

RESOLUTION NO. 2997

A RESOLUTION OF THE CITY OF SALISBURY TO AMEND THE GIFT POLICY BY CREATING A MINIMUM THRESHOLD TO REQUIRING COUNCIL APPROVAL FOR ACCEPTANCE OF MONETARY AND MATERIAL DONATIONS VALUED AT MORE THAN FIVE THOUSAND DOLLARS FROM VARIOUS INDIVIDUALS, ORGANIZATIONS, AND STAKEHOLDER GROUPS.

WHEREAS, the Council of the City of Salisbury supports the acceptance of donations to improve public services; and

WHEREAS, throughout the year various individuals, organizations, and stakeholders make monetary donations of five thousand dollars or less and material donations valued at five thousand dollars or less to the City of Salisbury for a various programs, activities, and initiatives; and

WHEREAS, the City of Salisbury welcomes these donations to help support programs, activities, and initiatives that serve the public's interest; and

WHEREAS, the current gift policy requires City Council approval to accept all gift donations; and

WHEREAS, the City desires to amend the gift policy to allow the Mayor to accept gift donations for any gifts valued at \$5,000 or less and to require City Council approval upon recommendation of the Mayor for all gifts valued at more than \$5,000; and

WHEREAS, the City of Salisbury plans to recognize these donors collectively at a designated City Council meeting for their donations.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND does hereby amend the gift policy and that the attached policy on the acceptance of gifts by the City, which is incorporated herein and made a part of hereby by reference, is hereby approved.

THIS ABOVE RESOLUTION was introduced and read and passed at the regular meeting of the Council of the City of Salisbury held on this 10<sup>th</sup> day of February, 2020 and is to become effective immediately upon adoption.

**ATTEST:**

  
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Kimberly R. Nichols, City Clerk

  
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John R. Heath, President  
Salisbury City Council

APPROVED BY ME THIS 11<sup>th</sup> day of FEB, 2020.

  
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Jacob R. Day, Mayor



**To:** Julia Glanz, City Administrator  
**From:** Andy Kitzrow, Deputy City Administrator  
**Subject:** Accepting Small Donations Amounts  
**Date:** February 6, 2020

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The City of Salisbury continues to receive annual donations from community agencies, business organizations, and individuals who want to give back. Typically, these donations are valued at \$5000 or less, often being under \$1,000. In an effort to be more efficient, we would like to propose changes to legislative process of accepting "small" donations.

**Monetary Donations under \$5,000**

- Included in annual Budget as Schedule D (similar to Schedule C – Grants)
- Recognize the all the small donors twice a year at City Council Meeting.

**Donation of Items valued at less than \$5,000**

- Recognize the donors twice a year at City Council Meeting
- Pass a (Consent) Resolutions which includes several small donations.

CITY OF SALISBURY, MARYLAND  
POLICY ON ACCEPTANCE OF GIFTS BY THE CITY  
(Effective August 10, 1998)

1) Any individual or organization, wishing to donate an item or funds to the City, should first approach the head of the department, which would be responsible for using or maintaining the item or funds. If unsure, the donor should contact the Mayor's Office.

2) The head of the department, to which the donation is offered, should evaluate the cost and the benefits to the City and the public in accepting the gift and forward a recommendation to the Mayor. The analysis should include, among other things, the expected beneficiaries of the gift, the use to which it would be put, and the cost of future maintenance and replacement.

3) The Mayor will review the analysis of the department and decide whether to accept the gift on behalf of the City. Gifts with a value of more than \$5,000 shall be accepted upon the recommendation of the Mayor and approval of the City Council. Gifts with a value of \$5,000 or less may be accepted by the Mayor.

4) If the gift is a tangible asset, which meets the definition of a capital asset, and which the Mayor thinks should be accepted, the Mayor will forward a recommendation to the City Council for gifts with a value of more than \$5,000. If the ~~City Council accepts the gift~~ is accepted, it shall be added to the City's fixed asset inventory. If the gift is in the form of cash, and the Mayor thinks it should be accepted, the Mayor will likewise forward a recommendation to the City Council for gifts of more than \$5,000. ~~If it~~ Any cash gift that is intended ~~that the cash is to be~~ expended prior to the end of the fiscal year in which it is received, if the funds are not budgeted, a budget amendment must be approved by the City Council prior to the funds being expended. ~~If a cash gift is not intended to be expended prior to the end of the fiscal year, it shall be turned over to the City Treasurer to be entered onto the books of the City.~~

45) Anyone disagreeing with the decision of the Mayor concerning the acceptance of a gift, may appeal such decision in writing to the City Council.

56) No gift of more than \$5,000 value may be accepted by the City without the approval of the City Council.