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| <b>CITY OF MENASHA POLICY</b>      |  | <b>TITLE: Donations</b> |  |
| ISSUE DATE:<br>(Day after Council) | LAST UPDATE:                               | SECTION:                |  |
| POLICY SOURCE:                     | AUDIENCE:                                  | TOTAL PAGES:            |  |
| Reviewed by Attorney's Office      | Administration Committee<br>Approval Date: | Council Approval Date:  |  |

**I. PURPOSE**

The City may accept donations, gifts or grants for any public governmental purpose. This policy sets guidelines for the acceptance of gifts to the City.

**II. Real Property**

Regardless of any dollar threshold, the acceptance of any gift of "Real Property" shall require the approval of the Common Council.

**III. Budgeted Gifts**

Departments that regularly accept gifts as a function of their regular business (e.g. meal sites, park benches, fireworks, etc.) should include an estimate of said gifts in the annual budget.

**IV. Unbudgeted Cash & Non-Cash (e.g. In-Kind) Gifts.**

- a. Department Heads have the authority to accept unbudgeted gifts to the City with a value of \$5,000.00 or less.
- b. Unbudgeted gifts to the City with a value of greater than \$5,000.00 and up to \$10,000.00 shall require the approval of the Department's Committee of jurisdiction.
- c. Unbudgeted gifts to the City with a value over \$10,000.00 shall require the approval of the Common Council.

## Revisions to Policies and Procedures Governing the Use of Menasha City Parks

Under #17 Community Festivals and Large Non-Profit Picnics Open to the Public (200+ people)

A. Change title to read

Community Festivals, Special Events (non-profit or profit) or Other Large Park Events (200+ people)

B. Add 12.

In addition to the City policy regarding donations, gifts or grants, the Parks and Recreation Board may opt to seek donations, gifts or other in-kind services for a department project or program that it deems beneficial. Staff shall inform the Board of the intent to seek any form of donation (besides regularly accepted, budgeted gifts/donations).

C. Add 13.

All events are subject to other fees and rules as established by the city's Special Event Policy.