

City of Medina

Donation Acceptance Policy

Adopted XXXX, 2026

1. Purpose:

The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City of Medina. This policy provides guidance when individuals, community groups, and business entities wish to make donations to the City. The policy is constructed to be consistent with the applicable provisions of the Medina Municipal Code (MMC) chapters 2.60 and 2.84.

2. Types of Donations

The types of donations that may be offered and accepted by the City of Medina are real property, personal property, and cash donations. Donations may be designated for a specific purpose, may be proposed to a specific City department, and/or may be for the City's discretionary use.

3. City Interests

The City of Medina must always consider public interest, adopted policies, and applicable law when considering acceptance of a donation. Donations may only be accepted if their purpose mirrors the City's goals, objectives, and/or long-range plans.

4. Donation Acceptance Process

All proposed donations to the City must be submitted using the City's Donation Application Form. The proposed donation's use and monetary value determine the required approval process for a proposed donation's acceptance as follows:

- a) All unrestricted cash or property donations with a current value of \$2,000 or less may be reviewed and approved by the City Manager provided the proposed donation requires no additional or ongoing expenditure of City resources (see (3) below).

- b) All other proposed donations shall be submitted to the City Council for review and approval as required by MMC 2.56.

In considering acceptance of a proposed donation, the City will consider the following:

- (1) Whether the proposed donation has a purpose consistent with those listed in Section 3 of this document.
- (2) Whether the donation conflicts with any applicable law, adopted City policy, or would be in violation of the Medina Municipal Code.
- (3) Whether the donation places any burden on the city, including but not limited to requiring future expenditure of time and/or other City resources.
- (4) The City reserves the right to decline any donation without cause or explanation. Public recognition of an accepted donation is subject to the direction of the City Council and any applicable adopted City policies and procedures.

5. Acknowledgement of Donations

If a proposed donation is approved for acceptance consistent with this policy, the Donation Application Form will be signed by the City Manager, and a copy will be provided to The Finance Director and the City Council at the next business meeting. All donations will be issued with a tax receipt evidencing the acceptance of the donation subject to the City's determination of value.

6. Donations Records

Every Donation Application Form will be housed and maintained by the City Clerk's Office, and a copy of all accepted forms will be provided to both the Finance Director and the City Council.