

## **Gift/Donation Policy**

The City of Olmos Park is fortunate to have a generous community dedicated to the betterment of the City. To that end, residents occasionally wish to donate various items to enhance the overall look and feel of the community. Gifts should:

- 1) Be displayed or used in such a way that the entire community may benefit
- 2) Gifts should not cause undue hardship on the City's annual operating budget due to maintenance or repair, including man-hours. In addition, a fiscal note that documents all one-time and ongoing direct and indirect costs resulting from the gift shall accompany the acceptance of the gift and be adopted by City Council
- 3) Gifts with a value greater than \$500 must be accepted by the City Council with formal action
- 4) Gifts shall only be accepted by the City if the use/display of the gift is immediately feasible or planned.
- 5) All gifts with restrictions or conditions must be accepted only by action of the City Council
- 6) Council will then issue a formal acknowledgement
- 7) Receipt of all non-cash gifts with a value greater than \$100 must be reported to the City Council
- 8) Perishable goods are exempt from the gift policy
- 9) Gifts will become the property of the City of Olmos Park and what happens to the gifts of a value greater than \$500 is at the discretion of the City Council

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.