

POLICY ON THE ACCEPTANCE OF GIFTS,
OF ANY KIND,
TO CITY OF NEW LONDON AND ITS SUBSIDIARIES

I. POLICY STATEMENT

Whereas a policy on the giving of donations to groups and individuals has been recently enacted, there is here by adopted a policy on the acceptance of gifts.

II. GIFTS ACCEPTED

As the acceptance of gifts of money, securities and property serve to further the resources of the City and lessen the need to levy property taxes and charge special fees, it is here by established that the City will accept such gifts under the following procedures.

III. GIFTS ACCEPTED WITHOUT NEED FOR ACTION BY COMMON COUNCIL OR SUBSIDIARY BOARDS OR COMMISSIONS.

Gifts, for specific or general purposes which do not require the expenditure of more than \$1,000 annually to administer and which place no legal burden upon the City other than to use the gift for the purpose intended may be accepted by the Department Head without action by any Committee, Commission or Board. The Department Head shall notify the responsible Committee, Commission or Board of the nature and value of the gift, and its purpose.

[Examples of such gifts are donations to the Library, Museum or Community Cupboard of money or property. Such donations may be given with the intent that food be purchased for the needy, or Braille books purchased, or that the item be displayed, and not sold.]

IV. GIFTS WHICH REQUIRE FORMAL ACCEPTANCE BY COUNCIL, COMMITTEES, COMMISSIONS OR BOARDS

Gifts which by their nature will require more than \$1,000 annually to administer, will require substantial expenditures of public funds to use as intended, or which create a legal liability to the City beyond merely its duty to use the gift as intended shall not be accepted by a Department Head but referred to the appropriate City body for evaluation. The Committee, Board or Commission shall then consider the value of the gift against the cost to the City to use, maintain or indemnity resulting from the gift. If the acceptance of the gift then seems of overall benefit, notwithstanding, its related costs shall be formally accepted at an open meeting of the body responsible for the Department affected.

[Examples of such gifts will be materials and labor to construct building, docks, etc. To be evaluated here are cost of maintaining the structure after it has been built and legal issues relating to damages sought by persons injured during construction or using the property latter alleging failure of the City to properly design or construct.

Similarly, donation of land for Park purposes will involve, the type of park intended, the cost to develop and maintain the Park, etc. The size of the gift has no relation to the category it falls under. A small gift may be intended for a use requiring far more in costs to administer or use than the value of the gift. Such a gift may be a flag to be flown over a specific type of monument not in existence, and which the donor expects will be built if the flag is accepted.]

V. ACKNOWLEDGEMENT

All gifts accepted shall be acknowledged by a letter accepting the gift, restating our understanding of its intended purpose and expressing appreciation for the gift.

The acknowledgement of gifts, which require substantial effort in order to achieve the donor's intentions, shall include an explanation of how we will honor the intention and our estimate of the time it will take to do this. This is done to avoid misunderstandings, between the City and the donor.

This policy adopted by the Common Council .July 2007.