City Council Agenda Item Request
Submit to Clerk's Office
No later than 30 days before proposed Council meeting

1. **Date submitted to Clerk's Office:** 5/28/25

2. **Primary contact person and Department requesting agenda item:** Tom Downing, Finance

3. **Requested Council meeting date:** 6/24/25

4. **Subject:** Request for the City Council to delegate to the City Manager, or designee, the authority to accept donations.

5. **Action Requested:** City Council delegate to the City Manager, or designee, the authority to accept donations.

6. **Note if time sensitive, and why:** Because the City Manager lacks the authority to accept donations all donations must be approved by the City Council until this authority is delegated to the City Manager.

7. **Potential fiscal impact(s) - if known by staff at time of request:** No fiscal impact.

8. **Identify all vendor outreach for Minority & Women Owned Business Enterprises (MWBE).** This is not applicable.

9. **Identify all Boards, Commissions and Council Committees with tentative dates - add in the vote and recommendation from each Board:** This is not applicable.

10. **Identify key issues:**
    - During a review of policy for an upcoming donation City staff realized that the Council had never delegated the authority to accept donations to the City Manager, or a designee.
    - Until Council delegates the authority as requested all donations must be approved by the Council regardless of the amount of the donation.
    - Donations of $90,000 or greater will require City Council approval.