

RESOLUTION NO. 13-085

RESOLUTION APPROVING CITYWIDE DONATION POLICY

WHEREAS, on December 4, 2012, the Parks and Recreation Commission recommended the City Council adopt a donation policy for donations for park facilities and recreation programs; and

WHEREAS, the City of Dixon does not have an existing donation policy for any department or program; and

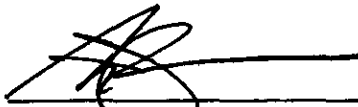
WHEREAS, staff has prepared the attached citywide Donation Policy and the Council has reviewed said policy.

NOW, THEREFORE, BE IT RESOLVED, the City of Dixon Donation Policy, attached hereto as Exhibit A, is hereby adopted.

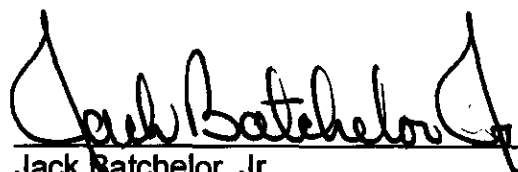
PASSED AND ADOPTED AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF DIXON ON THE 25th DAY OF JUNE 2013, BY THE FOLLOWING VOTE:

AYES: Besneatte, Bird, Bogue, Batchelor
NOES: None
ABSTAIN: None
ABSENT: Castanon

ATTEST:



Steve Johnson
City Clerk



Jack Batchelor, Jr.
Mayor

Restricted: A donation to the City for a specific purpose. Amounts of \$5,000 or more shall require City Council approval.

E. PROHIBITED DONATIONS

1. Any donation that conflicts with the terms of this policy.
2. Any donation that will require ongoing maintenance above the existing budget limits unless approved by City Council.
3. Any donation from an organization that endorses violence, discrimination, or hate speech toward other groups.

F. PROHIBITED CONDUCT

Any City employee who makes purchasing decisions on behalf of their department, shall not solicit donations from a vendor, or potential vendor, to their department.

G. REVIEW/ACCEPTANCE PROCESS:

The Administrative Services Department will accept unrestricted donations and notify the City Manager who will be responsible for determining the appropriate use for the donation.

For restricted donations, potential donors should contact the department with primary oversight of the item proposed for donation. The Department Head, or his/her designee, will review the conditions of the restrictive donations and determine if the benefits derived warrant the acceptance of the donation. Responsibility for such review and acceptance is as follows:

1. City departments or their appointed agents such as Parks and Recreation Commission, shall be responsible for accepting those restricted donations not covered by item 2 below.
2. The City Council shall be responsible for accepting all restricted donations which:
 - (a) Create an immediate or initial City expenditure of \$5,000 or more that has not been included in the approved City budget. This pertains both to a direct outlay of City funds or to the use of City forces and materials.
 - (b) Create an annual City maintenance obligation that has not been included in the approved City budget.
 - (c) Materially affect or change any aspect of City operations.

Accepted cash donations will be deposited in the appropriate fund for future expenditure on the restricted purpose. Unaccepted donations will be returned to the donor.

All donations shall become City property upon formal acceptance by the City Council or appropriate City department.

H. GRIEVANCE AND APPEAL

If City staff decline a donation offer, the potential donor may appeal staff's decision to the Commission with oversight of the specific program (i.e. Parks and Recreation Commission). The potential donor may appeal Commission decisions to the City Council.

I. INFORMATION DISCLOSURE

A donation acceptance form is a public document and subject to the Public Records Act.

J. CONTACT PERSON

Any questions regarding this policy should be directed to the following individual(s).

City of Dixon

Name: Janet Koster

Title: Public Works Administrator

Address: 285 East Chestnut Street, Dixon, CA 95620

Telephone Number: 707-678-7050

- ATTACHMENTS:**
1. Donation Acceptance Form.
 2. Parks and Recreation Donation Program.



CITY OF DIXON
DONATION ACCEPTANCE FORM

Name of Donor: _____

Address: _____

Phone: _____

Type of Donation:

Monetary Donation Amount \$ _____

In-Kind Donation (other than monetary)

Description of Donation: _____

Donor Estimate of Approximate Present Value \$ _____

Intended Use of Donation: _____

Comments: _____

Signature of Donor _____

Date Donation Accepted and Received: _____

Received by (Department Representative): _____

cc: Finance Department

The City of Dixon is a government unit organized under 509(a) (1) of the Internal Revenue Code. Any money or property donated to us is tax deductible by the donor as long as the money or property is given for public purposes. Tax ID 94-6000321.

