



**REGULAR MEETING OF THE  
CITY COUNCIL COMMUNITY PARTNERSHIP COMMITTEE**

**THURSDAY, JANUARY 23, 2025  
AT 4:00 PM**

**ACACIA ROOM  
ADDISON CONFERENCE CENTER  
15650 ADDISON ROAD, ADDISON, TX 75001**

Call Meeting to Order

Regular Agenda:

1. Appoint a presiding officer for the Community Partnership Committee.
2. Present and discuss the proposed Community Partnership Committee meeting schedule and topics.
3. Present and discuss the Non-Profit Organization Funding process and recommendations.

Adjourn Meeting

**THE TOWN OF ADDISON IS ACCESSIBLE TO PERSONS WITH  
DISABILITIES. PLEASE CALL (972) 450-7017 AT LEAST 48 HOURS IN  
ADVANCE IF YOU NEED ASSISTANCE.**

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POSTED BY: \_\_\_\_\_  
Sarah Kuechler, Chief of Staff

DATE POSTED: \_\_\_\_\_

TIME POSTED: \_\_\_\_\_

DATE REMOVED FROM BULLETIN BOARD: \_\_\_\_\_

REMOVED BY: \_\_\_\_\_

**City Council Community Partnership  
Committee Meeting**

1.

**Meeting Date:** 01/23/2025

**Department:** City Manager

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**AGENDA CAPTION:**

Appoint a presiding officer for the Community Partnership Committee.

**BACKGROUND:**

The Community Partnership Committee was created by City Council by Resolution 24-111 (**attached**) on December 10, 2024. The resolution appointed three (3) Council Members to the Committee: Deputy Mayor Pro-Tempore Nancy Craig, Council Member DeFrancisco, and Council Member Marlin Willesen.

Under Section 3 of the resolution, the Committee "shall by majority vote appoint a presiding officer to serve for each annual term". The appointed presiding officer shall serve for the first term until the next annual appointments are made by Council, which is planned to be made in June of each year to align with the timing of other annual Council liaison appointments.

**RECOMMENDATION:**

For Committee consideration.

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**Attachments**

Resolution

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**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS, ESTABLISHING AN ADVISORY COMMITTEE ENTITLED THE COMMUNITY PARTNERSHIP COMMITTEE COMPRISED OF THREE (3) MEMBERS APPOINTED BY THE CITY COUNCIL; PROVIDING FOR COMMITTEE RULES AND THE APPOINTMENT OF INITIAL COMMITTEE MEMBERS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Addison presently administers a grant funding program for local non-profit organizations that includes an annual application process aligned with the Town’s annual budget adoption process (the “Program”); and

**WHEREAS**, during the City Council work session held on November 12, 2024, the City Council identified a need to create an advisory committee comprised of three (3) current members of the City Council (the “Committee”) to work with Town staff to develop a new procedure for administering the Program, including establishing updated eligibility and funding criteria for the FY25-26 Program that aligns funding for performing arts organizations with the goals established in the recent Theatre Study for the Addison Theatre Center; and

**WHEREAS**, the Committee’s purpose will be to develop and recommend a new process to evaluate applications for Program funding and, upon approval of the new process, to review applications and make recommendations to the City Council as part of the annual budget process; and

**WHEREAS**, the City Council finds that it is in the best interest of the public to establish the Committee for the purposes set forth in this resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:**

**SECTION 1. Creation of the Committee.** The City Council hereby establishes a sub-committee of the City Council entitled the Community Partnership Committee, which shall serve as a standing advisory committee to the City Council.

**SECTION 2. Purpose.** The Committee’s purpose shall be to assist the City Council in administering the Program and carrying out its responsibilities pertaining to the evaluation of Program applications submitted by non-profit organizations to ensure Town funds are being used to promote a charitable purpose, encourage economic or community growth, and/or serve a public purpose in the best interest of the general welfare of the Town of Addison.

**SECTION 3. Committee Membership; Qualifications; Removal.** The Committee shall be comprised of three (3) members of the City Council appointed by the entire City Council annually during the month of June or at such other time as the City Council may determine appropriate. Members of the Committee must at all times be current members of the City Council. The Committee shall by majority vote appoint a presiding officer to serve for each annual term. Members of the Committee may be removed by the City Council for any or no reason at any time.

