

CITY COUNCIL POLICY

TITLE: Donation Acceptance Policy

**POLICY
NUMBER:** 204

ADOPTED: October 21, 2003

**AMENDED OR
REVISED:**

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Purpose

From time to time, individuals, community groups and businesses may wish to make donations to the City in either cash or in-kind contributions that enhance projects, facilities, and programs, and the need for such projects, facilities and programs often exceeds the City's ability to fund them. Accordingly, it is an acceptable and appropriate practice to accept donations, in order to enhance city programs and/or facilities to provide a higher level of service to the public.

The purpose of this Policy is to establish an orderly and efficient process for the acceptance of donations made to the City. It is also important to process donations in such a way so as to distinguish donations made to the City from those made to individuals, e.g. gifts or campaign contributions.

Policy

All donations made to the City shall be accepted and processed according to the following:

1. The donation must have a purpose consistent with City goals and objectives.
2. The City Council may decline any donation without comment or cause.
3. The donation will not be in conflict with any provision of the law.
4. In kind donations will be aesthetically acceptable to the City.
5. The donation will not add to the workload of the City Council or staff unless it provides a net benefit to the City.
6. The donation will not bring hidden costs such as starting a program the City would be unwilling to fund when the donation was exhausted.

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Policy (continued)

7. The donation must place no restriction on the City, unless agreed to by the City Council.
8. The donation shall become the property of the City.
9. All donations will receive recognition appropriate to the level and nature of the donation as determined by the City. For those of a capital nature, that may be in the form of signage, marking or naming, as determined by the City Council. Regardless of the recognition strategy selected, the intent shall be to appropriately honor the donor for their contribution to the community. The appearance of traditional commercial advertising or product endorsements that promote the donor shall be avoided.
10. All donations shall be accepted directly by Finance Department staff.
11. Cash donations exceeding \$5,000, and in-kind donations exceeding \$5,000 in value, shall be accepted through a written agreement consistent with these guidelines and approved by the City Council. In-kind capital donations will be subject to normal City review, permitting, inspection and insurance requirements.
12. At the time of acceptance, all donations, regardless of value, will be acknowledged in writing in a form approved by the City Attorney. The original acknowledgment will be sent to the donor and a copy forwarded to the Finance Department.

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