



## AGENDA

### MEMORANDUM

TO: Honorable Mayor & City Commissioners

VIA: Michael E. Jackson, City Manager

FROM: Office of the City Manager

SUBJECT: Donation Policy

DATE: June 5, 2025

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#### **GENERAL SUMMARY/BACKGROUND:**

The City of Pahokee periodically receives donations from individuals, businesses, and community organizations. However, it appears that the City currently lacks a formal policy governing the acceptance and proper documentation of such contributions. To ensure transparency, consistency, and accountability in handling these donations, a Donation Policy has been developed.

The proposed policy establishes clear guidelines for the evaluation and processing of donated funds, goods, and services. It includes procedures to ensure compliance with applicable laws and ethical standards while also protecting the City's interests and public trust.

#### **BUDGET IMPACT:**

There is no direct fiscal impact associated with the adoption of this policy. The policy is intended to govern future donations and may lead to increased contributions in support of public programs and services.

#### **LEGAL NOTE:**

Defer to the City Attorney.

#### **STAFF RECOMMENDATION:**

Staff recommends approval of the item.

#### **ATTACHMENTS:**

Resolution 2025-36