POLICY TITLE: <u>DONATIONS AND CONTRIBUTIONS</u>

POLICY STATEMENT:

From time to time, the City receives donations and contributions to support City projects and programs. This policy establishes the procedures for accepting such donations.

 I.   Authority to Accept Donations.

   A. For monetary donations less than $50,000 per individual donation, including cash donations from non-profit organizations established to support City projects and programs, the City Manager shall have the administrative authority to accept and appropriate such donation to be used for the donor's intended purpose, for projects and programs previously approved by the City Council. No formal acceptance by the City Council is necessary.

   B. For non-monetary donations, the Department Head shall have the administrative authority to accept such donation to be used for the donor's intended purpose, for projects and programs previously approved by the City Council. If the value of the donation is greater than $50,000, the department shall give the Council an information report describing the donation and its use.

   C. The Department Head shall have the authority to approve the use of monetary donations received and spent by non-profit organizations established to support City projects and programs previously approved by the City Council.

   D. Monetary donations greater than $50,000 per individual donation, and any donation for a project or program that is not part of a department's ongoing operations, or that has not otherwise been approved by the City Council, shall be placed on a City Council agenda for review.

 II.   It shall be the responsibility of the receiving department to send a thank you letter to the donor and to ensure that the donation is used only for its intended official City use.

III.   Departments shall prepare an annual report with information about donations received.

More specific detail is found in Administrative Procedure Order I-76.

AUTHORIZATION: Motion December 13, 2005
                         Revised November 14, 2006

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