



City of Apache Junction

Development Services Department



MEMORANDM

DATE: October 19, 2016

TO: The Honorable Mayor and City Council

THROUGH: Bryant Powell, City Manager
Larry Kirch, Development Services Director

FROM: Roger S. Hacker, Revenue Resources Manager

SUBJECT: Donor Recognition Guidelines

REQUEST

Staff respectfully requests that the city council reviews, discusses, and approves the proposed donor recognition guidelines. The guidelines are attached as Attachment One.

BACKGROUND

October 3, 2016

During the work session, staff presented the ad-hoc committee's recommendations to the city council. Council made the following comments:

- There should be flexibility in the size of the donation that merits the presentation of a ceremonial check.
- Recognition should be given more often than on a quarterly basis.
- A thank you card signed by the council members should be sent to donors as soon as possible after a donation is received.
- There should be an event thanking donors for their support.

October 18, 2016

During the council meeting, staff presented the ad-hoc committee's recommendations to council and the council's comments made during the October 3, 2016 work session. Council developed the guidelines contained as Attachment One. At the end of the discussion, council directed staff to bring back

October 18, 2016 (continued)

the guidelines as an action item on November 1, 2016.

The council's guidelines include both actions to take place during city council meetings and additional actions to occur outside of council meetings.

A separate list of suggestions was generated by the ad-hoc committee and supported by council. These suggestions, because they do not need council approval, are contained in a separate document entitled Supplemental Donor Recognition Suggestions. This document is contained as Attachment Two.

DISCUSSION

During the October 18, 2016 meeting, council reached consensus on the guidelines and directed staff to bring them back as an action item.

RECOMMENDATION

Staff respectfully recommends that the council adopt the guidelines governing recognition of donors. The guidelines are contained in Attachment One.

ACTION REQUIRED

Adoption of guidelines.

ATTACHMENT

Attachment One: Donor Recognition Guidelines

Attachment Two: Supplemental Donor Recognition Suggestions