

PLEASE NOTE START TIME IS 5:30 P.M.

**AGENDA**  
**MAPLEWOOD CITY COUNCIL**  
**MANAGER WORKSHOP**  
5:30 P.M. Monday, May 11, 2015  
City Hall, Council Chambers

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF AGENDA**

**D. UNFINISHED BUSINESS**

None

**E. NEW BUSINESS**

1. Presentation of Comprehensive Annual Financial Report – 2014
2. City Prosecutor Quarterly Report (No Report)
3. Solicitation Policy Discussion

**F. ADJOURNMENT**

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**MEMORANDUM**

**TO:** Melinda Coleman, City Manager  
**FROM:** Gayle Bauman, Finance Director  
**DATE:** May 5, 2015  
**SUBJECT:** Presentation of Comprehensive Annual Financial Report - 2014

**Introduction**

Members of the City Council have received a copy of the Comprehensive Annual Financial Report (CAFR) and an electronic version is available on our website as well.

The CAFR will be submitted to the State Auditor's Office after acceptance by the Council. The due date is June 30<sup>th</sup>.

A representative with the firm of Kern, DeWenter, Viere, Ltd. will present the results of the audit at the May 11<sup>th</sup> workshop. The council will be asked to formally accept the CAFR at the May 11<sup>th</sup> regular meeting.

**Highlights**

The General Fund had an increase in its fund balance of \$337,078, which was due to revenues coming in over budget and expenditures coming in under budget. From 2013 to 2014, revenues of the general fund increased 2.5% while expenditures decreased 0.9%.

The General Fund balance at the end of 2014 is \$8,364,322. Of this amount, \$0 is designated for carryovers, \$101,720 is designated for encumbrances and \$0 is designated for next year's budget. Fund Balance is required to fund operations during the first half of the following year until the next property tax payment is received from Ramsey County.

The legal debt limit at the end of 2014 is \$88,022,253. The city has \$81,130,167 in outstanding bonds. Of that amount, \$9,635,000 is subject to the legal debt margin.

Debt service funds increased by \$512,745; from \$15,203,036 to \$15,715,781 mainly due to issuance of advanced refunding debt in the amount of \$1,255,000.

The unrestricted net position in the six proprietary funds total \$4,595,351. Four of the six proprietary funds have positive balances. The Community Center Operations Fund and Ambulance Service Fund have deficit balances.

The Employee Benefits Fund net position increased from \$533,165 to \$709,132. This amount will be taken into account when computing the benefit expense for 2016.

**Findings**

None.

**Budget Impact**

None.

**Recommendation**

No action is requested at this time.

**Attachments**

1. Financial Analysis from Communications Letter

## CITY OF MAPLEWOOD

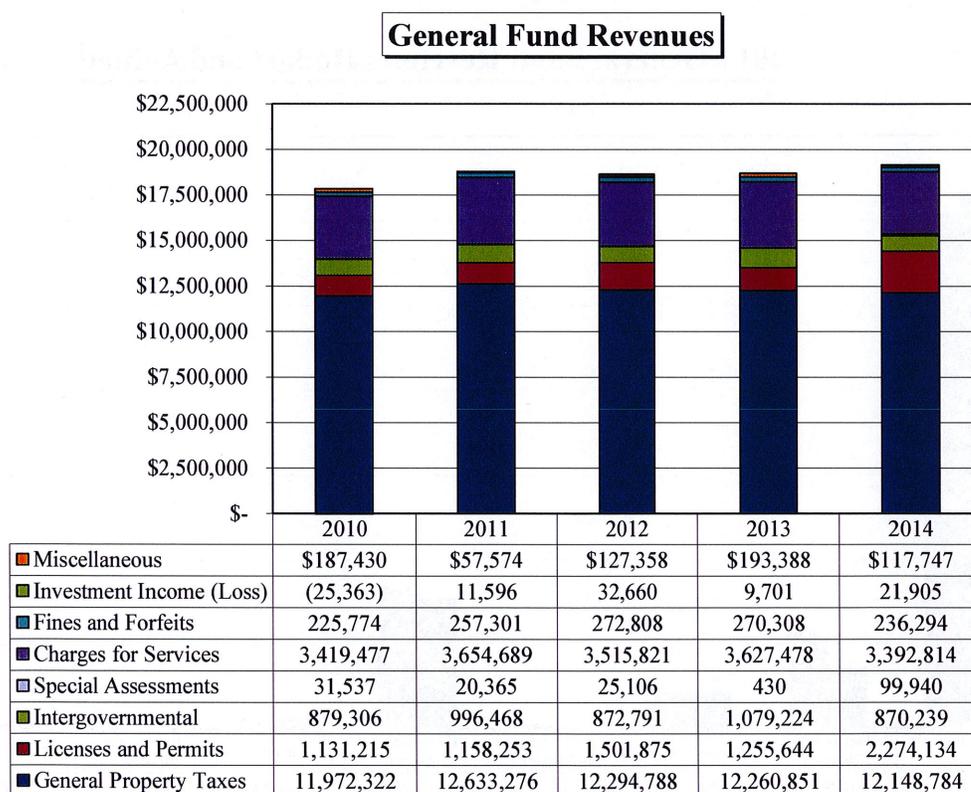
### FINANCIAL ANALYSIS

**December 31, 2014**

The following pages provide graphic representation of select data pertaining to the financial position and operations of the City for the past five years. Our analysis of each graph is presented to provide a basis for discussion of past performance and how implementing certain changes may enhance future performance. We suggest you view each graph and document if our analysis is consistent with yours. A subsequent discussion of this information should be useful for planning purposes.

#### GENERAL FUND

The General Fund revenues for the past five years are depicted in the following graph:



General Fund revenues increased \$ 464,833, or 2.5% during the year, from \$ 18,697,024 in 2013 to \$ 19,161,857 in 2014, with the largest fluctuation in Licenses and Permits which increased \$ 1,018,490. The increase in licenses and permits was mainly attributable to the 3M R&D Facility in 2014. Charges for Services revenues decreased \$ 234,664 mainly due to a decrease in in-house PIP administration and engineering charges as a result of fewer projects in 2014. Intergovernmental revenues also decreased \$ 208,985 due to decreases in state grants and federal police grants received.

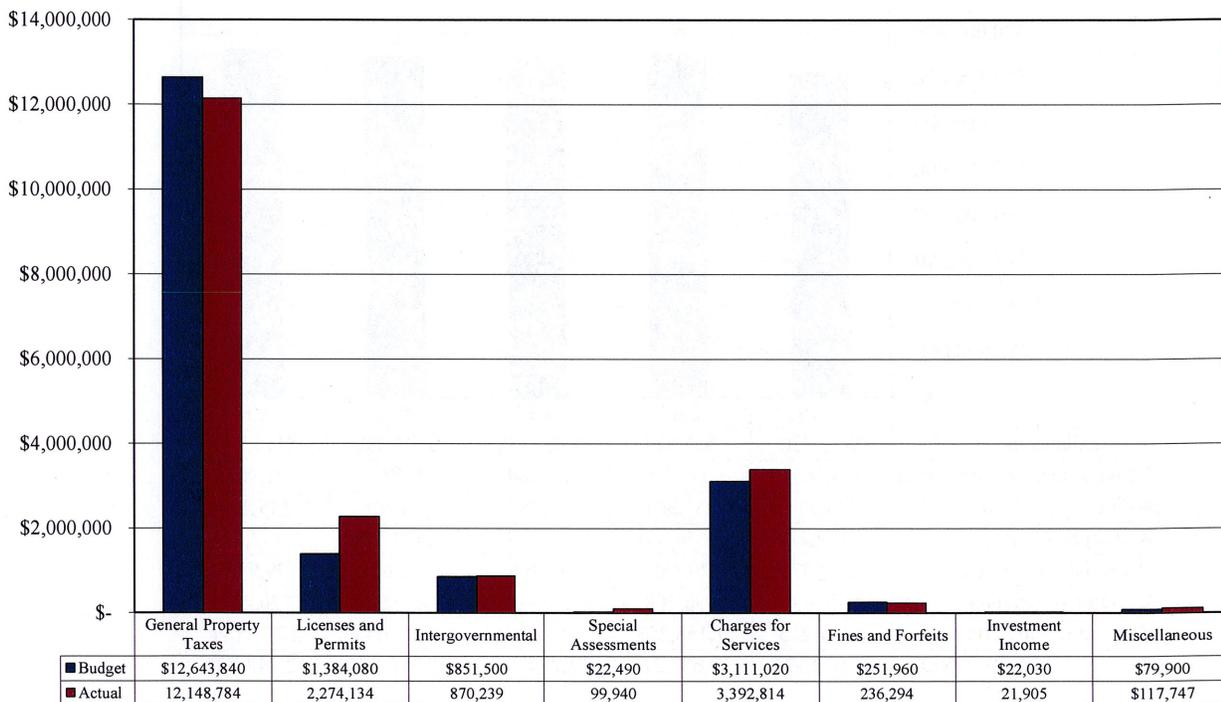
**CITY OF MAPLEWOOD  
FINANCIAL ANALYSIS  
December 31, 2014**

**GENERAL FUND**

The graph below presents a comparison of budget and actual General Fund revenues by source. The graph shows the City's actual revenues of \$ 19,161,857 were over the budget of \$ 18,366,820 by \$ 795,037, or 4.3%.