**SECTION 4. Appointment of Initial Members.** The City Council hereby appoints the following three (3) members to serve on the Committee until the next annual appointment:

[ \_\_\_\_\_ ] \*

*\*Names to be filled once individuals are appointed by the City Council.*

**SECTION 5. Duration of the Committee.** The Committee shall serve as a standing advisory committee established to make annual recommendations to the entire City Council in conformance with the Committee's purpose. The Committee may be terminated or discontinued by the City Council at any time in the City Council's sole discretion.

**SECTION 6. Committee Meetings; Quorum.** The Committee will meet at such times and such frequency as determined by the Committee, provided the Committee shall meet as frequently as is necessary to carry out the Committee's purpose. The Committee shall coordinate with the City Manager or their designee to schedule all meetings of the Committee. Two (2) members of the Committee shall constitute a quorum of the Committee for all purposes. The affirmative vote of a majority of the members present shall be necessary for the Committee to take action or to make a recommendation to the City Council. Meeting agendas shall be prepared by Town staff and provided in advance to members, along with appropriate briefing materials. The Committee is advisory only and is not required to conduct its meetings in conformance with Chapter 551 of the Texas Government Code. Notwithstanding, meeting agendas will be posted on the Town's website and available to the public in conformance with Chapter 551 of the Texas Government Code. Town staff will keep minutes of each meeting and serve as the custodian of records for the Committee.

**SECTION 7.** This Resolution shall be effective from and after the date of passage.

**DULY RESOLVED AND ADOPTED** by the City Council of the Town of Addison, Texas, on this the 10th day of December 2024.

**TOWN OF ADDISON, TEXAS**

\_\_\_\_\_  
Bruce Arfsten, Mayor

**ATTEST:**

\_\_\_\_\_  
Valencia Garcia, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Whitt Wyatt, City Attorney

**City Council Community Partnership Committee Meeting**

**Meeting Date:** 01/23/2025

**Department:** City Manager

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**AGENDA CAPTION:**

Present and discuss the proposed Community Partnership Committee meeting schedule and topics.

**BACKGROUND:**

The purpose of the Community Partnership Committee is to develop and recommend a new process to evaluate funding applications from non-profit organizations, and, upon approval of the new process by Council, to review applications and make recommendations to the City Council as part of the annual budget process.

To accomplish the initial charge to develop and recommend a new process in line with the upcoming annual budget cycle, staff developed the proposed Committee meeting schedule and topics with a recommendation and report to City Council planned for the March 25, 2025 Work Session meeting.

<b>Proposed Committee Meeting Dates:</b>	<b>Planned Topics:</b>
Thursday, Jan. 23 at 4 p.m.	Overview and discussion of current Non-Profit Organization Funding process and recommendations.
Thursday, Jan. 30 at 4 p.m.	Review and discuss options to evaluate Performing Arts applications to achieve the strategic goals and vision of The Addison Performing Arts Centre and Town.
Thursday, Feb. 13 at 4 p.m.	Continued. Follow-up and discussion on options to evaluate Performing Arts applications.
Thursday, Feb. 20 at 4 p.m.	Discuss and develop Committee recommendation.
Tuesday, March 25 Council Work Session	Council review and discussion of Committee recommendation.

**RECOMMENDATION:**

For Committee discussion and direction.

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**City Council Community Partnership  
Committee Meeting**

3.

**Meeting Date:** 01/23/2025

**Department:** City Manager

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**AGENDA CAPTION:**

Present and discuss the Non-Profit Organization Funding process and recommendations.

**BACKGROUND:**

Historically, the Town has provided grant funding to non-profit organizations through an application process aligned with the annual budget cycle. The same process and application was used for all non-profit organizations and applications were limited to organizations that had received prior funding from the Town. In FY2025, the Town followed the historical process for non-profit service organizations, except applications were opened to all non-profit organization serving Addison and the process began to transition to align funding for performing arts organizations with the recommendations of the Theatre study.

