

RESOLUTION NO. 05-52

**A RESOLUTION OF THE RIDGECREST CITY COUNCIL
APPROVING A MEMORANDUM OF UNDERSTANDING
WITH THE RIDGECREST CHAMBER OF COMMERCE**

The City Council of the City of Ridgecrest, California, hereby authorizes the City Manager to execute a Memorandum of Understanding for the Chamber's billboard/sign located within the City of Ridgecrest right-of-way and for the proposed advertising

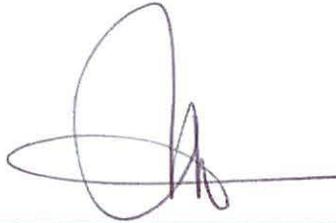
APPROVED AND ADOPTED this 17th day of August 2005, by the following vote:

AYES: Mayor Holloway, Council Members Martin, Clark, Morgan, and Carter

NOES: None

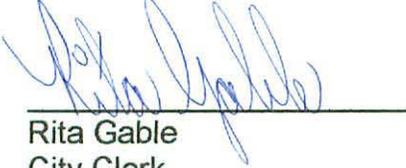
ABSENT: None

ABSTAIN: None



Marshall "Chip" Holloway, Mayor

ATTEST:



Rita Gable
City Clerk

Rita Gable
City Clerk

Attachment 'A'

Department: Administrative Services

Policy No.: Administrative Services 2005-02

Title: Donation Policy

BACKGROUND/PURPOSE:

To establish policies and procedures on accepting, processing, and recording all donations to any City fund, to specific City Departments, and for City and/or public use.

POLICY:

A. Donations Less than \$5,000

Equipment: and Land

When equipment or land valued at less than \$5,000 is donated to the City, the receiving Department is responsible for notifying any involved department of the donation (i.e.: MIS if it is computer equipment that has been donated), and sending a thank-you letter to the donor. A copy of this letter shall be sent to the City Manager, each City Council Member, and the Finance Division. This item then needs to be entered into the Fixed Asset System (please refer to the Capital Asset Policy).

Money:

When money valued at less than \$5,000 is donated to the City, the receiving Department is responsible for sending a thank-you letter to the donor. A copy of this letter shall be sent to the City Manager, each City Council Member, and the Finance Division. A Budget Adjustment Request then needs to be submitted to the Deputy City Manager Administrative Services to appropriate the funds.

B. Donations Greater than \$5,000

Equipment: and Land

When equipment or land valued at more than \$5,000 is donated to the City, the receiving Department must prepare a City Council agenda item for approval and formal acceptance of the donation. The Finance Division shall verify the current market value of the equipment in a memo and that memo shall be included with the agenda item. This item then needs to be entered into the Fixed Asset System (please refer to the Capital Asset Policy).

Money:

When money valued at more than \$5,000 is donated to the City, the receiving Department must prepare a City Council

agenda item for formal acceptance of the donation. A Budget Adjustment Request then needs to be submitted to the Deputy City Manager Administrative Services to appropriate the funds.

- C. It shall be noted the City "may accept or reject any gift, bequest, or devise made to or for the city, or to or for any of its officers in their official capacity or in trust for any public purpose. It may hold and dispose of the property and the income and increase from the property for such uses as are prescribed in the terms of the gift, bequest, or devise" (Government Code Section 37354).
- D. The receiving Department maintains the opportunity to present the donation to the City Council and recognize donors, including donations less than \$5,000.

Approved by City Manager: Lawey M. P. Date: 9-18-05