Licenses and permits were \$ 890,054 over budget mainly due to the 3M R&D Facility construction in 2014. General property tax revenues were \$ 495,056 under budget due to property tax petitions. Charges for services revenues were over budget \$ 281,794; a large component of this was the plan check fees collected on the 3M facilities that were not budgeted for.

**2014 General Fund Revenues Budget and Actual**



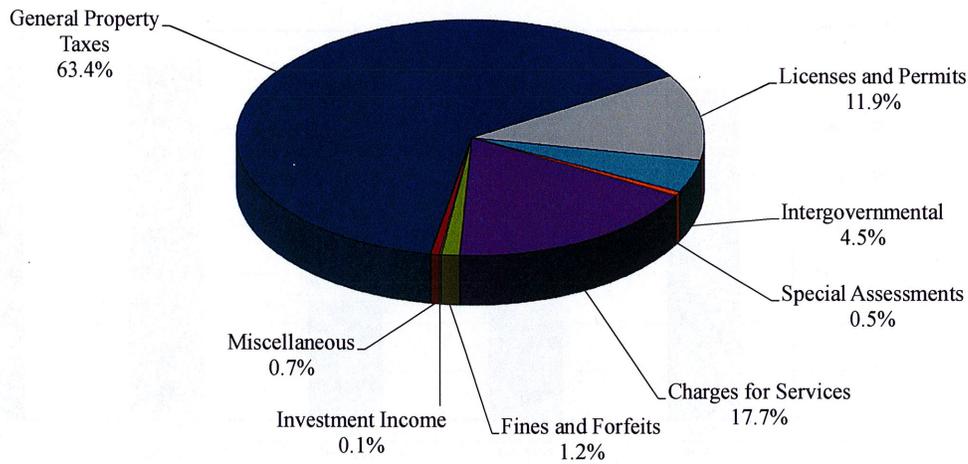
Revenues by category, as a percentage of total revenues, are depicted in the graphs on the following page. General Fund revenues by source were consistent from 2013 to 2014. Overall, general property taxes accounted for 63.4% and 65.6% of General Fund revenue in 2014 and 2013, respectively.

**CITY OF MAPLEWOOD**

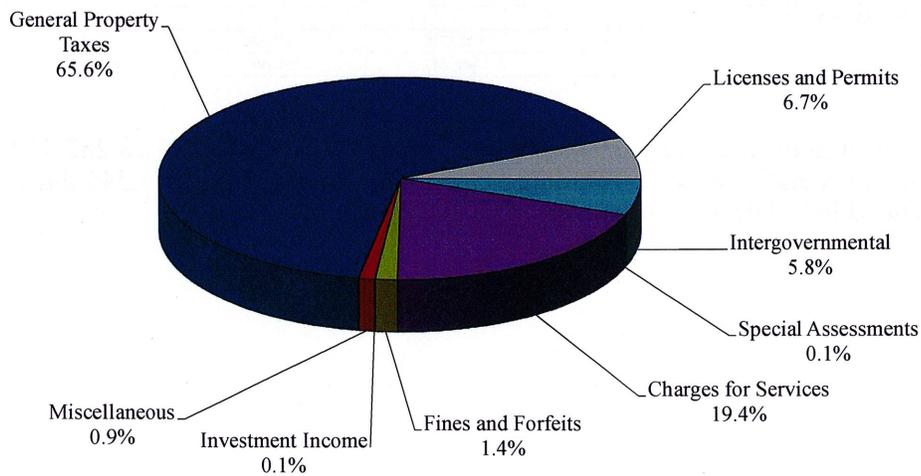
**FINANCIAL ANALYSIS  
December 31, 2014**

**GENERAL FUND**

**2014 General Fund Revenues**



**2013 General Fund Revenues**



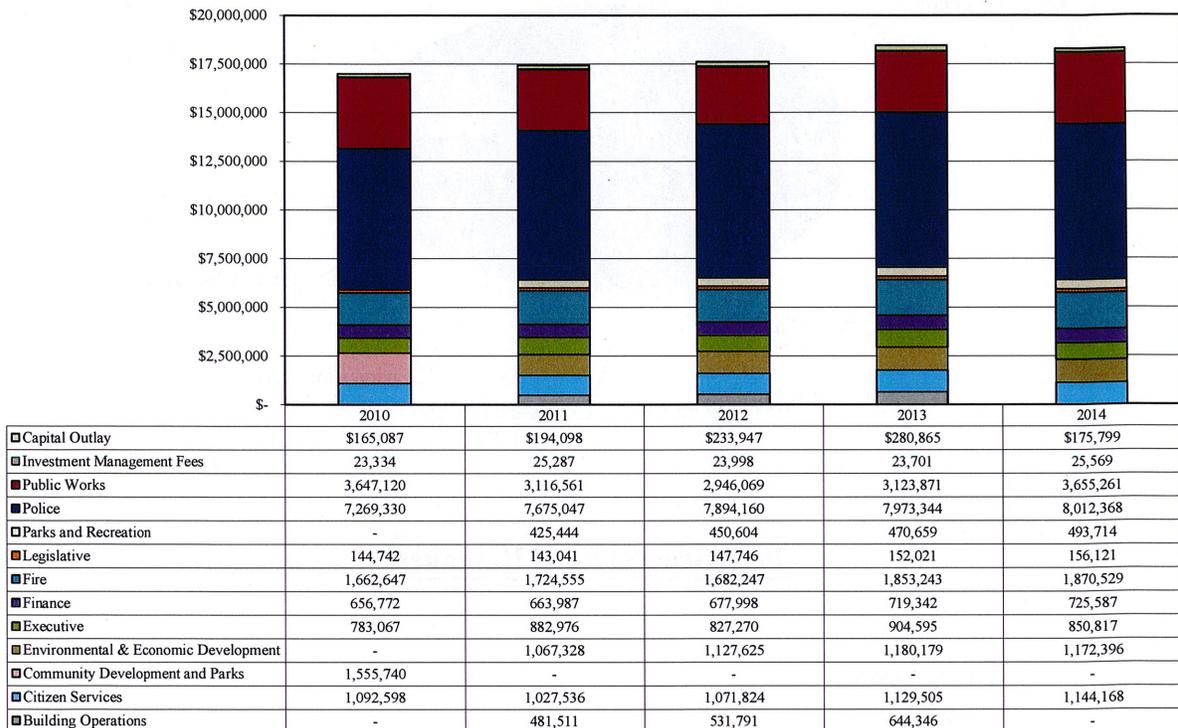
## CITY OF MAPLEWOOD

### FINANCIAL ANALYSIS December 31, 2014

#### GENERAL FUND

The General Fund expenditures for the past five years are depicted in the following graph.

**General Fund Expenditures**



General fund expenditures decreased 0.94%, from \$ 18,455,671 in 2013 to \$ 18,282,329 in 2014. The largest decrease in expenditures was in Building Operations, decreasing \$ 644,346 due to the category now being included in Public Works category, and as a result, increased \$ 531,390.

