



CITY OF HARRISONBURG
OFFICE OF THE
CITY MANAGER

HARRISONBURG CITY HALL
409 SOUTH MAIN STREET, HARRISONBURG, VA 22801
OFFICE (540) 432-7701 • FAX (540) 432-7778

TO: Ande Banks, VI, Interim City Manager

FROM: Amy Snider, Assistant to the City Manager

DATE: 07/18/2022

RE: Donation Policy

Summary: This policy establishes procedures and conditions for the City of Harrisonburg to receive private financial contributions.

Background:

The proposed Donation Policy will allow community members, community groups, businesses or visitors to donate to the City for the community's benefit through contributions of park amenities, trees, equipment, or financial gifts. The Amenity Donation Program outlined in the policy includes two levels of donations: Standard Amenity donations under \$10,000 and Legacy Amenity donations of \$10,000 or greater. The Financial Donation Program provides an opportunity for individuals or groups to support City programs and services, facility development, projects and initiatives through cash donations. The policy provides donor conditions and guidelines including a general description of the donation process, parameters for donor recognition and decommissioning protocols, where applicable. The Parks and Recreation Department and the Public Works Department are primarily responsible for administering the policy related to donations of amenities. The Finance Department provides coordination of cash donations. An official tax receipt will be issued to donors upon request for accepted financial donations of \$20 and above.

Key Issues:

City staff is regularly approached by private individuals interested in donating towards the purchase of public amenities, such as benches. Due to lack of a formal policy City staff has declined these opportunities to enhance the City's public spaces. City staff also has been approached by donors interested in making financial contributions to the City in amounts greater than \$10,000. City staff recommends for a policy to be put in place to consider and accept these large financial contributions.

Environmental Impact:

n/a



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Fiscal Impact:

None

Prior Actions:

n/a

Alternatives:

- (a) Adopt the policy; or
- (b) Decline to adopt the policy

Community Engagement:

n/a

Recommendation:

Staff recommends approval of the policy as presented.

Attachments:

1. Donation Policy
2. PowerPoint

Review:

The initiating Department Director will place in Legistar, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.

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