

**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:

Donation to:

\_\_\_\_\_  
Name/Organization

\_\_\_\_\_  
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.

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Phone

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

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

\_\_\_\_\_  
City Manager/Date

\_\_\_\_\_  
Approve

\_\_\_\_\_  
Not Approve

\_\_\_\_\_  
Department Head/Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_