**CITY OF MAPLEWOOD**

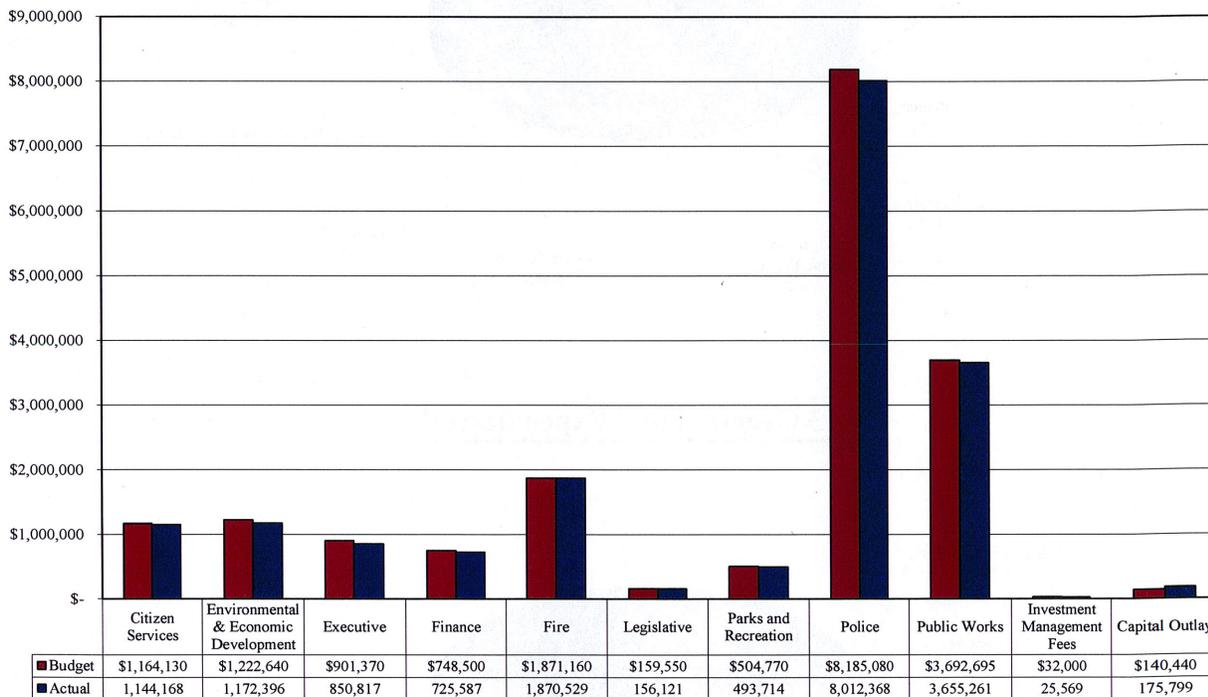
**FINANCIAL ANALYSIS  
December 31, 2014**

**GENERAL FUND**

The graph below presents a comparison of budget and actual General Fund expenditures by function. The Fund's actual expenditures of \$ 18,282,329 were under the budget of \$ 18,622,335 by \$ 340,006, or 1.83%.

Police expenditures had the largest variance as expenditures were under budget by \$ 172,712 or 2.11%, due to a new police chief implementing changes, some of which reduced expenditures. Expenditures in all other categories were consistent with budgeted amounts.

**2014 General Fund Expenditures Budget and Actual**

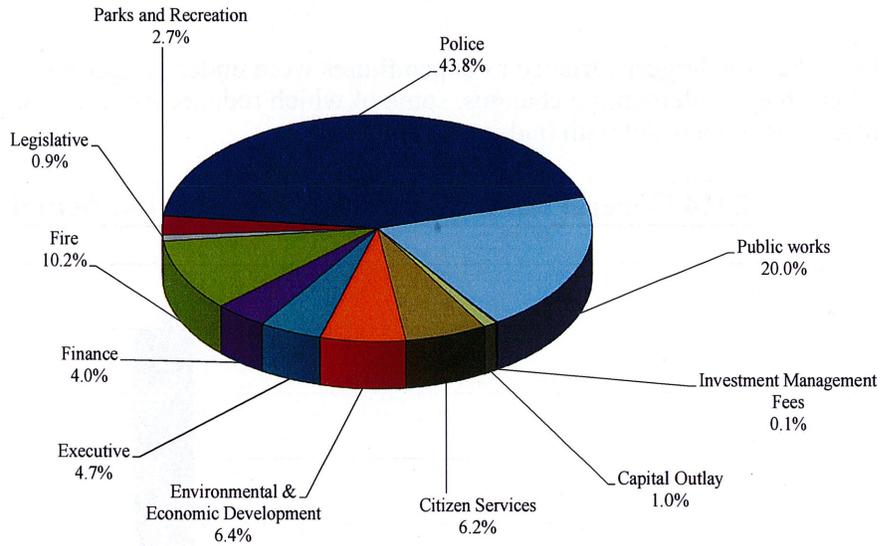


Expenditures by function as a percentage of total expenditures are depicted in the graphs on the following page. Police expenditures are the largest component within the General Fund, accounting for 43.8% of the total, followed by public works with 20.0%.

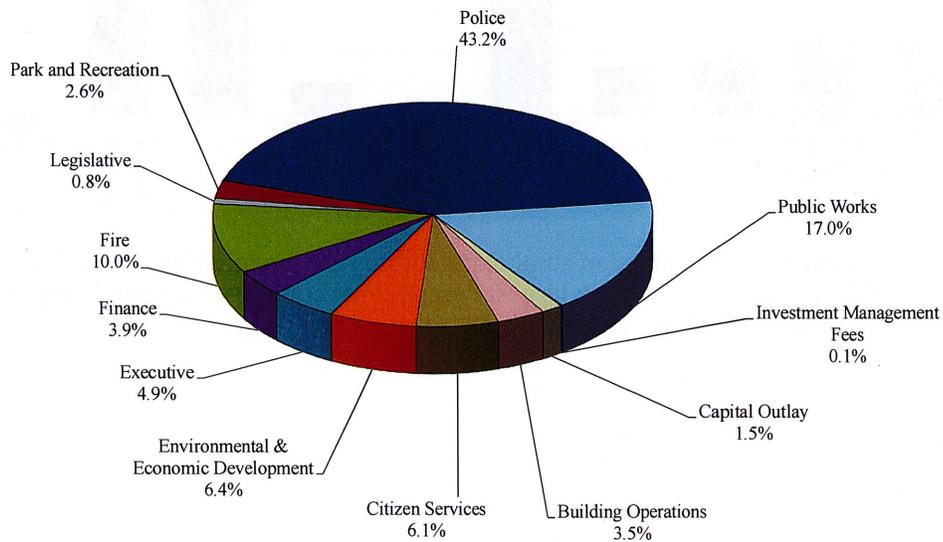
**CITY OF MAPLEWOOD  
FINANCIAL ANALYSIS  
December 31, 2014**

**GENERAL FUND**

**2014 General Fund Expenditures**



**2013 General Fund Expenditures**



**CITY OF MAPLEWOOD**

**FINANCIAL ANALYSIS  
December 31, 2014**

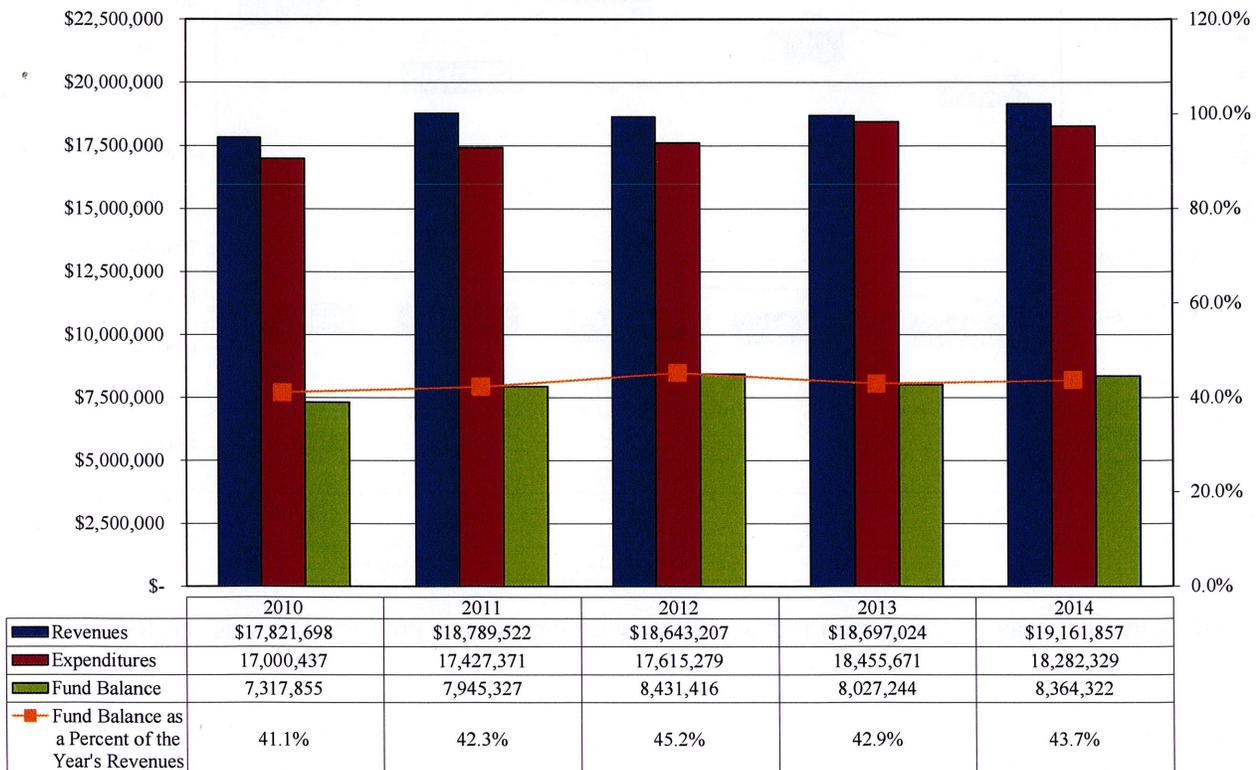
**GENERAL FUND**

As illustrated in the following graph, revenues have consistently exceeded expenditures. After taking into consideration transfers and proceeds from the sale of capital assets, fund balance increased \$ 337,078 or 4.2% from 2013 to 2014.

