

# City Council Agenda Memo

**From:** Paul M. Briseno, City Manager

**Council Meeting:** April 28, 2020

**Subject:** Outside Agency Funding Process

**Person(s) Responsible:** Paul M. Briseno, City Manager

## **Summary:**

At a February meeting, City Council requested a report and discussion of 2021 outside agency funding. The City Charter notes the City Manager will prepare the budget for Council review. The funding of outside agencies/programs is part of the budget formulation. For 2021, City Management will partner with United Way to make recommendations of United Way/City funded agencies. This ensures funding is dedicated to the greatest need in Brookings and founded on expert insight.

## **Background:**

The City Charter states the City Manager will prepare the budget. Therefore, the City Manager provides a recommendation based on analysis, projections and identified need to meet the goals and policy of Council. Prior to 2018, the City Manager made recommendations through the budget process. This recommendation included funding levels based on need, information received and available funds. Applications for outside agency funding requires submission by June 1<sup>st</sup>. This was a simple process with little input beyond the applications.

In 2019, the City Manager requested greater input to ensure essential community services were met with proper allocation of funding. This was a first good step, however, the initial process had opportunity for improvement. In 2020, nineteen (19) programs were funded at \$741,328. For the 2021 budget, the City Manager will utilize the services of the United Way to make recommendations based on a professional system that has identified the community's need. Through a systematic approach, the United Way collaborates to create efficiencies in the funding process and distribute funds based on need to various agencies throughout the community.

The United Way has an established, clearly defined focus areas (education, self-sufficiency, and health) to maximize the community impact of its contributions to outside agencies. They have developed a mechanism for agencies to apply for funding and have the capabilities of monitoring and evaluating. This approach provides accountability and allows an understanding which outside agencies can apply and receive funding.

**Item Details:**

The City will request all outside agency applications for 2021 funding in May and due June 1<sup>st</sup>. Of the nineteen (19) programs that received \$741,328 through the General Fund, staff will request nine (9) that received \$413,700 make a request through the United Way in the fall. These identified agencies fall under the United Way's already established primary focus areas. The United Way will make determination of recommended funding in the fall and the City will still pay directly to each program. This process saves each agency time with one application and assures a developed program for distribution of available funds to agencies that provide the greatest impact to strategically identified needs. Programs that are not appropriate for this model will still be considered through the traditional city examination and recommendation.

Through the 2021 budget process staff will try to provide the 2020 funding level of \$413,700 for the nine (9) United Way agencies. These agencies include the Brookings School District, BATA, Boys & Girls Club of Brookings, Brookings Behavioral Health and Wellness, Brookings Domestic Abuse Shelter, Safe Ride, Brookings County Youth Mentoring Program, Brookings Empowerment Project, and Crime Stoppers. The Brookings Area United Way funding is awarded in the fall. They will make recommendations for 2022 based on this process.

The United Way will provide the City with an annual impact report. The United Way fights for the health, education and self-sufficiency of every person in the Brookings community. They work with numerous local agencies to better understand the needs of our community members and how we can solve the problems individuals and families face.

If this process is not desired, the City Manager will then meet with the United Way to take recommendation based on applications and formulate a budget proposal to the City Council.

**Legal Consideration:**

None.

**Financial Consideration:**

The 2020 funding amount for agencies fitting under this proposed United Way evaluation process would encompass nine (9) agencies that received \$413,700.

**Options and Recommendation:**

The City Council has the following options:

1. Approve nine (9) agencies to submit application for funding through United Way
2. Deny
3. Do nothing

This report is provided as requested by Council. The City Manager prepares the budget per City Charter. If Council is amendable to the process noted, then the Governance

and Ends requirement of application by June 1 for the aforementioned agencies will need to be submitted as one application to United Way in the fall.

**Supporting Documentation:**

1. Benefits of Partnering with the United Way
2. United Way Funding Process
3. Funding Process Worksheet Narrative