

RESOLUTION NO.611

A RESOLUTION of the City Council of the City of Salisbury approving a policy on acceptance of gifts by the City of Salisbury

WHEREAS, from time to time individuals and/or organizations offer to give to the City tangible assets and/or cash for a public purpose; and

WHEREAS, it is in the best interest of the City that such offers be carefully reviewed to determine that acceptance of the gift will be beneficial to the City and to the public; and

WHEREAS, it is in the best interest of the City that it should be clear whether a gift has been accepted by the City; and

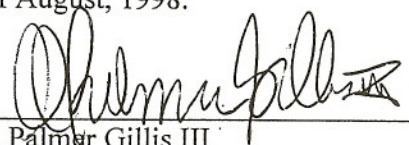
WHEREAS, the attached policy on the acceptance of gifts by the City provides both for a review process for gifts and a clear procedure for the acceptance of gifts by the City;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Salisbury, Maryland, in regular session on the 10th day of August, 1998 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.

The above resolution was introduced and read and passed at the regular meeting of the Council of the City of Salisbury held on this 10th day of August, 1998.

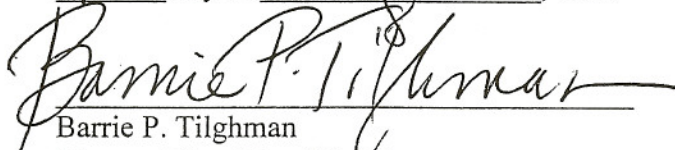


Brenda J. Colegrove
City Clerk



O. Palmer Gillis III
Council President

APPROVED BY ME THIS
17th day of August, 1998



Barrie P. Tilghman
Mayor of the City of Salisbury

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. 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. If the City Council accepts the gift, 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. If it is intended that the cash is to be expended prior to the end of the fiscal year in which it is received, a budget amendment must be approved by the City Council. 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.
- 4) Anyone disagreeing with the decision of the Mayor concerning the acceptance of a gift, may appeal such decision in writing to the City Council.
- 5) No gift may be accepted by the City without the approval of the City Council.

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