The fund balance of \$ 8,364,322 as of December 31, 2014 represents 43.7% of the year's revenue which is in compliance with the City's fund balance policy of 40% and the State Auditor Statement of Position, recommending cities maintain an unreserved fund balance of approximately 35% to 50% of fund operating revenues, or five months of operating expenditures. After considering year end budget carryovers, the City fund balance level was 45.8% of current year expenditures.

The bar chart below highlights General Fund results for the last five years. The City has increased fund balance from 2010 to 2014.

**General Fund Operations**



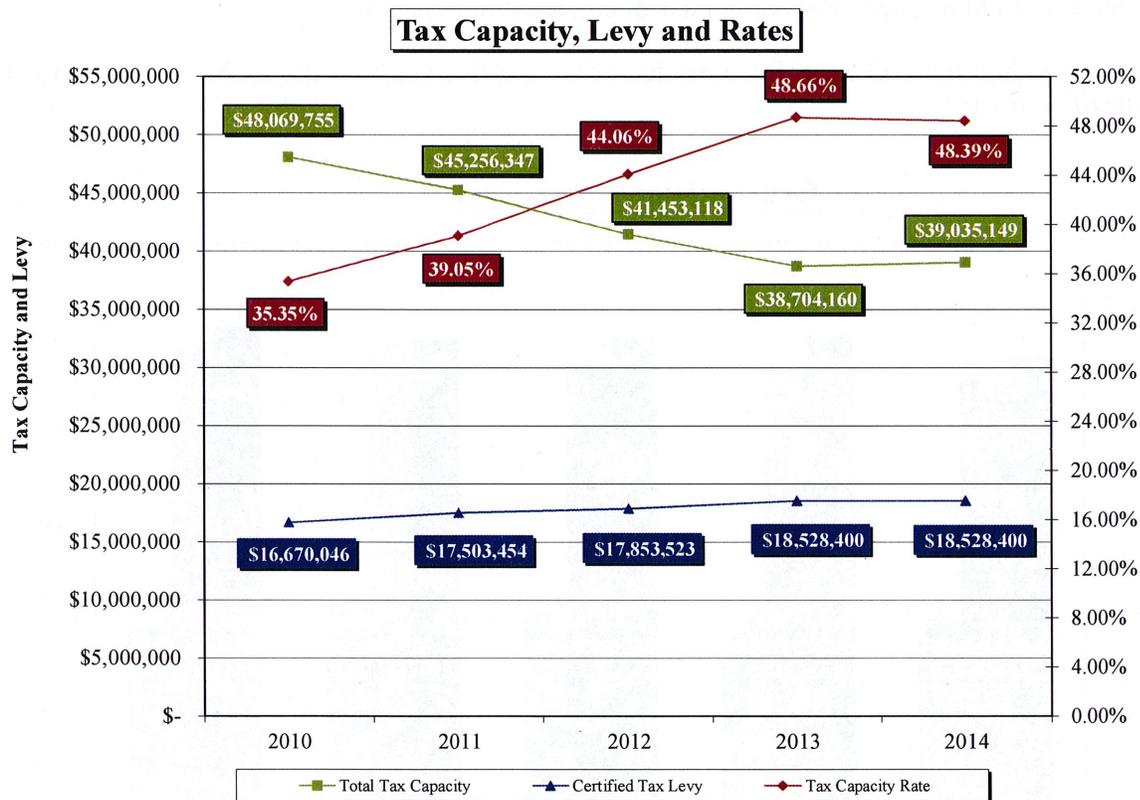
The above fund balance calculation represents total fund balance of the general fund. The unassigned portion of the general fund balance is 43.1% of current year revenues, and is in compliance with the City policy of 40%.

**CITY OF MAPLEWOOD  
FINANCIAL ANALYSIS  
December 31, 2014**

**TAX CAPACITY, LEVY AND RATES**

The chart below graphs the tax capacity, certified tax levy and City tax rate for 2010 through 2014. The tax capacity is based on total tax capacity, prior to adjustments for captured Tax Increment Financing (TIF) and fiscal disparities. The certified tax levy amount is also prior to fiscal disparity adjustments.

With increasing market values, the City's tax capacity increased from 2013 to 2014 by \$ 330,989, or 0.9%. With an increasing tax capacity and no increase in the levy, the City's tax rate declined slightly to 48.39%.



\* Property tax data was obtained from Ramsey County Department of Property Records and Revenue

**CITY OF MAPLEWOOD**

**FINANCIAL ANALYSIS  
December 31, 2014**

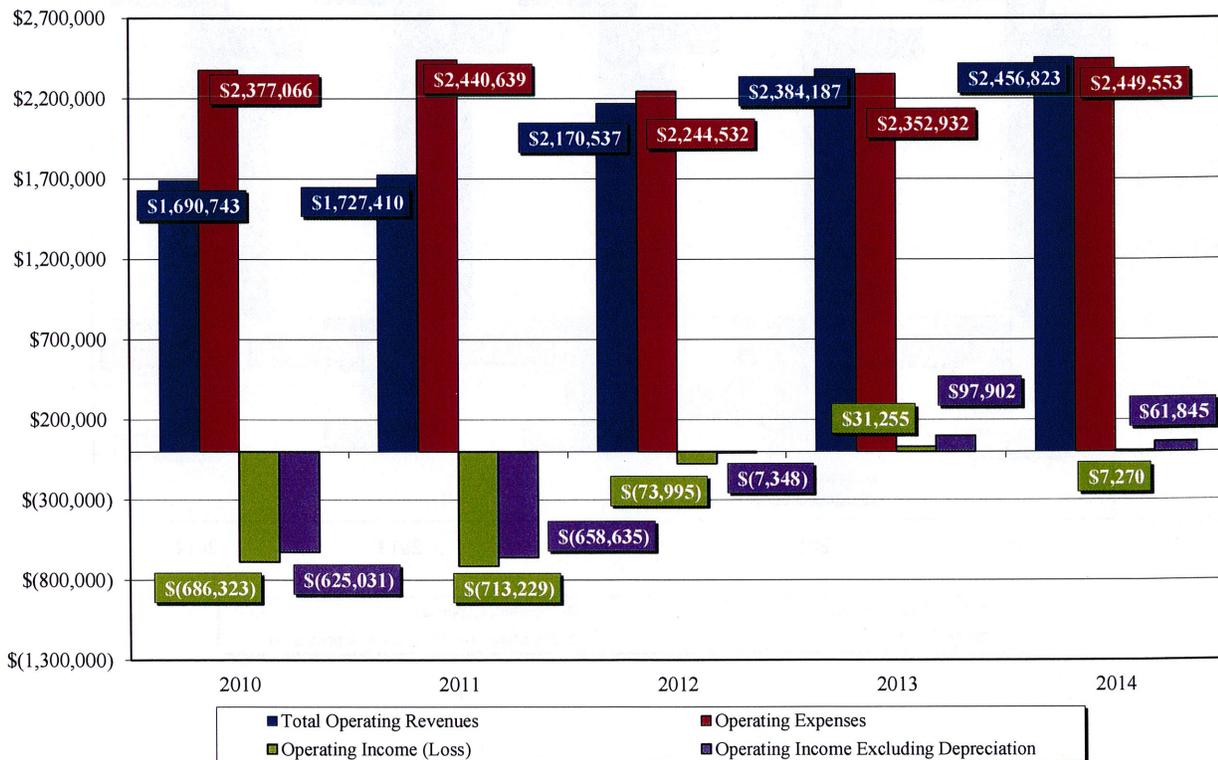
**ENTERPRISE FUNDS**

The Ambulance Service Fund accounts for service charges that are used to finance emergency medical services.

The Ambulance Service Fund has experienced operating income for 2014 totaling \$ 7,270. Operating revenues increased \$ 72,636 due to increased ambulance calls, while operating expenses increased \$ 96,621 due to increased ambulance calls, employee vacancies in 2013 that were filled in 2014, step increases in wages and salaries, and an increase in employee benefits. The Fund also receives grants classified as nonoperating revenue. The City started to levy for this fund in 2012 which provided nonoperating general property tax revenue of \$ 444,378 in 2013 and \$ 442,109 in 2014 which helped to increase net position from \$ (521,668) in 2013 to \$ 50,752 in 2014. The cash balance of the fund at December 31, 2014 was \$ (1,368,952), and increase of \$ 317,576.

The City has responded to the health of the Ambulance Service Fund by adding a tax levy in 2012, but should continue to monitor the fund and make necessary changes to improve performance.

**Ambulance Service Fund**



**CITY OF MAPLEWOOD**

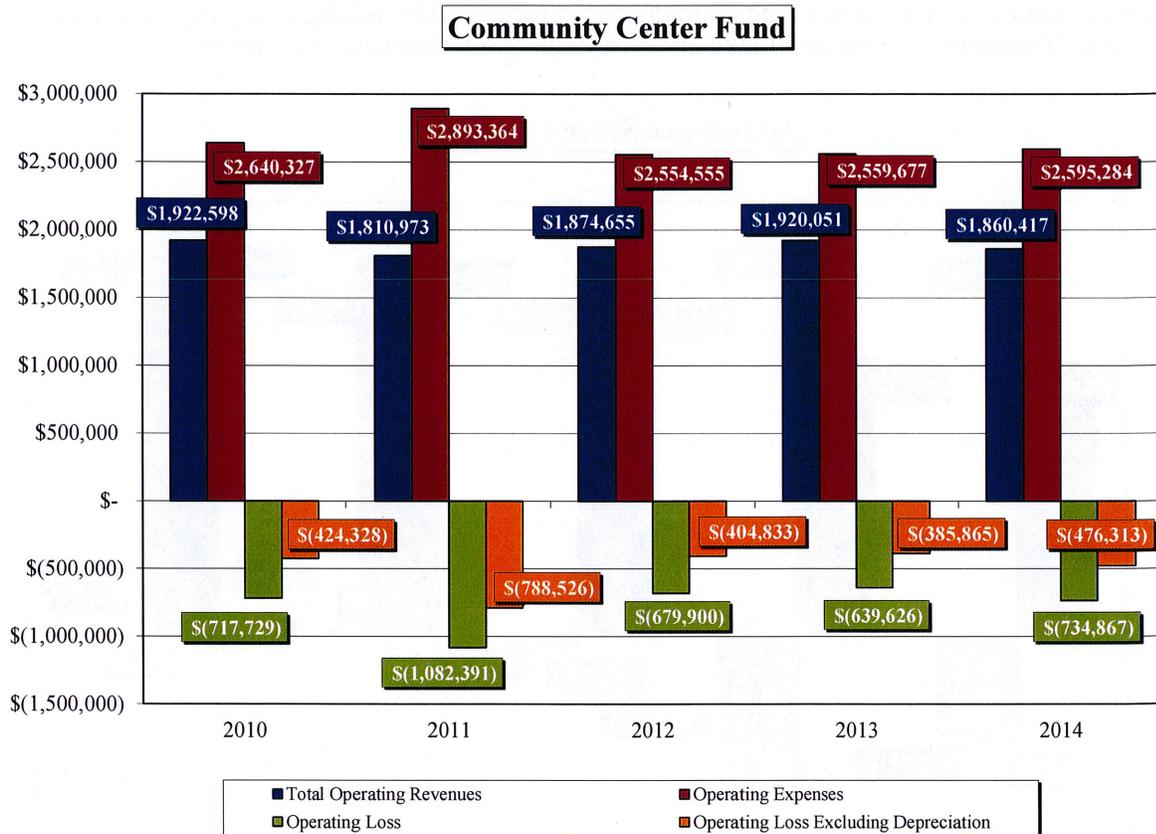
**FINANCIAL ANALYSIS  
December 31, 2014**

**ENTERPRISE FUNDS**

The Community Center Fund accounts for revenues and expenses related to the operation of the community center building.

Revenues decreased \$ 59,634 during 2014 due to a decrease in membership revenues and an insurance claim in 2013 that did not reoccur for 2014. Expenses increased \$ 35,607 in 2014 mainly due additional building repair work done in 2014 and increased utilities due to the cold winter in 2014. The Community Center Fund experienced an operating loss in 2014 of \$ 734,867. The cash balance of the fund at December 31, 2014 was \$ (285,502).

The City should continue to monitor Community Center Fund operations to ensure rates are covering costs.



**CITY OF MAPLEWOOD**

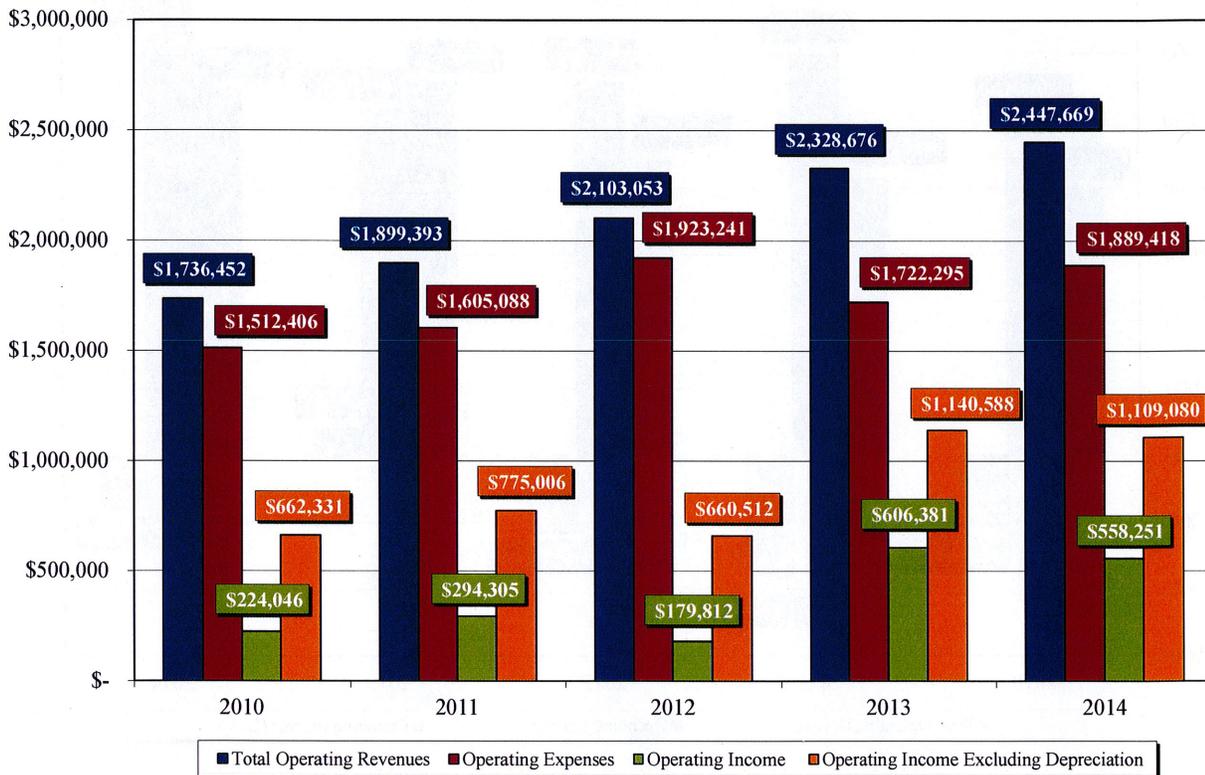
**FINANCIAL ANALYSIS  
December 31, 2014**

**ENTERPRISE FUNDS**

The Environmental Utility Fund accounts for revenues and expenses related to the administration, planning, implementation and maintenance of the storm water management program.

Operating revenues increased for the fifth consecutive year by \$ 118,993 in 2014 due to an increase in Storm Sewer Charges and the receipt of FEMA Disaster Aid. Operating expenses increased \$ 167,123 from 2013 due to storm sewer repairs, tree stump removal in 2014, and an increase in internal vehicle rental charges. In 2014, this fund contributed \$ 1,038,520 to various Capital Improvement Funds and Debt Service Funds. The cash balance of the fund at December 31, 2014 was \$ 315,531.

**Environmental Utility Fund**



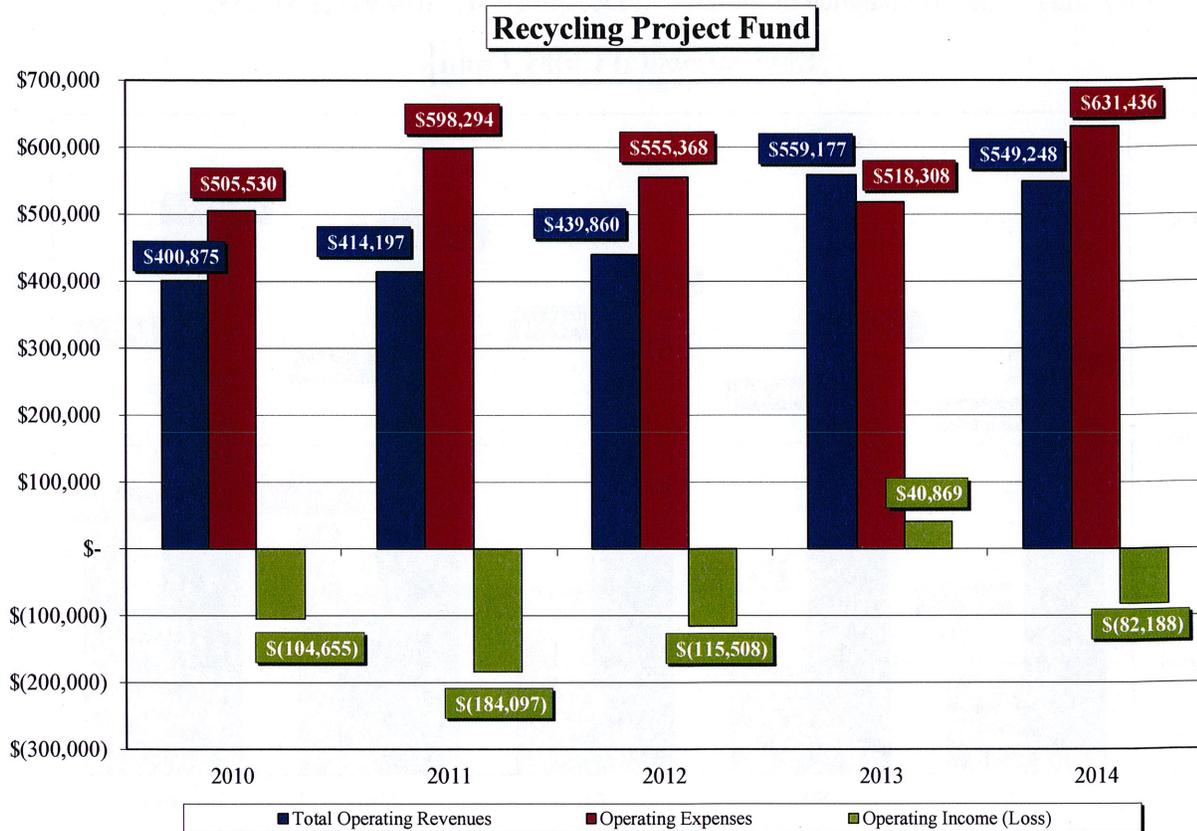
**CITY OF MAPLEWOOD**

**FINANCIAL ANALYSIS  
December 31, 2014**

**ENTERPRISE FUNDS**

The Recycling Project Fund accounts for recycling charges that are levied to cover trash cart fees, finance recycling costs and public education on solid waste reduction and recycling.

Operating revenues decreased \$ 9,929, remaining consistent with the prior year, while operating expenses increased \$ 113,128 due to an increase in recycling rates, which resulted in an operating loss of \$ 82,188. The cash balance of the fund at December 31, 2014 was \$ 328,795.



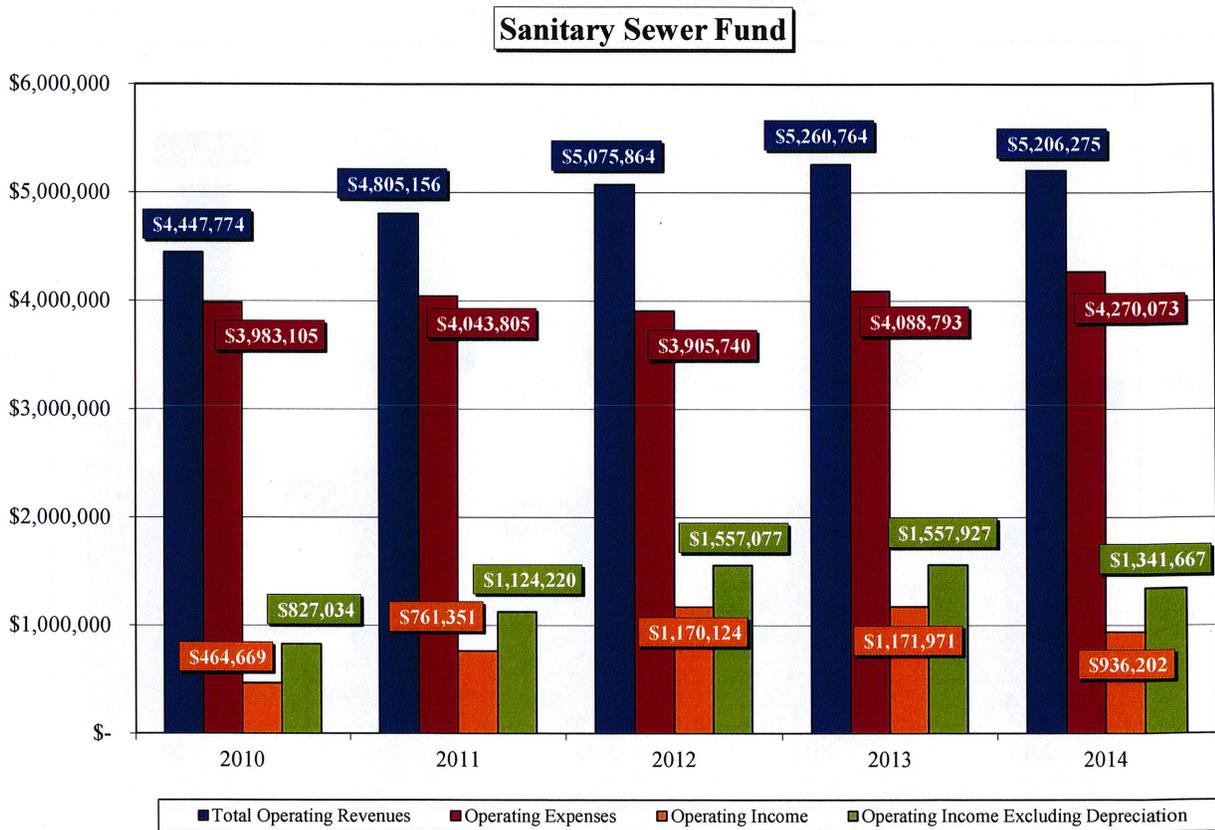
**CITY OF MAPLEWOOD**

**FINANCIAL ANALYSIS  
December 31, 2014**

**ENTERPRISE FUNDS**

The Sanitary Sewer Fund accounts for customer sewer charges which are used to finance sewer system operating expenses.

Operating revenues decreased \$ 54,489 from 2013 mainly due to a slight decrease in usage. Operating expenses increased \$ 181,280 due to an increase in charges set by SPRWS. In 2014, this fund contributed \$ 532,470 to various Capital Improvement Funds and Debt Service Funds. The cash balance of the fund at December 31, 2014 was \$ 3,637,659.



