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## **MEMORANDUM**

**To:** Mayor and City Council  
**From:** Brent Walker, Parks and Recreation Director  
**Date:** March 8, 2021  
**Subject:** City of Dunwoody Guide for Non-Profit Partners

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### **ITEM DESCRIPTION**

Councilwoman Tallmadge and Councilman Seconder have created guidelines for non-profit organizations that have a usage agreement with the City of Dunwoody's Facility Authority or Council. The requirements would be added to the terms of the usage agreement if approved by Council. The guidelines have been shared with the non-profit partners and they are in agreement with them as submitted.

**Lynn Deutsch** Mayor  
**Eric Linton, ICMA-CM** City Manager  
**Sharon Lowery, CMC** City Clerk

**Pam Tallmadge** City Council Post 1  
**Jim Riticher** City Council Post 2  
**Tom Lambert** City Council Post 3

**Stacey Harris** City Council Post 4  
**Joe Seconder** City Council Post 5  
**John Heneghan** City Council Post 6

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## CITY OF DUNWOODY GUIDE FOR NON-PROFIT PARTNERS

This guide was developed to strengthen the relationship between the non-profits that utilize city-owned facilities and the City of Dunwoody (hereafter referred to as “the City”).

Consistent communication and setting expectations between the City and our non-profits is key. Trust and mutual respect are fundamental to a successful relationship.

Benefits to the non-profits include: Facility rentals, training, networking opportunities, and community updates through City-sponsored events, newsletters, website, and social media. Marketing support to increase volunteerism for those interested in engaging with the organization. With this formal partnership with the City, funding opportunities can be expanded, strengthening grant proposals, while ensuring transparency and accountability to the public.

### **Documents to be provided annually to the City include:**

1. Copy of By Laws
2. Name and Contact Information of Board members by role (Chair, Vice, Treasurer, Secretary, Director, etc.) & tenure (date joined board, date started role)
3. Name and Contact Information of Executive Director and all Staff, by role
4. Treasurer’s Report for past fiscal year (P&L, Balance Sheet)
5. Annual Budget Plan for current fiscal year (including revenue generation plan -- grants, fundraising, etc.)
6. Yearly Calendar with events and board meetings
7. Insurance (Liability, board, staff, Worker’s Comp (if applicable))
8. Form 990 filed with the IRS for last fiscal year. To include one of the following:
  - a. Form 990: Gross receipts greater than \$200,000 or total assets greater than \$500,000.
  - b. Form 990-EZ: Gross receipts less than \$200,000 or total assets less than \$500,000.
  - c. Form 990-N e-Postcard: Gross receipts less than \$50,000.

*Note: An organization that fails to meet their filing requirements for 3 consecutive years will have their tax-exempt status automatically revoked by the IRS.*

9. Strategic / Master plan (if applicable)

\*The Non-Profit must notify the City of any changes in the organization during the year within 60 days of occurrence. These changes include leadership changes of board member additions or losses, Executive Director or other staff leadership. As well as loss of key grants or significant fundraising sources.

The Non-Profit will file all reports and other documents required by law in a timely and comprehensive manner, including but not limited to those required by the State of Georgia and the United States Internal Revenue Code.

### **Open Meetings:**

As a minimum, once a year there will be an annual meeting with a Q&A, open to the public and advertised at least 30 days in advance.

**Non-profit Facility Usage Agreements:**

All usage facility agreements are on file with the City Parks and Recreation Department. Facility usage agreements are updated as needed by the non-profit, and then must go through the approval process via the Dunwoody Public Facilities Authority or the Dunwoody City Council.

**Failing Non-Profits:**

An interconnected collaborative relationship will help the non-profit solve its problems and save a valuable community resource. Because of this partnership with the City via use of public facilities or direct or in-direct funding, there is an obligation for the City to look into the non-profit organization if it has shortfalls in its performance or fulfilling its mission, and to help guide them to reorganize and improve the situation. Actions may include meetings with non-profit leadership to formulate and review options, and updating the Facility Usage Agreement.

Conditions include:

- Changes in leadership and staff
- Changes in Board Members and structure
- Financial situation
- Changes and needs in the surrounding community

**Annual Report & Presentation to City Council:**

Presented jointly by the Executive Director & Board Chairperson. Content to include as a minimum:

- Cash flow. Prior year compared to past prior year\*:
    - Revenue by funding source (grants, programs, ticket sales, fundraising, etc.)
    - Expenses by source (payroll, rent, operations & maintenance, etc.)
- \*For example, if presenting to the council during 2021, this would show 2020 -vs- 2019
- Major programming activities
  - Community engagement
  - Significant events impacting operations (Positive & Negative)
  - Major events or initiatives planned for the next 12 months
  - Opportunities for further support / partnership with the city