



City of Rockville

MEMORANDUM

June 6, 2008

TO: Scott Ullery, City Manager

FROM: Jill Hall, Senior Center Supervisor (Rockville Recreation and Parks Foundation Liaison) and Christine Henry, R&P Administration Services Manager

VIA: Burt Hall, Director of Recreation and Parks
Catherine Tuck Parrish, Deputy City Manager

SUBJECT: Rockville Recreation and Parks Foundation, Inc.

Background

The Recreation and Parks Department has been working through a process to establish a public 501(c)(3) not-for-profit foundation to help fund unmet recreation, parks, facilities and open space needs within the City of Rockville. The foundation will work as an independent organization, but in cooperation with private citizens, businesses, other foundations, City of Rockville Department of Recreation and Parks staff, Recreation and Park Advisory Board and the Mayor and Council.

The foundation's mission is to financially support and facilitate efforts to improve recreational activities, programs, parks properties and facilities, acquire new park and open space land, purchase equipment and other amenities within the park system. The concept is for the foundation to provide additional non-tax dollar funding sources for programs, parks, facilities, events and activities. The goal of this organization is to work with City staff to identify unmet financial needs and provide supplemental funding for Rockville facilities, parks, recreation programs, acquiring open space, etc.

The concept of creating a foundation was first brought to the Mayor and Council's attention in February 2004 when the Recreation and Park Advisory Board and staff from Recreation and Parks held a worksession to discuss the introduction of the department's Revenue and Fee Policy and Procedures document which in turn created the cost recovery chart for all cost centers. During this discussion the idea of creating a foundation was presented to Mayor and Council and was well received. It has taken time to move this idea forward, but the foundation has now been established.

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The Foundation's Articles of Incorporation (attached) were filed with the State Department of Assessments and Taxation on February 6, 2008. The By-Laws for the Foundation are also attached. All the IRS paperwork was submitted in late May. The Foundation Board is currently developing a website (www.RockvilleRPF.org) and marketing materials. They have opened a bank account with Capital Bank and have acquired a telephone number (240-314-8867).

Foundation Board and Trustees

The Foundation Board is as follows:

Patrick J. Smith - President
Charles S. Carroccio, Jr. – Vice-President
Kevin G. Bradley – Treasurer
Stephen H. Edwards – Secretary

As stated in the Foundation By-Laws, Article 1. Trustees, Section 2. Number and Tenure, “The Board of Trustees shall be elected by the Trustees holding office from time to time; provided, however, that the Mayor and Council of Rockville, Maryland (the “Mayor and Council”), shall appoint three members of the Board of Trustees (the “City Trustees”), and further provided that at least one such appointee shall be a member of the City of Rockville Recreation and Parks Advisory Board.”

The Recreation and Parks Board has suggested Vincent “Chip” Boylan be appointed to serve as the representative from their Board.

Two additional City Trustees will need to be appointed by Mayor and Council. These appointments can be undertaken using the City's standard procedures for recruiting and appointing Board and Commission members as done by the City Clerk.

Memorandum of Understanding

The Foundation feels it is imperative to develop a Memorandum of Understanding (MOU) between the City of Rockville and the Rockville Recreation and Parks Foundation, Inc. Approval of a finalized Memorandum of Understanding (MOU) between the City of Rockville and the Rockville Recreation and Parks Foundation, Inc. will begin the formal relationship between the City and the Foundation. It will ensure the efforts of the Foundation are solely to support City of Rockville Recreation and Parks and proper controls are in place to ensure Foundation actions meet City values, mission and guidelines.

The MOU will also clarify operational issues such as what level of support must go to the mayor and Council for approval (i.e., acquisition of parkland, large cash donation, donation of building, etc.).

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The Foundation Board has researched MOUs from around the country and is proposing to use the MOU between the City of San Carlos and the San Carlos Parks and Recreation Foundation, Inc. as a model. A copy of this MOU is attached. The Foundation Board would like to schedule a worksession with Mayor and Council in the near future to discuss this model.

Action Items:

1. The Mayor and Council need to appoint a representative from the Recreation and Parks Board to the Foundation Board of Trustees. As noted above, the RPAB recommends Vincent "Chip" Boylan.
2. Two additional City Trustees need to be appointed by Mayor and Council.
3. Schedule a worksession with Mayor and Council to discuss the MOU model suggested by the Foundation Board.

CONCUR: _____
Burt Hall, Director of Recreation and Parks Date

CONCUR: _____
Catherine Tuck Parrish, Deputy City Manager Date