



Legislation Details (With Text)

**File #:** [18-0538]      **Version:** 1      **Name:**  
**Type:** Discussion Item      **Status:** Filed  
**File created:** 4/17/2018      **In control:** Town Council  
**On agenda:** 6/13/2018      **Final action:** 6/13/2018  
**Title:** Provide Guidance for Non-profits Affiliated with Town Departments and Activities.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Staff Report on Friends and Foundations, 2. Memorandum of Understanding - TOCH CHPLF Love Trust, 3. Sample Performance Agreement Nonprofits, 4. Friends of Parks, Recreation, and Greenways By-Laws, 5. Friends of the Library - Bylaws (2018), 6. CHPL Foundation - Bylaws (Rev June 2017), 7. Council policies and procedures on gifts, 8. Friends and Foundations DRAFT, 9. Staff Presentation Guidance for Non-profits Final, 10. Council Questions with Staff Response

Date	Ver.	Action By	Action	Result
6/13/2018	1	Town Council		received and filed

**Provide Guidance for Non-profits Affiliated with Town Departments and Activities.**

**Staff:**

Susan Brown, Executive Director  
Jim Orr, Director  
Amy Oland, Assistant Director

**Department:**

Community Arts and Culture  
Parks and Recreation  
Business Management

**Overview:** In order to set clear expectations and consistency between different groups such as "Friends of" and "Foundations" wishing to support the Town's activities with charitable giving, Town staff recommends using a consistent framework to guide their activities. This evening, the Town Staff is asking the Council if we have we clearly addressed concerns the Council might have about such relationships and if we have missed anything. Next, staff will establish Performance Agreements with existing groups and return to the Council in the fall with an update and/or request for authorization.

☆ **Recommendation(s):**

That the Council receive this report and provide feedback for use in setting a framework for non-profits supporting Town activities.

**Decision Points:**

- Provide guidance for a framework for non-profits engaged in charitable activities to benefit Town activities



**Key Issues:**

- Consider existing groups and their experiences
- Establish consistent expectations for non-profits and Town staff regarding charitable activities to benefit the Town

- Staff will work with existing groups to develop Performance Agreements consistent with expectations from this evening’s discussion

**Fiscal Impact/Resources:** Staff time and resources; time of non-profit representatives.

**Council Goals:**

<input type="checkbox"/>		Create a Place for Everyone	<input type="checkbox"/>		Develop Good Places, New Spaces
<input checked="" type="checkbox"/>		Support Community Prosperity	<input type="checkbox"/>		Nurture Our Community
<input type="checkbox"/>		Facilitate Getting Around	<input type="checkbox"/>		Grow Town and Gown Collaboration



**Attachments:**

- Staff Memorandum
- Memorandum of Understanding - TOCH CHPLF Love Trust
- Sample Performance Agreement Nonprofits
- Friends of Parks, Recreation, and Greenways Bylaws
- Friends of the Library Bylaws
- CHPL Foundation Bylaws
- Council Policies and Procedures on gifts
- Friends and Foundations DRAFT

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**The Agenda will reflect the text below and/or the motion text will be used during the meeting.**

PRESENTER: Mary Jane Nirdlinger, Assistant Town Manager

RECOMMENDATION: That the Council receive this report and provide feedback for use in setting a framework for non-profits supporting Town activities.