## CITY OF MAPLEWOOD

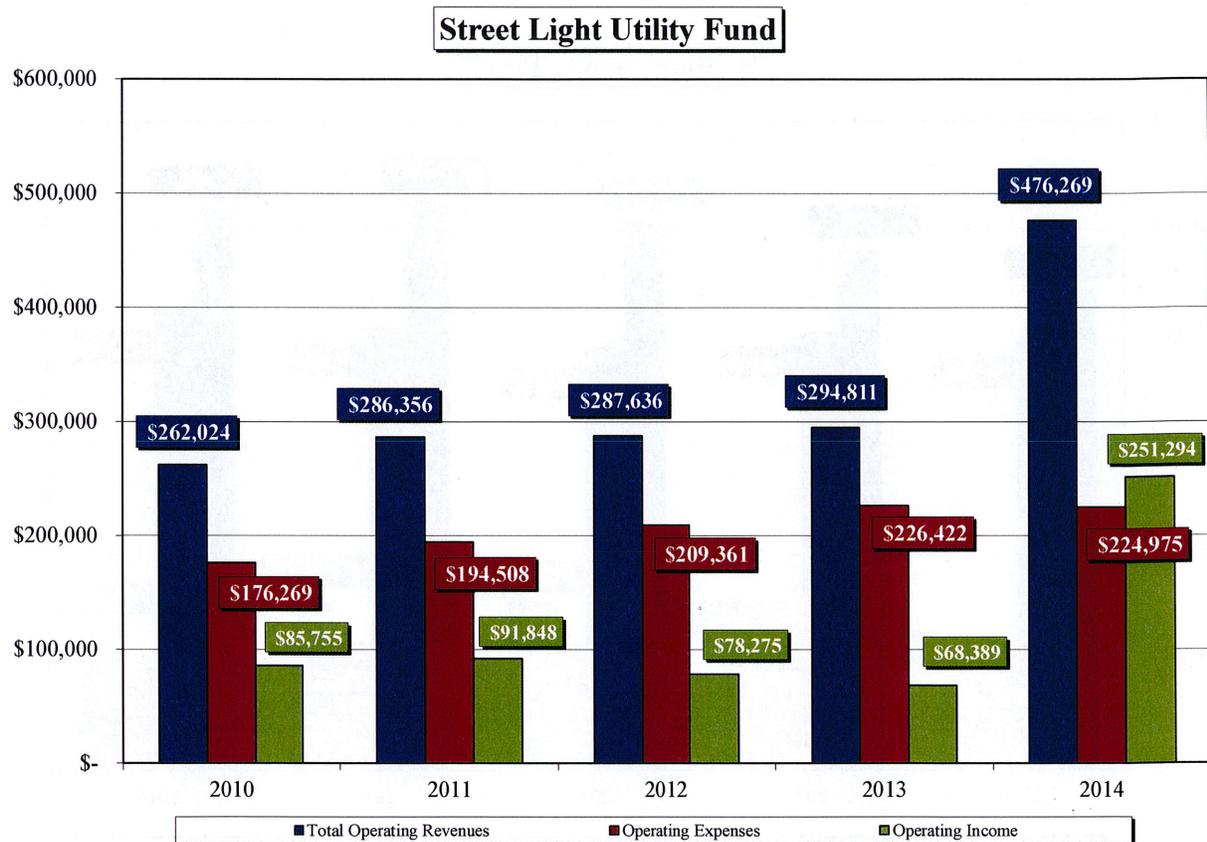
### FINANCIAL ANALYSIS

December 31, 2014

#### ENTERPRISE FUNDS

The Street Light Utility Fund accounts for electric franchise fee revenues that are used to finance street light expenses.

Operating revenues increased \$ 181,458 from 2013 due to an increase in the franchise fee, and operating expenditures remained consistent with the prior year and decreased \$ 1,447 from 2013, resulting in an operating income of \$ 251,294. The cash balance of the fund at December 31, 2014 was \$ 19,133.



## MEMORANDUM

**TO:** City Council

**FROM:** Melinda Coleman, City Manager and H. Alan Kantrud, City Attorney

**DATE:** May 7, 2015

**SUBJECT:** Solicitation Policy Discussion

### **Introduction and Background**

The City of Maplewood, as all cities may, can authorize the acceptance of gifts to the City pursuant to State Law. However, the City does not specifically authorize and thus does not have a policy regarding, the solicitation of gifts by the City. This memorandum and its attachments attempt to provide for discussion and consideration a policy for the City to go beyond the mere acceptance of gifts and to authorize, pursuant to a defined policy, the solicitation of gifts and contributions to the City for defined purposes and clear intent.

In this increasing time of private investment combined with the power of cities to harness greater members of the public to advance common goals and initiatives, the city would like to articulate a policy for, and ability to, solicit funds for programs and initiatives beyond the confines of the City's general fund. These proposed solicitations are intended to advance identified public purposes.

While not wanting to create a coercive or determinative environment, the City would like to create a policy by which certain authorized activities are acceptable.

### **Discussion**

The City has the ability to accept gifts and contributions pursuant to state law. Minnesota Statutes section 465.03 authorizes the acceptance of gifts and contributions to governmental entities and puts various provisos on their acceptance. While not specifically authorized, the ability to solicit those gifts and contributions are implied.

The City wishes to have a policy that includes the ability to solicit funds in certain circumstances and staff provides this memorandum and attachments to begin that discussion.

Pursuant to that discussion, the attached draft resolution is provided.

Staff considered several policies that purported to provide guidance in this area but the basic language and overall structure of Minneapolis' was the most on-point in staff's opinion to provide the most transparency and clearest indication of the city's intent as it relates to the concept of 'solicitation of funds.'

Staff was most concerned with the concept of conflict of interest and the specter of undue influence. This is a real concern to staff as the concept of 'solicitation of funds' may suggest to the public that the City may be putting itself into an untenable position with entities that are approached and may give the appearance of ulterior motives or suggestions of political advantage.

The policy recommended in the associated attachment attempts to address those issues. This policy is intended to encourage and allow the City to approach potential donors with the clear intention that, as emissaries of the City, individuals may seek to solicit and collect funds for clearly identified and publicly beneficial projects or programs that otherwise may be available for donation to, but not readily apparent to, those potential donors.

The distinction of the Police Chief and Fire Chief are called out due to their unique and critically important roles for the City. Those departments alone represent the core of the City's mission and in staff's opinion deserve to also be included in those limited number of individuals beyond the elected officials who will be able to encourage civic giving. This respects the commitment that the City makes to public safety and would thereby allow those individuals to solicit as if they were elected officials.

Staff has considered the conflict of interest as it relates to the concept of allowing public safety officials also being solicitors of funds and has determined that with adoption of the policy (attached) contemplated. This concern is addressed.

### **Recommendation**

Staff is requesting Council consent to move forward with this policy, with any amendments and modifications you so desire. A resolution for approval would be placed on an upcoming council agenda.

Attachments:

1. Draft Policy

## Solicitation Policy Of the City of Maplewood, MN

### **ESTABLISHING GUIDELINES FOR THE SOLICITATION AND ACCEPTANCE OF GIFTS ON BEHALF OF THE CITY.**

WHEREAS, Section 465.03 of Minnesota Statutes states:

*“Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”*

and

WHEREAS, the statute requires the City Council to formally accept a gift of cash or tangible property before it may be accepted, expended, and used by a City department, board, commission, official, or employee; and

WHEREAS, the City Manager and City Attorney were charged to analyze solicitation practices and recommend options; and

WHEREAS, the City Manager and City Attorney now recommend this policy to permit solicitation for city purposes if pre-approved by the City Council or conducted pursuant to a City Council approved solicitation policy; and

WHEREAS, gifts to the City are beneficial because they promote or assist public programs and projects and reduce the need for expenditure of public funds; and

WHEREAS, despite the public benefits, gifts solicited or offered to the City must be scrutinized to assure that they do not raise conflict of interest problems, special treatment concerns, or other ethical issues and;

NOW, THEREFORE, BE IT RESOLVED that the City Council approves the attached Exhibit A as the City’s policy for the solicitation and receipt of gifts to the City; and

BE IT FURTHER RESOLVED that this Resolution shall take effect on July 1, 2015; and

BE IT FINALLY RESOLVED that the City Clerk is directed to transmit certified copies of this Resolution to every elected or appointed local official and department head.

## EXHIBIT A

### POLICY ON SOLICITATION AND ACCEPTANCE OF GIFTS ON BEHALF OF THE CITY FOR CITY PURPOSES

#### Part 1. SOLICITATION OF GIFTS ON BEHALF OF THE CITY FOR CITY PURPOSES

##### a. General Conditions

1. A Council Member or appointed local official shall not solicit any gift to the City under circumstances that in fact or in appearance:
  - (a) Rewards, influences, or tends to impair the judgment of any elected local official, or appointed local official in the performance of the official's official duties; or
  - (b) Provides special consideration, treatment, advantage, privilege, or exemption for, or coerces, a potential donor.
2. Officials with enforcement powers, such as inspectors, regulators, police and prosecutors, excluding the Chief of Police and Fire Chief, should not solicit gifts from any source;
3. Officials with discretionary authority over any permit or application should not solicit gifts from any source.
4. No gift from an anonymous donor shall be solicited under any circumstance. Unsolicited anonymous gifts may be accepted pursuant to Minn. Stat. 456.03.
5. No gift shall be solicited from a lobbyist or principal as defined in Minnesota Statutes, section 10A.01 Subd. 21 and 33.
6. No gift shall be solicited from an interested person. For purposes of this Policy, interested person shall have the meaning given by Minnesota Statutes, section 471.895 Subd. 1(c) supplemented by the following:
  - (a) Current City vendors and contractors;
  - (b) Vendors, contractors, entities or individuals who have had contracts or submitted proposals or bids within the last 12 months;
  - (c) Vendors, contractors, entities or individuals reasonably anticipated to have business with the city within the next 3 months.

