

City of Olmos Park, Texas Gift/Donation Policy

Modified March 24, 2011

The City of Olmos Park is fortunate to have a generous community dedicated to the betterment of the City. To that end, residents, foundations and clubs occasionally wish to donate various items to enhance the overall look and feel of the Community. This policy sets forth policy for proposals, receipt and use of gifts to the City.

- 1) All gift proposals shall be presented to the City Manager for initial screening. This includes a) proposals coming from the City requesting a gift and b) proposals for the City to accept a gift that has not been requested by the city. Gift proposals approved by the City Manager will be recommended to the City Council as required by this policy.
- 2) Gifts will be displayed or used in such a way that the entire community may have the opportunity to benefit from the gift.
- 3) Gifts should not cause undue hardship on the City's annual operating budget due to maintenance or repair, including man-hours. All gifts which are intended to be attached to or installed on City property shall include a fiscal note from the donor which documents all one-time and ongoing direct and indirect costs resulting from the gift. The fiscal note shall be adopted by the Council.
- 4) Gifts with a value greater than \$500.00 must be accepted by the City Council by formal action. Gifts with a value of less than \$500.00 may be accepted for the City by the City Manager.
- 5) Gifts shall only be accepted by the City if the Council or the City Manager determines its use/display is immediately feasible or planned.
- 6) All gifts with restrictions or conditions must be accepted only by action of the City Council. A restricted or conditional gift must include an agreement prepared by the donor. The City Manager will obtain legal review of the agreement prior to recommending acceptance by the City Council. The agreement must state the donor will assume all costs involved in recovering the gift and holding the City harmless if the donor determines the restriction or condition on acceptance of the gift have been violated. The Council's acceptance of the agreement will constitute formal acknowledgement of the restrictions or conditions.
- 7) All gifts will be accounted for in the same manner as other City property.
- 8A). Receipt of all non-cash gifts with a value greater than \$100 must be reported to the City Council. Receipt of a non-cash gift with a value greater than the capitalization amount stated in the City's Fixed Asset Policy must also be recorded in the City's Fixed Asset Fund.
- 8B). A "generic" cash gift of any amount shall be reported to the City Council and recorded as Miscellaneous Revenue in the General Fund.
- 8C). A "specific use" cash gift of any amount shall be reported to the City Council and recorded as Revenue in the Special Revenue Fund. If necessary, a new revenue ledger account for this specific purpose will be created. This revenue ledger will have a "0" budget.
- 9) Perishable goods are exempt from the gift policy.

10) The City will issue the donor an acknowledgment of receipt of an accepted gift. The receipt will describe the gift but the City will not place a value on the gift.

11) Gifts become the property of the City of Olmos Park upon tender and acceptance. Disposition of gifts with a value greater than \$500 at the time of disposition is at the discretion of the City Council. Disposition of gifts with a value of less than \$500 at the time of disposition is at the discretion of the City Manager.

City Council may wish to create a list of needs from time to time in order to assist in identifying opportunities to enhance aesthetics of the community or supplement equipment and services. The City Manager may prepare a list of acceptable gifts with approximate prices. City Council can approve the list. As gifts are received, appropriate acknowledgement can be made.