ORDINANCE NO. 2002-003

AN ORDINANCE OF THE CITY OF SEQUIM, WASHINGTON
RELATING TO THE ACCEPTANCE OF DONATIONS, DEVISES OR BEQUESTS TO
THE CITY OF SEQUIM

WHEREAS, periodically, the City is approached by private citizens, business
groups, or other organizations desiring to contribute monetary and non-monetary
donations for public purposes; and

WHEREAS, pursuant to RCW 35A.11.040, the City is authorized to accept any
gift or grant for any public purposes; and

WHEREAS, the City Council desires to delegate the authority to accept
donations to the City Manager; and

WHEREAS, it is suggested the City establish policies and procedures in order to
accept donations; NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF SEQUIM DO ORDAIN AS FOLLOWS:

Section 1. Definition. As used in this ordinance, the term “donation” refers to
any money or property, real or personal, donated, devised or bequeathed, with or
without restriction, to the City of Sequim.

Section 2. Acceptance of Donations.

1. Monetary Donations. The City Manager is authorized to accept
monetary donations to the City, and to carry out the terms of the
donation, devise, or bequest, if the purposes and conditions of
the donation are within the powers granted by law to the City. If
no terms or conditions are attached to the donation, devise or
bequest, the City may expend or use the same for any
municipal purpose.

2. Non-Monetary Donations. The City Manager is authorized to
determine the appropriateness, usefulness and value to the City
of all non-monetary donations and to recommend to City
Council the retention, improvement, return to donor, transfer,
trade, sale, donation to other agency, or other disposition.
3. **Non-Acceptance of Donation.** The City Manager may decline to accept a donation if such donation is not consistent with the policies, plans, goals or ordinances of the City of Sequim or if acceptance of same is contrary to law.

Section 3. **Adoption of Donation Policy.** The City of Sequim hereby adopts Exhibit A as its donations policy.

Section 4. **Funds and Accounting.** The Treasurer is authorized and directed to establish such funds and accounting procedures as may be necessary to carry out the terms and conditions of any donation, devise or bequest, in accordance with the laws of the State of Washington and requirements of the Office of the State Auditor.

Section 5. **Effective Date.** This ordinance shall take effect five days after its publication.

SIGNED in authentication of its passage this ____ day of _____________, 2002.

__________________________
Walter E. Schubert, Mayor

APPROVED AS TO FORM:

__________________________
Craig A. Ritchie, City Attorney

ATTEST:

__________________________
Karen Kuznek, City Clerk

PUBLISHED: ________________, 2002
EFFECTIVE: ________________, 2002
(effective five days after publication)
Exhibit A

City of Sequim
Donations Policy

Purpose:

To establish policy and procedures for the acceptance of monetary and non-monetary donations to the City.

Policy:

1. **Consideration.** To consider the acceptance of any monetary and non-monetary donations, devises, or bequests from private citizens, business groups or other organization. Considerations include the use of the donation, restrictions associated with the donation, costs associated with and effective use of the donation.

2. **Procedures.**
   
   a. All proposals for gifts shall be directed to the City Manager or his/her designee.
   
   b. Offers should be made in writing. The Donation Agreement Form shall be completed and distributed.
   
   c. The City Manager may decline to accept a donation if such donation is not consistent with the policies, plans, goals or ordinances of the City of Sequim or if acceptance of same is contrary to law.
   
   d. Monetary donations for a specific purpose may be made. However, design standards and location must be as established by the Director of Public Works.
   
   e. Monetary donations shall be approved by the City Manager.
   
   f. Non-monetary donations shall be reviewed by the City Manager who shall then make recommendations to the City Council.
   
   g. The City retains the right to use these donated items as it deems appropriate or to relocate the item if redevelopment of the area warrants this action.

3. **Ownership.** Any donations to the City become the property of the City.
4. **Memorial Plaques.** Bronze memorial plaques may be purchased and placed on benches, fountains, and picnic tables.

5. If the donor does not wish to purchase a bronze plaque, a brass plaque can be placed on a gifting wall located in Carrie Blake Park at no additional cost. Brass plaques will be used for other donated items of $200.00 or more and placed on a gifting wall located in Carrie Blake Park. Upon receipt and acceptance of the donation, the City will order the memorial plaque(s). If the donation is for $200.00 or more, a plaque may be placed on the item, as well as the wall.

6. **Acknowledgement.** Upon acceptance of the donation, the Donation Acceptance Form and acknowledgement letter shall be sent to the donor.
DONATION ACCEPTANCE FORM

Donation from:  

Name/Organization  

Address  

City/State/Zip Code  

Phone  

Donation to:  

The City of Sequim will make all reasonable efforts to fulfill the specific purpose(s) for this donation, but if the specified donation purposes are not feasible, substitutions for like purposes will be made.

Description, intended use, and estimated value of proposed donation:  

Description, intended use, and estimated value of proposed donation:  

Description, intended use, and estimated value of proposed donation:  

-----------------------------------------For Department Use-----------------------------------------------

City Manager/Date  

Approve  Not Approve  

Department Head/Date  

Comments:  

Comments:  

Comments: 

Comments:  

Comments: