

CITY OF WEST SACRAMENTO

ADMINISTRATIVE POLICY

NUMBER: I-D-1

DATE: February 1, 2009

SUBJECT: City Employee Gift Reporting
and Gifts to the City/Agency Reporting

AUTHORITY: City Manager

PURPOSE: To define gifts and ensure consistent practices for accepting and denying gifts.

POLICY: It is the policy of the City that all acceptable Gifts to the City equal to or greater than \$50 in value shall be reported via FPPC Form 801 to the City Clerk within 30 days of receipt. Gifts to Individuals equal to or greater than \$50 shall be reported by all designated employees in the City's Conflict of Interest Code on their Form 700, Statement of Economic Interests. Employees who are not designated as Form 700 filers shall report all gifts greater than \$50 or more to their Department Head on the Gift Notification Form. Employees are advised to use good judgement and err on the side of caution when accepting any gift from those who have, or will likely have, business with the City.

Definitions: "Employees" include all permanent, part-time, temporary and contract employees, including volunteers.

"87200 Filers" include all elected officials, the City Manager, the City Attorney, the City Treasurer and other officials who hold positions listed in Government Code Section 87200.

"Gifts" equal to or greater than \$50 include any money, any item of value, raffle prize, service, loan, or promise, discount or rebate for which something of equal or greater value is not exchanged. Payments, for travel, entertainment and food are gifts. "Gifts" *does not* include any discount or rebate made in the regular course of business and offered to the general public without regard to the individual's connection with the City/Agency; plaques or trophies, and campaign contributions.

PROCEDURE: A gift is considered a Gift to the City/Agency when:

- The donor has identified a purpose for the gift but has not designated by name, title, or otherwise, the official who may use the gift.
- The City Manager or designee makes the determination and control's the City's use of the gift.
- The gift is used for official City business.

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(continued)

- The gift is not used by 87200 filers.
- The gift does not exceed the City's own reimbursement rates for travel.

All gifts to the City/Agency must be reported on FPPC Form 801 to the City Clerk within 30 days of receipt. Parts 1, 2, & 3 shall be completed by the department, and Part 4 shall be completed by the City Manager or his/her designee. The City Clerk shall post all completed forms on the City's website and retain all forms for a period of four years. A log shall also be maintained that is searchable by the name of the official receiving gift/payment.

A gift is considered a Gift to an Individual when a specific employee is designated to receive the gift, including being the winner of said gift in a raffle, drawing, or contest. Gifts, including consumables, to individuals are reportable by designated employees if they are equal to or greater than \$50 in value. They are also considered reportable if the aggregate total of multiple gifts from the same source is equal to or greater than \$50 in value. FPPC Form 700, Statement of Economic Interest is used for reporting such items. Employees who are not designated as Form 700 filers shall report all gifts greater than \$50 or more to their Department Head on the attached Gift Notification Form.

ATTACHMENT(S)
Gift Notification Form



Employee Gift Notification Form

Employee Name: _____ **Title:** _____

Department: _____

Date Gift Received	Source of Gift	Gift Received	Value of Gift

Relationship with Source of Gift:

Disposition of Gift (kept, used, donated, shared, etc.):