Through the attached presentation, staff will review the current process and recommendations to incorporate the Community Partnership Committee into the process, make minor changes after reviewing peer cities, and to create two categories (Local Service Organizations and Performing Arts Organizations) with different eligibility, application, and evaluation criteria. This item is intended to be a discussion with the Committee and seek the Committee's questions, feedback, and direction on the overall process and funding. This first meeting is intended to focus on the general process and the proposed Local Service Organizations Category, with the proposed Performing Arts Organizations Category to be discussed at subsequent Committee meetings.

**RECOMMENDATION:**

For Committee discussion.

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**Attachments**

Presentation

2024-25 Non-Profit Application

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# Community Partnership Committee Meeting

January 23, 2025

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1. Appoint a **Presiding Officer**
2. Review and discuss proposed **Committee Meeting Schedule** and Topics
3. Present and discuss the **Non-Profit Organization Funding Process and Recommendations**

# Proposed Committee Meeting Schedule

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# Proposed Schedule

- Proposed Committee schedule (below); intended to provide perspective for planned timeline and topics.

Proposed Committee Meeting Dates	Planned Topics
<b>Thursday, Jan. 23</b> at 4 p.m.	<ul style="list-style-type: none"><li>• Overview and discussion of current Non-Profit Organization Funding process and recommendations.</li></ul>
<b>Thursday, Jan. 30</b> at 4 p.m.	<ul style="list-style-type: none"><li>• Review and discuss options to evaluate Performing Arts applications to achieve the strategic goals and vision of The Addison Performing Arts Centre and Town.</li></ul>
<b>Thursday, Feb. 13</b> at 4 p.m.	<ul style="list-style-type: none"><li>• Continued. Follow-up and discussion on options to evaluate Performing Arts applications.</li></ul>
<b>Thursday, Feb. 20</b> at 4 p.m.	<ul style="list-style-type: none"><li>• Discuss and develop Committee recommendation.</li></ul>
<b>Tuesday, March 25 – Council Meeting Work Session</b>	<ul style="list-style-type: none"><li>• Council review and discussion of Committee recommendation.</li></ul>

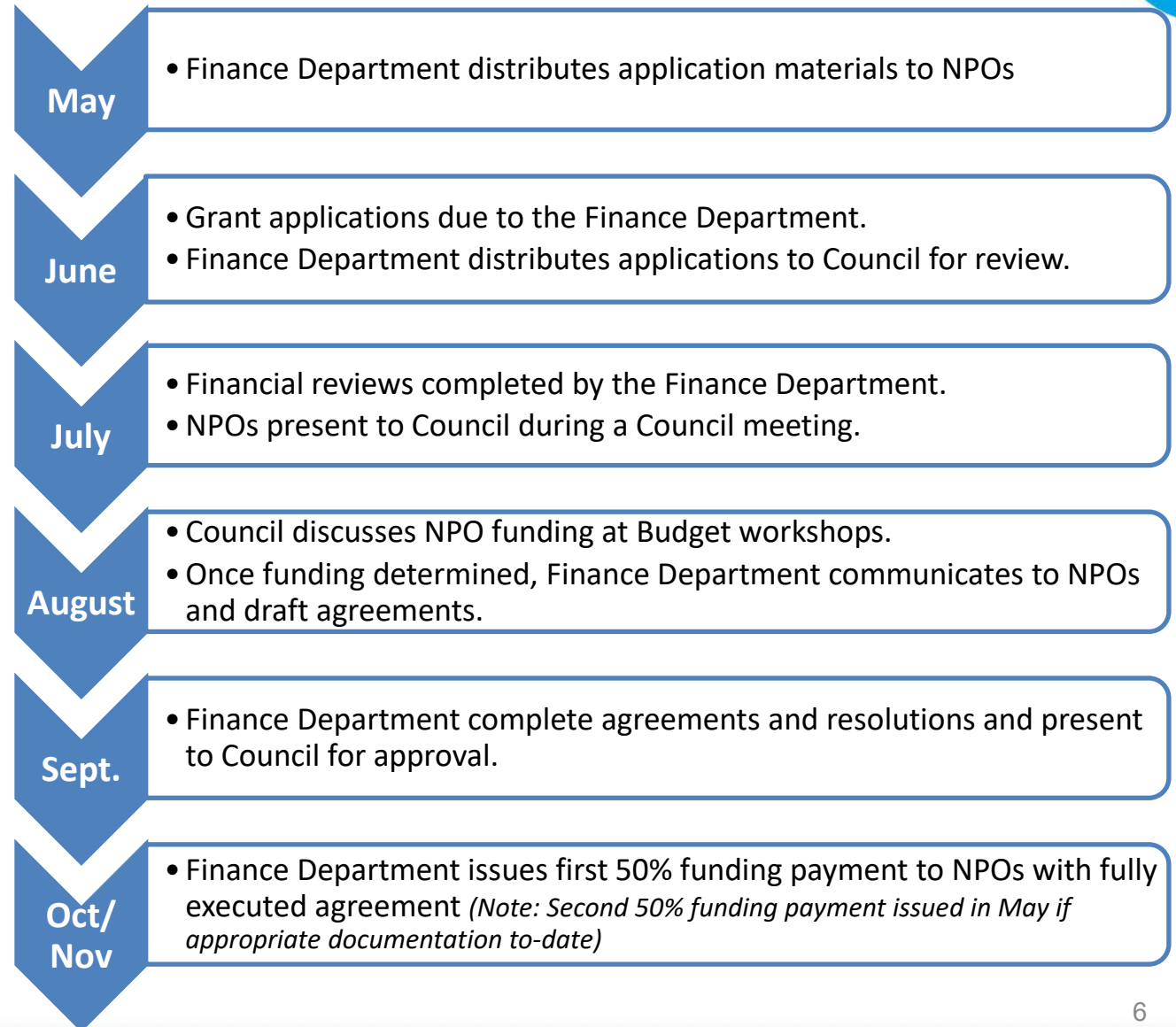
# Non-Profit Organization (NPO) Funding Process

