

**CITY OF MEDINA, WASHINGTON**

**RESOLUTION NO. 461**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, ADOPTING AN AMENDMENT TO FINANCIAL POLICIES TO UPDATE THE ACCOUNTS PAYABLE PROCESS AND EXPAND EFT PAYMENTS.**

**WHEREAS**, a formal process for acceptance and documentation of donations made to the City of Medina is to be established: and

**WHEREAS**, the city must always consider public interest, adopted policies and applicable law: and

**WHEREAS**, the City Council must provide approval for all donations with a current value of over \$2,000 as required by MMC 2.56: and

**WHEREAS**, the approved changes provide greater transparency into the policies and procedures of the Finance Department for the City of Medina: and


**WHEREAS**, this action requires an amendment to the City's Financial Management Policies;

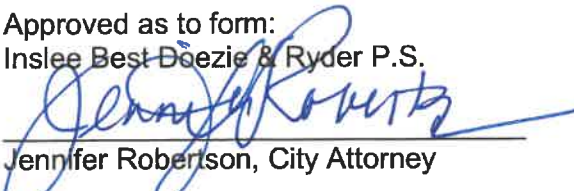
**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, RESOLVES AS FOLLOWS:**


**Section 1.** Adopt Financial Management Policies as Amended, attached hereto as Exhibit A.

**Section 2. Effective Date.** This Resolution shall be effective upon its adoption by the City Council.

**PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON JUNE 22, 2026 AND SIGNED IN AUTHENTICATION OF ITS PASSAGE ON JUNE 22, 2026.**

  
Jessica Rossman, Mayor

Approved as to form:  
Inslee Best Doezie & Ryder P.S.  
  
Jennifer Robertson, City Attorney

Attest:  
  
Dawn Nations, Acting City Clerk

FILED WITH THE CITY CLERK: 6/23/2026  
PASSED BY THE CITY COUNCIL: 6/22/2026  
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## **City of Medina**

### **Donation Acceptance Policy**

**Adopted June 22nd, 2026**

#### **1. Purpose:**

The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City of Medina. This policy provides guidance when individuals, community groups, and business entities wish to make donations to the City. The policy is constructed to be consistent with the applicable provisions of the Medina Municipal Code (MMC) chapters 2.60 and 2.84.

#### **2. Types of Donations**

The types of donations that may be offered and accepted by the City of Medina are real property, personal property, and cash donations. Donations may be designated for a specific purpose, may be proposed to a specific City department, and/or may be for the City's discretionary use.

#### **3. City Interests**

The City of Medina must always consider public interest, adopted policies, and applicable law when considering acceptance of a donation. Donations may only be accepted if their purpose mirrors the City's goals, objectives, and/or long-range plans.

#### **4. Donation Acceptance Process**

All proposed donations to the City must be submitted using the City's Donation Application Form. The proposed donation's use and monetary value determine the required approval process for a proposed donation's acceptance as follows:

- a)** All unrestricted cash or property donations with a current value of \$2,000 or less may be reviewed and approved by the City Manager provided the proposed donation requires no additional or ongoing expenditure of City resources (see (3) below).

- b) All other proposed donations shall be submitted to the City Council for review and approval as required by MMC 2.56.

In considering acceptance of a proposed donation, the City will consider the following:

- (1) Whether the proposed donation has a purpose consistent with those listed in Section 3 of this document.
- (2) Whether the donation conflicts with any applicable law, adopted City policy, or would be in violation of the Medina Municipal Code.
- (3) Whether the donation places any burden on the city, including but not limited to requiring future expenditure of time and/or other City resources.
- (4) The City reserves the right to decline any donation without cause or explanation. Public recognition of an accepted donation is subject to the direction of the City Council and any applicable adopted City policies and procedures.

## **5. Acknowledgement of Donations**

If a proposed donation is approved for acceptance consistent with this policy, the Donation Application Form will be signed by the City Manager, and a copy will be provided to The Finance Director and the City Council at the next business meeting. All donations will be issued with a tax receipt evidencing the acceptance of the donation subject to the City's determination of value.

## **6. Donations Records**

Every Donation Application Form will be housed and maintained by the City Clerk's Office, and a copy of all accepted forms will be provided to both the Finance Director and the City Council.