previously received funding? Yes No
If yes, provide the most recent instance:

Fiscal Year (yyyy-yy)	Amount	
	Recurring	Nonrecurring

7. Is future-year funding likely to be requested? Yes No
If yes, indicate nonrecurring amount per year:



CITY OF FORT LAUDERDALE
 FY 2021- 2022 NON-PROFIT APPLICATION



8. Details on how the requested funding will be expended

Spending Category	Description	Amount
Administrative Costs:		
Executive Director/ Project Head Salary and Benefits		
Other Salary and Benefits		
Expense/ Equipment/ Travel/Supplies/ Other		
Consultants/ Contracted Services/Study		
Operational Costs: Other		
Salary and Benefits		
Expense/ Equipment/ Travel/Supplies/ Other		
Consultants/ Contracted Services/Study		
Fixed Capital Construction/Major Renovation:		
Construction/ Renovation/Land/ Planning Engineering		
Total Local Funds Requested (must equal total from question #5)		



10. Requestor Contact Information

- a. Name
- b. Organization
- c. E-mail Address
- d. Phone Number

11. Recipient Contact Information

- a. Organization:
- b. Organization Type:

Non-Profit 501 (c) (3)

Non-Profit 501 (c) (4)

Non-Profit 501 (c) (6)

University or College

Other (please specify)

- c. Name
- d. E-mail Address
- e. Phone Number

City of Fort Lauderdale Nonprofits Funding Approval Process [DRAFT]