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**ADDISON**

# Background: Process / Timeline

- Historically, the Town has provided grants to non-profit organizations through an application process aligned with the annual budget cycle.
- Same process and application used for all non-profit organizations.
- Applications were restricted to organizations that received funding previously.
- **In FY2025:**
  - Applications were opened to all non-profits serving Addison.
  - Process began to transition to align funding for performing arts organizations with the recommendations of the Theatre study.



# Background: Funding History

## GENERAL FUND

Non-Profit Organization	Approved FY19-20	Approved FY20-21	Approved FY21-22	Approved FY22-23	Approved FY23-24	Approved FY24-25
Dallas Cat Lady	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Dallas County MH&MR d/b/a Metrocare Services	\$ 5,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
On Eagles Wings d/b/a Woven Health Clinic	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 6,500	\$ 6,500
Metrocrest Services	\$ 66,120	\$ 66,120	\$ 66,120	\$ 82,650	\$ 139,653	\$ 162,721
Addison Arbor Foundation	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Addison Arbor Foundation (matching funds)	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
<b>TOTAL</b>	<b>\$ 146,120</b>	<b>\$ 143,620</b>	<b>\$ 143,620</b>	<b>\$ 160,150</b>	<b>\$ 218,653</b>	<b>\$ 241,721</b>

Local Service  
Organizations

## HOTEL FUND

Non-Profit Organization	Approved FY19-20	Approved FY20-21	Approved FY21-22	Approved FY22-23	Approved FY23-24	Approved FY24-25
WaterTower Theatre	\$ 300,000	\$ 226,589	\$ 226,589	\$ 226,589	\$ 226,589	\$ 340,000
WaterTower Theatre (matching funds)	\$ 200,000	\$ 100,000	\$ 100,000	\$ 150,000	\$ 150,000	
WaterTower Theatre In-Kind: Office Rent		\$ 16,400	\$ 16,400	\$ 16,400	\$ 16,400	\$ 20,000 *
WaterTower Theatre In-Kind: Production Rent		\$ 32,011	\$ 32,011	\$ 32,011	\$ 32,011	
Outcry Theatre	\$ 5,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 5,000
Town Curated Arts Programming						\$ 34,089
<b>TOTAL</b>	<b>\$ 505,000</b>	<b>\$ 377,500</b>	<b>\$ 377,500</b>	<b>\$ 427,500</b>	<b>\$ 427,500</b>	<b>\$ 399,089</b>

Performing  
Arts  
Organizations

\* For FY24-25, an estimated in-kind rent of \$20,000 is shown to compare to prior years.