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DATE: JUN 25 2013

ATTACHMENT 2

Park Maintenance and Recreation Programs

Donation Review Process- Sponsor/donor should contact the Parks & Recreation Division and fill out the Donation Interest Form found in the Parks and Recreation Gift Catalog.

Sponsor/donor should meet with the Parks Supervisor, Recreation Manager and/or the Public Works Administrator to discuss the review process for the specific donation proposal.

City staff will consider land use requirements, legal requirements, park design issues, potential public concern, maintenance issues and recreational issues.

The proposal is reviewed by staff and the actual cost of the proposal is calculated.

The Parks Supervisor and/or Recreation Manager forward a recommendation to the Public Works Administrator regarding the acceptance or denial of the donation being proposed.

Donations authorized for acceptance by City staff -

The City Council authorizes the Public Works Administrator and/or Public Works Director to accept the following donations, not to exceed \$5,000, on behalf of the City:

Trees;

Park furniture that matches existing furniture in the park (benches, picnic tables, trash containers, drinking fountains, BBQ pits);

Park improvements that replace existing improvements in the park (replace due to age/poor condition) such as signs, shade structures, scoreboards with a product that matches the item removed;

Volunteer Labor – Cleanup Day or similar;

Recreational Programs (Movies in the Park, Recreation Scholarship Program, Senior Day Trip, or comparable programs/events);

Senior/Multi-Use Center needs – furniture, art supplies, or other materials identified as needed by the Senior Club;

Pat Granucci Aquatic Center needs – kick boards, paddles, starting blocks, first aid/safety equipment, sponsor swim lessons, lane lines, deck furniture or umbrellas/shade structures that match existing at the site;

Sports Equipment – soccer goals, supplies for volleyball, tennis, and other sports.

Donations for acceptance by staff subject to design review by Parks & Recreation Commission -

Staff shall refer donations of items less than \$5,000 in value and not on this list, including park furniture that does not match existing furniture in a given park, or items that interfere with the existing use or Master Plan for the park to the Parks & Recreation Commission for acceptance or denial of the proposed donation. Sponsor/donor should attend Parks & Recreation Commission meeting to offer information of the proposed donation, if necessary.

Donations for acceptance by City Council with review by Parks & Recreation Commission-

Complex items, such as playground equipment or items requiring a Building Permit, or exceeding \$5,000 in value shall be referred to the City Council for approval after a recommendation is made by the Parks and Recreation Commission. Sponsor/donor should attend Parks & Recreation Commission meeting to offer information of the proposed donation, if necessary.

Donation acknowledgement-

Donations may include an acknowledgement of an individual or organization for permanent displayed with the item will be considered under the following guidelines:

Acknowledgement will be on either a plaque or plate.

Plaque or plate shall be flush with the donated item surface.

Plaque or plate should be unobtrusive and not detract from the donated item itself.

Plaque or plate includes only the name of the acknowledged, date and a short phrase of acknowledgement. (Donated in Appreciation of, Donated Courtesy of, and Donated by Friends of...)

Plaques larger than 42 square inches require Parks & Recreation Commission approval prior to installation.

Administration/Appeals -

City staff will send a letter to the donor informing them of the decision to approve or deny the donation/amenity, giving instruction to the donor about the procedure to complete the project.

If the donation is accepted, donation and sponsor/donor would be acknowledged at the next regularly scheduled Parks & Recreation Commission meeting.

The City reserves the right to determine the appropriateness and/or necessity of any items to be donated. The items should be consistent with the needs of individual programs or plans for capital improvements and upkeep. Every effort will be made to honor requests for placement of donated item in specific locations and/or parks, however the City may relocate items or modify items as necessary for the continual upkeep and enjoyment of facilities by the community.

Any decision made by the Parks & Recreation Commission can be appealed to the City Council.

The Parks and Recreation Commission shall oversee development of a Donation Catalog outlining the City's Parks and Recreation donation needs. The Commission should review and update the Catalog on an annual basis.