



**AGENCY:** City Council  
**MEETING DATE:** 01/23/2023  
**DEPARTMENT:** Administration  
**PRESENTED BY:** C. Munoz  
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## AGENDA ITEM SUMMARY

**TITLE:**

**Receive Report and Consider Approval of Policy Regarding Donations to the City of Fort Bragg**

**ISSUE:**

The City of Fort Bragg currently does not have a written donation policy. Staff was tasked to prepare a policy for consideration. The purpose of this policy is to establish a formal process to accept and document 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.

**ANALYSIS:**

The Finance and Administration Committee reviewed the Policy and the Acknowledgment of Donation form and provided direction that is included in the policy presented to Council. This policy will allow the City to be transparent and accountable regarding private donations and will ensure consistency 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 allows those making donations to designate how they would like to have the funds used. This will also allow staff to monitor any donation requests and provide updates to City Council.

**RECOMMENDED ACTION:**

Approve the City of Fort Bragg Donation Policy and Acknowledgment of Donation Form.

**ALTERNATIVE ACTION(S):**

Provide alternative direction to staff regarding policy.

**FISCAL IMPACT:**

None.

**GREENHOUSE GAS EMISSIONS IMPACT:**

None.

**CONSISTENCY:**

None.

**IMPLEMENTATION/TIMEFRAMES:**

If approved, the policy would be implemented immediately.

**ATTACHMENTS:**

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

**NOTIFICATION:**

None.