- Today, staff's goal is to review the general NPO funding process and seek the Committee's feedback.
  - Proposing changes to incorporate the Community Partnership Committee into the process and other minor changes after reviewing peer cities.
- Staff is proposing that the timeline and steps would be the same for all non-profit organizations, but to create two categories with different eligibility, application, and evaluation criteria:

## Local Service Organizations

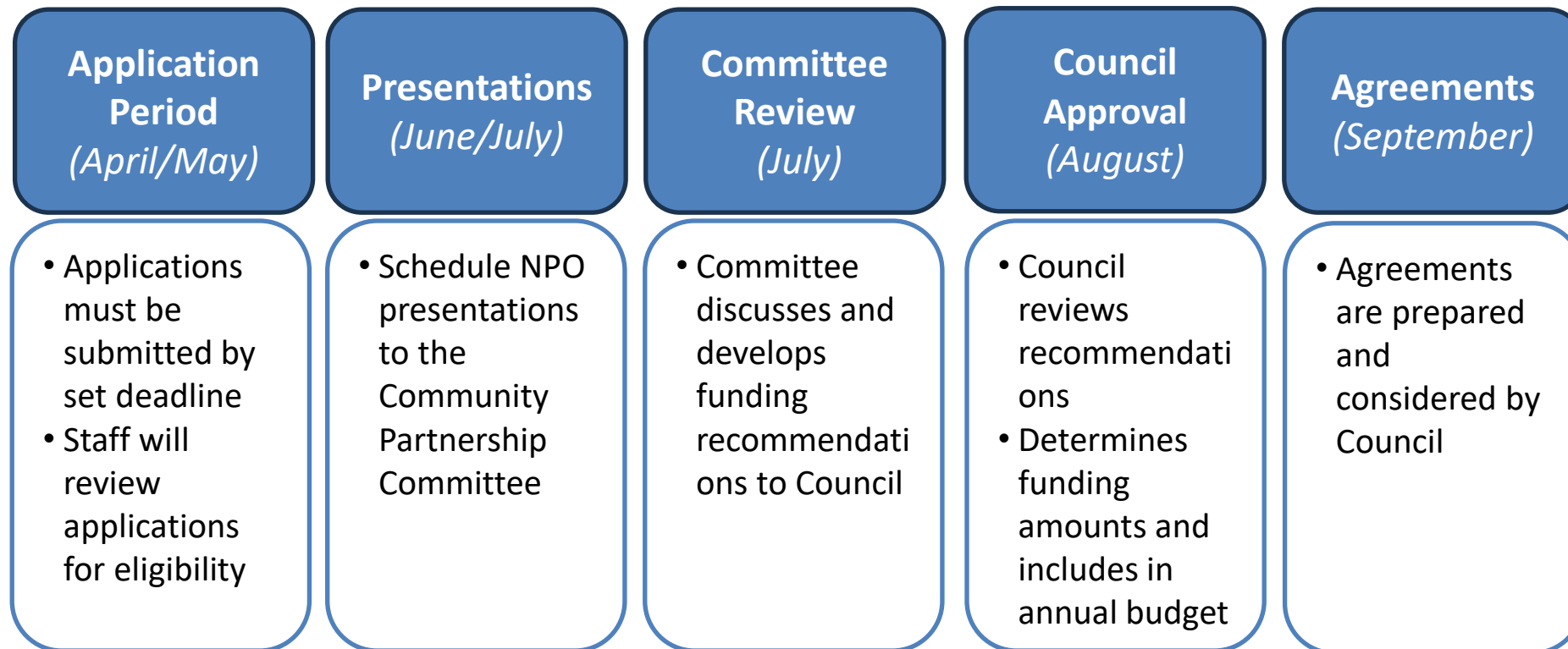
- **Purpose:** Provide funds to local non-profit organizations that promote public purposes and benefit the public within the Addison community.

## Performing Arts Organizations

- **Purpose:** Provide use of The Addison Performing Arts Centre and funding to support programming to achieve the strategic goals and vision of the Centre and Town.
- Eligibility, application, and evaluation criteria to be discussed at the next Committee meeting.

