



CITY OF FORT BRAGG

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COUNCIL COMMITTEE ITEM SUMMARY REPORT

MEETING DATE: JANUARY 11, 2023
TO: FINANCE AND ADMINISTRATION COMMITTEE
FROM: CRISTAL MUNOZ, ADMINISTRATIVE ANALYST
AGENDA ITEM TITLE: Receive Report on Policy regarding Donations to the City of Fort Bragg

BACKGROUND AND OVERVIEW:

The City of Fort Bragg currently does not have a written donation policy. Staff was tasked to prepare a draft policy for consideration. The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City and to provide guidance when individuals, community groups, and businesses wish to make donations to the City. It also aims to establish the standards for City employees and City officials regarding the acceptance of gifts during the performance of City business.

This policy will allow the City to be transparent and accountable for private donations and ensure that it is consistent with the City's strategic goals when individuals, community groups, charitable organizations, and businesses make donations to the City of Fort Bragg. City staff has also provided a form to acknowledge donations. This form will allow those making the donation to designate how they would like to have the funds used. This will also allow staff to monitor any donations requests and provide updates to City Council.

RECOMMENDATION:

Staff recommends that the Committee approve this Policy.

ATTACHMENTS:

1. Administrative Regulation on Donation Policy
2. Acknowledgment of Donation - City of Fort Bragg