

Sec. 2-420. - Acceptance of monetary donations.

- (a) *Donations under \$5,000.00.* The city manager or department director, subject to approval by the city manager, are hereby authorized to accept monetary donations of less than \$5,000.00 on behalf of the city, and shall deposit such monies with the finance department.
- (b) *Donations greater than \$5,000.00.* Donations of any amount greater than \$5,000.00 are subject to review and recommendation of the city manager and must be approved by city council.
- (c) *Council notification.* On an annual basis staff shall notify city council of all donations accepted during the past year.

(Ord. No. 2016-06, § 3, 4-26-16)

Sec. 2-421. - Acceptance of non-monetary donations.

- (a) *Donations of personal property valued at \$5.00 to \$5,000.00.* All donations of personal property with a current value greater than \$5.00 and less than \$5,000.00 may be accepted by any department director (with approval of the city manager or his designee) or the city manager. If the personal property could require future maintenance or repair (e.g., office equipment), the department director should first assess all related future costs and submit the assessment of expenses to the city manager for approval prior to acceptance of the donation. For conditioned donations, the department director should provide the city manager with an assessment of long-term impacts, such as significant operation and maintenance or capital costs.
- (b) *Donations of personal property valued over \$5,000.00.* All donations of personal property with a current value over \$5,000.00 are subject to review and recommendation of the city manager and must be approved by city council. If the personal property could require future maintenance or repair, the department director should first assess all related future costs and submit the assessment of expenses to the city manager for approval prior to acceptance of the donation. For conditioned donations, the department director should provide the city manager with an assessment of long-term impacts, such as significant operation and maintenance or capital costs.
- (c) *Donations of real property.* All donations of real property, whether conditioned or unconditioned, are subject to review and recommendation of the city manager and must be approved by city council.

(Ord. No. 2016-06, § 3, 4-26-16)