# Process / Timeline

- **Community Partnership Committee:** Review applications, hear presentations, evaluate, and make funding recommendations to Council. Committee Members appointed annually at the first meeting in June.
- **City Council:** Review CPC funding recommendations, discuss, and make funding awards as part of the budget. Approve funding agreements.



- Eligibility requirements for Local Service Organizations to apply for Town funding:
  - **Existing requirements:**
    - Programs should be focused on benefitting residents within the city
    - Must be a tax-exempt organization
    - Must be in good standing with the State of Texas and IRS
    - Must be in good standing with the city (property taxes up to date, successfully fulfilled all prior contractual obligations)
  - **Recommended to add:**
    - Minimum operation time of at least two (2) years before making an application for funding

# Application: Local Service Organizations

**All organizations submit organizational and financial information for review.**

## **Existing Application Requirements:**

- Cover letter on their letterhead.
- Completed and signed application form.
- Business and foundation donors list with contribution levels.
- Operating budgets.
- \*A copy of the organization's most current audited financial statements from an independent accounting firm.
- 501(c)(3) status.
- Board of directors list.
- Most recent form 990, if required to file.
- Any additional documentation that would provide additional information about the organization.

*\*For Organizations with annual gross receipts less than \$500,000:*

- *Must provide Compilation report or most current annual financials prepared by an accountant or financial officer of the Organization.*

## For Local Service Organizations Category

- **Existing Application Components:**
  - Organization Description
  - Program Description requesting funds for
  - Number of Residents Agency Provided Services For
  - Were the services that you provided in Addison successful? How can your efforts be evaluated?
  - Describe the impact of services if only partial funding is made available
- ***Recommendations / Considerations to Add:***
  - Additional measures
    - Measures on number of Addison residents served and percentage as total served
    - Measures showing outcomes of the program for last 2 years and for the proposed year
  - Funding received from other municipalities (include percentage of residents served)
  - If prior funding received, explanation of increase to funding request if requested

# Application: Local Service Organizations

## For Addison Arbor Foundation

- **Existing:**
  - AAF applies annually for funding for operations and future projects to be determined.
- ***Recommendation / Consideration:***
  - Request AAF to apply for funding to include:
    - Annual operating costs
    - Specific project funding request
      - Include project description to include location or artwork and process for artist selection.
      - Provide a budget for a turnkey project to include artwork fabrication, installation and site development related to art installation.
  - Review funding request in consideration of the Town's Strategic Plan and Adopted Plans

# Presentations: Local Service Organizations

- Presentations will be scheduled for each applicant in June / July with the Committee
- Presentation format to Committee:
  - **Existing:**
    - Historically, each organization has been asked to give presentations to City Council during a work session with 5-minute presentation limit and questions following.
  - **Recommended:**
    - Each organization provides a 5-minute presentation to the Community Partnership Committee (CPC) with brief time for questions following each.
- Committee discussion and evaluation of the applications would take place at a subsequent scheduled meeting

# Review: Local Service Organizations

- Staff will provide a total proposed budget for each category to the Committee. Currently, Council is providing the annual NPO budget as follows:
  - **Local Service Organizations (General Fund)** – provide budget amount adopted prior year.
  - **Performing Arts Organizations (HOT Fund)** – provide budget amount adopted prior year; cannot exceed more than 15% of total HOT funds.
- As Committee reviews applications and develops funding recommendation, Committee could recommend a budget increase to Council. Council will determine and approve budget and funding awards.

# Review: Local Service Organizations

- Staff recommends the Committee consider the following general factors when reviewing funding requests from Local Service Organizations:

## **Local Service Organization Considerations:**

- Prior funding provided from Town
- Demonstrated ability to measure impact and effectiveness
- Percentage of Town's funding as overall annual budget
- Advancement of objectives in alignment with the Town's Strategic Plan
- Extent of city-wide community impact and economic benefit

- Proposed factors are intended to provide a general framework, while providing flexibility to the Committee due to the wide range of services or organizations that could request funding
- Review and evaluation for the Performing Arts funding category will be discussed in subsequent meetings

# Agreements & Reporting

- Any NPO receiving funding is required to enter into an annual agreement with the Town for funding
  - Details requirements of the funding, including term, funding use, funding distribution, accounting, and quarterly reporting.
  - Agreements may be structured as a Grant Agreement (provide community programs which benefit citizens directly) or a Services Agreement (providing services to the Town and the organization is contractually obligated to perform a service).
- Agreements are brought forward to Council for consideration in September/October at the end of the annual funding process and after budget adoption.
- Quarterly reports will be distributed to the Committee and Council.

