

# CITY OF GRISWOLD

## General Policy/Procedure

### Gifts

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**ADOPTION DATE:** October 10, 2012

**RESOLUTION NUMBER:** 7-2012

**REVIEW PERIOD:** This policy is to be reviewed every three years or as needed.

#### **STATEMENT OF POLICY**

Elected officials, commission members, board members, committee members, employees and professional consultants (City Officials) may receive gifts from as governed by State law.

#### **APPLICABILITY**

This policy applies to city officials of the City of Griswold.

#### **DEFINITIONS**

Gift- a rendering of anything of value in return for which legal consideration of equal or greater value is not given and received.

Restricted donor- a person who is in any of the following categories:

- a. Is or is seeking to be a party to any one or any combination of sales, purchases, leases or contracts to, from or with the City in which the donee holds office or is employed.
- b. Will personally be or is the agent of a person who will be directly and substantially affected financially by the performance or non-performance of the donee's official duty in a way that is greater than the affect on the public generally or in a substantial class of persons to which the person belongs as a member of a profession, occupation, industry, or region.
- c. Is personally, or is the agent of a person who is, the subject of or party to a matter which is pending before the City and over which the donee has discretionary authority as part of the donee's official duties or employment with the City.
- d. Is a lobbyist or the client of a lobbyist with respect to matters within the donee's jurisdiction.

#### **POLICY AND PROCEDURE**

##### Acceptance of Gifts

A City Official or candidate, or that person's immediate family member, shall not directly or indirectly receive any gift or series of gifts from a restricted donor. A City Official or candidate, or the person's

immediate family member shall not solicit any gift or series of gifts from a restricted donor at any time. However, an otherwise prohibited non-monetary gift can be accepted if it is donated within thirty days to a public body or a bona fide educational or charitable organization.

#### Exceptions

The following gifts may be received by City Officials, candidates or members of the immediate family of City Officials, or candidates:

- a. Contributions to a candidate or a candidate's committee.
- b. Informational material relative to a City Official's official functions, such as books, pamphlets, reports, documents, periodicals or other information.
- c. Anything received from anyone related within the fourth degree of kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related.
- d. An inheritance.
- e. Anything available or distributed free of charge to members of the general public without regard to the official status of the recipient.
- f. Items received from a bona fide charitable, professional, educational or business organization to which the donee belongs as a dues paying member, if the items were given to all members of the organization.
- g. Actual expenses of a donee for food, beverages, registration, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the donee has participation or presentation responsibilities.
- h. Plaques or items of negligible resale value which are given as recognition for the public services of the recipient.
- i. Non-monetary items with a value of \$3.00 or less that are received from any one donor during one calendar day.
- j. Items or services received at a business or educational conference, seminar or other meeting sponsored by a government organization of which the City is a member.
- k. Items or services received at a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by a government organization of which the City is a member.
- l. Funeral flowers or memorials to a church or non-profit organization.
- m. Gifts which are given to a City Official for that official's wedding or 25<sup>th</sup> or 50<sup>th</sup> wedding anniversary.
- n. Payment of salary or expenses by a person's employer or the firm in which the person is a member for the cost of attending a meeting of a City board, commission, committee or City Council.

o. Gifts of food, beverages, travel or lodging received by City Officials involved in an economic development activity, in a manner consistent with the restrictions contained in Code Section 68b.22 of the Iowa Code.

p. Gifts other than food, beverages, travel and lodging received by a City Official which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the donee.

q. Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a City Official attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a City Official in the performance of the person's official functions" under this paragraph.