- (d) Persons or entities actively promoting or opposing active, pending, city legislation.
  - (e) Persons or entities with matters pending before the city council, or one of its departments, boards or commissions.
7. No gift shall be solicited if intended use is inconsistent with or otherwise seeks to circumvent laws, regulations or policies of the City, County or State.
  8. No gift shall be solicited if such gift reasonably may be viewed as funding for political activities.
  9. No gift shall be solicited that will impose an onerous requirement for its acceptance, maintenance, or eventual disposition by the city, including but not limited to the approval of land-use, development or redevelopment projects unless such gift is intended to enhance public spaces associated therewith.
  10. Requests to the general public, rather than selected individuals or businesses, are recommended to be made in writing and contain a statement that government action regarding the donor will not be affected by whether or not a contribution is made.

**b. Solicitation by Departments or their designee**

1. When a department desires to solicit gifts, the head of the department shall submit a completed Request to Solicit Gifts form (Form A) to the City Manager. The department shall not engage in any solicitation effort until the Request to Solicit Gifts form (Form A) is approved by the City Manager. Once approved or denied, the Request to Solicit Gifts form (Form A) shall be filed by the City Manager with the City Clerk with a copy to the department. All gifts received pursuant to the approved solicitation may be accepted pursuant to the Gifts to the City Policy and approved by the City Council pursuant to Minn. Stat. 465.03.
2. When a department desires to solicit gifts valued at more than \$20,000.00 such solicitation must not occur until a resolution, approving the solicitation and naming the Department Head as designee of the City Council, has been approved by a two-thirds vote of the City Council.
3. All appointed local officials soliciting gifts for the City shall submit a Quarterly Solicitation Report (Form B) to the City Clerk with copies to the City Manager. Quarterly Solicitation Reports are due 10 calendar days after the end of the quarter.

**c. Solicitation by Elected Local Officials.**

1. Solicitations by the Mayor or designee or an individual City Council member or designee of an individual City Council member or the City Council as a whole or designee of the City Council shall comply with General Conditions, Part 1(a).
2. All elected officials or their designees soliciting gifts for the City shall submit a Quarterly Solicitation Report (Form B) to the City Clerk with copies to the City Manager. Quarterly Solicitation Reports are due 10 calendar days after the end of the quarter.

- d. Application.** These provisions shall apply except where more restrictive statutes, ordinances, rules, or administrative policies are in effect.

**Part 2. ACCEPTANCE OR REJECTION OF GIFTS TO THE CITY**

**a. General requirements**

1. *Restrictions on acceptance.* An elected local official or appointed local official shall not accept or receive any gift to the city under circumstances that in fact or in appearance:
  - (a) Rewards, influences, or tends to impair the judgment of any elected local official, appointed local official or employee in the performance of the official's or employee's official duties; or
  - (b) Provides special consideration, treatment, advantage, privilege, or exemption for or coerces a potential donor.
  - (c) Is unrelated to the responsibilities and authorized functions of City government.
  - (d) Is made by a donor who has made contributions to the City on such a frequent basis as to create an appearance of impropriety. No donor shall make contributions that nonetheless adhere to this policy that exceed 3 contributions in a calendar year.

Consideration of these requirements will be presented to the entire City Council by the City Manager with their recommendations and acceptance shall include a finding that none of the circumstances above exist and pursuant to Minn. Stat. 465.03.

2. *Notification of prospective donor.* Upon notification of a prospective gift, an elected local official, or appointed local official shall immediately notify the prospective donor in writing that the gift is subject to acceptance by the City Council; that the gift will not result in any favored treatment for the donor in pending or future procurement decisions; that a gift will not state or imply the endorsement of the City of any product, service or entity, except that this requirement shall not apply if the donor is anonymous and the anonymous gift is permitted to be accepted under this Policy. (See sample Donor Notification Letter – Form C)
3. *Endorsement prohibited.* Acceptance of a gift must not state or imply the endorsement of the City of any product, service or entity.
4. *Gifts Not Approved.* No gift shall be taken into custody by a City employee, local official or elected official if a resolution to accept the gift is not adopted by a two-thirds vote of the City Council, pursuant to Minn.Stat. 465.03.
5. *Use of Gift.* Use of a gift must be accounted for through record keeping and is subject to the restriction in this Policy. The City Clerk shall ensure that gifts and contributions to the City are utilized pursuant to any legal restrictions imposed by donor and shall report to the City Council annually as to their disposition.

**b. Acceptance of Gifts**

Acceptance by Council of gifts to the City shall be pursuant to the Gifts to the City Policy, using the Gift Acceptance Form (Form D).

**REQUEST TO SOLICIT (FORM A)**

Project for which gifts will be solicited: \_\_\_\_\_

Background information on project: \_\_\_\_\_

\_\_\_\_\_

Amount of money to be raised: \_\_\_\_\_

In-kind donations sought: \_\_\_\_\_

\_\_\_\_\_

How the gifts will be used to aid or facilitate the project or otherwise carry out the department's responsibilities, functions or activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Staff conducting the solicitations: \_\_\_\_\_

Entities or persons sought to be solicited and status of entity:

Name of Entity or Person	Name of Contact Person	Other Pending City Business

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head

City Manager Use Only	
___ Approved through _____	_____ Date
___ Denied	
City Manager to file original with City Clerk, Copy to Department	

**QUARTERLY SOLICITATION REPORT (FORM B)**

Report submitted for Quarter ending 3/31, 6/30, 9/30, 12/31 (circle one)

Entity or Person Solicited	Item Solicited	Date Solicited
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Submitted by: \_\_\_\_\_  
 Name Position Dept

File original with City Clerk, Copies to City Manager

**DONOR LETTER (FORM C)**

[Date]

[Donor Name]  
Donor Address]  
[City, State ZIP]

Re: [Gift of \_\_\_\_\_]

Dear [Donor Name],

*On behalf of the City of Maplewood, I would like to thank you for your generous proposed donation of [ \$\_\_\_\_\_ or describe goods ] to the City [ If gift comes with any restrictions, they should be listed here. For example: on the following conditions: \_\_\_\_\_ ].* Your proposed donation is subject to acceptance by the City Council. Minnesota state law requires that all gifts to municipalities be presented by resolution to and approved by a two-thirds vote of the City Council. Acceptance of your donation does not state or imply the endorsement of the City of any product, service or entity connected to you and acceptance will not result in any favored treatment for you in pending or future procurement or other City governmental decisions. Your donation will be submitted for approval at the [Month, date, year] City Council meeting.

Very truly yours,

Department Head or designee

**GIFT ACCEPTANCE FORM (FORM D)**

TO: City Manager

FROM: \_\_\_\_\_ Department

**Description of gift** (including value of gift, date received and special conditions related to acceptance of gift, if any) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Name & address of entity or person making gift:**

\_\_\_\_\_

**Status of entity or person making gift:**

Principal: Yes\_\_\_ No\_\_\_ Principal lobbyist: Yes\_\_\_ No\_\_\_

City Vendor: Yes\_\_\_ No\_\_\_ Other interested person: Yes\_\_\_ No\_\_\_

If yes to any of the above, please provide further information about giver's status:

\_\_\_\_\_

**Certifications (please initial):**

\_\_\_ The gift will be used by the department to fulfill an authorized function or duty;

\_\_\_ Any gift is consistent with the department's plans for its programs and projects;

\_\_\_ The gift is directly related to, and will be expended solely for, a discrete program and/or purpose; and

\_\_\_ The gift is consistent with the Policy on Solicitation and Acceptance of Gifts on Behalf of the City for City Purposes.

**Funding strings for revenue and expense appropriation increases:**

Revenue: \_\_\_\_\_

Expense: \_\_\_\_\_

Form Prepared by: \_\_\_\_\_  
Name Position