## **Goal of Quarterly Grant Reporting:**

To document compliance with non-profit funding as stated in the annual agreement approved by Council. Staff will work with non-profit organizations receiving funding to provide Council assurance that resources provided were prudently used to **promote public purposes and benefit the public within the Addison community.**

- To review and document the proposed process and steps, staff recommends creating *NPO Funding Program Guidelines*
  - Staff can begin to draft *Program Guidelines* for Committee review
- Questions and Feedback



# 2024-2025 NONPROFIT ASSISTANCE APPLICATION

Name of organization: \_\_\_\_\_ Tax ID Number: \_\_\_\_\_

Executive Director Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Web Site: \_\_\_\_\_

Grant Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Program title: \_\_\_\_\_ Program date(s): \_\_\_\_\_

Grant request for 2024-2025: \$ \_\_\_\_\_

Previous grants requested: 2023-24: \$ \_\_\_\_\_ 2022-23: \$ \_\_\_\_\_ 2021-22: \$ \_\_\_\_\_

Previous grants received: 2023-24: \$ \_\_\_\_\_ 2022-23: \$ \_\_\_\_\_ 2021-22: \$ \_\_\_\_\_

Number of paid staff: \_\_\_\_\_ Number of volunteers: \_\_\_\_\_

Tax Exempt:  Yes  No

Required to file form 990:  Yes  No If yes, please attach a copy or provide a link to the most recently filed 990: \_\_\_\_\_

**ORGANIZATION DESCRIPTION: Provide a brief description of your organization, including a summary of mission statement and/or objectives.**

**PROGRAM DESCRIPTION: Provide a brief description of the program you are requesting funds for.**



# 2024-2025 NONPROFIT ASSISTANCE APPLICATION

	FISCAL YEAR 2023 BUDGETED	FISCAL YEAR 2024 PROJECTED
Total Operating Revenues:	\$ _____	\$ _____
Total Operating Expenses:	\$ _____	\$ _____

What percentage of the organization's annual revenues does this grant request represent? \_\_\_\_\_

Please quantify the number of residents your agency provided services for:

In the current year: \_\_\_\_\_ Next year: \_\_\_\_\_

Were the services that you provided in Addison successful? How can your efforts be evaluated?

Describe the impact of services if only partial funding is made available:

Has your organization received or is now receiving any in-kind support or other payments from the Town of Addison?  Yes  No If yes, please explain:

If applicable, who is the City Council member that is assigned as a liaison to your organization? In what ways do you keep him/her informed of activities within your organization?

**I certify that the above information is correct and true to the best of my knowledge.**

\_\_\_\_\_  
Name and Title (please print) Date

\_\_\_\_\_  
Signature



## 2024-2025 NONPROFIT ASSISTANCE APPLICATION

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***In addition to a completed application, the following attachments must be submitted with this application:***

1. A cover letter on your letterhead.
2. A completed and signed application form.
3. A current list of business and foundation donors with their contribution level.
4. Operating budget from the current year and proposed for next year.
5. \*A copy of the organization's most current audited financial statements from an independent accounting firm.
6. A copy of your organization's nonprofit 501(c)(3) status.
7. A list of the members of your board of directors; including names, titles and affiliations.
8. A copy of the most recently filed form 990 if required to file and link not provided in application
9. Any additional documentation that would provide additional information about your organization.

*\*For Organizations with annual gross receipts less than \$500,000:*

- *Must provide Compilation report or most current annual financials prepared by an accountant or financial officer of the Organization.*

*Grant applicants may be requested to provide a Compilation report. If needed, contact Ismael Villalta regarding the process and requirements before submitting an application.*

Send completed applications to:

**Town of Addison  
Finance Department  
Attn: Ismael Villalta  
5350 Belt Line Road  
Dallas, TX 75254**

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**For questions, please contact:**

Ismael Villalta  
Accounting Manager  
[ivillalta@addisontx.gov](mailto:ivillalta@addisontx.gov)  
(972) 450-7071