

RESOLUTION NO. 1613

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARTHAGE, MISSOURI ADOPTING A POLICY STATEMENT TO FORMALIZE THE CONDITIONS AND PROCEDURES TO BE FOLLOWED BY THE CITY IN ACCEPTING DONATIONS AND GRANTS, AND TO ASSIST THE COUNCIL IN EVALUATING THE IMPACT OF PROPOSED DONATIONS AND GRANTS ON THE RESOURCES OF THE CITY.**

**WHEREAS**, periodically, private individuals and agencies would like to make donations and/or grants to the City for general or specific purposes; and

**WHEREAS**, the Mayor and Council have responsibilities regarding the care, management and control of the city and its finances, including establishing an annual budget; and

**WHEREAS**, the Council, as a whole, through its resolutions and ordinances, establishes basic policy which the City Administrator and other City staff implement and administer; and

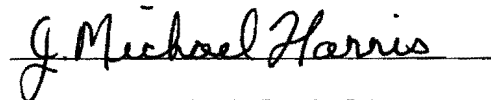
**WHEREAS**, policy matters should be highlighted and documented in resolution format for discussion so that the policy may be approved, adopted and communicated to relevant parties; and

**WHEREAS**, a Council Committee has reviewed the submitted policy statement and determined that it adequately conveys the desires and needs of the City and are providing a recommendation to adopt the Resolution:

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, THE MAYOR CONCURRING HEREIN, AS FOLLOWS:**

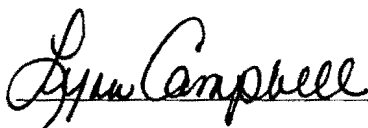
That the attached policy on "DONATIONS AND GRANTS TO THE CITY OF CARTHAGE, MISSOURI" be hereby adopted effective upon approval by the City Council.

**PASSED AND APPROVED THIS 9<sup>th</sup> DAY OF November, 2010.**



**J. Michael Harris, Mayor**

**ATTEST:**



**Lynn Campbell, City Clerk**

## **POLICY ON DONATIONS AND GRANTS TO THE CITY OF CARTHAGE, MISSOURI**

### **OBJECTIVE AND PURPOSE**

Periodically, private individuals and agencies would like to make donations and grants to the City for general or specific purposes. The purpose of this policy is to formalize the conditions and procedures to be followed by the City in accepting donations and grants, and to assist the City Council in evaluating the impact of proposed donations and grants on the resources of the City of Carthage. Occasionally, the City is offered donations or grants that require the immediate and/or future commitment of City resources. The impact of these donations and grants should be considered prior to their acceptance and action taken to identify the additional resources required if the donation or grant is accepted. This policy will also establish guidelines that ensure donations and grants occur at arm's length from any City decision-making process, and provide criteria and process for the acceptance of donations and grants.

### **SCOPE**

The policy on donations and grants to the City includes donations and grants made to the City and its agencies, boards and commissions.

### **DEFINITIONS**

Donation - A contribution to the City which may consist of a cash grant, real property (land), or an in-kind contribution (any item or object other than cash or real property which would serve a useful purpose in the provision of City Services).

Unrestricted Donation - A donation to the City without any limitation being placed upon its use.

Restricted Donation - A donation to the City for a specified use or purpose.

Works of Art - Includes, but is not limited to, physical art that may be an integral part of a public site or building, or that may be integrated with the work of other design professionals. Public works of art may be permanent, fixed, temporary or portable.

### **POLICY/PROCEDURES**

The City Administrator shall prepare a report evaluating the impact of all proposed donations or grants on the resources of the City. This report must include both the immediate costs of placing said donation into service or program into action and the costs required to maintain or continue the program in future budget years. Such costs may include analysis of annual personnel, repair and maintenance and equipment expenditures and any future capital improvements required by the donation. The report must be submitted to Council at the same time acceptance of the donation or grant is to be considered. If additional operating costs are associated with the acceptance of the donation, the Council shall identify the source of revenues to defray the additional costs at the time of acceptance.

### **GENERALLY**

- The City may elect to accept or decline any donation or grant. The City may decline to accept a donation or grant if such is not consistent with the policies, plans, goals or ordinances of the City

of Carthage or if acceptance of same is contrary to law. If the gift is not accepted, the donor shall be advised.

- Acceptance of any donation or grant shall be authorized by a Resolution approved by the City Council at a Council meeting.
- Eligible donations or grants are those that support approved programs and services; durable assets; capital facilities or projects; asset improvement, restoration or capital maintenance; or cash for such purposes, and must be for purposes consistent with the City's Charter, programs, services and activities deemed to be in the public interest of the City.
- Donations and grants are only to be accepted if the City has the capacity to meet the initial and ongoing costs and obligations associated with the gift and cannot confer a personal benefit to any City employee or City Official.
- Donations or grants that violate the City Charter, or City policies or laws, or laws or orders of other levels of government will not be accepted by the City.
- The City may decline donations or grant from any donor who in the opinion of the Council represents a reputational risk to the City through involvement in activities that are contrary to the values of the City.
- The City will review the conditions of any restrictive donations and grants and determine if the benefits to be derived warrant the acceptance of the donations and grants.
- All donations and grants shall become City property upon formal acceptance by the City Council. The City retains the right to use all donated items as it deems appropriate or to relocate the item if conditions, based solely on its judgment, warrant this action.

#### **Donations of Real Property**

Where appropriate, approval of a donation of real property is to include the use and disposition of the real property including the net proceeds arising from any property transaction. Donations of real property to the City or its agencies, boards and commissions, whether designated for specific purposes or not, will be held in the name of the City.

#### **Authority to Accept and Spend**

Where donations and grants are being accumulated for a major project, the funds will be held in an appropriate account until sufficient funds for the proposed project have been obtained. Funds from donations and grants may not be released and the proposed project may not commence until sufficient funds to complete the project have been secured, and spending authority has been obtained.

#### **Managing and Reporting Donations**

In an effort to cultivate an ongoing relationship with donors, the City is to treat individual donors' names and amounts given, and any other private or personal information, with respect and, except where the donor authorizes release of such information, with confidentiality to the extent provided by the law. The City is committed to the highest standards of donor stewardship and accountability. This includes appropriate acknowledgement and recognition for donations and grants. Accordingly, for donations and grants valued at \$100 or more, a formal letter of acknowledgement and gratitude will be sent to the donor by the Mayor of the City of Carthage. For all donations or grants, the City will maintain appropriate accounting records.