

**RESOLUTION NO. 1517
CITY OF PRINEVILLE, OREGON**

**A RESOLUTION ESTABLISHING A POLICY GOVERNING CHARITABLE DONATIONS
MADE BY THE CITY COUNCIL**

Whereas, the City Council wishes to establish policies and procedures for community non-profit groups to request and receive public funds from the City of Prineville (“City”).

Whereas, the City Council recognizes the potential for misuse of public funds with insufficient oversight and policies.

Whereas, the City Council Governance Committee has made recommendations regarding guidelines and procedures for Council Contribution/Donations.

Whereas, the City Council desires to create a policy that avoids the appearance of impropriety and minimizes the opportunity for misuse of public funds.

Whereas, the charitable donation policy provided for herein provides for proper public purposes, a neutral, non-political process, and transparency.

Whereas, the City Council hereby establish the following Comprehensive Policy for City Council Governing Charitable Donations.

Now, Therefore, the City of Prineville resolves as follows:

1. The aforementioned recitals are true and correct.
2. **Applicability of Policy.** In order to establish a fair and transparent process for distribution of charitable donations, the City of Prineville hereby establishes this Comprehensive Policy for the City Council Governing Charitable Donations. This policy shall apply to any group, organization, or person requesting public funds.
3. **Public Purpose.** The donation of any public funds by the City of Prineville shall promote a valid public purpose that directly benefits City of Prineville residents and property owners.
4. **Comprehensive Policy Governing Charitable Donations by City Council.** Charitable donations shall be subject to the below guidelines. The eligibility requirements for the donation of any public funds are:
 - a. The solicitation request shall be for a public purpose as provided for in Section 3.
 - b. The solicitation request must be accompanied by a completed application and all required documentation.
 - c. Upon final approval of a solicitation request, the group/organization will be required to attend a City Council within sixty (60) days to present to City Council regarding the use of the funds.
 - d. All charitable donation requests shall be submitted on the application form available with the City Recorder.

e. Completed application forms for donations with supporting documentations shall be submitted to the City Recorder and forwarded to City Council for sponsorship. Upon a City Council Member's sponsorship, the application shall be presented at the next Regular City Council Meeting for City Council Consideration.

f. The applications, support documentation, and City Council determination shall be placed on the City's website.

5. **Funding Awards.** In preparing the annual budget, City staff will budget a discretionary fund for awards which are approved by City Council pursuant to this Resolution. Any funds appropriated for donations and not spent for such purpose during the then current fiscal year shall revert to the General Revenue Fund at the end of the fiscal year.

6. **Authorization.** The City Council hereby approves, in substantially, the stated criteria, acknowledgements, and required documentations.

7. **Exclusivity.** The matters set forth in this Resolution shall serve as the City's Comprehensive Policy Governing Charitable Donations for the City Council, and it shall be posted on the City's website.

Approved by the City Council this 24th day of May, 2022.



Rodney J. Beebe, Mayor

ATTEST:



Lisa Morgan, City Recorder