



CITY OF DANIA BEACH FINANCE DEPARTMENT MEMORANDUM

TO: Robert Baldwin, City Manager

FROM: Mark Bates, Finance Director
Nicki Satterfield, Assistant Finance Director
Kristen Jones, Recreation Director

DATE: May 4, 2011

SUBJECT: Recommendations – City Charitable Donations - Revised

This memo outlines recommendations regarding the Charitable Donation of City funds:

1. Defines qualifications for staff's consideration of Charitable Donation requests,
2. Establishes a Donation Review committee to make recommendations regarding charitable donation of budgeted City funds,
3. Establishes an annual process for Charitable Donations requests, and
4. Establishes procedure for donation request made directly to the City Commission

Qualification:

The donation review committee recommends that Charitable Donations pertain only to money payments made from the City to charitable organizations that are qualified by IRS exemption (501-C3 and the like) having no affiliations to religious entities or City business. City support of Charitable Organizations will further be restricted to those organizations providing services to persons and families that are financially and/or physically unable to provide for themselves. A further consideration of support shall be direct benefits or services provided by charitable organizations to residents of Dania Beach. Charitable Donations of cash by the City will not be considered for business, athletic, civic and social groups. In-kind services and use of public facilities by Charitable Organizations may be considered separately through the City's Recreation Department.

Donation Review Committee:

It is recommended that a Donation Review Committee be established. The Review Committee would be comprised of the:

- Assistant City Manager,
- Recreation Director,
- Finance Director,
- Chairperson of the Marine Advisory Board, and
- Chairperson of the Parks, Recreation and Community Affairs Advisory Board.

In the absence of any member of the Committee the Assistant Finance Director or Controller may serve as an alternate. The Review Committee shall solicit, review, investigate, evaluate and, as a body of the whole, make recommendations regarding the annual allocation and payment of Charitable Donation appropriations provided within the

approved City budget. The Committee recommendation will be provided to the City Manager for final review and written approval prior to any donation payment being made.

Annual Donation Requests from Organizations:

The Donation Review Committee shall solicit donation requests from Charitable Organizations on an annual basis. The solicitation will be done in April with an understanding that all charitable requests be submitted to the City Finance Department by May 15th so as to include them for consideration in the Manager's annual budget recommendation. The Review Committee shall send annual written solicitation notices only to those organizations that received charitable funding from the City in the prior year.

Establishes procedure for donation request made directly to the City Commission:

Solicitations for donations made to the City Commission during a public meeting shall be referred to the Review Committee for consideration and compliance with this policy.