

**CITY OF DOVER  
FINANCIAL POLICIES**

**Community Leader and Organization Recognition Policy**

**I. PURPOSE**

The purpose of this policy is to provide guidance on recognition provided to outside agencies and organizations. As a general rule, the City of Dover will not normally give gifts or awards. However, there are occasions when recognition in the form of a gift and/or award is in the best interest of the local community. On these occasions, the City Council, Mayor, or their designee may recognize by gift or award; individuals, organizations, or entities who/which provide a written request and meet the following criteria:

- A) Charitable organizations or entities which provide or have provided donations of goods or services to the government of the City and/or for the benefit of all of the citizens of the City; or non-profit fundraising events sponsored by organizations or entities which provide or have provided donations of goods or services to the government of the City and/or for the benefit of all of the citizens of the City;
- B) Special guests of the City, including representatives from other government entities, visitors from other countries, retiring local business and community leaders, and departing local business and community leaders who have made a significant contribution to the City.
- C) Retiring members of the armed forces stationed at Dover Air Force Base and departing senior officers or senior enlisted members of the armed forces, or other service members at Dover Air Force Base who have made a significant contribution to the City.
- D) Elected City officials and appointees leaving City service. (No written request required)
- E) Any other individual, organization, or entity specifically approved by City Council or the Mayor.

**II. PERMITTED GIFTS/AWARDS & RESTRICTIONS**

- A) Gifts and awards consist of plaques, Dover cups, coins, golf shirts, and certificates or any other item approved by City Council and the Mayor.
- B) No cash donations are permitted. Cash payments to any organization for the City's use of their facilities are considered a business expense, not a recognition gift or award and therefore this policy does not apply to these payments.
- C) Unless otherwise approved by City Council and the Mayor, the aggregate value of any awards or gifts presented to any one individual, organization, or entity during any calendar year shall not exceed one-hundred dollars (\$100.00).

- D) The value of any gift or award should be reasonable, proportional to the contribution made, and in accordance with other City policies and directives.
- E) No personal benefit should be provided to the grantor of the gift by the grantee.
- F) This policy shall not restrict “get well” and sympathy expressions.

### **III. REPORTING REQUIREMENT**

Gifts and/or awards given will be included in the monthly report issued by the Finance Department for public review.

### **IV. CHARTER AND CODE OF CONDUCT**

All City of Dover policies are to subject to the City of Dover Charter Part II Code of Ordinances Chapter 2, Article 1, Division 4 “Code of Conduct”, which is “**applicable to all elected and appointed officials and to all employees of the City of Dover.**”

### **V. POLICY ADHERENCE**

In consideration of these guidelines and policies, one’s interpretation should be on a strict, rather than loose, construction basis, and obviously, the objective should not be to rationalize ways and means for circumvention.

### **VI. REVIEW & REVISION**

The City of Dover Community Leader and Organization Recognition Policy will be reviewed every three years by the Mayor and City Council.

### **DISTRIBUTION**

1. Mayor, Council, City Manager
2. Department Heads
3. Finance Staff
3. Finance Policy Manual

ADOPTED: FEBRUARY 2, 2004